Western Metropolitan Regional Council

Managing waste wisely

Agenda

SPECIAL COUNCIL MEETING (SC 05/25)

6 November 2025
Commencing at 5:30 pm

WMRC
2/317 Churchill Avenue, Subiaco WA 6008

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Dear Chair and Councillors

I advise that a Special Council Meeting of the Western Metropolitan Regional Council will be held at the WMRC Offices on **6 November 2025** commencing at **5.30 pm** for the purposes of swearing in of members, appointment of Chair and Deputy Chair and appointment to Committee and external representation.

Stuart Devenish

Chief Executive Officer

31 October 2025

Note for members of the public: 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" or prior to the meeting online through this link.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting.
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

CONTENTS

1. DECLARATION OF OFFICE

In accordance with Clause 3 of Schedule 2.3 of the *Local Government Act 1995*, the Acting Chief Executive Officer Libby Eustance will preside at the meeting until the office of Chair is filled.

In accordance with Section 2.29 of the *Local Government Act 1995*, the Acting Chief Executive Officer Libby Eustance will witness the declaration of the following re-elected and newly elected Council members and deputies:

Councillor	Deputy Councillor	Member Council
Cr. P Kelly	Cr. S Franklyn	Town of Claremont
Cr. B Wylynko	Cr. L Young	Town of Cottesloe
Cr. A Maurice	Cr. A Baird	Town of Mosman Park
Cr. P Macintosh	Cr. E Bond	Shire of Peppermint Grove
Cr. R Jones	Cr. N Johnston	City of Subiaco

Council Members and Deputies will be asked to declare the following:

I …(name)... of …(address)..., having been elected to the office of Councillor / Deputy Councillor of the Western Metropolitan Regional Council, declare that I take the office upon myself and will duly, faithfully, honestly and with integrity fulfil the duties of the office for the people in the district according to the best of my judgement and ability; and will observe the Code of Conduct adopted by the WMRC under section 5.104 of the Local Government Act 1995.

2. DECLARATION OF OFFICIAL OPENING

At ……… pm, the Acting Chief Executive Officer declared the meeting open and requested the recording of attendance and apologies.

3. RECORD OF ATTENDANCE AND APOLOGIES

Councillor	Deputy Councillor	Member Council
Cr. P Kelly	Cr. S Franklyn	Town of Claremont
Cr. B Wylynko	Cr. L Young	Town of Cottesloe
Cr. A Maurice	Cr. A Baird	Town of Mosman Park
Cr. P Macintosh	Cr. E Bond	Shire of Peppermint Grove
Cr. R Jones	Cr. N Johnston	City of Subiaco

Staff

L Eustance	Acting Chief Executive Officer	WMRC
Y Wang	Manager Corporate Services	WMRC
B McInnes	Manager Operations	WMRC
E Collasius	Finance & Customer Services Officer	WMRC

Leave of Absence

Nil

Visitors

Observers

Apology

S Devenish	Chief Executive Officer	WMRC

4. ELECTION OF CHAIR AND DEPUTY CHAIR

4.1 NOMINATION AND ELECTION OF CHAIR

Nominations for Chair are to be given to the CEO or A/CEO in writing before the meeting or during the meeting before the close of nominations. A Councillor nominated by another Councillor is to advise the CEO or A/CEO either orally or in writing that they are willing to be nominated.

The A/CEO will conduct an election by secret ballot if required.

4.2 DECLARATION OF CHAIR OF WMRC

The A/CEO will officiate the following declaration of the Chair of WMRC:

I …(name)... of …(address)... having been elected to the office of Chair of the Western Metropolitan Regional Council declare that I take the office upon myself and will duly, faithfully, honestly and with integrity fulfil the duties of the office for the people in the district according to the best of my judgement and ability; and will observe the Code of Conduct adopted by the WMRC under section 5.104 of the Local Government Act 1995.

The Chair of the Western Metropolitan Regional Council will now assume the chair and preside over the meeting.

4.3 NOMINATION AND ELECTION OF DEPUTY CHAIR

The Chair will call for nominations for Deputy Chair of WMRC; and an election by secret ballot will be conducted if required.

4.4 DECLARATION OF DEPUTY CHAIR OF WMRC

The A/CEO will officiate the following declaration of the Deputy Chair of WMRC:

I …(name)... of …(address)... having been elected to the office of Deputy Chair of the Western Metropolitan Regional Council declare that I take the office upon myself and will duly, faithfully, honestly and with integrity fulfil the duties of the office for the people in the district according to the best of my judgement and ability; and will observe the Code of Conduct adopted by the WMRC under section 5.104 of the Local Government Act 1995.

5. ELECTION OF COMMITTEE REPRESENTATIVES

In accordance with Section 5.10 of the *Local Government Act 1995*, a Councillor is entitled to be a member on at least one committee. Additionally, the Chairman is entitled to be a member on any committee. The CEO is entitled to be on (or appoint a representative to) any committee having employee representation. In respect of the Deputy Councillors, Council protocol appoints the Councillors who are not members to the committee as Deputy Delegates to enable their attendance and participation in committee meetings to ensure quorums.

5.1 DELEGATE TO MUNICIPAL WASTE ADVISORY COUNCIL

Responsible Officer:	**Chief Executive Officer**
Date:	**31 November 2025**
Attachments:	**Nil**

PURPOSE

To appoint a delegate to the Municipal Waste Advisory Council.

