



Ordinary Council Meeting

Notice of Meeting & Agenda

30 January 2020

Meeting to be held at: The Shire of Harvey Council Chambers, 7 Mulgara Street, Australind on Thursday 30 January 2020, 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 30 November 2019
Attachment 2	-	Financial Statements for the Period Ending 31 December 2019
Attachment 3	-	Summary of Accounts Paid for the Period Ending 30 November 2019
Attachment 4	-	Summary of Accounts Paid for the Period Ending 31 December 2019
Attachment 5	-	Policy Manual 2020 – (UPDATED)
Attachment 6	-	Governance Policy – Code of Conduct (UPDATED)
Attachment 7	-	Governance Policy – Delegated Authority (UPDATED)



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

Notice of Meeting

The next Ordinary Meeting will be held at the Shire of Harvey Council Chambers, 7 Mulgara Street, Australind on Thursday 30 January 2020, commencing at 4:00pm.



Signed:

Tony Battersby
Chief Executive Officer

(Date of Issue: 24 January 2020)

AGENDA

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

1. Declaration of Opening / Announcement of Visitors

The Presiding Member Declares Meeting open _____

2. Attendances and Apologies

2.1 Attendances

Council Members:	Representing
Cr Tresslyn Smith (Chairperson)	City of Bunbury
Cr Tania Jackson (Deputy Chairperson)	Shire of Harvey
Cr Jaysen Miguel	City of Bunbury
Cr Karen Turner	City of Bunbury
Cr Bill Adams	Shire of Harvey
Executive Leadership Team (Non-Voting)	Representing
Mr Tony Battersby	Chief Executive Officer (BHRC)
Ms Annie Riordan	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)
Mr Chris Welham	Accountant
Miss Martinette Pieterse	Council Meeting Support Officer
Others (Non-Voting)	Representing

2.2 Apologies

3. Public Question Time

4. Summary of Response to previous Questions taken on notice

5. Applications for Leave of Absence

6. Confirmation of Minutes

The minutes of the Ordinary meeting of Council held on 28 November 2019, are confirmed as a true accurate record.

MOVED BY: _____ SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION:

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 30 November 2019

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 Period Ending 30 November 2019 (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 2019

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	1,827,077	1,640,853	186,224	favourable
• Year-to-date Expenditure	(1,889,387)	(1,753,123)	(136,264)	unfavourable
• Year-to-date Operating Surplus	(62,309)	(112,270)	49,961	favourable

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

Closing Funding Surplus to 30 June 2019 is forecast at \$206,972. The Budgeted Closing Surplus amount of \$152,853 has been increased by \$54K due to increased fees and charges (\$95K), landfill levy income (\$80K), and capital income (\$16K), which is offset by increased landfill levy expenditure (\$74K), increased skip bin recycling employee costs (\$25K), increased organics materials and contracts expenditure (\$19K), and increased capital expenditure (\$19K).

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	(108,781)	(90,000)	(18,781)	unfavourable
• Year-to-date Capital Income	15,500	-	15,500	favourable

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

	Year-to-date	Forecast
• Current Assets of \$4,493,139 includes:		
○ Cash and Cash Equivalents	3,896,847	2,328,808
○ Trade and Other Receivables	588,176	300,000
○ Prepayments	-	-
○ Inventories	8,116	2,000

Current Liabilities of \$456.175 includes:		
○ Trade and Other Payables	163,559	209,569
○ Provisions	292,616	291,163
• Working Capital (Current Assets less Current Liabilities) is:	4,036,964	2,130,076
• Equity (Total Assets less Total Liabilities) is	9,098,767	12,068,773
Reserves of \$3,125,612 includes:		
○ Plant and Infrastructure Reserve	732,702	871,476
○ Site Post Closure Rehabilitation Reserve	523,100	708,459
○ Stanley Road Environmental Protection Lined Cell Construction Reserve	770,076	11,870
○ Organics Processing Reserve	1,099,734	331,299

5. Investments

Total of \$3,681,795 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Bankwest	118,355	3	75
○ Commonwealth Bank	1,278,852	35	75
○ National Australia Bank	2,284,588	62	75
TOTAL:	3,681,795	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 November 2019 as presented to Council.

