

Bunbury - Harvey Regional Council

Minutes (Confirmed)



For the Ordinary Council Meeting of

10th July 2014

BUNBURY-HARVEY REGIONAL COUNCIL

**MINUTES (CONFIRMED) FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD ON 10TH
JULY 2014**

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These Minutes are confirmed as being true & correct by Council **Resolution Nr. OC81023-1286**

Cr Neville McNeill
Chairman

Tony Battersby
Chief Executive Officer

Meeting was declared open 4:01pm.

1. Attendance, Apologies & Leave of Absence

Cr John Sabourne to attend meeting on behalf of Cr Greg Campbell.

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

NIL

3. Summary of Response to previous Questions taken on notice

NIL

4. Applications for leave of absence

NIL

5. Confirmation of Minutes

Minutes of the Ordinary meeting of Council held 26th June 2014.

OC81219-1279

Moved:

Cr Murray Cook

Second:

Cr Judy Jones

**4/0
Unanimous
CARRIED**

6. Business of Previous Meeting

NIL

7. Petitions and Memorials

NIL

8. Declarations of Interests

NIL

9. Announcements (by the presiding member without discussion)

NIL

10. Reports of Committees

NIL

11. Reports of Officers

11.1 Budget 2014/2015

Reporting Officer: *Chris Welham, Accountant and 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.

Background

Preliminary discussions regarding the draft budget for the 2014/15 Financial Year were held at a budget workshop on the 26th June 2014 and the new schedule of Fees and Charges to apply from 1st July 2013 was adopted at the 22nd May 2014 Ordinary Meeting of Council as the basis for the 2014/15 income budget. It was resolved at the 26th June meeting to adopt the budget at the next Meeting of Council on 10th July 2014.

Officer Comment

1. New Reserve – Banksia Road Construction Reserve

It is proposed to set aside funds for the construction of a landfill cell at Banksia Road, Dardanup, should the Regional Council be successful in obtaining this site as an alternative to the existing Stanley Road Site after its closure on 31/12/2015.

(Refer to Recommendation 1)

2. Adoption of the 2014/15 Budget

A copy of the Draft Budget 2014/15 has been circulated under separate cover. Councillors developed the Draft Budget at the Council Meeting on 26th June 2014.

The budget as presented includes provision to charge a \$55.00/tonne (GST incl.) gate fee for Co-mingled Waste, and \$41.00/tonne (GST incl.) for Green Waste, and to provide an \$11.00/tonne (GST incl.) rebate to Member Councils. ***(Refer to Recommendation 2)***

3. Schedule of Fees and Charges 2014/15 Budget

The Schedule of proposed Fees and Charges for the 2014/15 Financial Year forms part of the 2014/15 Budget which has been circulated under separate cover as previously adopted by Council on 22nd May 2014.

4. Elected Members Meeting Attendance Fees

In accordance with the Local Government Act 1995, fees will be paid to Councillors for attendance at meetings of Council and Council (Standing) Committees. This is in addition to any other expenses which may be reimbursed. The prescribed minimum payments under the Local Government (Administration) Regulations 1996, 30(3A) are:

(a) Councillor Meeting Attendance Fees:

Chairperson \$88.00 per meeting

Councillors \$88.00 per meeting

(Note: The council resolution is for a Chairman meeting fee of \$176.00 per meeting)

(b) Committee Meeting fees:

Chairman and Councillors \$44.00 per meeting.

(Refer to Recommendation 3)

5. Reporting of Material Variances in the Monthly Statement of Financial Activity for 2014/15

It is a requirement under the Local Government (Financial Management) Regulations, for the Council to adopt (each year) a percentage or value, to be used for reporting material variances in the Statement of Financial Activity.

Any variance meeting these criteria will be required to have a supporting explanation in the Monthly report to Council. Information is considered "material" if its omission, misstatement or nondisclosure has the potential to adversely affect decisions by users of the financial report or affect the discharge of accountability by management or Council.

(Refer to Recommendation 4)

6. Late Payment Interest Charge

A charge on outstanding fees and charges as allowed under the Local Government Act 1995 General Debtor Collection charges during the 2014/15 financial year (including amounts allowed on ad hoc payment plans) of 11% will be calculated daily at 0.0301% on a simple interest basis for the number of days from the account due date until the day prior to the day on which the [payment is received. ***(Refer to Recommendation 5)***

Consultation

A Budget Workshop has been held with Councillors on 26th June 2014.

Financial Implications

Notes are included in the draft budget papers in regard to new items of income and expenditure in addition to Officer Comment in this report.

