

# Agenda

## ORDINARY COUNCIL MEETING (OCM 01/26)

29 January 2026  
Commencing at 5:30 pm

Town of Claremont  
Number One Claremont  
308 Stirling Highway  
Claremont 6010

Dear Chair and Councillors

I advise that an Ordinary Meeting of the Western Metropolitan Regional Council will be held at the Town of Claremont, 308 Stirling Highway, Claremont on **Thursday 29 January 2026** 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

22 January 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 Jones	Member	City of Subiaco

### Staff

S Devenish	Chief Executive Officer	WMRC
L Eustance	Manager Comms and Ed	WMRC
B McInnes	Manager Operations	WMRC
B Jackson	Projects Lead	WMRC
J Hallt	Finance Lead	WMRC
E Collasius	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 12 December 2025 were circulated earlier under separate cover. A copy of the December 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 12 December 2025 as a true and accurate record of proceedings.**

# 10. REPORTS OF COMMITTEES AND OFFICERS

## 10.1 FINANCIAL STATEMENTS

Responsible Officer:	Finance Lead
Date:	29th January 2026
Attachments:	10-1A Financial Report for November 2025 10-1B Financial Report for December 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 12 June 2025, Council adopted a value of \$20,000 or 10% for reporting material variances (actual versus budget/forecast).

### DETAILS

The following financial attachments outline business performance and position for the year-to-date periods ended 30 November 2025 and 31 December 2025.

#### ***November Year-to-date***

Total Year-to-Date (YTD) to 30 November 2025, WMRC recorded comprehensive income (net income) of \$134,905 compared to a budget of \$208,027. Further details are in **Attachment 10-1A**.

Operating revenues YTD are \$5,573,083 against a budget of \$5,261,500 (5.92% over budget)

Operating expenses YTD are \$5,212,043 against a budget of \$4,779,410 (9.05% over budget)

#### ***December Year-to-date***

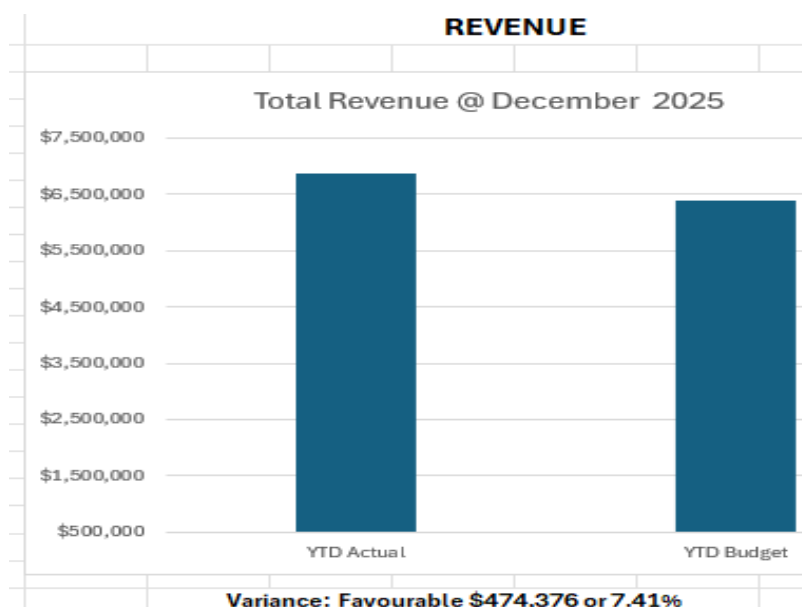
Total Year-to-Date (YTD) to 31 December 2025, WMRC recorded comprehensive income (net income) of \$345,411 compared to a budget of \$228,671. Further details are in **Attachment 10-1B**.

Operating revenues YTD are \$6,773,223 against a budget of \$6,313,800 (7.28% over budget)

Operating expenses YTD are \$6,170,219 against budget of \$5,735,292 (7.58% over budget)

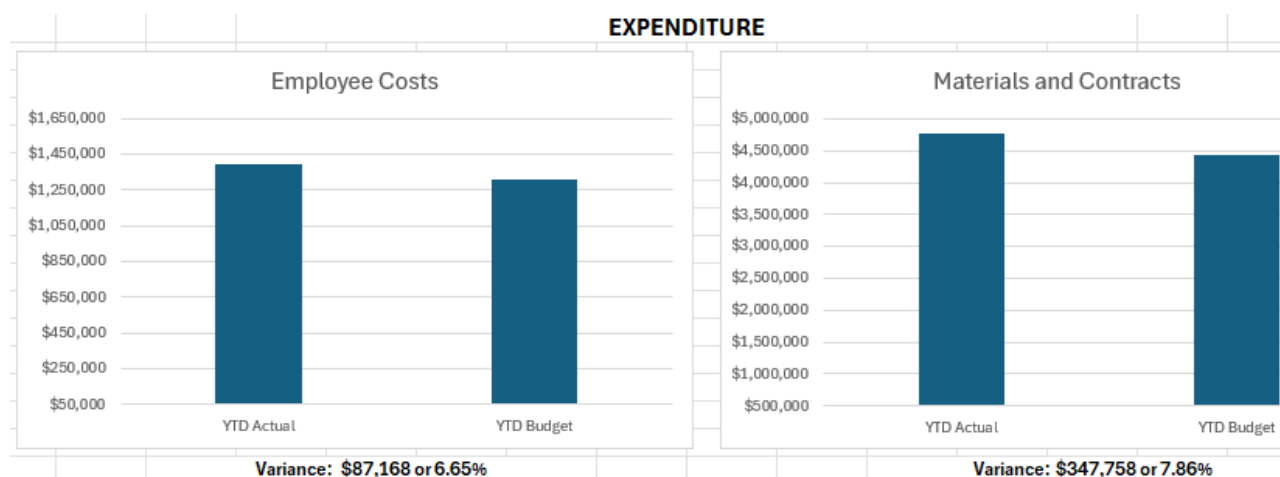
Variance analysis in relation to each activity area is included in the attachments.

## Summary of Major Activity Areas



For the first six months of the 2025–26 financial year, total revenue — including Fees & Charges, Service Delivery Charges, and other income sources — amounted to \$6,874,176, compared to a budget of \$6,399,800, resulting in a favourable variance of \$474,376. FOGO revenue was \$284,343 higher than budget reflecting higher collection numbers. Bulk Waste was \$150,178 higher than budget and General Waste \$53,892.

Overall, 'other income' is greater than the year to date budget (YTD) by \$14,953.



On the expenditure side, employee costs are over budget mainly due to the timing of a workers compensation payment which is yet to be received which will reduce the overspend YTD to \$6,997. Increased material and contract costs of \$347,758 reflect these increased volumes, for example FOGO Haulage and Processing being \$224,730 higher than budget.

Depreciation and Amortisation is \$75,401 lower than budget, noting capitalization of some completed projects in 2025/26 has not yet been done.

Overall the net result to December 2025 (YTD), is \$116,740 favourable to budget.

## 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 November 2025 and December 2025 respectively.**

## 10.2 CREDITOR AND DEBTOR PAYMENTS

**Responsible Officer:** Customer Service & Finance Officer

**Date:** 21 January 2026

**Attachment:** 10.2A November 2025 Payments  
10.2B November 2025 Credit Card Statements and Payments (28 October 2025 – 26 November 2025)  
10.2C December 2025 Payments  
10.2D December 2025 Credit Card Statements and Payments (27 November 2025 – 24 December 2025)  
10.2E Debtors Outstanding as of 31 December 2025

### PURPOSE

The schedule of accounts paid for November and December 2025 is attached for the endorsement of Council. The schedule of debtors as of 31 December 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

This report addresses and aids mitigation of the following areas of the Corporate Risk Register:

Strategic:  
OS3 – Exposure to Sole Supplier

HR management:  
OHR9 – Over reliance on individuals

Governance:  
OG3 – Inadequate Reporting  
OG5 – WMRC Service Delivery  
OG7 – Compliance with processes

Information Technology:  
SIT1 – Loss of access to digital  
OIT2 – Financial/business continuity

Financial:  
OF5 – Fraud and Corruption

## COMMUNICATION AND CONSULTATION

None.

## 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

- 10.3.1 Council endorses the schedule of accounts paid of \$1,040,772.64 and \$2,045,407.93 for the months of November and December 2025 respectively.**
- 10.3.2 Council endorses the schedule of accounts paid of \$9,147.08 and \$8,415.20 Credit Card Statements for November and December 2025 respectively.**
- 10.3.2 Council receives the schedule of debtors outstanding as of 31 December 2025**

## 10.3 2026-27 BUDGET PREPARATION

**Responsible Officer:** Finance Lead

**Date:** 29 January 2025

**Attachment:** Nil

### PURPOSE

This report is to outline the budget formation steps and a recommended program that will see budget adoption in June 2026.

### BACKGROUND

A structured approach to budget preparation allows good financial management practices to be applied, supporting strategic decision-making. It also ensures suitable involvement of elected members and for administration to assemble detailed budget provisions in-line with expectations.

