



# MINUTES

Meeting of Chairs and CEO Group  
held on  
**Monday 27 FEBRUARY 2012**  
Commencing at **6.00 pm**  
at the  
EMRC Offices  
226 Great Eastern Highway  
BELMONT



**1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Chairman of the FORC CEO Group Peter Schneider opened the meeting at 6:00pm and welcomed members to the first meeting of 2012.

**2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE PREVIOUSLY APPROVED**

**Proposed Attendees**

Mayor Ron Norris	RN	Chairperson	WMRC
Cr Ron Hoffman	RH	Chairperson	RRC
Cr Ron Ashplant via Phone	RA	Councillor	CGG
Cr Alan Pilgrim	AP	Chairperson	EMRC
Cr Russell Fishwick	RF	Chairperson	MRC

Alex Sheridan	AS	Chief Executive Officer	RRC
Tim Youe	CW	Acting Chief Executive Officer	SMRC
Brian Callandar from 6:07pm	BC	Chief Executive Officer Elect	MRC
Adam Johnson	AJ	Chief Executive Officer	WMRC
Peter Schneider	PS	Chief Executive Officer	EMRC
Mark Wong	MW	Regional Waste Manager	CGG
John Stevenson	JS	Executive Support	Stevenson Consulting
Theresa Eckstein	MW	Executive Assistant	EMRC

**Apologies**

Cr Tony Romano	TR	Chairperson	SMRC
Stuart McAll	SM	Chief Executive Officer	SMRC

*Members noted one elected member was an apology for this meeting. An “out of session consultation” with this member is required to determine if there is consensus on Actions 8.2 to 11.1, 13.1 to 15.1 plus 16.2. In addition one member was not available during discussions on Actions 17.1 to 18.2. Accordingly an “out of session consultation” with both members is required to determine if there is consensus on Actions 17.1 to 18.2. Until the above is determined the listed Actions cannot be progressed.*

**3 POSITION OF CHAIR AND DEPUTY CHAIR OF FORC**

*PS invited nominations for the position of Chair of FORC. Mayor Ron Norris nominated Cr Ron Hoffman. There were no other nominations. Cr Ron Hoffman accepted the nomination.*

*There being no other nominations Cr Ron Hoffman and was declared Chair of FORC for the next two years. At this point Cr Ron Hoffman took over the Chairing of the meeting.*

*The Chair then called for nominations for Deputy Chair of FORC with Mayor Ron Norris being the only nomination. Mayor Norris accepted the nomination and was declared Deputy Chair of FORC for the next two years.*



**4 ANNOUNCEMENT BY THE CHAIRMAN OR PERSON PRESIDING WITHOUT DISCUSSION**

*The Chair on behalf of members thanked RN for his contributions as Chair over the last two years.*

**5 PRESENTATIONS**

*At the end of the meeting AJ gave an overview of the Presentation which FORC will present at the Waste Authority meeting on 7 March 2012. It was agreed that some additional work was required in to take account of member's comments and that there should be a focus on funding, operating, strategising, research and governance. AJ undertook to review the presentation and make the changes suggested and email to members. The Chair indicated he would meet with AJ to finalise the presentation prior to the meeting with the Waste Authority.*

**6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

The FORC Chair and CEO Group minutes for 5 December 2011 have been previously distributed.

**Action:**

**6.1 The FORC CHAIRS and CEO Group minutes for 5 December 2011 were confirmed.**

*MOVED MAYOR NORRIS      SECONDED CR FISHWICK*

**7 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

*Nil*

**8 FORC STEERING GROUP - MSW SERVICES AND INFRASTRUCTURE**

This Item was discussed at the CEO Group meeting on 20 February 2012 and is detailed below:

*“ MWAC have an interest in and support this FORC initiated matter.*

Two meetings of this group have been held. The minutes are at:

**Attachment 1** Confirmed minutes for 1 February 2012

**Attachment 2** Unconfirmed minutes 10 February 2012

At the CEO Group meeting on 28 February 2011 it was agreed that in the event of a Waste Management Steering Group being established along the lines promoted by FORC then an appropriate press release should be prepared.”