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

RESULT: CARRIED / LOST _____

RESOLUTION:

Voting Requirement

Simple Majority

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 June 2019, Council adopted that a variance between actual and budget-to-date of greater than or equal to 10% and \$15,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2019/20.

Consultation

Nil

Financial Implications

As per the 2018/2019 Financial Budget.

Statutory Environment

Sections 12 and 13 of the Local Government (Financial Management) Regulations 1996 Apply.

Strategic Implications

Nil

Policy Implications

Nil

Officer Comment

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 Favourable year-to-date variance to budget mainly due to increased skip bin and other commercial waste being received.	\$67,204 11%
Disposal – City of Bunbury Unfavourable year-to-date variance to budget mainly due to a reduction in commercial waste processed by the City in a competitive market.	(\$25,973) (12%)
Cardboard/Plastic Recycling Unfavourable year-to-date variance to budget due to contractor going out of business.	(10,415) (100%)
Banksia Road Organics Tipping Fees Favourable year-to-date variance to budget due to increased tonnages being received from Capel FOGO and the Shire of Harvey.	\$77,909 35%
Landfill Levy Income Favourable year-to-date variance to budget due to an increase in skip bin tonnages and other commercial waste being received from the Perth metropolitan area.	\$81,125 195%
Employee Costs	
Skip Bin Recycling Operations Unfavourable year-to-date variance to budget due to increased bulk waste entering the site and having to process waste via a seven-day operation.	(\$24,914) (71%)
Materials and Contracts	
Organics Expenditure Unfavourable year-to-date variance to budget which is mainly due to an increase in plant hours resulting in higher maintenance costs resulting from increased organics tonnages received at Banksia Road.	(\$19,533) (30%)
Other Expenditure	

Landfill Levy Expenditure Unfavourable year-to-date variance to budget due to an increase in skip bin and other commercial waste being received from the Perth metropolitan area. This expenditure is fully recouped from customers.	(\$75,183) (196%)
Statement of Financial Activity	
Revenues by Nature and Type	
Other Revenue Favourable year-to-date variance to budget due to an increase in Landfill Levy Income derived from tonnages being received from the Perth metropolitan area and an increase in Fuel tax Credits received due to higher use of plant and equipment for rehabilitation works.	\$90,871 122%
Expenses by Nature and Type	
Other Expenditure Unfavourable year-to-date variance to budget due to an increase in landfill levy expenditure in relation to skip bin tonnages being received from the Perth metropolitan area. This expenditure is fully recouped from customers.	(\$68,592) (53%)
Capital Income	
Proceeds from Sale of Assets Favourable year-to-date variance to budget due to the sale of a Plain Breaker Bar, an accessory for the Shredder, which is surplus to requirements.	\$15,500 100%
Capital Expenditure	
Plant & Equipment Unfavourable year-to-date variance to budget is made up as follows: A grab bucket was purchased at a cost of \$8,435 for the 4 x 4 Tractor to be able to utilise to feed mulcher with green waste and wood waste, and the tender accepted for the new John Deere 326E Skid Steer Loader was \$10,346 above budget.	(\$18,781) (21%)

11.2 Financial Statements for the period ending 31 December 2019

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 2 – Financial Statements for Period Ending 31 December 2019 (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**)
 - b. Year-to-date Financial Performance to 31 December 2019

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	2,215,849	1,993,431	222,418	favourable
• Year-to-date Expenditure	(2,282,930)	(2,044,441)	(238,489)	unfavourable
• Year-to-date Operating Surplus/(Deficit)	(67,081)	(51,010)	(16,071)	unfavourable

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

Closing Funding Surplus to 30 June 2020 is forecast at \$115,223. The Budgeted Closing Surplus amount of \$152,853 has been decreased by \$37K due to increased landfill levy expenditure (\$73K), increased skip bin recycling and organics employee costs (\$63K), increased organics and technical services materials and contracts expenditure (\$39K), and increased capital expenditure (\$37K), which is offset by increased fees and charges (\$80K), landfill levy income (\$80K), and capital income (\$15K).

