

Bunbury - Harvey Regional Council

Council Agenda



For the Ordinary Council Meeting of

26th November 2015

**BUNBURY-HARVEY REGIONAL COUNCIL
AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26TH NOVEMBER 2015**

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BUNBURY-HARVEY REGIONAL COUNCIL

MEETING NOTICE AND AGENDA – 26TH NOVEMBER 2015

TO: THE CHAIRMAN AND COUNCILLORS

NOTICE is hereby given that an Ordinary meeting of the Bunbury-Harvey Regional Council will be held at **Shire of Harvey Admin Building, Mulgara Street, Australind, commencing at 4:00pm.**

Your attendance is respectfully requested.

TONY BATTERSBY
CHIEF EXECUTIVE OFFICER

AGENDA

1. Attendance, Apologies & Leave of Absence

Name	Attended	Apologies	Leave of Absence
Cr. Judy Jones (City of Bunbury)			
Cr. Jaysen Miguel (City of Bunbury)			
Cr. Murray Cook (City of Bunbury)			
Cr. Peter Monagle (Shire of Harvey)			
Cr. Bill Adams (Shire of Harvey)			v
Tony Battersby – CEO			
Michael Parker – CEO Shire of Harvey			
Chris Welham – Accountant			
Martinette Pieterse – Secretary to CEO			

2. **Public Question Time**

3. **Summary of Response to previous Questions taken on notice**

4. **Applications for leave of absence**

5. **Confirmation of Minutes**

Minutes of the Ordinary meeting of Council held 5th November 2015.

6. **Petitions and Memorials**

7. **Declarations of Interests**

8. **Announcements (by the presiding member without discussion)**

9. **Reports of Committees**

10. **Business of Previous Meeting**

11. **Reports of Officers**

11.1 Bunbury-Harvey Regional Council Audit Report, Annual Report and Audited Annual Financial Statements for the year ended 30 June 2015

Applicant/Proponent:	<i>Audit Committee</i>
Responsible Officer:	<i>Chris Welham, Accountant</i>
Executive:	<i>Tony Battersby, Chief Executive Officer</i>
Attachments:	<i>Appendix 1: Auditors Report, Annual Report and Audited Financial Statements</i>

Summary

The Auditors Report, Annual Report and Audited Financial Statements of the Bunbury-Harvey Regional Council for the financial year ending 30 June 2015 are attached at Appendix 1 for the information of Council.

Background

The Council's auditors, Grant Thornton have audited the 2014/15 Annual Financial Statements and have provided an Independent Auditor's Report as required under the relevant provisions of the *Local Government Act 1995* (the Act). The Auditors Report, Annual Report and Audited Financial Statements were reviewed by the Audit Committee on 26 November 2015 immediately prior to this meeting, and are now presented to Councillors for their information.

Mr Michael Hillgrove from Grant Thornton is the Council's appointed Auditor and met with the Audit Committee, as required under section 7.12A(2) of the Act, on 26 November 2015 to answer any queries that Members may have had in relation to the 2014/15 financial audit of the Council.

Council Policy Compliance

N/A

Legislative Compliance

Section 7.9 (1) of the Act requires the auditor to submit a report to the local government by 31 December each year.

Section 7.12A (2) of the Act requires a local government to meet with its Auditor at least once each year.

Officer Comments

Council's management and internal control systems are sound. In addition to being monitored internally on a daily and monthly basis they are also strengthened by an independent assessment each year on the Council's financial management systems and external audit reporting. The independent assessment reviews Council's financial position, financial management practices and compliance with the requirements of the Local Government Act, the Local Government (Financial Management) Regulations, and Accounting Standards.

There are five (5) primary financial statements:

- Statement of Comprehensive Income
- Statement of Financial Position

- Statement of Changes in Equity
- Statement of Cash Flows
- Fee Setting Statement

Statement of Comprehensive Income: The Statement of Comprehensive Income (shown on pages 1 to 2 of the Financial Statements) shows the extent to which operating revenue has exceeded operating expenditure during the financial year (i.e. operating surplus).

