

**MINUTES FOR
ORDINARY MEETING OF COUNCIL**

WEDNESDAY, 15 NOVEMBER 2017

**Council Chambers
6177 Great Northern Highway
Bindoon**

**Commencement: 7.00pm
Closure: 9.34pm**



Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "*Unconfirmed*" until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The "*Confirmed*" Minutes are then signed off by the Presiding Member.

Attachments that formed part of the agenda, in addition to those tabled at the Ordinary Meeting of Council are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 24 November 2017.



Alan Sheridan
Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes were confirmed at a meeting held on 13 December 2017.

Signed

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

Disclaimer

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the *Local Government Act 1995* (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Chittering expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

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* indicates separate attachments

1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting open at 7:00PM.

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

2.1 Attendance

Members	Cr Gordon Houston	President (Presiding Member)
	Cr Aaron King	
	Cr George Tilbury	left the Chambers at 7:30PM and returned at 7:31PM
	Cr Carmel Ross	
	Cr Peter Osborn	Deputy President
	Cr Mary Angus	
	Cr Don Gibson	left the Chambers at 9:07PM and returned at 9:08PM

Quorum – 4 members

Staff	Alan Sheridan	Chief Executive Officer
	Peter Stuart	Acting Executive Manager Development Services
	Jim Garrett	Executive Manager Technical Services
	Natasha Mossman	Executive Support Officer (Minute Secretary)

Members of
the public 8

Media 0

2.2 Apologies

Rhona Hawkins Executive Manager Corporate Services

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

3.1 Item 14.1.1 CONFIDENTIAL ITEM: Citizen of the Year Awards

Cr Gordon Houston declared a Proximity Interest as he is the husband of one of the nominees.

3.2 Item 14.1.2 CONFIDENTIAL ITEM: Educational Scholarships 2017

Cr Gordon Houston declared a Proximity Interest as he is the father of one of the applicants.

4. PUBLIC QUESTION TIME

4.1 Response to previous public questions taken on notice

Nil

4.2 Public question time

4.2.1 Carl Petersen, Bindoon

The following is a summary of the questions asked as hard copy was not submitted at the meeting.

Question 1: Who put the car policy up to Council three days before the elections and why?

Response 1: Through the Chair, the Chief Executive Officer advised that the policy had previously been workshopped by Council for 6/8 months prior to it being presented to Council. The policy was first presented to Council on 15 May 2017 and Council resolved to lay the policy on the table so that it could be workshopped further.

Question 2: Why take it to Council when three Councillors were up for re-election, what if those three Councillors were not re-elected and three new Councillors were elected?

Response 2: The President advised that the policy had been developed with Councillors attending six workshops over a six month period. There was extensive consultation undertaken with the consultant engaged to advise on Council's fleet requirements, and Council had numerous opportunities in these workshops to address concerns that they had with the policy prior to the final version being presented to Council for adoption.

Question 3: Why has Council decided to have the electors meeting the same time as the Council meeting?

Response 3: The President advised that the recommendation to have the electors meeting and Council meeting on the same day was only a recommendation. When Council considers the item tonight, there is opportunity for Councillors to move an amendment to the recommendation.

4.2.2 Brian Smith, Bindoon

The following is a summary of the questions asked as hard copy was not submitted at the meeting.

Question 1: The trees along the Bindoon-Moora Road verge are dying; can Council advise why this is?

Response 1: Through the Chair, the Executive Manager Technical Services advised that this was also happening in other locations; Neaves Road, Dewars Pool Road. These trees (namely White Gums) get a disease which causes them to appear as if they are dying, but they will come back.

5. PRESENTATIONS / PETITIONS / DEPUTATIONS

5.1 Petitions

Nil

5.2 Presentations

Nil

5.3 Deputations

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

6.1 Cr Peter Osborn

6.1 MOTION / COUNCIL RESOLUTION 011117

Moved Cr Tilbury / Seconded Cr Ross

That Cr Peter Osborn be granted 'Approved Leave of Absence' for the period inclusive of Tuesday, 21 November 2017 until Sunday, 3 December 2017.

THE MOTION WAS PUT AND DECLARED CARRIED 7/0

7:11PM

7. CONFIRMATION OF MINUTES

7.1 Ordinary Council Meeting: 18 October 2017

7.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 021117

Moved Cr Osborn / Seconded Cr Gibson

That the minutes of the Ordinary Meeting of Council held on Wednesday, 18 October 2017 be confirmed as a true and correct record of proceedings.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 7/0
7:11PM

7.2 Special Council Meeting: 25 October 2017

7.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 031117

Moved Cr Gibson / Seconded Cr Ross

That the minutes of the Special Meeting of Council held on Wednesday, 25 October 2017 be confirmed as a true and correct record of proceedings.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 7/0
7:12PM

8. ANNOUNCEMENT FROM THE PRESIDING MEMBER

Cr Osborn addressed the meeting to express Council's condolences to the President on the recent loss of his mother.

