



# **Ordinary Meeting of Council**

# **Minutes**

**Thursday 20 February 2020, 6:00pm**  
**Town of Cambridge**  
**1 Bold Park Drive, Floreat**

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

**TABLE OF CONTENTS**

MEMBERSHIP .....	4
1. OFFICIAL OPENING.....	6
DISCLOSURE OF INTERESTS .....	6
2. PUBLIC STATEMENT/QUESTION TIME .....	6
3. APOLOGIES AND LEAVE OF ABSENCE.....	6
4. PETITIONS .....	6
5. CONFIRMATION OF MINUTES.....	6
5A BUSINESS ARISING FROM MINUTES .....	6
6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION).....	6
7. MATTERS FOR WHICH MEETING MAY BE CLOSED.....	6
8. COUNCIL REPORTS.....	7
10.6 MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING BRIEFING - CONFIDENTIAL .....	7
8.1 BUSINESS REPORT – PERIOD ENDING 13 FEBRUARY 2020 .....	8
8.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF NOVEMBER & DECEMBER 2019.....	8
8.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF NOVEMBER & DECEMBER 2019.....	8
8.4 PROJECT FINANCIAL REPORT – DECEMBER 2019 .....	9
8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 13 FEBRUARY 2020 .....	9
8.6 SALES - MARKETING CAMPAIGN – APRIL TO JUNE 2020 .....	9
8.7 CATALINA BEACH PHASE 2 CONCEPT PLAN .....	10
8.8 DISABILITY ACCESS AND INCLUSION PLAN 2019.....	10
8.9 MANAGEMENT COMMITTEE – TERMS OF REFERENCE/DELEGATIONS .....	10
8.10 STRATEGIC COMMUNITY PLAN 2019 - 2029.....	11
8.11 CATALINA PROJECT BUDGET FYE 2021 DEVELOPMENT .....	11
9. COMMITTEE REPORTS – AUDIT COMMITTEE (6 FEBRUARY 2020).....	11
9.1 TPRC FYE 2020 BUDGET REVIEW.....	11
9.2 LOCAL GOVERNMENT COMPLIANCE AUDIT FOR YEAR ENDED 31 DECEMBER 2019.....	12
9.3 FINANCIAL MANAGEMENT REVIEW .....	12
9.4 CODE OF CONDUCT FOR COUNCIL MEMBERS AND STAFF .....	12
9.5 ASSET MANAGEMENT PLAN 2019.....	13
10 CONFIDENTIAL REPORTS.....	13
10.1 LANDSCAPE MAINTENANCE TENDER – CONFIDENTIAL .....	13
10.2 BUILT FORM PARTNERSHIP - CONFIDENTIAL .....	14
10.3 REVIEW OF DEVELOPMENT MANAGER’S KEY PERFORMANCE INDICATORS -	14

CONFIDENTIAL ..... 14

10.4 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE – CONFIDENTIAL 15

10.5 CATALINA LOCAL JOB CREATION STRATEGY - CONFIDENTIAL..... 15

10.7 CEO ANNUAL PERFORMANCE REVIEW FOR 2018/2019 – CONFIDENTIAL..... 16

11. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN ..... 18

12. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN  
..... 18

13. URGENT BUSINESS APPROVED BY THE CHAIR..... 18

14. MATTERS BEHIND CLOSED DOORS ..... 18

15. GENERAL BUSINESS ..... 18

16. FORMAL CLOSURE OF MEETING ..... 18

## MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis (DEPUTY CHAIR)	Cr Gary Mack
City of Joondalup	Cr John Chester Cr Phillipa Taylor	Cr Christopher May Cr Suzanne Thompson
City of Perth	Cmr Andrew Hammond	Cmr Gaye McMath
City of Stirling	Cr Karen Caddy (CHAIR) Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri	Cr Karlo Perkov
Town of Victoria Park	Cr Claire Anderson	
City of Vincent	Mayor Emma Cole	Cr Joanne Fotakis
City of Wanneroo	Cr Brett Treby Cr Domenic Zappa	Cr Natalie Sangalli Cr Vinh Nguyen

**PRESENT**

<b>Chair</b>	Cr Karen Caddy
<b>Councillors</b>	Cr John Chester Mayor Emma Cole Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri Cr Philippa Taylor Cr Andres Timmermanis Cr Brett Treby Cr Vinh Nguyen - Alternate Member
<b>Alternate Members</b>	Nil
<b>Staff</b>	Mr Tony Arias (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Ms Vickie Wesolowski (Executive Assistant)
<b>Apologies Councillors</b>	Cr Claire Anderson Cmr Andrew Hammond Cr Domenic Zappa
<b>Leave of Absence</b>	Nil
<b>Absent</b>	Nil
<b>Consultants</b>	Mr Brenton Downing (Satterley Property Group) Mr Carl Buckley (Satterley Property Group) Ms Lauren Vidler (Satterley Property Group)
<b>Apologies Participant Councils' Advisers</b>	Mr David MacLennan (City of Vincent) Mr Stuart Jardine (City of Stirling) Mr John Giorgi (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park) Mr Murray Jorgensen (City of Perth) Mr Daniel Simms (City of Wanneroo)
<b>In Attendance Participant Councils' Advisers</b>	Ms Noelene Jennings (City of Wanneroo) – arrived 6:40pm Mr Garry Hunt (City of Joondalup) Mr Stevan Rodic (City of Stirling) Mr Gunter Hoppe (Mindarie Regional Council) – left 6:45pm
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

**1. OFFICIAL OPENING**

The Chair declared the meeting open at 6:07pm.

**DISCLOSURE OF INTERESTS**

Mr Tony Arias confirmed a Disclosure of Interest – Financial & Impartial Interest in relation to Item 10.7.

**2. PUBLIC STATEMENT/QUESTION TIME**

Nil

**3. APOLOGIES AND LEAVE OF ABSENCE**

Cr Claire Anderson  
Cmr Andrew Hammond  
Cr Domenic Zappa

**4. PETITIONS**

Nil

**5. CONFIRMATION OF MINUTES**

*Ordinary Meeting of Council – 5 December 2020*

Moved Cr Sandri, Seconded Cr Timmermanis

**That the minutes of the Ordinary Meeting of Council of 5 December 2020 be confirmed, and signed by the Chair, as a true and correct record of proceedings.**

The Motion was put and declared CARRIED (10/0).

**5A BUSINESS ARISING FROM MINUTES**

Nil

**6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)**

Nil

**7. MATTERS FOR WHICH MEETING MAY BE CLOSED**

- 10.1 *Landscape Maintenance Tender*
- 10.2 *Built Form Partnership*
- 10.3 *Review of Development Manager's Key Performance Indicators*

- 10.4 *Development Management Agreement – Key People*
- 10.5 *Catalina Local Job Creation Strategy*
- 10.6 *Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Briefing*
- 10.7 *CEO Annual Performance Review For 2018/2019*

## **8. COUNCIL REPORTS**

Moved Cr Sandri, Seconded Cr Treby.

**That Standing Orders be suspended to allow Item 10.7 to be considered behind closed doors.**

The Motion was put and declared CARRIED (9/1).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Lagan, Cr Migdale, Cr Sandri, Cr Taylor, Cr Treby and Cr Nguyen.

Against: Cr Timmermanis.

Moved Cr Lagan, Seconded Cr Sandri.

**That Standing Orders be suspended to allow Confidential Item 10.7 to be discussed.**

The Motion was put and declared CARRIED (10/0).

### **10.6 MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING BRIEFING - CONFIDENTIAL**

Moved Cr Sandri, Seconded Cr Migdale.

[The recommendation in the agenda]

That the Council RECEIVES the briefing from Mr Gunther Hoppe – CEO, Mindarie Regional Council on monitoring and testing of the groundwater results and the status of the Contaminated Sites Auditor Report.

The Motion as amended was as follows:

#### **That the Council**

- 1. RECEIVES the briefing from Mr Gunther Hoppe – CEO, Mindarie Regional Council on monitoring and testing of the groundwater results and the status of the Contaminated Sites Auditor Report.**
- 2. REQUESTS the CEO to undertake additional groundwater monitoring outside the Buffer Zone in the POS production bores.**

The Motion was put and declared CARRIED (10/0).

Moved Cr Migdale, Seconded Cr Timmermanis.

**That the Meeting be REOPENED to the public.**

The Motion was put and declared CARRIED (10/0).

### **8.1 BUSINESS REPORT – PERIOD ENDING 13 FEBRUARY 2020**

Moved Cr Chester, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council RECEIVES the Business Report to 13 February 2020.**

The Motion was put and declared CARRIED (10/0).

### **8.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF NOVEMBER & DECEMBER 2019**

Moved Cr Treby, Seconded Cr Migdale.

[The recommendation in the agenda]

**That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending:**

- **30 November 2019; and**
- **31 December 2019.**

The Motion was put and declared CARRIED (10/0).

### **8.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF NOVEMBER & DECEMBER 2019**

Moved Cr Treby, Seconded Cr Cole.

[The recommendation in the agenda]

**That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of November and December 2019:**

- **Month ending 30 November 2019 (Total \$397,207.73)**
- **Month ending 31 December 2019 (Total \$437,385.98)**
- **Total Paid - \$834,593.71**

The Motion was put and declared CARRIED (10/0).

#### **8.4 PROJECT FINANCIAL REPORT – DECEMBER 2019**

Moved Cr Sandri, Seconded Cr Migdale.

[The recommendation in the agenda]

**That the Council RECEIVES the Project Financial Report (December 2019) submitted by the Satterley Property Group.**

The Motion was put and declared CARRIED (10/0).

#### **8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 13 FEBRUARY 2020**

Moved Cr Cole, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council RECEIVES the Sales and Settlement Report to 13 February 2020.**

The Motion was put and declared CARRIED (10/0).

#### **8.6 SALES - MARKETING CAMPAIGN – APRIL TO JUNE 2020**

Moved Cr Sandri, Seconded Cr Migdale.

[The recommendation in the agenda]

That the Council:

1. RECEIVES the Satterley Property Group correspondence (dated 28 January 2020) regarding a Sales and Marketing Campaign at Catalina Estate for April to June 2020;
2. APPROVES participation in a Sales and Marketing Campaign at Catalina Estate, as detailed in the Satterley Property Group correspondence (dated 28 January 2020), commencing 1 April 2020 to 30 June 2020, for a discount of \$10,000 to apply at settlement for all currently released lots in Catalina;
3. APPROVES the use of a \$2,000 referral fee to the Builder's Sales Representative for providing a qualified sales lead that results in the settlement of a lot at Catalina and that this fee be paid directly by the TPRC for the period 1 April 2020 to 30 June 2020.

The Motion as amended was as follows:

**That the Council:**

1. **RECEIVES the Satterley Property Group correspondence (dated 28 January 2020) regarding a Sales and Marketing Campaign at Catalina Estate for April to June 2020.**
2. **APPROVES participation in a Sales and Marketing Campaign at Catalina Estate, as detailed in the Satterley Property Group correspondence (dated 28 January 2020), commencing 1 April 2020 to 30 June 2020, for a discount of between \$10,000 to \$15,000 per lot apply at settlement for all currently released lots in Catalina.**

3. **APPROVES** the use of a \$2,000 referral fee to the Builder's Sales Representative for providing a qualified sales lead that results in the settlement of a lot at Catalina and that this fee be paid directly by the TPRC for the period 1 April 2020 to 30 June 2020.
4. **APPROVES** the increase in the marketing budget for this item up to a budget of \$40,000 with a report to go to the Management Committee meeting on 12 March 2020 outlining strategy for the allocation of the lot discount and proposed marketing strategy.

The Motion was put and declared CARRIED (10/0).

#### **8.7 CATALINA BEACH PHASE 2 CONCEPT PLAN**

Moved Cr Cole, Seconded Cr Sandri1.

[The recommendation in the agenda]

**That the Council**

1. **APPROVES** the use of the Workshop Outcomes (Appendix 8.7, dated 1 February 2020) to guide the planning and delivery of a revised Concept Plan for Catalina Beach Phase 2.
2. **ADVISES** the Satterley Property Group that the revised Concept Plan for Catalina Beach Phase 2, incorporating the Workshop Outcomes, is required to be resubmitted to Council for approval. This is to include a detailed economic assessment, particularly in respect to development costs, market analysis of the proposed lot sizes and configurations and selling costs (including purchaser incentives/rebates).

The Motion was put and declared CARRIED (10/0).

#### **8.8 DISABILITY ACCESS AND INCLUSION PLAN 2019**

Moved Cr Lagan, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council APPROVES the Disability Access and Inclusion Plan 2019 – 2024 and that it be forwarded to the Department of Communities for endorsement.**

The Motion was put and declared CARRIED (10/0).

#### **8.9 MANAGEMENT COMMITTEE – TERMS OF REFERENCE/DELEGATIONS**

[The recommendation in the agenda]

That the Council **APPROVES** the Terms of Reference and Delegations to the Management Committee (February 2020).

Moved Cr Cole, Seconded Cr Treby.

[An Alternative Motion]

**That the Council DEFERS the Terms of Reference and Delegations to the Management Committee (February 2020) to the Council Meeting of April 2020.**

The Motion was put and declared CARRIED (8/2).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Lagan, Cr Sandri, Cr Taylor, Cr Treby and Cr Nguyen.

Against: Cr Migdale and Cr Timmermanis.

#### **8.10 STRATEGIC COMMUNITY PLAN 2019 - 2029**

Moved Cr Cole, Seconded Cr Timmermanis.

[The recommendation in the agenda]

**That the Council APPROVES the Strategic Community Plan 2019 - 2029**

The Motion was put and declared CARRIED (10/0).

#### **8.11 CATALINA PROJECT BUDGET FYE 2021 DEVELOPMENT**

Moved Cr Timmermanis, Seconded Cr Cole.

[The recommendation in the agenda]

**That the Council:**

- 1. AGREES to a Workshop for the Catalina Project Budget FYE 2021 for Councillors to provide input in the formation of objectives and key financial items/activities.**
- 2. AGREES to the following program for the development of the Catalina Project Budget FYE 2021, and Satterley Property Group Budget formulation and recommendations and reporting to the Management Committee and Council:**
  - **Late March to early April (date to be confirmed) – Workshop Catalina Project Budget FYE 2021.**
  - **21 May 2020 – Management Committee determine Catalina Budget FYE 2021;**
  - **18 June Council determines Catalina Budget FYE 2021.**

The Motion was put and declared CARRIED (10/0).

### **9. COMMITTEE REPORTS – AUDIT COMMITTEE (6 FEBRUARY 2020)**

#### **9.1 TPRC FYE 2020 BUDGET REVIEW**

Moved Cr Timmermanis, Seconded Cr Sandri.

[The recommendation in the agenda]

**That the Council ADOPTS the Budget Review with the variations for the period 1 July 2019 to 30 June 2020 as detailed in the Budget Analysis Worksheet attached to Appendix 9.1.**

The motion was put and declared CARRIED BY ABSOLUTE MAJORITY (10/0).

## **9.2 LOCAL GOVERNMENT COMPLIANCE AUDIT FOR YEAR ENDED 31 DECEMBER 2019**

Moved Cr Treby, Seconded Cr Lagan.

[The recommendation in the agenda]

**That the Compliance Audit Return for the Tamala Park Regional Council for the year ended 31 December 2019 be ADOPTED, RECORDED in the minutes, CERTIFIED and SENT to the Director General of the Department of Local Government, Sport and Cultural Industries, in accordance with the Local Government Act and Regulations.**

The motion was put and declared CARRIED (10/0).

## **9.3 FINANCIAL MANAGEMENT REVIEW**

Moved Cr Timmermanis, Seconded Cr Taylor.

