



Ordinary Council Meeting

Notice of Meeting & Agenda

11 August 2022

Meeting to be held at: The Administration Complex, Stanley Road Waste Management Facility, Lot 45, Stanley Road, Wellesley on Thursday 11 August 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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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 29th September 2022 at 4:15pm



Signed:

Peter Keane

Chief Executive Officer

(Date of Issue: 8 August 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 (Chairperson) | City of Bunbury |
| Cr Wendy Dickinson (Deputy Chairperson) | 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 |
| Ms Susan Beeson | 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 2 June 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 May 2022

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|-------------------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Susan Beeson, 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 checked="" type="checkbox"/> |
| Attachment(s): | Attachment 1 – Financial Statements for the period ending 31 May 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 May 2022

| | ACTUAL | BUDGET | VARIANCE | |
|--|-------------|-------------|-----------|------------|
| • Year-to-date Income | 5,041,851 | 5,001,165 | 40,686 | Favourable |
| • Year-to-date Expenditure | (5,989,878) | (6,179,948) | (190,070) | Favourable |
| • Year-to-date Operating Surplus/(Deficit) | (948,027) | (1,178,783) | (230,756) | Favourable |

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

Closing Funding Surplus to 31 May 2022 is forecast at \$7,616.

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

| | ACTUAL | BUDGET | VARIANCE | |
|------------------------------------|--------|----------|----------|--|
| • Year-to-date Capital Expenditure | 12,963 | (12,963) | 0 | |

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

| | | |
|---------------------------------|---------------------|-----------------|
| • Current Assets of \$2,549,008 | Year-to-date | Forecast |
| ○ Cash and Cash Equivalents | 2,154,675 | 2,155,760 |
| ○ Trade and Other Receivables | 324,939 | 564,509 |

| | | |
|---------------|-------|--------|
| ○ Prepayments | 9,002 | 14,483 |
| ○ Inventories | 7,986 | 7,986 |

| | | |
|--|---------|---------|
| Current Liabilities of \$605,449 includes: | | |
| ○ Trade and Other Payables | 223,948 | 469,353 |
| ○ Provisions | 399,494 | 448,449 |

| | | |
|--|-----------|-----------|
| • Working Capital (Current Assets less Current Liabilities) is: | 1,873,160 | 1,824,936 |
| • Equity (Total Assets less Total Liabilities) is: | 6,725,057 | 6,387,036 |
| • Reserves of \$1,792,140 includes: | | |
| ○ Plant and Infrastructure Reserve | 187,775 | 187,753 |
| ○ Site Post Closure Rehabilitation Reserve | 1,604,364 | 1,565,640 |
| ○ Stanley Road Environmental Protection Lined Cell Construction Reserve | - | 47,799 |
| ○ Organics Processing Reserve | - | - |

5. Investments

| | | | |
|--------------------------------|--------------------------|-------------------------|-------------------------------------|
| Total of \$1,798,081 includes: | | | |
| | Invested Funds \$ | % of Total Funds | Max % of Total Funds Allowed |
| ○ Commonwealth Bank | 605,784 | 34 | 75 |
| ○ National Australia Bank | 1,192,307 | 66 | 75 |
| TOTAL: | 1,798,081 | 100 | |

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 31 May 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:

| | |
|---|-----------|
| Total Operating Income - Favourable. Due to: <ul style="list-style-type: none"> Higher volume of CDS Higher volume of Scrap Metal sold | \$40,686 |
| Operating Expenses - Favourable. Due to: <ul style="list-style-type: none"> Variation between Budgeted and Actual Depreciation | (190,070) |

Voting Requirement

Simple Majority

11.2. Preliminary Financial Statements for the period ending 30 June 2022

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Susan Beeson, 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): | Attachment 2 – Financial Statements for the period ending 30 June 2022 (Appendices 1 – 8) | | | |

Summary

Note that this is a preliminary report to 30 June 2022 and is subject to change as end-of-year figures have not been finalised including transfers to and from reserves, employee provisions, restricted cash, final calculation of depreciation and asset revaluation. Council will receive a final report after the annual audit due to commence 7 October 2022.

