



Ordinary Council Meeting

Minutes

1 February 2024

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

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ATTACHMENTS

Attachment 1 – Financial Statement for Period Ending 30 November 2023

Attachment 2 – Financial Statement for Period Ending 31 December 2023

Attachment 3 – Statement of Accounts Paid for Period Ending 30 November 2023

Attachment 4 – Statement of Accounts Paid for Period Ending 31 December 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, Lot 45 Stanley Road, Wellesley on Thursday, 1 February 2024 at the Administration Complex, 51 Stanley Road, Wellesley

Minutes

1. Declaration of Opening / Announcement of Visitors

The meeting was declared open by Cr Wendy Dickinson at 4:15pm

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 Karen Steele (Proxy for City of Bunbury) was sworn in as Councillor for Council by Justice of the Peace Ms Sue Della.

4. Attendances and Apologies

4.1. Attendances

| <i>Council Members:</i> | Representing |
|--|---|
| Cr Wendy Dickinson (Chairperson) | City of Bunbury |
| Cr Tresslyn Smith (Deputy Chairperson) | Shire of Harvey |
| Cr Dakota Krispyn | Shire of Harvey (<i>arrived 4.20pm</i>) |
| Cr John Bromham | Shire of Harvey (<i>Presiding Member until arrival of Cr Krispyn</i>) |
| Cr Karen Steele | City of Bunbury |
| <i>Executive Leadership Team (Non-Voting)</i> | Representing |
| Mr Nick Edwards | Chief Executive Officer (BHRC) (<i>via Teams</i>) |
| Ms Annie Riordan | Chief Executive Officer (Shire of Harvey) |
| <i>Officers (Non-Voting)</i> | Representing |
| Mrs Taryn York | Council Meeting Support Officer |
| <i>Others(Non-Voting)</i> | Representing |
| Mr Gavin Harris | City of Bunbury |
| Ms Sue Della | Justice of the Peace (<i>depart meeting 4.18pm</i>) |

4.2. Apologies

Cr Marina Quain
Cr Michelle Steck
Mr Alan Ferris (CEO - City of Bunbury)
Mr Rick Lotznicker (Shire of Harvey)
Ms Meta Hazeldine (BHRC)

5. Public Question Time

Nil

6. Summary of Response to previous Questions taken on notice

Nil

7. Applications for Leave of Absence

Currently on leave of absence, Cr Marina Quain

8. Confirmation of Minutes

The minutes of the Ordinary meeting of Council held on 30 November 2023, are confirmed as a true accurate record.

MOVED BY: Cr Tresslyn Smith

SECONDED BY: Cr John Bromham

RESULT: CARRIED /LOST 4 / 0

RESOLUTION: OC010224-1950

The minutes of the Special meeting of Council held on 11 December 2023, are confirmed as a true accurate record.

MOVED BY: Cr Karen Steele

SECONDED BY: Cr John Bromham

RESULT: CARRIED /LOST 4 / 0

RESOLUTION: OC010224-1951

9. Petitions / Memorials / Presentations

Nil

10. Declarations of Interests

Nil

11. Announcements (by the presiding member without discussion)

Nil

12. Reports of Committees

Nil

13. Reports of Officers

13.1. Financial Statements for the period ending 30 November 2023

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Ms Meta Hazeldine, Finance Manager | | | |
| Responsible Manager: | Ms Meta Hazeldine, Finance Manager | | | |
| 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 Statements for the period ending 30 November 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 November 2023

| | ACTUAL | BUDGET | VARIANCE | |
|-------------------------------|-------------|-------------|----------|------------|
| • Income | 3,258,236 | 3,169,220 | 89,015 | Favourable |
| • Expenditure | (2,885,852) | (3,396,227) | 510,375 | Favourable |
| • Operating Surplus/(Deficit) | 372,384 | (227,006) | 599,390 | Favourable |

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

Closing Surplus to 30 June 2024 is forecast to be \$46,400.

3. Capital Works

| | ACTUAL | BUDGET | VARIANCE |
|-----------------------|---------|----------|----------|
| • Capital Expenditure | (9,370) | (42,042) | 32,672 |

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

| | ACTUAL | FORECAST |
|---|-----------|-----------|
| • Current Assets of \$4,382,527 includes: | | |
| o Cash and Cash Equivalents | 3,864,781 | 1,263,618 |
| o Trade and Other Receivables | 484,718 | 306,589 |
| o Prepayments | 18,135 | 31,942 |
| o Inventories | 14,893 | 18,357 |

| | | |
|--|---------|---------|
| • Current Liabilities of \$932,215 includes: | | |
| o Trade and Other Payables | 587,124 | 487,168 |
| o Provisions | 340,416 | 340,586 |
| o Lease Liability | 4,675 | 0 |

| | | |
|--|-----------|-----------|
| • Working Capital (Current Assets less Current Liabilities) is: | 3,454,987 | 792,752 |
| • Equity (Total Assets less Total Liabilities) is | 8,660,314 | 6,849,113 |
| • Reserves | 912,638 | 718,352 |

