

Agenda

ORDINARY COUNCIL MEETING (OCM 03/25)

22 May 2025
Commencing at 5:30 pm

City of Subiaco
Level 2, 388 Hay Street
Subiaco WA 6008

Dear Chair and Councillors

I advise that an Ordinary Meeting of the Western Metropolitan Regional Council will be held at the City of Subiaco, Level 2, 388 Hay Street, Subiaco on **Thursday 22 May 2025** commencing at **5.30pm**.

Stuart Devenish

Chief Executive Officer

Open Council Meetings – Procedures

1. All Council meetings are open to the public, except for matters raised by Council under “confidential items”.
2. Members of the public may ask a question at an ordinary Council meeting under “public question time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council’s Meeting Procedures Local Law, policies and decisions of the organisation.

Stuart Devenish

Chief Executive Officer

16 May 2025

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1. DECLARATION OF OPENING

2. RECORD OF ATTENDANCE AND APOLOGIES

Councillors

Cr. P Kelly	Chair	Town of Claremont
Cr. A Maurice	Deputy Chair	Town of Mosman Park
Cr. B Wylynko	Member	Town of Cottesloe
Cr P. Macintosh	Member	Shire of Peppermint Grove
Cr. R deVries	Member	City of Subiaco

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

Nil

Visitors

Observers

Apologies

3. DISCLOSURES OF INTERESTS

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. CONFIRMATION OF PREVIOUS COUNCIL MINUTES

9.1 CONFIRMATION OF PREVIOUS ORDINARY COUNCIL MEETING MINUTES

Minutes of the previous Ordinary Council Meeting held on 27 March 2025 were circulated earlier under separate cover. A copy of the March OCM minutes is at [this link](#) with the relevant attachments at [this link](#).

RESPONSIBLE OFFICER RECOMMENDATION

- 9.1.1 Council accepts the minutes of the previous Ordinary Council Meeting held on 27 March 2025 as a true and accurate record of proceedings.**

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 FINANCIAL STATEMENTS

Responsible Officer: **Manager Corporate Services**

Date: **22 May 2025**

Attachments: **10.1A Financial Report for March 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).

The timing of the May Ordinary Council meeting does not allow for the accounts for April to be finalized for reporting. In view of this, it is proposed to provide financial statements for April at the Special Meeting scheduled for 12 June 2025.

DETAIL AND OPTIONS ANALYSIS

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

March Year-to-date

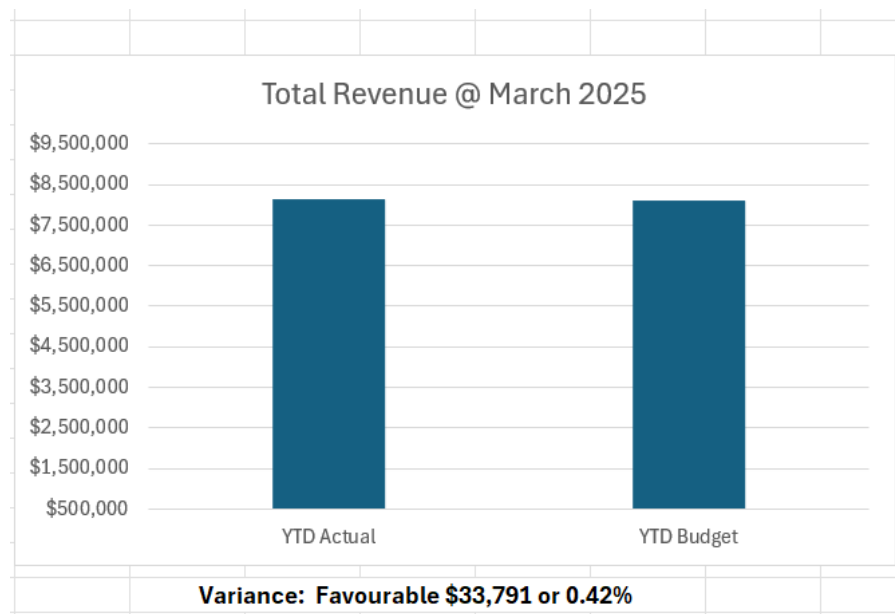
Year-to-Date (YTD) to 31 March 2025, WMRC recorded comprehensive income (net income) \$430,857 compared to a budgeted \$378,139. Further details are in Attachment 10-1A.

Operating revenues for the YTD are \$8,126,766 against a budget of \$8,092,975 (0.42% over budget)

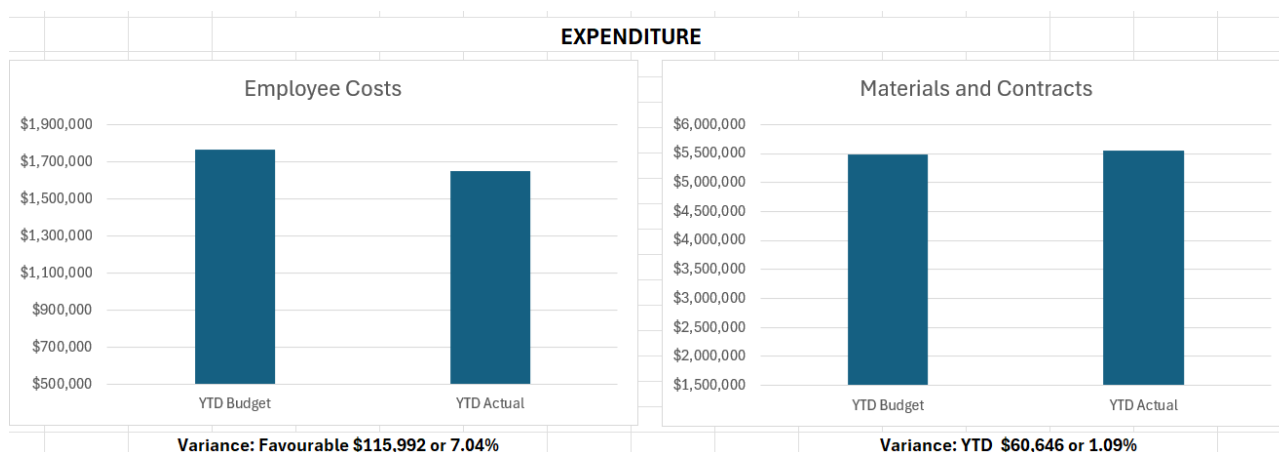
Operating expenses for this period are \$7,695,909 against a budget of \$7,714,836 (0.25% under budget)

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

Summary of Major Activity Area



For the first three quarters of the financial year to date, total revenue, including Fees & Charges, Service Delivery Charges (SDC), and other income sources—reached \$8,126,766, slightly exceeding the budgeted figure of \$8,092,975. This results in a favorable variance of \$33,791 for WMRC. The increase is primarily driven by a small rise in site tonnage compared to the volume modelled for budget purposes.



On the expenditure side, employee costs are being effectively controlled, with year-to-date savings of \$115,992 — partly attributable to reduced public holiday penalty payments in April. However, Materials and Contracts have exceeded the year-to-date budget by \$60,646, primarily due to higher

costs associated with increased tonnage, higher item throughput, and additional IT security project expenses. Overall, net income as of the end of the third quarter stands at \$430,847, aligning with the revised budget target.

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 CEOAC at its 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.

RESPONSIBLE OFFICER'S RECOMMENDATION

10.1.1 Council resolve to note the financial reports for March 2025.

10.2 CREDITOR AND DEBTOR PAYMENTS

Responsible Officer:	Customer Service & Finance Officer
Date:	7 May 2025
Attachment:	10.2A March 2025 Payments 10.2B 2025 Credit Card Statements and Payments (26 Feb 2025 – 26 March 2025) 10.2C April 2025 Payments 10.2D April 2025 Credit Card Statements and Payments (27 March 2025 – 24 April 2025) 10.2E Debtors Outstanding as of 30 April 2025

PURPOSE

The schedule of accounts paid for March and April 2025 is attached for the endorsement of Council. The schedule of debtors as of 30 April 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.

RESPONSIBLE OFFICER'S RECOMMENDATION

- 10.2.1 Council endorses the schedule of accounts paid of \$1,003,221.95 and \$1,169,114.49 for the months of March and April 2025 respectively.**
- 10.2.2 Council endorses the schedule of accounts paid of \$10,933.58 and \$4,814.34 Credit Card Statements for March and April 2025 respectively.**
- 10.2.3 Council receives the schedule of debtors outstanding as of 30 April 2025.**

10.3 PROPOSED BUDGET FOR THE 2025/26 FINANCIAL YEAR

Responsible Officer: **Manager Corporate Services**

Date: **15 May 2025**

Attachments: **10.3A 2025/26 Draft Budget (to be circulated under separate cover)**

PURPOSE

For Council to consider the draft budget for the 2025/26 financial year.

