

Minutes

ORDINARY COUNCIL MEETING (OCM 02/25)

27 March 2025
Commencing at 5:30 pm

Town of Claremont
308 Stirling Highway
Claremont WA 6010

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1. DECLARATION OF OPENING

Meeting opened: 5.34pm

2. RECORD OF ATTENDANCE AND APOLOGIES

Councillors

Cr. P Kelly	Chair	Town of Claremont
Cr. A Maurice	Deputy Chair	Town of Mosman Park
Cr P. Macintosh	Member	Shire of Peppermint Grove
Cr. R de Vries	Member	City of Subiaco (Online)

Staff

S Devenish	Chief Executive Officer	WMRC
L Eustance	Manager Comms and Ed	WMRC
R Bryant	Manager Operations	WMRC
Y Wang	Manager Corporate Services	WMRC
C Francis	Finance & Customer Service Officer	WMRC

Leave of Absence

Cr. B Wylynko	Member	Town of Cottesloe
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Visitors

Cr. P O'Connor	Deputy Member	City of Subiaco
Cr. E Bond	Deputy Member	Shire of Peppermint Grove

Observers

Apologies

Mayor L Young	Deputy Member	Town of Cottesloe
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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

Moved by:

Seconded by:

Cr. A Maurice Leave of Absence – 2 April 2025 to 26 April 2025

CARRIED: 4/0

7. PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS

Nil

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. CONFIRMATION OF PREVIOUS COUNCIL MINUTES

9.1 CONFIRMATION OF PREVIOUS ORDINARY COUNCIL MEETING MINUTES

Minutes of the previous Ordinary Council Meeting held on 30 January 2025 were circulated earlier under separate cover. A copy of the January OCM minutes is at [this link](#) with the relevant attachments at [this link](#).

Moved By: Cr. P Macintosh

Seconded by: Cr. R de Vries

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

9.1.1 Council accepts the minutes of the previous Ordinary Council Meeting held on 30 January 2025 as a true and accurate record of proceedings.

CARRIED: 4/0

9.2 CONFIRMATION OF PREVIOUS SPECIAL COUNCIL MEETING MINUTES

Minutes of the previous Special Council Meeting held on 19 February 2025 were circulated earlier under separate cover. A copy of the February SCM minutes is at [this link](#) with the relevant attachments at [this link](#).

Moved By: Cr. R de Vries

Seconded by: Cr. P Macintosh

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

9.2.1 Council accepts the minutes of the previous Special Council Meeting held on 19 February 2025 as a true and accurate record of proceedings.

CARRIED: 4/0

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 AUDIT & RISK MANAGEMENT COMMITTEE

Responsible Officer:	Chief Executive Officer
Date:	14 February 2025
Attachments:	10.1A Minutes of the Audit & Risk Management Committee, 6 March 2025 10.1B Committee agenda attachment 4.1A Compliance Audit Return 10.1C Committee agenda attachment 4.2A Proposed WMRC Corporate Risk Register

PURPOSE

To receive the minutes of the Audit and Risk Management Committee meeting of 6 March 2025 and to consider recommendations of the Committee.

BACKGROUND

The minutes of the Committee and attachments relevant to the recommendations of the Committee are attached.

RISK MANAGEMENT

The policies addressed in this report relate to, and assist mitigation of risks associated with the following areas of the Corporate Risk Register:

- Governance (G2, G5, G6, G7)
- Commercial & Legal (C5)
- Financial (F6)

COMMUNICATION AND CONSULTATION

None.

REPORT IMPLICATIONS

Legislation and Policy Alignment

Local Government Act 1995, s5.42, s5.43, s5.46(2)
Local Government (Audit) Regulations r14 and r15
Local Government (Functions & General) Regulations 1996
Local Government (Administration) Regulations 1996
Local Government (Financial Management) Regulations 1996

Business and Strategic Alignment

Strategic action 5 in the Strategic Community Plan is to develop a strong and capable organisation.

Financial and Resource Implications

Nil.

COMMENTS

Details of the matters addressed by the Committee are contained within the attached minutes.

VOTING REQUIREMENT

Simple majority.

Moved By: Cr. P Macintosh

Seconded by: Cr. A Maurice

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

- 10.1.1 That Council receive the Minutes of the Audit and Risk Management Committee meeting of 6 March 2025 as at Attachment 10.1A.**
- 10.1.2 That Council adopt the Compliance Audit Return 2024 as contained at Attachment 10.1B and submit to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.**
- 10.1.3 That Council endorse the strategic level risks as contained at Attachment 10.1C.**
- 10.1.4 That Council note the operational level and project level risks as contained at Attachment 10.1C.**

CARRIED: 4/0

10.2 FINANCIAL STATEMENTS

Responsible Officer:	Manager Corporate Services
Date:	27 March 2025
Attachments:	10.2A Financial Report for January 2025 10.2B Financial Report for February 2025

PURPOSE

To provide a monthly and year-to-date summary of the WMRC's operating performance and financial position, along with explanations of variance to budget.

BACKGROUND

Local Government (Financial Management) Regulation 34 requires monthly financial activity statements to be presented to the Council. The statements include a statement of financial activity reporting on revenue and expenditure, as set out in the annual budget under FM regulation 22(1)(d).

Each year, Council is required to adopt a percentage or value to be used for material variance (actual versus budget/forecast) reporting accompanied with explanatory notes. At its meeting on 3 June 2022, Council adopted a value of \$20,000 or 10% for reporting material variances (actual versus budget/forecast).

DETAIL AND OPTIONS ANALYSIS

The following financial attachments outline the business performance and position for the year-to-date periods ended 31 January 2025 and 28 February 2025.

January Year-to-date

Year-to-Date (YTD) to 31 January 2025, WMRC recorded comprehensive income (net income) \$352,096 compared to a budgeted \$652,274. Further details are in **Attachment 10.2A**.

Operating revenues for the YTD are \$6,229,101 against a budget of \$6,233,122 (0.01% under budget)

Operating expenses for this period are \$5,877,004 against a budget of \$5,580,848 (5.3% over budget)

February Year-to-date

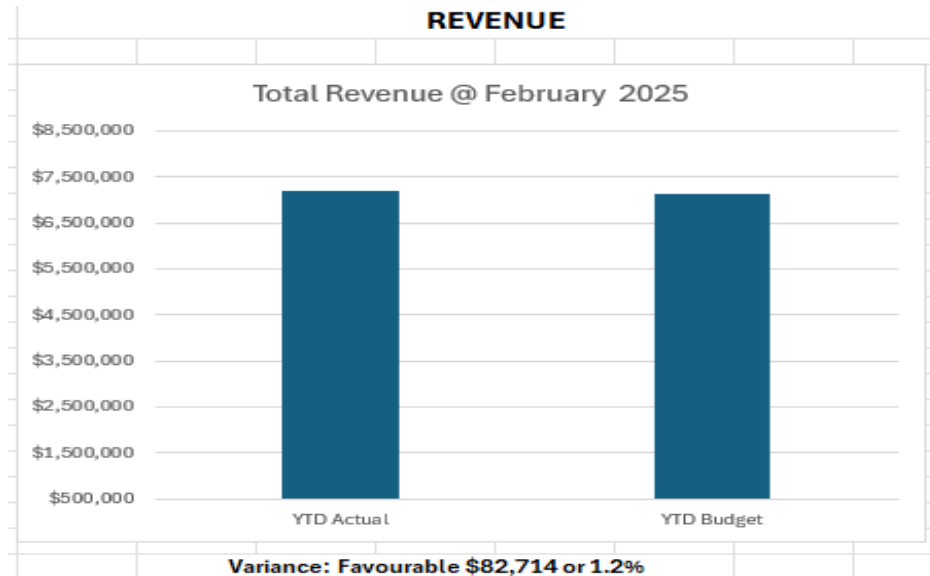
Year-to-Date (YTD) to 28 February 2025, WMRC recorded comprehensive income (net income) \$396,713 compared to a budgeted \$745,456. Further details are in **Attachment 10.2B** (*Financial Report for August 2024*).

Operating revenues for the YTD are \$7,206,282 against a budget of \$7,123,568 (1.2% above budget)

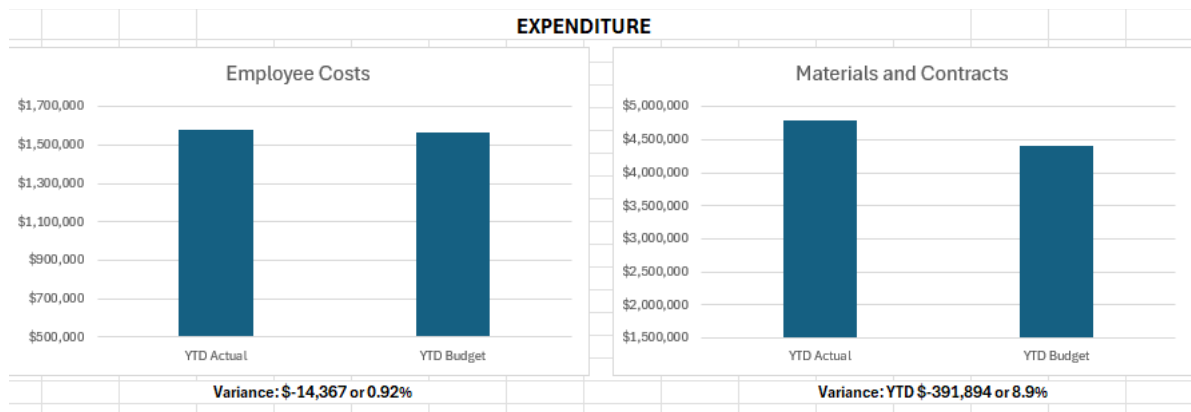
Operating expenses for this period are \$6,809,568 against budget of \$6,378,112 (6.8% over budget)

Variance analysis in relation to each activity area is included in the attachments.

