



MINUTES

SPECIAL COUNCIL MEETING

TIME: 6.00PM

7 NOVEMBER 2013

MINDARIE REGIONAL COUNCIL

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



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1 COUNCILLOR SEATING ARRANGEMENTS

In accordance with Part 4.2 of the MRC Standing Orders Local Law 2010 the Chief Executive Officer presented a seating layout for future council meetings.

2 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Prior to taking their seats around the Council table each new member made the required Declaration of Elected Member for the position of Councillor.

The Chairman declared the meeting open at 6.00pm.

3 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

PRESENT:	Chairman	Cr R Fishwick	City of Joondalup
	Deputy Chair	Cr J Bissett	Town of Victoria Park
		Cr S Withers	Town of Cambridge
		Cr K Hollywood	City of Joondalup
		Cr J Davidson	City of Perth
		Cr B Stewart	City of Stirling
		Cr S Proud	City of Stirling
		Cr J Carey	City of Vincent
		Cr R Driver	City of Wanneroo
		Cr D Newton JP	City of Wanneroo
APOLOGIES:		Cr D Boothman	City of Stirling
		Cr E Re	City of Stirling
IN ATTENDANCE:			
Mindarie Regional Council Officers	B Callander		Chief Executive Officer
	G Hoppe		Director Corporate Services
	S Abbott		Records & Admin Officer
Member Council Officers	D Forster		City of Perth
	G Eves		City of Stirling
VISITORS:		Nil	
MEDIA:		Nil	
PUBLIC:		Nil	

4 DECLARATION OF INTERESTS

Nil

5 PUBLIC QUESTION TIME

Nil

6 ANNOUNCEMENTS BY THE PRESIDING PERSON

The Chairman congratulated Cr Bissett, Cr Newton, Cr Withers and Cr Boothman for being reappointed to their respective councils at recent local government elections.

The Chairman also extended a warm welcome to new councillors, Cr Stephanie Proud, Cr Russell Driver, Cr John Carey and Cr Janet Davidson.

Members were advised by the Chairperson that the date of the meeting to be held at the City of Joondalup on Thursday 13 February 2014 will need to be changed due to other commitments the City of Joondalup has on that day/evening. The Chief Executive Officer advised that as the council has issued a public notice for the council meetings until December 2014, the change in date will be the subject of a report to council and any changes to the meeting schedule will be advertised in accordance with the Local Government Act 1995.

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8 REPORTS

Cr Withers arrived at 6.02pm.

8.1	APPOINTMENT ON COMMITTEES
File No:	GOV/1-02
Attachment(s):	1. Audit Committee Details; 2. CEO's Performance Review Committee Details; 3. RRF Project Advisory Group Details; and 4. Municipal Waste Advisory Council Details
Date:	28 October 2013
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to appoint Mindarie Regional Council (MRC) Councillors on to the committees and working groups of the MRC as a result of the recent elections held by Local Government in accordance with the *Local Government Act 1995* and decisions of member councils to change their representatives on the MRC.

BACKGROUND

The MRC currently has two Committees, formulated in accordance with the *Local Government Act 1995*, and two Working Groups that have Councillors as members, which are as follows:

- Audit Committee (established in accordance with the Local Government Act 1995)
- Chief Executive Officer's Performance Review Committee (established in accordance with the Local Government Act 1995)
- Project Advisory Group (established in accordance with the Resource Recovery Facility Agreement).
- Municipal Waste Advisory Council (established as part of MRC's commitment to the Western Australia Local Government Association membership)

Attachments 1 to 4 of this agenda item provide details of the tenure, membership, duties and responsibilities associated with each of the Committees and Working Groups named above.

DETAILS

The *Local Government Act 1995* and the recently held Local Government Election have resulted in the need for the MRC to swear in new Councillors and appoint members to its Committees and Working Groups. The following provides a brief explanation of the purpose of the Committees and Working Groups:

Audit Committee

The Audit Committee is established as a requirement of the Local Government Act 1995 and in accordance with its Terms of Reference. The Committee consists of at least three elected members and an appointed independent member. The Administration provides secretarial support to the Committee and both the Chief Executive Officer and the Director of Corporate Services attend the meetings to provide advice and guidance to the committee members on the issues represented in the agendas.

Chief Executive Officer's Performance Review Committee

This committee was established to review the Chief Executive Officer's (CEO) performance annually in accordance with the *Local Government Act 1995* and traditionally uses a consultant to assist it in assessing the CEO's performance.