5. Investments

| Total of \$3,699,708 includes: | | | |
|---------------------------------------|--------------------------|-------------------------|-------------------------------------|
| | Invested Funds \$ | % of Total Funds | Max % of Total Funds Allowed |
| o Commonwealth Bank | 2,177,713 | 44% | 75 |
| o National Australia Bank | 1,521,995 | 56% | 75 |
| TOTAL: | 3,699,708 | 100% | |

Executive Recommendation

That Council:

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

MOVED BY: Cr Tresslyn Smith

SECONDED BY: Cr Dakota Krispyn

RESULT: CARRIED ~~LOST~~ 4 / 0

RESOLUTION: OC010224-1952

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 due to higher than anticipated revenue at Banksia Rd Tipping Fees of \$119K, Shire of Harvey Tip passes of \$59K, and Recycle shop revenue \$9K. | \$189,091 18% |
| Interest - Favourable year-to-date variance due to higher than anticipated interest earned on funds. | \$16,657 172% |
| Contributions - Unfavourable year-to-date variance due to budget including contribution from member councils for mattress disposal. | (\$123,950) 11% |

Operating Expenditure

| | |
|---|------------------|
| Employee Costs – Favourable against budget due to EBA still in negotiations and increases not yet applied. | \$100,016 9% |
| Materials and Contracts – Favourable due to savings in mattress disposal \$106K, Groundwater investigation \$86K, Bore monitoring \$37K, Site Cleanup \$22K, Site Rehabilitation \$19K, Earthworks \$16K, General recycling \$12K. Offset by overspend in Organics of (\$58K) due to hire of loader. | \$246,417 31% |
| Depreciation – Favourable year-to-date variance due to actual expense being lower than anticipated in the budget. | \$34,888 14% |
| Other Expenditure – Favourable year-to-date variance due to savings in disposal costs \$208K and CDS materials and consumables \$25K. Offset by an overspend against budget in the Banksia Rd disposal fees of historical overburden (\$73K) and disposal costs for member councils being (\$23K). | \$134,150 12% |

Investing Activities

| | |
|---|--------------------|
| Non-Operating Grants and Contributions – This unfavourable variance is due to a budgeted grant for the Banksia Road hardstand which has not been received. | (\$172,983) 10% |
| Property, Plant & Equipment Acquisitions – The budget included the purchase of a generator for the gas flares, an eyewash station and UV light for water pump at Banksia Rd. Actual spend has not occurred which has resulted in this favourable variance. | \$42,042 100% |

Financing Activities

| | |
|---|------------------|
| Transfer From Reserves – Favourable difference is due to funding of the Banksia Rd hardstand from reserves which as not occurred in actuals. | \$108,012 39% |
|---|------------------|

Voting Requirement

Simple Majority

13.2. Financial Statements for the period ending 31 December 2023

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Ms Meta Hazeldine, Finance Manager | | | |
| Responsible Manager: | Ms Meta Hazeldine, Finance Manager | | | |
| 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 Statements for the period ending 31 December 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 December 2023

| | ACTUAL | BUDGET | VARIANCE | |
|-------------------------------|-------------|-------------|----------|------------|
| • Income | 3,701,036 | 3,692,709 | 8,328 | Favourable |
| • Expenditure | (3,371,620) | (4,095,147) | 723,527 | Favourable |
| • Operating Surplus/(Deficit) | 329,416 | (402,439) | 731,855 | Favourable |

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

Closing Surplus to 30 June 2024 is forecast to be \$172,095.

3. Capital Works

| | ACTUAL | BUDGET | VARIANCE |
|-----------------------|----------|----------|----------|
| • Capital Expenditure | (33,390) | (42,042) | 8,652 |

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

| | ACTUAL | FORECAST |
|---|-----------|-----------|
| • Current Assets of \$4,352,982 includes: | | |
| ○ Cash and Cash Equivalents | 3,763,310 | 1,393,313 |
| ○ Trade and Other Receivables | 563,984 | 306,589 |
| ○ Prepayments | 13,346 | 31,942 |
| ○ Inventories | 12,343 | 18,357 |

| | | |
|--|-----------|-----------|
| • Current Liabilities of \$926,574 includes: | | |
| ○ Trade and Other Payables | 586,158 | 487,168 |
| ○ Provisions | 340,416 | 340,586 |
| • Working Capital (Current Assets less Current Liabilities) is: | 3,426,408 | 922,447 |
| • Equity (Total Assets less Total Liabilities) is | 8,594,593 | 6,978,808 |
| • Reserves | 922,508 | 714,352 |

