



# Ordinary Council Meeting

## Minutes

30 August 2018

### 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

<b>Attachment 1</b>	-	<b>Financial Statements for the Period Ending 31 July 2018</b>
<b>Attachment 2</b>	-	<b>Summary of Accounts Paid for the Period Ending 31 July 2018</b>
<b>Attachment 3</b>	-	<b>Confidential – Evaluation Report Capital Purchase Wheeled Excavator /Material Handler (RFT1819-0001)</b>

# Vision

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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

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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

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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

## Minutes

Minutes of the Ordinary Meeting of the Bunbury-Harvey Regional Council held in the Shire of Harvey Council Chambers, Administration Building, 7 Mulgara Street, Australind on Thursday, 30 August 2018 at 4:00pm.

### MINUTES

#### 1. Declaration of Opening / Announcement of Visitors

The meeting was declared open by Cr Murray Cook at 4:00pm

These Minutes were confirmed as being true and correct by Council on 27 September 2018 by Council Resolution: OC270918-1559.

\_\_\_\_\_  
**Cr Murray Cook**  
Chairperson

\_\_\_\_\_  
**Mr Tony Battersby**  
Chief Executive Officer

#### 2. Attendances

<b>Council Members:</b>	<b>Representing</b>
Cr Murray Cook ( <b>Chairperson</b> )	City of Bunbury
Cr Anita Shortland ( <b>Deputy Chairperson</b> )	Shire of Harvey
Cr Betty McCleary	City of Bunbury
Cr James Hayward	City of Bunbury
Cr Peter Monagle	Shire of Harvey
<b>Executive Leadership Team (Non-Voting)</b>	<b>Representing</b>
Mr Tony Battersby	Chief Executive Officer (BHRC)
Mr Shane Collie	Chief Executive Officer – Acting (Shire of Harvey)
Mr Mal Osborne	Chief Executive Officer (City of Bunbury)
<b>Officers (Non-Voting)</b>	<b>Representing</b>
Mr Gavin Harris	Director Works and Services (City of Bunbury)
Mr David Ransom	Finance Manager (City of Bunbury)
Mrs Maryna Quinn	Council Meeting Support Officer
<b>Others(Non-Voting)</b>	<b>Representing</b>

##### 2.1 Apologies

Mr Chris Welham – Accountant

### 3. Public Question Time

Nil

### 4. Summary of Response to previous Questions taken on notice

Nil

### 5. Applications for Leave of Absence

Nil

### 6. Confirmation of Minutes

The minutes of the Ordinary meeting of Council held on 26 July 2018, are confirmed as a true accurate record.

#### COUNCIL DECISION:

MOVED BY: Cr Peter Monagle

SECONDED BY: Cr Anita Shortland

RESULT: CARRIED / ~~LOST~~ – 5/0

RESOLUTION: OC300818 - 1555

### 7. Petitions / Memorials / Presentations

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 Financial Statements for the period ending 31 July 2018

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Chris Welham, Accountant			
<b>Responsible Manager:</b>	David Ransom, Manager Finance			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	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"/>
<b>Attachment(s):</b>	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 July 2018

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	307,251	314,561	(7,310)	Unfavourable
• Year-to-date Expenditure	(269,511)	(274,585)	5,074	Favourable
• Year-to-date Operating Surplus	37,740	39,976	(2,236)	Unfavourable

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

Closing Funding Surplus to 30 June 2019 is forecast at \$204,906. There is no change from the Budgeted Closing Surplus.

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	0	0	0	

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

• Current Assets of <b>\$5,476,940</b> includes:	<b>Year-to-date</b>	<b>Forecast</b>
○ Cash and Cash Equivalents	5,124,214	4,209,290
○ Trade and Other Receivables	346,687	300,000
○ Prepayments	3,753	0
○ Inventories	2,286	2,000

Current Liabilities of **\$357,832** includes:

○ Trade and Other Payables	74,142	209,569
○ Provisions	283,690	179,883

Working Capital (**Current Assets less Current Liabilities**) is:

• Equity ( <b>Total Assets less Total Liabilities</b> ) is	5,119,108	4,121,839
• Reserves of <b>\$3,687,953</b> includes:	9,854,746	9,551,567
○ Plant and Infrastructure Reserve		
○ Site Post Closure Rehabilitation Reserve	699,965	1,080,086
○ Waste Minimisation Reserve	1,110,424	1,007,054
○ Stanley Road Lined Cell Construction Reserve	818,275	746,927
○ Organics Processing Reserve	1,059,289	1,082,866

## 5. Investments

Total of \$5,061,772 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
o Bankwest	896,211	18	50
o Commonwealth Bank	452,712	9	75
o National Australia Bank	251,103	5	75
o Westpac	3,461,746	68	75
<b>TOTAL:</b>	<b>5,061,772</b>	<b>100</b>	

*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.*

### **Executive Recommendation**

#### **That Council:**

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

#### **COUNCIL DECISION:**

**MOVED BY: Cr James Hayward**

**SECONDED BY: Cr Peter Monagle**

**RESULT: CARRIED / ~~LOST~~ – 5/0**

### **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 26 July 2018, 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 2018/19.

There are no significant variances in the Statement of Comprehensive Income and the Statement of Financial Activity.