Statutory Environment

Section 6.1 of the Local Government Act 1995 applies.

Strategic Implications

Nil

Policy Implications

Nil

Officer Recommendations

Recommendation 1 – Creation of new Reserve

A New Reserve – Banksia Road Construction Reserve is created to set aside funds for the construction of a landfill cell at Banksia Road, Dardanup, should the Regional Council be successful in obtaining this site as an alternative to the existing Stanley Road Site after its closure on 31/12/2015.

Note: Absolute Majority Vote Required

OC81219-1280

**Moved: Cr Judy Jones
Second: Cr Murray Cook**

**4/0
Unanimous
CARRIED**

Recommendation 2 – Adoption of the 2014/15 Budget

Budgets for the following funds for the year ended 30 June 2015, be adopted:

- Municipal Fund
- Plant and Infrastructure Reserve
- Site (Post Closure) Rehabilitation Reserve
- Waste Minimisation and Environmental Protection Reserve
- Banksia Road Construction Reserve

Note: Absolute Majority Vote Required

OC81219-1281

**Moved: Cr Murray Cook
Second: Cr Judy Jones**

**4/0
Unanimous
CARRIED**

Recommendation 3 – Elected Members Meeting Attendance Fees

That Council adopt the Elected Member sitting fees as prescribed by the Local Government (Administration) Regulations 1996 being:

(a) Council Meeting fees:

Chairman \$176.00 per meeting (This is double the minimum prescribed fee)

Councillors \$88.00 per meeting

(b) Committee Meeting fees:

Chairman and Councillors \$44.00 per meeting.

Note: Absolute Majority Vote Required

OC81219-1282	Moved:	Cr Murray Cook	
	Second:	Cr John Sabourne	
			4/0
			Unanimous
			CARRIED

Recommendation 4 – Reporting of Material Variances in the Monthly Statement of Financial Activity for 2014/15

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 2014/15.

Note: Absolute Majority Vote Required

OC81219-1283	Moved:	Cr Judy Jones	
	Second:	Cr Murray Cook	
			4/0
			Unanimous
			CARRIED

Recommendation 5 – Late Payment Interest Charge

A charge on outstanding fees and charges (including amounts allowed on ad hoc payment plans) of 11% will be calculated daily at 0.0301% on a simple interest basis for the number of days from the account due date until the day prior to the day on which the [payment is received.

Note: Absolute Majority Vote Required

OC81219-1284	Moved:	Cr Murray Cook	
	Second:	Cr John Sabourne	
			4/0
			Unanimous
			CARRIED

Council expressed their gratitude for all of the efforts and hard work Tony Battersby and Chris Welham has put into planning and compiling the Budget for 2014/2015 Financial Year.

OC81219-1285

Moved: Cr Judy Jones
Second: Cr Murray Cook

4/0
Unanimous
CARRIED

12. General Business

12.1 Operational Update for January and July 2014

Reporting Officer: Tony Battersby, Chief Executive Officer
File Number: -

- **Draft Budget 2014/2015**

As per attached draft budget 2014/2015 for discussion, (Draft Budget to be adopted at the BHRC Ordinary Council Meeting on the 10th July 2014).

- **Expansion of the Regional Council**

Royalties for Regions funding application has been successful with securing \$4,150,000.00 for the purchase of Lot 1 Banksia Road Crooked Brook and operational upgrades to the facility.

Shire of Dardanup to consider offer by the Wellington Group of Councils at its Council meeting on the 21st May 2014. Wellington Group of Councils to meet on the 23rd May 2014 to discuss the outcome of the Shire of Dardanup Council decision on the sale of Lot1 Banksia Road Crooked Brook.

Shire of Dardanup has decided to put Lot 1 Banksia Road Crooked Brook up for public tender, call for tenders will be advertised in next two to three weeks.

Talis Consulting will be conducting some feasibility costing into the following:-

1. *BHRC to put in a tender to purchase Lot 1 Banksia Road with three proposed options, - Purchase outright with no conditions, Purchase outright with guaranteed 10 year waste disposal charge rates and operational cost of managing waste transfer station and Purchase two thirds of the site with Shire of Dardanup retaining one third ownership of the site and the Shire of Dardanup becoming a member Council to BHRC.(Note the purchase price will need to take into account – rehabilitation of Stanley Road with clay obtained from Banksia Road, composting facility located at Banksia Road, continuity of employment for BHRC in-house operational work force).*
2. *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,*
3. *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.*

4. *Costing of using a synthetic liner on the Stanley Road capping as an alternative to clay from Banksia Road.*

A submission on behalf of the BHRC has been sent to the Shire of Dardanup with the focus of the submission being for the Shire of Dardanup to retain Lot1 Banksia Road as a regional landfill.