Following review and finalisation of the draft budget, the annual budget will be prepared and presented to Council for adoption at the Special Council Meeting on 12 June 2025.

Note: The agenda report and attachment 10.3A will be circulated under separate cover on 19 May 2025.

10.4 AUDIT, RISK COMMITTEE – TERMS OF REFERENCE

Responsible Officer: Chief Executive Officer

Date: 9 May 2025

Attachments: 10.4A Existing Audit and Risk Committee Terms of Reference
10.4B Proposed Audit, Risk and Improvement Committee Terms of Reference

PURPOSE

To consider:

1. establishing terms of reference for an Audit, Risk and Improvement Committee;
2. appointing a presiding member and deputy presiding member for the Committee; and
3. the appointment of independent members to the Committee.

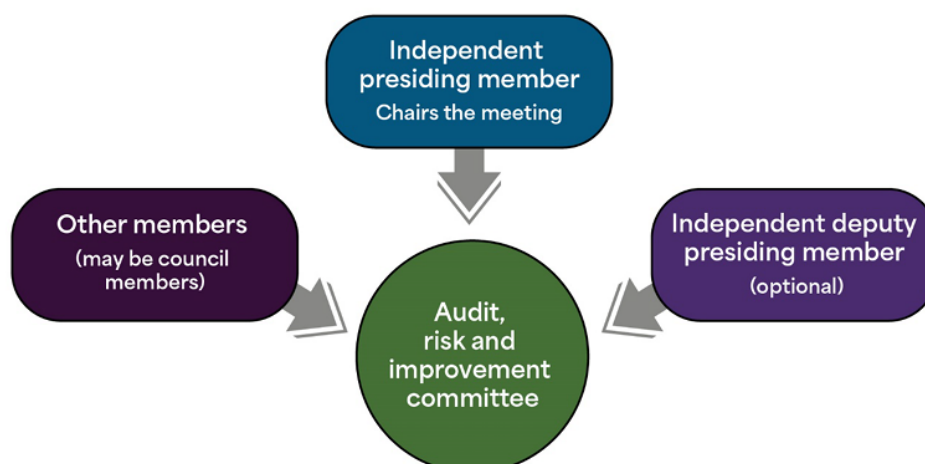
BACKGROUND

Legislative Amendments

The State Government has progressively introduced wide-ranging changes to the *Local Government Act 1995*. In particular, the *Local Government Amendment Act 2024* has put in place new provisions relating to the audit committee. It is renamed to 'Audit, Risk and Improvement Committee' and changed membership requirements with the intent of:

- Expanding the scope of the Committee to include continuous improvement;
- Mandating independent leadership;
- Aligning with contemporary standards observed in State Government authorities and private corporations, promoting best practice in financial and risk management.

The Department of Local Government illustrates the roles of the Committee members as follows:



A Deputy Member to the Presiding Member must be appointed [s7.1B(1)]. A member of the Committee may be appointed as Deputy Presiding Member [s5.12(2)], but must be an independent member [s7.1A(4)].

Timing Considerations

The section of the *Local Government Amendment Act 2024* (s.87) relating to the appointment of independent members has not been proclaimed at this time – meaning it has not taken effect. Notwithstanding this, sections 67 and 68 of the *Local Government Act 1995* require a local government to appoint a presiding member and deputy presiding member to the audit committee by no later than 1 July 2025. This is a shift from previous arrangements which allowed the Committee itself to make appointments.

Provisions requiring independent members to be appointed are expected to be proclaimed around the time of the October elections.

Previous Appointments

On 9 November 2023, Council resolved to appoint Crs Maurice, Kelly, deVries and Macintosh as members of the Audit and Risk Committee. The subsequent meeting of the Committee on 30 November 2023 then nominated Cr Macintosh as the Chair of the Committee and Cr Maurice as Deputy Chair.

DETAILS

New terms of reference for an Audit, Risk and Improvement Committee have been prepared in line with the scope and intent of the amendments to the *Local Government Act 1995*. The proposed terms are included at Attachment 10.4B.

The proposed terms of reference set out functions relating to audit, risk and improvement activities of the Committee so as to provide clear intent and to align with the delegated authority provided by the Council. Committee membership recognises the impending requirement for independent members and sets terms of appointment that align with elections for local government members and alternate years for independent members (following initial appointments).

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:

Strategic; SS11

Governance; SG5, OG4, OG6

COMMUNICATION AND CONSULTATION

None.

REPORT IMPLICATIONS

Legislation and Policy Alignment

Local Government Act 1995

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 officer recommendation will ensure the Committee terms of reference satisfy pending statutory requirements. It also ensures the need to re-appoint a Presiding and Deputy Presiding member is met. Those last appointed to these positions are recommended, noting Committee membership will again be reviewed following the elections in October this year. The existing appointments of Crs Kelly and deVries to the Committee remain unchanged at this time.

The recommendation also provides for identification of potential independent members in readiness for appointment when the statutory provisions become operative. It is understood that WALGA are assembling a panel of potential members for selection. Other avenues to identify candidates include publicly calling for nominations or appointing persons in common with member Councils. Adoption of Terms of Reference at this juncture will assist procuring the services of independent members.

A further report will be presented to Council to consider appointment of independent members.

VOTING REQUIREMENT

Absolute majority.

RESPONSIBLE OFFICER'S RECOMMENDATION

- 10.4.1** That Council resolve, pursuant to section 5.8 and as required by section 7.1A(1) of the *Local Government Act 1995* to adopt the Terms of Reference for the Audit, Risk and Improvement Committee as contained at Attachment 10.4B.
- 10.4.2** That Council resolve, pursuant to section 5.12 (1) and (2) of the *Local Government Act 1995* to appoint Cr Macintosh as the Presiding Member of the Committee and Cr Maurice as Deputy Presiding Member to the Audit, Risk and Improvement Committee.
- 10.4.3** That Council resolve to seek nominations for independent member roles of the Audit, Risk and Improvement Committee for consideration by Council following proclamation of the provisions of the *Local Government Act 1995* in relation to the independent member requirements.

10.5 POLICY REVIEWS – STAKEHOLDER ENGAGEMENT AND PURCHASING

Responsible Officer: Chief Executive Officer

Date: 24 April 2025

Attachments: 10.5A Council Policy Review Schedule
10.5B Revised Council Policy: Stakeholder Engagement
10.5C Revised Council Policy: Purchasing

PURPOSE

To undertake a scheduled review of Council policies relating to stakeholder engagement and to purchasing.

BACKGROUND

Policies that have been adopted by Council are set out in a schedule at Attachment 10.5A. The date of adoption is identified with the nominated review date.

Two policies (subject of this report) are due for review. Once this review is complete, the next review will be due in January 2027.

The purpose of periodic policy review is to ensure the terms remain relevant, effective and aligned with current statutory requirements, organisational directions and recognised best practices. It can also help to identify any gaps or vague language that limits understanding and application of policy terms.

DETAILS

The two policies subject to review are discussed as follows:

Stakeholder Engagement

The engagement policy, last considered by Council in February 2022, has been reviewed internally to consider the currency and serviceability of its terms. A revised document has been prepared that maintains the intention of existing commitments. It does however further express principles that guide engagements, identify specific stakeholder groups (internal and external to the organisation), articulate the engagement methods based on recognised best-practice and recognise roles and responsibilities.

The revised proposed policy is included at Attachment 10.5B.

Purchasing

The purchasing policy is scheduled for annual review in view of its implications for probity and expenditure.

An internal review of the policy finds the terms to be suitable and meet the practical requirements of the organisation. Some additions to the current Policy are proposed to provide:

- Ability to favour enterprises that employ people with disabilities;
- Encourage purchasing from Aboriginal businesses;
- Explain State Government common user agreements;
- Explain WALGA preferred supplier panels; and
- Include reference to anti-avoidance obligations of legislation.

Other minor changes are also included. All proposed amendments are visible in mark-up view within Attachment 10.5C.

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:

Strategic; OS3

Governance; SG3, SG4, OG6 & OG7

Commercial and Legal; SC2

Financial; OF5

Reputational; SR3, SR5, SR7

COMMUNICATION AND CONSULTATION

None.

REPORT IMPLICATIONS

Legislation and Policy Alignment

Local Government Act 1995

Local Government (Functions and General) 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

Reviews of each Policy have led to a number of amendments that will improve interpretation and application of policy terms. The proposed revised policies comply with legislative requirements and are recommended for adoption.

VOTING REQUIREMENT

Simple majority.

