

Western Metropolitan Regional Council



# ABRIDGED MINUTES

ORDINARY REGIONAL COUNCIL MEETING

(RC 13/04)

1 August 2013

5.30pm

Claremont Yacht Club  
4 Victoria Avenue  
Claremont WA 6010



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## 1. DECLARATION OF OPENING

The meeting commenced at 5.30pm

## 2. RECORD OF ATTENDANCE AND APOLOGIES

<b>Delegates</b>	
Mayor R Norris (Chair)	Town of Mosman Park
Councillor B Haynes	Town of Claremont
Councillor C Hohnen	Shire of Peppermint Grove
Councillor V Strzina	Town of Cottesloe
Councillor G Trinder	City of Subiaco

<b>Staff</b>	
Mr J Hogg	Chief Executive Officer
Mrs R Goodwin	Business Development Manager
Ms N Zayan	Sustainability and Waste Education Manager
Ms A Hynes	Engineer
Mrs J Littlewood	Office Manager (Minutes)

## 3. DISCLOSURE OF INTEREST

Mayor Ron Norris, Councillor Bruce Haynes, Councillor Charlie Hohnen, Councillor Victor Strzina and Councillor Garry Trinder disclosed a financial interest in item 9.7 Councillor Sitting Fees.

## 4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

## 5. PUBLIC QUESTION TIME

Nil

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 7. PETITIONS, APPROVED DEPUTISATIONS AND PUBLIC STATEMENTS

Nil

## 8. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the Western Metropolitan Regional Council Meeting (13/03) which was held on 6 June 2013 were circulated previously under a separate cover and are attached.

### Recommendation

- *The minutes of the Western Metropolitan Regional Council Meeting (13/03) held on 6 June 2013 be confirmed as a true and correct record.*

MOVED: Councillor Victor Strzina

SECONDED: Councillor Bruce Haynes

**MOTION CARRIED 5/0**

## 9. STAFF REPORTS

9.1	FINANCIAL STATEMENTS
<p><b>Officer Recommendation:</b></p> <ul style="list-style-type: none"><li>• That the financial statements for the period ended 31 May 2013 and 30 June 2013 be noted.</li></ul>	
<p><b>Committee Discussion and Recommendation:</b></p> <p>Committee: <input checked="" type="checkbox"/> Operations Committee <input type="checkbox"/> Audit Committee <input type="checkbox"/> Strategic Review Committee</p> <p>Mr Ledger enquired when the advertising on the waste transfer trailers would be commencing. The Business Development Manager explained that at present only one truck a day is transporting residual waste to landfill which is not an attractive offer to advertisers. She added that once DiCOM is fully operational the trailers will be travelling to landfill four times per day. This is the point that advertisers are more likely to be interested.</p> <p>Mr Monteiro enquired whether the Long Service Leave entitlements were budgeted in advance. The Business Development Manager explained that a Long Service Leave Reserve has been established for 2013/14. She added that normally long service leave would be taken as leave by employees, so incorporated into the budget as normal wages; however the two long service leave payments made in June 2013 were paid in lump and therefore were not included in the budget.</p> <p><u>Moved:</u> Mr Darrell Monteiro <span style="float: right;"><u>Seconded:</u> Mr Michael Whitbread</span></p> <ul style="list-style-type: none"><li>• That the financial statements for the period ended 31 May 2013 and 30 June 2013 be noted.</li></ul> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>	

***Council Discussion and Resolution:***

Moved: Councillor Charles Hohnen

Seconded: Councillor Garry Trinder

- That the financial statements for the period ended 31 May 2013 and 30 June 2013 be noted.

**MOTION CARRIED 5/0**

**9.2**

**LIST OF PAYMENTS AND SUNDRY DEBTORS**

***Officer Recommendation:***

- That the schedule of accounts paid of \$1,374,577.77 for the months of May and June 2013 be endorsed.
- That the schedule of sundry debtors outstanding at 15 July 2013 be noted.

***Committee Discussion and Recommendation:***

*Committee:*  Operations Committee  Audit Committee  Strategic Review Committee

Moved: Mr David McCann

Seconded: Mr Mark Ledger

- That the schedule of accounts paid of \$1,374,577.77 for the months of May and June 2013 be endorsed.
- That the schedule of sundry debtors outstanding at 15 July 2013 be noted.

