



Ordinary Council Meeting

Minutes

26 March 2020

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:
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- Attachment 1 - Financial Statements for the Period Ending 31 January 2020
- Attachment 2 - Financial Statements for the Period Ending 29 February 2020
- Attachment 3 - Summary of Accounts Paid for the Period Ending 31 January 2020
- Attachment 4 - Summary of Accounts Paid for the Period Ending 29 February 2020
- Attachment 5 - DRAFT Compliance Audit Return 2019
- Attachment 6 - Evaluation Report "CONFIDENTIAL" RFT1920-0001
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- Attachment 8 - Tender Specification for Administration Complex
- Attachment 9 - DRAFT - Recruitment and Selection Policy
- Attachment 10 - DRAFT - Customer Service Charter Policy
- Attachment 11 - DRAFT - BHRC Waste Management Plan
- Attachment 12 - DRAFT – Implementation Plan

UNCONFIRMED



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, 26 March 2020 at 4:00pm

Minutes

1. Declaration of Opening / Announcement of Visitors

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

These Minutes were confirmed as being true and correct by Council on [Click here to enter a date.](#) by Council Resolution: [Click here to enter text.](#)

Cr Tresslyn Smith
Chairperson

Mr Tony Battersby
Chief Executive Officer

2. Attendances and Apologies

2.1 Attendances

Council Members:	Representing
Cr Tresslyn Smith (Chairperson)	City of Bunbury
Cr Karen Turner	City of Bunbury
Cr Jaysen Miguel	City of Bunbury
Cr Bill Adams	Shire of Harvey
Cr Wendy Dickinson	Shire of Harvey
Executive Leadership Team (Non-Voting)	Representing
Mr Tony Battersby	Chief Executive Officer (BHRC)
Officers (Non-Voting)	Representing
Mrs Taryn York	Council Meeting Support Officer
Others (Non-Voting)	Representing
Mrs Aileen Clemens	Manager Waste Operation (City of Bunbury)

2.2 Apologies

Cr Tania Jackson – Shire of Harvey
Ms Annie Riordan – CEO – Shire of Harvey
Mr Mal Osborne – CEO – City of Bunbury
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 30 January 2020, are confirmed as a true accurate record.

MOVED BY: Cr Jaysen Miguel

SECONDED BY: Cr Karen Turner

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

RESOLUTION: OC260320-1654

7. Petitions / Memorials / Presentations

Nil

8. Declarations of Interests

Cr Bill Adams standing declaration regarding his family members (son and granddaughter) employed by BHRC.

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 January 2020

Applicant / Proponent:	Internal			
Responsible Officer:	Chris Welham, Accountant			
Responsible Manager:	David Ransom, Manager Finance			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input 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 January 2020 (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 January 2020

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	2,644,683	2,309,789	334,894	Favourable

• Year-to-date Expenditure	(2,669,086)	(2,333,841)	(335,245)	Unfavourable
• Year-to-date Operating Surplus/(Deficit)	(24,403)	(24,052)	(351)	Unfavourable

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

Closing Funding Surplus to 30 June 2020 is forecast at \$357,785. The Budgeted Closing Surplus amount of \$152,853 has been increased by \$205K due to increased fees and charges (\$290K), Other Revenue (\$168K), capital income (\$15K), savings in capital expenditure (\$145K), which is offset by a decrease in interest earnings (\$29K), increased employee costs (\$178K), materials and contracts (\$85K), increased landfill levy expenditure (\$104K), and a net reduction in transfers from Reserves (\$17K).

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	(172,114)	(142,000)	(30,114)	Unfavourable
• Year-to-date Capital Income	44,591	30,000	14,591	Favourable

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

	Year-to-date	Forecast
• Current Assets of \$4,556,368 includes:		
○ Cash and Cash Equivalents	3,958,271	2,295,880
○ Trade and Other Receivables	589,981	400,363
○ Prepayments	-	5,910
○ Inventories	8,116	8,116

Current Liabilities of \$418,859 includes:		
○ Trade and Other Payables	117,265	93,353
○ Provisions	301,594	320,465
• Working Capital (Current Assets less Current Liabilities) is:	4,137,509	2,296,450
• Equity (Total Assets less Total Liabilities) is:	9,103,489	12,194,491
• Reserves of \$3,059,262 includes:		
○ Plant and Infrastructure Reserve	734,882	858,698
○ Site Post Closure Rehabilitation Reserve	454,313	516,928
○ Stanley Road Environmental Protection Lined Cell Construction Reserve	770,333	235,221
○ Organics Processing Reserve	1,099,734	327,820

5. Investments

Total of 3,852,094 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Commonwealth Bank	233,576	6	75
○ National Australia Bank	1,183,930	31	75
○ Westpac	2,434,588	63	75
TOTAL:	3,852,094	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 January 2020 as presented to Council.

MOVED BY: Cr Miguel **SECONDED BY:** Cr Dickinson

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

RESOLUTION: OC260320-1655

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 2019/20.

