

AGENDA

ORDINARY COUNCIL MEETING (OC 03/18)

7 June 2018

Commencing at 5.30pm

Shire of Peppermint Grove
1 Leake Street
Peppermint Grove WA 6011



PHONE: (08) 9384 4003 FAX: (08) 9384 7511
EMAIL: admin@wmrc.wa.gov.au WEB: wmrc.wa.gov.au
ADDRESS: Wearne House, 40 Marine Parade, Cottesloe WA 6011
POSTAL ADDRESS: PO Box 47, Mosman Park WA 6912

Dear Chairman and Councilors

I advise that an Ordinary Meeting of the Western Metropolitan Regional Council will be held at the Shire of Peppermint Grove, 1 Leake Street, Peppermint Grove WA 6011 on **Thursday 7 June 2018** commencing at **5.30pm**.

John J Stevenson
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	5
6	Petitions, Approved Deputations and Public Statements	5
7	Confirmation of Previous Minutes (Attachment 1)	5
8	Confirmation of Special Council Minutes (Attachment 2)	5
9	Confirmation of the Audit Committee Minutes (Attachment 3)	5
10	Announcements by Person Presiding Without Discussion	5
11	Reports of Committees and Officers	6
11.1	Risk Management Progress Report	6
11.2	Financial Statements (Attachment 4)	9
11.3	List of Payments and Sundry Debtors (Attachment 5)	12
11.4	Minutes of the CEOAC Meeting Held 2 2018 (Attachment 6)	14
11.5	WMRC Insurance Cover (Attachment 7)	16
11.6	Waste Education Course Charges	18
11.7	Fees and Charges (Attachment 8)	21
11.8	Establishment Agreement – Member Share by Population	23
11.9	Statutory Budget 2018-19 (Attachment 9)	26
11.10	MRC Waste Supply Agreement (Attachment 10)	32
11.11	Appointment of new CEO	34

11.12	WMRC Bank Account Signatories	36
12	Information Bulletins	40
12.1	Waste Educators Report	40
12.2	Waste Operations Report (Attachment 11)	47
12.3	Progress on Council Resolutions (Attachment 12)	49
13	Motions for Which Previous Notice Has Been Given	52
14	Questions By Members of Which Due Notice Has Been Given	52
15	Urgent Business Approved by the Person Presiding or by Decision	52
16	Matters Behind Closed Doors	52
16.1	Confidential Report Budget Funding Analysis	52
16.2	Brockwaste Confidential Progress Report	52
17	Closure of Meeting	52

1. DECLARATION OF OPENING

2. RECORD OF ATTENDANCE AND APOLOGIES

Councillors

Cr C Hohnen	Chairman	Shire of Peppermint Grove
Cr B Haynes		Town of Claremont
Cr S Stroud		City of Subiaco
Cr A Maurice		Town of Mosman Park

Staff

Mr. J Stevenson	A/Chief Executive Officer	WMRC
Mr. P Thomson	Finance & Governance Manager	WMRC
Ms. A Hynes	Waste Operations Manager	WMRC
Ms. L Eustance	Waste Education Manager	WMRC
Ms. A Bell	Support Services Officer	WMRC

Leave of Absence

Nil

Visitors

Mr. P Ward	Barrister	Francis Burt Chambers
Mr A Greig	Account Manager	LGIS
Mr J Seth	In House Counsel	LGIS

Observers

Mr S Frodsham	Designate CEO	WMRC
---------------	---------------	------

Apology

Cr M Rodda		Town of Cottesloe
------------	--	-------------------

3. DISCLOSURES OF INTERESTS

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Stroud was on leave from Tuesday 24 April - Tuesday 8 May.

6. PETITIONS, APPROVED DEPUTATIONS AND PUBLIC STATEMENTS

7. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the previous Ordinary Council Meeting held on 5 April 2018 have been circulated previously under separate cover and are at **Attachment 1**.

RESPONSIBLE OFFICER RECOMMENDATION

Council accepts the minutes of the previous Ordinary Council Meeting held on 5 April 2018 as a true and accurate record of proceedings.

8. CONFIRMATION OF MINUTES OF SPECIAL COUNCIL MEETING

Minutes of the previous Special Council Meeting held on 7 May 2018 have been circulated previously under separate cover and are at **Attachment 2**.

RESPONSIBLE OFFICER RECOMMENDATION

Council accepts the minutes of the previous Special Council Meeting held on 7 May 2018 as a true and accurate record of proceedings.

9. CONFIRMATION OF AUDIT COMMITTEE MINUTES

Minutes of the previous Special Council Meeting held on 1 February 2018 have been circulated previously under separate cover and are at **Attachment 3**.

RESPONSIBLE OFFICER RECOMMENDATION

Council accepts the minutes of the previous Audit Committee Meeting held on 1 February 2018 as a true and accurate record of proceedings.

10. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

11.1

RISK MANAGEMENT PROGRESS REPORT

Responsible Officer: Waste Operations Manager

Date: 21 May 2018

Appendices: Nil

SUMMARY

Risk and safety management issues are discussed below. Council are requested to note the report.

BACKGROUND

Nil

DETAILIncidents and Accidents

- Nil since previous report to Council

Additional Safety Resourcing Engaged

A safety consultant (JTA Health Safety Noise) has been engaged for a few days per month on hourly rates to assist in Safety Management until the 2018-19 financial year. For the 2018-19 financial year, a more permanent arrangement will be explored, based on the outcome of the initial engagement. \$60,000 has been included in the 18/19 Budget for the engagement of a suitable consultant to carry out this activity, based on an estimated requirement of one day per week.

Safety Actions

The following safety actions have occurred in April and May:

- A Safety Committee Meeting was held.
- Hazard inspections of both sites were carried out.
- A Risk Assessment of the School Battery Program was carried out.
- The following procedures have been audited:
 - HHW Facility Requirements
 - HHW Receival and Handling
 - HHW Records and Labelling
- A drill involving a hazardous chemical spill was conducted.
- An emergency evacuation drill was conducted.

