



SECTION 15

Minutes of Committees

For the Ordinary Meeting of Council

23 August 2018

Item 15.1 – TAC Minutes 9 August 2018 (Yellow)
Item 15.2 – CEOPRC Minutes 16 August 2018 (Mauve)

TECHNICAL ADVISORY COMMITTEE

MINUTES

9 August 2018

(REF: D2018/09692 (TAC) – D2018/10006)

A meeting of the Technical Advisory Committee was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 9 August 2018**. The meeting commenced at **4:00pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Acting Chief Executive Officer opened the meeting at 4:00pm and welcomed Mr Brett Jackson the new Director Asset Services of the City of Kalamunda and Mr Steve Morrison, the Acting Director Technical Services from the City of Belmont.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Committee Members

Mr Jim Coten (Chairman)	Executive Manager Operations	City of Swan
Mr Simon Stewert-Dawkins (from 4:04pm)	Director Operational Services	Town of Bassendean
Mr Doug Pearson	Director Technical Services	City of Bayswater
Mr Steve Morrison	Acting Director Technical Services	City of Belmont
Mr Brett Jackson	Director Asset Services	City of Kalamunda
Mr Shane Purdy	Director Infrastructure Services	Shire of Mundaring
Mr Hua Jer Liew	Acting Chief Executive Officer	EMRC

Apologies

Mr Ric Lutey	Director Technical Services	City of Belmont
Mr Peter Schneider	Chief Executive Officer	EMRC

EMRC Officers

Mr Stephen Fitzpatrick	Director Waste Services
Mr Dave Beresford	Manager Resource Recovery
Ms Annette Rakich	Administration Officer (Minutes)

As the Chairman was on leave and the Deputy Chairman had recently resigned, the Acting Chief Executive Officer explained to members that in accordance with section 3.3 of the EMRC Standing Orders and section 5.6(3) of the *Local Government Act 1995*, members are to choose someone present to preside at the meeting.

The Acting Chief Executive Officer called for nominations for the appointment of a member to preside at the meeting.

Mr Jim Coten nominated himself.

There being no further nominations, Mr Coten assumed the role of the Presiding Member at 4:02pm.

3 DISCLOSURE OF INTERESTS

Nil

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil



5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING HELD ON 10 MAY 2018

That the Minutes of the Technical Advisory Committee meeting held on 10 May 2018 which have been distributed, be confirmed.

TAC RESOLUTION(S)

MOVED MR PEARSON SECONDED MR PURDY

THAT THE MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING HELD ON 10 MAY 2018 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

8 QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

9 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC

Nil

10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil



11 REPORTS OF EMPLOYEES

11.1 TENDER 2017-002 - HAZELMERE RESOURCE RECOVERY PARK DEVELOPMENT – STAGE 2

REFERENCE: D2018/09659 (TAC) – D2018/11333

PURPOSE OF REPORT

The purpose of this report is to award Tender 2017-002 for the Hazelmere Resource Recovery Park Development - Stage 2 and finalise a contract with the preferred tenderer.

KEY ISSUES AND RECOMMENDATION(S)

- A tender for the Hazelmere Resource Recovery Park Development - Stage 2 was advertised on 25 April 2018 and closed 31 May 2018.
- The successful tenderer will be required to undertake all works associated with the Stage 2 development including the construction of a new commercial entrance, internal roads and asphalt pavement, a storm water basin, drainage network and other underground services installation.

Recommendation(s)

That Council:

1. Award Tender 2017-002 Hazelmere Resource Recovery Park Development - Stage 2 to Densford Civil Pty Ltd for \$2,329,786.58 (ex. GST).
2. Authorise the CEO to enter into a contract, on behalf of the EMRC, with Densford Civil Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and Densford Civil Pty Ltd.
3. Authorise a 10% contingency on the contract sum for contract variations for Tender 2017-002 Hazelmere Resource Recovery Park Development - Stage 2.

SOURCE OF REPORT

Director Waste Services

BACKGROUND

The EMRC is developing a full scale purpose built Resource Recovery Park (RRP) at 77 Lakes Road, Hazelmere.

At present the Hazelmere Resource Recovery Park (HRRP) has several ongoing operations including timber recycling, mattress processing, Commercial and Industrial (C&I) Waste Sorting and a Wood Waste to Energy Plant (WWTE) which is currently under construction.

Considering recent expansion in the HRRP and in order to maintain a high level of safety and service to our customers and member Councils, and as part of the HRRP development plan, the EMRC is intending to develop a separate commercial entrance and dedicated heavy truck access road along the site's eastern boundary in order to separate heavy commercial vehicles from public traffic when the community section is developed in coming years.



Item 11.1 continued

REPORT

A tender for the Stage 2 development of the HRRP was advertised on 25 April 2018 in the West Australian newspaper and on TenderLink.

The successful contractor will be required to undertake all works associated with the Stage 2 development including the construction of a new commercial entrance, internal roads and asphalt pavement, a storm water basin, drainage network and other underground service installation with an anticipated construction period of twenty six (26) weeks from site possession.

The scope of work includes, but is not limited to the following:

- a) Site clearing, detailed earthworks, cut and fill construction, installation of underground utility services including drainage, power and telecommunication, water reticulation, existing service removal and/or relocation, existing concrete/asphalt cut and removal, fence work, two (2) new weighbridge pad formations, retaining wall, kerb installation and footpath construction;
- b) Road work including road formation, sub-base and base course construction, spray seal and hot mix asphalt paving;
- c) Storm water basin construction;
- d) Building pad construction;
- e) Supply and install bio-retention garden units;
- f) Stone pitching works;
- g) Minor concrete works;
- h) Setting out, survey marks and spot levels; and
- i) Supply of "as constructed" drawings and Manufacture Data Report (MDR) for the work under contract.

The contractor will also be required to fulfil all other works that are reasonably within their capabilities, per the requirements described in the Specification and as shown on the Drawings, Reference Documents and complying with the AS4000-1997 General Conditions of Contract including Annexure Part A and B, together with any additional work or variations ordered by the Superintendent or Superintendent's Representative.

Twelve (12) Contractors attended a mandatory Tender briefing/site inspection held at the HRRP.

Nine (9) compliant submissions were received as follows:

1. All Earth Group
2. APH Contractors
3. Advantearing
4. Densford Civil Pty Ltd
5. Remote Civil Australia
6. Tracc Civil Pty Ltd
7. Vera Group
8. WBHO Infrastructure
9. West Coast Profilers



Item 11.1 continued

An evaluation panel of EMRC officers assessed the nine (9) submissions on the following criteria:

Description of Qualitative Criteria	Weighting
(a) Demonstrated experience in completing similar works.	25%
(b) Tenderer's Resources and Organisational Capability - Skills and Experience of key personnel.	20%
(c) Safety Management Plan, Traffic Management Plan and OS&H.	10%
(d) Environmental Management Plan.	5%

Price was evaluated using a weighted cost criteria as follows:

Criteria	Weighting
Tendered price inclusive of all plant, equipment, labour and materials etc. required to complete the works, based on Tendered Schedule of Rates	40%

After combining the weighted scores for both the qualitative criteria and price, Densford Civil Pty Ltd represented the highest rated overall assessment.