3. Capital Works (attached at Appendix 4)

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	(178,821)	(142,000)	(36,821)	unfavourable
• Year-to-date Capital Income	44,591	30,000	14,591	favourable

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

• Current Assets of \$4,530,147 includes:	Year-to-date	Forecast
○ Cash and Cash Equivalents	3,758,139	2,237,059
○ Trade and Other Receivables	763,892	300,000
○ Inventories	8,116	2,000

Current Liabilities of \$490,545 includes:		
○ Trade and Other Payables	180,982	209,569
○ Provisions	309,563	291,163

• Working Capital (Current Assets less Current Liabilities) is:	4,039,602	2,038,326
• Equity (Total Assets less Total Liabilities) is:	9,060,811	11,975,125
Reserves of \$3,093,169 includes:		
○ Plant and Infrastructure Reserve	732,702	871,476
○ Site Post Closure Rehabilitation Reserve	490,657	708,459
○ Stanley Road Environmental Protection Lined Cell Construction Reserve	770,076	11,884
○ Organics Processing Reserve	1,099,734	331,285

5. Investments

Total of \$3,646,905 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Commonwealth Bank	83,465	2	75
○ National Australia Bank	1,278,852	35	75
○ Westpac	2,284,588	63	75
TOTAL:	3,646,905	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 31 December 2019 as presented to Council.

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

RESULT: CARRIED / LOST _____

RESOLUTION:

Voting Requirement

Simple Majority

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 June 2019, 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 2019/2020.

Consultation

There is no requirement for community consultation for this report. The Chief Executive Officer and the City of Bunbury finance staff monitor the Bunbury-Harvey Regional Council's monthly revenue and expenditure and (as required) refers any variances requiring remedial action to Council.

Approved budget amendments are always recorded in the financial statements to reflect the Council's current budget and financial position.

Financial Implications

This Financial Management Report on the financial performance of the Council is provided for Councillor's information and does not have any financial or budget implications for the 2019/20 financial year.

Statutory Environment

Section 12 and 13 of the Local Government (Financial Management) Regulations 1996 apply.

Strategic Implications

Nil

Policy Implications

Nil

Officer Comment

The following is an explanation of significant variances identified in the Statement of Comprehensive Income and in the Statement of Financial Activity:

(Note: These variances will be addressed in the March 2020 Budget Review as required.)

