

AGENDA

CHIEF EXECUTIVE OFFICERS' ADVISORY COMMITTEE MEETING

(CEOAC 03/2023)

Thursday 11 May 2023
Commencing at **2:00 pm**

Online (link in meeting invitation)

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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

Dear CEOAC Members

I advise that the next meeting of the Chief Executive Officers' Advisory Committee (CEOAC) of the Western Metropolitan Regional Council (WMRC) will be held online on Thursday 11 May 2023 commencing at 2:00 pm.

Libby Eustance

Acting Chief Executive Officer

Western Metropolitan Regional Council

1. DECLARATION OF OPENING

Welcome and opening of meeting by Chair Colin Cameron, CEO of the City of Subiaco.

2. RECORD OF ATTENDANCE AND APOLOGIES

Member	Position	Council
C Cameron	Chief Executive Officer (Chair)	City of Subiaco
M Scott	Chief Executive Officer (Deputy Chair)	Town of Cottesloe
L Ledger	Chief Executive Officer	Town of Claremont
C Bywater	Chief Executive Officer	Town of Mosman Park
D Burnett	Chief Executive Officer	Shire of Peppermint Grove

Visitors	Position	Council / Organisation
P Engel	Manager Operations	WMRC
L Eustance	Acting CEO / Manager Communications & Education	WMRC
A Bell	Manager Finance & Governance	WMRC

Apologies

S Frodsham	Chief Executive Officer	WMRC
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3. CONFIRMATION OF PREVIOUS MINUTES

Draft minutes from the CEOAC meeting held on 16 March 2023 are at **Attachment 1**.

OFFICER'S RECOMMENDATION

3.1 The minutes of the CEOAC meeting held on 16 March 2023 be accepted as a true and proper record of that meeting.

4. MATTERS FOR CONSIDERATION

4.1 CONFIDENTIAL REPORT – DICOM FACILITY

The WMRC Acting Chief Executive Officer will speak to the 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 covered by:

DiCOM Confidential Progress Report of 21 March 2023 dealt with at the WMRC Ordinary Meeting of 30 March 2023.

Members will be updated verbally on any new developments.

OFFICER'S RECOMMENDATION

4.1.1 The verbal report of the WMRC A/CEO be noted.

5. INFORMATION ITEMS

5.1 WMRC OCM

WMRC's most recent OCM was held on 30 March 2023. The Council at the meeting resolved the following:

- To adopt the revised budget which included an anticipated net result \$232,683 better than the original budget arising from a 10% increase in throughput.
- To adopt the Compliance Audit Return
- To adopt the CEOAC Terms of Reference as reviewed
- To endorse the WMRC submission on DWER's proposed ban of collected and aggregated e-waste from landfill

OFFICER'S RECOMMENDATION

5.1.1 The report be noted.

5.2 FINANCIAL REPORT

1. Business performance for February 2023

WMRC had an operating surplus of \$23,905 compared to a budgeted deficit of \$3,899 with a positive variance of \$27,804. The below table contains the explanation for the variances between actual versus budget numbers.

Income Statement by Nature & Type	Feb-23	Feb-23	Act v Bud	Act v Bud %	Explanation
Account	Actual	Budget	Variance	Variance	
General Waste	839	829	10	1.2%	Lower than expected.
Bulk Waste	576	472	105	22.2%	Higher than expected.
FOGO	445	440	5	1.2%	Behavioural change.
Green Waste	393	245	149	60.7%	Seasonality related.
GO Green Waste	265	161	104	64.9%	Town of Victoria Park trial.
C&D	122	34	87	254.5%	Higher than expected.
Mattress	6	7	(1)	(19.5%)	Lower than expected.
Handling	38	47	(8)	(17.4%)	Lower than expected.
Tonnages	2,684	2,234	450	20.2%	Reasons above ↑.
General Waste	\$130,826	\$147,481	(\$16,655)	(11.3%)	In line with price drop in processing costs (material and contracts)
Bulk Waste	\$170,402	\$126,559	\$43,843	34.6%	Higher than expected.
FOGO	\$53,415	\$53,201	\$214	0.4%	Behavioural change.
Green Waste	\$68,899	\$25,438	\$43,461	170.9%	Seasonality related.
GO Green Waste	\$19,271	\$10,639	\$8,632	81.1%	Transition to FOGO and Town of Victoria Park trial.
C&D	\$10,651	\$3,392	\$7,259	214.0%	Higher than expected.
Mattress	\$9,946	\$7,045	\$2,901	41.2%	Lower than expected.
Handling	\$574	\$632	(\$59)	(9.3%)	No material variance based on dollar amount.
Service Delivery Charge	\$164,691	\$149,404	\$15,287	10.2%	No material variance.
Other Income	\$21,115	\$12,150	\$8,965	73.8%	No material variance.
Revenue	\$649,790	\$535,941	\$113,849	21.2%	Reasons above ↑.
Fees and charges	\$474,053	\$379,540	\$94,513	24.9%	In line with tonnage up.
Interest earnings	\$6,360	\$1,353	\$5,007	370.1%	Increase in interest rates.
Operating grants, subsidies and contributions	\$164,691	\$149,404	\$15,287	10.2%	No material variance.
Other income	\$4,686	\$5,644	(\$958)	(17.0%)	Lower than expected.
Revenue	\$649,790	\$535,941	\$113,849	21.2%	Reasons above ↑.
Depreciation and amortisation	(\$20,220)	(\$20,682)	\$462	2.2%	No material variance.
Employee costs	(\$140,849)	(\$137,367)	(\$3,482)	(2.5%)	No material variance.
Insurance paid	(\$7,653)	(\$6,811)	(\$842)	(12.4%)	No material variance.
Interest Expenses	(\$63)	(\$193)	\$130	67.3%	No material variance based on dollar amount.
Materials and contracts	(\$450,127)	(\$361,822)	(\$88,305)	(24.4%)	In line with revenue increase and accrued stockpiles.
Other expenses	(\$5,316)	(\$10,799)	\$5,483	50.8%	Lower than expected.
Utility charges	(\$1,657)	(\$2,166)	\$509	23.5%	No material variance based on dollar amount.
Expense	(\$625,886)	(\$539,840)	(\$86,046)	(15.9%)	Reasons above ↑.
Changes on Asset Revaluation	\$0	\$0	\$0	0.0%	
Profit/ (Loss) on disposal of assets	\$0	\$0	\$0	0.0%	
Net Surplus (Deficit)	\$23,905	(\$3,899)	\$27,804	713.1%	Reasons above ↑.
					Unfavourable variance
This statement is to be read in conjunction with the accompanying notes.					Favourable variance

2. Business performance for March 2023

The WMRC has an operating surplus of \$60,143 compared to budgeted surplus of \$14,805 with a positive variance of \$28,266. The below table contains the explanation for the variances between actual versus budget numbers.

