



MINUTES

CERTIFICATION OF CONFIRMATION OF CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MINUTES

2 October 2018

I, Mr Jonathan Throssell, hereby certify that the minutes from the Chief Executive Officers Advisory Committee Meeting held on 2 October 2018 pages (1) to (26) were confirmed at a Committee meeting held on 20 November 2018.

A handwritten signature in blue ink, appearing to read "J Throssell", is written above a horizontal line.

Signature

Mr Jonathan Throssell
Person presiding at Meeting

CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

MINUTES

2 October 2018

(REF: D2018/03124)

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, 2 October 2018**. The meeting commenced at **12:32pm**.

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	1
2	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	1
3	DISCLOSURE OF INTERESTS	1
4	ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION	1
5	PETITIONS, DEPUTATIONS AND PRESENTATIONS	1
	5.1 <i>RESOURCE RECOVERY FACILITY TENDER UPDATE</i>	1
6	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	2
	6.1 <i>MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 30 JANUARY 2018 (Ref: D2018/00129)</i>	
7	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	2
8	QUESTIONS BY MEMBERS WITHOUT NOTICE	2
9	ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC	2
10	BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING	2
11	REPORTS OF EMPLOYEES	3
	11.1 <i>REGIONAL SERVICES FUNDING MODEL (Ref: D2018/12286)</i>	3
	11.2 <i>DRAFT 'REFLECT' RECONCILIATION ACTION PLAN 2018 - 2019 (Ref: D2018/12559)</i>	7
	11.3 <i>'UNDERSTANDING AND MANAGING FLOOD RISK' PROJECT (Ref: D2018/12569)</i>	18
	11.4 <i>ITEMS CONTAINED IN THE INFORMATION BULLETIN (Ref: D2018/12604)</i>	24
12	REPORTS OF DELEGATES	25
13	NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING	25
14	GENERAL BUSINESS	25
	14.1 <i>EVENTS IN THE REGION</i>	25
	14.2 <i>OTHER GENERAL BUSINESS</i>	25
15	CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	25
16	FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE	26
17	DECLARATION OF CLOSURE OF MEETING	26



1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Deputy Chairman opened the meeting at 12:32pm.

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

Committee Members

Ms Rhonda Hardy (Chairman) from 12:37pm	Chief Executive Officer	City of Kalamunda
Mr Jonathan Throssell (Deputy Chairman)	Chief Executive Officer	Shire of Mundaring
Mr Bob Jarvis	Chief Executive Officer	Town of Bassendean
Ms Carissa Bywater	Acting Chief Executive Officer	City of Bayswater
Mr John Christie	Chief Executive Officer	City of Belmont
Mr Mike Foley	Chief Executive Officer	City of Swan
Mr Peter Schneider	Chief Executive Officer	EMRC

Apologies

Mr Andrew Brien	Chief Executive Officer	City of Bayswater
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EMRC Officers

Mrs Wendy Harris	Director Regional Services
Mr Stephen Fitzpatrick	Director Waste Services
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

5.1 RESOURCE RECOVERY FACILITY TENDER UPDATE

A presentation was given by Mr Stephen Fitzpatrick, Director Waste Services on the Resource Recovery Facility Tender.

Ms Hardy entered the meeting at 12:37pm and took the Chair.

Mr Fitzpatrick was thanked for his presentation and he departed the meeting at 1:01pm.



6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 30 JANUARY 2018

That the minutes of the Chief Executive Officers Advisory Committee meeting held on 30 January 2018, which have been distributed, be confirmed.

CEOAC RESOLUTION(S)

MOVED MR CHRISTIE

SECONDED MR FOLEY

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 30 JANUARY 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 REGIONAL SERVICES FUNDING MODEL

REFERENCE: D2018/12286

PURPOSE OF REPORT

The purpose of this report is to present to Council, for its consideration, an extension of the existing funding model for the delivery of the Regional Services Directorate programs, for the period 1 July 2019 to 30 June 2020.

KEY ISSUE(S) AND RECOMMENDATION(S)

- The funding model has been reviewed on numerous occasions since April 1999, when the first funding model for delivery of Regional Development activities was considered.
- Since that time Council has considered various funding options for Regional Services, including funding being provided: solely by member Councils; solely by the EMRC; by a mix of member Councils and the EMRC; and by a levy on member Council landfill tonnage rates.
- The current funding model for Regional Development activities is a mix of EMRC, member Councils, non-member Councils and grant funding, with the member Council portion being shared on a 'one third' basis whereby one third is shared equally between member Councils, one third shared according to rate revenue and one third shared according to member Councils' population.
- The CEOAC, at its September 2015 meeting, suggested that a review be undertaken of the current Regional Services funding model to ensure it was still flexible and relevant enough to meet the diverse needs of member Councils and the EMRC.
- Various funding model options were explored and provided to the CEOAC and Council in 2016 for their consideration, the consensus was for the status quo to remain for the ensuing two years, 2017/2018 and 2018/2019. The status quo was the member Council's existing one third/one third/one third funding model.
- With the timing of the scope for and independent review of the Establishment Agreement and program delivery by the EMRC, it is considered prudent for the existing funding model to remain in place until the review of the Establishment Agreement is concluded.

RECOMMENDATION(S)

That Council supports the continuation of the existing funding model to deliver Regional Development programs to member Councils for the period 1 July 2019 to 30 June 2020.

SOURCE OF REPORT

Director Regional Services

BACKGROUND

The East Metropolitan Local Authorities Group (EMLAG) was established in 1991 to deliver regional initiatives and economic development services. Given the membership of EMLAG was the same as the EMRC, and in order to take advantage of administrative efficiencies, the activities of EMLAG were formally amalgamated with the EMRC under the terms of the Establishment Agreement in 1998.



Item 11.1 continued

Schedule 1 of the Agreement includes environmental services and regional, economic and community development as continuing projects and services. The Agreement also states that in the case of continuing projects and services ... *“the contribution of each participant shall be determined by the EMRC after consultation with the participants”* ...

