



AGENDA

ORDINARY COUNCIL MEETING (OC 01/17)

2 February 2017

Commencing at 5.30pm

Town of Mosman Park
Cn Bayview Terrace and Memorial Drive
Mosman Park WA 6012



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Dear Chairman and Councilors

I advise that an Ordinary Meeting of the Western Metropolitan Regional Council will be held at the Town of Mosman Park, Cnr Bayview Terrace and Memorial Drive, Mosman Park WA 6012 on **Thursday 2 February 2017** commencing at **5.30pm**.

Mr Gunther Hoppe
Acting Chief Executive Officer

Index

Item	Subject	Page
1	Declaration of Opening	4
2	Record of Attendance and Apologies	4
3	Disclosures of Interests	4
4	Public Question Time	4
4.1	Response to Previous Public Questions Taken on Notice	4
5	Applications for Leave of Absence	4
6	Petitions, Approved Deputations and Public Statements	4
7	Confirmation of Previous Minutes (Attachments 7)	5
8	Confirmation of Minutes Of Committee Meetings	5
9	Announcements by Person Presiding Without Discussion	5
10	Reports of Committees and Officers	6
10.1	Financial Statements (Attachment 10.1)	6
10.2	List of Payments and Sundry Debtors (Attachment 10.2)	8
10.3	Minutes of the CEOAC Meeting Held on 17 January 2017	10
10.4	2016/17 Half Yearly Budget Review (Attachment 10.4)	11
10.5	Revision of Transfer Station Hours	15
10.6	Compliance Audit Return 2016 (Attachment 10.6)	18



11	Information Bulletins	20
11.1	Waste Educators' Report	20
11.2	Waste Operations Report for November/December 2016 (Attachment 11.2)	26
11.3	Safety Management Progress Report	28
11.4	Progress on Council Resolutions (Attachment 11.4)	32
12	Motions for Which Previous Notice Has Been Given	34
13	Questions By Members of Which Due Notice Has Been Given	34
14	Urgent Business Approved by the Person Presiding or by Decision	34
15	Matters Behind Closed Doors	34
15.1	Confidential Progress Report – (emailed separately)	34
15.2	Appointment of Acting Chief Executive Officer (emailed separately)	34
16	Closure of Meeting	34



1. DECLARATION OF OPENING

2. RECORD OF ATTENDANCE AND APOLOGIES

Councillors

Cr C Hohnen	Chairman	Shire of Peppermint Grove
Cr Bruce Haynes	Deputy Chairman	Town of Claremont
Cr L Hemsley		City of Subiaco
Cr B Pollock		Town of Mosman Park
Cr M Rodda		Town of Cottesloe

Staff

Mr G Hoppe	A/Chief Executive Officer	WMRC
Ms C Luangala	Business Manager	WMRC
Mrs L Eustance	Waste Educator	WMRC
Ms L Wyatt	Office Manager	WMRC

Apologies

Ms A Hynes	Waste Operations Manager	WMRC
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Leave of Absence

Nil

Visitors

John Stevenson

3. DISCLOSURES OF INTERESTS

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS



7. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the previous Ordinary Council Meeting which was held on 1 December 2016 have been circulated previously under a separate cover and are at Attachment 7. Upon review, there was an error found in item 10.8 - 2017 Council and Committee Meeting. The February meeting date indicated was 3 February 2017 however should have been 2 February 2017. The correct meeting date was given public notice, circulated to member councils and published on the website.

RESPONSIBLE OFFICER RECOMMENDATION

That subject to the above correction, Council accept the minutes of the previous Ordinary Council Meeting held on 1 December 2016 as a true and accurate record of proceedings.

8. CONFIRMATION OF MINUTES OF COMMITTEE MEETINGS

Minutes of the Audit Committee Meeting held 2 February 2017 will be tabled at the meeting for approval.

RESPONSIBLE OFFICER RECOMMENDATION

That Council accept the minutes of the Audit Committee meeting held 2 February 2017 as a true and accurate record of proceedings.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION



10 REPORTS OF COMMITTEES AND OFFICERS

10.1 FINANCIAL STATEMENTS

Responsible Officer: Business Manager

Date: 25 January 2017

Attachments: 10.1. Financial Statements – November and December 2016

SUMMARY

This report serves as a monthly summary of the Council's operating financial position. Its primary purpose is to allow Councillors to be able to track budgeted figures to actual outcomes throughout the financial year.

BACKGROUND

Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

At its Special Council Meeting of 14 July 2016 meeting Council resolved inter alia to adopt a 10% value for reporting material variances in the Statements of Financial Activity. Accordingly, variances of 10% or more between actual and budgeted monthly figures are accompanied with explanatory notes.

DETAIL

Operating statements are presented for the periods ended 30 November and 31 December 2016.

As at 30 November 2016 Council had an operating surplus of \$50,650 compared to a budgeted operating surplus of \$32,532. This variance of \$18,118 is primarily due to higher total revenue from ordinary activities.

As at 31 December 2016 Council had an operating surplus of \$27,563 compared to a budgeted operating surplus of \$32,532. This variance of \$4,969 is primarily due to higher loss on sale of assets than budgeted (variance -\$3,139), and lower than budgeted net operating position (variance -\$1,830).

