



Ordinary Council Meeting

Notice of Meeting & Agenda

25 May 2017

Meeting to be held at: The Sire of Harvey Council Chambers,
Mulgara Street, Australind on Thursday 25 May 2017,
commencing at 4:00pm

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, Mulgara Street, Australind* on Thursday 25 May 2017 at 4:00pm.

Signed:

Tony Battersby

Chief Executive Officer

Agenda 25 May 2017

Council Members:

Member Name	Representing
Cr Judy Jones	City of Bunbury (Chairman)
Cr Jaysen Miguel	City of Bunbury
Cr Murray Cook	City of Bunbury
Cr Peter Monagle	Shire of Harvey
Cr Bill Adams	Shire of Harvey (Deputy Chairman)

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 - Report Regional Waste Quantities

Attachment 2 - Cost Comparisons - Talis Consultants Estimates and Actual Council Expenditure for Closure and Post Closure Management Plan of Stanley Road Waste Management Facility

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 27 April 2017, 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 **Financial Statements for the period ending 30 April 2017**

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 2017

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date income	4,955,682	4,380,019	575,663	<i>favourable</i>
• Year-to-date expenditure	3,510,335	3,236,565	(273,770)	<i>unfavourable</i>
• Year-to-date operating surplus	1,445,347	1,143,454	301,893	<i>favourable</i>

2. Statement of Financial Activity (**attached** at Appendix 3)

Closing Funding Surplus to 30 June 2017 is forecast at \$1.025M which is \$516K more than the Revised Budget Closing Surplus of \$509K.

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date capital expenditure	890,287	886,693	(3,594)	<i>unfavourable</i>

4. Statement of Financial Position (**attached** at Appendix 5)

• Current Assets of \$8,530,457 includes:		Year-to-date	Forecast
○ Cash and Cash Equivalents		6,971,599	7,873,908
○ Trade and Other Receivables		1,556,898	306,830

○ Inventories	1,960	2,000
• Current Liabilities of \$372,021 includes:		
○ Trade and Other Payables	197,759	209,224
○ Provisions	174,262	180,211
• Working Capital (Current Assets <i>less</i> Current Liabilities) is	8,158,436	7,793,303
• Equity (Total Assets <i>less</i> Total Liabilities) is	12,039,097	12,152,325
• Reserves of \$6,401,176 includes:		
○ Plant and Infrastructure Reserve	339,329	506,738
○ Site Post Closure Rehabilitation Reserve	3,781,896	3,258,287
○ Waste Minimisation Reserve	716,629	824,516
○ Stanley Road Lined Cell Construction Reserve	536,541	541,318
○ Site Acquisition and Investigation Reserve	1,026,781	1,636,609
5. Investments		
• Total of \$6,950,055 includes:		
○ Bankwest	851,346	
○ Commonwealth Bank	374,161	
○ National Australia Bank	5,724,548	

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)
- Statement of Financial Position (**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.

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 Favourable year-to-date budget variance mainly due from higher tonnages being received from outside the Bunbury-Harvey Region. This is due to the waste body preparation for capping as the Council has received an amended licence for the Stanley Road site on the 21/10/2016. An end of year forecast adjustment has been made.	\$359,021 20%
Banksia Road Sale of Compost Revenue Unfavourable year-to-date budget variance. It is anticipated that there will be higher monthly sales during the autumn and winter season (May-June).	(\$33,108) (34%)
Other Revenue	
Landfill Levy Income Favourable year-to-date budget variance due to the increased tonnage and casual tipping fees being received from the Perth area. Please refer to the comments on Casual Tipping Fees above. An end of year forecast adjustment has been made.	\$291,237 45%
Operating Expenditure	
Materials and Contracts	
Green waste Recycling Operations Unfavourable year-to-date budget variance due to the trial use of a green waste shredder. An end of year forecast adjustment has been made.	(\$18,786) (1,422%)
Other Expenditure	
Landfill Levy Expenditure Unfavourable year-to-date budget variance due to the increased tonnage being received from the Perth area. Please refer to the comments on Casual Tipping Fees above. An end of year forecast adjustment has been made. This expenditure is fully recouped from customers.	(\$256,603) (43%)

