



# AGENDA

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

27 APRIL 2023

CITY OF WANNEROO

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



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**MINDARIE REGIONAL COUNCIL  
NOTICE OF MEETING**

19 April 2023

Councillors of the Mindarie Regional Council are advised that an Ordinary Meeting of the Council will be held at the City of Wanneroo at 6.30 pm on 27 April 2023.

The agenda pertaining to the meeting follows.

Your attendance is respectfully requested.



**SCOTT CAIRNS  
CHIEF EXECUTIVE OFFICER**

**MINDARIE REGIONAL COUNCIL - MEMBERSHIP**

Cr K Vernon (Karen) - Chair	Town of Victoria Park
Cr A Jacob, JP (Albert) – Deputy Chair	City of Joondalup
Cr C May (Christopher)	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr C Hatton (Chris)	City of Stirling
Cr E Re (Elizabeth)	City of Stirling
Cr L Thornton (Lisa)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr F Cvitan, JP (Frank)	City of Wanneroo
Cr P Miles (Paul)	City of Wanneroo
Cr K Shannon (Keri)	Town of Cambridge

NB: Although some Councils have nominated alternate members, it is a requirement that a Council carries a specific resolution for each occasion that the alternate member is to act.

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

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

**3 DECLARATION OF INTERESTS**

Declaration of Financial/Conflict of Interest to be recorded prior to dealing with each item.

*Disclosure of Financial and Proximity Interests*

- (a) *Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the Local Government Act 1995).*
- (b) *Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the Local Government Act 1995).*

*Disclosure of Interest Affecting Impartiality*

- (a) *Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice.*

**4 PUBLIC QUESTION TIME**

**5 ANNOUNCEMENT BY THE PRESIDING PERSON**

**6 APPLICATION FOR LEAVE OF ABSENCE**

**7 PETITIONS/DEPUTATIONS/PRESENTATIONS**

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<b>8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>
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**8.1 ORDINARY COUNCIL MEETING – 23 FEBRUARY 2023**

The Minutes of the Ordinary Council Meeting held on 23 February 2023 have been printed and circulated to members of the Council.

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of Council held on 23 February 2023 be confirmed as a true record of the proceedings.**

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<b>9</b>	<b>CHIEF EXECUTIVE OFFICER REPORTS</b>
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<b>9.1</b>	<b>FINANCIAL STATEMENTS FOR THE MONTH ENDED 28 FEBRUARY 2023 AND 31 MARCH 2023</b>
<b>Reference:</b>	<b>GF-23-0000019</b>
<b>Appendix(s):</b>	<b>Appendix No. 1, 2 and 3</b>
<b>Date:</b>	<b>27 April 2023</b>
<b>Responsible Officer:</b>	<b>FINANCE MANAGER</b>

**SUMMARY**

The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

**BACKGROUND**

Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

The financial statements presented for each month consist of:

- Statement by Comprehensive Income by Nature and Type
- Operating Income Statement by Program
- Statement of Financial Activity
- Statement of Reserves
- Statement of Investing Activities
- Tonnage Report

**DETAIL**

The Financial Statements for the month ended 28 February 2023 and 31 March 2023 are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the two months up to 31 March 2023 is attached at **Appendix No. 3**.

The complete suite of Financial Statements which includes the Income Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the "air space" remaining and other relevant information.

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Summary of results for the year to date period ended 31 March 2023

	YTD Budget	YTD Actual	Variance
	t	t	t
Tonnes – Members	132,249	131,390	(859)
Tonnes – Others	37,843	38,518	675
<b>TOTAL TONNES</b>	<b>170,092</b>	<b>169,908</b>	<b>(184)</b>
	\$	\$	\$
Revenue – User Charges	25,191,824	25,110,604	(81,220)
Revenue – Other	4,949,067	5,009,572	60,505
<b>TOTAL REVENUE</b>	<b>30,140,891</b>	<b>30,120,176</b>	<b>(20,715)</b>
Expenses	(26,626,938)	(26,734,821)	(107,883)
<b>NET SURPLUS/(DEFICIT)</b>	<b>3,513,953</b>	<b>3,385,355</b>	<b>(128,598)</b>

Members

Members tonnages for the financial period ended 31 March 2023 were 859 tonnes below budget.

Trade & Casuals

The Casual and Trade tonnages are 675 tonnes higher than forecast for the financial year to date with 25,507 tonnes delivered through the waste discounted rate tender.

Overall tonnages for the financial period ended 31 March 2023 were 184 tonnes less than budgeted. The variances have reduced significantly due to revised tonnage budgets reflected in March.

The net result variance is \$128,598 or 4% against year to date budget.