Business Continuity Risk

The WMRC Council adopted a Disaster Recovery Plan on 6 December 2012. This plan is now out of date and in need of a review. \$5,000 has been included in the 18/19 Budget for the engagement of a suitable consultant to carry out this activity.

High Residual Risk Hazards

Hazards with a high residual risk rating are outlined below. These are unchanged since the last Council meeting.

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.

Safety Statistics	Mar – April 2018	12 Months Ending April 2018	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	2	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	3	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

11.1.1 That Council receive the Safety Management Progress Report.

11.2

FINANCIAL STATEMENTS

Responsible Officer: Finance and Governance Manager

Date: 22 May 2018

Attachment 4: March and April 2018 Monthly Management Accounts

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 31 March and 30 April 2018.

As at 31 March 2018 Council had an operating deficit of \$374,256 compared to a budgeted operating deficit of \$5,737 with a variance of \$368,519. As at 30 April 2018 Council had an operating surplus of \$32,530 compared to a budgeted operating deficit of \$108,509 with a variance of \$141,039. The year-to-date as at 30 April 2018 deficit is \$705,806 compared to a budget deficit of \$67,149 with a variance of \$638,657. This year-to-date variance is primarily as a result of legal costs that are currently under budgeted. At its meeting on the 5th of October 2017 Council resolved (Item 10.2) to increase the legal costs budget by \$536,700. This is to be funded from Council reserves as follows:

Reserve	Opening Balance 1 September 2017	Transfers to Reserve	Transfers from Reserve	Closing Balance 30 June 2018
Future Development Reserve	\$ 2,427,273	\$ 60,719	(\$ 15,000) Capital Expenditure (\$ 26,567) Legal costs	\$ 2,446,425
Sustainability Reserve	\$ 248,132	\$ 6,302	(\$154,447) Operational deficit (\$ 99,987) Legal costs	\$ 0
Interim Service Charge Reserve	\$ 400,234	\$ 9,912	(\$ 410,146) Legal costs	\$ 0

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 March and April 2018.

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

11.2.1 That Council note the financial statements for the periods ended 31 March 2018 and 30 April 2018.

11.3

LIST OF PAYMENTS AND SUNDRY DEBTORS

Responsible Officer: Finance and Governance Manager

Author: Support Services Officer

Date: 29 April 2018

Attachment 5: January and February 2018 Payments and Debtors

SUMMARY

The schedule of accounts paid for March and April 2018 are attached. The sundry debtors as at 29 April 2018 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:

11.3.1 Endorse the schedule of accounts paid of \$760,578.84 and \$635,621.27 for the months of March and April 2018 respectively

11.3.2 Note the schedule of sundry debtors outstanding at 29 May 2018.

11.4 MINUTES OF THE CEOAC MEETING HELD ON 22 MAY 2018

Responsible Officer: Acting Chief Executive Officer

Date: 25 May 2018

Attachment 6: Minutes CEOAC Meeting 22 May 2018

SUMMARY

The minutes of the CEOAC meeting held on 22 May 2018 are at **Attachment 6**.

BACKGROUND

Nil

DETAIL

There are two recommendations to the WMRC from the CEOAC as detailed below. No action by the WMRC is required on the other items in the CEOAC Minutes for 22 May 2018 at Attachment 6.

Item 4.4 of the CEOAC agenda is a report item entitled “Western Metropolitan Region – Three Waste Bin Collection System” After discussion CEOAC has recommended to the WMRC that a further report be presented modelling a single flat fee based on population to cover all services and comparing this with current total fees and charges for each member council. WMRC management support the recommendation and commend it to the WMRC

Item 5 of the CEOAC agenda covers general business. Members raised the issue of the termination of the Waste Delivery Agreement on 21 October this year when the need for a workshop to be convened to discuss options in relation to the Waste Delivery Agreement was flagged. Further detail was not discussed but CEOAC resolved to recommend to the WMRC that a Waste Delivery Agreement workshop be convened. WMRC management consider such a workshop should be held sooner rather than later. At this point the WMRC has not formed a view on the possibility of continuing with the Waste Delivery Agreement. It is suggested the best way to proceed is for WMRC management to prepare a draft agenda, modus operandi, and target group required in liaison with member council CEO’s. If practical the workshop should be held prior to the next WMRC ordinary meeting.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER RECOMMENDATION

11.4.1 The minutes of the CEOAC meeting on 22 May 2018 be received

11.4.2 A report be prepared for CEOAC modelling a single flat fee based on population to cover all services and comparing this with current total fees and charges for each member council.

11.4.3 A workshop be convened to discuss options for the Waste Delivery Agreement to be held prior to the next WMRC meeting on 2 August 2018 in liaison with the Chief Executive Officers of Member Councils

11.5

WMRC INSURANCE COVER

Responsible Officer: Acting Chief Executive Officer

Date: 25 May 2018

Attachment 7: WMRC Programme Awareness Presentation

SUMMARY

Some time ago enquiries were made by a CEOAC member concerning the insurance cover carried by the WMRC. Arrangements have been made for Andrew Greig, Account Manager Member Services from LGIS to attend this meeting of the WMRC and address Councillors at the start of the meeting on the WMRC insurance cover and insurance issues more generally.

BACKGROUND

There is not a perfect understanding of what insurance can cover and not cover at both WMRC Councillor and member council CEO level. In particular there is some thought that insurance covers penalties or costs resulting in breach of contract by the WMRC and that if it does not then it is covered by Professional indemnity. This is an unrealistic view.

In terms of the adequacy of the insurance cover provided by LGIS to the WMRC this has been previously reviewed and was reviewed again just recently. It is understood that the risks which can be insured in relation to in-house and out sourced waste operations are adequately covered by LGIS.

