



# MINUTES

ORDINARY COUNCIL MEETING

19 APRIL 2012

TIME: 5.30PM

CITY OF JOONDALUP

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*Managing waste and recovering resources responsibly*  
*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo*  
*Towns of Cambridge and Victoria Park*



Town of  
Cambridge



City of  
Joondalup



CITY OF PERTH



City of Stirling  
City of Choice



Town of  
VICTORIA PARK



CITY OF VINCENT



City of  
Wanneroo

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## CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	3
2	ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE .....	3
3	DECLARATION OF INTERESTS.....	3
4	PUBLIC QUESTION TIME .....	3
5	ANNOUNCEMENTS BY THE PRESIDING PERSON .....	4
6	APPLICATIONS FOR LEAVE OF ABSENCE .....	4
7	PETITIONS / DEPUTATIONS / PRESENTATIONS .....	4
8	CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....	4
	8.1 Ordinary Council Meeting – 23 February 2012.....	4
	8.2 Special Council Meeting – 28 March 2012.....	4
9	PROJECT MANAGER REPORTS .....	5
	9.1 Stage 2 Phase 2 Section 2 Capping Works – Proposed Scope of Work and Tender Recommendation.....	5
10	CHIEF EXECUTIVE OFFICER REPORTS .....	11
	10.1 Mindarie Regional Council Waste Facility Site Local Law 2012.....	11
	10.2 Mindarie Regional Council - Variations to Disposal Charges Policy.....	16
	10.3 Mindarie Regional Council Review of Committees and Working Groups.....	18
	10.4 Financial Statements for the Periods Ended 31 January 2012 and 29 February 2012 .....	27
	10.5 List of Payments made for the Months ended 31 January 2012 and 29 February 2012 .....	29
	10.6 LATE ITEM - Attendance to the Enviro Conference and Exhibition on 24 – 26 July 2012 at the Adelaide Convention Centre, South Australia.....	30
11	COMMITTEE REPORTS .....	33
	11.1 Minutes – Strategic Projects Committee Meeting – 16 March 2012 .....	33
	11.2 Minutes - CEO Performance Review Committee Meeting - 21 March 2012.....	35
	11.3 Minutes - Process Review Committee Meeting - 2 April 2012.....	37
12	MEMBERS INFORMATION BULLETIN – ISSUE NO. 4 .....	39
13	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	40
14	URGENT BUSINESS.....	40
15	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	40
16	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC.....	41
	16.1 Implementation of Organisational Review – Morrison Low February 2012 .....	42
17	NEXT MEETING .....	52
18	CLOSURE .....	52

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**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

*Chairman declared meeting open at 5.35pm.*

**2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

**PRESENT: Chairman** Cr R Fishwick JP  
Cr J Bissett  
Cr D Boothman  
Cr R Butler  
Cr S Cooke  
Cr L Gray JP  
Cr K Hollywood  
Cr A MacTiernan  
Cr D Newton JP  
Cr B Stewart  
Cr S Withers

**APOLOGIES:** Cr J Robbins

**ABSENT :** Nil

**IN ATTENDANCE:**

Mindarie Regional Council Officers: B Callander Chief Executive Officer  
G Hoppe Director Corporate Services  
L Nyssen Governance Officer

Member Council Officers: K Caple City of Wanneroo  
C Colyer Town of Cambridge  
G Eves City of Stirling  
D Forster City of Perth  
G Hunt City of Joondalup  
A Kyron Town of Victoria Park  
C Reynolds City of Joondalup  
S Spinks City of Wanneroo  
A Vuleta Town of Victoria Park

**VISITORS:** Nil

**MEDIA:** 1

**PUBLIC:** 0

**3 DECLARATION OF INTERESTS**

Nil

**4 PUBLIC QUESTION TIME**

Nil

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**5 ANNOUNCEMENTS BY THE PRESIDING PERSON**

*The Chairman advised that Item 16.1 would be heard behind closed doors and that the CEO will present a Late Item 10.6 regarding attendance at the Enviro Conference and Exhibition on 24 to 26 July 2012 and also Item 12 Members Information Bulletin Issue No. 4.*

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7 PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

**8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**8.1 ORDINARY COUNCIL MEETING – 23 FEBRUARY 2012**

The Minutes of the Ordinary Council Meeting held on 23 February 2012 have been printed and circulated to members of the Council.

**RESOLVED**

**Cr Butler moved, Cr Bissett seconded**

**That the Minutes of the Ordinary Council Meeting of Council held on 23 February 2012 be confirmed as a true record of the proceedings.**

*CARRIED UNANIMOUSLY (9/0)*

**8.2 SPECIAL COUNCIL MEETING – 28 MARCH 2012**

The Minutes of the Special Council Meeting held on 28 March 2012 have been printed and circulated to members of the Council.

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Minutes of the Special Council Meeting of Council held on 28 March 2012 be confirmed as a true record of the proceedings.**

**RESOLVED**

**Cr Newton moved, Cr Hollywood seconded**

Cr Stuart sought an amendment to the Minutes to remove the word “recommendation” and replace it with “Motion 2” as the word recommendation usually meant that it was put forward by an officer whereas this was a motion put forward by a councillor. The Mover and the Secunder agreed to the amendment.

**That the recommendation be adopted with an amendment made to the minutes replacing the word “recommendation” with “Motion 2”.**

*CARRIED UNANIMOUSLY (9/0)*

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<b>9 PROJECT MANAGER REPORTS</b>
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<b>ITEM 9.1</b>	<b>STAGE 2 PHASE 2 SECTION 2 CAPPING WORKS – PROPOSED SCOPE OF WORK AND TENDER RECOMMENDATION</b>
<b>File No:</b>	<b>WST/109</b>
<b>Tender No:</b>	<b>13/119</b>
<b>Appendix(s):</b>	<b>Nil</b>
<b>Date:</b>	<b>30 March 2012</b>
<b>Responsible Officer:</b>	<b>Ian Watkins</b>

### **SUMMARY**

The purpose of this report is to provide Council with information associated with the tender process and recommendation for the construction of the Stage 2 Phase 1 Section 2 capping works at the Tamala Park landfill.

### **BACKGROUND**

#### **Tamala Park Landfill Development and Closure**

The overall Tamala Park landfill development consists of Stage 1, the old, closed landfill and Stage 2 the active landfill area. Stage 1 was completed and capped in 2004 once landfilling had moved into the new Stage 2 area. Stage 2 consists of three phases of development, all of which have been lined. Waste placement has recently been completed in the Phase 1 areas and moved into the recently lined Phase 3 area. The Phase 1 area has reached maximum capacity with no further opportunity to place waste in this area. Phase 2 is substantially full, but is predominantly formed of internal landfill slopes and access roads, which will be filled against as Phase 3 progressively fills up.

Before winter 2011, a significant portion of the Stage 2 Phase 1 area was capped. With waste placement having now been completed, it is now appropriate to complete the capping in this area.

#### **Capping Design**

The design and preparation of the tender documents were carried out by Golder Associates. The capping design incorporates the same design concept as used on the previous Stage 2 Phase 1 area.

The permanent cap design incorporates a landfill gas collection layer below a 2 mm plastic liner and a 2.5 m growing medium above. The cap has been designed to contain landfill gas and enable the gas to be extracted for the production of green energy, minimise the ingress of surface water into the waste mass, while providing a sufficiently deep growing medium to enable the establishment of decent vegetation cover on the capped surface. The vegetation cover will provide long-term stability of the cap from surface erosion, reduce moisture ingress via evapo-transpiration and significantly reduce the visual impact of the closed landfill on the surrounding areas.

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## DETAIL

### Tender 13/119

The tendered scope of works included:

- Preparation of landfill surface.
- Tie-in to previous capping works.
- Placement of gas extraction pipework.
- Spreading a 300 mm gas collection sand layer.
- Installation of a 2 mm plastic liner.
- Spreading a 300 mm protection sand layer.
- Installing a separation geofabric (cloth) on the protection sand layer.
- Spreading a 2.5 m limestone/sand layer (growing medium).
- Survey and set-out as required.

### Construction Materials

The cap design has been carried out to utilise materials that are currently available on site. This includes the two sand layers, the limestone/sand growing medium and the crushed limestone. All of these materials are from the recently excavated Phase 3 landfill cell and were separately stockpiled on site with the intention of being used for future capping operations. Hence, the vast majority of the construction materials will be supplied by the Principal (MRC).

### Tender Process and Prices Received

The Tender was advertised on Saturday 25 February and again on Wednesday 29 February 2012 and closed on Wednesday 14 March 2012. Four companies submitted tenders for the proposed works. **Table No. 1** provides a summary of the prices received.

**Table No. 1 - Summary of Tender Prices**

Item	Company	Tendered Price Excluding Provisional Items
1.	Mine Site Construction Services	\$799,650.00 (0%*)
2.	WBHO Civil	\$968,550.00 (21%)
3.	Broad Civil	\$1,011,379.84 (26%)
4.	Curnow Group	\$1,202,470.00 (50%)

Note: All prices exclude GST

\* Indicates the percentage difference in comparison to the lowest price received

In comparison to the previous capping works carried out one year ago (similar, but more complicated scope of work and 70% larger than the current works) the rates received were significantly higher. It would be expected that the rates for a small project would be somewhat higher than a large project due to economies of scale, but it was not anticipated to be in the range of two to three times higher.

Even with the higher rates submitted by Mine Site Construction Services in comparison to its previous tender, they were 21% lower than the next lowest tenderer (in the previous tendering exercise the difference was 11%).

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## **Tender Assessment**

Tender assessment was carried out by Ian Watkins and Brian Callander.

The tenderers were requested to provide the following information for assessment purposes:

- Contractor's Previous Experience and Capacity
- Key Personnel
- Sub-Contractors & Suppliers
- Construction Methodology
- Contractor's Quality Certification & Management Plans

The tenders were checked for completeness, specifically in relation to the documents requested in the tender document.

Due to the relative simplicity of the proposed capping works and the fact that the most difficult part (the lining works) is carried out by specialist sub-contractor, the consideration of the price submitted and the quality of the lining sub-contractor was seen as the most significant criteria for the selection of the preferred tenderer.

### Mine Site Construction Services (MSCS)

This tender was submitted by Zurich Bay Holdings PTY Ltd as trustee for Mine Site Construction Services Trust trading as Mine Site Construction Services.

The company has significant experience in general construction and mining construction activities with limited experience in working on landfill sites.

MSCS was the company that successfully carried out the previous capping works on Stage 2 Phase 1. Hence is well aware of the site conditions and the requirements for tying into the existing works.

The project team that is proposed for the works is the same team that managed the previous works, hence, consistency of approach and site specific experience.

MSCS has provided evidence of all the necessary Quality, Occupational Health & Safety and Environmental certifications.

West Coast Lining Systems (WCLS) is proposed as the lining sub-contractor. WCLS has previously been successfully involved as a lining sub-contractor at Tamala Park including the previous capping works, as well as on numerous other landfill lining projects in the Perth metropolitan area. WCLS is suitably qualified to undertake the specialist lining works associated with this project.

The price tendered by MSCS was the lowest price received. In comparison to the other quotes, the main differentiating factor is the haulage and placement rate for the various material types.

In summary, based on past experience at Tamala Park and the tender documentation provided, MSCS is capable of successfully carrying out the proposed works.

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WBHO (Previously CECK)

WBHO has previously worked on landfill construction projects at Tamala Park (Stage 2 Phase 3 lining). This project was successfully completed on time and on budget.

WBHO has a demonstrated track record of working on a number of major landfill projects in the Perth metropolitan area as well as the relevant certified management systems and suitably qualified staff to undertake the works.

Australian Lining Technologies Australia (ALTA) has been proposed as the specialist lining sub-contractor. This is that same specialist lining sub-contractor that was successfully used on the previous project at Tamala Park.

WBHO has the capability and relevant experience to undertake the works.

Broad Civil

Broad Civil is 90% owned by Leighton Contractors/Leighton Holdings Limited (\$18.6 billion turnover in 2009/10 financial year).