9. REPORTS

9.1 DEVELOPMENT SERVICES

Nil

9.2 TECHNICAL SERVICES

Nil

9.3 CORPORATE SERVICES

9.3.1 Financial statements for the period ending 31 October 2017*

Report Date	15 November 2017
Applicant	Shire of Chittering
File ref	12/03/4
Prepared by	Rowena Coshan, Senior Finance Officer
Supervised by	Rhona Hawkins, Executive Manager Corporate Services
Disclosure of interest	Nil
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly Statement of Financial Activity for period ending 31 October 2017 Bank Reconciliation as at 31 October 2017 List of Accounts Paid as at 31 October 2017

Executive Summary

Council is requested to receive the Monthly Statement of Financial Activity, Bank Reconciliation and Accounts Paid for the period ending 31 October 2017.

Background

In accordance with *Local Government (Financial Management), Regulation 34(1)*, local governments are required to prepare, each month, a statement of financial activity reporting on revenue and expenditure for the month in question.

The statement of financial activity is to be presented at an ordinary meeting of Council within two months after the end of the month to which the statement relates.

Consultation/Communication Implications

Local

Executive Manager Corporate Services

State

Nil

Legislative Implications

State

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations*

Local

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

Council is requested to receive the Monthly Statement of Financial Activity, Bank Reconciliation and Accounts Paid as at 31 October 2017 as presented.

9.3.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 031117

Moved Cr Gibson / Seconded Cr Osborn

That Council:

- 1. endorse the Accounts Paid:**
 - a. PR4044, PR4047, PR4056**
 - b. EFT14778 – EFT14914**
 - c. Municipal Fund Cheques 14300 – 14304**
 - d. Direct Debits and Transfers as listed**
 - e. Trust Fund payments as listed****totalling \$728,066.20 for the period ending 31 October 2017.**
- 2. receive the Bank Reconciliation as at 31 October 2017.**
- 3. receive the Monthly Statement of Financial Activity for the period ending 31 October 2017.**

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 7/0

7:13PM

9.3.2 2016-2017 Annual Report and Setting of Annual General Meeting of Electors*

Report Date	15 November 2017
Applicant	Shire of Chittering
File ref	12/03/4
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Rhona Hawkins, Executive Manager Corporate Services
Disclosure of interest	Nil
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Management Audit Report2. Independent Auditors Report3. 2016-2017 Financial Report4. "Draft" 2016-2017 Annual Report

Executive Summary

Council is requested to accept the 2016-2017 Annual Report and Financial Statements and set the date for the Annual General Meeting of Electors.

Background

The *Local Government Act 1995* requires a local government to prepare an Annual Report each financial year and to hold an Annual General Meeting of Electors.

The Annual General Meeting of Electors is to be held on a day selected by the local government, but not more than 56 days after the report is accepted by the local government.

The annual audit was undertaken on 28 and 29 August 2017 by Mr Mncedisi Ndlovu from Moore Stephens (WA) Pty Ltd. The audit report was signed off by the Shire's auditor Mr Wen Shien Chai on 3 October 2017.

Mr Wen Shien Chai will meet with the Audit Committee in the New Year to discuss any queries relating to the 2016-2017 Annual Report and financial statements.

Consultation/Communication Implications

Local

Chief Executive Officer
President

State

Nil

Legislative Implications

State

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations*
- *Local Government (Administration) Regulations*

Local

Nil

Policy Implications

Nil

Financial Implications

The Annual Report and Financial Statements will be printed in house.

There will be costs associated with advertising of the Annual Report and giving public notice of the Annual General Meeting of Electors. These costs have been included in the 2017-2018 budget.

Strategic Implications

Nil

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

The audit report received indicated no matters, in the opinion of the auditors, to indicate significant adverse trends in the financial position or the financial management practices of the Shire and no other matters indicating non-compliance with Part 6 of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

To meet the legislative requirements, the Annual General Meeting must be held by 10 January 2018. It is recommended that Council accepts the 2016-2017 Annual Report and Financial Statements and confirms the date for the Annual General Meeting of Electors as Wednesday, 13 December and it will be held at the Chinkabee Complex, 6166 Great Northern Highway, Bindoon.

OFFICER RECOMMENDATION

Moved Cr Gibson / Seconded Cr Osborn

That Council:

1. Pursuant to Sections 5.54 and 5.55 of the *Local Government Act 1995*, accepts the Annual Report and Financial Statements for the 2016-2017 financial year.
2. Convenes the Annual General Meeting of Electors commencing at 5.00pm on Wednesday, 13 December 2017 at Chinkabee Complex, 6166 Great Northern Highway, Bindoon.

AMENDMENT

Moved Cr Gibson / Seconded Cr King

That Condition 2 be amended to read as follows:

Convenes the Annual General Meeting of Electors commencing at 7.00pm on Monday 11 December 2017 at either the Chinkabee Complex or the Bindoon Hall, Great Northern Highway, Bindoon (subject to availability).

THE AMENDMENT WAS PUT AND DECLARED LOST 3/4
7:24PM

AMENDMENT

Moved Cr King / Seconded Cr Angus

That Condition 2 be amended to read as follows:

Convenes the Annual General Meeting of Electors commencing at 6.00pm on Monday 11 December 2017 at either the Chinkabee Complex or the Bindoon Hall, Great Northern Highway, Bindoon (subject to availability).