- **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.

Decision pending.

- **Tour of Waste to Energy Facilities**

National Energy from Waste Symposium – Exploring opportunities and synergies for today and the future 23rd and 24th July 2014 Mantra Lorne, Victoria.

Cr Greg Campbell and CEO Tony Battersby will be attending.

Cr McNeill – asked if Tony can present a briefing to Council and to City of Bunbury Councillors on their findings on the tour.

- **Waste and Recycling 2014 Conference – Banksia Road Compost Facility**

The Waste and Recycling Conference Committee has requested the BHRC to host a tour of the Banksia Road Compost Facility as part of this year’s conference.

- **Stanley Road Waste Facility License Extension**

DER requested a copy of the draft Stanley Road Management Plan completed by ASK Waste Management (Giles Perryman). The Management Plan has been forwarded to DER who has indicated that they will be finalising the new 12 month licence for Stanley Road Waste Facility based on the Management Plan – rehabilitation, storm water management.

DER has sent out Stanley Road Licence extension with timeframe of works to be completed to receive an additional eighteen months extension.

Table 2. Schedule of works

Activity reference	Activity	Completion Date
A1	The Licensee shall provide to the Director for approval a map delineating GPS co-ordinates of the currently active landfill area. (Completed)	1 January 2014
A2	The Licensee shall provide to the Director for approval a closure and rehabilitation plan consistent with the Victoria EPA Best Practice Environmental Management for Landfills. The plan	

	shall include all estimated costings, stages and proposed completion dates. The plan shall include a proposal for low permeability capping. (Completed)	
A3	The Licensee shall review the stability of the landfill and identify an appropriate slope angle to allow low permeability capping and identify where remedial measures are required to allow capping to take place. The review shall be provided to the Director for approval. (Completed)	1 March 2014
A4	The Licensee shall install four new pairs of groundwater monitoring bores in the locations GQ7 – GQ10 depicted in Schedule 1. A report shall be provided to the Director, demonstrating that the bores have been installed in accordance with WQPN #30 and including bore logs for each bore as installed. (Completed)	
A5	The Licensee shall construct/install infrastructure for the post-closure management of stormwater, including stormwater drains and lined sumps and ponds. (Under Construction – Extension granted, Contractors commenced on installing liners.)	30 June 2014
A6	The Licensee shall undertake further groundwater investigations to determine the full extent and severity of groundwater contamination at the site, and identify receptors that could be affected by the contamination. A report on the investigations shall be provided to the Director for approval, to include proposals for setting conditions relating to preventing/minimising emissions to groundwater and remediation of groundwater that is already contaminated. (Being Completed)	

Correspondence has been received from the DER in regards to their concerns over the BHRC's failure to commence the capping of Stanley Road Landfill.

Met with local DER Officer on Friday 4th July 2014 to discuss Stanley Road capping schedule and future extensions to the landfill licence.

- ***Banksia Road Organics Processing Facility***

Additional aerator delivered, currently sorting out some teething problems with electricity supply. An estimated 900 tonne of compost has been screened through the Trommel to a 50mm product.

The 10mm screen has been delivered to site and seven stock piles of compost have had material batches put through the 10mm screen, with samples of each sent away for testing to conform with the Australian Composting Standards.

Test results have been received and all look good with materials fit for purpose as soil conditioner/compost.

Sale of compost/soil conditioner being negotiated with local landscaping contractors and farmers.

Michael Parker – raised the question on Insurance (risk cover / public liability) on the end product of compost.

Michael Parker – to provide council with breakdown of costs (income, expense etc.)

- **Stanley Road Weighbridge Upgrade**

Mettler Toledo have been contracted to upgrade the weighbridge at Stanley Road with new load cells and convert to digital, works carried out Sunday 22nd June 2014 - **Completed**

- **Waste Education Update**

The Waste Education Officers have been involved in the following activities over the past 6 months:

- Assistance with writing applications for councils for Better Bins Funding. This advice included councils within the region as well as other councils. To date, only two applications have been approved by the Waste Authority under the funding scheme – both from the Wellington Regional Waste Group.

The Shire of Donnybrook-Balingup was successful in their application for Organics bins, compostable bags and kitchen tidies. It is envisaged that the collection of Organics bins will commence in November 2014 in Donnybrook town site.

The Shire of Capel was successful in their application for larger Recycling bins. Resident requests for larger bins are currently being taken.