Consultation

Nil

Financial Implications

As per the 2019/20 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
Operating Income	\$

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.	\$156,114 18%
Disposal – City of Bunbury Unfavourable year-to-date variance to budget due to a reduction in commercial waste received from the City.	(\$27,190) (9%)
Cardboard/Plastic Recycling Unfavourable year-to-date variance to budget due to contractor going out of business and no other market for cardboard.	(\$14,581) (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 and new customers expected from Council's new decontamination unit at Banksia Road.	\$101,945 33%
Other Income	
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.	\$116,070 199%
Operating Expenditure	\$
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.	(\$35,779) (76%)
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. This cost is partly offset by the wages subsidy as per "Payroll contributions" above.	(\$55,254) (53%)
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.	(\$21,041) (67%)
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; increased cost of the decontamination unit implementation, and urgent IT repairs at Banksia Road.	(\$63,930) (68%)
Skip Bin recycling Operations Favourable year-to-date variance to budget due to savings in repairs and maintenance of plant and equipment.	\$21,681 38%
Depreciation	
Buildings Favourable year-to-date variance to budget due to the timing of capital purchases being later than the original forecast.	\$16,450 68%
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.	(\$107,430) (200%)
Revenues by Nature and Type	
Fees and Charges Favourable year-to-date variance to budget. Please refer to the comments related to the Statement of Comprehensive Income as above.	\$214,095 10%
Other Revenue Favourable year-to-date variance to budget. Please refer to the comments related to the Statement of Comprehensive Income as above.	\$129,170 123%
Expenses by Nature and Type	
Employee Costs Unfavourable year-to-date variance to budget. Please refer to the comments related to the Statement of Comprehensive Income as above.	(\$105,810) (11%)
Materials and Contracts Unfavourable year-to-date variance to budget. Please refer to the comments related to the Statement of Comprehensive Income as above.	(\$135,844) (18%)
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.	(\$92,904) (48%)
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 is offset by a reduction the trade-in value of the Toyota Hilux (\$909).	\$14,591 49%
Capital Expenditure	
Furniture & Equipment Unfavourable year-to-date variance to budget due to the purchase of a Computer system Upgrade (\$12,631). This was unbudgeted and will be included in the March 2020 Budget Review.	(\$12,631) (100%)
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 (unbudgeted) 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 partially offset by a saving in the purchase of the new Hilux (\$1,298).	(\$17,483) (12%)

11.2 Financial Statements for the period ending 29 February 2020

Applicant / Proponent:	Internal		
Responsible Officer:	Ricky Depillo, Finance Officer		
Responsible Manager:	Vicki Gregg, Acting 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 the Period Ending 29 February 2020 (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 29 February 2020

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	2,957,576	2,645,699	311,877	Favourable
• Year-to-date Expenditure	(3,032,747)	(2,682,751)	(349,996)	Unfavourable
• Year-to-date Operating Surplus/(Deficit)	(75,171)	(37,052)	(38,119)	Unfavourable

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

Closing Funding Surplus to 30 June 2020 is forecast at \$372,785. The Budgeted Closing Surplus amount of \$152,853 has been increased by \$220K due to by increased fees and charges (\$290K), Other Revenue (\$168K), capital income (\$15K), savings in capital expenditure (\$145K), which is offset by a decrease in interest earnings (\$29K), increased employee costs (\$178K), materials and contracts (\$70K), increased landfill levy expenditure (\$104K), and a net reduction in transfers from Reserves (\$214K).

All the above items have included in the February 2020 Budget Review.

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	(172,114)	(142,000)	(30,114)	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 \$4,565,567 includes:	Year-to-date	Forecast
○ Cash and Cash Equivalents	4,033,035	2,310,880
○ Trade and Other Receivables	524,417	400,363
○ Prepayments	-	5,910
○ Inventories	8,116	8,116

Current Liabilities of \$430,300 includes:		
○ Trade and Other Payables	131,647	93,353
○ Provisions	298,654	320,465

• Working Capital (Current Assets less Current Liabilities) is:	4,135,267	2,311,451
• Equity (Total Assets less Total Liabilities) is:	9,052,721	12,209,492
• Reserves of \$3,067,375 includes:		
○ Plant and Infrastructure Reserve	735,623	871,476
○ Site Post Closure Rehabilitation Reserve	454,313	708,516
○ Stanley Road Environmental Protection Lined Cell Construction Reserve	773,212	331,229
○ Organics Processing Reserve	1,104,225	11,884

5. Investments

Total of \$3,911,558 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Commonwealth Bank	283,712	7	75
○ National Australia Bank	1,183,930	36	75
○ Westpac	2,443,916	57	75
TOTAL:	3,911,558		

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 31 January 2020 as presented to Council.

