



Ordinary Council Meeting

Minutes

29 September 2022

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

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| Attachment 1 | - | Financial Statements for the period ending 31 July 2022 |
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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

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, 29 September 2022 at Lot 45 Stanley Road, Wellesley.

Minutes

1. Declaration of Opening / Announcement of Visitors

The meeting was declared open by Cr Tresslyn Smith at 4.15pm.

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

Cr Tresslyn Smith
Chairperson

Mr Peter Keane
Chief Executive Officer

2. Attendances and Apologies

2.1. Attendances

| <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 |
| <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 Taryn York | Council Meeting Support Officer (BHRC) |
| <i>Others (Non-Voting)</i> | Representing |
| Mr Rick Lotznicker | Shire of Harvey |
| Mr Haydn Jones | Shire of Harvey |

2.2. Apologies

Cr Ben Andrew, City of Bunbury

3. Public Question Time

Nil

| | | | | |
|-------------------------|---|-------------------------------------|----------------------|--------------------------|
| 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 5 – “Confidential Report CRUSC1” | | | |

Officer Recommendation

That Council:

Presiding Member Cr Smith declared the meeting was closed to the public at 4.24pm to discuss “**Confidential Report CRUSC1**”.

MOVED BY: Cr Wendy Dickinson

SECONDED BY: Cr John Bromham

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

RESOLUTION: OC290922-1851

12.1 Business Case (Landfill) (Confidential) (listed as 14.1 in the agenda)

| | | | | |
|-------------------------|--|-------------------------------------|----------------------|-------------------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Peter Keane, Chief Executive Officer | | | |
| 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 checked="" type="checkbox"/> | Information Purposes | <input checked="" type="checkbox"/> |
| Attachment(s): | <p>Attachment 1 (Confidential Item) – Original Stanley Road Waste Management Facility Lined Cells Business Case – as presented at BHRC Council meeting in July 22</p> <p>Attachment 2 (Confidential Item) – Draft – Review of Business Case for Bunbury Harvey Regional Council (BHRC) City of Bunbury August 22 by Moore Australia</p> <p>Attachment 3 (Confidential Item) – Revised Original Stanley Road Waste Management Facility Lined Cells Business Case – post Draft Business Case review</p> | | | |

Executive Recommendation

That Council

- Formally endorses the revised Lined Cell Business case as presented in attachment 3 and requires the Chief Executive Officer of BHRC to again formally write to the BHRC Member Councils seeking a long- term financial commitment in the form of loan funding toward the 3 phases of construction capital over its 20 year life, required to fully construct the 2 lined cells and connection liner. This funding support will be equally split between the two member councils.

MOVED BY: Cr Karen Turner

SECONDED BY: Cr John Bromham

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

RESOLUTION: OC290922-1852

13. Reports of Officers (listed as item 11 in the agenda)

13.1. Financial Statements for the period ending 31 July 2022 (listed as item 11.1 in the agenda)

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Donelle Bruton, Senior Budget Officer, City of Bunbury | | | |
| Responsible Manager: | 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 1 – Financial Statements for Period Ending 31 July 2022 | | | |

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 2022

| | ACTUAL | BUDGET | VARIANCE | |
|----------------------------------|-----------|-----------|----------|------------|
| • Year-to-date Income | 299,844 | 307,135 | (7,291) | Favourable |
| • Year-to-date Expenditure | (355,467) | (350,110) | (5,357) | Favourable |
| • Year-to-date Operating Surplus | 80,839 | 86,727 | (5,888) | Favourable |

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

Closing Deficit to 30 June 2023 is forecast to be \$253,820

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

| | ACTUAL | BUDGET | VARIANCE |
|------------------------------------|--------|--------|----------|
| • Year-to-date Capital Expenditure | 0 | 0 | 0 |

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

| | | |
|---|---------------------|-----------------|
| • Current Assets of \$2,557,300 includes: | Year-to-date | Forecast |
| o Cash and Cash Equivalents | 2,158,768 | 2,258,918 |
| o Trade and Other Receivables | 348,191 | 306,589 |
| o Prepayments | 31,942 | 31,942 |
| o Inventories | 18,357 | 18,357 |
| • Current Liabilities of \$894,973 includes: | | |
| o Trade and Other Payables | 537,510 | 487,169 |
| o Provisions | 357,459 | 357,459 |
| • Working Capital (Current Assets /less Current Liabilities) is: | 1,662,287 | 1,771,178 |
| • Equity (Total Assets /less Total Liabilities) is | 6,413,443 | 6,522,333 |
| • Reserves | 1,793,571 | 1,793,571 |

Officer Comment

The following is an explanation of significant variances identified in the Statement of Comprehensive Income and the Statement of Financial Activity:

Revenue

| | |
|--------------------------------|---------|
| Fees and Charges: Unfavourable | (3,363) |
| Other Revenue: Unfavourable | (7,526) |

