



# Ordinary Council Meeting

## Minutes

14 October 2021

### Open Council Meetings – Procedures

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

**Undersigned**

**Chief Executive Officer**

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

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

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### ATTACHMENTS

Attachment 1	-	Financial Statements for the Period Ending 31 July 2021 (Appendix 1-8)
Attachment 2	-	Financial Statements for the Period Ending 31 August 2021 (Appendix 1-8)
Attachment 3	-	Summary of Accounts paid for period ending 31 July 2021
Attachment 4	-	Summary of Accounts paid for period ending 31 August 2021
Attachment 5	-	DRAFT Budget 2021/2022
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Attachment 7	-	Confidential Report



## 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 Administration Complex, Stanley Road Waste Management Facility, Lot 45 Stanley Road, Wellesley on Thursday, 14 October 2021 at 4.15pm.

## Minutes

### 1. Declaration of Opening / Announcement of Visitors

The meeting was declared open by Cr Tresslyn Smith at 4.16pm.

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.](#)

\_\_\_\_\_  
**Name:**  
Chairperson

\_\_\_\_\_  
**Name:**  
Chief Executive Officer

### 2. Attendances and Apologies

#### 2.1. Attendances

<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> ) <i>late arrival 4.27</i>	Shire of Harvey
Cr Karen Turner	City of Bunbury
Cr Jaysen Miguel	City of Bunbury
Cr Wendy Dickinson	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>
Ms Karen McDonald	Finance Manager
Mrs Taryn York	Council Meeting Support Officer
Mr Gavin Harris	City of Bunbury
Mr Rick Lotznicker	Shire of Harvey
Mr David Ransom	City of Bunbury
Ms Vicki Gregg	City of Bunbury
Ms Kate Shaw	Bunbury Harvey Regional Council

## 2.2. Apologies

Cr Wendy Giles  
Cr John Bromham  
Cr Cheryl Kozisek

## 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 24 June 2021, are confirmed as a true accurate record.

MOVED BY: Cr Karen Turner

SECONDED BY: Cr Jaysen Miguel

RESULT: CARRIED /~~LOST~~ 4 / 0

RESOLUTION: OC141021-1767

The minutes of the Ordinary meeting of Council held on 18 August 2021, are confirmed as a true accurate record.

MOVED BY: Cr Wendy Dickinson

SECONDED BY: Cr Jaysen Miguel

RESULT: CARRIED /~~LOST~~ 4 / 0

RESOLUTION: OC141021-1768

The minutes of the Ordinary meeting of Council held on 8 September 2021, are confirmed as a true accurate record.

MOVED BY: Cr Karen Turner

SECONDED BY: Cr Wendy Dickinson

RESULT: CARRIED /~~LOST~~ 4 / 0

RESOLUTION: OC141021--1769

## 7. Petitions / Memorials / Presentations

NIL

## 8. Declarations of Interests

NIL

## 9. Announcements (by the presiding member without discussion)

NIL

## 10. Reports of Committees

NIL

## 11. Reports of Officers

### 11.1. Financial Statements for the period ending 31 July 2021

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Karen McDonald, Finance Manager			
<b>Responsible Manager:</b>	Tony Battersby, Chief Executive Officer			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	Advocacy	<input checked="" type="checkbox"/>	Review	<input 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 1</b> – Financial Statements for the Period Ending 31 July 2021 (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 July 2021

	ACTUAL	DRAFT BUDGET	VARIANCE	
• Year-to-date Income	443,351	549,258	105,907	Unfavourable
• Year-to-date Expenditure	(519,660)	(602,982)	83,322	Favourable
• Year-to-date Operating Surplus/(Deficit)	(76,309)	(53,724)	22,585	Unfavourable

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

Closing Funding Surplus to 30 June 2022 is forecast at \$498,736 as per the Draft Budget.