RESPONSIBLE OFFICER'S RECOMMENDATION

- 10.5.1** That Council resolve, pursuant to section 2.7(2)(b) of the *Local Government Act 1995* to adopt revised Council Policy: Stakeholder Engagement as contained at Attachment 10.5B.
- 10.5.2** That Council resolve, pursuant to section 2.7(2)(b) of the *Local Government Act 1995* to adopt revised Council Policy: Purchasing Policy as contained at Attachment 10.5C.

10.6 TENDER RECOMMENDATION REPORT: WMRC WASTE TRAILERS

Responsible Officer: Manager Operations
Date: 22 May 2025
Attachment: **Confidential 10.6A – Tender Evaluation Report**
Confidential 10.6B - Recommendation

PURPOSE

The purpose of this report is to recommend award of tender RFT 01 -2025 to provide two trailers to be used for the transportation of waste from the WMRC Recycling Centre.

BACKGROUND

At its meeting on 1 August 2024, Council addressed WMRC Recycling Centre operational matters to set directions for infrastructure renewal. This recognised the need to upgrade the aged current NCH Silo System, resolving safety and operational concerns. The upgrade will also provide cost savings to member Councils.

The report to Council in August 2024 considered a phased approach, namely:



Phase One works are to retire the NCH Silo system for transport of residual waste from the Recycling Centre through the following projects:

- Modify the Recycling Centre Bunker by installing new concrete walls to allow Red Lidded Bin waste from Members to be tipped onto the floor. The waste will then be loaded into a chute and existing horizontal compactor
- Procure two waste trailers for loading of waste from the horizontal compactor
- Procure truck to transport waste using these new trailers to end use processing site(s)

WMRC issued a Request for Tender – RFT 01 - 2025 WMRC Waste Trailers on 25 February 2025. The tender period closed at 2 pm AWST on 26 March 2025. The tender was advertised through TenderLink, the WMRC website and an advertisement in the West Australian on 25 February 2025.

The tender submissions were downloaded from TenderLink in the presence of the Chief Executive Officer and WMRC Project Manager.

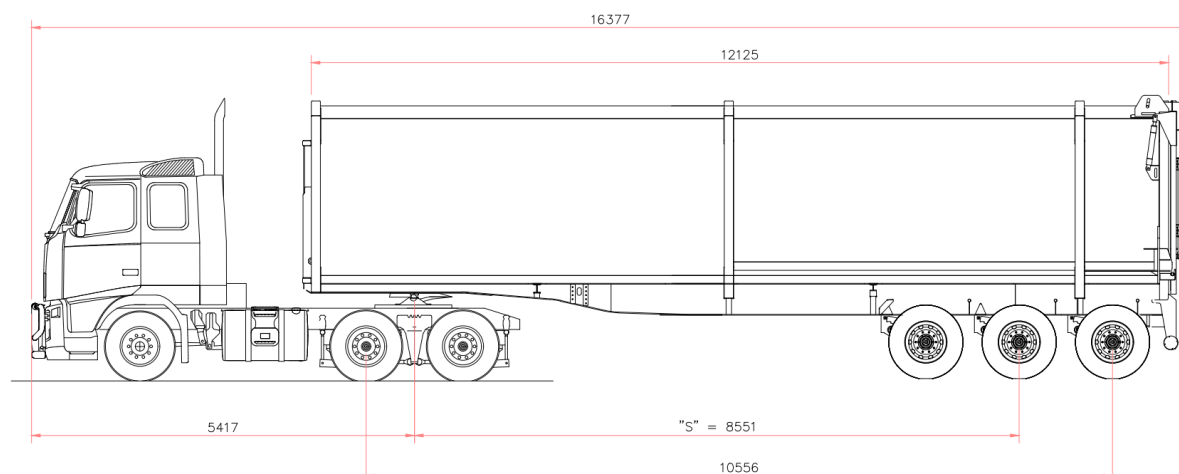
DETAIL

Contract Overview

The tender was designed such that Contractors could provide offers for two rear loading & unloading, internal blade ejection waste trailers to be used by WMRC.

Tenders were sought for nominal 10.5m length / 22 T capacity tri axle **or** 12.5m length / 24 T capacity tri axle or 14 m length / 26 T capacity trailers, with the selected trailers to be manufactured off site and delivered to the WMRC complete with registration, user training and maintenance information.

A typical arrangement of a haulage truck and waste trailer is shown below:



Assessment Criteria

The Compliance Criteria were designed to provide assurance that potential Contractors had suitable insurances, company structures, identification of any conflicts of interest and initial financial risk criteria to allow consequential assessment of Tenders.

Qualitative Criteria were developed and weighted as below:

- A. Relative Experience and Expertise – 40%
- B. Base Provisions and Value Add Options – 30%
- C. Resource Planning and Availability – 20%
- D. Initial Delivery and Ongoing Maintenance – 10%

Price was evaluated after assessment of the qualitative criteria for the various capacity trailers on offer and key features provided to determine the optimal long term financial outcome.

Evaluation Process

An evaluation panel was formed comprising:

- Brett Jackson Project Manager (Chair)
- Rick Bryant Manager Operations
- Paul Wells, Supervisor, Recycling Centre
- Marzia Santopietro, Waste Administration Officer

All members of the panel provided signed declarations of no financial or other interest and to retain confidentiality. They were provided with an evaluation workbook and the received compliant tender submissions.

The evaluation panel met on 15 April 2025.

Evaluation Results

Two tender submissions were received by the stipulated date & time of tender close. Each required clarification of a minor issue within their compliance schedule which were resolved satisfactorily. Both tenders were thus deemed compliant. No alternative tender submissions were received.

Each panel member individually assessed each submission prior to meeting and forming a consensus. The tender assessment report is provided in **Confidential Attachment 10-6A**.

A summary of the qualitative criteria is provided below:

Criterion	Weight	Tenderer A	Tenderer B
A. Relative Experience and Expertise	40%	32	28
B. Base Provisions and Add Ons	30%	12	10
C. Resource Planning and Availability	20%	15	18
D. Initial Delivery and Ongoing Maintenance	10%	7	7
Total		66%	63%

The tender invitation set out a qualitative pass mark requirement of 50%. Both tenderers achieved this pass mark and thus proceed to price assessment

After evaluating the benefits and constraints regarding deployment of the various length & capacity trailers it was determined that notional 12.5m trailers would best suit WMRC for this application.

The evaluation panel determined that, apart from the standard trailer provisions, that options of automatic lift front axle group and on-board weight transducers and displays were deemed appropriate for WMRC. A decision can be made later if WMRC corporate branding is also applied to the trailers (as a variation to the Contract).

Tender prices for the various trailer lengths and options are detailed in **Confidential Attachment 10.6A**.

After considering both the qualitative scoring, price outcomes and contract risk, the panel concluded that Tenderer A would be the most advantageous for WMRC.

RISK MANAGEMENT

This report and subsequent contract award would assist mitigation of Strategic Level risks associated with the following areas of the Corporate Risk Register:

- Strategic - SS1
- Commercial and Legal – SC2
- Financial – SF1
- Workplace Health & Safety – WHSS1
- Operational – SO1
- Reputational – SR7

COMMUNICATION AND CONSULTATION

None

REPORT IMPLICATIONS

Business and Strategic Alignment

SCP Strategy 1: Achieve a comprehensive, cost-effective waste management service across the region

Financial and Resource Implications

The Special Council Meeting of 30 October 2024 Report 9.2 Budget Amendments – Recycling Centre Renewal and Fleet Acquisition was considered by Council with unanimous approval to amend the 2024/2025 Budget by increasing the Budgeted Expense for Property, Plant & Equipment along with a loan facility to provide for the trailers and related upgrades.

This Loan is to be provided through the City of Subiaco who are establish a self-supporting loan with the Western Australian Treasury Corporation (WATC). The Council of City of Subiaco approved this proposal at their February 2025 Ordinary Council and have completed the statutory advertising requirement.

The City of Subiaco has lodged the loan application with WATC and drafting of a finance agreement between the WMRC and the City is underway. Finance approval is imminent.

Whilst the Council will commit the full contract sum upon exchange of contracts for this tender, a deposit will be committed by the end of June 2025 from internal reserves, with the balance to be expended within the 2025/2026 Financial Year using the loan funds.

COMMENTS

Both tenderers are firms that have demonstrated experience throughout Australia of manufacturing and supplying waste trailers for commercial and local government operators. Either supplier would provide trailers suitable for WMRC needs.

Tenderer A however was deemed to be the most advantageous to WMRC predominantly due to lower contract price risk, access to a faster delivery time, a higher proportion of WA based manufacturing of parts of the trailers and option packaging that was superior.