The Shire of Collie has submitted an application for funding to purchase Organics bins and compostable bags and collection costs for six months.

The Shire of Dardanup has submitted an application for funding to purchase Organics bins and compostable bags and collection costs for two years.

An application has also been submitted by the Waste Education Officers for the supply and collection of Organics bins to all schools in the Shires of Capel and Donnybrook-Balingup and the City of Bunbury.

- Community consultation was undertaken with residents in Dardanup and Donnybrook regarding the proposed introduction of Organics bins. Assistance was also given to Donnybrook with their comprehensive survey that went to all households with a collection service in the Shire.
- A grant application for the Waste Authority Regional Funding Program Competitive Funding Stream was submitted for additional infrastructure for the compost facility (Loader, bunker, MAF units).

- A MoU has been signed with the Waste Wise Schools program for Darran to present their Waste Wise program to schools in the region. Under the MoU the Waste Wise Program will cover the costs associated with the program in schools in the region.
- Attended and participated in the SW Waste Wise Schools training day at Dardanup Primary School.
- Participated in a Waste Wise Schools waste audit training day at Secret Harbour.
- Participated in Waste Wise Schools composting workshop at Boyanup Primary School.
- School interactions have included: Bunbury Senior High School's New Horizons program (6 tonnes of compost was donated to the school for their garden project), staff meetings at Dardanup, St Marys Bunbury and Adam Road Primary schools, waste audit at Coinda Primary school, Sustainability Show and Tell day at Bunbury Primary School, staff development day at Dardanup Primary school
- Met with the Healthy Schools SW coordinator to provide 'loose play' materials for schools to re-use.
- Three bin display at Donnybrook main street and Balingup Small Farm Field Day
- Display & booth at the Events Information Day for event organisers in the region promoting *Waste Smart* events and the events trailer that they have free access to.
- Audited vendors at the Australia Day event in Bunbury to implement *Waste Smart* guidelines for events.
- Provided bin toppers for the Bunbury Show and Viva Bunbury to trial 3-bin systems at events.
- Bin audits in Dalyellup to determine if letters encourage people to change behaviour (contamination) as it has in Bunbury and 'road test' contamination procedures developed for Bunbury.
- Talks and sessions with schools and interested community groups. Presentation at Dept Transport staff meeting, Holiday Care Australind and Parkinson's Support Group.
- Working with the Waste Wise Schools team to implement Waste Wise in schools in the region.
- Presentation at the Better Bins funding launch to outline the approach we took when introducing the third bin.
- Presentation at the Dardanup Waste Committee regarding Organics bins and future options for waste management.
- Participated in the WALGA workshop – "Think Green Talk Rubbish"
- Attended workshops and commented on WALGA's draft guidelines for Verge collections.
- Attended workshops and commented on the Waste Authority State Waste Communications Strategy.
- Attended Wellington Waste Management Group meetings
- Conducted guided tours of the Banksia Road Compost facility for City of Bunbury and Shire of Capel customer service staff; MWAC members, Curtin University Sustainability students, Bunbury urban Growers Group, SWIT horticulture students, Community Home Care and the general public.

- Participated in a webinar on the 'State of Waste in Australia'
- Toured the Total Green e-waste recycling centre to gain a better understanding of e-waste processes in WA.
- Met with MRC Waste Education Manager and toured Mindari Regional Council transfer station, landfill site and organics facility to gain a better understanding of what they do
- Toured Garbologie mattress recycling and tip shop.
- Calendar redesign coordinated and printed for all councils in the region.
- Developing media releases for topics of concern or interest.

Future projects and activities include:

- Currently writing the Wellington Regional Strategic Waste Management Plan 2014 – 2020.
- Waste and Recycling Conference. September 2014. Margaret and Darran have been asked to present a paper at this year's conference based on the successful community education program for the rollout of the Organics bins.
- Implementing waste audits and waste minimisation within council offices in the region.
- School-wide waste audits to encourage schools to reconsider their bin configuration and habits, with the intent of having data available to implement Organics bins when funding is granted. Three schools have already confirmed their participation in the audits.
- Continuing to implement Waste Wise Schools program
- Local Laws. Local Laws need to be updated in all council areas in the Wellington Regional group. It is proposed that all councils develop the same local laws at the same time. Some preliminary work has already been done.
- Junk instrument workshops in collaboration with the Stirling Street Arts Centre.
- Presenting a session at the Healthy Schools SW regional workshop in August 2014.
- Display at Bull and Barrel Festival, October 2014.

Feel free to contact us, our details are:

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