



Ordinary Council Meeting

Minutes

24 November 2022

Open Council Meetings – Procedures

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

Undersigned

Chief Executive Officer

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

Correspondence to:
Post Office Box 111
Australind WA 6233

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ATTACHMENTS

- Attachment 1** - Financial Statements for the period ending 30 September 2022
- Attachment 2** - Financial Statements for the period ending 31 October 2022
- Attachment 3** - Summary of Accounts paid for period ending 30 September 2022
- Attachment 4** - Summary of Accounts paid for period ending 31 October 2022
- Attachment 5** - CONFIDENTIAL ITEM CRUSC1 – 24.11.2022



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 Council Chambers, Shire of Harvey, 7 Mulgara Street, Australind on Thursday, 24 November 2022 at 4:30pm

Minutes

1. Declaration of Opening / Announcement of Visitors

The meeting was declared open by Cr Tresslyn Smith at 4:30pm.

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 Tresslyn Smith
Chairperson

Mr Peter Keane
Chief Executive Officer

2. Attendances and Apologies

2.1. Attendances

| <i>Council Members:</i> | Representing |
|--|---|
| Cr Tresslyn Smith (Chairperson) | City of Bunbury |
| Cr Wendy Dickinson (Deputy Chairperson) | Shire of Harvey |
| Cr Karen Turner | City of Bunbury |
| Cr John Bromham | Shire of Harvey |
| Cr Ben Andrew | City of Bunbury |
| <i>Executive Leadership Team (Non-Voting)</i> | Representing |
| Mr Peter Keane | Chief Executive Officer (BHRC) |
| Ms Annie Riordan | Chief Executive Officer (Shire of Harvey) |
| Mr Mal Osborne | Chief Executive Officer (City of Bunbury) |
| <i>Officers (Non-Voting)</i> | Representing |
| Mrs Taryn York | Council Meeting Support Officer |
| <i>Others(Non-Voting)</i> | Representing |
| Mr Haydn Jones | Shire of Harvey |
| Mr Rick Lotznicker | Shire of Harvey |

2.2. Apologies

Nil

3. Public Question Time

Nil

4. Summary of Response to previous Questions taken on notice

Nil

5. Applications for Leave of Absence

Nil

6. Confirmation of Minutes

The minutes of the Ordinary meeting of Council held on 29 September 2022, are confirmed as a true accurate record.

MOVED BY: Cr Karen Turner

SECONDED BY: Cr John Bromham

RESULT: CARRIED / ~~LOST~~ 5 / 0

RESOLUTION: OC241122-1848

7. Petitions / Memorials / Presentations

Nil

8. Declarations of Interests

Nil

9. Announcements (by the presiding member without discussion)

Nil

10. Reports of Committees

Nil

11. Reports of Officers

11.1. Financial Statements for the period ending 30 September 2022

| | | | | |
|-------------------------|---|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Donelle Bruton, Team Leader Finance Accounting/Senior Budgeting Officer | | | |
| Responsible Manager: | Peter Keane, Chief Executive Officer | | | |
| Executive: | Peter Keane, Chief Executive Officer | | | |
| Authority / Discretion: | Advocacy | <input checked="" type="checkbox"/> | Review | <input type="checkbox"/> |
| | Executive/Strategic | <input checked="" type="checkbox"/> | Quasi-Judicial | <input type="checkbox"/> |
| | Legislative | <input checked="" type="checkbox"/> | Information Purposes | <input type="checkbox"/> |
| Attachment(s): | Attachment 1 – Financial Statements for Period Ending 30 September 2022 (Appendices 1 – 8) | | | |

Summary

The following comments are provided on the key elements of Council's Financial Performance:

1. Statement of Comprehensive Income (attached at Appendix 1)
 - a. Year-to-date Financial Performance to 30 September 2022

| | ACTUAL | BUDGET | VARIANCE | |
|----------------------------|-----------|-----------|----------|------------|
| • Year-to-date Income | 1,469,979 | 1,211,612 | 258,367 | Favourable |
| • Year-to-date Expenditure | 1,652,434 | 2,023,761 | 371,327 | Favourable |

| | | | | |
|----------------------------------|-----------|-----------|---------|------------|
| • Year-to-date Operating Surplus | (182,455) | (812,149) | 629,694 | Favourable |
|----------------------------------|-----------|-----------|---------|------------|

