



# Ordinary Council Meeting

## Notice of Meeting & Agenda

28 May 2020

*Meeting to be held at: The Shire of Harvey Council Chambers, 7 Mulgara Street,  
Australind on Thursday 28 May 2020, commencing at 4:15pm*

### Open Council Meetings – Procedures

1. All Council meetings are open to the public, except for matters raised by Council under “confidential items”.
2. Members of the public may ask a question at an ordinary Council meeting under “public question time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the Council.

**Undersigned**

**Chief Executive Officer**

**Bunbury-Harvey Regional Council**  
Lot 45 Stanley Road, Wellesley  
Western Australia 6233

*Correspondence to:*  
Post Office Box 111  
Australind WA 6233

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### ATTACHMENTS

<b>Attachment 1</b>	-	<b>Financial Statements for the Period Ending 31 March 2020</b>
<b>Attachment 2</b>	-	<b>Financial Statements for the Period Ending 30 April 2020</b>
<b>Attachment 3</b>	-	<b>Summary of Accounts paid for period ending 31 March 2020</b>
<b>Attachment 4</b>	-	<b>Summary of Accounts paid for period ending 30 April 2020</b>
<b>Attachment 5</b>	-	<b>DRAFT Fitness for Work Policy</b>
<b>Attachment 6</b>	-	<b>DRAFT Alcohol &amp; Other Drugs Policy</b>



## 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 July 2020.



Signed:

**Tony Battersby**

**Chief Executive Officer**

*(Date of Issue: 21 May 2020)*

### AGENDA

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

<b><i>Council Members:</i></b>	<b>Representing</b>
Cr Tresslyn Smith ( <b>Chairperson</b> )	City of Bunbury
Cr Tania Jackson ( <b>Deputy Chairperson</b> )	Shire of Harvey
Cr Jaysen Miguel	City of Bunbury
Cr Karen Turner	City of Bunbury
Cr Bill Adams	Shire of Harvey
<b><i>Executive Leadership Team (Non-Voting)</i></b>	<b>Representing</b>
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)
<b><i>Officers (Non-Voting)</i></b>	<b>Representing</b>
Mr Chris Welham	Accountant
Mrs Taryn York	Council Meeting Support Officer
<b><i>Others (Non-Voting)</i></b>	<b>Representing</b>
Cr Wendy Dickinson	Shire of Harvey

1. Declaration of Opening / Announcement of Visitors

The Presiding Member Declares Meeting open \_\_\_\_\_

2. Attendances and Apologies

2.1. Attendances

2.2. Attendances

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 26 March 2020, 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 31 March 2020

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Chris Welham, Accountant			
<b>Responsible Manager:</b>	David Ransom, Manager Finance			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	Advocacy	<input type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input checked="" type="checkbox"/>
<b>Attachment(s):</b>	<b>Attachment 1 - Appendices 1 - 8</b>			

#### 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 March 2020

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	3,323,534	3,284,961	38,573	Favourable
• Year-to-date Expenditure	(3,428,763)	(3,256,124)	(172,639)	Unfavourable
• Year-to-date Operating Surplus/(Deficit)	(105,229)	28,837	(134,066)	Unfavourable

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

Closing Funding Surplus to 30 June 2020 is forecast at \$234,009. The Budgeted Closing Surplus amount of \$233,361 has been increased by \$648 due to savings from the deferment of the Container Deposit Scheme (\$13K savings in Comprehensive Income and \$48K savings in capital expenditure) which is offset by decrease in Scrap metal Sales of \$60K.