Statement of Financial Activity	YTD Actual to YTD Budget Variance
Operating Revenues by Nature and Type	
Other Revenue Favourable variance. See explanation above included in the Statement of Comprehensive Income variances.	\$302,679 41%
Operating Expenses by Nature and Type	
Other Expenditure Unfavourable variance. See explanation above included in the Statement of Comprehensive Income variances.	(\$251,429) (31%)

Executive Recommendation

Council Decision: Moved _____ Seconded _____

The Financial Statements for the period ending 30 April 2017 be received.

CARRIED/LOST

11.2 Summary of Accounts paid for April 2017

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 2017.

Background

As noted above

Officer Comment

The attachment details all payments made for April 2017.

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 2016/2017 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 2017 be received.

CARRIED/LOST

11.3 Proposed Fees and Charges 2017/2018

Reporting Officer: Tony Battersby, Chief Executive Officer.
File Number:
Attachments:

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 2017/2018 Financial Year forms part of the 2017/2018 Budget.

Background

As mentioned above.

Officer Comment

The Schedule of proposed Fees and Charges for the 2017/2018 Financial Year forms part of the 2017/2018 Budget. The Schedule of Fees and Charges 2017/2018 to be effective as of 1 July 2017.

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

The Schedule of Fees and Charges for 2017/2018 to be advertised in the South Western Times and the Harvey Reporter in the first week of June 2017 and schedule of Fees and Charges for 2017/2018 to be distributed out to Stanley Road Waste Facility and Banksia Road Compost Facility customers from 29 May 2017.

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.

Stanley Road Waste Management Facility

	Increase / Decrease %	2017/18 Fees Budget Proposal (Incl. GST)	2016/17 Fees (Incl. GST)	2015/16 Fees (Incl. GST)
LIGHT VEHICLES (Volume of Waste)				
Per Car or Station Wagon	7.7%	\$14.00	\$13.00	\$13.00
Per Utility or trailer (up to 1.8m x 1.2m)	5.3%	\$20.00	\$19.00	\$19.00
Per Trailer or large utility (up to 2.1m x 1.2m or Trailer with sides exceeding 600mm)	6.9%	\$31.00	\$29.00	\$29.00
HEAVY VEHICLES WEIGHBRIDGE				
Co-mingled Waste per tonne	4.4%	\$59.50	\$57.00	\$57.00
Minimum Charge	3.7%	\$42.50	\$41.00	\$57.00
Clean Green Waste per tonne	-39%	\$25.00	\$41.00	\$41.00
Minimum Charge	-39%	\$25.00	\$41.00	\$41.00
Clean Cardboard Waste per tonne	0%	\$28.50	\$28.50	\$28.50
Minimum Charge	0%	\$28.50	\$28.50	\$28.50
Clean Fill – Suitable for Daily Cover and Road Building per tonne	0%	\$0	\$0	\$0
Minimum Charge	0%	\$0	\$0	\$0
Building and Demolition Waste per tonne (No Gyprock or Timber)	10%	\$5.50	\$5.00	\$5.00
Minimum Charge	10%	\$5.50	\$5.00	\$5.00
OTHER WASTE				
Tyres				
• Car (per Tyre)	0%	\$5.50	\$5.50	\$5.50
• Truck (per Tyre)	0%	\$20.00	\$20.00	\$20.00
Car Bodies	0%	\$0.00	\$0.00	\$15.00
Special Burial (i.e. Asbestos) per tonne	2.4%	\$84.00	\$82.00	\$82.00
Minimum Charge	2.4%	\$84.00	\$82.00	\$82.00
Quarantine Waste per tonne	0%	\$130.00	\$130.00	\$130.00
Minimum Charge	0%	\$130.00	\$130.00	\$130.00
TIP PASSES				
Charges to Shire of Harvey for tip pass usage – as per light vehicles as detail above:				
Per Car or Station Wagon	7.7%	\$14.00	\$13.00	\$13.00
Utility or Trailer	5.3%	\$20.00	\$19.00	\$19.00
Large Trailer / Large Utility	6.9%	\$31.00	\$29.00	\$29.00
MEMBER COUNCIL DIVIDEND				
To City of Bunbury – Per Tonne Disposed and Landfilled	0%	\$1.65	\$0.00	\$0.00

