



# Ordinary Council Meeting

## Notice of Meeting & Agenda

**27 July 2017**

**Meeting to be held at: The Shire of Harvey Council Chambers,  
Mulgara Street, Australind on Thursday 27 July 2017,  
commencing at 4:00pm**

**Bunbury-Harvey Regional Council**

Lot 45 Stanley Road, Wellesley  
Western Australia 6233

*Correspondence to:*  
Post Office Box 111  
Australind WA 6233



Dear Chairman and Councillors

The next Ordinary Meeting will be held at the *Shire of Harvey Council Chambers, Mulgara Street, Australind* on Thursday 27 July 2017 at 4:00pm.

Signed:

**Tony Battersby**

**Chief Executive Officer**

**The Chairman Cr Judy Jones declares the meeting open at \_\_\_\_\_.**

## Agenda 27 July 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 Mal Osborne    | Acting Chief Executive Officer (City of Bunbury) |

### *Support Staff:*

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

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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 June 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. Preliminary Statement of Comprehensive Income (**attached** at Appendix 1)

a. Year-to-date Financial Performance to 30 June 2017

|                                  | ACTUAL    | BUDGET    | VARIANCE     |                     |
|----------------------------------|-----------|-----------|--------------|---------------------|
| • Year-to-date income            | 5,680,728 | 5,030,305 | 650,423      | <i>favourable</i>   |
| • Year-to-date expenditure       | 5,387,262 | 4,245,422 | (1,141,840)* | <i>unfavourable</i> |
| • Year-to-date operating surplus | 293,466   | 784,883   | (491,417)    | <i>unfavourable</i> |

\* **Note: The unfavourable expenditure variance of \$1,141,840 is mainly due to the inclusion of a provision for doubtful debts expense of \$1,060,186.**

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

Closing Funding Surplus to 30 June 2017 is forecast at \$592K which is \$83K more than the Revised Budget Closing Surplus of \$509K.

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

|                                    | ACTUAL    | BUDGET    | VARIANCE  |                   |
|------------------------------------|-----------|-----------|-----------|-------------------|
| • Year-to-date capital expenditure | 1,367,188 | 2,584,091 | 1,216,903 | <i>favourable</i> |

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

|   | <b>Year-to-date</b> | <b>Forecast</b> |
|---|---------------------|-----------------|
| • Current Assets of \$7,168,619 includes:                             |                     |                 |
| ○ Cash and Cash Equivalents   | 6,765,010           | 6,765,010       |
| ○ Trade and Other Receivables   | 402,,497            | 402,497         |
| ○ Inventories   | 1,112               | 1,112           |
| • Current Liabilities of \$550,611 includes:                          |                     |                 |
| ○ Trade and Other Payables  | 310,804             | 310,804         |
| ○ Provisions  | 239,807             | 239,807         |
| • Working Capital (Current Assets <i>less</i> Current Liabilities) is | 6,618,008           | 6,618,008       |
| • Equity (Total Assets <i>less</i> Total Liabilities) is              | 10,887,217          | 10,887,217      |
| • Reserves of \$6,026,105 includes:                                   |                     |                 |
| ○ Plant and Infrastructure Reserve                                    | 504,987             | 504,987         |
| ○ Site Post Closure Rehabilitation Reserve                            | 3,129,727           | 3,129,727       |
| ○ Waste Minimisation Reserve  | 818,197             | 818,197         |
| ○ Stanley Road Lined Cell Construction Reserve                        | 539,885             | 539,885         |
| ○ Site Acquisition and Investigation Reserve                          | 1,033,309           | 1,033,309       |

## 5. Investments

|                                  |           |
|----------------------------------|-----------|
| • Total of \$6,653,833 includes: |           |
| ○ Bankwest                       | 1,159,140 |
| ○ Commonwealth Bank              | 600,985   |
| ○ National Australia Bank        | 4,893,708 |

**Background**

A Preliminary Financial management report is provided to Councillors on a monthly basis which includes the following summaries:

