

AGENDA

CHIEF EXECUTIVE OFFICERS' ADVISORY COMMITTEE MEETING

(CEOAC 04/2024)

Thursday 18 July
Commencing at **2:00 pm**

Online (link in meeting invitation)

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WMRC Member Councils

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 18 July 2024 commencing at 2:00 pm.

Stuart Devenish
Chief Executive Officer
Western Metropolitan Regional Council

1. DECLARATION OF OPENING

2. RECORD OF ATTENDANCE AND APOLOGIES

Member	Position	Council
M Scott (Chair)	Chief Executive Officer	Town of Cottesloe
L Ledger (Deputy Chair)	Chief Executive Officer	Town of Claremont
C Cameron	Chief Executive Officer	City of Subiaco
C Bywater	Chief Executive Officer	Town of Mosman Park
D Burnett	Chief Executive Officer	Shire of Peppermint Grove
Visitors	Position	Council / Organisation
S Devenish	Chief Executive Officer	WMRC
L Eustance	Manager Communications & Education	WMRC
R Bryant	Manager Operations	WMRC
Y Wang	Manager Corporate Services	WMRC

Apologies

3. CONFIRMATION OF PREVIOUS MINUTES

Draft minutes from the CEOAC meeting held on 16 May 2024 are at [this link](#).

OFFICER'S RECOMMENDATION

3.1 The minutes of the CEOAC meeting held on 16 May 2024 be accepted as a true and proper record of that meeting.

4. MATTERS FOR CONSIDERATION

4.1 MATTERS NOT DISCUSSED MAY 2024

The CEOAC meeting of May 2024 was taken up with a discussion of the WMRC 2024-25 budget. Items later in the agenda were not addressed. All items, except item 4.3, were presented for noting only and are listed as not discussed in the minutes of that meeting. The items were:

- 4.2 Confidential report on the DiCOM facility
- 4.3 Information about the Curtin Sustainability Fair – this item recommended that the WMRC and any interested Member Councils be co-located at the Fair to be held later this year.
- 4.4 An analysis of the ongoing financial impact of the FOGO service for Member Councils who have transitioned to a FOGO service. This was modelled on 23-24 gate fees and could be updated to include modelling based on 24-25 gate fees if CEOAC requires.
- 5.1 Highlights from WMRC OCMs and SCMs since March
- 5.2 Financial Report
- 5.3 Operations Report
- 5.4 Communications and Education Report
- 5.5 Verge Valet Report
- 5.6 Progress on CEOAC Recommendations

This agenda will provide updates on items 4.2 and 5.1-5.6, therefore addressing them individually at this meeting is unnecessary. Item 4.3 can be dealt with administratively and an updated item 4.4 can be presented to a future meeting of CEOAC if required.

OFFICER'S RECOMMENDATION

4.1 The report be noted.

4.2 WEST METRO RECYCLING CENTRE UPGRADE PLANNING

Steps are being taken to progress planning for the upgrade/renewal of critical operational infrastructure. More specifically, a phased approach has been set out to address immediate operational requirements, a refreshed layout plan for the whole site and development of a preferred concept for the ongoing general waste compaction and transfer. Costings for the necessary capital works can then be estimated and suitable financial provisioning made.

The project has been brought forward to address the various risks associated with the operation of the silo compaction and transfer system. This includes the need to ensure business continuity with suitable standards of safety and efficiency.

A report will be presented to Council at the meeting on 25 July in these respects, with a view to achieving Council's support for the project priority and approach

OFFICER'S RECOMMENDATION

4.2 The proposed planning initiatives be noted.

4.3 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 21 May 2024 which was dealt with at the WMRC Ordinary Meeting of 30 May 2024.

Members will be updated verbally on new developments.

