

Bunbury - Harvey Regional Council

Minutes (Confirmed)



For the Ordinary Council Meeting of

5th November 2015

BUNBURY-HARVEY REGIONAL COUNCIL

**MINUTES (CONFIRMED) FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD ON
5TH NOVEMBER 2015**

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These Minutes are confirmed as being true & correct by Council **Resolution Nr: OC81023-1356**

Cr Judy Jones
Chairman

Tony Battersby
Chief Executive Officer

• **Meeting was declared open 4:15pm**

1. Attendance, Apologies & Leave of Absence

Andrew Brien (CEO – City of Bunbury) – Attended
Cr James Hayward (City of Bunbury) – Attended
Eliot Fisher (Justice of The Peace) – Attended

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)	✓		
Tony Battersby – CEO	✓		
Michael Parker – CEO Shire of Harvey	✓		
Chris Welham – Accountant	✓		
Martinette Pieterse – Secretary to CEO	✓		

2. Swearing in of the New Councillors – (To be performed by the Justice of the Peace)

Cr Jones, Cr Miguel, Cr Hayward (Proxy), Cr Monagle and Cr Adams sworn in as Councillors for BHRC.

3. Election of the Council Chairman

The Chief Executive Officer will call for and read aloud the nominations for the position of Council Chairman. If more than one nomination is received, the Chief Executive Officer will call on the nominees to give a short presentation on their capabilities for the position. A ballot will then be conducted.

After secret ballot was conducted and nominations counted, Cr Judy Jones were elected as Chairman for Council.

4. Swearing in of the Council Chairman – (To be performed by the Justice of the Peace)

Cr Jones sworn in as Chairman.

5. Election of the Deputy Chairman

The Chairman will call for and read aloud the nominations for the position of Deputy Chairman. If more than one nomination is received, the Chairman will call on the Nominees to give a short presentation on their capabilities for the position. A ballot will then be conducted.

Nominations were conducted and council elected Cr Bill Adams as Deputy Chairman for Council.

6. Swearing in of the Deputy Chairman – (To be performed by the Justice of the Peace)

Cr Adams sworn in as Deputy Chairman.

7. Public Question Time

Nil

8. Summary of Response to previous Questions taken on notice

Nil

9. Applications for leave of absence

Cr Murray Cook – has rendered his leave of absence for this meeting.

Cr Bill Adams – requested leave of absence for meeting scheduled meeting in December 2015 and council accepts and approves his application.

OC81023-1350

Moved:

Cr Peter Monagle

Second:

Cr James Hayward

**5/0
Unanimous
CARRIED**

10. Confirmation of Minutes

Minutes of the Ordinary meeting of Council held 24th September 2015.

OC81023-1351	Moved:	Cr Peter Monagle	
	Second:	Cr Bill Adams	
			5/0
			Unanimous
			CARRIED

11. Petitions and Memorials

Nil

12. Declarations of Interests

Nil

13. Announcements (by the presiding member without discussion)

Nil

14. Reports of Committees

Nil

15. Business of Previous Meeting

Nil

16. Reports of Officers

16.1 Financial Statements for the period ended 30 September 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 30 September 2015

	ACTUAL	BUDGET	VARIANCE	
Year-to-date income	882,824	1,017,506	(134,682)	<i>unfavourable</i>
Year-to-date expenditure	763,282	778,340	15,058	<i>favourable</i>
Year-to-date operating surplus	119,542	239,166	(119,624)	<i>unfavourable</i>

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

Year-to-date capital expenditure	25,304	30,804	5,500	<i>favourable</i>
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3. Balance Sheet (**attached** at Appendix 5)

Current Assets of \$7,304,031 includes:

Actual

Cash and Cash Equivalents	7,000,141
Trade and Other Receivables	294,496
Prepayments	7,593
Inventories	1,801
Current Liabilities of \$244,511 includes:	
Trade and Other Payables	134,100
Provisions	110,411
Working Capital (Current Assets less Current Liabilities) is	7,059,520
Equity (Total Assets less Total Liabilities) is	9,767,893
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 \$6,901,167 includes:

ANZ Banking Group	3,138,464
Commonwealth Bank	618,738
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 (95 tonne in September), 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).	\$ (160,409) (35)%
Disposal – Shire of Harvey. Shire of Harvey tipping tonnages are above budget because waste has been diverted from the Richardson Road landfill.	\$23,973 24%
Other Revenue	
Landfill Levy Income A higher than expected level of waste was received from the Perth Metro area from cash sales customers during August and September. As per the Casual Tipping Fees note above, the levy income variance is favourable (charged at \$28 per tonne).	\$ 26,193 210%
Other Expenditure	
Landfill Levy Expenditure A higher than expected level of waste was received from the Perth Metro area from cash sales customers during August and September.	\$ (17,167) (154)%
Statement of Financial Activity	YTD Actual to YTD Budget Variance
Revenues by Nature and Type	
Fees and Charges are below budget for the following reasons:	(166,123)
Casual Tipping Fees 314 tonne was received from Perth in August (95 tonne in September), 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).	(18)%
Other Revenue A higher than expected level of waste was received from the Perth Metro area from cash sales customers during August and September. As per the Casual Tipping Fees note above, the landfill levy income variance is favourable (charged at \$28 per tonne).	\$ 28,409 101%
Expenses by Nature and Type	
Other Expenditure The variance in Other Expenditure is largely made up of Landfill Levy Expenditure which was over budget by \$(17,167). A higher than expected level of waste was received from the Perth Metro area from cash sales customers during August and September.	\$ (17,023) (24)%

Executive Recommendation

The Financial Statements for the period ending 30 September 2015 be received.

OC81023-1352

Moved:

Cr Jaysen Miguel

Second:

Cr James Hayward

**5/0
Unanimous
CARRIED**

16.2 Payments of Accounts for September 2015

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

Background

As noted above.

Officer Comment

The attachment details all payments made for September 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 September 2015 be received.

OC81023-1353

Moved: Cr Peter Monagle

Second: Cr Jaysen Miguel

**5/0
Unanimous
CARRIED**

17. General Business

17.1 Operational Update for October 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 by next week.

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.

- **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

Have met with Officers from the Shire of Capel and discussed the proposal of locating the compost facility in the Shire of Capel, early indications from the Council Officers were very positive and have asked for a letter to be sent to the Council requesting any assistance that can be provided by them on zoning and suitable site location be sourced. They have also indicated the option of a joint tenancy with the sale yard would be very positive for all parties.

- **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 700 tonne for turf rehabilitation.

- **Tender for Mobile Aerated Floor Expansion**

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

- **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.

- **Wellington Group Regional Waste Education Program**
Position for part time Waste Education Officer has been advertised and will close on 28 August 2015.

Seven applications were received with three shortlisted for interviews.

Interviews were conducted on 16 September 2015 with all three being very qualified for the position and presenting themselves well at the interview.

Emma Thomas was chosen by the interview panel as the successful applicant, Emma currently works for the Shire of Donnybrook/Balingup as an Environmental Health Officer, Emma will commence with the BHRC on 2 November 2015.

Emma has rescheduled her commencement date with BHRC until the 30 November due to her commitments with the Shire of Donnybrook.

Please also refer to updated from Education Coordinator – Margaret Macindoe

- **BHRC Office Relocation**
The City of Bunbury have offered the office space at the CBD Bus Station/Visitors Centre for an interim period (8-9 months), cabling for IT provisions have been organised and computers and printer are being sourced.
- **Staff Matters**
Jack Stidworthy – Annual leave for three weeks starting 26th October 2015.

Sharron Mullins has handed her resignation into Council last day 30th October 2015, Sharron is going travelling around Australia with her husband.

Tyler Morehouse has replaced Sharron in the Waste Transfer Station.

Christmas Party – Council and Staff to have combined Christmas Party and if so where?
Council members happy to have the party at the Bunbury Trotting Club!

Tony's new employment contract needed to be signed and council authorised Cr Judy Jones to sign off on behalf of Council.

OC81023-1354

Moved: Cr Peter Monagle

Second: Cr Bill Adams

5/0

Unanimous

CARRIED

18. Confidential Reports

Nil

19. 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.

20. Next Meeting

To be held on Thursday 26th November 2015 **Shire of Harvey Admin Building, Mulgara Street, Australind, commencing at 3:30pm.**

21. Closure

5:00pm

Comments / Notes

<ul style="list-style-type: none">• <i>Nominations to elect member to represent Council on the MWAC Committee were conducted and</i>
<i>Cr Adams has put up his hand for the position and Council accepted his offer.</i>
<ul style="list-style-type: none">• <i>Cr Adams advised that he went to a Compost Seminar in Manjimup and have learned there that</i>
<i>adding bio char to compost is very beneficial and asked if Tony can investigate into that!</i>
<ul style="list-style-type: none">• <i>Due to having a combined Council and Staff Christmas Party it has been decided that the</i>
<i>Scheduled meeting for 17 December 2015 be moved back to 4:00pm.</i>
<ul style="list-style-type: none">• <i>Council were advised that the new updated website went live on Thursday 5 November 2015</i>
<i>and that they should have a look at it and give feedback on their thoughts about it and if there is</i>
<i>anything else they would like to see on the website!</i>