**VOTING REQUIREMENT**

Simple Majority

**RESPONSIBLE OFFICER RECOMMENDATION**

**That Council:**

**Receive the Financial Statements set out in Appendix No. 1 and 2 for the months ended 28 February 2023 and 31 March 2023.**

<b>9.2</b>	<b>LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 28 FEBRUARY 2023 AND 31 MARCH 2023</b>
<b>File No:</b>	<b>FIN/5-09</b>
<b>Appendix(s):</b>	<b>Appendix No. 4 and 5</b>
<b>Date:</b>	<b>27 April 2023</b>
<b>Responsible Officer:</b>	<b>Finance Manager</b>

### SUMMARY

The purpose of this report is to provide details of payments made during the periods identified above. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

### COMMENT

The lists of payments for the months ended 28 February 2023 and 31 March 2023 is at **Appendix 4 and 5** to this Item and presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 16 September 2021, the Council delegated to the CEO the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

<b>Months Ended</b>	<b>Account</b>	<b>Vouchers</b>	<b>Amount</b>
28 February 2023	General Municipal	Cheques	\$640.00
		EFT	\$739,900.22
		DP	\$4,351,991.97
		Inter account transfers	\$0.00
		<b>Total</b>	<b>\$5,092,532.19</b>
31 March 2023	General Municipal	Cheques	\$2,046.75
		EFT	\$699,020.33
		DP	\$4,377,526.51
		Inter account transfers	\$0.00
		<b>Total</b>	<b>\$5,078,593.59</b>

### VOTING REQUIREMENT

Simple Majority

### RESPONSIBLE OFFICER RECOMMENDATION

**That Council:**

**Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 28 February 2023 and 31 March 2023.**

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<b>9.3</b>	<b>DRAFT MRC STRATEGIC COMMUNITY PLAN 2023 - 2032</b>
<b>File No:</b>	<b>GF-23-0000104</b>
<b>Appendix(s):</b>	<b>Appendix 6 – Draft Strategic Community Plan 2023 – 2032</b>
<b>Date:</b>	<b>14 April 2023</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

### **SUMMARY**

This report presents the Mindarie Regional Council's (MRC) Draft Strategic Community Plan (SCP) for consideration as required under the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

The report seeks endorsement of the SCP to provide notice to the public of the Council's decision.

### **BACKGROUND**

The MRC's current SCP 2018 – 2037 was adopted by Council at its meeting on 06 April 2017. The SCP is required to be reviewed every four years under the requirements of the *Local Government (Administration) Regulations 1996*. A review was due in 2021; a point acknowledged by the MRC in 2021 when the MRC informed the Department of Local Government, Sport and Cultural Industries that the MRC was not able to meet its obligation under the Regulations to carry out a 4 yearly review of the SCP due to a number of matters.

Between 2020 and 2021, the MRC experienced a period of change which impacted strategy setting such as:

- MRC entered into a contract with Workpower to operate the Re-Use shop and the public recycling areas at Tamala Park
- Streamlining of operations at Tamala Park resulted in an organisational restructure
- MRC concluded a major contract for the management of the Resource Recovery Facility at its Neerabup site
- A change of CEO in 2021

Several individual strategy sessions have taken place with Council and member council administrations since 2021, which have resulted in the development of a Draft SCP (**Attachment 6**).

The new Draft SCP covers the period 2023 to 2032 and creates a new Vision for the MRC, '**Collaborating for a regional Circular Economy**', with a Mission, '**To deliver sustainable waste management options for members**'. The MRC's new Objectives are stated below:

- **Deliver best practice services**
- **Position MRC to provide world class waste management options**
- **Deliver best practice governance process and structures.**

The new SCP sets Strategies and Performance Targets to enable the delivery of the above Objectives, and takes account of the two major assets of the MRC, the Tamala Park Site and the Neerabup Site.

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## **CONSULTATION**

The Regulations require that the SCP be developed with input from the local governments' electors and ratepayers. A regional council has neither electors nor ratepayers to consult.

When developing the initial SCP the MRC sought clarification from the Department of Local Government, Sport and Cultural Industries (DLGSC) on the stakeholders to be consulted in the development of a new SCP. DLGSC advised that the member council local governments were the MRC's primary stakeholders.

The MRC's Draft SCP has been developed in consultation with the following stakeholder groups:

- MRC Councillors
- Member Council Executives
- MRC employees

The SCP consultation process consisted of workshops, meetings and written communication. The feedback from all stakeholder groups has been taken into account in the final draft.

## **DETAIL**

The MRC's initial SCP review process commenced in 2021 through a series of independent facilitated strategy workshops of MRC staff, as follows:

- 04 March 2021 – Leadership team workshop
- 12 March 2021 – MRC staff (group A)
- 12 March 2021 – MRC staff (group B)

Consultation and development of the SCP paused in May 2021 following consultation with the Chairperson and the Member Councils. It was agreed that the SCP review process would be put on hold until ongoing business decisions had been completed, and a new CEO had been recruited.

The new CEO commenced on 20 September 2021, and conducted strategy workshops with MRC Councillors and Member Council Executives on both 3 November 2021 and 26 July 2022.