**CARRIED UNANIMOUSLY**

***Council Discussion and Resolution:***

Moved: Councillor Garry Trinder

Seconded: Councillor Victor Strzina

- That the schedule of accounts paid of \$1,374,577.77 for the months of May and June 2013 be endorsed.
- That the schedule of sundry debtors outstanding at 15 July 2013 be noted.

**MOTION CARRIED 5/0**

**9.3**

**INVESTMENT REGISTER**

***Officer Recommendation:***

- That the investment register for the periods ended 31 May 2013 and 30 June 2013 be noted.

***Committee Discussion and Recommendation:***

*Committee:*  Operations Committee  Audit Committee  Strategic Review Committee

The Business Development Manager spoke to the report. She explained that the total interest earned for 2012/13 shown on the investment register varies slightly from the financial

statements presented in report 4.1. The investment register is correct; as interest paid on term deposits which expired on 28 June 2013 were not picked up in the end of financial year statements. This will be amended when the Annual Financial Report is prepared.

Moved: Mr Darrell Monteiro

Seconded: Mr Michael Whitbread

- That the investment register for the periods ended 31 May 2013 and 30 June 2013 be noted.

**CARRIED UNANIMOUSLY**

***Council Discussion and Resolution:***

Moved: Councillor Victor Strzina

Seconded: Councillor Bruce Haynes

- That the investment register for the periods ended 31 May 2013 and 30 June 2013 be noted.

**MOTION CARRIED 5/0**

**9.4 2013/2014 ANNUAL BUDGET**

***Officer Recommendation:***

- That the WMRC 2013/2014 Annual Budget and supporting schedules be adopted by an absolute majority.
- That in accordance with Regulation 33 of the Local Government (Financial Management) Regulations 1996, a copy of the WMRC 2013/2014 Annual Budget be submitted to the Department of Local Government, within 30 days of its adoption by Council.

***Committee Discussion and Recommendation:***

Committee:  Operations Committee  Audit Committee  Strategic Review Committee

The Business Development Manager spoke to the report explaining that the budget assumes that DiCOM commences operations in mid-August 2013.

The CEO explained that a meeting would be held Monday 29 July with Palisade.

MOVED Mr Mark Ledger

SECONDED Mr David McCann

- That the draft 2013/2014 budget statements be noted.

**CARRIED UNANIMOUSLY**

***Council Discussion and Resolution:***

Councillor Charles Hohnen enquired which figure for the projected balance of the Reserves at 30 June 2014 was correct as the figure on the front of the report and page 27 of the Agenda did not match. The Business Development Manager apologised and explained that the report had been changed several times and it appears the front summary page was not updated. She advised the correct balance of Reserves at 30 June 2014 is projected to be \$1,893,488.

The CEO advised Council that the Annual Budget has a number of sensitive assumptions. He added that the commencement of DiCOM is already expected to start later than the budget assumes which is expected to improve WMRC's overall financial position. Councillor Trinder proposed the Administration undertake a quarterly budget review, in addition to the half-yearly budget review, to keep Council updated on how the WMRC's financial position is tracking as more certainty is learnt around the extremely sensitive assumptions.

Moved: Councillor Victor Strzina

Seconded: Councillor Bruce Haynes

- That the WMRC 2013/2014 Annual Budget and supporting schedules be adopted by an absolute majority.
- That in accordance with Regulation 33 of the Local Government (Financial Management) Regulations 1996, a copy of the WMRC 2013/2014 Annual Budget be submitted to the Department of Local Government, within 30 days of its adoption by Council.
- That the Administration prepares a quarterly budget review for Council's consideration in December 2013

**ADOPTED BY ABSOLUTE MAJORITY 5/0**

## 9.5 WMRC INSURANCES

### ***Officer Recommendation:***

- That Council note the changes to WMRC insurances.

### ***Committee Discussion and Recommendation:***

Committee:  Operations Committee  Audit Committee  Strategic Review Committee

Moved: Mr Darrell Monteiro

Seconded: Mr Mark Ledger

- That Council note the changes to WMRC insurances.

**CARRIED UNANIMOUSLY**

### ***Council Discussion and Resolution:***

Councillor Victor Strzina noted the substantial reduction in insurance costs.

Moved: Councillor Bruce Haynes

Seconded: Councillor Charlie Hohnen

- That Council note the changes to WMRC insurances.

