

Bunbury - Harvey Regional Council

Minutes (Confirmed)



For the Ordinary Council Meeting of

23rd April 2015

BUNBURY-HARVEY REGIONAL COUNCIL

**MINUTES (CONFIRMED) FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD ON
23RD APRIL 2015**

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

Cr Neville McNeill
Chairman

Tony Battersby
Chief Executive Officer

• **Meeting was declared open 3:39pm**

1. Attendance, Apologies & Leave of Absence

Andrew Brien (CEO – City of Bunbury) – Attended
Phil Harris (Director Works & Services – City of Bunbury) – Attended
Cr Greg Campbell – Apology
Cr John Sabourne to attend meeting on behalf of Cr Campbell

Name	Attended	Apologies	Leave of Absence
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**

Cr Neville McNeill request leave of absence for next meeting on 28th May 2015. Council accepts and approves his request for leave of absence.

OC81023-1320

Moved: Cr Judy Jones
Second: Cr Murray Cook

4/0
Unanimous
CARRIED

5. **Confirmation of Minutes**

Minutes of the Ordinary meeting of Council held 26th March 2015.

OC81023-1321

Moved: Cr Judy Jones
Second: Cr Murray Cook

4/0
Unanimous
CARRIED

6. **Petitions and Memorials**

Nil

7. **Declarations of Interests**

Nil

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

Nil

9. **Reports of Committees**

Nil

10. **Business of Previous Meeting**

Nil

11. **Reports of Officers**

11.1 **Financial Statements for the period ended 31st March 2015**

Reporting Officer: Chris Welham, Accountant

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 31 March 2015

	ACTUAL	BUDGET	VARIANCE	
Year-to-date income	3,482,553	3,559,755	(77,202)	<i>unfavourable</i>
Year-to-date expenditure	2,688,156	2,693,443	7,992	<i>favourable</i>
Year-to-date operating surplus	794,397	827,296	(69,210)	<i>unfavourable</i>

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

Year-to-date capital expenditure	433,404	431,080	(2,324)	<i>unfavourable</i>
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3. Balance Sheet (**attached** at Appendix 4)

Current Assets of \$7,151,009 include:

Cash and Cash Equivalents	6,608,065
Trade and Other Receivables	540,562
Prepayments	560
Inventories	1,822

Current Liabilities of \$273,449 includes:

Trade and Other Payables	177,095
Provisions	96,354

Working Capital (Current Assets *less* Current Liabilities) is 6,877,560

Equity (Total Assets *less* Total Liabilities) is 9,793,120

Reserves of \$4,701,603 include:

Plant and Infrastructure Reserve	430,092
Site Post Closure Rehabilitation Reserve	3,241,832
Waste Minimisation Reserve	525,412
Banksia Road Construction Reserve	504,267

4. Investments

Total of \$6,543,740 includes:

ANZ Banking Group	677,272
Commonwealth Bank	1,434,578
National Australia Bank	2,609,174
Westpac	1,822,716

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)

These summaries include the February Budget Review changes adopted by Council and revised 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.

At the Council Meeting on 10 July 2014, 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 2014/15.

In the March 2015 Financial Reports no significant variances were identified in the Statement of Comprehensive Income and the Statement of Financial Activity.

Executive Recommendation

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

OC81023-1322

Moved:

Cr Murray Cook

Second:

Cr Judy Jones

**4/0
Unanimous
CARRIED**

11.2 Payments of Accounts for March 2015

Reporting Officer:

Chris Welham, Accountant

File Number:

-

Attachments:

Summary of Accounts Paid for March 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 March 2015.

Background

As noted above.

Officer Comment

The attachment details all payments made for March 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 2014/2015 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 March 2015 be received.

OC81023-1323

Moved:

Cr Judy Jones

Second:

Cr John Sabourne

**4/0
Unanimous
CARRIED**

- **Cr Monagle joined meeting 3:47pm, right after the adoption of Payments of Accounts for March 2015!**

11.3 Compliance Return "DRAFT" 2014

Reporting Officer:

Tony Battersby, Chief Executive Officer

File Number:

-

Appendices:

A. 2014 Compliance Audit Return

Précis

Regulation 14 of the Local Government (Audit) Regulations 1996 requires that a local Government carry out a compliance audit for the period 1 January to 31 December of each year. This report is presented to Council for consideration of the Compliance Audit for the period 1st January 2014 to 31st December 2014.

Background

Regulation 14 of the Local Government (Audit) Regulations 1996 requires that a local

Government carry out a compliance audit for the period 1st January to 31st December of each year. After carrying out a Compliance Audit the local government is to prepare Compliance Audit Return (CAR) in a form approved by the Minister.

The CAR is required to be submitted to the Executive Director by 31 March of each year. The form of CAR approved by the Minister for the 2014 CAR is via completion of an online form on the Department of Local Government and Regional Developments (DLGRD) website. The CEO has completed the return (Attachment 11.3A) and the report is provided for Council's information.