- Preliminary Statement of Comprehensive Income (**attached** at Appendix 1)
- Preliminary Banksia Road Operations (**attached** at Appendix 2)
- Preliminary Statement of Financial Activity (**attached** at Appendix 3)
- Preliminary Capital Works Expenditure Summary (**attached** at Appendix 4)
- Preliminary Statement of Financial Position (**attached** at Appendix 5)
- Preliminary Statement of Net Current Assets (**attached** at Appendix 6)
- Preliminary Fees and Charges Summary (**attached** at Appendix 7)
- Preliminary 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 (Preliminary Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Preliminary 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:

| <b>Preliminary Statement of Comprehensive Income</b>   | <b>YTD Actual to<br/>YTD Budget<br/>Variance</b> |
|--|--|
| <b>Operating Income</b>  |  |
| <b>Fees and Charges</b>  |  |
| <b>Casual Tipping Fees</b> Favourable 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.   | \$360,307<br>18%                                 |
| <b>Other Revenue</b>   |  |
| <b>Insurance Reimbursements</b> Favourable budget variance due to the recoup of worker's compensation payments.  | \$28,963<br>91%                                  |
| <b>Landfill Levy Income</b> Favourable 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.   | \$340,745<br>52%                                 |
| <b>Operating Expenditure</b>   |  |
| <b>Materials and Contracts</b>   |  |
| <b>Technical Services</b> Unfavourable budget variance due to consultancy fees paid to Ask Waste management and GHD for new lined cell and "unfilled valley" applications to the DER.  | (\$32,271)<br>(63%)                              |
| <b>Site Rehabilitation expenditure</b> Favourable budget variance due to later than expected building of Gabion Wall and purchase of new bulldozer for site rehabilitation.  | \$334,054<br>77%                                 |
| <b>Land Site Investigation</b> Favourable budget variance due to decision to relocate the Organics processing facility to Stanley Road.  | \$20,000<br>100%                                 |
| <b>Green waste Recycling Operations</b> Unfavourable budget variance due to the trial use of a green waste shredder.   | (\$18,888)<br>(1,550%)                           |
| <b>Other Expenditure</b>   |  |
| <b>Landfill Levy Expenditure</b> Unfavourable budget variance due to the increased tonnage being received from the Perth area. Please refer to the comments on Casual Tipping Fees above. This expenditure is fully recouped from customers.   | (\$292,563)<br>(49%)                             |
| <b>Doubtful Debts Expense</b> Unfavourable variance due to the Aurigen Group Pty Ltd debt. As per Council Resolution OC81023-1473 25 May 2017, a final demand letter was issued and payment by debtor was due 15 June 2017. This overdue account was lodged with Dun and Bradstreet on the 16 June 2017. A provision for this debt has been made due to lack of response by the debtor and no payments received to date. | (1,060,186)<br>(100%)                            |

| <b>Preliminary Statement of Financial Activity</b>   | <b>YTD Actual to<br/>YTD Budget<br/>Variance</b> |
|--|--|
| <b>Operating Revenues by Nature and Type</b>   |  |
| <b>Other Revenue</b> Favourable variance. See explanation above included in the Statement of Comprehensive Income variances.           | \$372,573<br>50%                                 |
| <b>Operating Expenses by Nature and Type</b>   |  |
| <b>Materials and Contracts</b> Favourable variance. See explanation above included in the Statement of Comprehensive Income variances. | \$321,920<br>24%                                 |
| <b>Other Expenditure</b> Unfavourable variance. See explanation above included in the Statement of Comprehensive Income variances.     | (\$1,340,402)<br>(157%)                          |
| <b>Capital Expenditure</b> Favourable variance due to:   | \$   |
| 1. New Organics Processing land site (not required)  | 1,000,000<br>89%                                 |
| 2. Gatehouse/Amenities Building replacement (carried forward)  | 45,000   |
| 3. D8 Track Type Dozer (savings)   | 25,000   |







**2. Closure and Change of Purpose of Site Acquisition and Investigation Reserve and creation of an Organics Processing Reserve:**

The Site Acquisition and Investigation Reserve were created by Council to set aside funds for the future purchase of a new site for organics recycling. It is proposed to close the Site Acquisition and Investigation Reserve and to move these funds (\$1.033M) into a new reserve because Council is now planning to move the organics processing operations from the leased site at Banksia Road Dardanup to Stanley Road.

The Organics Processing Reserve will be created to set aside funds for the relocation and upgrade of the Organics Processing facility from Banksia Road to Stanley Road. Costs will include Banksia Road site clean-up, transport of infrastructure and equipment, Stanley Road site works and the purchase of new of infrastructure and equipment as required.

*(Refer to Recommendation 2)*

**3. Adoption of the 2017/18 Budget**

A copy of the Draft Budget 2017/18 has been circulated under separate cover. Councillors developed the Draft Budget at the Council Meeting on 22 June 2017.

