



Ordinary Council Meeting

Notice of Meeting & Agenda

24 November 2022

Meeting to be held at: Council Chambers, Shire of Harvey, 7 Mulgara Street, Australind on Thursday 24 November 2022, commencing at 4:30pm

Open Council Meetings – Procedures

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

Undersigned

Chief Executive Officer

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

Correspondence to:
Post Office Box 111
Australind WA 6233

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ATTACHMENTS

- Attachment 1** - Financial Statements for the period ending 30 September 2022
- Attachment 2** - Financial Statements for the period ending 31 October 2022
- Attachment 3** - Summary of Accounts paid for period ending 30 September 2022
- Attachment 4** - Summary of Accounts paid for period ending 31 October 2022
- Attachment 5** - CONFIDENTIAL ITEM CRUSC1 – 24.11.2022
- Attachment 6** - CONFIDENTIAL ITEM CRUSC2 – 24.11.2022 (to follow)



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 Council Chambers, Shire of Harvey, 7 Mulgara Street, Australind on Thursday [Click here to enter text.](#)



Signed:

Peter Keane

Chief Executive Officer

(Date of Issue: 17 November 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
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 29 September 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 30 September 2022

Applicant / Proponent:	Internal			
Responsible Officer:	Donelle Bruton, Team Leader Finance Accounting/Senior Budgeting Officer			
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 30 September 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 30 September 2022

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	1,469,979	1,211,612	258,367	Favourable
• Year-to-date Expenditure	1,652,434	2,023,761	371,327	Favourable
• Year-to-date Operating Surplus	(182,455)	(812,149)	629,694	Favourable

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

Closing Deficit Surplus 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	To Plan

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

	Year-to-date	Forecast
• Current Assets of Click here to enter text. includes:		
○ Cash and Cash Equivalents	1,875,307	2,258,918
○ Trade and Other Receivables	651,023	306,589
○ Prepayments	38,458	31,942
○ Inventories	18,357	18,357

• Current Liabilities of 30 Sept 2022 includes:		
○ Trade and Other Payables	610,833	487,168
○ Provisions	357,459	357,459

• Working Capital (Current Assets less Current Liabilities) is:	1,614,851	1,771,178
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• Equity (Total Assets /less Total Liabilities) is	6,522,333	6,266,611
• Reserves of 30 Sept 2022 includes:	1,793,571	1,793,571

5. Investments

Total of 30 Sept 2022 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Commonwealth Bank	464,864.02	28%	75%
○ National Australia Bank	1,195,836.27	72%	75%
TOTAL:	1,660,700.29		

With the decrease in On-call funds with CBA, threshold of 75% is close and must be considered in future investment funding decisions

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 30 September 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**)

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.

Consultation

Nil

Financial Implications

As per the 2018/2019 Financial Budget.

Statutory Environment

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

Strategic Implications

Nil

Policy Implications

Nil

Officer Comment

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

Revenue

Operating Grants Subsidies and Contributions : Favourable	301,750
Interest Revenue : Unfavourable	(1,231)

Expenditure

Employee Costs: Favourable	\$ 180,498
Insurance: Unfavourable	\$ (21,423)
Other Expenditure: Favourable	\$ 158,897

Voting Requirement

Simple Majority

11.2. Financial Statements for the period ending 31 October 2022

Applicant / Proponent:	Internal			
Responsible Officer:	Donelle Bruton, Team Leader Finance Accounting/Senior Budgeting Officer			
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 October 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 30 October 2022

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	1,665,424	1,703,412	(37,988)	
• Year-to-date Expenditure	2,042,912	2,683,939	641,027	
• Year-to-date Operating Surplus	(377,488)	(980,527)	603,039	

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

Closing Deficit Surplus 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		

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

• Current Assets of 30 Oct 2022 includes:	Year-to-date	Forecast
○ Cash and Cash Equivalents	2,258,918	1,861,041
○ Trade and Other Receivables	306,589	2,422,262
○ Prepayments	31,942	31,942
○ Inventories	18,357	18,357
• Current Liabilities of 30 Oct 2022 includes:		
○ Trade and Other Payables	487,168	566,920
○ Provisions	357,459	357,459
• Working Capital (Current Assets /less Current Liabilities) is:	1,771,178	3,415,738
• Equity (Total Assets /less Total Liabilities) is	6,522,333	8,067,498
• Reserves as at of 30 Oct 2022	1,793,571	1,793,571

5. Investments

Total of Click here to enter text.includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Commonwealth Bank	464,940.44	27.9%	75%
○ National Australia Bank	1,201,527.38	72.1%	75%
TOTAL:	1,666,467.82		

Click here to enter text.

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending Click here to enter a date. 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**)

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.

Consultation

Nil

Financial Implications

As per the 2018/2019 Financial Budget.

Statutory Environment

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

Strategic Implications

Nil

Policy Implications

Nil

Officer Comment

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

Revenue

Interest Revenue : Unfavourable	(1,423)
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Expenditure

Employee Costs: Favourable	\$ 216,158
Insurance: Unfavourable	\$ (21,423)
Other Expenditure: Favourable	\$ 222,782

Voting Requirement

Simple Majority

11.3. Summary of Accounts paid for period ending 30 September 2022

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):	Summary of Accounts paid for period ending 30 September 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 September 2022.

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 30 September 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 September 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

Voting Requirement

Simple Majority

11.4. Summary of Accounts paid for period ending 31 October 2022

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):	Summary of Accounts paid for period ending 31 October 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 October 2022

Officer Recommendation

That Council:

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

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 5 – “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 and CRUSC2”**.

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, 19 January 2023 at the Administration Complex, Lot 45 Stanley Road, Wellesley, commencing at 4:15pm.

16. Close of Meeting

The Presiding Member declares meeting closed at _____