Summary of Major Activity Areas



For the first 8 months of the financial year-to-date, total revenue, including Fees & Charges, Service Delivery Charges (SDC), and other sources, amounts to \$7,206,282, compared to the budgeted amount of \$7,123,568. WMRC has achieved a favorable variance of \$82,714. This growth is attributed to two main factors: an 8% increase in site tonnes volume compared to the previous year, and a 20% average rise in Fees & Charges pricing.



On the expenditure side, employee costs are being effectively managed. The slight overspending \$14,367 is due to a Long Service Leave (LSL) payout for one staff termination, which will be adjusted from the leave provision reserve at the end of the financial year.

It is important to note the \$391,894 overspend on Materials and Contracts. This includes the missing budget expense for the GO Bin (\$219K), which will be addressed during the budget review process. Additionally, there are extra costs associated with increased tonnage and item throughput. The necessary budget adjustments will be made after the budget review.

RISK MANAGEMENT

Regular reviews, careful planning and reporting, and continuous improvements on process and controls help to manage WMRC's financial risks.

COMMUNICATION AND CONSULTATION

The financial performance of the WMRC is discussed amongst WMRC management and with Member CEOs at meetings every two months.

REPORT IMPLICATIONS

Legislation and Policy Alignment

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
- statement of financial position

The financial reporting is prepared in accordance with Council Policy: Finance. Policies are reviewed from time to time as required to ensure compliance with legislative and statutory obligations.

Business and Strategic Alignment

Strategic action 5 in the Strategic Community Plan is to develop a strong and capable organisation.

Financial and Resource Implications

The report presents the operating performance and statement of financial position of the Council.

COMMENTS

It is recommended that Council note the financial results to date against budget.

VOTING REQUIREMENTS

Simple majority.

Moved By: Cr. P Macintosh

Seconded by: Cr. A Maurice

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.2.1 Council notes the financial reports for January 2025 and February 2025 respectively.

CARRIED: 4/0

10.3 CREDITOR AND DEBTOR PAYMENTS

Responsible Officer:	Customer Service & Finance Officer
Date:	10 March 2025
Attachment:	10.3A January 2025 Payments 10.3B 2025 Credit Card Statements and Payments (25 Dec 2024 – 24 Jan 2025) 10.3C February 2025 Payments 10.3D February 2025 Credit Card Statements and Payments (25 Jan to 25 Feb 2025) 10.3E Debtors Outstanding as of 28 February 2025

PURPOSE

The schedule of accounts paid for January and February 2025 is attached for the endorsement of Council. The schedule of debtors as of 28 February 2025 is attached for receipt by Council.

BACKGROUND

In accordance with Regulation 13 and 13A of the *Local Government (Financial Management Regulations) 1996*, if the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund, a list of accounts paid is to be prepared for each month.

RISK MANAGEMENT

Introduced improved balance (strike) procedure between cash inflows and outflows to ensure vendor bills paid on time and collection of cash from customer when due.

COMMUNICATION AND CONSULTATION

Nil.

REPORT IMPLICATIONS

Legislation and Policy Alignment

- *Local Government (Financial Management) Regulations 1996*
- *Local Government Act 1995*

Business and Strategic Alignment

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.

Financial and Resource Implications

Nil.

COMMENTS

The statements attached to the report satisfy the reporting obligations of the Act and schedule payments made in accordance with appropriate authorities. The schedules are recommended for endorsement and receipt accordingly.

VOTING REQUIREMENT

Simple majority.

Moved By: Cr. P Macintosh

Seconded by: Cr. A Maurice

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

- 10.3.1 Council endorses the schedule of accounts paid of \$1,473,317.90 and \$1,136,050.45 for the months of January and February 2025 respectively.**
- 10.3.2 Council endorses the schedule of accounts paid of \$7,712.19 and \$8,286.48 Credit Card Statements for January and February 2025 respectively.**
- 10.3.2 Council receives the schedule of debtors outstanding as of 28 February 2025.**

CARRIED: 4/0

10.4 2024-25 MID-YEAR BUDGET REVIEW

Responsible Officer:	Manager Corporate Services
Date:	14 March 2025
Attachment:	Attachment 10.4A 2024/25 Budget Review Report

PURPOSE

To review the financial performance of the organisation for the financial year to date and determine whether or not to adopt the review recommending variations to budget provisions.

BACKGROUND

Section 33A of the *Local Government (Financial Management) Regulations 1996* requires all councils to carry out a review of its Budget. This must be done and considered by Council no later than March in the financial year.

The review of the annual budget for a financial year must:

- consider the local government's financial performance in the period beginning 1 July and ending no earlier than 31 December in that financial year;
- consider the local government's financial position as at the date of the review; and
- review the forecast outcomes for the end of that financial year.

Once considered by the Council, the Budget Review is required to be lodged with the Department of Local Government within 14 days of Council's determination.

DETAIL AND OPTIONS ANALYSIS

Attachment 10.4A sets out the adopted budget, year-to-date actuals and recommended budget variances. The review statements are prepared using an industry standard template which satisfies statutory requirements. The amendments reflect:

- additional revenues for waste services
This is due to price increases associated with Verge Valet and higher transaction numbers at the Recycling Centre. While there is a net increase in revenue expected, the increase is lessened by double counting revenue in input modelling.
- additional operating costs related to waste services
An increase in budgeted operating expenses is required to cover increased processing costs associated with greater incoming tonnages. Adjustment is required for increased Verge Valet costs. It also covers a processing cost omission from initial budget preparation.
- adjustment of the opening deficit after the finalisation of the 2023-24 Annual Financial Statements.
- re-alignment of budgets to categories where the expense is incurred

The review predicts transforming the 2024-25 Budget from a closing deficit of \$117,381 to a surplus of \$64,123, with an overall additional contribution of \$762,975 to Reserves giving a total reserve balance of \$1.575M.

Fees and charges have not been reviewed as part of this review. These will be reviewed with the 2025-26 budget preparation.

RISK MANAGEMENT

The increases in waste throughput experienced year to date have been consistent and stable. The Budget Review has been prepared assuming that the current level of waste throughput and revenue will be maintained for the remainder of this financial year.

An assessment of forecast cash balances at the end of the financial year has been considered and included in the Budget Review.

COMMUNICATION AND CONSULTATION

The Review has been considered by WMRC Management and input is reflected in the attached Budget Review.

REPORT IMPLICATIONS

Legislation and Policy Alignment

Section 33A of the *Local Government (Financial Management) Regulations 1996* as described in the Background

Local Government (Financial Management) Regulation 5(2)(a) requires the CEO to ensure that the resources of the WMRC are effectively and efficiently managed

Local Government (Financial Management) Regulation 5(2)(b) requires the CEO to assist Council to undertake reviews of fees and charges regularly (and not less than once in every financial year).

Local Government Chief Executive Officer and Elected Members Determination No 1 of 2022 (Salaries and Allowances Tribunal)

Business and Strategic Alignment

Strategic action 1 in the Strategic Community Plan is to achieve a comprehensive, cost-effective waste management service across the region.

Strategic action 5 in the Strategic Community Plan is to develop a strong and capable organisation.

Financial and Resource Implications

The 2024-25 Budget Review provides that adequate financial resources are available for the operation of WMRC for the remainder of the financial year and into the 2025-26 financial year.

COMMENTS

The 2024-25 Budget Review recommends budget amendments that more accurately reflect the scope and extent of the WMRC's current operational activity.

The net impact of the adjustments to revenue and expenses result in the contribution to Reserve funds being less than initial budget expectation. Notwithstanding this position, the financial performance for the year demonstrates improvement and provides increased capacity to invest in future capital works. The budget variations are recommended accordingly.