BACKGROUND

The Municipal Waste Advisory Council (MWAC) is a standing committee of the Western Australian Local Government Association (WALGA) with delegated authority on municipal waste issues. MWAC is formed with representation from regional councils and local government authorities. This makes MWAC a unique forum through which all the major Local Government waste management organisations cooperate. MWAC seeks to represent the entire Local Government waste management arena, including both the metropolitan and non-metropolitan areas.

An Officer Advisory Group (OAG) meets prior to each MWAC meeting to provide input to the MWAC agenda. The WMRC CEO is presently Chair of the OAG.

DETAIL

MWAC meetings commence at 3pm and are held online or at the WALGA premises at 170 Railway Parade, West Leederville. The next MWAC meeting will be held on 10 December 2025.

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATIONS

5.1.1 Councillor __________________ be nominated to the Municipal Waste Advisory Council until the Local Government Elections of October 2027.

5.1.2 WMRC Chief Executive Officer be nominated to represent WMRC on the MWAC Officers Advisory Group and represent the WMRC on MWAC where the Councillor Representative is unavailable.

5.2 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEMBERSHIP

Responsible Officer:	**Chief Executive Officer**
Date:	**31 November 2025**
Attachment:	**5.2A Terms of Reference Audit, Risk and Improvement Committee**

PURPOSE

To determine Councillor membership to the Audit, Risk and Improvement Committee.

BACKGROUND

Updated terms of reference for the Audit Risk and Improvement Committee were adopted by Council on 9 May 2025 as at Attachment 6.2A.

Section 7.1A (2) of the *Local Government Act 1995* requires the Committee to comprise of at least 3 members and the majority of members are to be Councillors. When s.87 of the *Local Government Amendment Act 2024* s.87 is proclaimed, two members (the presiding and deputy members) must be independent. Therefore, at least 3 Councillors are required to be appointed to the Audit, Risk and Improvement Committee.

DETAIL

The Chair is entitled to sit on the committee if he chooses to do so. In addition, any Councillor is entitled to attend any committee meeting as an observer.

VOTING REQUIREMENT

Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

5.2.1 In accordance with section 5.10 of the *Local Government Act 1995*, Council appoints as members of the WMRC Audit, Risk and Improvement Committee until the Local Government Elections of October 2027:

________________, ________________, _________________, _________________.

6. PUBLIC QUESTION TIME

7. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

8. CLOSURE OF MEETING

Next Ordinary Meeting of Council: 5:30 pm 27 November 2023 at Town of Cottesloe.

Western Metropolitan Regional Council

Audit, Risk and Improvement Committee

Terms of Reference

Establishment

The Audit, Risk and Improvement Committee is a Committee of Council established under s7.1A and s5.8 of the *Local Government Act 1995*.

Objectives

The purpose of the Audit, Risk and Improvement Committee is to advise the Council in relation to internal and external audit, compliance, risk management and improvement matters.

Functions

The functions of the Committee are to:

Audit

- Assist the organisation comply with statutory audit and review requirements;
- Determine matters that require action in relation to audit and review findings;
- Oversee the implementation of actions arising from audits and reviews, including endorsing reports to the Minister on responses to an Auditor's report.

Risk

- Monitor the management of organisational risks, noting the risk categories, levels, identified risks and controls.
- Participate in periodic reviews of the risk management framework and corporate risk register.

Improvement

- Promote continuous improvement initiatives and improvements that lead to enhanced financial health, governance and risk management.
- Provide recommendations to Council as appropriate that may lead to improved operational efficiency, service delivery and/or governance and administrative practices.

Membership

Members

Membership of the Committee comprises:

<table>
<tr><td>Presiding Member</td><td rowspan="2">Independent members as from proclamation of section 87 of the Local Government Amendment Act 2024</td></tr>
<tr><td>Deputy Presiding Member</td></tr>
<tr><td>Elected Member</td><td></td></tr>
<tr><td>Elected Member</td><td></td></tr>
<tr><td>Elected Member</td><td></td></tr>
<tr><td>CEO or delegate</td><td>(non-voting member)</td></tr>
</table>

Term

Elected Member membership of the Committee will be reviewed after every Local Government ordinary election and will be appointed by an absolute majority decision of the Council.

External Member membership of the Committee will be appointed following proclamation of s87 of the *Local Government Amendment Act 2024* and then in October 2026, and then each two years thereafter.

Meetings

The Committee is to meet as required, but at least twice per year. Meetings may be convened at the request of the Committee Presiding Member to deal with topical or urgent matters or by the CEO in consultation with the Presiding Member.

Meetings will be timed to coincide with internal or external audit reports, or where significant risks are required to be addressed or where there is need to review progress on improvement initiatives or other actions.

Administration

Officers of the WMRC will:

- Be responsible for coordinating meetings.
- Circulate an agenda before each meeting to all members and other required officers.
- Record minutes of the meetings.
- Report Committee minutes, including any recommendations to the next available meeting of the Council.

Delegated Authority

The Committee is granted delegation by Council (refer Delegation 2.1.1) to undertake the following functions:

1. Meet with the Council's Auditor at least once every year on behalf of the Council [s.7.12A(2)].
2. Examine the report of the Auditor and determine matters that require action to be taken.
3. Ensure that appropriate action is taken in respect of matters referred to above [s.7.12A(3)].
4. Review and endorse the report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].

Adopted / Modified

This Terms of Reference was adopted/reviewed/modified as follows:

	Meeting Date	Resolution #
Council Adoption	22 May 2025	10.4
Reviewed/Modified		
Reviewed/Modified		