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	12,963	417	12,546	Unfavourable

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

• Current Assets of \$3,067,151:	Year-to-date	Forecast
○ Cash and Cash Equivalents	2,546,229	1,218,666
○ Trade and Other Receivables	512,936	565,446
○ Prepayments	0	14,483
○ Inventories	7,986	7,986

Current Liabilities of \$695,813 includes:

○ Trade and Other Payables	247,364	305,931
○ Provisions	448,449	360,355

• Working Capital (Current Assets <i>less</i> Current Liabilities) is:	2,371,338	1,140,298
• Equity (Total Assets <i>less</i> Total Liabilities) is:	7,719,933	18,509,622

• Reserves of \$2,139,196 includes:		
○ Plant and Infrastructure Reserve	187,716	528,514
○ Site Post Closure Rehabilitation Reserve	277,625	90,351
○ Stanley Road Environmental Protection Lined Cell Construction Reserve	606,599	47,211
○ Organics Processing Reserve	1,067,255	-

## 5. Investments

Total of \$2,235,090 includes:			
	<b>Invested Funds \$</b>	<b>% of Total Funds</b>	<b>Max % of Total Funds Allowed</b>
○ Commonwealth Bank	1,045,498	47	75
○ National Australia Bank	1,189,592	53	75
<b>TOTAL:</b>	<b>2,235,090</b>	<b>100</b>	

### *Executive Recommendation*

#### **That Council:**

Receive and accept the Financial Statements for period ending 31 July 2021 as presented to Council.

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

**RESULT:** CARRIED / ~~LOST~~ 4 / 0

**RESOLUTION:** OC141021--1770

### *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 18 August 2021, 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 2021/2022.

### *Consultation*

Nil

### *Financial Implications*

As per the 2021/2022 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 Financial Activity:

Revenues by Nature and Type	
<b>Fees and Charges</b> Unfavourable year-to-date variance to budget due to timing in the collection of Scrap Metal (\$40k), Sale of Road Building Materials (\$30k) and a decrease in tipping fees at the Banksia Road Organics site (\$20k).	\$101,249 22%
Expenses by Nature and Type	
<b>Employee Costs</b> Favourable year-to-date variance to budget mainly minimal annual leave taken during July.	\$63,554 23%
<b>Material and Contract</b> Unfavourable year-to-date variance to budget mainly due to timing as the annual budget is divided by 12 months.	(\$25,912) 23%

### Voting Requirement

Simple Majority

## 11.2. Financial Statements for the period ending 31 August 2021

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Karen McDonald, Finance Manager			
<b>Responsible Manager:</b>	Tony Battersby, Chief Executive Officer			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	Advocacy	<input checked="" type="checkbox"/>	Review	<input 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 2</b> – Financial Statements for the Period Ending 31 August 2021 (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 August 2021



	ACTUAL	DRAFT BUDGET	VARIANCE	
• Year-to-date Income	892,710	1,036,016	143,306	Unfavourable
• Year-to-date Expenditure	(977,836)	(1,070,055)	92,219	Favourable
• Year-to-date Operating Surplus/(Deficit)	(85,126)	(34,039)	51,087	Unfavourable

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

Closing Funding Surplus to 30 June 2022 is forecast at \$498,736 as per the Draft Budget.

3. Capital Works (attached at Appendix 4)

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	12,963	833	12,130	Unfavourable

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

	Year-to-date	Forecast
• Current Assets of \$3,093,143		
○ Cash and Cash Equivalents	2,546,325	1,218,666
○ Trade and Other Receivables	538,832	565,446
○ Prepayments	0	14,483
○ Inventories	7,986	7,986

Current Liabilities of \$679,543 includes:		
○ Trade and Other Payables	231,094	305,931
○ Provisions	448,449	360,355

• Working Capital (Current Assets <i>less</i> Current Liabilities) is:	2,413,600	1,140,298
• Equity (Total Assets <i>less</i> Total Liabilities) is:	7,719,933	18,509,622
• Reserves of \$2,140,089 includes:		
○ Plant and Infrastructure Reserve	187,717	528,514
○ Site Post Closure Rehabilitation Reserve	277,669	90,351
○ Stanley Road Environmental Protection Lined Cell Construction Reserve	607,053	47,211
○ Organics Processing Reserve	1,067,650	-

5. Investments

Total of \$2,235,983 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Commonwealth Bank	1,045,503	47	75
○ National Australia Bank	1,190,480	53	75
<b>TOTAL:</b>	<b>2,235,983</b>	<b>100</b>	

### *Executive Recommendation*

#### **That Council:**

Receive and accept the Financial Statements for period ending 31 August 2021 as presented to Council.