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	(191,004)	(191,004)	0	On budget
• Year-to-date Capital Income	44,591	44,591	0	On budget

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

• Current Assets of \$4,599,713 includes:	Year-to-date	Forecast
○ Cash and Cash Equivalents	4,069,589	2,172,104
○ Trade and Other Receivables	522,008	400,364
○ Prepayments	-	5,910
○ Inventories	8,116	8,116

Current Liabilities of \$464,867 includes:		
o Trade and Other Payables	149,384	93,353
o Provisions	315,483	320,465

• Working Capital ( <b>Current Assets less Current Liabilities</b> ) is:	4,134,846	2,172,676
• Equity ( <b>Total Assets less Total Liabilities</b> ) is:	9,022,664	12,162,140
• Reserves of \$2,962,600 includes:		
o Plant and Infrastructure Reserve	735,625	858,699
o Site Post Closure Rehabilitation Reserve	349,538	516,985
o Stanley Road Environmental Protection Lined Cell Construction Reserve	773,212	554,564
o Organics Processing Reserve	1,104,225	8,419

## 5. Investments

Total of <b>\$3,876,709</b> includes:			
	<b>Invested Funds \$</b>	<b>% of Total Funds</b>	<b>Max % of Total Funds Allowed</b>
o Commonwealth Bank	248,863	6	75
o National Australia Bank	1,183,930	31	75
o Westpac	2,443,916	63	75
<b>TOTAL:</b>	<b>3,876,709</b>	<b>100</b>	

### *Executive Recommendation*

#### **That Council:**

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

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

#### **RESOLUTION:**

### *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:

<b>Operating Income</b>	\$
<b>Fees and Charges</b>	
<b>Sale of Scrap Metal</b> Unfavourable year-to-date variance to budget due to a reduction in the scrap metal price. Scrap Metal will be stockpiled until the price improves. The forecast has been amended.	(\$37,282) (21%)
<b>Banksia Road Sale of Compost</b> Unfavourable year-to-date variance to budget. Compost sales are expected to strongly increase following decontamination works and strong corporate interest including the Department of Main Roads WA.	(\$16,785) (25%)
<b>Other Revenue</b>	
<b>Landfill Levy Income</b> 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.	\$30,024 16%
<b>Operating Expenditure</b>	\$
<b>Employee Costs</b>	
<b>Organics Expenditure</b> 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. The casual staff will be finishing up in early May.	(\$44,708) (23%)



<b>Materials and Contracts</b>	
<b>Organics Expenditure</b> 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, \$5,250 for a FOGO audit, \$26,512 for a cartage contractor, and urgent IT repairs at Banksia Road.	(\$71,849) (56%)
<b>Waste Transfer Station</b> Unfavourable year-to-date variance to budget which is mainly due to higher fuel costs. This will be reviewed by the CEO.	(\$31,430) (38%)
<b>Earthworks Operations</b> Unfavourable year-to-date variance to budget which is mainly due to higher fuel costs. This will be reviewed by the CEO.	(\$15,209) (15%)
<b>Other (Site Survey, General Maintenance, etc)</b> Unfavourable year-to-date budget variance due to timing of expenditure. This will be monitored on a monthly basis.	(\$17,457) (92%)
<b>Other Expenditure</b>	
<b>Landfill Levy Expenditure</b> 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.	(\$28,318) (16%)
<b>Statement of Financial Activity</b>	
<b>Revenues by Nature and Type</b>	
<b>Other Revenue</b> Favourable year-to-date variance to budget. Please refer to the comments related to the Statement of Comprehensive Income as above.	\$48,303 19%

### Voting Requirement

Simple Majority

### 11.2. Financial Statements for the period ending 30 April 2020

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Chris Welham, Accountant			
<b>Responsible Manager:</b>	David Ransom, Manager Finance			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	Advocacy	<input type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input checked="" type="checkbox"/>
<b>Attachment(s):</b>	<b>Attachment 2</b> - Appendices 1 - 8			

## Summary

The following comments are provided on the key elements of Council's Financial Performance:

### 1. Statement of Comprehensive Income (attached at Appendix 1)

#### a. Year-to-date Financial Performance to 30 April 2020

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	3,696,774	3,651,488	45,286	Favourable
• Year-to-date Expenditure	(3,848,725)	(3,970,829)	122,104	Favourable
• Year-to-date Operating Surplus/(Deficit)	(151,951)	(319,341)	167,390	Favourable

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

Closing Funding Surplus to 30 June 2020 is forecast at \$625,362. The Budgeted Closing Surplus amount of \$236,361 has been increased by \$389,001 due to:

Carried forward capital expenditure:	\$4.77M (Organics \$4.5M, administration building \$227K)
Decrease in grant funding:	(\$3.4M) (Waste Authority (\$1.4M), Commonwealth (\$2.0M))
Decrease in transfers from reserves:	(\$1.134M) (Organics Processing (\$ 1.1M))
Decrease in Materials and Contracts Expenditure:	\$350K (site rehabilitation)
Increases in Materials and Contracts Expenditure:	(\$123) (includes organics (\$70K),
Increase in Employee Costs:	(\$88K) (organics)
Decrease in Fees and Charges:	(\$73K) (includes scrap metal sales \$60K)
Increase in Other revenue:	\$45K (landfill levy income)
Increase in fees and Charges:	\$40K (Casual Tipping Fees)
Increases in capital expenditure:	(\$18K) (2 x Containers, environmental offset land)
Decrease in capital expenditure:	\$13K (container deposit scheme)
Savings in Other Expenditure:	\$10K
Other savings:	\$3K
Total:	\$389K

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	(729,591)	(711,790)	(17,801)	Unfavourable
• Year-to-date Capital Income	44,591	44,591	0	On budget

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

• Current Assets of \$4,369,723 includes:	Year-to-date	Forecast
○ Cash and Cash Equivalents	3,754,577	3,697,712
○ Trade and Other Receivables	607,030	400,364
○ Prepayments	-	5,910
○ Inventories	8,116	8,116

Current Liabilities of \$771,615 includes:		
○ Trade and Other Payables	464,305	93,353
○ Provisions	307,310	320,465

• Working Capital ( <b>Current Assets less Current Liabilities</b> ) is:	3,598,108	3,698,284
• Equity ( <b>Total Assets less Total Liabilities</b> ) is:	8,975,941	8,818,317
• Reserves of \$2,937,648 includes:		
o Plant and Infrastructure Reserve	737,806	903,699
o Site Post Closure Rehabilitation Reserve	322,145	516,985
o Stanley Road Environmental Protection Lined Cell Construction Reserve	773,472	543,694
o Organics Processing Reserve	1,104,225	1,108,544

## 5. Investments

Total of \$3,726,833 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
o Commonwealth Bank	98,987	3	75
o National Australia Bank	1,183,930	32	75
o Westpac	2,443,916	65	75
<b>TOTAL:</b>	<b>3,726,833</b>	<b>100</b>	

### Executive Recommendation

#### That Council:

Receive and accept the Financial Statements for period ending 30 April 2020 as presented to Council.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

#### RESOLUTION:

### 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:

<b>Operating Income</b>	\$
<b>Fees and Charges</b>	
<b>Sale of Scrap Metal</b> Unfavourable year-to-date variance to budget due to a reduction in the scrap metal price. Scrap Metal will be stockpiled until the price improves. The forecast has been amended.	(\$55,343) (28%)
<b>Banksia Road Sale of Compost</b> Unfavourable year-to-date variance to budget. Compost sales are expected to strongly increase following decontamination works and strong customer interest including the Department of Main Roads WA.	(\$20,563) (26%)
<b>Other Revenue</b>	
<b>Landfill Levy Income</b> 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.	\$45,603 23%
<b>Operating Expenditure</b>	\$
<b>Employee Costs</b>	
<b>Organics Expenditure</b> 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. The casual staff will be finishing up in early May.	(\$88,311) (41%)
<b>Materials and Contracts</b>	
<b>Organics Expenditure</b> 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, \$5,250 for a FOGO audit, \$26,512 for a cartage contractor, and urgent IT repairs at Banksia Road.	(\$73,644) (49%)

