



# Ordinary Council Meeting

## Minutes

### 20 December 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

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## ATTACHMENTS



## **VISION**

To develop, implement and maintain innovative and sustainable waste reduction, recycling and landfilling services while managing waste facilities with best practice standards for the councils of the Wellington Region and beyond.

To provide sustainable waste minimisation, recycling and alternative waste treatment services to an informed community while reducing the environmental impact of waste and maximising the conservation of natural resources through reduced material use and increased resource recovery

## **MISSION**

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

Reduce the environmental impact of waste and maximise conservation of natural resources through reduced overall material use and increased materials and energy recovery.

## **VALUES**

### ***Excellence:***

To provide best practice facilities and waste services to our community through the development of quality controls and continuous improvements.

### ***Leadership:***

Having a clear vision and direction, that engages with key stakeholders and our community.

### ***Integrity:***

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

### ***Accountability:***

To ensure 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 Environmental Regulation licence conditions.

### ***Innovation:***

Embrace new and better ways to achieve improved results through creativity, inventiveness and teamwork.

### ***Respect***

We value diversity and respect and are committed to work towards integrating the principles of Equal Employment Opportunity and ensure that the work environment is free from harassment and discrimination. We value and respect all members of our community.



# 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, 20 December 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 28 February 2019 by Council Resolution: **OC280219-1585**

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**Cr Murray Cook**  
Chairperson

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**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 Wendy Dickinson	Shire of Harvey
<b>Executive Leadership Team (Non-Voting)</b>	<b>Representing</b>
Mr Tony Battersby	Chief Executive Officer (BHRC)
Mr Elliot Fisher	Acting Chief Executive Officer (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 Chris Welham	Accountant
Mrs Kate Shaw	Council Meeting Support Officer
<b>Others(Non-Voting)</b>	<b>Representing</b>

## 2.1 Apologies

Nil

## 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 29 November 2018, are confirmed as a true accurate record.

**MOVED BY:** Cr Betty McCleary

**SECONDED BY:** Cr Anita Shortland

**RESULT:** CARRIED / ~~LOST~~ - 5/0

**RESOLUTION:** OC201218 - 1581

## 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 30 November 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 30 November 2018

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	1,639,417	1,989,294	(349,877)	Unfavourable
• Year-to-date Expenditure	(2,011,180)	(2,122,872)	111,692	Favourable
• Year-to-date Operating Surplus	(371,763)	(133,578)	(238,185)	Unfavourable

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

Closing Funding Surplus to 30 June 2019 is forecast at \$291,780. The Budgeted Closing Surplus amount of \$204,906 has been increased by \$86,874 for scrap metal sales, insurance reimbursements received, savings in capital expenditure, employee costs, and skip bin recycling, which is offset by an increase in employment agency and technical services costs.

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	(121,313)	(131,045)	9,732	Favourable

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

	Year-to-date	Forecast
• Current Assets of \$5,186,731 includes:		
o Cash and Cash Equivalents	4,783,303	4,313,000
o Trade and Other Receivables	399,266	300,000
o Prepayments	1,876	-
o Inventories	2,286	2,000

Current Liabilities of \$353,153 includes:		
o Trade and Other Payables	125,697	209,569
o Provisions	227,455	179,883

• Working Capital <b>(Current Assets less Current Liabilities)</b> is:	4,833,579	4,225,548
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• Equity ( <b>Total Assets less Total Liabilities</b> ) is	9,352,025	9,639,277
• Reserves of \$3,395,574 includes:		
○ Plant and Infrastructure Reserve	396,076	1,088,465
○ Site Post Closure Rehabilitation Reserve	1,009,018	1,015,510
○ Stanley Road Environmental Protection Lined Cell Construction Reserve	916,936	746,927
○ Organics Processing Reserve	1,073,544	1,082,866

## 5. Investments

Total of <b>\$4,594,335</b> includes:			
	<b>Invested Funds \$</b>	<b>% of Total Funds</b>	<b>Max % of Total Funds Allowed</b>
○ Bankwest	473,756	10	50
○ Commonwealth Bank	811,242	18	75
○ National Australia Bank	3,309,337	72	75
<b>TOTAL:</b>	<b>4,594,335</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 30 November 2018 as presented to Council.

