



Ordinary Council Meeting

Notice of Meeting & Agenda

28 June 2018

Meeting to be held at: The Shire of Harvey Council Chambers, 7 Mulgara Street, Australind on Thursday 28 June 2018, commencing at 4:00pm.

Open Council Meetings – Procedures

1. All Council meetings are open to the public, except for matters raised by Council under “confidential items”.
2. Members of the public may ask a question at an ordinary Council meeting under “public question time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the Council.

Undersigned

Chief Executive Officer

Bunbury-Harvey Regional Council
Lot 45 Stanley Road, Wellesley
Western Australia 6233

Correspondence to:
Post Office Box 111
Australind WA 6233

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ATTACHMENTS

Attachment 1	-	Financial Statements for the Period Ending 31 May 2018
Attachment 2	-	Summary of Accounts Paid for the Period Ending 31 May 2018
Attachment 3	-	Procedure: Corporate Credit Card Facility – INFORMATION ONLY
Attachment 4	-	Procedure: Corporate Credit Card Usage – INFORMATION ONLY
Attachment 5	-	Procedure: Petty Cash – INFORMATION ONLY
Attachment 6	-	Draft Budget 2018/2019

Vision

To be a leader in the development, implementation and maintenance of innovative and sustainable waste reduction, recycling and collection services while managing waste facilities with best practice standards within an engaged community.

Mission

To ensure the delivery of an integrated, cost-effective and environmentally sound waste management system and to promote sustainable community programs and policies. Intergenerational equity – ensuring that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations.

Core Values

The Bunbury-Harvey Regional Council aspires to act in accordance with the following values in all its decisions and actions:

Leadership: with good leadership, employee wellbeing and performance are enhanced and consequently the organisation thrives and prospers. Leadership is a critical determinant of organisational effectiveness empowering people to help create change. This means that the essence of leadership is building and maintaining a team and guiding that team towards desired results.

Team Work: a team environment demands that you make responsible decisions; it requires you to take charge. It requires you to develop excellent interpersonal skills to interact at a much different level with your team members.

Integrity: acting with a level of trust, respect, honesty, hard work, communication and shared responsibility that is exhibited by its people.

Accountability: ensuring the collection and management of solid waste and recovered materials in an environmentally sound manner and in accordance with regulatory requirements and the Department of Water and Environment Regulation Licence Conditions.

Respect: 'respect yourself', 'respect others' and 'respect our environment'.

Innovation: embracing new and better ways to achieve improved results through creativity, inventiveness, teamwork and the adoption of appropriate new processes and technology.

Bunbury-Harvey Regional Council

Notice of Meeting

The next Ordinary Meeting will be held at the Shire of Harvey Council Chambers, 7 Mulgara Street, Australind on Thursday 28 June 2018 at 4:00pm.



Signed:

Tony Battersby

Chief Executive Officer

(Date of Issue: 22 June 2018)

AGENDA

Note: The recommendations contained in this document are not final and are subject to adoption, amendment (or otherwise) at the meeting.

Council Members:	Representing
Cr Murray Cook (Chairperson)	City of Bunbury
Cr Anita Shortland (Deputy Chairperson)	Shire of Harvey
Cr Betty McCleary	City of Bunbury
Cr James Hayward	City of Bunbury
Cr Peter Monagle	Shire of Harvey
Executive Leadership Team (Non-Voting)	Representing
Mr Tony Battersby	Chief Executive Officer (BHRC)
Mr Michael Parker	Chief Executive Officer (Shire of Harvey)
Mr Mal Osborne	Chief Executive Officer (City of Bunbury)
Officers (Non-Voting)	Representing
Mr Gavin Harris	Director Works and Services (City of Bunbury)
Chris Welham	Accountant
Miss Martinette Pieterse	Council Meeting Support Officer
Others(Non-Voting)	Representing

1. Declaration of Opening / Announcement of Visitors

The Presiding Member Declares Meeting open _____

2. Attendances

2.1 Apologies

Mr Gavin Harris – Director Works and Service (City of Bunbury)

Mrs Aileen Clemens – Manager Waste Operations (City of Bunbury)

3. Public Question Time

4. Summary of Response to previous Questions taken on notice

5. Applications for Leave of Absence

Cr Murray Cook seeking Council approval for Leave of Absence for the period 25-30 July 2018 as per attachment – Elected Member Application for Leave.