### DETAILS

The budget preparation process will ideally recognise strategic financial objectives for the organisation, ensuring long-term financial health and the capacity to meet current as well as future needs. Similarly, detailed budget provisions are to align with agreed priorities and ensure adequate resourcing to meet operational needs and capital investment requirements. A budget preparation program therefore is set out that commences with defining budget parameters, working through to statutory adoption of the 2026/27 budget. Key steps in this regard are:

- ***Budget Parameters***

A discussion paper will be presented that will allow decisions to be made on the broad directions of the budget. The paper will recommend financial principles that can then be utilised to guide progressive decision-making. The paper will also identify the key determinants of the revenue and expenses. Salary movements based on service standards and indices will be identified. Objectives for financial reserves will also be set out.

Once agreed by Council, the budget parameters will form the guide (drafting instructions) for detailed budget provisions.

- ***Mid-year budget review***

This review provides for an assessment of actual progress against the adopted 2025/26 budget. The review provides critical understanding of movements that should be taken into account for the coming budget.

- **Councillor Workshop**

A workshop style discussion will allow consideration of 2026/27 revenue forecasts (based on fee settings), operational capital requirements and financing arrangements (including reserve account movements).

- **Draft Budget Adoption**







Consideration and adoption of draft budget terms allows formal consideration of matters discussed at the workshop and allows administration to translate the terms into statutory reporting requirements ahead of final adoption. This decision point also allows early indication of service delivery costs for member Council's for factoring into their respective budgets.

- **Budget Adoption**

Formal adoption and publishing of 2026/27 budget.

A proposed timeline for the above steps is:

### 2026/27 Budget Process Timeline

JANUARY	MARCH	MAY		JUNE	JULY
					
29 January <b>Council meeting</b>  Endorse process and timetable	26 March <b>Council meeting</b>  F25-26 Mid-year budget review  Endorsement of FY26-27 Budget Parameters	7 May <b>Councillor Workshop</b>  Discuss draft revenue forecasts, operational and capital budgets, fees and charges, reserve allocations	28 May <b>Council meeting</b>  Consider draft Operational and Capital budgets, fees and charges	11 June <b>Special Council meeting</b>  Adoption of statutory budget	Submit the statutory budget to Department of Local Government, Industry Regulation and Safety (LGIRS)

## RISK MANAGEMENT

Key strategic risks have been identified and comprehensively addressed in the Risk Register. The outcomes of this report address the following risks:

### Strategic Risks

- SS1 – long term planning
- OS1 – allocation of resources
- OS5 – organisational capacity

### Governance

- SG1, SG5

### Financial

- SF2 – cross subsidising

### Workplace Health and Safety Risks

WHSS1 – safe workplace

**HR Management**

SHR1 – remuneration

SHR2 – staff retention

**Reputational Risks:**

SR1 – decision making

## **COMMUNICATION AND CONSULTATION**

Nil.

## **REPORT IMPLICATIONS**

**Legislation and Policy Alignment**

The adoption the annual budget is governed by Section 6.2 of the *Local Government Act 1995*. Each local government must prepare and adopt an annual budget for its municipal fund by 31 August each year.

*Local Government (Financial) Regulations 1996* regulation 5(1) requires the CEO to establish efficient systems and procedures to assist the preparation of budgets.

**Financial and Resource Implications**

The proposed program will ensure suitable allocations for the 2026-27 financial year.

## **COMMENTS**

The program for budget preparation and adoption ensures the application of responsible financial management priorities and a program of workshop/decision steps. Endorsement of the steps and timetable is recommended accordingly.

## **VOTING REQUIREMENT**

Simple majority

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

**10.3.1 Council resolve to endorse the Budget Process Timetable 2026-27 as set out in report 10.3.**

## 10.4 COMMUNICATIONS & EDUCATION ACTIVITIES 2026

<b>Responsible Officer:</b>	<b>Manager Communications &amp; Education</b>
<b>Date:</b>	<b>15 January 2026</b>
<b>Attachment:</b>	<b>nil</b>

### PURPOSE

The purpose of this report is for Council to consider endorsing the anticipated activities of the Communications and Education team through 2026.

### BACKGROUND

The Communications and Education team's role is founded in section 6.1(c) of the WMRC Establishment Agreement. It delivers waste communication and education services to Member Council staff and to Member Council and customer residents. It also acts as an expert advisory and advocacy service on behalf of its Member Councils and has developed wide networks to fulfil that role.

The team currently includes 4 permanent staff (3.8FTE), 1 part-time (0.4FTE) casual staff, and a manager (0.6FTE). This will be adjusted in line with any changes through the Organisational Development and Workforce Planning processes.

The activities of the team are organised under six program areas:

- Member Council Liaison and Support
- Communications including Corporate Communications
- Community Waste Education
- Customer Support - Recycling Hotline
- Verge Valet™
- Advocacy

In January 2026 the team assessed and planned its activities considering the ongoing strategic and organisational changes to ensure that it continues to provide excellent services to Member Councils and contributes effectively towards the WMRC's strategy.

#### 2025 activity assessment

The focus waste materials through 2025 were Textile Waste and Food Waste with several activities and grant funding aimed at waste prevention in these areas.

The Communications and Education team is well-respected in the industry and consistently performs at a high level. The team's successes through 2025 include the following:

- Bintagging in 3 Member Council areas
- Grant-funded low waste cooking classes (Cook More Waste Less)
- Completion of and award for (re)Love your Stuff

- FOGO transition in Peppermint Grove and consulting to Victoria Park and Rockingham through their transitions to FOGO
- Back to basics waste education classes, clothing swaps and mending classes
- Steadily growing EDM subscribers, social followers. Analytics gathered for website traffic
- Requests for tours and workshops (paid where appropriate) from community groups, schools and professional bodies
- Vic Park and South Perth signing for Verge Valet, Cambridge renewing their contract
- Retaining user preference for Verge Valet during challenging software change
- Increasing representation on working groups, reference groups etc

The team will continue to evolve activities in the face of a range of ongoing internal and external changes.

## DETAILS

### Ongoing changes

The major changes affecting the team through 2026 are anticipated to be as follows:

#### 1. Review of the Strategic Community Plan/ Council Plan

The review of the WMRC Strategic Community Plan will be finalised during FY 2025/26. Although necessarily in draft format at this stage, a sharpening of focus on program reach and providing services jointly with Member Councils is a likely outcome. The team's work is important across the board in fulfilling the aims of the WMRC, the specific strategic areas expected in the SCP most impacted by the work of the team include the following:

- **Environmental Performance and Resource Recovery**  
Activities undertaken by the team have long been focused on waste reduction both at an individual/household scale eg by low waste living activities, demonstrating normalization of low waste skills and at a broader Local Government scale eg by managing the Verge Valet program to reduce waste collected and bintagging to decrease contamination. Broadening the reach and effectiveness in this area will be a focus for 2026.
- **Policy Influence and Sector Leadership**  
The team is well respected through the local industry through its extensive industry network and has used that standing in effective advocating for eg simplification in state FOGO messaging to decrease contamination. The team will continue to be alert to opportunities to influence both state government and Member Council policy and be aware of industry and academic research to build an evidence base for advocacy.
- **Community Engagement and Behaviour Change**  
The team will continue to make a major contribution to this strategic area through collaborating with our Member Council staff to have a presence at their events, running activities targeted on specific areas on waste practices, and providing consistent waste communications in print and digital formats. There will be some changes in delivery format to increase the reach of activities both to varying demographics and residents' varying waste practices, and to ensure alignment to Member Council priorities.



## 2. Organisational Changes

Ongoing organisational changes indicate that the Communications and Education Coordinator and Manager roles will be succeeded by a Communications and Education Lead role over the first half of 2026. The team will be associated with the new Strategy and Corporate Lead role.

## 3. Verge Valet

As Verge Valet grows in importance to the WMRC, there is an anticipated change to the skill base in the team to include a higher proportion with specific customer service and telephone skills and a lower proportion of waste education specialist staff.

## 4. Revised State Waste Strategy

Depending on the finalized version of the Strategy this will either result in a minor change to the language the team uses or could have more wide-reaching effects.

Following consideration of the four points above, the split of the team's time across program areas through 2026 is represented below:

Program Area	Estimated % team time at Jan 2025	Estimated % team time as at Jan 2026	Target % team time from Jan 2026
<b>Member Councils support and liaison:</b> Includes planning/coordination, joint activities, specialist policy advice, specific projects requested (eg contamination reduction), low waste events	12%	8%	14%
<b>Communications including Corporate comms:</b> Includes print, digital, social media, website, signage, e-newsletters	19%	10%	10%
<b>Community Waste Education:</b> Includes workshops, some grant-funded community education, schools, tours and external consultancy	24%	13%	13%
<b>Customer Support - Recycling Hotline:</b> Split of queries VV:Other was 50:50 Jan 2025. It is nearer 75:25 Jan 2026. Includes problem solving.	23%	45%	37%
<b>Verge Valet:</b> Includes day-to-day running, MUD management, host contract management, host staff training, provision of communications collateral, ongoing process improvements (excludes Hotline)  Supporting role in supplier contract management	11%	20%	20%
<b>Advocacy:</b> Includes collaboration with local and state government agencies and peak bodies, policy/strategy advice/ response, research.	2%	0%	2%

Program Area	Estimated % team time at Jan 2025	Estimated % team time as at Jan 2026	Target % team time from Jan 2026
<b>Internal/management:</b> Includes reporting	9%	4%	4%
<b>FTE (excl Manager)</b>	4.2	4.2	4.2

## 2026 plan

In accord with the expected directions of the amended SCP, the following are broad activity areas through 2026 noting that some may be achieved through organisational changes and that the team will undertake activities that contribute towards other strategic aims.