STATUTORY ENVIRONMENT

In accordance with the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996, a Statement of Financial Activity is required to be presented to Council as a minimum requirement. In addition, an explanation of the net current assets of the month to which the statement relates is also required.

In accordance with Regulation 34 (5), a report must be compiled on variances greater than the



materiality threshold adopted by Council of 10%. As this report is composed at a summarised level, variance commentary considers the most significant items that comprise the variance.

CONSULTATION

None

REPORT IMPLICATIONS

Policy Implications

The Council's financial reporting is prepared in accordance with its accounting policies. These are reviewed periodically to ensure compliance with legislative and statutory obligations.

Financial Implications

The report represents the financial position of the Council at the end of November 2016 and December 2016.

Strategic Implications

Strategic action 6.4 in Western Metropolitan Regional Council's (WMRC) Corporate Business Plan is to "*deliver responsible financial management*". This includes a key action to "*provide accurate and transparent financial reporting*".

Given the uncertainties facing the WMRC it is considered prudent that adequate reserves are maintained.

COMMENTS

None

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council note the financial statements for the periods ended 30 November and 31 December 2016.



10.2 LIST OF PAYMENTS AND SUNDRY DEBTORS

Responsible Officer: Business Manager

Author: Office Manager

Date: 24 January 2017

Attachments: 10.2 November and December Payments and Debtors

SUMMARY

The schedule of accounts paid for November and December 2016 are attached. The sundry debtors as at 24 January 2017 are also attached.

BACKGROUND

Nil

DETAIL

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil



COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Endorse the schedule of accounts paid of \$471,169.65 and \$459,268.11 for the months of November and December 2016 respectively.
2. Note the schedule of sundry debtors outstanding at 24 January 2017.



10.3

MINUTES OF THE CEOAC MEETING HELD ON 17 JANUARY 2017

Responsible Officer: Acting Chief Executive Officer

Date: 20 November 2016

Attachments: nil

The CEOAC meeting previously scheduled to be held on 17 January 2017 was cancelled as there was no new information to report and a number of member Council CEO's were on leave.



10.4 2016/17 HALF YEARLY BUDGET REVIEW

Responsible Officer: Business Manager

Date: 24 January 2017

Attachments: Revised Budget for Financial Year Ending 30 June 2017

SUMMARY

To consider the adoption of the Revised WMRC Municipal Budget for the 2016/17 financial year together with supporting schedules, including closure of reserve funds, setting of elected members' fees/entitlements for the year and other consequential matters arising from the budget papers.

The net result for the year is forecast to increase from a deficit of \$1.9 million to a deficit of \$63k, primarily as a result of the transactions relating to DiCOM being removed from the reforecast.

BACKGROUND

The revised budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

DETAIL

Fees and Charges

At its June 2016 meeting, Council adopted a schedule of fees and charges for the 2016/17 financial year. These were partially amended by Council at its 1 December 2016 meeting, but otherwise remain unchanged in the half-yearly budget review.

Transfer Station

There is a forecast improvement in net position by \$1.85m due to exclusion of DiCOM from revised budget. This is a result of Fees & Charges reduction by \$3.51m and Materials & Contracts reduction by \$5.36m.

Site Costs

Employee costs have been increased in by \$22k in order to cover Site Costs overspends in the period to December 2016. A review of the transfer station operating hours has been undertaken in consultation with the Transfer Station Supervisor to reduce the site opening hours and revisit weekend staffing arrangements.



Waste Education

There is an improvement in net position of the Waste Education budget by \$10k. This is as a result of decrease of Fees & Charges by \$10k due to reduced tonnage, decrease in Materials & contracts by \$5k and decrease of Employee costs by \$15k due to wages savings in the period to December 2016.

Greenwaste

The net position is down by \$7k as a result of decrease of Fees & Charges by \$9k due to reduced tonnage and Materials & contracts costs have been reduced by \$2k.

Administration

The total budget for Administration has been increased in total by \$6k to allow for recruitment of a temporal office administrator. \$77k has been moved from Employee Costs to Materials & Contracts due to the Business Manager role reclassification, as well as a movement of \$32k from Materials & Contracts to Legal costs.

Governance

Nil Changes have been made to the Governance Budget

Tonnages

The budget predictions for waste receivals contained within the 2016/17 revised budget assume a 7% reduction in waste receivals and 3% reduction in greens receivals from the adopted 2016/17 budget.

MEMBER COUNCILS	Original Annual Budget		Revised Annual Budget	
	Waste (tonnes)	Green (tonnes)	Waste (tonnes)	Green (tonnes)
Subiaco	6,000	650	5,980	680
Claremont	3,000	250	2,780	570
Cottesloe	2,500	550	2,390	480
Mosman Park	2,900	400	2,800	540
Peppermint Grove	900	150	880	130
OTHER				
Commercial Customers	4,300	3,550	3,240	2,400
Resident Services	1,700		1,600	550
Total	21,300	5,550	19,670	5,350

Capital Expenditure

There has been no change to the budgeted capital expenditure originally approved by Council.

Reserves

As part of the 2016/17 Budget process, the Carbon Abatement Reserve has been identified as no longer being required, with funds pertaining to the refund of Carbon Tax having been reimbursed to member and non-member Councils. All remaining funds are to be reimbursed directly to member Councils by the City of Rockingham and therefore the reserve is no longer required.