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

Closing Deficit Surplus to 30 June 2023 is forecast to be \$253,820

3. Capital Works **(attached at Appendix 4)**

| | ACTUAL | BUDGET | VARIANCE | |
|------------------------------------|--------|--------|----------|---------|
| • Year-to-date Capital Expenditure | 0 | 0 | 0 | To Plan |

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

| • Current Assets of \$2,583,145 includes: | Year-to-date | Forecast |
|---|--------------|-----------|
| ○ Cash and Cash Equivalents | 1,875,307 | 2,258,918 |
| ○ Trade and Other Receivables | 651,023 | 306,589 |
| ○ Prepayments | 38,458 | 31,942 |
| ○ Inventories | 18,357 | 18,357 |

| | | |
|--|---------|---------|
| • Current Liabilities of \$968,292 includes: | | |
| ○ Trade and Other Payables | 610,833 | 487,168 |
| ○ Provisions | 357,459 | 357,459 |

| | | |
|---|-----------|-----------|
| • Working Capital (Current Assets /less Current Liabilities) is: | 1,614,851 | 1,771,178 |
| • Equity (Total Assets /less Total Liabilities) is | 6,522,333 | 6,266,611 |
| • Reserves of 30 Sept 2022 includes: | 1,793,571 | 1,793,571 |

5. Investments

| Total of \$1,660,700.29 includes: | | | |
|-----------------------------------|-------------------|------------------|------------------------------|
| | Invested Funds \$ | % of Total Funds | Max % of Total Funds Allowed |
| ○ Commonwealth Bank | 464,864.02 | 28% | 75% |
| ○ National Australia Bank | 1,195,836.27 | 72% | 75% |
| TOTAL: | 1,660,700.29 | | |

With the decrease in On-call funds with CBA, threshold of 75% is close and must be considered in future investment funding decisions

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 30 September 2022 as presented to Council.

MOVED BY: Cr Karen Turner

SECONDED BY: Cr Wendy Dickinson

RESULT: CARRIED /~~LOST~~ 5 / -

RESOLUTION: OC241122-1849

Background

A financial management report is provided to Councillors on a monthly basis which includes the following summaries:

- Statement of Comprehensive Income (attached at **Appendix 1**)
- Banksia Road Operations (attached at **Appendix 2**)
- Statement of Financial Activity (attached at **Appendix 3**)
- Capital Works Expenditure Summary (attached at **Appendix 4**)
- Statement of Financial Position (attached at **Appendix 5**)
- Statement of Net Current Assets (attached at **Appendix 6**)

Legislative Compliance

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulations 34(1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (Attached at Appendix 3) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

Consultation

Nil

Financial Implications

As per the 2022/2023 Financial Budget.

Statutory Environment

Sections 12 and 13 of the Local Government (Financial Management) Regulations 1996 Apply.

Strategic Implications

Nil

Policy Implications

Nil

Officer Comment

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

Revenue

| | |
|---|---------|
| Operating Grants Subsidies and Contributions : Favourable | 301,750 |
| Interest Revenue : Unfavourable | (1,231) |

Expenditure

| | |
|-------------------------------|--------------|
| Employee Costs: Favourable | \$ 180,498 |
| Insurance: Unfavourable | \$ (21,423) |
| Other Expenditure: Favourable | \$ 158,897 |

Voting Requirement

Simple Majority

11.2. Financial Statements for the period ending 31 October 2022

| | | | | |
|--------------------------------|---|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Donelle Bruton, Team Leader Finance Accounting/Senior Budgeting Officer | | | |
| Responsible Manager: | Peter Keane, Chief Executive Officer | | | |
| Executive: | Peter Keane, Chief Executive Officer | | | |
| Authority / Discretion: | Advocacy | <input checked="" type="checkbox"/> | Review | <input type="checkbox"/> |
| | Executive/Strategic | <input checked="" type="checkbox"/> | Quasi-Judicial | <input type="checkbox"/> |
| | Legislative | <input checked="" type="checkbox"/> | Information Purposes | <input type="checkbox"/> |
| Attachment(s): | Attachment 1 – Financial Statements for Period Ending 31 October 2022 (Appendices 1 – 8) | | | |

