

# Bunbury - Harvey Regional Council

## Minutes (Confirmed)



For the Ordinary Council Meeting of

**18<sup>th</sup> December 2014**

**BUNBURY-HARVEY REGIONAL COUNCIL  
MINUTES FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 18<sup>TH</sup> DECEMBER 2014**

**TABLE OF CONTENTS**

<b>ITEM NR</b>	<b>SUBJECT</b>	<b>PAGE NR.</b>
1.	Attendance, Apologies & Leave of Absence	3
2.	Public Question Time	4
3.	Summary of response to previous questions taken on notice	4
4.	Applications for Leave of absence	4
5.	Confirmation of Minutes	4
6.	Business of Previous Meeting	4
7.	Petitions and Memorials	4
8.	Declarations of Interests	4
9.	Announcements ( <b>by the presiding member without discussion</b> )	4
10.	Reports of Committees	4
<b>11.</b>	<b>Reports of Officers</b>	<b>4</b>
11.1	Financial Statements for period ending 30 November 2014	4-6
11.2	CEO Performance Appraisal - CONFIDENTIAL	6
<b>12.</b>	<b>General Business</b>	<b>7</b>
12.1	Operational Update – December 2014	7-10
13.	Confidential Reports	11
14.	Notices of Motion	11
15.	Next Meeting	11
16.	Closure	11

These Minutes are confirmed as being true & correct by Council **Resolution Nr: OC81023-1310**

---

**Cr Neville McNeill**  
Chairman

---

**Tony Battersby**  
Chief Executive Officer

**BUNBURY-HARVEY REGIONAL COUNCIL**

**MEETING NOTICE – 18<sup>TH</sup> DECEMBER 2014**

---

**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 11:00am.**

Your attendance is respectfully requested.

---

**TONY BATTERSBY**  
CHIEF EXECUTIVE OFFICER

---

**MINUTES**

**1. Attendance, Apologies & Leave of Absence**

Chris Welham – Apology (on Long Service Leave from 01/11/2014 – 04/01/2015 inclusive).  
David Ransom (City of Bunbury – Manager for Finance) to attend meetings on behalf of Chris Welham.

Martinette Pieterse – Apology

Cr Murray Cook – Apology

<b>Name</b>	<b>Attended</b>	<b>Apologies</b>	<b>Leave of Absence</b>
Cr. Judy Jones (City of Bunbury)	✓		
Cr. Neville McNeill (City of Bunbury)	✓		
Cr. Murray Cook (City of Bunbury)		✓	
Cr. Peter Monagle (Shire of Harvey)	✓		
Cr. Greg Campbell (Shire of Harvey)	✓		
Tony Battersby – CEO	✓		
Michael Parker – CEO Shire of Harvey	✓		
Chris Welham – Accountant		✓	
Martinette Pieterse – Secretary to CEO		✓	

2. **Public Question Time**

Nil

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

Nil

4. **Applications for leave of absence**

Nil

5. **Confirmation of Minutes**

Minutes of the Ordinary meeting of Council held 27<sup>th</sup> November 2014.

---

**OC141218-1306**

**Moved:**

**Cr Judy Jones**

**Second:**

**Cr Greg Campbell**

**4/0**

**Unanimous  
CARRIED**

---

6. **Business of Previous Meeting**

Explanation given to the duplication of Government Landfill Levy over charge and the amount appearing twice the amount it should be.

7. **Petitions and Memorials**

Nil

8. **Declarations of Interests**

Nil

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

Nil

10. **Reports of Committees**

Nil

11. **Reports of Officers**

11.1 **Financial Statements for the period ended 30<sup>TH</sup> November 2014**

**Reporting Officer:**

*David Ransom, Manager Finance*

**File Number:**

**Attachments:**

*Appendices 1 to 7*

**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 30 November 2014.

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>
· Year-to-date income	2,146,639	2,066,020	80,619 <i>favourable</i>
· Year-to-date expenditure	1,441,314	1,475,704	34,390 <i>favourable</i>
· Year-to-date operating surplus	705,325	590,316	115,009 <i>favourable</i>

2. Capital Works (**attached** at Appendix 3)

· Year-to-date capital expenditure	12,905	13,550	645
------------------------------------	--------	--------	-----

3. Balance Sheet (**attached** at Appendix 4)

- Current Assets of \$7,352,069 includes:

o Cash and Cash Equivalents	6,472,380
o Trade and Other Receivables	877,307
o Prepayments	560
o Inventories	1,822