The team is currently working with Member Council contacts to ascertain specific activities where further collaboration will be helpful in achieving our aims.

SCP strategic area	Impact by team	Activities include
<b>Environmental Performance and Resource Recovery</b>	Reduce waste generation per household	Low waste living activities (grant-funded), Verge Valet
	Reduce contamination in FOGO and Recycling streams	Communications Using bin-tagging data to focus on reduction of contamination in target areas, dwelling types (MUDs), and contaminant types
	Increase use of correct disposal options for non-bin waste (eg HHW, e-waste)	Communications Improvements in Community Recycling Area at RC
	Increase reuse and repair activities in the community	Analyse opportunities available and build relationships, promote providers, increase community skills as appropriate.
	Increase source separation of items for improved recovery	Increase safe accessibility to reuse/recycling options for specific waste streams through the Recycling Centre Increase promotion of other 'beyond the bin' source separation avenues eg Containers for Change, battery collection locations etc
<b>Policy Influence and Sector Leadership</b>	Reduce contamination in FOGO stream	Maintain pressure on State Government to fully adopt and promote a shorter list of acceptable items in the FOGO bin

SCP strategic area	Impact by team	Activities include
	Improve extended producer responsibility schemes	Work alongside other sector players to advocate for effective extended producer responsibility arrangements for current and emerging problematic streams (eg e-waste, PVs)
	Use evidence to underpin activities	Research specific facets of waste minimisation / management and allied areas to design programs that work optimally
<b>Community Engagement and Behaviour Change</b>	Increased engagement in effective waste prevention	While retaining existing activities with wide reach (eg Textile Trail), trial different delivery methods to engage the community (eg pop-ups at community events rather than workshops). Facilitate community access to repair and reuse programs.
	Increase engagement in correct waste sorting	Build on existing in-house knowledge and external research to run targeted contamination reduction programs
	Streamlining the Verge Valet experience	Implement tools/ techniques to improve workflow efficiency. Increase the customer service expertise in the team

The matrix of how the program areas interact with the organisation's main strategic areas is as follows where blue indicates the impact of activity areas on strategic aim:

	Environmental Performance and Resource Recovery	Policy Influence and Sector Leadership	Community Engagement and Behaviour Change
Member Council support and liaison			
Communications including Corporate comms			
Community Waste Education			
Customer Support - Recycling Hotline			
Verge Valet			
Advocacy			

## RISK MANAGEMENT

This report addresses and aids mitigation of the following areas of the Corporate Risk Register:

### Strategic:

- SS2 –circular economy opportunities
- SS3 –environmental outcome demand
- SS8 – emerging technologies
- SS9 – misaligned strategy
- OS1 – resource allocation
- OS5 – organisational structure

### Governance:

- SG1 – Member Council alignment
- SG4 – Member Council relationship

### Commercial:

- OC2 – intellectual property

### Financial:

- SF2 – cross-subsidising

### HR management:

- SHR2 – staff retention
- SHR4 – critical thinking
- SHR5 – capability/capacity gap
- OHR3 – industry knowledge
- OHR7 – role clarity
- OHR8 – organisational productivity
- OHR9 – individual over-reliance

### Reputation:

- SR5 – public scepticism
- OR1 – service quality
- OR6 – public scepticism
- OR7 – NGO influence

## COMMUNICATION AND CONSULTATION

The Communications and Education team have been consulted through the drafting of this report.

## 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 proposed program of activities will deliver on the establishment agreement obligations and balance activities across Member Councils, waste hierarchy and priority waste streams. Endorsement of the program is recommended accordingly.

## VOTING REQUIREMENT

Simple majority

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

**10.4.1 The Communications and Education activities for 2026 be endorsed.**

## 10.5 MEMBER AND CANDIDATE CODE OF CONDUCT

**Responsible Officer:** Chief Executive Officer

**Date:** 29 January 2026

**Attachments:** Attachment 10-5A

### PURPOSE

To consider adoption of the Model Codes of Conduct for Council Members, Committee Members and Candidates as required by regulatory amendments.

### BACKGROUND

On 1 April 2021, Council resolved to adopt the model Code of Conduct of Council Members, Committee Members and Candidates. This followed regulations introduced through the *Local Government Legislation Amendment Act 2019* which required the adoption of the model provisions.

The purpose of the Code is to guide decisions, actions and behaviour of members sitting on the WMRC Council and its Committees. It also applied to nominees for election. The code provides:

- The overarching principles to guide behaviour
- Behaviour and complaints which are managed by local government
- Rules of conduct, contraventions of which are considered by the (then) independent Local Government Standards Panel when appropriate.

The *Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025* has been passed which amends the Model Code of Conduct. The changes to the Code came into effect on 1 January 2026. Local Governments have until 1 April 2026 to formally adopt individual updated codes to align with the new model.

It is noted that a separate Code applies to employees which are also subject to amendment. The changes relate to secondary employment and the application of public sector standards of personal integrity, relationships with others and accountability. The employee Code is established administratively by the Chief Executive Officer.

### DETAILS

The updates to the Member Code of Conduct is found within the *Local Government (Model Code of Conduct) Regulations 2021*. Although the name says '2021', this document is a rolling compilation of changes introduced by the 2025 amendments.

Key sections that are changed by the regulations include:

- *Personal Integrity* (Clause 8): Must ensure social media use complies with the code and only publish material that is "factually correct".
- *Relationships with Others* (Clause 9): Must not "bully or harass," "disparage the character" of others, or "impute dishonest or unethical motives" to employees or other members.

- *Meeting Behaviour* (Clause 10): Must not "repeatedly disrupt the meeting" and must "immediately cease" any conduct ruled out of order by the presiding person.
- *Rules of Conduct* (Division 4): These are the specific rules of conduct that if contravened, are a breach of Regulations. They include strict prohibitions on misusing resources for electoral purposes and directing or influencing local government employees.

The proposed Code of Conduct, recommended for adoption is at Attachment 10-5A. The Code is presented unchanged from the model set out in the regulations.

## RISK MANAGEMENT

The code addressed in this report relates to, and assists mitigation of risks associated with the following areas of the Corporate Risk Register:

Governance;

SG5 – Governance duty

HR Management;

SHR2 - Culture

Reputational;

SR1 – Leadership

SR2 – Decision making

## COMMUNICATION AND CONSULTATION

Once adopted, the amended Code of Conduct will be available on the WMRC website as required by section 5.104(7) of the *Local Government Act 1995*.

## REPORT IMPLICATIONS

### Legislation and Policy Alignment

*Local Government Act 1995*, section 5.104 requires the local government to adopt by absolute majority, the amended Model Code of Conduct.

### Business and Strategic Alignment

Strategic objective 5 is to develop a strong and capable organisation.

## COMMENTS

Adoption of the amended Model Code of Conduct will ensure compliance with statutory requirements and is recommended accordingly.

## VOTING REQUIREMENT

Absolute majority.

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

- 10.5.1 That Council resolve, pursuant to section 5.104 of the *Local Government Act 1995*, to adopt the Model Code of Conduct for Council Members, Committee Members and Candidates as at Attachment 10-5A**



# 11 INFORMATION BULLETINS

## 11.1 SAFETY AND OPERATIONS REPORT

<b>Responsible Officer:</b>	<b>Manager Operations</b>
<b>Date:</b> 15th September	<b>29 January 2026</b>
<b>Attachment:</b>	<b>Nil</b>

### PURPOSE

To provide Council with an integrated overview of WMRC's risk management, safety and operational performance for **November and December 2025**, including key safety initiatives, compliance activities and service delivery outcomes across waste management, transfer station operations and recycling services at the **West Metro Recycling Centre**.

### BACKGROUND

#### Safety and Operations

The West Metro Recycling Centre continues to place strong emphasis on the health and safety of its staff, contractors, visitors, and customers. Recent and ongoing initiatives reflect a proactive and systematic approach to managing operational risks, reinforcing compliance obligations, and driving continuous improvement across service delivery and site operations.

### DETAILS

#### Safety Actions Undertaken and Planned Improvements

##### Safety:

- **Toolbox & Safety Meetings:** Fortnightly safety briefings embedded, supporting hazard awareness, near miss learnings, operational updates and safe work behaviours.
- **Site Safety Committee:** Site Safety Committee meetings continue on a structured monthly cycle, with strong attendance and constructive input from all members. Key safety matters are actively discussed, risks are reviewed, and practical improvement opportunities are identified. Actions arising from each meeting are being progressed and addressed in a timely manner, supporting continuous safety improvement and reinforcing shared accountability across the site.
- **Audits, Inspections & PPE:** Maintain a proactive and disciplined compliance program through regular site audits and operational inspections to identify hazards early, verify control effectiveness, and drive continuous improvement. This includes ongoing monitoring of PPE compliance, reinforcement of minimum site standards, and continuous engagement with staff and contractors to ensure safe work practices remain embedded across all operational areas.