Broad Civil has limited relevant track record in similar projects. However, has employees that have extensive experience in similar project.

As a relatively large company and as part of a larger organisation (Leighton), Broad Civil has the necessary OH&S and environmental systems to manage the project.

West Coast Lining Systems (WCLS) has been proposed as the lining sub-contractor.

Although Broad Civil has limited relevant experience, due to the relatively simple scope of work, the company should be able to complete the works.

Curnow Group

The Curnow Group is a small and relatively new company that has limited relevant track record (previous experience predominantly earthworks projects) and is relying on the calibre of its staff having carried out similar works for their previous employers to demonstrate its potential to successfully complete the works.

The company does not have certified quality, OH&S and environmental systems; however, its internal systems have been developed in accordance with the core elements of certified system performance.

WCLS has been proposed as the lining sub-contractor.

Due to the relatively simple scope of works, Curnow Group is likely to be able to complete the works, even though they do not have specific landfill experience.

**Tender Award Recommendation**

Based on the scope of work and tender documentation received, it is recommended that the project be awarded to Mine Site Construction Services to the value of \$799,650 (excluding GST). This recommendation is founded on the following MSCS information:

- MSCS has successfully constructed the previous Stage 2 Cap
  - Submitted the lowest tender price
  - Has the necessary management systems and insurances
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- Sufficiently large company to undertake the works
  - Suitably experienced specialist lining sub-contractor

A review of the financials of MSCS was carried out for the previous capping works and determined that the company has the appropriate financial credentials to undertake the works. Due to the relatively small size of the current works, it was not deemed necessary to undertake another review of the MSCS finances.

### **Timing of Contract Award**

All necessary regulatory approvals have been received, it is anticipated that the works will be awarded immediately following Council approval of a recommendation to proceed with the project.

### **Superintendence & Quality Control**

As part of the works, there is a requirement to have a Superintendent administer the contract and deal with any technical and contractual matters that arise. In addition, it is a DEC requirement that the cap lining system be inspected and reported on by an independent party (Construction Quality Assurance - CQA). These activities have previously been undertaken by Golder Associates (MRC Panel Consultant). It is intended that Golders again be utilised to carry out this function. It is anticipated that this component of the works will cost \$40,000 approximately 5% of the contract value.

### **Contract Contingency**

Historically Tamala Park construction works have been approved with a contingency amount of approximately 10% of the contract value. The contingency amount is to allow for unforeseen activities to be completed as part of the program of works. Due to the relative simplicity of the proposed scope of works, it is recommended that a 5% contingency value be approved by Council.

## **CONSULTATION**

Consultation has occurred with the following groups:

- Landfill Gas and Power
- DEC
- Golder Associates
- Various Tenderers

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

The ongoing development and closure of Tamala Park landfill is consistent with the following Principals described in the Strategic Plan 2009-2029:

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- Community Focus
  - Innovation
  - Leadership

In particular, the landfill development conforms with:

- Objective 1 – Waste Management to minimise the environmental impact of waste disposal.
- Objective 3 – Industry Leadership and Advocacy to promote industry-wide initiatives for improvements to waste management.

### **FINANCIAL IMPLICATIONS**

The 2011/12 budget includes an amount of \$514,000 for landfill capping. This value was the amount that was left over from the previous (2011) capping works.

Based on the MSCS tendered price (\$799,650), superintendent and Construction Quality Assurance costs of \$40,000 and a contingency amount of \$40,350, the project is likely to cost \$880,000. This is \$366,000 greater than the budgeted value.

It is proposed to fund the shortfall of \$366,000 from the funds (\$689,000) originally set aside in the 2011/12 Budget for a washdown bay at the RRF Site in Neerabup. Council resolved at its meeting on 23 February to defer this project and use \$229,378 of the \$689,000 set aside for the project to cover the shortfall identified in the Mid Yearly Financial (Budget) Review retaining \$459,622 in the account.

### **VOTING REQUIREMENT**

By Absolute Majority

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

**That Council:**

1. **Accepts the tender from Mine Site Construction Services submitted in response to Tender No. 13/119 for the Stage 2, Phase 1 Capping Works to the value of \$799,650 (excluding GST) acknowledging that it is \$366,000 over the funds set aside in the 2011/12 Budget;**
2. **Approve a total project cost of \$880,000 excluding GST, comprising \$799,650 construction cost, \$40,000 superintendence and quality control and \$40,350 project contingency;**
3. **Fund the shortfall of \$366,000 being \$285,650 for the Tender detailed in (1) above and a further \$80,350 for superintendent and contingency costs detailed in (2) above from the remaining funds retained in the 2011/12 Budget for the Vehicle Wash Facility (\$459,622).**

**(Absolute Majority Required)**

### **RESOLVED**

**Cr Hollywood moved, Cr Stewart seconded  
That the recommendation be adopted.**

*CARRIED UNANIMOUSLY (9/0)*

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<b>10 CHIEF EXECUTIVE OFFICER REPORTS</b>
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<b>ITEM 10.1</b>	<b>MINDARIE REGIONAL COUNCIL WASTE FACILITY SITE LOCAL LAW 2012</b>
<b>File No:</b>	<b>LAW/5</b>
<b>Appendix(s):</b>	<b>Appendix 1</b>
<b>Date:</b>	<b>3 April 2012</b>
<b>Responsible Officer:</b>	<b>Kathleen van Son</b>

### **SUMMARY**

On the 14 December 2011, the Council resolved to give Statewide public notice of the proposed new Mindarie Regional Council (MRC) Waste Facility Site Local Law 2011 and subsequently, Statewide public notice was given of the proposed new Local Law and no submissions were received.

The Department of Local Government wrote to the MRC recommending a number of minor changes. A number of other minor drafting amendments have also been made with a view to achieving a consistency of language, punctuation and general approach. There were a number of setting out errors and formatting issues which have been corrected. Generally, the style of current State legislation has been adopted. These recommendations have been addressed by the MRC Administration.

### **BACKGROUND**

The existing local law dealing with conduct on the Tamala Park site is the MRC Tamala Park Local Law 2002. This local law was gazetted on 20 December 2002.

Local Laws are required to be reviewed every 8 years by virtue of section 3.16 of the Local Government Act 1995.

The CEO caused Statewide public notice to be given that the MRC proposes to make the new MRC Waste Facility Site Local Law 2011. Statewide public notice was given on the 14 December 2011 with a closing date for submissions of 27 January 2012, no submissions were received.

### **DETAIL**

The purpose of the local law is to regulate the conduct of the public whilst they are on the "site" on which the MRC conducts its waste operations.

The effect of the local law is to regulate and prohibit certain conduct by the public whilst on the site. It provides that some activities may only take place with permission and that some activities are restricted or prohibited. Restricted activities include parking and removal of flora, fauna and other property.

A revised version of the draft Local Law in response to the Department of Local Government's recommendations has been prepared and is at **Appendix 1**.

A summary of the Department's recommended changes are set out in **Attachment 1** to this item.

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## **CONSULTATION**

The MRC Waste Facility Local Law 2012 was developed in consultation with the Department of Local Government.

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Following the giving of Statewide public notice of the proposed new local law, the Council is required in s3.12(4) of the Local Government Act to consider any submissions and subsequently, no submissions were received. The Council is therefore authorised to make a proposed new Local Law.

## **COMMENT**

Nil

## **VOTING REQUIREMENT**

Absolute Majority

## **RESPONSIBLE OFFICER RECOMMENDATION**

**That the Council proceeds to make the MRC Waste Facility Site Local Law 2012 as set out in Appendix 1.**

## **RESOLVED**

**Cr Bissett moved, Cr Boothman seconded  
That the recommendation be adopted.**

*CARRIED UNANIMOUSLY (9/0)*

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**ATTACHMENT 1**  
**TO ITEM 10.1**  
**ORDINARY COUNCIL MEETING**  
**19 APRIL 2012**  
**SUMMARY OF THE DEPARTMENT'S RECOMMENDED CHANGES**

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A summary of the Department's recommended changes are set out below:

- Clause 1's heading should be changed to Citation as the word "Title" is intended for use for Acts of Parliament
- A definition for the "Act" has been included.
- A definition for the word "sign" has been included.
- Schedule headings should be bold, centralised and not in block print.
- The definition for **traffic sign** should be changed to the following:
  - i. **traffic sign** has the meaning given to it by the *Road Traffic Code 2000*.
- Clause 4's heading says "Terms used in this local law", this means that all terms being defined in other parts of this local law should be re-located into this clause 4. To retain the definitions in the subclauses in clauses 13, 14, 17 and 23, the appropriate heading in Clause 4 has been changed to "interpretations".
- It is suggested that clause 5 be reworded as follows:
  - a. The site is all of the land being Lot 9504 on Plan 52070 known as 1700 Marmion Avenue, Mindarie, Western Australia.
- It is suggested that clause 7, subclause (2) be reworded in order to make the clause simpler to understand:
  - a. (2) Where the local government closes any part of the site including a road, track or path on the site, it shall erect signs to give effect to the closure.
- It is suggested that Council not use terms such as 'sufficient signage'. Such a term is vague and would require a suitable definition to be included in the local law.
- Clause 11, paragraph (e) sets out the conditions in which a person may park in a disabled parking area. Under clause 25(2) the penalty for failing to comply with clause 11 would be an amount "not exceeding \$5000".

This would be inconsistent with the *Local Government (Parking for Disabled Persons) Regulations 1988*, which has already set penalties and modified penalties for the misuse of disabled parking areas.

It is suggested that the Council amend clause 11 to prevent the possibility of inconsistency with any regulations. This can be done by the following amendments:

- Set a specific penalty of \$1000 for an offence under clause 11(e); and
  - Set a modified penalty of \$100.
  - In Clause 16 "Litter", the daily penalty has been moved from Clause 25 to Clause 16(2).
  - Inclusion of the wording "whether permanently or temporarily" to Clause 17(1) for clearer understanding.
  - To avoid repetition, it is suggested that clause 18 be reworded as follows:
    - a. A person must not, without written authorisation –
      - i. sell, hire, or offer or expose for sale or hire, any goods or services;
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- ii. provide any service or conduct any business or activity for fee or reward; or
  - iii. sell, distribute, or offer or expose for sale or distribution any printed or written material on the site

- It is suggested that clause 20 title “bill sticking” be changed to “unauthorised advertising reflecting modern sentence structure.
- It is also suggested that in clause 20, the wording “written authorisation” be used to follow the sentence structure used throughout the local law
- A “definition” helps a person understand the rest of the entire clause therefore, “definition” subclauses should be relocated as the first subclause, see Clauses 13, 14, 17 and 23.
- It is suggested that clause 24 be reworded as follows:
  - a. a person must not remove or disturb any property on the site without written authorisation.
- The list for prescribed offences does not include several offences, including clause 7 and the majority of parking offences listed under clause 11.

The Council does not need to provide a modified penalty for every offence under the local law however; the Council should ensure that the list in Schedule 1 is sufficient in detail to fulfil the Council’s intentions.

- It is suggested that the Council consider the following minor edits:
    - a. Use italics for citation titles;
    - b. Replace all use of “authorized” with “authorise”; and
    - c. Move all clause definitions into clause 4
  - The word “given in” is included and preferable to the words “as it has in. “.
  - In Part 4, the word “intentionally” has been inserted to distinguish from authorised acts carried out under the Environmental Protection Act 1984
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<b>ITEM 10.2</b>	<b>MINDARIE REGIONAL COUNCIL – VARIATIONS TO DISPOSAL CHARGES POLICY</b>
<b>File No:</b>	<b>COR/23</b>
<b>Appendix(s):</b>	<b>Nil</b>
<b>Date:</b>	<b>4 April 2012</b>
<b>Responsible Officer:</b>	<b>CEO</b>

### **SUMMARY**

The purpose of this item is to revise the existing Variations to Disposal Charges Policy to bring it into line with current economic and operational conditions.