To Shire of Harvey - Per Tonne Disposed and Landfilled	0%	\$1.65	\$0.00	\$0.00
SALE OF COMPOST AND MULCH (NEW)				
Per Skid Steer Loader Bucket	0%	\$22.00		
Per Tonne	0%	\$44.00		

Member Council Rebate payment has been changed to Dividend payment system based on total tonnes disposed and landfilled at Stanley Road Waste Management Facility. The current rebate system rewards the Member Councils for the more they dispose to landfill the higher the payment will be.

Set at \$1.65 per tonne the Member Councils would receive an average yearly dividend of \$109,500.00 per year based on the last six months waste disposal tonnages.

Stanley Road Waste Management Facility

Operating Income	Revised Budget 2016/2017	Proposed Budget 2017/2018
Casual Tipping Fees	\$1,999,496.00	\$2,295,986.00
Sale of Scrap Metal	\$80,000.00	\$85,000.00
Disposal – City of Bunbury	\$509,193.00	\$521,922.00
Disposal – Shire of Harvey	\$517,346.00	\$530,279.00
Shire of Harvey Tip Passes	\$198,352.00	\$203,310.00
Waste Minimisation Income	\$101,468.00	\$104,004.00
Landfill Levy Income	\$650,000.00	\$500,000.00
Recycling Shop	\$46,354.00	\$47,049.00
Sale of Mulch	\$11,500.00	\$11,500.00
Sale of Cardboard	\$6,300.00	\$8,000.00

Banksia Road Waste Management Facility

	Increase / Decrease %	2017/18 Fees Budget Proposal (Incl. GST)	2016/17 Fees (Incl. GST)	2015/16 Fees (Incl. GST)
HEAVY VEHICLES WEIGHBRIDGE				
Organic Waste per tonne	3.1%	\$33.00	\$32.00	\$31.00
Minimum Charge	3.1%	\$33.00	\$32.00	\$31.00
Clean Green Waste per tonne	4.2%	\$25.00	\$24.00	\$23.50
Minimum Charge	4.2%	\$25.00	\$24.00	\$23.50
Clean Green Waste Mulched per tonne (NEW)		\$0.00		
Organic Waste with over 5% Contamination per tonne	2.2%	\$118.00	\$115.50	\$115.50
Minimum Charge	2.2%	\$118.00	\$115.50	\$115.50
COMPOST AND MULCH SALES				
10mm Compost Sales to Intuit Earth per tonne 3,000 tonne per year (Agreement)	2%	\$50.50	\$49.50	-

Compost Sales to Wellington Group of Councils per tonne	3%	\$34.00	\$33.00	-
10mm Compost (Second Screened) per tonne	2.5%	\$41.00	\$40.00	-
Processed Mulch per tonne (NEW)		\$35.00	-	-
Green Mulch Unprocessed per tonne (NEW)		\$22.00	-	-

Banksia Road Waste Management Facility

Operating Income	Revised Budget 2016/2017	Proposed Budget 2017/2018
Organic Tipping Fees	\$355,500.00	\$364,387.00
Sale of Compost	\$135,000.00	\$138,375.00

Officer Recommendation

The Schedule of proposed Fees and Charges (which forms part of the 2017/2018 Budget) is adopted effective 1 July 2017.

Council Decision: Moved _____ Seconded _____

CARRIED/LOST

12. General Business

12.1 Operational Update – May 2017

- **Request for BHRC Workshop**

A Workshop was held on Wednesday 16 November 2016 and was facilitated by Ian Watkins from IW Projects.

“Letters was sent” to the City of Bunbury and the Shire of Harvey on Friday 25 November 2016 requesting their commitment to waste disposal at Stanley Road Waste Management Facility on a long term basis, their preferred model of future Governance for the Regional Council and ownership options for Lot 45 Stanley Road Wellesley.