THE AMENDMENT WAS PUT AND DECLARED CARRIED 5/2
AND FORMED PART OF THE SUBSTANTIVE MOTION
7:28PM

SUBSTANTIVE MOTION / COUNCIL RESOLUTION 041117

Moved Cr Gibson / Seconded Cr Osborn

That Council:

1. Pursuant to Sections 5.54 and 5.55 of the *Local Government Act 1995*, accepts the Annual Report and Financial Statements for the 2016-2017 financial year.
2. Convenes the Annual General Meeting of Electors commencing at 6.00pm on Monday 11 December 2017 at either the Chinkabee Complex or the Bindoon Hall, Great Northern Highway, Bindoon (subject to availability).

THE SUBSTANTIVE MOTION WAS PUT AND DECLARED CARRIED 6/1
BY AN ABSOLUTE MAJORITY
7:28PM

9.4 CHIEF EXECUTIVE OFFICER

9.4.1 Nominations to Council Committees, Advisory Groups and External Organisations*

Report date	15 November 2017
Applicant	Shire of Chittering
File ref	04/06/0001
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Alan Sheridan, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. "DRAFT" Council Committees, Advisory Groups" booklet

Executive Summary

Council is requested to appoint members of Council to Committees, Council Advisory Groups and External Organisations.

Background

Council in the past has allocated committee positions, working advisory groups, representation on external organisations and portfolios after each ordinary election.

Council portfolios are established for matters that are of particular interest to Council, and have generally been filled by elected members with a strong interest in the portfolio area. These are not mandatory, and have been created by previous Councils.

An Elected Member may request to be appointed to any Committee, Advisory Group or to represent Council on external organisations.

Consultation/Communication Implications

Local

Not applicable

State

Not applicable

Legislative Implications

State

- Local Government Act 1995, Part 5 Administration, Division 2 – Council meetings, committees and their meetings and electors meetings, subdivision 2 – committees and their meetings
The *Local Government Act 1995* states that a local government may establish committees of three or more persons to assist the council, and to exercise the powers and discharge the duties of the local government that can be delegated to committees. A person who is appointed a member of a committee under Section 5.10 the person's membership continues until the next ordinary election day.
- *Bush Fires Act 1954, Section 67(1)*
- *Emergency Management Act 2005*

Local

- Committee and Advisory Group Booklet

3.2.5 **MEMBERSHIP**

General

Council will appoint at least one Council member to the Advisory Group and one staff members.

Community representation may also be appointed to the Group.

Membership shall be no greater than fifteen (15) inclusive of members and deputies.

Membership of each advisory group is outlined in the Council Committees and Advisory Groups Booklet.

Tenure of membership

Where a person is appointed as a member of an advisory Group, the person's membership of the advisory group continues until—

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the Chief Executive Officer, or the Chief Executive Officer's representative, as the case may be;
 - (b) the person resigns from membership of the advisory group;
 - (c) the advisory group is disbanded; or
 - (d) the next ordinary elections day,
- whichever happens first.

Policy Implications

State

Nil

Local

- *4.3 Elected Members' Fees, Allowances, Reimbursements and Benefits*

Financial Implications

Limited costs are incurred by Council as no attendance fees are paid, main cost would be travel claims, if applicable.

Strategic Implications

Representation to external organisations or authorised committees provides Council additional information from community and the various external organisations, which assists Council to be better informed on current matters.

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are various social implications associated with being involved in the various Advisory and Community groups.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

Meeting frequency

Listed below is an estimate of the frequency of Council Committees and Advisory Groups:

Committee / Advisory Group / External Organisation	Meeting Frequency
Committees	
Chittering Bushfire Advisory Committee	Three times a year
Chittering Local Emergency Management Committee	Four times a year
Advisory Groups	
Chittering Community Planning Advisory Group	Bi-monthly
Chittering Community Support Funding Group	Twice a year (March/November)
Chittering Education Scholarship Group	Once a year (November/December)
Chittering Health Advisory Group	As and when required
Chittering Mining Advisory Group	As and when required
Chittering Youth Krew Advisory Group	Bi-monthly
External Organisations	
Avon Midland Country Zone (WALGA)	Bi-monthly
Avon Regional Organisation of Councils (AROC)	Monthly
Bindoon and Districts Agricultural Society	
Bindoon Community Progress Association Inc	
Bindoon and Districts Historical Society	
Bindoon Sport and Recreation Association	
Chittering Tourist Association	
Chittering Valley Land Conservation District Committee	
Chittering Valley Progress and Sporting Association	
District Health Advisory Council (WA Country Health Service Wheatbelt)	
Ellen Brockman Integrated Catchment Committee	
Northern Growth Alliance	Quarterly
The Livestock Centre Muchea Consultative Group	
Tronox Community Consultative Committee	
Wannamal Community Centre Inc	
Wheatbelt Development Assessment Panel	As and when required
Wheatbelt North Regional Road Group	

Following the local government elections on 21 October 2017 all positions on Council Committees, Advisory Groups and External Organisations are now vacant, and Council needs to nominate representatives accordingly.

