



Town of Cottesloe

I hereby certify that the minutes of the Special Council meeting held
on

Tuesday, 20 August 2024

were confirmed as a true and accurate record by Council resolution.

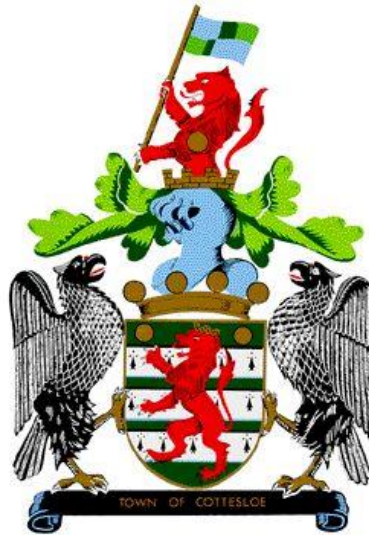
A handwritten signature in blue ink, appearing to read 'B. F. ...', is written over a horizontal line.

Signed:

Presiding Member

Date: 24 September 2024

TOWN OF COTTESLOE



SPECIAL COUNCIL MEETING

CONFIRMED MINUTES

SPECIAL COUNCIL MEETING
HELD IN THE
Council Chambers, Cottesloe Civic Centre
109 Broome Street, Cottesloe
5:30 PM Tuesday, 20 August 2024

A handwritten signature in blue ink, appearing to read 'William Matthew Scott', is positioned above the printed name.

WILLIAM MATTHEW SCOTT
Chief Executive Officer

29 August 2024

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Agenda and minutes are available on the Town's website www.cottesloe.wa.gov.au

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS	1
2	DISCLAIMER	1
3	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	1
4	PUBLIC QUESTION TIME	1
	4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	1
	4.2 PUBLIC QUESTIONS	1
5	PUBLIC STATEMENT TIME.....	1
6	ATTENDANCE	1
	6.1 APOLOGIES	2
	6.2 APPROVED LEAVE OF ABSENCE.....	2
	6.3 APPLICATIONS FOR LEAVE OF ABSENCE	2
7	DECLARATION OF INTERESTS.....	2
8	PRESENTATIONS	2
	8.1 PETITIONS	2
	8.2 PRESENTATIONS.....	2
	8.3 DEPUTATIONS	2
12	MEETING CLOSED TO PUBLIC.....	3
	12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	3
	12.1.1 T03/2024 - SUPPLY, INSTALLATION AND MAINTENANCE OF SHARK BARRIER.....	3
	12.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC.....	5
9	REPORTS.....	6
	9.1 REPORTS OF OFFICERS.....	6
	CORPORATE AND COMMUNITY SERVICES	6
	9.1.1 ADOPTION OF THE 2024/25 BUDGET	6
10	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	15
11	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:.....	15
	11.1 ELECTED MEMBERS	15
	11.2 OFFICERS.....	15

13 MEETING CLOSURE 15

1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 5:30 pm.

I would like to begin by acknowledging the Whadjuk Nyoongar people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

2 DISCLAIMER

The Presiding Member drew attention to the Town's Disclaimer and the paragraph that advises that formal meetings of Council will be audio/visually recorded and livestreamed.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

4 PUBLIC QUESTION TIME**4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

4.2 PUBLIC QUESTIONS

Nil

5 PUBLIC STATEMENT TIME

Nil

6 ATTENDANCE**Elected Members**

Mayor Lorraine Young
Cr Melissa Harkins
Cr Chilla Bulbeck
Cr Brad Wylynko
Cr Michael Thomas
Cr Katy Mason
Cr Sonja Heath

Officers

Mr William Matthew Scott	Chief Executive Officer
Mr Shaun Kan	Director Engineering Services
Mr Steve Cleaver	Director Development and Regulatory Services
Ms Sandra Watson	A/Director Corporate and Community Services
Ms Jacquelyne Pilkington	Governance & Executive Office Coordinator

Ms Larissa Stavrianos

Executive Office Trainee

6.1 APOLOGIES

Nil

Officers Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Cr Helen Sadler

Cr Jeffrey Irvine

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

7 DECLARATION OF INTERESTS

Nil

8 PRESENTATIONS

8.1 PETITIONS

Nil

8.2 PRESENTATIONS

Nil

8.3 DEPUTATIONS

Nil

SCM013/2024

Moved Mayor Young Seconded Cr Wylynko

THAT confidential item 12.1.1 be prioritised and brought forward in the order of business in the event that the adoption of the Budget (the open portion of the meeting) exceeds the scheduled time. This adjustment will ensure that the public has the opportunity to arrive in time for the Agenda Forum.