Income Statement by Nature & Type	Mar-23	Mar-23	Act v Bud	Act v Bud %	Explanation
Account	Actual	Budget	Variance	Variance	
General Waste	899	918	(19)	(2.0%)	No material variance.
Bulk Waste	744	522	222	42.4%	Higher than expected.
FOGO	488	487	2	0.3%	Behavioural change.
Green Waste	422	271	151	55.9%	Seasonality related.
GO Green Waste	284	178	106	59.8%	Town of Victoria Park trial.
C&D	120	38	82	217.2%	Higher than expected.
Mattress	9	8	2	19.9%	Higher than expected.
Handling	72	52	20	39.7%	Higher than expected.
Other	6	-	6	0.0%	
Tonnages	3,046	2,473	573	23.2%	Reasons above ↑.
General Waste	\$144,483	\$139,145	\$5,338	3.8%	No material variance.
Bulk Waste	\$182,121	\$166,522	\$15,599	9.4%	No material variance.
FOGO	\$59,847	\$62,267	(\$2,420)	(3.9%)	No material variance.
Green Waste	\$39,067	\$43,369	(\$4,302)	(9.9%)	No material variance.
GO Green Waste	\$20,861	\$19,644	\$1,217	6.2%	No material variance.
C&D	\$10,538	\$8,948	\$1,590	17.8%	No material variance based on dollar amount.
Mattress	\$12,228	\$9,467	\$2,761	29.2%	No material variance based on dollar amount.
Handling	\$54	\$1,450	(\$1,396)	(96.3%)	No material variance based on dollar amount.
Service Delivery Charge	\$164,691	\$162,298	\$2,393	1.5%	No material variance.
Other Income	\$13,292	\$15,250	(\$1,958)	(12.8%)	No material variance based on dollar amount.
Revenue	\$647,182	\$628,360	\$18,822	3.0%	Reasons above ↑.
Fees and charges	\$483,967	\$461,777	\$22,190	4.8%	No material variance.
Interest earnings	(\$1,476)	\$3,955	(\$5,431)	(137.3%)	Early breaking of investment
Operating grants, subsidies and contributions	\$164,691	\$162,298	\$2,393	1.5%	No material variance.
Other income	\$0	\$330	(\$330)	(100.0%)	No material variance.
Revenue	\$647,182	\$628,360	\$18,822	3.0%	Reasons above ↑.
Depreciation and amortisation	(\$20,803)	(\$20,199)	(\$604)	(3.0%)	No material variance.
Employee costs	(\$178,308)	(\$150,778)	(\$27,530)	(18.3%)	Bin tagging and bin counting program. To be partially reimbursed by WALGA
Insurance paid	(\$7,653)	(\$7,651)	(\$2)	(0.0%)	No material variance.
Interest Expenses	(\$43)	(\$65)	\$22	34.0%	No material variance based on dollar amount.
Materials and contracts	(\$373,777)	(\$418,401)	\$44,624	10.7%	lower than expected haulage, processing and maintenance costs
Other expenses	(\$4,969)	(\$13,958)	\$8,989	64.4%	Lower than expected.
Utility charges	(\$1,486)	(\$2,503)	\$1,017	40.6%	No material variance based on dollar amount.
Expense	(\$587,039)	(\$613,555)	\$26,516	4.3%	Reasons above ↑.
Changes on Asset Revaluation	\$0	\$0	\$0	0.0%	
Profit/ (Loss) on disposal of assets	\$0	\$0	\$0	0.0%	
Net Surplus (Deficit)	\$60,143	\$14,805	\$45,338	306.2%	Reasons above ↑.
					Unfavourable variance
This statement is to be read in conjunction with the accompanying notes.					Favourable variance

3. Business Performance – YTD March

Income Statement by Nature & Type	YTD Mar-23	YTD Mar-23	Act v Bud	Act v Bud %	Explanation
Account	Actual	Budget	Variance	Variance	
General Waste	7,795	8,113	(318)	(3.9%)	Lower than expected
Bulk Waste	5,570	4,616	954	20.7%	Higher than expected.
FOGO	4,613	4,301	311	7.2%	Higher than expected.
Green Waste	3,716	2,393	1,323	55.3%	Seasonality related.
GO Green Waste	2,463	1,572	890	56.6%	Town of Victoria Park trial.
C&D	932	335	596	177.8%	Higher than expected.
Mattress	62	69	(8)	(11.0%)	Lower than expected
Handling	418	455	(38)	(8.3%)	Higher than expected.
Other	387	-	387	0.0%	
Tonnages	25,955	21,856	4,099	18.8%	Reasons above ↑.
General Waste	\$1,257,643	\$1,252,305	\$5,338	0.4%	No material variance based on dollar amount.
Bulk Waste	\$1,514,373	\$1,498,698	\$15,675	1.0%	Higher than expected.
FOGO	\$555,652	\$560,403	(\$4,751)	(0.8%)	No material variance based on dollar amount.
Green Waste	\$386,032	\$390,321	(\$4,289)	(1.1%)	No material variance based on dollar amount.
GO Green Waste	\$178,015	\$176,796	\$1,219	0.7%	Transition to FOGO and Town of Victoria Park trial.
C&D	\$82,122	\$80,532	\$1,590	2.0%	No material variance based on dollar amount.
Mattress	\$87,977	\$85,203	\$2,774	3.3%	No material variance based on dollar amount.
Handling	\$8,112	\$13,050	(\$4,938)	(37.8%)	No material variance based on dollar amount.
Service Delivery Charge	\$1,476,400	\$1,460,682	\$15,718	1.1%	No material variance based on dollar amount.
Other Income	\$131,518	\$139,239	(\$7,721)	(5.5%)	No material variance based on dollar amount.
Revenue	\$5,677,841	\$5,657,229	\$20,612	0.4%	Reasons above ↑.
Fees and charges	\$4,166,286	\$4,155,993	\$10,293	0%	No material variance.
Interest earnings	\$30,172	\$35,595	(\$5,423)	(15%)	Early breaking of investment
Operating grants, subsidies and contributions	\$1,476,400	\$1,460,682	\$15,718	1%	No material variance.
Other income	\$4,983	\$4,959	\$24	0%	No material variance.
Revenue	\$5,677,841	\$5,657,229	\$20,612	0%	Reasons above ↑.
Depreciation and amortisation	(\$182,066)	(\$181,791)	(\$275)	(0%)	No material variance.
Employee costs	(\$1,375,866)	(\$1,357,002)	(\$18,864)	(1%)	No material variance.
Insurance paid	(\$68,881)	(\$68,859)	(\$22)	(0%)	No material variance.
Interest Expenses	(\$572)	(\$585)	\$13	2%	No material variance based on dollar amount.
Materials and contracts	(\$3,704,358)	(\$3,765,609)	\$61,251	2%	lower than expected haulage, processing and maintenance costs
Other expenses	(\$134,504)	(\$125,622)	(\$8,882)	(7%)	No material variance.
Utility charges	(\$21,526)	(\$22,527)	\$1,001	4%	No material variance.
Expense	(\$5,487,773)	(\$5,521,995)	\$34,222	1%	Reasons above ↑.
Changes on Asset Revaluation	\$0	\$0	\$0	0%	
Profit/ (Loss) on disposal of assets	\$0	\$0	\$0	0%	
Net Surplus (Deficit)	\$190,069	\$135,234	\$54,835	41%	Reasons above ↑.
This statement is to be read in conjunction with the accompanying notes.					Unfavourable variance
					Favourable variance

At YTD 31 March 2023, the WMRC had an operating surplus of \$190,069 compared to a budgeted surplus of \$135,234, resulting in a positive variance of \$54,835.

