

# CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

## MINUTES

5 February 2019

(REF: D2019/00835)

A meeting of the Chief Executive Officers Advisory Committee was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Tuesday, 5 February 2019**. The meeting commenced at **12:30pm**.

## TABLE OF CONTENTS

---

1	<b>DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS</b>	1
2	<b>ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b>	1
3	<b>DISCLOSURE OF INTERESTS</b>	1
4	<b>ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION</b>	1
5	<b>PETITIONS, DEPUTATIONS AND PRESENTATIONS</b>	1
	5.1 <i>PRESENTATION BY CATALYSE ON THE OUTCOMES OF THE EMRC 2018 BIENNIAL STAKEHOLDER PERCEPTION SURVEY</i>	1
6	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	2
	6.1 <i>MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 20 NOVEMBER 2018 (Ref: D2018/14429)</i>	
7	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b>	2
8	<b>QUESTIONS BY MEMBERS WITHOUT NOTICE</b>	
9	<b>ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC</b>	2
	9.1 <i>UPDATE ON THE REVIEW OF THE ESTABLISHMENT AGREEMENT</i>	2
10	<b>BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING</b>	2
11	<b>REPORTS OF EMPLOYEES</b>	3
	11.1 <i>PROPOSED REGIONAL SERVICES CONSULTING RATES AND MISCELLANEOUS ADMINISTRATION FEES AND CHARGES FOR 2019/2020 (Ref: D2019/01224)</i>	3
	11.2 <i>'REFLECT' RECONCILIATION ACTION PLAN 2018 - 2019 (Ref: D2019/01294)</i>	8
	11.3 <i>ITEMS CONTAINED IN THE INFORMATION BULLETIN (Ref: D2019/00836)</i>	9
12	<b>REPORTS OF DELEGATES</b>	10
13	<b>NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING</b>	10
14	<b>GENERAL BUSINESS</b>	10
	14.1 <i>EVENTS IN THE REGION</i>	10
	14.2 <i>OTHER GENERAL BUSINESS</i>	10
15	<b>CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b>	10
	15.1 <i>UPDATE ON THE REVIEW OF THE ESTABLISHMENT AGREEMENT (Ref: 2019/01570)</i>	10
16	<b>FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE</b>	11
17	<b>DECLARATION OF CLOSURE OF MEETING</b>	11

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## **1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Chairman opened the meeting at 12:30pm.

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

### **Committee Members**

Ms Rhonda Hardy ( <b>Chairman</b> )	Chief Executive Officer	City of Kalamunda
Mr Jonathan Throssell ( <b>Deputy Chairman</b> )	Chief Executive Officer	Shire of Mundaring
Ms Peta Mabbs	Chief Executive Officer	Town of Bassendean
Mr John Christie	Chief Executive Officer	City of Belmont
Mr Mike Foley	Chief Executive Officer	City of Swan
Mrs Wendy Harris	Acting Chief Executive Officer	EMRC

### **Apologies**

Mr Andrew Brien	Chief Executive Officer	City of Bayswater
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### **EMRC Officers**

Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer (Minutes)
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### **Visitors**

Lisa Lough	Catalyse Pty Ltd
Saskia Valenti	Catalyse Pty Ltd

## **3 DISCLOSURE OF INTERESTS**

Nil

## **4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

## **5 PETITIONS, DEPUTATIONS AND PRESENTATIONS**

### **5.1 PRESENTATION BY CATALYSE ON THE OUTCOMES OF THE EMRC 2018 BIENNIAL STAKEHOLDER PERCEPTION SURVEY**

Representatives from Planning and Research Consultancy, Catalyse provided a presentation on the findings of the Stakeholder Perception Survey 2019.

The survey was designed to collect robust and reliable data to support decision making and assist with the EMRC's strategic, business and communications planning. Presenters delivered a presentation on the survey's key findings and answered questions.

Discussion ensued on EMRC getting back to its core business, which is waste and how do we position ourselves going forward. The CEO's felt that the survey should be held every two years and not annually.

Lisa Lough and Saskia Valenti departed the meeting at 12:55pm.



**6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**6.1 MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 20 NOVEMBER 2018**

That the minutes of the Chief Executive Officers Advisory Committee meeting held on 20 November 2018 which have been distributed, be confirmed.