Following is a summary of budgeted reserve movements for 2016/17.

SUMMARY OF RESERVES		
	ORIGINAL	REVISED
	BUDGET	BUDGET
	2016/17	2016/17
	\$	\$
Opening Balance	2,755,042	3,057,324
Transfers to Reserve		
- Interest earnings	92,496	92,496
- Other revenue	-	-
Transfers from Reserve		
- Capital purchases	(72,500)	(72,500)
- Other funding	(1,633,521)	-
Projected balance at 30 June 2017	1,141,517	3,077,320

In the original 2016/17 budget adopted by Council at its June 2016 meeting, an allocation of reserve funds for the purpose of operational funding was included to subsidise increased costs upon the commissioning of the Brockwaste plant without necessitating an increase in Members' gate fee from that. This has been removed from the revised 2016/17 budget.

STATUTORY ENVIRONMENT

The Council is required (by regulation 33A of the Local Government (Financial Management) Regulations 1996) to conduct at least one budget review during the period 1 January to 31 March of each financial year. The review must consider financial performance up to a period no earlier than 31 December. Council is then to consider a review submitted to it and determine whether or not to adopt the review, any part of the review or any recommendations made in the review. The adoption requires an absolute majority decision of Council and a copy of this review is to be forwarded to the Department of Local Government and Communities within 30 days.

The Local Government (Financial Management) Regulations 1996 details the form and content of the budget. The revised 2016/17 budget as presented is considered to meet statutory requirements.

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Councillor Fees, Allowances and Reimbursements are consistent with the requirements of Band 4 of the Salaries and Allowances Tribunal 'Determination of Fees, Allowances and Expenses for Local Government Elected Council Members'



Financial Implications

The Revised 2016/17 Budget provides for the following income and expenditure:

Operating Revenue	\$ 5.46 million
Operating Expenditure	\$ 5.52 million
Capital Expenditure	\$112,500

Strategic Implications

The Revised 2016/17 Budget and supporting documents have been prepared to assist in achieving the strategic objectives outlined in the WMRC's Corporate Business Plan. The Revised Budget has been prepared based on the revised Long Term Financial Plan adopted by Council on 6 June 2013 but also incorporating known trending to date and contractual obligations.

Council's Corporate Business Plan, adopted in June 2012, considers the influence of increases in landfill levy on WMRC's annual expenditure and subsequently Council's imposed fees and charges.

COMMENTS

In recent years, a major uncertainty around the formulation of the annual budget has been the progress of the DiCOM waste processing plant. The revised budget presented herein has been formulated on the premise that the Brockwaste Plant will not be commissioned throughout the year.

VOTING REQUIREMENT

Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

That

- 1. Council adopt the 2016/17 Revised Budget.**
- 2. In accordance with Regulation 33A(4) of the *Local Government (Financial Management) Regulations 1996*, a copy of the WMRC's 2016/17 Revised Budget be submitted to the Department of Local Government within 30 days of its adoption by Council.**



10.5 REVISION OF TRANSFER STATION HOURS

Responsible Officer: Waste Operations Manager

Date: 24 January 2017

Appendices: Nil

SUMMARY

Waste tonnes passing through the transfer station have significantly decreased compared to previous years, giving WMRC the opportunity to reduce the site opening hours and revisit weekend staffing arrangements. This will decrease the amount of overtime regularly worked, and result in a saving to the WMRC.

BACKGROUND

Nil

DETAIL

This A/CEO and the Operations Manager have undertaken a review of the transfer station operating hours in consultation with the Transfer Station Supervisor.

Proposed reduction in opening hours

The WMRC Transfer Station's opening hours are currently:

Monday to Friday	7.30am - 3.45pm
Weekends	10.00am - 1.00pm
Public Holidays	7.30am - 1.00pm

As staff are required to be present both before and after the opening hours to deal with administrative or housekeeping tasks, significant overtime is incurred on a regular basis.

Waste tonnes passing through the transfer station have significantly decreased compared to previous years, giving WMRC the opportunity to reduce the site opening hours. This will decrease the amount of overtime regularly worked, and result in a savings to the WMRC.

Proposed reduced opening hours are:

Monday to Friday	7.30am - 3.00pm
Weekends	10.00am - 1.00pm
Public Holidays	7.30am - 1.00pm



The proposed 45 minute reduction in weekday opening times means that all staff, with the exception of the site supervisor, will be able to complete their normal job roles within their normal span of ordinary hours, thus greatly reducing the overtime currently being incurred.

No change to opening hours is proposed for weekends or public holidays. This will ensure the transfer station remains able to accept Member Council waste arrivals on these days.

A review of transfer station transaction times was carried out to determine whether bringing forward the site's closing time to 3:00pm would have a significant impact on customers. Only 5% of the transfer station's transactions occur between 3:00pm and 3:45pm. As a result, the WMRC does not consider that the proposed time change will have a significant impact on general customers.

The impact on Member Council waste delivery vehicles was also considered, as these vehicles may be more impacted by an earlier closing time. Only 2% of Member Council transactions occur between 3:00pm and 3:45pm. In addition, the transfer station would be able to let Member Council trucks make deliveries outside of official opening hours up to approximately 3:15pm, which should reduce the number of impacted transactions by a further 1%.