OFFICER'S RECOMMENDATION

4.3 The verbal report of the WMRC CEO be noted.

4.4 WASTE STRATEGY REVIEW

A consultation draft of an updated Waste Avoidance and Resource Recovery Strategy 2030 (Waste Strategy) has been released and is open for responses to 21 August. The [full document is available here](#) and a [one-page summary here](#). The updated version has the following major features:

- Updated vision: increased focus on a "...low-waste future powered by a circular economy..."
- The same three goals: Avoid, Recover, Protect
- Five key priority areas (no significance to order):
 - Better outcomes for regional and Aboriginal communities
 - Increasing focus on waste avoidance
 - Better management of priority materials (organics, plastics, and e-waste and batteries)
 - Realising economic potential of recycling
 - Contingency planning and climate resilience
- It retains most of the previous 2030 targets and adds new targets

It was released in conjunction with the [State Waste Infrastructure Plan](#) which assumes that the targets in the previous Waste Strategy are met. The review document indicates that to date, most targets have not been met, though many are trending towards being met. The draft refers to a roadmap to contain specific actions under the strategy; this has not yet been developed.

WMRC staff have attended briefings from DWER on the consultation draft and have participated in shaping the response from WALGA through MWAC.

We intend to respond to the consultation on behalf of the WMRC and its Member Councils. We will circulate a draft submission to the WMRC Council, CEOs and relevant contacts.

The likely points that will be made in our response are as follows:

WMRC generally supports the vision and priorities of the consultation draft but recommends greater focus on

1. Waste prevention:

- The consultation draft refers to a circular economy; however, it does not develop the thinking to include design considerations, effective product stewardship, or increase the focus on reuse

and repair. For example, despite stressing that waste prevention is key to meeting targets, there is a dearth of effective initiatives listed; there is more focus on managing waste.

2. Clear, achievable but challenging targets:

- The consultation draft is framed in conjunction with National Targets, however many new targets in the consultation draft refer to national targets/metrics which have not yet been developed.

3. Encouragement of innovative approaches to market development:

- Although the consultation draft has a strategic priority around the economic potential of recycling, it is light on market development or processing improvements to improve market acceptance

OFFICER'S RECOMMENDATION

4.4 The intended basis of submission of the Waste Avoidance and Resource Recovery Strategy 2030 be noted.

4.5 REVIEW OF CEOAC TERMS OF REFERENCE

The CEOAC operates as a Committee of the WMRC under the provisions of the Local Government Act and associated regulations. Terms of reference for such were first established in 2014 and most recently reviewed by the WMRC Council in March 2023. Current terms of reference are included at **Attachment 1**.

It is appropriate to periodically review governance arrangements to ensure suitable participation of member local governments, and that the principles and obligations of the Act are being met.

The purpose of this report is to invite consideration of the operation of the Committee. To assist this, the following points are noted:

- Meetings are not required to be open to the public (LG Act s5.23(1)) as the Committee does not hold delegated authority,
- Not more than half the meetings are to be attended remotely by any one member of the Committee (LG (Admin) reg 14D);
- Minutes of meetings held over the last 12-months indicate the Committee has resolved to note matters or has provided input on matters that have been separately actioned by the WMRC; and
- Forums offer an alternative to the formal meeting framework of a Council Committee. Forum arrangements can provide for:
 - regular meetings
 - briefings on key issues
 - discussion around strategy
 - input on important issues before the WMRC
 - matters to be raised by CEO's as relevant
 - Records of meeting to be tabled at WMRC Council meetings

Having regard for the above, it is recommended that consideration be given to an alternative meeting arrangement that can better align with functional arrangements between the member local governments and the WMRC.

OFFICER'S RECOMMENDATION

- 4.5 That proposals be developed for CEO Forums in lieu of the CEO Advisory Committee for consideration by the CEOAC.**

5 INFORMATION ITEMS

5.1 WMRC OCM AND SCMS

At the May OCM the Council of the WMRC:

- Adopted three new Council policies: Purchasing, Acting CEO, Standards for CEO recruitment, performance, and termination
- Authorised the execution of an Amendment Deed with East Rockingham Waste to Energy to account for build delays
- Authorised the award of a two-year silo haulage contract with one 12-month extension option
- Authorised the award of a six-month bulk waste processing contract
- Discussed and decided the appropriate basis for the development of the 2024-25 WMRC draft budget for presentation at the June SCM

At the June SCM the Council of the WMRC:

- Adopted the 2024-2025 budget, fees and charges, Councillor allowances and variance reporting levels.