DETAIL

To assist in the understanding of insurance cover Andrew Grieg will address the following topics and answer any questions councillors may have

- Insurable and non-insurable risks
- The adequacy of the WMRC insurance cover for all practical insurable risks relating to its Waste Operations
- Breach of Waste Operations Contracts by WMRC
- Professional Indemnity
- Consequences of Breach of Confidentiality that results in loss or damage
- The WMRC cannot be a party to the settlement of any claim against it accepted by LGIS

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS**Policy Implications**

Nil

Financial Implications

Nil

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER RECOMMENDATION

11.5.1 That Andrew Greig be thanked for his presentation and the information noted

11.6 WASTE EDUCATION CHARGES FOR COURSES AND WORKSHOPS

Responsible Officer: Waste Education Manager

Date: 25th May 2018

Attachment: Nil

SUMMARY

This report introduces a new charge to be included in the schedule of Fees and Charges for 2018-19 and recommends exploring appropriate methods to minimise the costs arising from some out of area residents.

BACKGROUND

Waste Education courses and workshops have always been provided free to all comers and have proved popular and highly beneficial to attendees. However, in practice this has had two negative consequences: people registering but not attending and free benefit to councils beyond our Member Councils. The report is to introduce a new charge to the Fees and Charges for 2018/19: a small Registration Fee for Waste Education courses and workshops. In addition it recommends exploring options for minimising the cost to WMRC of residents from outside both the WMRC area and that of Regional Councils with whom we have reciprocal arrangements.

DETAIL

The Waste Education team has run two Earth Carers Courses per year since well before 2010; records of attendee numbers and provenance exist for courses from May 2010. The five session course has formed a cornerstone of our program serving to equip members of the community with the skills and knowledge to enrol their social circles in good waste practices. The course has also been used to generate a cohort of knowledgeable volunteers to work with the team at community events in the Member Council areas. We have reciprocal arrangements with Mindarie Regional Council or Eastern Metropolitan Regional Council who also run the Earth Carers course and although residents are encouraged to attend the course in their regional council area, some prefer to attend in other regional council areas. There are, however, neighbouring council areas (e.g. Cities of Nedlands, Fremantle, Melville and Cockburn) which do not provide an equivalent course and since September 2014 these have accounted for some 28% of graduates of the WMRC courses. There have been past discussions around providing the Earth Carers course for some these councils on a fee for service basis, but with no success. Improvements in the registration procedure have allowed the team to restrict the number of out of area attendees registered. Around 400 people have graduated from Earth Carers courses since 2010 of which 41% were Member Council residents.

In addition the Waste Education team has run 4 single session organics workshops per year since 2016. These give attendees knowledge and understanding of the use of home composting and wormfarming techniques in preventing food waste being landfilled.

Agenda of Ordinary Council Meeting to be held 7 June 2018

They also provide materials (e.g. compost bin, wormfarm, worms) to a limited number of the Member Council residents attending. 346 people have attended these courses of which 66% are Member Council residents. There is potential to expand this workshop concept to other areas of low waste living.

Registration for both courses and workshops is now through online methods. This allows us to limit the numbers of non-Member Council residents attending. Of these about half are usually from MRC or EMRC with whom we have reciprocal arrangements.

There is consistently a dropout rate of 15-35% between the number of people enrolled on courses and workshops and the number attending; a registration fee is intended to reduce this dropout rate.

Table 1 Recommended charge structure

	Registration Fee inc GST
Single session workshop	\$ 5
Earth Carers Course	\$ 25

Introduction of a Registration Fee for Waste Education Courses and Workshops would not carry a significant administrative overhead as payments will be made online. The Fee will be non-refundable. In addition the online booking company will also charge a small amount for each ticket booked. The amount varies according to package and online booking company and will be around \$1 per person for the Earth Carers course and 50c for the workshops.

Best estimates of the cost of the Earth Carers course based on fully made-up staff time and cash costs are \$500-\$600 per attendee. Best estimates for the organics workshops are less than \$100 per attendee.

Options to minimise the cost to the WMRC of out of area attendees where no reciprocal arrangements exist include:

- charging the Regional Council concerned,
- charging the Local Government concerned,
- excluding resident attendance from those areas, and
- continuing to strictly limit the number of attendees.

Further work will be required to ascertain the most appropriate approach.

It is expected that a recommendation for the approach for minimising costs arising from attendees from outside Member Council and reciprocal arrangement areas will be made to Council in time for the Mid-Year Financial Review.

STATUTORY ENVIRONMENT

WMRC Establishment Agreement 1998 6.1 (c)

CONSULTATION

None

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

Based on estimated annual attendee numbers of 70 people for the Earth Carers Course and 140 for the Organics Workshops, the Registration Fee is expected to raise around \$2,450.

Strategic Implications

These courses and workshops directly contribute to Key Strategy 4 of the Strategic Community Plan 2013/14-2023/24 "Increase the knowledge and engage the local community to improve waste management". They also are aligned with Key Strategy 1 "Achieve a comprehensive, cost effective waste management service across the region", and Key Strategy 3 "Reduce waste to landfill".

COMMENTS

Nil

VOTING REQUIREMENT

Simple majority of Council

RESPONSIBLE OFFICER RECOMMENDATION

11.6.1 That the proposed Registration Fee as detailed in Table 1 be endorsed and included in the Fees and Charges for 2018/19

11.6.2 That a recommended option to address costs arising from attendees on the Earth Carers Course who are not residents of the Member Councils and who do not reside in an area with reciprocal arrangements be presented prior to the 2018-19 mid-year financial review for possible adjustment to the Fees and Charges.

Responsible Officer: Waste Operations Manager

Date: 28 May 2018

**Attachment 8: 2018/19 Fees and Charges
Fees and Charges Comparison**

SUMMARY

To consider the fees and charges for the 2018/19 financial year.

BACKGROUND

At its August 2010 meeting, Council endorsed a schedule of compliance matters, and resolved that the WMRC would adopt its budget by June of each year. This would enable fees and charges to be set in place from 1 July each year.

As part of the budget setting process, proposed fees and charges for member Councils are to be considered in April of each year. Early consideration of the draft fees and charges enables Council to provide guidance to the WMRC Administration on programs, and assists member Councils in the setting of their own budgets.

DETAIL

In preparation of the fees and charges for the 2018/19 financial year, consideration has been given for a number of factors including recent trends and market comparisons. Of particular importance has been the increase in landfill levy from \$65/tonne to \$70/tonne commencing on the 1 July. As a result, a number of general waste fees have increased in line with this charge.