Council will also be required to nominate for the following portfolios:

- Community Development
 - Health and Aged Care
 - Youth and related services
 - Sport and Recreation
- Natural Environment
 - Chittering Landcare
 - Waste Management
 - Catchment Management
- Built Environment
 - Precinct Planning
 - Recreation Trails and Reserves
 - Infrastructure services
 - Project activities
 - Heritage
- Economic Development and Tourism
 - Chamber of Commerce
 - Chittering Tourist Association
 - Regional tourism initiatives
 - Small business
 - Project activities (e.g. MEN)
 - Events
- Governance
 - Integrated planning
 - Asset management
 - Financial sustainability
- Law, Order and Public Safety

MOTION / COUNCIL RESOLUTION 051117

Moved Cr Osborn / Seconded Cr King

That Council suspended *Local Government (Council Meetings) Local Law 2014, Part 8 – Conduct of Members* to allow free and open debate.

THE MOTION WAS PUT AND DECLARED CARRIED 7/0
7:29PM

Cr Tilbury left the Chambers at 7:30PM and returned at 7:31PM

MOTION / COUNCIL RESOLUTION 061117

Moved Cr Tilbury / Seconded Cr Ross

That Council resume *Local Government (Council Meetings) Local Law 2014, Part 8 – Conduct of Members*.

THE MOTION WAS PUT AND DECLARED CARRIED 7/0
8:04PM

9.4.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 071117

Moved Cr Gibson / Seconded Cr Osborn

That Council by ABSOLUTE MAJORITY:

1. appoints the following Elected Members as nominated representatives on the following Committees formed by Council:

Committee formed by Council	Delegates	Deputies
Chittering Bushfire Advisory Committee	Cr Osborn	Cr Ross
Chittering Local Emergency Management Committee	Cr Houston	Cr Osborn

2. appoints the following Elected Members as nominated representatives on the following Council Advisory Groups:

Council Advisory Group	Delegates	Deputies
Chittering Community Planning Advisory Group	Cr Ross	Cr Osborn
Chittering Community Support Funding Group	Cr Tilbury	Cr Gibson
Chittering Education Scholarship Group	Cr Osborn	Cr Angus
Chittering Health Advisory Group	Cr Angus	Cr Gibson
Chittering Mining Advisory Group	Cr King	Cr Osborn
Chittering Youth Krew Advisory Group	Cr Angus	Cr Tilbury

3. appoints the following Elected Members as Council representatives on the following external organisations:

Name	Delegates	Deputies
Avon Midland Country Zone (WALGA)	Cr Houston President	Cr Osborn Deputy President
Avon Regional Organisation of Councils (AROC)	Cr Houston President	Cr Osborn Deputy President
Bindoon and Districts Agricultural Society Inc	Cr King	Nil

Name	Delegates	Deputies
Bindoon and Districts Historical Society	Cr Gibson	Cr Ross
Bindoon Community Progress Association Inc	By request	Nil
Bindoon Sport and Recreation Association	By request	Nil
Chittering Tourist Association	Cr Osborn	Cr Ross
Chittering Valley Land Conservation District Committee	Cr Houston	Cr Osborn
Chittering Valley Progress and Sporting Association	Cr Tilbury	Nil
District Health Advisory Council (WA Country Health Service Wheatbelt)	Cr Angus	Cr Ross
Ellen Brockman Integrated Catchment Committee	By request	Nil
Northern Growth Alliance	Cr Houston	Cr Osborn
The Livestock Centre Muchea Consultative Group	Cr King	Cr Tilbury
Tronox Community Consultative Committee	Cr Tilbury	Cr Houston
Wannamal Community Centre Inc	Cr Osborn	Cr Ross
Wheatbelt Development Assessment Panel	1. Cr Houston 2. Cr Osborn	1. Cr Ross 2. Cr Angus
Wheatbelt North Regional Road Group	Cr Osborn	Nil

4. appoints the following Elected Members with the following portfolios:

Portfolio	Delegate
Community Development <ul style="list-style-type: none"> Health and Aged Care Youth and related services Sport and Recreation 	Cr Angus
Natural Environment <ul style="list-style-type: none"> Chittering Landcare Waste Management Catchment Management 	Cr Osborn
Built Environment <ul style="list-style-type: none"> Precinct Planning Recreation Trails and Reserves Infrastructure services Project activities 	Cr Houston
Economic Development and Tourism <ul style="list-style-type: none"> Chamber of Commerce Chittering Tourist Association Regional tourism initiatives Small business Project activities (e.g. MEN) Events 	Cr Ross
Governance <ul style="list-style-type: none"> Integrated planning Asset management Financial sustainability 	Cr King
Law, Order and Public Safety	Cr Tilbury

Portfolio		Delegate	
Heritage		Cr Gibson	

5. amends the Council Committee’s and Advisory Groups booklet accordingly.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 7/0
BY AN ABSOLUTE MAJORITY

8:04PM

9.4.2 Setting of Ordinary Council Meeting dates for 2018

Report date	15 November 2017
Applicant	Shire of Chittering
File ref	13/02/35
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Alan Sheridan, Chief Executive Officer
Disclosure of Interest	Nil
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Executive Summary

Council is requested to endorse the proposed dates for Ordinary Council Meetings in 2018.

