



Ordinary Council Meeting

Notice of Meeting & Agenda

25 November 2021

*Meeting to be held at: The Administration Complex, Stanley Road Waste Management Facility, Lot 45, Stanley Road, Wellesley on Thursday
25 November 2021, 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

Attachment 1 – Financial Statement for Period Ending 30 September 2021

Attachment 2 – Financial Statement for Period Ending 31 October 2021

Attachment 3 – Statement of Accounts Paid for Period Ending 30 September 2021

Attachment 4 – Statement of Accounts Paid for Period Ending 31 October 2021



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 27th January 2022 at 4:15pm.



Kate Shaw
Chief Executive Officer (Interim Acting)
(Date of Issue: 19 November 2021)

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
(Chairperson)	City of Bunbury
(Deputy Chairperson)	Shire of Harvey
	City of Bunbury
	City of Bunbury
	Shire of Harvey
<i>Executive Leadership Team (Non-Voting)</i>	Representing
Ms Kate Shaw	Interim Acting 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
Mr Gavin Harris	City of Bunbury
Mr Rick Lotznicker	Shire of Harvey

1. Declaration of Opening / Announcement of Visitors

The Chief Executive Officer Declares Meeting open _____

2. Swearing in of the Presiding Members of Council – *(To be performed by the Justice of the Peace)*

3. Election of the Council Chairman

The Chief Executive Officer will call for and read aloud the nominations for the position of Council Chairman. If more than one nomination is received, the Chief Executive Officer will call on the nominees to give a short presentation on their capabilities for the position. A ballot will then be conducted.

4. Swearing in of the Council Chairman – *(To be performed by the Justice of the Peace)*

Council's Elected Chairman: _____

5. Election of the Deputy Chairman

The Chief Executive Officer will call for and read aloud the nominations for the position of Deputy Chairman. If more than one nomination is received, the Chairman will call on the Nominees to give a short presentation on their capabilities for the position. A ballot will then be conducted.

6. Swearing in of the Deputy Chairman – *(To be performed by the Justice of the Peace)*

Council's Elected Deputy Chairman: _____

7. Appointment of Council Representative on the Municipal Waste Advisory Council

The Chief Executive Officer will call for and read aloud the nominations for the appointment of Council Representative on the Municipal Waste Advisory Council (MWAC). If more than one nomination is received, a ballot will then be conducted.

Council's Appointment: _____

8. Membership of the Audit Committee

Applicant / Proponent:	Internal
Responsible Officer:	Karen McDonald, Finance Manager
Executive:	Kate Shaw, Interim Acting Chief Executive Officer
Attachment(s):	-

Summary

Local Government elections were held on Saturday 16 October 2021. Section 5.11 of the *Local Government Act 1995* stipulates that positions on Council committees become vacant at each ordinary Election Day. The purpose of this report is for Council to consider appointments to the Audit Committee.

Executive Recommendation

That Council:

Appoint all Councillors as members of the Audit Committee.

MOVED BY: _____

SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION: _____

Voting Requirement

Absolute Majority

Background

An Audit Committee is a legal requirement under the provisions of section 7.1A of the *Local Government Act 1995*. The BHRC Audit Committee previously comprised all Elected Members.

Audit Committee Terms of Reference

The duties and responsibilities of the committee are as follows:

- a) *Provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits;*
- b) *Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;*
- c) *Develop and recommend to Council:*
 - *a list of those matters to be audited; and*
 - *the scope of the audit to be undertaken;*
- d) *Recommend to Council the person or persons to be appointed as auditor;*
- e) *Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include:*
 - *the objectives of the audit;*
 - *the scope of the audit;*
 - *a plan of the audit;*
 - *details of the remuneration and expenses to be paid to the auditor; and*
 - *the method to be used by the local government to communicate with, and supply information to, the auditor;*
- f) *Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;*
- g) *Liaise with the CEO to ensure that the local government does everything in its power to:*
 - *assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and*
 - *ensure that audits are conducted successfully and expeditiously;*
- h) *Examine the reports of the auditor after receiving a report from the CEO on the matters to:*
 - *determine if any matters raised require action to be taken by the local government; and*
 - *ensure that appropriate action is taken in respect of those matters;*
- i) *Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;*
- j) *Review the scope of the audit plan and program and its effectiveness;*

- k) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
- l) Review the level of resources allocated to internal audit and the scope of its authority;
- m) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- n) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- o) Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- p) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- s) Review the annual Compliance Audit Return and report to the council the results of that review, and
- t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

Council Policy Compliance

Not Applicable

Legislative Compliance

Section 7.1A of the Local government Act 1995 relates to Audit Committees and states:

- (1) A local government is to establish an audit committee of three (3) or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed by the local government and at least 3 of the members, and the majority of the members, are to be council members.
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

Officer Comments

It should be noted that the first meeting of the Audit Committee has been arranged for Thursday 28 November 2019 at 4:20pm, immediately after the adoption of this agenda item, where the annual meeting with the Council's auditor will take place.

