

Minutes

ORDINARY COUNCIL MEETING (OCM 06/21)

2 December 2021
Commenced at 5:31 pm

Shire of Peppermint Grove
1 Leake Street
Peppermint Grove

CONTENTS

1.	DECLARATION OF OPENING	3
2.	RECORD OF ATTENDANCE AND APOLOGIES	3
3.	DISCLOSURES OF INTERESTS	4
4.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
5.	PUBLIC QUESTION TIME	4
6.	APPLICATIONS FOR LEAVE OF ABSENCE	4
7.	PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS	4
8.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	4
9.	CONFIRMATION OF PREVIOUS COUNCIL MINUTES	5
9.1	CONFIRMATION OF PREVIOUS ORDINARY COUNCIL MEETING MINUTES	5
9.2	CONFIRMATION OF PREVIOUS SPECIAL COUNCIL MEETING MINUTES	5
10.	REPORTS OF COMMITTEES AND OFFICERS	6
10.1	SAFETY MANAGEMENT AND OPERATIONS REPORT	6
10.2	FINANCIAL STATEMENTS	9
10.3	CREDITOR AND DEBTOR PAYMENTS	12
10.4	MINUTES OF CEOAC MEETINGS	14
10.5	FOGO TRANSITION PLAN	16
10.6	C&E CREDIT CARD	20
11.	INFORMATION BULLETINS	22
11.1	COMMUNICATIONS AND EDUCATION UPDATE	22
11.2	VERGE VALET® REPORT	32
11.3	PROGRESS ON COUNCIL RESOLUTIONS	35
12.	MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN	37
13.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	37
14.	MEMBERS' QUESTIONS WITHOUT NOTICE	37
15.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	37
16.	MATTERS BEHIND CLOSED DOORS	37
17.	BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING	38
18.	GENERAL BUSINESS	38
18.1	2022 MEETING DATES	38
19.	CLOSURE OF MEETING	40

1. DECLARATION OF OPENING

The Chairman welcomed the attendees and declared the meeting open at 5.31 PM.

2. RECORD OF ATTENDANCE AND APOLOGIES

Councillors

Cr. C Hohnen	Chair	Shire of Peppermint Grove
Cr. S Stroud	Deputy Chair	City of Subiaco
Cr. P Kelly	Member	Town of Claremont
Cr. P MacFarlane	Member	Town of Cottesloe
Cr. A Maurice	Member	Town of Mosman Park

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

Nil

Observers

Nil

Apologies

Nil

3. DISCLOSURES OF INTERESTS

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS

Nil

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Moved: Cr Stroud Seconded Cr MacFarlane

Confidential Items 16.1 & 16.2 to be heard out of sequence.

That the meeting proceeds 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 5.33 PM.

Moved: Cr Stroud Seconded: Cr Maurice

That the meeting resume in open session

CARRIED 5/0

The meeting resumed in open session at 7.08 PM.

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

Moved: Cr. Stroud Seconded: Cr. MacFarlane

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION
16.1.1 The DiCOM Confidential Progress Report of 28 September 2021 be noted.

CARRIED 5/0

Moved: Cr. Maurice Seconded: Cr. MacFarlane

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION
16.2.1 Council set preliminary Member Council FOGO gate fees as provided in the report to council
16.2.2 This may be subjected to change based on the current procurement process being undertaken.

CARRIED 4/1

Cr. Kelly voted against the motion

9. CONFIRMATION OF PREVIOUS COUNCIL MINUTES

9.1 CONFIRMATION OF PREVIOUS ORDINARY COUNCIL MEETING MINUTES

Minutes of the previous Ordinary Council Meeting held on 7 October 2021 were circulated earlier under separate cover. A copy of the minutes is at Attachment 9.1A.

Moved: Cr Stroud Seconded: Cr Kelly

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

9.1.1 Council accepts the minutes of the previous Ordinary Council Meeting held on 7 October 2021 as a true and accurate record of proceedings.

CARRIED 5/0

9.2 CONFIRMATION OF PREVIOUS SPECIAL COUNCIL MEETING MINUTES

Minutes of the previous Special Council Meeting held on 28 October 2021 were circulated earlier under separate cover. A copy of the minutes is at Attachment 9.2A.

Moved: Cr Maurice Seconded: Cr Stroud

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

9.2.1 Council accepts the minutes of the previous Special Council Meeting held on 28 October 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:	26 November 2021
Attachment:	10.1A – Waste Tonnes Received

SUMMARY

This report covers risk and safety management related topics as well as operational updates of waste management, transfer station and recycling operation.

BACKGROUND

Managing health and safety while we introduce new operational procedures to offer best transport efficiencies and all-encompassing recycling solutions for residents has been a focus in recent weeks.

DETAILS

Safety Actions

- Fortnightly Toolbox Meetings at the Recycling Centre
- Quarterly Site inspection is due in December
- Standard operating procedures (SOP) are currently being developed for the receipt and handling of FOGO
- City of Vincent drivers have been inducted and signed off the SOP for FOGO delivery
- Casual staff Campbell has gone through working at heights training and can now safely work on the tipping floor.

West Metro RC Staffing

The team at the RC has been stable with not much fluctuation. We have several key staff members with important skills taking annual leave and long service leave. In order to fill those gaps, we have hired a part-time casual recycling attendant / truck driver starting on the 13th of December.

We recently hired a part time casual recycling attendant who is currently rostered twice a week for 6hrs who lives with a disability and has become a very valued team member.

Current projects and new procurements

- The cardboard compactor has been installed and is working as expected. We have increased the weight of cardboard per trip from 800kg under the old system to 5000kg
- We have also commissioned a polystyrene compactor
- Together the two compactors act to reduce truck traffic and increase revenue from sales of cardboard compacted EPS (expanded polystyrene).
- We have commissioned the redesigned waste hopper of the ejector waste compactor for FOGO material. This redesigned waste compactor hopper allows us to process any waste stream through this system.
- We have commissioned a new small size front end loader to handle various waste streams on the tipping floor.

License extension for green waste yard

- The current green waste license was only valid for a few months and originally ended on 30th November. We have managed to extend our lease with DLGSCI until the end of January 2022 and further until end of June 2022 with Christ Church Grammar School (CCGS). We have to vacate the site by the end of June 2022. We are currently developing options for a replacement greenwaste operations site and will report to Council on the outcome at the February 2022 OCM.

License amendment for the handling of FOGO

- The proposed license amendment and tonnage increase to 20,000T per annum has been approved by DWER, subject to a 3-week public comment period.