Key financial figures within the audited Annual Financial Report for the year ended 30 June 2015 include:

	<u>2014</u>	<u>2015</u>
Operating Revenue	\$ 4,342,766	\$ 4,714,984
Operating Expenses	\$ 3,762,053	\$ 3,370,272
Operating Surplus	\$ 580,713	\$ 1,344,712
Net Result (utilised for capital works)	\$ 597,202	\$ 1,327,838

For the year ending 30 June 2015, the operating surplus was \$580K compared to \$1.3M in 2013/14, a decrease of \$764K. While revenue decreased by \$372K, expenditure increased by \$392K. The decrease of \$372K in revenue is mainly due to decreases in tonnages received from outside the Bunbury-Harvey Region. The increase in expenditure of \$392K includes Site Rehabilitation expenditure which was funded from reserves.

When capital grants and profit/loss on disposal of assets etc. are included, the Net Result was a surplus of \$597K (compared to a surplus of \$1.3M in 2013/14). The Statement also accounts for the revaluation of non-current assets during the year of \$16K resulting in a Total Comprehensive Income for 2014/15 of \$613K.

Statement of Financial Position: The Statement of Financial Position (shown on page 3 of the Financial Statements) shows the assets and liabilities which make up the Equity as at the 30 June 2015.

Key financial figures within the audited Annual Financial Report for the year ended 30 June 2015 include:

	<u>2014</u>	<u>2015</u>
Current Assets	\$ 7,331,238	\$ 6,606,001
Current Liabilities	\$ 489,620	\$ 508,454
Current Assets over Current Liabilities	\$ 6,841,618	\$ 6,097,547
Non-Current Assets	\$ 2,843,650	\$ 2,953,179
Non-Current Liabilities	\$ 36,917	\$ 15,692
Total Equity	\$ 9,648,351	\$ 9,035,034

Council's current assets exceed current liabilities by \$6.8M compared to \$6.1M in 2013/14. The total Equity as at 30 June 2015 was \$9.6M an increase of \$613K on 2013/14 mainly due to the net transfer to reserves of \$637K.

Statement of Changes in Equity: The Statement of Changes in Equity (shown on page 4 of the Financial Statements) shows the extent to which the Equity has been increased by the net result of the year's activities. For the year ending 30 June 2015, the Equity increased from \$9.0M to \$9.6M.

Statement of Cash Flows: The Statement of Cash Flows (shown on page 5 of the Financial Statements) shows the nature and amount of Council's cash inflows and out flows from all activities. Council's cash held at the end of the reporting period was \$6.9M compared to \$6.2M in 2013/14.

Fee Setting Statement: The Fee Setting Statement (shown on page 6 of the Financial Statements) shows the amount of fees and charges required to be raised to fund the Council's operating during 2014/15. In 2014/15, \$3.5M in fees and charges were raised, a decrease of \$251K or 6.7% on 2013/14 (Council restricted tonnages coming in from outside the Bunbury-Harvey region pending the Department of Environment Regulation's approval of Post Closure plans for existing cells.).

<u>Financial Information by Ratio:</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Current Ratio	5.34	4.96	4.65

Current Assets as a ratio of Current Liabilities.

(Measure of short term liquidity, i.e. the ability of Council to meet its liabilities when they fall due. A ratio of greater than 1.0 indicates Council has more current assets than current liabilities. Target is > 1.0)

Asset Sustainability Ratio	0.98	2.25	4.41
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Capital renewal and replacement expenditure as a ratio of depreciation expense.

(Measures the extent to which assets are being renewed/replaced compared to the amount consumed i.e. depreciation. A ratio of greater than 1.0 indicates that council is investing in asset renewal/replacement greater than current consumption)

Debt Service Cover Ratio	Nil	Nil	Nil
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Operating Surplus before Interest and Depreciation as a ratio of principal and interest expense for borrowings.

Council had no borrowings as at 30 June 2015.