Based on the panel's evaluation, the tender from Densford Civil Pty Ltd demonstrated the most advantageous submission and is considered to offer the best value for money.

A contingency allowance of 10% on the contract sum is included in the recommendation to allow for unforeseen conditions the contractor may encounter.



Item 11.1 continued

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations
- 1.3 To provide resource recovery and recycling solutions in partnership with member Councils

FINANCIAL IMPLICATIONS

The cost of Hazelmere Resource Recovery Park Development - Stage 2 is provided for in the 2018/2019 budget. Based on the tendered schedule of rates, the estimated contract sum is \$2,329,786.58 (ex GST).

SUSTAINABILITY IMPLICATIONS

The proposed new entrance and associated civil works will provide for more sustainable waste management at the Hazelmere Resource Recovery Park.

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council:

1. Award Tender 2017-002 Hazelmere Resource Recovery Park Development - Stage 2 to Densford Civil Pty Ltd for \$2,329,786.58 (ex. GST).
2. Authorise the CEO to enter into a contract, on behalf of the EMRC, with Densford Civil Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and Densford Civil Pty Ltd.
3. Authorise a 10% contingency on the contract sum for contract variations for Tender 2017-002 Hazelmere Resource Recovery Park Development - Stage 2.Pty Ltd.



Item 11.1 continued

Discussion ensued

The Manager Resource Recovery provided a brief presentation and updated the members on the Hazelmere Resource Recovery Park Development – Stage 2 works which was the subject of the tender.

Mr Stewart-Dawkins entered the meeting at 4:04pm.

TAC RECOMMENDATION(S)

MOVED MR PEARSON SECONDED MR PURDY

That Council:

1. Award Tender 2017-002 Hazelmere Resource Recovery Park Development - Stage 2 to Densford Civil Pty Ltd for \$2,329,786.58 (ex. GST).
2. Authorise the CEO to enter into a contract, on behalf of the EMRC, with Densford Civil Pty Ltd in accordance with their submitted tender, subject to any minor variations that may be agreed on between the CEO and Densford Civil Pty Ltd.
3. Authorise a 10% contingency on the contract sum for contract variations for Tender 2017-002 Hazelmere Resource Recovery Park Development - Stage 2.

CARRIED UNANIMOUSLY

COUNCIL RESOLUTION(S)

MOVED CR SECONDED CR



11.2 WASTE & RECYCLE 2018 CONFERENCE - SEPTEMBER 2018

REFERENCE: D2018/09688 (TAC) – D2018/11342

PURPOSE OF REPORT

The purpose of this report is to advise Council of the upcoming Waste & Recycle 2018 Conference being held at Crown Towers, Perth between 5 - 7 September 2018.

KEY ISSUES AND RECOMMENDATION(S)

- The WA Waste & Recycle 2018 Conference is to be held at Crown Towers, Perth between 5 - 7 September 2018.

Recommendation(s)

That:

1. Councillors and officers note the dates of the WA Waste & Recycle 2018 Conference.
2. Councillor(s) _____ be authorised to attend the WA Waste & Recycle 2018 Conference.
3. Two places to the WA Waste & Recycle 2018 Conference be offered to the Waste Management Community Reference Group (WMCRG) in the event that some members may wish to attend.

SOURCE OF REPORT

Director Waste Services

BACKGROUND

Advice has been received that the WA Waste & Recycle 2018 Conference is to be held between 5 - 7 September 2018 at Crown Towers, Perth and that this year's Conference theme is "Moving forward with local solutions." The program will again feature tours on Wednesday 5 September 2018, followed by the conference sessions on Thursday 6 September 2018 and Friday 7 September 2018.

REPORT

The WA Waste & Recycle Conference is an annual event which caters to those involved in waste management, resource recovery and recycling. In 2017 and prior years, two (2) EMRC Councillors and two (2) WMCRG members attended the Waste & Recycle Conference.

The conference streams build on this year's theme "Moving forward with Local solutions" and includes papers on:

1. Effective Landfill management – providing an understanding of best practice approaches and innovative ideas in regards to landfill management.
2. Collection systems – exploring kerbside, verge side and drop off collection systems.
3. Waste to Energy – looking at market development, sustainable procurement and using recycled material in civil works relating to waste and energy.
4. Behaviour change and community engagement – reviewing research, best practice examples and options for waste avoidance in relation to behaviour change.
5. Container Deposit Scheme.
6. Innovative approaches to waste management.
7. Innovation and dealing with problematic waste.



Item 11.2 continued

The conference, hosted by the Waste Management Association of Australia (WMAA), Department of Waste and Environmental Regulation (DWER) and Western Australian Local Government Association (WALGA), is still the leading waste and resource recovery event in Western Australia.

Registration includes access to internal exhibition displays, the opportunity to hear several international and interstate keynote speakers. There are also networking opportunities over morning, afternoon tea and lunch breaks and attendance also allows for participants to share experience and knowledge with peers on previous achievements and successes and interact with others in the waste and recycling industry.

The preliminary conference program with details of keynote speakers and tours are provided in Attachment 1.

The tours this year include full day and half day tours on Wednesday 5 September, 2018 covering transfer stations, landfill and composting, research at Edith Cowan University, mattress recycling and re-use shops.

The conference program covers a range of issues that are generally of interest to the EMRC. The 2018 conference assessment form is attached (Attachment 2). The early bird registration fee is available until Wednesday 29 August 2018 for the EMRC given our on-going support for the conference. The conference registration form is provided in Attachment 3.

The EMRC will be a bronze sponsor at the conference which includes an exhibition booth where it will provide an opportunity for EMRC staff to interact with delegates to promote and market the EMRC's waste services, products and seek business opportunities.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

- 1.1 To provide sustainable waste disposal operations
- 1.2 To improve regional waste management
- 1.3 To provide resource recovery and recycling solutions in partnership with member Councils
- 1.4 To investigate leading edge waste management practices

FINANCIAL IMPLICATIONS

The expenditure for councillor and officer attendance at conferences are budgeted each year. Similarly, an allowance of \$3,000 is made each year in the Resource Recovery Budget for WMCRG members to attend local conferences and seminars.

A full registration with early bird discount and attendance at networking events will cost \$900 per attendee with half day and full day tours costing \$125 or \$250 extra.