VOTING REQUIREMENT

Absolute majority

Moved By: Cr. P Macintosh

Seconded by: Cr. R de Vries

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

- 10.4.1 That Council notes the 2024-25 Mid-Year Budget Review as per Attachment 10.4A.**
- 10.4.2 That Council adopts the 2024-25 Mid-Year Budget Review variances as detailed in Attachment 10.4A.**

CARRIED: 4/0

10.5 PROPOSED WMRC WORKFORCE PLAN 2025/2026

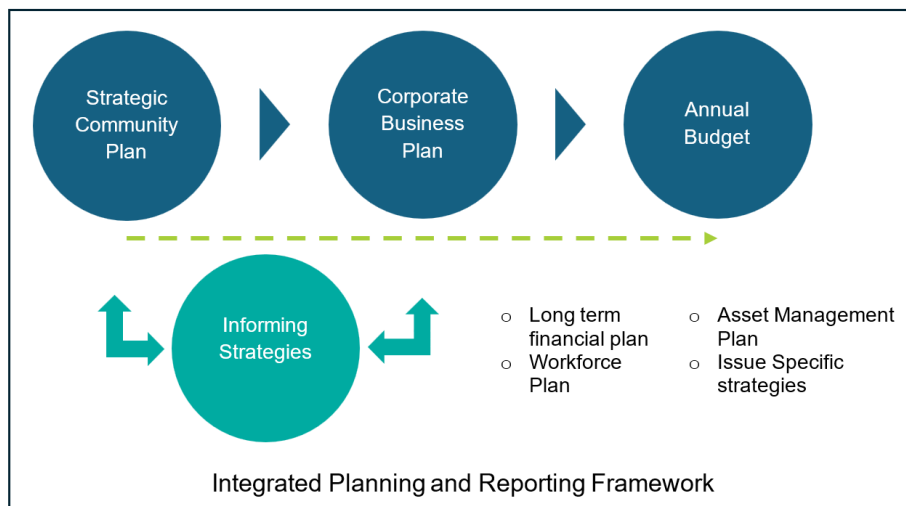
Responsible Officer: Chief Executive Officer
Date: 14 February 2025
Attachments: 10.5A WMRC Workforce Plan 2025/2026

PURPOSE

To consider adoption of a workforce plan for the coming financial year.

BACKGROUND

The Local Government Act and associated regulations provide for local government to be governed through an integrated planning and reporting framework. This structure provides the context for the Strategic Community Plan, Corporate Business Plan, annual budget and associated informing strategies as illustrated below.



One of the informing strategies referenced in regulations is a workforce plan. The intent is to set out workforce arrangements to ensure capacity and capability of the organisation to deliver services. Importantly, it provides an input to the Annual Budget, allowing informed decision-making on salary and associated financial allocations.

Workforce Plans have been prepared periodically, with the preceding three being in 2012, 2014 and 2023 respectively.

DETAILS

The proposed Workforce plan for 2025/26 is included at Attachment 10.5A. The Plan sets out the functional and structural arrangements of the organisation along with a profile of the workforce. Contracted services are heavily utilised to provide the required capacity and capability to meet service delivery expectations.

The Plan provides a continuation of the existing staff establishment, setting out the full time equivalent numbers by service area. A range of engagement actions to maintain a competent workforce are identified.

RISK MANAGEMENT

The policies addressed in this report relate to, and assist mitigation of risks associated with the following areas of the Corporate Risk Register:

- Reputational (R1)
- Governance (G4)
- Strategic (S2)
- HR Management (H3, H5)

COMMUNICATION AND CONSULTATION

None.

REPORT IMPLICATIONS

Legislation and Policy Alignment

Local Government (Administration) Regulations 1996, r19DA(3)(c)

Business and Strategic Alignment

Strategic action 5 in the Strategic Community Plan is to develop a strong and capable organisation.

Financial and Resource Implications

The Workforce Plan is an informing strategy to the Annual Budget for 2025/26 and prescribes the workforce resourcing arrangements for the organisation to deliver Strategic Community Plan and Corporate Business Plan outcomes.

Salary costs account for approximately 25% (\$2.35M) of the operational expenditure for the organisation. This is a relatively low proportion due the high number of services contracted to undertake haulage, waste disposal and processing.

COMMENTS

The Workforce plan is updated to ensure timely input to the coming budget preparation. Terms of the Plan, including staff numbers retain current provisioning, noting a capacity to flex resources through casual employees and contracted services, and to provide for the introduction of self-haul. Adoption of the Plan is recommended accordingly.

VOTING REQUIREMENT

Simple majority

Moved By: Cr. A Maurice

Seconded by: Cr. P Macintosh

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.5.1 That Council adopt the WMRC Workforce Plan 2025/2026 as included at Attachment 10.5A.

CARRIED: 4/0

10.6 BUDGET 2025/26 PARAMETERS

Responsible Officer: Chief Executive Officer

Date: 12 March 2025

Attachments: **CONFIDENTIAL ATTACHMENT 10.6A Budget 2025/26 Parameters Paper**

PURPOSE

To consider adoption of parameters that will guide the preparation of the budget for year 2025/26.

BACKGROUND

On 30 January 2025, Council resolved to endorse the Budget Process Timetable for the preparation of the 2025/26 budget as below:

2025/2026 Budget Process Timeline

JANUARY	MARCH	MAY		JUNE	JULY
↓	↓	↓	↓	↓	↓
30 January Council meeting Endorse process and timetable	27 March Council meeting - FY24-25 Mid- year budget Review - Endorsement of FY25-26 Budget Parameters	8 May Councillor Workshop Discuss draft revenue forecasts, operational and capital budgets, fees and charges, reserve allocations	29 May Council meeting Consider draft Operational and Capital budgets, fees and charges	12 June Special Council meeting Adoption of statutory budget	Submit the Statutory Budget to Department of Local Government, Sport and Cultural Industries

The Budget 2025/26 Parameters Paper is scheduled for consideration at this meeting and is included as a confidential attachment. It is noted the paper was discussed at an informal meeting of Councillors on 19 March 2025.

DETAILS

The paper at Attachment 10.6A includes of references to contractual arrangements and terms that are commercially sensitive. As such, it is deemed confidential under s.5.23(2) of the *Local Government Act 1995*.

An overview of the financial arrangements for the regional Council are described, illustrating the basis of arriving at the Service Delivery Charge paid by Member Councils. These arrangements are assessed against primary objectives of:

- Achieving cost efficiencies through shared services.
- Avoiding cross subsidisation.
- Maintaining capacity to derive revenue to meet operational and capital expenses, including provisioning for long-term infrastructure upgrades.
- Maintaining service price points that are competitive in the market.

Financial principles that guide decision-making are addressed, including:

- | | |
|--|--|
| 1. Long-term financial planning | 8. Cost-benefit analysis |
| 2. Financial reserves | 9. Outsourcing and procurement |
| 3. Comprehensive budget preparation | 10. Debt and equity mix |
| 4. Prioritisation | 11. Depreciation management |
| 5. Cost categorization | 12. Internal financial controls |
| 6. Maintenance of financial discipline | 13. Continuous improvement |
| 7. Cash-flow management | 14. Audit and Risk Committee oversight |

An outline of key influences, expectations and directions for expenditure, reserve provisioning and revenue is provided in the paper. Parameters for draft budget preparations are set out which, if endorsed, will guide the administration in preparing papers.

RISK MANAGEMENT

The policies addressed in this report relate to, and assist mitigation of risks associated with the following areas of the Corporate Risk Register:

Governance (G1)	Strategic (S2)
Financial (F1)	HR Management (H2)

COMMUNICATION AND CONSULTATION

None.

REPORT IMPLICATIONS

Legislation and Policy Alignment

Local Government (Financial Management) Regulations 1996

Business and Strategic Alignment

Strategic action 5 in the Strategic Community Plan is to develop a strong and capable organisation.

Financial and Resource Implications

COMMENTS

The parameters assist preparation of budget terms that will see progressive improvement of financial health with sound financial management practices applied. Importantly, it will allow detailed budget provisions to be prepared in line with overall financial objectives. Endorsement of the parameters is recommended accordingly.

VOTING REQUIREMENT

Simple majority

Moved By: Cr. P Macintosh

Seconded by: Cr. R de Vries

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.6.1 That Council endorse the parameters contained within the Budget 2025/26 Parameters Paper as contained at Attachment 10.6A.

CARRIED: 4/0

10.7 ANNUAL REVIEW OF DELEGATIONS

Responsible Officer:	Chief Executive Officer
Date:	14 February 2025
Attachments:	10.7A Schedule of Delegations – 2025/26 10.7B Expenditure Authority Limits 2025

PURPOSE

To review the terms of authorities delegated by Council, enabling the effective administration of functions.

BACKGROUND

The *Local Government Act 1995* is the primary legislation governing the operations of local government. To enable effective functioning of the organisation, the Act allows decision-making to be delegated to a Committee of Council or the Chief Executive Officer. The Chief Executive may then (within limits) further delegate powers and duties to officers.

The Act requires a review of delegations at least once each financial year. They were last reviewed by Council in March 2024 where a substantive review saw the authorities updated in line with the standard template recommended WALGA.

DETAILS

There are three categories of delegation, namely:

- Delegation to a Committee
- Delegation to the Chief Executive Officer
- Sub-delegation by the CEO to nominated officers.