- **Inductions & Training:** Continue to strengthen and enhance the site wide induction and training framework to ensure consistent competency, compliance, and safe work practices across all operations. This includes ongoing refinement of induction content, progressing the development and rollout of the electronic induction module, and delivering structured refresher training to reinforce key operational, safety, and procedural requirements on a continuous basis. In addition, supervision and development of staff in finance and cash handling processes has commenced to streamline receipting and improve accuracy in line with financial requirements. Additional Mandalay system training has also commenced for selected staff to support limited administrative oversight, strengthen transaction controls, and ensure ongoing accuracy of records and reporting.

### **Customer & Contractor Safety:**

- Customer and contractor safety continues to be a key operational priority at the Recycling Centre, with proactive controls in place to support safe movement, compliant behaviours, and clear expectations across site. Ongoing monitoring, site supervision, and continuous improvement measures are being applied to reinforce safe practices, minimise risk exposure, and ensure a safe and efficient environment for all site users.

### **Wellbeing:**

Following the LGIS wellbeing sessions delivered on 21 and 26 November 2025, workforce wellbeing initiatives will continue to be progressed to reinforce early intervention practices, strengthen team resilience, and support a positive and psychologically safe workplace culture across site operations.

### **Recorded Incidents:**

1. **20/11/2025 – Break-in discovered (occurred early hours 19/11/2025):** Entry was gained via the fence behind the HHW recycling area sheds, with multiple storage areas disturbed (gas bottles removed from cages, charity clothing bins interfered with, e-waste removed, battery box opened, and items scattered). Site was cleaned and items re-secured, and the incident was recorded, reported to management, and the area inspected for further damage.
2. **11/12/2025 – Slip/trip incident (no injury):** Loader operator slipped and fell while exiting the loader after failing to maintain three points of contact; no injury reported.
3. **15/12/2025 – Break-in attempt and property damage:** An overnight break-in attempt targeted the usual areas (e-waste and clothing bins) and resulted in damage to the staff locker storage room, including a broken window and damaged frame (window nearly dislodged). No entry was gained and no property was taken. The incident was identified the following morning and reported to Site Supervisor Paul Wells at approximately 7:45am.
4. **19/12/2025 – Near miss / vehicle interaction (no injury):** While a loader was reversing in the Paid Services area, a truck driver passed through the erected safety signage and made contact with the loader. No damage or injuries reported.

5. **30/12/2025 – (approx. 3:12am–3:15am):** CCTV recorded two unidentified persons entering the site area, with one climbing onto the full e-waste cages and rummaging through contents, while the second walked through the tipping floor area toward the humpy/lockers and then the gatehouse. Upon staff arrival at 5:50am, e-waste was found scattered, indicating interference with and disturbance of the e-waste cages.
6. **02/01/2026 – Vehicle/equipment incident (no injury):** Driver heard a loud pop while emptying the trailer and identified failure of the trailer airbag suspension. Trailer was returned to the manufacturer for testing and repair; no injury reported.
7. **06/01/2026 –** A tipping truck made contact with the metal cable frame on the wall in the FOGO tipping area; no damage reported.

## Operational Highlights

- **Housekeeping & Site Standards:** A full housekeeping reset has been completed, daily litter picking has been reinstated, and tipping floor preparation practices have been strengthened to support improved presentation and operational efficiency. Notwithstanding this progress, periodic staff absenteeism, short staffing impacts, and seasonal weather conditions have resulted in some days where reduced attention to housekeeping standards has occurred. Additional supervision and reinforcement measures are being applied to maintain consistency and ensure site standards remain at an acceptable level.
- **Traffic & Hazard Management:** Site traffic management has been identified as an area of elevated operational risk, particularly within the customer drop off zone where vehicle movements and customer interactions are most concentrated. Immediate short term traffic management controls have been implemented to reduce exposure and improve separation, including enhanced traffic direction measures, revised tipping area controls, upgraded site signage, and increased barrier infrastructure. Contractor collection times for key recyclable streams have also been coordinated to occur outside peak operational periods to further minimise traffic congestion and reduce interaction between commercial vehicles and public customers. In parallel, a more permanent, fit for purpose traffic management assessment and is being developed in conjunction with an external consultant to ensure long term safety compliance is achieved while prioritising efficient site throughput and customer flow.
- **Plant, Equipment & PPE:** Increased waste volumes and the reliance on a single static compactor has resulted in an uplift in both reactive and planned maintenance activity to manage minor breakdowns, general wear and tear, and required upgrades. Preventative maintenance across critical equipment (including mobile plant attachments) remains a priority to support safe operation and maintain throughput. A critical spares inventory has also been established to minimise downtime and support timely repairs. In parallel, contingency planning measures are in place should major equipment failure occur, and longer term resilience options including consideration of an additional compactor unit are currently being progressed to strengthen operational continuity.

## Security:

- An increase in site break ins has been experienced over the festive period, occurring despite strengthened security measures including activation of the upgraded CCTV system and additional floodlighting. While adequate perimeter fencing remains in place, repeat unauthorised access has resulted in operational inconvenience particularly through disruption within the customer drop-off area where materials have been removed and scattered, creating housekeeping impacts. A further break-in of the staff donga has also occurred, causing additional disruption. Security controls and monitoring arrangements continue to be reviewed and reinforced to minimise recurrence and protect site assets.

### Year-on-Year Waste Comparison:

Overall site tonnage has increased by 6.5% compared with the same period last year, supported by higher activity across most waste streams. Strong growth is evident in FOGO (+16.6%), reflecting continued uptake of organics diversion and increased utilisation across member Council catchments.

Bulk Waste (including Verge Collection / Verge Valet) has also increased by +9.9%, indicating sustained demand for bulk disposal services and continued participation in Verge Valet programs.

Construction and Demolition (C&D) waste has recorded a moderate increase of +5.3%, consistent with ongoing redevelopment and construction activity across the region.

In contrast, Green Waste (including GO/VV products) has decreased by -7.0%, suggesting a relative softening in greenwaste inflows over the period (potentially seasonal or influenced by diversion into other streams).

Site transactions have also increased, with inbound movements up by +16.5%, reflecting stronger customer throughput and higher operational demand across the facility.

Overall, the data indicates a positive trend in diversion behaviour particularly into the FOGO stream along with continued strong engagement in WMRC waste and recovery services.

Waste (tonnes)	November 2025	December 2025	2024-25 Prior YTD	2025-26 YTD	Change Year on Year (%)
<b>Residual waste</b>	758	762	1411	1520	+7.7
<b>FOGO</b>	1130	1319	1710	2450	+43.3
<b>Bulk waste Incl. VV</b>	875	905	1486	1775	+19.4
<b>Green waste incl. GO and VV</b>	405	531	1325	656	-50
<b>C&amp;D waste</b>	262	118	281	328	+16.7
<b>Scrap metal</b>	32	33	50.7	65	+28.2
<b>Cardboard</b>	18	29	41.6	47	+13

HHW / paint and batteries	10	10	9.5	20	+110.5
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Chart -Waste Received

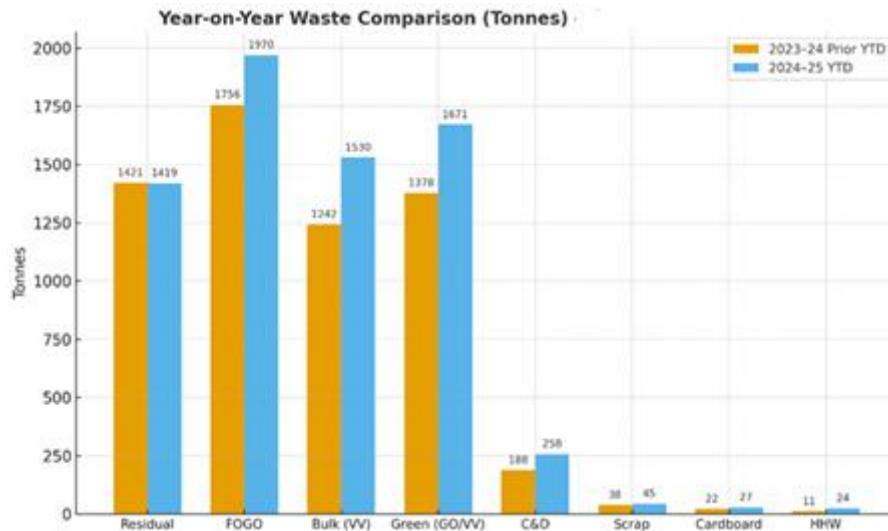


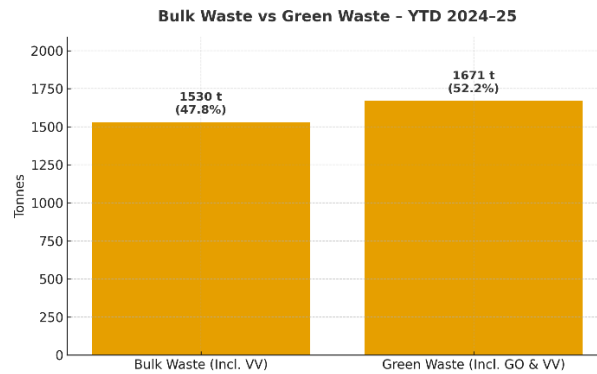
Chart - Year-on-Year Waste Comparison: 2023–24 vs 2024–25

### Bulk Waste and Green Waste Trends

Bulk waste and green waste remain two of the most significant waste streams received at the Recycling Centre, reflecting strong customer utilisation and the continued influence of Verge Valet and Council kerbside organics services.