(Measures Council's ability to service debt out of its uncommitted or general purpose funds available for its operations. The Department of Local Government indicates that a Basic standard is achieved if ≥ 2.0 . An Advanced standard is ≥ 5.0)

Operating Surplus Ratio	0.14	0.33	0.32
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Operating Revenue minus Operating Expenditure as a ratio of own source operating revenue.

(A result of lower than zero indicates that the Council has an operating deficit. The Department of Local Government indicates that a Basic standard is achieved if between 0.01 and 0.15)

Own Source Revenue Coverage Ratio	1.01	1.20	1.34
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Own source operating revenue as a ratio of operating expense.

(Measures Council's ability to cover operating expenses from own source revenue. The higher the ratio, the more self-reliant the local government is. The Department of Local Government indicates that an Advanced standard is achieved if the ratio is greater than 0.9)

Analysis of Financial and Budget Implications

There are no financial or budget implications for Council to accept the Auditors Report, Annual Report and Audited Financial Statements for the year ended 30 June 2015.

Community Consultation

Community consultation not required.

Committee Recommendation

That Council accept the Auditors Report, Annual Report and Audited Financial Statements of the Bunbury-Harvey Regional Council for the financial year ending 30 June 2015.

11.2 Financial Statements for the period ended 31 October 2015

Reporting Officer: Chris Welham, Accountant

File Number:

Attachments: Appendices 1 to 8

Summary

The following comments are provided on the key elements of Council's financial performance.

1. Statement of Comprehensive Income (**attached** at Appendix 1)

a. Year-to-date Financial Performance to 31 October 2015

	ACTUAL	BUDGET	VARIANCE	
Year-to-date income	1,217,832	1,386,221	(168,389)	<i>Unfavourable</i>
Year-to-date expenditure	1,045,613	1,507,747	462,134	<i>Favourable</i>
Year-to-date operating surplus	172,218	(121,526)	293,744	<i>Favourable</i>

2. Capital Works (**attached** at Appendix 4)

Year-to-date capital expenditure	148,241	151,521	3,820	<i>Favourable</i>
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3. Balance Sheet (**attached** at Appendix 5)

Current Assets of \$7,282,938 includes:	Actual
Cash and Cash Equivalents	6,861,860
Trade and Other Receivables	411,684
Prepayments	7,593
Inventories	1,801
Current Liabilities of \$180,458 includes:	
Trade and Other Payables	74,305
Provisions	106,153
Working Capital (Current Assets <i>less</i> Current Liabilities) is	7,102,480

Equity (Total Assets <i>less</i> Total Liabilities) is	9,892,569
Reserves of \$5,742,244 include:	
Plant and Infrastructure Reserve	587,347
Site Post Closure Rehabilitation Reserve	3,039,643
Waste Minimisation Reserve	611,370
Stanley Road Lined Cell Construction Reserve	519,924
Site Acquisition and Investigation Reserve	983,960

4. Investments

Total of \$6,777,981 includes:

ANZ Banking Group	3,139,371
Commonwealth Bank	494,645
National Australia Bank	3,143,965

Background

A financial management report is provided to Councillors on a monthly basis which includes the following summaries:

- Statement of Comprehensive Income (**attached** at Appendix 1)
- Banksia Road Operations (**attached** at Appendix 2)
- Statement of Financial Activity (**attached** at Appendix 3)
- Capital Works Expenditure Summary (**attached** at Appendix 4)
- Balance Sheet Summary (**attached** at Appendix 5)
- Statement of Net Current Assets (**attached** at Appendix 6)
- Fees and Charges Summary (**attached** at Appendix 7)
- Debtors Report (**attached** at Appendix 8)

Legislative Compliance

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (Attached at Appendix 3) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

At the Council Meeting on 16 July 2015, Council adopted that a variance between actual and budget-to-date of greater than or equal to 10% and \$15,000 is considered to be a material variance for reporting purposes in the Statement of Financial Activity for 2015/16.