FOGO Receival

The City of Vincent began delivering its FOGO waste to WMRC on 8 November 2021. Deliveries amounted to 29 tonnes in the first week, and 80 tonnes in the second week. We expect FOGO deliveries to scale up over time to around 100 tonnes per week within a few weeks.

The FOGO waste is being hauled by contractor for processing using ejector blade trailers.

As expected, contamination is an issue and will likely remain so for several months until Vincent residents are accustomed to using the City's new three bin system (the general waste bin was converted to a FOGO bin and a new 140 litre red-lid residual waste bin issued). Vincent has run a good education campaign prior to the rollout and is planning to continue. The receival and handling arrangements we put in place at the transfer station have proven to operate efficiently and effectively. All other aspects of the new service are operating well.

Procurement

Following on from our mid-2020 RFQ, a fresh RFQ for FOGO Processing will be released in the second week of December. It is planned that an RFT follow within 12 months to allow time for competition in the FOGO processing market to further develop.

Polyphagous shot-hole borer (PSHB) Quarantine Area (QA)

A QA has been established over the central Perth metropolitan area in response to an infestation of an exotic pest, the Polyphagous Shot-Hole Borer. Our green waste contractor, Western Tree Recyclers (WTR), has been issued a temporary movement permit by DWER until 3 December

2021. We anticipate that DPIRD will then be in the position to issue a more permanent movement permit for green waste leaving the QA.

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

This is aligned with key strategies as follows:

1. Achieve a comprehensive, cost-effective waste management service across the region
2. Increase the number of Councils, people and businesses 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
5. Develop a strong and capable organisation

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Stroud Seconded: Cr Kelly

10.1.1 Council notes the Safety and Operations Report.

CARRIED 5/0

10.2 FINANCIAL STATEMENTS

Responsible Officer:	Finance & Governance Manager
Date:	23 November 2021
Attachment 10.2A:	September Accounts
Attachment 10.2B:	October Accounts

SUMMARY

This report provides a monthly summary of the WMRC's operating and financial position. Its primary purpose is to allow Councillors to track budgeted figures to actual expenditure during throughout the financial year.

BACKGROUND

Local Government (Financial Management) Regulation 34 requires monthly financial activity statements to be presented to Council.

Each year, Council is required to adopt a percentage or value to be used for material variance reporting. At the Ordinary Council Meeting of 2 February 2021, Council adopted a value of 10% for reporting material variances. 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 at **Attachments 10.3A and 10.3B**:

- For September 2021, WMRC had an operating deficit of \$292,478 compared to a budgeted deficit of \$213,315 with a negative variance of \$79,163.
- For October 2021, WMRC had an operating deficit of \$154,936 compared to a budgeted operating deficit of \$154,528 with a positive variance of \$408.
- As of 31 October 2021, Council had a provisional operating deficit of \$39,901 compared to a budgeted operating surplus of \$176,118 with a negative variance of \$216,019.
- As of 31 October 2021, revenue for the year-to-date is 1% over budget and expenses are 10% over budget. Detail is given below.
- As of 31 October 2021, the reserve balance was \$1,121,340. (*Note that at the time of writing the reserve balance is \$871,540).

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.

To provide a clearer indication of monthly financial performance, as part of the mid-year budget review we will look to spreading receipts of Service Delivery Charges (levied each January and July) across the full twelve months of the year.

Revenue

Revenue continues to track very closely to budget. Revenue for September at \$303,402 was 3% less than budget; and for October at \$334,839 was 7 percent above budget. For the financial year to date ending 30 October, revenues were 0.5% less than budget.

Revenues will increase as from November with the commencement of FOGO services for the City of Vincent.

Expenditure

At the end of October, year to date legal expenses were \$116k over budget. This is due to unforeseen additional costs in dealing with the DiCOM legal dispute.

Recycling Centre expenses as of 31 October 2021, were 6% above budget. This is due to additional maintenance costs and, offset by additional revenue, additional costs for green and bulk waste haulage, and Verge Valet[®] services.

Insurance costs are \$25k above budget due to additional services. We have added cyber-crime insurance and accident and sickness insurance. Property insurance and liability insurance increased in cost beyond that anticipated during budgeting.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations

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 with an explanation of material differences
- the net current assets at month end

CONSULTATION

Nil

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

Peter Engel left the meeting 7.18 PM, return to the meeting at 7.20 PM

VOTING REQUIREMENT

Absolute majority

Moved: Cr Kelly Seconded: Cr Maurice

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

10.2.1 Council notes the financial statements for the months of September and October 2021.

CARRIED 5/0

10.3 CREDITOR AND DEBTOR PAYMENTS

Responsible Officer:	Manager Finance and Governance
Author:	Customer Service and Finance Officer
Date:	25 November 2021
Attachments:	10.3A September Payments 10.3B October Payments 10.3C Debtors Outstanding

SUMMARY

The schedule of accounts paid for September and October 2021 is attached for the endorsement of Council. The schedule of debtors as of 25 November 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 MacFarlane

Seconded: Cr Kelly

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

10.3.1 Council endorses the schedule of accounts paid of \$1,020,382.97 and \$399,280.11 for the months of September and October 2021 respectively.

10.3.2 Council receives the schedule of Debtors outstanding at 25 November 2021.

CARRIED 5/0

10.4 MINUTES OF CEOAC MEETINGS

Responsible Officer:	Manager Communications and Education
Date:	24 November 2021
Attachment:	10-5A – Confirmed minutes 16 September 10-5B - Unconfirmed minutes 18 November

SUMMARY

This item presents the confirmed minutes of the 16 September CEOAC meeting and the draft minutes of the 18 November CEOAC meeting for confirmation and reception respectively.

BACKGROUND

The unconfirmed minutes of the 16 September CEOAC meeting were presented at the October OCM; and confirmed at the 18 November CEOAC meeting as a true and proper record of the meeting. They are presented here for reception (Attachment 10-5A).

The unconfirmed minutes of the 18 November CEOAC meeting are presented here for reception (Attachment 10-5B).

DETAIL

There was active discussion of many items on the agenda, particularly the FOGO transition plan. All officer recommendations were recommended to this OCM with an extra recommendation concerning the FOGO Transition: a recommendation for WMRC to lobby concerning General Waste bin sizes. This will be dealt with at item 10.6 of this agenda.

In addition, the CEOAC called for WMRC to develop a draft consultation policy with its Member Councils. We anticipate that this will be dealt with through the January CEOAC meeting and the February OCM:

6.2.1 That a future meeting of CEOAC consider a WMRC draft consultation policy with Member Councils on major projects or procurement.