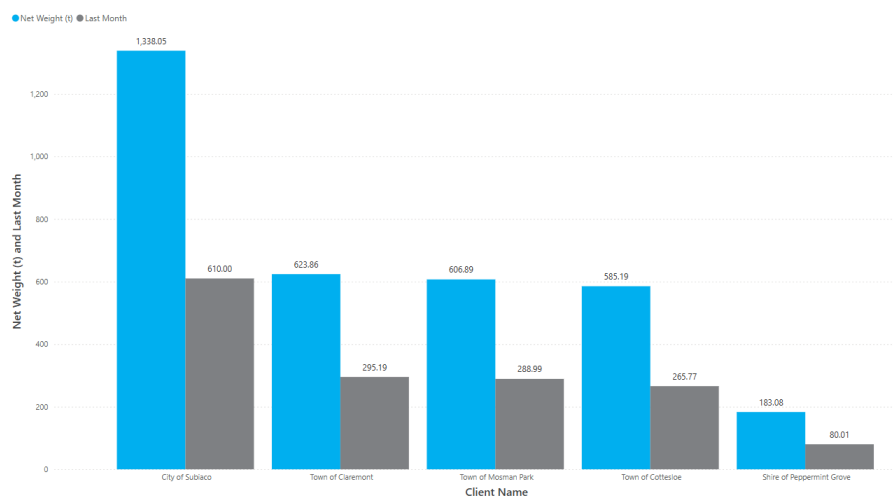
For YTD 2024–25, green waste (including GO and Verge Valet) continues to comprise the larger share of combined volumes, totalling 1,671 tonnes (52.2%), compared with bulk waste (including Verge Valet) at 1,530 tonnes (47.8%).

This indicates a broadly balanced split between bulk and green waste inputs across the period, with green waste maintaining a slightly stronger contribution to overall organic-related throughput. It is anticipated that future green waste tonnages may be influenced by changes to Council service models, including the Town of Victoria Park's transition from GO bin services to FOGO systems, which may shift the composition of organic streams as diversion behaviour stabilises.



**Chart -Bulk Waste and Greenwaste Trends**

### Top Recycling Centre Customers (by Weight, Year-to-Date)



**Chart – Top 5 Customers Net Weight (t)**

### Client Tonnage Comparison (YTD vs Last Month)

The City of Subiaco is the standout contributor and remains the dominant Council user for the reporting period, recording 1,338.05 tonnes, up significantly from 610.00 tonnes last month.

A second tier of Councils recorded moderate but consistent volumes, including the Town of Claremont at 623.86 tonnes (up from 295.19 tonnes), the Town of Mosman Park at 606.89 tonnes (up from 288.99 tonnes), and the Town of Cottesloe at 585.19 tonnes (up from 265.77 tonnes).

The Shire of Peppermint Grove remains the smallest contributor among those shown, recording 183.08 tonnes, compared with 80.01 tonnes last month, but still reflecting a clear month on month increase.

Overall, the results show a strong uplift across all member Councils compared with last month, indicating increased service utilisation and higher inbound material flows. This uplift supports improved operational throughput and reinforces consistent engagement with WMRC waste services across the member Council catchment.

### Recycling Centre Staffing and Workforce Structure

Several employees have been absent due to personal medical matters, combined with scheduled annual leave requirements, resulting in the Recycling Centre operating with lean staffing levels and

increased day to day resourcing pressure. To maintain safe service delivery, adequate supervision, and operational continuity, greater reliance has been placed on the casual staffing pool and increased overtime has been required by permanent staff to ensure critical functions continue to be delivered safely and consistently. Despite these constraints, the revised operational structure has been implemented successfully, with the Team Leader role already improving shift coverage, strengthening on ground capability, and supporting succession planning across the RC team. Expressions of interest have also been received for a proposed Leading Hand position, which will further enhance leadership support and site oversight, while establishing a more structured chain of command to enable consistent operational control and decision making.

## **RISK MANAGEMENT**

Key strategic and operational risks have been identified and comprehensively addressed in the Risk Register. A summary of these risks includes:

### **Commercial and Legal Risks**

SC2 – value for money

### **Workplace Health and Safety Risks**

WHSS1 – safe workplace

### **Operational Risks:**

S02 – risk identification

### **Reputational Risks**

SR1 - Leadership

### **Project Risks – RC Renewal Plan**

P1 – plan staging

P2 – regulatory approvals

P5 – cost overrun

### **Project Risks – RC Bunker Works**

P1 – completion time

P2 – trailer delivery time

P3 – delayed procurement

P4 – skilled resource

P5 – cost overrun

P6 – workplace injury

## **COMMUNICATION AND CONSULTATION**

Councillors and Member Council Administration have been briefed accordingly.

## **REPORT IMPLICATIONS**

### **Legislation and Policy Alignment**

Operations are within the requirements of relevant licenses and Work, Health and Safety legislation.

### **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 presented 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: 29 January 2026

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:

**Cook More Waste Less results**

**Community Education Activities**

**Media Content**

### DETAILS

**Cook More Waste Less results**

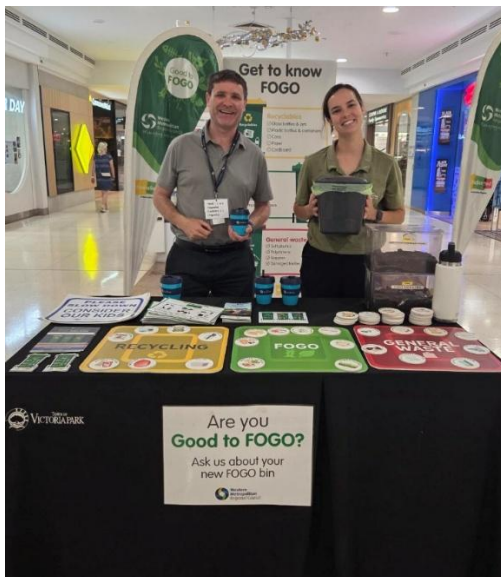


WMRC's Cook More, Waste Less program delivered eight practical workshops in 2025 to help combat food waste in our Member Council areas. We hoped to help participants build specific skills around meal planning, smart storage, scrappy cooking, and how to correct

sort waste into a 3-bin system. WMRC staff monitored attendees' behaviour both before and after the workshops to see if we were having a positive impact on community waste practices. Our results showed a clear behaviour change, with a +8.61 pp increase in participants reporting they "currently do" key low-waste actions, alongside strong improvements in FOGO sorting accuracy and consistently positive attitudes toward reducing food waste.

Participants reported adopting practical habits such as checking food supplies before shopping, serving correct portions, storing food to extend shelf life, and using whole-food cooking techniques. They also identified increased waste-sorting confidence, leftovers planning, and better labelling practices as valuable skills they will continue using. Overall, the program successfully equipped community members with the knowledge and confidence to reduce food waste and make lasting lifestyle changes.

## Community education activities



### Victoria Park FOGO Stall

Monday 1<sup>st</sup> December

At the request of the Town of Vic Park, WMRC staff spent the morning at the Hawaiian Shopping Centre to support the town of Vic Park's FOGO transition. WMRC staff demonstrated how to run an information stall for the new Vic Park waste educator and shared updates with residents about the upcoming changes.

WMRC and Town staff spoke with 37 community members, who raised questions about the revised collection schedule and the extended grace period.

The Town of Vic Park has now appointed its own waste educator.



### **Low-Waste Christmas Workshop in Claremont**

Wednesday 3<sup>rd</sup> December

At the request of Town of Claremont staff, WMRC delivered a low-waste festive season workshop at the Bay View Community Centre. The session included a short waste presentation followed by a hands-on activity where participants made their own coffee scrub and cleanser, a perfect low-waste gift for Christmas.

The workshop was well received, with strong engagement from a mix of adults and teenagers from the local community.

### **Volunteer Christmas Event**

Friday 5<sup>th</sup> December



WMRC celebrated International Volunteer Day by throwing a low-waste decorating workshop for our Waste Watcher Volunteers.

8 of our 32 regular volunteers attended to celebrate the successes of our Waste Watch program, share low-waste festive tips, and learn how to decorate sustainably.

*"For me it's (volunteering with WMRC) also about what you provide - without you and your ideas, encouragement and enthusiasm, I'd be less inclined to get involved- you really do create a great atmosphere for us (all)"- WMRC Volunteer*





## Beeswax Wrap Christmas Workshop in Mosman Park

Wednesday 10<sup>th</sup> December

At the request of the Town of Mosman Park, WMRC delivered a festive low-waste workshop at Alf Adams Pavilion. Participants learned how to make their own beeswax wraps and explored sustainable gift-wrapping using the Japanese Furoshiki method.

The workshop was greatly enjoyed, with attendees engaging enthusiastically in the creative activities and festive atmosphere. Strong community interest meant the event reached full capacity and generated a waitlist.