Analysis of Financial and Budget Implications

Not applicable

Community Consultation

Not required

Councillor/Officer Consultation

This matter is presented to Council for consideration.

9. Attendances and Apologies

9.1. Attendances

9.2. Apologies

10. Public Question Time

11. Summary of Response to previous Questions taken on notice

12. Applications for Leave of Absence

13. Confirmation of Minutes

The minutes of the Ordinary meeting of Council held on 14 October 2021, are confirmed as a true accurate record.

MOVED BY: _____

SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION: _____

14. Petitions / Memorials / Presentations

15. Declarations of Interests

16. Announcements (by the presiding member without discussion)

17. Reports of Committees

18. Reports of Officers

18.1. Financial Statements for the period ending 30 September 2021

Applicant / Proponent:	Internal			
Responsible Officer:	Karen McDonald, Finance Manager			
Responsible Manager:	Kate Shaw, Interim Acting Chief Executive Officer			
Executive:	Kate Shaw, Interim Acting Chief Executive Officer			
Authority / Discretion:	Advocacy	<input type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input checked="" type="checkbox"/>
Attachment(s):	Attachment 1 – Financial Statement for Period Ending 30 September 2021 (Appendices 1 – 8)			

Summary

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

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

a. Year-to-date Financial Performance to 30 September 2021

	ACTUAL	DRAFT BUDGET	VARIANCE	
• Year-to-date Income	1,285,376	1,105,261	180,115	Favourable
• Year-to-date Expenditure	(1,538,329)	(1,517,486)	(20,843)	Unfavourable
• Year-to-date Operating Surplus/(Deficit)	(252,953)	(412,226)	159,272	Favourable

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

Closing Funding Surplus to 30 June 2022 is forecast at \$15,593 as per the Draft Budget.

3. Capital Works (attached at Appendix 4)

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	12,963	0	12,130	Unfavourable

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

• Current Assets of \$2,909,937	Year-to-date	Forecast
○ Cash and Cash Equivalents	2,463,773	492,142
○ Trade and Other Receivables	438,178	564,509
○ Prepayments	0	14,483
○ Inventories	7,986	7,986

Current Liabilities of \$775,186 includes:

○ Trade and Other Payables	326,737	469,353
○ Provisions	448,449	448,449

• Working Capital (Current Assets /less Current Liabilities) is:	2,134,751	161,324
• Equity (Total Assets /less Total Liabilities) is:	7,381,189	4,302,455
• Reserves of \$2,140,092 includes:		

o Plant and Infrastructure Reserve	187,717	141,515
o Site Post Closure Rehabilitation Reserve	0	1,348
o Stanley Road Environmental Protection Lined Cell Construction Reserve	1,952,375	2,864
o Organics Processing Reserve	0	-

5. Investments

Total of \$2,235,988 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
o Commonwealth Bank	1,045,507	47	75
o National Australia Bank	1,190,480	53	75
TOTAL:	2,235,987	100	

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 30 September 2021 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 Draft 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	
Fees and Charges – Favourable. Due to higher volumes in the casual tipping fees and both the Stanley Rd facility and Banksia Rd facility (\$156k), and in the collection of Scrap Metal (\$17.6k). However, there is a decrease of volume from the City of Bunbury– resulting in a decrease of \$25k.	\$146,050 17%
Expenses by Nature and Type	
Material and Contract – Unfavourable. Due to higher volume of tyres requiring off-site disposal (\$13k), and crushing of existing rubble by contractor to be used a future road base (\$27k)	(\$66,438) 21%

