



# Ordinary Council Meeting

## Notice of Meeting & Agenda

26 May 2016

**Bunbury-Harvey Regional Council**

Old Railway Station Complex

Carmody Place

Bunbury WA 6230

Western Australia

*Correspondence to:*

Post Office Box 21

Bunbury WA 6231

## Ordinary Council Meeting Notice of Meeting

Dear Chairman and Councillors

The next Ordinary Meeting will be held at the *Shire of Harvey Council Chambers, Australind*, on Thursday 26 May 2016 at 4:00pm.

Signed:

**Tony Battersby**  
Chief Executive Officer

### Agenda 28 April 2016

*Council Members:*

Member Name	Representing
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

*Ex-officio Members (non-voting):*

Member Name	Representing
Mr Tony Battersby	Chief Executive Officer (BHRC)
Mr Michael Parker	Chief Executive Officer (Shire Of Harvey)

*Support Staff:*

Name	Title
Ms Martinette Pieterse (minute taker)	Secretary
Chris Welham	Accountant

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**ATTACHMENTS:**

**Attachment 1 - Draft Workforce Plan 2016-2026**

**Attachment 2 - Draft BROPF Business Plan**

**Attachment 3 - Shire of Dardanup Approval Advise Application for Development Approval BROPF**

**Attachment 4 - Draft Terms of Reference OSH Committee**

**Attachment 5 - Updated Projects 2015-2016 Report**

**1. Attendances**

**1.1 Apologies**

**1.2 Approved Leave of Absence**

Cr Jaysen Miguel on leave of absence for May and June scheduled ordinary meetings.

**2. Public Question Time**

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

**4. Applications for Leave of absence**

Council Decision:      Moved \_\_\_\_\_      Seconded \_\_\_\_\_

Cr Murray Cook seeking approval from Council for his leave application he tendered on 05/05/2016, requesting leave for the June 2016 meeting. He will be travelling to Europe with Bunbury Men of Song between 19/06/2016 and 10/07/2016.

CARRIED/LOST

**5. Confirmation of Minutes**

Council Decision:      Moved \_\_\_\_\_      Seconded \_\_\_\_\_

The minutes of the Ordinary meeting of Council held on 28 April 2016, are confirmed as a true and accurate record.

CARRIED/LOST

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**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 **Financial Statements for the period ending 30 April 2016**

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 30 April 2016

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>	
• Year-to-date income	2,773,454	2,993,381	(219,927)	<i>unfavourable</i>
• Year-to-date expenditure	2,446,055	2,541,271	95,216	<i>favourable</i>
• Year-to-date operating surplus	327,399	452,110	(124,711)	<i>unfavourable</i>
2. Capital Works ( <b>attached</b> at Appendix 4)				
• Year-to-date capital expenditure	585,046	585,046	0	

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### 3. Balance Sheet (**attached** at Appendix 5)

• Current Assets of \$7,144,210 includes;	<b>Actual</b>
○ Cash and Cash Equivalents	6,808,052
○ Trade and Other Receivables	334,357
○ Inventories	1,801
• Current Liabilities of \$137,412 includes;	
○ Trade and Other Payables	62,005
○ Provisions	75,407
• Working Capital (Current Assets <i>less</i> Current Liabilities) is	7,006,798
• Equity (Total Assets <i>less</i> Total Liabilities) is	10,047,748
• Reserves of \$6,160,091 includes;	
○ Plant and Infrastructure Reserve	330,952
○ Site Post Closure Rehabilitation Reserve	3,683,443
○ Waste Minimisation Reserve	620,161
○ Stanley Road Lined Cell Construction Reserve	527,452
○ Site Acquisition and Investigation Reserve	998,083

### 4. Investments

• Total of \$6,703,535 includes;	
○ ANZ Banking Group	3,386,085
○ Commonwealth Bank	353,438
○ National Australia Bank	2,964,012

### 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.

#### Officer Comment

Banksia Road operations have a deficit of \$34,163 compared to a deficit year-to-date budget of \$21,434. The forecast to 30 June 2016 is an operating surplus of \$15,348. April sales were 60% higher than the year-to-date monthly average to March 2016. The CEO advises that compost sales are expected to continue this trend during May and June 2016.