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER'S RECOMMENDATION

- 10.6.1 That Council AWARD tender RFT 01-2025 in line with recommendations within Confidential Attachment 10.6B, with the award of contract subject to advice from the City of Subiaco that the Western Australian Treasury Corporation has granted finance approval.**

10.7 INFORMATION SYSTEMS SECURITY PLAN

Responsible Officer: Manager Communications and Education

Date: 8 May 2025

Attachment: **CONFIDENTIAL Attachment 10.7A – IS Security Plan 2025-27**

PURPOSE

This report presents our updated Information Systems Security Plan and associated documents to Council for adoption. The purpose of the Plan is to maintain an effective information systems security regime within WMRC which is aligned with necessary obligations and risk management structures.

BACKGROUND

The WMRC adopted an Information Systems Security and Disaster Recovery Plan for a two-year period in December 2022. Cyber Security is an area requiring increasing vigilance so that WMRC's information systems and data are protected from access and potential damage by unauthorised users whilst remaining readily available to authorised users.

Following a tender process, the WMRC has recently changed its Managed Information Technology Services Provider. This new Provider has extensive Local Government experience and employs several staff with cyber security experience and certification including with Essential Eight (E8). They assessed WMRC's E8 maturity level in February/March 2025, indicated some shortcomings, and made recommendations for improvements. Some of these, including this plan, are being undertaken this Financial Year, others are budgeted for FY 2025-26.

DETAIL AND OPTIONS ANALYSIS

This Plan and associated documents are intended to guide WMRC staff in approaches to Information Security and the response to IS-related incident response and recovery. The documents are in four parts:

Information Security Plan 2025-27: this document spells out WMRC's commitment, and the responsibilities of various positions for Information Security within the organisation.

Business Impact Analysis: this document supports the IT Disaster Recovery Plan and assess the impact of IT disruptions on the individual parts of WMRC's business.

IT Disaster Recovery Plan: this documents detailed approaches for recovery from a major outage however caused. It is intended to be tested regularly through exercises involving our Managed Service Provider.

Cyber Incident Response Plan: this document is built on the National Institution of Standards and Technology (NIST) Computer Security Incident Handling Guide to step through various recovery stages from a cyber incident. It references contact with relevant government agencies.

RISK MANAGEMENT

This plan and its associated documents assist in managing the following strategic risks:

Strategic SS11: using external experts to ensure that risks are identified

HR Management SHR5: referencing external sources of knowledge to boost WMRCs staff capabilities

Operational SO2: details steps and tolerances for managing IT incidents

Information Technology SIT1, SIT2: ensuring WMRC maintains access to its data and systems and that the risk of unauthorised access is minimised

COMMUNICATION AND CONSULTATION

Managed Service Provider: Focus Networks

REPORT IMPLICATIONS

Legislation and Policy Alignment

Local Government Act 1995 (Ss 5.92, 2.93)

State Records Act 2000

Business and Strategic Alignment

This contributes to

Key Strategy 2: Increase the number of Councils, businesses and people using our services

Key Strategy 5: Develop a strong and capable organisation

Financial and Resource Implications

The implications of this report have been factored into this and next year's budgets.

COMMENTS

Increased security across WMRC's cloud-based Information Technology system is being progressively implemented. The Information Security Plan and its attachments have been substantially improved in consultation with our Managed Service Provider and contribute to risk management in this important area. This plan also provides clear guidance for incidents and outages however caused. Adoption is recommended accordingly.

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER'S RECOMMENDATION

10.7.1 That the Information Security Plan 2025-27 as at Attachment 10.7A be adopted.

10.8 INTERIM AUDIT REPORT

Responsible Officer: Chief Executive Officer
Date: 15 May 2025
Attachments: 10.8A Interim Management Report

PURPOSE

To receive the interim audit results for year ending 30 June 2025.

BACKGROUND

Financial audits are undertaken by (or for) the Office of the Auditor General annually. They are conducted in two stages – an interim audit (which focuses on financial controls) and an end-of financial year audit which attends to the financial statements for the period. The interim and final audit steps combine to inform the Audit Opinion which, for this year, is scheduled to be issued mid-October.

For the current year, the Office of the Auditor General is undertaking the audit for the WMRC directly, rather than outsourcing the investigation on the Auditor General's behalf.

DETAILS

The interim audit is concluded with a report identifying 8 findings, ranging on a scale from significant to minor. Each relate to internal processes or administrative matters that will benefit from improvement. Both the auditor comment along with management response is included at **Attachment 10.8A**.

It is important to note there is no suggestion of misappropriation. Attention to the identified matters will help to minimise the opportunity for misconduct or incorrect representation of financial affairs.

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:

Strategic; SS11

Governance; SG5, OG4, OG6

COMMUNICATION AND CONSULTATION

None.

REPORT IMPLICATIONS

Legislation and Policy Alignment

Local Government Act 1995

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 findings of the audit investigation are instructive and will assist the organisation in continuous improvement.

Actions will be taken to address the procedural matters as described in the management responses. The items will be reviewed again by the auditors at final audit and are likely to be further tested again next financial year.

The interim finding is recommended for receipt.

VOTING REQUIREMENT

Simple majority.

RESPONSIBLE OFFICER'S RECOMMENDATION

- 10.8.1 That Council resolve to receive the interim audit management report as contained at Attachment 10.8A.**

11 INFORMATION BULLETINS

11.1 SAFETY AND OPERATIONS REPORT

Responsible Officers: **Manager Operations**

Date: **22 May 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 March and April 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:

- Operator injured stepping on glass and the shard going through his boot
- Near miss with customer speeding wrong way through site to exit Gate 1
- Cable on NCH silo truck slipped off the pulleys and caused minor damage
- Customer's trailer door/cage fell and hit customer on the head
- Unsafe action (operator) captured – movement of guard rails with loader bucket
- Site break-in (e-waste area)
- Uncontrolled release of waste from silo (within silo handling area) – door latch wasn't closed properly

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 16,266 visits from 1 July 2024 to 31 April 2025, representing 58% of the patronage in this area. This was notably a 54% increase in member council resident access to the free community drop off area compared to the same period the prior year.

Waste Transfer Station Shed and Equipment

Following the reinstallation of the vertical compactor cylinder, enough time has now passed to enable the data to indicate that there has been a positive movement with increased weight, however, the weights per load have not returned to the same levels as previously recorded. The age of the control

system and obsolescence of equipment means that it is no longer possible to make some adjustments, such as cycle time, within the control unit. Our ability to further maximise weight efficiency across this activity is limited. Notwithstanding greater weights are not being achieved per load, the vertical compactor is a preferred method of compacting waste in silos compared to alternative approaches.

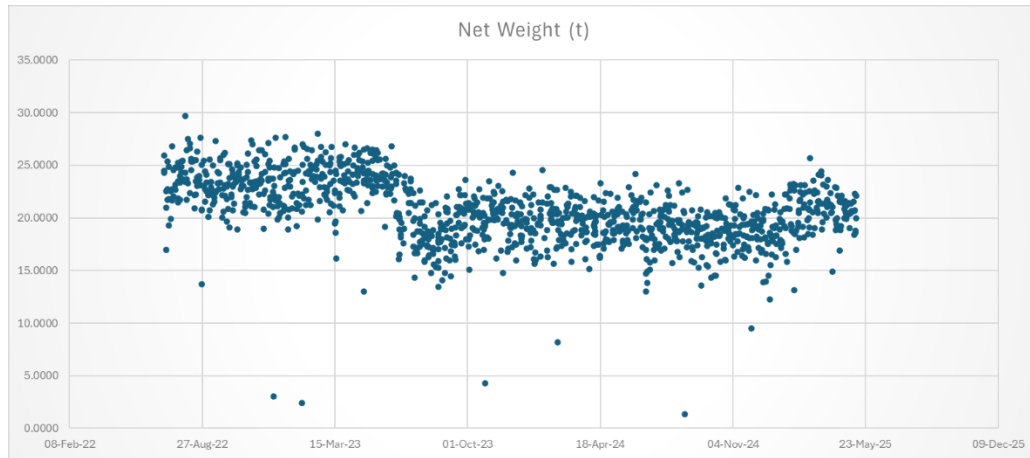


Figure One: Net weight of Silo Movements – July 2022 to April 2025

Waste received:

Waste (tonnes)	March 2025	April 2025	2023-24 Prior YTD	2024-25 YTD	Change Year on Year %
Residual waste	681	685	7,273	7,185	-1.2%
FOGO	739	790	7,950	8,434	6.1%
Bulk waste Incl. VV	730	714	6,665	7,986	20%
Green waste incl. GO and VV	708	774	6,651	7,292	9.6%
C&D waste	98	113	1,217	1,181	-2.9%
Scrap metal	26	22	209	233	12%
Cardboard	14	19	114	167	46%
HHW / paint and batteries	12	10	89	125	40%
Total Site Tonnage	3,115	3,248	31,649	33,569	6.1%
Total Site Transactions	6,651	6,361	49,652	65,852	33%

The West Metro Recycling Centre data shows that the facility continues to remain busy, with high tonnage and patronage. The 6-month trend continues to show a plateau as operations settle in to the 'new normal'. The year-to-date growth in total tonnes is 6.1% compared to the same period last year.