OFFICER'S RECOMMENDATION

5.1 The report be noted.

5.2 FINANCIAL REPORT

The summary of financial transactions for Year-to-Date (YTD) to 31 May 2024 are:

- Operating revenues for the YTD are \$8,104,982 against a budget of \$7,466,195 (8.6% over budget)
- Operating expenses for this period are \$8,142,984 against budget of \$7,289,128 (11.7% over budget)
- Capital expenditure for the YTD is \$101,441 against a budget of \$296,000 (34.3% under budget).

Although our year-to-date revenue figures are higher than budgeted because of continuing high waste volumes, staff costs associated with higher than anticipated activity and changeover are impacting our net results and will impact the year-end result.

While the closing position for 2023/24 is still being determined, the expected result is close to balance.

OFFICER'S RECOMMENDATION

5.2 The report be noted.

5.3 OPERATIONS REPORT

West Metro Recycling Centre throughput

The Recycling Centre continues to see increases in both commercial and residential visitors; the number of tickets issued in April 2024 was 62% higher than in April 2023. Similarly, the May and June tonnages continue to be considerably higher than in the previous couple of months. The total number of transactions completed for the financial year closed 36% higher than the prior year, with FOGO emerging as the facility's highest volume waste stream, by tonnes, and as expected.

The financial year throughput closed 7.1% higher than in the prior financial year; with the higher volumes expected to continue for the 2024-2025 period.

Waste (tonnes)	May 2024	June 2024	2022-23 Prior YTD	2023-24 YTD	Change Year on Year %
Residual waste	709	635	10,247	8,617	-16%
FOGO	759	719	6,181	9,429	+53%
Bulk waste Incl. VV	763	764	7,054	8,191	+16%
Green waste incl. GO and VV	866	779	8,225	8,121	-1.3%
C&D waste	159	88	1,193	1,464	+23%
Scrap metal	16	18	169	243	+44%
Cardboard	7	12	108	134	+24%
HHW / paint and batteries	15	5	92	110	+13%
Total Site Tonnage	3,456	3,166	35,744	38,272	+7.1%
Total Site Transactions	6,125	6,006	46,687	63,632	+36%

OFFICER'S RECOMMENDATION

5.3 The report be noted.

5.4 COMMUNICATIONS AND EDUCATION REPORT

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

Council Liaison and Support

- Staff support (1 day/week) to Subiaco's FOGO rollout to MUDs and Commercial businesses
- Meetings with main contacts at all Member Councils

Waste Communications

- Creating waste calendars/flyers for all Member Councils
- Creation and distribution of updated Fees and Charges brochures
- Staffing the Recycling Hotline
- Monthly half page advertisement
- Growth in social media presence and reach
- Monthly Word on Waste e-newsletter

Waste Management Community Education

- Coordinated a visit to GO Organics, our FOGO processor for member council staff and councillors
- Coordinated a tour of Resource Recovery Group's Materials Recovery Facility (recycling plant) for the community
- Coordinated an information stall at A Day on the Bay (Claremont)
- Participated in a beach clean up event (Cottesloe)
- (re)Love your Stuff project (DWER funded)
 - Organised one two-day Clothes Swap event (Subiaco).
 - Signed up businesses for participation in the Textile Trail (All MCs)
- Coordinated four workshops as part of Plastic Free July (Subiaco, Cottesloe, Claremont, Peppermint Grove)
- Held a volunteer induction

Verge Valet™

- Managing Verge Valet™ contracts and invoicing
- Managing user enquiries (residents and strata bodies)
- Tracking and maintaining user satisfaction levels

Representation to and collaboration with relevant bodies

- Attendance at the following:
 - Consistent Communications Collective,
 - Waste Management and Resource Recovery (WMRR) WA breakfast (as speaker),
 - WMRR WA branch committee
 - Waste Management and Resource Recovery Conference Program Committee,
 - DWER discussion of consistent communications for Energy Recovery
 - Waste Educators Networking Group
 - Western Suburbs Alliance Procurement Capability workshop
 - DWER FOGO Reference Group
 - Circular Economy WA Textiles Working Group

OFFICER'S RECOMMENDATION

5.4 The report be noted.

5.5 PROGRESS ON CEOAC RECOMMENDATIONS

An updated table highlighting the status of all outstanding CEOAC recommendations to 15 July 2024 is provided at **Attachment 2**.