[The recommendation in the agenda]

**That the Council:**

- 1. RECEIVES the Moore Stephens Financial Management Review (June 2019) of the TPRC financial management systems and procedures in accordance with *Local Government (Financial Management) Regulations*.**
- 2. NOTES the recommended changes to the TPRC financial management systems and procedures in accordance with the Moore Stephens Financial Management Review (June 2019).**

The motion was put and declared CARRIED (10/0).

## **9.4 CODE OF CONDUCT FOR COUNCIL MEMBERS AND STAFF**

Moved Cr Lagan, Seconded Cr Migdale.

[The recommendation in the agenda]

**That the Councils ADOPTS the Tamala Park Regional Council Code of Conduct for Council Members and Staff (February 2020).**

The Motion as amended was as follows:

**That the Councils ADOPTS the Tamala Park Regional Council Code of Conduct for Council Members and Staff (February 2020) subject to:**

- 1. Clause 1.1 to include the following; “*Note: For the purposes of this document “Community” is defined as the member Councils on behalf of the communities of all member Councils.*”**
- 2. Clause 3.4 to include reference to Council Members.**

The Motion was put and declared CARRIED (9/1).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Lagan, Cr Migdale, Cr Sandri, Cr Taylor, Cr Treby and Cr Nguyen.

Against: Cr Timmermanis.

## **9.5 ASSET MANAGEMENT PLAN 2019**

Moved Cr Cole, Seconded Cr Lagan.

[The recommendation in the agenda]

**That the Council APPROVES the Asset Management Plan 2019 and that it be forwarded to the Director General of the Department of Local Government, Sport and Cultural Industries for endorsement.**

The motion was put and declared CARRIED (10/0).

## **10 CONFIDENTIAL REPORTS**

Moved Cr Sandri, Seconded Cr Lagan.

**That Standing Orders be suspended to allow Confidential Items 10.1 to 10.7 to be discussed behind closed doors.**

The Motion was put and declared CARRIED (9/1).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Lagan, Cr Migdale, Cr Sandri, Cr Taylor, Cr Treby and Cr Nguyen.

Against: Cr Timmermanis.

### **10.1 LANDSCAPE MAINTENANCE TENDER – CONFIDENTIAL**

Moved Cr Lagan, Seconded Cr Chester.

[The recommendation in the agenda]

**That the Council:**

- 1. ACCEPTS the Environmental Industries Tender submission (dated November 2019) for Landscape Maintenance in accordance with Tender 08/2019 for a period of two years until February 2022, with the option to extend the contract a further 12 months to February 2023 at the absolute discretion of the TPRC.**

**2. AUTHORISES the Chair and the CEO to sign the Contract.**

The Motion was put and declared CARRIED (10/0).

**10.2 BUILT FORM PARTNERSHIP - CONFIDENTIAL**

Moved Cr Chester, Seconded Cr Nguyen.

[The recommendation in the agenda]

**That the Council:**

- 1. AGREES to extend the negotiation period with Now Living/Terrace (J Corp Pty Ltd) as the preferred tenderer for Tender 05/2019 (Built Form) to 31 March 2020.**
- 2. APPROVES that in the event that no agreement terms are reached by 31 March 2020, to commence negotiations with Schlager Group/David Barr Architects and Josh Byrne and Associates, the second-ranked tenderer for Tender 05/2019, to explore potential commercial terms for development of the Stage 18 grouped housing sites.**

The Motion was put and declared CARRIED (10/0).

Chair Cr Caddy vacated the Chair position and the Deputy Chair assumed the Chair.

**10.3 REVIEW OF DEVELOPMENT MANAGER'S KEY PERFORMANCE INDICATORS - CONFIDENTIAL**

[The recommendation in the agenda]

**That the Council:**

- 1. RECEIVES the Outcomes Report, prepared by Learning Horizons (dated February 2020).**
- 2. ENDORSES the general direction outlined in the Outcomes Report, prepared by Learning Horizons (dated February 2020).**

Moved Cr Caddy, Seconded Cr Migdale.

[An Alternative Motion]

**That the Council:**

- 1. RECEIVES the Outcomes Report, prepared by Learning Horizons (dated February 2020).**
- 2. ENDORSES the general direction outlined in the Outcomes Report, prepared by Learning Horizons (dated February 2020).**
- 3. ENDORSES the Development Manager's KPIs as outlined on pages 234 - 238 of the Appendices for the remainder of this year, with the due dates for delivery of the informing strategies to be agreed between TPRC and Satterley Property Group.**

**4. AGREES that these KPIs will form the basis of next year’s Development Manager’s KPIs subject to further refinement if required as part of annual budget deliberations.**

The Motion was put and declared CARRIED (10/0).

Chair Cr Caddy resumed the Chair position.

**10.4 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE – CONFIDENTIAL**

Moved Cr Timmermanis, Seconded Cr Cole.

[The recommendation in the agenda]

**That the Council APPROVES the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement:**

<b>Name of Person</b>	<b>Position</b>
Matej Nvota	Marketing

<b>Name of Replacement Person</b>	<b>Position</b>
Bryony Yuill	Marketing

The Motion was put and declared CARRIED (10/0).

**10.5 CATALINA LOCAL JOB CREATION STRATEGY - CONFIDENTIAL**

[The recommendation in the agenda]

That the Council:

1. APPROVES the Catalina Local Job Creation Strategy (November 2019) prepared by the Satterley Property Group.
2. REQUESTS the Satterley Property Group, as part of the review of the Catalina Local Job Creation Strategy (November 2019) provide advice on the outcomes of the job creation strategies implemented.
3. ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator Item 2.3 – Development of Strategies to Achieve Local Job Creation Initiatives for 2019.

Moved Cr Timmermanis, Seconded Cr Lagan.

[An Alternative Motion]

**That the Council:**

1. **APPROVES the Catalina Local Job Creation Strategy (November 2019) prepared by the Satterley Property Group.**

**2. ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator Item 2.3 – Development of Strategies to Achieve Local Job Creation Initiatives for 2019.**

The Motion was put and declared CARRIED (8/2).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Lagan, Cr Migdale, Cr Sandri, Cr Taylor and Cr Timmermanis.

Against: Cr Treby and Cr Nguyen.

The CEO and Councils' Officers vacated the meeting.

**10.7 CEO ANNUAL PERFORMANCE REVIEW FOR 2018/2019 – CONFIDENTIAL**

Moved Cr Lagan, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council APPROVES:**

- 1. The CEO has met the performance requirements set by Council for 2018-2019.**
- 2. The CEO be given a salary increase of 1.0 per cent in line with WA CPI.**
- 3. The Council and the CEO mutually agree on Key Performance Indicators for 2019-2020.**

The motion was put and declared CARRIED (10/0).

Moved Cr Timmermanis, Seconded Cr Sandri.

**That the Meeting be REOPENED to the public.**

The Motion was put and declared CARRIED (10/0).

*The recommendations for Confidential Items 10.1 to 10.7 were read out as follows:*

**10.1 LANDSCAPE MAINTENANCE TENDER**

*That the Council:*

- 1. ACCEPTS the Environmental Industries Tender submission (dated November 2019) for Landscape Maintenance in accordance with Tender 08/2019 for a period of two years until February 2022, with the option to extend the contract a further 12 months to February 2023 at the absolute discretion of the TPRC.*
- 2. AUTHORISES the Chair and the CEO to sign the Contract.*

## 10.2 BUILT FORM PARTNERSHIP

That the Council:

1. *AGREES to extend the negotiation period with Now Living/Terrace (J Corp Pty Ltd) as the preferred tenderer for Tender 05/2019 (Built Form) to 31 March 2020.*
2. *APPROVES that in the event that no agreement terms are reached by 31 March 2020, to commence negotiations with Schlager Group/David Barr Architects and Josh Byrne and Associates, the second-ranked tenderer for Tender 05/2019, to explore potential commercial terms for development of the Stage 18 grouped housing sites.*

## 10.3 REVIEW OF DEVELOPMENT MANAGER'S KEY PERFORMANCE INDICATORS

That the Council:

1. *RECEIVES the Outcomes Report, prepared by Learning Horizons (dated February 2020).*
2. *ENDORSES the general direction outlined in the Outcomes Report, prepared by Learning Horizons (dated February 2020).*
3. *ENDORSES the Development Manager's KPIs as outlined on pages 234 - 238 of the Appendices for the remainder of this year, with the due dates for delivery of the informing strategies to be agreed between TPRC and Satterley Property Group.*
4. *AGREES that these KPIs will form the basis of next year's Development Manager's KPIs subject to further refinement if required as part of annual budget deliberations.*

## 10.4 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE

That the Council *APPROVES* the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement:

<i>Name of Person</i>	<i>Position</i>
<i>Matej Nvota</i>	<i>Marketing</i>

<i>Name of Replacement Person</i>	<i>Position</i>
<i>Bryony Yuill</i>	<i>Marketing</i>

## 10.5 CATALINA LOCAL JOB CREATION STRATEGY

That the Council:

1. *APPROVES the Catalina Local Job Creation Strategy (November 2019) prepared by the Satterley Property Group.*
2. *ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator Item 2.3 – Development of Strategies to Achieve Local Job Creation Initiatives for 2019.*

10.7 CEO ANNUAL PERFORMANCE REVIEW FOR 2018/2019

That the Council APPROVES:

1. The CEO has met the performance requirements set by Council for 2018-2019.
2. The CEO be given a salary increase of 1.0 per cent in line with WA CPI.
3. The Council and the CEO mutually agree on Key Performance Indicators for 2019-2020.

**11. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**12. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**13. URGENT BUSINESS APPROVED BY THE CHAIR**

Nil

**14. MATTERS BEHIND CLOSED DOORS**

- 10.1 *Landscape Maintenance Tender*
- 10.2 *Built Form Partnership*
- 10.3 *Review of Development Manager's Key Performance Indicators*
- 10.4 *Development Management Agreement – Key People*
- 10.5 *Catalina Local Job Creation Strategy*
- 10.6 *Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Briefing*
- 10.7 *CEO Annual Performance Review For 2018/2019*

**15. GENERAL BUSINESS**

Nil

**16. FORMAL CLOSURE OF MEETING**

The Chair declared the meeting closed at 8:45pm.

These minutes were confirmed at a meeting on .....

SIGNED this ..... day of ..... 2020

as a true record of proceedings.

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CHAIR



# MINUTES

## ORDINARY COUNCIL MEETING

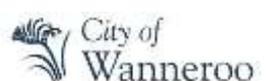
TIME: 6.30 PM

27 February 2020

CITY OF JOONDALUP

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*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park*



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## CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	3
2	ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE .....	3
3	DECLARATION OF INTERESTS .....	4
4	PUBLIC QUESTION TIME .....	4
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	
8.1	ORDINARY COUNCIL MEETING – 12 December 2019 .....	5
9.1	CHIEF EXECUTIVE OFFICER REPORTS	
9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED 30 NOVEMBER 2019 AND 31 DECEMBER 2019.....	6
9.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 30 NOVEMBER 2019 AND 31 DECEMBER 2019.....	9
9.3	MID YEAR BUDGET REVIEW – 2019/20 .....	11
9.4	OFFICE OF THE AUDITOR GENERAL GUIDANCE WITH REGARD TO MRC AUDIT COMMITTEE MINUTES .....	17
9.5	ADOPTION OF 2019 ANNUAL COMPLIANCE RETURN .....	20
9.6	RESPONSE TO LOCAL RECYCLING INDUSTRY CHALLENGES .....	25
9.7	CEO ATTENDANCE AT AORA CONFERENCE .....	28
10	MEMBERS INFORMATION BULLETIN – ISSUE NO. 52.....	30
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	30
12	URGENT BUSINESS .....	30
13	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....	30
14	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC .....	30
14.1	TAMALA PARK SITE .....	31
14.2	CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE CONSIDERATION OF COMMITTEE’S RECOMMENDATIONS .....	32
15	NEXT MEETING .....	34
16	CLOSURE.....	34

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

The Chair declared the meeting open at 6.35 pm.

*6.35 pm Councillor Kosova left the meeting room.*

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

**Councillor Attendance**

Cr D Boothman, JP (Chair)	City of Stirling
Cr A Jacob, JP	City of Joondalup
Cr R Fishwick, JP	City of Joondalup
Cr L Kosova	City of Perth
Cr J Ferrante	City of Stirling
Cr S Proud, JP	City of Stirling
Cr K Sargent	City of Stirling
Cr E Cole	City of Vincent
Cr F Cvitan, JP	City of Wanneroo
Cr D Newton, JP	City of Wanneroo
Cr K Shannon	Town of Cambridge
Cr K Vernon	Town of Victoria Park

**Apologies**

Nil

**Leave of Absence**

Nil

**Absent**

Nil

**MRC Officers**

Mr G Hoppe (Chief Executive Officer)  
Mr A Slater (Director Corporate Services)  
Ms S Cherico (Human Resource Manager)  
Ms D Toward (Executive Support)

**Member Council Observers**

Mr N Claassen (City of Joondalup)  
Mr C Kopec (City of Perth)  
Mr A Murphy (City of Vincent)  
Ms Y Plimbley (City of Vincent)  
Mr J Wong (Town of Victoria Park)  
Mr H Singh (City of Wanneroo)  
Mr S Cairns (City of Wanneroo)  
Mr M Littleton (City of Stirling)  
Mr R Bryant (City of Stirling)

**MRC Observers**

Ms K Goldsmith  
Mr J Shepherd  
Ms J Chinnery

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**3 DECLARATION OF INTERESTS**

<b>Interest Type</b>	Financial Interest
<b>Name and Position of Person</b>	Gunther Hoppe, Chief Executive Officer
<b>Report No and Topic</b>	9.7 CEO Attendance at Aora Conference
<b>Name of Interest</b>	Gunther Hoppe is the CEO

<b>Interest Type</b>	Financial Interest
<b>Name and Position of Person</b>	Gunther Hoppe, Chief Executive Officer
<b>Report No and Topic</b>	14.2 CEO Recruitment and performance review committee consideration of committee's recommendations
<b>Name of Interest</b>	Gunther Hoppe is the CEO

**4 PUBLIC QUESTION TIME**

Nil

**5 ANNOUNCEMENTS BY THE PRESIDING PERSON**

All Councillors are invited to take part in a visit to key infrastructure sites in the Waste Industry on Friday 6 March 2020. The MRC is encouraging all Councillors, not just MRC Councillors, to make use of this opportunity to gain a better perspective on waste handling in WA and the challenges facing the industry.

All Councillors are invited to a Strategy Information Session at the City of Wanneroo on Saturday 7 March 2020.

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

None

**7 PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

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<b>8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b>
--

**8.1 ORDINARY COUNCIL MEETING – 12 December 2019**

The Minutes of the Ordinary Council Meeting held on 12 December 2019 have been printed and circulated to members of the Council.

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Council Meeting of Council held on 12 December 2019 be confirmed as a true record of the proceedings.**

**Cr Proud moved, Cr Cvitan seconded**

**RESOLVED**

**That the recommendation be adopted.**

(Carried 10/0)

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## 9.1 CHIEF EXECUTIVE OFFICER REPORTS

9.1	<b>FINANCIAL STATEMENTS FOR THE MONTHS ENDED 30 NOVEMBER 2019 AND 31 DECEMBER 2019</b>
<b>File No:</b>	<b>FIN/5-09</b>
<b>Appendix(s):</b>	<b>Appendix No. 1 Appendix No. 2 Appendix No. 3</b>
<b>Date:</b>	<b>20 JANUARY 2020</b>
<b>Responsible Officer:</b>	<b>DIRECTOR CORPORATE SERVICES</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 are for the months ended 30 November 2019 and 31 December 2019 and are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 6 months to 31 December 2019 is attached at **Appendix No. 3**.