Total site transactions are considerably higher than during the same period last year (up 33%), however growth shows that it may be starting to stabilise, Anecdotally, all staff would indicate that the site remains much busier than it used to be, and the data generally backs up those assertions. It used to be noted and celebrated in any month that peaked at 6,000 transactions or 3,000 tonnes – the facility now consistently exceeding these previous aspirations every month.

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

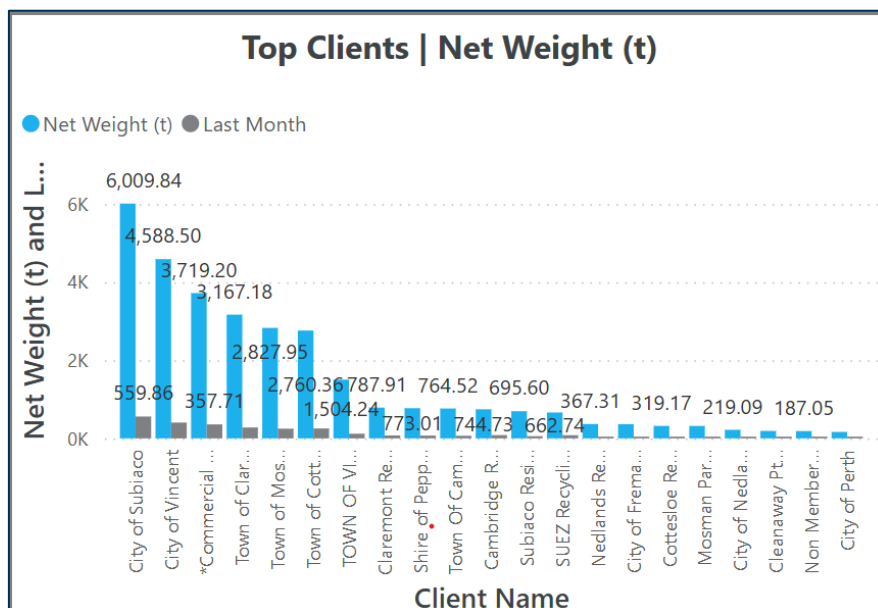


Figure Two: WMRC | Top Clients by Net Weight | Jul '24 to Apr '25

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

West Metro RC Staffing

Staffing levels at the West Metro Recycling Centre remain steady.

There has been one resignation in the reporting period, and one further retirement is anticipated by the end of quarter three.

Recruiting has been ongoing with a view to finding suitable replacements for departing permanent staff; and to maintain an effective casual staff pool. Recruiting is notably difficult at this time.

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 up in the air at present, whilst the administration seeks additional renewal. Indications are that ongoing short-term leasing will not be viable for CCGS as they prepare for site works in the next stage of their land development project, however it is believed that this continues to be constrained by Western Power. 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 finalising arrangements for the activities to be provided at the West Metro Recycling Centre.

RISK MANAGEMENT

Strategic and Operational risks have been identified and addressed in detail within the Risk Register, and include (in summary):

Operational Risks: Strategic Level **SO1 – SO2**; and Operational Level **OO1 – OO7**.

Workplace Health and Safety Risks: Strategic Level **WHSS1**; and Operational Level **WHSO1 – WHSO25**.

Strategic Risks: Strategic Level **SS1 – SS11**; and Operational Level **OS1 – OS6**.

Governance Risks: Strategic Level **SG1 – SG5**; and Operational Level **OG1 – OG7**.

Commercial & Legal Risks: Strategic Level **SC1 – SC4**; and Operational Level **OC1 – OC7**.

Financial Risks: Strategic Level **SF1 – SF2**; and Operational Level **OF1 – OF6**.

HR Management Risks: Strategic Level **SHR1 – SHR5**; and Operational Level **OHR1 – OHR12**.

IT Risks: Strategic Level **SIT1 – SIT2**; and Operational Level **OIT1 – OIT3**.

Reputational Risks: Strategic Level **SR1 – SR7**; and Operational Level **OR1 – OR10**.

Project Risks: Strategic and Operational Level risks are identified on a project-by-project basis.

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

RESPONSIBLE OFFICER'S RECOMMENDATION

11.1.1 The Safety and Operations Report be noted.

11.2 COMMUNICATIONS AND EDUCATION UPDATE

Responsible Officer: Manager Communications and Education
Date: 13 May 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 results
3. Work for other Local Governments
4. Media content

DETAILS

1. 1. Community education activities




Back to Bin Basics - Subiaco

Friday 21st March

17 residents joined WMRC and the City of Subiaco for a fun and interactive 'Back to Bin Basics' workshop. Attendees find out more about WA's waste management history and learnt how to sort their household waste into their 3-bin system at home.

"It was a very fun and informative workshop and very well presented. We all came away with more knowledge of the recycle right process and what happens to our rubbish - where does it go? how much is recycled? etc. I enjoyed it all including

	<p><i>socialising with like-minded people all trying to do the right thing”- attendee.</i></p> <p>This workshop is part of WMRC’s 3-part series called Reduce, Reuse, Recycle: The Ultimate Guide. The next two workshops will go Beyond the Bin and Behind the Scenes of a local recycling facility.</p>
<p>West Metro Recycling Centre Tour for PLC students</p> <p>Monday 24th March, Monday 31st March and Monday 7th April</p> <p>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.</p>	
<p>West Metro Recycling Centre Tour for Curtin University students</p> <p>Wednesday 26th March</p> <p>Curtin University students studying a masters of sustainability toured the West Metro Recycling Centre for a better understanding of municipal waste management in Perth.</p>	
	<p>Beyond the Bin - Subiaco</p> <p>Friday 28th March</p> <p>11 residents joined WMRC and the City of Subiaco for a fun and interactive ‘Beyond the Bin’ workshop. Attendees find out how to be GREAT Sorts by learn how gift, recycle, earthcycle, avoid and taking items to</p> <p>This workshop is part of WMRC’s 3-part series called Reduce, Reuse, Recycle: The Ultimate Guide. The next will go Behind the Scenes with ParaQuad Industries.</p>



Behind the Scenes Tour with ParaQuad Industries

Thursday 3rd April

14 attendees went behind the scenes with ParaQuad Industries to see what happens to their donated items and have a look at the Containers for Change operation run by Return-It. We also got an exclusive look at the Op Shop, Book Bazaar, Industrial Wipe Manufacturing and other commercial services run by ParaQuad Industries. After the tour, WMRC did a short presentation on how to be GREAT Sorts by Gifting and Recycling.

This workshop is part of WMRC's 3-part series called Reduce, Reuse, Recycle: The Ultimate Guide. WMRC had 3 attendees complete all three parts of this series and were award with a certificate of completion.



Kids' Clothing Swap

Saturday 5th April

Over 48 attendees joined WMRC at the Grove Library to swap quality kids clothing. A total of 129.97 kg was brought in, and half of this was taken at the end of this event. The rest of these items were donated to various local op shops.

"I found it so convenient to bring in my children's clothing they have outgrown and find the next size up. I love being able to reuse preloved clothing and not see it go into landfill." - attendee



Monday Mending Series

Monday 28th April, Monday 5th May & Monday 12th May

To end off our (Re)Love Your Stuff grant project, WMRC hosted a 3-part mending workshop series with Studio Thimbles. 11 attendees learnt (1) fundamental skills for hand sewing such as setting up the needle, tying proper knots and how to start & finish your stitching, (2) various hand-stitching methods that are essential for mending, (3) how to do embroidery stitching to add decorative elements to the mending process and (4)

elements of Sashiko stitching, a traditional Japanese technique that is popular in the world of visible mending.



WMRC Waste Watchers Volunteer Orientation

Tuesday 29th April

WMRC welcomed 4 new volunteers to our Waste Watchers Volunteer Program.



Back to Bin Basics – The Grove Library

Thursday 8th May

WMRC held our second Back to Bin Basics Workshop at The Grove Library. 10 residents joined us for an interactive workshop to learn more about WA's waste industry, bin tagging, what happens to their verge collections and how to correctly sort waste into their 3-bin system at home.

