



Ordinary Council Meeting

Minutes

25 October 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

Attachment 1 - Financial Statements for the period ending 30 September 2018

Attachment 2 - Summary of Accounts Paid for the Period Ending 30 September 2018

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

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, 25 October 2018 at 4:00pm.

MINUTES

1. Declaration of Opening / Announcement of Visitors

The meeting was declared open by Cr Murray Cook at 4:15pm.

These Minutes were confirmed as being true and correct by Council on 29 November 2018 by Council Resolution: **OC291118-1571**.

Cr Murray Cook
Chairperson

Mr Tony Battersby
Chief Executive Officer

2. Attendances

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 Wendy Dickinson	Shire of Harvey
Executive Leadership Team (Non-Voting)	Representing
Mr Tony Battersby	Chief Executive Officer (BHRC)
Mr Mal Osborne	Chief Executive Officer (City of Bunbury)
Officers (Non-Voting)	Representing
Mr David Ransom	Finance Manager (City of Bunbury)
Mr Chris Welham	Accountant
Mrs Maryna Quinn	Council Meeting Support Officer
Others(Non-Voting)	Representing

2.1 Apologies

Cr Peter Monagle

Mr Shane Collie

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 27 September 2018, are confirmed as a true accurate record.

COUNCIL DECISION: OC251018-1568

MOVED BY: Cr Anita Shortland

SECONDED BY: Cr Betty McCleary

RESULT: CARRIED / ~~LOST~~ – 5/0

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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 September 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):	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 September 2018

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	900,974	1,073,920	(172,946)	Unfavourable
• Year-to-date Expenditure	(1,149,000)	(1,167,294)	18,294	Favourable
• Year-to-date Operating Surplus	(248,026)	(93,374)	(154,652)	Unfavourable

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

Closing Funding Surplus to 30 June 2019 is forecast at \$220,512. The Budgeted Closing Surplus amount of \$204,906 has been increased by \$15,606 for insurance reimbursements received and savings in capital expenditure.

3. Capital Works (attached at Appendix 4)

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	(114,393)	(126,500)	12,107	Favourable

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

• Current Assets of \$5,271,990 includes:	Year-to-date	Forecast
○ Cash and Cash Equivalents	4,947,270	4,212,789
○ Trade and Other Receivables	316,805	300,000
○ Prepayments	5,629	-
○ Inventories	2,286	2,000

Current Liabilities of \$459,442 includes:		
○ Trade and Other Payables	195,203	209,569
○ Provisions	264,239	179,883

Working Capital (Current Assets less Current Liabilities) is:	4,812,548	4,125,338
• Equity (Total Assets less Total Liabilities) is	9,471,035	9,542,959
• Reserves of \$4,113,770 includes:		
○ Plant and Infrastructure Reserve	723,898	1,080,086
○ Site Post Closure Rehabilitation Reserve	1,412,856	1,007,054
○ Stanley Road Environmental Protection Lined Cell Construction Reserve	910,729	746,927
○ Organics Processing Reserve	1,066,287	1,082,866

5. Investments

Total of \$4,659,028 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
o Bankwest	1,196,211	26	50
o Commonwealth Bank	228,802	5	75
o National Australia Bank	251,103	5	75
o Westpac	2,982,912	64	75
TOTAL:	4,659,028	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.

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 30 September 2018 as presented to Council.

COUNCIL DECISION: OC251018-1569

MOVED BY: Cr James Hayward

SECONDED BY: Cr Betty McCleary

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.

Voting Requirement **Absolute 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
Fees and Charges	
Casual Tipping Fees Unfavourable variance compared to year-to-date budget which is mainly due to the seasonal effect of winter weather. 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 in the coming week in order to achieve budget targets.	(\$131,123) (29%)
Disposal – City of Bunbury Unfavourable variance compared to year-to-date budget. It is expected that City of Bunbury Disposals will achieve budget after the verge-side hard-waste collection due to occur in October.	(\$19,568) (15%)
Other Revenue	
Landfill Levy Income 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.	(\$43,415) (70%)
Employee Costs	
Administration 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.	\$19,669 23%
Waste Transfer Station Favourable year-to-date variance to budget due to staff being on annual leave and close monitoring of staff rosters.	\$19,104 23%
Materials and Contracts	
Accounting/Professional Fees (CoB/Other) 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.	(\$21,166) (73%)
Other Expenditure	
Landfill Levy Favourable variance compared to year-to-date budget due to lower than anticipated casual tipping fees	\$32,470 57%
Statement of Financial Activity	
Revenues by Nature and Type	
Fees and Charges - Unfavourable variance. See explanation above included in the Statement of Comprehensive Income variances.	(\$146,067) (16)%
Other Revenue Unfavourable variance. See explanation above included in the	(\$33,334)

Statement of Comprehensive Income variances.	(43%)
Expenses by Nature and Type	
Employee Costs Favourable variance. See explanation above included in the Statement of Comprehensive Income variances.	\$40,167 10%
Materials and Contracts Unfavourable variance compared to year-to-date budget is mainly due to higher than expected plant maintenance costs in the first quarter and the cost of fees paid to an employment agency for Office Administration, as per the explanation included above in the Statement of Comprehensive Income variances.	(\$53,287) (11%)
Other Expenditure Favourable variance. See explanation above included in the Statement of Comprehensive Income variances.	32,708 28%

11.2 [Summary of Accounts paid for period ending 30 September 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 30 September 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 September 2018

Officer Recommendation

That Council:

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

COUNCIL DECISION: OC251018-1570

MOVED BY: Cr Wendy Dickinson

SECONDED BY: Cr Betty McCleary

RESULT: CARRIED / ~~LOST~~ – 5/0

Background

As noted in Summary.

Officer Comment

The attachment details all payments made for 1 September 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

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, 29 November 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 4:29pm.