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

This item recommends the creation of a new WMRC Policy

Financial Implications

Nil

Strategic Implications

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

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Stroud Seconded: Cr Maurice

RESPONSIBLE OFFICER'S RECOMMENDATIONS AND COUNCIL RESOLUTIONS

- 10.4.1 Council receives the confirmed minutes of the 16 September 2021 CEOAC meeting.**
- 10.4.2 Council receives the unconfirmed minutes of the 18 November 2021 CEOAC meeting.**
- 10.4.3 WMRC Administration develops for initial consideration by CEOAC a Consultation with Member Councils Policy for major projects or procurement.**

CARRIED 5/0

10.5 FOGO TRANSITION PLAN

Responsible Officer: **Manager Communications and Education**

Date: **24 November 2021**

Attachments: **10.5 (Confidential) FOGO Transition Plan**

SUMMARY

This item recommends the acceptance of the FOGO Transition Plan to guide the coordinated transition of WMRC Member Councils to a three bin FOGO service by 2025 in accordance with their Waste Plans and the *State Waste Strategy 2030*.

BACKGROUND

This plan at **Confidential Attachment 10-5** is the result of WMRC Council resolution 10.4.3 of 3 February 2021, following a recommendation from CEOAC in January 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.

The FOGO Transition plan has been developed with the FOGO Project Control Group drawing on the [Waste Authority/WALGA Step-by-Step Guide](#) and the experience of WA local governments who have already introduced FOGO, particularly those few who have made the GO to FOGO transition. This plan has been reviewed by all the Member Council representatives of the FOGO Project Control Group and accepted by CEOAC at its meeting of November 18.

The plan has been slightly modified since CEOAC to incorporate information from a consultant's report recently been published on the Waste Authority website.

There are 18 recommendations in the Transition Plan to guide the implementation of FOGO across Member Councils.

Please note the plan itself is Confidential as it contains commercially sensitive information.

DETAIL

The FOGO Transition plan includes:

- An Executive Summary
- A list of recommendations
- The elements of a business plan for adaptation by Member Councils including:
 - risk management
 - stakeholder management
 - expected tonnages
 - changeover costs
 - operational costs
- A communications plan with five phases

- The elements of a how-to guide including:
 - information and data management
 - procurement of material and rollout services
 - the outline of how WMRC will support Member Councils through the transition
 - information on specific potentially problematic issues
- A timeline – more detailed for the Town of Cottesloe, and shown as months from a decision point for the other Member Councils

The working assumption remains that the Town of Cottesloe will act as a pilot in transitioning to FOGO in mid-2022. Their previous Better Bins Plus funding application has been approved by DWER as being still current, allowing for transition this financial year.

Of the other four councils, three are serviced by the same collector under matching contracts and should therefore transition at the same time. The City of Subiaco will need to provide new bins for their residents and is redesigning its collection routes and therefore has slightly different needs. Nevertheless, it is possible that its transition could be around the same time as the other three.

The FOGO processing market around Perth is still developing and in this dynamic environment there are price uncertainties. The price modelling in the transition plan is based on a variety of scenarios:

- two different possible gate fees;
- four different scenarios of the general waste gate fee (three as landfill, one as Waste to Energy); and
- two different scenarios of the amount of FOGO material generated by each resident per week.

Overall costs decrease with increased harvest of FOGO material from the general waste bin; this in turn is driven by clear and consistent communications and by decreased size (140-litre) and collection frequency (fortnightly) of the general waste bin as detailed in DWER's better practice guidelines associated with Better Bins Plus funding.

CEOAC expressed some disquiet with decreasing the general waste bin size; and requested WMRC lobby on their behalf for options to include a 240-litre general waste bin at extra cost to the householder in Better Bins Plus funding applications. There is a current provision within DWER funding arrangements which has the potential to allow retention of 240-litre general waste bins under specific circumstances.

Since the CEOAC meeting, the Waste Authority has published a report by MRA which indicates that a three bin FOGO service with Waste to Energy will easily achieve material recovery targets unlike either of the existing Member Council bin configurations. In addition, the modelling shows that in general a three bin FOGO system will cost marginally more per household than a GO system either annually or as a 10year total system cost; it will reduce the cost per tonne recovered; and decrease the greenhouse gas emissions per household. Although the assumptions in this report are not the same as those in the internal modelling, the minor cost per household increase is aligned.

It is envisaged that the collaboration between the WMRC and Member Councils continues from the planning to the operational stage of the project with roles summarised as follows:

Activity	WMRC	Member Council
Transition Plan development	Write	Assess and comment
Project Control Group	Lead	Participate
Communications (plan, design, print/create)	Write and enact relevant parts of plan Coordinate consistent design. Fund design.	Adapt and enact relevant parts plan Use designs. Fund printing.
Better Bins Plus funding	Assist and coordinate	Apply and acquit
Procurement (caddies, liners, bins where applicable)	Advise. Procure only when advantageous.	Procure unless advantages in centralized procurement
Rollout of stickers, caddies, liners, bins (where necessary)	Advise	Procure service
Collection contractor		Notify and liaise
Haulage and processing contractors	Procure and manage contracts	
Ongoing monitoring	Design resident communications, Coordinate bin tagging Liaise with processing contractor	Distribute ongoing communications Deal with resident queries

This approach will minimise cost to Member Councils, decrease resident confusion (and resultant contamination) and serve to apply lessons learnt in the Town of Cottesloe pilot to the transitions of subsequent Member Councils.

STATUTORY ENVIRONMENT

Section 40(4) *Waste Avoidance and Resource Recovery Act 2007* provides for local government waste plans to meet the *Waste Avoidance and Resource Recovery Strategy 2030* (Waste Strategy 2030) targets.

Section 44 *Waste Avoidance and Resource Recovery Act 2007* annual reporting on the waste plan implementation

Section 6.2(2) *Local Government Act 1995* requires local governments to have regard to their plans for the future (including Waste Plans)

CONSULTATION

DWER

WALGA Waste and Recycling

Members of the FOGO Project Control Group

WA Local Governments who have transitioned GO to FOGO

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

The transition is allowed for in the current budget and can be incorporated in future budgets

Strategic Implications

The recommendations of this report are aligned with the following four 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 AND COUNCIL RESOLUTIONS

- 10.5.1 Council accepts the FOGO Transition Plan to be used as a blueprint for Member Councils for transition to a three bin Service including FOGO collection for single unit dwellings as described in their Waste Plans.**
- 10.5.2 WMRC staff to work in close collaboration with staff from the Town of Cottesloe through its transition to a FOGO service mid-2022.**
- 10.5.3 WMRC staff to work alongside remaining Member Councils to specify the timeframe for their transition to FOGO, starting with applying for Better Bins Plus funding in the next round where appropriate.**
- 10.5.4 WMRC to lobby the State Government to permit Local Governments to retain the 240-litre general waste bin within Better Bins Plus funding as an option for residents at extra service charge to the resident.**

**CARRIED 4/1
Cr Kelly voted against.**

10.6 C&E CREDIT CARD

Responsible Officer:	Manager Finance & Governance
Date:	23 September 2021
Attachment:	10.6A WMRC Delegations Register 10.6B Expenditure Authority Register

SUMMARY

This report requests an additional credit card to be held by the Manager Communications and Education for use by the Communications and Education Team.