Statement of Comprehensive Income	YTD Actual to YTD Budget Variance
<b>Operating Income</b>	
<b>Fees and Charges</b>	
<b>Casual Tipping Fees</b> Casual tipping revenue is less than budget. The expected increase in tipping revenue following the recent fires in the Shire of Harvey has not yet been realised and Perth Waste have diverted waste to their own new landfill. The year-end forecast has been revised accordingly. New waste streams are being sought to increase Casual Tipping revenue.	\$(225,399) (21)%
<b>Operating Expenditure</b>	
<b>Materials and Contracts</b>	
<b>Waste Transfer Station</b> Savings in Waste Transfer Station plant maintenance have been realised.	\$20,443 22%

Statement of Financial Activity	YTD Actual to YTD Budget Variance
<b>Revenues by Nature and Type</b>	
<b>Fees and Charges</b> Please refer above to the comments on Fees and Charges for the Statement of Comprehensive Income.	\$(234,074) (9)%
<b>Expenditure by Nature and Type</b>	
<b>Materials and Contracts</b> This favourable variance is made up of savings in earthworks and waste transfer station plant maintenance costs.	\$60,866 7%

#### Officer Recommendation

Council Decision: Moved \_\_\_\_\_ Seconded \_\_\_\_\_

That the Financial Statements for the period ending 30 April 2016 be received.

CARRIED/LOST



**11.2 Summary of Accounts paid for April 2016**

Reporting Officer: Chris Welham, Accountant  
File Number:  
Attachments:

**Summary**

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 April 2016.

**Background**

As noted above

**Officer Comment**

The attachment details all payments made for April 2016.

**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 service 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**

Council Decision: Moved \_\_\_\_\_ Seconded \_\_\_\_\_

That the attached summary of accounts paid for April 2016 be received.

CARRIED/LOST

### 11.3 DRAFT - Schedule of Fees and Charges 2016-2017

**Reporting Officer:** *Tony Battersby, Chief Executive Officer and  
Chris Welham, Accountant*

**File Number:**

**Attachment (s):**

#### **Précis**

Section 6.1 of the Local Government Act 1995 requires a local government to prepare and adopt (in the period June 1 to August 31) an annual budget of its Municipal fund for that same year. The Schedule of proposed Fees and Charges for the 2016/2017 Financial Year forms part of the 2016/2017 Budget.

#### **Background**

As mentioned above.

#### **Officer Comment**

The Schedule of proposed Fees and Charges for the 2016/2017 Financial Year forms part of the 2016/2017 Budget.

The Schedule of Fees and Charges 2016/2017 to be effective as of the 1 July 2016. There is an allowance of \$2.00 per tonne in the Fees and Charges for Waste Minimisation Strategies. It is intended that the \$2.00 per tonne will be transferred into a reserve for funding of future waste minimisation projects.

#### **Consultation**

Schedule of Fees and Charges for 2016/2017 to be advertised in the South Western Times and the Harvey Reporter in the first week of June 2016 and schedule of Fees and Charges for 2016/2017 to be distributed out to Stanley Road Waste Facility and Banksia Road Compost Facility customers from 30 May 2016.

#### **Financial Implications**

Discussed in the body of the report.

#### **Statutory Environment**

Section 6.1 of the Local Government Act 1995 applies.

