



# Ordinary Council Meeting

## Notice of Meeting & Agenda

31 March 2022

*Meeting to be held at: The Administration Complex, Stanley Road Waste Management Facility, Lot 45, Stanley Road, Wellesley on Thursday  
31 March 2022, 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>	-	Financial Statements for the period ending 31 January 2022
<b>Attachment 2</b>	-	Financial Statements for the period ending 28 February 2022
<b>Attachment 3</b>	-	Statement of Accounts Paid for the period ending 31 January 2022
<b>Attachment 4</b>	-	Statement of Accounts Paid for the period ending 28 February 2022
<b>Attachment 5</b>	-	Delegated Authority (UPDATED)
<b>Attachment 6</b>	-	Compliance Audit Return 2021



## 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 Administration Complex, Stanley Road Waste Management Facility, Lot 45 Stanley Road, Wellesley on Thursday 26 May 2022, 4.15pm.



Signed:

**Peter Keane**

**Chief Executive Officer**

*(Date of Issue: 28 March 2022)*

### AGENDA

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

<i>Council Members:</i>	Representing
Cr Tresslyn Smith ( <b>Chairperson</b> )	City of Bunbury
Cr Wendy Dickinson ( <b>Deputy Chairperson</b> )	Shire of Harvey
Cr Karen Turner	City of Bunbury
Cr John Bromham	Shire of Harvey
Cr Ben Andrew	City of Bunbury
<i>Executive Leadership Team (Non-Voting)</i>	Representing
Mr Peter Keane	Chief Executive Officer (BHRC)
Ms Annie Riordan	Chief Executive Officer (Shire of Harvey)
Mr Mal Osborne	Chief Executive Officer (City of Bunbury)
<i>Officers (Non-Voting)</i>	Representing
Mrs Karen McDonald	Finance Manager
Mrs Taryn York	Council Meeting Support Officer
<i>Others (Non-Voting)</i>	Representing
Mayor Jaysen De San Miguel	City of Bunbury
Cr Dakota Krispyn	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. Apologies

3. Public Question Time

4. Summary of Response to previous Questions taken on notice

5. Applications for Leave of Absence

6. Confirmation of Minutes

The minutes of the Ordinary meeting of Council held on 27 January 2022, 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 January 2022

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Karen McDonald, Finance Manager			
<b>Responsible Manager:</b>	Karen McDonald, Finance Manager			
<b>Executive:</b>	Peter Keane, 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 January 2022 (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 2022

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	3,097,220	2,689,610	407,610	Favourable
• Year-to-date Expenditure	(3,819,687)	(3,793,908)	(25,779)	Unfavourable
• Year-to-date Operating Surplus/(Deficit)	(722,466)	(1,104,298)	381,831	Favourable

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

Closing Funding Surplus to 30 June 2022 is forecast at \$39,179.

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	12,963	(1,174,167)	1,161,203	Favourable

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

	Year-to-date	Forecast
• Current Assets of \$2,714,911		
o Cash and Cash Equivalents	2,260,833	515,727
o Trade and Other Receivables	430,030	564,509
o Prepayments	16,063	14,483
o Inventories	7,986	7,986

Current Liabilities of \$863,661 includes:		
o Trade and Other Payables	467,019	469,353
o Provisions	396,642	448,449

• Working Capital ( <b>Current Assets /less Current Liabilities</b> ) is:	1,851,251	184,903
• Equity ( <b>Total Assets /less Total Liabilities</b> ) is:	6,911,676	4,339,003
• Reserves of \$1,807,039 includes:		
o Plant and Infrastructure Reserve	187,769	141,515
o Site Post Closure Rehabilitation Reserve	1,619,270	1,348
o Stanley Road Environmental Protection Lined Cell Construction Reserve	-	2864
o Organics Processing Reserve	-	-

## 5. Investments

Total of \$2,001,921 includes:			
	<b>Invested Funds \$</b>	<b>% of Total Funds</b>	<b>Max % of Total Funds Allowed</b>
o Commonwealth Bank	810,863	41	75
o National Australia Bank	1,191,058	59	75
<b>TOTAL:</b>	<b>2,001,921</b>	<b>100</b>	