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.

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.

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Summary of results for the year to date period ended 31 December 2019

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
	<b>t</b>	<b>t</b>	<b>t</b>
Tonnes – Members	123,764	135,627	(11,863)
Tonnes – Others	6,434	8,443	(2,009)
<b>TOTAL TONNES</b>	<b>130,198</b>	<b>144,070</b>	<b>(13,872)</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Revenue – Members	25,375,706	27,830,849	(2,455,143)
Revenue – Other	2,249,839	2,680,213	(430,374)
<b>TOTAL REVENUE</b>	<b>27,625,545</b>	<b>30,511,062</b>	<b>(2,885,517)</b>
Expenses	28,613,986	28,511,161	(102,825)
Profit on sale of assets	283,953	229,151	54,802
Loss on sale of assets	118,380	129,271	10,891
Impairment of assets	-	-	-
<b>NET SURPLUS</b>	<b>(822,868)</b>	<b>2,099,781</b>	<b>(2,922,649)</b>

Commentary

Member tonnes for the year to date are 12,281 tonnes behind phased budget, which is mainly City of Joondalup, City of Stirling and City of Wanneroo delivering less waste than what they individually forecasted.

The net result variance against budget of \$2,922,649 is mainly attributable to budgeted tonnage related expenditure.

RRF

The Resource Recovery Facility residue tonnes are above budget by 4,922 tonnes delivering 25,444 tonnes in total to Tamala Park year to date.

Trade & Casual

The Casual and Trade tonnages are 2,009 tonnes lower than forecast for the financial year as trade customers find alternative options for waste disposal

**VOTING REQUIREMENT**

Simple Majority

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 30 November 2019 and 31 December 2019, respectively, are received.**

**Cr Vernon moved, Cr Newton seconded**

**RESOLVED**

**That the recommendation be adopted  
(CARRIED 10/0)**

*6.38pm Cr Kosova re-entered the meeting*

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<b>9.2</b>	<b>LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 30 NOVEMBER 2019 AND 31 DECEMBER 2019</b>
<b>File No:</b>	<b>FIN/5-09</b>
<b>Appendix(s):</b>	<b>Appendix No. 4 Appendix No. 5</b>
<b>Date:</b>	<b>20 January 2020</b>
<b>Responsible Officer:</b>	<b>Director Corporate Services</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 the delegated authority to the Chief Executive Officer (CEO), 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 30 November 2019 and 31 December 2019 are at **Appendix 4 and 5** to this Item and are presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 19 September 2019, the Council delegated to the CEO 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 the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

<b>Months Ended</b>	<b>Account</b>	<b>Vouchers</b>	<b>Amount</b>
30 November 2019	General Municipal	Cheques	\$5,895.06
		EFT	\$3,874,731.42
		DP	\$218,718.58
		Inter account transfers	\$7,900,000.00
		<b>Total</b>	<b>\$11,999,345.06</b>
31 December 2019	General Municipal	Cheques	\$24,383.26
		EFT	\$3,056,848.40
		DP	\$201,464.42
		Inter account transfers	\$2,000,000.00
		<b>Total</b>	<b>\$5,282,696.08</b>

### 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 30 November 2019 and 31 December 2019, be noted.**

**Cr Sargent moved, Cr Kosova seconded**

**RESOLVED**

**That the recommendation be adopted**

**(Carried unanimously 11/0)**

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<b>9.3</b>	<b>MID YEAR BUDGET REVIEW – 2019/20</b>
<b>File No:</b>	<b>FIN/146</b>
<b>Appendix(s):</b>	<b>Appendix 6</b>
<b>Date:</b>	<b>15 January 2020</b>
<b>Responsible Officer:</b>	<b>Director Corporate Services</b>

### SUMMARY

The purpose of this report is to describe the financial position and performance of the organisation in relation to the Adopted Budget and recommend changes that will reflect the anticipated outcomes for the remainder of the 2019/20 financial year. This will provide stakeholders with a view of the likely results of the Mindarie Regional Council's (MRC) operations at the conclusion of the financial year.

It is anticipated that the MRC will move from a forecast surplus of \$1,851,407 to a forecast deficit of \$1,902,322, a decrease of \$3,753,729 (*Refer Appendix 6*). This change is primarily as a result of the effects of decreased members' tonnes to the MRC.

It is anticipated that there will be an overall decrease in tonnes received by the MRC of 18,757 tonnes. The decrease relates mainly to member tonnages equating to 25,342 less tonnes (13.7%). RRF Residues have increased by 8,000 tonnes and trade and casual tonnages decreased by 1,415 tonnes.

No changes to the Members' and Non-members' gate fees are proposed for the 2019/20 financial year.

### BACKGROUND

Council at its ordinary council meeting held on 4 July 2019, resolved that council:

- (i) adopt the Budget for the Mindarie Regional Council for 2019/20 financial year
- (ii) endorse the on-going strategy of deferred payment of operational surpluses, as approved by Council at its August 2005 meeting, for the 2005/06 financial year and future years to meet its on-going capital requirements
- (iii) Approve the Capital Budget Program of \$2,602,892 for 2019/20 as follows:
- (iv) New capital expenditures

	\$
• Buildings	70,000
• Office furniture and equipment	67,600
• Computer equipment	90,000
• Plant and equipment and vehicles	381,476
• Infrastructure	<u>1,149,816</u>
	1,758,892

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Carried forward capital expenditures

• Repl. Toyota Forklift	35,000
• Cardboard compactor project	102,000
• Transfer station extension	200,000
• Recycling centre alignment	160,000
• Leachate treatment project	<u>347,000</u>
	844,000

**Total Capital expenditure** **2,602,892**

- (v) approve that \$405,771 will be transferred from the Operating Surplus to the Site Rehabilitation Reserve.
- (vi) Approve that \$1,300,000 will be transferred from Retained Earnings to the Site Rehabilitation Reserve
- (vii) approve that \$2,602,892 be transferred from the Reserve for Capital Expenditure to Operating Surplus to fund capital expenditures.
- (viii) Approve that \$250,000 will be transferred Operating surplus to the RRF Maintenance reserve
- (ix) approve that any funds required for carbon abatement projects be transferred from the Carbon Abatement Reserve to the Operating Surplus.
- (x) approve that all interest earned on cash funds associated with cash-backed reserves will not be credited to the respective reserves.

Council operations have been conducted in line with the Adopted Budget for 2019/20.

Monthly Financial Statements on the actual expenditure and variations from the Adopted Budget have been submitted to each Council meeting. In addition, monthly management accounts have been provided to Councillors and Member Council Officers on a regular basis.

In line with sound financial management practice, and in order to comply with Local Government Regulations, a detailed review of the MRC's operations, financial position and financial performance has been carried out as at 31 October 2019.

This reports highlights those items that reflect significant trend variations to budgeted allocations, and the anticipated revised financial projections to 30 June 2020.

The Income Statement reflecting the Adopted Budget, Actual Expenditure to 31 October 2019 and projected expenditure to 30 June 2020, as well as the projected capital expenditure is enclosed as Appendix 4 of this report.

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**DETAIL**

Tonnage variation

The reforecast tonnes are significantly below the originally budgeted tonnage estimates.

The decrease of 25,342 in expected member tonnes relates largely to the Cities of Joondalup, Stirling and Wanneroo as they find alternative solutions for their recyclable waste. This can be seen from the table below.

The increase in expected Residue tonnes of 8,000 is attributable to the lower organic fraction being received at the Resource Recovery Facility (RRF) as Member Councils move to a three bin system.

This decrease in tonnages is the primary driver of the \$3.8 million negative impact on the profit and loss statement.

<b>Tonnages received by the MRC 2019/2020</b>			
	Budget	Reforecast	Variance
Cambridge	5,905	5,905	0
Joondalup	35,669	31,600	(4,069)
Perth	13,000	13,000	0
Stirling	62,826	47,653	(15,173)
Victoria Park	12,250	12,050	(200)
Vincent	13,400	13,400	0
Wanneroo	66,400	60,500	(5,900)
	<hr/> 209,450	<hr/> 184,108	<hr/> (25,342)
RRF Residue	51,135	59,135	8,000
Non-members	15,800	14,385	(1,415)
	<hr/> 66,935	<hr/> 73,520	<hr/> 6,585
	<hr/> <b>276,385</b>	<hr/> <b>257,628</b>	<hr/> <b>(18,757)</b>

Revenue

Overall revenue is expected to decrease by \$3.8 million (6.8%) from \$59.5million to \$55.7 million. This is almost exclusively as a result of the decrease in tonnes committed by the member councils of the MRC.

Operating Expenditure

Operating expenditures have remained consistent; Adopted budget reported \$57.8m and Mid-Year Budget reporting \$57.7m. Changes across the expenditure categories are listed below:

Expenditure Type	Adopted Budget	Mid-Year Budget	Variance	Comments																		
	\$000	\$000	\$000																			
				Contractor positions re allocated to substantive positions																		
Employee Costs	5,457	5,707	250																			
Materials and Contracts	5,365	5,636	271	<table border="0"> <tr> <td></td> <td style="text-align: right;">\$000</td> </tr> <tr> <td>MAR Works</td> <td style="text-align: right;">300</td> </tr> <tr> <td>Plant and machinery operating costs</td> <td style="text-align: right;">143</td> </tr> <tr> <td>Financial IT System</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Recycling costs (batteries, Tyres)</td> <td style="text-align: right;">50</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">14</td> </tr> <tr> <td>Total new expenditure</td> <td style="text-align: right;">522</td> </tr> <tr> <td>Reallocated contractor fees</td> <td style="text-align: right;">-251</td> </tr> <tr> <td>Total Variance</td> <td style="text-align: right;">271</td> </tr> </table>		\$000	MAR Works	300	Plant and machinery operating costs	143	Financial IT System	15	Recycling costs (batteries, Tyres)	50	Other	14	Total new expenditure	522	Reallocated contractor fees	-251	Total Variance	271
	\$000																					
MAR Works	300																					
Plant and machinery operating costs	143																					
Financial IT System	15																					
Recycling costs (batteries, Tyres)	50																					
Other	14																					
Total new expenditure	522																					
Reallocated contractor fees	-251																					
Total Variance	271																					
RRF Other Operational Expenses	30,323	30,502	179	Waste Diversion contracted at 43.3%																		
DWER Landfill Levy	11,037	9,751	(1,286)	Reduction in tonnages																		
				Reduction in tonnages abated by rise in depreciation due to external revaluations																		
Amortisation, Depreciation	4,394	4,917	523																			
Other Expenses	1,225	1,231	6	Administration expenses																		
<b>Total Expenditures</b>	<b>57,802</b>	<b>57,744</b>	<b>(58)</b>																			

Forecast capital expenditure for the year has reduced by \$250k from the budget. There have been a number of changes which are listed below:

- Re-allocation of \$340k to operating expenditure to fund the Mandatory Audit Report Recommendations items
- The implementation of Financial Systems package \$80k
- Storage Area Network (SAN) Upgrades \$46k
- Re-allocation Recycling alignment to Landfill access ramp \$30k
- Savings on purchase of Fire Ute \$41k
- Forklift added safety features \$10k

**CONSULTATION**

Consultation occurred with Member Councils in relation to their forecast tonnes for the remainder of the 2019/20 financial year.

**STATUTORY ENVIRONMENT**

The half yearly budget review was carried out in accordance with the provision of the Local Government Act and Regulations.

### **STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS**

The revised half yearly budget review presented for approval is consistent with the objectives and actions outlined in the MRC's Community Strategic Plan, Financial Plan and Asset Management Plan.

### **FINANCIAL IMPLICATIONS**

As outlined above, no changes to the Members' and Non-members' gate fees are proposed for the 19/20 financial year.

The MRC will move from a forecast surplus of \$1,851,407 to a forecast deficit of \$1,902,322, a decrease of \$3,753,729. This change is primarily as a result of the effects of decreased member's tonnes to the MRC.

The savings of \$1.2m Landfill Levy has been re allocated to fund the RRF Waste Diversion expenditure and to fund the Mandatory Audit Report (MAR) Recommendation works.

The MAR has been requested by DWER in line with the Tamala Park site's reclassification from a status "Possibly contaminated – further investigation required" to "Contaminated".

The MRC proposes that the estimated \$1.9 million deficit will be funded by the Participants' Surplus Reserve, which has a balance of \$2m.

### **COMMENT**

The budget revision reflects the efforts being made on the part of the MRC's member councils to improve the efficiency and diversion results of their individual waste collection system.

As member councils and the MRC itself increase their efforts to improve diversion of waste from landfill, the residual cost per tonne to operate the Tamala Park landfill site and the RRF contract will continue to increase.

### **VOTING REQUIREMENT**

Absolute Majority

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## **RESPONSIBLE OFFICER RECOMMENDATION**

### **That Council:**

- 1. Approve the forecast deficit position estimated to be \$1,902,322 at 30 June 2020, which includes the following:**
  - **A net estimated decrease in total user charges of \$3,824,175;**
  - **A net estimated decrease in total other charges of approximately \$7,673;**
  - **A net estimated decrease in expenditures of \$57,684;**
  - **A net estimated increase in the profit on sale of assets of \$20,435;**
  - **Capex expenses re-allocated as contained in the report; and**
  - **A net estimated decrease in capital expenditures of \$250,296.**
  
- 2. Approve that the Participants' Surplus Reserve to be used to fund the deficit.**

**Cr Proud moved, Cr Cole seconded**

**RESOLVED**

**That the recommendation be adopted**

**(Carried unanimously 11/0)**

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<b>9.4</b>	<b>OFFICE OF THE AUDITOR GENERAL GUIDANCE WITH REGARD TO MRC AUDIT COMMITTEE MINUTES</b>
<b>File No:</b>	<b>COR/22-09</b>
<b>Appendix(s):</b>	<b>Appendix 7</b>
<b>Date:</b>	<b>3 February 2020</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

### **SUMMARY**

This report provides advice sought from the Office of the Auditor General (OAG) with respect to guidance obtained as to the status of all previous Audit Committee meeting minutes of the Mindarie Regional Council (MRC) Audit Committee.

### **BACKGROUND**

At the Ordinary Council Meeting (OCM) held on 12 December 2019, Council carried a Notice of Motion as follows:

#### **That Council:**

**Requests the CEO to write to the Office of the Auditor General to obtain guidance as to the status of all previous Audit Committee meeting minutes, which were contained in previous Member Information Bulletins for noting, and seeks guidance as to whether they should be brought to the next Ordinary meeting of Council for endorsement.**

### **DETAIL**

The MRC contacted the OAG to seek guidance as to the status of all previous Audit Committee meeting minutes and with regard to whether they should be brought to the next Ordinary meeting of Council for endorsement. The letter to OAG and the response received can be found at **Appendix 7** to this item.

The OAG is of the view that it is not common practice to submit minutes (draft or confirmed) to Council, but that preparation of a report to Council by the Audit Committee is common practice.

The initial response was silent on the specific matter of how the historical minutes should be dealt with. A follow up email was sent to the OAG and subsequently forwarded to the Department of Local Government, Sport and Cultural Industries (DLGSC).

The response received from DLGSC, attached as **Appendix 7** noted that there is no requirement under the Local Government Act 1995 to submit audit committee meeting minutes to Council, but confirmed that the MRC's current practice could be considered to be consistent with good governance/best practice.

The response further outlines, that if the minutes were submitted as a separate report to Council, the appropriate action would be for Council to receive the report, rather than to endorse the minutes in any manner, as that is the function of the Audit Committee itself.

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Both agencies confirm as appropriate, the MRC's current practice of tabling any recommendations of the Audit Committee requiring Council approval as separate items at the next OCM.