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

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

b. Year-to-date Financial Performance to 30 June 2022

| | ACTUAL | BUDGET | VARIANCE | |
|--|-------------|-------------|-----------|------------|
| • Year-to-date Income | 5,418,121 | 5,367,197 | 50,924 | Favourable |
| • Year-to-date Expenditure | (6,517,018) | (6,619,417) | (102,399) | Favourable |
| • Year-to-date Operating Surplus/(Deficit) | (1,098,897) | (1,252,220) | (153,323) | Favourable |

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

Closing Funding Surplus to 30 June 2022 is forecast at \$7,616.

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

| | ACTUAL | BUDGET | VARIANCE | |
|------------------------------------|--------|----------|----------|--|
| • Year-to-date Capital Expenditure | 12,963 | (12,963) | 0 | |

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

| | Year-to-date | Forecast |
|---------------------------------|--------------|-----------|
| • Current Assets of \$2,615,806 | | |
| o Cash and Cash Equivalents | 2,258,918 | 2,155,760 |
| o Trade and Other Receivables | 306,589 | 564,509 |
| o Prepayments | 31,942 | 14,483 |
| o Inventories | 18,357 | 7,986 |

| Current Liabilities of \$844,627 | | |
|----------------------------------|---------|---------|
| o Trade and Other Payables | 430,054 | 469,353 |
| o Provisions | 414,573 | 448,449 |

| | | |
|---|-----------|-----------|
| • Working Capital (Current Assets /less Current Liabilities) is: | 1,771,178 | 1,824,936 |
| • Equity (Total Assets /less Total Liabilities) is: | 6,574,188 | 6,387,036 |
| • Reserves of \$1,793,571 includes: | | |
| o Plant and Infrastructure Reserve | 187,777 | 187,753 |
| o Site Post Closure Rehabilitation Reserve | 1,605,794 | 1,565,640 |
| o Stanley Road Environmental Protection Lined Cell Construction Reserve | - | 47,799 |
| o Organics Processing Reserve | - | - |

5. Investments

| Total of \$1,799,522 includes: | | | |
|--------------------------------|-------------------|------------------|------------------------------|
| | Invested Funds \$ | % of Total Funds | Max % of Total Funds Allowed |
| o Commonwealth Bank | 605,789 | 34 | 75 |
| o National Australia Bank | 1,193,733 | 66 | 75 |
| TOTAL: | 1,799,522 | 100 | |

Executive Recommendation

That Council:

Receive and accept the Preliminary Financial Statements for period ending 30 June 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:

| | |
|---|-----------|
| Total Operating Income - Favourable. Due to: <ul style="list-style-type: none"> Higher volume of CDS Higher volume of Scrap Metal sold | \$50,924 |
| Operating Expenses - Favourable. Due to: <ul style="list-style-type: none"> Variation between Budgeted and Actual Depreciation | (102,399) |

Voting Requirement

Simple Majority

11.3. Summary of Accounts paid for period ending 31 May 2022

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Susan Beeson, Finance Manager | | | |
| Responsible Manager: | Susan Beeson, 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): | Attachment 3 – Summary of Accounts paid for period ending 31 May 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 May 2022.

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 31 May 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 May 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 30 June 2022

| | | | | |
|--------------------------------|---|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Susan Beeson, Finance Manager | | | |
| Responsible Manager: | Susan Beeson, 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): | Attachment 4 – Summary of Accounts paid for period ending 30 June 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 30 June 2022.

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 30 June 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 30 June 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. Write Off of Account Receivable Balances

| | | | | |
|--------------------------------|---|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Susan Beeson, 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): | Attachment 2 – Write off of Accounts Receivable (Appendix 9) | | | |

Summary

A review of outstanding invoices is regularly conducted to determine that unpaid amounts can be recovered. Debtor's follow-up of unpaid invoices usually ensures that invoices raised are collected within 90 days of issue. However, there are instances where amounts are deemed to be not collectable or the cost of recovery is not economically feasible for the amount outstanding.

In all instances:

- a) All the necessary measures have been taken to recover the debt,
- b) The debt remains unpaid for a minimum period of 90 days after its date for payment, and
- c) A list of debts written off is presented to Council.