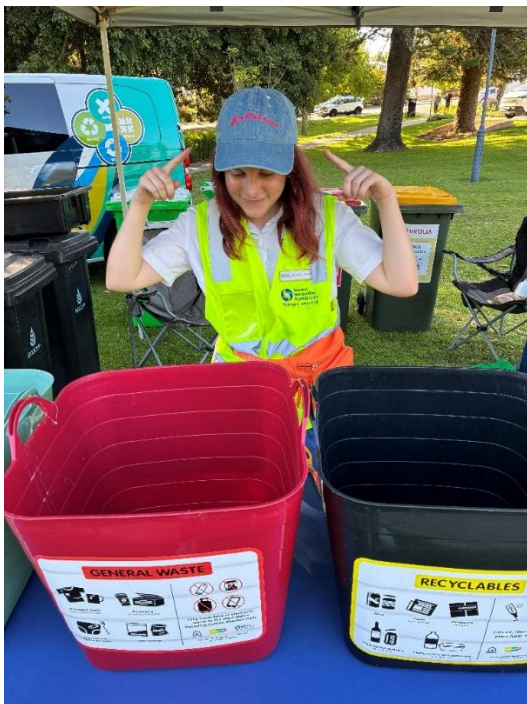
## Claremont in the Park

Saturday 13<sup>th</sup> December

WMRC staff supported the Town of Claremont at the annual Christmas Carols by operating our event waste stations, delivered at the Town's request to help ensure smooth and effective waste management. WMRC staff worked in collaboration with Go2Cup to guide attendees in correctly sorting their waste and to support the event's reusable service system.

The stations operated efficiently throughout the evening, helping reduce contamination and maintain a clean event space. Community engagement was positive, with many attendees showing interest in how the waste system worked and actively participating in correct disposal practices. WMRC staff conducted an audit of the waste generated, with data and reporting provided to Claremont to support ongoing waste minimisation at council events.

This collaboration contributed to a successfully managed, lower-waste community event.



## Media Content

### Print Articles

No print articles over this period.

### Print Advertising

**WMRC's Word on Waste**

**Keep your recycling loose in the bin**  
Plastic bags should never go in your yellow-lidded recycling bin – and that includes bin bags!  
Keep everything loose in the bin to ensure it gets recycled.  
#NationalRecyclingWeek

**VergeValet book in early**  
Tidying up for the holidays? We recommend booking your Verge Valet™ collection ahead of time, as dates often fill up. Book up to eight weeks in advance at [vergevalet.com.au](http://vergevalet.com.au)  
Verge Valet™ will be closed from 22 December 2025 to 2 January 2026.

**Upcoming Workshops**  
Get ready for a more sustainable Christmas with two festive low-waste workshops.

**Claremont**  
DIY coffee scrub + cleanser  
Wednesday, 3 December  
2pm – 3:30pm  
Bay View Community Centre

**Mosman Park**  
Beeswax wraps + low-waste gift wrapping  
Wednesday, 10 December  
6pm – 7:30pm  
Alf Adams Pavilion

**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](http://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](http://wmrc.wa.gov.au) for details.  
WesternMetroRegionalCouncil | western-metropolitan-regional-council | westernmetroregionalcouncil

The POST, 15 November 2025

**WMRC's Word on Waste**

**We wish you a low waste Christmas**  
Here are three easy ways to have a more sustainable festive season.

Instead of wrapping paper, try fabric, gift bags, boxes or baskets that can be used again and again.

Swap single-use tableware for reusables on Christmas Day. Don't have enough? Hire, borrow, or check the op shop.

Recycle your corks, beer clips, polystyrene and cardboard at the West Metro Recycling Centre – it's free!

**How to cut food waste this Christmas**

Put food in the fridge fast – don't leave it out in the heat

Be clear on who's bringing what to avoid double-ups

Let guests serve themselves

Got FOGO? Use it for your food scraps

Ask guests to bring containers to take leftovers home

**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](http://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

**Christmas Day CLOSED**  
**Boxing Day 7:30am – 2:00pm**  
**New Year's Day CLOSED**

**West Metro Recycling Centre festive season trading hours**

**Recycling Hotline 9384 6711** Join us online or sign up to our monthly newsletter – visit [wmrc.wa.gov.au](http://wmrc.wa.gov.au) for details.  
WesternMetroRegionalCouncil | western-metropolitan-regional-council | westernmetroregionalcouncil

The POST, 13 December 2025









## Social Media

Social media results decreased over this period as socials were not a C+E priority during this time, and less content was posted. We also did not have many events to promote.

## Reach:

	16 Nov – 16 Jan	Compared to previous period
Facebook	2,060	-82%
Instagram	593	-70.8%

## Content – top performers by reach:

Title		Date published ↑↓	Reach ⓘ ↓	Likes and reactions ⓘ ↑↓	Shares ⓘ ↑↓
 What should you do with these Christmas ... Multi media • Western Metropolitan Re...	Boost ...	23 Dec 2025	438	5	2
 The West Metro Recycling Centre is open o... Photo • Western Metropolitan Regional...	Boost ...	9 Dec 2025	369	4	1
 Ready to sort your waste at the @town_of... Story • westernmetroregionalcouncil	Boost ...	13 Dec 2025	253	2	1
 Throwback to our low waste gift wrapping ... Multi media • Western Metropolitan Re...	Boost ...	18 Dec 2025	165	3	0
 Please be advised that we are not acceptin... Photo • Western Metropolitan Regional...	Boost ...	25 Dec 2025	161	1	0
 Some beautiful beeswax wraps from our #... Photo • Crossposted • Western M...	Boost ...	20 Nov 2025	158	7	1
 From all of us at the WMRC, we wish you a ... Photo • Crossposted • Western M...	Boost ...	22 Dec 2025	153	13	0
 If everyone bought as much as Australians ... Carousel • westernmetroregionalcouncil	Boost ...	26 Nov 2025	147	6	1

## 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 1,708 subscribers.

	Open rate (%)	Link clicks within (%)
November newsletter	51.8	2.5
Sector benchmark (government)*	40.5	4.6

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

No December newsletter due to holiday period.

## Website

This period showed an increase in website visits and users, potentially due to recycling centre customers checking opening hours, costs, and accepted materials, as this is a busy season at the RC.

	16 Nov – 16 Jan	Previous period
Sessions*	21,162	17,081
Total users	15,615	12,344

\*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/	8,261	00:01:39
/recycling-disposal/west-metro-recycling-centre/accepted-items-free-for-a-fee/	3,183	00:01:54
/	3,162	00:00:55
/recycling-disposal/west-metro-recycling-centre/fees-charges/	2,866	00:01:48
/recycling-disposal/west-metro-recycling-centre/specialist-recycling/electronic-waste/	1,338	00:01:29
/recycling-disposal/charities-offering-home-collections/	963	00:01:21
/contact-us/	947	00:01:41
/about-us/member-participating-councils/	934	00:00:46
/news/recycling-rules-are-consistent/	924	00:01:20
/recycling-disposal/west-metro-recycling-centre/waste-passes/	917	00:01:20
/recycling-disposal/how-to-reuse-and-recycle-unwanted-items/	886	00:02:41
/news/donate-your-old-towels-and-sheets-for-our-furry-friends/	697	00:01:20
/recycling-disposal/west-metro-recycling-centre/household-hazardous-waste/	686	00:01:24
/recycling-disposal/recycle-only-these-five-in-your-yellow-lidded-bin/	546	00:01:30

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

## RISK MANAGEMENT

This report addresses and aids mitigation of the following areas of the Corporate Risk Register:

#### Strategic:

- SS2 –circular economy opportunities
- SS3 –environmental outcome demand
- SS9 – misaligned strategy

#### Governance:

- SG1 – Member Council alignment
- SG4 – Member Council relationship

#### Financial:

- SF2 – cross-subsidising

#### Reputation:

- SR3 – public statements
- SR5 – public scepticism
- OR1 – service quality
- OR6 – public scepticism
- OR7 – NGO influence



HR management:

SHR2 – staff retention

SHR5 – capability/capacity gap

OHR3 – industry knowledge

## **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 22 January to be noted.



## 11.3 PROJECTS REPORT

<b>Responsible Officer:</b>	<b>Projects Lead</b>
<b>Date:</b>	<b>29 January 2026</b>
<b>Attachment:</b>	<b>Nil</b>

### PURPOSE

This report provides Council with an overview of the major projects currently underway.

### BACKGROUND

The WMRC is embarking on significant improvements in business operations, stemming primarily from the opportunities presented by the removal of DiCOM facilities from the Recycling Centre. Several projects are now in train.

### DETAIL AND OPTIONS ANALYSIS

#### **Residual Waste Tipping and Haulage**

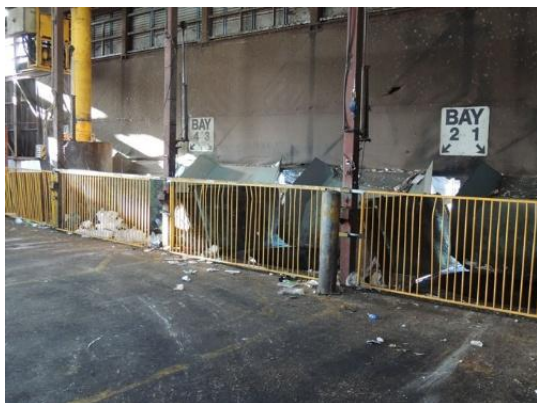
As detailed in previous Council reports, an initiative was approved to retire the NCH Silo system used to load Residual (Red Lid Bin) Waste from within the Recycling Centre and contracted services to haul these Silos to landfill for waste disposal.