Officer Comment

Notes are included in the attached Compliance Audit Return.

Consultation

Nil

Financial Implications

Nil

Statutory Environment

Regulation 14 of the Local Government (Audit) Regulations 1996 apply require the local Government to complete a Compliance Audit Return each year.

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

That the Compliance Audit for 2014 to be received, with the amendment that the Delegation Register be reviewed and Council request the Chief Executive Officer and Chairman to sign the Compliance Audit Return and forward the return to the Department of Local Government.

OC81023-1324

Moved:

Cr Murray Cook

Second:

Cr John Sabourne

**5/0
Unanimous
CARRIED**

12. General Business

12.1 Operational Update for April 2015

Reporting Officer: Tony Battersby, Chief Executive Officer

File Number: -

- **Expansion of the Regional Council**

Talis Consultants will be conducting some feasibility costing into the following:

1. *Alternative parcels of land that would be suitable for future regional landfill facilities with thought being given to suitable sites between Bunbury and Busselton and the possibility of incorporating the whole of waste in the Southwest Region,*
2. *Constructing lined cells at Stanley Road for medium to long term solutions of waste disposal for the City of Bunbury and the Shire of Harvey, will require DER approval.*

Meeting conducted between DER, Talis Consultants and myself to discuss Stanley Road Landfill Hydrogeological Investigation report, Stanley Road Landfill Closure Plan (Synthetic Liner) and future lined cells at Stanley Road. - [Letter sent to DER as per attachment](#)

Verbal agreement given by DER to adjust existing landfill footprint and fill valley between cells 1-2 and 3.

Following on from the meeting we believe that the Licence Amendment needs to provide suitable justification covering the key aspects. This will include documentation, drawing and figures covering the following:

- Phase 2 Hydrogeological Investigation including:
 - o Additional groundwater monitoring location;
 - o Modelling systems;
 - Increasing the boundary of the landfill to achieve the best practice final landfill profile:
 - Filling in the gap between the two waste masses;
 - Tasks and timelines moving forward with the closure works; and
 - Development of new engineered cells at the facility.
- **Bunbury Wellington Regional Grouping (BWRG)**
Round two of funding applications open on 10th January 2014.
Application for round two of the funding is being completed, three projects for funding are being sourced one (1) Eleven additional Mobile Composting Aerators. Two (2) Concrete bunkers for screened compost – Banksia Road. Three (3) Additional Frontend Loaders to cope with extra work load – Banksia Road.

The Wellington Regional Group has been successful with two of the three funding projects, Mobile Composting Aerators successful, Concrete Bunkers successful and Frontend Loader unsuccessful. Funding agreement to be signed and sent back, time frames to be adjusted.

- **Waste to Energy**
Worsley conducted an on sight meeting between Talis Consultants, myself and representatives from Worsley on the feasibility of modifying their existing boilers to accept municipal waste or the cost to construct a purpose built waste to energy facility - Next meeting scheduled early April 2015

Currently mulching stock pile of wood waste at Stanley Road to 30mm for trial alternative fuel source at Worsley, first stage of exploring waste to energy facility at Worsley.

- **Skip Bin Waste Separation - Pilot**
A two to three week skip bin waste separation is currently being conducted to determine the feasibility into the setting up of a permanent program. The pilot is separating steel, rubble, wood, cardboard, trash and treasure, non-ferrous metals and green waste.
- **Wellington Group Regional Waste Education Program**
Current memorandum expires on 30th June 2015, a new budget with option of two fulltime Officers has been distributed to all member Council Officers for budget consideration, and feedback so far is opting toward the two fulltime Officers.

Awaiting confirmation from Wellington Group of Councils on their preferred option so a new memorandum can be completed and signed.

- **Banksia Road Composting Facility**
Received letter from the Shire of Dardanup advising of the pending sale of Lot 1 Banksia Road Dardanup and the details of the prospective new owner.

Sale pending and have been advised by the Shire of Dardanup that the 30th June 2015 settlement day will probably not be achieved as they are still waiting on sub-division.

- **Staff Matters**
Margaret Macindoe on four weeks annual leave (April-May).
Tony Battersby on two weeks annual leave 29/04/2015 – 12/05/2015.

13. Confidential Reports

Council request for Tony Battersby, Chris Welham and Martinette Pieterse to step out of meeting in order for them to discuss management of BHRC provided by the City of Bunbury. Tony Battersby then was asked to return and was advised that council agreed to extend current management contract for a further three (3) months and conduct workshops on the future management of the council.

14. Notices of Motion

Nil

15. Next Meeting

To be held on Thursday 28th May 2015 at the **Shire of Harvey Admin Office, Mulgara Street, Australind, commencing at 4:00pm.**

16. Closure
4:30pm

Comments / Notes
