

Bunbury - Harvey Regional Council

Council Agenda



For the Ordinary Council Meeting of

26th March 2015

**BUNBURY-HARVEY REGIONAL COUNCIL
AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 26TH MARCH 2015**

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BUNBURY-HARVEY REGIONAL COUNCIL

MEETING NOTICE AND AGENDA – 26TH MARCH 2015

TO: THE CHAIRMAN AND COUNCILLORS

NOTICE is hereby given that an Ordinary meeting of the Bunbury-Harvey Regional Council will be held at **Shire of Harvey Admin Building, Mulgara Street, Australind, commencing at 4:00pm.**

Your attendance is respectfully requested.

TONY BATTERSBY
CHIEF EXECUTIVE OFFICER

AGENDA

1. **Attendance, Apologies & Leave of Absence**
Cr Neville McNeill – leave of absence.

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**

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

4. **Applications for leave of absence**

5. **Confirmation of Minutes**

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

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

- ***Banksia Road Organics Processing Facility
Financial Report***

Organics Facility - 2014/2015 Budget

Expenditure

Facility Operational Expenditure	\$557,300
COB Support Staff	\$103,436
(Includes \$219,875 of Depreciation)	
Total	\$660,736

Income

Organic Tipping Fees	\$241,500
Sale of Compost	\$150,000
COB Support Staff Income	\$143,249
Sale of 7,000 Tonne of Air Space (Made Available at Stanley Road \$350,000))	
Carbon Credits	\$?
Total	\$534,749

Organics Facility - 2014/2015 Budget

(Actual 23/03/2015) (74%)

Expenditure

Facility Operational Expenditure	\$317,132 (57%)
COB Support Staff	\$105,936 (103%)
(Includes \$78,551 of Depreciation)	
Total	\$423,068 (64%)

Income

Organic Tipping Fees	\$199,202 (83%)
Sale of Compost	\$34,554 (23%)
COB Support Staff Income	\$141,483 (95%)
Sale of 7,000 Tonne of Air Space (Made Available at Stanley Road)	
Carbon Credits	\$?
Total	\$375,239 (70%)

Notes

Landsave Organics are due to take large consignment of compost during autumn 2015, meeting with Landsave Organics to discuss timeframe and quantities.

Original budgets and fees and charges were calculated to allow for the remaining Wellington Group of Councils to be utilising the compost facility in the second or third year.

2015/2016 Fees and Charges will recommend a 27% increase in organic tipping fees to allow for a price adjustment on the original commissioning charge.

11. Reports of Officers

11.1 Financial Statements for the period ended 28th February 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 28 February 2015

	ACTUAL	BUDGET	VARIANCE	
Year-to-date income	3,173,496	3,237,926	(64,430)	<i>unfavourable</i>
Year-to-date expenditure	2,404,368	2,981,117	576,749	<i>favourable</i>
Year-to-date operating surplus	769,128	256,809	512,319	<i>favourable</i>

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

Year-to-date capital expenditure	431,080	490,900	59,821	<i>favourable</i>
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3. Balance Sheet (**attached** at Appendix 4)

Current Assets of \$7,146,663 include:

Cash and Cash Equivalents	6,723,728
Trade and Other Receivables	420,553
Prepayments	560
Inventories	1,822

Current Liabilities of \$331,600 includes:

Trade and Other Payables	230,539
Provisions	101,601

Working Capital (Current Assets *less* Current Liabilities) is 6,815,063

Equity (Total Assets *less* Total Liabilities) is 9,767,851

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 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.

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	
Banksia Road	
Organics Tipping Fees Organics Tipping is ahead of budget as new customers are attracted and existing customers (e.g. Harvey Fresh) are also diverting waste to Banksia Road. This has been addressed in the March budget review.	\$ 22,604 14%
Income COB Support staff This is above budget as wages outgoings are higher than budget (refer 'Organics Wages' per below). This has been addressed in the March budget review.	\$30,669 32%
Interest Earnings	
Interest earned is better than budget as interest rates received are higher than budget and payments for plant purchases and site rehabilitation are later than expected. This has been addressed in the March budget review.	\$35,315 25%
Other Revenue	
Landfill Levy Income This is 13% below budget year-to date due to lower tonnages being received from Perth metro area so far this year.	\$(52,068) (13)%
Operating Expenditure	
Employee Costs	
Organics (COB Support Staff) wages This cost is above budget due to extra staff required for organics auditing. This is being fully recouped (See Income from COB support staff). This has been addressed in the March budget review.	\$(36,139) (22)%