Between 1999 and 2016 the funding model for regional development activities has been reviewed a number of times as summarised below:

- 1999 - Council considered four funding options, with Option 3 being the agreed model:
 - Option 1: Total Funding by member Councils
 - Option 2: Total Funding by the EMRC
 - Option 3: Member Council/EMRC Mix of Funds
 - Option 4: Levy on member Council Landfill Tonnage Rate
- 2000 The existing funding model was replaced with a formula whereby one third of the required amount was to be shared equally between the six member Councils, one third to be shared proportionately according to each Council's rate revenue and the final third to be shared according to population.
- 2004 The funding model was again reviewed and included two parts; (1) the establishment of a Regional Development Strategy project threshold of \$50,000 above which member Council contributions for strategies that benefited the region and where member Council ownership and commitment was required and (2) reaffirming the one third/one third/ one third formula outlined in 2000.
- 2005 Council further considered funding for Regional Development projects for 2006/2007 and resolved that the EMRC would fund Regional Development projects up to the value of \$50,000 subject to agreement by the EMRC and member Councils and funding priorities and budgets.
- 2007 Council resolved to accept a proposed funding framework for Regional Services projects and service delivery and that the framework would be used to assist with funding arrangements for any new projects in the strategic planning workshop planned for early 2008. The funding framework identified four funding categories including: full cost recovery from member Councils or others; partial cost recovery; fully funded by the EMRC and administration costs to be funded by the EMRC.
- 2007 Council also noted that in addition to the existing one third/one third/one third formula an annual 5% CPI adjustment should apply.
- 2015 The CEOAC suggested a review be undertaken of the current Regional Services funding model and delivery to ensure it was relevant and flexible enough to meet the diverse needs of member Councils and the EMRC.
- 2016 Council was presented with a Regional Services Funding Model Paper which included three options:
 - Option 1 - The 'status quo' to remain for 2017/2018 and 2018/2019 whereby funding continues as business as usual, retaining the current level of service. Contributions continue to be a mix of member Council contributions, grant funding and EMRC contributions.
 - Option 2 - A 'lump sum' allocation whereby the EMRC funds the Regional Services Directorate to deliver programs based on an agreed amount.
 - Option 3 - A 'strategy based' funding model whereby the member Councils would fund an agreed amount to deliver on the objectives of the regional strategies.
- 2016 – At its meeting of 1 December Council resolved to support Option One as follows:

“THAT COUNCIL SUPPORTS OPTION 1 AS THE PREFERRED FUNDING MODEL FOR MEMBER COUNCILS AND THE EMRC TO DELIVER REGIONAL SERVICES, TO BECOME EFFECTIVE FROM 1 JULY 2017 FOR THE 2017/2018 AND 2018/2019 FINANCIAL YEARS.”



Item 11.1 continued

REPORT

A workshop was held on 19 July 2018 at the EMRC to discuss a review of the Establishment Agreement. The workshop was attended by member Council Mayors, President, EMRC Councillors and Deputy Councillors, CEOs and Technical Officers from our six member Councils, the EMRC CEO and other EMRC staff. The workshop was an opportunity for all attendees to provide input in the review process and to raise questions about the Establishment Agreement and the EMRC in general, including current operations, future direction, service delivery etc. This then led to a discussion around the scope of the Establishment Agreement review and responding to the questions raised at the workshop.

At its meeting of 23 August 2018 Council considered a confidential report on the review of the Establishment Agreement and resolved as follows:

“THAT COUNCIL REQUESTS RESPONSES TO QUESTIONS RAISED AT THE WORKSHOP HELD ON 19 JULY 2018, AS DETAILED WITHIN THE ATTACHMENT TO THIS REPORT, BE REFERRED BACK TO COUNCIL.”

During discussion the participants agreed that there were a number of key questions that needed to be answered prior to discussing a review of the Establishment Agreement, some of which would be impacted by the current review of the WA State Waste Strategy and confirmation by HZI that they have secured financial close for the Resource Recovery Facility in East Rockingham.

Given the review of the Establishment Agreement will take place over the next six to twelve months, EMRC officers feel it would be prudent to leave the existing funding model for Regional Development unchanged for at least the ensuing twelve months. This would ensure that any future changes to the current funding model for Regional Development are consistent with the outcomes of a review of the Establishment Agreement. At the point in time that there is clear direction from Council as to the EMRC's future roles and subsequent service delivery, the existing funding model would then be revisited and be able to reflect any change in direction.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

- 1.5 To contribute towards improved regional air, water and land quality and regional biodiversity conservation and address climate change issues within the region

Key Result Area 2 – Economic Development

- 2.1 To facilitate and advocate for increased investment in regional infrastructure
- 2.2 To facilitate and advocate for regional economic development activities

Key Result Area 3 – Good Governance

- 3.1 To provide advice and advocacy on issues affecting Perth's Eastern Region
- 3.2 To manage partnerships and relationships with stakeholders

FINANCIAL IMPLICATIONS

The funding to facilitate Regional Services projects and services is developed and agreed with member Councils as part of the annual budget process and included in the annual EMRC operating budget.



Item 11.1 continued

SUSTAINABILITY IMPLICATIONS

The Regional Services Directorate operates to pursue environmental, economic and social outcomes for Perth's Eastern Region.

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Financial implications will apply to participating member Councils
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 supports the continuation of the existing funding model to deliver Regional Development programs to member Councils for the period 1 July 2019 to 30 June 2020.

CEOAC RECOMMENDATION(S)

MOVED MR THROSSELL

SECONDED MR FOLEY

THAT COUNCIL SUPPORTS THE CONTINUATION OF THE EXISTING REGIONAL DEVELOPMENT FUNDING MODEL TO DELIVER REGIONAL DEVELOPMENT PROGRAMS TO MEMBER COUNCILS FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020.

