



MINUTES

CERTIFICATION OF CONFIRMATION OF CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MINUTES

4 AUGUST 2015

I, Mr Stuart Cole, hereby certify that the minutes from the Chief Executive Officers Advisory Committee Meeting held on 4 August 2015 pages (1) to (8) were confirmed at a Committee meeting held on 17 November 2015.



Signature

Mr Stuart Cole
Person presiding at Meeting

CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

MINUTES

4 August 2015

(REF: D2015/08971)

A meeting of the Chief Executive Officers Advisory Committee was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Tuesday, 4 August 2015**. The meeting commenced at **12:30pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 12:33pm.

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

Committee Members

Mr Bob Jarvis (Chairman)	Chief Executive Officer	Town of Bassendean
Mr Stuart Cole (Deputy Chairman)	Chief Executive Officer	City of Belmont
Ms Francesca Lefante	Chief Executive Officer	City of Bayswater
Ms Rhonda Hardy	Chief Executive Officer	Shire of Kalamunda
Mr Jonathan Throssell	Chief Executive Officer	Shire of Mundaring
Mr Mike Foley	Chief Executive Officer	City of Swan
Mr Peter Schneider	Chief Executive Officer	EMRC

EMRC Officers

Mrs Marilyn Horgan	Director Regional Services
Ms Prapti Mehta	Manager Human Resources
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer (Minutes)

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 CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 2 JUNE 2015

That the minutes of the Chief Executive Officers Advisory Committee meeting held on 2 June 2015, which have been distributed, be confirmed.

CEOAC RESOLUTION(S)

MOVED MS LEFANTE

SECONDED MR COLE

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 2 JUNE 2015 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 MEETING DATES FOR 2016

REFERENCE: D2015/12529

PURPOSE OF REPORT

The purpose of this report is for Council to consider and adopt the dates for the Eastern Metropolitan Regional Council (EMRC) Ordinary Council and Committee meetings for 2016.

KEY ISSUES AND RECOMMENDATION(S)

- Section 5.25(1)(g) of the Local Government Act 1995 and Local Government (Administration) Regulation 12 requires that at least once each year local public notice is to be given of all Ordinary Council meetings and Committee meeting dates, times and places that are to be open to the public and are to be held in the next twelve (12) months.
- Dates for the EMRC's Ordinary Council, Chief Executive Officers Advisory Committee, Audit Committee, Technical Advisory Committee, Resource Recovery Committee meetings and Strategy/Briefing Sessions for the 2016 calendar year are as detailed within this report.
- Chief Executive Officer Performance Review Committee and Investment Committee meeting dates will be arranged and convened as required.

Recommendation(s)

That Council adopts the Ordinary Council meeting and Committee meeting dates, times and places for 2016 as outlined in the report and notice be given in accordance with r.12 of the Local Government (Administration) Regulations 1996.

SOURCE OF REPORT

Chief Executive Officer
Manager, Administration and Compliance

BACKGROUND

EMRC develops a meeting calendar each year and when selecting suitable dates ensures that, where possible, there are no clashes with member Councils and East Zone meetings (organised by WALGA). EMRC Council meetings are usually held on the second last Thursday of the month.

REPORT

Council's Governance Framework

Council historically sets a number of fixed meeting dates a year with the remaining meetings scheduled as "if required". Council has established six committees to assist in its decision-making. These committees meet two weeks prior to the Council meeting and the minutes from the Committee meetings form part of the next Ordinary Council Meeting agenda. The role of the Committees is to consider matters within their terms of reference and provide advice to the Council.

Additionally, Strategy/Briefing Sessions were introduced in 2011 to allow officers to brief Councillors and discuss potential new projects and emerging issues prior to more detailed work and costs being incurred and in recognition of the importance of providing Council with more time to consider important strategic matters.



Item 11.1 continued

2016 Meeting Schedule

The schedule below sets out the proposed meeting dates for the 2016 calendar year. January is a recess period when EMRC Council and Committee meetings are not held and meeting dates are therefore set for February through to December.

As with prior years, the proposed meeting dates have taken into consideration the normal meeting calendar of member Councils and WALGA's East Zone.