A review has been undertaken with an updated register as at Attachment 10.7A. Comment on any change is made within the version control table at each delegation.

A new delegation is proposed, being authority to the audit committee to fulfill statutory requirements of audits. The Committee is renamed 'Audit, Risk and Improvement Committee' in line with new provisions of the Act (shortly to be proclaimed).

All other delegations are found to suitably meet governance and administrative needs of the organisation. A minor change to delegation 2.2.7 to provide cross reference to an expenditure authority schedule. An introductory section has also been added to the register to provide further context for the arrangements.

RISK MANAGEMENT

The policies addressed in this report relate to, and assist mitigation of risks associated with the following areas of the Corporate Risk Register:

Governance (G5, G6, G7)

Financial (F6)

COMMUNICATION AND CONSULTATION

None.

REPORT IMPLICATIONS

Legislation and Policy Alignment

Local Government Act 1995, s5.42, s5.43, s5.46(2)

Local Government (Functions & General) Regulations 1996

Local Government (Administration) Regulations 1996

Local Government (Financial Management) Regulations 1996

Business and Strategic Alignment

Strategic action 5 in the Strategic Community Plan is to develop a strong and capable organisation.

Financial and Resource Implications

Nil.

COMMENTS

The annual review of delegations finds the arrangements suitably meet administrative needs. They follow a recognised format and fall within the limits prescribed by the Act. Noting the addition of an authority to the committee of Council, it is recommended the register be adopted. It is also recommended that the expenditure authority limits set by the CEO under delegation be noted.

VOTING REQUIREMENT

Absolute majority.

Moved By: Cr. R de Vries

Seconded by: Cr. A Maurice

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

- 10.7.1 That the delegations and expenditure authorities to the Committee of Council and the Chief Executive Officer as detailed in Attachment 10.7A be adopted in accordance with section 5.42 of the *Local Government Act 1995*.**
- 10.7.2 That Council note the sub-delegations by the Chief Executive Officer as set out within the Delegations Register and the Expenditure Authority Limits 2025 at Attachment 10.7B.**

CARRIED: 4/0

10.8 WORKPLACE HEALTH AND SAFETY POLICY

Responsible Officer:	Chief Executive Officer
Date:	14 March 2025
Attachments:	10.8A Council Policy – Workplace Health and Safety

PURPOSE

To consider adoption of a policy commitment to worker health, safety and welfare.

BACKGROUND

The Western Metropolitan Regional Council as a body corporate (s2.5 *Local Government Act 1995*) has the duties of a 'Person Conducting a Business or Undertaking' (PCBU) as defined under s19 of the *Work Health and Safety Act 2020*. Further, elected members are to appropriately support health and safety requirements under the 'duties of other persons' as defined by s29 of the Act.

A Work Health and Safety Management Plan has previously been prepared by the administration and is applied at an officer level. This Plan includes a health and safety policy commitment. As safety obligations apply to the organisation as a whole and in view of the primacy of safety interests, it is appropriate for a policy statement of commitment to the welfare of workers to be adopted by Council.

DETAILS

A proposed policy at Attachment 10.8A expresses commitment to the health, safety and welfare of workers. Addressing both physical and psychological risks, the policy sets out actions and intents to eliminate or minimise occupational risks associated with work and workplaces.

The proposed policy recognises the term 'worker' as encompassing contractors, volunteers, apprentices and the like.

RISK MANAGEMENT

The policy addressed in this report relate to, and assist mitigation of risks associated with the following areas of the Corporate Risk Register:

- Reputational (R6)
- Governance (G5, G6, G7)
- Health and Safety (HS1)

COMMUNICATION AND CONSULTATION

None.

REPORT IMPLICATIONS

Legislation and Policy Alignment

Local Government Act 1995
Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022

Business and Strategic Alignment

Strategic action 5 in the Strategic Community Plan is to develop a strong and capable organisation.

Financial and Resource Implications

Nil.

COMMENTS

The proposed policy will establish a suitable headline commitment to worker safety and provide a context for the Safety Management Plan and other arrangements that give effect to the commitments. Adoption of the policy is recommended accordingly.

VOTING REQUIREMENT

Simple majority.

Moved By: Cr. A Maurice

Seconded by: Cr. P Macintosh

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.8.1 That pursuant to section 2.7(2)(b) of the *Local Government Act 1995* Council adopt, Council Policy: Workplace Health and Safety as contained at Attachment 10.8A.

CARRIED: 4/0

11 INFORMATION BULLETINS

11.1 SAFETY AND OPERATIONS REPORT

Responsible Officers: Manager Operations

Date: 18 March 2025

Attachments: Nil

PURPOSE

This report covers risk and safety management related topics as well as operational updates of waste management, the transfer station and recycling operations for January and February 2025.

BACKGROUND

The Recycling Centre maintains a focus on health and safety for staff, contractors, and residents; and seeks to continuously improve waste receipt and transfer operations, and services for residents.

DETAIL

Safety Actions

- Weekly Toolbox and Safety meetings are conducted at the Recycling Centre with all staff.
- Fortnightly Gatehouse Toolbox meetings for site leadership.

During the reporting period, the following incidents have been recorded:

- Aggressive customer
- Near miss – customer contractor truck drove off with rear door open
- Fire Hose reel was used for general cleaning task
- Fire hose reel found to be in poor condition
- Near miss – Operator hit self in head when placing metal in the scrap metal bin
- Hose burst on customer truck – hydraulic oil spill
- Site iPad was accidentally scooped into FOGO pile - unrecoverable
- Operator entered a confined space without appropriate controls
- Operator attempted to use an air compressor with protective guarding removed

Resident Recycling Area:

The resident recycling area has been operating smoothly, with no negative feedback received.

Total member council resident access to the 'free community drop-off' area was 13,051 visits from 1 July 2024 to 28 February 2025. This was a 57% increase in member council resident access in this zone compared to the same period the prior year.

Waste Transfer Station Shed and Equipment

The reinstallation of the vertical compactor cylinder has been completed. There is still some fine-tuning as the weights have not fully returned as expected.

Waste received:

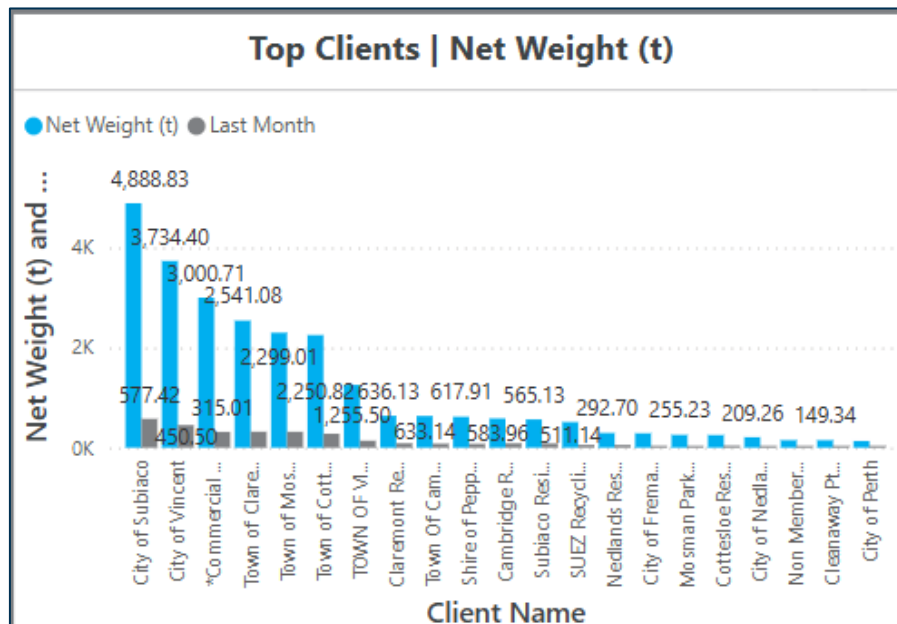
Waste (tonnes)	January 2025	February 2025	2023-24 Prior YTD	2024-25 YTD	Change Year on Year %
Residual waste	793	669	5,903	5,818	-1.4%
FOGO	830	747	6,481	6,905	6.6%
Bulk waste Incl. VV	777	999	5,361	6,537	22%
Green waste incl. GO and VV	395	422	3,182	3,608	13%
C&D waste	147	99	979	971	-0.8%
Scrap metal	29	22	173	185	6.8%
Cardboard	25	18	91	135	49%
HHW / paint and batteries	10	16	68	103	52%
Total Site Tonnage	3,358	3,379	25,606	27,206	6.3%
Total Site Transactions	7,279	6,415	38,614	52,840	37%

The West Metro Recycling Centre data shows that the operation remains busy, whilst continuing to show signs of plateauing, with the 6-month trend showing generally steady and stable tonnages, albeit noting the expected peak for some materials across the Xmas season and increases to bulk waste as a result of bulk waste collection rounds through February. Actual total site tonnages remain 6% higher than during the same period last year.