No further correspondence received from either Member Council.

Emma Clay Wellington Regional Waste Education Coordinator and the BHRC CEO met with Officers from the City of Busselton and were given a tour of the Cities new four million dollar waste transfer station and the Dunsborough Landfill. A meeting was also held to discuss regional waste education opportunities and the proposed Regional Southwest Waste Facility.

Report on Southwest Regional Waste Facility Estimated tonnage costs (Commercially Confidential) – **Attachment 1**

- **Stanley Road Rehabilitation**

A tender document is currently being formatted for construction of Gabion Wall as per DER licences, tenders to be called early 2017. Awaiting completion of final design drawings and specifications, estimate tender release mid-2017.

Rehabilitation Costs: Cost Comparisons Talis Consultants Estimates and BHRC In-House Estimates – **Attachment 2**

- **Stanley Road New Lined Cells**

Consultants are currently preparing and finalising plans and documentation for DER Approvals for new lined cells at Stanley Road. Detailed design works, engineering drawings and Environmental Management Plan to be completed by end of May 2017. Met with officers from the Bunbury DER office with regards to update and progress report on lined cells at Stanley Road, meeting went well with discussions focused on a positive outcome and working together on a smooth approvals process.

Timeframe Schedule

Project	Source	Start	Finish
Detailed Design Works, Environmental Management Plan & DER Approval Application.	ASK/IOLAR	Current	5-Jun-17
D.E.R Approvals	D.E.R	5-Jun-17	7-Aug-17
New Lined Cell Construction (Cell 1)	In-House BHRC & Contractors	1-Jul-19	30-Jun-20
Commence Filling New Cell	BHRC	1-Jul-20	1-Apr-23
New Lined Cell Construction (Cell 2)	In-House BHRC & Contractors	1-Jul-22	1-Apr-23

Approvals for lined cells and the approval for landfilling between existing cells has been separated to both have their own application to the DER. The reason behind this is to not stall or slow down the approvals for lined cells due to possible lengthy discussions with DER on the approvals for landfilling between the existing cells.

The streamlined approvals for lined cells could see the Council being in the best possible position if the Wellington Group of Councils Royalties for the Regions funding was re-allocated to constructing lined cells at Stanley Road.

- **Track Type Tractor (Bulldozer) Tender**

D7 CAT Bulldozer has been delivered and training completed.

- **Stanley Road Report of a Known or Suspected Contaminated Site**

Form 1 (r.6) has been submitted to the DER on advice from groundwater monitoring contractors Hydro Solutions. Have scheduled meeting with Hydro Solutions for 26 April 2017 to discuss the elevated Hydro Carbons detected and any further action required - **No further correspondence received.**

- **Stanley Road Administration Complex**

Currently put on hold until security of long term landfilling is finalised and future budget allocation. Exploring the possibility of short term temporary transportable offices to utilise at site for all admin staff.

One (1) 12 x 3 meter temporary transportable office complex has been hired and placed in position at Stanley Road for administration staff and CEO to relocate and vacate office at Lot 5 Carmody Place by Thursday 25 May 2017.

All BHRC contacts to be notified on new address and new mailing address (PO Box 111 Australind WA 6233).

- **BHRC Standing Orders Local Law 2017**

The Proposed Standing Orders have been advertised on BHRC website, in the state and local newspapers (2 March 2017) and have been advertised on public notice boards at both of the Member Councils Administration buildings and libraries. The Proposed Standing orders were advertised for six (6) weeks and then brought back to Council for adoption (27 April 2017).

The Standing Orders were then sent to the Government Gazette on Friday 5 May 2017 and were published in the Gazette on Wednesday 10 May 2017 and a copy was sent to the Minister for Local Government. Local public notice of the Gazetted Standing Orders had to be released and was published in the South Western Times Thursday 18 May 2017 and has also been placed on Public Noticeboards of both member councils. All required and supporting documents were then sent to the Joint Standing Committee for Delegated Legislation on Friday 19 May 2017.