### **CONSULTATION**

The MRC has approached both the Office of the Auditor General and the Department of Local Government, Sport and Cultural Industries for advice on this matter. Their responses are included at **Appendix 7**

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY**

Under the *Local Government Act 1995* the Audit Committee is required to submit its meeting minutes to the next ordinary meeting of the Audit Committee for confirmation (section 5.22), as follows.

*5.22. Minutes of council and committee meetings*

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

### **STRATEGIC IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **COMMENT**

Based on the advice received from the OAG and DLGSC:

- it does not appear that any action is required in respect of historical audit committee meeting minutes, and
- that the current practice of providing the minutes to Council by means of the MIB can be considered to be consistent with good governance/best practice, although there is no requirement to submit audit committee meeting minutes to Council under the Local Government Act 1995.

### **VOTING REQUIREMENT**

Simple Majority

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**RESPONSIBLE OFFICER RECOMMENDATION**

That Council note the responses received from the Office of the Auditor General from the Department of Local Government, Sport and Cultural Industries respectively.

**Cr Kosova moved, Cr Cvitan seconded**

**AMENDED MOTION**

**That Council note the responses received from the Office of the Auditor General and from the Department of Local Government, Sport and Cultural Industries respectively.**

(CARRIED UNANIMOUSLY 11/0)

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9.5 ADOPTION OF 2019 ANNUAL COMPLIANCE RETURN	
File No:	COR/12-10
Appendix(s):	Appendix 8
Date:	06 February 2020
Responsible Officer:	Chief Executive Officer

### SUMMARY

The purpose of this report is to provide Council with information on the completed Compliance Audit Return (1 January 2019 – 31 December 2019).

### BACKGROUND

The 2019 Local Government Compliance Audit Return (CAR) covers the calendar year from 1 January to 31 December 2019.

The 2019 Compliance Audit Return is mandatory pursuant to the *Local Government (Audit) Regulations 1996* which requires all local governments to complete a Compliance Audit Return annually.

Local governments not only have to explain or qualify cases of non-compliance, but also provide details of any remedial action taken or proposed to be taken in regard to instances of non-compliance. The Administration has completed the Return.

The Return was placed on the agenda for the Audit Committee meeting on 30 January 2020 for consideration. The Return must be lodged with the Department of Local Government before 31 March 2020.

### DETAIL

The Compliance Audit covers a range of matters that require specific actions to be completed by Local Government authorities in performing their functions.

The Compliance Audit Return requires the responsible officer to indicate against each item whether the required action is relevant to Mindarie Regional Council (MRC) and if it has been completed by either answering;

- (a) Yes; or
- (b) No; or
- (c) N/A – Not applicable

Local Governments are required to provide feedback or comments on areas of non-compliance. This assists the Department of Local Government to have a better understanding of any problems or issues relating to a Local Government's inability to achieve full compliance in a particular area.

The following table summarises the MRC's performance in each of the relevant categories and a comparison with the 2018 Return is also provided.

The Compliance Audit Return for calendar year 2019 is at **Appendix 8**.

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**Table of CAR Comparison & Compliance**

Category <sup>▲</sup>	2019 Audit Questions	Compliant	2018 Audit Questions	Compliant
Commercial Enterprises by Local Governments	5	100%	5	100%
Delegation of Power / Duty	13	100%	13	100%
Disclosure of Interest	19	100%	16	93.75%
Disposal of Property	2	100%	2	100%
Finance	14	100%	16	100%
Integrated Planning and Reporting	7	100%	7	100%
Local Government Employees	5	100%	5	100%
Official Conduct	6	100%	6	100%
Optional Questions	4	100%	-	-
Tenders for Providing Goods and Services	27	100%	25	100%
<b>TOTAL</b>	<b>102</b>	<b>100%</b>	<b>95</b>	<b>93.91%</b>

The Local Government is to submit the Compliance Audit Return to its Audit Committee for consideration so that it has the opportunity to examine the Return and report to council the results of that review.

A joint certification is also required to be completed by the Chairperson and Chief Executive Officer to the effect that the information contained in the Return is true and correct to the best of their knowledge. Several other requirements must be met in the Return process and these include: -

- The particulars of all matters of concern raised by Council should be recorded in the minutes of the meeting and a copy of the relevant page(s) attached to the Compliance Audit Return as an appendix; and
- The completed Compliance Audit Return and appendices should be forwarded to the Director General of the Department of Local Government by 31 March 2020.

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The Section dealing with the Joint Certification by the Chairperson and Chief Executive Officer requires inter alia that:

- each Councillor has had the opportunity to review the return and to make comment to the Council;
- particulars of any matters of concern relating to the return have been recorded in the minutes of the meeting; and
- a true and correct copy of the relevant sections of the minutes covering Council's consideration of the return must be attached to it.

The Audit Committee, at its meeting on 30 January 2020, considered the Return and resolved the following:

*“That the Audit Committee recommends that Council endorse the Compliance Audit Return for the 2019 calendar year, as presented, subject to the following;*

1. *Correction of grammatical errors*
2. *Clarification to the requirements of item 1 regarding S.3.57 Reg 11.*

#### Procurement of insurance services

In respect of the answer ‘Yes’ to item 1 regarding S.3.57 Reg 11, a question was raised by the Audit Committee as to whether it was valid for the MRC to answer this question in the affirmative where the MRC had not gone to public tender for the insurance services it procured from the Local Government Insurance Scheme (LGIS), which were in excess of \$150,000.

This is likely to pose a similar question for most local governments who make use of LGIS’ services.

The view of WALGA’s governance department was that as LGIS is owned by WALGA and its Member Local Governments, S.3.57 of the Local Government Act 1995 does not apply as the MRC is not procuring goods or services from “another person”. Rather the services are provided to the MRC as owners of the mutual benefit scheme.

Further, S.5.49(2) of the LG Act specifies that WALGA must establish and manage, for the benefit of WALGA and eligible bodies (member LGs) a group self-insurance arrangement against liability to pay compensation under the Workers’ Compensation and Injury Management Act. This aspect of the LGIS insurances is therefore mandated by law.

Based on the above, the Administration have left the response to this question as being affirmative, but have added an explanatory note explaining the position with regard to the LGIS insurance services.

The MRC has not taken specific legal advice on this matter.

#### **CONSULTATION**

The Compliance Audit Return has been discussed with and reviewed by the Audit Committee.

The matter of the procurement of insurance services has been discussed with the governance officers of WALGA.

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## STATUTORY ENVIRONMENT

Regional Councils are required to carry out a Return in accordance with the Local Government (Audit) Regulations 1996. The requirements set for the Return are contained in s.14 and 15 of the Regulations, which read as follows:

**“14. Compliance audits by local governments**

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —*
  - (a) *presented to the council at a meeting of the council; and*
  - (b) *adopted by the council; and*
  - (c) *recorded in the minutes of the meeting at which it is adopted.*

**15. Certified copy of compliance audit return and other documents to be given to Departmental CEO**

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*
  - (a) *a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
  - (b) *any additional information explaining or qualifying the compliance audit,*

*is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.*

- (2) *In this regulation —*

**certified** *in relation to a compliance audit return means signed by —*

  - (a) *the mayor or president; and*
  - (b) *the CEO.”*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Nil

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## COMMENT

In order to comply with Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* it is necessary for the MRC to complete the Local Government Compliance Audit Return in the form approved by the Minister.

The results contained in the Compliance Audit Return required by the Department of Local Government for the period 1 January to 31 December 2019 indicates that the Council is continuing to operate within the Local Government Legislative requirements.

The Audit Committee, at its meeting held on 30 January 2020, recommended that the Council adopts the Compliance Audit Return, subject to grammatical corrections and clarification of the requirements of item 1 regarding S.3.57 Reg 11.

The grammatical errors have been corrected in Return presented in Appendix 8.

The Administration's response to the question raised regarding item 1 regarding S.3.57 Reg 11 have been addressed in the body of the report. In response to the wider issue of the procurement of insurance services, the MRC intends to conduct a market sounding before its next insurance renewals.

It is recommended that the Return be adopted by the Council, certified by the Chairperson and Chief Executive Officer and be forwarded to the Director General, Department of Local Government by 31 March 2020.

## VOTING REQUIREMENT

Simple Majority

## RESPONSIBLE OFFICER RECOMMENDATION

**That Council:**

1. adopt the Local Government Compliance Audit Return in the form approved by the Minister for the period 1 January to 31 December 2019 as contained in Appendix 8 in accordance with the provisions of *Regulation 14(3) of the Local Government (Audit) Regulations 1996* and in line with the recommendation from the Audit Committee;
2. authorise the Chairperson and the Chief Executive Officer to complete the Joint Certification contained in the adopted Return detailed in 1. above; and
3. authorise the Chief Executive Officer to submit the adopted Return detailed in 1. to the Director General, Department of Local Government by 31 March 2020.

6.47 pm Cr Shannon entered the meeting room

**Cr Kosova moved, Cr Proud seconded  
RESOLVED**

**That the recommendation be adopted  
(CARRIED UNANIMOUSLY 12/0)**

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<b>9.6</b>	<b>RESPONSE TO LOCAL RECYCLING INDUSTRY CHALLENGES</b>
<b>File No:</b>	<b>FIN/97-09</b>
<b>Appendix(s):</b>	<b>nil</b>
<b>Date:</b>	<b>6 February 2020</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

### **SUMMARY**

The purpose of this report is to seek Council's endorsement of the Administration's proposed responses to the current recycling crisis in WA, aimed at helping provide relief to the MRC's member councils.

### **BACKGROUND**

There are currently three Materials Recovery Facilities (MRFs) in operation in Western Australia.

One is operated by the Southern Metropolitan Regional Council (SMRC), with the remaining MRFs being operated by commercial contractors, Cleanaway and SUEZ.

The Mindarie Regional Council's (MRC) member councils will typically have contracted the processed of the recyclable material from their yellow lidded kerbside bins to one of the two commercial contractors.

On 25 November 2019, a fire at their facility in South Guildford rendered the processing infrastructure at Cleanaway's MRF unusable.

While the SMRC and SUEZ have some spare capacity at their facilities, it is insufficient to accommodate all the material that was being sent to Cleanaway.

The MRC's member councils who were under contract with Cleanaway have made various arrangements – either through Cleanaway or independently – to have their material processed at one of the two remaining facilities.

### **DETAIL**

Given the net shortage of processing capacity post the fire, despite the best efforts of all parties involved, some of the kerbside recycling material stream will inevitably end up in landfill in the short term until other arrangements can be made.

Given the differential rates between the MRC's members' gate fee and the members' contracted recycling fees, those member councils diverting their recyclables material stream to the MRC are facing a significant unbudgeted increase in their waste processing costs.

Given that the recycling waste stream being brought to the MRC represents unbudgeted tonnes to landfill, the MRC is in a position to provide a discounted gate fee rate to members without prejudicing the MRC's immediate financial position.

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In a bid to assist those of its members affected by this crisis, the MRC is seeking approval to:

1. Provide a reduced gate fee of \$125 per tonne to members in respect of their recycling waste stream being diverted to landfill. This covers the MRC's direct costs associated with landfilling the waste and an appropriate contribution to the MRC's ongoing operating costs.
2. The discounted rate would only be available to MRC member councils and would only be applicable to the yellow bin recyclable material that would otherwise have gone to Cleanaway but for the fire.
3. The rate would be applied retrospectively to tonnes received from the start of the crisis, and the rate would expire on 30 June 2020. Any consideration of the continuance of the arrangement will be separately considered as part of the 2020/21 budget approval process.

In addition, the MRC is proposing that the Chief Executive Officer (CEO) write to the Environment Minister advocating for a rebate of the landfill levy to member councils in respect of the tonnes contemplated above, for the duration of the crisis, for the specific purpose of reinvestment in waste processing infrastructure.

#### **CONSULTATION**

Nil.

#### **STATUTORY ENVIRONMENT**

Nil.

#### **STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

Any tonnes received at the discounted rate will continue to contribute positively to the MRC's overall financial position, although naturally at a lesser contribution were the discount not provided.

Primarily however, the intent of the initiative is to provide support to affected member councils.

#### **COMMENT**

The unforeseen failure of a significant commercial contractor in the WA market has resulted in a crisis situation for a number of member councils.

Rather than take full commercial advantage of the situation, the MRC is looking to support affected member councils through the provision of a discounted rate for recyclable materials that would otherwise have been processed by Cleanaway.

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### **VOTING REQUIREMENT**

Absolute Majority / Simply majority

### **RESPONSIBLE OFFICER RECOMMENDATION**

**That Council:**

- 1. Authorises the CEO to provide a discounted rate of \$125 per tonne to those of its member councils who are having to divert kerbside recycling material that would otherwise have gone to Cleanaway for processing to the MRC, applicable to the recycling material sent to MRC between 25 November 2019 and 30 June 2020.**

*(Absolute majority)*

- 2. Authorises the CEO to write to the Environment Minister advocating for a rebate of the landfill levy to member councils in respect of the tonnes contemplated above, for the duration of the crisis, for the specific purpose of reinvestment in waste processing infrastructure.**

**Cr Cole moved, Cr Vernon seconded**

### **PROCEDURAL MOTION**

**Cr Proud moved, Cr Ferrante seconded**

**That this motion be deferred to the 23 April 2020 Ordinary Council meeting to allow the CEO to bring a report back to Council to respond to Councillor's questions.**

### **MOTION CARRIED 10/2**

*For: Boothman, Jacob, Fishwick, Kosova, Proud, Ferrante, Sargent, Cole, Shannon, Vernon*

*Against: Newton, Cvitan*

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<b>9.7</b>	<b>CEO ATTENDANCE AT AORA CONFERENCE</b>
<b>File No:</b>	<b>COR/15</b>
<b>Appendix(s):</b>	<b>Appendix 9</b>
<b>Date:</b>	<b>10 February 2020</b>
<b>Responsible Officer:</b>	<b>Human Resource Officer</b>

### **SUMMARY**

This report seeks Council's approval for the Mindarie Regional Council's (MRC) Chief Executive Officer (CEO) to attend the Australian Organics Recycling Association (AORA) 2020 Annual Conference.

### **BACKGROUND**

The AORA conference is held annually, rotating the location around Australia. This year's conference will be held in Lovedale, NSW from 2 - 3 April 2020.

This conference is known to be the principal conference in Australia for the recycled organics industry.

This year's conference program with the theme "Pathways to Sustainable Growth", is considered through three major segments:

- The vision and long range strategy for the industry;
- Methods to engage the community in improved outcomes; and
- The continued effort to build best practices and a knowledge base around effective and profitable organics recycling.

A copy of the conference program is included at Appendix 9

### **DETAIL**

The conference is relevant given the State Waste Strategy move toward FOGO (Food Organics Garden Organics) and the impact this will have on the MRC and its member councils. The conference will provide the CEO with the opportunity to gain exposure to contemporary developments in the waste industry and to meet with industry leaders.

The cost of attending the conference is estimated to be \$4,000, which includes flights, airport transfers, accommodation, meals and the conference registration fees.

### **CONSULTATION**

Nil

### **STATUTORY COMPLIANCE**

Nil

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### **POLICY IMPLICATIONS**

Employee attendance at conferences is governed by Council Policy CP04, included at Appendix 9

### **FINANCIAL IMPLICATIONS**

The estimated cost for the CEO to attend the conference is \$4,000, which includes flights, airport transfers, accommodation, meals and the conference registration fee.

The MRC's Budget for 2019/20 makes provision for the expense.