Total site transactions are considerably higher than during the same period last year (up 37%), however growth shows that it may be starting to stabilise, noting though that December and January provided peak numbers, with February easing off. Anecdotally, all staff would indicate that the site remains much busier than it used to be, and the data generally backs up those assertions.

The top 5 customers by weight for the current financial YTD are:

1. City of Subiaco
2. City of Vincent
3. *(all commercial cash customers - combined)*
4. Town of Claremont
5. Town of Mosman Park
6. Town of Cottesloe



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

West Metro RC Staffing

Operational staffing levels at the Recycling Centre have been generally stable and are due to be reviewed in line with the sustained increase in tonnage and patronage.

WMRC Administration have commenced recruiting to maintain the effectiveness of the casual staff pool; and to replace one retiring permanent staff member.

Green Waste Operational Change Update

As has been previously reported, WMRC operates a satellite site which supports aggregation and transfer of green waste. The present site is owned and leased from Christ Church Grammar School (CCGS). The site is off John XXIII Avenue adjacent to or near the City of Nedlands, City of Subiaco and Town of Claremont's respective depot or operations laydown areas, immediately behind the (former) Western Power Mt Claremont depot.

The land lease with CCGS is in the process of being extended for a further one or two months. Indications are that this will not be viable for CCGS beyond end of May 2025, as their contractors are now preparing to commence works. An alternative site is continuing to be pursued behind the Mt Claremont depot, however timing and access issues are preventing WMRC from completing any

formal arrangements. In the circumstances, WMRC operations are continuing to prepare for the activities to be provided at the West Metro Recycling Centre.

RISK MANAGEMENT

Operational risks center on commercial & legal, financial, health & safety and reputational areas.

Commercial (C1): We manage commercial risks through long-term contracting of major services, such as waste processing and haulage.

Financial (F1): Increasing our revenue base on the commercial side of the operation and careful budgeting are both managing WMRCs risk of an operating loss.

Health & Safety (HS1): Monitoring Workplace safety through Toolbox Talks, incident reporting, staff certification, training and the documentation of all safety related activities.

Reputational Risks (R1): Managed through monitoring customer feedback on our services at the Recycling Centre, regular customer service training for staff and strong collaboration with Communications and Education team.

COMMUNICATION AND CONSULTATION

Nil

REPORT IMPLICATIONS

Legislation and Policy Alignment

Nil to report

Business and Strategic Alignment

Activities at the Recycling Centre contribute to the following key strategies:

1. Achieve a comprehensive, cost-effective waste management service across the region.
2. Increase the number of Councils, businesses and people using our services.
3. Divert waste from landfill by making materials and energy recovery available.
4. Promote and facilitate waste avoidance and responsible waste management in the community.
5. Maintain a strong and capable organisation.

Financial and Resource Implications

Nil

COMMENTS

The information is provided for noting.

VOTING REQUIREMENT

Simple majority

Moved By: Cr. P Macintosh

Seconded by: Cr. A Maurice

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

11.1.1 The Safety and Operations Report be noted.

CARRIED: 4/0

11.2 COMMUNICATIONS AND EDUCATION UPDATE

Responsible Officer: Manager Communications and Education

Date: 20 March 2025

Attachments: Nil

PURPOSE

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 and the Recycling Hotline, member council staff support and waste strategy/policy advisory/advocacy services.

Contents include:

1. Community education activities
2. Bintagging
3. Media content

DETAILS

1. 1. Community education activities



Volunteer Orientation

Wednesday 5th February

WMRC welcomed two new volunteers to the Waste Watchers Volunteer Program. Volunteers were briefed on who WMRC is and the type of volunteer opportunities there are with us. They also played a three of the GREAT Games to introduce them to waste management and bin basics.



Cottesloe Women's Probus Group Waste Talk

Monday 10th February

Education & Communications Coordinator, Rosie, presented a waste education talk for the Cottesloe Women's Probus Group. Around 40 attendees learnt more about WMRC, the 3-bin system and the circular economy, and the five GREAT behaviours.

The group ran a challenge to collect bottle lids which WMRC then took to the West Metro Recycling Centre.



A Night on Bay View

Saturday 15th February

WMRC ran two waste stations and worked along GO2CUP at Claremont's A Night on Bay View. WMRC staff and volunteers sorted the event waste into clean waste streams to increase resource recovery and reduce the waste sent to landfill.



Sunset Eats

Sunday 16th February

WMRC ran an 'recycling' themed stall at Sunset Eats to educate attendees on what goes into their 3-bin system at home. WMRC also gave out free Containers for Change bags & stickers and answer any waste-related questions.

The crowd favourite was WMRC's GREAT Gifting Game.



UWA Orientation Day

Friday 21st February

WMRC ran a waste information stall at UWA's Orientation Day. WMRC gave away free clothing and Containers for Change bags. Students also played the Recycling Game and signed up to the E-Newsletter, Cook More Waste Less cooking classes and the Waste Watcher Volunteer Program. WMRC engaged with over 250 students throughout the day.

170 students also completed a short survey and provided feedback on how we can engage this demographic.



West Metro Recycling Centre Tour for PLC students

Monday 10th March

A group of Year 9 students and 2 accompanying teachers from PLC visited the West Metro Recycling Centre to learn the history of waste management in Perth, where waste comes from, and how it is managed in the Western Suburbs.

PLC has booked 4 more tours for Year 9 students as part of their leadership program.



UWA EnviroFest

Tuesday 11th March

WMRC ran a waste information stall and talked to passionate UWA students and staff at EnviroFest. Seventy students and staff had their waste and recycling questions answered, participated in a survey, and signed up to waste education workshops and newsletters.



West Metro Recycling Centre Community Tour

Thursday 13th March

WMRC ran a community tour of the West Metro Recycling Centre for 10 attendees.

"I really enjoyed the content delivered in the tour. I appreciate that it went beyond just saying an item can be recycled, by explaining how and what the item would get recycled into." - attendee



West Metro Recycling Centre Tour for the Cottesloe Women's Probus Group

Monday 17th March

WMRC ran a private tour for the Cottesloe Women's Probus Group. A group of 12 attendees had the opportunity to see behind the scenes of the West Metro Recycling Centre.

2. Bintagging

The 2025 bintagging program started in mid-February and is nearing its end. There are 2191 properties in the program across Mosman Park, Cottesloe and Subiaco. Taggers visit each presented bin a total of 3 times and after lifting the lid, record contamination type and quantity in an app and inform the residents through a tag on the bin.

Overall, we have seen households improve their waste sorting throughout the program. The main contaminants in the recycling bins are soft plastics, bagged recyclables and soiled food containers. Fibre-based takeaway food containers, coffee cups and clean cardboard have been found in many FOGO bins across all areas. A significant number of general waste bins include either or both of food waste and recyclables.

The few FOGO or Recycling bins that have been repeatedly tagged with a high level of contamination are taped on the third visit, pulled back from the verge and not collected. The residents are informed that they should decontaminate the bin before collection. We have taped approximately 10-15 bins (FOGO + recycling) in each Local Government area so far.



Severe FOGO bin contamination taped at third visit



Severe recycling bin contamination taped at third visit

Full data analysis, reporting and follow up actions will occur at the conclusion of the program.

Media Content

Print Articles



The POST, 25 Jan 2025

Hazel Law, right, from The Curated Wardrobe on Subiaco's first textile trail.

Half a tonne of clothing saved

Subiaco residents helped save a total of 541kg of clothing from going to the tip in 2024.

The City of Subiaco said the result was due to five workshops held to encourage local residents to find alternatives to throwing out unwanted clothes.

The Western Metropolitan Regional Council hosted five

clothing-swap sessions.

Subiaco residents were invited to bring along gently used items of unwanted clothing to exchange for others.

Residents swapped a total of 307.3kg of used clothing with each other, and 65.3kg of poor quality clothing was sent to the textile recycling company Upparel, the City said in a

statement.

The remaining 168.4kg of clothing was saved for future clothing swaps or donated to local charities.

In November Subiaco residents took part in the first textile trail, learning how to mend, style or reuse pre-loved clothing fabric to reduce environmental impact.

Cott Probus invites new members

Women are invited to join the Cottesloe Ladies Probus Club which kicks off for 2025 on Monday February 10.

Club members will meet for friendship, fellowship and fun at 9.30am at the Grove Library, 1 Leake Street, Peppermint Grove.

Guest speaker will be the Western Metropolitan Regional Council's education and communications officer Rosie Bruce who will talk about how to manage waste wisely.

For more information phone Jacoba 0407 264 452 or email jhohnen65@gmail.com.

The POST, 31 Jan 2025

Time to bin the concept of rubbish

Cut down the amount of rubbish you make, with three practical sessions to be offered by the City of Subiaco.

The workshops will offer tips on waste reduction, recycling and sustainable living.

Sessions will cover how to sort your waste, how to waste less in the kitchen, and simple ways to reduce your environmental impact.

Back to Bin Basics will be next Friday, March 21, from 6 to 7.30pm at the Evelyn H. Parker Library, 237 Rokeby Road, Subiaco. Cost \$5.