Background

The *Local Government (Administration) Regulations 1996* requires that a local government is to give local public notice at least once each year of the proposed dates on which meetings are to be held and the times and venues at which they are to be held. The purpose of this report is to set Ordinary Council Meeting dates for the period February 2018 to December 2018, so that these can be advertised in accordance with that regulation.

Historically, Ordinary Council Meetings are held on the third Wednesday of each month, with the exception of January and December.

Consultation/Community Implications

Local

Chief Executive Officer
Executive Manager Corporate Services

State

Nil

Legislative Implications

State

- *Local Government (Administration) Regulations 1996*
- *Local Government Act 1995*

Local

Nil

Policy Implications

State

Nil

Local

- Elected Member Policy 4.6 Agenda Forums

Objective: The Shire of Chittering conducts Agenda Forums the week prior to every Ordinary Meeting of Council. Agenda Forums are open to the public, unless the matter is of a confidential nature. Agenda Forums provide Councillors with the opportunity to seek additional information, clarify any concern, request the drafting of alternative motions and organise attendance at on-site visits if considered appropriate.

Financial Implications

There will be costs involved in advertising for meeting dates in *The Ellenbrook Advocate* and *Northern Valley News*. If there are any Special Council Meetings called during the 2018 calendar year, these will also incur advertising charges. These charges have been allowed for in the 2017-2018 Annual Budget.

Strategic Implications

Nil

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Comment

In determining meeting dates for 2018, consideration needs to be given to school and public holidays, and their impact on agenda distribution, meeting clashes, Councillors and the general public's ability to attend the scheduled meetings.

The following timetable shows the relationship between school and public holidays and the usual meeting cycle (i.e. third Wednesday of the month, February – December):

Usual cycle meeting date	Scheduled holidays (i.e. school and public)	Suggested meeting date
21 February	*School returns 31 January 2018	21 February
21 March	<u>Public holidays</u> Monday, 5 March – Labour Day Friday, 30 March – Good Friday	21 March
18 April	<u>Public holiday</u> Monday, 2 April – Easter Monday <u>School holidays</u> Saturday, 14 April – Sunday, 29 April *School returns 30 April 2018 <u>Public holidays</u> Wednesday, 25 April – ANZAC Day	18 April
16 May		16 May

Usual cycle meeting date	Scheduled holidays (i.e. school and public)	Suggested meeting date
20 June	<u>Public holiday</u> Monday, 4 June – WA Day	20 June
18 July	<u>School holidays</u> Saturday, 30 June – Sunday, 15 July <i>*School returns Monday, 16 July 2018</i>	18 July
15 August		15 August
19 September	<u>School holidays</u> Saturday, 22 September – Sunday, 7 October <i>*School returns Monday, 8 October 2018</i> <u>Public holiday</u> Monday, 24 September – Queen's Birthday	19 September
17 October		17 October
21 November		21 November
19 December	<u>School holidays</u> Friday, 14 December – Sunday, 3 February 2019 <u>Public holidays</u> Tuesday, 25 December – Christmas Day Wednesday, 26 December – Boxing Day	12 December

In accordance with *Elected Member Policy 4.6 Agenda Forums* Council is also requested to endorse the dates for the Agenda Forums for 2018.

9.4.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 081117

Moved Cr Tilbury / Seconded Cr Gibson

That Council:

- Endorses the following dates for the Agenda Forums and Ordinary Meetings of Council of the Shire of Chittering for the 2018 calendar year:

Agenda Forum	Ordinary Meetings of Council
Tuesday, 13 February	Wednesday, 21 February
Tuesday, 13 March	Wednesday, 21 March
Tuesday, 10 April	Wednesday, 18 April
Tuesday, 8 May	Wednesday, 16 May
Tuesday, 12 June	Wednesday, 20 June
Tuesday, 10 July	Wednesday, 18 July
Tuesday, 7 August	Wednesday, 15 August
Tuesday, 11 September	Wednesday, 19 September
Tuesday, 9 October	Wednesday, 17 October
Tuesday, 13 November	Wednesday, 21 November
Tuesday, 4 December	Wednesday, 12 December

- Approves the advertising of the 2018 meeting dates in accordance with the *Local Government (Administration) Regulations 1996*.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 7/0
8:05PM

9.4.3 Christmas/New Year Office Closure

Report Date	15 November 2017
Applicant	Shire of Chittering
File ref	13/02/35
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Alan Sheridan, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Executive Summary

Council is requested to note the Christmas/New Year closure period for 2017-2018, from Friday, 22 December 2017 to Tuesday, 2 January 2018.

Background

Council Policy 3.15 Christmas/New Year Closure of Facilities states:

"The Administration centre will be closed from 3.00pm on the last working day before Christmas and re-open on the first working day following New Year's Day.