MOVED BY: Cr Dickinson SECONDED BY: Cr Turner

RESULT: CARRIED / LOST 5/0

RESOLUTION: OC260320-1656

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

Nil

Financial Implications

As per the 2019/2020 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:

Operating Income	\$
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. An end of year forecast has been entered and is included in the Budget Review.	\$165,390 17%
Disposal – City of Bunbury Unfavourable year-to-date variance to budget due to a reduction in commercial waste received by the City. An end of year forecast has been entered and is included in the Budget Review.	(\$40,111) (12%)
Cardboard/Plastic Recycling Unfavourable year-to-date variance to budget due to contractor going out of business and no other market for cardboard. An end of year forecast has been entered and is included in the Budget Review.	(\$16,664) (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 and new customers expected from Council's new decontamination unit at Banksia Road. An end of year forecast has been entered and is included in the Budget Review.	\$105,612 30%
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. An end of year forecast has been entered and is included in the Budget Review.	\$130,095 195%
Operating Expenditure	\$
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. An end of year forecast has been entered and is included in the Budget Review.	(\$41,524) (79%)
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. An end of year forecast has been entered and is included in the Budget Review.	(\$80,869) (69%)
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. An end of year forecast has been entered and is included in the Budget Review.	(\$16,541) (46%)
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; increased cost of the decontamination unit implementation, and urgent IT repairs at Banksia Road. An end of year forecast has been entered and is included in the Budget Review.	(\$72,237) (67%)
Recycling Operations Unfavourable year-to-date budget variance due timing of expenditure. This will be monitored on a monthly basis.	(\$17,773) (359%)
Skip Bin recycling Operations Favourable year-to-date variance to budget due to savings in repairs and maintenance of plant and equipment. An end of year forecast has been entered and is included in the Budget Review.	\$27,873 43%
Monitoring Bores Unfavourable year-to-date budget variance due timing of expenditure. This will be monitored on a monthly basis.	(\$29,897) (104%)
Other (Site Survey, General Maint, etc) Unfavourable year-to-date budget variance due timing of expenditure. This will be monitored on a monthly basis.	(\$16,053) (95%)
Depreciation	
Buildings Favourable year-to-date variance to budget due to the timing of capital purchases being later than the original forecast.	\$18,800 68%
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. An end of year forecast has been entered and is included in the Budget Review.	(\$120,333) (196%)
Statement of Financial Activity	
Revenues by Nature and Type	
Other Revenue Favourable year-to-date variance to budget. Please refer to the comments related to the Statement of Comprehensive Income as above.	\$148,858 124%
Expenses by Nature and Type	
Employee Costs Unfavourable year-to-date variance to budget. Please refer to the comments related to the Statement of Comprehensive Income as above.	(\$138,035) (13%)
Materials and Contracts Unfavourable year-to-date variance to budget. Please refer to the comments related to the Statement of Comprehensive Income as above.	(\$114,544) (13%)
Other Expenditure Unfavourable year-to-date variance to budget. Please refer to the comments related to the Statement of Comprehensive Income as above.	(\$100,555) (46%)
Capital Expenditure	
Plant & Equipment Unfavourable year to date budget variance due to the new skid loader being purchased above anticipated price (\$10k) and a new grab bucket required for the 4x4 tractor (\$8K). An end of year forecast has been entered and is included in the Budget Review.	(\$17,483) (12%)

11.3 Summary of Accounts paid for period ending 31 January 2020

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 31 January 2020		

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 January 2020

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 31 January 2020 as presented to Council.

MOVED BY: Cr Turner **SECONDED BY:** Cr Miguel

RESULT: CARRIED / LOST 5/0

RESOLUTION: OC260320-1657

Voting Requirement

Simple Majority

Background

As noted in Summary.

Officer Comment

The attachment details all payments made for 31 January 2020

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 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 29 February 2020

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 29 February 2020			

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 29 February 2020

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 29 February 2020 as presented to Council.

MOVED BY: Cr Turner **SECONDED BY:** Cr Dickinson

RESULT: CARRIED / LOST 5/0

RESOLUTION: OC260320-1658

Voting Requirement

Simple Majority

Background

As noted in Summary.

Officer Comment

The attachment details all payments made for 29 February 2020

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 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 2019/2020 Budget Review

Applicant / Proponent:	Chris Welham, Accountant			
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 to 6 (included in the Appendices of the Financial Statements for the Period Ending 28 February 2020)			

Purpose

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2019 to 29 February 2020.

Officer Recommendation

That Council:

Council adopt the budget review with the following variations for the period 1 July 2019 to 31 January 2020 and amend the budget accordingly:

Current Adopted Budgeted Closing Funds	\$
Variance between actual and budgeted opening funds	\$197,725
Operating Income	
Increase in Casual Tipping Fees	\$183,896
Decrease in Disposals – City of Bunbury	(\$42,670)
Decrease in Disposals – Shire of Harvey	(\$22,587)
Increase in recycle Shop Income	\$7,710
Increase in Mulch Sales	\$5,400
Decrease in Sales of Cardboard/Plastic Recycling	(\$25,000)
Increase in Banksia Road Organics Tipping Fees	\$183,066
Decrease in Interest Earnings	(\$29,066)
Increase in Payroll Contributions	\$10,000
Increase in Container Deposit Scheme income	\$45,240
Increase in Landfill Levy income	\$113,628
Operating Expenditure	
Increase in Administration Employee Costs	(\$5,500)
Increase in Waste Education Operations Employee Costs	(\$4,500)
Increase in Gatehouse Employee Costs	(\$14,500)
Increase in CDS Employee Costs	(\$57,888)
Increase in Skip Bin Recycling Employee Costs	(\$30,000)
Increase in Organics Employee Costs	(\$66,000)
Increase in Software Licence and Support Costs	(\$14,968)
Increase in Technical Services Costs	(\$40,000)
Increase in Organics Materials and Contracts Costs	(\$30,000)
Decrease in Skip Bin Recycling Operations Repairs and Maintenance Costs	\$15,000
Decrease in Depreciation Expenditure	\$27,804
Increase in Landfill Levy Expenditure	(\$104,538)
Capital Expenditure	
Savings in cost of Environmental Offset Land	\$220,500
Stanley Road Administration Complex	(\$136,424)
CDS Cash Room and Exit Door	(\$18,000)
Computer Equipment Upgrade	(\$12,631)
Container Deposit Scheme Furniture & Equipment	(\$14,300)
Grab Bucket for 4x4 Tractor	(\$8,435)
Increased cost of John Deere 326E Skid Steer Loader	(\$10,346)

Savings on purchase of Toyota Hilux SR5 4 x 4 DSL D/C	\$1,298
Container Deposit Scheme Infrastructure	(\$15,700)
Capital Revenue	
Plain Breaker Bar (Shredder accessory)	\$15,500
Reduction in trade-in value of Toyota Hilux	(\$909)
Transfers to or from Reserves	
Decrease in transfers from Plant & Infrastructure	(\$4,245)
Decrease in transfer from Stanley Road Environmental Protection Cell Construction Reserve	(\$220,500)
Increase in transfers to Plant & Infrastructure Reserve	\$4,550
Increase in transfers to Site Post Closure Rehabilitation Reserve	\$6,320
Decrease in transfers to Organics Processing Reserve	(\$153)
Decrease in transfers to Stanley Road Environmental Protection Cell Construction Reserve	(\$465)
Deduct Non-Cash Items	(\$55,804)
Increase in Budget surplus closing Funds as at 30 June 2020	\$80,508

Due to the adjustments above the closing funds have increased by \$80,508 from \$152,853 to \$233,361

MOVED BY: Cr Miguel SECONDED BY: Cr Turner

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

RESOLUTION: OC260320-1659

Voting Requirement

Absolute Majority

Background

A Statement of Financial Activity for the period ending 28 February 2020 incorporating year to date budget variations and forecasts to 30 June 2020 is presented for Council consideration. The Local Government (Financial Management) Regulations 1996, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government, Sport and Cultural Industries within 30 days of the adoption of the review.

Summary

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

Council adopted the 2019/20 Budget on 27 June 2019 of \$9.4M, comprising \$5.5M capital works and \$3.9M in operating expenditure (excluding depreciation). Proposed changes to operating income and expenditure will decrease the Operating Deficit from \$423K to \$318K, a decrease of \$105K (mainly due to an increase in income of \$430K and an increase in expenditure of \$325K). Capital Expenditure will decrease by \$6K and Capital Income will increase by \$15K. The Opening Funds position also increased by \$198K which is the variance between actual and budgeted funds at 30 June 2019. There were also adjustments to Reserve funds as detailed in the report.

As a result of the above changes the budgeted closing funds as at 30 June 2020 will increase from a surplus of \$153K to a surplus of \$233K, an increase of \$80K.

The following supporting documents are attached for the period ending 29 February 2020:

- 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)
- Balance Sheet Summary (**attached** at Appendix 5)
- Statement of Net Current Assets (**attached** at Appendix 6)

Features of the budget review include:

Current Adopted Budgeted Closing Funds	\$
Variance between actual and budgeted opening funds	\$197,725
Budget Review Changes:	
Operating Income	\$
Fees and Charges	
Casual Tipping Fees Increase in Casual Tipping revenue mainly due to increased skip bin and other commercial waste being received	\$183,896
Disposal – City of Bunbury Reduced income due to a reduction in commercial waste received by the City.	(\$42,670)
Disposal –Shire of Harvey Reduced income due to diversion of waste for FOGO	(\$22,587)
Recycle Shop Income Increased income mainly due to increased media exposure.	\$7,710
Mulch Sales Increased income mainly due to increased media exposure.	\$5,400
Cardboard/Plastic Recycling Reduced income due to contractor going out of business and no other market for cardboard.	(\$25,000)
Banksia Road Organics Tipping Fees Increased income due to increased tonnages being received from Capel FOGO and the Shire of Harvey and new customers expected from Council's new decontamination unit at Banksia Road.	\$183,066
Interest Earnings	
Reduced income due to estimated later timing of the receipt of Grant Funding (\$3.4M) for the new lined cells.	(\$29,066)
Other Income	
Payroll Contributions Increased income due to a wage subsidy being obtained for a new staff member in the decontamination unit at Banksia Road.	\$10,000
Container Deposit Scheme (CDS) Increased income due to the commencement of CDS operations by June 2020.	\$45,240
Landfill Levy Income Increased income due to an increase in skip bin tonnages and other commercial waste being received from the Perth metropolitan area.	\$113,628
Operating Expenditure	\$
Employee Costs	
Administration OHS and skills training in accordance with Council Policies.	(\$5,500)
Waste Education Operations Uniforms (personal protective equipment and clothing) for Waste Education Staff.	(\$4,500)
Gatehouse OHS and skills training in accordance with Council Policies.	(\$6,500)
Gatehouse Uniforms (personal protective equipment and clothing) for all staff.	(\$8,000)
Container Deposit Scheme (CDS) Increased expenditure due to the commencement of CDS operations by June 2020. This cost includes the cost of training new employees. This operation is offset by CDS income (as above) and is expected to return a surplus in the 20/21 financial year.	(\$57,888)
Skip Bin Recycling Operations Increased expenditure due to increased bulk waste entering the site and having to process waste via a seven-day operation.	(\$30,000)
Organics Expenditure Increased expenditure 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. This cost is partly offset by the wages subsidy as per "Payroll contributions" above.	(\$66,000)
Skip Bin Recycling Operations Reduced expenditure due to lower than expected repairs and maintenance costs for plant and vehicles	\$15,000
Materials and Contracts	
Software Licences and Support Increased expenditure due to the urgent purchase of a computer system upgrade and repairs, and in increase in the Mandalay technologies annual licence fee.	(\$14,968)
Technical Services Increased expenditure due to increased consulting fees required for the new lined cells, the organics relocation, site rehabilitation, and off-site investigations.	(\$40,000)

Organics Expenditure Increased expenditure due to an increase in plant hours resulting in higher maintenance costs resulting from increased organics tonnages received, increased cost of the decontamination unit implementation, and urgent IT repairs at Banksia Road.	(\$30,000)
Depreciation Reduced expenditure due to the timing of capital purchases being later than the original forecast.	\$27,804
Other Expenditure	
Landfill Levy Expenditure Increased expenditure 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.	(\$104,538)
Capital Expenditure	
Land Reduced expenditure due to savings in the cost of environmental offset land.	\$220,500
Infrastructure Increased expenditure due to the cost of Stanley Road Administration Complex.	(\$136,424)
Buildings Purchase of a new transportable cash room and a new exit door in the recycling shed.	(\$18,000)
Plant & Equipment Increased expenditure made up as follows: A new 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)
Furniture & Equipment Increased expenditure due to the purchase of a Computer system Upgrade (\$12,631), and Furniture and Equipment for the setup of the Container deposit Scheme (\$14,300).	(\$26,931)
Infrastructure Increased expenditure due to the cost of retaining wall, pavement, signage etc. for the Container Deposit Scheme.	(\$15,700)
Capital Revenue	
Increased income from sale of Plain Breaker Bar (Shredder accessory)	\$15,500
Reduction in trade-in value of Toyota Hilux SR5 4 x 4 DSL D/C	(\$909)
Total Movement in Capital revenue and expenditure	\$48,553
Transfers to or from Reserves	
Decrease in transfers from Plant & Infrastructure Reserve due to net savings in capital purchases and trade-ins.	(\$4,245)
Decrease in transfer from Stanley Road Environmental Protection Cell Construction Reserve due to savings in the purchase of Environmental Offset Land	(\$220,500)
Increase in transfers to Plant & Infrastructure Reserve due to increased interest on term deposits	\$4,550
Increase in transfers to Site Post Closure Rehabilitation Reserve due to increased interest on term deposits	\$6,320
Decrease in transfers to Organics Processing Reserve due to decreased interest on term deposits	(\$153)
Decrease in transfers to Stanley Road Environmental Protection Cell Construction Reserve due to decreased interest on term deposits	(\$465)
Deduct:	
Depreciation saving due to asset revaluations and timing/deferment of capital approvals.	(\$27,804)
Increase in Budget surplus closing Funds as at 30 June 2020	\$80,508

Due to the adjustments above the closing funds have increased by \$80,508 from \$152,853 to \$233,361.

Consultation

Tony Battersby - Chief Executive Officer.

Statutory Environment

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications

None.

Financial Implications

Specific financial implications are as outlined in this report.

Comment

The closing funds remain in surplus as a result of this budget review with an increase of \$80,508. Estimated closing surplus is now \$233,361.

Consultation

Tony Battersby - Chief Executive Officer.

Statutory Environment

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review. **Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications

Nil

Financial Implications

Specific financial implications are as outlined in this report.

11.6 Draft Compliance Audit Return 2019

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):	Attachment 5 – DRAFT Compliance Audit Return 2019			

Précis

Regulation 14 of the Local Government (Audit) Regulations 1996 requires that a local government carry out a compliance audit for the period 1 January to 31 December of each year. This report is presented to Council for consideration of the Compliance Audit for the period 1 January 2019 to 31 December 2019.

Officer Recommendation

That Council:

Receive and accept the Compliance Audit Return 2019 as present to Council and that Council request the Chief Executive Officer and Chairperson to sign the Compliance Audit Return and forward the return to the Department of Local Government.