The table below outlines the changes in the Members' gate fees (excluding GST) and the Earthcarer surcharge for the 2018/19 financial year.

	2016/17	2017/18	2018/19
Members' Gate Fee	\$231.00	\$240.00	\$255.00
Waste Education Surcharge	\$21.25	\$22.00	\$25.00
Total	\$252.25	\$262.00	\$280.00

The entire schedule of Fees and Charges, including Commercial and Other Fees and Charges, are included at attachment 8.

A comparison between 2017/18 and 2018/19 Fees and Charges is presented at Attachment 8.

STATUTORY ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (by Absolute Majority) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Section 6.16 of the *Local Government Act 1995* permits the imposition of fees and charges when adopting the annual budget or during the financial year via an Absolute Majority decision of Council.

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

The fees and charges seek to clearly show the financial effects that will impact on Member Councils for the 2018/19 year.

Strategic Implications

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.

The 2018/19 fees and charges take into consideration an increase in the landfill levy on 1 July 2018 from \$65/tonne to \$70/tonne.

COMMENTS

Nil

VOTING REQUIREMENT

Absolute majority

RESPONSIBLE OFFICER RECOMMENDATION

11.7.1 That Council by absolute majority pursuant to section 6.16 of the Local Government Act 1995, to adopt the Fees and Charges included as Attachment 1

11.8 ESTABLISHMENT AGREEMENT – MEMBER SHARE BY POPULATION

Responsible Officer: Waste Operations Manager

Date: 25 May 2018

Appendices: Nil

SUMMARY

To advise the Member share by population for the 2018/19 financial year.

BACKGROUND

The WMRC Establishment Agreement holds that:

"Population" means at any relevant time in relation to a Participant, the estimated resident population of that Participant as set out in Table 1 (Estimated Resident Population In Statistical Local Areas) of the statistics last published by the Australian Bureau of Statistics titled 'Estimated Resident Population by Age and Sex in Statistical Local Areas' or any substitute for those statistics accepted by the Government of the Commonwealth of Australia from time to time as a measure of resident population provided that if at any time the statistics are discontinued or suspended or if in the opinion of the Regional Local Government its method of computation is substantially altered there shall be substituted therefor such alternative method of establishing resident populations of the Participants as the Regional Local Government may resolve.

DETAIL

The Estimated Resident Population (ERP) for each Member Council is most recently available for 2017 and is given in Table 1 below, alongside the current and original percentage share by population.

	2017		Original
Member Council	ERP	%	%
Subiaco	17,238	36.83%	38.33%
Claremont	10,557	22.55%	21.34%
Mosman Park	9,176	19.60%	18.41%
Cottesloe	8,129	17.37%	17.94%
Peppermint Grove	1,708	3.65%	3.98%
Totals	46,808	100.00%	100.00%

This is data sourced from the Australian Bureau of Statistics (ABS), *3218.0 Table of Regional Population Group*, section *Population Estimates by Local Government Area (ASGS 2017), 2016 to 2017*, subsection 5 - Estimated Resident Population, Local Government Areas, Western Australia.

The term “Statistical Local Area” does not appear to be in current use, but it is clear that “Local Government Area” is the appropriate category, per the ABS definition below:

Local Government Area (LGA)

An ABS approximation of an officially gazetted LGA as defined by each state and territory local government department. LGAs cover incorporated areas of Australia, which are legally designated areas for which incorporated local governing bodies have responsibility...

The ABS, in preparing these figures, has accounted for the loss of the South Ward from the City of Subiaco in 2016.

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

The population share will be used to calculate certain payments due from Member Councils to WMRC.

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Absolute majority

RESPONSIBLE OFFICER RECOMMENDATION

11.8.1 That Council endorse the Member share by population for the 2018/19 financial year

Responsible Officer: ACTING CHIEF EXECUTIVE OFFICER

Date: 25 May 2018

Attachment 9: STATUTORY BUDGET 2018-19

This report on the Budget 2018-19 is the updated version of Report Item 9.8 considered at the WMRC ordinary meeting on 5 April 2018. Any significant updates are shown in italics and parts no longer current have just been deleted.

This report on the Budget 2018-19 should be read in conjunction with Confidential Item 16.1 'Budget Funding Analysis'. Both these reports are the result of a team effort involving the Managers of Finance and Governance and Waste Operations.

SUMMARY

The Statutory Budget 2018-19 Attachment 9 determines the financial strategy to best manage the various financial pressures that exist. The fees and charges to be set in place from 1 July 2018 are set out in report item 11.7.

BACKGROUND

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

There is no reliable information available at this point on possible DiCOM operations in 2018-19. Hence the estimated funding for DiCOM operations cannot be quantified with any acceptable degree of confidence. There are also important budget funding matters to be determined in relation to waste operations more generally. Both these funding matters are discussed in Confidential Item 16.1 and options presented on how they might be best managed.

Consequently DiCOM operations are fully excluded from the Statutory Budget 2018-19. Nevertheless further expenses may have to be endured depending on what actually happens with DiCOM Operations in 2018-19

DETAIL

A comparison of Total Opex (excludes Reserves Transfers) and waste tonnes estimates for 2016-17, 2017-18 and the Statutory Budget 2018-19 with **no DiCOM input** is shown in **Table 1** on the next page.

TABLE 1

Budget Description	Estimated Actual 2016-17	Original Budget 2017-18	Statutory Budget 2018-19	% DECREASE from 2016-17
OPEX	5,454,876	5,381,610	5,274,993	3.30%
Waste Tonnes	21,300	19,670	17,711	16.85%

Whilst the Total Opex has declined each year over the last three years the waste tonnes received have also declined but by a much greater percentage. This means the unit rate /tonne and charged to member Councils has increased. The Statutory Budget 2018-19 increases the member Council fees and Charges by (4% plus \$5 Increase in landfill levy) per tonne. Other Fees and charges increase by amounts generally of the same order.