Carried 7/0

For: Mayor Young, Crs Harkins, Bulbeck, Wylynko, Thomas, Mason and Heath
Against: Nil

9 MEETING CLOSED TO PUBLIC

9.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

SCM014/2024

MOTION FOR BEHIND CLOSED DOORS

Moved Mayor Young Seconded Cr Wylynko

That, in accordance with Section 5.23(2) (c), Council discuss the confidential reports behind closed doors.

Carried by Absolute Majority 7/0

For: Mayor Young, Crs Harkins, Bulbeck, Wylynko, Thomas, Mason and Heath
Against: Nil

The public and members of the media were requested to leave the meeting at 5:33 pm

The Presiding Member requested the recording equipment to be deactivated when going behind closed doors.

12.1.1 T03/2024 - SUPPLY, INSTALLATION AND MAINTENANCE OF SHARK BARRIER

This item is considered confidential in accordance with the *Local Government Act 1995* section 5.23(2) (c) as it contains information relating to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

SCM015/2024

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

Moved Cr Harkins Seconded Cr Mason

THAT Council by absolute majority

1. **THANKS** the Minister for Fisheries for the State Government's Contribution to the Town's Shark Barrier renewal;
2. **AUTHORISES** the Chief Executive Officer to award the Supply, Installation and Maintenance of a Shark Barrier to TENDERER A mentioned in the Officer Recommendation in Brief Section;
3. **AUTHORISES** the:
 - a. Mayor and Chief Executive Officer to sign the contract and affix the Town's Common Seal (if required) for the following documents:
 - i. Shark Barrier Maintenance Contract;
 - ii. Department of Primary Industries and Regional Development Shark Barrier Grant Funding Agreement (\$400,000);
 - b. Chief Executive Officer or delegate to manage the Shark Barrier Maintenance contract, including provision of possible variations (provided the variation is necessary in order for the goods or services to be supplied, does not change the general scope of the contract and is managed within the allotted budget allocation); and
 - c. Mayor, Elected Members and the Town's Administration to disclose the identity of the successful Tenderer.

Carried 7/0

For: Mayor Young, Crs Harkins, Bulbeck, Wylynko, Thomas, Mason and Heath

Against: Nil

SCM016/2024

MOTION FOR RETURN FROM BEHIND CLOSED DOORS

Moved Mayor Young

Seconded Cr Harkins

In accordance with Section 5.23 that the meeting be re-opened to members of the public and media, and motions passed behind closed doors be read out if there are any public present.

Carried 7/0

For: Mayor Young, Crs Harkins, Bulbeck, Wylynko, Thomas, Mason and Heath

Against: Nil

The public and members of the media returned to the meeting at 5:40 pm .

The Presiding Member requested the recording equipment to be reactivated after coming out of closed doors.

9.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC

12.1.1 T03/2024 - SUPPLY, INSTALLATION AND MAINTENANCE OF SHARK BARRIER

The resolution for item 12.1.1 was read aloud and identified Eco Shark Barrier as the successful tenderer.

10 REPORTS

10.1 REPORTS OF OFFICERS

CORPORATE AND COMMUNITY SERVICES

9.1.1 ADOPTION OF THE 2024/25 BUDGET

Directorate:	Corporate and Community Services
Author(s):	Sheryl Teoh, Finance Manager
Authoriser(s):	William Matthew Scott, Chief Executive Officer
File Reference:	D24/30820
Applicant(s):	Internal
Author Disclosure of Interest:	Nil

SUMMARY

The proposed 2024/25 Annual Budget is attached for Council consideration and adoption.

OFFICER RECOMMENDATION IN BRIEF

For the Council to adopt the 2024/25 Annual Budget, along with supporting schedules. This includes the imposition of rates and minimum payments, adoption of the Fees and Charges Schedule, setting of Elected Members' fees for the year, and other consequential matters arising from the budget papers.

BACKGROUND

Under the *Local Government Act 1995*, Council is required to adopt an Annual Budget between 1 June and 31 August each financial year.

Three budget workshops were conducted between April and July 2024 to set the budgetary direction and inform the development of the 2024/25 Annual Budget. These workshops included detailed presentations and documentation, which provided Elected Members with opportunities to ask questions and offer direction to the administration in developing the draft budget and its various components.

