



Ordinary Council Meeting

Minutes

27 July 2017

Bunbury-Harvey Regional Council

Lot 45 Stanley Road, Wellesley
Western Australia

Correspondence to:
Post Office Box 111
Australind WA 6233

Ordinary Council Meeting Declaration of Opening

The Chairman declared the meeting open at **4:02pm**.

These Minutes are confirmed as being true and correct by Council – **RESOLUTION:**

Cr Judy Jones
Chairman

Mr Tony Battersby
Chief Executive Officer

Minutes 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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ATTACHMENTS:

- Attachment 1** - **Draft Budget 2017/2018**
- Attachment 2** - **Draft Policy - Personal Mobile Phone Usage**
- Attachment 3** - **Draft Policy - Security Surveillance**
- Attachment 4** - **Draft Meeting Schedule 2017/2018**
- Attachment 5** - **Property Listing for Suitable Offset Clearing Location**
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- Attachment 6B** - **Credit Application Form**
- Attachment 6C** - **Policy - Corporate Revenue Debt Collection**
- Attachment 7** - **Potential Compost Facility Locations**
- Attachment 8** - **Appreciation Letter from AccordWest**
- Attachment 9A** - **Letter to COB - BHRC Establishment Agreement**
- Attachment 9B** - **Letter to SOH - BHRC Establishment Agreement**
- Attachment 10** - **Traffic Control Work Procedure**
- Attachment 11** - **Safety Committee Minutes 24 May 2017**
- Attachment 12** - **Regional Waste Education Update**
- Attachment 13** - **Councillor Information Waste & Recycle Conference 2017**

1. Attendances

Council Members:

Member Name	Representing
Cr Judy Jones	City of Bunbury (Chairman)
Cr Murray Cook	City of Bunbury
Cr Jaysen Miguel	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
Mr Gavin Harris	Director Works and Services (City of Bunbury)
Miss Martinette Pieterse (minute taker)	Secretary
Mr Chris Welham	Accountant
Mr David Ransom	Finance Manager (City of Bunbury)

1.1 Apologies

Nil

1.2 Approved Leave of Absence

Nil

2. Public Question Time

Nil

3. Summary of Response to previous Questions taken on notice

Nil

4. Applications for Leave of absence

Cr Jones requests Leave of Absence from 28 July 2017 until 21 October 2017.

Council Decision: **Moved:** Cr Murray Cook **Seconded:** Cr Bill Adams

CARRIED
5/0
OC81023-1478

5. Confirmation of Minutes

Council Decision: **Moved:** Cr Bill Adams **Seconded:** Cr Murray Cook

The minutes of the Ordinary meeting of Council held on 22 June 2017, are confirmed as a true and accurate record.

CARRIED
5/0
OC81023-1479

6. Petitions and Memorials

Nil

7. Declarations of Interests

Cr Bill Adams declared his interest with relationship (father/son) with Russell Adams, who's employed by the BHRC.

8. Announcements (by the presiding member without discussion)

Cr Jones announced that she won't be seeking renewal of the Chairperson Position in the October 2017 elections and thanked Council members, Executives and staff for all their efforts in building Council up to where it is today and to keep up the great work going forward.

9. Reports of Committees

Nil

10. Business of Previous Meeting

Nil

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)

	Year-to-date	Forecast
• 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:

Preliminary Statement of Comprehensive Income	YTD Actual to YTD Budget Variance
Operating Income	
Fees and Charges	
Casual Tipping Fees 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 18%
Other Revenue	
Insurance Reimbursements Favourable budget variance due to the recoup of worker's compensation payments.	\$28,963 91%
Landfill Levy Income 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 52%
Operating Expenditure	
Materials and Contracts	
Technical Services 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) (63%)
Site Rehabilitation expenditure Favourable budget variance due to later than expected building of Gabion Wall and purchase of new bulldozer for site rehabilitation.	\$334,054 77%
Land Site Investigation Favourable budget variance due to decision to relocate the Organics processing facility to Stanley Road.	\$20,000 100%
Green waste Recycling Operations Unfavourable budget variance due to the trial use of a green waste shredder.	(\$18,888) (1,550%)
Other Expenditure	
Landfill Levy Expenditure 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) (49%)
Doubtful Debts Expense 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) (100%)

Preliminary 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.	\$372,573 50%

Operating Expenses by Nature and Type		
Materials and Contracts Favourable variance. See explanation above included in the Statement of Comprehensive Income variances.		\$321,920 24%
Other Expenditure Unfavourable variance. See explanation above included in the Statement of Comprehensive Income variances.		(\$1,340,402) (157%)
Capital Expenditure Favourable variance due to:		\$1,216,903
	\$	89%
1.	New Organics Processing land site (not required) 1,000,000	
2.	Gatehouse/Amenities Building replacement (carried forward) 45,000	
3.	D8 Track Type Dozer (savings) 25,000	
4.	Steam operated Weedkiller (not required) 6,000	
5.	Test and Tag Equipment (not required) 1,000	
6.	New Administration Building (carried forward) 150,000	
7.	Weighbridge ramp Extension (not budgeted for) (7,800)	
8.	Fencing etc. (not budgeted for) (2,816)	
9.	Other 519	
	<u>\$1,216,903</u>	
Transfers to Reserves Favourable variance mainly due to uncollected debts reducing the funds available.		(\$587,063) (49%)
Transfers from Reserves Unfavourable variance due to savings in: purchase of D8 Track Type Dozer (\$25K), New Organics Processing land site (\$1M), Stanley Road Rehabilitation works (\$222K).		\$1,246,998 59%