CEO Group Members discussed the progress to date of the Steering Group. It was noted an interim report was being prepared for presentation to the Chairs and CEO Group. This report will outline the Steering Groups vision and methodology to be applied to the final report.

AS reported that in his view the Steering Group was working well together. JS advised members were providing written comments on the problem definition relating to the report. These comments would be compared and differences of view discussed and reconciled where possible.

FORC members discussed the issue of a press release relating to State Government direct sponsorship of the Steering Group. It was agreed that as this never eventuated a press release was not required.

Members recommend to the Chairs and CEO Group meeting on 27 February 2012 as follows:



## 8 FORC STEERING GROUP - MSW SERVICES AND INFRASTRUCTURE (Cont)

At the Steering Group meeting on 22 February 2012 it was agreed that an interim report be finalised by 2 March 2012. This report will propose a final scope for investigations and the methodology to be employed. This will need to be confirmed by the Chairs and CEO Group before the Steering Group can proceed further. In order to prevent delay it is suggested that a special meeting of the Chairs and CEO Group be held at 6.00 PM on Monday 12 March 2012 or such other time convenient to the Chairs to make a determination on the interim report.

*RF advised that he will be unable to attend as he will be on leave from 7 to 17 March 2012 but is contactable via email.*

*At this meeting members will discuss the interim report and AJ will also present the model for the Steering Group which is the basis they intend to move forward with.*

### **Actions:**

- 8.1 That the Steering Group minutes be received.**
- 8.2 That no further action be taken on the preparation of a press release about the Steering Group.**
- 8.3 A special meeting of the Chairs and CEO Group be held at 5.30 PM on Monday 12 March 2012 at which it is proposed the FORC Steering Group Interim Report be considered.**

*MOVED MAYOR NORRIS*

*SECONDED CR PILGRIM*

## 9 ADVOCACY SERVICES

This Item was discussed at the CEO Group meeting on 20 February 2012 and is detailed below:

*“MWAC have an interest in and support this FORC initiated matter.*

The EMRC on behalf of FORC invited tenders in relation to professional services for consultants in the areas of Advocacy, Public Relations and Market Research Services.

Tenders closed Monday 30<sup>th</sup> January 2012 in response to the tender advertisement the following submissions were received as follows:

- Bill Marchbank Waste Management Services (Advocacy, Public Relations & Market Research)
- GRA Everingham (Advocacy & Public Relations)
- JWS Research Pty Ltd (Market Research)
- Painted Dog Research (Market Research)
- Patterson Research Group (NIL non compliant)
- Roy Morgan Research (Market Research)
- Shift Focus (Advocacy, Public Relations & Market Research)



## 9 ADVOCACY SERVICES (Cont)

Tenders were assessed based on the following assessment criteria:

Qualitative Criterion	Weighting
Demonstrated experience in completing similar projects	50%
Skills and experience of key personnel	50%

Three Advocacy tenders were received and assessed. GRA Everingham provided the highest score in qualitative criterion however in regards to price the submission raised concerns about whether value for money would be achieved. As the other Advocacy tenders did not meet the expected standard it is recommended all Advocacy tenders be rejected.

Three Public Relations tenders were received and assessed. The scores however were below the medium score and therefore no tender was able to be selected on the qualitative criterion. It is therefore recommended all tenders for Public Relations be rejected.

Five Market Research tenders were received and assessed and both Painted Dog Research and Roy Morgan Research had the highest score in the qualitative criterion. The 2 submissions were then evaluated for price and Painted Dog Research represented the best value for money.

PS and JS will speak to this report if required.”