"All my questions answered. It was a welcoming and inclusive event. Lots of visual resources and activities to help remember information shared" - attendee

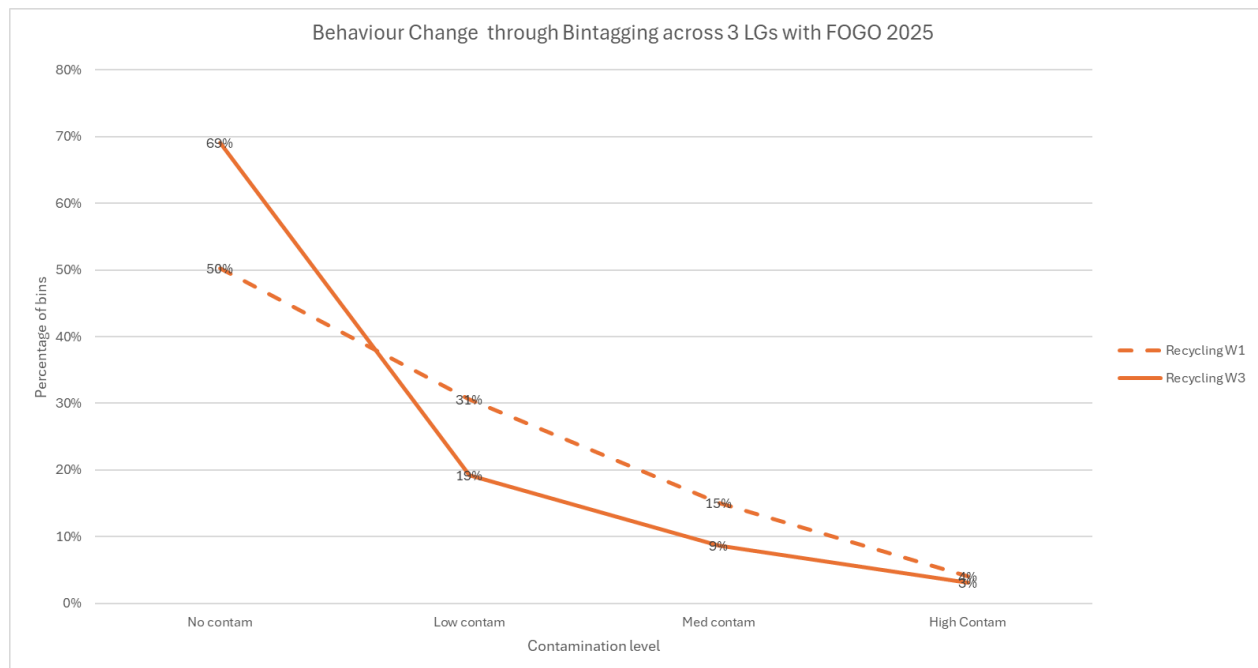
2. Bintagging

The bintagging program that ran February to March for a total of around 2000 properties across the three FOGO Member Councils (Cottesloe, Mosman Park and Subiaco) was completed. In general, the proportion of bins which showed contamination was much lower for the FOGO stream than the recycling stream.

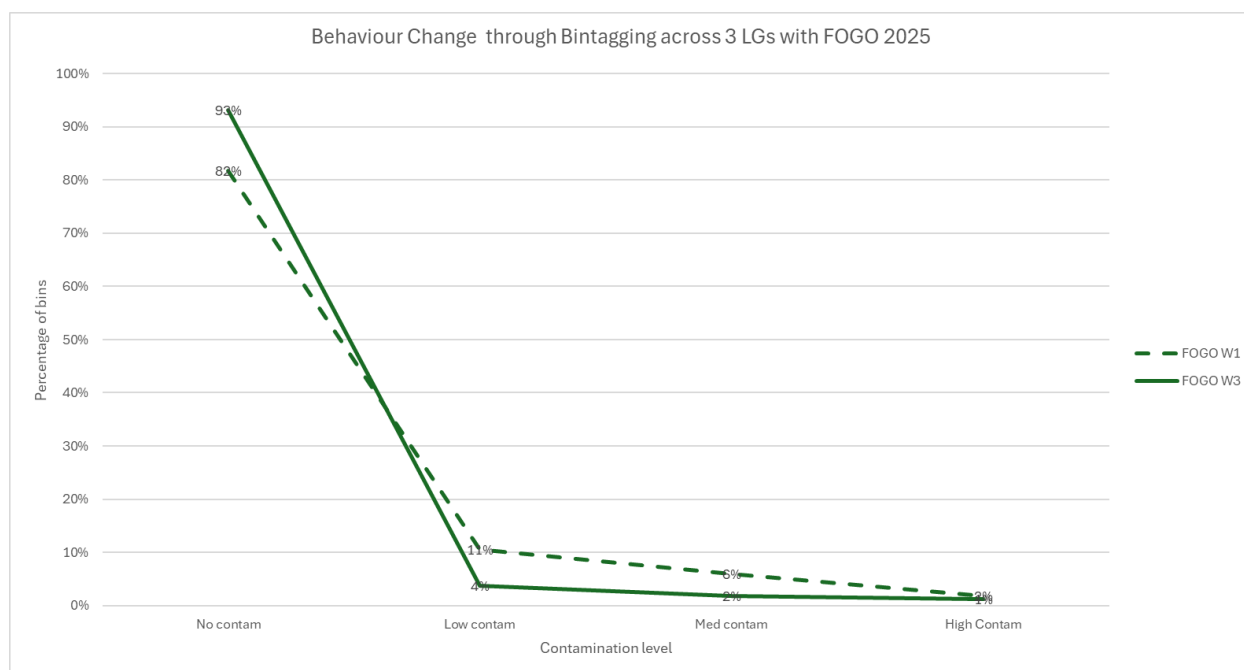
Throughout the program there was a decrease in both the proportion of contaminated bins and the level of contamination across all three waste streams for all three Member Council indicating that the program positively influences the sorting behaviour of households. However, there is a very small cohort where the program does not influence behaviour; these are largely the bins that are taped and not collected in the final week.

The most common contaminants found were:

General waste:	Recyclables
Recycling:	Plastic bags/packages
FOGO:	Plastic bags/packages



Recycling: The proportion of bins with varying levels of contamination shows an increase in the proportion of uncontaminated bins and a decrease in the proportion of contaminated bins between the first and last weeks of the program (initial result dotted, final result solid)



FOGO: This shows a similar pattern to that in the recycling stream; however, the proportion of contaminators is much lower. (initial result dotted, final result solid)

3. Work for other Local Governments

The team will be providing FOGO rollout education services to the Town of Victoria Park and the City of Rockingham over the next six months.

4. Media Content

Print Articles

	<h2>Get back to bin basics</h2>	<p>The POST, 12 April 2025</p>
<p>Learn the latest about which rubbish goes where, at The Grove Library on May 8.</p>	<p>Are you a “wishcycler”, unsure about what can be recycled, so you put an item into the recycling bin just in case?</p> <p>End the confusion about what can and can’t be recycled with a back-to-bin basics refresher class at the Grove Community Precinct.</p> <p>Be reminded about what goes in what bin and where to take those hard-to-recycle items.</p> <p>Discover how some items are best avoided altogether because there are no sustainable solutions for their disposal.</p> <p>The class will be on Thursday May 8 from 6pm to 7.30pm.</p> <p>It is being offered by the Western Metropolitan Regional Council as a set of three. The next two are May 15 and May 29. Come to one, two, or all three.</p> <p>Attendees can even bring along items they’re not sure how to dispose of, and the WMRC’s experts will explain where they should go and why.</p> <p>Tickets are \$5 per session and can be bought online by going to humanitix.com and searching “Back to Bin Basics – The Grove”.</p>	

Keep a lid on plastic waste

Don't fret about what can be done with plastic milk bottle lids – give them to Jolimont Primary School, where the thrifty team will turn them into clothes pegs.

The school's 2025 Plastic to Pegs program is part of its sustainability drive which teaches students about reducing waste by repurposing materials for community benefit.

The plastic lids, which are supposed to be separated from milk bottles before the bottles themselves are sent for recycling, are melted down and reshaped into pegs.

The pegs are then sold to the community, and the money goes towards transforming the school's courtyard into a vibrant, green, peaceful space for the students to enjoy.

Teacher Stella Thompson has been instrumental in guiding the project and teaching students about the power of recycling and reusing.

"The program has fostered creative problem-solving, adaptability, and patience, reinforcing the school's commitment to environmental responsibility," Stella said.

"The initiative is meaningful and creates a real difference to the environment."

"We hope to make more than 100 pegs, but the more lids that are donated or collected the better."



Year 1 student Chiara Nealon and Year 4 student Leo Jarnicki with teacher Stella Thompson.

Year 4 student Leo Jarnicki said six lids were needed to make one peg. "So we need to collect quite a few more to reach our goal," he said.

"The lids we collect can be any colour. Some pegs turn out to be blue and white, while some are just blue or brown."

The school's parents, the City of Subiaco, the Western Metropolitan Regional Council and the WasteSorted Schools program have all been part of the initiative.

Jolimont Primary School is at 657 Hay Street. For more information phone 9205 5200.