SUSTAINABILITY IMPLICATIONS

Nil



Item 11.2 continued

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

1. Conference Program (Ref: D2018/11344)
2. Conference Assessment Form (Ref: D2018/11345)
3. Draft Conference Registration Form (Ref: D2018/11346)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That:

1. Councillors and officers note the dates of the WA Waste & Recycle 2018 Conference.
2. Councillors _____ be authorised to attend the WA Waste & Recycle 2018 Conference.
3. Two places to the WA Waste & Recycle 2018 Conference be offered to the Waste Management Community Reference Group (WMCRG) in the event that some members may wish to attend.

TAC RECOMMENDATION(S)

MOVED MR STEWERT-DAWKINS

SECONDED MR PURDY

That:

1. Councillors and officers note the dates of the WA Waste & Recycle 2018 Conference.
2. Councillors _____ be authorised to attend the WA Waste and Recycle 2018 Conference.
3. Two places to the WA Waste & Recycle 2018 Conference be offered to the Waste Management Community Reference Group (WMCRG) in the event that some members may wish to attend.

CARRIED UNANIMOUSLY

COUNCIL RESOLUTION(S)

MOVED CR

SECONDED CR

**Waste & Recycle 2018 Conference “Moving Forward with Local Solutions”
Crown Towers, Perth 5 – 7 September 2018**

PROGRAM

Keynote Speakers:

Jaine Morris - The Circular Experiment **6 September 2018**

Jaine followed a somewhat unconventional career path early on, beginning what was to become a highly successful career as a Remote Area Nurse. Jaine spent several adventurous years working in some of the most geographically hostile environments in Australia. Jaine’s passion for the bush and her dedication to delivering compassionate and quality health care saw her build lasting relationships with the Kuuku Ya’u and Umpila people of Cape York – a feat she is immensely proud of.

Isolation was a great teacher of value for Jaine, she realised how little she needed things and how much she needed connection. Always the spontaneous one, Jaine decided to leave behind nursing and the bush and follow her sister into a completely new adventure, something she seems to spend a lot of her time doing. Jaine brings her resourcefulness and her unwavering passion for people to this project and as such we’ll call her the Sparkle of The Circular Experiment.

David Rogers - WRAP UK **6 September 2018**

David, Head of International Resource Management within WRAP GLOBAL, the international arm of UK Sustainability Charity, WRAP.

Now in his tenth year with the organisation, David has led projects in over 20 countries tackling food waste, plastics and increasing recycling. His particular areas of focus are on helping countries use voluntary agreements and citizen behaviour change campaigns, underpinned by solid evidence and evaluation, to tackle food waste and plastic pollution.

Clint Aitken - City of Perth **6 September 2018**

Clint, attained his Bachelors in Environmental Health in 2005 and has since worked for the City of Cape Town and in the food industry in South Africa. Clint moved to Perth at the end of 2008 and has worked for the City of Joondalup and the City of Perth in the field of Environmental Health.

In November 2016 he joined Waste and Cleansing for the City of Perth as the Commercial Waste Management Officer. In this position Clint has been involved in promoting and growing the recycling sector, focusing on commercial waste and diversion of food (organic) within Perth.

Trevor Bayley - Green Distillation Technologies **6 September 2018**

Trevor Bayley is the Chief Operating Officer of Green Distillation Technologies and joined the organisation as a foundation director and shareholder at their inception in 2009.

In this role he has wide supervisory responsibilities for the existing and planned processing facilities, as well as national and international enquiries.

March Amtsberg - Geofabrics Australasia **7 September 2018**

Marc is the Manager of the Geofabrics Australasia Waste and Mining Sector including their Design/R&D Laboratory. He has extensive experience providing design and performance advice for Geosynthetics in Landfill Lining and Capping Systems to ensure regulatory compliance to state EPA legislation. He has written a number of Technical Papers that focus on Landfill and Tailings drainage, filtration and liner design. Prior to this role he had 9+ years’ experience working as a Geotechnical and Geophysical Design Consultant in the Australian Mining industry with specific focus on waste containments.

**Waste & Recycle 2018 Conference “Moving Forward with Local Solutions”
Crown Towers, Perth 5 – 7 September 2018**

Darren Lomman - Greenbatch

7 September 2018

Darren has turned his social entrepreneur background to bringing new innovative, local community solutions to the WA recycling industry.

For his dedication to community work, Darren had been recognised by the United Nations JCI as one of the Top 10 most outstanding young people of the world, a WA Young Australian of the Year, and has been recognised in the WA 40 under 40 business awards multiple times.

Having only been in the waste and recycling industry for a very short time he has made waves already and was recently appointed to the State Government’s Waste Taskforce.

Daniel Grosso - GO2CUP

7 September 2018

Daniel has learnt more about resource efficiency through bringing a dishwashing initiative (GO2CUP) to life than in his experience engineering in the extractive resources industry, or his MBA specialising in environmental sustainability. Daniel’s vision is for reusable to be the norm and works towards making that new world a reality.

Garth Lamb - Re.Group

7 September 2018

Garth started his career as a journalist and was the long-time editor of Inside Waste magazine, before moving to Hyder Consulting (now Arcadis) where he led a national team of strategic waste advisors, working with all levels of government and the private sector. In 2014 Garth joined Re.Group, an Australian company that specialises in recycling and the recovery of resources from waste.

As the Chief Development Officer, Garth’s focus is on helping local communities to adopt systems and infrastructure that help to maximise the value of discarded materials. Garth is also National President of WMAA, the peak industry body representing Australia’s waste and recycling sector.

Morne Hattingh - City of Karratha

7 September 2018

Morné had 12 years’ experience in commercial construction before moving to Australia in 2013 and introduced to the waste industry by a colleague. Now specialising in landfill management he has managed Class III landfills, kerbside collection contracts and sanitation departments. He now leads the City of Karratha’s City Services Department.

Martin Gravett - GHD

7 September 2018

Martin has over 25 years’ experience in waste, from project inception to delivery, including AWT’s, kerbside recycling and resource recovery processes. During 5 years with Cleanaway he led several waste transfer optimisation initiatives, including selecting vehicle configurations for the Brisbane Alliance contract. He now leads GHD’s WA waste consulting team.

Lacey Webb – Mandalay Technology

7 September 2018

Lacey Webb is an experienced Waste Industry CFO turned Strategy and Compliance Expert 13 years’ experience spanning landfills, recycling facilities and quarries.

CPA qualified and completing a Masters in Business Process, Lacey is uniquely qualified to understand the industry from an operational, technical financial and transactional focus.

**Waste & Recycle 2018 Conference “Moving Forward with Local Solutions”
Crown Towers, Perth 5 – 7 September 2018**

TOURS

1. Transforming Transfer Stations All Day Tour

This Tour showcases how you can transform your transfer station into a recycling centre, showcasing two of the newest sites in Perth. The City of Swans’ Recycle Centre was opened in 2017 and has been helping residents in Bullsbrook recycled what would have been wasted before. The Centre used recycled construction and demolition materials in its development. The City of Fremantle Recycle Centre has been operating for nearly a year and has been adding more and more materials to what residents can recycle. The Centres’ activities also include encouraging reuse and residents have left the Centre with some real treasures!