OFFICER COMMENT

The budget has been prepared in accordance with the requirements of the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996*, and *Australian Accounting Standards*. It reflects the principles and feedback discussed with Elected Members during the budget workshops, with a focus on 'green' and community infrastructure, and sustainability.

The Town proposes a balanced budget for 2024/25, with neither a surplus nor a deficit. The estimated opening cash surplus for 2024/25 is \$2,212,225, representing the unspent budget balance from various projects in 2023/24. This surplus will be utilised to complete these projects in 2024/25. The final figure for the 2023/24 cash surplus will be determined through end-of-year processing and audit.

The proposed General Rates are determined after considering all other sources of revenue, available reserve funding, expenditure requirements, efficiency and savings measures, and associated cost increases.

Below are the key inclusions in the proposed 2024-25 Annual Budget:

1. Operating Budget

The draft operating budget provides for the Town's day-to-day operations. The net operating budget position has improved by \$751K from last year's budget. Significant movements in revenue and expenditure include:

- Separation of waste charges from Rates, resulting in a \$2M decrease in Rates revenue, with an associated increase in Fees and Charges revenue.
- A 5.4% increase in rates, resulting in an additional \$715K after separating waste charges.
- An increase in Operating Grants due to the Federal Assistance Grant (\$320K) not recognised in the 2023/24 budget.
- Increased employment costs due to the renewal of the Employee Industrial Agreement; Leave Provision previously not recognised (\$142K); conversion of a Business Analyst position from contractor to employee (\$80K); and a carry forward of direct employee costs (\$89K) associated with the ERP Project (Enterprise Resource Planning).
- Increased Materials and Contract costs based on the Local Government Cost Index of 3.6% and contracted increases under service delivery agreements.
- Key strategic projects and initiatives including:
 - o Green Infrastructure Management Plan: \$100K for initiatives that progresses towards canopy cover of 30% by 2040
 - o Natural Areas Management Plan: \$546k for coastal dune restoration and preservation
 - o John Black Dune Park : \$80K for stage 2 landscaping
 - o Anderson Pavilion solar panels: \$20k – This meets the renewable energy objective as part of the Town's participation in the Cities Power Partnership Program
 - o Asset Management Plan: \$118K
 - o Town Planning Scheme Consultant: \$125K
 - o Carried forward for the Cottesloe Village Precinct Plan: \$220K
 - o Carried forward for the Local Planning Strategy Review: \$133K
 - o Carried forward for the Enterprise Resource Planning Upgrade: \$617K

2. Capital Budget

A capital works program totalling \$3M entailing investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is proposed. Key projects include:

- Shark Barrier Renewal: \$400K
- Groyne Access Ramp Works: \$150K
- New South Cottesloe Toilet: \$200K
- 149 Marine Parade Toilet Upgrade (partially carry forward): \$187K
- Carry forward for the Eric Street Shared Path Lighting Upgrade: \$276K
- Carry forward for the Harvey Field Playground Upgrade: \$290K
- Carry forward for the Beach Access Path Upgrade: \$130K

3. Reserves

The Town forecasts a closing balance of \$8M in reserves for 2024/25. Major proposed movements include:

- An \$812K transfer to reserves to assist in funding future asset management needs, including: Property Reserves \$376K, Infrastructure Reserves \$331K, Green Infrastructure and Sustainability Initiatives Reserve \$100K, and Shark Barrier Reserve \$5K.
- An estimated \$329K interest earned on reserve funds, based on the reserves' opening balance and an interest rate of 4.2%.
- A total of \$466K drawdown from Reserves to fund Capital Works Programs, including transfers from the Property Reserve for the 149 Marine Parade Toilet Upgrade (\$117K), the Right of Way Reserve for ROW4B upgrade (\$70K), carry forward for the Anderson Pavilion Development (\$53K), and various immaterial amounts for other projects.
- Transfer from the Green Infrastructure and Sustainability Initiatives Reserve for the Green Infrastructure Management Plan: \$100K.
- Transfer from the Information Technology Reserve for the Enterprise Resource Planning upgrade: \$406K.