MOVED BY: Cr Turner **SECONDED BY:** Cr Dickinson

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

RESOLUTION: OC260320-1660

Voting Requirement

Simple Majority

Background

Regulation 14 of the Local Government (Audit) Regulations 1996 requires that a local government carry out a compliance audit for the period 1 January to 31 December of each year. After carrying out a Compliance Audit the local government is to prepare Compliance Audit Return (CAR) in a form approved by the Minister.

The CAR is required to be submitted to the Executive Director by 31 March of each year. The form of CAR approved by the Minister for the 2018 CAR is via completion of an online form on the Department of Local Government and Regional Developments (DLGRD) website. The CEO has completed the return (Attachment 11.5A) and the report is provided for Council's information.

Officer Comment

Notes are included in the attached Compliance Audit Return.

Consultation

Nil

Financial Implications

Nil

Statutory Environment

Regulation 14 of the Local Government (Audit) Regulations 1996 apply require the Local Government to complete a Compliance Audit Return each year.

Strategic Implications

Nil

Policy Implications

Nil

11.7 Capping Works (Phase 2) Stanley Road Waste Management Facility – RFT1920-0001

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):	Attachment 6 – Evaluation Report “CONFIDENTIAL” RFT1920-0001			

Précis

This item is presented to Council for Council to consider the approval of funds for construction of civil works for the construction of Phase 2 Capping Works at Stanley Road Waste Management Facility, Wellesley.

The works to be carried out under Tender Specification include, but are not limited to the following:

- Preparation of 'Principal placed' 300mm sand layer subgrade to receive capping system; and
- Installation of capping system comprising:
 - 1.5mm LLDPE double textured geomembrane liner (LLDPE); and
 - Surface water drainage geocomposite (geonet).

Officer Recommendation

That Council:

Accept the Recommendations as per the Evaluation Report Confidential RFT 1920-0001 Capping Works (Phase 2) at Stanley Road Waste Management Facility, Wellesley.

MOVED BY: Cr Turner **SECONDED BY:** Cr Dickinson

RESULT: CARRIED / LOST 5/0

RESOLUTION: OC260320-1661

Voting Requirement

Simple Majority

Background

Tender documents were prepared in conjunction with Talis Consultants Pty Ltd and advertised in the “West Australian” newspaper on Wednesday, 5 February 2020 and in the “South Western Times” newspaper on Thursday, 6 February 2020 and placed on the BHRC Website.

Tenders closed at 4:00pm on Wednesday, 4 March 2020. Tenders received were opened by the BHRC Chief Executive Officer – Tony Battersby and the BHRC Administration Officer – Taryn York. Officers conducted an intense review on all tenders submitted and are confident with their evaluations and recommendations.

A total of nine (9) companies requested copies of the tender documents and at closing, four (4) responses were received, as follows:

1. Earthmac Pty Ltd – PO Box 30, Donnybrook WA 6236; and
2. Geographe Civil Pty Ltd – 11 Hensen Street, Davenport WA 6230; and
3. Rapid Dam Contractors Pty Ltd – 577 Bickley Road, Maddington WA 6109; and
4. Raubex Construction Pty Ltd – 73-75 Dowd Street, Welshpool WA 6106.

An evaluation panel, comprising of the BHRC Chief Executive Officer – Tony Battersby, BHRC Supervisor – Jai Pearce and Lee Miller – Senior Waste Consultant (Talis Consultants) assessed the tender responses.

The tenders were evaluated using the following criteria:

- Compliance
- Qualitative
- Price

Compliance Criteria

The following compliance criteria were used to assess the tenders:

- a) Has the Form of Tender been signed yes/no
- b) Is the Price Schedule Completed yes/no
- c) Is a clear legal entity identified? Check for validity. (ASIC check of ABN) yes/no
- d) Is it an alternate tender yes/no
- e) Acceptance of terms and conditions of contract and scopes yes/no
- f) Do they comply with the Condition of Tendering yes/no

Qualitative Criteria

The following Qualitative Criteria were used to assess the tenders:

Weighting

- a) Relevant experience 5
- b) Key personnel, skills and experience 5
- c) Tenderer's resources 5
- d) Demonstrated understanding 5

Price

Evaluation of the tender prices (and ranking) has been assessed but because the results are "**commercial in confidence**" details are listed in a Confidential Report that has been circulated to members **under separate cover**.

Strategic and/or Regional Outcomes

Refer to the Bunbury-Harvey Regional Council Strategic Community Plan 2016.

Accountability

For 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 Environment Licence conditions.

Analysis of Financial and Budget Implications

The tendered lump sum amount submitted by the recommended Contractor is within the available budget.

Council Officer Consultation

All members of the evaluation panel have signed a confidentiality and impartiality agreement.

Council Policy Compliance

The tender process complies with the requirements of the BHRC Purchasing Policy and Delegated Authority Sec 2 – Power to Accept Tender.

Legislative Compliance

All members of the evaluation panel have signed a confidentiality and impartiality agreement. Advertising and processing of tenders was conducted in accordance with the Local Government (Function and General) Regulations 1996, Part 4 "Tenders for Providing Goods or Services".