The following is an explanation of significant variances identified in the Statement of Comprehensive Income and the Statement of Financial Activity:

Statement of Comprehensive Income	YTD Actual to YTD Budget Variance
Operating Income	
Fees and Charges	
Casual Tipping Fees 314 tonne was received from Perth in August (157 tonne in September and October), but the bulk of this was glass which is charged at \$5.50 (including GST) per tonne compared to the co-mingled waste at \$57.00 per tonne (including GST).	\$ (227,385) (37)%

Sale of Scrap Metal Ferrous Scrap metal is being stockpiled rather than sold because the demand from dealers has reduced and the price per tonne is down to \$30. There is still a market for non-ferrous (aluminium, copper etc.) metals.	\$(27,415) (91)%
Disposal – Shire of Harvey Shire of Harvey tipping tonnages are above budget because waste has been diverted from the Richardson Road landfill.	\$36,192 27%
Other Revenue	
Landfill Levy Income A higher than expected level of waste was received from the Perth Metro area, so the income from the levy (which is levied at \$55 per tonne) is favourable compared to budget.	\$ 28,586 172%
Operating Expenditure	
Materials and Contracts	
Site Rehabilitation Site rehabilitation expenditure has been deferred until DER approval of the Stanley Road cell capping plan has been received.	\$435,630 99%
Other Expenditure	
Landfill Levy Expenditure A higher than expected level of waste was received from the Perth Metro area year to date. Note that this variance is offset by the additional income received year to date.	\$ (23,752) (152)%
Statement of Financial Activity	YTD Actual to YTD Budget Variance
Revenues by Nature and Type	
Pease refer above to the comments on Fees and Charges for the Statement of Comprehensive Income.	(217,193) (17)%
Other Revenue Pease refer above to the comments on Landfill Levy Income for the Statement of Comprehensive Income.	\$ 41,913 112%
Expenses by Nature and Type	
Other Expenditure Pease refer above to the comments on Landfill Levy Expenditure for the Statement of Comprehensive Income.	\$ (25,014) (26)%

Executive Recommendation

The Financial Statements for the period ending 31 October 2015 be received.

11.3 Payments of Accounts for October 2015

Reporting Officer: Chris Welham, Accountant
File Number: -
Attachments: Summary of Accounts Paid for October 2015

Précis

Section 13 (2) of Government (Financial Management) Regulations 1996 require that where Local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing detail for each account paid since such list was prepared. This item is presented to Council to advice of payments made for October 2015.

Background

As noted above.

Officer Comment

The attachment details all payments made for October 2015.

Consultation

Nil

Financial Implications

As per the declaration within the schedule summary, the accounts have been checked and are fully supported by vouchers and invoices and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and costings. Sufficient allocations are contained within the 2015/2016 budget to cover payment of the accounts.

Statutory Environment

Sections 12 and 13 of the Local Government (Financial Management) Regulations 1996 apply.

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That the attached summary of schedule of accounts paid for October 2015 be received.

11.4 Purchase of Capital Equipment – Hook Bin Truck

Reporting Officer:

Tony Battersby, Chief Executive Officer

File Number:

-

Attachments:

Evaluation Report

Précis

This item is presented to Council for Council to consider the approval of funds for purchasing Capital Equipment. The plant will be utilised in the Stanley Road waste operations and the Banksia Road compost facility operations. The CEO is seeking Councils approval to purchase the following equipment:

1. Hook Bin Truck

Background

The purchase of Hook Bin Truck is included in 2015/2016 Budget which was adopted by Council at the Special Council Meeting held on the 16th July 2015. The Hook Bin Truck will be utilised in the day to day operations at the Stanley Road waste operations and the Banksia Road compost facility.

Officer Comment

Funding for the Capital Equipment Purchase is included in the 2015/2016 Annual Budget. Quotations for the supply of Hook Bin Truck were requested via WALGA Preferred Suppliers Panel (RFQ1516-00014). Tenders closed at 5.00 pm on Thursday 27th August 2015 and were opened by the City of Bunbury Senior Contracts and Procurement Officer, David Russell.

Officers conducted an intense review on all tenders submitted and are confident with their evaluations and recommendations.