BACKGROUND

The Delegations Register and Purchasing Authorities Register were most recently reviewed and adopted at the October 2021 Ordinary Council Meeting.

Delegation 1.1.8 covers sections 6.7 and 6.9 of the *Local Government Act 1995* and delegates authority to authorise expenditure from WMRC bank accounts and credit cards. The Manager Communications and Education has been a sub-delegate since 2018... .

DETAIL

It is now appropriate for the Communications and Education team to hold a credit card to facilitate minor purchases particularly associated with workshops, tours and events. Currently these are often managed through staff using their personal credit cards or the CEO's card.

The Manager Operations is holder of a credit card with a limit of \$2,000. It is proposed that the same limit be adopted for the credit card to be held by the Manager Communications and Education. An updated version of the WMRC Expenditure Authority can be found at **Attachment 10-6A** with the proposed change highlighted in yellow. The Delegations Register can be found at **Attachment 10-6B** and it is attached for easy reference.

STATUTORY ENVIRONMENT

Section 5.42 of the *Local Government Act 1995* provides that a local government may delegate to the CEO the exercise of some of its powers and duties. Section 5.43 provides limits on delegations to the CEO and Section 5.44 provides for some powers and duties to be delegated to employees.

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.

Local Government Financial Management Regulation 11 requires a local government to have properly authorised use of credit cards.

CONSULTATION

WALGA resources.

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

The Credit card will be used for expenditures approved by Council in the 2020-21 Annual Budget.

The Credit card will be used for expenditures approved by Council in the 2020-21 Annual Budget.

Strategic Implications

This is aligned with the WMRC Key Strategy #5 as set out in the *Strategic Community Plan 2019-20 to 2029-30*: “Develop and strong and capable organisation”.

COMMENTS

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

Cr Stroud left the meeting at 7.36PM.

VOTING REQUIREMENT

Absolute Majority.

Moved: Cr MacFarlane

Seconded: Cr Kelly

RESPONSIBLE OFFICER RECOMMENDATIONS AND COUNCIL RESOLUTIONS

10.6.1 Council authorise a credit card with a \$2,000 limit to be held by the Manager Communications and Education.

10.6.2 Council adopt the Purchasing Authorities Register in accordance with section 5.42 of the Local Government Act 1995.

CARRIED 4/0

11. INFORMATION BULLETINS

11.1 COMMUNICATIONS AND EDUCATION UPDATE

Responsible Officer:	Manager Communication and Education
Date:	24 November 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. Member Council staff support
2. Community Education activities
3. Media Content

DETAIL

Member Council Staff Support

The plan for the FOGO transition is discussed in item 10.5 of this Agenda. The first meetings for the Cottesloe transition to FOGO has been held and preparations are underway.

We have applied for WALGA-supported waste audits for Cottesloe aligned with preparations for bin-tagging due to take place in early 2022.

Waste Plan Monitoring is ongoing and based on information from DWER about their requirements. Data on implementation progress will be required alongside waste statistics by October 2022.

Community Education Activities



13 Sept, ParaQuad & Return-it Community Tour – this sell-out event offered residents a behind the scenes tour to see how the Containers for Change refund process works, and how not-for-profits like ParaQuad are involved and the other work these organisations do to reduce waste and keep quality items and materials in circulation.



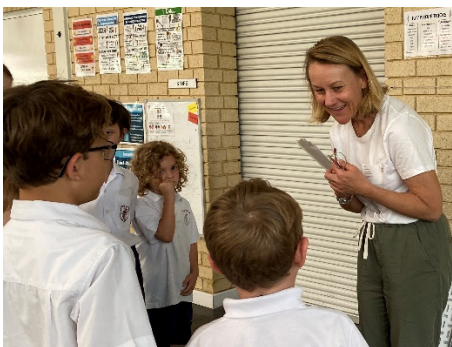
9 Oct, Spring Wardrobe Refresh The Grove Library – this event was a roaring success. With more than 250 residents swapping clothes they no longer wear and finding new ones they do for FREE at the Spring Wardrobe Refresh.



16 Oct + 25 Nov, West Metro Recycling Centre Community Tours. Two sellout tours exploring the history of the WMRC, purpose of a transfer station, the different recycling initiatives on offer including a first look at our new Cardboard Compactor 'Cardy'!



18 Oct, Waste Wise Schools, Clean Schools WA, WMRC + Cott Primary Teacher Professional Development Day. A great day for local teachers to learn about the different programs available for schools, share ideas and facilitate discussion on creating change in school environments to support waste and recycling initiatives.



14th and 28th Oct, New Volunteer Inductions. We hosted two volunteer orientations in October and had both Nina and Tshering join us as volunteers at recent events.



4th and 10th Nov, West Metro Recycling Centre – Member Council Staff and Elected Members Tours continue to be popular and are a great way to see for yourself how the WMRC operates and the different waste streams that can be recovered at our Shenton Park facility.



7 Nov, Mosman Park Craft Market was a great opportunity to share the WMRC GREAT Sort games with the community and answer resident queries.



11 Nov, Resource Recovery Group Canning Vale Centre – National Recycling Week Tour. WMRC residents got to see how FOGO is processed, and green waste is processed and how recycling is sorted and baled. Resident recycling and waste questions were all answered on this engaging community tour.



17 Nov, St. Thomas Primary School Waste Education Day with Town of Claremont was a packed day with students from Kindy all the way to Year 6 partaking in the high energy day. Thanks to Eugene from Town of Claremont and WMRC volunteers for assisting in running the day.



13 Nov, Claremont Repair Lab & Men's Shed Open Day at Claremont Showgrounds with Claremont Buy Nothing and WMRC. This small community event was a good opportunity to support reuse and repair and share the services available from WMRC to recycle and recover waste with residents.



20 Nov, Modern Cloth Nappy Workshop – Nabilla shared an overview of using MCNs and gave insights from experience to residents at different stages in their MCN journey on how they can start using cloth nappies and reduce their waste.