Other notable points about the proposed Statutory Budget 2018-19:

- Includes for the increase in the landfill levy of \$5/Tonne from 1 July 2018.
- Has a deficit of **\$168,358** which is to be funded by contributions from member Councils as provided for under the Establishment Agreement in order to achieve a balanced budget
- *The estimated deficit for 2017/18 is around \$190,000 and is to be funded by a transfer from the Reserve Fund Accounts.*
- Funding for any future financial analysis associated with the DiCOM project is deferred
- Funding for the Integrated Planning Framework is deferred
- Funding for a final review of the Business and Waste Operation Model is deferred.

As is seen at **Table 1** waste tonnages received will continue to decline in 2018-19. **Table 2** provides more detail by individual member Council on the waste and green waste tonnages expected to be received in 2017-18 and 2018-19.

TABLE 2

Description	Estimated Actual 2017-18		Base Draft Budget 2018-19	
	Waste Tonnes	Green Tonnes	Waste Tonnes	Green Tonnes
MEMBERS				
Subiaco	5380	660	5380	660
Claremont	2680	590	2224	590
Cottesloe	1870	280	1830	280
Mosman Park	2670	570	2312	560
Peppermint Grove	845	135	825	140
Sub Total	13445	2235	12571	2230
OTHER				
Commercial Customers	3870	2180	3600	1800
Resident Services	1540	480	1540	430
Sub Total	5410	2660	5140	2230
TOTAL	18855	4895	17711	4460

The need to identify real costs for the various waste services the WMRC provides continues to become more important as each year passes. The true expenses of individual services provides better information to Councillors when they are making value for money decisions and allows them to identify what cross subsidization is occurring. **Table 3** below shows the estimated costs for the waste services based on the proposed Statutory Budget 2018-19

TABLE 3

SERVICES 2018/19	BUDGET TONNES	BUDGET EXPENSE \$	BUDGET EXPENSE \$/TONNE	BUDGET PROPOSED CHARGE \$/TONNE	BUDGET INCOME FEES AND CHARGES \$	SURPLUS /DEFICIT \$
Silo Waste Services	13,766	2,776,306	201.68	255.00	3,438,630	662,234
Bulk Waste Services	3,945	1,082,030	274.28	255.00	833,675	248,355
Recycling and Problematic Waste	N/A	400,460	N/A	N/A	29,040	371,420
Waste Education	12,571	389,276	30.97	25.00	320,210	69,066
Green Waste	4,460	428,796	96.14	85.00	401,400	27,396
Governance, Interest and Unallocated Administration	N/A	198,126	N/A	N/A	83,680	114,446
TOTALS	N/A	5,274,994	N/A	N/A	5,106.635	168,539

The WMRC's attention is drawn to the estimated cost of each service. The budget income shown in **Table 3** is derived from the proposed fees and charges referred to in report item 11.7.

The Silo Waste Services recovers all of its costs with a significant surplus. All the other services do not recover sufficient funds from fees and charges to cover their costs. After offsetting the surplus costs of \$168,539 remain to be recovered through a direct charge on members. With the exception of Recycling and Problematic Waste all other services contribute to fixed, governance and administration costs thereby reducing pressure on fees and charges overall. Green Waste is a good example of this.

A comparison of the principal Fees and Charges from 2013-14 to 2018-19 can be seen in **Table 4** below. A full list of Fees and Charges is included in report item 11.7.

TABLE 4

DRAFT WMRC MEMBER COUNCIL FEES AND CHARGES 2018-19						
SERVICE	2013-14 \$/Tonne	2014-15 \$/Tonne	2015-16 \$/Tonne	2016-17 \$/Tonne	2017-18 \$/Tonne	2018-19 \$/Tonne
General Waste	185.25	230.95	230.95	231.00	240.00	255.00
Green Waste	65.00	70.00	77.00	80.85	82.00	85.00
Waste Education	12.67	13.05	16.30	21.25	22.00	26.00

Capital Expenditure

The items of Capital Expenditure shown in Table 5 below are proposed to be funded from Reserve Account funds and are included in Statutory Budget 2018-19.

TABLE 5

Capital Works			
Description	Asset Class	Budget \$	Comment
HHW Carport Cover	Buildings	5,000	
HHW Plumbing to Cover	Infrastructure	6,000	
Waste Education Vehicle	Plant and Equipment	26,000	Small Van replaces RAV 4. Funds from Sale of RAV4 in 2018-19 Budget
TOTALS		37,000	

Variance Reporting

Each year Council is required to adopt a percentage or value to be used in statements of Financial activity for reporting material variances, as required by Clause 34(5) of the Local Government (Financial Management) Regulations 1996.

At its Council Meeting held in August 2015, Council adopted a variance threshold of 10% for the 2014-15 and 2015-16 financial years. A continuation of a material variance threshold of 10% is recommended for the 2018-19 financial year.

Reserves

The proposed Statutory Budget 2018-19 includes \$841,304 in Reserve Fund Transfers.

Salaries & Wages

Salaries and wages estimated in the Statutory Budget 2018-19 have increased by 14.64% from the Statutory Budget 2017-18. The reason for the increase includes

- CPI
- Re-Classification of some positions during 2017-18
- The appointment of a new full time CEO to replace a part time A/CEO

STATUTORY ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (by Absolute Majority) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Section 6.16 of the *Local Government Act 1995* permits the imposition of fees and charges when adopting the annual budget or during the financial year via an Absolute Majority decision of Council.

The Local Government (Financial Management) Regulations 1996 details the form and content of the budget.

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 proposed increase in member Council fees and charges plus the direct contribution will impact on member Council finances for the 2018-19 year.

Strategic Implications

The strategic implications of the Statutory Budget 2018-19 can be inferred from Confidential Item 16.1.

COMMENTS

Since 2013 there has been major uncertainty in the preparation of each annual statutory budget due entirely to no real progress of the DiCOM Project. Unfortunately this uncertainty is still present and as a result the Statutory Budget 2018-19 is adversely impacted.