The project undertook discrete packages of works:

- Procurement of truck to allow WMRC to undertake self-haulage of Residual Waste
- Procurement of two rear blade ejection waste trailers for waste transport to landfill site
- Alterations to the Recycling Centre waste bunker to provide a new tipping floor area for incoming Residual Waste prior to loading into the waste trailers

As reported in the December 2025 OCM, the truck and trailers were delivered ready for the waste bunker works.

Over the weekend of 6 & 7 December 2025, Contractors engaged by WMRC successfully installed new precast concrete walls and barriers within the waste bunker. These works then allowed tipping of incoming Residual Waste onto this area for consolidation, loading into the existing compactor and compaction into the waste trailer. WMRC commenced self-haulage of Residual Waste soon after.



Previous Silo Tipping Area



New Tipping Area

Suitable pre-planning and preparatory works enabled these walls to be installed without disruption to Recycling Centre operations, on time, on budget and without any safety or environmental issues arising.

### **RC Concept Redevelopment Plan**

The consultant, GHD is progressing satisfactorily through the staged approach to providing a recommended Redevelopment Plan.

Council was briefed on 11 December on the high-level layouts and traffic flows and possible waste processing technologies. These will inform the next stages of design development. Workshops with Council and Member Council Administration will be conducted between February and April this year with evolving layouts.

It is anticipated that this Plan will be presented to the May 2026 OCM.

### **Waste Compaction Evaluation**

With the commissioning of the new Residual Waste tipping and loading process, all Residual Waste and FOGO waste is loaded through a single waste compactor into their respective waste trailer. As reported in the December 2025 OCM, consideration of the risks of having both waste streams reliant on a single existing compactor suggests that a second waste compactor may be worthwhile.

Evaluation of the risk benefits and financial implications of enhanced waste compaction facilities is underway. A Business Case to support a recommended solution will be presented to Council for consideration in due course.

### **Procurement – Residual Waste Processing**

WMRC has an existing contract in place with East Rockingham Resource Recovery Facility (ERRRF) for the delivery of WMRC Residual Waste to be used as feedstock for the ERRRF waste to energy plant when it commences operation.

As this facility has yet to commence operation, WMRC has been drawing on an existing contract with City of Cockburn for access to the Henderson Waste Park for landfill disposal of Residual Waste. This contract will expire on 30 June 2026 with no extensions available.

A Request for Tender has been placed in the open market for Residual Waste processing after 1 July 2026 in the interim period prior to ERRRF becoming operational. Strategically, WMRC also invites Tender from the other Energy from Waste (EfW) facility currently operating in the Perth & Peel area (Kwinana Energy). Council may be asked to award a tender to either a landfill operator or a EfW provider. This decision is planned for the March OCM.

## RISK MANAGEMENT

Key strategic risks have been identified and comprehensively addressed in the Risk Register. The outcomes of this report address the following risks:

Strategic Risks:

- SS1 – long term planning
- SS3 – environmental outcomes
- SS4 – access to land

Commercial and Legal Risks

- SC2 – value for money

Workplace Health and Safety Risks

- WHSS1 – safe workplace

Operational Risks:

- S02 – risk identification

Reputational Risks:

- SR1 - Leadership

Project Risks – RC Renewal Plan:

- P1 – plan staging
- P2 – regulatory approvals
- P5 – cost overrun

Project Risks – RC Bunker Works:

- P1 – completion time
- P2 – trailer delivery time
- P3 – delayed procurement
- P4 – skilled resource
- P5 – cost overrun
- P6 – workplace injury

## COMMUNICATION AND CONSULTATION

Councillors and Member Council Administration have been briefed on the progress of these projects.

## REPORT IMPLICATIONS

### Legislation and Policy Alignment

Procurement activities comply with relevant legislation

### Business and Strategic Alignment

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

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

### **Financial and Resource Implications**

Works underway are within budget allocations, outcomes of these works that have budget implications will be discussed at the appropriate juncture.

## **COMMENTS**

Considerable traction has been achieved since early 2025 in scoping, procurement and works phases of projects allied to Recycling Centre improvements. The eventual completion and adoption of the Recycling Centre Concept Redevelopment Plan will set a clear set of staged improvements to facilities within the Recycling Centre that will yield environmental, economic, service standard and safety benefits for those served by the organisation.

## **VOTING REQUIREMENT**

Simple majority

### **RESPONSIBLE OFFICER'S RECOMMENDATION**

**11.3.1 That the Projects Report be noted**

## 11.4 VERGE VALET™ REPORT

**Responsible Officer:** Manager Communications and Education

**Date:** 29 January 2026

**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 prebooked verge waste collections. It currently services around 100,000 properties.

The following table summarises the arrangements for each Host Council, covering 99,973 properties (ABS 2021):

Name	MOU/ contract	Service start date	No of properties (ABS2021)	Allocation per property		
				Bulk*	Green	Mattress
Town of Mosman Park	MOU	February 2020	4113	2	1	Y
Town of Cottesloe	MOU	August 2020	3609	2	1	Y
Shire of Peppermint Grove	MOU	March 2021	620	3	3	Y
City of Subiaco	MOU	September 2025	8820	0	3	N
Town of Cambridge	Contract	November 2020	11497	2	1	N
City of Vincent	Contract	April 2021	16794	2		Y
City of Fremantle	Contract	September 2023	15687	1	0	Y
City of South Perth	Contract	July 2025	20851	1	2	Y
Town of Victoria Park	Contract	July 2025	17982	2	1	N

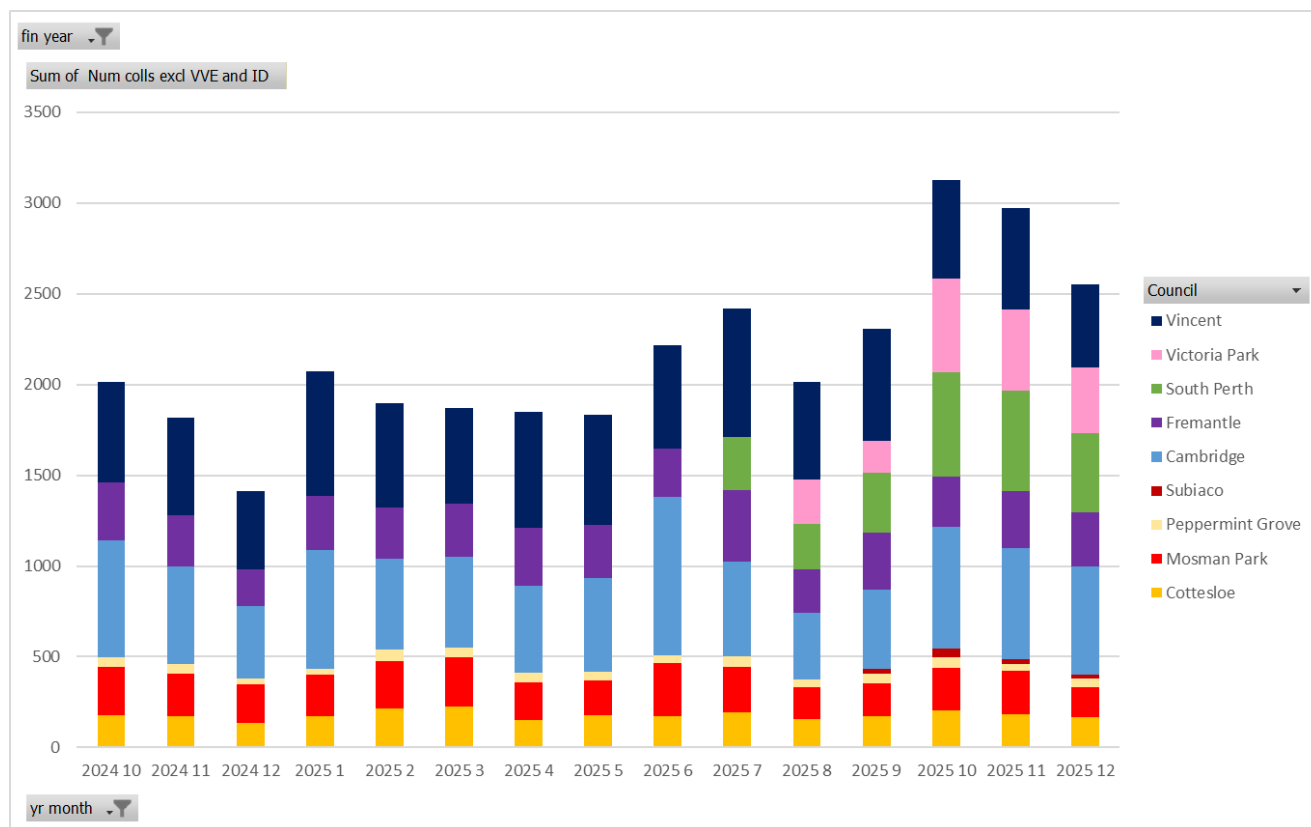
*\*bulk allocations may be used for green collections, not vice versa*

Reports are provided for each Ordinary Council Meeting with an update on collections, along with summary survey results from those who have used 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 green waste, metal, cardboard and wood.

## DETAIL AND OPTIONS ANALYSIS

### Number of collections

The following chart shows the number of collections per month across Verge Valet host councils over the past 12 months. There were 2970 collections in November and a further 2554 in December.