Project Advisory Group

The MRC has invested heavily in resource recovery of the waste provided to it by the member councils by entering into a build-own-operate contract with BioVision 2020 for a resource recovery facility. The facility takes 100,000 tonnes of municipal waste annually and converts it to compost, providing a diversion rate from landfill of just over 50%. This significant investment is managed through a contract entitled the Resource Recovery Facility Agreement (RRFA). The Contract includes a requirement to have a Project Advisory Group consisting of an independent Chair, three representatives from the MRC and three representatives from BioVision, plus deputies for each party.

Municipal Waste Advisory Council

The Municipal Waste Advisory Council (MWAC) was established in December 1994 as a Standing Committee of the Western Australian Local Government Association (WALGA) with delegated authority to represent the Association in respect of matters relating to municipal waste issues. MWAC is established under a partnership agreement with WALGA, Eastern Metropolitan Regional Council, City of Geraldton/Greenough, Mindarie Regional Council, Rivers Regional Council, Southern Metropolitan Regional Council and Western Metropolitan Regional Council.

The objective of MWAC is to encourage and promote economically sound, environmentally safe waste management practices and to ensure that the shared interests of all Western Australian Local Governments, as they relate to waste management, are effectively managed. An Officer Advisory Group has been created as an advisory committee to the MWAC.

LEGAL COMPLIANCE

Refer attachments 1 through to 4 to determine the varying compliance requirements of the Committees and the Working groups.

FINANCIAL IMPLICATIONS

There is no remuneration attached to the positions on any of the MRC's Committees and/or Working Groups.

COMMENT

These Committees and Working Groups are an integral part of the operations of the Mindarie Regional Council and Councillor representation provides valuable input into the issues presented to the Committees and Working Group in line with good governance practices.

VOTING REQUIREMENT

Absolute/Simple Majority.

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. **Appoint Cr _____, Cr _____ and Cr _____ on to the Audit Committee.
(Absolute Majority Required)**

Four nominations were received by Cr Stewart, Cr Fishwick, Cr Boothman and Cr Proud. Cr Stewart moved to *increase the Audit Committee membership from three councillors to four councillors, which was seconded by Cr Bissett. The following motion was then put and carried by an Absolute Majority:*

That the membership of the Audit Committee be increased from three councillors to four Councillors.

(CARRIED BY ABSOLUTE MAJORITY: 10/0)

A fourth member was added to the Responsible Officers Recommendation, which was then moved and carried as follows:

Cr Stewart moved, Cr Bissett seconded.

That Council Appoint Cr Stewart, Cr Fishwick, Cr Boothman and Cr Proud on to the Audit Committee.

(CARRIED BY ABSOLUTE MAJORITY: 10/0)

2. **Appoint Cr _____, Cr _____, Cr _____ and Cr _____ on to the Chief Executive Officer's Performance Review Committee.**

(Absolute Majority Required)

Four nominations were received for the Chief Executive Officer's Performance Review Committee being Cr Fishwick, Cr Bissett, Cr Carey and Cr Hollywood.

Cr Stewart moved, Cr Proud seconded.

That Council appoint Cr Fishwick, Cr Bissett, Cr Carey and Cr Hollywood on to the Chief Executive Officer's Performance Review Committee.

(CARRIED BY ABSOLUTE MAJORITY: 10/0)

3. **Appoint Cr _____ as a member and Cr _____ as a Deputy Member on to the Resource Recovery Facility - Project Advisory Group.**

Cr Newton was nominated, and accepted the nomination, to be a member of the Project Advisory Group and Cr Davidson nominated for the deputy member.

Cr Hollywood moved, Cr Bissett seconded.

That Council appoint Cr Newton as a Member and Cr Davidson as a Deputy Member on to the Resource Recovery Facility – Project Advisory Group.

(CARRIED BY ABSOLUTE MAJORITY: 10/0)

4. Appoint Cr _____ on to the Municipal Waste Advisory Council.

Cr Withers was nominated and accepted the nomination. Cr Bissett also nominated. As there were two nominations and only one position available the Chairperson requested a vote, by show of hands.

Cr Davidson moved, Cr Proud seconded.

That Council appoint Cr Bissett on to the Municipal Waste Advisory Council.

(CARRIED BY ABSOLUTE MAJORITY: 10/0)

8 OTHER BUSINESS

9 NEXT MEETING

Ordinary Council Meeting: Thursday 12 December 2013 at Town of Victoria Park commencing at 5.30pm.