Tour Leader: Rebecca Brown

Meeting point: Crown Perth

Times: 9am- 4:30pm

2. Down South Day Trip All Day Tour

The Tour takes in the Bunbury Harvey Regional Council (BHRC) Landfill and Composting facility. The visit to the landfill will showcase the BHRC Reuse Shop, Household Hazardous Waste Facility and landfill operations. A number of Local Governments in the BHRC have had Food Organic and Garden Organic (FOGO) collection systems in place, on this tour you’ll hear about how they implemented their FOGO system, contamination management and see how the material collected is processed into organically certified compost! As an added bonus this site visit also includes a tour of Wren Oil’s recycling facility. Wren Oil recycle most of the used motor oil from Local Governments in WA and have been implementing local solutions for oil processing.

Tour Leader: Tazra Hawkins

Meeting point: Crown Perth

Times: 8am- 5pm

3. Studying Waste Half Day Tour - Morning

To move waste management forward and improve waste outcomes research and development is an essential element. On this Tour you’ll have the chance to take a behind the scenes look at Edith Cowan University laboratories and operations and hear from Masters and PhD students undertaking cutting edge research to improve waste management.

Tour Leader: Simeon Kendall

Meeting point: Crown Perth

Times: 8:30am- 12pm

**Waste & Recycle 2018 Conference “Moving Forward with Local Solutions”
Crown Towers, Perth 5 – 7 September 2018**

4. Mattress Recycling – We’ve got it Sorted

Half Day Tour - Afternoon

Find out how mattresses are recycled, where the recyclables go and what social outcomes can be achieved.

Tour Leader: Evan Cocks

Meeting point: Crown Perth

Times: Half day (Afternoon)

5. Waste in Action!

Half Day Tour - Afternoon

Do you want to see what landfilling looks like in action? This tour visits Mindarie Regional Councils Tamala Park Landfill Site, where you’ll have the opportunity to see Airwell pumps in action, gain a detailed understanding of how to manage odour from landfill sites and discuss with the experts on site their rainfall management plan.

Tour Leader: Kathrine Goldsmith

Meeting point: Crown Perth

Times: 1:30pm- 5:00pm

6. Reuse Revolution

Half Day Tour - Morning

The Reuse Revolution has arrived, more and more Local Governments are looking at options to reduce waste to landfill and encourage its reuse. Reuse Shops (aka Tip Shops) provide a way for recycle centres, transfer stations and landfills to capture valuable materials. The tour visits two Reuse Centres at the City of Stirling and City of Armadale. Both have different approaches to managing their site, but achieve great results. All Tour attendees will also receive a copy of WALGA’s Better Practice Reuse Shop Guidelines, to help with setting up their own Reuse Shop when they get home!

Tour Leader: TBA

Meeting point: Crown Perth

Times: 8:30am- 12:45pm

**Waste & Recycle 2018 Conference “Moving Forward with Local Solutions”
Crown Towers, Perth 5 – 7 September 2018**

REGISTRATIONS

The Conference is recognised as one of the largest gatherings of thought leaders, educators and industry professionals in the waste and resource recovery sector.

The Conference, hosted by the Waste Management Association of Australia, Department of Water and Environmental Regulation and Western Australian Local Government Association, is still **the** leading waste and resource recovery event in Western Australia.

Conference Registration includes:

- Access to all Conference sessions on Thursday 6 September & Friday 7 September
- Tea breaks and lunches

Conference & Networking Registration includes:

- Access to all Conference sessions on Thursday 6 September & Friday 7 September
- Tea breaks and lunches
- Wednesday Welcome Drinks and Thursday Cocktail Reception

Day registration includes:

- Access to all Conference sessions on the selected day (Thursday or Friday)
- Tea breaks and lunches

Wednesday Tours are not included in the above registration types. These can be purchased as an additional function when completing your booking.

Earlybird pricing ends August 1 2018 (EMRC received an extension)

PRICING

\$800.00 Earlybird: Conference Only

\$900.00 Earlybird: Conference & Networking Events

\$500.00 Day Pass (Thursday/Friday)

\$920.00 Standard: Conference Only

\$1020.00 Standard: Conference & Networking Events

\$800.00 Program Committee: Conference & Networking Events

\$780 Speaker: Conference Only

ADDITIONAL FUNCTIONS

\$250.00 Wednesday Tours Full Day

\$125.00 Wednesday Tours Half Day

\$45.00 Wednesday Welcome Drinks

\$85.00 Thursday Cocktail Function

**Waste & Recycle 2018 Conference “Moving Forward with Local Solutions”
Crown Towers, Perth 5 – 7 September 2018**

Preliminary Programme

(Extracted from the website and as at 30 July 2018 and is not complete and still being finalised.
Brochures are in the process of being finalised)

Moving forward with Local Solutions

Wednesday 5 September

Optional Tours (6).

- | | |
|-----------------------------------|----------|
| 1. Transforming Transfer Stations | Full Day |
| 2. Down South Day Trip | Full Day |
| 3. ECU University | Half Day |
| 4. Mattress Recycling | Half Day |
| 5. Waste in Action | Half Day |
| 6. Reuse Shops | Half Day |

Welcome Reception at The Merrywell, Crown Perth.

Thursday 6 September

Time			
9 – 9.05am	Conference Convenor Welcome		
9.05 – 9.15am	Welcome to Country		
9.15 – 9.30am	Opening of Conference – Minister Stephen Dawson		
9.30 – 9.45am	Waste Authority		
9.45 – 10.30am	Keynote Speaker: David Rogers, WRAP UK – Love Food, Hate Waste		
10.30 – 11am	<i>Morning Tea</i>		
11 – 11.30am	Speaker: Circular Sisters – Circular Economy at a Local Level		
11.30 – 12.30pm	<i>Panel Session: How do we introduce the circular economy in Western Australia? What do we need to do at an individual, institutional and Government level to introduce (or move towards) a circular economy in WA?</i>		
12.30 – 1.30pm	<i>Lunch</i>		
1.30 – 3.10pm (20 min per speaker)	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> FOGO or No GO? Clint Aitken, City of Perth – Organic Waste Services Mark Chadwick, Shire of Capel – Recycle Right in Capel – Better Bins Project </td> <td style="width: 50%; vertical-align: top;"> Innovation / Data and Knowledge John Forfar, Tradr – Innovative Technology and the Future of the Waste Industry Helen Jarman, InfoActiv – Digitizing the Circular Economy </td> </tr> </table>	FOGO or No GO? Clint Aitken, City of Perth – Organic Waste Services Mark Chadwick, Shire of Capel – Recycle Right in Capel – Better Bins Project	Innovation / Data and Knowledge John Forfar, Tradr – Innovative Technology and the Future of the Waste Industry Helen Jarman, InfoActiv – Digitizing the Circular Economy
FOGO or No GO? Clint Aitken, City of Perth – Organic Waste Services Mark Chadwick, Shire of Capel – Recycle Right in Capel – Better Bins Project	Innovation / Data and Knowledge John Forfar, Tradr – Innovative Technology and the Future of the Waste Industry Helen Jarman, InfoActiv – Digitizing the Circular Economy		