Materials and Contracts	
Recycling Operations (Cardboard & Other) costs are below budget. This has been addressed in the March budget review.	\$15,726 38%
Earthworks Operations. Both fuel and plant repairs and maintenance are below budget so far this year. This has been addressed in the March budget review.	\$23,733 13%
Site Rehabilitation. Rehabilitation of Stanley Road site is behind schedule because the capping material has changed from clay (not available from Banksia Road) to synthetic and a report from Tallis has been requested to advice on the strategy for further rehabilitation. This has been addressed in the March budget review.	\$504,407 77%
Depreciation	
Savings in Vehicles, Plant and Equipment depreciation (\$27,458) are due to delays in purchases of major plant items. This has been addressed in the March budget review.	\$36,744 11%
Other Expenditure	
Landfill Levy Expense is below budget in line with decreased Levy received from customers as above. Note the landfill levy expense is fully recouped by on-charging to customers plus a margin of 8.7%. This has been addressed in the March budget review.	\$46,815 12%
Statement of Financial Activity	YTD Actual to YTD Budget Variance
Interest Earnings Interest earned is better than budget as interest rates received are higher than budget and payments for plant purchases and site rehabilitation are later than expected. This has been addressed in the March budget review.	\$ 35,315 25%
Materials and Contracts include \$464,398 saving in Site Rehabilitation costs as described above. This has been addressed in the March budget review.	\$550,515 41%
Other Expenditure includes \$46,815 saving in landfill levy expense. Note the landfill levy expense is fully recouped by on-charging to customers plus a margin of 8.7%. This has been addressed in the March budget review.	\$ 54,864 10%
Depreciation Savings in Vehicles, Plant and Equipment depreciation (\$27,458) are due to delays in purchases of major plant items. This has been addressed in the March budget review.	\$36,744 11%
Capital Expenditure Savings of \$61,325 were realised in purchase price for the two new loaders. This has been addressed in the March budget review.	\$59,821 12%

Executive Recommendation

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

11.2 Payments of Accounts for February 2015

Reporting Officer: Chris Welham, Accountant
File Number: -
Attachments: Summary of Accounts Paid for February 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 advise of payments made for February 2015.

Background

As noted above.

Officer Comment

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

11.3 Budget Review 2014/2015

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

File Number: -

Appendices: 8, 9, 10

Purpose

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2014 to 28 February 2015.

Background

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2015 for the period ending 28 February 2015 is presented for council to consider. The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Details

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council adopted a 10% and a \$15,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review. The review will increase Operating Surplus from \$493,263 to \$1,363,589, an increase of \$870,326. Capital Expenditure has decreased by \$602,320.

As a result of the above changes the budgeted funds as at 30 June 2015 will decrease from a surplus of \$2,785,834 to a surplus of \$2,635,319, a decrease of \$150,515.

The following supporting documents are attached for the period ending February 2015:

- Statement of Comprehensive Income (**attached** at Appendix 9)
- Banksia Road Operations (**attached** at Appendix 10)
- Statement of Financial Activity (**attached** at Appendix 11)
- Capital Works Expenditure Summary (**attached** at Appendix 12)
- Balance Sheet Summary (**attached** at Appendix 13)
- Statement of Net Current Assets (**attached** at Appendix 14)

Features of the budget review include:

	\$
Current Adopted Budgeted Closing Funds	2,785,834
Variance between actual and budgeted opening funds	79,182
Budget Review Changes:	
Operating Income	\$
Contributions	
Waste Education Contributions. A \$5,000 infinity award was received by Council on behalf of COB and Shire of Capel for a 2015/16 Project. A \$4,000 events grant was also received with \$1,000 to come.	10,000