Beyond the Bin will be on



Find out the latest practical tips on how to reduce waste at home. The family above is learning to make beeswax food wrap.

Friday March 28 from 6 to 7.30pm at the same venue. Learn about composting, up-cycling, and how to dispose of items that don't go into your home bins. Cost \$5.

The Less Waste Kitchen will be on Saturday March 29, from 9 to 11am, offering tips on how

to reduce food waste, reuse kitchen scraps, and make eco-friendly decisions. The session is free and will be at Earthwise, 315 Bagot Road, Subiaco.

For more information and to book visit Subiaco.wa.gov and search the titles of each workshop.

The POST, 15 Mar 2025

Note: This refers to the first two of a series of workshops to be run by WMRC and held in Subiaco.

Print Advertising

WMRC's Word on Waste

Never bin a battery

Lithium ion batteries are one of the biggest causes of truck and landfill fires in Australia, sparking approximately 3 fires every week.

Take them to a drop-off point instead.

Most supermarkets and hardware stores now take batteries for recycling.

Find your nearest at bcycle.com.au/drop-off or take to the West Metro Recycling Centre

Give food waste the flick

MEAL PLAN FLEXIBLY

STORE FOOD THE RIGHT WAY

BUY THE RIGHT AMOUNT

EAT THE OLDEST FIRST

Australians are turning food waste around with **THE GREAT UNWASTE** thegreatunwaste.com.au

Take on waste at your school

The WMRC offers free incursions to schools in our member council areas.

School Waste Education Day
Students learn how to be GREAT Sorts through interactive, age-appropriate activities.

Textile Waste Education Day
Students think critically about their clothing, where it comes from, and where it goes.

West Metro Recycling Centre - Open 7 days

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

Weekdays: 7:30AM - 4:00PM
Weekends: 8:00AM - 4:00PM
Public holidays: 7:30AM - 2:00PM

Fees apply for some items. Visit wmrc.wa.gov.au for details.

Western Metropolitan Regional Council

Member Councils
Town of Claremont | Town of Cottesloe | Town of Mosman Park
Shire of Peppermint Grove | City of Subiaco

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

WesternMetroRegionalCouncil | western-metropolitan-regional-council | westernmetroregionalcouncil

The POST, 15 Feb 2025

WMRC's Word on Waste

Keep your FOGO clean + green
Only...
Food scraps + Garden waste
Compostable at site

Free mulch for your garden
Member and participating council* residents can collect FREE garden mulch from the West Metro Recycling Centre.

BYO SHOVEL + CONTAINERS

Reduce, Reuse, Recycle
Our new interactive workshop series is on at The Grove and Subiaco Library - come to one or all three!

BACK to BIN BASICS
Not sure what goes where? Our expert waste educators will answer your questions.

BEYOND the BIN
Some things shouldn't go in any of your bins. Find out where to take them instead.

BEHIND the SCENES
Tour of a local waste facility and learn what really happens to your stuff.

Register here
Tickets \$5 + booking fee

West Metro Recycling Centre - Open 7 days
Located on corner of Brockway Road and Lemnos Street, Shenton Park (enter off Brockway Rd)
Fees apply for some items. Visit wmrc.wa.gov.au for details.

Western Metropolitan Regional Council
Member Councils*
Town of Claremont | Town of Cottesloe | Town of Mosman Park
Shire of Peppermint Grove | City of Subiaco
Participating Councils* Town of Cambridge | City of Nedlands

Recycling Hotline 9384 6711 Join us online or sign up to our monthly newsletter - visit wmrc.wa.gov.au for details.
WesternMetroRegionalCouncil | western-metropolitan-regional-council | @westernmetroregionalcouncil

The POST, 15 Mar
2025

Social Media

Reach:

	19 Jan – 17 Mar	Compared to previous period
Facebook	7,741	-7%
Instagram	1,147	-35.4%

Content – top performers by reach:

Top performing posts relate to items that should not go into recycling bins

Title		Date published ↑↓	Reach ⓘ ↓	Likes and reactions
 Aerosol cans can't be recycled through your yellow-lidded recyc... Photo · Western Metropolitan Regional Council	Boost	20 January 14:06	2.2K	10
 Did you know that plastic bottle lids are too small to be recyle... Photo · Western Metropolitan Regional Council	Boost	20 February 14:41	1.7K	7
 Foil-lined cartons should never go in your yellow-lidded recyclin... Photo · Western Metropolitan Regional Council	Boost	5 March 15:12	1.2K	6
 Lots of container exchange points have been popping up aroun... Photo · Western Metropolitan Regional Council	Boost	13 March 15:07	509	7
 Kids grow out of their stuff fast - so instead of throwing those u... Photo · Western Metropolitan Regional Council	Boost	7 March 20:12	423	5
 Kids grow out of their stuff fast - so instead of throwing those u... Photo · westernmetroregionalcouncil	Boost	25 February 14:45	356	10
 Here's why it's important to never bin a battery. ☐ Take them to ... Western Metropolitan Regional Council	Boost	6 February 13:36	355	8
 Got corflute election signage? Take it to the West Metro Recycli... Photo · Western Metropolitan Regional Council	Boost	8 March 17:12	353	5

Electronic Direct Mail (EDM)

The subscriber base of our monthly [Word on Waste newsletter](#) (produced in Mailchimp) retains a steady growth rate. We currently have 1,649 subscribers (21 new subscribers since last reporting period).

	Open rate (%)	Link clicks within (%)
January newsletter	57.8	6.1
February newsletter	51.5	5.2
Sector benchmark (government)*	40.5	4.6

*Source: Mailchimp – Email Marketing Benchmarks and Metrics 2024.

Website

Development of a website analytics dashboard will allow us to track website performance over time, including sessions, total users and most viewed pages. This data will assist us in optimising our website content.

	19 Jan – 17 Mar	Compared to previous period
Sessions*	14,482	17,892

Total users	10,901	13,410
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**Session = a period of time during which a user interacts with the website, starting when they arrive at the site and ending after they leave or become inactive. Users may view one page or multiple pages during a session.*

Note the high number of sessions and users in the previous period is due to increased activity during the Textile Trail late last year.

Most viewed pages

Page path	Views ▾	Avg. Duration
/recycling-disposal/west-metro-recycling-centre/	3,720	00:01:55
/	3,407	00:01:02
/recycling-disposal/west-metro-recycling-centre/accepted-items-free-for-a-fee/	2,675	00:01:40
/recycling-disposal/west-metro-recycling-centre/fees-charges/	2,277	00:01:51
/news/recycling-rules-are-consistent/	1,236	00:01:17
/recycling-disposal/charities-offering-home-collections/	1,166	00:01:51
/recycling-disposal/recycle-only-these-five-in-your-yellow-lidded-bin/	736	00:01:35
/recycling-disposal/west-metro-recycling-centre/waste-passes/	591	00:01:22
/recycling-disposal/how-to-reuse-and-recycle-unwanted-items/	583	00:01:41
/about-us/member-participating-councils/	575	00:01:28
/recycling-disposal/west-metro-recycling-centre/specialist-recycling/electronic-waste/	532	00:01:18
/contact-us/	521	00:01:36

The pages referring to the Recycling Centre are consistently the most viewed.

1.1 Radio

The Manager Communications and Education took part in an RTR FM radio segment dealing with household recycling on 20 March.

RISK MANAGEMENT

As the waste environment changes and becomes more complicated, there is an increasing recognition of the importance of consistent communications and education to deliver lower contamination levels in waste streams. Contamination levels are increasingly being used in setting contract pricing.

These activities also help to manage WMRC's reputational and strategic risks particularly around alignment with Member Council and community interests.

COMMUNICATION AND CONSULTATION

None

REPORT IMPLICATIONS

Legislation and Policy Alignment

N/A

Business and Strategic Alignment

These activities are aligned to key strategies 1, 2, 3, 6 and make a major contribution to key strategy 4 of the WMRC Strategic Community Plan 2023-2033.

Financial and Resource Implications

These activities are anticipated under current budgeting.

COMMENTS

The information is presented for noting.

VOTING REQUIREMENT

Simple majority

Moved By: Cr. R de Vries

Seconded by: Cr. P Macintosh

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

11.2.1 The Communications and Education report to 20 March 2025 to be noted.

CARRIED: 4/0

11.3 VERGE VALET™ REPORT

Responsible Officer: Manager Communications and Education

Date: 18 March 2025

Attachment: Nil

PURPOSE

This report provides updates on the Verge Valet™ service.

BACKGROUND

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

The WMRC began offering Verge Valet™ to Member Council and neighbouring council residents from February 2020. Town of Mosman Park were the first council to take up the service followed by Town of Cottesloe in July, Town of Cambridge in November, Shire of Peppermint Grove in March 2021, City of Subiaco in October 2021, and City of Vincent in February 2022. The City of Fremantle's first collections were in October 2023.