<b>Skip Bin Recycling Operations</b> Favourable year-to-date variance to budget mainly due to delayed purchase of new plant.	\$18,343 32%
<b>Waste Transfer Station</b> Unfavourable year-to-date variance to budget which is mainly due to higher fuel costs. This will be reviewed by the CEO.	(\$38,340) (41%)
<b>Earthworks Operations</b> Unfavourable year-to-date variance to budget which is mainly due to higher fuel costs. This will be reviewed by the CEO.	(\$18,512) (17%)
<b>Site rehabilitation</b> Favourable year-to-date variance to budget mainly due to the delayed delivery of the new cell capping.	\$382,152 53%
<b>Other (Site Survey, General Maintenance, etc)</b> Unfavourable year-to-date budget variance due to timing of expenditure. This will be monitored on a monthly basis.	(\$18,008) (85%)
<b>Other Expenditure</b>	
<b>Landfill Levy Expenditure</b> 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.	(\$42,650) (24%)
<b>Statement of Financial Activity</b>	
<b>Revenues by Nature and Type</b>	
<b>Other Revenue</b> Favourable year-to-date variance to budget. Please refer to the comments related to the Statement of Comprehensive Income as above.	\$63,217 23%
<b>Expenses by Nature and Type</b>	\$272,992
<b>Materials and Contracts</b> Favourable year-to-date variance to budget. Please refer to the comments related to the Statement of Comprehensive Income as above.	18%

### Voting Requirement

Simple Majority

### 11.3. Summary of Accounts paid for period ending 31 March 2020

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Chris Welham, Accountant			
<b>Responsible Manager:</b>	David Ransom, Manager Finance			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	Advocacy	<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
<b>Attachment(s):</b>	<b>Attachment 3</b> - Summary of Accounts paid for period ending 31 March 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 March 2020

### *Officer Recommendation*

#### **That Council:**

Receive and accept the Summary of Accounts paid for period ending [Click here to enter a date.](#) as presented to Council.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

#### **RESOLUTION:**

### *Background*

As noted in Summary.

### *Officer Comment*

The attachment details all payments made for [Click here to enter a date.](#)

### *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 [Click here to enter text.](#) budget to cover payment of the accounts.

### *Statutory Environment*

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

### *Strategic Implications*

Nil

### *Policy Implications*

Nil

### *Voting Requirement*

Simple Majority

#### 11.4. Summary of Accounts paid for period ending 30 April 2020

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Chris Welham, Accountant			
<b>Responsible Manager:</b>	David Ransom, Manager Finance			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	Advocacy	<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
<b>Attachment(s):</b>	<b>Attachment 4</b> - Summary of Accounts paid for period ending 30 April 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 30 April 2020

#### *Officer Recommendation*

**That Council:**

Receive and accept the Summary of Accounts paid for period ending Click here to enter a date. as presented to Council.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

RESOLUTION:

#### *Background*

As noted in Summary.

#### *Officer Comment*

The attachment details all payments made for Click here to enter a date.

#### *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 Click here to enter text. budget to cover payment of the accounts.

#### *Statutory Environment*

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

#### *Strategic Implications*

Nil

### Policy Implications

Nil

### Voting Requirement

Simple Majority

## 11.5. Schedule of Fees and Charges 2020/2021

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Tony Battersby, Chief Executive Officer Chris Welham, Accountant			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	Advocacy	<input checked="" type="checkbox"/>	Review	<input checked="" type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
<b>Attachment(s):</b>	-			

### Précis

Section 6.1 of the Local Government Act 1995 requires a local government to prepare and adopt (in the period June 1 to August 31) an annual budget of its Municipal fund for that same year.

The Schedule of proposed Fees and Charges for the 2020/2021 Financial Year forms part of the 2020/2021 Budget.

### Executive Recommendation

#### That Council:

The Schedule of proposed Fees and Charges (which forms part of the 2020/2021 Budget) is adopted effective as of 1 July 2020.

#### COUNCIL DECISION:

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

#### RESOLUTION:

### Background

As mentioned above.

### Officer Comment

The Schedule of proposed Fees and Charges for the 2020/2021 Financial Year forms part of the 2020/2021 Budget. The Schedule of Fees and Charges 2020/2021 will be effective as of the 1 July 2020.

There is an allowance of \$2.00 per tonne in the Fees and Charges for Waste Minimisation Strategies. It is intended that the \$2.00 per tonne will be transferred into a reserve for funding of future waste minimisation projects.



There have been new charges introduced to accommodate the introduction of the container deposit scheme and a new charge for tyre disposal based on a tonnage charge to accommodate bulk loads.