Three (3) Strategy/Briefing Sessions have also been proposed during the year in March, May and August, if required.

In accordance with Section 5.25(1)(g) of the Local Government Act 1995 and Local Government (Administration) Regulation 12, local public notice will be given of all Ordinary Council meetings and Committee meeting dates, times and places that are to be open to the public, and are to be held during the 2016 calendar year.

Ordinary Council Meetings commencing at 6:00pm:

Ordinary Council meetings will be held on the second last Thursday of each month except in December.

Thursday	18 February	at	EMRC Administration Office
Thursday	24 March	at	EMRC Administration Office
Thursday	21 April (if required)	at	EMRC Administration Office
Thursday	19 May (if required)	at	EMRC Administration Office
Thursday	23 June	at	EMRC Administration Office
Thursday	21 July (if required)	at	EMRC Administration Office
Thursday	18 August (if required)	at	EMRC Administration Office
Thursday	22 September	at	EMRC Administration Office
Thursday	20 October (if required)	at	EMRC Administration Office
Thursday	1 December	at	EMRC Administration Office

The March 2016 meeting will be held on the day before the Easter long weekend. This meeting will be required to adopt the half year budget review and the annual Compliance Audit Return.

Council Strategy/Briefing Sessions commencing at 6:00pm:

The Strategy/Briefing Sessions "if required" will be held in March, May and August.

Thursday	17 March (if required)	at	EMRC Administration Office
Thursday	12 May (if required)	at	EMRC Administration Office
Thursday	11 August (if required)	at	EMRC Administration Office

Chief Executive Officers' Advisory Committee (CEOAC) meetings commencing at 12:30pm:

CEOAC meetings are generally held on the first Tuesday of each month. The November meeting will be held in the third week of that month.

Tuesday	2 February	at	EMRC Administration Office
Tuesday	8 March * (informal)	at	TBA
Tuesday	5 April	at	EMRC Administration Office
Tuesday	3 May (informal)	at	TBA
Tuesday	7 June	at	EMRC Administration Office
Tuesday	5 July (informal)	at	TBA
Tuesday	2 August	at	EMRC Administration Office
Tuesday	6 September (informal)	at	TBA
Tuesday	4 October (if required)	at	EMRC Administration Office
Tuesday	15 November	at	EMRC Administration Office

* Please note the Monday prior to the March meeting is a Public Holiday.



Item 11.1 continued

Technical Advisory Committee (TAC) meetings commencing at 4:00pm:

TAC meetings are generally held two weeks prior to the Council meeting.

Thursday	4 February	at	EMRC Administration Office
Thursday	10 March (if required)	at	EMRC Administration Office
Thursday	7 April (if required)	at	EMRC Administration Office
Thursday	5 May (if required)	at	EMRC Administration Office
Thursday	9 June (if required)	at	EMRC Administration Office
Thursday	7 July (if required)	at	EMRC Administration Office
Thursday	4 August (if required)	at	EMRC Administration Office
Thursday	8 September (if required)	at	EMRC Administration Office
Thursday	6 October (if required)	at	EMRC Administration Office
Thursday	17 November (if required)	at	Red Hill Waste Management Facility

Resource Recovery Committee (RRC) meetings commencing at 5:00pm:

RRC meetings are generally held two weeks prior to the Council meeting.

Thursday	4 February	at	EMRC Administration Office
Thursday	10 March (if required)	at	EMRC Administration Office
Thursday	7 April (if required)	at	EMRC Administration Office
Thursday	5 May (if required)	at	EMRC Administration Office
Thursday	9 June (if required)	at	EMRC Administration Office
Thursday	7 July (if required)	at	EMRC Administration Office
Thursday	4 August (if required)	at	EMRC Administration Office
Thursday	8 September (if required)	at	EMRC Administration Office
Thursday	6 October (if required)	at	EMRC Administration Office
Thursday	17 November (if required)	at	EMRC Administration Office

Audit Committee (AC) meetings commencing at 6:30pm:

Thursday	4 February (if required)	at	EMRC Administration Office
Thursday	10 March	at	EMRC Administration Office
Thursday	7 April (if required)	at	EMRC Administration Office
Thursday	5 May (if required)	at	EMRC Administration Office
Thursday	9 June	at	EMRC Administration Office
Thursday	7 July (if required)	at	EMRC Administration Office
Thursday	4 August (if required)	at	EMRC Administration Office
Thursday	8 September	at	EMRC Administration Office
Thursday	6 October (if required)	at	EMRC Administration Office
Thursday	17 November (if required)	at	EMRC Administration Office

Chief Executive Officer Performance Review Committee (CEOPRC)

The dates will be arranged and convened as required.