Fees and Charges	
Casual Tipping Fees are (9%) below budget, mainly due to less than expected income from outside the Regional Council area. The CEO will be checking that all waste from recycling contractors which originated from the constituent council shires is being received by BHRC.	(190,000)
Shire of Harvey Tip Passes are ahead of budget	5,000
Recycle shop income has increased as the public becomes more aware and because of improved access associated with the new waste transfer station.	10,900
Banksia Road Organics Tipping Fees Organics Tipping is ahead of budget as new customers are attracted and existing customers (e.g. Harvey Fresh) are also diverting waste to Banksia Road.	33,900
Income COB Support Staff. This has increased (due to extra staff for organics auditing) as the increased cost is recouped from COB.	46,000
Waste Minimisation Income. This has reduced in line with lower casual tipping fees as adjusted above.	(17,800)
Interest Earnings	
Interest Earnings are better than expected (25%) due to interest rates being higher than budget, and the deferment of capital expenditure, and site rehabilitation expenditure.	56,510
Other Revenue	
Fuel Tax Credits have increased in line with higher fuel usage	12,900
Insurance Reimbursements. Good driver rebates on premiums and a claim for break-in loss/damage have been received.	5,800
Misc Refunds & Reimbursements. Keep Australia Beautiful grant and Infinity Award received from Department of Environmental Regulation. Plus reimbursement for Calendars produced for various Councils	13,400
Landfill Levy Income Lower tonnages being received from Perth metro area so far this year, reducing the levy amount.	(50,000)
Bad Debts Recovered. Adjusting for unexpected payouts from debtors previously written off.	8,500
Operating Expenditure	\$
Employee Costs	
Organics Expenditure. This cost is above budget due to extra staff for organics auditing. This is being fully recouped (See Income from COB support staff)	(50,000)
Materials and Contracts	
COB Accounting/Professional Fees. Saving due to over accrual of costs in previous financial year	13,203
General Administration Other. Costs are above budget due to higher advertising costs (\$7,129) for Calendars produced for various Councils and audit fees (accommodation costs and other outgoings - \$1,984)	(9,484)
Technical Services An increase in consultancy fees is required to cover the Site Post closure rehabilitation assessment for DER licencing requirements.	(38,928)
Recycling Operations (Cardboard & Other) The mattress recycling customer has ceased operating. Savings from the free processing of E-Waste continued longer than expected, however these saving may not continue because once the quota is reached we then have to pay for E-Waste recycling.	13,000
Waste Transfer Station. Higher plant maintenance cost, mostly for the Telehandler.	(15,300)

Earthworks Operations. Plant maintenance costs are lower as there have been no hydrostatic breakdowns this year. These savings partly offset by the cost to replace a turbocharger.	25,600
Site Rehabilitation Rehabilitation of Stanley Road site is behind schedule because the capping material has changed from clay (not available from Banksia Road) to synthetic and a report from Talis has been requested (due 20/7/15 then to be forwarded to DER) to advice on the strategy for further rehabilitation.	850,000
Insurance	
Premium adjustment for new purchases during the year	(7,508)
Depreciation	
Savings have been realised due to deferment of or delays in capital projects.	98,633
Other Expenditure	
Landfill Levy Paid –Savings have been realised because less tonnage has been receive from Perth metro so far this year. This represents 92% of Levy income as above. (after deducting administration allowance of 8%)	46,000
Sale or Disposal of Assets	
Loss on Sale of Vehicles. The telehandler will now not be sold so the expected loss on sale has been avoided.	12,578
Capital Income	
Grant Funding – Organics. Loader grant not successful (\$200K) and 20% payment only expected in this financial year of Grants for Concrete Bunker and Compost Aerator units.	(417,200)
Proceeds from Sale of Assets. The telehandler will now not be sold.	(30,000)
Capital Expenditure	
Savings on purchase of Computer	645
Savings on purchase of Implement Loader	32,125
Savings on purchase of Front End loader	29,200
Upgrade of Landfill Access Road extra costs.	(2,150)
Deferment of purchase of Banksia Road Compost Aerator Units.	180,000
Deferment of purchase of Banksia Road Loader.	250,000
Deferment of purchase of Banksia Road Concrete Bunker.	155,000
New Capital Expenditure: Kibble, Loader bucket & weighing system, Odour machine, Semi-Automatic Bin Tarps.	(42,500)
Transfers to or from Reserves	
Transfers to reserve included in interest adjustment above	(56,510)
Decrease in transfers from reserve as per capital adjustments above	(1,100,000)
Reconciling the above adjustments to the Statement of Financial Activity by nature and type:	
Add Back:	
Depreciation savings due to delays in capital approvals.	(98,633)
Loss on Sale of Vehicle.	(12,578)
Revised Budget surplus closing Funds as at 30 June 2015	2,635,319

Due to the adjustments above the closing funds have decreased by \$150,515 from \$2,785,834 to \$2,635,319.

Statutory Environment

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
*Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications

Nil

Financial Implications

Specific financial implications are as outlined in the Budget Review Amendments which are **attached** at Appendix 15).