**MOVED BY:** Cr Wendy Dickinson

**SECONDED BY:** Cr Jaysen Miguel

**RESULT:** CARRIED ~~LOST~~ 4 / 0

**RESOLUTION:** OC141021--1771

### *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 18 August 2021, 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 2021/2022.

### *Consultation*

Nil

### *Financial Implications*

As per the 2021/2022 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 Financial Activity:

<b>Revenues by Nature and Type</b>		
<b>Fees and Charges</b> Unfavourable year-to-date variance to budget due to timing in the collection of Scrap Metal (\$40k), Sale of Road Building Materials (\$30k) and a decrease in tipping fees both Stanley Road & Banksia Road, partly due to DWER EPN impact.		(\$154,512) 18%
<b>Expenses by Nature and Type</b>		
<b>Employee Costs</b> Favourable year-to-date variance to budget mainly minimal annual leave taken during July.		\$70,952 14%
<b>Material and Contract</b> Unfavourable requirement for review of long term financial plan (Moore Aust \$6k & budget preparation (City of Bunbury - \$5k) as well as timing issues due to the annual budget being divided by 12 months.		(\$33,568) 15%

### *Voting Requirement*

Simple Majority

### 11.3. Summary of Accounts paid for period ending 31 July 2021

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Karen McDonald, Finance Manager			
<b>Responsible Manager:</b>	Tony Battersby, Chief Executive Officer			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	Advocacy	<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
<b>Attachment(s):</b>	Summary of Accounts paid for period ending 31 July 2021			

### *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 July 2021.

### *Officer Recommendation*

**That Council:**

Receive and accept the Summary of Accounts paid for period ending 31 July 2021 as presented to Council.

**MOVED BY:** Cr Karen Turner

**SECONDED BY:** Cr Wendy Dickinson

**RESULT:** CARRIED / ~~LOST~~ 4 / 0

**RESOLUTION:** OC141021--1772

### *Background*

As noted in Summary.

### *Voting Requirement*

Simple Majority

### *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

#### 11.4. Summary of Accounts paid for period ending 31 August 2021

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Karen McDonald, Finance Manager			
<b>Responsible Manager:</b>	Tony Battersby, Chief Executive Officer			
<b>Executive:</b>	Tony Battersby, Chief Executive Officer			
<b>Authority / Discretion:</b>	Advocacy	<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
<b>Attachment(s):</b>	Summary of Accounts paid for period ending 31 August 2021			

### *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 August 2021.

### *Officer Recommendation*

**That Council:**

Receive and accept the Summary of Accounts paid for period ending 31 August 2021 as presented to Council.

**MOVED BY:** Cr Jaysen Miguel

**SECONDED BY:** Cr Wendy Dickinson

**RESULT:** CARRIED /LOST 4 / 0

**RESOLUTION:** OC141021--1773

### Background

As noted in Summary.

### Voting Requirement

Simple Majority

### 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 2021/2022 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. Budget for the Year Ending 30 June 2022

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Vicki Gregg & David Ransom, City of Bunbury			
<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 5 – Draft Budget for 2021/2022</b>			

### Summary

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. During the meeting of the 18<sup>th</sup> August 2021, it was resolved to seek an extension for the Annual Budget adoption from the Minister to the 31<sup>st</sup> October 2021, which was approved.

### Background

Discussions regarding the draft budget for the 2021/22 Financial Year were held at budget workshops on the 27<sup>th</sup> May 2021 and the 24<sup>th</sup> June 2021.