Quotation Submissions

The following quotations were received:

- (a) Hino Motor Sales Australia Pty Ltd – Fuso Truck
- (b) Hino Motor Sales Australia Pty Ltd – Hino Truck
- (c) Isuzu Australia Limited
- (d) UD Trucks

Consultation

Consultation with all relevant organisations and parties has been conducted through Evaluation Report, including Operational Staff.

Financial Implications

A budget allocation for the purchase of Hook Bin Truck has been included in the 2015/2016 annual budget. Budget allocation for Capital Equipment Purchase GL # 49002.215.15: Hook Bin Truck \$265,000.00.

The recommended Hook Bin Truck with options is \$263,000

Strategic Implications

Acceptance of the Officers Recommendation is consistent with Council’s Strategic Waste Management Plan 2009-2015 and will “facilitate the provision of waste diversion service to the Bunbury Harvey Regional Council customers.

Policy Implications

NIL

Voting Requirement

Absolute Majority

Officer Recommendation

That Council accepts the tender submission from Hino Motor Sales Australia Pty Ltd – Hino Truck be endorsed by Council for Part A of the tender. This is due to the following reasons;

- ✓ Providing competitive price.
- ✓ Received the highest qualitative score (50% weighting).
- ✓ A referee check was conducted confirming their capacity to meet the tender requirements.

Prior to entering into a contract with Hino Motor Sales Australia Pty Ltd – Hino Truck, they will be required to provide their certificate of currency for their insurances.

Item	Price Excluding GST
Part A as quotation – Hook Bin Truck	\$248,400
Part B as quotation – Optional Extras	
1 x 30m3 Hook Bin	\$13,200
Reversing Camera	\$950
1 x Cooler/Freezer	\$450
TOTAL EXCLUDING GST	\$263,000

12. General Business

12.1 Operational Update for November 2015

Reporting Officer: Tony Battersby, Chief Executive Officer

File Number: -

- **Stanley Road Expansion**

DER has requested that a Closure Plan be completed to:

- review the information submitted by BHRC in relation to progressive closure and post-closure rehabilitation; and
- provide a written response outlining any areas where DER may require additional information or clarification.

Talis Consultants are finalising the post closure plan and will be submitting the plan to the DER.

Post Closure drawings attached, the current available air space and the requested amendments to the foot print and filling the valley between cells 1-2 and 3 gives a total of 236,045 cubic meters of available air space. This equates to four and half to five years waste disposal life.

Request for Special Council Meeting to discuss Stanley Road Closure Plan in detail, early December 2015.

- **Compost Site Relocation**

Site currently investigating:

Elders Real Estate (Noel Jones) – Old Timber Mill site South West Highway Gwindinup.

Cristal Mining (Warren Smith) – Gwindinup mine site.

Iluka Resources (Russell Harvey) – Capel mine sites.

Professional Real Estate – (Tom Panizza) – 315 Weld Road Capel

Waiting on new DER Compost Regulation and Separation Distance Plan to be released.

- **DER Draft – Environmental Standards for Composting**

DER has released consultation papers on Environmental Standards for Composting and Separation Distances between Industrial and Sensitive Land Uses.

A submission was submitted on behalf of the BHRC - **waiting on final standards and separation distance to be released.**

- **Compost Sales/Mulch Sales**

Positive sales of compost and mulch have continued with the local agriculture industry, turf farmers and the City of Bunbury ordering seven hundred (700) tonne for turf rehabilitation.

Recent incident with glass contamination from compost application to public ovals has been a challenging event with the media and in trying to resolve the situation without it having too much of a negative impact on the waste derived compost.

Interviews with GWN, ABC TV, ABC Radio and Southwest Times were conducted to contain the negatives aspects of the situation well promoting the positives. The GWN ran a follow up story on the compost highlighting the reason why putting contamination in the organic bin is a problem to the whole operation in having to remove it and send it to landfill.

