



SPECIAL MEETING OF ELECTORS

MONDAY 17 JUNE 2019

Commencing at 7.00pm

To be held at

Bindoon Town Hall

6182 Great Northern Highway

Bindoon WA 6502

RECORDING OF THE SPECIAL MEETING OF ELECTORS

Objective

- To ensure that there is a process in place to outline access to the recorded proceedings of the Special Meeting of Electors.
- To emphasise that the reason for recording the Special Meeting of Electors is to ensure the accuracy of the minutes and that any reproduction is for the sole purpose of Council business.

Statement

Recording of proceedings

1. Proceedings for the Special Meeting of Electors shall be recorded by the Shire on sound recording equipment.
2. No member of the public is to use any electronic, visual or vocal recording equipment device or instrument to record the proceedings of the Special Meeting of Electors meeting without the written permission of the Shire President.

Retention of recordings

3. Recordings pertaining to the Special Meeting of Electors shall be retained in accordance with the *State Records Act 2000* (General Disposal Authority for Local Government Records). The current requirements for the retention of recording of proceedings is 30 years.

Disclosure of policy

4. This policy should be printed within the agenda of the Special Meeting of Electors to advise the public that the proceedings of the meeting are to be recorded.



Notice is hereby given that the **Special Meeting of Electors** of the **Shire of Chittering** will be held on **Monday 17 June 2019** in the Bindoon Town Hall, 6182 Great Northern Highway, Bindoon commencing at **7.00pm**.



NEIL HARTLEY
Acting Chief Executive Officer

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* indicates separate attachments



INFORMATION ON HOW THE SPECIAL MEETING OF ELECTORS IS CONDUCTED

Welcome to the Shire of Chittering's Special Meeting of Electors for 17 June 2019.

The purpose of the meeting is to discuss the following topics as they relate to financial management/contracts, etc.:

- **Lower Chittering Sports Complex;**
- **Muchea Sports Complex;**
- **Bindoon Oval;**
- **Bindoon Lifestyle Village; and**
- **Gray Road Recreation Complex.**

In accordance with the *Local Government (Administration) Regulations 1996*, the Shire President is to preside at a general or special meeting of electors and is to determine the procedure to be followed.

- (1) All present are required to sign the attendance register at the entry to Bindoon Hall, including name and address.
- (2) Speakers must be Electors of the Shire of Chittering.
- (3) The proceedings will be taped for the purpose of production of the minutes and speakers are requested to use the microphone(s) each time they speak.
- (4) No other audio or visual recording is to be undertaken without the permission of the Presiding Member.
- (5) The order of proceedings will firstly make reference to these rules by the Presiding Person, followed by Attendance, Apologies, Leave of Absence, Declaration of Interest and Special Business.
- (6) During Special Business, questions or statements may only relate to matters on the agenda and that affect the local government, and will be accepted at the discretion of the Presiding Member.
- (7) When asking a question at the meeting, a person is to:
 - (a) rise and make their way to a static microphone (a mobile microphone is available for attendees with mobility restrictions);
 - (b) state your name for recording in the minutes; and
 - (c) address the meeting through the person presiding.
- (8) Minutes of this meeting will be available for inspection by members of the public as of 1 July 2019.

Any decisions of this meeting are not binding on the Council, but as required by the *Local Government Act 1995*, the reasons for any Council decision of this meeting are to be recorded in the minutes of the Council meeting.

**1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS
OF VISITORS**

The President member is to declare the meeting opened

**2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF
ABSENCE**

2.1 Attendance

The following Elected Members will be in attendance:

Cr Gordon Houston	President (Presiding Member)
Cr Peter Osborn	Deputy President
Cr Aaron King	
Cr George Tilbury	
Cr Carmel Ross	
Cr Mary Angus	
Cr Don Gibson	

Quorum – 4 members

The following Shire staff will be in attendance:

Neil Hartley	Chief Executive Officer
Peter Stuart	Executive Manager Development Services
Jim Garrett	Executive Manager Technical Services
Natasha Mossman	Executive Support Officer (Minute Secretary)

2.2 Apologies

Nil

2.3 Approved leave of absence

Nil

3. SPECIAL BUSINESS

3.1 Lower Chittering Sports Complex

3.2 Muchea Sports Complex

3.3 Bindoon Oval

3.4 Bindoon Lifestyle Village

3.5 Gray Road Recreation Centre

4. CLOSURE

The Presiding Member to declare the meeting closed.