Member Councils officers have been contacted and asked to determine the anticipated impact of this change on their own and their waste collection contractors' operations. Any comment received will be discussed at the February meeting of Council.

Any change in opening hours would be advertised for approximately a month in advance of the changes coming into effect to reduce the impact on customers, councils and staff.

Weekend staffing arrangements

Current staff present on weekends are the Site Supervisor (or acting Site Supervisor) who operates the weighbridge, a Bulk Waste Area Attendant, and as required a Loader Driver. The Site Supervisor and acting Site Supervisor both work five days each week and alternate weekends.

This is not ideal for several reasons:

- The added potential for fatigue for the Site Supervisor and acting Site Supervisor;
- The significant overtime incurred by the Site Supervisor and acting Site Supervisor;
- Additional leave entitlements incurred by the Site Supervisor and acting Site Supervisor (as they regularly rostered on weekends, they are classed as shift workers and entitled to an additional week of annual leave per year); and
- Additional higher duties allowance incurred by the acting Site Supervisor, at overtime rates.

It is proposed to move to an arrangement where Site Supervisor and acting Site Supervisor are not rostered to work weekends, and the weighbridge operator be trained as a Leading Hand to act as a replacement for this role. This Leading Hand role would receive appropriate training to handle emergency situations, should any occur.



STATUTORY ENVIRONMENT

Any changes to employment conditions will be made within the ambit of the relevant employment legislation and workplace agreements.

CONSULTATION

Member Council officers have been contacted and asked to determine the anticipated impact of this change on their own and their waste collection contractor's operations.

The proposed changes have been discussed with the Site Supervisor who is currently responsible for rostering staff.

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

The reduction of overtime hours scheduled has the potential to impart significant cost savings.

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority of Council.

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- 1. endorse the proposed change in weekday opening hours to 7:30am to 3:00pm effective from 6 March 2017; and**
- 2. support the proposed changes to weekend staffing structure effective from 6 March 2017.**



10.6 COMPLIANCE AUDIT RETURN 2016

Responsible Officer: A/Chief Executive Officer

Date: 24 January 2017

Appendices: Compliance Audit Return 2016

SUMMARY

The Local Government (Audit) Regulations 1996 requires a local government to carry out a compliance audit for the period 1 January to 31 December each year. The Compliance Audit Return is to be presented to the Audit Committee, adopted by Council and certified by the Chairman and Chief Executive Officer. The certified Compliance Audit Return is to be forwarded to the Department of Local Government by 31 March 2017.

BACKGROUND

The WMRC is required to carry out a compliance audit for the period 1 January 2016 to 31 December 2016 and prepare a Compliance Audit Return. The draft Compliance Audit Return for 2016 has been completed online at the Department of Local Government and Communities' website and is at Attachment 10.6 for consideration by Council.

DETAIL

There were no areas of non-compliance identified however, there was one outstanding annual return as at 31 August 2016 which required referral to the Corruption and Crime Commission as per the Corruption Crime and Misconduct Act 2003 for non-compliance. The return was subsequently received on 9 September 2016. No response has been received from the Commission at the time of writing this report.

The Compliance Audit return will be presented to the Audit Committee on 2 February 2017 and the Committee recommendation is repeated below:

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit Committee recommends the draft Compliance Audit Return 2016 be adopted by Council, certified by the Chairman and A/Chief Executive Officer and forwarded to the Department of Local Government by 31 March 2017.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Part 7

Local Government (Audit) Regulations 1996 – Section 14 and 15



CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority.

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- 1. accept the recommendation of the Audit Committee and adopt the Compliance Audit Return 2016; and**
- 2. require that a copy, which is certified by the Chairman and A/Chief Executive Officer, be forwarded to the Department of Local Government by 31 March 2017.**



11 INFORMATION BULLETINS

11.1 Waste Educators' Report

Responsible Officer: WASTE EDUCATOR

Date: 23 January 2017

Appendices: Nil

SUMMARY

An information bulletin detailing Waste Education team activity for the period

BACKGROUND

The Waste Education team provide community waste education in the WMRC Member Council area with the aim of Making Good Waste Practices Normal in the Western Suburbs.

Impact in this period includes:

- Record levels of battery collection
- Focus on volunteers
- Participation at WALGA Container Deposit Policy Forum

