



Ordinary Council Meeting

Notice of Meeting & Agenda

29 September 2022

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

Open Council Meetings – Procedures

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

Undersigned

Chief Executive Officer

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

Correspondence to:
Post Office Box 111
Australind WA 6233

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ATTACHMENTS

Attachment 1	-	Financial Statements for the period ending 31 July 2022
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Attachment 3	-	Summary of Accounts paid for period ending 31 July 2022
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Attachment 5	-	CONFIDENTIAL ITEM CRUSC1 – 29.09.2022
CRUSC1 Attachment 1	-	Confidential Information (Lined Cell Business Case 1)
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CRUSC1 Attachment 5	-	Confidential Information (attachment to follow)
CRUSC1 Attachment 6	-	Confidential Information (attachment 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 Administration Complex, Stanley Road Waste Management Facility, Lot 45 Stanley Road, Wellesley on Thursday [Click here to enter text.](#)



Signed:

Peter Keane

Chief Executive Officer

(Date of Issue: 21 September 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 11 August 2022, are confirmed as a true accurate record.

MOVED BY: _____ SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION: _____

The minutes of the Ordinary meeting of Council held on 31 August 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 July 2022

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	365,587	377,135	(7,291)	Favourable
• Year-to-date Expenditure	(450,871)	(455,235)	14,643	Favourable
• Year-to-date Operating Surplus	(85,283)	(78,100)	7,352	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

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

• Current Assets of \$2,557,300 includes:	Year-to-date	Forecast
○ Cash and Cash Equivalents	2,168,145	2,258,918
○ Trade and Other Receivables	338,856	306,589
○ Prepayments	31,942	31,942
○ Inventories	18,357	18,357

• Current Liabilities of \$894,973 includes:		
○ Trade and Other Payables	537,514	487,169
○ Provisions	357,459	357,459

• Working Capital (Current Assets less Current Liabilities) is:	1,662,326	1,771,178
• Equity (Total Assets less Total Liabilities) is	6,363,783	6,522,333
• Reserves	1,793,571	1,793,571

5. Investments

Total of \$1,800,358.11 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Commonwealth Bank	605,838.20	34%	75
○ National Australia Bank	1,194,519.91	66%	75
TOTAL:		100%	

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 31 July 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.

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

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

11.2. Financial Statements for the period ending 31 August 2022

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 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	

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

	Year-to-date	Forecast
• Current Assets of \$2,685,226 includes:		
○ 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 less Current Liabilities) is:	1,614,340	1,771,178
• Equity (Total Assets less 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	646,778.11	35%	75%
○ National Australia Bank	1,195,836.27	65%	75%
TOTAL:	1,842,614.38	100%	

Executive Recommendation

That Council:

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

MOVED BY: _____ 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**)

Officer Comment

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

Stanley Rd

Revenue

Fees and Charges: Unfavourable	(79,843)
Other Revenue: Unfavourable	(83,348)

Expenditure

Employee Costs: Unfavourable	(2,111)
Materials and Contracts; Unfavourable	(22,574)
• Monitor Fees from FY21/22	
Other Expenditure: Favourable	122,575
• CDS Consumables - higher	
• Cleanaway expenses - lower	

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

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

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 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: _____

SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION: _____

Background

As noted in Summary.

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

Voting Requirement

Simple Majority

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

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: _____

SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION: _____

Background

As noted in Summary.

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

Voting Requirement

Simple Majority

11.5. Stanley Road – Expressions of Interest

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 requested 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: _____

SECONDED BY: _____

RESULT: CARRIED / LOST _____

RESOLUTION: _____

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

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”**.

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, 24 November 2022 at the Administration Complex, Lot 45 Stanley Road, Wellesley, commencing at 4:15pm.

16. Close of Meeting

The Presiding Member declares meeting closed at _____