Statement of Comprehensive Income	YTD Actual to YTD Budget Variance
Fees and Charges	
Casual Tipping Fees Favourable year-to-date variance to budget mainly due to increased skip bin and other commercial waste being received.	\$82,791 11%
Cardboard/Plastic Recycling Unfavourable year-to-date variance to budget due to contractor going out of business.	(12,498) (100%)
Banksia Road Organics Tipping Fees Favourable year-to-date variance to budget due to increased tonnages being received from Capel FOGO and the Shire of Harvey.	\$91,534 34%
Landfill Levy Income Favourable year-to-date variance to budget due to an increase in skip bin tonnages and other commercial waste being received from the Perth metropolitan area.	\$91,741 183%
Employee Costs	
Skip Bin Recycling Operations Unfavourable year-to-date variance to budget due to increased bulk waste entering the site and having to process waste via a seven-day operation.	(\$30,722) (75%)
Organics Expenditure Unfavourable year-to-date variance to budget due to extra casual staff required for decontamination at Banksia Road to prepare for new customers planning to buy 1,000 tonne of compost per month from March 2020.	(\$32,895) (36%)
Materials and Contracts	
Technical Services Unfavourable year-to-date variance to budget which is due to increased consulting fees required for the new lined cells, the organics relocation, site rehabilitation, and off-site investigations. This will be addressed in the March Budget Review.	(\$24,167) (90%)
Organics Expenditure Unfavourable year-to-date variance to budget which is mainly due to an increase in plant hours resulting in higher maintenance costs resulting from increased organics tonnages received at Banksia Road.	(29,203) (38%)
Other Expenditure	
Landfill Levy Expenditure Unfavourable year-to-date variance to budget due to an increase in skip bin and other commercial waste being received from the Perth metropolitan area. This expenditure is fully recouped from customers.	(\$85,048) (185%)
Statement of Financial Activity	
Revenues by Nature and Type	
Other Revenue Favourable year-to-date variance to budget due to an increase in Landfill Levy Income derived from tonnages being received from the Perth metropolitan area and an increase in Fuel tax Credits received due to higher use of plant and equipment for rehabilitation works.	\$104,298 117%
Expenses by Nature and Type	
Materials and Contracts Unfavourable year-to-date variance to budget which is due to increased technical services and organics expenditure as detailed in the comments on the Statement of Comprehensive Income above, and increased utility operating costs, and green waste and electronic waste recycling costs.	(\$81,860) (12%)

Other Expenditure Unfavourable year-to-date variance to budget due to an increase in landfill levy expenditure in relation to skip bin tonnages being received from the Perth metropolitan area (\$85K), which was offset by savings in Tonnage Rebates and sundry expenditure (\$10K). This expenditure is fully recouped from customers.	(\$74,703) (44%)
Capital Income	
Proceeds from Sale of Assets Favourable year-to-date variance to budget due to the sale of a Plain Breaker Bar, an accessory for the Shredder, which is surplus to requirements (\$15,500). This was offset by a reduction in the trade in value of the Toyota Hilux (\$909).	\$14,591 100%
Capital Expenditure	
Plant & Equipment Unfavourable year-to-date variance to budget is made up as follows: A grab bucket was purchased at a cost of \$8,435 for the 4 x 4 Tractor to be able to utilise to feed mulcher with green waste and wood waste, and the tender accepted for the new John Deere 326E Skid Steer Loader was \$10,346 above budget. This was offset by a saving in the purchase of the new Hilux (\$1,298).	(\$17,483) (12%)
Furniture & Equipment Unfavourable year-to-date variance to budget due to the urgent purchase of a Computer system Upgrade. This was unbudgeted and will be included in the March 2020 Budget Review.	(\$19,338) (100%)

11.3 Summary of Accounts paid for period ending 30 November 2019

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 3 - Summary of Accounts paid for period ending 30 November 2019		

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 2019

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 30 November 2019 as presented to Council.

MOVED BY: _____ SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION:

Voting Requirement

Simple Majority

Background

As noted in Summary.

Officer Comment

The attachment details all payments made for 30 November 2019

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). Enough allocations are contained within the 2019/2020 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

11.4 Summary of Accounts paid for period ending 31 December 2019

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 4 - Summary of Accounts paid for period ending 31 December 2019			

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 December 2019

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 31 December 2019 as presented to Council.

MOVED BY: _____ SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION:

Voting Requirement

Simple Majority

Background

As noted in Summary.

Officer Comment

The attachment details all payments made for 31 December 2019

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). Enough allocations are contained within the 2019/2020 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

11.5 Policy Manual 2020 - Review

Applicant / Proponent:	Internal			
Responsible Officer:	Tony Battersby, Chief Executive Officer			
Responsible Manager:	Michelle Lloyd, Compliance 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):	Attachment 5 – Policy Manual 2020 (UPDATED)			

Précis

This Manual is an essential component of Council's governance framework and guides Council, Management and residents of the constitute Councils in the context of Council's decision making.