The new schedule of Fees and Charges to apply from the 1<sup>st</sup> July 2021 was adopted at the 27<sup>th</sup> May 2021 Ordinary Meeting of Council and amended on the 8<sup>th</sup> September 2021 Special Meeting of Council with noted changes effective from 1 October 2021, these estimates have been used as the basis for the 2021/22 income budget. It was resolved at the 27<sup>th</sup> May 2021 meeting to adopt the budget at the Meeting of Council on 18<sup>th</sup> August 2021. The adoption was postponed during the 18<sup>th</sup> August 2021 Council meeting and an extension sought and since approved by the Minister.

It was resolved at the 18<sup>th</sup> August 2021 meeting that the Chief Executive Officer review all expenditure and revenue items with the Chief Executive Officers of the both the City of Bunbury and Shire of Harvey. The two member councils have reviewed the presented Draft Budget which has been able to be developed with a \$15,591 surplus. This is inclusive of a \$7.5M loan (that has been requested from the member Councils) for the development of a lined cell and a part funding of the capping of the unlined land fill cell. There is also the need for BHRC to commence the capping of the unlined cell which requires the BHRC to commit \$2.08M. To commit these funds, the BHRC will need to repurpose the funds in the Organics Processing reserve of \$1.068M.

There is a need to closely monitor the budget with periodical budget reviews over the remaining part of the financial year to accommodate any changes associated with the continual refinement of the capping and lined cell projects, there may also be additional requirements as the ground water contaminated investigations continue.

1. Elected Members Meeting Attendance Fees

In accordance with the Local Government Act 1995, fees will be paid to Councillors for attendance at meetings of Council and Council (Standing) Committees. This is in addition to any other expenses which may be reimbursed.

The prescribed minimum and maximum payments under the Local Government (Administration) Regulations 1996, 30(3A) are:

(a) Councillor Meeting Attendance Fees:

Chairperson: Minimum: \$91.00 per meeting Maximum: \$490 per meeting  
Councillors: Minimum: \$91.00 per meeting Maximum: \$238 per meeting

(b) Committee Meeting fees:

Chairman and Councillors:  
Minimum \$46.00 per meeting Maximum \$119.00 per meeting.  
(Refer to Recommendation 1)

2. Adoption of the 2021/22 Budget

A copy of the Draft Budget 2021/22 has been circulated under separate cover.

The budget as presented includes provision to charge a \$61.00/tonne (GST incl.) gate fee for Co-mingled Waste, \$30.00/tonne (GST incl.) for Green Waste, and \$42.00 per tonne for Organic Waste, and to provide an \$12.50/tonne (GST incl.) rebate to Member Councils on Municipal waste disposed to landfill.  
(Refer to Recommendation 2)

3. Proposed Loan Borrowings

The Council has included loan borrowings to fund the Lined Cell and Capping at the Stanley Road site in the Budget. Details of these borrowings are included in the Draft Budget circulated under separate cover.

The Chief Executive Officer has formally written to the BHRC Member Councils requesting a self-supporting loan arrangement, with the BHRC to repay the principal and interest.  
(Refer to Recommendation 3)

4. Proposed Change of Purpose of Reserve Funds  
The council has 4 cash-backed reserves, with each reserve having a defined purpose for the use of these funds. It has been included in the Draft Budget 2021/22 that the Organics Processing Reserve funds of \$1,068,225 will need to be utilised in funding the cell capping at the Stanley Road site.  
(Refer to Recommendation 4)
5. Reporting of Material Variances in the Monthly Statement of Financial Activity for 2021/22  
It is a requirement under the Local Government (Financial Management) Regulations, for the Council to adopt (each year) a percentage or value, to be used for reporting material variances in the Statement of Financial Activity.  
  
Any variance meeting these criteria will be required to have a supporting explanation in the monthly report to Council. Information is considered "material" if its omission, miss-statement or nondisclosure has the potential to adversely affect decisions by users of the financial report or affect the discharge of accountability by management or Council.  
(Refer to Recommendation 5)
6. Late Payment Interest Charge  
An interest charge of 7% per annum, calculated on a simple interest basis for the number of days outstanding, may apply on unpaid debts outstanding 35 days from the date of invoices raised after 1 July 2021 subject to:
- (a) This interest rate cannot be applied to a person who is considered by the Bunbury-Harvey Regional Council to be suffering financial hardship as a consequence of the COVID-19 pandemic.  
(Refer to Recommendation 6)

### **Consultation**

Budget Workshops were held with Councillors on 27<sup>th</sup> May 2021 and 24<sup>th</sup> June 2021.