Summary

The following comments are provided on the key elements of Council's Financial Performance:

1. Statement of Comprehensive Income **(attached at Appendix 1)**
 - a. Year-to-date Financial Performance to 30 October 2022

| | ACTUAL | BUDGET | VARIANCE | |
|----------------------------------|-----------|-----------|----------|--|
| • Year-to-date Income | 1,665,424 | 1,703,412 | (37,988) | |
| • Year-to-date Expenditure | 2,042,912 | 2,683,939 | 641,027 | |
| • Year-to-date Operating Surplus | (377,488) | (980,527) | 603,039 | |

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

Closing Deficit Surplus to 30 June 2023 is forecast to be \$253,820

3. Capital Works **(attached at Appendix 4)**

| | ACTUAL | BUDGET | VARIANCE | |
|------------------------------------|--------|--------|----------|--|
| • Year-to-date Capital Expenditure | 0 | 0 | | |

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

| | Year-to-date | Forecast |
|---|--------------|-----------|
| • Current Assets of \$2,615,806 includes: | | |
| o Cash and Cash Equivalents | 2,258,918 | 1,861,041 |
| o Trade and Other Receivables | 306,589 | 2,422,262 |
| o Prepayments | 31,942 | 31,942 |
| o Inventories | 18,357 | 18,357 |

| | | |
|--|---------|---------|
| • Current Liabilities of \$844,627 includes: | | |
| o Trade and Other Payables | 487,168 | 566,920 |
| o Provisions | 357,459 | 357,459 |

| | | |
|--|-----------|-----------|
| • Working Capital (Current Assets less Current Liabilities) is: | 1,771,178 | 3,415,738 |
| • Equity (Total Assets less Total Liabilities) is | 6,522,333 | 8,067,498 |
| • Reserves as at of 30 Oct 2022 | 1,793,571 | 1,793,571 |

5. Investments

| Total of \$1,666,467.82 includes: | | | |
|-----------------------------------|---------------------|------------------|------------------------------|
| | Invested Funds \$ | % of Total Funds | Max % of Total Funds Allowed |
| o Commonwealth Bank | 464,940.44 | 27.9% | 75% |
| o National Australia Bank | 1,201,527.38 | 72.1% | 75% |
| TOTAL: | 1,666,467.82 | | |

Executive Recommendation

That Council:

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

MOVED BY: Cr Karen Turner

SECONDED BY: Cr John Bromham

RESULT: CARRIED ~~LOST~~ 5 / -

RESOLUTION: OC241122-1850

Background

A financial management report is provided to Councillors on a monthly basis which includes the following summaries:

- Statement of Comprehensive Income (attached at **Appendix 1**)
- Banksia Road Operations (attached at **Appendix 2**)
- Statement of Financial Activity (attached at **Appendix 3**)
- Capital Works Expenditure Summary (attached at **Appendix 4**)
- Statement of Financial Position (attached at **Appendix 5**)
- Statement of Net Current Assets (attached at **Appendix 6**)

Legislative Compliance

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulations 34(1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (Attached at Appendix 3) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

Consultation

Nil

Financial Implications

As per the 2022/2023 Financial Budget.

Statutory Environment

Sections 12 and 13 of the Local Government (Financial Management) Regulations 1996 Apply.

Strategic Implications

Nil

Policy Implications

Nil

Officer Comment

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

Revenue

| | |
|---------------------------------|---------|
| Interest Revenue : Unfavourable | (1,423) |
|---------------------------------|---------|

Expenditure

| | |
|-------------------------------|--------------|
| Employee Costs: Favourable | \$ 216,158 |
| Insurance: Unfavourable | \$ (21,423) |
| Other Expenditure: Favourable | \$ 222,782 |

Voting Requirement

Simple Majority

11.3. Summary of Accounts paid for period ending 30 September 2022

| | | | | |
|--------------------------------|---|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Peter Keane, Chief Executive Officer | | | |
| Executive: | Peter Keane, Chief Executive Officer | | | |
| Authority / Discretion: | Advocacy | <input checked="" type="checkbox"/> | Review | <input type="checkbox"/> |
| | Executive/Strategic | <input checked="" type="checkbox"/> | Quasi-Judicial | <input type="checkbox"/> |
| | Legislative | <input checked="" type="checkbox"/> | Information Purposes | <input type="checkbox"/> |
| Attachment(s): | Attachment 3 - Summary of Accounts paid for period ending 30 September 2022 | | | |

Summary

Section 13 (2) of Government (Financial Management) Regulations 1996 require that where Local Government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing detail for each account paid since such list was prepared. This item is presented to Council to advice of payments made for 30 September 2022.