Shire staff will take leave entitlements during this closure period for those days that are not designated public holidays.

The Bindoon and Muchea landfill sites close on Christmas Day only. All other normal operating times apply over the Christmas/New Year period"

Consultation/Communication Implications

Local

Chief Executive Officer

Executive Manager Corporate Services

State

Not applicable

Legislative Implications

State

Nil

Local

Nil

Policy Implications

State

Nil

Local

- 3.15 Christmas/New Year Closure of Council Facilities

Financial Implications

Nil

Strategic Implications

Not applicable

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There would be minimal social implications as the office closure would be advertised to the community in the month leading up to the Christmas period.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

It is proposed that the Council Administration offices (including Technical Services, Bindoon Library and Depots) close at 3pm on Friday, 22 December 2017 and re-open at 8.30am on Tuesday, 2 January 2018.

This will be a total of six days, made up of three public holidays (Christmas Day, Boxing Day and New Year's Day) and three annual leave days.

The proposed closure of the Administration centre will be advertised on the office doors, the Shire's website and Facebook, on the notice boards at the Administration Centre and Post Office and in the local newspapers (Northern Valley News and The Ellenbrook Advocate).

In light of the above, it is requested that Council support recommended closing dates.

9.4.3 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 091117

Moved Cr Osborn / Seconded Cr Angus

That Council notes the closure of the Shire's Administration Centre (including Technical Services, Bindoon Library and Depot sites) from 3pm on Friday, 22 December 2017 to 8.30am on Tuesday, 2 January 2018.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 7/0

8:05PM

9.4.4 Deed of Lease: 21 Binda Place, Bindoon*

Report date	15 November 2017
Applicant	Minister for Works
File ref	A9531; 04/18/96
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Alan Sheridan, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Lease 21 Binda Place, Bindoon (dated 25 October 2017)

Executive Summary

Council's consideration is requested to endorse the actions of the President and Chief Executive Officer in signing and applying the Common Seal on the lease documents for 21 Binda Place, Bindoon.

Background

At the Ordinary Council meeting held on 15 June 2016 Council resolved:

9.4.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 090616

Moved Cr Rossouw / Seconded Cr Gibson

That Council:

- 1. Thank the proponent for their time and effort in preparing the proposal to lease 21 Binda Place, Bindoon.*
- 2. Advise the proponent that Council has decided not to proceed with the proposal at this time.*
- 3. Allocate the building for use as a project site office associated with the Binda Place Project.*
- 4. Note that the allocation of 21 Binda Place as a site office will save Council \$40,000 in project costs.*

THE MOTION WAS PUT AND DECLARED CARRIED 7/0

Following the completion of the Binda Place Project the office became vacant.

The Shire was contacted by the Hon Marty Aldridge MLC enquiring into the availability of the premises for an Electoral Office. Accordingly, the Shire wrote to the Acting Director General at the Department of Premier and Cabinet in January 2017 advising of the premises availability.

Following the recent State elections the Department agreed to the leasing of the property and the Shire has been in negotiations with the Minister for Works to finalise a Lease. Council has been kept informed of these negotiations by the Chief Executive Officer.

The Lease is initially for a four year period (expires 30 September 2021) with the first option to extend the Lease commencing on 1 October 2021 and expiring on 30 September 2025.

Consultation/Communication ImplicationsLocal

Not applicable

State

Department of Premier and Cabinet
Minister for Works

Legislative Implications

State

Nil

Local

Nil

Policy Implications

State

Nil

Local

- *Policy 1.5 Execution of Documents*

Financial Implications

Leasing the building will create a positive revenue for Council based on commercial rental terms.

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Yes

Site inspections were carried out prior to the signing of the lease documents.

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal. However, having a State Member's office (Hon Marty Aldridge MLC) in Bindoon will benefit the local community.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

Council is requested to endorse the actions of the President and Chief Executive Officer is executing the Lease for 21 Binda Place, Bindoon.

9.4.4 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 101117

Moved Cr Gibson / Seconded Cr Ross

The Council endorses the actions of the President and Chief Executive Officer in signing and applying the Common Seal to the Lease for 21 Binda Place, Bindoon.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 7/0

8:06PM

10. REPORTS OF COMMITTEES

10.1 Chittering Bushfire Advisory Committee: 10 October 2017

10.1.1 Chittering Bushfire Advisory Committee 2018 Meeting Dates*

Report date	15 November 2017
Applicant	Shire of Chittering
File ref	09/02/4
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Dave Carroll, Chief Bushfire Control Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. "Unconfirmed" Chittering Bushfire Advisory Committee minutes from meeting held on 10 October 2017

Executive Summary

Council's consideration is requested to endorse the meeting dates for the Chittering Bushfire Advisory Committee for the 2018 calendar year.

