



# Ordinary Council Meeting

## Notice of Meeting & Agenda

30 November 2023

*Meeting to be held at: The Administration Complex, Stanley Road Waste Management Facility, Lot 45, Stanley Road, Wellesley on Thursday  
30 November 2023, 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**



## 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 27<sup>th</sup> January 2022 at 4:15pm.

Signed:

**Nick Edwards**

**Chief Executive Officer**

(Date of Issue: 29 November 2023)

### 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	City of Bunbury
Cr Wendy Dickinson	Shire of Harvey
Cr Marina Quain	City of Bunbury
Cr Dakota Krispyn	Shire of Harvey
Cr Michelle Steck	City of Bunbury
<i>Executive Leadership Team (Non-Voting)</i>	Representing
Mr Nick Edwards	Chief Executive Officer (BHRC)
Ms Annie Riordan	Chief Executive Officer (Shire of Harvey)
Mr Alan Ferris	Chief Executive Officer (City of Bunbury)
<i>Officers (Non-Voting)</i>	Representing
Ms Meta Hazeldine	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
Cr Karen Steele	City of Bunbury
Cr Cheryl Kozisek	City of Bunbury
Mayor Miguel	City of Bunbury
Cr John Bromham	Shire of Harvey

## 1. Declaration of Opening / Announcement of Visitors

The Chief Executive Officer Declares Meeting open \_\_\_\_\_

## 2. Acknowledgement of the Country

We acknowledge the Traditional Custodians of this land on which we gather today, the Noongar Wardandi people, and pay our respects to Elders past, present and future.

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

## 4. 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.

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

Council's Elected Chairman: \_\_\_\_\_

## 6. 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.

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

Council's Elected Deputy Chairman: \_\_\_\_\_

## 8. 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: \_\_\_\_\_

## 9. Membership of the Audit Committee

Applicant / Proponent:	Internal
Responsible Officer:	Meta Hazeldine, Finance Manager
Executive:	Nick Edwards, Chief Executive Officer
Attachment(s):	-

### Summary

Local Government elections were held on Saturday 21 October 2023. 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 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 14 December 2023 at 4:15pm, 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.

## 10. Attendances and Apologies

### 10.1. Attendances

### 10.2. Apologies

### 11. Public Question Time

### 12. Summary of Response to previous Questions taken on notice

### 13. Applications for Leave of Absence

Cr Dickinson requested leave of absence from 4<sup>th</sup> December 2023 to 3<sup>rd</sup> January 2024 (application for leave attached).

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

### 14. Confirmation of Minutes

The minutes of the Ordinary meeting of Council held on 12 October 2023, are confirmed as a true accurate record.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

### 15. Petitions / Memorials / Presentations

### 16. Declarations of Interests

### 17. Announcements (by the presiding member without discussion)

### 18. Reports of Committees

### 19. Reports of Officers



## 19.1. Financial Statements for the period ending 30 September 2023

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Meta Hazeldine, Finance Manager			
<b>Responsible Manager:</b>	Nick Edwards, Chief Executive Officer			
<b>Executive:</b>	Nick Edwards, Chief Executive Officer			
<b>Authority / Discretion:</b>	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"/>
<b>Attachment(s):</b>	<b>Attachment 1 – Financial Statement for Period Ending 30 September 2023</b>			

### 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. Actual YTD Financial Performance to 30 September 2023

	ACTUAL	BUDGET	VARIANCE	
• Income	1,808,476	1,729,687	78,789	Favourable
• Expenditure	(1,784,467)	(1,836,773)	52,306	Favourable
• Operating Surplus/(Deficit)	24,009	(107,086)	131,095	Favourable

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

Closing Surplus to 30 June 2024 is forecast to be \$27,017.