### **Financial Implications**

Notes are included in the draft budget papers in regard to new items of income and expenditure in addition to Officer Comments in this report.

### **Statutory Environment**

Section 6.1 of the Local Government Act 1995 applies.

### **Strategic Implications**

Nil

### **Policy Implications**

Nil

### **Officer Recommendations**

#### Recommendation 1 – Elected Members Meeting Attendance Fees

That Council adopt the Elected Member sitting fees as prescribed by the Local Government (Administration) Regulations 1996 being:

- (a) Council Meeting fees:  
Chairman \$186.00 per meeting (This is double the minimum prescribed fee)  
Councillors \$95.00 per meeting
- (b) Committee Meeting fees:  
Chairman and Councillors \$46.00 per meeting.

MOVED BY: Cr Jaysen Miguel

SECONDED BY: Cr Karen Turner

RESULT: CARRIED ~~LOST~~ 5 / 0

RESOLUTION: OC141021--1774

Note: Absolute Majority Vote Required

Recommendation 2 – Adoption of the 2021/22 Budget

Budgets for the following funds for the year ended 30 June 2022, be adopted:

- Municipal Fund
- Plant and Infrastructure Reserve
- Site (Post Closure) Rehabilitation Reserve
- Stanley Road Environmental Protection Cell Construction Reserve.
- Organics Processing Reserve

MOVED BY: Cr Karen Turner

SECONDED BY: Cr Jaysen Miguel

RESULT: CARRIED ~~LOST~~ 5 / 0

RESOLUTION: OC141021--1775

Note: Absolute Majority Vote Required

Recommendation 3 – Proposed Loan Borrowings

That Council approve loan borrowings of \$7.5m for the construction of lined Cell 3 and capping of the existing unlined cells, during the 2021-2022 financial year as detailed in clause 8 of the attached 2021-2022 Draft Budget document, subject to the preparation and submission, to the two member Councils, of a detailed Business Case for the proposed borrowing outlining:

- a) The capacity, expected life and potential income to be generated from the lined cell over its life;
- b) Total proposed annual loan repayments over the proposed 10-year term;
- c) The timeframe and potential cost of constructing the next lined cell its expected capacity, expected life and potential income to be generated from the lined cell over its life;
- d) Any other relevant information that will assist the two member Councils in making an informed decision regarding guaranteeing the requested loan amount over the proposed 10-year term.

MOVED BY: Cr Karen Turner

SECONDED BY: Cr Wendy Dickinson

RESULT: CARRIED ~~LOST~~ 5 / 0

RESOLUTION: OC141021--1776

Note: Absolute Majority Vote Required

Recommendation 4 – Proposed Change of Purpose of Reserve Funds

Council utilises the Organics Processing Reserve funds totalling \$1,068,225 to assist in funding the capping at the Stanley Road site.

MOVED BY: Cr Jaysen Miguel

SECONDED BY: Cr Karen Turner



RESULT: CARRIED ~~LOST~~ 5 / 0

RESOLUTION: OC141021--1777

Note: Absolute Majority Vote Required

Recommendation 5 – Reporting of Material Variances in the Monthly Statement of Financial Activity for 2021/22

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 2021/22.

MOVED BY: Cr Wendy Dickinson

SECONDED BY: Cr Karen Turner

RESULT: CARRIED ~~LOST~~ 5 / 0

RESOLUTION: OC141021--1778

Note: Absolute Majority Vote Required

Recommendation 6 – Late Payment Interest Charge

An interest charge of 7% per annum, calculated on a simple interest basis for the number of days outstanding, may apply on unpaid debts outstanding 35 days from the date of invoices raised after 1<sup>st</sup> July 2021 subject to:

- a. This interest rate cannot be applied to a person who is considered by the Bunbury-Harvey Regional Council to be suffering financial hardship as a consequence of the COVID-19 pandemic.