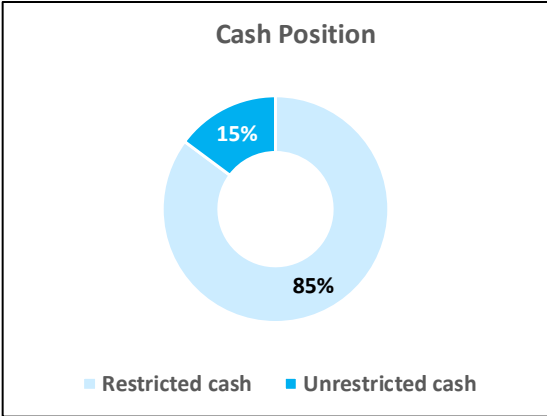
4. Business Performance – Financial Year 2022-23

With a balanced budget and ongoing marginal growth in waste streams, the WMRC is well positioned to continue a surplus trend while maintaining a strong cash balance. It is likely that the remaining months of the financial year will continue the same strong trend.

Income Statement by Nature & Type	Jun-23	Jun-23	Jun-22	Fct v Bud	Fct v Bud %	PY v Fct	PY v Fct %
Account	Forecast	Budget	Actuals	Variance	Variance	Variance	Variance
General Waste	10,490	10,807	11,091	(318)	(3%)	(602)	(5%)
Bulk Waste	7,104	6,150	6,103	954	16%	1,001	16%
FOGO	6,041	5,730	2,815	311	5%	3,227	115%
Green Waste	4,511	3,188	5,169	1,323	41%	(658)	(13%)
GO Green Waste	2,985	2,095	2,967	890	43%	18	1%
C&D	1,043	447	541	596	133%	503	93%
Mattress	85	92	99	(8)	(8%)	(14)	(14%)
Handling	569	607	580	(38)	(6%)	(11)	(2%)
Tonnages	32,827	29,115	29,363	3,712	13%	3,464	12%
General Waste	\$1,675,074	\$1,669,736	\$1,620,302	\$5,338	0%	\$54,772	3%
Bulk Waste	\$2,013,955	\$1,998,280	\$1,667,499	\$15,675	1%	\$346,456	21%
FOGO	\$742,456	\$747,207	\$329,648	(\$4,751)	(0.6%)	\$412,807	125%
Green Waste	\$516,158	\$520,447	\$483,728	(\$4,289)	(0.8%)	\$32,430	7%
GO Green Waste	\$236,950	\$235,731	\$185,895	\$1,219	0.5%	\$51,055	27%
C&D	\$108,966	\$107,376	\$56,644	\$1,590	1.5%	\$52,322	92%
Mattress	\$116,396	\$113,622	\$88,767	\$2,774	2.4%	\$27,629	31%
Handling	\$12,461	\$17,399	\$49,612	(\$4,938)	(28.4%)	(\$37,152)	(75%)
Service Delivery Charge	\$1,963,304	\$1,947,586	\$1,853,807	\$15,718	0.8%	\$109,497	6%
Other Income	\$177,061	\$184,782	\$97,121	(\$7,721)	(4.2%)	\$79,939	82%
Revenue	\$7,562,778	\$7,542,166	\$6,433,023	\$20,612	0.3%	\$1,129,755	18%
Fees and charges	\$5,551,486	\$5,541,193	\$4,482,095	10,293	0.2%	1,069,391	24%
Interest earnings	\$42,050	\$47,473	\$3,074	(5,423)	(11.4%)	38,976	1,268%
Operating grants, subsidies and contributions	\$1,963,304	\$1,947,586	\$1,853,807	15,718	0.8%	109,497	6%
Other income	\$5,938	\$5,914	\$94,048	24	0.4%	(88,110)	(94%)
Revenue	\$7,562,778	\$7,542,166	\$6,433,024	20,612	0.3%	1,129,755	18%
Depreciation and amortisation	(\$242,708)	(\$242,433)	(\$240,761)	(275)	(0.1%)	(1,947)	(1%)
Employee costs	(\$1,828,269)	(\$1,809,405)	(\$1,747,860)	(18,864)	(1.0%)	(80,409)	(5%)
Insurance paid	(\$91,863)	(\$91,841)	(\$84,480)	(22)	(0.0%)	(7,383)	(9%)
Interest Expenses	(\$781)	(\$794)	(\$1,110)	13	1.6%	329	30%
Materials and contracts	(\$4,960,076)	(\$5,021,327)	(\$4,222,294)	61,251	1.2%	(737,782)	(17%)
Other expenses	(\$176,397)	(\$167,515)	(\$380,003)	(8,882)	(5.3%)	203,606	54%
Utility charges	(\$29,060)	(\$30,061)	(\$13,518)	1,001	3.3%	(15,542)	(115%)
Expense	(\$7,329,154)	(\$7,363,376)	(\$6,690,026)	34,222	0.5%	(639,128)	(10%)
Changes on Asset Revaluation	\$0	\$0	\$0	-	0.0%	-	0%
Profit/ (Loss) on disposal of assets	\$0	\$0	(\$32,106)	-	0.0%	32,106	100%
				-	0.0%		0%
Net Surplus (Deficit)	\$233,625	\$178,790	(\$289,108)	54,835	30.7%	522,733	181%
Forecast:	Full year budget figures PLUS or (MINUS) YTD actual variance						

5. Statement of Cash Position

Statement of Cash Position	31-Mar-2023	30-Jun-2022	Movement
	\$	\$	\$
RESERVES - CASH BACKED			
Operations Reserve	550,000	851,772	(301,772)
Development Reserve	1,000,000	28,228	971,772
Total reserves	1,550,000	880,000	670,000
UNRESTRICTED CASH			
Commonwealth Account & Petty Cash	269,831	552,957	(283,126)
Total unrestricted cash	269,831	552,957	(283,126)
TOTAL CASH	1,819,831	1,432,957	386,874