### **BACKGROUND**

At the Ordinary Council Meeting held on 17 October 2002 the members moved to accept a suite of recommendations in respect to the following:

- (i) *Delegation of authority to the Chief Executive Officer for the allocation of discounts to particular customers of the Tamala Park facility*
- (ii) *Approve the policy with key elements of the policy as follows:*
  - (a) *that all requests for discounts should be received by the Chief Executive Officer in writing*
  - (b) *that such requests will only be considered from charitable or not for profit organisations*
  - (c) *that any one organisation shall only receive discounts to a value of \$200.00 in any one financial year.*

This policy was adopted at the meeting.

Subsequently at the Ordinary Council Meeting of 11 October 2007 the discount amount was raised for charitable and not for profit organisations to \$300.00 in any one financial year.

### **DETAIL**

The above policy has been in place for approximately ten years with the revised discount figure for approximately five years. This has served the Mindarie Regional Council, charitable and community not for profit organisations well, however increases in the cost of tipping and the additional cost to transport have eroded the value of the \$300.00 discount offered (tipping fees at that time were \$57/tonne).

The policy is used for events that provide benefits to the member councils when a community group not for profit organisation or school (sometimes in conjunction with an company or agent) want to undertake a project that benefits the environment, for example:

- Groups cleaning up designated areas as a community service and require waste disposal e.g. dive club cleaning up the Hillarys Boat Harbour; and
  - Schools requiring 2<sup>nd</sup> hand or waste items for art projects.
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To provide similar assistance of comparable value the Administration is seeking Council approval to raise the value of the tipping discount received to five tonnes in any one financial year, offering the discount in tonnes the value to the discount remains regardless of the gate fee of the time.

The \$300.00 limit is to remain for other unspecified goods and services (i.e. purchases made through the Recycling Centre).

### **CONSULTATION**

Consultation took place with the Mindarie Regional Council's Management Team.

### **STATUTORY ENVIRONMENT**

Not applicable.

### **POLICY IMPLICATIONS**

Revise Policy: Variations to Disposal Charges

### **STRATEGIC IMPLICATIONS**

This review will have no direct strategic implications.

### **FINANCIAL IMPLICATIONS**

The operation of this discount has not had a significant financial impact on the Council.

### **COMMENT**

The Council continues to receive requests for fees discounting from charitable and not for profit organisations and from community event organisers.

This fees discount applies to groups and/or activities predominantly from within the MRC Region.

### **RESPONSIBLE OFFICER RECOMMENDATION**

**That Council revise the Variations to Disposal Charges Policy as follows:**

- 1. Discount received to now be five (5) tonnes for disposal of waste at Tamala Park and/or a \$300 limit for other unspecified goods and services (i.e. purchases made through the Recycling Centre)**

### **RESOLVED**

**Cr Bissett moved, Cr Butler seconded  
That the recommendation be adopted.**

*CARRIED UNANIMOUSLY (9/0)*

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<b>ITEM 10.3</b>	<b>MINDARIE REGIONAL COUNCIL REVIEW OF COMMITTEES AND WORKING GROUPS</b>
<b>File No:</b>	<b>GOV/28</b>
<b>Appendix(s):</b>	<b>Nil</b>
<b>Date:</b>	<b>2 April 2012</b>
<b>Responsible Officer:</b>	<b>CEO</b>

### **SUMMARY**

The purpose of this report is to review the committees and working groups of the Mindarie Regional Council and make recommendations on their effectiveness.

### **BACKGROUND**

The Organisational Review developed by Morrison Low mentions the resources required to service the various council committees and working groups and has made recommendations as follows:

*“The CEO review the necessity for each advisory and / or work group set up to govern the business of the Council. This review should include quantifying the cost of those attending as well as the cost of secretarial support.*

*3. The CEO reviews the need for the Agenda Review Group to meet in advance of the completion of Council agenda items. The CEO should have final sign off of the Council’s agenda, however, should he believe the ARG’s review process to be beneficial to the effectiveness of the Council’s business then this needs to be on a more timely basis.*

*4. The focus of the Strategic Projects Committee is on strategic matters as opposed to operational.*

*5. The amount of remuneration and responsibility for its payment, for the PAG’s Independent Chairperson should be reviewed. Future remuneration based on an annual amount which could be paid out on a monthly or annual basis. In addition responsibility for payment may also be reviewed to reflect the “independence” of this role.*

*6. The MRC’s Contract Representative Role for the PAG should be undertaken by a council officer(s) reporting to the CEO e.g. Operations Manager with administrative assistance from the Governance Officer.*

### **DETAIL**

MRC currently operate with five Committees some of which have been established in accordance with the *Local Government Act 1995* (LGA95) and two advisory groups established for the Resource Recovery Centre. The following table provides an overview of how the Committees and Advisory Groups operate and comments and proposals from the CEO on recommended changes to the Committees.

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<b>Strategic Projects Committee (SPC)</b>			
Terms of Reference	Undertake planning, research and development of strategic projects.		
Membership	Brian Callander, Karen Caple, Charlie Reynolds, Doug Forster, Geoff Eves, Chris Colyer, Anthony Vuleta, Rick Lotznicker		
Attendees	Gunther Hoppe, Lynda Nyssen, Ian Watkins (Consultant)		
Frequency	Duration (Est.)	Staff Time	Councillors Time
6 per year	2 hour	MRC – 57 hours MC – 84 hours	Nil
Established in accordance with s5.8 of LGA 1995			<b>Yes</b>
<p>CEO Comment:</p> <p>The SPC is an excellent conduit between the MRC and the member councils however the CEO's observation is that there is conflict within the committee resulting in a struggle to maintain discussion at the strategic level. Notwithstanding this the SPC has assisted in developing the final draft of the Establishment Agreement and finalising the contract brief for the member council bin survey.</p>			
<p>CEO Proposal:</p> <p>The SPC be retained but renamed as the Strategic Planning Committee with its terms of reference being modified as follows:</p> <ol style="list-style-type: none"> <li>1. Assist the MRC in the development of a new Strategic Plan that is consistent with the Integrated Planning Framework in accordance with Division 3 of the Local Government (Administration) Regulations 1996.</li> <li>2. Assist the MRC in the implementation of the Strategic Plan once adopted by council.</li> </ol>			

<b>Agenda Review Committee</b>			
Terms of Reference	Review the content of the Mindarie Regional Council (MRC) Meeting agenda in preparation for distribution to the Councillors and member Councils.		
Membership	Brian Callander, Karen Caple, Charlie Reynolds, Doug Forster, Geoff Eves, Chris Colyer, Anthony Vuleta, Rick Lotznicker		
Attendees	Lynda Nyssen,		
Frequency	Duration (Est.)	Staff Time	Councillors Time
6 per year	1 hour	MRC – 27 hours MC – 48 hours	Nil
Established in accordance with s5.8 of LGA 1995			<b>No</b>
<p>CEO Comment</p> <p>This committee is an ad hoc committee that has not been established in accordance with the LGA95 and was put in place to provide the member council staff the ability to discuss reports with the MRC staff and allow them to brief the member council councillors who are members of the MRC.</p>			
<p>CEO Proposal</p> <p>The MRC distribute the agenda to a nominated employee of each of the member councils three weeks prior to the date of the council meeting providing the opportunity for the member council staff to make contact with the MRC staff and seek clarification on the content of the item and provide adequate time for the member council staff to brief their councillors.</p>			

<b>Audit Committee</b>			
Terms of Reference	Accept responsibility for the annual external audit and liaise with the Council's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.		
Membership	Cr Fishwick, Cr Butler, Cr Boothman, Alex Dermedgoglou (Independent paid community member)		
Attendees	Brian Callander, Gunther Hoppe		
Frequency	Duration (Est.)	Staff Time	Councillors Time
Bi annually	1 hour 2 hour travel	MRC - 4 hours	6 hours
Established in accordance with s5.8 of LGA 1995			<b>Yes</b>
CEO Comment This Committee is a requirement of the LGA 1995 and is required to have an independence from the MRC Administration and the CEO supports the Committee in its current form			

<b>CEO Performance Review Committee</b>			
Terms of Reference			
Membership	Cr Fishwick, Cr Bissett, Cr Withers, Cr Cooke		
Attendee	Brian Callander		
Frequency	Duration (Est.)	Staff Time	Councillors Time
Annually	1 hour 2 hour travel	1 hour	4 hours
			<b>Yes</b>
CEO Comment This Committee is a requirement of the LGA 1995 and the CEO supports the Committee in its current form.			

<b>Process Review Committee</b>			
Terms of Reference	To appoint a firm of process consultants to review and make recommendation on the appropriate size, scope and structure of the Council's operations		
Membership	Cr Fishwick, Cr Bissett, Cr Gray, Cr Withers, Jason Buckley, Karen Caple		
Attendee	Brian Callander		
Frequency	Duration (Est.)	Staff Time	Councillors Time
AS required	1 hour 2 hour travel	MRC – 1 hour MC – 2 hours	4 hours
Established in accordance with s5.8 of LGA 1995			<b>Yes</b>
CEO Comment This committee has fulfilled its terms of reference and as such should be discontinued.			

<b>Project Advisory Group (Resource Recovery Facility)</b>			
Terms of Reference	Oversee the execution of the RRFA, establish and maintain the Project culture, provide leadership and assist in resolving conflicts, review all procedures and policies not imposed under this RRFA.		
Membership	Mike Wadsworth (external – paid position), Brian Callander, Cr Gray, Chris Colyer, Emmanuel Vivant (BV), Nial Stock (BV), Craig Barker (BV)		
Attendees	Gunther Hoppe, Ian Watkins (Consultant)		
Frequency	Duration (Est.)	Staff Time	Councillors Time
Monthly	2 hours 1 Hour travel	MRC – 48 hours MC – 24 hours	24 hours
Established in accordance with s5.8 of LGA 1995			<b>No</b>
Established in accordance with the requirements of Resource Facility Agreement			
<p>CEO Comment</p> <p>This committee plays an important role in building strong relationships with BioVision. The CEO has attended two meeting since commencing and considers it to be a very useful forum for discussing how the facility is operating and finding out of any ongoing issues. However it is questionable whether the current meeting frequency is required and the current membership is correct.</p>			
<p>CEO Proposal</p> <p>The CEO has already gained approval to reduce the meetings to bi monthly, which is considered to be more appropriate. It is also proposed to reduce the attendance of Ian Watkins over time and consideration should be given to replacing the representation from the member council and replacing it with MRC's Chief Financial Officer (Director Corporate Services). The CEO has also gained approval for the Chairperson's costs to be shared between the MRC and BioVision. The changes detailed above will be the subject of a further report to Council.</p>			

<b>Community Engagement Advisory Group (Resource Recovery Facility)</b>			
Terms of Reference	Identify and discuss regional and local impacts and issues of resource recovery project. Identify, monitor and support communication links with local residents, community feedback and identify issues for action and/or discussion. Identify and facilitate education of the community regarding waste management issues.		
Membership	External Representatives – Russell Sewell, Bill Foulds, Bob Mason, Darrin Smith, Helen Griffiths, Ted Smith, Vincent Cusack		
Attendees	Geoff Atkinson, Ian Watkins (Consultant)		
Frequency	Duration (Est.)	Staff Time	Councillors Time
Bi monthly	2 hours 1 Hour travel	MRC – 12 hours	Nil
Established in accordance with s5.8 of LGA 1995			<b>No</b>
<p>CEO Comment</p> <p>This group provides an important link to the community on issues relating to the RRF. However, now that the RRF is fully operational consideration should be given to reducing the meeting frequency. Also the meeting venue is currently held at the Joondalup Resort with a meal provided.</p>			
<p>CEO Proposal</p> <p>Reduce the meeting frequency to six monthly and hold the meeting at a cost neutral venue such as MRC's offices or a meeting room in a council owned building with light refreshments. The MRC have only one representative at the meetings being Geoff Atkinson.</p>			

Note: The above table includes staff time for attending the meetings but **excludes** travel and agenda/minutes preparation time.