The Policies and Management Practices in this Manual are designed to provide:

- Consistency and equity in decision making;
- Promptness in responding to customer’s needs; and
- Operational efficiency.

Policies arise generally in response to:

- Discretionary legislated powers; and/or
- Non-legislated powers of Council; e.g. provision of Community Services, and mainly relate powers under the Local Government Act 1995.

Officer Recommendation

That Council:

That Council by Simple Majority pursuant to Section 3.18 of the Local Government Act 1995 Resolves to adopt the amended Policy Manual 2020 as attached.

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

RESULT: CARRIED / LOST _____

RESOLUTION:

Voting Requirement

Simple Majority

Background

Traditionally Council has individually adopted and update the policies that are now contained with-in the overarching Policy Manual 2020.

Officer Comment

Attachment contains an updated policies manual that complies with the provision of the Local Government 1995 and provides flexibility, transparency and accountability.

Policy Manual Update:				
30/01/2020	Equal Opportunity	V02	Policy statement underpinned by Equal Employment Opportunity and Diversity Management Plan and Disability Access and Inclusion Plan.	
	Purchasing	V04	Sustainable Procurement updated as per Dept. of Finance Guidelines. Purchasing thresholds updated to reflect Local Government Guidelines.	
	Smoking in the Workplace	V02	Review and updated to allow for areas away from the general public and the new corporate logo.	

	Asset Management	V02	Review and updated with new corporate logo.	
	Community Engagement	V02	Review and updated with new corporate logo.	
	Corporate Revenue Debt Collection	V02	Review and updated with new corporate logo.	
	Investment	V02	Review and updated with new corporate logo.	
	Motor Vehicle Management	V02	Review and updated with new corporate logo.	
	Personal Mobile Phone Usage	V02	Review and updated with new corporate logo.	
	Related Party Disclosure	V02	Review and updated with new corporate logo.	
	Risk Management	V01	New Document.	
	Security Surveillance	V02	Review and updated with new corporate logo.	
	Sun Protection	V02	Review and updated with new corporate logo.	

Consultation

Bunbury Harvey Regional Council Executive Staff.

Financial Implications

The Policy Manual should provide greater surety and less risk associated with procurement thereby minimising the Council's exposure to unforeseen expenditure associated with procurement.

Statutory Environment

- Local Government Act 1995;
- Corruption, Crime and Misconduct Act 2003;
- State Records Act 2000;
- BHRC Policies and Procedures.

Strategic Implications

This item is relevant to the Council's approved Strategic Community Plan 2018-2022.

Policy Implication

As discussed in the body of the Report.

11.6 Governance Policy - Review

Applicant / Proponent:	Internal			
Responsible Officer:	Tony Battersby, Chief Executive Officer			
Responsible Manager:	Michelle Lloyd, Compliance 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):	Attachment 6 – Code of Conduct (UPDATED) Attachment 7 – Delegated Authority (UPDATED)			

Précis

This is presented to Council to consider reviewing Council's Governance and Organisational Strategy policies.

Officer Recommendation

That Council:

That Council by Simple Majority pursuant to Section 3.18 of the Local Government Act 1995 Resolves to adopt the following amended Council Policies as attached:

- a) Code of Conduct;
- b) Delegated Authority

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

RESULT: CARRIED / LOST _____

RESOLUTION:

Voting Requirement

Simple Majority

Background

The following policies have been reviewed for Council's consideration:

DOCUMENT: CODE OF CONDUCT			
DATE	VERSION	DESCRIPTION OF CHANGE	RESOLUTION No.
19/07/2016	V01	New Document. Gifts and Benefits Page 17 as per new amendment City of Perth Bill 2015 Alter 'Definitions' Alter 'Prohibited gifts' Alter 'Notification of Acceptance of Gifts' Add 'Contributions to Travel' Remove 'Elected Member, Committee Member and Employees and replace with 'Relevant Person'	OC81023-1418