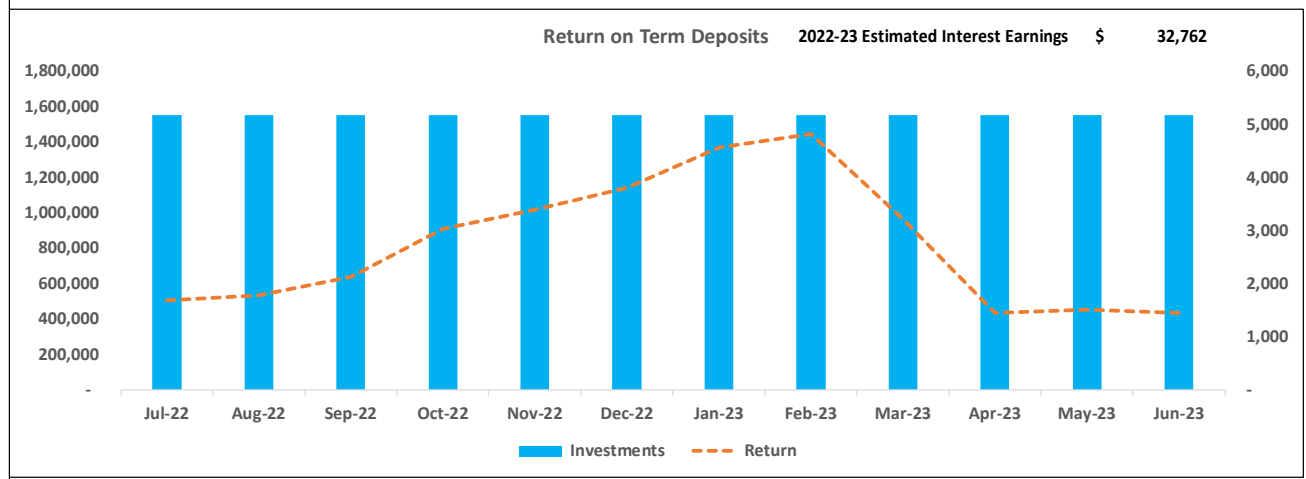


6. Statement of Investments

Statement of Investments as at 31 March 2023								
Investment Number	Date Invested	Maturity Date	Amount Invested	Gross Interest	Interest Rate %	Term (Days)	Reserve	Bank Holding
22	21/11/2022	21/11/2023	\$ 300,000	\$ 5,160	1.72%	365	Operations	CBA
23	6/03/2023	5/04/2023	\$ 270,000	\$ 808	3.64%	30	Development	CBA
24	21/10/2022	20/04/2023	\$ 250,000	\$ 4,922	3.97%	181	Operations	CBA
25	20/12/2022	19/04/2023	\$ 330,000	\$ 4,427	4.08%	120	Development	CBA
26	17/01/2023	17/05/2023	\$ 400,000	\$ 5,484	4.17%	120	Development	CBA
Total funds invested			\$ 1,550,000	\$ 20,800				

Explanation: WMRC closely monitors the interest rate movements and make diversified investments in short-term.

(a) During March Development Reserve fund Investment number 23 was placed for 1 month at 3.64%.



7. 2023-24 Annual Budget

- A councillor budget workshop is to be held on Thursday 11 May.
- We will take the tonnage trends arising from Member Councils moving to FOGO bin systems into account.
- We anticipate continuing growth in total waste throughput at the West Metro Recycling Centre with the proportion from outside Member Councils increasing.
- We intend to keep costs for Member Councils close to incurred direct expenses.
- We note that most of our costs are in major contracts which will increase by CPI taken from the June quarter.

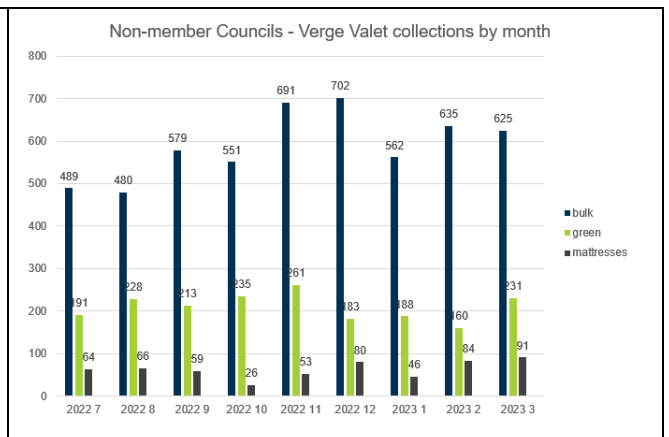
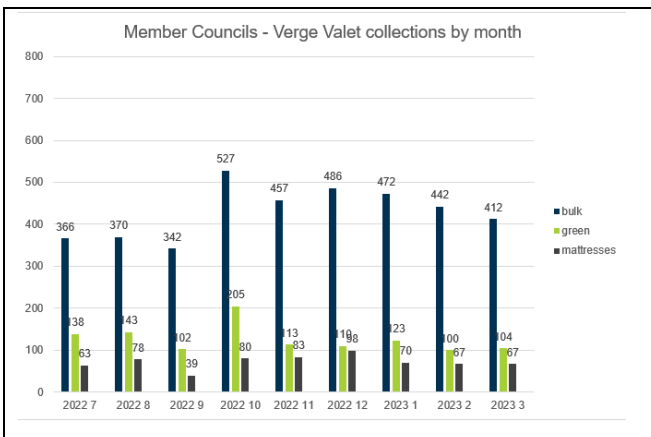
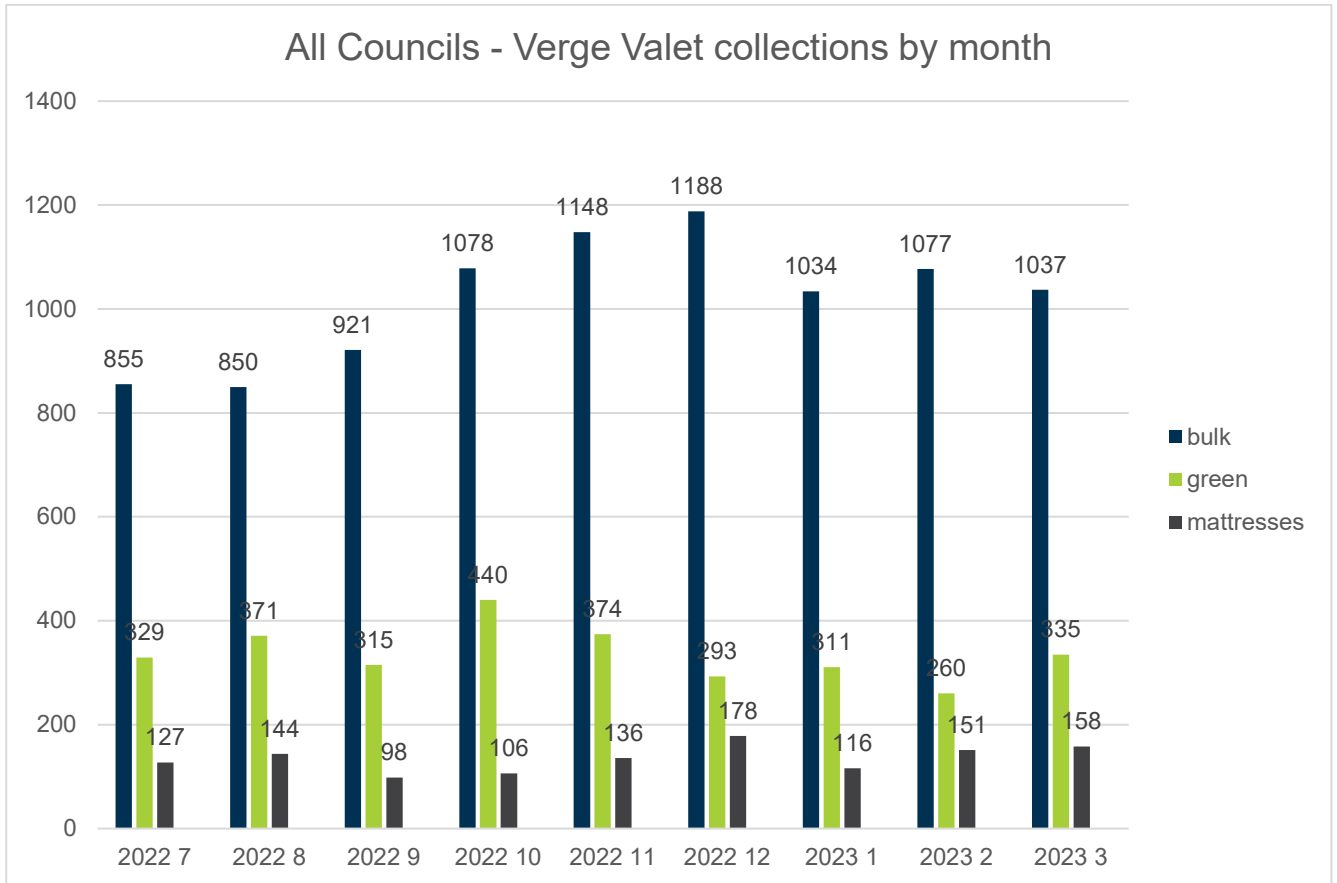
OFFICER'S RECOMMENDATION