### **STRATEGIC IMPLICATIONS**

N/A

### **VOTING REQUIREMENT**

Simple Majority

### **RESPONSIBLE OFFICER RECOMMENDATION**

**That Council:**

**Approves the Chief Executive Officer's attendance at the AORA Conference in April 2020, with the costs paid from funds already provided for in the 2019/20 budget.**

**Cr Vernon moved, Cr Jacob seconded**

**RESOLVED**

**That the recommendation be adopted**

**(CARRIED UNANIMOUSLY 12/0)**

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**10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 52**

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Members Information Bulletin Issue No. 52 be received.**

**Cr Cvitan moved, seconded Cr Vernon  
That the recommendation be adopted  
(CARRIED UNANIMOUSLY 12/0)**

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

Nil

**12 URGENT BUSINESS**

Nil

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

Nil

**14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

The Chair requested that in accordance with 7.9 of the Mindarie Regional Council Standing Orders Local Law 2010 and s5.23(2) of the Local Government Act 1995, Council proceed to meet "behind closed doors to allow the Council to consider items 14.1 and 14.2 as the items are of a confidential nature.

The Chair invited Officers in the gallery to remain for item 14.1 Tamala Park Site.

**Cr Boothman moved, seconded Cr Proud**

**RESOLVED**

**To close the meeting to the public**

**(CARRIED UNANIMOUSLY 12/0)**

*Officers remained in the gallery, as there were no members of public present no one left the meeting room.*

Note: the Chief Executive Officer did not release the report for item 14.1 for public information.

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This report is Confidential in accordance with Section 5.23 (2) (d) of the *Local Government Act 1995*

**14.1 TAMALA PARK SITE**

**File No:** COR/26-02

**Attachments(s):** Attachment 1 – Mandatory Auditors Report  
Attachment 2 – Confidential Summary

**Date:** 14 February 2020

**Responsible Officer:** Chief Executive Officer

**RESPONSIBLE OFFICER RECOMMENDATION**

That the Council:

1. Note the receipt of the Mandatory Audit Report (MAR) by the MRC and the recommendations contained therein
2. Endorse the MRC's proposed responses to the recommendation of the MAR.

Moved Cr Jacob, seconded Cr Newton

**RESOLVED**

That the recommendation be adopted

(CARRIED UNANIMOUSLY 12/0)

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<b>This report is Confidential in accordance with Section 5.23 (2)(a) of the <i>Local Government Act 1995</i></b>	
<b>14.2 CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE CONSIDERATION OF COMMITTEE'S RECOMMENDATIONS</b>	
<b>File No:</b>	<b>PER/96</b>
<b>Attachments(s):</b>	<b>1. Summary Committee report to Council – CEO Performance Review 2. Report to inform the annual CEO Remuneration Review 2019 3. CEO KPIs 2020</b>
<b>Date:</b>	<b>14 JANUARY 2020</b>
<b>Responsible Officer:</b>	<b>Human Resource Officer</b>

Note: the Chief Executive Officer did not release the report for item 14.2 for public information.

Doors closed at 7.28 pm and members of the gallery vacated the meeting room.  
MRC Officers Ms Cherico and Ms Toward remained in the meeting room.

**RESPONSIBLE COMMITTEE RECOMMENDATION:**

That Council:

1. Notes that the CEO's performance appraisal has been undertaken covering the period 6 September 2018 to 5 September 2019.
  2. Endorses the Committee's performance appraisal of 'Meets Expectations' and thanks Mr Hoppe for his efforts.
  3. Approves an increase to Mr Hoppe's base salary within the range of 1.0% to 1.3%, effective from 6 September 2019.
  4. Endorses that the CEO explore options to gain professional development and exposure to contemporary developments in the waste industry in line with the terms of his employment contract.
  5. Approves the CEO's Performance Criteria for the 2019 - 2020 period, as per *Attachment 3*.
-

Cr Proud moved, seconded Cr Sargent

**AMENDED MOTION:**

1. **Notes that the CEO's performance appraisal has been undertaken covering the period 6 September 2018 to 5 September 2019.**
2. **Endorses the Committee's performance appraisal of 'Meets Expectations' and thanks Mr Hoppe for his efforts.**
3. **Approves an increase to Mr Hoppe's base salary of 1.3%, effective from 6 September 2019.**
4. **Endorses that the CEO explore options to gain professional development and exposure to contemporary developments in the waste industry in line with the terms of his employment contract.**
5. **Approves the CEO's Performance Criteria for the 2019 - 2020 period, as per Attachment 3.**

(CARRIED 11/1)

*For: Crs Boothman, Jacob, Fishwick, Proud, Sargent, Ferrante, Cvitan, Newton, Cole, Kosova, Vernon*  
*Against: Cr Shannon*

**Cr Proud moved, seconded Cr Cvitan**

**RESOLVED**

**To re-open the meeting to the public**

(CARRIED UNANIMOUSLY 12/0)

Doors were reopened to the public at 7.46 pm.

The Chair announced that the Councillors had met behind closed doors and read out the resolution to items 14.1 and 14.2.

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**15 NEXT MEETING**

*Next meeting to be held on Thursday 23 April 2020 in the Council Chambers at the City of Wanneroo commencing at 6.30 pm.*

**16 CLOSURE**

The Chair closed the meeting at 7.50 pm and thanked the City of Joondalup for their hospitality and use of their meeting rooms.

These minutes were confirmed by the Council as a true and accurate record of the Ordinary Meeting of Council held on 27 February 2020.

Signed ..... Chair

Dated .....day of .....2020

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# MINUTES

## SPECIAL COUNCIL MEETING

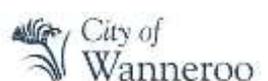
TIME: 6.30 PM

02 April 2020

CITY OF STIRLING

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*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park*



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**CONTENTS**

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	3
2	ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE .....	3
3	DECLARATION OF INTERESTS.....	4
4	PUBLIC QUESTION TIME .....	4
5	ANNOUNCEMENTS BY THE PRESIDING PERSON .....	4
6	CHIEF EXECUTIVE OFFICERS REPORT .....	5
6.1	Approval Of E-Meeting Protocols .....	5
7	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC.....	6
7.1	MRC Future Waste Options Review.....	6
7.2	Proposed RRFA KPI suspension .....	8
7.3	Tender to Upgrade the MRC Ledger System to Navision Dynamics 2018.....	9
8	NEXT MEETING .....	10
9	CLOSURE .....	10

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

*Prior to the commencement of this meeting Council Members and other attendees attending electronically by Zoom had their Zoom connections tested and confirmed.*

*Prior to the meeting the Chair approved the type of room and place where the attendees were connecting into the meeting.*

The Chair welcomed Council Members, staff and officers to the meeting which was conducted both in person and by electronic means in accordance with the Local Government (Administration) Regulations 1996.

The Chair declared the meeting open at 6.35 pm.

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

**Councillor Attendance in Person**

Cr D Boothman, JP (Chair)	City of Stirling
Cr S Proud, JP	City of Stirling
Cr K Sargent	City of Stirling
Cr F Cvitan, JP	City of Wanneroo

The Chair asked Council Members to confirm that they are connected and in attendance, the following attendees confirmed:

**Councillor Attendance by electronic means - Zoom**

Cr A Jacob, JP	City of Joondalup
Cr R Fishwick, JP	City of Joondalup
Cr L Kosova	City of Perth
Cr J Ferrante	City of Stirling
Cr E Cole	City of Vincent
Cr D Newton, JP	City of Wanneroo
Cr K Shannon	Town of Cambridge
Cr K Vernon	Town of Victoria Park

**Apologies**

Nil

**Leave of Absence**

Nil

**Absent**

Nil

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**MRC Officers in Person**

Mr G Hoppe (Chief Executive Officer)  
Ms A Slater (Director Corporate Services)  
Ms D Toward (Executive Support)  
Mr R Vellios (IT Systems Engineer)

The CEO through the Chair noted Mindarie Regional Council Observers and Member Council Observers were connected and in attendance, the following attendees were present:

**Member Council Observers by electronic means Zoom**

Mr N Claassen (City of Joondalup)  
Mr C Kopec (City of Perth)  
Mr A Murphy (City of Vincent)  
Mr J Wong (Town of Victoria Park)  
Mr S Cairns (City of Wanneroo)  
Mr M Littleton (City of Stirling)  
Mr R Bryant (City of Stirling)  
Mr K Hincks (Town of Cambridge)

**MRC Observers by electronic means Zoom**

Mr A Griffiths  
Mr B Twine

**3 DECLARATION OF INTERESTS**

The Chair asked if Council Members or Officers had any conflicts of Interests to declare.

There were no declarations by Council Members or Officers.

**4 PUBLIC QUESTION TIME**

The Chair advised that Mindarie Regional Council as part of the Notice of Meeting had invited members of the public to submit their questions by email.

No public questions were received.

**5 ANNOUNCEMENTS BY THE PRESIDING PERSON**

The Chair announced that this was the MRC's first meeting by video conferencing using Zoom.

The Chair thanked those Councillors for attending in person and for the Councillors who had dialled in.

The Chair also thanked MRC Officers and Member Council Officers for dialling into the meeting as observers.

The Chair reminded Councillors and Officers attending the meeting by Zoom that there were a number of confidential items on the Agenda and as such they were to ensure that confidentiality was maintained at the place from which they were attending the meeting.

The Chair reminded attendees that any form of recording of the meeting is prohibited under the MRC Standing Orders.

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<b>6</b>	<b>CHIEF EXECUTIVE OFFICERS REPORT</b>
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<b>6.1 APPROVAL OF E-MEETING PROTOCOLS</b>	
<b>File No:</b>	<b>GF – 20 - 668</b>
<b>Attachments(s):</b>	<b>Nil</b>
<b>Date:</b>	<b>30 March 2020</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

#### **SUMMARY**

On 26 March 2020 the Local Government (Administration) Regulations 1996 were amended to allow for Local Government Council meetings to be conducted by electronic means in a natural disaster, public health emergency or state of emergency.

#### **BACKGROUND**

In response to the amended legislation the Mindarie Regional Council (MRC) has put in place meeting protocols for Ordinary and Special Council meetings to allow for participation by electronic means for Council Members, member council officers and MRC staff.

Public question time will still occur during electronic meetings. The public will be able to submit their questions via email prior to the meeting. Where practicable, responses to public questions will be available at the council meeting and also included in the Minutes.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995 and Local Government (Administration) Regulations 1996.

#### **VOTING REQUIREMENT**

Simple Majority

#### **RESPONSIBLE OFFICER RECOMMENDATION**

That Council:

- 1. Endorse participation in meetings of the council by electronic means for Council Members, member council officers and MRC staff, and**
- 2. Endorse that public question time to be modified to allow the public to submit their questions via email prior to the meeting.**

**Moved Cr Proud, seconded Cr Jacob**

**RESOLVED**

**That the recommendation be adopted**  
(CARRIED UNANIMOUSLY 12/0)

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The Chair requested that in accordance with clause 7.1(e) of the Mindarie Regional Council Standing Orders Local Law 2012 and s5.23 of the Local Government Act 1995, Council proceed to meet “behind closed doors” to allow the Council to consider items 7.1 & 7.2 as the items are of a confidential nature. The Chair invited MRC Officers and members of the MRC Strategic Working Group (SWG) to remain on line for the meeting.

The Chair announced that there were no limitations on the number of speeches made in accordance with clause 7.9(4) of the Mindarie Regional Council Standing Orders Local Law 2012.

**Moved Cr Boothman, seconded Cr Cvitan**

**RESOLVED**

**To close the meeting to the public**

(CARRIED UNANIMOUSLY 12/0)

Doors closed at 6.37pm. The public gallery was closed and therefore no members of the public were present. MRC officers and members of the SWG remained on line observing the meeting for items 7.1 and 7.2

Note: The Chief Executive Officer has not released the reports for items 7.1, 7.2 and 7.3 for public information.

## **7 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

**This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the *Local Government Act 1995* as the report deals with a contract which may be entered into.**

### **7.1 MRC FUTURE WASTE OPTIONS REVIEW**

**File No:** GF – 20 - 668

**Attachments(s):**  
Attachment 1 – Independent Advice  
Attachment 2 – KPMG Advice  
Attachment 3 – Member Council Third Bin Status March 2020

**Date:** 23 March 2020

**Responsible Officer:** Chief Executive Officer

### **RESPONSIBLE OFFICER RECOMMENDATION**

**That Council endorses the officer’s recommendation contained in the confidential report.**

*(Absolute majority required)*

**Moved Cr Kosova, seconded Cr Fishwick**

**RESOLVED**

**That Council endorses the officer’s recommendation contained in the confidential report.**

LOST 0/12

*Against: Crs Boothman, Fishwick, Jacob, Kosova, Ferrante, Sargent, Proud, Cole, Cvitan, Newton, Shannon, Vernon.*  
*For: Nil*

**ALTERNATE RECOMMENDATION**  
**Moved Cr Kosova, seconded Cr Vernon**  
**RESOLVED:**

**That Council:**

**resolves that this resolution, the report and attachments to it remain confidential.**

(CARRIED UNANIMOUSLY 12/0)

*For: Crs Boothman, Fishwick, Jacob, Kosova, Ferrante, Sargent, Proud, Cole, Cvitan, Newton, Shannon, Vernon.*  
*Against: Nil*

Reason for not adopting the Officer's Recommendation:

To allow the CEO to proceed in an expedited fashion.

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**This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the *Local Government Act 1995* as the report deals with a contract which may be entered into.**

**7.2 Proposed RRFA KPI suspension**

<b>File No:</b>	<b>GF – 20 – 48</b>
<b>Attachments(s):</b>	<b>Attachment 1 – Letter from BioVision date 9 March 2020</b>
<b>Date:</b>	<b>30 March 2020</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Council:**

**Endorse the suspension of the QC KPIs in respect of Soluble Phosphorus and Electrical Conductivity under the RRFA for the period November 2019 to September 2020, including a refund of penalties to BioVision of \$16,247.**

**Cr Jacob moved, seconded Cr Fishwick**

**RESOLVED**

**That the recommendation be adopted**

**(CARRIED UNANIMOUSLY 12/0)**

*For: Crs Boothman, Fishwick, Jacob, Kosova, Ferrante, Sargent, Proud, Cole, Cvitan, Newton, Shannon, Vernon.  
Against: Nil*

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The Chair declared that item 7.3 was closed to Member Council Officers dialled into the meeting. At 8.22 pm those officers were put into a separate electronic meeting room and were unable to observe item 7.3

<b>This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the <i>Local Government Act 1995</i> as the report deals with a contract which may be entered into.</b>	
<b>7.3 Tender to Upgrade the MRC Ledger System to Navision Dynamics 2018</b>	
<b>File No:</b>	<b>GF – 20 - 745</b>
<b>Attachments(s):</b>	<b>Nil</b>
<b>Date:</b>	<b>30 March 2020</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

#### **RESPONSIBLE OFFICER RECOMMENDATION**

**That the Council:**

- 1. Not award the tender for the provision of services to upgrade the MRC ledger system to Navision Dynamics 2018 (Tender Number: 13/142).**
- 2. Authorise the CEO to write to the unsuccessful tenderer and advise them of the decision not to award the tender.**

**Cr Sargent moved, seconded Cr Cvitan  
RESOLVED**

**That the recommendation be adopted  
(CARRIED UNANIMOUSLY 12/0)**

*For: Crs Boothman, Fishwick, Jacob, Kosova, Ferrante, Sargent, Proud, Cole, Cvitan, Newton, Shannon, Vernon.  
Against: Nil*

**Motion to reopen the meeting**

**Cr Boothman moved, Cr Proud seconded  
RESOLVED That the meeting be reopened  
(CARRIED UNANIMOUSLY 12/0)**

*For: Crs Boothman, Fishwick, Jacob, Kosova, Ferrante, Sargent, Proud, Cole, Cvitan, Newton, Shannon, Vernon.  
Against: Nil*

Doors were reopened at 8.30 pm and the Chair declared the meeting reopened.

Member Council Officers reconnected with the meeting and the Chair read out the resolution for 7.3 passed behind closed doors.