The budget as presented includes provision to charge a \$59.00/tonne (GST incl.) gate fee for Co-mingled Waste, and \$25.00/tonne (GST incl.) for Green Waste, and to provide an \$11.00/tonne (GST incl.) rebate to Member Councils on Municipal waste disposed to landfill.

*(Refer to Recommendation 3)*

**4. Reporting of Material Variances in the Monthly Statement of Financial Activity for 2017/18**

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)*

**5. 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 2017/18 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 was held with Councillors on 22 June 2017.

**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 – 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**

Council Decision:      Moved \_\_\_\_\_      Seconded \_\_\_\_\_

CARRIED/LOST

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***Recommendation 2 – Closure and Change of Purpose of Site Acquisition and Investigation Reserve and creation of an Organics Processing Reserve***

That Council close the Site Acquisition and Investigation Reserve and move these funds into a new reserve called the Organics Processing Reserve. The purpose of the Organics Processing reserve will be:

To set aside funds for the relocation and upgrade of the Organics Processing facility from Banksia Road to Stanley Road. Costs will include Banksia Road site clean-up, transport of infrastructure and equipment, Stanley Road site works and the purchase of new of infrastructure and equipment as required.

**Note: Absolute Majority Vote Required**

Council Decision:      Moved \_\_\_\_\_      Seconded \_\_\_\_\_

CARRIED/LOST



**1.4 DRAFT Policy - Personal Mobile Phone Usage**

Reporting Officer: Tony Battersby, Chief Executive Officer  
File Number: -  
Attachments: **Attachment 2:** Draft Policy - Personal Mobile Phone Usage

**Précis**

The intent of this policy is to provide clear direction to staff, visitors and contractors undertaking activities at the Stanley Road Waste Management Facility and the Banksia Road Organics Processing Facility in the use of personal mobile phones. This policy also applies to the use of mobile phones while in a BHRC owned motor vehicle on private and public roads as covered by the Road Traffic Act.

**Background**

The BHRC has not previously adopted a Personal Mobile Phone Usage Policy.

**Consultation**

All BHRC employees have been issued a copy of the draft Personal Mobile Phone Usage Policy.

**Financial Implications**

Nil

**Statutory Environment**

- Local Government Act 1995
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Workplace Relations Act 1996
- Privacy Act 1988

**Strategic Implications**

Nil

**Policy Implication**

Discussed in the body of the Report.

**Voting Requirement**

Simple Majority

**Officer Recommendation**

Council Decision: Moved \_\_\_\_\_ Seconded \_\_\_\_\_

That Council adopt the Personal Mobile Phone Usage Policy as detailed in attachment.

CARRIED/LOST

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**11.5 DRAFT Policy - Security Surveillance**

Reporting Officer: Tony Battersby, Chief Executive Officer  
File Number: -  
Attachments: **Attachment 3:** Draft Policy – Security Surveillance

**Précis**

Bunbury-Harvey Regional Council (BHRC) is committed to providing a safe environment for its employees and the community in which unlawful, antisocial and inappropriate behaviour is kept to a minimum while respecting the individual rights of privacy.

BHRC will ensure that the use of any workplace surveillance complies with the requirements of the relevant legislation including the Surveillance Device Act 1998 (WA)

Surveillance may be deployed within the workplace in order to protect the assets and equipment owned and operated by BHRC and improve community and employee safety and to assist in planning and management of mobile plant and equipment.

**Background**

The BHRC has not previously adopted a Security Surveillance Policy.

**Consultation**

All BHRC employees have been issued a copy of the draft Security Surveillance Policy.

**Financial Implications**

Nil

**Statutory Environment**

Surveillance Device Act 1998 (WA)

**Strategic Implications**

Nil

**Policy Implication**

Discussed in the body of the Report.

**Voting Requirement**

Simple Majority

**Officer Recommendation**

Council Decision: Moved \_\_\_\_\_ Seconded \_\_\_\_\_

That Council adopt the Security Surveillance Policy as detailed in attachment.

CARRIED/LOST

## 11.6 **Draft Meeting Schedule 2017/2018**

Reporting Officer: Tony Battersby, Chief Executive Officer  
File Number:  
Attachment (s): **Attachment 4** – Draft Meeting Schedule 2017/2018

### **Précis**

Regulation twelve (12) of the Local Government (Administration) Regulation 1996 requires that once a year a local government is to give local public notice of Ordinary meetings proposed for the next twelve (12) months. This item is presented to Council to consider a schedule of meeting for the next twelve (12) months to enable the Chief Executive Officer (CEO) to give local public notice of the intended meetings.

