

Bunbury - Harvey Regional Council

Council Minutes

(Confirmed)



For the Special Council Meeting of

28 January 2016

BUNBURY HARVEY REGIONAL COUNCIL

**MINUTED (CONFIRMED) FOR THE SPECIAL MEETING OF COUNCIL HELD ON
28 JANUARY 2016**

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These Minutes are confirmed as being true & correct by Council **Resolution Nr: OC81023-1368**

Cr Judy Jones
 Chairman

Tony Battersby
 Chief Executive Officer

MINUTES (CONFIRMED)

BUNBURY-HARVEY REGIONAL COUNCIL

The Presiding Member, Cr. Judy Jones, declared the meeting open at 4:05pm.

1. Attendance, Apologies

<i>Name</i>	<i>Attended</i>	<i>Apologies</i>	<i>Leave of Absence</i>
Cr Judy Jones – City of Bunbury	√		
Cr Bill Adams – Shire of Harvey	√		
Cr Jaysen Miguel – City of Bunbury	√		
Cr Murray Cook - City of Bunbury	√		
Cr Peter Monagle – Shire of Harvey	√		
Tony Battersby – CEO	√		
Michael Parker – CEO Shire of Harvey		√	
Chris Welham – Accountant		√	
Martinette Pieterse – Secretary to CEO		√	

2. Declarations of Interests

Cr Bill Adams declared his interest of his relationship with Russell Adams (employee at Banksia Road Organics Processing Facility) and will treat the KPI Accordingly.

3. Reports of Officers

3.1 Closure and Post Closure Management Plan

Reporting Officer: *Tony Battersby, Chief Executive Officer*

File Number: -

Attachments: *Attachment "A"*

Précis

Seek approval from Council to adopt the attached Closure and Post-Closure Management Plan for the Stanley Road Waste Management Facility.

Background

Letter received from DER on the 21st September 2015 requires the BHRC to submit an updated Landfill Closure Management Plan by 1st February 2016, as stated:

- DER requires sufficient additional information in an updated Landfill Closure Management Plan including, but not limited to the information stipulated in full letter. This should be presented in the context of, and in reference to current and proposed hydrogeological and water balance investigation.

Talis Consultancy has been preparing the Closure and Post-Closure Management Plan in consultation with the DER and BHRC.

Ronan Cullen and Stephen Conway from Talis Consultancy conducted a workshop presentation to Council on the Stanley Road – Disposal Options (Capping and Future Cells) at the Shire of Harvey Australind Council Chambers on the 21st January 2016.

Officer Comment

The Closure and Post Closure Management Plan prepared by Talis is a comprehensive plan covering all aspects of the Stanley Road landfill rehabilitation. The Closure and Post-Closure Management Plan is accompanied by an Excavation Works Management Plan and a Risk Assessment – Closure and Post Closure Management Plan.

The key objectives of the Closure and Post Closure Management Plan are to provide:

1. A final capping system profile in accordance with the Best Practice Landfill Guidelines;
2. A filling plan to provide direction for the remaining filling operations having regard to the final closure profile;
3. Remaining void space calculations;
4. Environmental engineering and management measures for landfill gas and surface water in accordance with best practice landfill guidelines;
5. A comprehensive phased closure plan which will form the basis of a future detailed design for the whole site and subsequent construction drawings and contract documentation required for the phases of the project;
6. Post-closure monitoring plan for the rehabilitated landfill;
7. Cost estimates for rehabilitation and post-closure management plan; and
8. Implementation plan to guide the BHRC towards achieving the outcomes in this Closure and Post Closure Management Plan.
9. Introduction of the concept for the new cells and extending the life of the facility;

10. Interaction of the between the new cells and the capping works; and
11. Inclusion of a strategy to finance the works.

The Closure and Post Closure Management Plan also includes conceptual design drawings for the proposed landfill capping profile.

Consultation

Officers from DER and BHRC have met and corresponded on numerous occasions to discuss the progression of finalising the Closure and Post Closure Management Plan.

Financial Implications

Funding for Stanley Road landfill rehabilitation has been allowed for in Site (Post Closure) Rehabilitation Reserve, but further funding will need to be allocated in future budgets to accommodate the full cost of the estimated closure costs.

Statutory Environment

The DER requires that Council prepare an updated Closure and Post-Closure Management Plan Landfill Management Plan submitted by 1 February 2016.