OFFICER'S RECOMMENDATION

5.5 The report be noted.

6 GENERAL BUSINESS

7 CLOSURE OF MEETING

TERMS OF REFERENCE CHIEF EXECUTIVE OFFICERS' ADVISORY COMMITTEE

1. OBJECTIVES OF COMMITTEE

The Chief Executive Officers' Advisory Committee (CEOAC) is a formally appointed committee of Council and is responsible to Council. It is established to consider matters that have an impact on the member Councils and/or WMRC's business activities. The CEOAC has no delegated decision-making responsibility and its recommendations are considered by Council at the subsequent Ordinary Council Meeting.

2. RESPONSIBILITIES

The Committee's responsibility is to:

- (a) Monitor, review and provide feedback on the performance of the WMRC from the perspective of member Councils, especially relating to:
 - Quality of service;
 - Value for money; and
 - Opportunities for improvement in service delivery.
- (b) Address any issue of concern as a result of exercising responsibility 2(a).
- (c) Advise on and contribute to WMRC strategic matters of the following nature:
 - Planning and policy development.
 - Projects.
 - Business Development.
 - Waste treatment including energy recovery.
 - Other matters of regional relevance.

3. MEMBERSHIP

3.1 The Chief Executive Officers' Advisory Committee comprises of each of WMRC's participant Member Council's Chief Executive Officers. The CEO of the WMRC attends meetings to provide executive services and support to the Committee.

3.2 In the event of a vacancy due to the resignation of a Committee member, the person replacing the Chief Executive Officer will automatically fill their position on the Committee.

3.3 A deputy member may be appointed to the Committee by each member Council's Chief Executive Officer.

4. MEETINGS

4.1 The Committee shall hold regular meetings on a day to be agreed but approximately two weeks prior to the ordinary meetings of the WMRC.

4.2 A Chairperson and Deputy shall be elected for one year by a majority of members of the Committee. Further elections for these positions are to be held on an annual basis. In the event of either of these office holders no longer being available to exercise the role a supplementary election will be held.

4.2 Additional meetings will be convened at the discretion of the Chairperson.

5. OPERATING PROCEDURES

5.1 All meetings of the CEOAC are to be conducted in accordance with the *Local Government Act 1995* and associated Regulations.

5.2 A quorum for a meeting of the Committee shall be at least 50% of the number of offices (whether vacant or not) of members of the Committee.

5.3 Voting

(a) All decisions of the Committee shall be made on the basis of a simple majority decision of the members present or, if another kind of majority has been prescribed by regulations for the particular kind of decision, by that kind of majority.

(b) If the decision results in a tied vote, the person presiding is to cast a second vote.

(c) Persons other than Committee members are not entitled to cast a vote.

5.4 WMRC staff or member Council staff may attend meetings by invitation of the Chief Executive Officer and/or the Committee Chairperson, to provide advice and information when required.

6. REPORTING

6.1 The Committee shall after every meeting forward the minutes of that meeting to the next Ordinary Meeting of Council, including a report explaining any specific recommendations and key outcomes.

7. DELEGATED POWER

7.1 The Chief Executive Officers' Advisory Committee has no delegated powers and no authority to implement its recommendations.

Event	Date
Recommended by CEOAC	16 Mar 2023
Approved by WMRC Council	30 Mar 2023
Review due	19 Sep 2026

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	Towns of Cottesloe and Mosman Park and City of Subiaco have transitioned to a FOGO service. Town of Claremont and Shire of Peppermint Grove plan to transition in 2025.
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.
23 Nov 23	4.3.2	A KPI report be made annually at the last meeting of each calendar year.	As requested at CEOAC November 2022	In progress	Annual reporting
18 Jan 24	4.3.1	Preparations be made for Green Waste handling to be relocated to the West Metro Recycling Centre site.		In progress	