Bowling

Cambridge

Winners Monday March 31: 1st John Barlow and Wally Manning, 2nd Garry Dare and Bruce Ride. **Plate Winners:** Dave Phillips and Ross Williams.

Wednesday April 2 winners: Derek Gadsden, Gavin Arrow, Jay Medhat and Audrey Belotti.

Saturday winners: 1st Bruce Strange, Brian Dick and Yosi Shah.

Dalkeith

Nedlands

Congratulations to the Ladies 1st Division side who won promotion and the pennant. In their semi-final they won by nine shots over Scarborough and in the final they defeated Wanneroo by four. Maureen Davison, Gwenda McIntosh, Sue Harris and Helen Clohessy won their semi-final by nine shots.

The POST, 12 April 2025

*The WMRC is acknowledged in this article; however we had no involvement in the lids program

Claremont stalls FOGO



FOGO will not start in Claremont for at least one year. Photo: Jack Madden

By JACK MADDERN

Claremont has postponed for a year the organic waste separation program adopted widely by other WA councils.

Councillors decided to defer the introduction of organic waste bins after an ABC report revealed failures in the South-West's organic waste management.

The report claimed a waste management facility operating in the South-West had been sending food organics and garden organics to landfill and had refused to collect any more FOGO bins.

It claimed FOGO materials had been contaminated with other waste.

Claremont councillors unanimously supported the 12-month delay last week.

"It was very discouraging to see the ABC program that exposed the fact that FOGO from other councils was going into landfill because of contamination issues," councillor Jill Goetze said.

Concerns about waste processing and marketability would need to be addressed before she would support a FOGO rollout.

Councillor Sara Franklyn said she was concerned that the introduction would increase contamination across all three bins.

"Because of the lack of red bin space, people contaminate the yellow-top bins and the green waste bins when FOGO is implemented," she said.

A report by the Town

• Please turn to page 76

The POST, 3 May 2025

Claremont stalls FOGO

• From page 11

acknowledged that a delay would risk failing to meet local and state waste management strategies.

The report also predicted an annual increase in operational costs of \$77,598 on top of an estimated \$190,000 initial investment if FOGO were implemented.

Subiaco introduced FOGO in 2023 and the POST was told that none of its materials have gone to landfill.

The state government wants all councils to introduce FOGO by

this year.

Claremont had planned to start it in 4656 households in September.

Resident Peter Telford, who will sell FOGO waste through a supply business, said it was a great idea but that the issues raised at council warranted further examination.

"Let's wait and see how the eco-system evolves, because once it's rolled out, it's very hard to rein it back in if the system starts failing," he said.

"The jury is out on the processing of it and whether that effort is actually sustainable and worth it."

FOGO no go in Claremont

By JACK MADDERN

The sustainable waste system rejected by Claremont council operates without issue in other parts of the western suburbs.

Claremont councillors at last week's meeting were dubious about the effectiveness of the food organic and green organic sustainable waste system, raising concerns about improper waste sorting by residents.

Claremont decided to delay the rollout for a year after some councillors referred to an ABC report on a regional waste management facility sending FOGO collections directly to landfill.

But Cottesloe and Subiaco indicated few problems with FOGO operations while the recycling facility responsible said contamination was properly managed.

The West Metro Recycling Centre in Shenton Park handles all FOGO waste from Subiaco, Cottesloe and Mosman Park.

CEO Stuart Devenish said it could process any added FOGO waste from Claremont.

Contamination did occur but was sifted out in the initial steps. Natural waste was turned into compost.

Mr Devenish said the Department of Water and Environmental Regulation recognised the challenge and was

working on guidelines to address contamination management.

"The department acknowledges there are actions that can be taken at a state level to minimise contamination and is actively exploring these," he said.

Processing FOGO waste cost \$139.86 a tonne, garden organics was \$93.89 a tonne and general waste \$230.29 a tonne.

Claremont expected annual waste operational costs to increase \$77,000 if it introduced FOGO.

It expected to save \$126,000 in general waste management but this was offset by a rise of \$203,000 in green waste management.

Cottesloe introduced FOGO in 2022 with a spokesman saying 100% of its waste was sent to a processing facility where it was made into compost and potting mix.

The Town had noticed minimal changes to both operational costs and contamination.

DWER said all bin services were expected to move to FOGO this year as part of a 2030 strategy.

"Councils are encouraged to opt in to FOGO to ensure consistent messaging and education campaigns across Perth metro," the department said.

The state government last month announced a \$3.6million investment to expand FOGO waste processing facilities.



The POST, 10 May 2025

Print Advertising

WMRC's Word on Waste

Easter trading hours
Having a clear out over the long weekend?
The West Metro Recycling Centre will be open on Saturday and Easter Monday for all your waste and recycling needs!

Good Friday 18 April **CLOSED**
Saturday 19 April 8am-4pm
Easter Sunday 20 April **CLOSED**
Easter Monday 21 April 7:30am-2pm
We're also open... ANZAC Day | 25 April | 7:30am-2pm

Peppermint Grove, you'll soon be Good to FOGO
This means you'll be able to place food waste as well as garden organics in your existing green bin.
Simply wait for your caddy to arrive, and then you're Good to FOGO!

What do I do with soft plastics?
We've had some great results from this year's bin tagging program. However, our data shows that there's still some confusion about what to do with soft plastics.
Please dispose of soft plastics in your general waste bin.
This includes:
• Plastic bags
• Cling film
• Dry pet food bags
• Yoghurt pouches
• Chip bags
• Biscuit packets
• Pasta packets

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

Notice
The next WMRC Ordinary Meeting of Council will be held at 5:30pm on 22 May at the City of Subiaco.

The POST, 19 April 2025

WMRC's Word on Waste

Book a Verge Valet™ collection*
Your annual Verge Valet™ allocations reset on 1 July - so now is the perfect time to book your verge rubbish collection for bulk waste or green waste.
Check your allocations at vergevalet.com.au

We're now collecting CDs at the West Metro Recycling Centre
Bring your unwanted CDs and DVDs (without cases) for ReMida, a creative centre in West Perth, where they can be reused by artists and art teachers.

Cut waste in the kitchen
We've teamed up with Foodbank WA for a new workshop series all about reducing food waste. Learn how to cook healthy and affordable meals, meal plan, and sort waste at home to get the most out of your groceries.
Tickets \$5
Vegetarian + gluten free sessions available
COOK MORE WASTE LESS with WMRC

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

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, 17 May 2025









Social Media

Reach:

	18 Mar – 7 May	Compared to previous period
Facebook	13,239	111.4%*
Instagram	740	-34.9%

*Due to ad spend in the current period

Content – top performers by reach:

Title			Date published ↑↓	Reach ⓘ ↓
 It's not too late to grab your free ticket to our Kids' Clothing Swa... Western Metropolitan Regional Council	Boost		1 April 13:22	2.8K
 Post: "The next round of our waste workshops is coming..." Ad · WMRC Comms & Ed	Boost		6 May 20:11	2K
 Post: "It's not too late to grab your free ticket to our..." Ad · WMRC Comms & Ed	Boost		2 April 10:53	1.8K
 The next round of our waste workshops is coming up soon! We'll... Western Metropolitan Regional Council	Boost		6 May 20:04	1.8K
 Australia reached its Earth Overshoot Day today. 🌍 This means ... Photo · Western Metropolitan Regional Council	Boost		19 March 15:42	1.2K
 Clearing out your CD or DVD collection? If you're unable to sell o... Photo · Western Metropolitan Regional Council	Boost		4 April 15:12	1.1K
 Got old towels and sheets you no longer want? If they're in usabl... Photo · Western Metropolitan Regional Council	Boost		30 April 15:24	769
 By using your FOGO bin correctly, you're reducing the amount of... Photo · Western Metropolitan Regional Council	Boost		2 May 09:56	683

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 1,645 subscribers.

	Open rate (%)	Link clicks within (%)
March newsletter	57.4	7.3
April newsletter	57.6	5.9
Sector benchmark (government)*	40.5	4.6

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

Website

	18 Mar – 7 May	Previous period
Sessions*	12,255	14,482
Total users	8,743	10,901

**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.*

Most viewed pages

Page path	Views ▾	Avg. Duration
/recycling-disposal/west-metro-recycling-centre/	3,226	00:01:46
/	2,716	00:00:53
/recycling-disposal/west-metro-recycling-centre/accepted-items-free-for-a-fee/	2,251	00:01:42
/recycling-disposal/west-metro-recycling-centre/fees-charges/	2,092	00:02:01
/recycling-disposal/charities-offering-home-collections/	833	00:01:23
/news/recycling-rules-are-consistent/	800	00:01:27
/recycling-disposal/west-metro-recycling-centre/waste-passes/	475	00:01:25
/about-us/member-participating-councils/	455	00:00:40
/recycling-disposal/recycle-only-these-five-in-your-yellow-lidded-bin/	452	00:01:49
/recycling-disposal/west-metro-recycling-centre/specialist-recycling/electronic-waste/	444	00:01:40
/contact-us/	419	00:01:51
/recycling-disposal/how-to-reuse-and-recycle-unwanted-items/	388	00:01:39
/recycling-disposal/west-metro-recycling-centre/household-hazardous-waste/	380	00:01:51

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

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 strategic, governance reputational and risks particularly around alignment with Member Council and community interests. This risks include SS3, SS9, SG1, SG4, SR5.