DOCUMENT: DELEGATED AUTHORITY			
DATE	DOCUMENT	VERSION	DESCRIPTION OF CHANGE
31/03/2016	Payments from Municipal and Trust Funds	DAFM01	This delegation is a formalization of existing arrangements.
	Release of Bank Guarantees	DAFM02	
	Investment of Council Funds	DAFM03	
	Write Off of Moneys	DAFM04	
	Discount of Bulk Compost and/or Mulch Sales	DAFM05	
	Discount of Bulk Waste Disposal Charges	DAFM06	
	Power to Accept Tenders	DAG01	
	Contract Price Variation	DAG02	
	Tender Variation	DAG03	
	Purchase and Trade of Fleet Vehicles	DAO01	
	Authority to Sell, Lease or Dispose of Plant, Equipment and Materials	DAO02	
	Policy Manual Update:		
12/12/2019	Payments from Municipal and Trust Funds	DAFM01	Review
	Release of Bank Guarantees	DAFM02	Conditions Added
	Investment of Council Funds	DAFM03	Addition of Investments Policy
	Write Off of Moneys	DAFM04	Review
	Discount of Bulk Compost and/or Mulch Sales	DAFM05	
	Discount of Bulk Waste Disposal Charges	DAFM06	
	Power to Accept Tenders	DAG01	Add Condition: <i>Price variations are limited to 10% of the contract value.</i>
	Contract Price Variation	DAG02	Changed condition for variation from 5% to 10%
	Tender Variation	DAG03	Review
	Administer Local Laws	DAG04	New Document
	Purchase and Trade of Fleet Vehicles	DAO01	Conditions Added
	Authority to Sell, Lease or Dispose of Plant, Equipment and Materials	DAO02	Review

Officer Comment

Attachment contains an updated policy that complies with the provision of the Local Government Act 1995 and provides flexibility, transparency and accountability.

DOCUMENT: CODE OF CONDUCT			
30/01/2020	V02	Review. Social Media added Right to Refuse Entry Added Intellectual Property Updated Logo changes and Update Contact details	

DOCUMENT: DELEGATED AUTHORITY				
Policy Manual Update:				
30/01/2020	Payments from Municipal and Trust Funds	DAFM01	Review. Logo change and administrative formatting.	
	Release of Bank Guarantees	DAFM02		
	Investment of Council Funds	DAFM03		
	Write Off of Moneys	DAFM04		
	Discount of Bulk Compost and/or Mulch Sales	DAFM05		
	Discount of Bulk Waste Disposal Charges	DAFM06	Review. Logo change and administrative formatting. Conditions raised from 10% to 15%.	
	Power to Accept Tenders	DAG01	Review. Logo change and administrative formatting.	
	Contract Price Variation	DAG02		
	Tender Variation	DAG03		
	Administer Local Laws	DAG04		
	Purchase and Trade of Fleet Vehicles	DAO01		
	Authority to Sell, Lease or Dispose of Plant, Equipment and Materials	DAO02		

Consultation

Bunbury Harvey Regional Council Executive Staff.

Financial Implications

The Delegated Authority Policy should provide greater surety and allow the Council to be more competitive on a commercial scale.

Statutory Environment

- Local Government Act 1995;
- Local Government (Rules of Conduct) Regulations 2007;
- Local Government (Administration) Regulations 1996;
- Local Government (Elections) Regulations 1997;
- Local Government (Financial Management) Regulations 1996;
- Local Government (Functions and General) Act 1995;
- Trustees Act 1962;
- Corruption and Crime Commission Act 2003;
- Occupational Safety & Health Act 1984;
- Equal Opportunity Act 1984;
- BHRC Policies and Procedures.

Strategic Implications

This item is relevant to the Council's approved Strategic Community Plan 2018-2022.

Policy Implication

As discussed in the body of the Report.

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. Next Meeting

The next meeting is scheduled for Thursday, 26 March 2020 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 _____