- Current Liabilities of \$269,104 includes:

o Trade and Other Payables	169,226
o Provisions	99,878

- Working Capital (Current Assets *less* Current Liabilities) is

7,082,965

- Equity (Total Assets *less* Total Liabilities) is

9,807,954

- Reserves of \$4,906,627 includes:

o Plant and Infrastructure Reserve	674,033
o Site Post Closure Rehabilitation Reserve	3,211,432
o Waste Minimisation Reserve	521,162
o Banksia Road Construction Reserve	500,000

4. Investments

- Total of \$6,237,171 includes:

o ANZ Banking Group	2,822,308
o Commonwealth Bank	728,446
o National Australia Bank	2,583,747
o Westpac	102,670

### **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)
- Statement of Financial Activity (**attached** at Appendix 2)
- Capital Works Expenditure Summary (**attached** at Appendix 3)
- Balance Sheet Summary (**attached** at Appendix 4)
- Statement of Net Current Assets (**attached** at Appendix 5)
- Fees and Charges Summary (**attached** at Appendix 6)
- Debtors Report (**attached** at Appendix 7)

These summaries include end-of-year forecasts based on a monthly review of year-to-date income and expenditure for all accounts.

**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 2) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

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

<b>Statement of Comprehensive Income</b>	<b>YTD Actual to YTD Budget Variance</b>
<b>Operating Income</b>	
<b>Interest Earnings</b>	
<b>Site Rehabilitation Post Closure Reserve;</b> investment interest received for the Site Rehabilitation Post Closure Reserve was greater than anticipated.	\$ 22,217 50%
<b>Operating Expenditure</b>	
<b>Other Expenditure</b>	
<b>Landfill Levy;</b> expenditure is favourable because of reduced tonnages being received from Perth.	\$ 63,020 33%

<b>Statement of Financial Activity</b>	<b>YTD Actual to YTD Budget Variance</b>
<b>Interest Earnings;</b> includes \$22,217 increase in investment earnings for the Site Rehabilitation Post Closure Reserve due to higher than anticipated returns.	\$ 33,015 37%
<b>Other Expenditure;</b> includes \$63,020 decrease in landfill levy expense. Note the landfill levy expense is fully recouped by on-charging to customers plus a margin of 8.7%.	\$ 72,541 24%

**Executive Recommendation**

The Financial Statements for the period ending 30<sup>th</sup> November 2014 be received.

**OC141218-1307**

**Moved: Cr Greg Campbell**  
**Second: Cr Peter Monagle**

**4/0**  
**Unanimous**  
**CARRIED**



- **Stanley Road Licence**  
Have received the new Stanley Road Licence for 2015 from the DER.
- **Frontend Loader – Replacement**  
New Cat 950K Frontend Loader from Westrac being delivered to site on Tuesday 16<sup>th</sup> December 2014, operator training will also be completed for all operators.
- **Telehandler – Replacement**  
Tender for the replacement and trade of the New Holland Telehandler have been requested, through Tender Link, tenders will close 10<sup>th</sup> December 2014.

Three tenders were received for supply of new implement loader, all tender submissions were over budget and the lowest price tender was also non-conforming due to the warranty and available delivery time of machine.

The evaluation team have decided to reject all tenders and source quotation for a skid steer Loader with attachments and through the process of a budget review retain the New Holland Tele Handler Loader for the Compost Facility.

- **Staff Matters**  
Andrew Morrison will be on annual leave in December, for four weeks.

Tony Battersby will be on annual leave from the 20<sup>th</sup> December 2014 to the 23<sup>rd</sup> February 2015. (Allan McGeoch contact details 9792 7310 or 0409 881 467 or amcgeoch@bunbury.wa.gov.au

- **Regional Waste Education Update**  
**Wellington Regional Group December 2014**  
Margaret Macindoe & Darran Plumb – Waste Education Officers

The Waste Education Officers have been involved in the following activities over the past 6 months:

- Waste and Recycling Conference. September 2014. Margaret and Darran presented a paper at this year's conference based on the successful community education program for the rollout of the Organics bins. Tours participated in included Tip Shops and C&D recycling.
- Presented at the Waste Conference Organics Odyssey Tour
- Discussing regional options for waste education with City of Busselton Waste Education Officer
- Tour of tip for Riverlinks OSHC and Eaton Rec Centre, including risk assessments & Tour of Peel Resource Recovery for Eaton Rec Centre
- Negotiations with Battery World regarding battery recycling at schools in the region.
- Discussed options for BHRC website
- Successfully applied for Infinity Awards (and won!) Bunbury & Capel
- Interview on Organics bins for ABC radio
- Attended WALGA workshop "Changing Behaviour to Increase Recycling"
- Participated in discussions on options for Energy from Waste with Worsley