CARRIED UNANIMOUSLY



11.2 DRAFT 'REFLECT' RECONCILIATION ACTION PLAN 2018 - 2019

REFERENCE: D2018/12559

PURPOSE OF REPORT

The purpose of this report is to present to Council for its initial endorsement, the draft 'Reflect' Reconciliation Action Plan 2018-2019, for the purpose of submitting to Reconciliation Australia for its review and feedback.

KEY ISSUE(S) AND RECOMMENDATION(S)

- Councillor Daw put forward a Notice of Motion at the 15 February 2018 Council meeting, which in part, related to developing a Reconciliation Action Plan.
- Expressions of Interest were called for EMRC Councillors to become part of the EMRC's Reconciliation Action Plan (RAP) Working Party and five Councillors expressed an interest.
- Councillor Daw was elected Chairman of the RAP Working Party at the inaugural meeting, held on 17 May 2018.
- A further two meetings of the Working Party have been held; 12 July 2018 and 13 September 2018.
- A draft 'Reflect' Reconciliation Action Plan has been prepared by the Working Party and is presented to Council for its initial endorsement.

RECOMMENDATION(S)

That Council:

1. Endorses the draft 'Reflect' Reconciliation Action Plan 2018-2019, forming the attachment to this report, for the purpose of submitting to Reconciliation Australia for its initial review and feedback; and
2. Supports the cultural awareness training for EMRC Councillors and staff as outlined in the report.

SOURCE OF REPORT

Director Regional Services

BACKGROUND

Council, at its meeting of 15 February 2018, considered a Notice of Motion put forward by Cr Daw. Discussion ensued and Council resolved as follows:

"THAT:

1. *THE FIRST ITEM OF BUSINESS FOR COUNCIL MEETINGS BE AN ACKNOWLEDGEMENT OF COUNTRY TO ACKNOWLEDGE THE NOONGAR ABORIGINAL PEOPLE AS THE TRADITIONAL OWNERS OF THIS LAND.*
2. *THE ABORIGINAL FLAG BE PERMANENTLY RAISED AT THE EMRC ALONGSIDE THE AUSTRALIAN FLAG.*
3. *COUNCIL INVITES LOCAL NOONGAR ELDERS FROM THE WHADJUK WORKING PARTY TO CONDUCT A WELCOME TO COUNTRY CEREMONY AND ANY OTHER CULTURAL CEREMONY REQUIRED TO MARK THE INSTALLATION OF THE ABORIGINAL FLAG.*
4. *THAT THE EMRC DEVELOPS A RECONCILIATION ACTION PLAN THROUGH A WORKING PARTY CONSISTING OF COUNCILLORS AND STAFF.*

CARRIED UNANIMOUSLY"



Item 11.2 continued

In late March 2018 the EMRC called for Expressions of Interest from Councillors to be part of the Reconciliation Action Plan (RAP) Working Party. Five Councillors expressed an interest and as a result of this, the first meeting of the Working Party was scheduled.

The first meeting of the RAP Working Party was held on 17 May 2018 at the EMRC. The purpose of the meeting was to elect a Chairman, endorse the draft Terms of Reference and determine the meeting frequency and the next steps. Councillor Daw was elected as Chairman of the Working Party and the members include:

Cr John Daw (Chairman)	Shire of Mundaring
Cr Jai Wilson	Town of Bassendean
Cr Sally Palmer	City of Bayswater
Cr David McDonnell	City of Swan
Cr Adam Kovalevs	City of Swan

A second meeting of the RAP Working Party was held on 12 July 2018 for the purpose of considering a draft EMRC RAP 2018-2019. Discussion also ensued around future cultural awareness training, purchasing of aboriginal art, future NAIDOC Week celebrations and social procurement. Cr Wilson also tabled the Noongar Recognition Act 2016 which includes detailed wording of an "Acknowledgement of Country".

REPORT

The EMRC made contact with Reconciliation Australia in May 2018 to advise that the EMRC was about to embark on a process to develop a RAP. In consultation with an officer from Reconciliation Australia, it was agreed that the EMRC should commence with a 'Reflect' RAP, which is the first of four different RAP types, all of which have different requirements and different expectations. (RAP types: Reflect, Innovate, Stretch and Elevate).

A 'Reflect' RAP has a twelve-month duration, after which time an organisation generally progresses to the 'Innovate' RAP which is more detailed and has a life span of two years. Some organisations choose to move to the 'Stretch' and then to the 'Elevate' RAP over time and some simply renew their 'Innovate' RAP every two years, depending on the type of organisation and the complexity of the identified actions and tasks included in the RAP.

In order to achieve formal endorsement of the RAP by Reconciliation Australia, there are two stages to complete:

1. Conditional Endorsement

Once the draft RAP has been finalised and is ready for endorsement, it will be sent to the RAP Manager at Reconciliation Australia for review and comment, which may take a few months. When Reconciliation Australia are satisfied with the content of the draft RAP they will conditionally endorse it. At this point, the RAP will be returned to Council for its final endorsement.

2. Final Endorsement

When Council is satisfied with the draft RAP and has endorsed it, the RAP will be submitted back to Reconciliation Australia for a final review. The review is to ensure the document contains the endorsed content and that the RAP logo is displayed correctly.

Once the RAP has been formally endorsed by both Council and Reconciliation Australia, it can then be published on the EMRC website.

A third meeting of the RAP Working Party was held on 13 September 2018 with a view to having the Working Party endorse the draft EMRC 'Reflect' RAP 2018-2019. The Working Party approved the draft RAP to be submitted to the CEOAC and to Council for its initial endorsement and for the purpose of sending to Reconciliation Australia for its review and feedback.