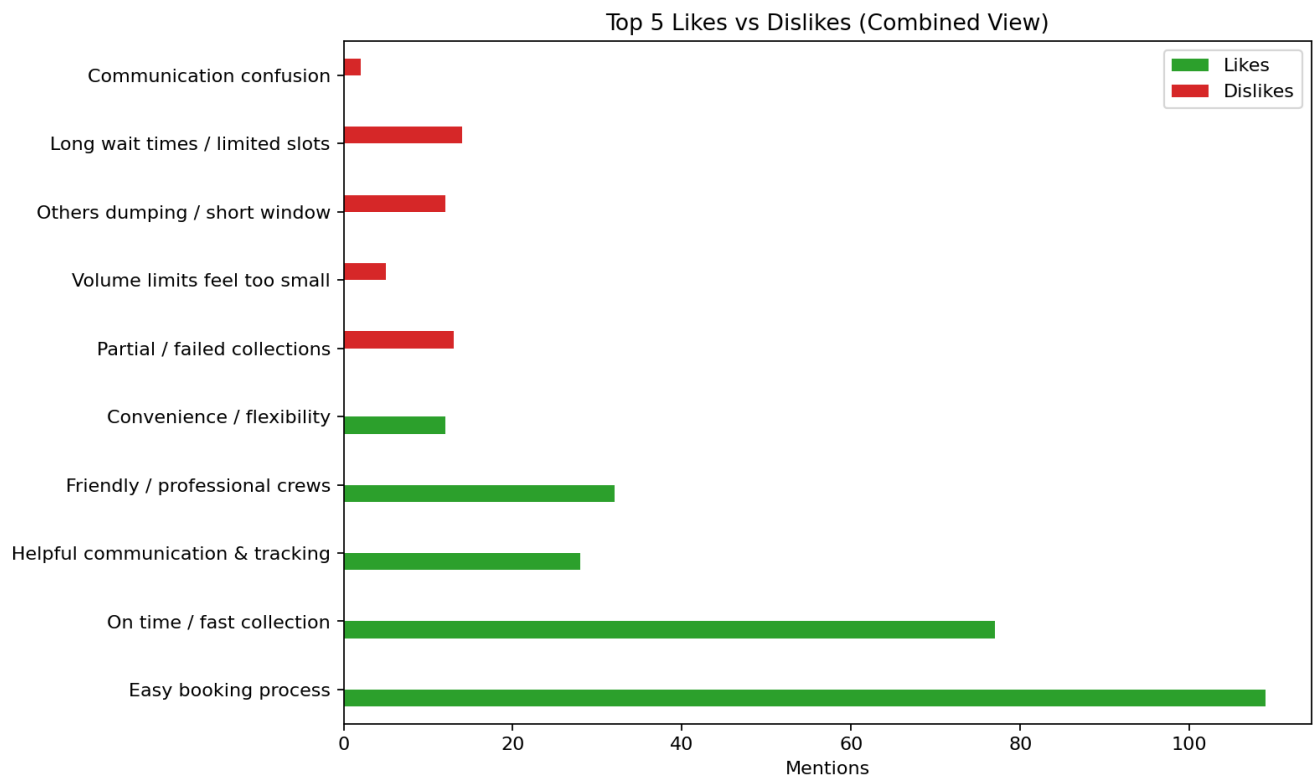


The collector separates e-waste, white goods and mattresses during collection. Our contractor, Perth Bin Hire, sorts the rest and reports the proportion of bulk waste recovered. This is the same sorting facility as used for the bulk waste from other sources delivered to the Recycling Centre and reported monthly. The latest available figures (to November) show 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.

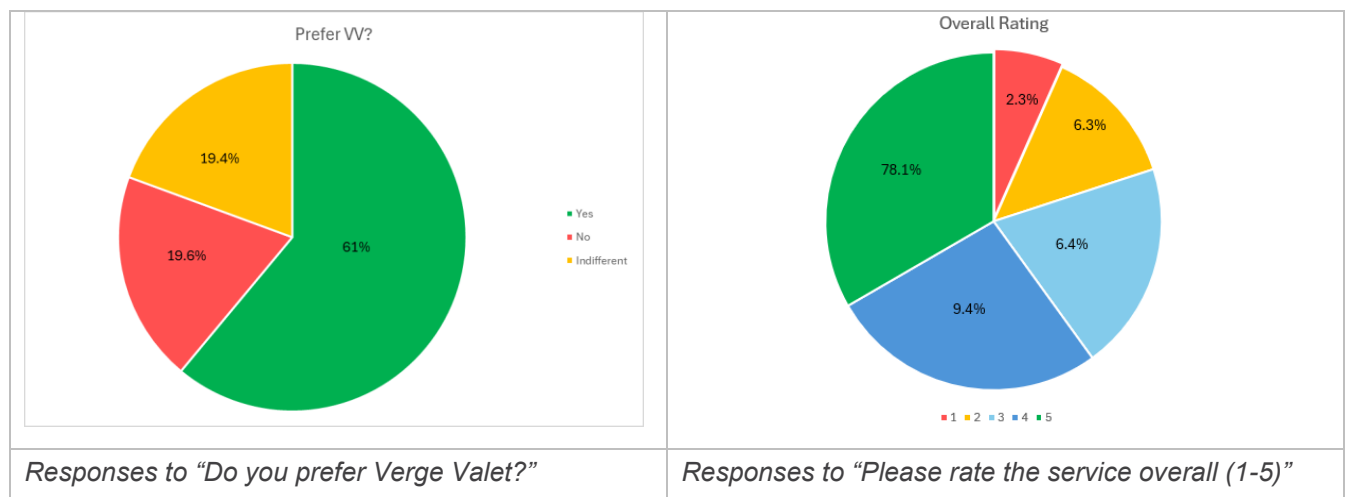
### User feedback

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 processes, the collection process, and the overall service.

Positive (green) and negative (red) comment themes are summarized below:



Overall user ratings for this financial year remain unchanged as shown below:



## RISK MANAGEMENT

This report addresses and aids mitigation of the following areas of the Corporate Risk Register:

### Strategic:

SS2 –circular economy opportunities  
SS3 –environmental outcome demand  
SS9 – misaligned strategy  
OS1 – resource allocation  
OS3 – sole supplier  
OS5 – organisational structure

### Governance:

SG1 – Member Council alignment  
SG4 – Member Council relationship

### Commercial:

SC3 – economies of scale  
OC2 – intellectual property  
OC3 – contract management  
OC7 – contractor non-performance

### WHS:

WHSS1 – safe workplace  
WHS07 – contractor practices  
WHS09 – sharps  
WHS011 – manual handling  
WHS012 – 16 – Hazardous substances

### Financial:

SF1 – financial health  
SF2 – cross-subsidising

### HR management:

SHR5 – capacity/capability gaps  
OHR8 – organisational productivity

### Operational:

OO5 – service provider failure  
OO9 – contractor compliance

### IT:

SIT1 – digital information access  
SIT2 – unauthorized digital access

### Reputation:

SR5 – public scepticism  
OR2 – contractor standards  
OR6 – public scepticism  
OR7 – NGO influence

## 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 Verge Valet service has expanded markedly and continues to receive positive feedback from users. The service continues to have a positive impact on our financial position. Initial issues with the new booking system are nearly all fixed through working closely with our service provider. However, the increased volume of work is having an impact on the Communications and Education team which is continuing to work on streamlining processes.

## **VOTING REQUIREMENT**

Simple majority

## **RESPONSIBLE OFFICER'S RECOMMENDATION**

**11.4.1 The Verge Valet report be noted.**

## 11.5 PROGRESS ON COUNCIL RESOLUTIONS

<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>29 January 2026</b>
<b>Attachment:</b>	<b>11-5A Progress on Council Resolutions</b>

### PURPOSE

Council monitors progress on its resolutions at each OCM. A schedule showing progress on WMRC resolutions up to and including 29 January 2026 is presented at Attachment 11-5A. 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 11-5A. The schedule is colour coded. Red - resolutions not yet commenced; orange – resolutions in progress; green – resolutions complete.

### RISK MANAGEMENT

The implementation of Council resolutions relates to, and assists mitigation of risks associated with the following areas of the Corporate Risk Register:

Strategic

OS1 – allocation of resources

Governance

OG5 – service delivery

HR Management

SHR3 - service delivery

OHR7 – roles and responsibilities

### 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**

**11.5.1 The progress on Council resolutions be noted.**

## 11.6 CEO FORUM – RECORD OF MEETING

<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>29 January 2026</b>
<b>Attachment:</b>	<b>11-6A CEO Forum – Record of Meeting January 2026</b>

### PURPOSE

For Council to receive a summary of the CEO Forum meeting of January 2026.

### 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 11-6A.

### RISK MANAGEMENT

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

#### Governance

- SG1 – member needs
- SG3 – relationship management
- SG4 - relationship management

#### Financial

- SF2 – cross subsidisation

#### Reputational

- SR1 - decision making
- OR8 – public criticism

### 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**

**11.6.1 The CEO Forum – Record of Meeting held on 22 January 2026 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**

It is proposed that the following items 16.1 **Review of Fees and Charges (including correction of Greenwaste pass and 1m<sup>3</sup> rates)** be considered in a closed session.

### **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 (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.

## **17 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

## **18 GENERAL BUSINESS**

## **19 CLOSURE OF MEETING**

**Next meeting: 26 March 2026, City of Subiaco**