- Completed waste education and youth involvement for City of Bunbury application for KABC Sustainable Cities Award
- Attended a tour of the Perth Waste MRF
- Presented the waste module for the 'Living Smart' course
- Discussed options for hard plastics recycling with local recycler & implementing trial at COB Depot
- Assisted to compile and attended workshop for C&D waste with Master Builders Assoc.
- Wellington Waste group meeting
- Met with new staff managing waste at Shire of Dardanup
- Presentation at 'Women in Business Breakfast'
- Provided display materials for COB library display on recycling
- Talks and sessions with community groups. Presentation at: Forrest Gardens
- Conducted guided tours of the Banksia Road Compost facility for Bridgetown-Greenbushes.
- Met with interested member of community about sustainable initiatives & waste management from a grass roots perspective
- Bin tagging and contamination management info shared with WALGA
- Verge collection draft report comments to WALGA

#### Waste Management at Events

- Presentation at Events Marketing Forum
- Attended WMAA state workshop on Waste management at Events
- Successfully applied for a KABC grant to implement waste management at events in the region
- Provided bin toppers for the Bull & Barrel Show to trial 3-bin systems at events.
- Bunbury Show Society – discussion on waste management options and feasibility of waste-free event, attended AGM.
- Discussed waste options for Blues at Bridgetown. Declined offer to attend.
- Completed a Waste Management Plan for the Qube Truck Pull and a waste audit at the end of the event (14% contamination in recycling bins and 1% contamination in Organics bins)
- Assisting COB events staff to plan for Australia Day event, as part of KABC grant
- Wrote waste management plan for Bunbury Christmas Parade

#### Loose Parts Play

- Presented at the Healthy Schools workshop on provision of Loose Parts Play. Working with the Healthy Schools SW coordinator (WA Country Health) to provide 'loose play' materials for schools to re-use.
- Provision of materials and demonstration of Loose parts play at Kingston Primary, Carey Park Child & Parent Centre, Collie Family Day, Geographe Primary, Donnybrook District High
- Provided materials for Eaton Rec Centre to re-use bins for Loose Parts Play
- Provisions of Loose Parts play materials to Riverlinks OSHC & Eaton Rec Centre holiday programs.

- Materials provided to Coinda Primary
- Monthly meetings to progress Loose Parts Play in the SW
- Successfully applied for a 'Reviving Regional Communities' grant with Healthy Schools to develop Loose Parts play in school environments, with Donnybrook School as a case study.
- Provided loose parts play materials for "Little Day Out" at Childside, Boyanup
- Loose Parts Play demonstration at Gourmet Food & Wine Festival
- Provide materials to Hillman Primary School for Loose Parts Play; met with Principal

#### Schools & Waste Wise Schools Program

- School waste audits to encourage schools to consider their bin configuration and habits, with the intent of having data available to implement Organics bins if funding is granted.
- Presentations the following schools: Glen Huon OSHC, Grammar school OSHC, Grace Christian School, Amaroo Primary, Riverlinks OSHC,
- Waste Audits at the following schools: Adam Road Primary, Parkfield Primary
- Staff meetings at the following schools: Dalyellup Primary,
- Attended Aussi Sustainable schools network meeting
- School interactions have included: Bunbury Senior High School's New Horizons program
- Meeting with DER Waste Wise Schools Coordinators to assess MOU

#### Donnybrook 3<sup>rd</sup> bin rollout

- Displays at Donnybrook Newsagency, Donnybrook CRC, Balingup Spring Gala, Gourmet Food & Wine Festival,
- Trained staff at Shire of Donnybrook-Balingup for the introduction of the third bin
- Met with Donnybrook IGA to promote the third bin in Donnybrook. Approval to put 'shelf wobblers' on shelves to show items that can go in the Organics bin
- Organics bins audits/inspections in Donnybrook
- Presentation at Preston Village

#### Council Presentations

- City of Bunbury ELT
- Dardanup Waste Management Committee

Feel free to contact us, our details are:

**Margaret Macindoe**  
**Waste Education Coordinator**  
**Wellington Regional Waste**  
Phone: 08 9792 7350  
Mobile: 0408 175 444  
21 McCombe Rd, Davenport WA 6230  
6230  
PO Box 21 Bunbury WA 6231  
email:[mmacindoe@bunbury.wa.gov.au](mailto:mmacindoe@bunbury.wa.gov.au)

**Darran Plumb**  
**Waste Education Officer**  
**Wellington Regional Waste**  
08 9792 7351  
0409 797 444  
21 McCombe Rd, Davenport WA  
PO Box 21 Bunbury WA 6231  
[dplumb@bunbury.wa.gov.au](mailto:dplumb@bunbury.wa.gov.au)