15 Nov MLC movie night and 20 Nov Rosalie Fete used WMRC water stations, bin toppers and mug library to create low waste events.

We presented at a Recycling in Churchlands event on 30 November at the invitation of the local MLA, Christine Tonkin and in the presence of the Minister for Environment, Climate Action and Commerce, Amber Jade Sanderson.

Media Content

There has been a reduction in Post Articles over this period.

Print Media

<p>LOCAL PUBLIC NOTICE</p> <p>Notice is hereby given that the Western Metropolitan Regional Council intends to finance the purchase of a Kubota R430 loader through 36 monthly payments of \$1,578.17 at an interest rate of 0.9%.</p> <p>Stefan J Frodsham Chief Executive Officer</p> 	<p>Verge valet starts this October</p> <p>Verge valet is the convenient new flexible and personalised bulk rubbish collection service.</p> <p>City of Subiaco households can now book a bulk waste collection on a Thursday of your choice, giving you the option to select dates that are convenient for you.</p> <p>To find out more, including the list of eligible items, visit www.vergevalet.com.au.</p>	<p>Reuse and recycle</p> <p>Claremont residents have been identified as the biggest users of the Brockway West Metro Recycling Centre. This is a great achievement and a demonstration of our collective commitment to minimise our impact on the environment. Please remember to separate cardboard from other bulk waste and ensure it is flattened with tape removed if you are disposing of it at the Centre.</p>  <p>Cr. Jill Goetze, Deputy Mayor</p>
<p>POST Oct 24: Public Notice for Kubota, p3; Verge Valet in Subiaco, p18; and Claremont biggest user of recycling centre, p18</p>		



Recycling made easy ... Cardy the new cardboard compactor is expected to slash transport costs.

Box glut is crushing

The explosion in home-delivered packages has led to another household problem – how to get rid of all cardboard boxes.

The rubbish recycling centre in Brockway Road, Shenton Park, has noticed a big spike in cardboard coming into the tip.

The centre operators have now bought a big cardboard squashing machine to help recycle the cardboard, instead of leaving it in open bins where it gets wet.

It was also an expensive nuisance to transport by truck.

The Western Metropolitan Regional Council says its new cardboard compactor will reduce 7200km of truck traffic and fuel emissions per year, while recycling more cardboard.

The compactor's ability to compress bulky cardboard increases storage and transport capacity six-fold, reducing cardboard recycling trips by about 80%.

"Cardy, our new cardboard compactor is a cost-saving, environmentally-responsible addition to the West Metro Recycling Centre." WMRC CEO

Stefan Frodsham said.

"Before we had Cardy, we were on the road 10 to 12 times a month, transporting one tonne of cardboard per visit to a recycling facility in Landsdale – that's a 60km round trip each time."

"Now, we can transport 6.5 tonnes of cardboard at once, reducing the number of trips to between two and four a month, and it only needs to go around the corner to Osborne Park."

More details at wmrc.wa.gov.au or call the Recycling Hotline 9384 6711.

POST article – new cardboard compactor, p54, Oct 29. (Typo – article meant to say 'Box' glut...)

Advertising

WMRC's Word on Waste

Recycling Tip
Keep your recycling loose.
Why? Bagged recycling is sent to landfill, loose recycling isn't. Visit our Let's Recycle Right page at wmrc.wa.gov.au to see if you're recycling right.

NEW! Meet Cardy the Cardboard Compactor
Cardy crushes your cardboard to make transport more efficient and environmentally friendly. Look for the big blue compactor when you next visit the West Metro Recycling Centre.

Upcoming Recycling Facility Tour
Join us on this National Recycling Week Tour and see what happens to your recycling bin contents after they leave the kerb.
Where: Resource Recovery Group Canning Vale Centre
350 Bannister Road Canning Vale
When: 11 November | 10AM - 12 NOON
Cost: \$5 + Eventbrite fee. Light refreshments included
Bookings essential at wmrc.eventbrite.com.au or call 9384 6711

Cardy removes 7,200km of truck traffic and fuel emissions a year!

FREE cardboard recycling for Member & Participating Council residents

West Metro Recycling Centre - Open 7 days
Located on corner of Brockway Road and Lemnos Street, Shenton Park (enter off Brockway)
Weekdays: 7:30 AM - 4:00 PM
Weekends: 8:00 AM - 4:00 PM
Public Holidays: 7:30 AM - 2:00 PM
Closed Christmas Day, New Year's Day and Good Friday
Fees may apply for non-member council residents. Visit wmrc.wa.gov.au for details.

Western Metropolitan Regional Council | Managing waste wisely

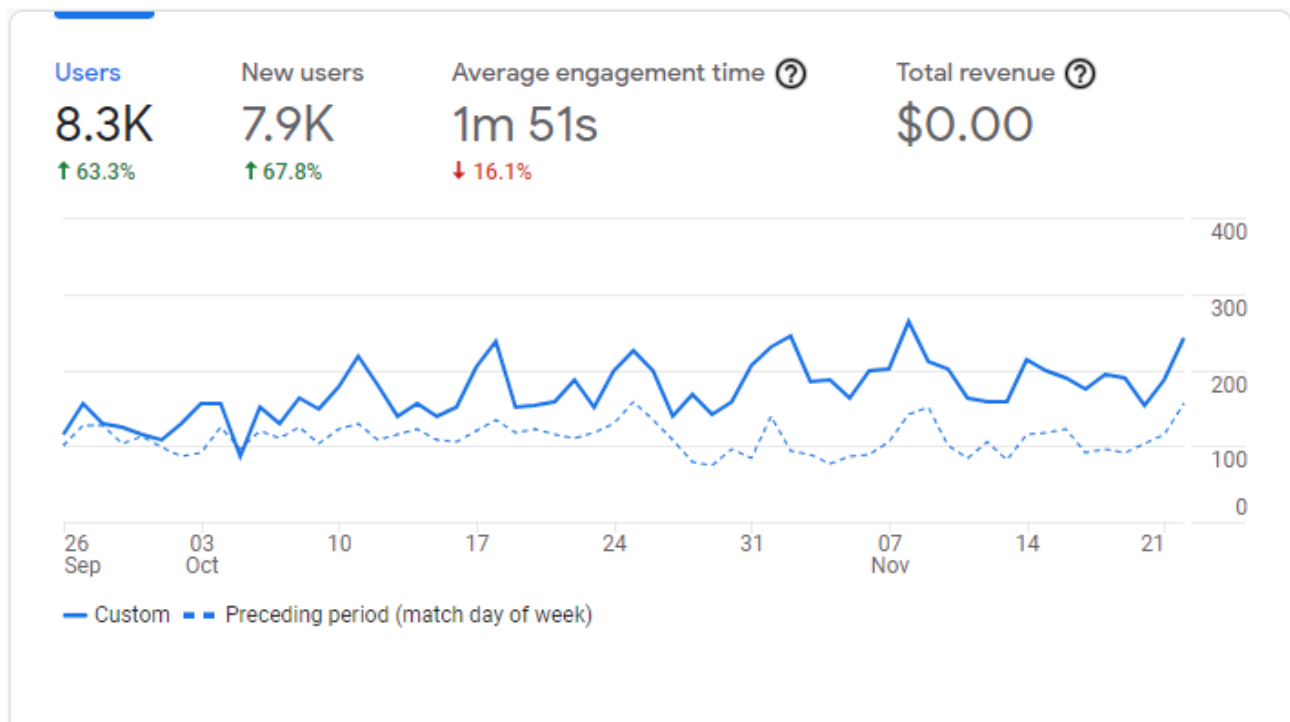
Recycling Hotline 9384 6711 Join us online or sign up to our monthly newsletter - visit wmrc.wa.gov.au for details.