Item 11.2 continued

In regards to cultural awareness training, at the RAP Working Party meeting of 13 September 2018 Working Party Members present felt it would be appropriate for the EMRC Councillors and the Executive Management Team to undertake their cultural awareness training whilst the RAP development is going through the endorsement process, which could take up to four months, so as to include and involve them through the journey. A tentative date for the evening of 15 November 2018 has been suggested for the Councillor and Executive Management Team cultural awareness training.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 2 – Economic Development

2.3 To facilitate regional cultural and recreational activities

Key Result Area 3 – Good Governance

3.2 To manage partnerships and relationships with stakeholders

FINANCIAL IMPLICATIONS

The cost for the cultural awareness training for the EMRC Councillors and the Executive Management Team will be in the vicinity of \$950 and there is sufficient allocation in the 2018/2019 operating budget to accommodate this cost. There is also sufficient 'training' budget to fund the remainder of staff to undertake cultural awareness training that is likely to take place early in 2019.

SUSTAINABILITY IMPLICATIONS

The EMRC operates to pursue environmental, economic and social outcomes for Perth's Eastern Region.

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)

Draft 'Reflect' Reconciliation Action Plan 2018-2019 (Ref: D2018/12564)

VOTING REQUIREMENT

Simple Majority



Item 11.2 continued

RECOMMENDATION(S)

That Council:

1. Endorses the draft 'Reflect' Reconciliation Action Plan 2018-2019, forming the attachment to this report, for the purpose of submitting to Reconciliation Australia for its initial review and feedback; and
2. Supports the cultural awareness training for EMRC Councillors and staff as outlined in the report.

CEOAC RECOMMENDATION(S)

MOVED MR FOLEY

SECONDED MR JARVIS

THAT COUNCIL:

1. ENDORSES THE DRAFT 'REFLECT' RECONCILIATION ACTION PLAN 2018-2019, FORMING THE ATTACHMENT TO THIS REPORT, FOR THE PURPOSE OF SUBMITTING TO RECONCILIATION AUSTRALIA FOR ITS INITIAL REVIEW AND FEEDBACK; AND
2. SUPPORTS THE CULTURAL AWARENESS TRAINING FOR EMRC COUNCILLORS AND STAFF AS OUTLINED IN THE REPORT.

CARRIED UNANIMOUSLY

REFLECT

DRAFT - Reconciliation Action Plan (RAP) Template

Reflect RAP:

A Reflect RAP has a 12-month duration, which commences when the RAP is formally endorsed by Reconciliation Australia.

Template layout:

This RAP template sets out your organisation's commitment to reconciliation under the headings of relationships, respect and opportunities.

Action Column:	Broad action that includes the objective your organisation will focus on achieving. Try to use plain language and avoid organisation specific jargon or acronyms.
Deliverable Column:	Deliverables should be activities/initiatives that will achieve the objective in the action column. Deliverables should be written as a prospective activity.
Responsibility Column:	Responsibility of commitments within the RAP should be distributed across the organisation, to promote shared ownership of the RAP. Ensure the responsibility is all relevant areas of your organisation, have actions specific to their knowledge area. Responsibilities should be allocated to specific employees, to increase accountability.
Timeline Column:	Specific dates should be allocated to each deliverable throughout the RAP life. Please use a month(s)/year(s) format (e.g. July 2017). If the action is ongoing, include the date that you will review the action for effectiveness or when you expect to have achieved milestones.

Minimum requirements:

The actions included in this template, as well as those deliverables listed under 'required', are minimum elements and must be included in your RAP in order for it to be endorsed by Reconciliation Australia. Organisations are encouraged to include additional actions/deliverables relevant to your core business and sphere of influence.

DRAFT

RAP review process:

Please ensure that first draft is submitted to Reconciliation Australia for review, at least 4 months prior to the expected endorsement date.

Once you have completed your first draft RAP, please submit it for review to Reconciliation Australia in Microsoft Word format. You can submit the first draft by completing the form on our [RAP Online Hub](#) or submit directly to your RAP Officer. The RAP Officer will then work in partnership with you to develop and review the RAP in readiness for formal endorsement by Reconciliation Australia.

The review process involves about **four to five** rounds of feedback from Reconciliation Australia before a RAP is ready for endorsement. The RAP review process can take three to six months, from when we receive your first draft. Although these timeframes may vary.

Formal endorsement by Reconciliation Australia:

There are two stages of RAP endorsement.

1. Conditional Endorsement

When the RAP has been finalised and is ready for endorsement, it will be sent to the RAP Manager at Reconciliation Australia for approval. Once the content has been approved, the RAP will be conditionally endorsed.

2. Final Endorsement

When the RAP is ready to be published (internally or externally), the RAP is to be submitted to Reconciliation Australia for a final review before it can be published. The RAP will be reviewed to ensure the document contains the endorsed content and the RAP logo is displayed correctly.

Once the RAP has been formally endorsed by Reconciliation Australia, the content should not be altered throughout the duration of the RAP, unless approved by Reconciliation Australia.

IMPORTANT NOTE:

The RAP program is a unique and highly valued service of Reconciliation Australia. Reconciliation Australia has worked extensively with its partners to develop and build the RAP program. To maintain the integrity of our programs, the Reconciliation Australia logo is Trade Marked through IP Australia. We are proud to share our Trade Marked logo with organisations that have worked with us to develop a RAP that meets our requirements and quality assurance processes. Organisations that choose not to be a part of the RAP program should not use the words 'Reconciliation Action Plan', 'RAP', or the Reconciliation Australia Logo on websites or documents, as to publicly 'pass off' as being part of the program.

DRAFT

EASTERN METROPOLITAN REGIONAL COUNCIL (EMRC)
Reflect Reconciliation Action Plan [September, 2018 – September, 2019]

Our business

Address the following questions using paragraphs to describe your business:

• ***What is your core business?***

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of the six Councils located in Perth's Eastern Region: Town of Bassendean, City of Bayswater, City of Belmont, Shire of Mundaring, City of Kalamunda and the City of Swan.

The EMRC is an incorporated body established under the Western Australian *Local Government Act 1995*. The EMRC's operations are governed by its Council under an Establishment Agreement. In brief, the Establishment Agreement states that the EMRC will:

- Work collaboratively with member Councils to facilitate local government to enhance its service delivery to the community;
- Be efficient and effective in delivering quality services and facilities;
- Maintain a framework which allows the members to promote and market the role of local government;
- Implement a strategic plan that is regularly reviewed; and
- Avoid providing any service or facility that adversely impacts on the services or facilities of any member Council.