DETAIL

Summary of battery collections 2016

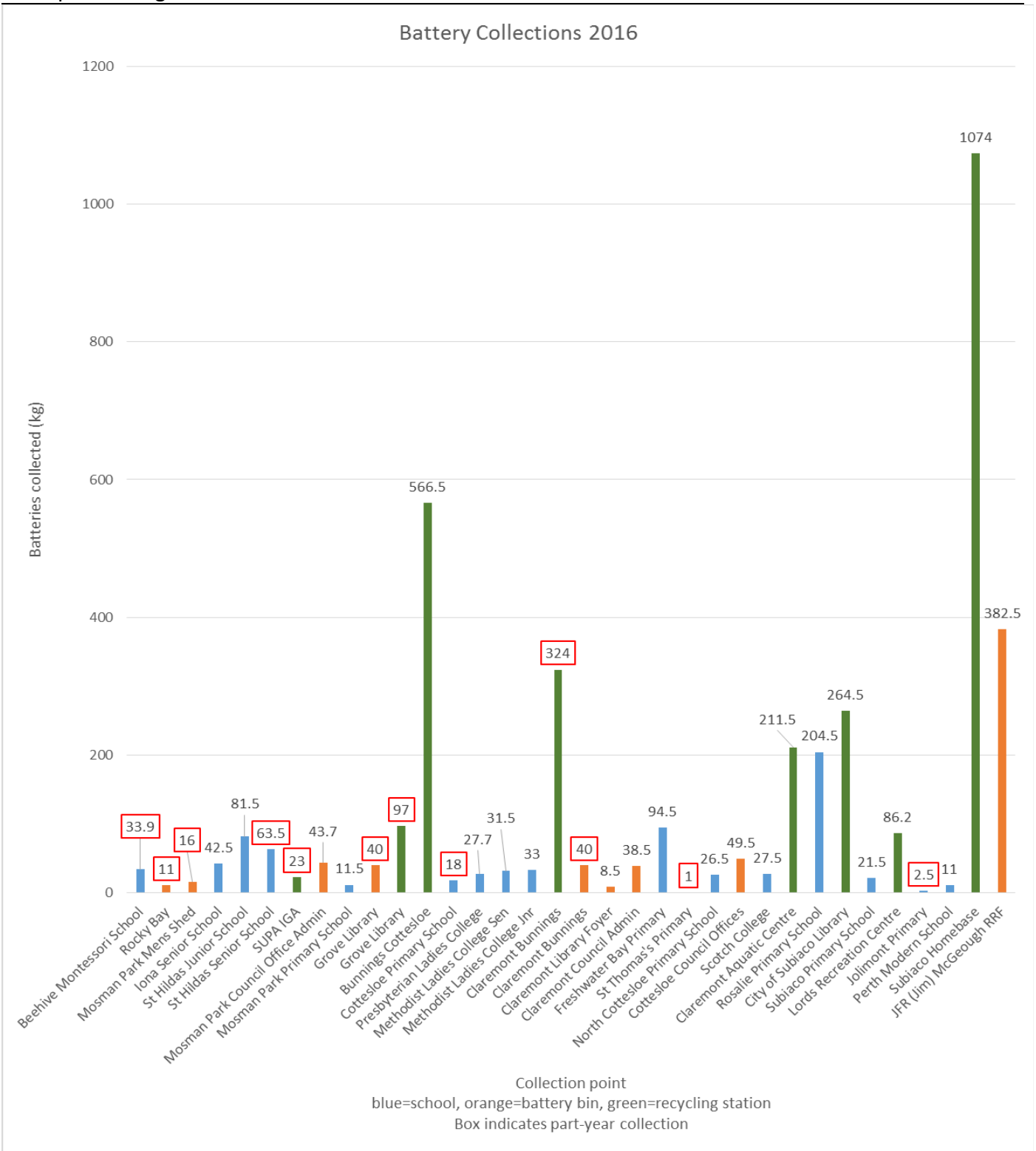
2016 has been a record-breaking year for battery collection despite losing collection stations/bins in remaining Nedlands schools and the UWA campus during the year.

