

MINUTES

CHIEF EXECUTIVE OFFICERS' ADVISORY COMMITTEE MEETING

(CEOAC 04/2024)

Thursday 19 September
Commenced at **2:02 pm**

Online

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1. DECLARATION OF OPENING

Meeting opened 2.02pm.

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
J Clapham	Acting Chief Executive Officer	Shire of Peppermint Grove
Visitors	Position	Council / Organisation
S Devenish	Chief Executive Officer	WMRC
R Bryant	Manager Operations	WMRC
Apologies		
D Burnett	Chief Executive Officer	Shire of Peppermint Grove
L Eustance	Manager Communications & Education	WMRC
Y Wang	Manager Corporate Services	WMRC

3. CONFIRMATION OF PREVIOUS MINUTES

Draft minutes from the CEOAC meeting held on 18 July 2024 [are at this link](#).

OFFICER RESOLUTION

3.1 The minutes of the CEOAC meeting held on 18 July 2024 be accepted as a true and proper record of that meeting.

CARRIED 5:0

4. MATTERS FOR CONSIDERATION

4.1 CONFIDENTIAL REPORT – DICOM FACILITY

A confidential report on DiCOM was provided to members under separate cover.

OFFICER RECOMMENDATION

4.1.1 The report be noted.

CARRIED 5:0

4.2 RECYCLING CENTRE UPGRADE PLANNING

On 1 August 2024, Council considered planning for the upgrading of infrastructure at the Recycling Centre. A 3-phase plan was presented to address immediate requirements while simultaneously taking a long-term strategic view of the site as a whole. The phases are:



A workshop with WMRC Councillors on Thursday evening (19 September) will address Phase One – Immediate Contingency. The workshop will address renewal requirements for the existing silo system that is utilised to receive, aggregate, compact and transfer municipal solid waste to other sites.

The operation has been evaluated from the perspectives of:

- System serviceability
- Operational intricacies
- Risks
- Safety factors
- Efficiency
- Contractual arrangements
- Renewal costs

A range of options have been assessed, concluding with a preference to transition away from the silo system to optimize the use of an existing static compactor. This approach offers considerable financial and operational advantage while reducing risks. While the compactor can manage waste volumes, the plan is reliant on works at the tipping floor and improving the capacity to transport waste offsite. A review of haulage arrangements finds there are financial and operational benefits to self-haul waste in favour of contract services.

The findings of the above reviews will be discussed at the workshop and reported to the next Ordinary Council Meeting. Recommendations are expected to be presented along the following lines:

1. Support transition of municipal solid waste to the static compactor.

2. Support transition to self-haulage operations.
3. Support preparation of a financing plan for:
 - a) Costs associated with the upgrade of the tipping floor.
 - b) Funding self-haulage arrangements.
4. Authorise the CEO to negotiate transitional arrangements with existing contractors impacted by the change.

OFFICER RECOMMENDATION

4.2.1 That the report be noted.

CARRIED 5:0

4.3 REVIEW OF COMMITTEE TERMS OF REFERENCE AND PROPOSED CEO FORUM

At the last meeting, 18 July 2024, the CEOAC resolved that proposals be developed for CEO Forums in lieu of the CEO Advisory Committee for consideration by the Committee. In doing so, the Committee noted:

- Meetings of the CEOAC 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

Proposed arrangements for a CEO Forum have now been drafted in the form of a Council Policy as at Attachment 1. The proposed policy sets out the purposes of forums along with governing principles demonstrating how the intentions of the Local Government Act are satisfied. Functional arrangements for meetings are also explained.

The proposed forums are thought to better suit practical working relationships between organisations. A less formalized meeting structure will ensure suitable executive level engagement with the WMRC, satisfy expectations of probity while allowing timely input to important matters that are before the regional Council.

To facilitate the changed meeting arrangements for CEOs, it is recommended that the Committee recommend to Council that the formal advisory committee be disband and that the policy addressing forum arrangements be adopted.

OFFICER RECOMMENDATION

MOVED C BYWATER, SECONDED L LEDGER

4.3.1 That the Committee resolve to recommend to Council that:

- A Council resolve to disband the Chief Executive Officers' Advisory Committee as a Committee of Council; and
- B Council resolve, pursuant to section 2.7.(2)(b) of the *Local Government Act 1995* to adopt Council Policy: Member Council CEO Forums as contained at Attachment 1.

CARRIED 5:0

4.4 LAND DEALINGS – JOHN XXIII AVENUE, MT CLAREMONT

The purpose of this report is to advise the group of WMRC participation in land dealings at John XXIII Avenue, Mt Claremont.

WMRC member Councils of Subiaco and Claremont are central to negotiations with the Department of Planning Lands and Heritage (DPLH) in conjunction with the City of Vincent, to secure Management Orders for works depot relocations.