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## CONSULTATION

NIL

## STATUTORY ENVIRONMENT

Committees' of Council are governed by the Local Government Act 1995. The following clauses are relevant to the content of this report:

### “5.8. Establishment of committees

*A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

*\* Absolute majority required.*

### 5.9. Types of committees

(1) *In this section —*

**other person** means a person who is not a council member or an employee.

(2) *A committee is to comprise —*

- (a) *council members only;*
- (b) *council members and employees;*
- (c) *council members, employees and other persons;*
- (d) *council members and other persons;*
- (e) *employees and other persons; or*
- (f) *other persons only.*

### 5.10. Appointment of committee members

(1) *A committee is to have as its members —*

- (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

### 5.11A. Deputy committee members

(1) *The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.*

*\* Absolute majority required.*

(2) *A person who is appointed as a deputy of a member of a committee is to be —*

- (a) *if the member of the committee is a council member — a council member; or*
  - (b) *if the member of the committee is an employee — an employee; or*
  - (c) *if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*
  - (d) *if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.*
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(3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*

(4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

*[Section 5.11A inserted by No. 17 of 2009 s. 20.]*

#### 5.11. *Tenure of committee membership*

(1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
- (b) the person resigns from membership of the committee;*
- (c) the committee is disbanded; or*
- (d) the next ordinary elections day,*

*whichever happens first.*

(2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*

- (a) the term of the person's appointment as a committee member expires;*
- (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
- (c) the committee is disbanded; or*
- (d) the next ordinary elections day,*

*whichever happens first."*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

A reduction in the frequency of the committees and advisory groups will not necessarily equate to a reduction in costs but will free up the MRC and Member Council staff and the Councillors time to do other work. However some of the CEO's proposal will reduce the cost of Committees such as reducing Ian Watkins's time and gaining agreement to reduce the amount of PAG meetings and the sharing of the chairperson's costs.

#### **COMMENT**

Reviewing the operations of an organisation is an important step in ensuring that it operates in an efficient and effective manner. The changes proposed to Committees and Advisory Group as detailed above will reduce the time required by the MRC and member council employees and the Councillors without having any negative impact on the good governance of the MRC or communications with the member councils.

#### **VOTING REQUIREMENT**

Simple Majority

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## RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Change the name of the “Strategic Projects Committee” to the “Strategic Planning Committee” and replace the Committee’s current terms of reference with the following:
  - a. Assist the MRC in the development of a new Strategic Plan that is consistent with the Integrated Planning Framework in accordance with Division 3 of the Local Government (Administration) Regulations 1996; and
  - b. Assist the MRC in the implementation of the Strategic Plan once adopted by Council.
2. The “Agenda Review Group” no longer meet and the MRC administration be required to distribute the council meeting agenda to a nominated employee from each of the member councils at least three weeks prior to the council meeting date.
3. The “Process Review Committee” be discontinued as it has completed its obligations as per its terms of reference.
4. The “Community Engagement Advisory Group” meetings be reduced from bi-monthly to six monthly and that the meeting be attended by Geoff Atkinson and held at a cost neutral venue with light refreshments.

### MOTION – Part 1

**Cr Newton moved, Cr Butler seconded**

1. **Change the name of the “Strategic Projects Committee” to the “Strategic Planning Committee” and replace the Committee’s current terms of reference with the following:**
  - a. **Assist the MRC in the development of a new Strategic Plan that is consistent with the Integrated Planning Framework in accordance with Division 3 of the Local Government (Administration) Regulations 1996; and**
  - b. **Assist the MRC in the implementation of the Strategic Plan once adopted by Council.**

### Procedural Motion

**Cr Withers moved, Cr Cooke seconded**

Cr Withers considered that Strategic Planning was the domain of the MRC administration and the council, and sought part 1 of the recommendation to be referred back to the administration for further consideration. The seconder agreed to this amendment.

**That Part 1 of the motion be deferred back to the MRC administration and that a further report be prepared for the next council meeting.**

*CARRIED (8/1)*

*Against: Cr Stewart*

*(Cr Gray joined the meeting)*

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**MOTION – Part 2**

**Cr Stewart moved, Cr Bissett seconded**

2. The “Agenda Review Group” no longer meet and the MRC administration be required to distribute the council meeting agenda to a nominated employee from each of the member councils at least three weeks prior to the council meeting date.

*CARRIED UNANIMOUSLY (10/0)*

**MOTION – Part 3**

**Cr Gray moved, Cr Bissett seconded**

3. The “Process Review Committee” be discontinued as it has completed its obligations as per its terms of reference.

*CARRIED UNANIMOUSLY (10/0)*

**MOTION – Part 4**

**Cr Fishwick moved, Cr Gray seconded**

Amendment to part 4 by deletion of Geoff Atkinson and replace with MRC CEO or his delegate.

4. The “Community Engagement Advisory Group” meetings be reduced from bi-monthly to six monthly and that the meeting be attended by Geoff Atkinson and held at a cost neutral venue with light refreshments.
4. The “Community Engagement Advisory Group” meetings be reduced from bi-monthly to six monthly and that the meeting be attended by the CEO or his delegate and held at a cost neutral venue with light refreshments.

*CARRIED UNANIMOUSLY (10/0)*

*(Cr MacTiernan joined the meeting)*

**AMENDMENT**

**Cr Withers moved a motion to add a fifth part to the recommendation as follows:**

5. That the CEO:
  - (i) discuss with BioVision the possibility of changing the membership of the Project Advisory Group to comprise only MRC and BioVision senior management; and
  - (ii) submit a further report on the position of the Project Advisory Group to Council in 6 months.

**Cr Hollywood seconded**

*CARRIED UNANIMOUSLY (11/0)*

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**FINAL COMPOSITE RESOLUTION (For Information)**

**That:**

- 1. That Part 1 of the motion be deferred back to the MRC administration and that a further report be prepared for the next council meeting.**
  - 2. The “Agenda Review Group” no longer meet and the MRC administration be required to distribute the council meeting agenda to a nominated employee from each of the member councils at least three weeks prior to the council meeting date.**
  - 3. The “Process Review Committee” be discontinued as it has completed its obligations as per its terms of reference.**
  - 4. The “Community Engagement Advisory Group” meetings be reduced from bi-monthly to six monthly and that the meeting be attended by the CEO or his delegate and held at a cost neutral venue with light refreshments.**
  - 5. That the CEO:**
    - (i) discuss with BioVision the possibility of changing the membership of the Project Advisory Group to comprise only MRC and BioVision senior management; and**
    - (ii) submit a further report on the position of the Project Advisory Group to Council in 6 months.**
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<b>ITEM 10.4</b>	<b>FINANCIAL STATEMENTS FOR THE PERIODS ENDED 31 JANUARY 2012 AND 29 FEBRUARY 2012</b>
<b>File No:</b>	<b>FIN/5-02</b>
<b>Appendix(s):</b>	<b>Appendix No. 2 Appendix No. 3 Appendix No. 4</b>
<b>Date:</b>	<b>2 April 2012</b>
<b>Responsible Officer:</b>	<b>Gunther Hoppe</b>

### **SUMMARY**

The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

### **BACKGROUND**

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

The financial statements presented for each month consist of:

- Operating Statement by Nature – Combined
- Operating Statement by Nature – RRF Only
- Operating Statement by Function
- Statement of Financial Activity
- Statement of Reserves
- Statement of Financial Position
- Statement of Investing Activities
- Information on Borrowings
- Tonnage Report

### **DETAIL**

The Financial Statements attached are for the months ended 31 January 2012 and 29 February 2012 are attached at **Appendix 2 and 3** to this Item. The Tonnage Report for the 8 months to 29 February 2012 are attached at **Appendix 4**.

The complete suite of Financial Statements which includes the Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

These Statements includes:

- Accruals
- Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure

to provide meaningful reporting to Stakeholders.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the "air space" remaining and other relevant information.

### **VOTING REQUIREMENT**

Simple Majority

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**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Financial Statements set out in Appendix 2 and 3 for the months ended 31 January 2012 and 29 February 2012 be received.**

**RESOLVED**

**Cr Boothman moved, Cr Gray seconded  
That the recommendation be adopted.**

*CARRIED UNANIMOUSLY (11/0)*

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<b>ITEM 10.5</b>	<b>LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 JANUARY 2012 AND 29 FEBRUARY 2012</b>
<b>File No:</b>	<b>FIN/5-02</b>
<b>Appendix(s):</b>	<b>Appendix No. 5 Appendix No. 6</b>
<b>Date:</b>	<b>2 April 2012</b>
<b>Responsible Officer:</b>	<b>Gunther Hoppe</b>

**SUMMARY**

The purpose of this report is to provide details of payments made during the periods identified. This is in line with the requirement under delegated authority to the Chief Executive Officer, that a list of payments made from the Municipal Fund, since the last Ordinary Council meeting be presented to Council.

**COMMENT**

The lists of payments for the months ended 31 January 2012 and 29 February 2012 are at **Appendix 5 and 6** to this Item and are presented to Council for noting. Payments have been made in accordance with the delegated authority to CEO that allow payments between meetings. At the Ordinary Council Meeting held on 13 October 2011, the Council delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and Mindarie Regional Council is able to claim this tax as an input credit when remittance of GST collected is made each month to the ATO.

Months Ended	Account	Vouchers	Amount
31 January 2012	General Municipal	Cheques 9108 - 9189 EFT 393 - 402 DP 659 - 674	\$4,354,362.12
29 February 2012	General Municipal	Cheques 9190 - 9241 EFT 403 - 411 DP 675 - 689	\$2,959,407.91

**VOTING REQUIREMENT**

Simple Majority

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 January 2012 and 29 February 2012 be noted.**

**RESOLVED**

**Cr Stewart moved, Cr Hollywood seconded  
 That the recommendation be adopted.**

*CARRIED UNANIMOUSLY (11/0)*

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<b>LATE ITEM 10.6</b>	<b>ATTENDANCE TO THE ENVIRO CONFERENCE AND EXHIBITION ON 24 – 26 JULY 2012 AT THE ADELAIDE CONVENTION CENTRE, SOUTH AUSTRALIA</b>
<b>File No:</b>	<b>COR/33</b>
<b>Appendix(s):</b>	<b>Nil</b>
<b>Date:</b>	<b>17 April 2012</b>
<b>Responsible Officer:</b>	<b>CEO</b>

### **SUMMARY**

To approve the attendance of officers and councillors to the Enviro Conference and Exhibition on 24 – 26 July 2012 at the Adelaide Convention Centre, South Australia.

### **BACKGROUND**

Council at its meeting on 22 April 2010 resolved to send 17 representatives to the 2010 Enviro Conference. The representatives were made up of 9 MRC Councillors, the MRC Chief Executive Officer, and 7 officers from the Member Councils. The total cost of this conference as detailed in the report to Council was \$56,848. The number of attendees approved to attend this conference resulted in significant negative media coverage.

### **DETAIL**

The Enviro Conference is held bi-annually and is well respected in the areas of sustainability and waste management. The program has 3 streams with differing themes with topics ranging from managing your carbon tax exposure, the importance of accurate data collection to highlighting the next challenges in e-waste Alternative Waste Treatment Facilities. Most of these topics are relevant to the operations of the MRC therefore it is appropriate that it is attended by both staff and elected members to ensure that the MRC keeps up with the recent trends in sustainability and waste management. A copy of the full program is attached.

The current policy 4A – Conference and Training is silent on the number of attendees to any conference and the new Chief Executive Officer firmly believes that this requirement needs to be addressed and will be conducting a full review of council's policies.

### **POLICY IMPLICATIONS**

Council Policy No. 4A – Conferences and Training, in part, reads as follows:

#### **3. Conference Authorisation**

- 3.1** Authorisation for attendance of the Chief Executive Officer and any Councillors at any event is the responsibility of the Council.
- 3.2** Authorisation of attendance of the CEO at any event is the responsibility of the Chairman.
- 3.3** Authorisation for attendance by staff is the responsibility of the Chief Executive Officer.

#### **4. Expenses**

It is the policy of the Council that travel and accommodation be normally of an economy class standard, unless major cost savings can be obtained through the utilization of particular conference packages. Subject to approval being granted to attend the event, the following expenses will be met:

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**4.1. Airfares**

**4.1.1.** Economy Class Airfares (unless otherwise determined by Council) to and from the regional airport situated nearest to the event.