5. Investments

| Total of \$3,556,212 includes: | | | |
|---------------------------------------|-------------------|------------------|------------------------------|
| | Invested Funds \$ | % of Total Funds | Max % of Total Funds Allowed |
| ○ Commonwealth Bank | 2,033,038 | 57% | 75 |
| ○ National Australia Bank | 1,523,174 | 43% | 75 |
| TOTAL: | 3,556,212 | 100% | |

Executive Recommendation

That Council:

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

MOVED BY: Cr Dakota Krispyn

SECONDED BY: Cr Tresslyn Smith

RESULT: CARRIED ~~LOST~~ 4 / 0

RESOLUTION: OC010224-1953

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 due to higher than anticipated revenue at Banksia Rd Tipping Fees of \$124K and Shire of Harvey Tip passes of \$84K. | \$204,719 16% |
| Interest - Favourable year-to-date variance due to higher than anticipated interest earned on funds. | \$22,247 191% |
| Contributions - Unfavourable year-to-date variance due to budget including contribution from member councils for mattress disposal. | (\$223,950) 18% |

Operating Expenditure

| | |
|--|------------------|
| Employee Costs – Favourable against budget due to EBA still in negotiations and increases not yet applied. | \$141,690 10% |
| Materials and Contracts – Favourable due to savings in mattress disposal \$217K, Groundwater investigation \$87K, Bore monitoring \$75K, Site Cleanup \$27K, Site Rehabilitation \$25K, Earthworks \$13K, General recycling \$15K and Mattress Recycling \$10K. Offset by overspend in Organics of (\$60K) due to hire of loader. | \$388,881 38% |
| Depreciation – Favourable year-to-date variance due to actual expense being lower than anticipated in the budget. | \$47,289 16% |
| Other Expenditure – Favourable year-to-date variance due to savings in disposal costs \$248K. Offset by an overspend against budget in the Banksia Rd disposal fees of historical overburden (\$85K) and disposal costs for member councils being (\$21K). | \$150,407 11% |

Investing Activities

| | |
|---|--------------------|
| Non-Operating Grants and Contributions – This unfavourable variance is due to a budgeted grant for the Banksia Road hardstand which has not been received. | (\$171,718) 10% |
|---|--------------------|

| | |
|--|-----------------|
| Property, Plant & Equipment Acquisitions – The budget included the purchase of a generator for the gas flares, an eyewash station and UV light for water pump at Banksia Rd. Actual spend includes four air conditioning units which required replacing after a power surge and a fire suppression water trailer. | \$19,822 47% |
|--|-----------------|

Financing Activities

| | |
|--|------------------|
| Transfer From Reserves – Favourable difference is due to funding of the Banksia Rd hardstand from reserves being budgeted for which has not occurred in actuals. Budget also includes funding for new generator, and fire fighting sea container unit which has not been spent. | \$114,492 42% |
|--|------------------|

Voting Requirement

Simple Majority

13.3. Summary of Accounts paid for period ending 30 November 2023

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Meta Hazeldine, Finance Manager | | | |
| Responsible Manager: | Meta Hazeldine, Finance Manager | | | |
| 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 November 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 November 2023.

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 30 November 2023 as presented to Council.

MOVED BY: Cr Tresslyn Smith

SECONDED BY: Cr Dakota Krispyn

RESULT: CARRIED / ~~LOST~~ 4 / 0

RESOLUTION: OC010224-1954

Background

As noted in Summary.

Voting Requirement

Simple Majority

Officer Comment

The attachment details all payments made for 30 November 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

13.4. Summary of Accounts paid for period ending 31 December 2023

| | | | | |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Meta Hazeldine, Finance Manager | | | |
| Responsible Manager: | Meta Hazeldine, Finance Manager | | | |
| 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 December 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 December 2023.

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 31 December 2023 as presented to Council.

MOVED BY: Cr Karen Steele

SECONDED BY: Cr Dakota Krispyn

RESULT: CARRIED /LOST 4 / 0

RESOLUTION: OC010224-1955

Background

As noted in Summary.

Voting Requirement

Simple Majority

Officer Comment

The attachment details all payments made for 31 December 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

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

Nil

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

Nil

16. Confidential Business (Meeting Closed to the Public)

Nil

17. Next Meeting

The next meeting is scheduled for Thursday, 21 March 2024 at the Administration Comple, 51 Stanley Road, Wellesley, commencing at 4:15pm

18. Close of Meeting

The Presiding Member declares meeting closed at 4:30pm.