POST advert 23 Oct, p6 and 06 Nov, p16

Website

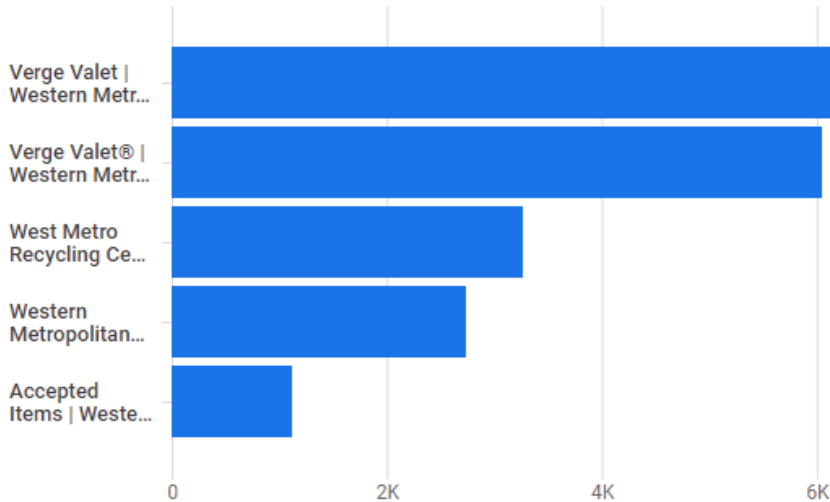
Search period: Sept26 – Nov 22, 2021

Comparison period: previous two months. This increase corresponds with commencement of Verge Valet in Subiaco.

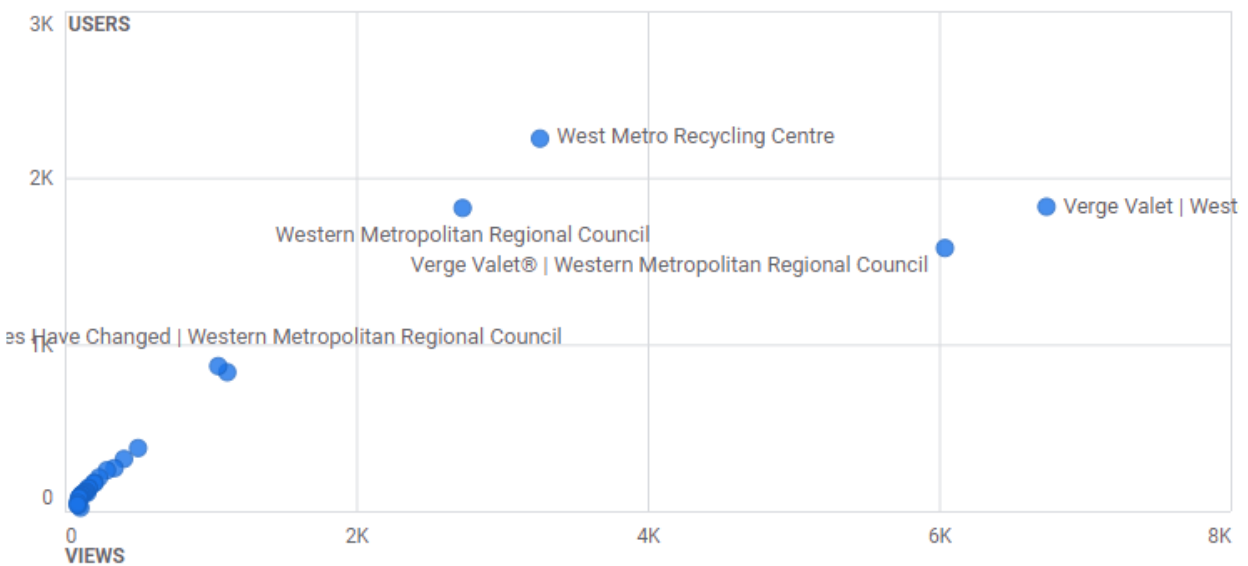


Verge Valet remains by far the most visited page.

Views by Page title and screen class



Views and Users by Page title and screen class



Social Media

We continue to post 1-2 times per day on Facebook and Instagram (two identities on each: WMRC Waste Watchers and West Metro Recycling Centre). Our Facebook WMRC Waste Watchers account remains the most active with over 2,400 followers, and our Instagram accounts are increasing in popularity also (now 405 and 107 followers). Women aged between 35 and 44 years remain our most active users:

Overall Reach:

Time period: Sept 26 – Nov 22, 2021

Results

Paid Reach ⓘ

0 ↓ 100%

Facebook Page Reach ⓘ

4,848 ↓ 61.1%

Instagram Reach ⓘ

624 ↑ 31.4%

Audience ⓘ

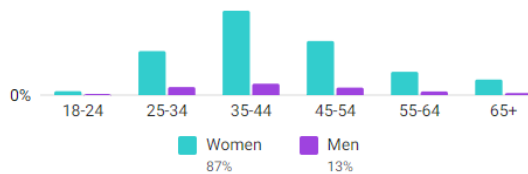
Facebook Page Likes ⓘ

2.4K

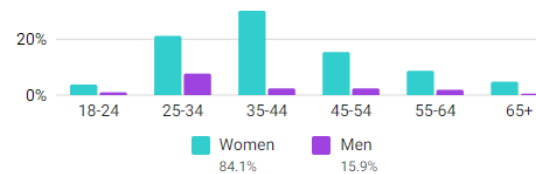
Instagram Followers ⓘ

405

Age & Gender ⓘ

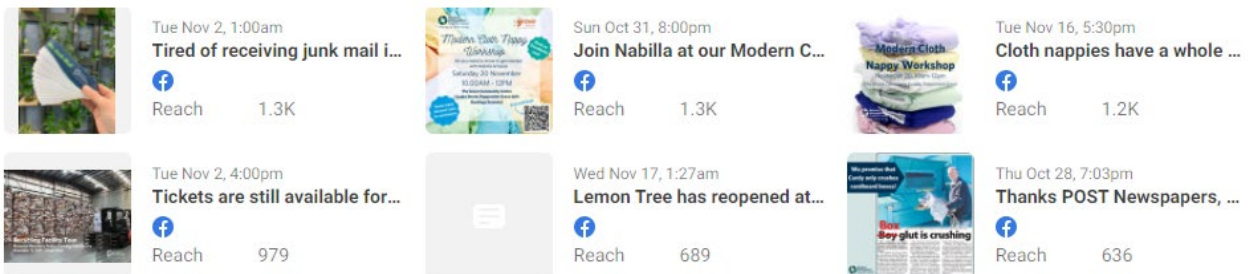


Age & Gender ⓘ



Content - Top Performers

WMRC Waste Watchers between 26 September – 22 November:



Our most popular posts were for free 'no junk mail' stickers and our Modern Cloth Nappy Workshop on 20 November.

West Metro Recycling Centre:

We had a decrease in Facebook and Instagram reach on our West Metro Recycling Centre pages over the last two months. Women aged between 35 and 44 years remain our most active users:

Results

Facebook Page Reach

333 ↓ 85.4%



Instagram Reach

298 ↓ 3.9%

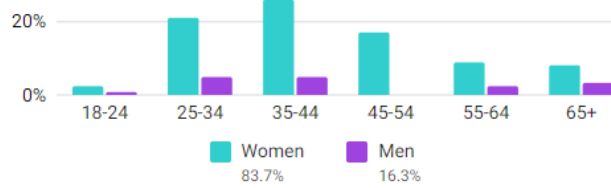


Audience

Facebook Page Likes

124

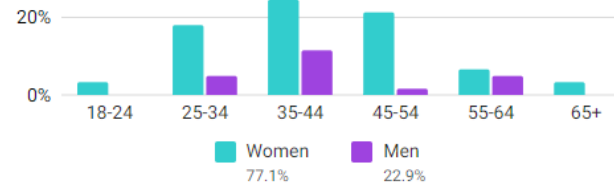
Age & Gender



Instagram Followers

107

Age & Gender



Content - Top Performers

West Metro Recycling Centre between 26 September – 22 November:

Content

Sort by: Reach ▼

<p>Sun Nov 21, 8:01pm It's National Asbestos Aware... Instagram icon Reach 91</p>	<p>Tue Oct 19, 1:00am Come on a WMRC provided t... Facebook icon Reach 65</p>	<p>Thu Oct 21, 12:00am This #BuyNothingNewMont... Facebook icon Reach 61</p>
<p>Fri Oct 1, 5:00pm Your handy guide to the Wes... Facebook icon Reach 53</p>	<p>Thu Nov 11, 6:53pm Did you know that polystyrene... Facebook icon Reach 48</p>	<p>Sun Oct 10, 11:30pm Borrowing instead of buying... Instagram icon Reach 48</p>

Responsible recycling is a key communication target over the Christmas / New Year period and we anticipate an increased reach over this time period.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil.

Financial Implications

These activities are anticipated under current budgeting.

Strategic Implications

This is aligned with key strategies as follows:

1. Achieve a comprehensive, cost-effective waste management service across the region
2. Increase the number of Councils, people and businesses 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
5. Develop a strong and capable organisation
6. Contribute to the development of effective policy and advocate on our Member Councils' behalf

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr MacFarlane Seconded: Cr Maurice

Cr Stroud returned to the meeting 7.40 PM

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

11.1.1 Council notes Communications and Education report to 25 November 2021.

CARRIED 5/0

11.2 VERGE VALET[®] REPORT

Responsible Officer:

Manager Communications & Education

Date:

24 November 2021

Attachment:

none

SUMMARY

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

BACKGROUND

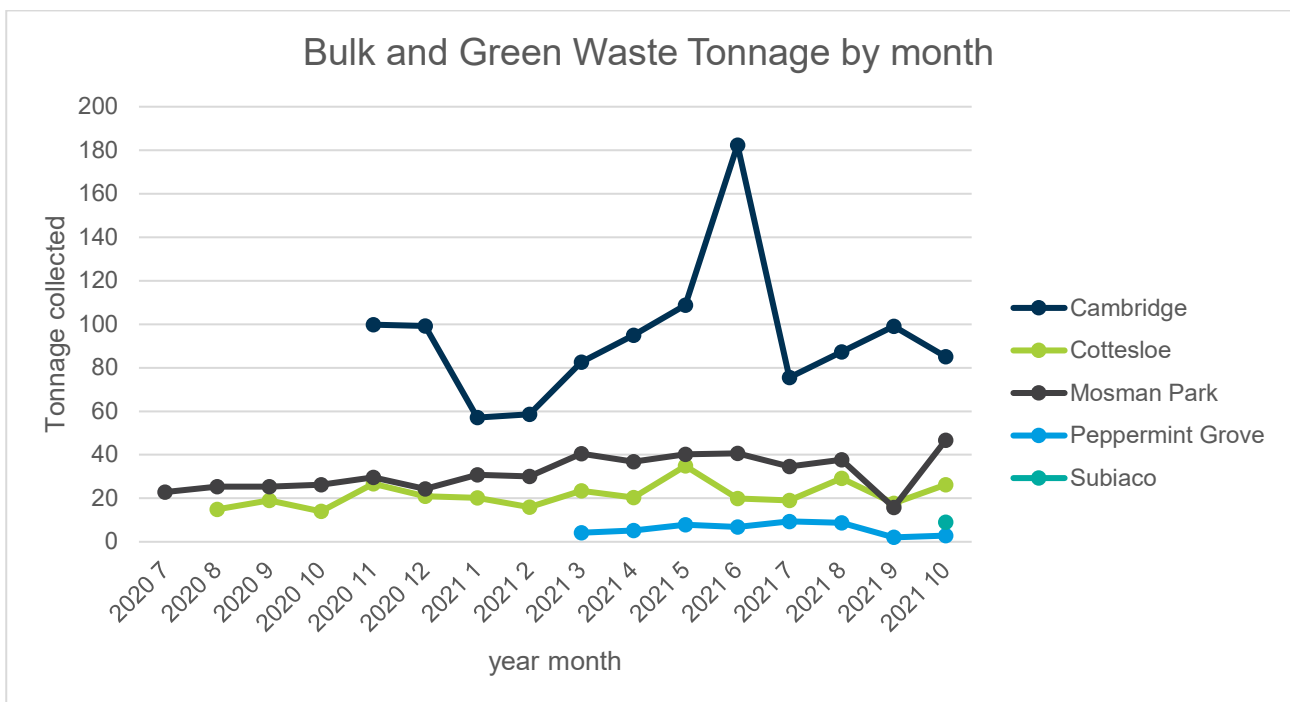
Verge Valet[®] provides residents of host councils with year-round access to verge waste collections, both bulk and green waste on a date convenient to them.