Members recommend to the Chairs and CEO Group meeting on 27 February 2012 as follows:

*RN commented that FORC had a good relationship with GRA Everingham however it had been at a cost. Members agreed officers should look at other consultants who offer advocacy services and benchmark cost, quality and service. It was also noted that GRA Everingham have a good affiliation with the government and FORC have acquired credibility through their advocacy work.*

*PS and JS advised on qualitative assessments and hourly rates on tenders in response to questions from members.*

*AJ requested that in future tender reports advice on prices be included to assist with member decision making.*

### Actions

That the EMRC be requested to:

- 9.1 **Reject all Advocacy and Public Relations Tenders received.**
- 9.2 **Accept the tendered hourly rates from Painted Dog for Market Research Services.**
- 9.3 **Negotiate one year contracts at acceptable hourly rates for specialist services with:**
  - A. **GRA Everingham and others for Advocacy services.**
  - B. **Appropriate Consultants for Public Relations services.**

MOVED MAYOR NORRIS

SECONDED CR FISHWICK



## 10 WASTE AUTHORITY PRESENTATION

This Item was discussed at the CEO Group meeting on 20 February 2012 and is detailed below

“ AS summarised the presentation given to CEO's earlier by AJ on the Waste Authority Presentation and advised that it would be presented to the Chairs at their next meeting on 27 February 2012. AS would organise for the presentation to be given at the Waste Authority meeting in March 2012. ”

CEO Group members discussed the latest situation and noted a meeting with the Waste Authority was confirmed for 10:30 AM on 7 March 2012 in their boardroom. Members considered the Chair and Deputy Chair of FORC should attend together with the Chair of the CEO Group and AJ as the main author of the presentation. Other elected members should be encouraged to attend.

Members recommend to the Chairs and CEO Group meeting on 27 February 2012 as follows:

*During discussion members noted advice from AS that the meeting time was now set for **10.15 AM** for 30 minutes and that the Waste Authority would like to be advised who would be attending. This matter was further discussed at **Item 5** and the minute record of that discussion should be read in conjunction with the Action below.*

*Apart from the Chair and Deputy Chair other elected members were unlikely to be available to attend the meeting with the Waste Authority.*

### Action:

- 10.1 That the information be received and that attendance at the meeting with the Waste Authority include the Chair and Deputy Chair of FORC, Chair of the CEO Group and Adam Johnson with other elected members being encouraged to attend.**

*MOVED CR PILGRIM*

*SECONDED CR ASHPLANT*

## 11 SOUTH WEST GROUP

This Item was discussed at the CEO Group meeting on 20 February 2012 and is detailed below

“ Chris Wiggins of the SMRC has forwarded a letter from the South West Group addressed to the CEO of the SMRC. This letter is at **Attachment 3**.

In an email addressed to the Chair and Deputy Chair of FORC plus the Chair of the CEO Group Chris advised as follows:

*“Just as a way of background, my initial response was to question if this something FORC was set-up to undertake?( It's a big project!) Hence my request for it to be placed on the FORC agenda for discussion. I am aware of other waste organisations such as WALGA (MWAC), DEC – Waste Division, Waste Authority, who we may or may not also be approaching.*

*If it was supported it would be subject to funding on the merits of a regional and industry wide centre of excellence approach. FORC may be able to seek funding from the landfill levy / Waste Authority? Annual resourcing costs in maintaining the data would also need to be considered.*

*Ron, as chairman with your approval can this be listed on the Feb FORC agenda seeking views from members and to gage if all 8 issues are suitable or not prior to the SMRC making any formal decisions. I only want it acknowledged that the SMRC is not directing FORC's cooperation as suggested by the SWG's recommendation.”*

It is hoped the SMRC Acting CEO Tim Youe will be able to provide an update at the meeting on 20 February 2012 of any position adopted by the SMRC.

This matter requires discussion by the CEO Group in order to make a recommendation to the Chairs and CEO Group meeting on 27 February 2012. ”



**11 SOUTH WEST GROUP (Cont)**

Members discussed this request and considered it was outside FORC's Terms of Reference and outside the MWAC profile. Members agreed in responding to the SMRC request as above that in addition it should be indicated FORC would support.

- A request made by the South West Group to the Waste Authority for funding to undertake the tasks and research detailed in their letter.
- The release of FORC technical reports that may be of assistance.