**Waste & Recycle 2018 Conference “Moving Forward with Local Solutions”
Crown Towers, Perth 5 – 7 September 2018**

	Patrick Hay, SMRC and Steven Wacher, City of Melville – FOGO the Way to Go Virginia Brunton, MRA – Busting FOGO Myths Q&A with speakers (10 min) Afternoon tea	Nicholas Harford, Equilibrium – Knowing the fate of your Recycling Cliff Chivanga, Zimbabwe Sunshine Group – Zero Landfilling Made Possible Q&A with speakers (10 min)
3.10 – 3.40pm		
3.40 – 4.50pm	Behaviour Change / Community Engagement	Problematic Waste
(20 min per speaker)	Ella Maesepp, Katanning Landcare – The 10 Week Bin Transformation Daniel Grosso, GO2CUP – The Responsible Cafes initiative is great but it won't work... Amy Warne, WMRC – Dig in and Discover Community Gardens Q&A with speakers (10 min)	Rogier Van de Weijer, Inashco – Waste to Energy, Incinerator Bottom Ash Recycling Liam O'Keefe, Tyre Stewardship Australia – Tyre pyrolysis Trevor Bayley, Green Distillation Technologies, End-of-life-tyres are a problem, but to Green Distillation Technologies they are a valuable raw material Q&A with speakers (10 min)
5 – 6.30pm	Networking event on the Terrace, Crown Perth	
Friday		

Time		
9 – 9.05am Conference Convenor Welcome		
9.05 – 9.20am	Innovation Address	
9.20 – 9.55am	Invited Speakers: Garth Lamb, RE Group and Michael Trushall, ACT Government Introducing Container Deposit Scheme (CDS) in ACT	
9.55 – 10.30	Invited Speaker: A Local Perspective	
10.30 – 11am	Morning Tea	
11 – 12	Panel Session: Fostering innovation and dealing with problematic waste	
12 – 1pm	Lunch	
1 – 3pm (20 min per speaker)	Behaviour Change / Collection Systems Landfill Management	
	Lacey Webb, Mandalay Technologies – A Sea of Data: Harnessing the known and the unknown for behavioural change Martin Gravett, GHD – Reducing waste and changing attitudes in Karratha – a	INVITED SPEAKER INVITED SPEAKER

**Waste & Recycle 2018 Conference “Moving Forward with Local Solutions”
Crown Towers, Perth 5 – 7 September 2018**

	multifaceted approach	
	Kylie Horwath, City of Perth – Guiding Best Practice Waste Collection in Multi Unit Dwellings	Kathrine Goldsmith, MRC – Odour – the unpleasant topic of every landfill
	Darren Lomman, Greenbatch – Bringing the community together to create WA’s first plastic reprocessing facility	Morne Hattingh, City of Karratha – Airspace preservation techniques for effective landfill management
	Geoff Atkinson, MRC – Face Your Waste – Engaging the community with the waste they produce to achieve behavioural change	Marc Amtsberg, GeoFabrics – The How and Why of Landfill Construction Quality Assurance and Innovative Ways to Implement it Cost Effectively in the Field of Geosynthetics
	Q&A with speakers (10 min)	Q&A with speakers (10 min)
3 – 3.30pm	Afternoon tea	
3.30 – 4.30pm	Facilitated Debate*: Container Deposit Scheme implementation in WA	Facilitated Debate*: Waste to Energy

This program is subject to change; please monitor the website for updates



EASTERN METROPOLITAN REGIONAL COUNCIL

CONFERENCE ASSESSMENT FORM

CONFERENCE DETAILS: Waste & Recycle 2018 Conference

ORGANISING BODY: WMAA, DWER and WALGA

LOCATION/ DATE: Crown Towers, Perth 5 – 7 September 2018

THEME: Moving forward with local solutions

ESTIMATED COST/ PERSON: \$900 Conference & Networking Events (full registration)

ESTIMATED TOTAL COST: BUDGET AVAILABLE:

ASSESSMENT CRITERIA	FACTOR		
	LOW (1)	MED (2)	HIGH (3)
Current/ Future Direction			X
Council Objective			X
Topical/ Relevant			X
Business Objective			X
Historic/ Expected Attendance		X	
* Other Sources of Information		X	
Content Similarity		X	
TOTAL			18/21

* Low score means high availability of data.

Conference Report Required? (✓) **Y** **N**

Recommendation: That Councillors and Officers attend.

Prepared By: Stephen Fitzpatrick, Director Waste Services

Chief Executive Officer: _____ 



CONFERENCE REGISTRATION

To register for the **2018 Waste & Recycle Conference** please complete this online form.

Conference Registration includes:

- Access to all Conference sessions on Thursday 6 September & Friday 7 September
- Tea breaks and lunches

Conference & Networking Registration includes:

- Access to all Conference sessions on Thursday 6 September & Friday 7 September
- Tea breaks and lunches
- Wednesday Welcome Drinks and Thursday Cocktail Reception

Day registration includes:

- Access to all Conference sessions on the selected day
- Tea breaks and lunches

Earlybird pricing ends August 1 2018. Please have a credit card handy for online payment.

To request payment via direct transfer please email waste@eventandconferenceco.com.au
(<mailto:waste@eventandconferenceco.com.au>)

Please select **Individual** or **Group** registration and follow the prompts to complete your registration.

Registration

- Individual
- Group

Group Members

Group Size

1	
---	--

Group Member # 1 (Group Contact)

First Name *

Last Name *

Next

EVENT MANAGEMENT - EVENT & CONFERENCE CO.
waste@eventandconferenceco.com.au
08 6102 2516



11.3 ITEMS CONTAINED IN THE INFORMATION BULLETIN

REFERENCE: Ref: D2018/09734

The following item is included in the Information Bulletin, which accompanies the Agenda.

1. WASTE SERVICES

1.1 COUNCIL TONNAGE COMPARISONS AS AT 30 JUNE 2018 (Ref: D2018/09665)

Discussion ensued

Mr Purdy requested for the waste tonnes delivered to the C & I Plant be reported going forward.

RECOMMENDATION

That the Technical Advisory Committee notes the item contained in the Information Bulletin accompanying the 9 August 2018 Technical Advisory Committee Agenda.