The recommended Account Receivable write off relates to Rural Rubbish & Recycling and Statewide Demolition.

All endeavours to facilitate collection of the outstanding amount have been exhausted. The list of debtor's invoices (as attached at Appendix 8) totalling \$4,857.69(excl. GST) is recommended for write off.

Officer Recommendation

That Council:

Council approves the write off of two accounts receivable invoices to Rural Rubbish & Recycling and Statewide Demolition totalling \$

MOVED BY: _____ SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION: _____

Officer Comments

The debtor for Rural Rubbish & Recycling is from 2016. In FY 20/21, BHRC recovered \$1,000 from the business, but since this time, the business has been uncontactable.

The debtor for Statewide Demolition is from July 2021. The unit rate included in full invoice amount was disputed by Statewide Demolition and never resolved.

Voting Requirement

Absolute Majority

11.6. Draft Meeting Schedule 2022/2023

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|-------------------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Peter Keane, Chief Executive Officer | | | |
| Executive: | Peter Keane, Chief Executive Officer | | | |
| Authority / Discretion: | Advocacy | <input checked="" type="checkbox"/> | Review | <input checked="" type="checkbox"/> |
| | Executive/Strategic | <input checked="" type="checkbox"/> | Quasi-Judicial | <input type="checkbox"/> |
| | Legislative | <input checked="" type="checkbox"/> | Information Purposes | <input type="checkbox"/> |
| Attachment(s): | Attachment 5 - Draft Meeting Schedule 2022/2023 | | | |

Summary

Regulation twelve (12) of the Local Government (Administration) Regulation 1996 requires that once a year a local government is to give local public notice of Ordinary meetings proposed for the next twelve (12) months. This item is presented to Council to consider a schedule of meeting for the next twelve (12) months to enable the Chief Executive Officer (CEO) to give local public notice of the intended meetings.

Officer Recommendation

That Council:

That Council request the Chief Executive Officer to give Local Public Notice of the following meeting schedule:

COUNCIL DECISION:

MOVED BY: _____ SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION: _____

| Day | Date | Meeting | Time | Venue |
|----------|--|---------------------|--------|--|
| Thursday | 29 September 2022 | Ordinary | 4:15pm | Administration Complex, Lot 45 Stanley Road, Wellesley |
| Thursday | 24 November 2022 | <i>Audit</i> | 4:15pm | Administration Complex, Lot 45 Stanley Road, Wellesley |
| Thursday | 24 November 2022 <i>*Adoption of Annual Report*</i> | Ordinary | 4:30pm | Administration Complex, Lot 45 Stanley Road, Wellesley |
| Thursday | 19 January 2023 | Ordinary | 4:15pm | Administration Complex, Lot 45 Stanley Road, Wellesley |
| Thursday | 30 March 2023 | Ordinary | 4:15pm | Administration Complex, Lot 45 Stanley Road, Wellesley |
| Thursday | 25 May 2023 | <i>Audit</i> | 4:15pm | Administration Complex, Lot 45 Stanley Road, Wellesley |
| Thursday | 25 May 2023 <i>*Adoption of Fees & Charges*</i> | Ordinary | 4:30pm | Administration Complex, Lot 45 Stanley Road, Wellesley |
| Thursday | 27 July 2023 <i>*Adoption of Annual Budget*</i> | Ordinary | 4:15pm | Administration Complex, Lot 45 Stanley Road, Wellesley |

Background

Regulation 12 of the Local Government (Administration) Regulation 1996 requires that once a year a local government is to give local public notice of Ordinary Council meeting (and Committee meeting that are required to be open to the public) proposed for the next twelve (12) months.

Officer Comment

The scheduled has allowed for bi-monthly Ordinary Council meetings on the last Thursday of the allocated month and also includes two Audit meetings per year.

Consultation

Local Public Notice of meeting is required.

Financial Implications

Advertising costs are provided for in the 2022/2023 budget.