VOTING REQUIREMENT

Absolute majority

RESPONSIBLE OFFICER RECOMMENDATION

11.9.1 That Council, pursuant to section 5.98 and 5.99 of the Local Government Act 1995 and regulation 33 and 34 of the Local Government (Administration) Regulations 1996, adopt the following annual fees and allowances for payment of elected members:

Statutory Fees and Allowances	
Sitting Fees – Chairman	\$12,000
Sitting Fees - Deputy Chairman and Councillors (\$6,000 x 4 = \$24,000)	\$24,000
Chairman Local Government Allowance	\$1,200
Deputy Chairman Local Government Allowance (25% of Chairman)	\$300
ICT Allowance per Councillor (\$500 x 5 = \$2,500)	\$2,500
Councillor Deputy Sitting Fee (per meeting attended)	\$175
Other Expenses	
Chairman’s discretionary fund – Council related expenses	\$1,000

11.9.2 That Council, pursuant to regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, adopt the level to be used in statements of financial activity in 2018/19 for reporting material variances being 10%

11.9.3 That Council, pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopt the Municipal Fund Budget as contained in Attachment 9 for the 2018/19 financial year which includes the following:

- (a) Statement of Comprehensive Income by Program on page 4 of Attachment 9 showing a net result for that year of \$ 37,000 which is the net result following the transfers from Reserve Funds and Member Council contributions.**
- (b) Statement of Comprehensive Income by Nature and Type on page 5 of Attachment 9 showing a net result for that year of \$ 37,000 which is the net result following the transfers from Reserve Funds and Member Council contributions.**
- (c) Statement of Cash Flows on page 7;**
- (d) Rate Setting Statement on page 3 showing a nil amount required to be raised from rates; and**
- (e) Notes to and forming part of the Budget on pages 8 to 25.**

11.10 EXTENSION AND VARIATION OF THE MRC WASTE SUPPLY AGREEMENT

Responsible Officer: Acting Chief Executive Officer

Date: 22 May 2018

Attachment 10: 1 - Deed regarding the delivery of waste (executed by MRC)
2 – Letter from MRC advising acceptance

SUMMARY

The WMRC currently has a waste supply agreement in place with the Mindarie Regional Council (MRC) for the supply of 18,500 tonnes of Municipal Solid Waste (MSW) for 12 months which expires on 26 June 2018.

The A/CEO is seeking endorsement from Council for an extension and variation to this agreement, which has already been executed by MRC Council. The revised document includes a 12 month extension to 30 June 2019, and increases the amount of waste available to be called upon under the agreement to 24,000 tonnes of waste per year.

BACKGROUND

The WMRC has a contractual obligation to deliver 33,000 tonnes of waste per year to Brockwaste, but only has approximately 11,000 tonnes of this waste available from its member councils. The waste supply agreement with the MRC is key in enabling the WMRC to meet its contractual commitments and avoid any penalties which may be incurred under the waste supply agreement with Brockwaste.

DETAIL

In June 2015 the WMRC entered into a waste supply agreement with the MRC, whereby the WMRC can call on 18,500 tonnes of MSW to meet its contractual supply obligations with Brockwaste.

The WMRC would receive the tonnes directly from the MRC's member councils and charge the MRC the MRC's members' gate fee to process the waste through Brockwaste.

For the arrangement to be cost neutral to the MRC, the WMRC is required to deliver an equivalent number of tonnes of waste back to the MRC, which the MRC would then landfill and charge to the WMRC at the MRC's members' gate fee. The WMRC also has to pay the transport costs associated with the waste returned to the MRC.

The risk review of the Brockwaste waste supply agreement undertaken by consultant John King identified the WMRC's inability to meet its waste supply obligations as a key risk to the WMRC. The current waste supply agreement with the MRC was entered to ameliorate this risk.

This agreement has been extended twice, once in 2016 and once in 2017.

The extension or replacement of this agreement to continue to make the tonnes available under this waste supply agreement is of key importance to the WMRC's ability to meet its contractual obligations to Brockwaste.

The WMRC administration has negotiated with MRC for a further extension of this contract to 30 June 2019, and increases the amount of waste available to be called upon under the agreement to 24,000 tonnes of waste per year.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Nil

Financial Implications

The MRC's members' gate fee is currently \$174 per tonne (excl GST), and is anticipated to rise to \$210 per tonne (excl GST) for 2018-19. The penalties associated with not being able to supply the required tonnes to Brockwaste are likely to far outweigh any increase in this gate fee which may eventuate.

Strategic Implications

COMMENTS

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER RECOMMENDATION

11.10.1 That the A/CEO be authorised to execute the attached agreement

11.11

APPOINTMENT OF NEW CHIEF EXECUTIVE OFFICER

Responsible Officer: Acting Chief Executive Officer

Date: 21 May 2018

Attachment: Nil

SUMMARY

The Special Meeting of the WMRC on the 7 May 2018 dealt with recommendations from the Selection Panel concerning negotiations with the preferred candidate for the position of Chief Executive Officer.

BACKGROUND

Following the Special Meeting negotiations with the preferred candidate were successful and two year contract was signed on 17 May 2018.

DETAIL

The new Chief Executive Officer is Mr Stefan Frodsham who will commence work on the 25 June 2018.

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

11.11.1 The WMRC re-affirms the appointment of Mr Stefan Frodsham as Chief Executive Officer welcoming him to the WMRC and looks forward to a successful and harmonious working relationship.

Responsible Officer: Finance and Governance Manager

Date: 21 May 2018

Attachment: Nil

SUMMARY

The recruitment of a Chief Executive Officer (rather than an Acting Chief Executive Officer) has required WMRC to update the authorised signatories to WRMC.

WMRC is required to update these signatories with regards to the following:

- Money Market Deposit Account
- Investment Term Deposit Accounts
- Online Business Banking
- Business Account
- Corporate Credit Card

BACKGROUND

In accordance with the LG Act 1995 and LG (Financial Regulations) 1996, Council is required to maintain strict controls and security around its financial transactions and therefore two signatories are required before any transaction can be authorised.