The land in question is a Crown Reserve (29320) presently held by Western Power for their depot operations. A large portion of the reserve is now surplus to Western Power requirements and is available for repurposing. The City of Vincent needs to relocate their depot operations from Linwood Court, Osborne Park. This is to free up Vincents current depot site for the relocation of concrete batching plant operations away from Claisebrook – making the Claisebrook site available for residential development.

The State Governments interest in the Claisebrook redevelopment has led to the City of Vincent taking a primary role with land dealings that are being overseen by the DPLH.

Land required by the City of Vincent (around 1.8ha) leaves opportunity for City of Subiaco and Town of Claremont to relocate and consolidate depot services. The WMRC also have interest in relocating the greenwaste handling area.

There are substantial administration and other Western Power buildings on site available for re-use.

Current Proposals

Led by a City of Vincent Project Manager, plans are presently being advanced for Management Orders to be granted to the City's of Vincent and Subiaco and the Town Claremont for long-term depot use. This is expected later this month. Anticipated land assignments are:



Land presently occupied by Subiaco and Claremont (northern portion of site) will remain under Western Power management. There is opportunity for WMRC to establish a short-term (2+ years) lease at this location for greenwaste handling.

The WMRC is presently utilising land held by Christ Church Grammar School on very short-term lease extensions. Relocation to the Western Power site will allow continuity of operations while the WMRC Recycling Centre site is rehabilitated and made available following deconstruction of the DiCOM plant.

As there are substantial offices at the site, there is opportunity for WMRC to share administration facilities with either City of Vincent or City of Subiaco, providing economies in comparison to the current Churchill Avenue address. Co-location of administrations may lead to other shared service benefits. It would also bring the WMRC administration and operations closer together.

All parties are continuing to work collaboratively with expected advantage to all.

OFFICER RECOMMENDATION

4.4.1 That the report be noted.

CARRIED 5:0

5 INFORMATION ITEMS

5.1 WMRC OCM AND SCM

At the July/August OCM the Council of the WMRC:

- Authorised the CEO to review and submit the draft submission on the State Waste Strategy review to the Waste Authority
- Requested a further report to address safety and operational issues at the Waste Transfer station (Phase 1)
- Approved \$50,000 from the Operational Reserve to commence Phases 2 and 3
- Adopted four new Council Policies
- Authorised a public tender and business continuity arrangements for Verge Valet

At the August SCM the Council of the WMRC:

- Endorsed recommendations concerning DiCOM

OFFICER RECOMMENDATION

5.1.1 That the report be noted.

CARRIED 5:0

5.2 FINANCIAL REPORT

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

- Operating revenues for the YTD are \$1,681,473 against a budget of \$1,780,892 (5.6% under budget)
- Operating expenses for this period are \$1,367,354 against budget of \$1,594,528 (1.4% under budget)

The financial year is not sufficiently advanced to provide meaningful trends at this point and revenue/expenditure results are influenced by invoicing and payment timings. Notwithstanding, overall revenue against expenditure records a surplus of \$63,061 against a budget deficit for year to date of \$98,212.

OFFICER RECOMMENDATION

5.2.1 That the report be noted.

CARRIED 5:0

5.3 OPERATIONS REPORT

West Metro Recycling Centre throughput

The Recycling Centre continues to see increases in both commercial and residential visitors with some plateauing starting to be evident. Year-on-year, the number of tickets issued in July / August 2024 was 37% higher than in July / August 2023. The tonnages have also started to level out, but still remain higher than in the same period last year. The total number of transactions completed for the commencement of this financial year are a steady 37% higher than last year, with FOGO and Bulk Waste continuing as the facility's highest volume waste streams, by tonnes.

Volumes for the 2024/2025 financial year are expected to continue in a steady manner.

Waste (tonnes)	July 2024	August 2024	2023-24 Prior YTD	2024-25 YTD	Change Year on Year %
Residual waste	757	697	1,505	1,455	-3.37%
FOGO	773	874	1,538	1,647	+7.1%
Bulk waste Incl. VV	809	846	1261	1,655	+31%
Green waste incl. GO and VV	794	701	1,505	1,495	-0.7%
C&D waste	97	88	143	185	+29%
Scrap metal	16	22	31.6	38.2	+21%
Cardboard	14	10	17.9	23.6	+32%
HHW / paint and batteries	14	11	17.2	24.7	+44%
Total Site Tonnage	3,345	3,342	6,199	6,687	+7.9%
Total Site Transactions	6,059	5,724	8,606	11,783	+37%

OFFICER RECOMMENDATION

5.3.1 The report be noted.

CARRIED 5:0

5.4 COMMUNICATIONS AND EDUCATION REPORT

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

Council Liaison and Support

- Briefed new staff (Subiaco, Mosman Park)
- Coordinated Waste Plan reports (All MCs)
- WMRC Project officer working one day a week to assist with the FOGO rollout to commercial properties between May and July (Subiaco)
- Provided media content, images and quotes (Mosman Park & Subiaco)
- Provided social media resources and shareable content (all)
- Reinstated the monthly email update for council staff (all)