5.2.1 The report be noted.

5.3 VERGE VALET™ UPDATE

Verge Valet™ continues to run smoothly across all six host councils with more bulk and green waste collections per month outside our Member Councils than within. User satisfaction remains high at 61% percent average preference of Verge Valet™ over the traditional system and a further 16% of users with no preference about collection system.

We continue to investigate options for expansion beyond Member Councils, including software upgrades and are pleased to note continued interest from the City of Fremantle in the service.



Verge Valet direct income continues to exceed direct expenses for the March year to date. Income is 1.8% below budget and expenditure is 4.5% below budget. The service is making a net profit which is driven by collections from beyond Member Councils. See table below for year to end March results.

Budget Variance								
WESTERN METROPOLITAN REGIONAL COUNCIL								
For the month ended 31 March 2023								
	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Verge Valet Income	\$106,170.79	\$108,163.00	-\$1,992.21	-1.8419%	\$971,508.80	\$973,467.00	-\$1,958.20	-0.2012%
Total Income	\$106,170.79	\$108,163.00	-\$1,992.21	-1.8%	\$971,508.80	\$973,467.00	-\$1,958.20	-0.2%
Gross Profit	\$106,170.79	\$108,163.00	-\$1,992.21	-1.8419%	\$971,508.80	\$973,467.00	-\$1,958.20	-0.2012%
Less Operating Expenses								
Verge Valet Costs	\$88,791.07	\$92,957.00	-\$4,165.93	-4.4816%	\$829,581.32	\$836,613.00	-\$7,031.68	-0.8405%
Total Operating Expenses	\$88,791.07	\$92,957.00	-\$4,165.93	-4.5%	\$829,581.32	\$836,613.00	-\$7,031.68	-0.8%
Operating Profit	\$17,379.72	\$15,206.00	\$2,173.72	14.2951%	\$141,927.48	\$136,854.00	\$5,073.48	3.7072%

OFFICER'S RECOMMENDATION

5.3.1 The report be noted.

5.4 OPERATIONS REPORT

West Metro Recycling Centre throughput: The development of the throughput is as expected. Overall MSW going to landfill is decreasing with the transition of the Town of Cottesloe to FOGO. We will see FOGO gradually increasing throughout the year and MSW from member councils decreasing. Commercial bulk waste and C&D waste are the main drivers for overall increased tonnages. We are currently attracting new business in waste transfer for commercial waste management companies to fill the open capacities in landfill transfer.

Waste stream in Tonnes	Feb 22	Feb 23	Mar 22	Mar 23	Apr 22	Apr 23
Residual waste to landfill (MSW only)	848	808	960	899	843	762
Bulk Green waste (incl VV)	369	393	454	422	495	427
GO green waste	233	265	273	284	218	249
FOGO	317	445	386	488	329	432
C&D waste for recycling	41	121	41	120	46	85
Asbestos for disposal	2	4	4	4	2	3
Bulk waste for recycling	343	397	281	543	291	430
Bulk waste Verge Valet	146	179	191	163	172	138
Cardboard for recycling	8	8	10	10	8	10
Scrap metal	10	10	12	15	11	15
E-Waste for recycling	5	5	0	5	4	4
HHW for processing	5	5	5	5	2	0
Mattresses for recycling	7	6	7	10	9	9
Total	2334	2646	2624	2968	2430	2564
Increase		13%		13%		6%

Site Infrastructure, improvements and safety:

The following are under consideration/ in action

- We finalised the procurement of a front-end loader. Delivery is expected to be mid of June.

- We ordered a new HHW storage container. This container will replace an old and rusted storage cabinet and will be an important part of the Recycling area re-design.
- We ordered new concrete L-wall barriers to built additional bulk material storage bunkers for the safe and orderly handling of mattresses, mulch and bulk waste.