At the June 2015 Ordinary Council meeting, it was resolved by absolute majority to update the signatories to Council bank accounts to reflect the current staffing profiles which was Acting Chief Executive Officer, Business Manager, Office Manager, Waste Operations Manager and Sustainability Manager.

With the ongoing staffing changes and reclassification of positions at WMRC it is time to update the records to reflect the current arrangements and to formally remove others. The Chief Executive Officer will still be required to authorise new personnel to be signatories regardless of their position entitlement.

DETAIL

Previously, the following staff positions were authorised as signatories to the WMRC's bank accounts: Acting Chief Executive Officer, Finance and Governance Manager, Support Services Officer, Waste Operations Manager and Site Supervisor. The recruitment of a Chief Executive Officer (rather than an Acting Chief Executive Officer) has impacted on available signatories and does not reflect the current staffing arrangements at WMRC.

It is far more efficient for the applicable Bank signatories to the positions held rather than individually named. As a consequence it is proposed that **only** the following staff positions be authorised as signatories to the WMRC's bank accounts: Chief Executive Officer, Acting Chief Executive Officer, Finance and Governance Manager, Support Services Officer, Waste Operations Manager and Site Supervisor.

STATUTORY ENVIRONMENT

Nil

CONSULTATION

Nil

REPORT IMPLICATIONS

Policy Implications

Delegations Register: Delegation # 2 - Payments from municipal and trust fund and transfer to and from reserve accounts.

DELEGATED BY:	Local Government
POWER TO DELEGATE:	<i>Section 5.42 Local Government Act 1995</i> – a local government may delegate to the CEO the exercise of any of its powers or any of
DELEGATED TO:	Chief Executive Officer

POWER/AUTHORITY DELEGATED:	Regulation 12 Local Government (Financial Management) Regulations 1996 Authority to make payments from the municipal fund and trust fund. Section 6.11 Local Government Act 1995 This includes the transfer of funds to and from Reserve accounts as allowed for in the budget.
CONDITIONS:	All payments are to be authorised by 2 appropriately delegated officers
REFERENCES:	N/A
POWER TO SUB-DELEGATE:	Yes - s.5.44 Local Government Act 1995 – a CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under the Local Government Act 1995 .
SUB-DELEGATED TO:	Finance and Governance Manager, Support Services Officer, Waste Operations Manager and Site Supervisor.
RECORD OF USE:	Details of decisions made are to be recorded in writing and retained in the Council record keeping system, along with any evidentiary documents. Such records/documents must contain sufficient information to ensure that the requirements of Regulation 19 of the Local Government (Administration) Regulations 1996 are met.
DATE ADOPTED:	02/12/2010
LAST REVIEWED:	07/12/2018

Financial Implications

Financial transactions cannot be undertaken without the relevant authorisations in accordance with the Local Government Act 1995 Section 6.10, Local Government (Financial Management) Regulations 1996 regulation 11 and the Delegations Register.

Strategic Implications

Nil

COMMENTS

Nil

VOTING REQUIREMENT

Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

11.12.1 Council approve the following staff positions be authorised as signatories to the WMRC's Bank accounts: Chief Executive Officer, Acting Chief Executive Officer, Finance and Governance Manager, Support Services Officer, Waste Operations Manager and Site Supervisor with the following authorities:

- Money Market Deposit Account**
- Investment Term Deposit Accounts**
- Online Business Banking**
- Business Account**

11.12.2 The delegations register, Delegation # 2 be updated to reflect the new positions and arrangements.

12.1 WASTE EDUCATION UPDATE

Responsible Officer: WASTE EDUCATION MANAGER**Date: 25th May 2018****Appendices: Nil**

SUMMARY

An information bulletin detailing Waste Education team activity for the period.

BACKGROUND

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

Contents include:

1. Community events
 - Earth Carers Course
 - Richgro tour
2. Support for Member Council activities
 - Mosman Park Community Fair
 - Subiaco Street Party
 - Cottesloe Bin Tagging
3. Contributions to external events
 - Community Talks
 - Volunteer Expo
4. Other
 - Westip site visit
 - Face your waste launch
 - Kalgoorlie Waste Summit

DETAIL

1. Community Events
 - Earth Carers Course

An Earth Carers Course was held in Shenton Park in May attracting 32 attendees of 43 registered. Registrations from outside the Member Council area were restricted and 81% of those graduating were from the Member Council area which was a significant increase on the long term average of 41%.



Course attendees visited Brockway Transfer Station and Tamala Park landfill



Course attendees at worm farming workshop at Earthwise Community Garden

Comments from attendees include “I have already improved our home composting system and stopped using black rubbish bags!” and “Possibly make [the course] longer, maybe a 7 week course”

Richgro Tour

16 Earth Carer volunteers and the Waste Education team attended the tour of Richgro’s facility at Jandakot to learn more about their innovative processes for industrial composting of food waste. Richgro’s tours are normally only open to industry and tertiary education groups.



Richgro Tour conducted by Geoff Richards, CEO Richgro for WMRC Earth Carer Volunteers



2. Support for Member Council Activities

Mosman Park Community Fair

The team attended the Mosman Park Community Fair with a Fresh Water Café providing an alternative to single use plastic water bottles for the many attendees who hadn’t brought their own and a refill point for those who had remembered to bring their own water bottle. The event continues to progress towards being a low waste event, for example there were mugs provided at the café in place of single use take away cups.



Fresh Water Café at Mosman Park Community Fair

Subiaco Street Party

The annual Subiaco Street Party, attracting an estimated 10,000 people, was the first mainstream event to be awarded gold status on our low waste event checklist. The waste diversion activities at this event were exemplary and included diversion of food waste to composting, compostable food containers and utensils used by vendors, onsite bin auditing, use of WMRC’s water refill stations and bin toppers and a low waste information stall.



Information board at the Subiaco Street Party



Bins at the Subiaco Street Party

Cottesloe Bin Tagging

The Cottesloe Bin Tagging project was completed and showed an improvement in correct waste sorting from 69% to 79% of households. There was a significant reduction in the number of households bagging their recycling. The team also consulted to the Town on the design of new bin stickers. This project was funded through a DWER Better Bins grant.