Voting Requirement

Simple Majority

18.2. Financial Statements for the period ending 31 October 2021

Applicant / Proponent:	Internal			
Responsible Officer:	Karen McDonald, Finance Manager			
Responsible Manager:	Kate Shaw, Acting Interim Chief Executive Officer			
Executive:	Kate Shaw, Acting Interim Chief Executive Officer			
Authority / Discretion:	Advocacy	<input type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input checked="" type="checkbox"/>
Attachment(s):	Attachment 2 – Financial Statement for Period Ending 31 October 2021 (Appendices 1 – 8)			

Summary

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

1. Statement of Comprehensive Income (**attached at Appendix 1**)
 - a. Year-to-date Financial Performance to 31 October 2021

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	1,674,707	1,485,223	189,484	Favourable
• Year-to-date Expenditure	(2,013,319)	(1,976,240)	(37,079)	Unfavourable
• Year-to-date Operating Surplus/(Deficit)	(338,611)	(491,017)	152,406	Favourable

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

Closing Funding Surplus to 30 June 2022 is forecast at \$15,593 as per the Budget.

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

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	12,963	0	12,130	Unfavourable

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

• Current Assets of \$2,754,828	Year-to-date	Forecast
○ Cash and Cash Equivalents	2,363,696	492,142
○ Trade and Other Receivables	383,145	564,509
○ Prepayments	0	14,483
○ Inventories	7,986	7,986

Current Liabilities of \$654,655 includes:		
○ Trade and Other Payables	206,206	469,353
○ Provisions	448,449	448,449

• Working Capital (Current Assets /less Current Liabilities) is:	2,100,173	161,324
• Equity (Total Assets /less Total Liabilities) is:	7,295,531	4,302,455
• Reserves of \$2,140,425 includes:		
○ Plant and Infrastructure Reserve	187,764	141,515
○ Site Post Closure Rehabilitation Reserve	1,952,660	1,348
○ Stanley Road Environmental Protection Lined Cell Construction Reserve	-	2864
○ Organics Processing Reserve	-	-

5. Investments

Total of \$2,146,375 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Commonwealth Bank	955,698	45	75
○ National Australia Bank	1,190,677	55	75
TOTAL:	2,146,375	100	

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 31 October 2021 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	
Waste Education Contributions: Favourable. \$7.6k income from Grant received. Funds received for payment of Waste Education from Shire of Capel of Waste (\$8.8k)	\$14,873
Fees and Charges – Favourable. Due to higher volumes in the casual tipping fees and both the Stanley Rd facility and Banksia Rd facility (\$139k), and in the collection of Scrap Metal (\$19k). However, there is a decrease of volume from the City of Bunbury– resulting in a decrease of \$21k.	135,380 12%
Expenses by Nature and Type	
Material and Contract – Unfavourable. Due to higher volume of tyres requiring off-site disposal (\$13k), and crushing of existing rubble by contractor to be used a future road base (\$27k), Vehicle repairs \$36k	(\$80,283) 20%

Voting Requirement

Simple Majority

18.3. Summary of Accounts paid for period ending 30 September 2021

Applicant / Proponent:	Internal			
Responsible Officer:	Karen McDonald, Finance Manager			
Responsible Manager:	Karen McDonald, Finance Manager			
Executive:	Kate Shaw, Interim Acting 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 30 September 2021			

Summary

Section 13 (2) of Government (Financial Management) Regulations 1996 require that where Local Government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing detail for each account paid since such list was prepared. This item is presented to Council to advice of payments made for 30 September 2021.

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 30 September 2021 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 2021.

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

18.4. Summary of Accounts paid for period ending 31 October 2021

Applicant / Proponent:	Internal			
Responsible Officer:	Karen McDonald, Finance Manager			
Responsible Manager:	Karen McDonald, Finance Manager			
Executive:	Kate Shaw, Interim Acting 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 October 2021			

Summary

Section 13 (2) of Government (Financial Management) Regulations 1996 require that where Local Government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing detail for each account paid since such list was prepared. This item is presented to Council to advice of payments made for 31 October 2021.

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 31 October 2021 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 2021.

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

19. Elected Member motions of which previous notice has been given

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

21. Confidential Business (Meeting Closed to the Public)

22. Next Meeting

The next meeting is scheduled for Thursday, 27 January 2022 at the Administration Complex, Stanley Road Waste Management Facility, Lot 45 Stanley Road, Wellesley, commencing at 4:15pm.

23. Close of Meeting

The Presiding Member declares meeting closed at _____.