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**8 NEXT MEETING**

The next meeting will be an Ordinary Council Meeting to be held on Thursday 23 April 2020 at 6.30 pm.  
The scheduled venue is City of Wanneroo, the Chair advised that the meeting will be held by electronic means.

**9 CLOSURE**

The Chair closed the meeting at 8.32 pm and thanked the City of Stirling for the use of their meeting rooms.  
The Chair thanked the MRC Administration for facilitating the first MRC meeting held electronically, and noted that the electronic meeting had been a success. The Chair thanked Councillors for their participation particularly the Councillors who dialled into the meeting.

Signed .....Chair

Dated this .....day of ..... 2020

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# MINUTES

## ORDINARY COUNCIL MEETING

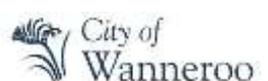
TIME: 6.30 PM

23 APRIL 2020

ELECTRONIC MEETING

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*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park*



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## CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	3
2	ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE .....	3
3	DECLARATION OF INTERESTS .....	4
4	PUBLIC QUESTION TIME .....	4
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.....	5
8.1	ORDINARY COUNCIL MEETING – 27 FEBRUARY 2020 .....	5
8.2	SPECIAL COUNCIL MEETING – 02 APRIL 2020 .....	5
9.1	CHIEF EXECUTIVE OFFICER REPORTS.....	6
9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED .....	6
	31 JANUARY 2020 AND 29 FEBRUARY 2020 .....	6
9.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED.....	8
	31 JANUARY 2020 AND 29 FEBRUARY 2020 .....	8
9.3	RESPONSE TO LOCAL RECYCLING INDUSTRY CHALLENGES .....	10
10	MEMBERS INFORMATION BULLETIN – ISSUE NO. 53.....	17
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	17
12	URGENT BUSINESS .....	17
13	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....	17
14	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC ..	17
15	NEXT MEETING .....	17
16	CLOSURE.....	18

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

*Prior to the commencement of this meeting the Chair requested all mobile phones be turned off and reminded Councillors and Officers that audio/video recording of the Council meeting proceedings is prohibited unless prior approval has been granted.*

The Chair welcomed Council Members, staff and officers to the meeting which was conducted by electronic means in accordance with the Local Government (Administration) Regulations 1996.

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

The Chair asked Council Members to confirm that they were connected and in attendance, the following attendees confirmed:

**Councillor Attendance – attendance by electronic means - Zoom**

Cr D Boothman, JP (Chair)	City of Stirling
Cr A Jacob, JP	City of Joondalup
Cr R Fishwick, JP	City of Joondalup
Cr L Kosova	City of Perth
Cr J Ferrante	City of Stirling
Cr S Proud, JP	City of Stirling
Cr K Sargent	City of Stirling
Cr E Cole	City of Vincent
Cr F Cvitan, JP	City of Wanneroo
Cr D Newton, JP	City of Wanneroo
Cr K Shannon	Town of Cambridge
Cr K Vernon	Town of Victoria Park

**Apologies**

Nil

**Leave of Absence**

Nil

**Absent**

Nil

**The following officers were present at the meeting by electronic means - Zoom**

**MRC Officers**

Mr G Hoppe (Chief Executive Officer)  
Ms A Slater (Director Corporate Services)  
Ms D Toward (Executive Support)

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The CEO, through the Chair, noted the Mindarie Regional Council Observers and Member Council Observers that were connected.

**Member Council Observers by electronic means – Zoom**

Mr G Hunt (City of Joondalup)  
Mr N Claassen (City of Joondalup)  
Mr C Kopec (City of Perth)  
Mr M Littleton (City of Stirling)  
Mr R Bryant (City of Stirling)  
Mr H Singh (City of Wanneroo)  
Mr S Cairns (City of Wanneroo)  
Mr K Hincks (Town of Cambridge)  
Mr J Wong (Town of Victoria Park)

**MRC Observers by electronic means - Zoom**

Mr A Griffiths  
Mr B Twine

<b>3</b>	<b>DECLARATION OF INTERESTS</b>
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Nil

<b>4</b>	<b>PUBLIC QUESTION TIME</b>
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Nil

<b>5</b>	<b>ANNOUNCEMENTS BY THE PRESIDING PERSON</b>
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Nil

<b>6</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE</b>
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Nil

<b>7</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS</b>
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Nil

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<b>8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b>
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**8.1 ORDINARY COUNCIL MEETING – 27 FEBRUARY 2020**

The Minutes of the Ordinary Council Meeting held on 27 February 2020 have been printed and circulated to members of the Council.

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Council Meeting of Council held on 27 February 2020 be confirmed as a true record of the proceedings.**

**Cr Proud moved, Cr Ferrante seconded**

**RESOLVED**

**That the recommendation be adopted.**

(CARRIED UNANIMOUSLY 12/0)

**8.2 SPECIAL COUNCIL MEETING – 02 APRIL 2020**

The Minutes of the Special Council Meeting held on 02 April 2020 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 02 April 2020 be confirmed as a true record of the proceedings.**

**Cr Sargent moved, Cr Kosova seconded**

**RESOLVED**

**That the recommendation be adopted.**

(CARRIED UNANIMOUSLY 12/0)

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**9.1 CHIEF EXECUTIVE OFFICER REPORTS**

<b>9.1</b>	<b>FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 JANUARY 2020 AND 29 FEBRUARY 2020</b>
<b>File No:</b>	<b>FIN/5-09</b>
<b>Appendix(s):</b>	<b>Appendix No. 1 Appendix No. 2 Appendix No. 3</b>
<b>Date:</b>	<b>9 APRIL 2020</b>
<b>Responsible Officer:</b>	<b>DIRECTOR CORPORATE SERVICES</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 are for the months ended 31 January 2020 and 29 February 2020 and are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 8 months to 29 February 2020 is attached at **Appendix No. 3**.

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.

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.

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Summary of results for the year to date period ended 29 February 2020

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	166,179	178,148	(11,969)
Tonnes – Others	8,648	10,961	(2,313)
<b>TOTAL TONNES</b>	<b>174,827</b>	<b>189,110</b>	<b>(14,282)</b>
	\$	\$	\$
Revenue – Members	34,075,181	36,550,990	(2,475,809)
Revenue – Other	3,866,820	4,397,584	(530,764)
<b>TOTAL REVENUE</b>	<b>37,942,001</b>	<b>40,948,574</b>	<b>(3,006,573)</b>
Expenses	38,061,809	37,803,484	(258,325)
Profit on sale of assets	283,953	229,151	54,802
Loss on sale of assets	118,380	129,271	10,891
Impairment of assets	-	-	-
<b>NET SURPLUS</b>	<b>(45,765)</b>	<b>3,244,970</b>	<b>(3,199,205)</b>

Commentary

Member tonnes for the year to date are 11,969 tonnes behind phased budget, the largest of these waste streams relating to the Cities of Joondalup and Stirling.

The net result variance against budget of \$3,199,205 is mainly attributable to budgeted tonnage related expenditure.

RRF

The Resource Recovery Facility residue tonnes are above budget by 5,829 tonnes delivering 40,056 tonnes in total to Tamala Park year to date. This is due to the less organic waste being delivered to the facility.

Trade & Casuals

The Casual and Trade tonnages are 2,313 tonnes lower than forecast for the financial year as trade customers find alternative options for waste disposal.

**VOTING REQUIREMENT**

Simple Majority

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 January 2020 and 29 February 2020, respectively, are received.**

**Cr Kosova moved, Cr Fishwick seconded**

**RESOLVED**

**That the recommendation be adopted.**

(CARRIED UNANIMOUSLY 12/0)

<b>9.2 LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 JANUARY 2020 AND 29 FEBRUARY 2020</b>	
<b>File No:</b>	<b>FIN/5-09</b>
<b>Appendix(s):</b>	<b>Appendix No. 4 Appendix No. 5</b>
<b>Date:</b>	<b>9 April 2020</b>
<b>Responsible Officer:</b>	<b>Director Corporate Services</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 the delegated authority to the Chief Executive Officer (CEO), 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 2020 and 29 February 2020 are at **Appendix 4 and 5** to this Item and are presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 19 September 2019, the Council delegated to the CEO 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 the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

<b>Months Ended</b>	<b>Account</b>	<b>Vouchers</b>	<b>Amount</b>
31 January 2020	General Municipal	Cheques	\$4,016.14
		EFT	\$7,228,454.12
		DP	\$256,547.10
		Inter account transfers	\$0.00
		<b>Total</b>	<b>\$7,489,017.36</b>
29 February 2020	General Municipal	Cheques	\$8,606.35
		EFT	\$3,758,845.31
		DP	\$223,728.72
		Inter account transfers	\$3,000,000.00
		<b>Total</b>	<b>\$6,991,180.38</b>

**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 2020 and 29 February 2020, be noted.**

**Cr Vernon moved, Cr Jacob seconded**

**RESOLVED**

**That the recommendation be adopted.**

**(CARRIED UNANIMOUSLY 12/0)**

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<b>9.3</b>	<b>RESPONSE TO LOCAL RECYCLING INDUSTRY CHALLENGES</b>
<b>File No:</b>	<b>GF/20-160</b>
<b>Appendix(s):</b>	<b>nil</b>
<b>Date:</b>	<b>14 April 2020</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

At the Ordinary Council Meeting on 27 February 2020, the Council resolved:

*That this motion be deferred to the 23 April 2020 Ordinary Council meeting to allow the CEO to bring a report back to Council to respond to Councillor's questions.*

#### **SUMMARY**

The purpose of this report is to seek Council's endorsement of the Administration's proposed responses to the current recycling crisis in WA, aimed at helping provide relief to the MRC's member councils.

#### **BACKGROUND**

There are currently three Materials Recovery Facilities (MRFs) in operation in Western Australia.

One is operated by the Southern Metropolitan Regional Council (SMRC), with the remaining MRFs being operated by commercial contractors, Cleanaway and SUEZ.

The Mindarie Regional Council's (MRC) member councils will typically have contracted the processed of the recyclable material from their yellow lidded kerbside bins to one of the two commercial contractors.

On 25 November 2019, a fire at their facility in South Guildford rendered the processing infrastructure at Cleanaway's MRF unusable.

While the SMRC and SUEZ have some spare capacity at their facilities, it is insufficient to accommodate all the material that was being sent to Cleanaway.

The MRC's member councils who were under contract with Cleanaway have made various arrangements – either through Cleanaway or independently – to have their material processed at one of the two remaining facilities.

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## **DETAIL**

Given the net shortage of processing capacity post the fire, despite the best efforts of all parties involved, some of the kerbside recycling material stream will inevitably end up in landfill in the short term until other arrangements can be made.

Given the differential rates between the MRC's members' gate fee and the members' contracted recycling fees, those member councils diverting their recyclables material stream to the MRC are facing a significant unbudgeted increase in their waste processing costs.

Given that the recycling waste stream being brought to the MRC represents unbudgeted tonnes to landfill, the MRC is in a position to provide a discounted gate fee rate to members without prejudicing the MRC's immediate financial position.

In a bid to assist those of its members affected by this crisis, the MRC is seeking approval to:

1. Provide a reduced gate fee of \$125 per tonne to members in respect of their recycling waste stream being diverted to landfill. This covers the MRC's direct costs associated with landfilling the waste and an appropriate contribution to the MRC's ongoing operating costs.
2. The discounted rate would only be available to MRC member councils and would only be applicable to the yellow bin recyclable material that would otherwise have gone to Cleanaway but for the fire.
3. The rate would be applied retrospectively to tonnes received from the start of the crisis, and the rate would expire on 30 June 2020. Any consideration of the continuance of the arrangement will be separately considered as part of the 2020/21 budget approval process.

In addition, the MRC is proposing that the Chief Executive Officer (CEO) write to the Environment Minister advocating for an exemption of the landfill levy in respect of the tonnes contemplated above, for the duration of the crisis.

## **CONSULTATION**

Nil.

## **STATUTORY ENVIRONMENT**

Nil.

## **STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS**

Nil.

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### **FINANCIAL IMPLICATIONS**

Any tonnes received at the discounted rate will continue to contribute positively to the MRC's overall financial position, although naturally at a lesser contribution were the discount not provided.

Primarily however, the intent of the initiative is to provide support to affected member councils.

### **COMMENT**

The unforeseen failure of a significant commercial contractor in the WA market has resulted in a crisis situation for a number of member councils.

Rather than take full commercial advantage of the situation, the MRC is looking to support affected member councils through the provision of a discounted rate for recyclable materials that would otherwise have been processed by Cleanaway.

### **VOTING REQUIREMENT**

Absolute Majority / Simply majority

### **ORIGINAL RESPONSIBLE OFFICER RECOMMENDATION**

That Council:

1. Authorises the CEO to provide a discounted rate of \$125 per tonne to those of its member councils who are having to divert kerbside recycling material that would otherwise have gone to Cleanaway for processing to the MRC, applicable to the recycling material sent to MRC between 25 November 2019 and 30 June 2020.

*(Absolute majority)*

2. Authorises the CEO to write to the Environment Minister advocating for a rebate of the landfill levy to member councils in respect of the tonnes contemplated above, for the duration of the crisis, for the specific purpose of reinvestment in waste processing infrastructure.
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## ADDITIONAL INFORMATION

### Status of recycling processing capacity

Since the original report was drafted, both the SUEZ MRF and the SMRC MRF have expanded their operations by adding additional shifts to run their MRF's for longer and at a higher throughput. Based on the information we have, all the contents of the yellow-lidded bins coming from the MRC's member councils are now being processed through a MRF, rather than going to landfill.

### Member Councils impacted by the Cleanaway fire

Generally, member councils are experiencing an increase in processing costs for the yellow-lidded bin material following the fire.

City of Perth	not a Cleanaway customer and only impacted by overall pricing increases
Town of Cambridge	not a Cleanaway customer and not impacted at all
City of Stirling	not a Cleanaway customer and only impacted by overall pricing increases
City of Vincent material	material was dealt with by Cleanaway under their contract and no additional charges were incurred. A limited amount of was diverted to landfill in the initial weeks following the fire. Material now being sent to the SMRC MRF.
Town of Victoria Park material	material was dealt with by Cleanaway under their contract and no additional charges were incurred. A limited amount of was diverted to landfill in the initial weeks following the fire. Material now being sent to the SMRC MRF.
City of Joondalup	material which was going to Cleanaway was diverted to SUEZ, with the city having to pay the additional costs for transport and processing. No material was sent to landfill.
City of Wanneroo	material which was going to Cleanaway was diverted to Tamala Park for a 2 months, totalling 3,685 tonnes. This was paid for at the members' gate fee of \$205 per tonne (excl GST).

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In summary:

- a number of councils have been or will be impacted by the general increase in costs for processing recyclable material from the yellow-lidded bin, following the fire
- 3 councils had no direct impact as a result of the fire
- 2 councils temporarily lost recyclable tonnes to landfill while arrangements with the SMRC MRF were being made, but they incurred no additional cost
- 2 councils have incurred additional direct costs as a result of the fire

Current MRC charges

MRC members' gate fee - \$205 per tonne (excl GST)

Non-members' gate fee - \$194 per tonne (excl GST)

Impact on City of Wanneroo

Tonnes of recycling delivered to the MRC – 3,685 tonnes

Total cost at Members' Gate Fee - \$755,425

**ADDITIONAL COMMENTS**

When the matter of a discounted rate for recyclables being sent to landfill at Tamala Park was first discussed in December 2019, there was an expectation that more than one of the member councils may make use of Tamala Park to dispose of their material.

Similarly, at the time the original report and recommendation were drafted, the continuation of Cleanaway's temporary arrangement with the SMRC for processing recyclables was uncertain.