**4.1.2.** All airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a delegate is unable to travel.

**4.2. Registration fees**

Registration fees shall be interpreted as reasonable expenses associated with conferences and training.

**4.3. Accommodation**

Accommodation expenses shall be interpreted as reasonable expenses incurred by the delegate for a room at or in close proximity to the event venue.

**4.4. Meals and incidental expenses in accordance with the State Public Service Award conditions of service and allowances.**

**4.4.1.** Meals expenses shall be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, dinner where these are not provided at the event.

**4.4.2.** Incidental expenses shall be interpreted as reasonable expenses incurred by the delegate for telephone calls, newspapers, magazines, laundry, public transport and sundry food and beverages.

**4.4.3.** Claims for meals at venues other than the event will not be paid by Council when alternate meals are included and have been paid for in the registration fee.

**4.5. Transport to and from the airport and intra-city movement.**

**4.6. A cash advance to cover meals, incidental expenses and intra-city transport as mentioned in 4.4.2, 4.4.3 and 4.5 above *can* be paid to the delegate prior to departure for the event.**

**5. Accompanying Persons / Entertainment Costs**

**5.1** Claims for expenditure on persons other than the delegate will not be reimbursed **except** with the authorisation of Council prior to the event.

**5.2** The Council will only meet entertainment costs which are a part of the event ~~and covered by the registration fee~~ (covered by 6.1).

**5.3** All flight, accommodation and other programme costs for partners or accompanying persons not authorised by Council shall be met by the delegate at the time of booking.

**6. Acquittal of Expenses**

**6.1** Attendees shall, within seven (7) days of return from the event, provide to the relevant CEO a complete daily breakdown of expenditure relating to the cash advance made under 4.6 and other out of pocket expenses, itemizing individual purchases, and supported by receipts. Any surplus funds from the cash advance shall be returned at the same time.

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- 6.2 Claims for valid business related expenditure, in excess of the cash advance will only be considered for payment when full details and receipts are provided.
  - 6.3 Elected members failing to acquit expenses in accordance with this policy shall have the full value of the cash advance deducted from the next quarterly payment of their meeting attendance fees.

### **FINANCIAL IMPLICATIONS**

The estimated total cost for each attendee including flights, registration, gala dinner on first day, workshops and/or tours and other conference expenses detailed in the policy is \$3,500.

### **COMMENT**

It is important that MRC is represented at these conferences to ensure that it keeps up with latest trends in the waste industry. This is particularly important for this year where a new strategic plan is being developed that will set the direction of the MRC for at least the next 10 years. As such it is proposed to recommend the attendance of the Chief Executive Officer and two Councillors.

### **VOTING REQUIREMENT**

Simple Majority/Absolute majority

### **RESPONSIBLE OFFICER RECOMMENDATION**

That Council:

1. Authorise the attendance of the Chief Executive Officer, Councillor..... and Councillor..... to attend the 2012 Enviro Conference in South Australia and that costs associated with registration, flights (economy class), and other expenses in accordance with the Conference and Training Policy estimated to be \$3,500 per attendee be approved; and
2. Approve the inclusion of the funds necessary to accommodate the decision in (1) above in the 2012/13 Budget.  
(Absolute Majority Required)

### **RESOLVED**

Cr Withers moved, Cr MacTiernan seconded

That the recommendation be adopted with the inclusion of the following Councillors to attend the Enviro Conference:

Cr Bissett  
Cr Gray  
Cr Withers  
Cr Hollywood  
Cr Fishwick  
Cr MacTiernan

*CARRIED UNANIMOUSLY (11/0)*

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<b>11 COMMITTEE REPORTS</b>
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<b>ITEM 11.1</b>	<b>MINUTES – STRATEGIC PROJECTS COMMITTEE MEETING – 16 MARCH 2012</b>
<b>File No:</b>	<b>GOV/28-02/02</b>
<b>Appendix(s):</b>	<b>Appendix No. 7</b>
<b>Date:</b>	<b>2 April 2012</b>
<b>Responsible Officer:</b>	<b>CEO</b>

### **BACKGROUND**

The Strategic Projects Committee was established by absolute majority decision at Ordinary Council Meeting 25 February 2010.

The primary objective of the Strategic Project Committee is to undertake planning, research and development of strategic projects for recommendation to and consideration by the Mindarie Regional Council (MRC).

As the Strategic Projects Committee is an appointed committee of MRC reports from the Strategic Projects Committee will be formally presented to the MRC at each meeting of the MRC. The reports will contain recommendations, progress reports on matters under consideration and such other matters relevant to the Strategic Projects Committee's terms of reference.

Reports and recommendations of each Strategic Projects Committee meeting shall be presented to the next ordinary meeting of the Council.

### **STATUTORY ENVIRONMENT**

The Strategic Projects Committee was established by absolute majority decision as a Committee of the MRC under s5.8 and s5.9(2)(e) (employees and other persons) of the *Local Government Act 1995* and will not have any general delegated authority however s5.17(1)(c) of the *Local Government Act 1995* gives the MRC authority to grant limited delegation as required.

### **POLICY IMPLICATIONS**

Not applicable.

### **STRATEGIC IMPLICATIONS**

Not applicable.

### **VOTING REQUIREMENT**

Simple Majority.

### **RESPONSIBLE OFFICER RECOMMENDATION**

**That the Unconfirmed Minutes of the Strategic Projects Committee meetings held on 16 March 2012 be received.**

*The Chair thanks the Strategic Projects Committee members including the Chair for the committee's hard work in finalising many projects and in particular the Establishment Agreement for the member councils.*

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**RESOLVED**

**Cr Newton moved, Cr Withers seconded  
That the recommendation be adopted.**

*CARRIED UNANIMOUSLY (11/0)*

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<b>ITEM 11.2</b>	<b>MINUTES – CEO PERFORMANCE REVIEW COMMITTEE – 21 MARCH 2012</b>
<b>File No:</b>	<b>PER/79</b>
<b>Appendix(s):</b>	<b>Appendix 8</b>
<b>Date:</b>	<b>2 April 2012</b>
<b>Responsible Officer:</b>	<b>CEO</b>

### **BACKGROUND**

The CEO Performance Review Committee is an appointed committee of the MRC. Recommendations of each CEO Performance Review Committee meeting shall be presented to the next ordinary meeting of the Council.

The CEO Performance Review Committee met on the 21 March 2012 to establish the performance criteria of the CEO for the first six months in accordance with his employment contract.

### **RESPONSIBLE OFFICER RECOMMENDATION**

- 1.1 That the Unconfirmed Minutes of the CEO Performance Review Committee meeting held on 21 March 2012 be received.

### **CEO PERFORMANCE REVIEW COMMITTEE RECOMMENDATION**

That Council:

- 2.1 Vary the CEO's KPI's in accordance with clause 3.3 (f) as follows:
  - Complete the organisational review and restructure by 30 June 2012
  - Develop and present to Council a new Strategic Plan and long term financial plan compliant with the DLG's integrated planning framework requirements by 30 June 2013
  - Improve the MRC's budget preparation and financial reporting and presentation requirements by 30 June 2013
- 2.2 Undertake a review of the CEO's remuneration package in accordance with clause 5.5 viz:

*The Council will review your Remuneration Package each year. The first review will be in June 2012 with any increase in remuneration to occur on or after the first pay period in July 2012 and thereafter annually each year.*

*The review will take into account:*

- (g) *the outcomes of your performance review under clause 3.3;*
- (h) *any benefits which have accrued and will accrue to you under this agreement; and*
- (i) *industry salary movements over the review period.*

*The Council is under no obligation to increase your Remuneration Package following such a review.*

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**RESOLVED**

**Cr Gray moved, Cr Withers seconded  
That the recommendation be adopted.**

*CARRIED UNANIMOUSLY (11/0)*

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<b>ITEM 11.3</b>	<b>MINUTES – PROCESS REVIEW COMMITTEE – 2 APRIL 2012</b>
<b>File No:</b>	<b>COR/43</b>
<b>Appendix(s):</b>	<b>Appendix</b>
<b>Date:</b>	<b>4 April 2012</b>
<b>Responsible Officer:</b>	<b>CEO</b>

### **BACKGROUND**

The Process Review Committee is an appointed committee of the MRC. Recommendations of each Process Review Committee meeting shall be presented to the next ordinary meeting of the Council.

The Process Review Committee met on the 2 April 2012. The CEO presented to the Committee a response to the Morrison Low report's recommendations including:

- A new Organisational Structure focussing on Business Units
- A requirement for Business Plans and Performance Measures to be developed for each Business Unit
- Initial overview of the development of a new Strategic Plan conforming with the legislated Integrated Planning framework
- Operational changes reducing MRC's reliance on consultants

The CEO also indicated that the report will continue to be referenced when management considers further organisational changes that have been covered in the report.

### **RESPONSIBLE OFFICER RECOMMENDATION**

- 1.1 **That the Unconfirmed Minutes of the Process Review Committee meeting held on 2 April 2012 be received.**

### **CEO PERFORMANCE REVIEW COMMITTEE RECOMMENDATION**

**That:**

- 2.1 **The Morrison Low Organisational Review dated February 2012 be received;**
  - 2.2 **The CEO be required to:**
    - a. **consider the review detailed in (1) above in any proposed organisational changes;**
    - b. **report to the Council referencing the review (where appropriate) in any organisational changes being proposed;**
    - c. **the review be used by the CEO as a guiding document for organisational effectiveness and efficiency;**
    - d. **the CEO, where appropriate, implement the recommended cost reduction initiatives detailed in the review; and**
    - e. **highlight the cost reduction achieved in implementing the review as detailed in (2.d.) above in the report to Council on the 2012/13 budget.**
  - 2.3 **It be noted that the Process Review Committee has completed the tasks set out in the terms of reference and will be discontinued.**
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**RESOLVED**

**Cr Withers moved, Cr Gray seconded  
That the recommendation be adopted.**

*CARRIED UNANIMOUSLY (11/0)*

**12 MEMBERS INFORMATION BULLETIN – ISSUE NO. 4**

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Members Information Bulletin Issue No. 4 be received.**

**RESOLVED**

**Cr Bissett moved, Cr Boothman seconded  
That the recommendation be adopted.**

*CARRIED UNANIMOUSLY (11/0)*

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**13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**14 URGENT BUSINESS**

Nil

**15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Question by Cr Newton

When would the budget be scheduled as Councillors need to diarise.

*Response by the Director Corporate Services*

*The meetings are scheduled for the 1<sup>st</sup> week of May and 7 June, final approval of budget at the July Ordinary Council Meeting.*

Question by Cr Newton

Can the reports regarding the Resource Recovery Facility and the Project Advisory Group in the Members Information Bulletin be put back into the Agenda, as it is an important part of this organisation and gives the Councillors a chance to ask questions on these matters.

*Response by the Chief Executive Officer*

*The Members Information Bulletin is part of the Agenda and as such Councillors are able to ask questions on matters within the Bulletin as it is presented at the meeting. If there are any issues regarding the Resource Recovery Facility requiring a decision a report would be placed on the agenda.*

**Cr Stewart Moved, Cr Cooke Seconded**

**That Cr MacTiernan be allowed to speak on a matter.**

*Cr MacTiernan advised Council that the Municipal Waste Advisory Council (MWAC) is holding a special meeting to discuss their response to the State Government Metropolitan Local Government review. Cr MacTiernan considered it was important that the MRC also review the document and take a position on its findings.*

**RESOLVED**

**That Council, in conjunction with its Budget Workshop, hold a Special Council meeting on the 3 May 2012 to discuss their response to the Metropolitan Local Government Review.**

*CARRIED UNANIMOUSLY (11/0)*

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<b>16 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b>
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**PROCEDURAL MOTION**

**Cr Fishwick moved, Cr Withers seconded**

**That Council proceed “behind closed” doors to consider Confidential Item 16.1**

*CARRIED UNANIMOUSLY*

**There were no members of the public present. There was one (1) journalist present and Member Council Officers who departed the Chamber.**

**Governance Officer, Lynda Nyssen also departed the Chamber.**

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**NOTE:** The Chief Executive Officer advised that this report is now released for public information.