In line with this brief the EMRC provides a broad range of services across the region including waste management and education, resource recovery, environmental management and regional development. Working in partnership with our six member Councils and other stakeholders, the EMRC delivers local and regional scale projects across each of these areas for the benefit of the region.

• ***How many people does your organisation employ?***

The EMRC currently employs 95 staff.

• ***How many Aboriginal and Torres Strait Islander staff does your organisation currently employ?***

There are two known Aboriginal and Torres Strait Islander staff employed at the EMRC.

• ***What is our organisation's geographic reach (is our organisation state-focused or national)?***

The EMRC's geographical reach is regionally focussed, covering over 1/3 of the Perth Metropolitan Area, or around 2,100 km². The EMRC's advocacy efforts often have state and national focus, depending on the initiative.

• ***How many office locations does your organisation have?***

The EMRC operates across three locations; the Administration Office at 226 Great Eastern Highway Belmont WA 6104; the Hazelmere Resource Recovery Park at 77 Lakes Road, Hazelmere WA 6055; and the Red Hill Waste Management Facility at 1094 Toodyay Road Red Hill WA 6056.

DRAFT

Our RAP

Address the following questions using paragraphs.

- **Why is your organisation developing a RAP?**

The EMRC Council and staff identified a need to develop a RAP to acknowledge all Aboriginal and Torres Strait Islander people who reside or work in Perth's Eastern Region and to develop meaningful dialogue with those communities to acknowledge the concerns confronting the local community.

The RAP is also being developed to build meaningful and mutually respectful relationships and to work in partnership with both Aboriginal and non-Aboriginal communities to understand issues affecting Aboriginal communities.

The EMRC Council and staff vision for the RAP is that it will recognise diversity, harmony, and uniqueness and create lasting connections throughout the region. It also provides an opportunity to generate mutual respect and a greater understanding across cultures.

The EMRC is also developing a RAP in order to establish better ways of engaging with the Noongar people and their representative bodies in Perth's Eastern region.

- **What is your organisation's reconciliation journey to date?**

The EMRC is at the very beginning of the reconciliation journey and looks forward to developing the Respect RAP and progressing to the Innovate RAP over time. A Working Party has been formed to develop the RAP and comprises member Council Councillors with support provided by the EMRC's Director Regional Services and the EMRC's Council Support Officer. The Working Party is actively developing the RAP and is committed to ensuring successful implementation of the RAP. Reporting back to Council against the actions and deliverables of the RAP will occur at least annually.

- **Who champions your RAP internally?**

The RAP will be championed by both the Council and staff of the EMRC.

- **Who was involved in the development of your RAP?**

Councillors and staff of the EMRC are involved in the development of the Respect RAP with guidance from a representative of Reconciliation Australia.

Our partnerships/current activities

Describe any partnerships or current reconciliation activities you have in place:

- Community partnerships
- Internal activities/initiatives

The EMRC currently does not have any partnerships or activities in place but is working towards achieving meaningful community partnerships as well as internal activities such as undertaking Aboriginal Cultural Awareness training across the organisation. Other initiatives could include, but not be limited to, securing some additional local aboriginal art works and displaying them in prominent places within the EMRC administration building; ensuring a Welcome to Country is performed at all key EMRC events; and ensuring an Acknowledgement to Country is undertaken at the commencement of meetings and gatherings at the EMRC.

Relationships			
Action	Deliverable	Timeline	Responsibility
1. Establish a RAP Working Group	<ul style="list-style-type: none"> • An operational RAP Working Party (RAPWP) is formed to support the implementation of our RAP • The EMRC Working Party oversees the development and launch of the RAP • The draft RAP is presented to the Chief Executive Officers Advisory Committee (CEAOC) and the EMRC Council for endorsement • The draft RAP will then be submitted to Reconciliation Australia for its endorsement (need to allow 4 months) • The RAPWP will meet at least six-monthly to review and monitor progress and then report on the actions and deliverables to the EMRC Council at least annually. 	May 2018 May – Sept 2018 Oct 2018 March 2019 Sept 2019	Chair of RAPWP, Members of RAPWP Director Regional Services (RS)
2. Build internal and external relationships	<ul style="list-style-type: none"> • Develop a list of Aboriginal and Torres Strait Islander peoples, communities and organisations within our region that we could approach to connect with on our reconciliation journey. 	April 2019	Director RS
3. Participate in and celebrate National Reconciliation Week (NRW)	<ul style="list-style-type: none"> • Encourage our staff to attend a NRW event. • Be involved in and/or promote community events organised as part of NRW. • Host an event during NRW. 	27 May - 3 June 2019	CEO, Functions and Administration

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4. Raise internal awareness of our RAP	<ul style="list-style-type: none"> Develop and implement a plan to raise awareness amongst all staff across the organisation about our RAP commitments. 	March 2019	CEO
	<ul style="list-style-type: none"> Include information about the RAP in all employee inductions. 	April 2019	Manager HR
	<ul style="list-style-type: none"> Publish the RAP on the EMRC website and in an EMRC Newsletter. 	Ongoing	Coordinator Marketing and Communications

