



# Meeting Summary

The information contained in this newsletter relates to matters discussed at the SMRC Regional Council Meetings during November 2016. The Meeting Summary may be circulated or tabled to elected members and officers of the member local governments of the SMRC. To request further information on articles in this Meeting Summary please email [smrc@smrc.com.au](mailto:smrc@smrc.com.au) or phone 9329-2700.

Chair, Cr Cameron Schuster .....	Melville
Deputy Chair, Cr Doug Thompson.....	Fremantle
Cr Kevin Allen .....	Cockburn
Cr Michael McPhail .....	East Fremantle
Cr Wendy Cooper.....	Kwinana

## STAKEHOLDER RELATIONS COMMITTEE

### Communications and Community Engagement Plans

The revised Plans were received by the committee. The plans align with the revised strategic plans and address stakeholder and community communications strategies for 2016/17.

### Living Smart Board Inc

The Committee acknowledged that the SMRC has not had a representative on the board for some time and at the request of the Board recommends to council that it write to the be Living Smart Board Inc advising that the requirement for a SMRC board member be removed from its constitution

## AUDIT AND RISK COMMITTEE

The Committee discussed the following matters:

1. Internal Audit Reports – Financial Controls and Asset Management and Maintenance
2. Reports by the CEO on Risk Management, Internal Controls and Legislative compliance.
3. DER’s RRRC site audit report

## ORDINARY COUNCIL MEETING – 24 NOVEMBER

### IMPLEMENTATION OF A FOOD ORGANICS AND GARDEN ORGANICS (FOGO) COLLECTION AND PROCESSING SYSTEM

Strategies	Actions
1.2.2 Investigate best use scenarios for current technology and site in regards to FOGO	a. Conduct a 3 bin FOGO trial through the RRRC WCF (SWMP No 1)
	b. Implement a 3 bin FOGO collection and composting system (SWMP No 2)

The Regional Council resolved to implement a Food Organics and Garden Organics (FOGO) Collection and Processing System.

An initial meeting with participating Council REG members and waste managers is being organised to discuss the formation of a project steering group.

A Project Management Plan is being prepared which will include a detailed project schedule and budget costings.

## MEETINGS HELD SINCE LAST COUNCIL MEETING

Nov 9.....	Agenda Briefing
Nov 14.....	Stakeholder Relations Committee
Nov 14.....	Audit and Risk Committee
Nov 24.....	Ordinary Council Meeting

## TENDER 2016-07 PROVISION OF CONSULTANCY SERVICES – PROJECT MANAGEMENT FOR AN AMENDED BUSINESS PLAN

As a result of the City of Cockburn’s notice to withdraw, the RRRC Project Participants have written to the SMRC requesting that the SMRC prepare an amended business plan in accordance with Clause 2.8 of the Project Participants’ Agreement.

The SMRC has prepared a scope of service and has invited a public tender request from experienced consultants in the fields of project management, financial, strategic waste management, and engineering.

The awarding of the tender will be considered at a Special Council Meeting on 19 December 2016.

## COUNCIL MEETING DATES 2017

SMRC Ordinary Council Meeting Dates for 2017 are as follows:

- 23 February 2017 at 5:00pm- City of Melville
- 27 April 2017 at 5:00pm- City of Cockburn
- 29 June 2017 at 5:00pm- City of Kwinana
- 24 Augusts 2017 at 5:00pm- Town of East Fremantle
- 26 October 2017 at 5:00pm- City of Fremantle
- 23 November 2017 at 5:00pm- RRRC, Canning Vale

## FINANCIAL REPORTS

The operating revenue and expenditure to 31 October 2016 is within budget estimates.

### Budget Amendment

The actual Non-Current Assets (depreciated property values) at 1st July 2016 was reduced as a result of the asset valuations as at 30 June 2016, however, was not available when the 2016/17 Budget was adopted by Council on 30 June 2016. It is now appropriate to adjust the 2016/17 Budget with the Opening Balance actual values.

The SMRC’s cash investment portfolio is made up of:

- Cash backed reserves of \$6.6 million.
- General Fund of \$2.8 million
- Retention funds of \$0.5 million



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## PROGRESS OF COMMUNITY AND ENGAGEMENT STRATEGIES

The Stakeholder and Relations Committee met on 14 November 2016 and resolved to present this report to the Council for information.

The report consisted of the progress of activities by the Community Engagement and Communications Teams which included:

- Recycle Right Tours and Incursions
- Virtual Tours
- SMRC Website Statistics
- E-news
- Jacaranda and Rottneest Festivals
- Collaboration with other Regional Councils – Nappies
- Waste and Recycle Conference - 14th – 16th September 2016
- Royal Show – 24th September – 1st October

## LIVING SMART BOARD INC

Council recommended the CEO write to Be Living Smart Inc Board advising that the requirement for a SMRC board member be removed from its constitution, as there is no longer a requirement for a board representative.

## COMMUNITY ENGAGEMENT & COMMUNICATIONS PLANS

The Stakeholder Relations Committee reviewed and approved amendments to the Community Engagement Plan at its August 2016 meeting. The Plan aligns with the newly adopted Corporate Business Plan, Strategic Community Plan and Strategic Waste Management Plan.

The Community Engagement & Communications Plans were adopted by council.

## REPORT BY THE CEO ON AUDIT REGULATION 17

It is a compliance requirement under Regulation 17 of the Local Government (Audit) Amendment Regulations 2013 that the CEO report on the appropriateness and effectiveness of systems and procedures of Risk management, Internal control and legislative compliance and report to the Audit & Risk Committee of his findings.

The review of the appropriateness and effectiveness of systems and procedures was received by the Audit and Risk Committee on 14 November 2016 and a copy of the reports will be forwarded to the Department of Local Government and Communities.



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