<b>ITEM 16.1</b>	<b>IMPLEMENTATION OF ORGANISATIONAL REVIEW – MORRISON LOW FEBRUARY 2012</b>
<b>File No:</b>	<b>COR/45</b>
<b>Appendix(s):</b>	<b>YES</b>
<b>Date:</b>	<b>3 APRIL 2012</b>
<b>Responsible Officer:</b>	<b>CEO</b>

#### **SUMMARY**

This report seeks Council's endorsement of a new Organisational Structure developed by the CEO that takes into consideration the recommendations contained within the Morrison Low report - Mindarie Regional Council Organisational Review (February 2012).

#### **BACKGROUND**

At its meeting on 30 May 2011 the Council appointed a Process Review Committee. The committee last met on 2 April 2012 to review the final report presented by Morrison Low and has made recommendations to council on how the report should be utilised.

Since commencing in January the CEO has been working with management to change the management style of the organisation to make it more business focussed and less reliant on consultants. The Morrison Low report has been referred to, and recommendations considered, throughout the work undertaken by management. This report and the Mindarie Regional Council Organisational Review – February 2012 has been distributed to elected members under separate cover due to the confidential subject matter both reports contain.

#### **DETAIL**

The Morrison Low report covers a broad range of operational topics from the MRC Constitution through to an opinion on the Pricewaterhouse Cooper report on the withdrawal of the City of Stirling from the MRC. As such this report has been developed using the main headings of the Morrison Low report with the CEO's response directly behind each recommendation.

## **6.Planning and Strategic**

#### **ML Recommendation**

1. That the Council review its Strategic Plan 2009-2029 and prepare its future strategic documents in compliance (where possible) with the integrated planning and reporting reforms introduced into Western Australian Local Governments.
2. That the Council prepare as a minimum the following informing strategies, Workforce Plan, Long Term Financial Plan and an Asset Management Plan in accordance with the Western Australian Integrated Planning and Reporting Framework guidelines.

#### **CEO Response**

The CEO Performance Review Committee have met with the CEO and have set his performance goals over the next fifteen months that requires, amongst other things, the development of a new Strategic Plan for the MRC. The recommendation from the Committee, which is the subject of a separate report contained within this council agenda, reads as follows:

*“ That Council:*

- 2.3** *Vary the CEO's KPI's in accordance with clause 3.3 (f) as follows:*
-

- Complete the organisational review and restructure by 30 June 2012
- Develop and present to Council a new Strategic Plan and long term financial plan compliant with the DLG's integrated planning framework requirements by 30 June 2013
- Improve the MRC's budget preparation and financial reporting and presentation requirements by 30 June 2013

**2.4 Undertake a review of the CEO's remuneration package in accordance with clause 5.5 viz:**

*The Council will review your Remuneration Package each year. The first review will be in June 2012 with any increase in remuneration to occur on or after the first pay period in July 2012 and thereafter annually each year.*

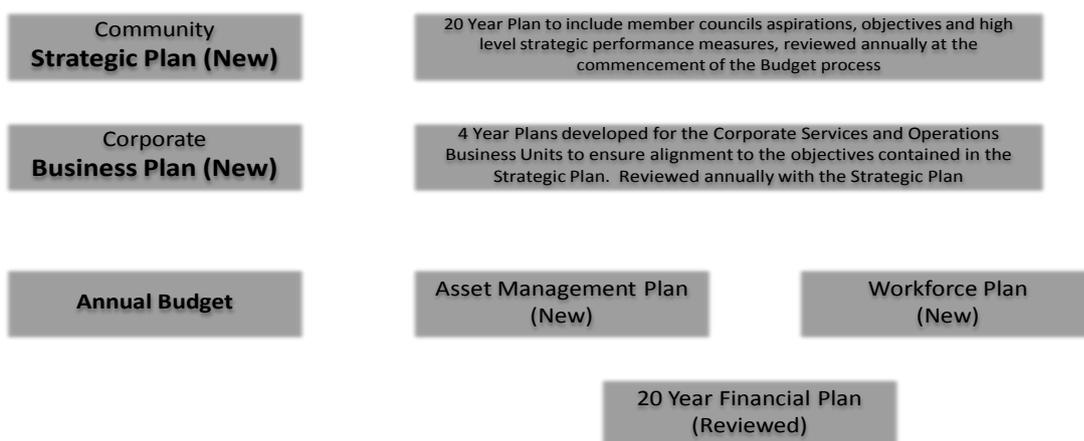
*The review will take into account:*

- (g) *the outcomes of your performance review under clause 3.3;*
- (h) *any benefits which have accrued and will accrue to you under this agreement; and*
- (i) *industry salary movements over the review period.*

*The Council is under no obligation to increase your Remuneration Package following such a review."*

The following diagram provides details of how the CEO intends to develop the Integrated Planning framework and how it links to the other operational changes proposed for the organisation.

## Integrated (Strategic) Planning



### MRC PLANNING

The above plans will be developed systematically and will form an integral part of how MRC operates. They will be referred to in reports to Council (report template will be modified to include Planning Implications) ensuring that the councillors are aware of linkages of what is being proposed to our higher level planning. Together with a new organisational business focus, including appropriate, measurable KPI's MRC will be able to demonstrate its performance in all the planning areas above. This approach will improve MRC's efficiency and accountability and will require a significant cultural change and a focussed training program for staff, which will commence towards the end of this financial year and continue in future years.

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## **7. Governance**

### **ML Recommendation**

1. The Regional Council governance structure is maintained with some minor changes to the management of a number of its advisory groups. The current legislative constraints on forming local government entities means that a Regional Council is possibly the most effective structure available as it separates the operational and financial risks of the Council's facilities from each of the participant Council's. The appointment of the members from each of the participant councils to the MRC and the Establishment Agreement provides each council with input into the governance of MRC.

### **CEO Response**

Noted

### **ML Recommendation**

2. The CEO review the necessity for each advisory and / or work group set up to govern the business of the Council. This review should include quantifying the cost of those attending as well as the cost of secretarial support.
3. The CEO reviews the need for the Agenda Review Group to meet in advance of the completion of Council agenda items. The CEO should have final sign off of the Council's agenda, however, should he believe the ARG's review process to be beneficial to the effectiveness of the Council's business then this needs to be on a more timely basis.
4. The focus of the Strategic Projects Committee is on strategic matters as opposed to operational.

### **CEO Response**

These recommendations will be the subject of a separate report to Council.

### **ML Recommendation**

5. The amount of remuneration and responsibility for its payment, for the PAG's Independent Chairperson should be reviewed. Future remuneration based on an annual amount which could be paid out on a monthly or annual basis. In addition responsibility for payment may also be reviewed to reflect the "independence" of this role. [This recommendation should be read in conjunction with those of Section 10.]

### **CEO Response**

The Chairman's role in PAG is a requirement of the RRF Agreement. The agreement is currently being amended to address teething issues now that it has been in place for some time. The CEO has sought and gained approval for a reduction in meetings (from monthly to bi monthly) and that the cost of the chairperson be shared between the parties.

### **ML Recommendation**

6. The MRC's Contract Representative Role for the PAG should be undertaken by a council officer(s) reporting to the CEO e.g. Operations Manager with administrative assistance from the Governance Officer. [This recommendation should be read in conjunction with those of Section 10.]

### **CEO Response**

MRC's in house consultant's role is being reduced significantly over the next twelve months, which will require senior staff within the organisation to manage the projects currently managed by the consultant as follows:

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Current Projects (Ian Watkins)	Project Handover
RRF Truck Washdown Bay	Operations Manager
RRF Contract Management	Chief Executive Officer
RRF Community Engagement (CEAG)	Education Manager
Landfill Gas Contract Management	Operations Manager
Levy Rebate Waste Minimisation	Director Corporate Services
Son of Tamala	Chief Executive Officer
Carbon Tax (Trading)	Director Corporate Services
Tamala Park Airspace Consumption	Operations Manager
Tamala Park Landfill Capping	Operations Manager

### **ML Recommendation**

7. The CEO review the current staff inputs into the audit process with the aim of identifying a process that is more streamlined than current while achieving required compliance.
8. The CEO completes a review of the MRC's on-going commitment to funding, development and provision of waste education.

### **CEO Response**

The most recent Audit report required by the Department of Local Government was completed in house without any additional costs. Commitment for the provision of Waste Education will be reviewed on completion of the new Strategic Plan.

## **8. Organisation and Management**

Morrison Low report recommends a new organisational structure that is more business focussed. This is in line with MRC management's views. The following organisational chart has been copied from the Morrison Low Report and indicates a reduction of FTE's from 41.3 to 36.5.

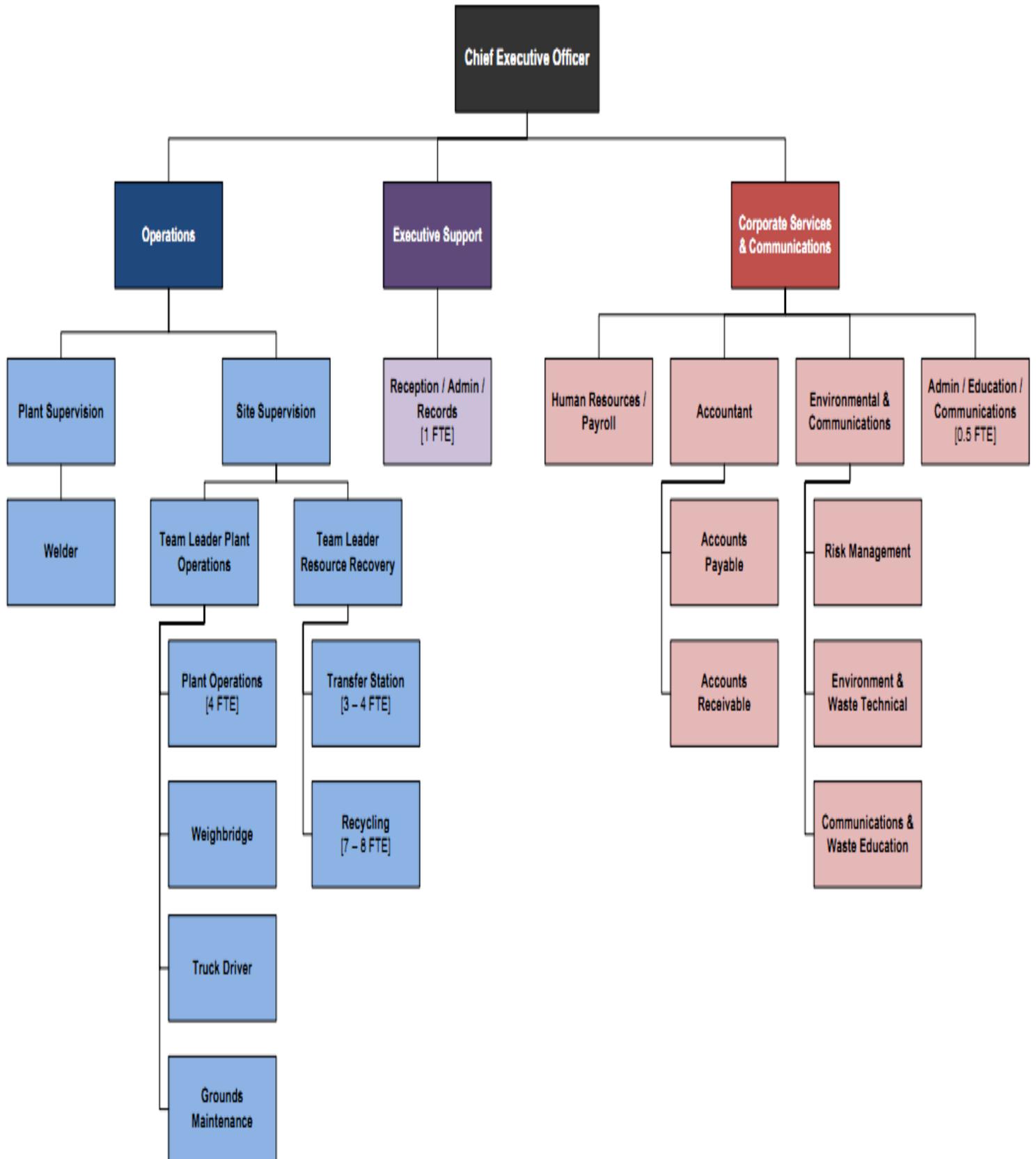
### **CEO Response**

MRC Management has reviewed ML's new organisation structure and whilst agreeing with most of the changes proposed by ML the MRC management has developed, what it considers to be, a more appropriate organisational structure as detailed below. The FTE reduction is slightly less in the MRC Management model however the new Chief Financial Officer has just commenced and the CEO held off reviewing the Finance area of the organisation to give the new CFO an opportunity to have input in this area.