TAC RESOLUTION(S)

MOVED MR PEARSON

SECONDED MR JACKSON

THAT THE TECHNICAL ADVISORY COMMITTEE NOTES THE ITEM CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 9 AUGUST 2018 TECHNICAL ADVISORY COMMITTEE AGENDA.

CARRIED UNANIMOUSLY

12 REPORTS OF DELEGATES

Nil

13 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

Nil

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

Nil



15 FUTURE MEETINGS OF THE TECHNICAL ADVISORY COMMITTEE

The next meeting of the Technical Advisory Committee will be held on **Thursday 6 September 2018 (if required)** at the EMRC Administration Office, 1st Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at 4:00pm.

Future Meetings 2018

Thursday	6	September	(if required)	at	EMRC Administration Office
Thursday	4	October	(if required)	at	EMRC Administration Office
Thursday	22	November	(if required)	at	Red Hill Waste Management Facility

16 DECLARATION OF CLOSURE OF MEETING

There being no further business, the Chairman declared the meeting closed at 4:25pm.

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)**MINUTES****16 August 2018****(Ref: D2018/08259 (CEOPRC) – D2018/11074)**

A meeting of the Chief Executive Officer Performance Review Committee was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **16 August 2018**. The meeting commenced at **5:32pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The CEO opened the meeting at 5:32pm and introduced Mr John Phillips of John Phillips Consulting who is the Council appointed facilitator for the CEO performance review.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Committee Members

Cr Jai Wilson	EMRC Member	Town of Bassendean
Cr Sally Palmer	EMRC Member	City of Bayswater
Cr Janet Powell	EMRC Member	City of Belmont
Cr Dylan O'Connor	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring
Cr David McDonnell	EMRC Member	City of Swan

Visitor(s)

Mr John Phillips	John Phillips Consulting
------------------	--------------------------

EMRC Officers

Mr Peter Schneider	Chief Executive Officer
Mrs Prapti Mehta	Manager Human Resources
Mr Hua Jer Liew	Director Corporate Services
Ms Theresa Eckstein	Executive Assistant to CEO (Minutes)

3 DISCLOSURE OF INTERESTS

The Chief Executive Officer advised the following disclosures of interest.

3.1 PRAPTI MEHTA – MANAGER HUMAN RESOURCES – INTERESTS AFFECTING IMPARTIALITY

Item:	15.1
Subject:	Confidential Item 15.1 - Chief Executive Officer 2018 Performance Review and Contract Renewal
Nature of Interest:	Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 2.3. Due to reporting relationship to the CEO

3.2 PETER SCHNEIDER – CHIEF EXECUTIVE OFFICER – INTERESTS AFFECTING IMPARTIALITY

Item:	15.1
Subject:	Confidential Item 15.1 - Chief Executive Officer 2018 Performance Review and Contract Renewal
Nature of Interest:	Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 2.3. Subject matter of the Report directly applies to the Chief Executive Officer

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil



5 ELECTION OF A CHAIRMAN AND DEPUTY CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE

5.1 ELECTION OF A CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)

REFERENCE: D2018/01610 (CEOPRC) – D2018/11407

PURPOSE OF REPORT

The purpose of this report is to provide for an election to be conducted for the Office of Chairman of the Chief Executive Officer Performance Review Committee (CEOPRC).

KEY ISSUES AND RECOMMENDATION(S)

- It is a statutory requirement that the Committee elect a Chairman at the first meeting of the CEOPRC after an Ordinary Council elections day.

Recommendation(s)

That the members of the Chief Executive Officer Performance Review Committee elect a Chairman.

SOURCE OF REPORT

Director Corporate Services

BACKGROUND

At the Special Meeting of Council held on Thursday 9 November 2017, the EMRC Chairman and Deputy Chairman were elected and members to the EMRC Committees were appointed.

CEOPRC MEMBERS 2017-2019

The following members were appointed to the CEOPRC at the Special Meeting of Council held on 9 November 2017:

EMRC Member	Cr Jai Wilson	Town of Bassendean
EMRC Member	Cr Sally Palmer	City of Bayswater
EMRC Member	Cr Janet Powell	City of Belmont
EMRC Member	Cr Dylan O'Connor	City of Kalamunda
EMRC Member	Cr John Daw	Shire of Mundaring
EMRC Member	Cr David McDonnell	City of Swan

In accordance with section 5.12(1) of the *Local Government Act 1995* (the Act) the members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

It is a requirement of Schedule 2.3 of the Act that the election is conducted by the Chief Executive Officer (CEO) and the nominations for the Office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations. Furthermore, if a member is nominated by another member the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

The procedure outlined in Schedule 2.3 of the Act will be followed if there is an equality of votes.



Item 5.1 continued

REPORT

The CEO will preside at the meeting until the Office of Chairman of the CEOPRC is filled.

The following material accompanies the agenda for this meeting as a means of assisting members of the Committee to nominate themselves or another member for the Office of Chairman of the CEOPRC:

1. Chief Executive Officer Performance Review Committee Terms of Reference
2. A blank nomination form for the Office of Chairman of the CEOPRC, nominate oneself
3. A blank nomination form for the Office of Chairman of the CEOPRC, nominate another
4. A blank ballot paper for Election of Chairman of the CEOPRC

Ballot papers will be made available prior to voting.

The completed nomination forms are to be given to the CEO before the meeting or when the CEO calls for them when dealing with this item at the meeting.

STRATEGIC/POLICY IMPLICATIONS

Council Policy 2.1 provides for the establishment of the Chief Executive Officer Performance Review Committee.

Key Result Area 3 – Good Governance

- 3.3 To provide responsible and accountable governance and management of the EMRC

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
City of Kalamunda	
Shire of Mundaring	
City of Swan	



Item 5.1 continued

ATTACHMENT(S)

1. Chief Executive Officer Performance Review Committee Terms of Reference (Ref: D2018/11408)
2. A blank nomination form for the Office of Chairman of the CEOPRC, nominate oneself (Ref: D2018/11409)
3. A blank nomination form for the Office of Chairman of the CEOPRC, nominate another (Ref: D2018/11409)
4. Ballot Paper – Election of CEOPRC Chairman (Ref: D2018/11410)

VOTING REQUIREMENT

Secret Ballot

RECOMMENDATION(S)

That the members of the Chief Executive Officer Performance Review Committee elect a Chairman.

The Chief Executive Officer advised that no nominations for the Office of Chairman of the Chief Executive Officers Performance Review Committee had been received.

The Chief Executive Officer called for nominations. Cr O'Connor nominated himself.

ANNOUNCEMENT: OF THE OFFICE OF CHAIRMAN

There being no further nominations Cr O'Connor was declared Chairman of the Chief Executive Officer's Performance Review Committee unopposed for the term commencing 16 August 2018 until 2019.

The Chief Executive Officer congratulated Cr O'Connor and vacated the Chair at 5:35pm.