3. Capital Works

	ACTUAL	BUDGET	VARIANCE
• Capital Expenditure	(9,370)	(15,000)	5,630

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

• Current Assets of \$4,070,829 includes:	<b>Actual</b>	<b>Budget</b>
○ Cash and Cash Equivalents	3,341,622	1,230,235
○ Trade and Other Receivables	676,960	306,589
○ Prepayments	39,333	31,942
○ Inventories	12,914	18,357
• Current Liabilities of \$1,049,917 includes:		
○ Trade and Other Payables	709,502	487,168
○ Provisions	340,416	340,586
• Working Capital ( <b>Current Assets less Current Liabilities</b> ) is:	3,006,969	759,369
• Equity ( <b>Total Assets less Total Liabilities</b> ) is	8,304,775	6,815,730
• Reserves	1,113,885	732,352

## 5. Investments

<b>Total of \$2,853,911.12 includes:</b>			
	<b>Invested Funds \$</b>	<b>% of Total Funds</b>	<b>Max % of Total Funds Allowed</b>
o Commonwealth Bank	1,342,630.29	47%	75
o National Australia Bank	1,511,280.83	53%	75
<b>TOTAL:</b>	2,853,911.12	100%	

### *Executive Recommendation*

#### **That Council:**

Receive and accept the Financial Statements for period ending 31 August 2023 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**)
- Statement of Financial Position (attached at **Appendix 4**)
- Statement of Net Current Assets (attached at **Appendix 5**)

### *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 17 August 2023 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 2023/24.

### *Consultation*

Nil

### *Financial Implications*

As per the 2023/24 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:

### Operating Revenue

<b>Fees and Charges</b> – Favourable year-to-date variance mainly due to higher than anticipated revenue at Banksia Rd Tipping Fees of \$77K, Shire of Harvey Tip passes of \$44K Scrap Metal Revenue \$19K, and \$7K across various revenue accounts.	\$149,001 25%
<b>Other Revenue</b> – Unfavourable year-to-date variance due to decrease in revenue in CDS (\$81K), Member Council Cleanaway Tipping (\$26K), offset by increase in insurance reimbursements \$52K.	(\$55,944) (10%)

### Operating Expenditure

<b>Materials &amp; Contracts</b> – Unfavourable year-to-date variances due to Organics which includes the hire of a loader at Banksia Rd (\$68K), Site cleanup being mulching green waste costs (\$15K) and Cartage (\$13K). This is offset by savings in Bore Monitoring \$37K, Site rehabilitation \$10K, Landfill \$8K and various other expenses totalling \$6K.	(35,769) (11%)
<b>Other Expenditure</b> – Favourable year-to-date variance due to savings in disposal costs of \$143K, offset by an overspend against budget in the Banksia Rd disposal fees of historical overburden (\$67K) due to the timing differences in budget vs actuals.	\$79,669 13%

### Financing Activities

<b>Transfer From Reserves</b> – Favourable difference is due to timing of budgeted reserve spend. Budget includes a spend of \$260K for disposal of historical overburden at Banksia Rd and Banksia Rd hardstand.	\$301,407 116%
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### Voting Requirement

Simple Majority

## 19.2. Financial Statements for the period ending 30 September 2023

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Meta Hazeldine, Finance Manager			
<b>Responsible Manager:</b>	Nick Edwards, Chief Executive Officer			
<b>Executive:</b>	Nick Edwards, Chief Executive Officer			
<b>Authority / Discretion:</b>	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"/>
<b>Attachment(s):</b>	Attachment 2 – Financial Statement for Period Ending 31 October 2023			

### 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. Actual YTD Financial Performance to 31 October 2023

	ACTUAL	BUDGET	VARIANCE	
• Income	2,797,932	2,645,732	152,200	Favourable
• Expenditure	(2,372,212)	(2,606,342)	234,129	Favourable
• Operating Surplus/(Deficit)	425,720	39,391	386,329	Favourable

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

Closing Surplus to 30 June 2024 is forecast to be \$27,017.