### *Executive Recommendation*

#### **That Council:**

Receive and accept the Financial Statements for period ending 31 January 2022 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 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>Waste Education Contributions</b> - Favourable. Due to: <ul style="list-style-type: none"><li>• \$19k income from Grant received.</li><li>• Funds received for payment of Waste Education from Shire of Capel of Waste (\$8.8k)</li></ul>	\$24,104
<b>Fees and Charges</b> – Overall favourable. Due to: <ul style="list-style-type: none"><li>• higher volumes in Shire of Harvey tip passes</li><li>• higher volumes in the casual tipping fees at Banksia Rd facility</li><li>• the sale of Scrap Metal is favourable due to higher volume collected by J&amp;P Metals Group.</li></ul>	\$95,182 5%
<b>Other Revenue</b> – Favourable. Due to: <ul style="list-style-type: none"><li>• Insurance Reimbursements for the hire of the loader at Banksia Rd, although this is offset against the expense recorded in Organics expenses.</li><li>• CDS volumes higher than expected, although part of this is offset against Other Expenditure - CDS</li></ul>	\$290,193 48%
<b>Other Expenditure</b> – Unfavourable. Due to: <ul style="list-style-type: none"><li>• CDS – Offset by Other Revenue.</li></ul>	(\$144,367) (39%)

### Voting Requirement

Simple Majority

## 11.2. Financial Statements for the period ending 28 February 2022

Applicant / Proponent:	Internal			
Responsible Officer:	Karen McDonald, Finance Manager			
Responsible Manager:	Karen McDonald, Finance Manager			
Executive:	Peter Keane, 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):	<b>Attachment 2</b> – Financial Statements for the period ending 28 February 2022 (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 28 February 2022

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	3,462,303	3,069,572	392,730	Favourable
• Year-to-date Expenditure	(4,258,237)	(4,652,362)	394,125	Favourable
• Year-to-date Operating Surplus/(Deficit)	(795,935)	(1,582,790)	786,855	Favourable

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

Closing Funding Surplus to 30 June 2022 is forecast at \$39,179.

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	12,963	2,395,333	2,382,370	Favourable

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

	Year-to-date	Forecast
• Current Assets of \$2,425,562		
o Cash and Cash Equivalents	2,034,498	2,150,638
o Trade and Other Receivables	363,594	564,509
o Prepayments	19,483	14,483
o Inventories	7,986	7,986

Current Liabilities of \$602,138 includes:

o Trade and Other Payables	202,644	469,353
o Provisions	399,494	448,449

• Working Capital (Current Assets /less Current Liabilities) is:	1,823,424	1,819,814
• Equity (Total Assets /less Total Liabilities) is:	6,838,207	6,355,988
• Reserves of \$1,807,045 includes:		
o Plant and Infrastructure Reserve	187,770	187,753
o Site Post Closure Rehabilitation Reserve	1,619,275	1,565,865
o Stanley Road Environmental Protection Lined Cell Construction Reserve	-	47,799
o Organics Processing Reserve	-	-

### 5. Investments

Total of \$1,812,997 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
o Commonwealth Bank	621,932	34	75
o National Australia Bank	1,191,058	66	75
<b>TOTAL:</b>	<b>2,001,921</b>	<b>100</b>	

### *Executive Recommendation*

#### **That Council:**

Receive and accept the Financial Statements for period ending 28 February 2022 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 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>Operating Income (overall favourable)</b>	
<b>Waste Education Contributions - Favourable. Due to:</b> <ul style="list-style-type: none"> <li>Income from Grant received.</li> </ul>	\$24,104
<b>Fees and Charges – Overall favourable. Due to:</b> <ul style="list-style-type: none"> <li>Lower volume of casual tipping fees</li> <li>Higher volumes in Shire of Harvey tip passes</li> <li>Higher volumes in the casual tipping fees at Banksia Rd facility</li> <li>Higher volume of the sale of Scrap Metal</li> </ul>	\$31,818 1%
<b>Other Revenue – Favourable. Due to:</b> <ul style="list-style-type: none"> <li>Insurance Reimbursements for the hire of the loader at Banksia Rd, although this is offset against the expense recorded in Organics expenses.</li> <li>CDS volumes higher than expected, although part of this is offset against Other Expenditure - CDS</li> </ul>	\$392,730 49%
<b>Operating Expenses (overall favourable)</b>	
<b>Materials and Contracts – Overall favourable. Due to:</b> <ul style="list-style-type: none"> <li>Site rehabilitation expenses associated with the capping are lower than expected - this is a timing issue.</li> <li>Accounting/Professional Fee higher than expected due to consultant fees for DWER compliances (ie. Inspection reports, amendments, whole of life, etc)</li> <li>General Administration higher than expected due to increase in audit fees and legal expenses</li> </ul>	\$390,483 23%
<b>Other Expenditure – Unfavourable. Due to:</b> <ul style="list-style-type: none"> <li>CDS – Offset by Other Revenue.</li> <li>Member council are now taking their waste to Cleanaway, which is being invoiced to BHRC. This is offset by income.</li> </ul>	(\$214,540) (51%)