**MOVED BY: Cr James Hayward**

**SECONDED BY: Cr Wendy Dickinson**

**RESULT: CARRIED / ~~LOST~~ – 5/0**

**RESOLUTION: OC201218 - 1582**

### **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.

### Voting Requirement

Simple Majority

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
<b>Fees and Charges</b>	
<b>Casual Tipping Fees</b> Unfavourable variance compared to year-to-date budget which is due to the seasonal effect of winter weather and a reduction in waste received from outside the Bunbury-Harvey Region. The CEO has arranged meetings with the City of Busselton following a trial during July and August (\$31K tipping fees billed) and with the Southern Metropolitan Regional Council (SMRC) in order to achieve budget targets. The City of Busselton has decided to utilise their lined cell in Dunsborough and SMRC advised that they will be inviting tenders for waste disposal in December. The Shire of Capel will also be inviting tenders within the next two months. Westbins is expected to bring in some waste from Perth over the next few months and two new customers have commenced to bring in waste from the Mandurah area.	(\$329,825)  (40%)
<b>Sale of Scrap Metal</b> Favourable variance compared to year-to-date budget which is due to an improvement in the market price per tonne. The forecast has been increased by \$100K and this will be addressed in the February Budget Review.	\$23,337  24%
<b>Banksia Road Organics Tipping Fees</b> Favourable variance compared to year-to-date budget. This is due to waste audits being carried out causing an increase in the use of the FOGO bins by residents.	\$16,333  11%
<b>Waste Minimisation Income</b> Unfavourable variance compared to year-to-date budget which is mainly due to the reduction in co-mingled waste included in casual tipping fees. Please refer to the note above for Casual Tipping Fees.	(\$15,202)  (32%)
<b>Other Revenue</b>	
<b>Landfill Levy Income</b> Unfavourable variance compared to year-to-date budget which is mainly due to the lower than anticipated casual tipping fees received. Please refer to the note above.	(\$97,515)  (72%)
<b>Employee Costs</b>	
<b>Administration</b> Favourable year-to-date variance due to office administration staff on maternity leave. This is offset by an unfavourable variance in accounting/professional fees associated with an employment agency for coverage. This will be addressed in the March Budget Review.	\$36,457  23%



<b>Waste Transfer Station</b> Favourable year-to-date variance to budget due to staff being on annual leave and close monitoring of staff rosters.	\$38,709 24%
<b>Materials and Contracts</b>	
<b>Accounting/Professional Fees (CoB/Other)</b> Unfavourable variance compared to year-to-date budget is mainly due to fees paid to an employment agency for Office Administration. This is offset by a favourable variance in Administration employee costs. This will be addressed in the March Budget Review.	(\$58,390) (120%)
<b>Technical Services</b> Unfavourable variance compared to year-to-date budget which is due to extra Consulting fees required to answer DWER (Department of Water and Environment Regulation) requests relating to the Lined Cell and Organics Planning applications and the Environmental Audit. This will be addressed in the March Budget Review.	(\$18,353) (58%)
<b>Skip Bin Recycling Operations</b> Favourable variance compared to year-to-date budget because the tender for the new waste handler was awarded later than expected.	\$20,826 53%
<b>Other Expenditure</b>	
<b>Landfill Levy</b> Favourable variance compared to year-to-date budget due to lower than anticipated casual tipping fees. Please refer to the note above for Casual Tipping Fees.	\$82,121 66%
<b>Statement of Financial Activity</b>	
<b>Revenues by Nature and Type</b>	
<b>Fees and Charges</b> Unfavourable variance. See explanation above included in the Statement of Comprehensive Income variances.	(\$285,506) (16%)
<b>Other Revenue</b> Unfavourable variance. See explanation above included in the Statement of Comprehensive Income variances.	(\$71,855) (44%)
<b>Expenses by Nature and Type</b>	
<b>Employee Costs</b> Favourable variance. See explanation above included in the Statement of Comprehensive Income variances.	\$86,098 12%
<b>Other Expenditure</b> Favourable variance. See explanation above included in the Statement of Comprehensive Income variances.	\$75,961 35%

## 11.2 Summary of Accounts paid for period ending 30 November 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>	Summary of Accounts paid for period ending 30 November 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 30 November 2018

### **Officer Recommendation**

#### **That Council:**

Receive and accept the Summary of Accounts paid for period ending 30 November 2018 as presented to Council.

**MOVED BY:** Cr Betty McCleary

**SECONDED BY:** Cr Wendy Dickinson

**RESULT: CARRIED / ~~LOST~~ – 5/0**

**RESOLUTION: OC201218 - 1583**

### **Background**

As noted in Summary.

### **Officer Comment**

The attachment details all payments made for 30 November 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 CEO Annual Leave Approval

<b>Applicant / Proponent:</b>	Tony Battersby, Chief Executive Officer			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	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"/>
<b>Attachment(s):</b>	Nil			

### Summary

*The Chief Executive Officer Employment Contract requires the CEO to seek approval from Council for annual leave per clause;*

#### 9.1 Approval For Leave

*“Leave by you is to be taken at a time, or during periods that are approved by the Council or, (If the Council so resolves), by the Chairperson.”*

### Officer Recommendation

That Council:

1. Approves the CEO’s application for annual leave from the 25 December 2018 to 25 January 2019, a total of twenty (20) days annual leave and four (4) public holidays.
2. Approve the Bunbury Harvey Regional Council Chairperson the authority to approve Annual Leave Applications by the CEO in the future.

**MOVED BY:** Cr Murray Cook

**SECONDED BY:** Cr James Hayward

**RESULT: CARRIED / ~~LOST~~ – 5/0**

**RESOLUTION: OC201218 - 1584**

### Executive Recommendation

Not Applicable

### Background

Provision of five weeks annual leave per annum are allowed for in the Chief Executive Officer Employment Contract, the CEO currently has as of 7/12/2018 267.32 hours (31.44 days) accumulated annual leave available.

### ***Strategic Relevance***

Nil

### ***Council Policy Compliance***

NIL

### ***Legislative Compliance***

In accordance with the provisions of Section 5.36 of the Local Government Act 1995

### ***Analysis of Financial and Budget Implications***

Funding allowance as been included in the 2018/19 budget for the payment of up to five weeks annual leave for the CEO.

### ***Community Consultation***

NIL

### ***Voting Requirement***

Simple 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, 28 February 2019 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 4:10pm.