Reports are provided each Ordinary Council Meeting with an update on tonnages collected, along with summary survey results from those who have utilised the service. Further, the proportion of waste recovered (based on processor estimates) is reported. This is the waste that is separated and forwarded to re-processors and consequently diverted away from landfill. These waste streams are greenwaste, metal, cardboard and wood.

DETAIL AND OPTIONS ANALYSIS

Tonnages collected and recovered

The following chart (Figure 1) shows tonnes of waste collected for the financial year 2024-25 to date. To note, the Cities of Vincent and Fremantle have a bulk waste only (i.e. no greenwaste) Verge Valet™ service.

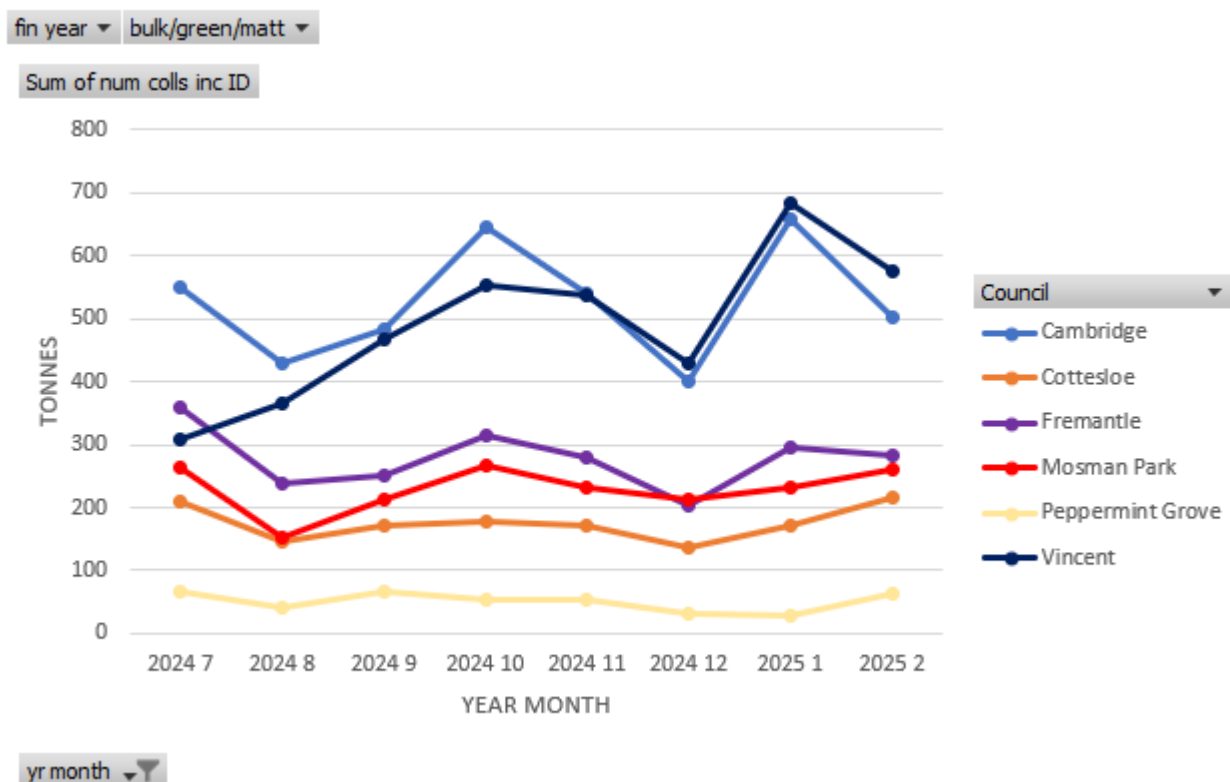


Figure 1: total tonnage of bulk and green waste collected for all Verge Valet host councils FY 2024-25 to date

The collector separates e-waste, white goods and mattresses during collection. For the rest, our contractor Perth Bin Hire's (PBH) sorts and reports the proportion of bulk waste recovered. This is the same sorting facility as used for the bulk waste from other sources delivered to the Recycling Centre and reported monthly. The latest available figures (to January) are that around 85% of the collected bulk waste is recovered. Material recovered comprises paper and cardboard, ferrous metals, and wood. 100% of the green waste is recovered.

Cost of service to host councils and WMRC

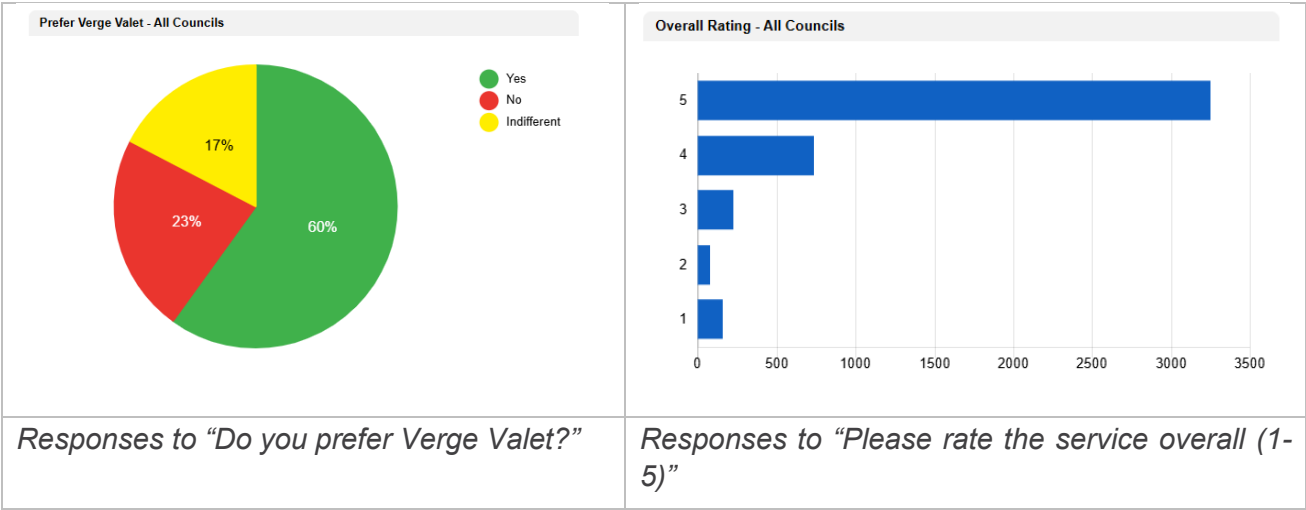
Fees charged for verge collections (Verge Valet or other method) are a combination of kerbside collection costs, handling/administration and processing costs. With up to five years' worth of data, we have a good estimate of the average weight of waste collected for each host council across both bulk and green waste. We have simplified our invoicing process using this information.

Verge Valet consistently records around 24% less bulk waste collected than through a scheduled collection.

User feedback

Following a Verge Valet service to a property, those residents are invited to complete a survey. Eight questions provide a rating and/or comments on each of the booking process, the collection process, and the overall service.

A review of comments and ratings received in the last weeks revealed several positive comments around communications, timeliness, efficiency, ease and flexibility. The few negative comments concerned some wait times over 2 weeks, and minor hiccups with the new booking system. Overall ratings are unchanged as shown below:



Contractual arrangements

The new booking system is being thoroughly tested and piloted before it is rolled out to all hosts. When fully operational, it promises to decrease manual interventions and staff time involved as well as streamlining the system for residents and allowing them more ability to manage their own bookings.

The City of Vincent has signed a new three-year contract for the service with an option for a further three-year extension resulting from their Council resolution of 23 July 2024.

RISK MANAGEMENT

Verge Valet™ risks centre on commercial, financial, strategic and reputational areas.

Commercial (C4): We manage commercial risks through a trademarked logo.

Financial (F1): Broadening our revenue base beyond our Member Councils is important for managing WMRC’s financial sustainability

Strategic (S1): In reducing waste collected from verges, this service is aligned with state government waste reduction targets. It is also aligned with WMRC key strategies.

Reputational (R1, R4): Monitoring user satisfaction, adapting the service in line with feedback, where warranted and providing telephone assistance to residents through the Recycling Hotline is managing potential for reputational risk.

COMMUNICATION AND CONSULTATION

Nil.

REPORT IMPLICATIONS

Legislation and Policy Alignment

The Verge Valet™ service is provided under contract to non-Member Councils and under a Memorandum of Understanding to Member Councils.

Business and Strategic Alignment

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

Financial and Resource Implications

The financial implications of Verge Valet™ have been considered in the budget setting process. We continue to staff the phone service through existing staff levels.

COMMENTS

The information is provided for noting.

VOTING REQUIREMENT

Simple majority

Moved By: Cr. A Maurice

Seconded by: Cr. P Macintosh

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

11.3.1 The Verge Valet report be noted.

CARRIED: 4/0

11.4 PROGRESS ON COUNCIL RESOLUTIONS

Responsible Officer:	Chief Executive Officer
Date:	27 March 2025
Attachment:	11.4A Progress on Council Resolutions

PURPOSE

Council monitors progress on its resolutions at each OCM. A schedule showing progress on WMRC resolutions up to and including 27 March 2025 is presented at Attachment 11-4A. 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 AND OPTIONS ANALYSIS

Please refer to Attachment 11.4A.