OFFICER'S RECOMMENDATION

5.4.1 The report be noted.

5.5 COMMUNICATIONS AND EDUCATION REPORT

The main activities in since the last CEOAC meeting have been as follows:

Council Liaison and Support

- Support for Mosman Park's and Subiaco's FOGO transitions; particularly in communications
- Attendance at several well-received community FOGO information sessions and stalls in Subiaco
- Carrying out bin-tagging of around 2000 properties across Mosman Park, Peppermint Grove, Cottesloe and Claremont. This has shown a reduction in contamination in three of the four councils.
- Performing a count of general, recycling and GO bins across Mosman Park
- Waste station at Mosman Park's Sunset Eats community event
- Activities at Mosman Park's sustainability event
- Coordinating the first three of four Member Council Staff and EM consultation workshops for the review of WMRC's Strategic Community Plan.

Waste Communications

- Coordinating waste calendar production for four Member Councils (through Recycle Right)
- Monthly half page advertisements
- Growth in social media presence and reach
- Monthly Word on Waste e-newsletter and WMRC Bulletin
- Media releases
- Staffing the Recycling Hotline

Waste Management Community Education

- Tour of the West Metro Recycling Centre for community members
- Community tour of Paraquad and Return-It sites
- Compost workshop in Subiaco
- School Waste Education Days at Mosman Park Primary School

Verge Valet™

- Managing Verge Valet™ contracts and invoicing
- Managing user enquiries
- Researching the development of an improved booking logistics system

Representation to and collaboration with relevant bodies

- Attendance at CCC, WENG, WMRR WA, WALGA Waste Education Policy forum, Recycle Right Reference Group.
- Attendance at [draft State Waste Infrastructure Plan](#) consultation workshop

OFFICER'S RECOMMENDATION

5.5.1 The report be noted.

5.6 PROGRESS ON CEOAC RECOMMENDATIONS

An updated table highlighting the status of all CEOAC recommendations through to 3 May 2023 is provided at **Attachment 2**.

OFFICER'S RECOMMENDATION

5.6.1 The report be noted.

6 GENERAL BUSINESS

7 CLOSURE OF MEETING

MINUTES

CHIEF EXECUTIVE OFFICERS' ADVISORY COMMITTEE MEETING

(CEOAC 02/2023)

Thursday 16 Mar 2023
Commenced at **2:02 pm**

Online (link in meeting invitation)

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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 Colin Cameron, CEO of the City of Subiaco at 2:02pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

Member	Position	Council
C Cameron	Chief Executive Officer (Chair)	City of Subiaco
L Ledger (from 2:05)	Chief Executive Officer	Town of Claremont
C Bywater	Chief Executive Officer	Town of Mosman Park
D Burnett	Chief Executive Officer	Shire of Peppermint Grove
Visitors	Position	Council / Organisation
S Frodsham	Chief Executive Officer	WMRC
P Engel	Manager Operations	WMRC
L Eustance	Manager Communications & Education	WMRC

Leave of Absence

Apologies

M Scott	Chief Executive Officer (Deputy Chair)	Town of Cottesloe
A Bell	Manager Finance & Governance	WMRC

3. CONFIRMATION OF PREVIOUS MINUTES

Draft minutes from the CEOAC meeting held on 19 January 2022 are at **Attachment 1**.

OFFICER'S RECOMMENDATION

3.1 The minutes of the CEOAC meeting held on 19 January 2023 be accepted as a true and proper record of that meeting.

CARRIED

4. MATTERS FOR CONSIDERATION

4.1 CONFIDENTIAL REPORT – DICOM FACILITY

The WMRC Chief Executive Officer will speak to the 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 covered by:

DiCOM Confidential Progress Report of 22 January 2023 dealt with at the WMRC Ordinary Meeting of 2 February 2023.

Members will be updated verbally on any new developments.

OFFICER'S RECOMMENDATION

4.1.1 The verbal report of the WMRC CEO be noted.

CARRIED

4.2 REVIEW OF CEOAC TERMS OF REFERENCE

CEOAC was first convened in November 2014. The CEOAC Terms of Reference (ToR) are due for their three-yearly review. Internal review by WMRC suggests the ToR remain relevant and fit for purpose, covering all aspects of WMRC's activities.

A copy of the current ToR is provided at **Attachment 2** for discussion by CEOAC.

OFFICER'S RECOMMENDATION

4.2.1 The CEOAC Terms of Reference are confirmed and recommended to Council for adoption.

CARRIED

5. INFORMATION ITEMS

5.1 WMRC OCM

WMRC's most recent OCM was held on 2 February 2022. The Council at the meeting resolved the following:

- Council concurred with CEOAC's recommendation in approving the Outline Plan for the review of WMRC's Strategic Community Plan in 2023.
- Approved a retail charge for bagged FOGO compost and a handling charge for the provision of bagged compost by the pallet to Councils.

OFFICER'S RECOMMENDATION

5.1.1 The report be noted.

CARRIED

5.2 FINANCIAL REPORT

1. Business performance for January 2023

Income Statement by Nature & Type	Jan-23	Jan-23	Act Δ Bud	Act Δ Bud %	Explanation
Account	Actual	Budget	Variance	Variance	
General Waste	922	918	4	0.4%	Lower than expected.
Bulk Waste	584	522	62	11.8%	Higher than expected.
FOGO	513	487	26	5.3%	Behavioural change.
Green Waste	344	271	74	27.2%	Seasonality related.
GO Green Waste	295	178	117	65.8%	Town of Victoria Park trial.
C&D	94	38	56	147.3%	Higher than expected.
Mattress	6	8	(2)	(24.8%)	Lower than expected.
Handling	44	52	(8)	(15.0%)	Lower than expected.
Tonnages	2,801	2,473	329	13.3%	Reasons above ↑.
General Waste	\$147,872	\$163,283	(\$15,410)	(9.4%)	In line with price drop in processing costs (material and contracts).
Bulk Waste	\$168,340	\$146,523	\$21,816	14.9%	Higher than expected.
FOGO	\$61,607	\$58,902	\$2,705	4.6%	Behavioural change.
Green Waste	\$35,441	\$28,164	\$7,277	25.8%	Seasonality related.
GO Green Waste	\$21,623	\$11,779	\$9,844	83.6%	Transition to FOGO and Town of Victoria Park trial.
C&D	\$8,147	\$3,756	\$4,391	116.9%	Higher than expected.
Mattress	\$7,697	\$7,799	(\$102)	(1.3%)	Lower than expected.
Handling	\$1,102	\$699	\$403	57.6%	No material variance based on dollar amount.
Service Delivery Charge	\$164,691	\$165,411	(\$720)	(0.4%)	No material variance.
Other Income	\$10,647	\$7,045	\$3,602	51.1%	No material variance.
Revenue	\$627,167	\$593,362	\$33,805	5.7%	Reasons above ↑.
Fees and charges	\$451,828	\$420,905	\$30,923	7.3%	In line with tonnage up.
Operating grants, subsidies and contributions	\$164,691	\$165,411	(\$720)	(0.4%)	No material variance.
Interest earnings	\$6,100	\$1,498	\$4,602	307.2%	Increase in interest rates.
Other income	\$4,548	\$5,547	(\$1,000)	(18.0%)	Lower than expected.
Revenue	\$627,167	\$593,362	\$33,805	5.7%	Reasons above ↑.
Employee costs	(\$144,287)	(\$153,251)	\$8,965	5.8%	No material variance.
Materials and contracts	(\$428,625)	(\$398,785)	(\$29,840)	(7.5%)	In line with revenue increase and accrued stockpiles.
Utility charges	(\$1,641)	(\$1,352)	(\$289)	(21.4%)	No material variance based on dollar amount.
Depreciation and amortisation	(\$20,220)	(\$22,897)	\$2,677	11.7%	No material variance.
Interest Expenses	(\$63)	(\$213)	\$150	70.3%	No material variance based on dollar amount.
Insurance paid	(\$7,653)	(\$7,541)	(\$113)	(1.5%)	No material variance.
Other expenses	(\$2,547)	(\$13,636)	\$11,090	81.3%	Lower than expected.
Expense	(\$605,036)	(\$597,675)	(\$7,360)	(1.2%)	Reasons above ↑.
Changes on Asset Revaluation	\$0	\$0	\$0	0.0%	
Profit/ (Loss) on disposal of assets	\$0	\$0	\$0	0.0%	
Net Surplus (Deficit)	\$22,131	(\$4,313)	\$26,444	613.1%	Reasons above ↑.
					Unfavourable variance
					Favourable variance