3. Capital Works

	ACTUAL	BUDGET	VARIANCE
• Capital Expenditure	(9,370)	(15,000)	5,630

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

• Current Assets of \$4,639,953 includes:	<b>Actual</b>	<b>Budget</b>
○ Cash and Cash Equivalents	3,421,434	1,230,235
○ Trade and Other Receivables	1,200,644	306,589
○ Prepayments	4,789	31,942
○ Inventories	13,086	18,357

• Current Liabilities of \$1,169,780 includes:		
○ Trade and Other Payables	829,365	487,168
○ Provisions	340,416	340,586

• Working Capital (Current Assets /less Current Liabilities) is:	3,470,172	759,369
• Equity (Total Assets /less Total Liabilities) is	8,711,753	6,815,730
• Reserves	1,109,808	732,352

5. Investments

Total of \$2,859,008.19 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Commonwealth Bank	1,342,634.55	47%	75
○ National Australia Bank	1,516,373.64	53%	75
<b>TOTAL:</b>	2,859,008.19	100%	

*Executive Recommendation*

**That Council:**

Receive and accept the Financial Statements for period ending 31 August 2023 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**)
- Statement of Financial Position (attached at **Appendix 4**)
- Statement of Net Current Assets (attached at **Appendix 5**)

### 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 17 August 2023 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 2023/24.

### Consultation

Nil

### Financial Implications

As per the 2023/24 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:

#### Operating Revenue

<b>Fees and Charges</b> - Favourable year-to-date variance mainly due to higher than anticipated revenue at Banksia Rd Tipping Fees of \$106K, Shire of Harvey Tip passes of \$53K Organics Compost \$26K, and \$21K in various other revenue accounts.	\$206,663 25%
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#### Operating Expenditure

<b>Depreciation</b> – Favourable year-to-date variance due to actual expense being lower than anticipated in the budget.	\$21,517 11%
<b>Other Expenditure</b> – Favourable year-to-date variance due to savings in disposal costs \$181K and CDS materials and consumables \$22K. Offset by an overspend against budget in the Banksia Rd disposal fees of historical overburden (\$22K) due to the timing differences in budget vs actuals. Landfill licence is (\$13K) over budget which will reduce in November where it is budgeted for.	\$161,146 19%

## Financing Activities

<b>Transfer From Reserves</b> – Favourable difference is due to timing of budgeted reserve spend. Year-to-date budget includes a spend of \$260K for disposal of historical overburden at Banksia Rd and Banksia Rd hardstand.	\$293,586 113%
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### *Voting Requirement*

Simple Majority

## 19.3. Summary of Accounts paid for period ending 30 September 2023

<b>Applicant / Proponent:</b>	Internal			
<b>Responsible Officer:</b>	Meta Hazeldine, Finance Manager			
<b>Responsible Manager:</b>	Meta Hazeldine, Finance Manager			
<b>Executive:</b>	Nick Edwards, Chief Executive Officer			
<b>Authority / Discretion:</b>	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"/>
<b>Attachment(s):</b>	<b>Attachment 3 – Summary of Accounts paid for period ending 30 September 2023</b>			

### *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 2023.

### *Officer Recommendation*

**That Council:**

Receive and accept the Summary of Accounts paid for period ending 30 September 2023 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 2023.

### *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 2023/2024 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

**19.4. Summary of Accounts paid for period ending 31 October 2023**

<b>Applicant / Proponent:</b>	Internal		
<b>Responsible Officer:</b>	Meta Hazeldine, Finance Manager		
<b>Responsible Manager:</b>	Meta Hazeldine, Finance Manager		
<b>Executive:</b>	Nick Edwards, Chief Executive Officer		
<b>Authority / Discretion:</b>	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"/>
<b>Attachment(s):</b>	<b>Attachment 4 – Summary of Accounts paid for period ending 31 October 2023</b>		

**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 2023.

**Officer Recommendation**

**That Council:**

Receive and accept the Summary of Accounts paid for period ending 31 October 2023 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 2023.

**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 2023/2024 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

## 20. Elected Member motions of which previous notice has been given

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

## 22. Confidential Business (Meeting Closed to the Public)

## 23. Next Meeting

The next meeting is scheduled for Thursday, 18 January 2024 at the Administration Complex, Stanley Road Waste Management Facility, Lot 45 Stanley Road, Wellesley, commencing at 4:15pm.

## 24. Close of Meeting

The Presiding Member declares meeting closed at \_\_\_\_\_.