### Voting Requirement

Simple Majority

### 11.3. Summary of Accounts paid for period ending 31 January 2022

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Karen McDonald, Finance Manager			
<b>Responsible Manager:</b>	Karen McDonald, Finance Manager			
<b>Executive:</b>	Peter Keane, 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 January 2022			

### 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 2022.

### *Officer Recommendation*

#### **That Council:**

Receive and accept the Summary of Accounts paid for period ending 31 January 2022 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 31 January 2022

### *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

### *Voting Requirement*

Simple Majority

## 11.4. Summary of Accounts paid for period ending 28 February 2022

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Karen McDonald, Finance Manager			
<b>Responsible Manager:</b>	Karen McDonald, Finance Manager			
<b>Executive:</b>	Peter Keane, 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 28 February 2022			

### *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 28 February 2022

*Officer Recommendation*

**That Council:**

Receive and accept the Summary of Accounts paid for period ending 28 February 2022 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 28 February 2022

*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

*Voting Requirement*

Simple Majority

**11.5. 2021/2022 Budget Review**

<b>Applicant / Proponent:</b>	Karen McDonald, Finance Manager			
<b>Executive:</b>	Peter Keane, 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>Appendices 1 to 6 (included in the Appendices of the Financial Statements for the Period Ending 28 February 2022)</b>			

*Summary*

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2021 to 30 June 2022.

### *Executive Recommendation*

#### **That Council:**

Council adopt the budget review with the following variations for the period 1 July 2021 to 30 June 2022 and amend the budget accordingly:

	Variance \$
Current Adopted Budgeted Closing Funds	(16,126)
Operating Income	649,775
Operating Expenditure	2,068,807
Other Expenditure	(639,123)
Capital Expenditure	7,079,037
Transfer to or from Reserves	(1,655,461)
Transfer to or from Loans	(7,500,000)
<b>Increase in Budget surplus closing Funds as at 30 June 2022</b>	<b>(13,091)</b>

Due to the above adjustments, the closing funds have decreased by \$13,091 from \$15,593 to \$2,502.

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

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

**RESOLUTION:** \_\_\_\_\_

### *Voting Requirement*

Absolute Majority

### *Background*

A Statement of Financial Activity for the period ending 28 February 2022 incorporating year to date budget variations and forecasts to 30 June 2022 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 2021/22 Budget on 14 October 2021 of \$14.3M, comprising \$7.1M capital works and \$7.2M in operating expenditure (excluding depreciation). Proposed changes to operating income and expenditure will decrease the Operating Deficit from \$2.M to \$415K, a decrease of \$2.3M (mainly due to decrease in work on the Stanley Rd capping. Capital Expenditure will decrease by \$7.1M. The Opening Funds position also decreased by \$16K which is the variance between actual and budgeted funds at 30 June 2021. 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 2022 will decrease from a surplus of \$15.5K to a surplus of \$2.5K, a decrease of \$13K.

The following supporting documents are attached for the period ending 28 February 2022:

- 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:

<b>Current Adopted Budgeted Closing Funds</b>	<b>\$</b>
Variance between actual and budgeted opening funds	(16,126)
<b>Operating Income</b>	
Waste Education Contributions increase in due to grant funding	21,434
Member Council Funding increase in as per agreement	420,000
Casual Tipping Fees decrease due to DWER restrictions – no commercial waste	(250,727)
Sale of Scrap Metal decrease in volume received	(15,496)
Disposal - City of Bunbury decrease due to lessor volumes received.	(160,070)
Disposal - Shire of Harvey decrease due to lessor volumes received.	(97,577)
Shire of Harvey Tip Passes increase due to higher volumes received	25,164
Harvey Waste Transfer Station	(248)
Recycle Shop Income decrease due to less volume associated with commercial waste	(23,386)
Mulch Sales decrease due to no production	(8,000)
Sale of Bale Bags decrease	(2,000)
Cardboard/Plastic Recycling decrease due to project not being realised	(8,000)
Banksia Road Organics Tipping Fees increase from Dardanup Council	81,354
Banksia Road Sale of Compost decrease due to BORR project not purchasing as expected	(13,756)
Supply/Collection of Hookbin Income decrease due to restricted commercial waste intake	(16,260)
Waste Minimisation Income decrease due to lessor volumes received	(15,360)
Interest Earnings decrease due to low interest rates	(2,875)
Fuel Tax Credits decrease due to plant vehicles not required to operate at the same levels	(10,987)
Insurance Reimbursements increase due to repairs of Banksia Rd vehicle	129,298
Payroll Contributions increase due to wage subsidies received and T Battersby LSL contribution from the City of Bunbury	21,155
Container Deposit Scheme Increase due to increase volume received	293,786
Landfill Levy Income decrease due to no metro waste transported.	(5,674)
Member Council - Cleanaway Tipping. From February onwards, member councils required to take their waste to Cleanaway. Cleanaway charge BHRC then on charge member council. Offset against Other Expenditure	288,000
<b>Operating Expenditure</b>	
Administration Employee Costs increase mainly due to annual leave & long service leave payouts on staff terminations	(23,426)
Waste Education Employee Costs increase due to staff movements	(11,912)
Gatehouse Employee Costs increase due to staff movements	(11,169)
Lined Cells Operations Employee Costs increase due to staff movements	(1,396)
Compost Facility Employee Costs decrease due to staff budgeted in incorrect area. See Organics Employee costs	152,553
Site Clean-up (Litter & Weed Control) Employee Costs decrease due to staff movements	5,964
Waste Transfer Station Employee Costs increase due to staff movements	(39,071)
Landfill Operations Employee Costs decrease due to staff movements	12,257

Site Rehabilitation Employee Costs decrease due to staff termination	41,331
Container Deposit Scheme Employee Costs increase due to increased volumes received requiring additional staff	(57,399)
Hookbin Operations Employee Costs increase due to staff movements	(13,524)
Harvey Waste Transfer Station Operations Employee Costs decrease due to staff movements	73,114
Waste Innovation Hub Employee Costs increase due to staff movements	(13,710)
Skip Bin Recycling Operations Employee Costs decrease due to staff movements	15,445
Organics Expenditure Employee Costs increase due to staff budgeted in incorrect area. See Compost Facility Employee costs.	(134,552)
Members of Council increase due to special meetings called	754
Accounting/Professional Fees (CoB/Other) - Professional service fees. Increase due to DWER license compliance requirements.	(66,238)
General Administration – Increase in legal fees associated with the Compost Facility tender and increase Audit fees associated with the Annual Financial Report	(22,048)
Waste Education Operations. Increase due to spending of the waste grant.	(17,392)
Technical Services. Increase design work for the Compost Facility	(4,440)
Harvey Waste Transfer Station decrease due to vehicle maintenance being lower than expected	42,568
Hookbin Operations	53,381
Site Clean-up (Litter & Weed Control)	3,172
Organics Expenditure. Increase due to major repair work performed on vehicle. Offset against insurance reimbursements.	(139,154)
Recycling Operations. Increase - Vehicles for the budgeted for in the incorrect area	(44,341)
Skip Bin Recycling Operations. Decrease - Vehicles for the budgeted for in the incorrect area	53,003
Waste Transfer Station Decrease - Vehicles for the budgeted for in the incorrect area	(18,778)
Landfill Operations. Increase - Vehicles for the budgeted for in the incorrect area	15,709
Monitoring Bores. Increase in number of bores	65,491
Groundwater Contamination Investigations. Increase due to expected work still required to complete the investigation	93,454
Site Rehabilitation. Decrease due to major capping works not proceeding this financial year	1,980,799
CDS Operations	4,987
Electronic Waste Recycling. Decreased volumes received to be recycled	6,546
Recycling Operations (BORR) project. Decrease – project not going forward	500
Other. Mainly due to increased site survey, security & road maintenance costs	(46,187)
Utilities	2,521
Insurance. Insurance costs less than expected.	18,871
Borrowings Interest Charges. No borrowings were made for the financial year, therefore no interest was paid.	91,125
<b>Other Expenditure</b>	
Landfill Levy. Decrease due to no metro waste transported	5,221
City of Bunbury Tonnage Rebate. Decrease due to lessor volumes received.	41,234
Shire of Harvey Tonnage Rebate Decrease due to lessor volumes received	20,590
Container Deposit Scheme. Increase volumes received – offset against income	(288,529)
Cleanaway – BHRC. BHRC expected waste to be transported to Cleanaway from last week in March.	(85,638)
Cleanaway - Member Councils. From February onwards, member councils required to take their waste to Cleanaway. Cleanaway charge BHRC then on charge member council. Offset against Income	(343,877)