In September 2022 an independent facilitated workshop was attended by MRC Councillors and Member Council Executives and invited speakers from the Department of Water and Environmental Regulation (DWER).

A second and final independent facilitated workshop with MRC councillors took place on 02 February 2023, where a draft early stage SCP skeleton document was discussed. Council provided clear direction at that workshop on their requirements in any new final SCP.

Administration further developed the SCP document in February 2023, and a draft copy of the SCP was provided to MRC councillors and member council administrations for comments, on 28 March 2023.

Minor feedback has been received which has been incorporated into the Draft SCP.

## **LEGAL COMPLIANCE**

The development or an amendment to the SCP is a requirement of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.

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### **STRATEGIC IMPLICATIONS**

The Integrated Planning Framework ensures that the future of local government is set using long term strategies backed by shorter termed implementation plans.

The MRC is currently developing the supporting plans which will align to the new SCP. The following plans are proposed to be presented to Council in June 2023.

- Corporate Business Plan
- Long Term Financial Plan
- Asset Management Plan
- Workforce Plan

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The implementation of the SCP will be subject to the future endorsement of the supporting plans, discussed above, and the MRC's normal budgetary approval process.

### **COMMENT**

Through the SCP review process, it has become apparent, generally, that member councils require the continued delivery of the best-practice waste management services currently delivered at the Tamala Park Waste Management Facility and access to options that align with the requirements of the Western Australian Waste Avoidance and Resource Recovery Strategy 2030 (WARR Strategy) and all member councils' DWER-approved Waste Plans.

The Tamala Park Landfill is likely to end during the period of this new SCP, and this has been taken into account in the development of the final document. The MRC will work with member councils to ensure that the facility is closed appropriately and cared for in to the future, and that an alternative option is provided for upon closure.

Council has expressed the need for the MRC to operate sustainably at all times, and reduce its operational environmental impact. This is reflected in the SCP's Strategic Actions.

In alignment with its new mission, the MRC has a key role to play in delivering sustainable waste management options on behalf of its members; the MRC is uniquely positioned to provide member councils choice. By collaborating together, and realising the potential pulling power of the secondary resources disposed of by a third of the Perth Metropolitan Area (over 700,000 residents) the MRC proposes to investigate and identify the best possible opportunities for member councils and bring these forward to Council to allow it to make a decision for the benefit of all seven member council communities.

The MRC has the ability to leverage upon its existing assets, skillset and potential, to improve its financial sustainability whilst operating for the benefit of the region, and to identify if/how it can contribute to the development of circular economy opportunities as discussed in the WARR Strategy.

This Draft SCP reflects the feedback and comments of all stakeholders involved in its development and provides the MRC with guidance and direction on what it must do to meet the needs of member councils as they seek to deliver upon their respective communities' consistent requirement for better environmental outcomes and high quality waste management services.

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**VOTING REQUIREMENT**

Absolute Majority

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Council:**

1. **Adopt the Strategic Community Plan 2023- 2032 as contained in Appendix 6.**

**(Absolute Majority Required)**

2. **Give Local Public Notice, in accordance with s.19D of the Local Government (Administration) Regulations 1996, advising that the Strategic Community has been adopted by the Council.**
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**10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 75**

**RESPONSIBLE OFFICER RECOMMENDATION**

That the Members Information Bulletin Issue No. 75 be received.

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

Nil

**12 URGENT BUSINESS**

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

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

**This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2)(d) of the Local Government Act 1995 as the report deals with matters where legal advice was obtained.**

**14.1 GENERAL INSURANCE RENEWAL 2023/24**

**File No: GF-23-0000112**

**Attachment(s):**  
1. Letter – Legal advice McLeod Lawyers dated 9 March 2023  
2. Procurement Australia Evaluation Summary

**Date: 11 April 2023**

**Responsible Officer: Chief Executive Officer**

THIS REPORT IS CONFIDENTIAL AND NOT FOR PUBLIC VIEWING

TO BE SENT UNDER SEPARATE COVER TO MRC COUNCILLORS AND MEMBER COUNCILS

**This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2) (c) of the Local Government Act 1995 as the report deals with a matter where a contract may be entered into.**

**14.2 ENGAGEMENT OF CONSULTANT TO ASSIST IN THE ANNUAL REVIEW OF THE CEO'S PERFORMANCE**

**File No: GF-23-0000103**

**Attachment(s): Nil**

**Date: 11 April 2023**

**Responsible Officer: Chief Executive Officer**

THIS REPORT IS CONFIDENTIAL AND NOT FOR PUBLIC VIEWING

TO BE SENT UNDER SEPARATE COVER TO MRC COUNCILLORS

**15 NEXT MEETING**

The next Ordinary Council meeting is to be held on Thursday 01 June 2023 at the Town of Cambridge commencing at 6.30 pm.

**16 CLOSURE**

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