### **Voting Requirement**

Absolute Majority

## 11.2 Summary of Accounts paid for period ending 31 July 2018

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Chris Welham, Accountant			
<b>Responsible Manager:</b>	David Ransom, Manager Finance			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	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"/>
<b>Attachment(s):</b>	<b>Attachment 2</b> - Summary of Accounts paid for period ending 31 July 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 July 2018

### *Officer Recommendation*

#### **That Council:**

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

#### **COUNCIL DECISION:**

**MOVED BY:** Cr Anita Shortland

**SECONDED BY:** Cr Betty McCleary

**RESULT:** CARRIED / ~~LOST~~ – 5/0

**RESOLUTION:** OC300818 - 1557

### *Background*

As noted in Summary.

### *Officer Comment*

The attachment details all payments made for July 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 2018/2019 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 Purchase of Capital Equipment

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Tony Battersby, Chief Executive Officer			
<b>Responsible Manager:</b>	-			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	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"/>
<b>Attachment(s):</b>	<b>Attachment 3</b> – Evaluation Report – Supply and Delivery of Wheeled Excavator / Material Handler (RFT1819-0001)			

### Précis

This item is presented to Council for Council to consider the approval of funds for purchasing Capital Equipment. The equipment will be utilised in the Stanley Road Waste Management Facility (Operations). The CEO is seeking Councils approval to purchase the following equipment: One (1) – New Wheeled Excavator / Material Handler.

### Officer Recommendation

#### That Council:

Accepts the tender RFT1819-0001 submission from Onetrak Pty Ltd at 1 Crooked Billet Drive, Bridgewater, Tasmania 7030 for the supply and delivery to the Stanley Road Waste Management Facility one (1) New Hidromek HMK 200 W Wheeled Excavator (\$278,000) with tendered options of Magnet Plate (\$33,224), Selector Grabs (\$36,018) and Hydraulic Shear Concrete Pulveriser (\$48,750). Total tendered price \$395,992 + GST.

#### COUNCIL DECISION:

**MOVED BY:** Cr Betty McCleary

**SECONDED BY:** Cr Peter Monagle

**RESULT:** CARRIED / ~~LOST~~ – 5/0

**RESOLUTION:** OC300818 - 1558

### Background

The purchase of one (1) New Wheeled Excavator / Material Handler is included in 2018/2019 Budget which was adopted by Council at the Ordinary Meeting held 26 July 2018.

### Officer Comment

Funding for the Capital Equipment Purchase is included in the 2018/2019 Annual Budget. Quotations were sourced from an open tender process through Tenders Online and advertised in Western Australian Wednesday 1 August 2018 and the Southwest Times Thursday 2 August 2018.

Contract No. RFT1819-0001 for the supply of a one (1) New Wheeled Excavator / Material Handler closed at 8:00am (AWST) on Wednesday 15 August 2018 and was opened by the BHRC Chief Executive Officer – Tony Battersby. Officers conducted an intense review on all tenders submitted and are confident with their evaluations and recommendations.

### Tender Submissions

The following quotations were received: **Supply of New Wheeled Excavator / Material Handler.**

### ***Tender Submissions – Company Details and Address:***

Hitachi Construction Machinery (Hitachi) – 22 Shanahan Road, Bunbury, WA 6230
Porter Equipment Australia Pty Ltd (Hyundai) - 32-34 Kewdale Road, Welshpool, WA 6105
Bunbury Machinery (JCB) – Picton Road, East Bunbury, WA 6230
Onetrak Pty Ltd( Hidromek & FUCHS) – 1 Crooked Billet Drive, Bridgewater, Tas 7030
Pacific Materials Handling Pty Ltd (Sennebogen) – 18 Walsh Road, Warrnambool, Vic 3280
Westrac Pty Ltd (Cat) – 1 Wilson Road, Bunbury, WA 6230
OPS Environmental Equipment – 40 Miguel Road, Bibra Lake, WA
Petromech Pty Ltd (Atlas) – 8 Nicholas Drive Dandenong South, Vic 3175

### ***Consultation***

Consultation with all relevant organisations and parties has been conducted through Evaluation Report, including the Bunbury-Harvey Regional Council Staff and Evaluation Report Team.

### ***Financial Implications***

A budget allocation for the purchase of one (1) Wheeled Excavator / Material Handler, has been included in the 2018/2019 annual budget allocation for Capital Equipment Purchase GL 49002.215.15 one (1) Wheeled Excavator / Material Handler \$392,224 + GST.

### ***Strategic Implications***

Acceptance of the Officers Recommendation is consistent with Council’s Strategic Waste Management Plan and will “facilitate the provision of a reliable essential service to the Bunbury-Harvey Regional Council customers.

### ***Policy Implications***

Nil

### ***Voting Requirement***

Absolute Majority

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

Nil

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

Nil

#### **14. Confidential Business (Meeting Closed to the Public)**

Nil

#### **15. Next Meeting**

The next meeting is scheduled for Thursday, 27 September 2018 at the Shire of Harvey Council Chambers, 7 Mulgara Street, Australind, commencing at 4:00pm.

#### **16. Close of Meeting**

The Presiding Member declares meeting closed at 4.16pm.