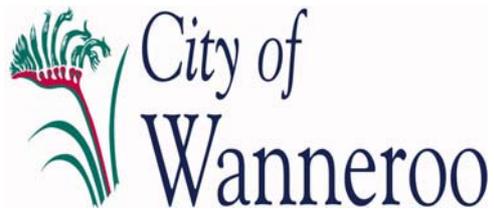
10 CLOSURE

The Chairman closed the meeting at 6.15pm and thanked the Mindarie Regional Council for their hospitality and the use of their meeting facilities.

These Minutes were confirmed by the Council as a true and accurate record of the Special Meeting of the Council held on 7 November 2013.

Signed Chairman

Dated this day of 2013



**LOCAL EMERGENCY MANAGEMENT COMMITTEE
MINUTES**

**City of Wanneroo
Library Conference Room
3 Rocca Way WANNEROO**

10.00am Thursday 7 November 2013

1. ATTENDANCE AND APOLOGIES

ATTENDANCE		
Name	Position	Organisation
Cr John Chester	Elected Member	City of Joondalup
Charlie Reynolds	Manager Asset Management	City of Joondalup
Charles Slavich	Principal Environmental Health Officer	City of Joondalup
Derek Fletcher	Emergency Management Officer	City of Joondalup
Cr Dot Newton	Elected Member	City of Wanneroo
Ian McDowell	Coordinator Community Safety	City of Wanneroo
Alan McColl	Manager Regulatory Services	City of Wanneroo
Wayne Harris	Coordinator health Services	City of Wanneroo
Resmie Greer	Snr. Emergency Mgt and Community Safety Officer	City of Wanneroo
Phil Hay	CESM CBFCO	City of Wanneroo DFES
Alex Ryan	A/Inspector/Deputy Chairperson	WA Police
Darren Gill	OIC Hillarys	WA Police
Steve Walters	OIC Wanneroo	WA Police
Mal Jones	OIC Clarkson	WA Police
Jason Macander	OIC Yanchep	WA Police
Mark Nihill	A/OIC Joondalup	WA Police
Alan Daw	District Officer North Coastal	DFES
Bill Hansen	Local Manager	SES
Jo-Anne Bennett	Snr. District Emergency Services Officer	CPFS
Mary-Ann Jackson	Local Welfare Coordinator	CPFS
Steve Pethick	Primary Response Coordinator	Western Power
Daryl Welsby	Mgr Risk and Resilience	ECU
Helen Barrett	Disaster Management Coordinator	Ramsey Health
Merveen Cross	Community Emergency Management Officer	SEMC

Name	Position	Organisation
Stuart Gunning	Manager Community Emergency Management	SEMC
Tracie Farrington	Senior Policy Officer	WA Police
John Lane	Emergency Management Coordinator	WALGA
Carolyne Doherty	ES Coordinator	Red Cross

APOLOGY		
Name	Position	Organisation
Wayne Dohman	Inspector/Assistant District Officer	WA Police
Joanne Cramp	Snr Constable/EM Officer	WA Police
Sam Hurd	Fire Operations Officer	DPaW

A/Inspector Alex Ryan opened the meeting at 10.05am and welcomed those members in attendance.

2. PRESENTATION

2.1. A/Inspector Ryan introduced Tracie Farrington (WA Police) and John Lane (WALGA) who reported on trial exercises whereby during emergency events, properties are marked at the entry to the property by residents leaving a green shopping bag at the entrance to indicate that the property had been evacuated.

This would indicate to agencies involved in evacuation that there was no need to check the property, however if any doubt existed a check would be made.

This system was trialled in Denmark in 2009/10. Residents were advised by doorknocking and local media. And produced a positive result with an 80% rate all of who advised that they would utilise this system during an emergency.

The trial was repeated in Mundaring again with positive support.

In 2012 the system was trialled in Bridgetown with survey forms distributed prior to and after the trial. The system was used during an actual fire in Greenbushes.

The system will be trialled in the following 6 local government areas during the 2013/14 fire season. City of Wanneroo, City of Armadale, City of Greater Geraldton, Shire of Manjimup, Shire of Nannup and the Shire of York.

Comment was made that the system is designed for Rural and Semi/Rural areas and may not be suitable for urban areas.

Comment was also made that if a green bag was not available, residents are encouraged to mark the property with anything that would not normally be expected to be located at the entry to a property and agencies involved in evacuation would use this item as an indication that the property had been evacuated. Again if any

doubt existed if the property had been evacuated or not a check would be made to verify the situation.

A/Inspector Ryan thanked Tracie Farrington and John Lane for their presentation.