Other. Mainly due to decrease in Councillor conference and travelling expenses.	11,877
<b>Capital Expenditure</b>	
Administration Building. Completed the paving.	(12,963)
Motor Vehicles. Not purchasing All terrain vehicle	14,000
Stanley Road Infrastructure. Not purchasing hardstand (\$45k). Not proceeding with lined cells in this financial year.	7,045,000
Stanley Road Plant & Equipment. Not purchasing hookbins	33,000
<b>Transfer to or from Reserves</b>	
Decrease in trf from Site Rehab	(1,562,829)
Decrease in trf from Plant & Infrastructure	(47,000)
Decrease in trf from SR Environmental Protection	(45,000)
Decrease in trf to reserve\ interest	(632)
<b>Transfer to or from Loans</b>	
Decrease Stanley Rd - Capping	(500,000)
Stanley Rd - Lined Cells	(7,000,000)
Increase in Budget surplus closing Funds as at 30 June 2022	(13,091)

Due to the adjustments above the closing funds have decrease by \$13,091 from \$15,593 to \$2,502.

### *Consultation*

Peter Keane - 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 a decrease of \$13,091. Estimated closing surplus is now \$2,503.

### Consultation

Peter Keane - 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 Governance Policy - Review

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Peter Keane, Chief Executive Officer			
<b>Executive:</b>	Peter Keane, 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>	<b>Attachment 5 – Delegated Authority (UPDATED)</b>			

### Summary

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

### Officer Recommendation

#### That Council:

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

- a) Delegated Authority

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

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

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

RESOLUTION: \_\_\_\_\_

### Voting Requirement

Simple Majority

### Background

An annual review of the Delegated Authority Policy is undertaken in support of the Annual Compliance Audit Return submission.

DOCUMENT: DELEGATED AUTHORITY				
DATE	DOCUMENT	VERSION	DESCRIPTION OF CHANGE	RESOLUTION No.
30/01/2020	Payments from Municipal and Trust Funds	DAFM01	Review. Logo change and administrative formatting.	OC300120-1653
	Release of Bank Guarantees	DAFM02		
	Investment of Council Funds	DAFM03		
	Write Off of Moneys	DAFM04		
	Discount of Bulk Compost and/or Mulch Sales	DAFM05		
	Discount of Bulk Waste Disposal Charges	DAFM06	Review. Logo change and administrative formatting. Conditions raised from 10% to 15%.	
	Power to Accept Tenders	DAG01	Review. Logo change and administrative formatting.	
	Contract Price Variation	DAG02		
	Tender Variation	DAG03		
	Administer Local Laws	DAG04		
	Purchase and Trade of Fleet Vehicles	DAO01		
	Authority to Sell, Lease or Dispose of Plant, Equipment and Materials	DAO02		

### Officer Comment

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

This updated Delegated Authority coincides with the Annual Compliance Audit Return.

DOCUMENT: DELEGATED AUTHORITY				
Policy Manual Update:				
28/03/2022	Administer Local Laws	DAG04	Amendment – remove Site Supervisor and Team Leader as Sub Delegates	

### Consultation

Bunbury Harvey Regional Council Executive Staff.

### Financial Implications

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

### Statutory Environment

- Local Government Act 1995;
- Local Government (Rules of Conduct) Regulations 2007;

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

### Strategic Implications

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

### Policy Implication

As discussed in the body of the Report.

## 11.6. Draft Compliance Audit Return 2021

Applicant / Proponent:	Internal			
Responsible Officer:	Peter Keane, Chief Executive Officer			
Responsible Manager:	-			
Executive:	Peter Keane, 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 – DRAFT Compliance Audit Return 2021			

### Summary

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 2021 to 31 December 2021.

### Officer Recommendation

#### That Council:

Receive and accept the Compliance Audit Return 2021 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: \_\_\_\_\_

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

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

RESOLUTION: \_\_\_\_\_

### 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

**12. Elected Member motions of which previous notice has been given**

**13. Urgent business approved by the person presiding or by decision of the Council**

**14. Confidential Business (Meeting Closed to the Public)**

**15. Next Meeting**

The next meeting is scheduled for Thursday, 26 May 2022 at the 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 \_\_\_\_\_