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

RESPONSIBLE OFFICER'S RECOMMENDATION

11.2.1 The Communications and Education report to 16 May 2025 to be noted.

11.3 VERGE VALET™ REPORT

Responsible Officer: **Manager Communications and Education**
Date: **12 May 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. Collections will start in 2025-26 for the following two Local Governments: City of South Perth and Town of Victoria Park.

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.

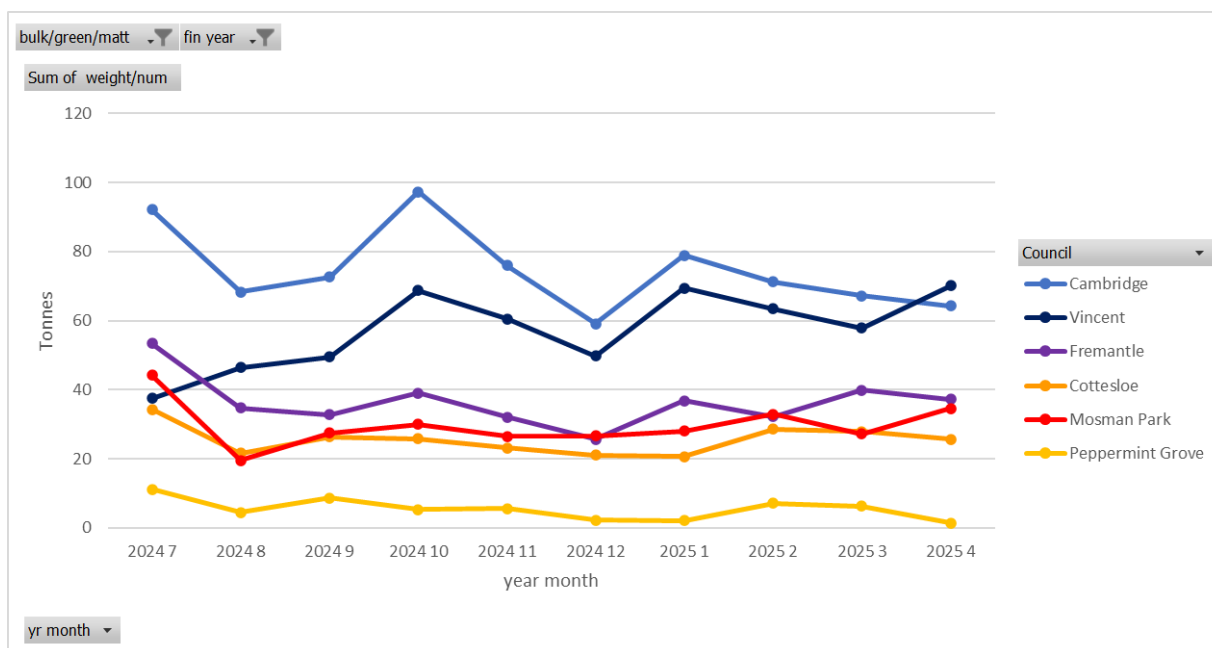


Figure 1: total tonnage of bulk and green waste collected for all Verge Valet host councils FY 2024-25 to date

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 March) 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

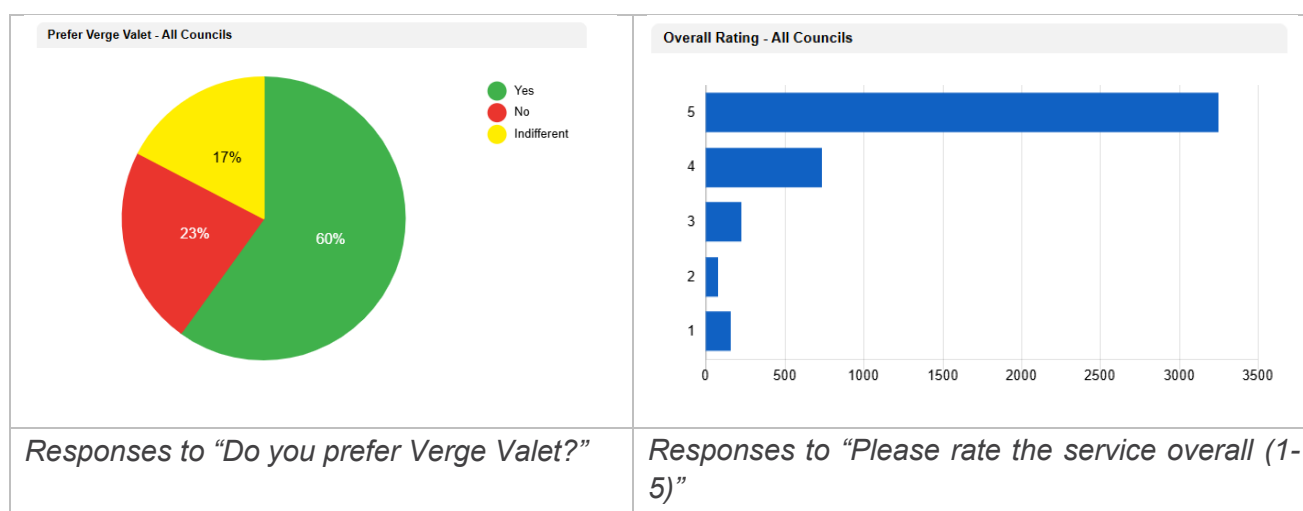
Fees charged for verge collections (Verge Valet or other method) are a combination of kerbside collection costs, handling/administration and processing costs. With up to five years' worth of data, we have a good estimate of the average weight of waste collected for each host council across both bulk 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. There have been a handful of negative comments regarding the two month wait time within one of the Cambridge zones, and minor hiccups with the new booking system. Overall ratings are unchanged as shown below:



Contractual arrangements

Following thorough testing the new booking system has been rolled out to all existing hosts. Over time 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.

New Customers

We were notified of success in the Town of Victoria Park's tender for bulk waste services during April 2025. We responded to this tender in October 2024. The Town will use Verge Valet for 2 bulk and 1 green waste collection per residence (excluding mattresses which are handled through a separate contract) per annum. Collections of green waste will start in August, of bulk waste in October.

The City of South Perth have contracted WMRC to provide their Verge Waste collection service. The City will use Verge Valet for 1 bulk and 2 green waste collections and mattress collections per property per annum. Collections will start at a low level in July ramping up to a full service from October.

RISK MANAGEMENT

Verge Valet™ risks centre on the following areas:

Strategic (SS9, SS10): In reducing waste collected from verges, this service is aligned with state government waste reduction targets. It is also aligned with WMRC key strategies. This service relies on non-Member council utilization.

Commercial (SC1, SC2, SC3, SC4): We construct contracts and rates carefully to minimize commercial risks.

Financial (SF1): The service is constructed for net financial benefit to Member Councils.

HR Management (SHR1, SHR2, SHR3, SHR5): WMRC staff have a clear understanding of the requirements of this contract and work collaboratively with host council and service provider staff.

SIT1, SIT2: WMRC has a secure IT environment and requires the same from its service provider

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

RESPONSIBLE OFFICER'S RECOMMENDATION

11.3.1 The Verge Valet report be noted.

11.4 PROGRESS ON COUNCIL RESOLUTIONS

Responsible Officer: Chief Executive Officer
Date: 22 May 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 22 May 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. The schedule is colour coded. Red - resolutions not yet commenced; orange – resolutions in progress; green – resolutions complete.

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 six key strategies of the WMRC *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:	15 May 2025
Attachment:	11.5A CEO Forum – Summary Record of Meeting May 2025

PURPOSE

For Council to receive a summary of the CEO Forum meeting of May 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; SG1, SG3, SG4

Financial; SF2

Reputational; SR1, OR8

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.

RESPONSIBLE OFFICER'S RECOMMENDATION

11.5.1 The CEO Forum – Summary Record of Meeting held on 15 May 2025 as at Attachment 11.5A be noted.

- 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**
- 16 MATTERS BEHIND CLOSED DOORS**
- 17 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**
- 18 GENERAL BUSINESS**
- 19 CLOSURE OF MEETING**

Next meeting: 31 July 2025, Town of Mosman Park