The organics disposal charges have been increased to cover the cost of employing staff to decontaminate the FOGO of any non-organic matter prior to the FOGO being mulched ready for composting. The increase also allows for staff time in conducting tours and presentations of the Regional Compost Facility that have been an unpaid service provided by the Council. A new charge has been introduced for Member Council FOGO disposal to accommodate no increase to current 2019/2020 agreements.

General Waste has no increases to the charges for the 2020/2021 financial year and has remained the same charge for the last three financial years.

### Consultation

The Schedule of Fees and Charges for 2020/2021 are to be advertised in the South Western Times and the Harvey Reporter in the first week of June 2020 and Schedule of Fees and Charges for 2020/2021 to be distributed out to Stanley Road Waste Facility and Banksia Road Compost Facility customers from 1 June 2020.

### Financial Implications

As discussed in the body of the report.

### Statutory Environment

Section 6.1 of the Local Government Act 1995 applies.

### Strategic Implications

Nil

### Policy Implications

Nil

### Voting Requirement

Absolute Majority

## Stanley Road Waste Management Facility

	Increase / Decrease %	2020/21 Fees Budget Proposal (Incl. GST)	2019/20 Fees (Incl. GST)	2018/19 Fees (Incl. GST)
<b>LIGHT VEHICLES (Volume of General Waste)</b>				
Per Car or Station Wagon	0%	\$15.00	\$15.00	\$15.00
Per Utility or trailer (up to 1.8m x 1.2m)	0%	\$22.00	\$22.00	\$20.00
Per Trailer or large utility (up to 2.1m x 1.2 m or Trailer with sides exceeding 600mm)	0%	\$33.00	\$33.00	\$30.00
<b>LIGHT VEHICLES (Volume of Green Waste)</b>				
Per Car or Station Wagon	0%	\$9.00	\$9.00	\$9.00
Per Utility or trailer (up to 1.8m x 1.2m)	0%	\$15.00	\$15.00	\$15.00
Per Trailer or large utility (up to 2.1m x 1.2m or Trailer with sides exceeding 600mm)	0%	\$25.00	\$25.00	\$25.00
<b>LIGHT VEHICLES (Volume of Clean Fill/Rubble Waste)</b>				
Per Utility or trailer (up to 1.8m x 1.2m)	0%	\$6.00	\$6.00	\$6.00