Statutory Environment

Regulation 12 of the Local Government (Administration) Regulations 1996 requires that:

1. At least once each year a local government is to give local public notice of the dates on which, the time and place at which:
 - The Ordinary Council meetings; and
 - The Committee Meetings that are required under the Act to be open to members of the public are to be held in the next twelve (12) months.
2. A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation 1
3. Subject to sub regulation 4, if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
4. Subject to sub regulation 4, if a special meeting of a council is to be open to members of the public but, in the Chief Executive Officer's opinion, it is not practicable to give local public notice of the matters referred to in sub regulation 3, then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the Chief Executive Officer's opinion, is practicable.

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirement

Simple Majority

11.7. Memorandum of Understanding: South-West Regional Waste Solution

| | | | | |
|--------------------------------|---|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Peter Keane, Chief Executive Officer | | | |
| 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 – Memorandum of Understanding | | | |

Summary

This item is presented to Council to consider a Memorandum of Understanding which clearly states that Bunbury Harvey Regional Council be nominated as a key component of WA South-West Regional Waste Solution with the South-West Group of Councils.

This fully executed Memorandum of Understanding would provide BHRC with support from the South-West group of councils in any funding applications, and ensure that Stanley Rd is nominated in any South-West Waste Strategic Planning state government instruments.

Executive Recommendation

That Council:

That Council formally endorses the Memorandum of Understanding, and then requires the Chief Executive Officer of BHRC to formally writing to the South-West Regional Waste Group, and associated South-West Councils, seeking formal endorsement and approval of the Memorandum of Understanding.

MOVED BY: _____

SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION: _____

Background

On 13 May 2022, Senior BHRC and member council representatives met with the Minister of Environment Mr. Reece Whitby to discuss current state of and future of BHRC and the Stanley Rd site, including Environmental Compliance and relationship with DWER, and to obtain advice on the best avenue to gain State Government funding support for site infrastructure in support of the more effective management of waste in the South-West Region. The Minister recommended a regional approach to waste management in south-west would have greater support for any future State Government strategic planning and/or funding applications.

On 27 May 2022, Senior BHRC and member council representatives met with Mr. Don Punch, Bunbury MLA, and Mrs. Robyn Clarke, Murray-Wellington MLA, to provide an update on the current state of BHRC and Stanley Rd sites, and discuss the future of Stanley Rd. Discussions were also aimed at garnishing support toward securing the future of Stanley Rd and potentially obtaining future State Government waste infrastructure funding. During the meeting, the potential for the development of a South-West Waste Group Memorandum of Understanding,

by all South-West Councils, was discussed. The two local members were supportive of this development toward Stanley Rd being a integral part of the regional solution for Waste and Resource Recovery management in the south-west.

Officer Comment

On 15 July 2022, the BHRC CEO presented to the South-West Waste Group, 12 South West Councils. During this presentation, the notion of a Memorandum of Understanding (MOU) was raised with all representatives, whereby BHRC and the Stanley Rd Facility would become a key component of the South West's waste solution. South-West Waste Group representatives, agreed notionally to this idea.

We are seeking BHRC Council endorsement, prior to submitting to the South-West Waste group, SW group of Councils, for endorsement and approval by each participating council.

Consultation

South-West Group of Councils Waste Group members
Minister of Environment
Bunbury MLA
Murray-Wellington MLA
CEO City of Bunbury
CEO Shire of Harvey

Financial Implications

Nil

Statutory Environment

Nil

Strategic Implications

1. Potential incorporation of BHRC Stanley Rd into any South-West WA and/or WA state waste strategic plans
2. Support any application for future funding application to the WA State Government

Policy Implications

Nil

Voting Requirement

Simple Majority

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)

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 CRUSC1).

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Peter Keane, Chief Executive Officer | | | |
| Responsible Manager: | - | | | |
| Executive: | Peter Keane, 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 type="checkbox"/> | Information Purposes | <input type="checkbox"/> |
| Attachment(s): | Attachment 8 – “Confidential Report CRUSC1” | | | |

Officer Recommendation

That Council:

Presiding Member Cr Smith declared the meeting was closed to the public at _____ pm to discuss **“Confidential Report CRUSC1”**.

MOVED BY: _____ SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION: _____

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

MOVED BY: _____ SECONDED BY: _____

RESULT: CARRIED / LOST

RESOLUTION: _____

15. Next Meeting

The next meeting is scheduled for Thursday, 29 September 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 _____