Background

The Chittering Bushfire Advisory Committee (CBFAC) met on 10 October 2017 and during the meeting the 2018 meeting dates for the Committee were carried:

9.1 OFFICER / COMMITTEE RECOMMENDATION

Moved Gordon Carter / Seconded Kim Haeusler

That:

1. *The Chittering Bush Fire Advisory Committee meeting dates for 2018 are as follows:*
 - a. *Tuesday, 13 March;*
 - b. *Tuesday, 12 June; and*
 - c. *Tuesday, 9 October.*
2. *The Chittering Bush Fire Advisory Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7pm.*

*THE RECOMMENDATION WAS PUT AND DECLARED CARRIED
7 / 0*

Consultation/Communication Implications

Local

Chittering Bushfire Advisory Committee

State

Not applicable

Legislative Implications

State

- *Local Government Act 1995 – Sections 5.8 and 5.11*
- *Bush Fires Act 1954 – Section 67*

Local

- *Shire of Chittering Brigades Local Law 2012*

Policy Implications

State

Nil

Local

Nil

Financial Implications

There will be charge for advertising the 2018 Chittering Bushfire Advisory Committee meeting dates in the local newspapers. These charges have been included for in the 2017-2018 Annual Budget.

Strategic Implications

Nil

Site Inspection

Not applicable

Triple Bottom Line Assessment

Not applicable

Officer Comment/Details

The meeting dates for the Chittering Bushfire Advisory Committee for the 2018 calendar year are presented to Council for endorsement. The dates will be advertised in the local newspapers following Council's resolution.

10.1.1 OFFICER / COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION 111117

Moved Cr Gibson / Seconded Cr Osborn

That Council:

- 1. Endorses that the Chittering Bush Fire Advisory Committee meeting dates for 2018 are as follows:**
 - a. Tuesday, 13 March;**
 - b. Tuesday, 12 June; and**
 - c. Tuesday, 9 October.**
- 2. Endorses that the Chittering Bush Fire Advisory Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7pm.**
- 3. Receives the “unconfirmed” Chittering Bushfire Advisory Committee Minutes from 10 October 2017.**

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 7/0
8:07PM

11. MOTIONS, OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

In accordance with *Local Government (Council Meetings) Local Law 2014*, c5.3 the following motions were received and allowed:

- (1) *Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.*
- (2) *A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.*
- (3) *A notice of motion is to relate to the good governance of the district.*

11.1 Cr Aaron King

At the request of Cr King, the Presiding Member advised that in accordance with the *Local Government (Council Meetings) Local Law 2014*, c10.5 the motion will be broken down and put into the form of six motions in sequence.

11.1.1 Email account

11.1.1 MOTION

Moved Cr King / Seconded Cr Gibson

That Council resolves that the Chief Executive Officer to reinstate Cr Gibson's email account and data allowance.

The Presiding Member in accordance with the *Local Government (Council Meetings) Local Law 2014*, c6.2 deemed that Item 11.1.1 be dealt with behind closed doors.

11.1.2 Report request for strategic projects

11.1.2 MOTION

Moved Cr King / Seconded Cr Gibson

That Council resolves the Chief Executive Officer (CEO) to provide a report outlining the background, strategic direction, terms of reference and status of each strategic project (including but not limited to the CEO's Performance Criteria 6) to be tabled as a confidential item at each Ordinary Council Meeting.

THE MOTION WAS PUT AND DECLARED LOST 3/4

8:24PM

Chief Executive Officer provided the following comments

In relation to the matters referred to in Items 11.1.2 to 11.1.4, Council was provided with a briefing on all current investigations, projects and strategic initiatives at the Agenda Forum (Briefing Session) on 1 November 2017. These project activities have all been the subject of previous discussions with Council and many have been specifically funded as part of the 2017/18 budget. Council has been previously briefed in exactly the same manner regarding these initiatives and Council, as a whole, has been satisfied with the manner and form of those briefings. A copy of the power point presentation which was used at the Briefing Session on 1 November 2017 has since been forwarded to all Councillors. If Cr King has a particular issue with any project, it would be useful for that to be shared with Council.

At the Briefing Session on 1 November 2017, staff also arranged for the consultant who has been assisting with the preparation of our roads and buildings asset management plans to brief Council on that day. The preparation of these plans is an extremely important strategic activity, as these two asset classes constitute to majority of Council's ongoing expenditure. The agenda for that briefing session was publicised well in advance of the meeting. Unfortunately, a number of Councillors, including Cr King, did not attend that Briefing Session.

11.1.3 Council decisions in relation to strategic projects

11.1.3 MOTION

Moved Cr King / Seconded Cr Gibson

That Council resolves the Chief Executive Officer to provide evidence of council decisions authorising the Chief Executive Officer to perform any works in relation to the strategic projects (including but not limited to the CEO's Performance Criteria 6) by the December Ordinary Council Meeting.

THE MOTION WAS PUT AND DECLARED LOST 2/5
8:35PM

11.1.4 Briefing paper request

11.1.4 MOTION

Moved Cr King / Seconded Cr Gibson

That Council resolves the Chief Executive Officer to provide a briefing paper with a two month look ahead of all Shire of Chittering activities and all upcoming matters to be considered by Council on a fortnightly basis commencing no later than 1 December 2017.