Investment Committee (IC)

The dates will be arranged and convened as required.



Item 11.1 continued

STRATEGIC/POLICY IMPLICATIONS

The schedule of meetings is in accordance with the EMRC Policy 1.2 - Meeting Policy which states that “a *twelve-month schedule of ordinary meetings of Council will be adopted by Council.*” It also states that “*meetings of the EMRC are to be held in the EMRC Administration Offices unless otherwise decided.*”

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council adopts the Ordinary Council meeting and Committee meeting dates, times and places for 2016 as outlined in the report and notice be given in accordance with r.12 of the Local Government (Administration) Regulations 1996.

CEOAC RECOMMENDATION(S)

MOVED MR THROSSELL

SECONDED MS LEFANTE

That Council adopts the Ordinary Council meeting and Committee meeting dates, times and places for 2016 as outlined in the report and notice be given in accordance with r.12 of the Local Government (Administration) Regulations 1996.

CARRIED UNANIMOUSLY



11.2 ITEMS CONTAINED IN THE INFORMATION BULLETIN REFERENCE: D2015/11900

The following items are included in the Information Bulletin, which accompanies the Agenda.

1. REGIONAL SERVICES

- 1.1 REGIONAL DEVELOPMENT ACTIVITY REPORT APRIL TO JUNE 2015
(Ref: D2015/12012)
- 1.2 ENVIRONMENTAL SERVICES ACTIVITY REPORT APRIL TO JUNE 2015
(Ref: D2015/11996)
- 1.3 RE-ENERGISING PERTH'S EASTERN REGION – FINAL REPORT (Ref: D2015/12000)
- 1.4 FUTURE PROOFING PERTH'S EASTERN REGION – KEY ACHIEVEMENTS 2014/2015
(Ref: D2015/11995)
- 1.5 SUSTAINABILITY AND ENVIRONMENTAL EDUCATION PROGRAM – SCHOOLS UPDATE
(Ref: D2015/11994)
- 1.6 WATER CAMPAIGN™ – END OF FINANCIAL YEAR UPDATE (Ref: D2015/11998)
- 1.7 REVIEW OF EMRC – 2022 – 10 YEAR STRATEGIC PLAN (Ref: D2015/12077)

RECOMMENDATION

That the Chief Executive Officers Advisory Committee notes the items contained in the Information Bulletin.

Discussion ensued regarding the workshops and planning timetable for the Strategic Plan.

CEOAC RESOLUTION

MOVED MR COLE

SECONDED MR FOLEY

THAT THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE NOTES THE ITEMS CONTAINED
IN THE INFORMATION BULLETIN.

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 GENERAL BUSINESS

14.1 EVENTS IN THE REGION

10 September 2015	EMRC	Strategic Planning Workshop
10 October 2015	City of Belmont	Mayoral Dinner

14.2 OTHER GENERAL BUSINESS

Nil

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

Nil

16 FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

The next meeting of the Chief Executive Officers Advisory Committee will be held on **1 September 2015 (if required)** at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Belmont WA 6104 commencing at 12:30pm with lunch at 12noon.

Future Meetings 2015

Chief Executive Officers' Advisory Committee (CEOAC) meetings commencing at 12 noon:

Tuesday	1	September (if required)	at	EMRC Administration Office
Tuesday	6	October (informal)	at	City of Swan
Tuesday	17	November	at	EMRC Administration Office

Mr Cole advised the CEOAC that Mr Robin Garrett, Director Corporate and Governance will be Acting CEO from 8 September 2015 to 9 October 2015.

17 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 1:05pm.