RISK MANAGEMENT

Tracking progress of Council resolutions reduces the risk of failure to implement.

COMMUNICATION AND CONSULTATION

Council resolutions and progress on their implementation are discussed at CEOAC meetings.

REPORT IMPLICATIONS

Legislation and Policy Alignment

Local Government Act 1995

Business and Strategic Alignment

Progress on Council Resolutions is aligned to all strategies of the *Strategic Community Plan*.

Financial and Resource Implications

Not applicable

COMMENTS

The report is provided for noting.

VOTING REQUIREMENT

Simple majority.

RESPONSIBLE OFFICER'S RECOMMENDATION

11.4.1 The progress on Council resolutions be noted.

11.5 CEO FORUM – RECORD OF MEETING

Responsible Officer:	Chief Executive Officer
Date:	27 March 2025
Attachment:	11.5A CEO Forum – Summary Record of Meeting – 20 March 2025

PURPOSE

For Council to receive a summary of the CEO Forum meeting of March 2025.

BACKGROUND

Council has adopted a policy addressing arrangements for member Council CEO forums. The policy sets out arrangements for forums that enable discussion and input into key issues relevant to the WMRC.

DETAILS

Please refer to Attachment 11.5A.

RISK MANAGEMENT

The forums assist mitigation of risks associated with the following areas of the Corporate Risk Register:

- Governance (G1)
- Strategic (S2)
- Financial (F1)

COMMUNICATION AND CONSULTATION

Nil.

REPORT IMPLICATIONS

Legislation and Policy Alignment

Local Government Act 1995

Business and Strategic Alignment

Business of the CEO Forums includes all key strategies of the WMRC *Strategic Community Plan*.

Financial and Resource Implications

Not applicable

COMMENTS

The record is provided for noting.

VOTING REQUIREMENT

Simple majority.

Moved By: Cr. P Macintosh

Seconded by: Cr. R de Vries

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

11.5.1 The CEO Forum – Summary Record of Meeting held on 20 March 2025 be noted.

CARRIED: 4/0

12 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

14 MEMBERS' QUESTIONS WITHOUT NOTICE

15 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

15.1 WASTE PASSES FOR NON-MEMBER COUNCIL RESIDENTS

Responsible Officer:

Manager Communications and Education

Date:

24 March 2025

Attachment:

nil

PURPOSE

To create a charge for non-Member Council resident waste passes.

BACKGROUND

Most WMRC Member Councils issue Waste Passes to their residents, which allow the residents to drop off up to 1m³ of bulk or green waste at the Recycling Centre for no charge. Member Councils are charged according to the passes used. The Town of Cambridge also uses waste passes for residents in situations where there is no viable location for a verge collection.

As the Verge Valet program continues to expand into other nearby Local Governments, there will be more residences for which verge collections are impracticable; issuing Waste Passes in these circumstances will be an alternative.

DETAIL AND OPTIONS ANALYSIS

Waste Pass usage has been growing in recent years for Member Councils but remains low in comparison with the number of residences in each Member Council.

The Town of Cambridge deems that most residences in certain developments without verges (eg Perry Lakes) or specific multi-unit dwellings are ineligible for Verge Valet. The strata company of the relevant multi-unit dwelling informs residents of the possibility of applying for a Waste Pass

from the Town. Residents make a request and, if eligible, the pass is mailed from the Town to the resident. Waste pass usage is low as shown below.

Waste Pass usage 1/7/24-date

	Bulk	Green
Subiaco	443	168
Claremont	457	292
Mosman Park	260	96
Peppermint Grove	100	53
Cambridge	60	7

The City of Vincent has very recently requested that they be able to provide Waste Passes to residents of specific multi-unit dwellings where the urban form means that safe collection of bulk waste is not possible. We consider this a viable alternative for those residents and an option for Verge Valet Local Governments when other options are not appropriate.

We have ongoing enquiries for Verge Valet services from other nearby Local Governments with a similar built form to the City of Vincent; offering waste passes to Verge Valet Local Governments is anticipated to be useful to the Local Governments and their residents although we do not anticipate high usage rates.

We currently have no fee noted for waste passes for non-Member Council residents although we charge Participating Councils as shown below. We recommend that the non-Member Council waste pass fees are the same as Participating Council fees.

	Bulk (exGST)	Green (exGST)
Member Council	\$ 45.45	\$ 22.73
Participating Council	\$ 54.55	\$ 27.27

In the circumstance that WMRC reverts to charging an entry fee for Non-Member Council residents, this fee will be added onto the Waste Pass charged to the non-Member Councils.

RISK MANAGEMENT

Health and Safety (HS1): This will improve the public safety of bulk verge collections.

Financial (F1): Broadening our revenue base beyond our Member Councils is important for managing WMRC's financial sustainability

Strategic (S1): Verge Valet is aligned with state government waste reduction targets and with WMRC key strategies.

Reputational (R1, R4): Monitoring user satisfaction, adapting the service in line with feedback, where warranted and providing telephone assistance to residents through the Recycling Hotline is managing the potential for reputational risk.

COMMUNICATION AND CONSULTATION

Nil

REPORT IMPLICATIONS

Legislation and Policy Alignment

The Verge Valet™ service is provided under contract to non-Member Councils and under a Memorandum of Understanding to Member Councils.

Business and Strategic Alignment

This report is aligned with the following Key Strategies:

5. Achieve a comprehensive, cost-effective waste management service across the region
6. Increase the number of Councils, businesses and people using our services
7. Divert waste from landfill by making materials and energy recovery available
8. Promote and facilitate waste avoidance and responsible waste management in the community

Financial and Resource Implications

The financial implications of Verge Valet™ have been considered in the budget setting process. We continue to staff the phone service through existing staff levels.

COMMENTS

This is a minor increase in service for Local Governments which offer a Verge Valet service to their residents. It provides an option for these Local Governments to facilitate equitable access to services to all residents.

VOTING REQUIREMENT

Absolute majority

Moved By: Cr. R de Vries

Seconded by: Cr. P Macintosh

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

10.5.1 That Council resolve by absolute majority pursuant to section 6.16(3)(b) of the *Local Government Act 1995*, to adopt the following addition to the schedule of Fees and Charges:

UNIT RATES	Member Councils		Participating Councils		Commercials & Non MCs	
	ex GST	Inc GST	ex GST	Inc GST	ex GST	Inc GST
Bulk Waste Pass (up to 1m ³)	\$ 45.45	\$ 50.00	\$ 54.55	\$ 60.00	\$ 54.55	\$ 60.00
Greenwaste Pass (up to 1m ³)	\$ 22.73	\$ 25.00	\$ 27.27	\$ 30.00	\$ 27.27	\$ 30.00

10.5.2 That Council resolve pursuant to section 6.19 of the *Local Government Act 1995* to give local public notice of 15.1.1 above, with the amended rate to be effective from 1 April 2025.

CARRIED: 4/0

15.2 WMRC OCM CHANGE OF DATE REQUEST

Stuart Devenish spoke on behalf of the Chair, Cr. P Kelly, to request that the next WMRC OCM due to be held at the City of Subiaco on Thursday 29 May 2025 be brought forward to Thursday 22 May 2025.

Moved By: Cr. R de Vries

Seconded by: Cr. P Macintosh

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

15.2.1 The WMRC OCM due to be held 29 May 2025 be brought forward to 22 May 2025.

CARRIED: 4/0

16 MATTERS BEHIND CLOSED DOORS

It is proposed that the following items be considered in a closed session:

- 16.1 WMRC Administration Accommodation
- 16.2 Legal Proceedings – DiCOM and WMRC

Moved By: Cr. R de Vries

Seconded by: Cr. A Maurice

Doors closed 6.16pm

RESPONSIBLE OFFICER RECOMMENDATION:

That in accordance with Sections 5.23(2) 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:

16.1 (a), (c), (e)

16.2 (b), (c), (d), (e)

(a) a matter affecting an employee or employees;

(b) the personal affairs of any person;

(c) a contract entered into, or which may be entered into, 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.
- (f) a matter that if disclosed, could be reasonably expected to —
- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
- (h) such other matters as may be prescribed.

Moved By: Cr. P Macintosh

Seconded by: Cr. A Maurice

Doors opened 6.42pm

Moved By: Cr. P Macintosh

Seconded by: Cr. R de Vries

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

16.1.1 That Council support the continued evaluation of facility requirements, with further reporting to Council prior to any decisions being made.

CARRIED: 4/0

Moved By: Cr. R de Vries

Seconded by: Cr. A Maurice

RESPONSIBLE OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

16.2.1 That Council adopt the recommendations set out in item 16.2.

CARRIED: 4/0

17 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

18 GENERAL BUSINESS

Nil

19 CLOSURE OF MEETING

Next meeting: 22 May 2025, City of Subiaco Council.