The new organisation structure will require two new redundancies being the Administration Manager and the Receptionist/Administration Officer. The other reductions have already been achieved through natural attrition.

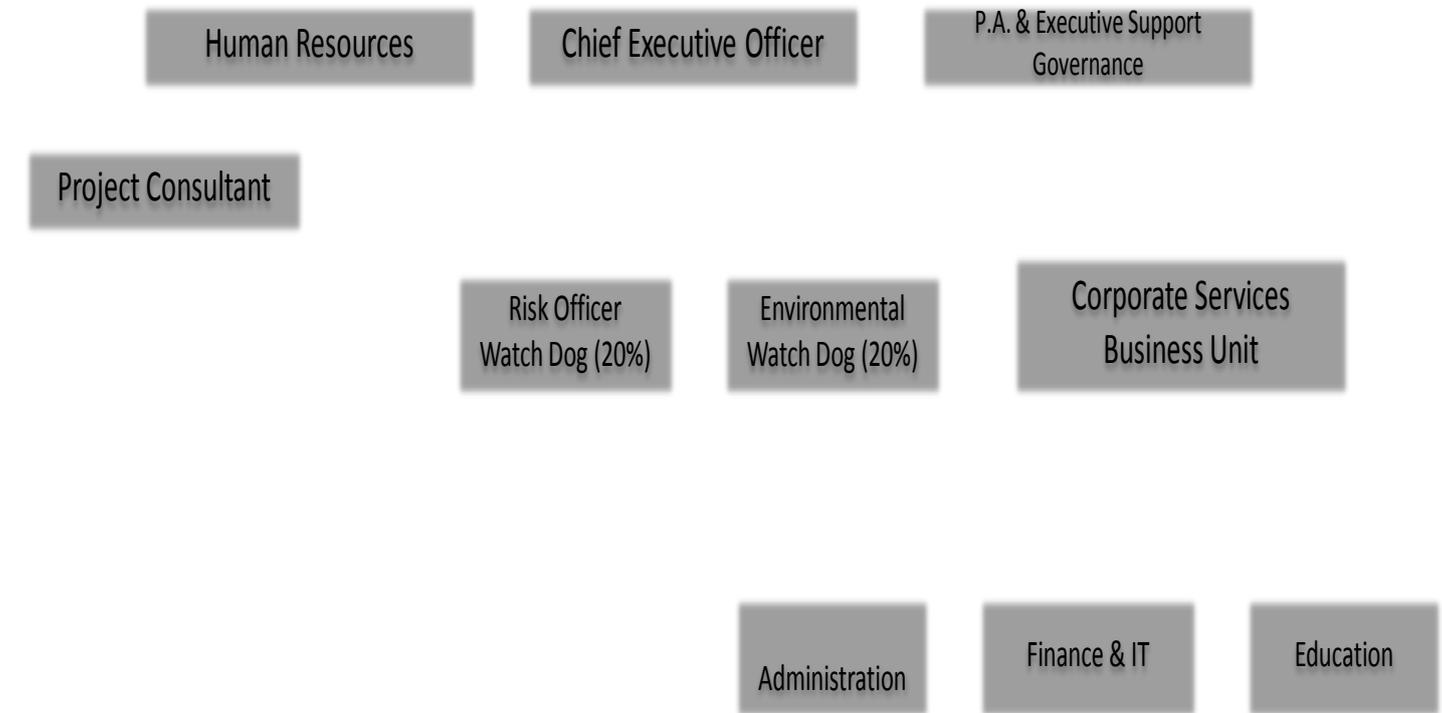
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### Organisational Structure extracted from Morrison Low Report



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## Management's Proposed Organisation Structure (Page 1 of 3)



### Human Resources

Human Resources currently does Payroll and other Financial duties as well as IR and HR. New Structure will require this position to take on a leadership role in Business Planning and Reporting. Payroll and other Financial duties may move back to Finance

### Project Consultant

Project Consultant (Ian Watkins) currently operates two days per week and has the sole knowledge of the RRF Lease and Obligations and other projects. These projects will be managed by staff within the organisation. Ian will be required to continue in current role until the projects are handed over.

### Environmental Watch Dog (20%)

Consideration that 20% of the Environmental Officer's work is a Watchdog role and that warranted direct contact with the Chief Executive Officer.

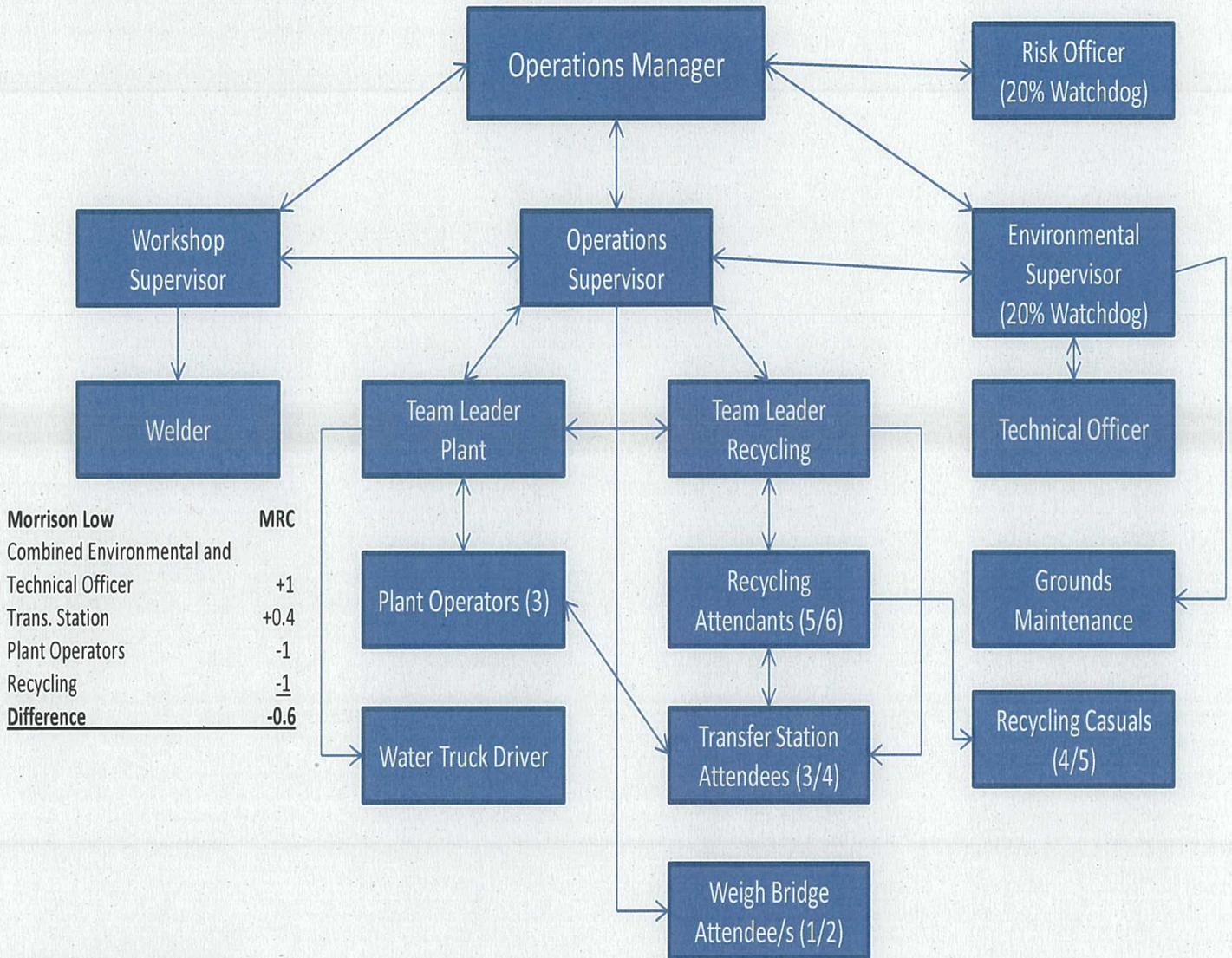
### Risk Officer Watch Dog (20%)

Consideration that 20% of the Risk Officer's work is a Watchdog role and that warranted direct contact with the Chief Executive Officer.

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**Management’s Proposed Organisation Structure (Page 2 of 3)**

**OPERATIONAL BUSINESS UNIT**



Morrison Low	MRC
Combined Environmental and Technical Officer	+1
Trans. Station	+0.4
Plant Operators	-1
Recycling	-1
<b>Difference</b>	<b>-0.6</b>

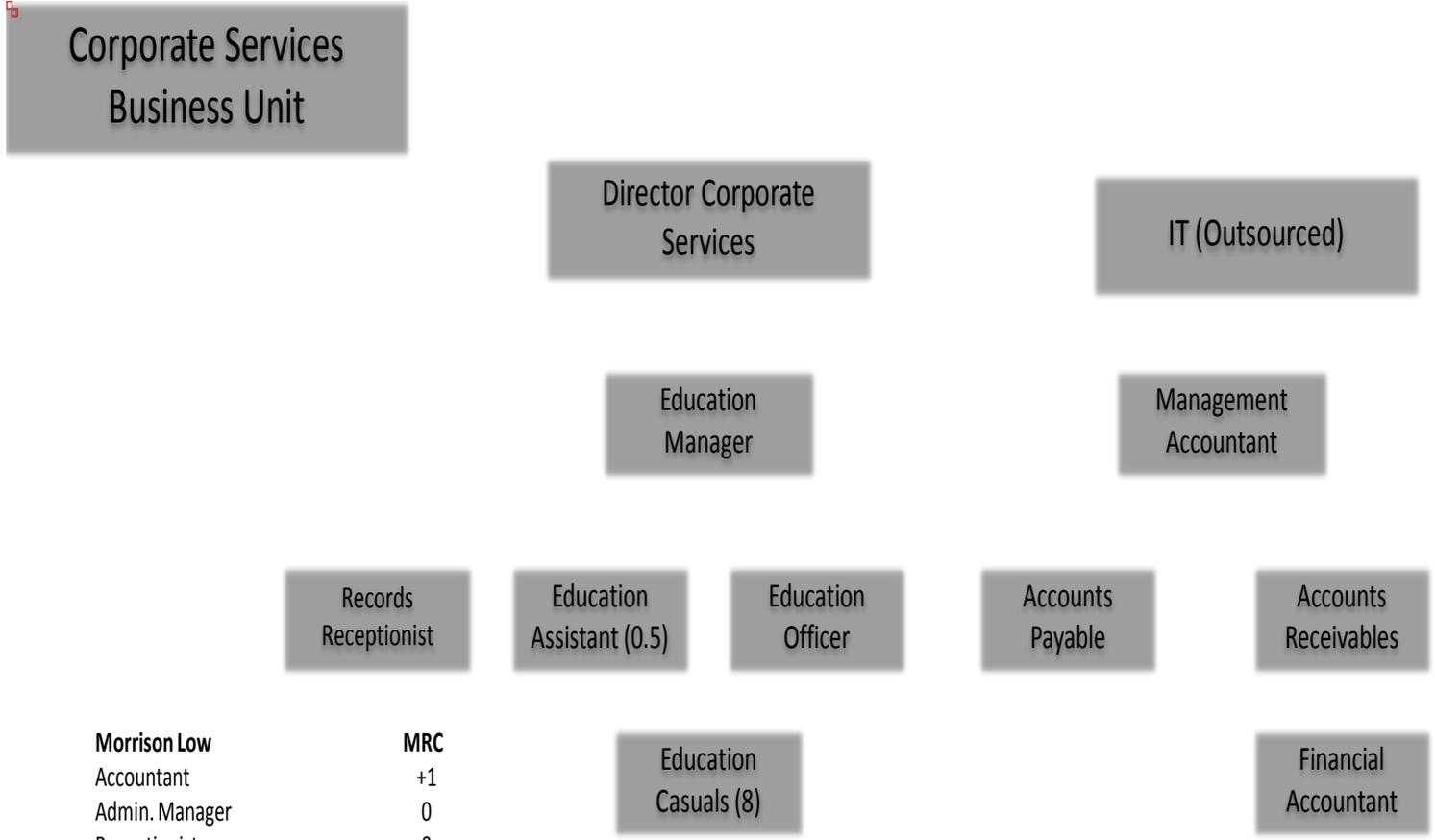
**Operations Lines of Business**

1. Environmental Management
2. Resource Recovery
3. Metropolitan Solid Waste Disposal

**Performance Measures**

1. Financial – Demonstrate that we are obtaining value for money for the services we are providing and the infrastructure we are purchasing.
2. Member Councils’ and Customer Satisfaction - To be able to demonstrate how we are meeting/exceeding expectations.
3. Process Improvement and Innovation – Ensure that a systematic approach is taken in all the services we provide and that we encourage innovation.
4. Employee Growth – Ensure that our employees are appropriately trained to meet the required services, standards and assist in meeting the performance measures of the Business Plans