### **Background**

Regulation twelve (12) of the Local Government (Administration) Regulations 1996 requires that once a year a local government is to give local public notice of Ordinary Council meeting (and Committee meeting that are required to be open to the public) proposed for the next twelve (12) months.

### **Officer Comment**

The schedule has allowed for the December 2017 Ordinary Council meeting to be held on the third Thursday of the month at 4:00pm, the earlier date is to accommodate Council recess prior to the Christmas period. The October 2017 Ordinary Council meeting has been delayed by one week to allow for Council elections and the nominations of Councillors to committees, the new date is scheduled for 2 November 2017.

### **Consultation**

Local Public Notice of meeting is required.

### **Financial Implications**

Advertising costs are provided for in the 2016/2017 budget.

### **Statutory Environment**

Regulation twelve (12) of the Local Government (Administration) Regulations 1996 requires that:

1. At least once each year a local government is to give local public notice of the dates on which, the time and place at which:
  - The Ordinary Council meetings; and
  - The Committee Meetings that are required under the Act to be open to members of the public are to be held in the next twelve (12) months.
2. A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation one (1).
3. Subject to sub regulation four (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
4. Subject to sub regulation four (4), if a special meeting of a council is to be open to members of the public but, in the Chief Executive Officer's opinion, it is not practicable to give local public notice of the matters referred to in sub regulation three (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the Chief Executive Officer's opinion, is practicable.



| Day   | Date              | Time   | Venue                              |
|---|-------------------|--------|------------------------------------|
| Thursday                                    | 24 August 2017    | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 21 September 2017 | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 2 November 2017   | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 23 November 2017  | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 21 December 2017  | 4:00pm | Shire of Harvey office, Australind |
| <b><i>JANUARY 2018 (COUNCIL RECESS)</i></b> |                   |        |                                    |
| Thursday                                    | 22 February 2018  | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 22 March 2018     | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 26 April 2018     | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 24 May 2018       | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 28 June 2018      | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 26 July 2018      | 4:00pm | Shire of Harvey office, Australind |

**Strategic Implications**

Nil

**Policy Implications**

Nil

**Voting Requirement**

Simple Majority

**Officer Recommendations**

That Council request the Chief Executive Officer to give Local Public Notice of the following meeting schedule:

| Day   | Date              | Time   | Venue                              |
|---|-------------------|--------|------------------------------------|
| Thursday                                    | 24 August 2017    | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 21 September 2017 | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 2 November 2017   | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 23 November 2017  | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 21 December 2017  | 4:00pm | Shire of Harvey office, Australind |
| <b><i>JANUARY 2018 (COUNCIL RECESS)</i></b> |                   |        |                                    |
| Thursday                                    | 22 February 2018  | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 22 March 2018     | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 26 April 2018     | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 24 May 2018       | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 28 June 2018      | 4:00pm | Shire of Harvey office, Australind |
| Thursday                                    | 26 July 2018      | 4:00pm | Shire of Harvey office, Australind |

Council Decision:      Moved \_\_\_\_\_      Seconded \_\_\_\_\_

CARRIED/LOST

## 12. **General Business**

### 12.1 **Operational Update – July 2017**

- **Outstanding Debt “Aurigen Pty Ltd”**

Latest update from Dun & Bradstreet, will follow with further update after Monday.

Hi Tony

I’ve just come off the phone with Charles McKinnon, who is the fund raising advisor for AURIGEN. He was asked by Vijay Joshi to call.

He’d been expecting a call from one of the prospective funders today – the call hasn’t eventuated yet.

I explained that I'd been asked to write a paper for the Council meeting next week and he said that he'll call me back on Monday with an update and hoped that would be in time for the Council meeting.

I explained that I'd committed to you to try contacting AURIGEN this afternoon and on Monday, so that it may be in time.

I'll start drafting the piece now; do you need the final document today or after AURIGEN get back to me on Monday?

Kind regards

The logo for Dun & Bradstreet, featuring the company name in a blue, sans-serif font with a stylized ampersand between 'dun' and 'bradstreet'.

**Martyn Carr**

Account Manager  
Level 2, 143 Coronation Drive  
Milton, Qld 4064  
13 23 33 or +61 7 3360 0626  
[dnb.com.au](http://dnb.com.au)

- **Request for BHRC Workshop**

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

“Letters were 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 has been received from either Member Council.