Economic, Social and Environmental Issues

The adoption of the Closure and Post Closure Management Plan has the potential to have a positive impact on the local natural environment by rehabilitating the landfill to the best practice landfill guidelines.

Strategic Implications

The Closure and Post Closure Management Plan is in accordant with, Future Directions of Council's interim strategic plan.

Policy Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

Council to adopt the Closure and Post Closure Management Plan as submitted by Talis Consultancy and submit to the DER for approval.

SC81106-1036

Moved: Cr Bill Adams

Second: Cr Murray Cook

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4. General Business

4.1 CEO – Draft Key Performance Indicators

As per Bunbury-Harvey Regional Council CEO Contract of Employment, key performance indicators will be developed by the Council in consultation with the Officer within the first (1st) three (3) months of the operation of the contract.

Key Focus Area	Specific Issues	Assessment Issues	Timeframes
Legislative Compliance	Compliance with relevant legislation including but not limited to Local Government Act, WARR,	Compliance with reporting requirements of Local Government Act 1995 in relation to CAR	February each year or as otherwise prescribed in legislation
		Compliance with relevant requirements of the WARR Act and Regulations	Reports provided on a minimum of a quarterly basis
	Compliance with licencing terms and conditions	All requirements of the current licence and approval conditions for landfill and organics sites	Reporting to Council on any issues of non-compliance within 28 days of becoming aware of issues
Financial Performance	Effective management of Council financial performance and reporting	Performance against adopted budget	Draft budget presented to Council for consideration by 30 June each year.
		Maintenance of operational costs at or below CPI	Increase in operational costs maintained at or below CPI
		Reduction in operational expenditure	Discretionary operational budget expenditure reduced by at least 5%
		Development of long term financial plan for operational and capital expenditure including recommendations on appropriate reserve funding and asset management	Long term finance plan presented to Council for adoption as part of annual budget process with annual review and refinement

Key Focus Area	Specific Issues	Assessment Issues	Timeframes
	Asset Management	Develop a comprehensive asset management plan addressing the issues of replacement of all Council assets	Asset Management Plan to be presented as part of the 2016/17 budget process and reflected in the long term finance plan.
Governance	Council agenda quality and timeliness	Council agendas to distributed no less than 7 days prior to the Council meetings	Monthly assessment
		Format and content of reports to be reviewed with Council to ensure that all relevant information is available	Initial review to be completed by March 2016 then monthly assessment
	Undertake review in relation to support services provided by the City of Bunbury	Report to be prepared outlining detailed options for consideration for the provision of support services currently provided by the City of Bunbury. Issues to consider are financial, legislative and operational impacts.	Report to be provided by 30 March 2016 to enable transition from 30 June 2016
	Business Plan for Organics Operations	Development of a comprehensive business plan for organics operations including all financial and operational aspects, current and future markets, assets and liabilities, site options and staffing.	Business Plan to be provided to Council by 30 June 2016.
	Policy and Guidelines Development	Development of polices and guidelines to ensure effective governance and operations of the Council.	<p>Policies are to be developed as required and presented to Council for adoption.</p> <p>All policies required under other legislation to be developed and adopted by Council no later than 30 April 2016.</p>
	Human Resource Management	Development of employment contracts or enterprise agreement specific for Council operations along with supporting policies and procedures.	To be completed by 30 June 2016

Key Focus Area	Specific Issues	Assessment Issues	Timeframes
Projects	Site Licence renewal/extension to be completed by September 2016.	Reports provided to Council in relation to progress for the extension of the current licence	Comprehensive reports to be provided to Council on a monthly basis.
	Development of office location plan for Stanley Road	Development of options paper for consideration by Council in relation to the future office accommodation for Council administration and operations	Report to be provided to Council by April 2016 to enable transition from expiry of current lease arrangements.

After discussion on the Financial Performance indicators, council put line item “Reduction in operational expenditure” to the vote to remove it from the CEO Key Performance Indicators and has come to agreement to remove it from the report.

SC81106-1037

Moved: Cr Bill Adams
Second: Cr Murray Cook

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Council to adopt the CEO – Draft Key Performance Indicators with the following amendments and inclusions in the report:

- * Governance – inclusion of complete review of Council Agenda/Minutes format.
- * Human Resource Management – inclusion of Employee Performance Reviews and Training.

SC81106-1038

Moved: Cr Peter Monagle
Second: Cr Jaysen Miguel

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5. Closure
 4:36pm