MOVED BY: Cr Wendy Dickinson

SECONDED BY: Cr Karen Turner

RESULT: CARRIED ~~LOST~~ 5 / 0

RESOLUTION: OC141021--1779

Note: Absolute Majority Vote Required

*CEO suggestion on first review of the Budget, the Finance Manager's vehicle to be reinstated in the 2021/2022 financial budget and the all-terrain vehicle be removed. There is a shortage of vehicles for office staff to attend to the day to day running around and staff are currently having to use their own vehicles.*

**Consultation**

Nil

**Financial Implications**

The financial implications are as included in the 2021/22 Budget attached at Appendix 5.

**Statutory Environment**

Sections 6.1 of the Local Government Act 1995 applies.

**Strategic Implications**

Nil

11.6. DRAFT – Information and Communication Technology Policy

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Tony Battersby			
<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 checked="" type="checkbox"/>
<b>Attachment(s):</b>	<b>Attachment 6</b> – DRAFT Information and Communication Technology Policy			

**Summary**

Information and Communication Technology Policy aims to provide BHRC with guidance in managing the ICT infrastructure and tools provided to staff and clients, and to ensure staff use of these resources is secure and appropriate.

**Officer Recommendation**

**That Council:**

Adopt the Information and Communication Technology Policy as detailed in attachment 6.

MOVED BY: Cr Wendy Dickinson

SECONDED BY: Cr Karen Turner

RESULT: CARRIED ~~LOST~~ 5 / 0

RESOLUTION: OC141021--1780

**Voting Requirement**

Simple Majority

**Background**

The BHRC has not previously adopted an Information and Communication Technology Policy.

**Consultation**

BHRC Staff

**Financial Implications**

Nil

**Statutory Environment**

- Privacy Act 1988
- Privacy Amendment (Notifiable Data Breaches) Act 2017
- Privacy Amendment (Enhancing Privacy Protection) Act 2012
- State Records Act 2000
- Copyright Act 1968 (Cth)
- Fair Work Act 2009 (Cth)
- A New Tax System (Goods and Services Tax) Act 1999 (Cth)
- Electronic Transactions Act 2011 (WA)

**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)

Presiding Member Cr Smith requested a late agenda item be presented at 4.38pm.

MOVED BY: Cr Karen Turner

SECONDED BY: Cr Wendy Dickinson

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

RESOLUTION: OC141021--1781

This report is confidential in accordance with section 5.23(2)(d) of the Local Government Act 1995, which permits the meeting to be closed to the public.

A confidential report and recommendation have been circulated to members under a separate cover (Confidential Report CRUSC4).

Applicant / Proponent:	Internal			
Responsible Officer:	Vicki Gregg, Team Leader Financial Accounting			
Responsible Manager:	David Ransom, Finance Manager			
Executive:	Mal Osborne, CEO City of Bunbury			
Authority / Discretion:	Advocacy	<input type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input type="checkbox"/>	Information Purposes	<input type="checkbox"/>
Attachment(s):	Attachment 7 – “Confidential Report CRUSC4”			

*Officer Recommendation*

That Council:

Presiding Member Cr Smith declared the meeting was closed to the public at 4.40pm to discuss “Confidential Report CRUSC4”.

MOVED BY: Cr Wendy Dickinson

SECONDED BY: Cr Karen Turner

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

RESOLUTION: OC141021--1782

Presiding Member Cr Smith declared the meeting was opened to the public at 5.20pm.

MOVED BY: Cr Wendy Dickinson

SECONDED BY: Cr Karen Turner

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

RESOLUTION: OC141021--1790

### 15. Next Meeting

The next meeting is scheduled for Thursday, 25 November 2021 at Administration Complex, Stanley Road Waste Management Facility, Lot 45 Stanley Road, Wellesley, commencing at 4.15pm.

### 16. Close of Meeting

The Presiding Member declares meeting closed at 5.30pm.

UNCONFIRMED