Voting Requirement

Absolute Majority

Comment

The closing funds remain in surplus as a result of this budget review with a decrease of \$150,515. Estimated closing surplus is now \$2,635,319.

Officer Recommendation

Council adopt the budget review with the following variations for the period 1 July 2014 to 28 February 2015 and amend the budget accordingly:

	\$
Current Adopted Budgeted Closing Funds	2,785,834
Variance between actual and budgeted opening funds	79,182
Operating Income	
Increase in Waste Education Contributions	10,000
Decrease in Casual Tipping fees	(190,000)
Increase in Shire of Harvey Tip Passes Income	5,000
Increase in Recycle Shop Income	10,900
Increase in Banksia Road Organics Tipping Fees	33,900
Increase in Income from COB Support staff recoups	46,000
Decrease in Waste Minimisation Income	(17,800)
Increase in Interest on Muni and reserve funds	56,510
Increase in Fuel Tax Credits	12,900
Increase in Insurance Reimbursements	5,800
Increase in Miscellaneous Refunds and Reimbursements	13,400
Decrease in Landfill Levy income	(50,000)
Increase in Bad debts recovered	8,500

Operating Expenditure	
Increase in COB Support Staff Employee Costs	(50,000)
Savings on COB Accounting/Professional Fees	13,203
Increase in General Administration Other costs	(9,484)
Increase in Technical Services costs	(38,928)
Savings in Recycling Operations costs	13,000
Increase in Waste Transfer Station costs	(15,300)
Savings in Earthworks Operations Costs	25,600
Savings in Site Rehabilitation costs	850,000
Increase in Insurance Premiums	(7,508)
Savings in depreciation costs.	98,633
Decrease in landfill levy costs	46,000
Saving in loss on Sale of Plant	12,578
Capital Income	
Grant Funding – Organics. Decrease in income from Grants	(417,200)
Proceeds from Sale of Assets. Telehandler will now not be sold	(30,000)
Capital Expenditure	
Savings on purchase of Computer	645
Savings on purchase of Implement Loader	32,125
Savings on purchase of Frontend Loader	29,200
Increase in cost of Landfill Access Road upgrade	(2,150)
Deferment of purchase of: Banksia Road Compost Aerator Units	180,000
Loader	250,000
Concrete Bunker	155,000
New Capital Expenditure. Plant accessories etc.	(42,500)
Transfers to Reserve	
Transfers to reserve interest (adjustment above)	(56,510)
Decrease in transfers from reserve as per capital adjustments above	(1,100,000)
Less Non-Cash Items	
Less Depreciation savings due to delays in capital approvals	(98,633)
Less Loss on Sale of Vehicle	(12,578)
Revised Budget surplus closing Funds as at 30 June 2015	2,635,319

Due to the adjustments above the closing funds have decreased by \$150,515 from \$2,785,834 to \$2,635,319.

12. General Business

12.1 Operational Update for March 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.*
3. *Costing of using a synthetic liner on the Stanley Road capping as an alternative to clay from Banksia Road.*

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.

Verbal agreement given by DER to the proposed lined cells at Stanley Road and also asked if we would consider a class 3 landfill site and a facility for liquid waste.

- **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.

Verbally given confirmation that 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](#)

- **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 - [Budgets Attached](#)

- **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.

A letter has been sent to CPPS Pty Ltd requesting a meeting to discuss the future lease agreement of the compost facility at Lot1 Banksia Road Dardanup. [Letter from the Shire of Dardanup – Attached](#)

Met with J & P Group and Transpacific to discuss future lease agreement on Banksia Road compost facility, J & P Group has no issues with the ongoing leasing arrangement other than the annual increase being set at 3% it be set at 5% and if we are going to be there long term then we consider re-aligning the site 90 degrees to the north.

- **Telehandler – Replacement**

A John Deere skid steer loader has been purchased for the Stanley Road Waste Transfer Station.

New Holland telehandler loader proposed to be retained for the Compost Facility, to be consider by Council at March budget review.

- **Staff Matters**

Darryl Saunders has been awarded the seasonal staff award for the Spring Season and Brett Clifton was awarded the Summer Season staff award.

13. Confidential Reports

14. Notices of Motion

15. Next Meeting

To be held on Thursday 23rd April 2015 at the **Stanley Road Waste Facility site office, Australind, commencing at 3:30pm.**

16. Closure