**CEOAC RESOLUTION(S)**

MOVED MR THROSSELL                      SECONDED MR CHRISTIE

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD ON 20 NOVEMBER 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**

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 15 of this agenda.

9.1 UPDATE ON THE REVIEW OF THE ESTABLISHMENT AGREEMENT

**10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING**

Nil



## **11 REPORTS OF EMPLOYEES**

### **11.1 PROPOSED REGIONAL SERVICES CONSULTING RATES AND MISCELLANEOUS ADMINISTRATION FEES AND CHARGES FOR 2019/2020**

**REFERENCE: 2019/01224**

#### **PURPOSE OF REPORT**

The purpose of this report is to seek support of the proposed 2019/2020 Regional Services consulting rates, administration fees and charges and steam weeder hire charges for use in developing the draft 2019/2020 budget.

#### **KEY POINTS AND RECOMMENDATION(S)**

- Regional Services coordinates, facilitates, jointly funds and manages regionally significant projects that aim to improve social, economic and environmental outcomes for Perth's Eastern Region.
- For the 2019/2020 budget year, no consultancy rate increases are proposed. The proposed Regional Services consulting rates will be used to develop the draft 2018/2019 budget.
- In order to recover costs, a charge out rate was established for the hire of the steam weed machine by local governments and community groups in 2016/2017. No increases were applied in 2018/2019, and no increases have been recommended for 2019/2020.
- The administration fees for photocopying of documents provided to members of the public are unchanged from the previous year.

#### **Recommendation(s)**

That the proposed 2019/2020 Regional Services consulting rates and steam weeder hire charges and the EMRC's administration fees and charges, forming Attachment 1 and 2 to this report, be utilised in developing the draft 2019/2020 budget.

#### **SOURCE OF REPORT**

Acting Chief Executive Officer  
Director Corporate Services

#### **BACKGROUND**

Consulting rates are reviewed on an annual basis as part of the preparation of the annual budget. The Regional Services consulting rates have evolved over time to meet the needs of the member Councils by providing a mix of rates based on the diversity of tasks and experience required to fulfil consulting activities. The rates have generally increased in accordance with CPI or marginally lower than CPI.

An administration fee for the photocopying of documents provided to members of the public was first introduced by Council on 19 April 2012 to take effect from 1 July 2012 (Ref: DMDOC/161596).



*Item 11.1 continued*

## **REPORT**

The EMRC recognises the importance of maintaining reasonable charge out rates for member Councils to maintain the current levels of utilisation, in line with member Council budget expectations, as well as provide a service that is competitive in the marketplace.

### **Regional Services Consulting Rates**

The proposed consulting rates will be used to develop the draft 2019/2020 budget and forms part of the Regional Services Project Funding Summary 2019/2020 which was presented to Council in December 2018.

It is recommended that the Regional Services consulting rates for 2019/2020 for member Councils remain unchanged, in order for the EMRC to continue to provide value to member Councils. The Schedule of Rates is shown as Attachment 1. It is also recommended that "Other Organisations Consulting Fees" are not increased as they remain in line with commercial consulting rates.

The rates are based around three levels of consultants in addition to Manager and Director. It is expected that most consulting activities would be undertaken by the Coordinators, Consultants and Project Officers in order to provide the best value for money proposition for member Councils.

### **Steam Weed Machine – Hire Fee**

A fee was established for the hire of the steam weed machine on a cost recovery basis in 2016/2017 so that it could be hired out to local governments and community groups (refer Attachment 1). No increase is being recommended for 2019/2020.

### **Administration Fees and Charges – Photocopy Fees**

Under section 6.16 of the *Local Government Act 1995*, a local government may impose and recover a fee or charge for any goods or service it provides, other than those for which a service charge is statutorily imposed. From time to time, the EMRC receives requests to provide photocopies of various materials including, but not limited to, agendas and minutes. The schedule of fees proposed to deliver this service for black and white and colour photocopying is shown in Attachment 2 and no increases are recommended on the previous year's fees.

## **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

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
- 2.3 To facilitate regional cultural and recreational 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 proposed rates will be used to develop the EMRC's 2019/2020 budget and Regional Services consulting activities for 2019/2020.



*Item 11.1 continued*

## **SUSTAINABILITY IMPLICATIONS**

The rates being proposed for the EMRC member Councils have been designed to facilitate achievement of sustainable service delivery arrangements.