WMRC had an operating surplus of \$22,131 compared to a budgeted deficit of \$4,313 with a positive variance of \$26,444. Above table contains the explanation for the variances between actual versus budget numbers.

2. Business performance for February 2023

A verbal report will be available for February 2023 and year to date 28 Feb 2023 at the meeting

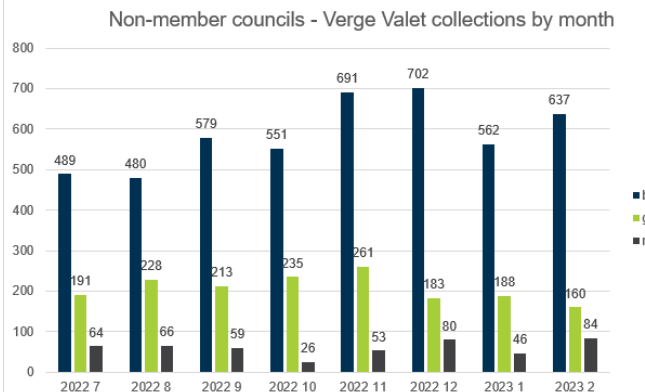
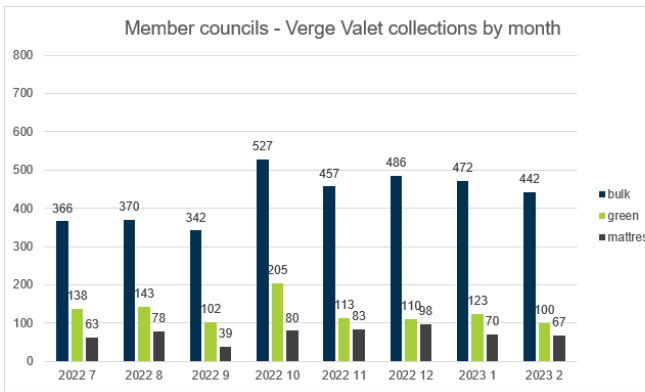
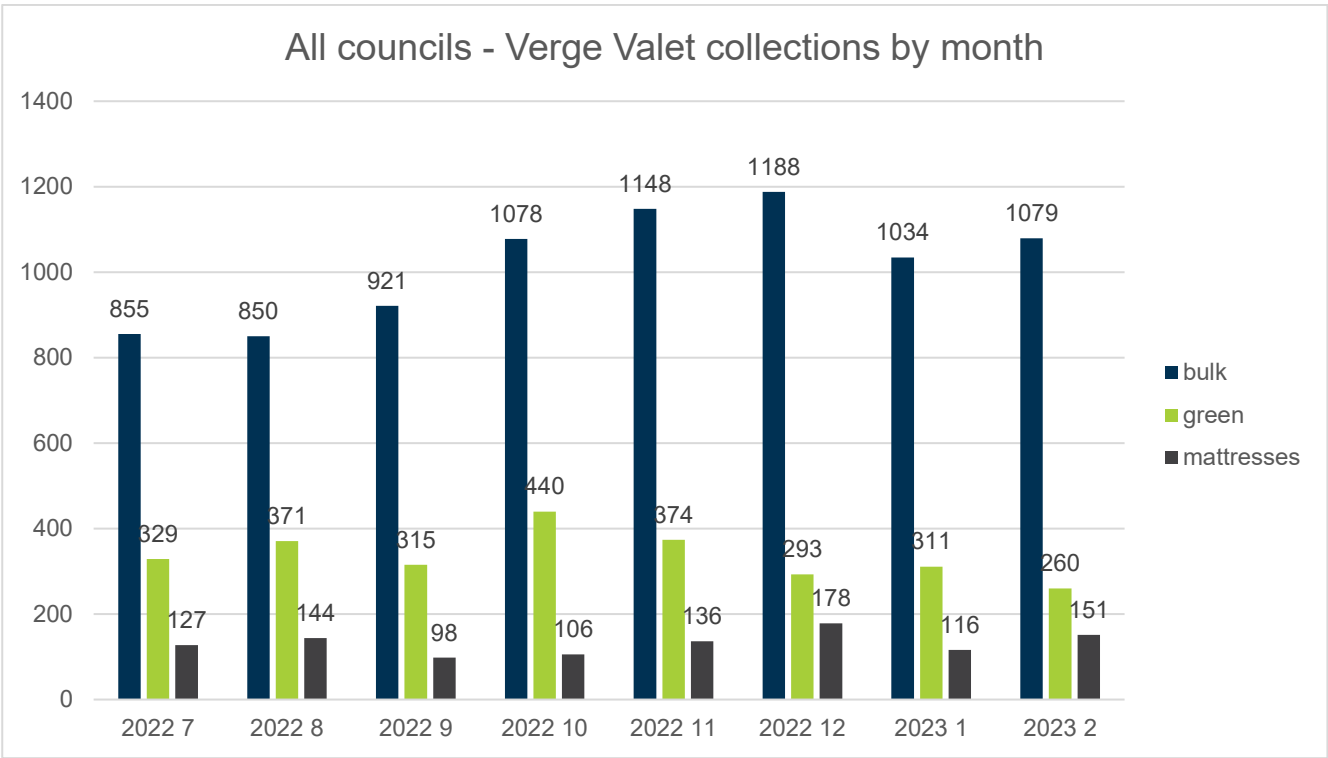
OFFICER'S RECOMMENDATION

5.2.1 The report be noted.

5.3 VERGE VALET™ UPDATE

Verge Valet™ continues to run smoothly across all six host councils with more bulk and green waste collections per month outside our Member Councils than within (over 1000 collections per month, 57% outside, 43% within our member Council base). Resident satisfaction remains high at 66% percent average preference of Verge Valet™ over the traditional system and a further 16% with no preference.