#### **Strategic Implications**

NIL

#### **Policy Implications**

NIL

#### **Voting Requirement**

Absolute Majority

	Increase / Decrease %	2016/17 Fees Budget Proposal (Incl. GST)	2015/16 Fees (Incl. GST)	2014/15 Fees (Incl. GST)
<b>LIGHT VEHICLES (Volume of Waste)</b>				
Per Car or Station Wagon	0%	\$13.00	\$13.00	\$12.00
Per Utility or trailer (up to 1.8m x 1.2m)	0%	\$19.00	\$19.00	\$18.00
Per Trailer or large utility (up to 2.1m x 1.2m or Trailer with sides exceeding 600mm)	0%	\$29.00	\$29.00	\$27.00
<b>HEAVY VEHICLES WEIGHBRIDGE</b>				
Co-mingled Waste per tonne	0%	\$57.00	\$57.00	\$55.00
<i>Minimum Charge</i>	-28.06%	<i>\$41.00</i>	<i>\$57.00</i>	<i>\$55.00</i>
Clean Green Waste per tonne	0%	\$41.00	\$41.00	\$41.00
<i>Minimum Charge</i>		<i>\$41.00</i>	<i>\$41.00</i>	<i>\$41.00</i>
Clean Cardboard Waste per tonne	0%	\$28.50	\$28.50	\$28.50
<i>Minimum Charge</i>		<i>\$28.50</i>	<i>\$28.50</i>	<i>\$28.50</i>
Clean Fill – Suitable for Daily Cover and Road Building per tonne	0%	\$0	\$0	\$0.00
<i>Minimum Charge</i>		<i>\$0</i>	<i>\$0</i>	<i>\$0.00</i>
Building and Demolition Waste per tonne (No Gyprock or Timber)	0%	\$5.00	\$5.00	\$5.00
<i>Minimum Charge</i>		<i>\$5.00</i>	<i>\$5.00</i>	<i>\$5.00</i>
<b>OTHER WASTE</b>				
Tyres				
• Car (per Tyre)	0%	\$5.50	\$5.50	\$5.50
• Truck (per Tyre)	0%	\$20.00	\$20.00	\$20.00
Car Bodies	0%	\$15.00	\$15.00	\$15.00
Special Burial (i.e. Asbestos) per tonne	0%	\$82.00	\$82.00	\$82.00
<i>Minimum Charge</i>		<i>\$82.00</i>	<i>\$82.00</i>	<i>\$82.00</i>
Quarantine Waste per tonne	0%	\$130.00	\$130.00	\$125.00
<i>Minimum Charge</i>		<i>\$130.00</i>	<i>\$130.00</i>	<i>\$125.00</i>
<b>TIP PASSES</b>				
Charges to Shire of Harvey for tip pass usage – as per light vehicles as detail above:				
Per Car or Station Wagon	0%	\$13.00	\$13.00	\$12.00
Utility or Trailer	0%	\$19.00	\$19.00	\$18.00
Large Trailer / Large Utility	0%	\$29.00	\$29.00	\$27.00
<b>REBATE</b>				
To City of Bunbury / tonne	0%	\$11.00	\$11.00	\$11.00
To Shire of Harvey / tonne	0%	\$11.00	\$11.00	\$11.00

### Stanley Road Waste Management Facility

#### Operating Income

	Revised Budget 2015/2016	Proposed Budget 2016/2017
Casual Tipping Fees	\$1,528,570.00	\$1,375,109.00
Sale of Scrap Metal	\$8,000.00	\$80,000.00
Disposal – City of Bunbury	\$499,896.00	\$509,193.00
Disposal – Shire of Harvey	\$508,830.00	\$517,346.00
Shire of Harvey Tip Passes	\$192,738.00	\$198,352.00
Waste Minimisation Income	\$79,923.00	\$81,468.00
Landfill Levy Income	\$59,000.00	\$50,000.00
Recycling Shop	\$41,078.00	\$46,534.00
Sale of Mulch	\$10,000.00	\$11,500.00
Sale of Cardboard	\$3,500.00	\$6,300.00

### Banksia Road Waste Management Facility

	Increase / Decrease %	2016/17 Fees Budget Proposal (Incl. GST)	2015/16 Fees (Incl. GST)	2014/15 Fees (Incl. GST)
<b>HEAVY VEHICLES WEIGHBRIDGE</b>				
Organic Waste per tonne <i>Minimum Charge</i>	3.2%	\$32.00 \$32.00	\$31.00 \$31.00	\$23.50 \$23.50
Clean Green Waste per tonne <i>Minimum Charge</i>	2.1%	\$24.00 \$24.00	\$23.50 \$23.50	\$23.50 \$23.50
Organic Waste with over 5% Contamination per tonne <i>Minimum Charge</i>	0%	\$115.50 \$115.50	\$115.00 \$115.00	\$110.00 \$110.00

#### Operating Income

	Revised Budget 2015/2016	Proposed Budget 2016/2017
Organic Tipping Fees	\$330,144.00	\$355,500.00
Sale of Compost	\$100,000.00	\$115,000.00

#### Officer Recommendation

The Schedule of proposed Fees and Charges (which forms part of the 2016/2017 Budget) is adopted effective 1 July 2016.

#### Officer Recommendation

Council Decision: Moved \_\_\_\_\_ Seconded \_\_\_\_\_

That the attached summary of accounts paid for April 2016 be received.

CARRIED/LOST

#### 11.4 **DRAFT – Workforce Plan 2016-2026**

Reporting Officer: Tony Battersby, Chief Executive Officer  
File Number: -  
Attachments: **Attachment 1:** Draft – Workforce Plan 2016-2026

##### **Précis**

The Bunbury-Harvey Regional Council has prepared this Workforce Plan to ensure that workforce is capable of delivering strategic and organisational objectives now and into the future. Strategies and initiatives contained in the Workforce Plan will assist the Bunbury-Harvey Regional Council in supporting the community's strategic goals as outlined in the Strategic Community Plan 2016 (the SCP).

The development of an effective workforce strategy will enable the Bunbury-Harvey Regional Council to focus on the medium and long-term goals and provide a framework for dealing with future challenges in a consistent way.