The situation did uncover a floor in the operation by exposing a problem with the screening plant allowing oversized contamination to bi-pass the 10mm screening drum and end up in the finished compost. The problem with the screening plant has been rectified to insure that no items larger than 10mm can end up in the final product. Another problem that was unearthed through the incident was that not all customers purchasing the compost were being issued with the appropriate paper work, this situation has been corrected and all staff have been fully briefed and trained on the correct procedure.

Sale of compost at both sites has not had a noticeable change and sales have remained steady for this time of the year.

- **Waste Authority**

The Waste Authority is intending to conduct its next scheduled meeting with-in the Greater Bunbury area and has asked to have a tour of the Stanley Road Waste Facility and the Banksia Road Compost Facility. They are also going to conduct a regional waste strategy forum well in the area – details will be forwarded once received.

- **Local Environmental Forum 2015**

The City of Bunbury and the Wellington Region Waste Group conducted the inaugural Local Environmental Forum on the 14th November 2015, an estimated 40 people participated in the event. Margaret Macindoe and I presented on the day and also conducted tours of the Stanley Road Waste Facility and Banksia Road Compost Facility.

- **Tender for Mobile Aerated Floor Expansion**

Mobile Aerators ordered – delivery time anticipated six (6) weeks.

Delivery due 16th December 2015.

- **Tender for Concrete Bunkers – Compost Facility**
Concrete Bunkers ordered – delivery time anticipated four (4) weeks.
- **Tender for Hook Bin Truck**
Tenders have been requested through the WALGA preferred supplies panel for the purchase on one Hook Bin Truck, tenders close 5 November 2015.

Agenda item will be presented to Council on 26 November 2015.

As per Agenda item 11.4

- **Wellington Group Regional Waste Education Program**
Emma Thomas will commence with BHRC on the 30th November 2015.
- **City of Bunbury Staff Agreement**
The City of Bunbury has decided to no longer utilise the services of the BHRC to provide staff to the COB Waste Operations
Malcolm Moore – is to be employed directly by the City of Bunbury.
Michelle Lloyd – is currently working on the BHRC Strategic Community Plan, Asset Plan, Financial Plan, Corporate Business Plan, Asset Plan, Workforce Planning and BHRC staff Enterprise Agreement to also be implemented.

BHRC staff requirements and future structure to be formulated into a business plan and tabled at the February 2016 Council Meeting - pending the remaining agreement with the City of Bunbury to supply Financials, Pay Role and IT support to BHRC ceasing 30th June 2016.
- **BHRC Strategic Community Plan**
Attached Draft Plan – to be discussed and reviewed by Council (possibly to be included in the Special Meeting of Council December 2015).
- **Staff Matters**
Christmas Party – Council and Staff on the 12th December 2015 at the Bunbury Trotting Club.

13. Confidential Reports

14. Notices of Motion

Department of Environment and Regulation (DER) – Liner Approval Stanley Road
Applicant / Proponent: Cr Murray Cook

Summary

This resolution seeks to have Council apply for a licence to carry out land fill for the next twenty (20) years, using an artificial Liner, at Stanley Road.

Background

Bunbury-Harvey Regional Council (BHRC) has a very short period left on their current land fill licence and although there is a pending extension period being sought, that will still mean the end of operations in about three (3) years time.

The failure of the Bunbury Wellington Group of Councils to secure the purchase and subsequent development of the Banksia Road site means the Region is left in limbo with nowhere to go. If BHRC can gain approval for another – twenty (20) years, that will provide the Region with certainty and offer them an alternative to a brand new site (which will take years to develop).

With the way technology is improving every day and the move away from landfill, it is likely that a twenty (20) year licence will be plenty and provide the breathing space required until new technologies gobble up waste without any detrimental effects on the environment.

Executive Recommendation

That Council immediately apply to the Department of Environment and Regulation for a twenty (20) year licence to continue land fill operations at the Stanley Road Waste Management Facility using an approved artificial liner.

15. Next Meeting

To be held on Thursday 17th December 2015 at the *Shire of Harvey Administration Building, Mulgara Street, Australind, commencing at 4:00pm.*

16. Closure