## **MEMBER COUNCIL IMPLICATIONS**

<b>Member Council</b>	<b>Implication Details</b>
Town of Bassendean	} The Regional Services Consulting Rates are used annually to assist with the formulation of budgets and for member Councils to be able to utilise EMRC consultancy services as and when required.
City of Bayswater	
City of Belmont	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

## ATTACHMENT(S)

1. 2019/2020 Proposed Regional Services Consulting Rates and Steam Weed Machine Charges (Ref: D2019/01225)
2. 2019/2020 Administration Fees and Charges (Ref: D2019/01226)

## VOTING REQUIREMENT

Simple Majority

## **RECOMMENDATION(S)**

That the proposed 2019/2020 Regional Services consulting rates and steam weeder hire charges and the EMRC's administration fees and charges, forming Attachment 1 and 2 to this report, be utilised in developing the draft 2019/2020 budget.

Mrs Harris gave a brief overview on the report and discussion ensued regarding the fees and charges. Mr Foley asked what income was generated from the fees and charges. Mrs Harris advised that it was minimal. Ms Hardy asked if it was worth writing a report or should it be added into the annual budget process.

Mrs Hardy added an additional recommendation.

## **CEOAC RECOMMENDATION(S)**

MOVED MS HARDY

SECONDED MR FOLEY

THAT:

1. THE PROPOSED 2019/2020 REGIONAL SERVICES CONSULTING RATES AND STEAM WEEDER HIRE CHARGES AND THE EMRC'S ADMINISTRATION FEES AND CHARGES, FORMING ATTACHMENT 1 AND 2 TO THIS REPORT, BE UTILISED IN DEVELOPING THE DRAFT 2019/2020 BUDGET.
2. FUTURE REPORTS ON CONSULTING RATES ARE INCLUDED IN THE EMRC'S BUDGET PROCESS, UNLESS THERE IS A SIGNIFICANT CHANGE IN DIRECTION FOR CONSULTING SERVICE, WHICH THEN REQUIRES CEOAC ADVICE.

**CARRIED UNANIMOUSLY**

**EASTERN METROPOLITAN REGIONAL COUNCIL**  
**2019/2020 - REGIONAL SERVICES (ENVIRONMENTAL SERVICES & REGIONAL DEVELOPMENT) CONSULTING RATES**

	Prior Year Rates					2019/2020 Rates		
	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	% Change	2019/2020
	(exc. GST)	(exc. GST)	(exc. GST)	(exc. GST)	(exc. GST)	(exc. GST)		(inc. GST)
	\$	\$	\$	\$	\$	\$		\$
<b><u>Member Council Consulting Fees</u></b>								
Consultant Director	\$108.00	\$111.00	\$111.00	\$111.00	\$111.00	\$111.00	0.00%	\$122.10
Consultant Manager	\$95.00	\$97.50	\$97.50	\$97.50	\$97.50	\$97.50	0.00%	\$107.25
Consultant Coordinator	\$82.00	\$84.00	\$84.00	\$84.00	\$84.00	\$84.00	0.00%	\$92.40
Consultant	\$74.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	0.00%	\$83.60
Project Officer	\$56.00	\$57.50	\$57.50	\$57.50	\$57.50	\$57.50	0.00%	\$63.25
<b><u>Other Organisations Consulting Fees</u></b>								
Consultant Director	\$187.50	\$187.50	\$187.50	\$187.50	\$187.50	\$187.50	0.00%	\$206.25
Consultant Manager	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	0.00%	\$181.50
Consultant Coordinator	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	0.00%	\$165.00
Consultant	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	0.00%	\$137.50
Project Officer	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	0.00%	\$110.00
<b><u>Hire Charges for Steam Weed Machine</u></b>								
<b><u>- Hire without an EMRC operator</u></b>								
Hourly Charge out rate (min 4 hrs applies)	N/A	N/A	\$18.87	\$18.87	\$18.87	\$18.87	0.00%	\$20.76
Daily rate	N/A	N/A	\$150.00	\$150.00	\$150.00	\$150.00	0.00%	\$165.00
<b><u>- EMRC Hourly Operator Charge</u></b>								
EMRC Operator (min 4 hrs applies)	N/A	N/A	\$57.50	\$57.50	\$57.50	\$57.50	0.00%	\$63.25

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**EASTERN METROPOLITAN REGIONAL COUNCIL  
2019/2020 - ADMINISTRATION FEES & CHARGES**