Expenditure

| | |
|---------------------------------------|------------|
| Employee Costs: Favourable | \$ 4,912 |
| Materials and Contracts; Unfavourable | \$ (3,706) |
| Insurance: Unfavourable | \$ (3,113) |
| Other Expenditure: Favourable | \$ 5,845 |

Voting Requirement

Simple Majority

13.2. Financial Statements for the period ending 31 August 2022 (listed as item 11.2 in the agenda)

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Donelle Bruton, Senior Budget Officer, City of Bunbury | | | |
| Responsible Manager: | 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 2 – Financial Statements for Period Ending 31 August 2022 | | | |

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 2022

| | ACTUAL | BUDGET | VARIANCE | |
|----------------------------------|-----------|-----------|-----------|--------------|
| • Year-to-date Income | 1,063,138 | 1,225,210 | (162,072) | Unfavourable |
| • Year-to-date Expenditure | 1,246,104 | 1,343,526 | 97,422 | Favourable |
| • Year-to-date Operating Surplus | (182,966) | (118,316) | (64,650) | Unfavourable |

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

Closing Deficit to 30 June 2023 is forecast to be \$253,820

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

| | ACTUAL | BUDGET | VARIANCE | |
|------------------------------------|--------|--------|----------|--|
| • Year-to-date Capital Expenditure | 0 | 0 | 0 | |

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

| | | |
|--|---------------------|-----------------|
| • Current Assets of \$2,685,226 includes: | Year-to-date | Forecast |
| ○ Cash and Cash Equivalents | 1,962,434 | 2,258,918 |
| ○ Trade and Other Receivables | 665,977 | 306,589 |
| ○ Prepayments | 38,458 | 31,942 |
| ○ Inventories | 18,357 | 18,357 |
| • Current Liabilities of \$1,070,886 includes: | | |
| ○ Trade and Other Payables | 713,427 | 487,168 |
| ○ Provisions | 357,459 | 357,459 |
| • Working Capital (Current Assets <i>less</i> Current Liabilities) is: | 1,614,340 | 1,771,178 |
| • Equity (Total Assets <i>less</i> Total Liabilities) is | 6,266,099 | 6,522,333 |
| • Reserves as at 31 Aug 2022 | 1,793,571 | 1,793,571 |

5. Investments

| Total of \$1,842,614.38 includes: | | | |
|-----------------------------------|-------------------|------------------|------------------------------|
| | Invested Funds \$ | % of Total Funds | Max % of Total Funds Allowed |
| ○ Commonwealth Bank | 464,778.11 | 35% | 75% |
| ○ National Australia Bank | 1,195,836.27 | 65% | 75% |
| TOTAL: | 1,660,614.38 | 100% | |

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 31 August 2022 as presented to Council.

MOVED BY: Cr Karen Turner

SECONDED BY: Cr Wendy Dickinson

RESULT: CARRIED ~~LOST~~ 4 / 0

RESOLUTION: OC290922-1857

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 31 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 2022/2023.

Consultation

Nil

Financial Implications

As per the 2022/23 Financial Budget.

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

13.3. Summary of Accounts paid for period ending 31 July 2022 (listed as item 11.3 in the agenda)

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Manager: | 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 3 - Summary of Accounts paid for period ending 31 July 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 July 2022.

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 31 July 2022 as presented to Council.

MOVED BY: Cr Wendy Dickinson

SECONDED BY: Cr Karen Turner

RESULT: CARRIED ~~LOST~~ 4 / 0

RESOLUTION: OC290922-1858

Background

As noted in Summary.

Voting Requirement

Simple Majority

Officer Comment

The attachment details all payments made for 31 July 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 2022/2023 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

13.4. Summary of Accounts paid for period ending 31 August 2022 (listed as item 11.4 in the agenda)

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Manager: | 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 4 - Summary of Accounts paid for period ending 31 August 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 August 2022.

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 31 August 2022 as presented to Council.

MOVED BY: Cr John Bromham

SECONDED BY: Cr Wendy Dickinson

RESULT: CARRIED ~~LOST~~ 4 / 0

RESOLUTION: OC290922-1859

Background

As noted in Summary.

Voting Requirement

Simple Majority

Officer Comment

The attachment details all payments made for 31 August 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 2022/2023 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

13.5. Stanley Road – Expressions of Interest (listed as item 11.5 in the agenda)

| | | | | |
|--------------------------------|--------------------------------------|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Manager: | 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): | | | | |

Summary

BHRC's core assets are the two licences it holds over Stanley Rd and Banksia Rd.

With the need for BHRC to seek ongoing operational contributions as per the BHRC constitution, BHRC and Member Councils are seeking proposals to potentially generate revenue from external parties, and/or assist in the further development of the site or key projects.