Waste Communications

- 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

- Held a School Waste Education Day at Freshwater Bay Primary School (Claremont)
- Coordinated a Recycling Centre tour for new staff (Subiaco, Mosman Park)
- Hosted an information stall at Bunnings (Claremont)
- Hosted two waste information sessions at St Ives Retirement Village (Subiaco)
- Hosted two FOGO information stalls (Subiaco)
- Hosted an information stall at Celebrate Lake Claremont (Claremont)
- (re)Love your Stuff project (DWER funded)
 - Organised one kids Clothes Swap event (the Grove).
 - Coordinated a tour of Good Sammys
 - Organised one adults' Clothes Swap event (Cottesloe)
 - Hosted two visible mending workshops (Subiaco)
 - Postponed the Textile Trail to November (All MCs)
- 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
- Opening tender for booking and collection contract

Representation to and collaboration with relevant bodies

- Attendance at the following:
 - Waste Management and Resource Recovery (WMRR) WA,
 - Waste Management and Resource Recovery Conference
 - Waste Educators Networking Group
 - Consistent Communications Collective
 - Circular Economy WA Textiles Working Group

OFFICER ECOMMENDATION

5.4.1 The report be noted.

CARRIED 5:0

5.5 PROGRESS ON CEOAC RECOMMENDATIONS

An updated table highlighting the status of all outstanding CEOAC recommendations to 14 September 2024 is provided at **Attachment 2**.

OFFICER RECOMMENDATION

5.5.1 The report be noted.

CARRIED 5:0

6 GENERAL BUSINESS

Nil.

7 CLOSURE OF MEETING

Meeting closed at 2.30pm.

Council Policy: Member Council CEO Forums

Purpose

The purpose of this Policy is to set out arrangements for forums attended by the Chief Executive Officers (CEOs) of Western Metropolitan Regional Council (WMRC) member Councils, enabling discussion and input into key issues relevant to the regional Council.

Strategic Objectives

- SCP 5 – Maintain a strong and capable organisation

Relevant Legislation

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *State Records Act 2000*

Policy

Purpose of Forums

Forums are to facilitate engagement between the CEOs of WMRC member Councils and the WMRC. They provide opportunity for:

1. discussion around strategy and the directions pursued by the organisation;
2. monitoring of activities, including services provided and financial performance;
3. briefings by the WMRC administration on key issues;
4. input on important matters before the Council;
5. raising of matters for consideration.

Forums support principles of good governance, ensuring best utilisation of the shared services model of local government.

Principles Governing Forums

Accountability

CEO Forums are not decision-making meetings and there is no delegated authority available to the group. Any matters requiring decision are reported to the Council of the WMRC, or dealt with through ordinary delegated authority arrangements.

In the same manner that member Council CEO's oversee the assembly of reports and recommendations to their respective Councils, the CEO of the WMRC will prepare agenda papers for the WMRC Councillors. Agenda reports will have regard for views expressed at the CEO forum.

Openness and Transparency

To ensure forums meet the principles of openness and transparency, a summary record of the forum will be prepared and presented to the following Ordinary Council Meeting of the WMRC. The record will include attendance, any declarations of interest and identification of matters discussed.

Probity and Integrity

Ethical standards of the *Local Government Act 1995* and Codes of Conduct apply to forums. This includes the disclosure of any interest in a matter. Where a financial interest is held, the individual must depart from the forum where the relevant matter is discussed.

Arrangements

Facilitation

The forum may be facilitated by any Chief Executive on consensus agreement of the membership.

Agenda preparation and associated administration is undertaken by the WMRC.

Meeting Agenda

While meetings are intended to be conducted in an informal manner, a structured agenda which will ordinarily contain the following items:

- General matters for discussion
- Council resolutions
- Financial report
- Operations report
- Communications and education report
- Other business

A CEO may request the WMRC include a particular matter on an agenda ahead of a meeting, or raise a matter at a meeting.

Timing

Forums will be scheduled 1 week prior to an Ordinary Council Meeting. Other forums may be held on an as-needed basis and convened on consensus of the CEO group.

Attendance

Forum members comprise the CEOs of member Councils in addition to the management group of the WMRC. Members may include additional staff from their respective organisations as relevant to a matter at hand. Attendance may be virtual or in-person.

Arrangements may be made for a third party to attend for the purposes of a presentation. The invited party will only remain in the meeting when the relevant matter is addressed.

Adopted / Modified

This policy is scheduled to be reviewed every 3 years.

	Meeting Date	Resolution #	Implementation Responsibility
Council Adoption			
Council Review			

Attachment 2

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	For discussion.
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.	Greenwaste is presently handled at land leased from Christchurch Grammar School. Negotiations are underway to lease land from Western Power for interim processing, ahead of shifting of the operation to the Shenton Park site.	Complete	This matter is addressed in report 4.4 within the agenda.
18 July 24	4.5.1	That proposals be developed for CEO Forums in lieu of the CEO Advisory Committee for consideration by the CEOAC.		Complete	This matter is addressed in report 4.3 within the agenda.