



Ordinary Council Meeting

Minutes

30 November 2023

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
51 Stanley Road, Wellesley
Western Australia 6233

Correspondence to:
Post Office Box 111
Australind WA 6233

Table of Contents

1. Declaration of Opening / Announcement of Visitors.....	4
2. Acknowledgement of the Country	4
3. Swearing in of the Presiding Members of Council – (performed by the Justice of the Peace).....	4
4. Election of the Council Chairman	4
5. Swearing in of the Council Chairperson – (performed by the Justice of the Peace).....	4
6. Election of the Deputy Chairperson	4
7. Swearing in of the Deputy Chairperson – (performed by the Justice of the Peace).....	5
8. Appointment of Council Representative on the Municipal Waste Advisory Council.....	5
9. Membership of the Audit Committee	5
10. Attendances and Apologies.....	7
10.1. Attendances	7
10.2. Apologies.....	7
11. Public Question Time.....	7
12. Summary of Response to previous Questions taken on notice	7
13. Applications for Leave of Absence.....	7
14. Confirmation of Minutes	8
15. Petitions / Memorials / Presentations.....	8
16. Declarations of Interests	8
17. Announcements (by the presiding member without discussion).....	8
18. Reports of Committees	8
19. Reports of Officers	9
19.1. Financial Statements for the period ending 30 September 2023.....	9
19.2. Financial Statements for the period ending 31 October 2023	11
19.3. Summary of Accounts paid for period ending 30 September 2023	14
19.4. Summary of Accounts paid for period ending 31 October 2023	15
20. Elected Member motions of which previous notice has been given.....	16
21. Urgent business approved by the person presiding or by decision of the Council.....	16
22. Confidential Business (Meeting Closed to the Public).....	16
23. Next Meeting.....	17
24. Close of Meeting	17

ATTACHMENTS

- Attachment 1 – Financial Statement for Period Ending 30 September 2023**
- Attachment 2 – Financial Statement for Period Ending 31 October 2023**
- Attachment 3 – Statement of Accounts Paid for Period Ending 30 September 2023**
- Attachment 4 – Statement of Accounts Paid for Period Ending 31 October 2023**



VISION

To develop, implement and maintain innovative and sustainable waste reduction, recycling and landfilling services while managing waste facilities with best practice standards for the councils of the Wellington Region and beyond.

To provide sustainable waste minimisation, recycling and alternative waste treatment services to an informed community while reducing the environmental impact of waste and maximising the conservation of natural resources through reduced material use and increased resource recovery

MISSION

To ensure the delivery of an integrated, cost-effective and environmentally sound waste management system and to promote sustainable community programs and policies ensuring that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations.

Reduce the environmental impact of waste and maximise conservation of natural resources through reduced overall material use and increased materials and energy recovery.

VALUES

Excellence:

To provide best practice facilities and waste services to our community through the development of quality controls and continuous improvements.

Leadership:

Having a clear vision and direction, that engages with key stakeholders and our community.

Integrity:

Acting with a level of trust, respect, honesty, hard work, communication and shared responsibility that is exhibited by its people.

Accountability:

To ensure the collection and management of solid waste and recovered materials in an environmentally sound manner and in accordance with regulatory requirements and the Department of Water and Environmental Regulation licence conditions.

Innovation:

Embrace new and better ways to achieve improved results through creativity, inventiveness and teamwork.

Respect

We value diversity and respect and are committed to work towards integrating the principles of Equal Employment Opportunity and ensure that the work environment is free from harassment and discrimination. We value and respect all members of our community.



Bunbury-Harvey Regional Council

Minutes

Minutes of the Ordinary Meeting of the Bunbury-Harvey Regional Council held in the Administration Complex, Stanley Road Waste Management Facility, 51 Stanley Road, Wellesley on Thursday, 30 November 2023 at 4:15pm

Minutes

1. Declaration of Opening / Announcement of Visitors

The meeting was declared open by Nick Edwards at 4:17pm

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

Cr Wendy Dickinson

Chairperson

Mr Nick Edwards

Chief Executive Officer

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 – (performed by the Justice of the Peace)

Cr Wendy Dickinson, Cr Tresslyn Smith, Cr Marina Quain, Cr Dakota Krispyn, Cr Michelle Steck and Cr John Bromham (Proxy for Shire of Harvey) were sworn in as Councillors for Council by Justice of the Peace Mr Eliot Fisher.

4. Election of the Council Chairman

The Chief Executive Officer called for and read aloud the nominations for the position of Council Chairperson.

Nomination was received for Cr Wendy Dickinson for the position of Council Chairperson. No other nominations were received. Cr Dickinson was elected Council Chairperson

5. Swearing in of the Council Chairperson – (performed by the Justice of the Peace)

Council's Elected Chairperson: *Cr Wendy Dickinson*

6. Election of the Deputy Chairperson

The Chief Executive Officer called for and read aloud the nominations for the position of Deputy Chairperson.

Nomination was received from Cr Tresslyn Smith for the position of Deputy Chairperson. No other nominations were received. Cr Smith was elected Deputy Chairperson.