The WMRC began offering Verge Valet[®] to Member Council and neighbouring council residents in February 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. The City of Subiaco collections started in October 2021.

DETAIL

Tonnages collected

The following chart shows tonnes of waste collected by council for the full 2021 financial year and the first four months of this financial year. Overall, all councils are gradually trending towards increased tonnages.



Apportioning collections between the three councils with Monday collections accurately is still proving difficult. It requires collaboration between the contractor's drivers, the processors, and our weighbridge staff. We hope to streamline this system and retain accuracy in the number and tonnages collected. When collections have clearly not been apportioned appropriately, we allocate tonnages according to the share of the total number of collections for that month.

User feedback

User feedback continues positive with highest preference ratings for the service in Subiaco 83% and Peppermint Grove 82%, followed by Mosman Park 75%, Cottesloe 70%, and Cambridge 51%. Positive written feedback centres on ease, reliability, and convenience of use; negative feedback on occasions of turf disturbance, and perceptions of both reduced recycling and reduced collection volume allowances. We continue to promote alternative avenues to responsibly rehome items for reuse.

City of Subiaco

The City of Subiaco's bulk waste only Verge Valet[®] service has had a smooth start aided by the timing of the introduction, posting flyers to each residential property and active collaboration between WMRC and City staff.

City of Vincent

The City of Vincent has started planning for the introduction of Verge Valet[®] (bulk waste only) from first week of February 2022. Interest continues to be noted from other councils.

Website

We are expecting the new dedicated website to be available within the month.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

The financial implications of Verge Valet[®] have been considered in the budget setting process.

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

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Kelly Seconded: Cr Stroud

11.2.1 Council notes the report.

CARRIED 5/0

11.3 PROGRESS ON COUNCIL RESOLUTIONS

Responsible Officer:	Chief Executive Officer
Date:	22 November 2021
Attachment:	11-3A Progress on Council Resolutions

SUMMARY

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

WMRC continues to maintain a strong performance of timely implementation of Council resolutions.

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Maurice Seconded: Cr Kelly

11.3.1 Council notes the report.

CARRIED 5/0

12 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

14 MEMBERS' QUESTIONS WITHOUT NOTICE

Nil

15 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

16 MATTERS BEHIND CLOSED DOORS

It is proposed that the following items:

16.1 DiCom Confidential Progress Report

16.2 Member Council FOGO Gate Fee

be considered in a closed session.

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION:

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

17 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

18 GENERAL BUSINESS

18.1 2022 MEETING DATES

Responsible Officer: **Manager Finance & Governance**

Date: **26 November 2021**

Attachment: **Nil**

SUMMARY

Meeting dates for the WMRC's Ordinary Council Meetings, Audit and Risk Management Committee and the Chief Executive Officers Advisory Committee (CEOAC) for the 2020 calendar year are proposed for adoption by Council.

BACKGROUND

The WMRC develops a meeting calendar each year and when selecting suitable dates ensures that, where possible, there are no clashes with member councils' meeting dates. The WMRC Ordinary Council Meetings are usually held at 5:30pm on the first Thursday of every second month (February, April, June, August, October, and December). Meetings of the CEOAC are scheduled in the month prior to each Council meeting. It is proposed that existing Council and Committee meeting schedules continue into 2022.

DETAIL

Council historically sets six fixed Council meeting dates a year. Council has established two committees to assist in its decision-making.

The CEO Advisory Committee (CEOAC) generally meets at 2:30pm on the third Thursday of the month prior to each Ordinary Council Meeting and the minutes from CEOAC meetings form part of the next Ordinary Council Meeting's agenda. The role of the CEOAC is to consider matters within its terms of reference and provide advice to Council.

The Audit and Risk Management Committee is established in accordance with section 7.1A of the Local Government Act 1995. The committee consists of at least three Councillors and guides the WMRC's audit processes and financial and risk management.

Ordinary Council venue and meeting dates have been allocated as follows:

3 February 2022	City of Subiaco
7 April 2022	Town of Mosman Park
2 June 2022	Town of Claremont
4 August 2022	Town of Cottesloe
6 October 2022	Shire of Peppermint Grove
1 December 2022	City of Subiaco

The CEOAC meeting dates are the 3rd Thursday of every second month (preceding a Council meeting) and the proposed meeting dates are as follows:

20 January 2022	WMRC
17 March 2022	Town of Claremont
19 May 2022	Town of Cottesloe
21 July 2022	Town of Mosman Park
15 September 2022	Shire of Peppermint Grove
17 November 2022	City of Subiaco

At its meeting of 18 November 2021, CEOAC recommended these dates to Council.

Audit and Risk Management Committee meeting dates will be arranged and convened as required; these are usually held at 5:00pm immediately preceding an Ordinary Council Meeting.

STATUTORY ENVIRONMENT

Section 5.25(1)(g) of the Local Government Act 1995 and Regulation 12 of the Local Government (Administration) Regulations 1996 requires that at least once a year local public notice is to be given of all Ordinary Council Meetings and Committee meeting dates, times and places that are to be open to the public and are to be held in the next 12 months.

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil – advertising already factored into the budget.

Strategic Implications

This item relates to Key Strategy 5 – develop a strong and capable organisation – of the WMRC Strategic Community Plan.

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

Moved: Cr Maurice Seconded: Cr MacFarlane

RESPONSIBLE OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

18.1.1 Council adopts the proposed Ordinary Council Meeting and CEOAC meeting dates, times, and locations for 2022.

18.1.2 Member Council hosting the Ordinary Council Meeting be requested to provide and pay for the WMRC Council dinner on meeting days.

18.1.3 Local public notice of Ordinary Council meetings be given in accordance with R.12 of the Local Government (Administration) Regulations 1996.

CARRIED 5/0

19 CLOSURE OF MEETING

Next meeting: 3 February 2022.

The Chairman thanked all attendees and declared the meeting closed at 7.54 PM