Members recommend to the Chairs and CEO Group meeting on 27 February 2012 as follows:

*AJ advised the proposed response as set out above needed some expansion to fully reflect the intent of the CEO Group. Members agreed the FORC response should include the point that it is happy to project manage the proposed research subject to funding being provided by the Waste Authority. It should also indicate that the SWG request complements an existing proposal of FORC to work with Curtin University to undertake a similar task but again subject to Waste Authority funding being received.*

**Action:**

**11.1 That FORC respond to the SMRC request as above.**

*MOVED CR ASHPLANT                      SECONDED MAYOR NORRIS*

**12 WASTE MANAGEMENT STRATEGIC PLANNING BRIEFING SESSION 14 MARCH 2011**

A report of proceedings for the Waste Management Strategic Planning Briefing Session on 14 March 2011 has now been received and is at **Attachment 4**.

**Action:**

**12.1 That the information be received.**

*MOVED MAYOR NORRIS                      SECONDED CR ASHPLANT*

**13 PROPOSED PUBLIC UTILITIES OFFICE**

This Item was discussed at the CEO Group meeting on 20 February 2012 and is detailed below:

“ A media statement issued by the Premier on 5 January 2012 on the proposed Public Utilities Office is at **Attachment 5**

Chris Wiggins by email of 5 January asked for this matter to be included in the agenda for this meeting for discussion. It was his suggestion that FORC consider giving in principle support to this initiative.

In discussion by members it was proposed it be suggested to the Chairs that FORC write to the Premier congratulating him on this initiative and expressing the hope that it would include Waste Management in the very near future.

Members recommend to the Chairs and CEO Group meeting on 27 February 2012 as follows:

*AS informed FORC members that the position of Deputy Director General Public Utilities Office to provide vision and leadership in WA's energy sector for a period of 6 months was advertised in last Saturday's West Australian. However the advert also stated that a term of 5 years may be offered.*

*After discussion members agreed in the proposed letter to the Premier further information regarding timelines for when waste management could become a responsibility of the Public Utilities Office.*





**13 PROPOSED PUBLIC UTILITIES OFFICE (Cont)**

**Action:**

- 13.1 That FORC write to the Premier congratulating him on this important initiative and requesting that waste management (as suggested by the Premier) be included in the Public Utilities Office in the very near future.**

*MOVED CR PILGRIM*

*SECONDED CR FISHWICK*

**14 PARKS AND LEISURE AUSTRALIA WA**

This Item was discussed at the CEO Group meeting on 20 February 2012 and is detailed below:

“ Jan Grimoldby Executive Officer Parks and Leisure Australia WA circulated an email to the CEO Group on 15 February 2012. AS has requested the CEO Group discuss the content of the email. The email is reproduced below.

*“PLA WA in partnership with Compost WA is keen to host two half day seminars on the use of waste derived compost for sports fields. This has been undertaken successfully in some eastern states councils but there appears to be some reluctance to trial it in Western Australia.*

*Our proposal is to bring the appropriate staff and a respected agronomist from the eastern states to present on and demonstrate the successful use of Waste derived compost on sports fields to parks managers and operational staff within local government.*

*We had sought additional funding via the Community grants scheme but were unsuccessful in our application.*

*PLA WA has strong networks within the parks management and operations across local governments through WA and is well placed to plan and deliver such a program.*

*Without financial assistance it is not feasible for PLA WA to host this event, which would be conducted in both metropolitan Perth and in the south west (Bunbury), with the intention of running the seminars in early April.*

*I am seeking sponsorship via the regional councils of \$5,000, or \$1,000 each to enable this program to be held.*

*Local Government is one of the largest potential markets for waste derived compost and the regional councils potentially one of the greatest beneficiaries if the material becomes an acceptable soil amendment and treatment for sports fields.*

*I therefore formally request your consideration of sponsoring these events for \$1,000 each. In return for sponsorship, apart from increased understanding and greater level of comfort with using Waste derived compost in a local government environment, your sponsorship would be acknowledged on the program and information provided on the products you have and stages of development you are at with the generation of waste derived compost.*