3. Contributions to external events

Community Talks

Community talks on the current state of waste in WA were requested and given at St Louis, Claremont and U3A at the Grove. Both showed that there is a currently high level of community interest in the topic.

Volunteer Expo

The team had a stall at the Give a Little Change a Lot Expo organised to showcase volunteering opportunities throughout the Western Suburbs.

4. Other

Westip site visit

Westip collect bulk verge waste for Subiaco and Cottesloe and provide data indicating high levels of waste diversion. The team visited the site with Town of Cottesloe staff and viewed their waste sorting processes. Their separation processes and quantity estimation appear to be appropriate methods for attaining diversion levels quoted.

Face your waste launch

Face Your Waste is a major education campaign launched by the Mindarie Regional Council with the aim of starting conversations around waste avoidance. The team attended the launch event and have indicated a willingness to use campaign materials where possible to improve consistency between Regional Councils.



Minister Stephen Dawson at the Face Your Waste launch

Kalgoorlie Waste Summit

Libby was invited to speak at WALGA's Kalgoorlie Waste Summit on "Making it easy to do the right thing – behaviours and/or practices"

MEDIA

Social Media Content

The team's social media presence continues to be an effective free medium for publicising waste education issues and events with a reach of 3,000. The highest ranking post publicised the start of the Face Your Waste clear bin trial, reaching more 1,470 people (organic reach, not paid).



Face Your Waste facebook post

Print Media Content

The following article has been featured in The Post



The full bottle on waste ... Christine Parfitt is on WMRC's waste education team.

Course helps reduce waste

By DAVID COHEN

Christine Parfitt was an Earth Carers student last year. Now she has joined the Western Metropolitan Regional Council's (WMRC) waste education team and is in front of the class.

Christine, a Cottesloe resident, is no stranger to battling waste. Several years ago she started Bottle for Hotel, a program that reduces plastic waste on Bali and is still going strong.

The program was voted one of software giant Microsoft's top not-for-profit organisations.

It has stopped more than 165,000 plastic cups from entering Indonesia's waste stream.

Despite her experience in global pollution Christine said she had learnt a lot on the Earth

Carers' course.

"Early in the course we were asked to sort rubbish and work out whether it could be recycled, composted or landfilled," Christine said.

"I was amazed at how much rubbish was going to landfill that could be avoided.

"Since doing the course I compost my food scraps, halving the amount of waste I generate.

"Some weeks I don't even put the bin out for collection."

Christine's next Earth Carers courses are this Saturday, May 12, at Earthwise in Subiaco, and next Thursday, May 17, at the Shenton Park Community Centre.

"People want to do the right thing but often just don't know where to begin," she said.

"Courses like Earth Carers give them the skills to get started."

The course includes tours of waste facilities and community gardens, worm farming and composting workshops, green cleaning demonstrations and zero-waste living tips plus safe ways to recycle or dispose of hazardous waste such as batteries, fluorescent light globes and household chemicals.

"Courses like Earth Carers are teaching residents to eliminate waste at the source by refusing to purchase items with excess packaging, setting up backyard compost systems to minimise food wastage, or trying to reuse items multiple times before disposing of them," she said.

More than 400 participants have completed the Earth Carers course since it began in 2010.

To find out more, see www.earthcarers.org.au.

POST newspaper pg16 12 May 2018

Other Media Content

Libby was interviewed by and featured on Channels Nine and Ten News concerning the Woolworths Cottesloe Central Plastic Bag Ban on 4th April

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

12.1.1 That Council note the Waste Education report to 25 May 2018

12.2

WASTE OPERATIONS PROGRESS REPORT FOR MARCH/APRIL 2018

Responsible Officer: Waste Operations Manager

Date: 17 May 2018

Attachment 11: Waste Receivals Data

SUMMARY

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

BACKGROUND

Nil

DETAIL

Waste Statistics

Total waste receivals (excluding AWT waste) for the year to date are very slightly down from this point in 2016-17. Member Council Waste tonnes are down 5% compared to 2016-17.

Commercial tonnages in the year to date remain up nearly 20% from 2016-17. Commercial Green Waste tonnes are down some 40% from this point in 16-17. Attachment 11 provides waste receivals data to 30 April 2018.

AWT Plant

The AWT Plant resumed some operations from 4 September 2017, under the new owners of DiCOM, Shenton Energy. As of mid-May 2018, since testing began in September 2017, some 5270 tonnes has been delivered to the plant (3290 tonnes from the City of Stirling). Some 2390 tonnes of residuals have been generated, as well as smaller amounts of glass and grit and contaminated organics. Some 30 tonnes of metals have been sent to a recycling facility and some 50 tonnes of compost has been removed from the Plant.

Performance of the AWT Plant was fairly stable until early February, with some 80 tonnes accepted on most weekdays. Since early February the Plant has not been accepting waste. It is unclear what the timelines for reaching full capacity and target diversion rates are.

Signage at JFR (Jim) McGeough Resource Recovery Facility

A quotation has been sought for the for design, manufacture and installation of an external sign for the JFR (Jim) McGeough Resource Recovery Facility, which is intended to appropriately recognise the contribution to the region of Mr McGeough.

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

12.2.1 That Council receive the Waste Operations Report.

12.3

PROGRESS ON COUNCIL RESOLUTIONS

Responsible Officer: Acting Chief Executive Officer

Date: 29 May 2018

Attachment 12: Progress on Council Resolutions

SUMMARY

A schedule showing progress on WMRC resolutions up to and including the 30 March 2018 meeting is presented in **Attachment 12**. The schedule is extracted from the master schedule which has a record of all WMRC resolutions from 2007. Only resolutions not finalised are shown on the schedule as 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 12**

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

12.3.1 That the information be received.

- 13. MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

- 14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

- 15. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

- 16. MATTERS BEHIND CLOSED DOORS**
 - 16.1 Confidential Report Budget Funding Analysis
 - 16.2 Brockwaste Confidential Progress Report

- 17. CLOSURE OF MEETING**