



Ordinary Council Meeting

Notice of Meeting & Agenda

25 August 2016

Bunbury-Harvey Regional Council

Old Railway Station Complex

Carmody Place

Bunbury WA 6230

Western Australia

Correspondence to:

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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 25 August 2016 at 4:00pm.

Signed:

Tony Battersby
Chief Executive Officer

Agenda 25 August 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)
Mr Andrew Brien	Chief Executive Officer (City of Bunbury)

Support Staff:

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

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ATTACHMENTS:

Attachment 1 - Amended Code of Conduct Policy

Attachment 2 - Organics Audit

Attachment 3 - Handling and Disposal of Asbestos Procedure

Attachment 4 - Hazardous Manual Tasks Procedure

Attachment 5 - Near Miss Reporting Procedure

Attachment 6 - Website Terms of Use - Disclaimer and Privacy

Attachment 7 - Training Manual

1. Attendances

1.1 Apologies

1.2 Approved Leave of Absence

2. Public Question Time

3. Summary of Response to previous Questions taken on notice

4. Applications for Leave of absence

Council Decision: Moved _____ Seconded _____

CARRIED/LOST

5. Confirmation of Minutes

Council Decision: Moved _____ Seconded _____

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

CARRIED/LOST

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 **Preliminary Financial Statements for the period ending 31 July 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 31 July 2016

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date income	222,700	245,956	(23,256)	<i>unfavourable</i>
• Year-to-date expenditure	125,928	154,632	28,704	<i>favourable</i>
• Year-to-date operating surplus	96,772	91,324	5,448	<i>favourable</i>

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

• Year-to-date capital expenditure	0	0	0
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3. Balance Sheet (**attached** at Appendix 5)

• Current Assets of \$7,441,054 includes:	Actual
○ Cash and Cash Equivalents	7,112,392
○ Trade and Other Receivables	326,702
○ Prepayments	0
○ Inventories	1,960

- Current Liabilities of \$241,897 includes:
 - Trade and Other Payables 98,968
 - Provisions 142,929
 - Working Capital (Current Assets *less* Current Liabilities) is 7,199,157
 - Equity (Total Assets *less* Total Liabilities) is 10,234,893
 - Reserves of \$6,273,886 includes;
 - Plant and Infrastructure Reserve 333,520
 - Site Post Closure Rehabilitation Reserve 3,704,033
 - Waste Minimisation Reserve 703,399
 - Stanley Road Lined Cell Construction Reserve 527,229
 - Site Acquisition and Investigation Reserve 1,005,705
4. Investments
- Total of \$6,959,919 includes;
 - BankWest 1,020,552
 - Commonwealth Bank 452,908
 - National Australia Bank 5,486,459

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 28 July 2016, 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 2016/17.

There are no significant variances identified between actual and the year to date budget, for the period ending 31 July 2016, in the Statement of Comprehensive Income or the Statement of Financial Activity.

Hydrogeological Phase 2 report and modelling has been completed and presented to the DER as part of the licence amendment approvals. In addition a report on the Preliminary Design of Gabion Wall was completed and presented to the DER. Both reports are available Council viewing if requested, Hydrogeological report is over 300 pages.

Awaiting on DER for official response to amendments, verbally DER have commented that they are currently drafting amended licence.

- **Compost Site Relocation**

Awaiting on the DER new Environmental Standards for Composting to be released which will include the required buffer distances for new compost facilities – Still waiting.

- **Organics Audit**

As per attachment (Very Good Results) – **Attachment 2**

- **Stanley Road Groundwater Monitoring**

First round of groundwater monitoring completed by Hydro Solutions, new monitoring bores south of site have been vandalised making it impossible for Hydro Solutions to test. Attempts are currently being made to clear all debris from each of the bores. Locks have been secured to caps of bores to try and prevent further vandalism.

- **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.

Waiting on licence amendment from DER to be able to confidently proceed with project.

- **Yarloop Fire Waste Disposal**

Met with an 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 have advised of being successful tenderer for part of waste. Toxfree will commence waste disposal at the Stanley Road Waste Facility starting Monday 25 July 2016, quantities unknown.

As of 1pm Friday 19 August 2016 1,895 tonnes of asbestos contaminated soil had been delivered to Stanley Road Waste Facility.

- **Landfill Compactor Replacement Tender**

Call for tenders for purchase of new Landfill Compactor and sale of old Landfill Compactor are currently being advertised and will be presented to Council at its September 2016 Ordinary Council meeting.

- **Handling and Disposal of Asbestos Procedure**

The attached Handling and Disposal of Asbestos procedure is for Council information – **Attachment 3**

- **Hazardous Manual Tasks Procedure**

The attached Hazardous Manual Tasks procedure is for Council information – **Attachment 4**

- **Near Miss Reporting Procedure**

The attached Near Miss Reporting procedure is for Council information – **Attachment 5**

- **Web Site – Terms of Use – Disclaimer and Privacy**

The attached Web Site terms of use, disclaimer and privacy is for Council information – **Attachment 6**

- **Staff Matters**

Staff has been offered seasonal flu shots through the LGIS scheme – **Completed**

Staff has been offered seasonal skin cancer screening through the LGIS scheme – **Completed**

Enterprise Bargaining Agreement completed, voting results 14 (Yes) – 0 (No) out of a possible 16. Agreement sent to Fair Work Commission for ratification. All BHRC staff contracts and position descriptions will updated to reflect the new EBA.

Staff Training – Household Hazardous Waste training – **Completed**

Training Manual – How to Identify Hazards is for Council information – **Attachment 7**

Annual Leave – Jack Stidworthy 19/08/2016 to 5/09/2016.

13. Confidential Reports

CEO Probation

14. Notice of Motion

15. Next Meeting

To be held on Thursday 22 September 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 _____.