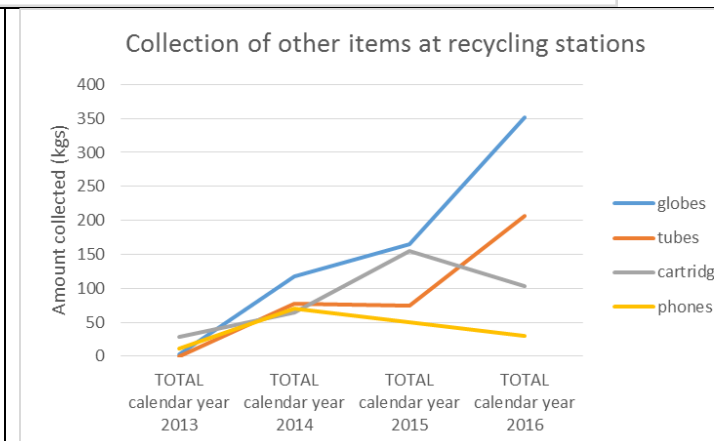
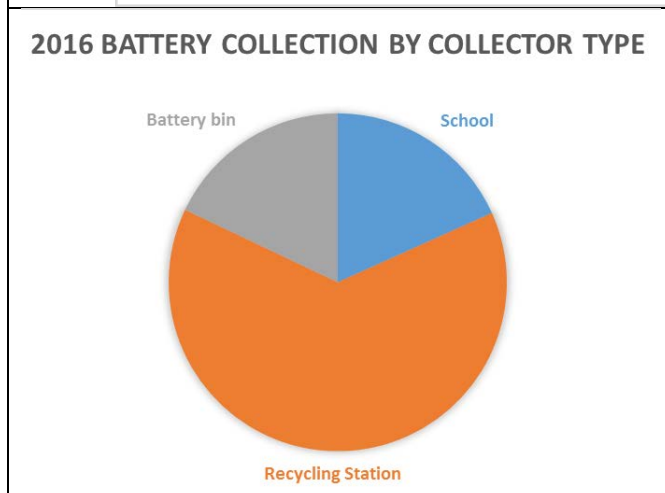
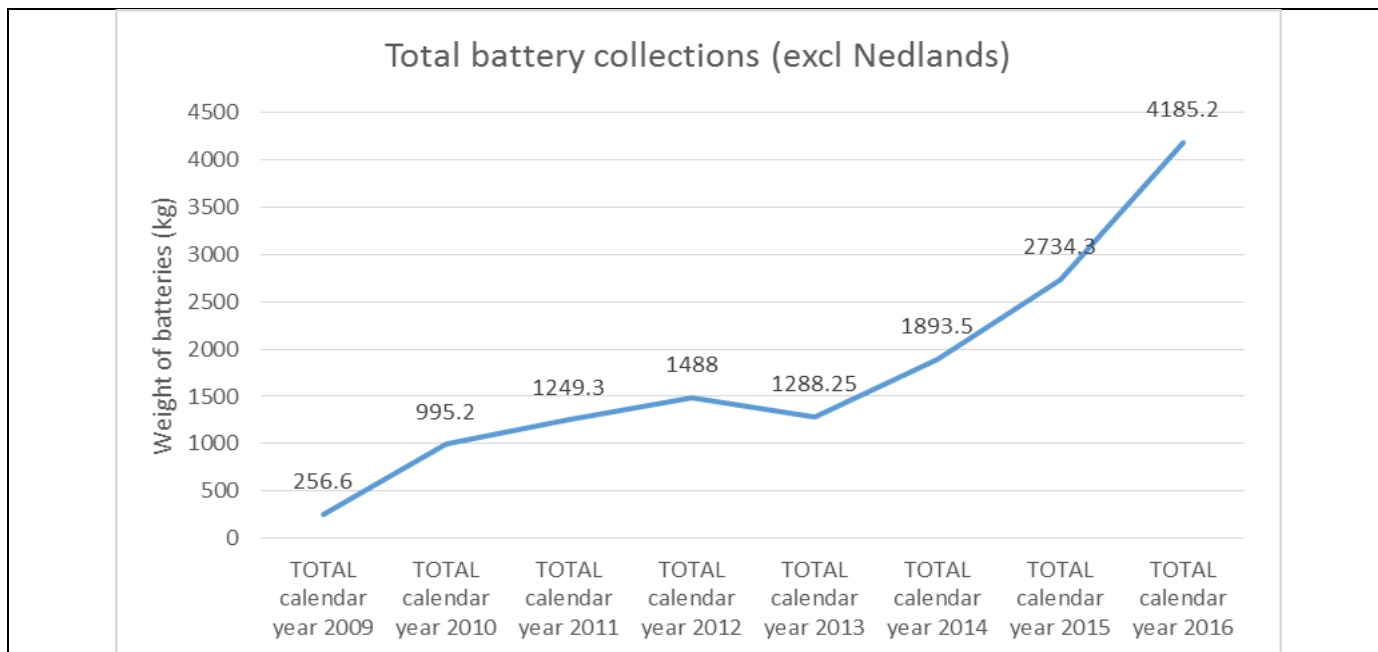
In total almost 4.2 tonnes of batteries were collected, up from 2.7 tonnes in 2015. The data are summarised below. Rosalie Primary School (which received its own customised recycling station for being the best performing school throughout the program) has continued to increase the quantity of batteries they collect and are well ahead of any other school.

The recycling station at Bunnings Homebase Subiaco, collected over a tonne of batteries and prompted an increase in the frequency of collections to every two weeks at the busiest stations. However this heavy usage is damaging the recycling stations. In general recycling stations continued to increase their share of batteries collected over schools and battery bins, collecting around 63% of all batteries in 2016. Light globes and tube collections in recycling stations continued to increase, although collections of printer cartridges and mobile phones fell to generally insignificant levels and have been discontinued in most of the recycling stations.



We are in the process of negotiating the design and building of a more robust recycling station for Subiaco Bunnings through the Mosman Park Men’s Shed and administering prizes for the best performing schools in 2016.





2016 battery and other collected item statistics showing record weight of batteries collected and effectiveness of recycling stations