Based on the fact that only one of the MRC's member councils would stand to benefit from the original proposed discount regime, notwithstanding the fact that other member councils have also incurred additional costs as a result of the fire, the original recommendation is no longer considered the most appropriate course of action.

In addition, given the recent impact of the COVID-19 pandemic on the MRC's member councils and their ratepayers, it seems more appropriate that the MRC focus on managing its finances in such a way that it is able to keep the members' gate fee unchanged for the 2020/21 financial year.

**VOTING REQUIREMENT**

Simple Majority

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## RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Authorises the CEO to engage with the Environment Minister on the creation of additional strategic recycling capacity in the northern corridor, through the identification of preferred sites, and through the provision of incubation funding from the WARR account for a defined period of time.

**Cr Cvitan moved, Cr Newton seconded**

## AMENDED RECOMMENDATION

That Council:

- 1. Authorises the CEO and the Chairman to engage with the Environment Minister on the creation of additional strategic recycling capacity in the northern corridor, through the identification of preferred sites, and through the provision of incubation funding from the WARR account for a defined period of time.**
- 2. Requests a further report investigating the option to provide a special rate to Member Councils for the disposal of recycling materials at Tamala Park Landfill between 25 November 2019 and 30 June 2020 taking into consideration the recycling processing market rate/s at the time and the information stipulated in the reasons for the amendment.**

(CARRIED UNANIMOUSLY 12/0)

## REASON FOR AMENDMENT

A reduced rate equivalent to the current market recycling processing rate is considered to be a fairer proposition. To enable an informed decision on this matter, the report needs to provide further information as per the following questions:

1. It appears that not all questions asked by Councillors at MRC OCM on 27 February 2020 have been answered in the additional information to Item 9.3. Could Administration provide a copy of all questions that were asked by Councillors relating to this item and Administration's answers in the order they were asked?
  2. Was the offer of a reduced rate to accept recycling materials at Tamala Park Landfill made to all member councils or to only some of them?
  3. What was the basis of this offer – presumably to demonstrate a regional approach? Could Administration advise and confirm that this is the case?
  4. When this issue was first discussed at the December SWG meeting, how was the proposal to provide a potentially reduced gate fee to affected member councils received?
-

5. Please provide financial modelling on the anticipated financial impact of the COVID-19 Pandemic on MRC and how this impacts on the revised recommendation, as presented by Administration;
  6. An \$80/tonne difference between the rates of \$205/tonne and \$125/tonne will equate to \$294,800. Does Administration think that this additional revenue to MRC will have a material impact on the Gate Fee for 2020/21?
  7. Why has no comment been provided within the officer's report to offer a non-member's gate fee for any affected member councils?
  8. Why was no consideration given to offer a rate equivalent to the current market recycling processing rate, which would have been a fairer proposition?
  9. Could Administration confirm if this potential offer to member councils was first discussed and proposed when the impact of the Cleanaway fire was unknown on the four of the seven member councils that had Cleanaway as a contractor? If yes and had there been an opportunity for MRC to consider a reduced rate then, would Administration have recommended a reduced rate or not?
-

**10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 53**

**RESPONSIBLE OFFICER RECOMMENDATION**

That the Members Information Bulletin Issue No. 53 be received.

Cr Proud moved, Cr Cvitan seconded

**RESOLVED**

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 12/0)

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

Nil

**12 URGENT BUSINESS**

Nil

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

Nil

**14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

Nil

**15 NEXT MEETING**

Next Special Council meeting to be held on 21 or 28 May 2020, this meeting will be held electronically.

The next Ordinary Council meeting is to be held on Thursday 02 July 2020 commencing at 6.30 pm and scheduled to take place in the Council Chambers at the City of Stirling, noting that this meeting may be held electronically if required.

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<b>16 CLOSURE</b>
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The Chair closed the meeting at 7.03 pm, the Chair thanked Councillors for their participation by electronic means.

These minutes were confirmed by the Council as a true and accurate record of the Ordinary Meeting of Council held on 23 April 2020.

Signed ..... Chair

Dated .....day of .....2020

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# MINUTES

**SPECIAL COUNCIL MEETING**

**TIME: 6.30 PM**

**28 MAY 2020**

**ELECTRONIC MEETING**

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*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park*



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**CONTENTS**

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	3
2	ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE .....	3
3	DECLARATION OF INTERESTS.....	4
4	PUBLIC QUESTION TIME .....	4
5	ANNOUNCEMENTS BY THE PRESIDING PERSON .....	4
6	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC.....	5
	6.1 MRC FUTURE WASTE OPTIONS REVIEW .....	5
7	NEXT MEETING .....	6
8	CLOSURE .....	6

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

*Prior to the commencement of this meeting the Chair requested all mobile phones be turned off and reminded Councillors and Officers that audio/video recording of the Council meeting proceedings is prohibited unless prior approval has been granted.*

The Chair opened the meeting at 6.37 pm

The Chair welcomed Council Members, staff and officers to the meeting which was conducted by electronic means in accordance with the Local Government (Administration) Regulations 1996.

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

The Chair confirmed that Council Members were connected and in attendance.

**Councillor Attendance – attendance by electronic means - Zoom**

Cr D Boothman, JP (Chair)	City of Stirling
Cr A Jacob, JP	City of Joondalup
Cr R Fishwick, JP	City of Joondalup
Cr L Kosova	City of Perth
Cr J Ferrante	City of Stirling
Cr S Proud, JP	City of Stirling
Cr K Sargent	City of Stirling
Cr E Cole	City of Vincent
Cr F Cvitan, JP	City of Wanneroo
Cr D Newton, JP	City of Wanneroo
Cr K Vernon	Town of Victoria Park

**Apologies**

Cr K Shannon	Town of Cambridge
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**Leave of Absence**

Nil

**Absent**

Nil

**The following officers were present at the meeting by electronic means - Zoom**

**MRC Officers**

Mr G Hoppe (Chief Executive Officer)  
Ms A Slater (Director Corporate Services)  
Ms D Toward (Executive Support)

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The CEO, through the Chair, noted the Mindarie Regional Council Observers and Member Council Observers that were connected.

**Member Council Observers by electronic means – Zoom**

Mr G Hunt (City of Joondalup)  
Mr N Claassen (City of Joondalup)  
Mr M MacPherson (City of Joondalup)  
Mr C Kopec (City of Perth)  
Mr M Littleton (City of Stirling)  
Mr R Bryant (City of Stirling)  
Mr H Singh (City of Wanneroo)  
Mr S Cairns (City of Wanneroo)  
Mr A Murphy (City of Vincent)  
Ms Y Plimbley (City of Vincent)  
Mr K Hincks (Town of Cambridge)  
Mr J Wong (Town of Victoria Park)

**MRC Observers by electronic means - Zoom**

Mr A Griffiths  
Mr B Twine

<b>3</b>	<b>DECLARATION OF INTERESTS</b>
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Nil

<b>4</b>	<b>PUBLIC QUESTION TIME</b>
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Member of the public were invited to submit questions electronically.  
No public questions were received.

<b>5</b>	<b>ANNOUNCEMENTS BY THE PRESIDING PERSON</b>
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Nil

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The Chair requested that in accordance with clause 7.1(e) of the Mindarie Regional Council Standing Orders Local Law 2012 and s5.23 of the Local Government Act 1995, Council proceed to meet “behind closed doors” to allow the Council to consider items 6.1 as the items are of a confidential nature. The Chair invited MRC Officers and members of the MRC Strategic Working Group (SWG) to remain on line for the meeting.

The Chair announced that there were no limitations on the number of speeches made in accordance with clause 7.9(4) of the Mindarie Regional Council Standing Orders Local Law 2012.

**Moved Cr Boothman, Cr Vernon**

**RESOLVED**

**To close the meeting to the public**

(CARRIED UNANIMOUSLY 11/ 0)

*For: Crs Boothman, Cole, Cvitan, Fishwick, Ferrante, Jacob, Kosova, Newton, Proud, Sargent, Vernon.*

*Against: Nil*

Doors closed at 6.39 pm.

The public gallery was closed and therefore no members of the public were present. MRC officers and members of the SWG remained on line observing the meeting.

Note: The Chief Executive Officer has not released the report for item 6.1 for public information.

**6 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

**This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the Local Government Act 1995 as the report deals with a contract entered into.**

**6.1 MRC FUTURE WASTE OPTIONS REVIEW**

**File No:** GF – 20 - 668

**Attachments(s):**  
Attachment 1 – Future options response paper  
Attachment 2 – MRC letter to BioVision

**Date:** 26 May 2020

**Responsible Officer:** Chief Executive Officer

**RESPONSIBLE OFFICER RECOMMENDATION**

That Council endorses the officer’s recommendation contained in the confidential report.

**Moved Cr Proud, seconded Cr Jacob**

**RESOLVED**

**That the recommendation be adopted**

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Boothman, Cole, Cvitan, Fishwick, Ferrante, Jacob, Kosova, Newton, Proud, Sargent, Vernon.*

*Against: Nil*

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**Motion to reopen the meeting**  
**Cr Boothman moved, Cr Fishwick seconded**  
**RESOLVED**

**That the meeting be reopened**  
**(CARRIED UNANIMOUSLY 11/0)**

*For: Crs Boothman, Cole, Cvitan, Fishwick, Ferrante, Jacob, Kosova, Newton, Proud, Sargent, Vernon.*  
*Against: Nil*

Doors were reopened at 7.31 pm and the Chair declared the meeting reopened.  
The chair noted the resolutions passed behind closed doors.

<b>7</b>	<b>NEXT MEETING</b>
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The next meeting will be an Ordinary Council Meeting to be held on Thursday 02 July 2020, scheduled to take place at the City of Stirling commencing at 6.30 pm.

<b>8</b>	<b>CLOSURE</b>
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The Chair closed the meeting at 7.33 pm, the Chair thanked Councillors for their participation.

These minutes were confirmed by the Council as a true and accurate record of the Special Meeting of Council held on 28 May 2020.

Signed ..... Chair

Dated .....day of .....2020

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## **Ordinary Meeting of Council**

# **MINUTES**

**Thursday 18 June 2020, 6:00pm**

Due to the current pandemic situation, this meeting was conducted electronically.

**TABLE OF CONTENTS**

MEMBERSHIP .....	4
1. OFFICIAL OPENING.....	6
DISCLOSURE OF INTERESTS .....	6
2. PUBLIC STATEMENT/QUESTION TIME .....	6
3. APOLOGIES AND LEAVE OF ABSENCE.....	6
4. PETITIONS .....	6
5. CONFIRMATION OF MINUTES.....	6
5A BUSINESS ARISING FROM MINUTES .....	6
6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION).....	6
7. MATTERS FOR WHICH MEETING MAY BE CLOSED.....	6
8. COUNCIL REPORTS 8.1 – 8.6 .....	7
8.1 BUSINESS REPORT – PERIOD ENDING 11 JUNE 2020 .....	7
8.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MARCH & APRIL 2020.....	7
8.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MARCH & APRIL 2020.....	7
8.4 PROJECT FINANCIAL REPORT – APRIL 2020 .....	7
8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 11 JUNE 2020.....	8
8.6 CATALINA SALES OFFICE OPENING HOURS .....	8
9. COMMITTEE REPORTS 9.1 - 9.9.....	8
AUDIT COMMITTEE (18 JUNE 2020).....	8
9.1 REVIEW OF TPRC RISK MANAGEMENT FRAMEWORK AND RISK REGISTER.....	8
9.2 AUDIT COMMITTEE AUDIT CHARTER & ANNUAL AUDIT PLAN REVIEW .....	9
9.3 INVESTMENT POLICY REVIEW .....	9
9.4 PROCUREMENT POLICY REVIEW .....	9
MANAGEMENT COMMITTEE (21 MAY 2020).....	9
9.5 PROJECT FORECAST 2020 .....	9
9.6 PROJECT BUDGET FYE 2021 .....	10
9.7 ANNUAL PLAN FYE 2021 – CONFIDENTIAL.....	11
9.8 MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING UPDATE - CONFIDENTIAL.....	12
CEO ANNUAL PERFORMANCE REVIEW COMMITTEE MEETING (11 MAY 2020).....	12
9.9 CEO ANNUAL PERFORMANCE REVIEW FOR 2019/2020 - APPOINTMENT OF CONSULTANT - CONFIDENTIAL.....	12
10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....	15
11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....	15

12. URGENT BUSINESS APPROVED BY THE CHAIR.....	15
13. MATTERS BEHIND CLOSED DOORS .....	15
14. GENERAL BUSINESS .....	15
15. FORMAL CLOSURE OF MEETING .....	15

**TAMALA PARK REGIONAL COUNCIL**

**MEMBERSHIP**

<b>OWNER COUNCIL</b>	<b>MEMBER</b>	<b>ALTERNATE MEMBER</b>
Town of Cambridge	Cr Andres Timmermanis (DEPUTY CHAIR)	Cr Gary Mack
City of Joondalup	Cr John Chester Cr Phillipa Taylor	Cr Christopher May Cr Suzanne Thompson
City of Perth	Cmr Andrew Hammond	Cmr Gaye McMath
City of Stirling	Cr Karen Caddy (CHAIR) Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri	Cr Karlo Perkov
Town of Victoria Park	Cr Claire Anderson	
City of Vincent	Mayor Emma Cole	Cr Joanne Fotakis
City of Wanneroo	Cr Brett Treby Cr Domenic Zappa	Cr Natalie Sangalli Cr Vinh Nguyen

**PRESENT**

<b>Chair</b>	Cr Karen Caddy
<b>Councillors</b>	Cr Claire Anderson Cr John Chester Mayor Emma Cole Cmr Andrew Hammond Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri (arrived 6:05pm) Cr Philippa Taylor Cr Andres Timmermanis Cr Brett Treby
<b>Alternate Members</b>	Cr Natalie Sangalli
<b>Staff</b>	Mr Tony Arias (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Ms Vickie Wesolowski (Executive Assistant)
<b>Apologies Councillors</b>	Cr Domenic Zappa
<b>Leave of Absence</b>	Nil
<b>Absent</b>	Nil
<b>Consultants</b>	Mr Nigel Satterley (Satterley Property Group) Mr Charlie Lawlor (Satterley Property Group) Mr John Silla (Satterley Property Group) Mr Carl Buckley (Satterley Property Group) Ms Lena Kozak (Satterley Property Group) Mr Alan Abel (Satterley Property Group) Mr Ross Carmichael (Satterley Property Group)
<b>Apologies Participant Councils' Advisers</b>	Mr Stuart Jardine (City of Stirling) Mr John Giorgi (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park) Mr Murray Jorgensen (City of Perth) Mr Daniel Simms (City of Wanneroo)
<b>In Attendance Participant Councils' Advisers</b>	Mr Garry Hunt (City of Joondalup) Mr Jon Morellini (Town of Victoria Park) Mr Stevan Rodic (City of Stirling) Mr Emille Van Heyningen (City of Wanneroo)
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

**1. OFFICIAL OPENING**

The Chair declared the meeting open at 6:04pm and welcomed Cr Sangalli to her first Tamala Park Regional Council meeting.

**DISCLOSURE OF INTERESTS**

Mayor Emma Cole advised a Disclosure of Interest – Impartial Interest in relation to Items 9.6 (she is a member of the WAPC) and 9.8 (she is a member of the MRC).

**2. PUBLIC STATEMENT/QUESTION TIME**

Nil

**3. APOLOGIES AND LEAVE OF ABSENCE**

Nil

**4. PETITIONS**

Nil

Cr Sandri joined meeting at 6:05pm

**5. CONFIRMATION OF MINUTES**

*Ordinary Meeting of Council – 11 May 2020*

Moved Cr Timmermanis, Seconded Cmr Hammond

**That the minutes of the Ordinary Meeting of Council of 11 May 2020 be confirmed, and signed by the Chair, as a true and correct record of proceedings.**

The Motion was put and declared CARRIED (12/0).