BHRC CEO is requesting the support of member council resources to development and release to the market an Expression of Interest for proposals from interested parties.

Officer Recommendation

That Council:

Council requires the Chief Executive Officer of the BHRC to formally write to the BHRC Member Councils seeking support and assistance in the development of a Stanley Rd Expression of Interest. The Expression of Interest is to seek submission from interested parties toward the investment in and/or management and operation of all or part and/or proposals for the implementation of Waste Resource Recovery activities on the Stanley Rd Site.

MOVED BY: Cr Karen Turner

SECONDED BY: Cr John Bromham

RESULT: CARRIED ~~LOST~~ 4 / 0

RESOLUTION: OC290922-1860

Background

Environmental Protection Notice

In July 2021, an Environmental Protection Notice (EPN) was issued pursuant to the current licence and the requirement for the closure of the unlined cell/s due to ongoing groundwater contamination impacts. A series of other measures were advised, including the engagement of environmental consultant to provide a revised LCMP.

As such, the EPN restricted waste receipt at Stanley Rd Landfill to municipal waste, household (Transfer station) and inert waste streams only with no acceptance of commercial waste.

Contaminated Site Classification

On the basis of ongoing contaminated site assessments, in September 2021, the Stanley Rd site was reclassified to a contaminated site, enacting a full site investigation under the guidance of a Contaminated Sites Auditor. Phase 1 of the investigation has been complete, and based upon the findings, the auditor has recommended the scope for Phase 2. Our environmental consultant, Cardno, has commenced the second phase of investigation, including the drilling of additional bores on both site and in the nearby suburb of Australind.

Unlined Cell Rehabilitation

In November 2021, Member Councils resolved to loan funds up to \$6M (50:50 split) for the capping of the unlined cell.

In July 2022, the BHRC Council awarded the tender for the capping of Phase 3 to 5, with construction works expected to commence in October 2022.

Landfill Closure

On 1st March 2022, City of Bunbury and Shire of Harvey commenced the diversion of all Municipal Waste sources to an alternate landfill site. In Mid-March 2022, all landfilling ceased on the Stanley Rd Site due to Cell 1 reaching design waste volumes as per the current Licence and Landfill Closure Management Plan. The closure of Cell 1 had the consequence that all residential waste was required to be diverted to an alternate landfill site. This has resulted in the need for financial support of the member councils to remain sustainable in an ongoing operational capacity.

Since its inception in 1990, BHRC has not requested nor received a contribution from Member councils.

Stanley Rd Licence Non-compliances

BHRC have been working closely with senior representatives of the DWER regarding a series of site compliances. The most significant of Licence non-compliances are:-

- Capping of unlined cells – phase 3 to 5
- Mattresses waste – storage and processing
- Timber Waste – storage and processing
- Green Waste storage and processing

In May 2022, BHRC submitted an amendment to the licence to address the long-term capability to store and process the mattress, timber and green waste types, as well as to ensure key recycling activities currently supporting the region are included in the licence ie/ E-Waste & Household Hazard Waste streams.

Officer Comment

BHRC's core assets are the two licences it holds over Stanley Rd and Banksia Rd. The current 5-year licence consists of the ability to operate a transfer station and containers for change facility, as well as to store recyclable materials such as metals.

Included in the Stanley Rd facility is two works approvals for a Lined Cell and a Compost Facility.

Until revenue streams can be either re-established or alternate revenue streams can be realised, BHRC will continue to require member contributions to support the financial sustainability of the business.

The purpose for seeking support from member councils for the development of an Expression of interest for the Stanley Rd site, is that BHRC does not have the available resources nor expertise in this area.

The intent of any Expression of Interest process is to seek proposals from proponents willing to partner with BHRC and Member Councils to realise the full potential of the site in support of waste management, resource recovery and the circular economy for both the local area and the South west Region.

Consultation

Chair BHRC
Deputy Chair BHRC
CEO City of Bunbury
CEO Shire of Harvey
Director Infrastructure City of Bunbury
Director Infrastructure Services Shire of Harvey

Financial Implications

Nil

Statutory Environment

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

Strategic Implications

- Leverage the site DWER licence – lease or partnership only
- Potential to reduce the ongoing burden on member councils

Policy Implications

Procurement Policy

Voting Requirement

Simple Majority

14. Elected Member motions of which previous notice has been given (listed as item 12 in the agenda)

Nil

15. Urgent business approved by the person presiding or by decision of the Council (listed as item 13 in the agenda)

Nil

16. Next Meeting (listed as item 15 in the agenda)

The next meeting is scheduled for Thursday, 24 November 2022 at the Administration Complex, Lot 45 Stanley Road, Wellesley, commencing at 4:30pm.

17. Close of Meeting (listed as item 16 in the agenda)

The Presiding Member declares meeting closed at 5.27pm.