**14 PARKS AND LEISURE AUSTRALIA WA (Cont)**

*Our indicative budget is shown below:*

<b>WASTE DERIVED COMPOST BUDGET</b>				
<b>INCOME</b>		<b>\$</b>	<b>GST</b>	<b>EX-GST</b>
Seminar Fee (50 p)	\$44	2,200	200	2,000
Sponsorship		5,000	455	4,545
<b>TOTAL</b>		<b>7,200</b>	<b>655</b>	<b>6,545</b>
<b>EXPENDITURE</b>				
<b>AGRONOMIST</b>				
Fee		1,500	136	1,364
Flight		550	50	500
Accommodation		600	55	545
Incidentals		300	27	273
Penrith				
Flight		500	45	455
Accommodation		600	55	545
Incidentals		300	27	273
Advertising		500	45	455
Venue Hire		300	27	273
Refreshments		300	27	273
Info Packs		600	55	545
Travel Costs in WA		500	45	455
Administration Costs		650	59	591
<b>TOTAL</b>		<b>7,200</b>	<b>655</b>	<b>6,545</b>

CEO Group members discussed this matter and agreed to note the information. It was considered this was a matter for individual FORC members to decide whether to support or not. Members recommend to the meeting of the Chairs and CEO Group meeting on 27 February as follows:

*AS advised this was put on the Agenda at his request as Jan Grimoldby had emailed all the CEO's. The CEO Group felt that it should go to the Chairs. AS advised that Jan Grimoldby was leaving in mid-March so was not sure what the future held. RN thought it was worthy of support but this not FORC's role and in any event they did not have the budget.*

*Members agreed with the recommendation made by the CEO Group*

**Action:**

**14.1 Parks and Leisure Australia WA be advised as above.**

*MOVED MAYOR NORRIS*

*SECONDED CR FISHWICK*



## 15 UPDATE ON FORC ACTIVITIES

Peter Schneider on behalf of the FORC officers will outline any significant FORC activities since the last Chairs and CEO's meeting on 5 December 2011 not covered in the above report items or "out of session" email advice.

*PS advised the Steering Group was making good progress. Otherwise FORC activities were captured in the items in the agenda.*

*In answer to the query on arrangements for keeping the Minister of Environment up to date JS advised the minister had invited FORC to do so on a six monthly basis. JS suggested that immediately following the special meeting on 12 March 2012 a letter be sent to the Minister advising him of the solid progress being made by the FORC Steering Group. Members agreed with this approach but added that a copy is to be sent to the Premier.*

### Action:

- 15.1 That the information be received and a letter sent to the Minister of Environment with a copy to the Premier as above.**

*MOVED MAYOR NORRIS      SECONDED CR PILGRIM*

## 16 REPORT ON ISSUES FROM EACH REGIONAL COUNCIL

An opportunity will be provided at this point for each Regional Council representative to update members on significant waste management issues and initiatives within their region.

The following advice was received from members:

**CGG**      *Following CGG's decision not to proceed with an MRF they were pursuing drop of style recycling.*

*Progressing the construction of the next landfill cell.*

**SMRC**      *Licence renewal for the RRF advertised for 21 days to allow for public comment out. TY requested FORC and Regional Councils send letter of support to the DEC in support of their licence renewal. Members agreed a FORC letter of support should be sent with it being left to the CEO's to determine any action by individual Regional Councils.*

*The new MRF is on schedule for completion in July. They will be looking for additional recyclables from other organizations on a commercial basis. Plant capacity will be 50,000 tonnes annually with a normal shift rising to 90,000 tonnes annually with double shifts.*

**WMRC**      *Construction of the DiCom plant building is progressing well.*

*City of Nedlands have invited the WMRC to send them a proposal for the City to become a member of the WMRC.*

**RRC**      *A Waste Audit report for the RRC has just been completed. This can be made available to any interested member.*