**5A BUSINESS ARISING FROM MINUTES**

Nil

**6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)**

Nil

**7. MATTERS FOR WHICH MEETING MAY BE CLOSED**

9.7 Annual Plan FYE 2021

9.8 Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Update

9.9 CEO Annual Performance Review For 2019/2020 - Appointment of Consultant

**8. COUNCIL REPORTS 8.1 – 8.6**

**8.1 BUSINESS REPORT – PERIOD ENDING 11 JUNE 2020**

Moved Cr Timmermanis, Seconded Cr Chester.

[The recommendation in the agenda]

**That the Council RECEIVES the Business Report to 11 June 2020.**

The Motion was put and declared CARRIED (12/0).

**The recommendations for Items 8.2, 8.3 and 8.4 were moved and seconded en bloc.**

Moved Cr Timmermanis, Seconded Cr Sandri.

**8.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MARCH & APRIL 2020**

[The recommendation in the agenda]

**That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending:**

- 31 March 2020; and
- 30 April 2020.

**8.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MARCH & APRIL 2020**

[The recommendation in the agenda]

**That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of March and April 2020:**

- Month ending 31 March 2020 (Total \$186,086.13)
- Month ending 30 April 2020 (Total \$387,934.68)
- Total Paid - \$574,020.81

**8.4 PROJECT FINANCIAL REPORT – APRIL 2020**

[The recommendation in the agenda]

**That the Council RECEIVES the Project Financial Report (April 2020) submitted by the Satterley Property Group.**

The Motions were put and CARRIED en bloc (12/0).

## 8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 11 JUNE 2020

Moved Cr Sandri, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council RECEIVES the Sales and Settlement Report to 11 June 2020.**

The Motion were put and CARRIED (12/0).

## 8.6 CATALINA SALES OFFICE OPENING HOURS

Moved Cr Chester, Seconded Cr Anderson.

[The recommendation in the agenda]

**That the Council:**

1. **APPROVES the following opening hours for the Catalina Sales Office on a trial basis from 1 July 2020 until 31 December 2020:**

Day	Opening Hours
Monday	1:00pm to 5:00pm
Tuesday	1:00pm to 5:00pm
Wednesday	12:00pm to 5:00pm
Thursday	Closed
Friday	Closed
Saturday	9:00am to 5:00pm
Sunday	9:00am to 5:00pm

2. **REQUIRES the Satterley Property Group to provide a report at the Council's December 2020 meeting on the outcomes of the trial of the revised Sales Office opening hours, including advice on northern corridor estates' sales office opening hours, sales against budget and feedback from the public and display builders and a recommendation on opening hours to apply beyond 31 December 2020.**

The Motion were put and CARRIED (12/0).

## 9. COMMITTEE REPORTS 9.1 - 9.9

### AUDIT COMMITTEE (18 JUNE 2020)

The recommendations for Items 9.1 – 9.4 were moved and seconded en bloc.

Moved Cr Sandri, Seconded Cr Migdale.

### 9.1 REVIEW OF TPRC RISK MANAGEMENT FRAMEWORK AND RISK REGISTER

[Audit Committee recommendation]

**That the Council APPROVES the Tamala Park Regional Council Risk Management Framework (2020) and the Tamala Park Regional Council Corporate Risk Register (2020).**

## **9.2 AUDIT COMMITTEE AUDIT CHARTER & ANNUAL AUDIT PLAN REVIEW**

[Audit Committee recommendation]

**That the Council:**

- 1. APPROVES the TPRC Audit Charter (May 2020).**
- 2. ADOPTS the Audit Plan 2020/2021.**

## **9.3 INVESTMENT POLICY REVIEW**

[Audit Committee recommendation]

**That the Council APPROVES the Investment Policy (2020).**

## **9.4 PROCUREMENT POLICY REVIEW**

[Audit Committee recommendation]

**That the Council APPROVES the Procurement Policy (June 2020).**

The Motions were put and CARRIED en bloc (12/0).

## **MANAGEMENT COMMITTEE (21 MAY 2020)**

### **9.5 PROJECT FORECAST 2020**

[The recommendation in the agenda]

That the Management Committee recommends that Council ENDORSES Project Forecast Scenario 2 (2020), submitted by the Satterley Property Group.

Moved Cr Migdale, Seconded Cr Sandri.

[An Alternative Motion]

**That the Council:**

- 1. DEFERS consideration of the Project Forecast Scenarios (2020), submitted by the Satterley Property Group.**
- 2. REQUESTS the Satterley Property Group to update the Forecast Scenarios (2020) for Council's consideration in August 2020 in light of amended lot pricing and supporting analysis.**

- 3. AUTHORISES the Chief Executive Officer to engage an independent consultant with the relevant experience to review the Project Forecast 2020 and to undertake a benchmarking exercise on key project elements and provide advice and recommendations to Council.**

The Chair put Recommendations 1, 2 and 3 separately.

**That the Council:**

- 1. DEFERS consideration of the Project Forecast Scenarios (2020), submitted by the Satterley Property Group.**

The Motion was put and declared CARRIED (12/0).

- 2. REQUESTS the Satterley Property Group to update the Forecast Scenarios (2020) for Council's consideration in August 2020 in light of amended lot pricing and supporting analysis.**

The Motion was put and declared CARRIED (12/0).

- 3. AUTHORISES the Chief Executive Officer to engage an independent consultant with the relevant experience to review the Project Forecast 2020 and to undertake a benchmarking exercise on key project elements and provide advice and recommendations to Council.**

The Motion was put and declared CARRIED (10/2).

For: Cr Anderson, Cr Chester, Cr Cole, Cr Hammond, Cr Lagan, Cr Migdale, Cr Sandri, Cr Sangalli, Cr Taylor and Cr Treby.

Against: Cr Caddy and Cr Timmermanis

## **9.6 PROJECT BUDGET FYE 2021**

[The recommendation in the agenda]

That the Management Committee recommends that Council APPROVES the Project Budget FYE 2021 (May 2020), submitted by the Satterley Property Group, as the basis of financial planning for the TPRC Budget FYE 2021, subject to:

1. The WAPC Land acquisition (\$10.2M) being made in two payments in May 2021 and December 2022;
2. Long Beach Promenade Connection – Catalina Beach (\$0.81M) being included for construction in FYE 2021.

Moved Cr Migdale, Seconded Cr Chester.

[An Alternative Motion]

**That the Council:**

1. **APPROVES the Project Budget FYE 2021 (May 2020), submitted by the Satterley Property Group, as the basis of financial planning for the TPRC Budget FYE 2021, subject to the following modifications:**
  - i) **Project revenue being adjusted to reflect the following revised approach to lot pricing, with no sales incentive rebate (July 2020 – December 2020):**

a. Central – 375m <sup>2</sup> :	\$258,000
b. Central – 450m <sup>2</sup> :	\$293,000
c. Beach – 375m <sup>2</sup> :	\$345,000
d. Beach – 450m <sup>2</sup> :	\$385,000
  - ii) **Bring forward construction of Stages 16, 27 and 28 to achieve titles by December 2020;**
  - iii) **The WAPC Land acquisition (\$10.2M) being made in two payments in May 2021 and December 2022;**
  - iv) **Long Beach Promenade Connection – Catalina Beach (\$0.81M) being included for construction in FYE 2021.**
2. **APPROVES the immediate release of titled lots in Stage 26D and 26E of Catalina Beach.**

The Motion was put and declared CARRIED (10/2).

For: Cr Anderson, Cr Caddy, Cr Chester, Cr Cole, Cmr Hammond, Cr Lagan, Cr Migdale, Cr Sangalli, Cr Taylor and Cr Treby.

Against: Cr Sandri and Cr Timmermanis

The Motion was put and declared CARRIED (10/2).

## **9.7 ANNUAL PLAN FYE 2021 – CONFIDENTIAL**

[The recommendation in the agenda]

That the Management Committee recommends that Council:

1. **APPROVES the Annual Plan FYE 2021, prepared by the Satterley Property Group as the basis for financial planning for the TPRC Budget FYE 2021, but this approval does not extend to the contents of Annexures C, D, E and F.**
2. **ACCEPTS that the Satterley Property Group has achieved the Key Performance Indicator – Governance, requiring the preparation of a Project Annual Plan.**

Moved Cr Migdale, Seconded Cr Treby.

[An Alternative Motion]

**That the Council:**

- 1. APPROVES the Annual Plan FYE 2021, prepared by the Satterley Property Group as the basis for financial planning for the TPRC Budget FYE 2021, but this approval does not extend to the contents of Annexures C, D, E and F, and subject to it being modified to reflect the content of the Project Budget FYE 2021, as approved by the Council on 18 June 2020.**
- 2. ACCEPTS that the Satterley Property Group has achieved the Key Performance Indicator – Governance, requiring the preparation of a Project Annual Plan.**

The Motion was put and declared CARRIED (12/0).

Moved Cr Treby, Seconded Cr Cole.

**That Standing Orders be suspended to allow Confidential Items 9.8 and 9.9 to be discussed.**

The Motion was put and declared CARRIED (11/1).

For: Cr Anderson, Cr Caddy, Cr Chester, Cr Cole, Cmr Hammond, Cr Lagan, Cr Migdale, Cr Sandri, Cr Sangalli, Cr Taylor and Cr Treby.

Against: Cr Timmermanis

**9.8 MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING UPDATE - CONFIDENTIAL**

Moved Cr Timmermanis, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council RECEIVES the update on groundwater monitoring.**

The Motion was put and declared CARRIED (12/0).

**CEO ANNUAL PERFORMANCE REVIEW COMMITTEE MEETING (11 MAY 2020)**

**9.9 CEO ANNUAL PERFORMANCE REVIEW FOR 2019/2020 - APPOINTMENT OF CONSULTANT - CONFIDENTIAL**

Moved Cr Lagan, Seconded Cmr Hammond.

[The recommendation in the agenda]

That the Committee recommends that Council:

- 1. APPROVES the use of an external consultant to assist the Council with the CEO Annual Performance Review for 2019/2020.**

2. APPROVES the CEO Performance Review Committee seeking proposals from the following consultants for a 3 year term to assist the Council with the CEO Annual Performance Review, in accordance with the Council's Procurement Policy:
  - a) Acumen Alliance
  - b) Anne Lake Consulting
  - c) Beilby Downing Teal
  - d) Gary Martin
  - e) Gerard Daniels
  - f) John Phillips Consulting
  - g) Learning Horizons
  - h) Portland Broome
  - i) Price Consulting Group
  
3. APPROVES the following CEO Annual Performance Review Methodology and that it be included in the request for proposals from consultants to assist the Council with the CEO Annual Performance Review for 2019/2020:
  - Preparation and distribution of a self-assessment report to CEO;
  - Preparation and distribution of a questionnaire to Councillors, to enable provision of feedback on CEO's performance, with interviews where required;
  - Preparation of an Appraisal Report;
  - Attendance at the Council's offices to facilitate the Appraisal;
  - Meeting with CEO to brief on the process and provide an overview of the Feedback Report;
  - Meeting with the CEO Performance Review Committee to brief on outcomes and the Appraisal Report;
  - Develop Performance Objectives for the following year.
  
4. APPROVES a \$10,000 budget provision relating to Recruitment – Human Resources for the TPRC Budget 2020/2021 for the costs of the external consultant to assist the Council with the CEO Annual Performance Review for 2019/2020.

The Motion as amended was as follows:

**That the Committee recommends that Council:**

1. **APPROVES the use of an external consultant to assist the Council with the CEO Annual Performance Review for 2019/2020.**
  
2. **APPROVES that in accordance with Regulation 9 of the *Local Government (Rules of Conduct) Regulations 2007* authorises the Chair of the CEO Performance Review Committee to seek proposals from the following consultants for a 3 year term to assist the Council with the CEO Annual Performance Review, in accordance with the Council's Procurement Policy:**
  - a) **Acumen Alliance**
  - b) **Anne Lake Consulting**
  - c) **Beilby Downing Teal**
  - d) **Gary Martin**
  - e) **Gerard Daniels**
  - f) **John Phillips Consulting**
  - g) **Learning Horizons**
  - h) **Portland Broome**
  - i) **Price Consulting Group**

3. **APPROVES** the following CEO Annual Performance Review Methodology and that it be included in the request for proposals from consultants to assist the Council with the CEO Annual Performance Review for 2019/2020:
  - Preparation and distribution of a self-assessment report to CEO;
  - Preparation and distribution of a questionnaire to Councillors, to enable provision of feedback on CEO's performance, with interviews where required;
  - Preparation of an Appraisal Report;
  - Attendance at the Council's offices to facilitate the Appraisal;
  - Meeting with CEO to brief on the process and provide an overview of the Feedback Report;
  - Meeting with the CEO Performance Review Committee to brief on outcomes and the Appraisal Report;
  - Develop Performance Objectives for the following year.
4. **APPROVES** a \$10,000 budget provision relating to Recruitment – Human Resources for the TPRC Budget 2020/2021 for the costs of the external consultant to assist the Council with the CEO Annual Performance Review for 2019/2020.

The Chair put Recommendations 1, 2 and 3 separately.

**That Council:**

1. **APPROVES** the use of an external consultant to assist the Council with the CEO Annual Performance Review for 2019/2020.
2. **APPROVES** that in accordance with Regulation 9 of the *Local Government (Rules of Conduct) Regulations 2007* authorises the Chair of the CEO Performance Review Committee to seek proposals from the following consultants for a 3 year term to assist the Council with the CEO Annual Performance Review, in accordance with the Council's Procurement Policy:
  - a) Acumen Alliance
  - b) Anne Lake Consulting
  - c) Beilby Downing Teal
  - d) Gary Martin
  - e) Gerard Daniels
  - f) John Phillips Consulting
  - g) Learning Horizons
  - h) Portland Broome
  - i) Price Consulting Group
3. **APPROVES** the following CEO Annual Performance Review Methodology and that it be included in the request for proposals from consultants to assist the Council with the CEO Annual Performance Review for 2019/2020:
  - Preparation and distribution of a self-assessment report to CEO;
  - Preparation and distribution of a questionnaire to Councillors, to enable provision of feedback on CEO's performance, with interviews where required;
  - Preparation of an Appraisal Report;
  - Attendance at the Council's offices to facilitate the Appraisal;
  - Meeting with CEO to brief on the process and provide an overview of the Feedback Report;
  - Meeting with the CEO Performance Review Committee to brief on outcomes and the Appraisal Report;

- **Develop Performance Objectives for the following year.**

The Motions were put and declared CARRIED (12/0).

The Chair put Recommendation 4.

- 4. APPROVES a \$10,000 budget provision relating to Recruitment – Human Resources for the TPRC Budget 2020/2021 for the costs of the external consultant to assist the Council with the CEO Annual Performance Review for 2019/2020.**

The Motion was put and declared CARRIED by ABSOLUTE MAJORITY (12/0).

Moved Cr Treby, Seconded Cr Cole.

**That the Meeting be REOPENED to the public.**

The Motion was put and declared CARRIED (12/0).

**10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**12. URGENT BUSINESS APPROVED BY THE CHAIR**

Nil

**13. MATTERS BEHIND CLOSED DOORS**

- 9.8 *Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Update*  
9.9 *CEO Annual Performance Review For 2019/2020 - Appointment of Consultant*

**14. GENERAL BUSINESS**

Nil

**15. FORMAL CLOSURE OF MEETING**

The Chair declared the meeting closed at 7:26pm.

These minutes were confirmed at a meeting on .....

SIGNED this ..... day of ..... 2020

as a true record of proceedings.

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CHAIR