- 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

Council Members:	Representing
Cr Wendy Dickinson (Chairperson)	City of Bunbury
Cr Tresslyn Smith (Deputy Chairperson)	Shire of Harvey
Cr Marina Quain	City of Bunbury
Cr Dakota Krispyn	Shire of Harvey (arrived 4.26pm) (left room at 5.48)
Cr Michelle Steck	City of Bunbury
Executive Leadership Team (Non-Voting)	Representing
Mr Nick Edwards	Chief Executive Officer (BHRC)
Ms Annie Riordan	Chief Executive Officer (Shire of Harvey) via Teams
Officers (Non-Voting)	Representing
Ms Meta Hazeldine	Finance Manager
Mrs Taryn York	Council Meeting Support Officer
Others(Non-Voting)	Representing
Cr John Bromham	Shire of Harvey (did not participate in meeting, only sworn in)
Mr Eliot Fisher	Justice of the Peace (departed meeting at 4.34pm)

10.2. Apologies

Mr Alan Ferris, CEO
 Mr Gavin Harris, City of Bunbury
 Mr Rick Lotznicker, Shire of Harvey

11. Public Question Time

Nil

12. Summary of Response to previous Questions taken on notice

Nil

13. Applications for Leave of Absence

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

19. Reports of Officers

19.1. Financial Statements for the period ending 30 September 2023

Applicant / Proponent:	Internal			
Responsible Officer:	Meta Hazeldine, Finance Manager			
Responsible Manager:	Nick Edwards, Chief Executive Officer			
Executive:	Nick Edwards, 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 Statement for Period Ending 30 September 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 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:	Actual	Budget
○ 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 (Current Assets less Current Liabilities) is:	3,006,969	759,369
• Equity (Total Assets less Total Liabilities) is	8,304,775	6,815,730
• Reserves	1,113,885	732,352

5. Investments

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

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 30 September 2023 as presented to Council.

MOVED BY: Cr Dakota Krispyn

SECONDED BY: Cr Tresslyn Smith

RESULT: CARRIED ~~LOST~~ 5 / 0

RESOLUTION: OC301123-1941

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

Fees and Charges – 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%
Other Revenue – 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

Materials & Contracts – 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%)
Other Expenditure – 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

Transfer From Reserves – 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 31 October 2023

Applicant / Proponent:	Internal			
Responsible Officer:	Meta Hazeldine, Finance Manager			
Responsible Manager:	Nick Edwards, Chief Executive Officer			
Executive:	Nick Edwards, 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 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:	Actual	Budget
○ 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
TOTAL:	2,859,008.19	100%	

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 31 October 2023 as presented to Council.

MOVED BY: Cr Dakota Krispyn

SECONDED BY: Cr Marina Quain

RESULT: CARRIED ~~LOST~~ 5 / 0

RESOLUTION: OC301123-1942

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

Fees and Charges - 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

Depreciation – Favourable year-to-date variance due to actual expense being lower than anticipated in the budget.	\$21,517 11%
Other Expenditure – 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

Transfer From Reserves – 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

Applicant / Proponent:	Internal			
Responsible Officer:	Meta Hazeldine, Finance Manager			
Responsible Manager:	Nick Edwards, Chief Executive Officer			
Executive:	Nick Edwards, 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 2023			

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: Cr Dakota Krispyn

SECONDED BY: Cr Tresslyn Smith

RESULT: CARRIED / LOST 5 / 0

RESOLUTION: OC301123-1943

Background

As noted in Summary.

Voting Requirement

Simple Majority

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

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

Applicant / Proponent:	Internal			
Responsible Officer:	Meta Hazeldine, Finance Manager			
Responsible Manager:	Nick Edwards, Chief Executive Officer			
Executive:	Nick Edwards, 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 2023			

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: Cr Marina Quain

SECONDED BY: Cr Tresslyn Smith

RESULT: CARRIED /LOST 5 / 0

RESOLUTION: OC301123-1944

Background

As noted in Summary.

Voting Requirement

Simple Majority

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

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

Nil

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

Nil

22. 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:	Nick Edwards, Chief Executive Officer			
Responsible Manager:	-			
Executive:	Nick Edwards, 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 Dickinson declared the meeting was closed to the public at 4.51pm to discuss “**Confidential Report CRUSC1**”.

MOVED BY: Cr Tresslyn Smith

SECONDED BY: Cr Marina Quain

RESULT: CARRIED ~~LOST~~ 5 / 0

RESOLUTION: OC301123-1945

CEO presented to Council, no resolution required.

Presiding Member Cr Dickinson declared the meeting was opened to the public at 5.48pm.

MOVED BY: Cr Michelle Steck

SECONDED BY: Cr Marina Quain

RESULT: CARRIED ~~LOST~~ 5 / 0

RESOLUTION: OC301123-1946

23. Next Meeting

The next meeting is scheduled for Thursday, 18 January 2024 at 51 Stanley Road, Wellesley, commencing at 4:15pm

24. Close of Meeting

The Presiding Member declares meeting closed at 5:49pm.