At 5:35pm Cr O'Connor took the Chair.

TERMS OF REFERENCE

CHIEF EXECUTIVE OFFICERS PERFORMANCE REVIEW COMMITTEE

1. OBJECTIVES OF COMMITTEE:

The Chief Executive Officers Performance Review Committee (CEORC) is a formally appointed committee of Council and is responsible to that body. It has been established to conduct an annual review of the Chief Executive Officer's (CEO) performance, remuneration, contract terms and conditions, with the assistance of an external facilitator;

2. RESPONSIBILITIES

To ensure that the review of performance of the Chief Executive Officer (CEO) for the EMRC is undertaken in accordance with the provisions of the Local Government Act (1995) and Local Government (Administration) Regulations 1996 and EMRC's policies.

3. DUTIES

The duties of the Committee will include the following:

- (a) Review the Chief Executive Officer's (CEO) performance with the appropriate provisions contained within the CEO's Contract of Employment and agreed performance objectives;
- (b) Prepare and table the concluded Performance Review Report to the Council for consideration and actioning;
- (c) Review the CEO's performance on an on-going basis if the Council or the CEO perceives that there is a need to do so;
- (d) Determine the Performance Objectives to be met by the CEO for the following year and refer them to Council for consideration and actioning;
- (e) Review the CEO's remuneration package, in accordance with the appropriate provisions of the CEO's Contract of Employment and refer the recommendations to Council for consideration and actioning
- (f) Review the CEO's Contract of Employment and make recommendations to council in relation to varying the contract as and when necessary
- (g) Appoint a consultant to assist it in its functions.

4. MEMBERSHIP:

4.1. The Committee will comprise of six Councillors.

4.2. The Committee will have no deputy members.

4.3. Members will be appointed for a period of two years following each ordinary Council election.

5. MEETINGS

- 5.1. The Committee shall hold regular meetings at such times and on such days as the Council may determine by resolution.
- 5.2. Additional meetings will be convened at the discretion of the Chairperson.

6. OPERATING PROCEDURES

- 6.1. All meetings of the Committee are to be conducted in accordance with the Local Government Act 1995, associated Regulations and the *EMRC Standing Orders Local Law 1998*.
- 6.2. A quorum for a meeting of the Committee shall be at least 50% of the number of offices (whether vacant or not) of member of the Committee.
- 6.3. Voting
 - (a) All decisions of the Committee shall be made on the basis of a simple majority decision of the members present or, if another kind of majority has been prescribed by regulations for the particular kind of decision, by that kind of majority.
 - (b) If the decision results in a tied vote, the person presiding is to cast a second vote.
 - (c) Persons other than Committee members are not entitled to cast a vote.
 - (d) All other aspects related to voting procedure shall be consistent with relevant sections of the EMRC Standing Orders Local Law 1998
- 6.4. Other EMRC staff may attend meetings, at the discretion of the Chief Executive Officer, to provide advice and information when required.

7. REPORTING

- 7.1. The Committee shall after every meeting forward the minutes of that meeting to the next Ordinary Meeting of Council, including a report explaining any specific recommendations and key outcomes.
- 7.2. The item of Council business referred to in relation to this is to be treated as confidential in accordance with s5.23(2) of the Local Government Act 1995, r14(2) of the Local Government (Administration) Regulations 1996, Standing Orders Bylaw 4.2 and Council's Policy for dealing with confidential items.

8. DELEGATED POWER

- 8.1. The Committee has no delegated powers and no authority to implement its recommendations.

Related Documentation:

Policy 2.1 Committees of Council

Policy 4.1 Chief Executive Officer - Appointment, Performance Assessment and Review Policy

Policy 1.5 Council Meeting Agenda/Minutes Confidential/Late Items

EMRC Standing Orders Local Law 2013

EMRC Code of Conduct

Administration:

Adopted / Reviewed by Council: 23 September 2010
18 September 2014

Next Review: Following the Ordinary Elections in 2017

Responsible: Chief Executive Officer



Nomination for Chairman of the Chief Executive Officer Performance Review Committee

To the Chief Executive Officer

I hereby nominate myself, _____ for the position of Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: _____

Date: _____



Nomination for Chairman of the Chief Executive Officer Performance Review Committee

To the Chief Executive Officer

I hereby nominate _____ for the position of Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: _____

Date: _____

*I _____ hereby certify that I accept the above nomination to the position of Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee.

Signed: _____

Date: _____

*This certificate is to be completed when a Representative is nominated by another Representative.



**Eastern Metropolitan Regional Council
CEOPRC Thursday 26 July 2018**

**BALLOT PAPER FOR THE
ELECTION OF THE CEOPRC CHAIRMAN**

HOW TO VOTE

Place a tick in the box next to the candidate you want to elect.

Do not make any other marks on the ballot paper.

First Name, Last Name

First Name, Last Name

First Name, Last Name



5.2 ELECTION OF A DEPUTY CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)

REFERENCE: D2018/01611 9 (CEOPRC) – D2018/11411

PURPOSE OF REPORT

The purpose of this report is to provide for an election to be conducted for the Office of Deputy Chairman of the Chief Executive Officer Performance Review Committee (CEOPRC).

KEY ISSUES AND RECOMMENDATION(S)

- In accordance with section 5.12 (2) of the *Local Government Act 1995*, the members of a committee may elect a deputy presiding member from amongst themselves.

Recommendation(s)

That the members of the Chief Executive Officer Performance Review Committee elect a Deputy Chairman.

SOURCE OF REPORT

Director Corporate Services

BACKGROUND

At the Special Meeting of Council held on Thursday 9 November 2017, the EMRC Chairman and Deputy Chairman were elected and members to the EMRC Committees were appointed.

CEOPRC MEMBERS 2017 - 2019

The following members were appointed to the CEOPRC at the Special Meeting of Council held on 9 November 2017:

EMRC Member	Cr Jai Wilson	Town of Bassendean
EMRC Member	Cr Sally Palmer	City of Bayswater
EMRC Member	Cr Janet Powell	City of Belmont
EMRC Member	Cr Dylan O'Connor	City of Kalamunda
EMRC Member	Cr John Daw	Shire of Mundaring
EMRC Member	Cr David McDonnell	City of Swan

In accordance with section 5.12(2) of the *Local Government Act 1995* (the Act) the members of a committee may elect a deputy presiding member from amongst themselves.

It is a requirement of Schedule 2.3 of the Act that the election of the Deputy Chairman is conducted by the Chairman and the nominations for the Office are to be given to the Chief Executive Officer (CEO) in writing before the meeting or the Chairman during the meeting before the close of nominations. Furthermore, if a member is nominated by another member, the Chairman is not to accept the nomination unless the nominee has advised the Chairman, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

The procedure outlined in Schedule 2.3 of the Act will be followed if there is an equality of votes.