Officer Recommendation**That Council:**

Receive and accept the Summary of Accounts paid for period ending 30 September 2022 as presented to Council.

MOVED BY: Cr Ben Andrew

SECONDED BY: Cr Wendy Dickinson

RESULT: CARRIED /LOST 5 / -

RESOLUTION: OC241122-1851

Background

As noted in Summary.

Voting Requirement

Simple Majority

Officer Comment

The attachment details all payments made for 30 September 2022

Consultation

Nil

Financial Implications

As per the declaration within the schedule summary, the accounts have been checked and are fully supported by vouchers and invoices and which have been duly certified as to the receipt of goods and the rendition of service and as to prices, computation and costing(s). Sufficient allocations are contained within the 2022/2023 budget to cover payment of the accounts.

Statutory Environment

Sections 12 and 13 of the Local Government (Financial Management) Regulations 1996 Apply.

Strategic Implications

Nil

Policy Implications

Nil

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

| | | | | |
|--------------------------------|---|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Peter Keane, Chief Executive Officer | | | |
| Executive: | Peter Keane, Chief Executive Officer | | | |
| Authority / Discretion: | Advocacy | <input checked="" type="checkbox"/> | Review | <input type="checkbox"/> |
| | Executive/Strategic | <input checked="" type="checkbox"/> | Quasi-Judicial | <input type="checkbox"/> |
| | Legislative | <input checked="" type="checkbox"/> | Information Purposes | <input type="checkbox"/> |
| Attachment(s): | Attachment 4 - Summary of Accounts paid for period ending 31 October 2022 | | | |

Summary

Section 13 (2) of Government (Financial Management) Regulations 1996 require that where Local Government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing detail for each account paid since such list was prepared. This item is presented to Council to advice of payments made for 31 October 2022.

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 31 October 2022 as presented to Council.

MOVED BY: Cr John Bromham

SECONDED BY: Cr Wendy Dickinson

RESULT: CARRIED /LOST 5 / -

RESOLUTION: OC241122-1852

Background

As noted in Summary.

Voting Requirement

Simple Majority

Officer Comment

The attachment details all payments made for 31 October 2022

Consultation

Nil

Financial Implications

As per the declaration within the schedule summary, the accounts have been checked and are fully supported by vouchers and invoices and which have been duly certified as to the receipt of goods and the rendition of service and as to prices, computation and costing(s). Sufficient allocations are contained within the 2022/2023 budget to cover payment of the accounts.

Statutory Environment

Sections 12 and 13 of the Local Government (Financial Management) Regulations 1996 Apply.

Strategic Implications

Nil

Policy Implications

Nil

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

Nil

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

Nil

14. Confidential Business (Meeting Closed to the Public)

This report is confidential in accordance with section 5.23(2)(d) of the Local Government Act 1995, which permits the meeting to be closed to the public.

A confidential report and recommendation have been circulated to members under a separate cover (Confidential Report CRUSC1).

| | | | | |
|--------------------------------|---|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Peter Keane, Chief Executive Officer | | | |
| Executive: | Peter Keane, Chief Executive Officer | | | |
| Authority / Discretion: | Advocacy | <input type="checkbox"/> | Review | <input type="checkbox"/> |
| | Executive/Strategic | <input checked="" type="checkbox"/> | Quasi-Judicial | <input type="checkbox"/> |
| | Legislative | <input type="checkbox"/> | Information Purposes | <input type="checkbox"/> |
| Attachment(s): | Attachment 5 – “Confidential Report CRUSC1” | | | |

Officer Recommendation

That Council:

Presiding Member Cr Smith declared the meeting was closed to the public at 4:37pm to discuss “**Confidential Report CRUSC1**”.