We continue to investigate options for expansion beyond Member Councils and are pleased to note interest from the City of Fremantle in the service.



OFFICER'S RECOMMENDATION

5.3.1 The report be noted.

CARRIED

5.4 OPERATIONS REPORT

West Metro Recycling Centre throughput: This is the first throughput table featuring FOGO as a waste stream across the complete reporting period. We can see an overall positive trend that MSW (red lidded bins) tonnages and GO green waste are declining. This is the impact of from Town of Cottesloe transition to FOGO (less MSW and no GO green waste) The strong performance of Construction and Demolition waste continues. Bulk waste from commercials, residents, verge collections remain a strong source of revenue.

Waste stream in Tonnes	Dec 21	Dec 22	Jan 22	Jan 23	Feb 22	Feb 23
Residual waste to landfill (MSW only)	1031	906	944	917	848	808
Bulk Green waste (incl VV)	398	385	344	344	369	393
GO green waste	294	304	256	233	294	265
FOGO	381	520	367	513	317	445
C&D waste for recycling	31	160	22	94	41	121
Asbestos for disposal	3	3	3	4	2	4
Bulk waste for recycling	358	420	347	375	343	397
Bulk waste Verge Valet	117	173	142	163	146	179
Cardboard for recycling	14	9	10	13	10	9
Scrap metal	12	13	10	19	12	10
E-Waste for recycling	4	5	5	5	0	5
HHW for processing	5	5	5	5	5	5
Mattresses for recycling	3	8	13	6	7	6
Total	2650	2903	2340	2691	2394	2647
Increase		10%		15%		11%

Site Infrastructure, improvements and safety:

The following are under consideration/ in action

- Re-design layout of recycling centre. Separation of free services and paid services. We are aiming to have all free services including HHW in the area near the gate house and all other chargeable services between gate 2 and 3, this will improve traffic management and safety for residents and staff significantly.
- Bulk waste loading procedure: the existing procedure has been difficult to follow as it allowed customers to unload bulk waste during operation of the wheeled loader under supervision. We changed the loading procedure in a way that the wheeled loader can only operate when completely isolated.

OFFICER'S RECOMMENDATION

5.4.1 The report be noted.

CARRIED

5.5 COMMUNICATIONS AND EDUCATION REPORT

The main activities in February and early March have been as follows:

Council Liaison and Support

- Support for Mosman Park's and Subiaco's FOGO transitions; particularly in communications
- Recruiting and training a team of 12 casual bin taggers to work across Mosman Park, Peppermint Grove, Cottesloe and Claremont
- Three weeks of bintagging on Tuesdays, Wednesdays, Thursdays and Fridays
- Waste stations at Claremont's One Night on Bayview community event
- Loan of low waste equipment to community events in Cottesloe and Mosman Park
- Tour of the West Metro Recycling Centre for Elected Members and Member Council staff

Waste Communications

- Monthly half page advertisements
- Growth in social media presence and reach
- Monthly Word on Waste e-newsletter and WMRC Bulletin
- Bringing some design capabilities in-house through software subscription

Waste Management Community Education

- School Waste Education Days at Jolimont Primary School
- School Waste Education Day at Beehive Montessori School
- Kids' Wardrobe Refresh Event

Verge Valet™

- Managing Verge Valet™ contracts and invoicing
- Managing user enquiries

Representation to and collaboration with relevant bodies

- Attendance at CCC, WENG, DWER FOGO reference group, WMRR WA.

OFFICER'S RECOMMENDATION

5.5.1 The report be noted.

CARRIED

5.6 STATE GOVERNMENT CONSULTATIONS

DWER currently have two relevant papers open for consultation. WMRC is liaising with MWAC (WALGA) who have compiled draft submissions on behalf of all Local Governments. WMRC is considering making submissions on behalf of its Member Councils.

E-waste to landfill ban (consultation close 31 March 2023). This bans from landfill e-waste which has been separated for recycling and which has an existing producer responsibility scheme. It includes IT and telecommunications equipment, and also lighting, large appliances, batteries and temperature exchange equipment in its first phase with photovoltaics, small appliances and monitoring equipment to follow. The WMRC does not separate any of these items for recycling and subsequently consigns them to landfill.

There is considerable cost involved in collecting consumer electrical and electronic equipment; particularly as this service must be made freely available to all resident callers at the West Metro Recycling Centre under the terms of the NTCRS; however we understand that this ban will make no difference to that cost.

WMRC will continue to work closely with WALGA and if the above analysis proves correct, will not make a separate submission.

Expansion of the Container Deposit Scheme (consultation closes 1 May 2023). This considers expanding the scheme to include wine and spirit bottles, generally increase the size of beverage containers included (from 1 litre to 3 litres) and slightly broaden the other beverage containers included.

The WALGA draft submission supports all the expansions and recommends other beverage containers be included (notably plain milk and dairy milk substitutes). WALGA is currently advocating doubling the deposit amount, currently 10c. WMRC considers that this is appropriate and that there is no need to make an additional submission.

OFFICER'S RECOMMENDATION

5.6.1 The report be noted.

CARRIED

5.7 PROGRESS ON CEOAC RECOMMENDATIONS

An updated table highlighting the status of all CEOAC recommendations through to 20 Feb 2023 is provided at **Attachment 3**.

OFFICER'S RECOMMENDATION

5.7.1 The report be noted.

CARRIED

6 GENERAL BUSINESS

The CEO WMRC mentioned the upcoming consultation sessions for the WMRC Strategic Community Plan and encouraged attendance.

7 CLOSURE OF MEETING

The Chair closed the meeting at 2:40pm and thanked everyone for their attendance.

Meeting Date	Item Number	CEOAC Recommendation	Description	Status	Notes
18 Nov 21	4.2.1	The FOGO Transition plan 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.		In progress	Currently working with City of Subiaco and Town of Mosman Park for commencement of services in May and August respectively.
21 Mar 19	4.3.1	The WMRC operating model be revisited once the current legal dispute is resolved.	WMRC legal advisers hold that the interests of member Councils and WMRC 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 might be considered.	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. The current major urban redevelopment proposal in the area surrounding the Recycling Centre adds to these uncertainties, such that no security of tenure could be offered to the market.