- **Regional Compost Facility Relocation to Stanley Road**

GHD Time Schedules and Deliverables:

We are expecting to complete Stages 1 and 2 prior to the end of this FY (i.e. 30 June) and the entire project before the end of the calendar year (30 December) with approvals.

The following deliverables will be provided:

Stage 1 – Design basis report (draft and final)

Stage 2 – Conceptual design drawings (draft)

Stage 3 – Feasibility assessment report (draft and final)

Stage 4 - Various items (listed below):

GHD | Proposal for Bunbury-Harvey Regional Council - | 13

☐ Final concept drawings

☐ Development application report (draft and final)

☐ Operational plan (draft and final)

☐ Licence amendment application and supporting documentation (EIA) report (draft and final)

- **BHRC Draft Budget 2017/18 Budget Assumptions and Estimates**

To assist officers to prepare the draft 2017/18 Budget, Councillors' feedback on the following is requested.

The 2017/18 draft budget has been prepared with regard to the following assumptions and estimates:

1. Inflation 1.75% based on WA State Government budget forecasts.
2. Increases in wages of 2.5% as per the workforce plan. There will an increase of 1 FTE for Site Rehabilitation. There is a total of 18.0 FTE's in the 2017/18 budget.
3. Interest earnings are based on an average 2.5% on investments.
4. Councillor meeting attendance fees remain at the minimum fee of \$88 per Ordinary Meeting, and the Chairman's fee per meeting at \$176.
5. Fees and Charges of \$4.321 million based on a 4.40% increase in the co-mingled waste tonnage rate, a 39% reduction in the green waste tonnage rate (as per the agenda item presented at the May 25, 2017 Ordinary meeting of Council). This represents a 1% increase in revenue over the 2016/17 year.
6. An operating deficit of \$212K which includes expenditure of \$1.594M for Stanley Road rehabilitation.
7. The following capital expenditure totalling \$2.403M will be funded by Reserves (\$1.982M), Asset Sales (\$65K) and Municipal Funds (\$356K).
- 8.

Asset Description	Stanley Road		
	Purchases	Sales	Net Cost
Compost Facilities Infrastructure (Organics)	\$ 1.028M		\$1.028M
Shredder	\$ 580K		\$ 580K
Replace Telehandler	\$ 310K	\$30K	\$ 280K
Administration Building (\$100K carried forward)	\$ 275K		\$ 275K
Electronic GPS	\$ 75K		\$ 75K
CEO Vehicle Replacement	\$ 55K	\$35K	\$ 20K
Replace gatehouse/Amenities Building (c/fwd)	\$ 45K		\$ 45K
10,000ltr Bulk Fuel Storage	\$ 34K		\$ 34K
Office Equipment	\$ 1K		\$ 1K
TOTALS	\$2.403M	\$65K	\$2.338M

9. Transfers to and from Reserves:

RESERVE	Balance 30/6/17	To Reserves		From Reserves		Balance 30/6/18
		Interest	Ex Muni Funds	Capital	Operatin g	
Plant & Infrastructure	\$ 507K	\$ 18K	\$601K	\$ 375K		\$ 751K
Site Post Closure Rehabilitation	\$3.258M	\$ 108	\$1.399M		\$1.595M	\$3.171M
Waste Minimisation	\$ 825K	\$ 10K	\$ 104K	\$580k		\$ 358K
Stanley Road Lined Cell Construction Reserve	\$ 541K	\$ 14K				\$ 555K
Land Acquisition and Investigation Reserve	\$ 1.636M	\$ 35K		\$1.027M		\$ 644K
TOTALS	\$ 6.767M	\$ 185K	\$2.104M	\$1.982M	\$1.595M	\$5.479M

10. This budget is based on the following Estimated Tonnages through the gate:

2016/17: 71,000 tonnes. 2017/18: 71,000 tonnes.

13. Confidential Reports

14. Notice of Motion

15. Next Meeting

To be held on Thursday 22 June 2017 at the Shire of Harvey Council Chambers, Mulgara Street, Australind, commencing at 4:00pm.

16. Close of Meeting

The Presiding Member closed the meeting at _____.