4. Fees and Charges

As a general rule, a 3.6% increase has been applied to the 2024/25 Fees and Charges in response to inflationary pressures and in alignment with the Local Government Cost Index, and rounded up to the nearest \$5. Notable changes include:

- Interest on outstanding debtors/rates increased to 8%, aligning with pre-COVID levels, noting that the maximum statutory interest rate is 11%.
- For electronically available Council documents (at no charge), the fee for hard copies has been increased to discourage printing and save on carbon emissions.
- Facility hire fees have been reviewed based on current demand and usage, with some fees significantly modified. A 50% discount for community hire and a 25% premium charge for the hire of the Anderson Pavilion have been standardised.
- Fees stated as 'Actual Cost' in previous Fees and Charges Schedules now include a 10% administration fee to cover officer time.

- Waste fees have been adjusted based on recalculated waste costs and the removal of waste charges from Rates.
- Dog and cat associated fees have been equalised and increased based on neighbouring local government fees.
- Removal of rodent bait purchases as the service is no longer provided.

5. Community Donations

The budget includes \$20K for Community Donations. A list of community group and organisation’s grant requests and recommendations, including the rationale behind them, was presented to Elected Members at Budget Workshop 2 held on 7 June 2024. A total of 9 applications were received for the 2024/25 financial year, with 6 applications being recommended for support or partial support.

6. Loans

No new loans are proposed in the 2024/25 draft Budget.

Repayment of the Grove Library loan will continue, with the outstanding balance reduced to \$1,717,951 as of 30 June 2025. This loan will be fully repaid in September 2029.

ATTACHMENTS

9.1.1(a) 2024-2025 Annual Budget [under separate cover]

CONSULTATION

At the Special Council Meeting held 10 July 2024, Council resolved of its intention to raise the following differential general rates and minimum rates for the 2024/2025 financial year:

<i>Differential Rate Category</i>	<i>Rate in the \$</i>	<i>Min Rate</i>
<i>GRV – Residential Improved (RI)</i>	<i>0.05594</i>	<i>\$792</i>
<i>GRV – Residential Vacant (RV)</i>	<i>0.06677</i>	<i>\$1383</i>
<i>GRV – Commercial Improved (CI)</i>	<i>0.06677</i>	<i>\$1383</i>
<i>GRV – Commercial Vacant (CV)</i>	<i>0.06677</i>	<i>\$1100</i>
<i>GRV – Commercial Town (CT)</i>	<i>0.07988</i>	<i>\$1400</i>
<i>GRV – Industrial</i>	<i>0.06677</i>	<i>\$1383</i>

Local public notice was provided in accordance with Section 6.36 of the *Local Government Act 1995*, with a close date of Wednesday 1 August 2024. No submissions were received.

For 2024/25, the Town will be separating the Domestic Waste Services charge from rates charges, a significant cost only applicable to residential improved properties. In implementing this change, the Town needs to ensure residents in this category are not charged twice – once in rates and again through a separate Domestic Waste Services fee. Consequently, the rate in the dollar and minimum rate for Category 1 (Residential Improved) has been lowered.

It is important to note that apart from the revised Domestic Waste Services charge and the corresponding adjustment to the Residential Improved rate, there will be no changes to the provision of Town services across the various rate categories compared to previous years.

STATUTORY IMPLICATIONS

Local Government Act 1995

6.2. Local government to prepare annual budget

1. *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

2. *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –*
 - a. *the expenditure by the local government;*
 - b. *the revenue and income, independent of general rates, of the local government; and*
 - c. *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
3. *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
4. *The annual budget is to incorporate –*
 - a. *particulars of the estimated expenditure proposed to be incurred by the local government;*
 - b. *detailed information relating to the rates and service charges which will apply to and within the district including –*
 - i. *the amount it is estimated will be yielded by the general rate; and*
 - ii. *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*
 - c. *the fees and charges proposed to be imposed by the local government;*

- d. *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;*
 - e. *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;*
 - f. *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - g. *such other matters as are prescribed.*
5. *Regulations may provide for —*
- h. *the form of the annual budget;*
 - i. *the contents of the annual budget; and*
 - j. *the information to be contained in or to accompany the annual budget*

Local Government (Financial Management) Regulations 1996

Regulations 22 to 33 of the *Local Government (Financial Management) Regulations 1996* contain the requirements for the form of the budget document and the information to be contained within it.

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer’s recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town’s *Council Plan 2023 – 2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer’s recommendation.