Respect			
Action	Deliverable	Timeline	Responsibility
5. Investigate Aboriginal and Torres Strait Islander cultural learning and development	<ul style="list-style-type: none"> Provide cultural awareness training for EMRC staff and councillors. 	Nov 2018	Manager HR
	<ul style="list-style-type: none"> Review cultural awareness needs within our organisation. 	Annually	Manager HR
	<ul style="list-style-type: none"> Purchase some additional Aboriginal Art pieces, display at the EMRC and provide background information on the pieces. 	May 2019	CEO
6. Participate in and celebrate NAIDOC Week	<ul style="list-style-type: none"> Provide opportunities for staff to attend a NAIDOC week celebration by publicising events in the region. 	July 2019	CEO
	<ul style="list-style-type: none"> Encourage Aboriginal and Torres Strait Islander staff to engage with their culture and community. 		Manager HR
7. Raise internal understanding of Aboriginal and Torres Strait Islander cultural protocols	<ul style="list-style-type: none"> Raise awareness with councillors and staff of the meaning of Aboriginal and Torres Strait Islander protocols, including Welcome to Country and Acknowledgement of Country. 	August 2018	Chair of RAPWP, Members of RAPWP
	<ul style="list-style-type: none"> Develop a policy for use of Welcome to Country and Acknowledgement of Country. 	Sept 2018	Manager Procurement
	<ul style="list-style-type: none"> Research and develop a list of local traditional custodians of the land and rivers in our region. 	Nov 2018	Director RS
8. Other related actions	<ul style="list-style-type: none"> Purchase flag poles and flags and erect in close proximity to the EMRC administration building. 	Nov 2018	Manager Administration and Compliance
	<ul style="list-style-type: none"> Purchase flags for displaying in the EMRC Council Chambers. 		

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Opportunities			
Action	Deliverable	Timeline	Responsibility
9. Consider Aboriginal and Torres Strait Islander employment	<ul style="list-style-type: none"> Review HR procedures and policies to ensure the EMRC can address any barriers to Aboriginal and Torres Strait Islander employment. 		Manager HR
10. Investigate Aboriginal and Torres Strait Islander supplier diversity	<ul style="list-style-type: none"> Develop an understanding of the mutual benefits of procurement from Aboriginal and Torres Strait Islander owned businesses. Identify and procure supplies from Aboriginal and Torres Strait Islander owned businesses where appropriate. 		Manager Administration and Compliance Manager Administration and Compliance

Governance and Tracking Progress			
Action	Deliverable	Timeline	Responsibility
11. Build support for the RAP	<ul style="list-style-type: none"> Define resource needs for RAP development and implementation Define systems and capability needs to track, measure and report on RAP activities Provide as a minimum an annual update to EMRC staff and councillors Celebrate achievements 	August 2018 Nov 2018 Sept 2019	CEO Director RS Chair of RAPWP, Members of RAPWP Director RS
12. Review and Refresh RAP	<ul style="list-style-type: none"> Liaise with Reconciliation Australia to develop a new RAP based on learnings, challenges and achievements. Submit draft RAP to Reconciliation Australia for review Submit draft RAP to Reconciliation Australia for formal endorsement. 	Dec 2019	Chair of RAPWP, Members of RAPWP Director RS

Contact details Include contact details (job title, phone and email) for public enquiries about our RAP.

Name: WENDY HARRIS
 Position: DIRECTOR, REGIONAL SERVICES (RS) – EASTERN METROPOLITAN REGIONAL COUNCIL
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11.3 'UNDERSTANDING AND MANAGING FLOOD RISK' PROJECT

REFERENCE: D2018/12569

PURPOSE OF REPORT

The purpose of this report is to provide Council with a further update on Stages Two and Three of the 'Understanding and Managing Flood Risk' project, and to inform Council of Stage Four.

KEY ISSUE(S) AND RECOMMENDATION (S)

- The EMRC received \$100,000 of funding under the Natural Disaster Resilience Program in March 2016 to undertake Stage One of a flood study project for the Swan and Helena Rivers.
- The EMRC was successful in its application for \$20,000 funding from the Office of Emergency Management through the AWARE program for Stages Two and Three of the 'Understanding and Managing Flood Risk' in Perth project.
- Outputs of the project were presented by the consultants to all stakeholders in May 2018.
- The main reports, together with the 1% Annual Exceedance Probability mapping and data, were provided to member Councils in September 2018 and a Flood Risk Mapping Data Launch was held at the EMRC on 21 September 2018 for all stakeholders.

RECOMMENDATION(S)

That Council notes the completion of Stages Two and Three of the 'Understanding and Managing Flood Risk' project and that the proposed Stage Four project is being revised to take into account new information and conditions.

SOURCE OF REPORT

Director Regional Services

BACKGROUND

An understanding of the full range of expected flood events in Perth's Eastern Region is required to support flood emergency response planning, infrastructure design, and community flood preparedness. Floodplain mapping and the corresponding Swan and Helena Rivers Development Strategy were last updated in 1983 and no longer reflected current industry standards. As a result, the available floodplain mapping of the region was considered unreliable to support land use planning, development decision-making and flood emergency response actions. The EMRC developed the 'Understanding and Managing Flood Risk' staged flood study project in collaboration with the Department of Water and Environmental Regulation (DWER) and participating Councils to address these identified needs.

All probability terminology within the reports and data reflects the requirements of Engineers Australia's National Committee on Water Engineering and the updated Australian Rainfall and Runoff. The term Annual Exceedance Probability (AEP) is used for specific modelled events (rainfalls and floods).

Updates on the 'Understanding and Managing Flood Risk' project were provided via the following reports:

- Chief Executive Officer Advisory Committee (CEOAC) and Council Information Bulletins (Ref: D2016/14577) dated 15 November 2016 and 1 December 2016 respectively;
- CEOAC (Ref: D2017/01688) and Council Information Bulletins dated 31 January 2017 and 16 February 2017 respectively;
- CEOAC (Ref: D2017/15191) and Council Information Bulletins dated 14 November 2017 and 7 December 2017 respectively; and
- Information Bulletin to Council (Ref: D2018/07328) at its 21 June 2018 meeting.



Item 11.3 continued

Stage One, 2015/2016 - Hydrology:

- The EMRC was granted \$100,000 funding under the Natural Disaster Resilience Program funded under a National Partnership Agreement between the Commonwealth and State Governments in March 2015;
- Hydrology and Risk Consulting (HARC) were the successful tenderer;
- Additional funding was provided through EMRC and project partners City of Bayswater, City of Belmont, City of Swan and Department of Water and Environmental Regulation;
- Project initiation occurred in November 2015 with site visits;
- The catchment area of 124,000 km² includes Yilgarn, Lockhart, Salt and Mortlock Rivers (which form and are tributaries to Avon River); Avon River then becomes the Swan River downstream of Walyunga National Park;
- Catchment hydrology was completed in April 2016;
- Stage One was peer reviewed by University of Melbourne;
- A calibrated hydrologic model was developed;
- Understanding of runoff volumes included the potential impact of climate change on design rainfall and flow estimates; and
- Design hydrographs were developed from the hydrologic model.