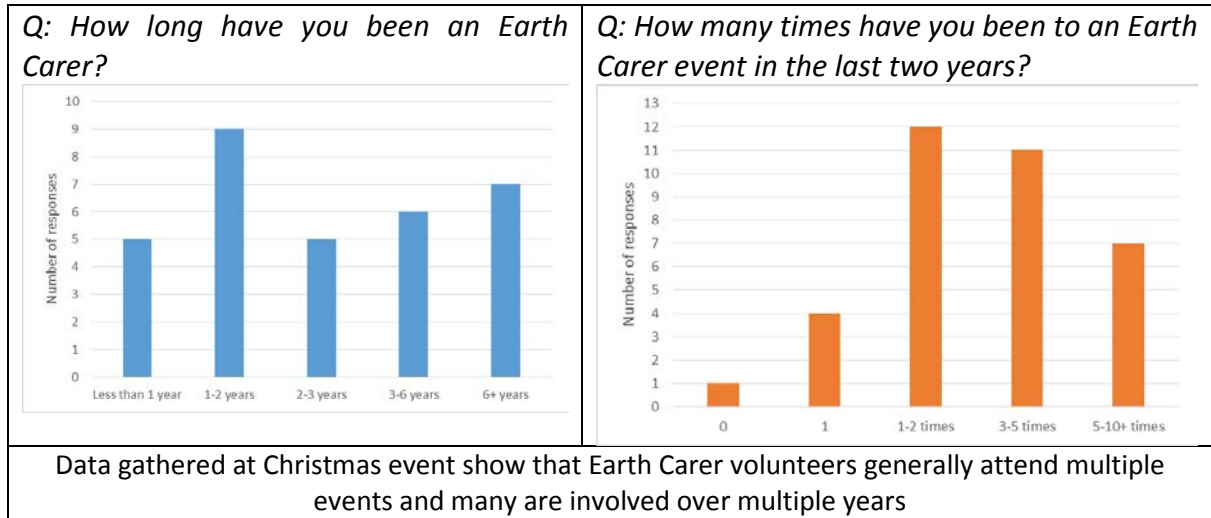
Focus on volunteers

In a review of projects through 2016, the team noted that there was a limited focus on upskilling volunteers during the year which may have contributed to lower than anticipated numbers volunteering to assist at some activities.

Volunteers themselves were surveyed during the annual Christmas gathering attended by close to 60 volunteers. The feedback indicates that volunteers appreciate and would like more opportunities to learn and some consider that both advocacy and practical projects are important. More emphasis on marketing and raising the profile of the program was also mentioned by several respondents. There are some indications of a less than clear understanding of the structure of the program. The data also show that the volunteers have a wide spread of length of involvement in the program and the majority



have participated in multiple Earth Carer events over the past two years. The team will continue to work with volunteers to address these issues.



The team held a DIY Cosmetics event in December attended by 25 volunteers and also held the first of three monthly outdoor movie nights on 20 January. This was a documentary about the social and environmental cost of fast fashion and incorporated a clothes swap and was attended by around 60 volunteers.





Scenes from the clothes swap and movie 20th Jan 2017

Participation on Australia Day

The team participated with the organisers of the combined Mosman Park, Cottesloe and Peppermint Grove Australia Day event to ensure that waste from the event was minimised, recycling was maximised and all new citizens received clear information on how to deal with waste items.

Participation at WALGA Container Deposit Policy Forum

Libby contributed to this Forum on behalf of the WMRC alongside country and metropolitan elected members and officers. Major issues raised included a lack of State Government resources, details of the administration of the system (eg handling fee), provision of necessary infrastructure, impact on kerbside collections, consistent community and staff education and the need for Local Government contracts to include a change of law provision. The Forum will continue to meet.

Press Coverage

The following article, highlighting the recycling efforts of one Earth Carer volunteer, was featured in the Post Newspaper 14th January 2017

POST, January 14, 2017 – Page 45

Turning trash to treasure

When Claremont resident Susan Pestana started asking friends and family for their unwanted goods she never anticipated she would rescue more than nine tonnes' worth to deliver to people in need.

The goods collected go to overseas and local charities.

"I've received new baby clothes, books, bags and even stationery and I just felt compelled to find new homes for all of them and not let them be disposed of as rubbish," Susan said.

"After seeing extreme poverty when travelling I realised I had to do something and started to collect unwanted goods from home and take them with me to give away on my next overseas trip.

"I have been overwhelmed by the quantity of goods I've received.

"Not only am I able to help,

but it also gives me great satisfaction, keeps me fit and I meet so many fantastic like-minded and passionate people along the way."

Susan completed an Earth Carers course, run free by the Western Metropolitan Regional Council on behalf of Claremont, Cottesloe, Mosman Park, Subiaco and Peppermint Grove councils.

The course provides useful and practical tips on how to minimise the amount of waste generated and make good waste practices normal in the western suburbs.

The next course will be held in May with registrations open now. To find out more visit earthcarers.org.au.

Earth Carer volunteer Susan Pestana with some of the nine tonnes of donations she has distributed to those in need.



STATUTORY ENVIRONMENT

WMRC Establishment Agreement 1998 6.1 (c)

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

All Waste Education activities are provided for in the existing budget.

Strategic Implications

Activities are aligned to Key Strategy 4 of the Strategic Community Plan 2012/3 “Increase the knowledge and engage the local community to improve waste management”. They also contribute to Key Strategy 1 “Achieve a comprehensive, cost effective waste management service across the region”, Key Strategy 2 “Increase the number of Councils, businesses and people using our services” and Key Strategy 3 “Reduce waste to landfill”.

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council note the Waste Education report to 23 January 2017.



11.2 WASTE OPERATIONS PROGRESS REPORT FOR NOVEMBER/DECEMBER 2016

Responsible Officer: Waste Operations Manager

Date: 18 January 2017

Appendices: Waste Receipts Data

SUMMARY

This report provides updates on the status of waste operations. Council is requested to receive the report.

BACKGROUND

Nil

DETAIL

Waste Statistics

Total waste receipts for the year to date are significantly down from previous years. Council MSW and Bulk Waste tonnes are 10% down from 2015-16. Commercial tonnages are down nearly 50% in the year to date. Green Waste tonnes are slightly down from previous years. Appendix 1 provides waste receipts data to 31 December 2016.

DER Licence & Planning Approval

The WMRC has received a draft licence for the external greenwaste area. This indicates that DER will wait to grant a licence to the area until planning approval has been obtained. The WMRC is waiting for the sign-off of the leaseholder, the Department of Sport and Recreation, before this can be submitted to the WAPC.