MOVED BY: Cr Karen Turner

SECONDED BY: Cr Ben Andrew

RESULT: ~~CARRIED~~ LOST 5 / -

RESOLUTION: OC241122-1853

14.1. Business Case (Compost Facility) (Confidential)

| | | | | |
|--------------------------------|---|-------------------------------------|----------------------|-------------------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Peter Keane, Chief Executive Officer | | | |
| Executive: | Peter Keane, Chief Executive Officer | | | |
| Authority / Discretion: | Advocacy | <input type="checkbox"/> | Review | <input type="checkbox"/> |
| | Executive/Strategic | <input checked="" type="checkbox"/> | Quasi-Judicial | <input type="checkbox"/> |
| | Legislative | <input checked="" type="checkbox"/> | Information Purposes | <input checked="" type="checkbox"/> |
| Attachment(s): | Attachment 1 (Confidential Item) – Stanley Road Compost Facility Business Case Attachment 2 (Confidential Item) – Stanley Rd Compost Facility Business Case Financials | | | |

Executive Recommendation

That Council

- Formally Note the Stanley Rd Compost Facility Business Case and Financial modelling as presented in Attachment 1 and 2.

MOVED BY: Cr John Bromham

SECONDED BY: Cr Ben Andrew

RESULT: CARRIED / ~~LOST~~ 5 / -

RESOLUTION: OC241122-1854

14.2. Budget Amendment FY 22/23 (Confidential)

| | | | | |
|--------------------------------|---|-------------------------------------|----------------------|--------------------------|
| Applicant / Proponent: | Internal | | | |
| Responsible Officer: | Peter Keane, Chief Executive Officer | | | |
| Responsible Manager: | | | | |
| Executive: | Peter Keane, Chief Executive Officer | | | |
| Authority / Discretion: | Advocacy | <input checked="" type="checkbox"/> | Review | <input type="checkbox"/> |
| | Executive/Strategic | <input checked="" type="checkbox"/> | Quasi-Judicial | <input type="checkbox"/> |
| | Legislative | <input checked="" type="checkbox"/> | Information Purposes | <input type="checkbox"/> |
| Attachment(s): | Attachment 3 – BHRC Constitution Attachment 4 – EOI Submission Assessment Summary: Mattresses Waste – Removal & Disposal | | | |

Executive Recommendation

That Council:

- Council adopt the budget amendment with the following variations for the period 1 July 2022 to 30 June 2023 and amend the budget accordingly:

| | Variance \$ |
|--|----------------|
| Operating Grants, Subsidiaries and Contributions | 398,667 |
| Materials and Contracts | (398,667) |

MOVED BY: Cr Karen Turner

SECONDED BY: Cr Wendy Dickinson

RESULT: CARRIED /~~LOST~~ 5 / -

RESOLUTION: OC241122-1855

Alternate Motion

Councillor Andrew moved, and Councillor Bromham seconded an amendment to the motion to amend Executive Recommendation 2 to:

- 2. Requires the Chief Executive Officer of the BHRC to formally write to the BHRC Member Councils seeking a contribution in pursuant of Clause 7. 3 & 7.4(1) of the Regional Council Constitution Agreement for the sum of contribution of up to \$398,667 for the FY22/23 budget for the first third of the disposal of the existing mattress/bulky items (approximately 20,000 total pieces).**

MOVED BY: Cr John Bromham

SECONDED BY: Cr Wendy Dickinson

RESULT: CARRIED /~~LOST~~ 5 / -

RESOLUTION: OC241122-1856

Presiding Member Cr Smith declared the meeting was opened to the public at 5:05pm.

MOVED BY: Cr Ben Andrew

SECONDED BY: Cr John Bromham

RESULT: CARRIED /~~LOST~~ 5 / -

RESOLUTION: OC241122-1857

15. Next Meeting

The next meeting is scheduled for Thursday, 19 January 2023 at the Administration Complex, Stanley Road Waste Management Facility, Lot 45 Stanley Road, Wellesley, commencing at 4:15pm.

12. Close of Meeting

The Presiding Member declares meeting closed at 5:06pm.

UNCONFIRMED