**Management’s Proposed Organisation Structure (Page 3 of 3)**



<b>Morrison Low</b>	<b>MRC</b>
Accountant	+1
Admin. Manager	0
Receptionist	0
<b><u>Difference</u></b>	<b><u>+1</u></b>

Note: The Finance area will be formally reviewed by the new CFO (Director Corporate Services) once he has had the opportunity of settling in.

**Corporate Services Lines of Business**

1. Regional Education
2. Financial Management
3. Administration
4. Systems and Standards

**Performance Measures**

1. Financial – Demonstrate that we are obtaining value for money for the services we are providing and the infrastructure we are purchasing.
2. Member Councils’ and Customer Satisfaction - To be able to demonstrate how we are meeting/exceeding expectations.
3. Process Improvement and Innovation – Ensure that a systematic approach is taken in all the services we provide and that we encourage innovation.
4. Employee Growth – Ensure that our employees are appropriately trained to meet the required services, standards and assist in meeting the performance measures of the Business Plans

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The Morrison Low report will continue to be referenced as Management progressively reviews the current operations.

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The change to the Organisational Structure will require two redundancies to be paid out. One being the Administration Manager and the other the Receptionist/Administration Officer resulting in a reduction of 2 FTE's. The cost of the redundancies will be \$37,500 and will result in an annual saving of \$151,000. The cost of redundancy payments will be recovered from savings made in employee costs in this 2011/12 budget

**STRATEGIC IMPLICATIONS**

The Morrison Low report was developed to assist the new CEO in understanding the current strategic and operational issues that MRC faces as it moves forward. It will result in the introduction of a new Strategic Plan and business focus improving its alignment to the member councils and the effectiveness of the organisation to meet the challenges it will face in the future.

**COMMENT**

The Morrison Low review confirms Management's views on various areas of the MRC with many of the recommendations already having been, or are in the process of being, implemented. The report will continue to be a guide as the organisation moves from a sectional based organisation to a structured business unit system based organisation. To take the first step towards this change it is recommended that the Council adopts the new Organisation Structure.

**VOTING REQUIREMENT**

Simple Majority / Absolute Majority

**RESPONSIBLE OFFICER RECOMMENDATION**

**That Council:**

- 1. Endorse the new Organisational Structure proposed in the detail section of this report.**
- 2. The cost of the two redundancies as presented in the details section of this report be funded from savings in Employees Costs contained in the 2011/12 Budget.**

**(Absolute Majority Required)**

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**Cr Withers moved, Cr Stuart seconded**

*CARRIED UNANIMOUSLY (11/0)*

**Cr Fishwick moved, Cr Withers seconded to reopen the meeting to the public.**

*CARRIED UNANIMOUSLY (11/0)*

The attendees were invited back to the meeting.

The Chairperson read out the resolution of the Council on the Item as follows:

That Council:

1. Endorse the new Organisational Structure proposed in the detail section of this report.
2. The cost of the two redundancies as presented in the details section of this report be funded from savings in Employees Costs contained in the 2011/12 Budget.

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**17 NEXT MEETING**

*Next meeting to be held on Thursday 5 July 2012 at 5.30pm in the Council Chambers at City of Wanneroo.*

**18 CLOSURE**

***The Chairman closed the meeting at 6.48pm and thanked the City of Joondalup for their hospitality and the use of their meeting facilities.***

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*These Minutes were confirmed by the Council as a true and accurate record of the Ordinary Meeting of the Council held on 19 April 2012.*

Signed.....Chairman

Dated this..... day of.....2012

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**WALGA**

**North Metropolitan Zone  
Minutes**

**26 April 2012**



# North Metropolitan Zone WALGA

Hosted by the City of Stirling  
25 Cedric Street Stirling  
Thursday 26 April 2012 - Commenced at 6:00 pm

## Minutes

### MEMBERS

### 4 Voting Delegates from each Member Council

City of Joondalup

Cr Geoff Amphlett JP  
Cr Russ Fishwick  
Cr Mike Norman  
Cr Christine Hamilton-Prime  
Ms Glenda Blake

City of Stirling

Mayor David Boothman  
Cr Giovanni Italiano JP  
Cr David Michael  
Mr Aaron Bowman, Manager Governance & Council Support – non voting delegate

City of Wanneroo

Mayor Tracey Roberts- **Chair**  
Cr Diane Guise  
Cr Stuart Mackenzie – **Deputy Chair**  
Cr Rudi Steffens

WALGA  
Representatives

Mayor Troy Pickard, WALGA President  
Mr John Phillips, Executive Manager Workplace Business Solutions

WALGA Road Safety  
Officer

DLG Representative

Mr Brad Jolly, Executive Director of Governance and Legislation

Guest Speakers

Nil

### APOLOGIES

City of Joondalup

Mr Jamie Parry, Director Governance and Strategy – no-voting delegate

### ANNOUNCEMENTS

Nil

## **ATTACHMENTS TO THE AGENDA**

1. Minutes of previous meeting
2. Minutes of Special Meeting 24 January 2012
3. Zone Status Report
4. WALGA President's Report
5. Standing Orders

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### **1. DEPUTATIONS**

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Nil

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### **2. CONFIRMATION OF MINUTES**

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#### **RESOLUTION**

**That the Minutes of the meeting of the North Metropolitan Zone held on 1 December 2011 be confirmed as a true and accurate record of the proceedings.**

**Moved Cr David Michael Seconded Cr Stuart Mackenzie CARRIED**

#### **RESOLUTION**

**That the minutes of the Special Meeting of the North Metropolitan Zone held 24 January 2012 be confirmed as a true and accurate record of the proceedings.**

**Moved Cr David Michael Seconded Cr Stuart Mackenzie CARRIED**

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### **3. DECLARATION OF INTEREST**

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Nil

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### **4. BUSINESS ARISING**

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Nil

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### **5. REPORTS FROM MEMBER COUNCILS**

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Nil

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**6. STATE COUNCIL AGENDA - MATTERS FOR DECISION**

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**Item 5.8 Closed Circuit Television**

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**RESOLUTION**

- That part 3 be amended as follows:
3. ~~The Crime Prevention Council~~ State Government to consider the development of a CCTV Strategy for Western Australia which addresses:
    - a) The ongoing implementation of Blue Iris as the central register for CCTV as the central register for CCTV cameras
    - b) The standardization across technological platforms to support both CCTV owners, Police and Courts to provide effective footage
  - A new part 4 be added as follows:
  4. That WALGA advocate for the reinstatement of the Crime Prevention Council

Moved Cr Russell Fishwick Seconded Mayor David Boothman

**CARRIED**

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**7. EXECUTIVE REPORTS**

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**7.1 President's Report to the Zone**

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The WALGA President, Mayor Troy Pickard, presented his President's Report and focused on matters pertaining to the changes to the Financial Regulations and the Metropolitan Governance review.

**Noted**

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**7.2 State Councillor's report to the Zone**

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WALGA State Councillor Cr David Michael reported on outcomes from the 1 March 2012 State Council meeting.

**Noted**

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**7.3 Department of Local Government Representative Update Report.**

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Mr Brad Folly spoke to the Director General's Update Report, as distributed with the Agenda.

**Noted**

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## 8. BUSINESS

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### 8.1 Telstra Presentation

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Telstra have advised that they are available from March to June 2012 if the Zone requires their attendance on any issues.

**Noted**

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### 8.2 2012 Honours Program

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*Janet Done (Executive Officer, Governance and Strategy)*

#### **In Brief**

- *The Association's annual Honours program has opened and nominations need to be submitted by cob Friday 25 May 2012.*
- *Nominations are sought from Local Governments in recognition of contributions and achievements made by Elected Members and senior officers.*

#### **Relevance to Strategic / Business Plan**

- Providing strong representation for Local Government
- Providing effective leadership for Local Government
- Building a positive profile for Local Government

#### **Background**

The Honours program is a significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and Senior Officers to their respective Councils, to Local Government as a sector and to the wider community. Awards given as part of the Honours program will be presented to recipients at an awards ceremony held during the 2012 Local Government Convention at the Perth Convention Centre.

The five categories of awards within the 2012 Honours program are as follows:

- **Local Government Medal** – recognises outstanding achievement and significant contribution by elected members and officers to the Association and/or to Local Government. *Available for nomination by State Councillors.*
- **Life Membership** – recognises the long and outstanding service of Elected Members and officers to the Association and/or to Local Government. *Available for nomination by State Councillors and Local Governments.*
- **Eminent Service Award** (previously Certificate of Appreciation) – recognises personal commitment, eminent service and contribution to Local Government or the Association. *Available for nomination by State Councillors and Local Government.*
- **Long and Loyal Service Award** – this Honour recognises elected members who have provided long service of a high degree as an executive member of the Association for 8 or more years, or as an elected member for 12 or more years. *Available for nomination by State Councillors and Local Governments.*

- **Merit Award** (previously Distinguished Service Award) – recognises elected members who have provided distinguished service to the community through their Local Government. Available for nomination by State Councillors and Local Governments.

## **Comment**

Nominations by Member Local Governments require the support of the nominator (who must be an Elected Member) plus two other Elected Members and the nomination must be forwarded through the Chief Executive Officer of the Local Government for sign-off prior to submission to the Association.

Copies of the nomination form, Honours Policy and Terms of Reference can be obtained from WALGA's web site at:

<http://walga.asn.au/MemberResources/StateCouncilDocuments/LocalGovernmentHonours/2012HonoursProgram.aspx>

Nominations for the 2012 Honours program will close at **5pm on Friday, 25 May 2012**. As in previous years, no late nominations will be accepted.

Queries should be directed to Janet Done, Executive Officer Governance and Strategy on (08) 9213 2013 or by e-mail at [jdone@walga.asn.au](mailto:jdone@walga.asn.au).

## **RESOLUTION**

**That the North Metropolitan Zone note the information relating to the 2012 Honours Program and encourage their Local Governments to submit nominations on behalf of Elected Members who have made significant contributions to Local Government, the Association and/or the community.**

**Moved Mayor David Boothman Seconded Cr Rudi Steffens**

**CARRIED**

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## **9. OTHER BUSINESS**

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Nil

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## **10. DATE, TIME AND PLACE OF NEXT MEETING**

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**The next ordinary meeting of the North Metropolitan Zone to be held at 6:00pm on Thursday 28 June at the City of Joondalup commencing at 6pm.**

**Noted**

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## **11. CLOSURE**

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There being no further business the Chair declared the meeting closed at 7.00pm