Key objectives of this plan are:

- Ensure our employees and positions achieve the Council's objectives
- Ensure we are quipped to meet our strategic objectives
- Guide, monitor and aid staff activities ensuring alignment with Business Plans
- Create an environment that empowers and enables staff to be able to deliver the Council's strategic objectives
- To ensure clear lines of communication
- Provide leadership at all levels
- To train and develop staff to perform to the best of their potential and to meet performance indicators

This Workforce Plan identifies the services, organisational structure, workforce strategies and workplace culture. In addition, it identifies future service delivery opportunities, organisational changes and strategies to further promote an effective and efficient workforce going forward, highlighting any changes that may be required.

##### **Background**

The BHRC has not previously adopted a Workforce Plan and has previously utilised annual budgets or business plans.

##### **Consultation**

BHRC staff.

##### **Financial Implications**

As per Annual Budget





## 12. General Business

### 12.1 Operational Update – May 2016

- **Stanley Road Expansion**

Closure and Post-Closure Management Plan was submitted to the DER prior to the closing date of 1 February 2016.

Awaiting DER response.

Phase 2 – Hydrogeological works and Geotechnical Investigation commenced with additional groundwater monitoring bores completed. Quotation on final landfill cells designs works to be sourced – on hold awaiting DER response.

Requested meeting with DER to discuss Stanley Road Capping and Management Plan, no date set as yet.

- **Compost Site Relocation**

Banksia Road Organics Processing Facility – 2016 Business Plan as per agenda.

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

DER has released revised compost standards and separation distances, out for public consultation until 30 June 2016.

- **Banksia Road Organics Processing Facility – Shire Planning**

The Shire of Dardanup has approved Application for Development Approval – **Attachment 3**

- **Compost Sales**

Intuit Earth has pre- ordered 850 tonne of compost for spring 2016 delivery.

Doral Mineral Sands have purchased compost to do trial mine site rehabilitation.

- **Stanley Road Administration Complex**

Chris Coates consultant engineer doing site drawings and specifications including bushfire prone planning requirements and Veen's Design Drafting Services doing architects drawings and plans for administration complex tender. Tender to include all services i.e. septic, car park, retainer walls, paving, power supply etc. and will have allowances for new or second hand building.

Awaiting documentation from Veens and Coats Civil Engineering Consultants.

- **Yarloop Fire Waste Disposal**

Meeting with Officer from Entech Risk Consultant (company contracted to coordinate Yarloop fire clean up) on Tuesday 26 April 2016 to discuss options of waste from Yarloop going to Stanley Road.

Toxfree Consultants have been appointed to source quotation for disposal of waste, awaiting contact from them.

- **Occupational Safety and Health Committee**

The attached Occupational Safety and Health Committee – Terms of Reference is for Council information – **Attachment 4**



- **National Waste Conference brief report**

I attended the 20<sup>th</sup> National Waste Conference in Coffs Harbour from 3-5 May 2016. Surprisingly, the cost of the conference (including airfares and accommodation) was only slightly more expensive than the cost involved with attending the WA Waste conference in Fremantle. However, the national conference was far superior to the WA one.

I went to a pre-conference workshop on running an effective community campaign for waste management which was great and provided much inspiration. I also went to a breakfast presentation by the Clean Energy Regulator regarding Carbon Credit Units which can provide opportunities for BHRC in the future.

There was a specific waste education stream with many interesting speakers. Some highlights include a detailed study on mattress recycling, litter prevention programs, the 'Love Food Hate Waste' campaign, illegal dumping, supporting charities affected by illegal dumping, mobile composting sites, critiquing AS4454 (composting standard), and great statistics from a review of waste in the last 20 years.

Much of the information about the 3 bin system endorsed the things we are doing, with many areas of the east coast still struggling to provide the facilities, infrastructure and low levels of contamination we have.

The information received at the conference has provided me with inspiration, motivation and great contacts to further waste education in the region.

Margaret Macindoe  
Waste Education Coordinator

- **Staff Matters**

All staff performance reviews are currently being conducted; training matrix will be developed on completion. Outside staff completed.

Draft enterprise bargaining agreement has been completed and staff representatives appointed with first meetings has commenced.

Mark Hay on two weeks annual leave.

- **Updated Projects 2015-2016 report**  
**Attachment 5**

### **13. Confidential Reports**

### **14. Notice of Motion**

**15. Next Meeting**

To be held on Thursday 23 June 2016 at the Shire of Harvey Council Chambers, Admin Building, Mulgara Street, Australind, commencing at 4:00pm.

**16. Close of Meeting**

The Presiding Member closed the meeting at \_\_\_\_\_.