Per Trailer or large utility (up to 2.1m x 1.2m or Trailer with sides exceeding 600mm)	0%	\$6.00	\$6.00	\$6.00
<b>HEAVY VEHICLES WEIGHBRIDGE</b>				
Co-mingled Waste per tonne	<b>0%</b>	\$61.00	\$61.00	\$61.00
<b>Minimum Charge</b>	<b>0%</b>	<b>\$44.00</b>	<b>\$44.00</b>	<b>\$44.00</b>
Mattresses per tonne	<b>0%</b>	<b>\$95.00</b>	<b>\$95.00</b>	<b>\$93.00</b>
<b>Minimum Charge</b>	<b>0%</b>	<b>\$95.00</b>	<b>\$95.00</b>	<b>\$93.00</b>
Co-mingled Skip Waste per tonne	<b>0%</b>	\$44.00	\$44.00	\$44.00
<b>Minimum Charge</b>	<b>0%</b>	<b>\$44.00</b>	<b>\$44.00</b>	<b>\$44.00</b>
Clean Green Waste per tonne	<b>1.75%</b>	<b>\$29.00</b>	\$28.50	\$25.00
<b>Minimum Charge</b>	<b>1.75%</b>	<b>\$29.00</b>	\$28.50	\$25.00
Clean Cardboard Waste per tonne	<b>1.75%</b>	<b>\$29.00</b>	\$28.50	\$28.50
<b>Minimum Charge</b>	<b>1.75%</b>	<b>\$29.00</b>	\$28.50	\$28.50
Clean Wood Waste per tonne	<b>1.75%</b>	<b>\$29.00</b>	\$28.50	
<b>Minimum Charge</b>	<b>1.75%</b>	<b>\$29.00</b>	\$28.50	
Clean Fill – Suitable for Daily Cover and Road Building per tonne	<b>1000%</b>	<b>\$1.10</b>	\$0	\$0
<b>Minimum Charge</b>	<b>1000%</b>	<b>\$1.10</b>	\$0	\$0
Building and Demolition Waste per tonne (No Gyprock or Timber and Maximum Size 500mm)	<b>10.4%</b>	<b>\$8.00</b>	\$7.25	\$6.60
<b>Minimum Charge</b>	<b>10.4%</b>	<b>\$8.00</b>	\$7.25	\$6.60
<b>OTHER WASTE</b>				
Tyres				
• Passenger/Motorcycle (per tyre)	16.69%	\$3.50	\$3.00	\$3.00
• 4WD/Light Truck (per tyre)	0%	\$5.50	\$5.50	\$3.00
• Truck (per tyre)	0%	\$20.00	\$20.00	\$20.00
• Tyres per tonne ( <b>New</b> )	0%	\$330.00		
• <b>Minimum Charge (New)</b>	0%	\$99.00		
Car Bodies	0%	\$0.00	\$0.00	\$0.00
Special Burial (i.e. Asbestos) per tonne	0%	\$84.00	\$84.00	\$84.00
<b>Minimum Charge</b>	<b>0%</b>	<b>\$84.00</b>	<b>\$84.00</b>	<b>\$84.00</b>
Quarantine Waste per tonne	0%	\$130.00	\$130.00	\$130.00
<b>Minimum Charge</b>	<b>0%</b>	<b>\$130.00</b>	<b>\$130.00</b>	<b>\$130.00</b>
<b>TIP PASSES (Volume of General Waste)</b>				
<b>Charges to Shire of Harvey for tip pass usage – as per light vehicles as detailed below:</b>				
Car or Station Wagon	0%	\$15.00	\$15.00	\$15.00
Utility or Trailer	0%	\$22.00	\$22.00	\$22.00
Large Utility / Trailer	0%	\$33.00	\$33.00	\$33.00
<b>LIGHT VEHICLES (Volume of Green Waste)</b>				
Car or Station Wagon	0%	\$9.00	\$9.00	\$9.00
Utility or Trailer	0%	\$15.00	\$15.00	\$15.00
Large Utility / Trailer	0%	\$25.00	\$25.00	\$25.00
<b>LIGHT VEHICLES (Volume of Clean Fill/Rubble Waste)</b>				
Utility or Trailer	0%	\$6.00	\$6.00	\$6.00
Large Utility / Trailer	0%	\$6.00	\$6.00	\$6.00

<b>MEMBER COUNCIL REBATE</b>				
To City of Bunbury – Per Tonne of General Waste	0%	\$12.50	\$12.50	\$12.50
To Shire of Harvey – Per Tonne of General Waste	0%	\$12.50	\$12.50	\$12.50
<b>SALE OF COMPOST/ MULCH</b>				
Per Skid Steer Loader Bucket	0%	\$22.00	\$22.00	\$22.00
Per Tonne	0%	\$44.00	\$44.00	\$44.00
<b>CONTAINER DEPOSIT SCHEME</b>				
Per Eligible Container ( <b>New</b> )	0%	\$0.06		
Per Container Deposit Scheme (CDS) Bale ( <b>New</b> )	0%	\$10.00		
Per Container Deposit Scheme (CDS) Bag ( <b>New</b> )	0%	\$2.50		
<b>WEIGHBRIDGE USE (Weight only)</b>				
Weight Only	2%	\$23.00	\$22.55	\$22.00

### **Operating Income**

	<b>Revised Budget 2019/2020</b>	<b>Proposed Budget 2020/2021</b>
Casual Tipping Fees	\$1,643,896.00	\$1,684,000.00
Sale of Scrap Metal	\$240,000.00	\$240,000.00
Disposal – City of Bunbury	\$472,812.00	\$482,268.00
Disposal – Shire of Harvey	\$307,413.00	\$305,525.00
Shire of Harvey Tip Passes	\$252,270.00	\$258,576
Waste Minimisation Income	\$80,236.00	\$85,838.00
Landfill Levy Income	\$213,628.00	\$217,900
Recycling Shop	\$49,020.00	\$52,500.00
Sale of Mulch	\$12,400.00	\$8,000.00
Sale of Cardboard	\$0.00	\$0.00
Refund for CDS	\$0.00	\$434,400
Sale of CDS Bales	\$0.00	\$5,600