Delegation of Authority

The total costs of this contract exceed \$100,000. Therefore, it has been dealt with in accordance with Local Government (Functions and General) Regulations 1996 (Part 4 - Tenders for Providing Goods or Services).

Relevant Precedents

Council has dealt with all tenders previously called.

11.8 Administration Complex Stanley Road Waste Management Facility – RFT1920-0002

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):	Attachment 7 – Evaluation Report “CONFIDENTIAL” RFT1920-0002			

Précis

This item is presented to Council for Council to consider the approval of funds for construction of civil works for the construction of the Administration Complex at Stanley Road Waste Management Facility, Wellesley. The works to be carried out under Tender Specification include but are not limited to the following (as per attachment 8).

Officer Recommendation

That Council:

Accept the Recommendations as per the Evaluation Report Confidential RFT 1920-0002 for the Administration Complex at Stanley Road Waste Management Facility, Wellesley.

MOVED BY: Cr Turner **SECONDED BY:** Cr Dickinson

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

RESOLUTION: OC260320-1662

Background

The original financial budget for construction of the Administration Complex at Stanley Road Waste Management Facility, Wellesley was adopted in the 2016/2017 budget and has been rolled over into the 2017/2018, 2018/2019 and 2019/2020 budgets. The budget was originally set for the standard transportable offices and designed to accommodate the existing administration staff. The budgeted amount did not allow for expansion of staff numbers or allow for the upgrade of building materials such as gyprock internal cladding, roof and wall installation, IT smart wiring, colour bond external cladding and security system.

Tender documents were prepared and advertised in the “West Australian” newspaper on Wednesday, 5 February 2020 and in the “South Western Times” newspaper on Thursday, 6 February 2020 and placed on the BHRC Website.

Tenders closed at 3:30pm on Friday, 6 March 2020. Tenders received were opened by the BHRC Chief Executive Officer – Tony Battersby and the BHRC Executive Assistant – Taryn York. Officers conducted an intense review on all tenders submitted and are confident with their evaluations and recommendations.

A total of ten (10) companies requested copies of the tender documents and only one (1) response was received, as follows:

1. Fox Granny Flats – 13 Boom Street, Gnangara WA 6077;

An evaluation panel, comprising of the BHRC Chief Executive Officer – Tony Battersby, BHRC Supervisor – Jai Pearce and BHRC Compliance Officer – Michelle Lloyd assessed the tender responses.

The tenders were evaluated using the following criteria:

- Compliance
- Qualitative
- Price

Compliance Criteria

The following compliance criteria were used to assess the tenders:

- a) Has the Form of Tender been signed yes/no
- b) Is the Price Schedule Completed yes/no
- c) Is a clear legal entity identified? Check for validity. (ASIC check of ABN) yes/no
- d) Is it an alternate tender yes/no
- e) Acceptance of terms and conditions of contract and scopes yes/no
- f) Do they comply with the Condition of Tendering yes/no

Qualitative Criteria

The following Qualitative Criteria were used to assess the tenders:

Weighting

- a) Relevant experience 5
- b) Key personnel, skills and experience 5
- c) Tenderer's resources 5
- d) Demonstrated understanding 5

Price

Evaluation of the tender prices (and ranking) has been assessed but because the results are "commercial in confidence" details are listed in a Confidential Report that has been circulated to members under separate cover.

Strategic and/or Regional Outcomes

Refer to the Bunbury-Harvey Regional Council Strategic Community Plan 2016.

Accountability

As per CEO Performance Targets 2019/2020 – Business Outcomes – Identified Projects (4) Build Office Block.

Analysis of Financial and Budget Implications

The tendered lump sum amount submitted by the recommended Contractor is within the available budget.

Council Officer Consultation

All members of the evaluation panel have signed a confidentiality and impartiality agreement.

Council Policy Compliance

The tender process complies with the requirements of the BHRC Purchasing Policy and Delegated Authority Sec 2 – Power to Accept Tender.

Legislative Compliance

All members of the evaluation panel have signed a confidentiality and impartiality agreement. Advertising and processing of tenders was conducted in accordance with the Local Government (Function and General) Regulations 1996, Part 4 "Tenders for Providing Goods or Services".

Delegation of Authority

The total costs of this contract exceed \$150,000.00. Therefore, it has been dealt with in accordance with Local Government (Functions and General) Regulations 1996 (Part 4 - Tenders for Providing Goods or Services).

Relevant Precedents

Council has dealt with all tenders previously called.

11.9 DRAFT – Recruitment and Selection Policy

Applicant / Proponent:	Internal			
Responsible Officer:	MartINETTE Pieterse, Administration Assistant			
Responsible Manager:	-			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input 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 9 – DRAFT Recruitment and Selection Policy			

Précis

Recruitment and Selection Policy is designed to ensure appropriate and consistent recruitment and selection standards are applied at the Bunbury-Harvey Regional Council. The policy outlines the Council's commitment to undertake the recruitment and selection of employees in accordance with the principles outlined in section 5.40 of the Local Government Act 1995 (WA).