While evaluating the WMRC's request for Planning Approval to continue with the current use of the site, the City of Nedlands requested WMRC provide a Bushfire Management Plan. This has been developed and submitted to the City of Nedlands.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil



REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority of Council.

RESPONSIBLE OFFICER RECOMMENDATION

That Council receive the Waste Operations Report.



11.3 SAFETY MANAGEMENT PROGRESS REPORT

Responsible Officer: Waste Operations Manager

Date: 8 November 2016

Appendices: Nil

SUMMARY

Safety management issues are discussed below. Council are requested to note the report.

BACKGROUND

Nil

DETAIL

Several safety actions have occurred in November, December and early January:

- Implemented a personal alarm system when employees are using the fall arrest system alone.
- Fire Warden training was carried out.
- A Specific Risk Assessment has been carried out for a crane move of the greenwaste area water tank.
- Safety Committee Meeting 20 was held.
- 6 new or revised procedures have been adopted:
 - Fit for Work
 - Working at Heights
 - Installation and Removal of Silos
 - Traffic Management
 - Hazardous Substances
 - Procedure Audits

This completes the roll-out of new safety procedures. The focus going forwards will be on auditing existing procedures.



High Residual Risk Hazards

Hazards with a high residual risk rating are outlined below. These are unchanged from the previous meeting, other than one action has been completed.

Hazard	Current Controls	RRR Likelihood	RRR Consequence	RRR Risk Rating	RRR Classification	Actions Required + Target Dates
Silos over-tipping while being loaded and crushing people or equipment	Staff are trained in loading silos and will wait for Site Supervisor if they encounter a problem while loading. Persons are to keep out of downhill area of silos during loading. Property is to be kept out of this area. Covered by SP7-2.	Unlikely	Major	High	High Residual Risk	Further controls not considered reasonable or practicable: review if situation changes.
Persons (staff/customers) scavenging from waste storage areas/ Unauthorised site entry leading to injury	Administrative: staff are aware that waste should not be scavenged where it may pose a safety risk. Staff supervise customer drivers to ensure appropriate behaviour during opening hours.	Likely	Moderate	High	High Residual Risk	Further controls not considered reasonable or practicable: review if situation changes. Not a WMRC activity so cannot develop procedure/JSA/stop activity.
Workplace violence and aggression which could lead to physical and psychological harm and even possibly a disabling injury	Controls as per SP2-4, SP2-6, SP2-8, SP3-6, SP3-7, SP3-8, SP3-9, Policy 9, Policy 10, Policy 12	Likely	Moderate	High	High Residual Risk	All TS staff to attend a dealing with difficult customers training course, every two years.



Safety Statistics	November – December 2016	December 2015 – December 2016	Definition
(HiPo) High Potential Incident	None	None	Incidents involving personnel that didn't reach their ultimate potential and could have resulted in a fatality.
(LTI) Lost Time Injury	None	None	Any work-related injury or occupational illness that results in permanent disability or time lost from work of one day/ shift or more.
(ADI) Alternate Duties Injury	None	None	Any work-related injury or occupational illness which results in a person being unfit for full performance of their regular job on any day after the injury or illness.
(MTI) Medical Treatment Injury	None	1	Any work-related loss of consciousness, injury or occupational illness requiring more than First Aid treatment by a medical practitioner or registered medical personnel but not resulting in lost time.
(FA) First Aid Injury	None	None	Any work-related injury or occupational illness requiring one-time treatment and subsequent observation of minor scratches, cuts, burns splinters etc. which do not require professional medical care.
(NM) Near Miss	None	4	An event which, under slightly different conditions, could have resulted in injury, damage or business loss.

STATUTORY ENVIRONMENT

WMRC has duties under the Occupational Safety and Health Act 1984 (OSH Act) to, so far as is practicable, provide and maintain a working environment in which the employees of the employer are not exposed to hazards.

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil



Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority of Council.

RESPONSIBLE OFFICER RECOMMENDATION

That Council receive the Safety Management Progress Report.



11.4 PROGRESS ON COUNCIL RESOLUTIONS

Responsible Officer: Acting Chief Executive Officer

Date: 24 January 2017

Attachments: 11.4 Progress on Council Resolutions

SUMMARY

The progress on Council resolutions up to and including 1 December 2016 is presented in Attachment 11.4.

The schedule has been reviewed by the Acting Chief Executive Officer. The master schedule has been copied and edited in line with the following points so only resolutions not finalised are presented.

BACKGROUND

In October 2007 Council decided that an information bulletin item tracking the progress of Council resolutions be presented at future meetings.

DETAIL

Refer to attachment 11.4

STATUTORY ENVIRONMENT

Local Government Act 1995

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil



COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council receive the progress report on Council Resolutions as at 24 January 2017.



12 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

14 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

15 MATTERS BEHIND CLOSED DOORS

15.1 Confidential Progress Report

15.2 Appointment of Acting Chief Executive Officer

The above reports have been circulated ahead of the meeting under separate cover or will be tabled at the meeting. Due to the commercial, confidential and legally privileged nature of the material contained in items 15.1 and 15.2, it is recommended that discussion by Council of the reports, with all attachments, take place behind closed doors.

16 CLOSURE OF MEETING