*The RRC is to support a Schools Waste Wise Program.*

*A full time part time waste education coordinator is being appointed to be supported by a part time education officer.*

*Phoenix Energy will be making a proposal to the RRC for sending waste to their proposed thermal plant to be sited in the Kwinana Industrial Precinct.*



**16 REPORT ON ISSUES FROM EACH REGIONAL COUNCIL (Cont)**

**MRC** *Review of the Establishment Agreement is progressing well*

*A meeting with the Minister of Local Government is to take place on 31 March 2012 to Local Government Act compliance issues in relation to the withdrawal of the City of Stirling from the MRC.*

**EMRC** *EMRC's annual dinner was held on Saturday and PS thanked all those who attended.*

*Environmental Scoping Document has been deposited with the EPA in November 2011 and the EMRC have received their comments and are currently working on a response to them "odour" in particular. EPA will then advise whether this is acceptable for a Public Environmental Review process.*

*PS read out part of a letter recently received from the Minister of the Environment which indicated the Minister may be contemplating promoting a new AWT technology but without giving details. Members were concerned at what impact this might have for Regional Councils on existing AWT facilities and future AWT planning. It was agreed this should be discussed at the special Chairs and CEO Group meeting on 12 March 2012.*

**Actions:**

**16.1 That the information be received.**

**16.2 A letter of support for SMRC's licence renewal be sent to the DEC.**

**16.3 An item be included in the Agenda for the Chairs and CEO Group special meeting on 12 March 2012 to allow for a discussion of the letter from the Minister of Environment received by the EMRC**

MOVED MAYOR NORRIS

SECONDED CR FISHWICK

**17 OTHER BUSINESS**

*Cr Ashplant terminated phone call at 7:15pm.*

*Members discussed the Local Government Reform. PS noted that none of the Regional Councils were invited to the round table discussion held by WALGA. PS had written to Ricky Burges and expressed his frustration at not having the opportunity to demonstrate EMRC's expertise. Regional Councils are associate members outlay money for MWAC and then are not invited to the round table discussion. The assumption is that member Councils attended instead of Regional Councils. After discussion by members it was agreed PS would draft a letter for the Chair of FORC's signature regarding Regional Councils not being invited to the round table discussion.*

*RN suggested that the Local Government Reform Panel outcomes would not necessarily have a large impact on some larger Council's but more so for the Western Suburbs. Concerns about the MWAC / WALGA alignment on the reform process and more generally in relation to waste management were raised. Members discussed various ways by which these concerns might best be addressed but no specific determination was made. However it was noted that FORC's Terms of Reference were currently under review and it was agreed the above issues should be flagged for further discussion when amended Terms of Reference are presented for consideration.*

*RH advised that the Waste Authority had advertised for nominations for the positions of Chair and he was giving consideration to nominating and requested FORC endorsement should he do so. Members agreed to this request.*



**17 OTHER BUSINESS (Cont)**

**Actions:**

- 17.1 FORC write to Ricky Burgess, Chief Executive Officer expressing concern on the exclusion of Regional Councils from the round table discussions on local government reform.**
- 17.2 The points raised above on relating to the Local Government Reform process be further discussed when the review of the FORC Terms of Reference is considered at the next ordinary meeting of the Chairs and CEO Group.**
- 17.3 In the event of the Chair of FORC nominating for a position on the Waste Authority FORC endorse his nomination.**

*MOVED CR PILGRIM*

*SECONDED MAYOR NORRIS*

**18 NEXT MEETING OF FORC**

The next meetings are:

CEO Group            16 April 2012

Chairs and CEO's    21 May 2012

Member discussed arrangements for future meeting. The following Actions were agreed.

**Actions:**

- 18.1 All future Chairs and CEO Group meeting commence at 5.30 PM**
- 18.2 The December 2012 meeting be rescheduled to 3 December from 10 December and an updated calendar be issued to all members.**

**19 DECLARATION OF CLOSURE OF MEETING**

*The Chair closed the meeting at 8:14pm.*