3. CONFIRMATION OF PREVIOUS MINUTES

Moved Resmie Greer **Seconded** Jo-Anne Bennett.

That the minutes of the Wanneroo/Joondalup Local Emergency Management Committee meeting held on 8 August 2013 be confirmed as a true and accurate record.

CARRIED

4. BUSINESS ARISING

Nil

5. CORRESPONDENCE

The Inwards and Outwards correspondence was tabled at the meeting for reviewing and comments.

Resmie Greer tabled a letter from SEMC Secretariat advising that SEMC had endorsed the LEMC Annual Report.

6. STANDING ITEMS

Agency Updates:

City of Joondalup

Derek Fletcher reported that the City of Joondalup had applied for an Agencies Working at Reducing Emergencies (AWARE) Grant to facilitate staff training to manage recovery.

City of Wanneroo

Resmie Greer reported on the following.

(a) City of Wanneroo LEMA had been updated.

(b) Bushfire Mitigation.

The City Fire Protection Officers had completed 18 prescribed burns with 3 remaining to be done.

WA Police

Alex Ryan reported there would be a Beer and Cider Fair to be held in Central Park on Saturday 23 November. Expected attendance 1500 persons.

Department of Fire and Emergency Services

Allan Daw Reported.

- (a) The State Bushfire exercise was expanded to include other agencies and positive feedback was received from these agencies.
- (b) Local Government to ensure Fire breaks are installed.
- (c) DFES Will support controlled burns.

State Emergency Service

Bill Hansen reported.

- (a) Quotations have been called for the proposed extensions to the unit HQ.

Department of Parks and Wildlife

No one in attendance.

Department for Child Protection and Family Support

Jo-Anne Bennett reported.

- (a) CPFS together with our partnering agencies participated in the State bushfire exercise – opening and simulating the operation of an evacuation centre.
- (b) The next Joondalup/Wanneroo emergency welfare Coordination Group meeting is scheduled on 5 December 2013 – members invites to be sent out shortly.
- (c) CPFS is involved in the Perth airport – Reception (Welfare) of the uninjured on Tuesday 19 November b2013.
- (d) SWEET - State Welfare Emergency Exercise Training program has now been delivered around the State, including Metro, Goldfields, Wheatbelt, Great Southern, Southwest and the Kimberley's – will use similar format for a local exercise in the first half of next year (utilising scenario/role cards to simulate the opening/running and closing an evacuation centre) – will discuss further with local governments reps for a suitable venue/date etc.

Western Power

Steve Pethick reported he had attended a Water Corporation presentation.

Stakeholders

SEMC Secretariat

Merveen Cross reported.

- (a) There had been several applications for AWARE funding and there was still some money available.
- (b) SEMC Website had been launched and is user friendly.
- (c) SEMP 2.5 is being reviewed.
- (d) Discussions being held on Working with Animals in Emergencies.
- (e) Exercise at BP refinery involving 3 local governments and DFES.

Edith Cowan University

Darryl Welsby reported ECU will be hosting Jazz- 2000 at the end of November.

Joondalup Health Campus

Helen Barrett reported the campus had been on standby for two evacuation events to check out any affected children.

- (a) Mundaring chemical spill
- (b) Wangara recycling plant Chemical spill

Red Cross

Carolyne Doherty reported.

- (a) NRIS 5.4 has been changed to Register and Reunite
- (b) A live website where people affected by emergencies can register on line will be launched on 15 November

Hillarys Boat Harbour

No one in attendance

Coastal Emergency Group

No one in attendance

Police Academy

No one in attendance

West Coast Institute of Training

No one in attendance

7. LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Risk Register/Mitigation Treatments:

Nil

Training Activities/Simulations:

Nil

Other Emergency Activations for mention:

Wangara Recycling facility. A container going through the third stage of recycling broke open and an unidentified odour was emitted. Staff was evacuated and WA Police closed some roads. DFES and SJA were in attendance

Review/Outcomes/Lessons Learnt:

The incident exposed some communications problems which have since been rectified.

8. NEW BUSINESS

Derek Fletcher spoke to the LEMC Terms of Reference previously distributed, explaining that proposed changes were generally cosmetic referring to agency name changes, the removal of some agency representation due to lack of attendance, and the inclusion of another staff member from the City of Joondalup.

The meeting accepted the proposed changes

9. NEXT MEETING

The next meeting of the Wanneroo/Joondalup LEMC will be held at the City of Joondalup on Thursday 6 February 2014

10. CLOSE

There being no further business the meeting closed at 10.50am