VOTING REQUIREMENT

Absolute Majority

SCM017/2024

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

Moved Mayor Young Seconded Cr Bulbeck

THAT Council by absolute majority

- 1. Adopt the Budget for the year ended 30 June 2025, as attached, including:
 - a. Statement of Comprehensive Income (by Nature and Type)
 - b. Statement of Cash flows;
 - c. Statement of Financial Activity (formerly known as the Rate Setting Statement);

- 2. Adopt the Differential General Rates (as per Section 6.32 of the *Local Government Act 1995*) and impose rates in the dollar on the gross rental value of all the rateable property within the Town of Cottesloe for the financial year ending 30 June 2025 as follows;

<i>Differential Rate Category</i>	<i>Rate in the \$</i>	<i>Min Rate</i>
<i>GRV – Residential Improved (RI)</i>	<i>0.05594</i>	<i>\$792</i>
<i>GRV – Residential Vacant (RV)</i>	<i>0.06677</i>	<i>\$1383</i>
<i>GRV – Commercial Improved (CI)</i>	<i>0.06677</i>	<i>\$1383</i>
<i>GRV – Commercial Vacant (CV)</i>	<i>0.06677</i>	<i>\$1100</i>
<i>GRV – Commercial Town (CT)</i>	<i>0.07988</i>	<i>\$1400</i>
<i>GRV – Industrial</i>	<i>0.06677</i>	<i>\$1383</i>

- 3. Impose a minimum rate of \$792.00 for the financial year ended 30 June 2025;
- 4. Impose a combined 3 bin service annual fee of \$585.00 for residential properties:
 - a. a once per week service of 240 litre green mobile garbage bin (MGB) for FOGO;
 - b. a once per fortnight service of a 240 litre MGB for recyclable household rubbish; and
 - c. a once per fortnight service of a 120 litre MGB for general household rubbish.
- 5. Apply the following charges to residential properties for additional waste services (per annum GST inclusive):
 - a. General Waste – each service per fortnight (120 litre MGB) - \$305.00;
 - b. General Waste – each service per week (660 litre MGB) - \$2,130.00;

- c. Recycling – each service per fortnight (240 litre MGB) - \$90.00; and
 - d. FOGO Waste – each service per week (240 litre MGB) - \$185.00.
6. Apply the following charges to commercial properties (per annum GST inclusive):
- a. General Waste – each service per week (240 litre MGB) - \$600.00;
 - b. General Waste – each service per week (660 litre MGB) - \$2,250.00;
 - c. Recycling – one service per fortnight (240 litre MGB) - \$138.00; and
 - d. Recycling – one service per week (240 litre MGB) - \$276.00.
7. Imposes, by absolute majority, in accordance with section 6.51 (1) of the *Local Government Act 1995* and clause 8 of the *Local Government Act*, an interest rate of 8% applicable to overdue and unpaid rate and service charges.
8. Adopt the following rate instalment plans:
- a. Option 1
To pay the total amount of rates and charges included in the notice in full by 14 October 2024.
 - b. Option 2
To pay by four instalments, as detailed on the rate notices, with the following anticipated due dates;
- | | |
|-------------------|------------------|
| First instalment | 14 October 2024 |
| Second Instalment | 16 December 2024 |
| Third Instalment | 17 February 2025 |
| Fourth Instalment | 22 April 2025 |
9. Adopt, by absolute majority, in accordance with section 6.13 of the *Local Government Act 1995* a rate of interest of 8% applicable to any amount of money owing to the local government (other than rates or service charges), with interest calculated from the due date, which is 35 days from the date of issue shown on the account for payment
10. Adopt a Telecommunications Allowance of \$1,600 for Elected Members as per section 5.99A of the *Local Government Act 1995*.
11. Adopt Members Attendance Fees – set an annual meeting attendance fee of \$15,750 for Council members and \$24,400 for the Mayor as per section 5.99 of the *Local Government Act 1995*.
12. Adopt the Mayor’s Allowance of \$28,000 as per sections 5.98 and 5.98A of the *Local Government Act 1995*.
13. Adopt the Deputy Mayor’s Allowance of \$7,000 as per sections 5.98 and 5.98A of the *Local Government Act 1995*.
14. Maintain the materiality levels of 15% and \$25,000 for the monthly reporting of significant variances of income and expenditure in the Statement of Financial Activity.

Carried by Absolute Majority 7/0
For: Mayor Young, Crs Harkins, Bulbeck, Wylynko, Thomas, Mason and Heath
Against: Nil

Council would like to take this opportunity to thank the Manager of Finance, Ms Teoh who has worked tirelessly on the Budget.

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:

12.1 ELECTED MEMBERS

12.2 OFFICERS

13 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 5:49 pm.