COUNCIL DECISION:

MOVED BY: _____ **SECONDED BY:** _____

RESULT: CARRIED / LOST _____

6. Confirmation of Minutes

The minutes of the Ordinary meeting of Council held on 24 May 2018, are confirmed as a true accurate record.

COUNCIL DECISION:

MOVED BY: _____ **SECONDED BY:** _____

RESULT: CARRIED / LOST _____

7. Petitions / Memorials / Presentations

8. Declarations of Interests

9. Announcements (by the presiding member without discussion)

10. Reports of Committees

11. Reports of Officers

11.1 Financial Statements for the period ending 31 May 2018

Applicant / Proponent:	Internal			
Responsible Officer:	Chris Welham, Accountant			
Responsible Manager:	David Ransom, Manager Finance			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
Attachment(s):	Attachment 1 – Financial Statements for the Period Ending 31 May 2018 (Appendices 1 – 8)			

Summary

The following comments are provided on the key elements of Council's Financial Performance:

1. Statement of Comprehensive Income (**attached at Appendix 1**)
 - a. Year-to-date Financial Performance to 31 May 2018

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	3,601,829	3,556,991	44,838	Favourable
• Year-to-date Expenditure	(4,098,614)	(4,753,977)	655,363	Favourable
• Year-to-date Operating Surplus	(496,784)	(1,196,986)	700,202	Favourable

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

Closing Funding Surplus to 30 June 2018 is forecast at \$533,190 being \$404,463 more than the Budgeted Closing Surplus of \$128,727.

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	(1,031,885)	(1,308,362)	276,477	Favourable

The favourable variances are mainly due to expenditure for the New Administration Building being carried forward to the 2018/19 Budget.

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

• Current Assets of \$5,912,239 includes:	Year-to-date	Forecast
○ Cash and Cash Equivalents	5,531,964	5,115,177
○ Trade and Other Receivables	372,182	294,461
○ Prepayments	1,876	1,787
○ Inventories	1,112	2,000

Current Liabilities of \$323,390 includes:		
○ Trade and Other Payables	92,505	208,226
○ Provisions	230,885	206,031

• Working Capital (Current Assets less Current Liabilities) is:	5,588,850	4,999,167
• Equity (Total Assets less Total Liabilities) is	10,233,815	9,576,685
Reserves of \$3,795,241 includes:		
○ Plant and Infrastructure Reserve	217,761	646,405
○ Site Post Closure Rehabilitation Reserve	1,702,169	1,834,751
○ Waste Minimisation Reserve	262,228	372,385
○ Stanley Road Lined Cell Construction Reserve	553,794	555,017
○ Organics Processing Reserve	1,059,289	1,057,418

5. Investments

Total of \$5,524,129 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Bankwest	393,115	7	50
○ Commonwealth Bank	526,720	9	75
○ National Australia Bank	250,000	5	75
○ Westpac	4,354,294	79	75
TOTAL:	5,524,129	100	

Funds which are not required for payment of creditors are invested in interest bearing Term Deposits for 1 to 3 months. Quotations are obtained to ensure the best interest rate is received. Interest earnings are shown in the financial statements. Funds Invested with Westpac will be reduced at the next investment maturity date of 9/7/18.

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 31 May 2018 as presented to Council.

COUNCIL DECISION:

MOVED BY: _____ SECONDED BY: _____

RESULT: CARRIED / LOST _____

Background

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

- Statement of Comprehensive Income (attached at Appendix 1)
- Banksia Road Operations (attached at Appendix 2)
- Statement of Financial Activity (attached at Appendix 3)
- Capital Works Expenditure Summary (attached at Appendix 4)
- Statement of Financial Position (attached at Appendix 5)
- Statement of Net Current Assets (attached at Appendix 6)
- Fees and Charges Summary (attached at Appendix 7)
- Debtors Report (attached at Appendix 8)

Legislative Compliance

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulations 34(1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (Attached at Appendix 3) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

At the Council Meeting on 27 July 2017, 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 2017/18.