THE MOTION WAS PUT AND DECLARED LOST 3/4
8:43PM

11.1.5 Retirees WA

11.1.5 MOTION

Moved Cr King / Seconded Cr Gibson

That Council resolves the Chief Executive Officer to provide a report outlining all correspondence commitments and contracts entered into with Retiree's WA (or contracted entity) to be tabled at the February 2018 Ordinary Council Meeting.

THE MOTION WAS PUT AND DECLARED LOST 3/4
8:55PM

Chief Executive Officer provided the following comments

In relation to Item 5, the Chief Executive Officer is intending to provide a briefing at the Agenda Forum on 22 November 2017. It would be useful if Councillors could make themselves available to attend this session. The contract with WA Retirees is essentially a contract for the sale of land; it was executed on 3 November 2014. WA Retirees has paid in full for the purchase of the land but has not commenced the survey, planning, building applications or commenced the development as was envisaged in the contract. Advice of WA Retirees decision to not proceed (for commercial reasons, including the Stare Government decision to not proceed with the STED Scheme) was received via email on 30 October 2017. The implications are still being assessed and will be discussed with Council at the 22 November Briefing Session.

The Chief Executive Officer advised the meeting that he would provide a written report on the status of Retirees WA.

11.1.6 GPS tracking of the light vehicle fleet

11.1.6 MOTION

Moved Cr King / Seconded Cr Gibson

That Council resolves the CEO to provide a report of the benefits, costs and cost benefit analysis of GPS tracking of the Shire's light vehicle fleet to be tabled at the February 2018 Ordinary Council Meeting.

THE MOTION WAS PUT AND DECLARED LOST 3/4
9:04PM

Chief Executive Officer provided the following comments

In relation to Item 6, Councillors were advised at the 1 November briefing session of the likely cost and limitations (particularly with regard to mobile service coverage) and of the additional cost associated with satellite based systems. Councillors who attended the 1 November Briefing Session shared the view that there were many higher priority issues which required staff and Council attention at this time. Those priorities were discussed with Councillors at the 1 November Briefing Session and are detailed on the power point presentation which has since been circulated to all Councillors.

The Chief Executive Officer advised the meeting that he would contact Uniqco (Council's fleet consultant) to provide feedback on the installation of GPS tracking in the light vehicle fleet.

12. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

14. MEETING CLOSED TO THE PUBLIC

14.1 Matters for which the meeting may be closed

PROCEDURAL MOTION / COUNCIL RESOLUTION 121117

Moved Cr Osborn / Seconded Cr Angus

That Council, in accordance with c11.1(g) of *Local Government (Council Meetings) Local Law 2014* close the meeting to the public.

THE PROCEDURAL MOTION WAS PUT AND DECLARED CARRIED 7/0

9:05PM

14.1.1 **CONFIDENTIAL ITEM:** Citizen of the Year Awards*

Report date	15 November 2017
Applicant	Various
File ref	02/01/2
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Alan Sheridan, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Blank scoring matrix2. Citizen of the Year Nominations3. Citizen of the Year – Youth Nominations4. Award for Active Citizenship Nominations

Reason for Confidentiality

In accordance with the *Local Government Act 1995* Section 5.23:

- (2) *If a meeting is being held by a council or a committee, the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:*
- (b) *the personal affairs of any person; and*

Executive Summary

Council's consideration is required to select the winners of the Citizen of the Year Awards WA.

14.1.2 **CONFIDENTIAL ITEM:** Educational Scholarships 2017

Report Date	15 November 2017
Applicant	Shire of Chittering
File ref	15/01/4
Prepared by	Lisa Kay, Community and Club Development Officer
Supervised by	Rhona Hawkins, Executive Manager Corporate Services
Disclosure of interest	Nil
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Reason for Confidentiality

In accordance with the *Local Government Act 1995* Section 5.23:

- (2) *If a meeting is being held by a council or a committee, the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:*
- (b) *the personal affairs of any person; and*

Executive Summary

Council is requested to consider the recommendation of the Chittering Educational Scholarship Advisory Group (CESAG), comprising of a representative from the Gingin Chittering Lions Club, one Councillor and the Community and Club Development Officer for the 2017 Educational Scholarships.

14.2 Public reading of resolution that may be made public

14.1.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 131117

Moved Cr Osborn / Seconded Cr Gibson

That Council endorses the recommendation as outlined in the Officer's report.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 7/0
9:15PM

14.1.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION 141117

Moved Cr Ross / Seconded Cr Tilbury

That Council endorses the recommendation as outlined in the Officer's report.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 7/0
9:15PM

14.1.3 MOTION

Moved Cr King / Seconded Cr Gibson

That Council resolves that the Chief Executive Officer to reinstate Cr Gibson's email account and data allowance.

THE MOTION WAS PUT AND DECLARED LOST 3/4
9:32PM

PROCEDURAL MOTION / COUNCIL RESOLUTION 151117

Moved Cr Tilbury / Seconded Cr Gibson

That Council come from behind closed doors.

THE MOTION WAS PUT AND DECLARED CARRIED 7/0

9:33PM

15. CLOSURE

The Presiding Member declared the meeting closed at 9:34PM.



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