### Banksia Road Waste Management Facility

	Increase / Decrease %	2020/21 Fees Budget Proposal (Incl. GST)	2019/20 Fees (Incl. GST)	2018/19 Fees (Incl. GST)
<b>HEAVY VEHICLES WEIGHBRIDGE</b>				
Organic Waste per tonne	20%	\$42.00	\$35.00	\$34.00
<b>Minimum Charge</b>	<b>20%</b>	<b>\$42.00</b>	<b>\$35.00</b>	<b>\$34.00</b>
Member Council FOGO Waste per tonne ( <b>New</b> )	<b>12.85%</b>	<b>\$39.50</b>	<b>\$35.00</b>	<b>\$34.00</b>
<b>Minimum Charge (New)</b>	<b>12.85%</b>	<b>\$39.50</b>	<b>\$35.00</b>	<b>\$34.00</b>
Clean Green Waste per tonne	1.8%	\$29.00	\$28.50	\$25.00
<b>Minimum Charge</b>	<b>1.8%</b>	<b>\$29.00</b>	<b>\$28.50</b>	<b>\$25.00</b>
Clean Green Waste Mulched per tonne	0%	\$0.00	\$0.00	\$0.00
Organic Waste with over 5% Contamination per tonne	0%	\$120.00	\$120.00	\$120.00
<b>Minimum Charge</b>	<b>0%</b>	<b>\$120.00</b>	<b>\$120.00</b>	<b>\$120.00</b>
<b>COMPOST AND MULCH SALES</b>				
Compost Sales to Wellington Group of Councils per tonne	0%	\$34.00	\$34.00	\$34.00
10mm Compost per tonne	0%	\$37.00	\$37.00	\$42.00
Processed Mulch per tonne	0%	\$35.00	\$35.00	\$35.00
Green Mulch Unprocessed per tonne	0%	\$22.00	\$22.00	\$22.00

#### Operating Income

	<b>Revised Budget 2019/2020</b>	<b>Proposed Budget 2020/2021</b>
Organic Tipping Fees	\$716,456.00	\$853,707.00
Sale of Compost	\$141,834.00	\$184,000.00

#### 11.5 DRAFT – Fitness for Work Policy

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Michelle Lloyd, Compliance Officer			
<b>Responsible Manager:</b>	-			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	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"/>
<b>Attachment(s):</b>	<b>Attachment 5 – DRAFT Fitness for Work Policy</b>			

#### **Précis**

The Fitness for Work Policy is a new policy allowing us to ask for a doctor's review of a staff member to ensure they are capable of completing their duties as required. It will be used after an extended period of leave following non work-related surgery, injury or illness. It is in addition to Drug and Alcohol. It has been completed in consultation with WALGA Employee Relations and LGIS to fill a gap in relation to fitness.

### Officer Recommendation

#### That Council:

Adopt the Fitness for Work Policy as detailed in attachment 5.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

RESOLUTION:

### Voting Requirement

Simple Majority

### Background

The BHRC has not previously adopted a Fitness for Work Policy.

### Consultation

BHRC Employees

### 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)
- Fair Work Regulations
- Workplace Relations Regulations 2006
- State Records Act 2000 (WA)

### Strategic Implications

Nil

### Policy Implication

As explained in the body of the Report.

## 11.6 DRAFT – Alcohol & Other Drugs 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 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 – DRAFT Alcohol & Other Drugs Policy			

### Précis

By purchasing our own Breathalyzer, we have the ability test more often. Once the machine is initially purchased there is little further outlay.

Testing categories and Disciplinary actions remain the same.

Bunbury Harvey Regional Council (BHRC) recognises that the inappropriate use of drugs and/or alcohol can affect a workers performance and can jeopardise their own health, safety and wellbeing, as well as that of others around them.