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
Fees and Charges	
Sale of Scrap Metal – Favourable compared to year-to-date budget due to a good market price (up to \$160 per tonne)	\$56,094 65%
Disposal – City of Bunbury - Favourable compared to year-to-date budget mainly due to 1,156 tonne of green waste from verge collections being delivered to Stanley Road during April	\$41,037 10%
Interest Earnings – Unfavourable compared to year-to-date budget due to interest rates being less than expected.	(\$15,609) (10%)
Other Revenue	
Insurance Reimbursements – Favourable year-to-date budget variance due to receipt of successful break-in claim and ongoing workers compensation reimbursements.	\$32,701 83%
Landfill Levy Income - Favourable compared to year-to-date budget due to an increase in casual tipping fees from outside the Bunbury-Harvey Region.	\$19,493 11%

Employee Costs	
Earthworks Operations – Year-to-date expenditure exceeds the budget. This is largely due to workers compensation wages paid which will be fully reimbursed from our insurers. The total employee cost variance is within budget tolerances due to savings in administration and site rehabilitation employee costs.	(\$36,104) (14%)
Site Rehabilitation - Year-to-date expenditure is less than budget. Site Rehabilitation expenditure was delayed because the contractor for the gabion wall and capping commenced later than expected. The contract should be completed in July 2018.	\$48,195 37%
Materials and Contracts	
Waste Education Operations – Unfavourable year-to-date variance due to expenditure on the “Scrap Battle” competition. This is fully funded by grant funds which are included in the Waste Education contributions forecast (\$14,570).	\$14,207 (72%)
Organics Expenditure - Favourable year-to-date budget variance due to the reduction in tipping volumes.	\$26,863 15%
Earthworks Operations - Favourable year-to-date budget variance due to savings in repairs and maintenance of plant.	\$53,840 26%
Site Rehabilitation - Favourable year-to-date budget variance. Site Rehabilitation expenditure was delayed because the contractor for the gabion wall and capping commenced later than expected. The contract should be completed in July 2018.	\$596,875 42%
Other Expenditure	
Landfill Levy – Unfavourable compared to year-to-date budget due to an increase in causal tipping fees from outside the Bunbury-Harvey Region. Landfill levy costs are fully covered by levy income received from customers.	(\$27,749) (17%)
Shire of Harvey Tonnage Rebate - Favourable compared to year-to-date budget due to a reduction in co-mingled waste delivered to Stanley Road.	\$16,917 17%
Statement of Financial Activity	
Operating Revenues by Nature and Type	
Interest Earnings - Unfavourable variance. See explanation above included in the Statement of Comprehensive Income variances.	(\$15,609) (10%)
Other Revenue – Favourable variance. See explanation above included in the Statement of Comprehensive Income variances.	\$55,685 19%
Expenses by Nature and Type	
Materials and Contracts - Favourable variance. See explanation above included in the Statement of Comprehensive Income variances.	\$683,968 30%
Capital Expenditure	
Land and Buildings Favourable variance. The New Administration Building (\$275K) has been carried forward to the Draft Budget for 2018/19.	\$275,305 84%

Voting Requirement

Absolute Majority

11.2 Summary of Accounts paid for period ending 31 May 2018

Applicant / Proponent:	Internal			
Responsible Officer:	Chris Welham, Accountant			
Responsible Manager:	David Ransom, Manager Finance			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
Attachment(s):	Summary of Accounts paid for period ending 31 May 2018			

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 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 31 May 2018

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 31 May 2018 as presented to Council.

COUNCIL DECISION:

MOVED BY: _____ **SECONDED BY:** _____

RESULT: CARRIED / LOST _____

Background

As noted in Summary.