Key findings of Stage One included that:

- The catchment is extremely large and complex;
- Large floods are generated from either lower or complete catchment;
- Very long duration storms are critical for rarer floods to occur; and
- Flood estimates have decreased overall.

REPORT

Following on from the conclusion of Stage One, and in order to progress Stages Two and Three of the project, the EMRC applied for and was successful in securing \$20,000 funding through the All West Australians Reducing Emergencies (AWARE) program financed by the State Emergency Management Committee in June 2016.

Additional funding was provided through the EMRC and project partners Town of Bassendean, City of Bayswater, City of Belmont, City of Swan, City of South Perth, Town of Victoria Park, and Department of Water and Environmental Regulation.

Stages Two and Three of the project comprised the areas of Hydraulics and Floodplain Development Strategy, including risk assessment.

Stage Two, 2016/2017 - Hydraulics, included:

- Consultants BMT who were the successful tenderer, in partnership with HARC;
- Project initiation which occurred in January 2017 with site visits;
- Model methodology and calibration which was peer reviewed by Water Research Laboratory, University of Melbourne;
- Modelling identified issues with existing bathymetry and cross-section data which were subsequently resolved by DWER; model calibration required reworking;
- The February 2017 flood event data replaced the 1974 calibration;
- Additional work which was required to respond to queries from the peer review of the Draft Model Development and Calibration Report;
- That this was the first project to test (and fix) new Australian Rainfall and Runoff software which impacted the joint probability analysis provided by HARC and additional model design runs;



Item 11.3 continued

- Hundreds of hours of modelling run-time was required;
- The hydraulic modelling report was completed in November 2017; and
- Data was provided to DWER in early 2018 to prepare suitable mapping which ties in to existing mapping for other rivers and streams.

Key findings of Stage Two included that:

- Flooding along the system is generally linear, which means that it generally follows the path of the river with few breakout areas or isolated areas, even in rare events;
- The 1% AEP flood levels have reduced quite significantly in some places along the Swan River towards the upper end of the system, with the changes attributed to lower inflows at Walyunga, due to improved data collection and reduced rainfall across the catchment;
- Climate change sensitivity testing has shown that there are three zones along the river system: coastal only with much higher sensitivity towards the lower (Fremantle) end of the system up to 0.9m; varying sensitivity through the joint probability zone such as more than 0.5m increase to Maylands Foreshore; and the fluvial (riverine) only zone which has much lower sensitivity such as less than 0.02m increase upstream from Reid Highway (Swan River) and railway bridge (Helena River); and
- Existing floodway and flood fringe areas were tested in the new model and found to be generally suitable, with land use planning areas mostly unchanged, with some specific areas subject to verification by the Department of Water and Environmental Regulation.

It should be noted that although rainfall estimates have decreased and flood levels have reduced by up to 1.0 m in different parts of the Swan and Helena Rivers, the impact on the floodway and flood fringe have been minimal due to the incised nature of the river bed.

Stage Three, 2017/2018 - Floodplain Development Strategy, including risk assessment:

- The risk assessment process included an understanding of the nature and magnitude of flood risk in the study area using two approaches:
 - A flood risk assessment to characterise the flood hazard, and how that hazard interacts with people, properties and infrastructure; and
 - A flood damages assessment, to estimate the tangible financial impacts of flooding on properties;
- Identified areas of potential flood isolation;
- Risk and vulnerability assessments were undertaken across participating Councils in late 2017 using Australian Bureau of Statistics data and facilities information provided by the Councils and the EMRC;
- Flood damages assessments were prepared for the participating LGAs;
- Consultation with stakeholders was undertaken in early 2018; and
- Floodplain Development Strategy and Risk Assessment reports were completed in July 2017.

A strategy has long been used in Perth to guide appropriate land use development in the floodplain of the Swan River. The Floodplain Development Strategy updates the existing strategy to incorporate the best available flood mapping and risk assessment information, and best-practice approaches to the management of flood risk. Land use planning controls development on flood prone land and is recognised as the most cost-effective floodplain management measure. Use of flood-related planning controls needs to be balanced with broader land use planning goals.

The Swan and Helena Rivers Floodplain Development Strategy primarily relates to future development in the floodplain. The Strategy also supports regional coordination for disaster management, and community engagement and awareness. Key recommendations in the strategy include:

- Maintain the 1% AEP + sea level rise (2100 climate change scenario) as the defined flood event;
- Maintain the current flood fringe and floodway areas to guide infill development (discussed above);



Item 11.3 continued

- Avoid all new development in the floodway, except minor public works (BBQs, picnic tables etc.);
- Ensure infill development in the 1% AEP extent is supported by appropriate emergency management protocols; and
- Consider applying a larger freeboard for sensitive development types in the Helena River catchment and upstream of The Causeway in the Swan River catchment, where it is practical to do so.

As part of the Swan and Helena Rivers Flood Study Stages Two and Three project commitments, consultants BMT, presented on the Council-specific outputs from the project to officers at each of the participating Councils. A broader project overview was presented to external stakeholders at a separate session held at the EMRC and also a Councillor-specific briefing held at the EMRC during May 2018. The presentations included an overview of the work completed, the risks from flooding for different events, estimated damages, climate impacts and the Floodplain Development Strategy. The presentations also included an introduction to the Story Map, including map sliders and animations.

The 1% AEP flood mapping data to support land use planning and development decision making has been compiled by DWER into GIS layers suitable for use in Council mapping systems and was provided to stakeholders in September 2018 with other outputs. Additional datasets are being developed by DWER building on the hard copy maps available for the other flood events modelled. All GIS layers will be available as public-facing datasets available online through data.wa.gov.au on the Shared Location Information Platform (SLIP).