BHRC is committed to meeting its obligations in accordance with the *Occupational Safety & Health Act 1984* and accepts responsibility for providing a safe working environment in which the employee is not exposed to hazards.

The purpose of this policy is to ensure a safe workplace free from the effects of drugs and alcohol and is directed towards the welfare of the individual and the safety and health of other people in the workplace.

Although disciplinary action may be necessary, the focus is on preventative measures such as utilising the Employee Assistance Program, counselling options and information sessions.

A range of factors, both at the workplace and in peoples personal lives, impact on the ability to work safely. The use of alcohol and/or other drugs may only be one of them.

Alcohol and other drugs usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired, leading to increased risk of injury or incidents to themselves or others.

Co-workers may be placed in difficult situations, expected to cover unsafe work practices, or faced with reporting a fellow worker.

For employers, alcohol and other drugs can cause a range of problems. In some cases, their use may lead to loss of life, injury and damage to plant or equipment. Employers have a general 'duty of care' obligation to ensure that, as far as practicable, workers are not exposed to hazards and risks that could arise from workers being impaired by alcohol and/or other drugs and, where they may arise, address them through a systematic risk management process.

Workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace and all employees should present themselves' for work and remain, while at work, capable of performing their work duties safely. The consumption of alcohol and illicit drugs while at work is therefore unacceptable, except in relation to any authorised and responsible use of alcohol at the workplace social functions. *QMS F-018 CEO Approval (Alcohol Consumption)* will need to be filled out and signed by the CEO prior to the function.

Where a worker's capacity to work safely may be impaired, including impairment by alcohol and/or other drugs, BHRC will ensure the worker is not in a position of personal risk and does not present a hazard or risk to the safety and health of others.

The focus at the workplace will be on occupational safety and health management rather than more general concerns about personal health. It will not be assumed that any observed impairment is caused by alcohol and/or other drug use. Other impairment factors may include fatigue, medical conditions, chemicals, heat, noise and symptoms of work-related stress.

This policy outlines the short term and long term impact of alcohol and drugs on the individual and team trust, respect, and performance. You will learn what your responsibilities are and what duty of care BHRC has to our employees.

### *Officer Recommendation*

#### **That Council:**

Adopt the Drug and Alcohol Policy as detailed in attachment 6.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

#### **RESOLUTION:**

### *Voting Requirement*

Simple Majority

### *Background*

Review of original Policy adopted by Council April 2016, Resolution OC81023-1386. The main difference is bringing the testing in-house in line with recommendations from Fair Work Commission which ruled that it could be *unjust and unreasonable* to do urine testing when saliva testing was available. Saliva testing is less invasive and designed to pick up anything currently in the system where as urine testing shows historical use and not necessarily current impairment. It will save time, approx. 2 hours per test and cost less. The equipment used is intended to be the same type as used by the WA Police Department during roadside testing with the same cutoff limits will apply. The test has over 98% accuracy.

### *Consultation*

BHRC Staff

### *Financial Implications*

Initial outlay expected to be approx. \$2,000.00, additional mouthpieces are only 45c each and there will be next to no down time.

### *Statutory Environment*

- Local Government Act 1995
- Local Government Act (Functions and General) Regulations 1996
- Equal Opportunity Act 1984
- Freedom of Information Act 1992
- Misuse of Drugs Act 1981
- Road Traffic Act 1974
- Liquor Licensing Act 1988
- Workers' Compensation and Injury Management Act 1981
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS 3547:1997 Breath Alcohol Testing Devices
- AS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs of abuse in oral fluid
- AS 4308 – Recommended Practice for the Collection, Detection and Quantitation of Drugs of Abuse in Urine
- AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine

### *Strategic Implications*

Nil

### *Policy Implication*

As explained 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. Other Business Arising

CEO's presentation of draft budget.

16. Next Meeting

The next meeting is scheduled for Thursday, 30 July 2020 at the Shire of Harvey Council Chambers, 7 Mulgara Street, Australind, commencing at 4:00pm.

17. Close of Meeting

The Presiding Member declares meeting closed at \_\_\_\_\_