Officer Comment

The attachment details all payments made for 31 May 2018

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, computation and costing(s). Sufficient allocations are contained within the 2017/2018 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

11.3 Draft Meeting Schedule 2018/2019

Applicant / Proponent:	Internal			
Responsible Officer:	MartINETTE Pieterse, Administration Officer			
Responsible Manager:	Tony Battersby, Chief Executive Officer			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input checked="" type="checkbox"/>	Review	<input checked="" type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
Attachment(s):	Draft Meeting Schedule 2018/2019			

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.

Officer Recommendation

That Council:

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

Day	Date	Time	Venue
Thursday	30 August 2018	4:00pm	Shire of Harvey office, Australind
Thursday	27 September 2018	4:00pm	Shire of Harvey office, Australind
Thursday	25 October 2018	4:00pm	Shire of Harvey office, Australind
Thursday	29 November 2018	4:00pm	Shire of Harvey office, Australind
Thursday	20 December 2018	4:00pm	Shire of Harvey office, Australind
JANUARY 2019 (COUNCIL RECESS)			
Thursday	28 February 2019	4:00pm	Shire of Harvey office, Australind
Thursday	28 March 2019	4:00pm	Shire of Harvey office, Australind
Thursday	2 May 2019	4:00pm	Shire of Harvey office, Australind
Thursday	30 May 2019	4:00pm	Shire of Harvey office, Australind
Thursday	27 June 2019	4:00pm	Shire of Harvey office, Australind
Thursday	25 July 2019	4:00pm	Shire of Harvey office, Australind

COUNCIL DECISION:

MOVED BY: _____ **SECONDED BY:** _____

RESULT: CARRIED / LOST _____

Background

Regulation 12 of the Local Government (Administration) Regulation 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 scheduled has allowed for the December 2018 Ordinary Council meeting to be held on the third (3rd) Thursday of the month at 4:00pm, the earlier date is to accommodate Council recess prior to the Christmas period. The April 2019 Ordinary Council Meeting has been delayed by one (1) week due to ANZAC Day Public Holiday, the new date is scheduled for 2 May 2019.

Consultation

Local Public Notice of meeting is required.

Financial Implications

Advertising costs are provided for in the 2018/2019 budget.

Statutory Environment

Regulation 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 1
3. Subject to sub regulation 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 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 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.

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirement

Nil

11.4 Waste and Recycle 2018 Conference – Perth

Applicant / Proponent:	Internal			
Responsible Officer:	Tony Battersby, Chief Executive Officer			
Responsible Manager:	-			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
Attachment(s):	Waste and Recycle 2018 Conference – Perth (5-7 September 2018)			

Précis

This item is presented to Council to authorise two Councillors and the Chief Executive Officer to attend the Waste and Recycling 2018 Conference to be held at the Crown Towers Perth from 5 – 7 September 2018.

Officer Recommendation

That Council:

That Council authorise and nominate two Councillors and the Chief Executive Officer to attend the Waste and Recycling 2018 Conference to be held at the Crown Towers Perth from 5 – 7 September 2018.

COUNCIL DECISION:

MOVED BY: _____ **SECONDED BY:** _____

NOMINATED COUNCILLORS:

1) _____

2) _____

RESULT: CARRIED / LOST _____

Background

The Waste and Recycling Conference, hosted by the Waste Management Association of Australia, Department of Water and Environmental Regulation and Western Australian Local Government Association, is the leading waste and resource recovery event in Western Australia.

The Conference is recognised as one of the largest gatherings of thought leaders, educators and industry professionals in the waste and resource recovery sector.

Officer Comment

An interactive Conference Program, including networking sessions, workshops, tours and presentations.

Consultation

Nil

Financial Implications

Conference costs including accommodation include in the BHRC annual financial budget.

Statutory Environment

In relation to the CEO's attendance, the CEO's contract of employment applies.

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirement

Simple Majority

12. Elected Member motions of which previous notice has been given

13. Urgent business approved by the person presiding or by decision of the Council

14. Confidential Business (Meeting Closed to the Public)

15. Draft Budget Open for Discussions

16. Next Meeting

The meeting is scheduled for Thursday, 26 July 2018 at the Shire of Harvey Council Chambers, 7 Mulgara Street, Australind, commencing at 4:00pm.

17. Close of Meeting

The Presiding Member declares meeting closed at _____