- **Stanley Road Rehabilitation**

Scope of works and specification documentation is also being completed for quotation gas monitoring wells as per DER licence. Earthworks and final fill is being completed on phase 1 with in-house work force.

Tender for construction of gabion wall has been put on hold while work on re-design is being completed to accommodate the access of trucks to the rear of site parallel to the gabion wall and the waste transfer station. The re-design works will eliminate the future need to relocate the weighbridge and gate house.

- **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 are included in the scope of works.

### Timeframe Schedule

| Project  | Source                      | Start                         | Finish  |
|--|-----------------------------|-------------------------------|---|
| Detailed Design Works,<br>Environmental Management Plan &<br>DER Approval Application. | ASK/IOLAR                   | Current                       | 1 <sup>st</sup> to 14 <sup>th</sup><br>-July-17 |
| D.E.R Approvals  | D.E.R                       | 14 <sup>th</sup> -July-<br>17 | 31st-Aug-<br>17                                 |
| New Lined Cell Construction (Cell 1)   | In-House BHRC & Contractors | 1 <sup>st</sup> Nov-<br>17*   | 30 <sup>th</sup> Jun-<br>18*                    |
| Commence Filling New Cell  | BHRC                        | 1-Jul-20                      | 1-Apr-26  |
| New Lined Cell Construction (Cell 2)   | In-House BHRC & Contractors | 1-Jul-25                      | 1-Apr-26  |

- Pending Royalties for the Regions Funding \$3,000,000.

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.

Currently finalising application to the Department of Water and Environment Regulations on approvals to clear native vegetation for the first two proposed new lined cells. The proposal is to offset the required clearing with an on-site covenant of existing native bushland subject to Member Council approval and DWER approval. The approvals for the remaining native vegetation clearing to accommodate the further six new lined cells will follow once the initial approvals have been completed with the view of offsetting the clearing with an off-site option. A line item for the purchase of a suitable property to offset clearing has been include in the 2017/2018 budget, attached is a property currently for sale that potentially could be utilised for the off-site offset subject to all required approvals - **Attachment 5**

- **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. A meeting with Hydro Solutions were schedule for 26 April 2017 to discuss the elevated Hydro Carbons detected and any further action required.

One of the two off site monitoring wells that had elevated Hydro Carbons detected has come back in the latest round of monitoring with normal levels of Hydro Carbons.

KIRSA Environmental has been appointed the preferred supplier to conduct the Contaminated Site Audit, the DWER have been notified of this appointment. Initial meeting with KIRSA Environmental is scheduled for Wednesday 26 July 2017.

- **New Corporate Revenue Debt Collection Policy**  
Letter sent to all existing credit account holders advising of new Corporate Revenue Debt Collection Policy and requesting that account holders complete application form to update all contact information and credit limits on the system – **Attachment 6 A, B & C**
  
- **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) **Completed**  
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)  
Report detailing potential compost sites that were viewed and considered prior to recommending Lot 45 Stanley Road Wellesley to Council as requested by Cr Bill Adams – **Attached 7**
  
- **Compost Donation to Accordwest**  
Donated one (1) 10 tonne load of compost to Accordwest for an “Our Lot” community project to help feed the most vulnerable people in the community. Accordwest have since purchased a further 20 tonne of compost at the discounted Wellington Group price - **Appreciation letter – Attachment 8**
  
- **BHRC Establishment Agreement**  
Revised BHRC Establishment Agreement has been drafted up and presented to Council Lawyers for legal comment. The Establishment Agreement will replace the existing BHRC Constitution Agreement once completed, adopted by Council and authorised by the Minister of the Department of Local Government.  
  
Letter sent to both Member Councils regarding request for changes to current BHRC Establishment Agreement as discussed at 22June 2017 Ordinary Council meeting – **Attachment 9**
  
- **Traffic Control – Work Procedure/Instruction**  
The attached Traffic Control – Works Procedure/Instruction is for Council information – **Attachment 10**
  
- **Safety Committee**  
Safety Committee meeting held on the 24 May 2017 – **Attachment 11**
  
- **Regional Waste Education**  
Regional waste education update – **Attachment 12**
  
- **Waste and Recycling 2017 Conference**  
Councillor information – **Attachment 13**

**13. Confidential Reports**

**14. Notice of Motion**

**15. Next Meeting**

To be held on Thursday 24 August 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 \_\_\_\_\_.