Council Decision:

Moved: Cr Murray Cook

Seconded: Cr Jaysen Miguel

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

CARRIED/LOST

5/0

RESOLUTION: OC81023-1480

11.2 Summary of Accounts paid for June 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 June 2017.

Background

As noted above

Officer Comment

The attachment details all payments made for June 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:** Cr Bill Adams **Seconded:** Cr Peter Monagle

That the attached summary of accounts paid for June 2017 be received.

CARRIED/LOST

5/0

RESOLUTION: OC81023-1481

11.3 Budget 2017/2018

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

File Number:

Attachments: **Attachment 1** – Draft Budget 2017/2018

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

Discussions regarding the draft budget for the 2017/18 Financial Year were held at a budget workshop on the 22 June 2017. The new schedule of Fees and Charges to apply from 1 July 2017 was adopted at the 25 May 2017 Ordinary Meeting of Council and has been used as the basis for the 2017/18 income budget. It was resolved at the 22 June 2017 meeting to adopt the budget at the next Meeting of Council on 27 July 2017.

1. 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 1)

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: Cr Murray Cook

Seconded: Cr Jaysen Miguel

CARRIED/LOST

5/0

RESOLUTION: OC81023-1482

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

Council Motion to amend the wording for “the Purpose” at 13f – page 24 of Budget to be more generic. The Purpose: to set aside funds for the provision, upgrade and rehabilitation of the Organics Processing Facility.

MOTION CARRIED/LOST:

4/1

(Cr Adams voted against the motion)

RESOLUTION: OC81023-1483

That Council close the Site Acquisition and Investigation Reserve and move these funds into a new reserve called the Organics Processing Reserve.

Note: Absolute Majority Vote Required

Council Decision:

Moved: Cr Murray Cook

Seconded: Cr Jaysen Miguel

CARRIED/LOST

5/0

RESOLUTION: OC81023-1484

Recommendation 3 – Adoption of the 2017/18 Budget

Budgets for the following funds for the year ended 30 June 2018, be adopted:

- Municipal Fund
- Plant and Infrastructure Reserve
- Site (Post Closure) Rehabilitation Reserve
- Waste Minimisation and Environmental Protection Reserve
- Stanley Road Lined Cell Construction Reserve
- Site Acquisition and Investigation Reserve
- Organics Processing Reserve

Note: Absolute Majority Vote Required

Council Decision:

Moved: Cr Peter Monagle

Seconded: Cr Jaysen Miguel

CARRIED/LOST

5/0

RESOLUTION: OC81023-1485

Recommendation 4 – Reporting of Material Variances in the Monthly Statement of Financial Activity for 2017/18

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 2017/18.

Note: Absolute Majority Vote Require

Council Decision: **Moved:** Cr Murray Cook

Seconded: Cr Jaysen Miguel

CARRIED/LOST

5/0

RESOLUTION: OC81023-1486

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

Council Decision: **Moved:** Cr Murray Cook

Seconded: Cr Bill Adams

CARRIED/LOST

5/0

RESOLUTION: OC81023-1487

* **Cr Jones thanked Chris Welham, David Ransom and Tony Battersby for their efforts in putting the budget together for the 2017/2018 financial year.**

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: **Cr Jaysen Miguel** **Seconded: Cr Murray Cook**

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

CARRIED/LOST

5/0

RESOLUTION: OC81023-1488

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
<i>JANUARY 2018 (COUNCIL RECESS)</i>			
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
<i>JANUARY 2018 (COUNCIL RECESS)</i>			
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:** Cr Peter Monagle

Seconded: Cr Murray Cook

CARRIED/LOST
5/0

RESOLUTION: OC81023-1490

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

- **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, Environmental Management Plan & DER Approval Application.	ASK/IOLAR	Current	1 st to 14 th -July-17
DER Approvals	DER	14 th -July- 17	31st-Aug- 17
New Lined Cell Construction (Cell 1)	In-House BHRC & Contractors	1 st Nov- 17*	30 th Jun- 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.

***Mal Osborne excused himself from meeting 4:46pm.**

- **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

Nil

14. Notice of Motion

Nil

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 **5:06pm**.

Cr Murray Cook thanked Cr Jones for her years of contribution and service to Council and wished her all the best for the future ahead.

Council Decision:

Moved: Cr Murray Cook

Seconded: Cr Jaysen Miguel

CARRIED/LOST

5/0

RESOLUTION: OC81023-1491