Council-specific risk, vulnerability and visualisation outputs and all main reports from Stages One, Two and Three of the '*Understanding and Managing Flood Risk*' project were provided to participating councils in September 2018 for their information and use. The EMRC then hosted a launch event for all stakeholders to announce the newly available flood risk mapping data on 21 September 2018. The Flood Risk Mapping Data Launch presented an overview of the project as well as a more detailed walk through of the technical outputs by Mr Simon Rodgers, Senior Floodplain Engineer, DWER.

Given the size of the final reports for Stages Two and Three, hard copies and USBs will be provided separate to this Agenda.

FUTURE STAGES OF THE PROJECT

Stage Four of the '*Understanding and Managing Flood Risk*' project was developed in early 2017 to build a flood intelligence website and undertake adaptation planning. It was designed to enable local government, state government and emergency management agencies to have a greater understanding of flood risks, together with undertaking flood risk adaptation planning for participating local governments involving internal and external stakeholders to understand, quantify and begin developing flexible adaptation options.

\$70,000 of the total proposed project budget of \$210,000 for the 2017/2018 financial year was sought through NDRP funding in 2017. The funding submission was successful, dependent on Stages 2 and 3 being successfully completed. Delays to Stages Two and Three have led to Stage Four now being undertaken in 2019/2020, meaning that the NDRP funding cannot be guaranteed, however the EMRC is liaising with the funding body to clarify this.

Due to a changing state government approach to data, discussions will need to be held with the Departments of Water and Environmental Regulation, Fire and Emergency Services and Planning, Lands and Heritage regarding what flood, planning and risk information is being made available via their websites and the information being held centrally on data.wa.gov.au. This information will then form part of the discussions with the participating Councils to determine if a separate flood intelligence website is necessary. Discussions will also need to be held with all participating Councils regarding the flood risk adaptation planning.



Item 11.3 continued

Stage Five, the proposed final stage of the project, will involve developing a Community Awareness Guide and other engagement materials or plans to enable local government and the community to have a greater understanding of possible flood risks in the future and enable greater disaster resilience. This stage is subject to future funding and participating Council requirements.

STRATEGIC/POLICY IMPLICATIONS

Key Result Area 1 – Environmental Sustainability

- 1.5 To contribute towards improved regional air, water & land quality, regional biodiversity conservation and address climate change.

FINANCIAL IMPLICATIONS

Budget allocation for the 'Understanding and Managing Flood Risk' Project has been provided in the Environmental Services 2016/2017, 2017/2018 and 2018/2019 operating budgets.

SUSTAINABILITY IMPLICATIONS

This project continues the region's commitment to managing climate change adaptation and risk to ensure a resilient future. The activities undertaken contribute towards environmental, social and economic benefits through improving knowledge in relation to flood risk.

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	The project will assist member Council decision-making and risk management including land use planning, development decisions, risk adaptation and emergency services response.
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 notes the completion of Stages Two and Three of the '*Understanding and Managing Flood Risk*' project and that the proposed Stage Four project is being revised to take into account new information and conditions.



Item 11.3 continued

CEOAC RECOMMENDATION(S)

MOVED MR THROSSELL

SECONDED MR FOLEY

THAT COUNCIL NOTES THE COMPLETION OF STAGES TWO AND THREE OF THE 'UNDERSTANDING AND MANAGING FLOOD RISK' PROJECT AND THAT THE PROPOSED STAGE FOUR PROJECT IS BEING REVISED TO TAKE INTO ACCOUNT NEW INFORMATION AND CONDITIONS.

CARRIED UNANIMOUSLY



11.4 ITEMS CONTAINED IN THE INFORMATION BULLETIN

REFERENCE: D2018/12604

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

1. REGIONAL SERVICES

1.1 WATER WISE PERTH ROUNDTABLE EVENT (Ref: D2018/12605)

RECOMMENDATION

That the Chief Executive Officers Advisory Committee notes the items contained in the Information Bulletin accompanying the 2 October 2018 Chief Executive Officers Advisory Committee Agenda.

CEOAC RESOLUTION

MOVED MR THROSSELL

SECONDED MR JARVIS

THAT THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 2 OCTOBER 2018 CHIEF EXECUTIVE OFFICERS 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 GENERAL BUSINESS

14.1 EVENTS IN THE REGION

6 October 2018	City of Belmont	Mayoral Dinner
10 November 2018	Shire of Mundaring	President's Dinner
4 May 2019	City of Swan	Mayoral Dinner

14.2 OTHER GENERAL BUSINESS

Mr Christie raised the Notice of Motion for the next meeting of the EMRC Council put forward by Cr Jai Wilson of the Town of Bassendean and it was discussed by the CEOAC members.

Mr Throssell advised that he had received instructions from his Council to identify opportunities for the sharing of services. This was previously reviewed in 2010 and it was recognised that there would be marginal savings. It was agreed that this was not viable at this time.

Mr Jarvis noted that his last day at the Town of Bassendean was on 19 October 2018 and conveyed his gratitude to the CEOAC members for their support over the years. He advised that Ms Peta Mabbs was appointed in the role of Chief Executive Officer and will start on 22 October 2018.

The CEOAC Chairman thanked Mr Jarvis for his contribution to the Chief Executive Officers Advisory Committee over the years.

Mr Throssell proposed a vote of thanks as follows:

CEOAC RESOLUTION(S)

MOVED MR THROSSELL

SECONDED MR CHRISTIE

THAT THE CEOAC MEMBERS ACKNOWLEDGED AND THANKED MR JARVIS FOR HIS CONTRIBUTION TO THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE.

CARRIED UNANIMOUSLY

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 **20 November 2018** at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Belmont WA 6104 commencing at 12:30pm with lunch at 12noon.

Future Meetings 2018

Tuesday 20 November at EMRC Administration Office

17 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 1:40pm.