**MOTION CARRIED 5/0**

<b>9.6</b>	<b>ASSET MANAGEMENT PLAN REVIEW</b>
<b>Officer Recommendation:</b> <ul style="list-style-type: none"><li>That the Asset Management Plan be updated to resolve the non-compliances found by the review and presented to Council at its October meeting.</li></ul>	
<b>Committee Discussion and Recommendation:</b> <i>Committee:</i> <input checked="" type="checkbox"/> Operations Committee <input type="checkbox"/> Audit Committee <input type="checkbox"/> Strategic Review Committee  The Engineer spoke to the report. Mr Monteiro referred to page 32 of the Agenda making note to Table 1, Service Level Targets in performance Measure there was a section “Deliveries turned away” and wanted to know if this has ever occurred. The Business Development Manager explained that if a haulage truck is broken down the quantity of waste WMRC can haul to landfill is halved. She said this occurred once during the financial year and three large commercial customers were turned away from the site for approximately one month. She added that attempts are always made to ensure the site can continue accepting member Council waste.  <i>Moved:</i> Mr David McCann <span style="float: right;"><i>Seconded:</i> Mr Michael Whitbread</span> <ul style="list-style-type: none"><li>That the Asset Management Plan be updated to resolve the non-compliances found by the review and presented to Council at its October meeting.</li></ul> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>	
<b>Council Discussion and Resolution:</b>  The CEO spoke to the report. The Engineer advised a plan had been put in place to review and update the Asset Management Plan to ensure all actions in the plan are met. Councillor Bruce Haynes enquired whether this was a requirement. The Engineer advised it was. Councillor Charles Hohnen enquired whether the sprinkler system in the Transfer Station would commence. The Engineer advised that the Transfer Station currently had a hose system in place and in case of fire this would be used. Councillor Charles Hohnen enquired why the software costs were so high for the weighbridge. The Engineer advised that quotes had been received for that price but the software for the weighbridge would now be about \$20,000.  <i>Moved:</i> Councillor Victor Strzina <span style="float: right;"><i>Seconded:</i> Councillor Garry Trinder</span> <ul style="list-style-type: none"><li>That the Asset Management Plan be updated to resolve the non-compliances found by the review and presented to Council at its October meeting.</li></ul> <p style="text-align: right;"><b>MOTION CARRIED 5/0</b></p>	
<b>9.7</b>	<b>COUNCILLOR SITTING FEES</b>
<b>Officer Recommendation:</b> By absolute majority, Council nominate: <ul style="list-style-type: none"><li>The _____ [annual/meeting] fee method be used to derive Councillor payments.</li></ul>	

- The fee for the Chairman be set at \$ \_\_\_\_\_ [per year / per meeting].
- The fee for Councillors be set at \$ \_\_\_\_\_ [per year / per meeting].
- An annual allowance of \$ \_\_\_\_\_ per year be paid to the Chairman.
- An annual allowance of \$ \_\_\_\_\_ per year be paid to the Deputy Chairman.

***Council Discussion and Resolution:***

The Chair spoke to the report and explained the current member sitting fee allowance was out dated and had not been reviewed for a long time.

Moved: Councillor Bruce Haynes

Seconded: Councillor Victor Strzina

By absolute majority, Council nominate:

- The annual fee method be used to derive Councillor payments.
- The fee for the Chairman be set at \$10,000 per year.
- The fee for Councillors be set at \$5,000 per year.
- An annual allowance of \$1,000 per year be paid to the Chairman.
- An annual allowance of \$250 per year be paid to the Deputy Chairman.

**ADOPTED BY ABSOLUTE MAJORITY 5/0**

**9.8**

**INFORMATION BULLETIN**

***Officer Recommendation:***

- That the reports contained within the information bulletin be noted.

***Committee Discussion and Recommendation:***

Committee:  Operations Committee  Audit Committee  Strategic Review Committee

Moved: Mr Mark Ledger

Seconded: Mr David McCann

- That the reports contained within the information bulletin be noted.

**CARRIED UNANIMOUSLY**

***Council Discussion and Resolution:***

Moved: Councillor Victor Strzina

Seconded: Councillor Charlie Hohnen

- That the reports contained within the information bulletin be noted.

**MOTION CARRIED 5/0**

## **10. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil



## **11. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PRESIDING MEMBER OR BY A DECISION OF THE MEETING**

Nil

## **12. GENERAL BUSINESS**

Mayor Ron Norris advised he will not be standing for re-election to the WMRC after the October 2013 elections.

Councillor Charles Hohnen and Councillor Bruce Haynes and Councillor Victor Strzina advised their terms in office expire in October 2013 but would be seeking re-election to their respective Councils and the WMRC.

## **13. CLOSURE OF MEETING**

The meeting closed at 6.37pm