The purpose of this Policy is to ensure BHRC is free from discrimination and provides fair and equitable treatment for all persons applying for employment.

Officer Recommendation

That Council:

Adopt the Recruitment and Selection Policy as detailed in attachment 9.

MOVED BY: Cr Turner **SECONDED BY:** Cr Miguel

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

RESOLUTION: OC260320-1663

Voting Requirement

Simple Majority

Background

The BHRC has not previously adopted a Recruitment and Selection Policy.

Consultation

BHRC Staff

Financial Implications

Nil

Statutory Environment

- Local Government Act 1995 (WA)
- Local Government (Functions and General) Regulations 1996 (WA)
- *Equal Opportunity Act 1984 (WA)*
- *Occupational Safety and Health Act 1984 (WA)*
- *State Records Act 2000 (WA)*

Strategic Implications

Nil

Policy Implication

As explained in the body of the Report.

11.10 DRAFT – Customer Service Charter Policy

Applicant / Proponent:	Internal			
Responsible Officer:	Michelle Lloyd, Compliance Officer			
Responsible Manager:	-			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input 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 10 – DRAFT – Customer Service Charter Policy			

Précis

Customer Service Charter Policy is intended to provide clear direction to all staff, visitors and contractors undertaking activities for BHRC. BHRC is committed to the provision of timely, efficient, consistent and quality services provided by polite and informed Officers that meet our Client’s expectations.

The purpose of this Policy is to work toward increasing Client satisfaction and striving to continuously improve our services by responding to Client feedback as efficiently and effectively as possible.

Officer Recommendation

That Council:

Adopt the Customer Service Charter Policy as detailed in attachment 10.

MOVED BY: Cr Dickinson **SECONDED BY:** Cr Miguel

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

RESOLUTION: OC260320-1664

Voting Requirement

Simple Majority

Background

The BHRC has previously adopted a Customer Service Charter Policy on 28 April 2016 Resolution: OC81023 - 1394.

Consultation

BHRC Staff

Financial Implications

Nil

Statutory Environment

- Local Government Act 1995
- Freedom of Information Act 1992
- Privacy Act 1998
- *Environmental Protection Act 1986*
- Local Government (Rules of Conduct) Regulations 2007
- Local Government (Administration) Regulations 1996
- Public Interest Disclosure Act 2003
- Corruption and Crime Commission Act 2003
- Equal Opportunity Act 1984
- Statutory Corporations (Liability of Directors) Act 1996

Strategic Implications

Nil

Policy Implication

As explained in the body of the Report.

11.11 DRAFT – BHRC Waste Management Plan

Applicant / Proponent:	Internal			
Responsible Officer:	Michelle Lloyd, Compliance Officer			
Responsible Manager:	-			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input 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 11 – DRAFT – BHRC Waste Management Plan Attachment 12 – DRAFT – Implementation Plan			

Précis

BHRC Waste Management Plan is to align local government waste management activities with the Waste Strategy, map current performance and establish a benchmark to achieve Waste Strategy targets.

The purpose of this Plan is to monitor progress on local government achievement of Waste Strategy targets and design programs and activities which will support the implementation of waste plans.

Officer Recommendation

That Council:

Adopt the BHRC Waste Management Plan as detailed in attachment 11.

MOVED BY: Cr Turner SECONDED BY: Cr Miguel

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

RESOLUTION: OC260320-1665

Voting Requirement

Simple Majority

Background

The Bunbury Harvey Regional Council was given notice in writing, dated 7 November 2019 by the CEO of the Department of Water and Environmental Regulations (DWER) that it was required to prepare a waste plan under section 40(4) of the *Waste Avoidance and Resource Recovery Act 2007*. The notice require a local government to include, within its plan for the future, a waste plan outlining how, in order to protect human health and the environment, waste services provided by the local government will be managed to achieve consistency with the *Western Australian Waste Avoidance and Resource Recovery Strategy 2030* (Waste Strategy).

DWER requirement for the waste plan is to have all data collated to the end of the 2017/2018 financial year.

The purpose of waste plans is to:

- align local government waste management activities with the Waste Strategy
- map current performance and establish a benchmark to achieve Waste Strategy targets
- monitor progress on local government achievement of Waste Strategy targets and
- design programs and activities which will support the implementation of waste plans.

This is Bunbury Harvey Regional Council's first waste plan as prescribed and will be repeated annually.

Consultation

BHRC Staff

Financial Implications

Nil

Statutory Environment

- Local Government Act 1995
- Waste Avoidance and Resource Recovery Act 2007
- Environmental Protection Act 1986
- Local Government (Functions and General) Regulations 1996
- *DWER Identification, Reporting and Classification of Contaminated Sites WA Guidelines*

Strategic Implications

Bunbury – Harvey Regional Council Strategic Community Plan 2016.

Policy Implication

As explained in the body of the Report.

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 May 2020 at Shire of Harvey Council Chambers, 11 Mulgara Road, Australind, commencing at 4.00pm.

16. Close of Meeting

The Presiding Member declares meeting closed at 4:49pm.