Item 5.2 continued

REPORT

The following material accompanies the agenda for this meeting as a means of assisting members of the Committee to nominate themselves or another member for the Office of Deputy Chairman of the CEOPRC:

1. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate oneself
2. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate another
3. A blank ballot paper for Election of Deputy Chairman of the CEOPRC

Ballot papers will be made available prior to voting.

The completed nomination forms are to be given to the CEO before the meeting or when called for by the Chairman when dealing with this item at the meeting.

STRATEGIC/POLICY IMPLICATIONS

Council Policy 2.1 provides for the establishment of the Chief Executive Officer Performance Review Committee.

Key Result Area 3 – Good Governance

- 3.3 To provide responsible and accountable governance and management of the EMRC

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

1. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate oneself (Ref: D2018/11412)
2. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate another (Ref: D2018/11412)
3. Ballot Paper – Election of CEOPRC Deputy Chairman (Ref: D2018/11413)



Item 5.2 continued

VOTING REQUIREMENT

Secret Ballot

RECOMMENDATION(S)

That the members of the Chief Executive Officer Performance Review Committee elect a Deputy Chairman.

The Chairman advised no nominations for the Office of Deputy Chairman of the Chief Executive Officers Performance Review Committee had been received.

The Chairman called for nominations. Cr McDonnell nominated himself.

ANNOUNCEMENT: OF THE OFFICE OF DEPUTY CHAIRMAN

There being no further nominations Cr McDonnell was declared Deputy Chairman of the Chief Executive Officer's Performance Review Committee unopposed for the term commencing 16 August 2018 until 2019.

The Chairman congratulated Cr McDonnell.

The Director Corporate Services and the Executive Assistant to the Chief Executive Officer departed the meeting at 5:36pm.



Nomination for Deputy Chairman of the Chief Executive Officer Performance Review Committee

To the Chief Executive Officer

I hereby nominate myself, _____ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: _____

Date: _____



Nomination for Deputy Chairman of the Chief Executive Officer Performance Review Committee

To the Chief Executive Officer

I hereby nominate _____ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: _____

Date: _____

*I _____ hereby certify that I accept the above nomination to the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee.

Signed: _____

Date: _____

*This certificate is to be completed when a Representative is nominated by another Representative.



**Eastern Metropolitan Regional Council
CEOPRC Thursday 26 July 2018**

**BALLOT PAPER FOR THE
ELECTION OF THE CEOPRC DEPUTY CHAIRMAN**

HOW TO VOTE

Place a tick in the box next to the candidate you want to elect.

Do not make any other marks on the ballot paper.

First Name, Last Name

First Name, Last Name

First Name, Last Name



6 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD 27 JULY 2017

That the minutes of the Chief Executive Officer Performance Review Committee meeting held on 27 July 2017 which have been distributed, be confirmed.

CEOPRC RESOLUTION(S)

MOVED CR MCDONNELL SECONDED CR PALMER

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 27 JULY 2017 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

8 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

9 QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

10 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC

NOTE: Section 5.23(2) of the *Local Government Act 1995*, details a number of matters upon which Council may discuss and make decisions without members of the public being present. These matters include: matters affecting employees; personal affairs of any person; contractual matters; legal advice; commercial-in-confidence matters; security matters; among others.

The following report item is covered in Section 14 of this agenda.

10.1 CHIEF EXECUTIVE OFFICER 2018 PERFORMANCE REVIEW AND CONTRACT RENEWAL

11 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil



12 REPORTS OF EMPLOYEES

Nil

13 REPORTS OF DELEGATES

Nil

14 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

Nil

15 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

RECOMMENDATION (Closing meeting to the public)

That the meeting be closed to members of the public in accordance with Section 5.23 (2)(a), (b), (c) and (e) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

CEOPRC RESOLUTION

MOVED CR WILSON

SECONDED CR MCDONNELL

THAT THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2)(A), (B), (C) AND (E) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

CARRIED UNANIMOUSLY

The meeting was closed to the public at 5.40 pm.

The Chief Executive Officer departed the meeting at 5:42pm.

15.1 CHIEF EXECUTIVE OFFICER 2018 PERFORMANCE REVIEW AND CONTRACT RENEWAL

REFERENCE: D2018/08524 (CEOPRC) – D2018/11378

This item is recommended to be confidential because it contains matters affecting an employee and is to be treated as confidential in accordance with EMRC Policy 4.1 – Chief Executive Officer Appointment, Performance Assessment and Review Policy.

The Committee considered the Confidential Item circulated with the Agenda under Separate Cover.



RECOMMENDATION [Meeting re-opened to the public]

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

CEOPRC RESOLUTION

MOVED CR DAW

SECONDED CR MCDONNELL

THAT THE MEETING BE RE-OPENED, THE MEMBERS OF THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RECOMMENDATIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

CARRIED UNANIMOUSLY

The meeting was reopened to the public at 7.15pm.

Recording of the recommendations passed behind closed doors, namely:

15.1 CHIEF EXECUTIVE OFFICER 2018 PERFORMANCE REVIEW AND CONTRACT RENEWAL

REFERENCE: D2018/08524 (CEOPRC) – D2018/11378

CEOPRC RECOMMENDATION

MOVED WILSON

SECONDED PALMER

THAT:

1. COUNCIL COMMENCE DISCUSSIONS WITH THE CHIEF EXECUTIVE OFFICER REGARDING A RENEWAL OF HIS CONTRACT OF EMPLOYMENT FOR A FURTHER FIVE (5) YEAR TERM.
2. COUNCIL ENDORSE THE INDICATIVE TIMETABLE FOR UNDERTAKING THE CHIEF EXECUTIVE OFFICER'S 2018 PERFORMANCE REVIEW PROCESS.
3. COUNCIL CONCLUDES THE CHIEF EXECUTIVE OFFICER'S CONTRACT RENEWAL PROCESS BY THE DECEMBER 2018 ORDINARY COUNCIL MEETING.
4. COUNCIL DIRECTS THE CHIEF EXECUTIVE OFFICER TO PROVIDE A HARD COPY OF HIS CONTRACT OF EMPLOYMENT AND CURRENT REMUNERATION PACKAGE, APPROPRIATELY WATER MARKED FOR CONFIDENTIALITY PURPOSES, TO ALL COUNCILLORS WITHIN 5 WORKING DAYS OF THE 23 AUGUST 2018 MEETING.
5. THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CHIEF EXECUTIVE OFFICER.

CARRIED UNANIMOUSLY

16 FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE

The next meeting of the Chief Executive Officer Performance Review Committee will be held on **Thursday, 27 September 2018** at the EMRC Administration Office, 1st Floor, Ascot Place, 226 Great Eastern Highway, Belmont WA 6104 commencing at a time to be determined.

17 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 7.17pm.