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Details	\$ (Inclusive of GST)
<b><u>Photocopier Charges</u></b>	
Black & White A4 print	\$0.35 per page
Black & White A3 print	\$0.50 per page
Colour A4 print	\$0.45 per page
Colour A3 print	\$0.60 per page

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## **11.2 'REFLECT' RECONCILIATION ACTION PLAN 2018 - 2019**

**REFERENCE: D2019/01294**

**The EMRC advises that Item 11.2 'Reflect' Reconciliation Action Plan 2018-2019 has been withdrawn.**

The item will be included in the agenda for the next formal Chief Executive Officers Advisory Committee (CEOAC) meeting on Tuesday, 2 April 2019.

The additional time will allow for further consideration regarding the timeframe for the delivery of the outcomes identified.



### **11.3 ITEMS CONTAINED IN THE INFORMATION BULLETIN**

**REFERENCE: D2019/00836**

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

#### **1. REGIONAL SERVICES**

- 1.1 REGIONAL SERVICES ACTIVITY REPORT OCTOBER TO DECEMBER 2018  
(Ref: D2019/01499)
- 1.2 REGIONAL CONGESTION MANAGEMENT ACTION PLAN (Ref: D2019/01903)

#### **RECOMMENDATION**

That the Chief Executive Officers Advisory Committee notes the items contained in the Information Bulletin accompanying the 5 February 2019 Chief Executive Officers Advisory Committee Agenda.

#### **CEOAC RESOLUTION**

MOVED MR FOLEY

SECONDED HARDY

THAT THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 5 FEBRUARY 2019 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**

### **14 GENERAL BUSINESS**

#### **14.1 EVENTS IN THE REGION**

Mayoral Dinner	City of Swan	4 May 2019
Mayoral Dinner	City of Kalamunda	20 July 2019

#### **14.2 OTHER GENERAL BUSINESS**

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)(c) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

The meeting closed at 1:00pm.

### **CEOAC RESOLUTION**

MOVED MR THROSSELL                      SECONDED MR FOLEY

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

**CARRIED UNANIMOUSLY**

#### **15.1 UPDATE ON THE REVIEW OF THE ESTABLISHMENT AGREEMENT**

##### **REFERENCE: D2019/01570**

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

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

### **RECOMMENDATION [Meeting re-opened]**

That the meeting be re-opened and the recommendations passed behind closed doors be recorded.

The meeting reopened at 1:25pm.



## CEOAC RESOLUTION

MOVED MR THROSSELL                      SECONDED MR FOLEY

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**

Recording of the recommendations passed behind closed doors, namely:

### 15.1 UPDATE ON THE REVIEW OF THE ESTABLISHMENT AGREEMENT

**REFERENCE: D2019/01570**

#### CEOAC RECOMMENDATION(S)

MOVED MR FOLEY                              SECONDED MR CHRISTIE

1. THAT THE COUNCIL NOT PURSUE ANY CHANGES TO THE ESTABLISHMENT AGREEMENT AT THIS TIME.
2. NOTES THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE HAS WITHDRAWN THE INITIAL DRAFT RESPONSES TO THE ESTABLISHMENT AGREEMENT TO ALLOW FURTHER TIME FOR THE COMMITTEE TO FURTHER WORKSHOP THE RESPONSES IN MARCH 2019.

**CARRIED UNANIMOUSLY**

### 16 FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE

The next meeting of the Chief Executive Officers Advisory Committee will be held on **5 March 2019 (informal)** at the City of Belmont, 215 Wright Street, Cloverdale WA 6105 commencing at 12:30pm with lunch at 12noon.

#### Future Meetings 2019

Tuesday	5	March *	(informal)	at	City of Belmont
Tuesday	2	April		at	EMRC Administration Office
Tuesday	7	May	(informal)	at	City of Bayswater
Tuesday	4	June *		at	EMRC Administration Office
Tuesday	2	July	(informal)	at	Shire of Mundaring
Tuesday	6	August		at	EMRC Administration Office
Tuesday	3	September	(informal)	at	City of Kalamunda
Tuesday	8	October	(if required)	at	EMRC Administration Office
Tuesday	19	November		at	EMRC Administration Office

**\* Please note the Monday prior to the March (informal) and June meetings is a Public Holiday.**

### 17 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 1:35pm.