



# **MINUTES**

## **ORDINARY COUNCIL MEETING HELD ON WEDNESDAY 26 FEBRUARY 2025 AT THE SHIRE OF MURRAY**

## INDEX

1.	DECLARATION AND OPENING/ANNOUNCEMENT OF VISITORS .....	1
2.	ATTENDANCE AND APOLOGIES .....	1
3.	DISCLOSURE OF INTEREST .....	1
4.	ANNOUNCEMENTS BY THE CHAIR WITHOUT DISCUSSION .....	1
5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	1
6.	PUBLIC QUESTION TIME .....	1
7.	APPLICATIONS FOR LEAVE OF ABSENCE .....	1
8.	PETITIONS, DEPUTATIONS AND PRESENTATIONS .....	1
9.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....	2
9.1	Confirmation of the Minutes of the Ordinary Council Meeting 12 December 2024 .....	2
10.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....	2
11.	QUESTIONS WITHOUT NOTICE .....	2
12.	ANNOUNCEMENTS OF CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC .....	2
13.	BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING .....	2
14.	REPORTS OF OFFICERS .....	2
14.1	Payments for the Period 1 December 2024 to 31 January 2025 .....	2
14.2	Financial Report for the Period 1 December 2024 to 31 January 2025 .....	4
14.3	CEO Report .....	14
15.	REPORTS OF COMMITTEES .....	14
15.1	Audit Committee Meeting .....	14
16.	REPORTS OF DELEGATES .....	14
17.	ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	14
18.	NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR BY DECISION OF THE MEETING .....	14
19.	CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC .....	14
20.	ADVICE OF NEXT MEETING .....	14
21.	CLOSURE .....	14

**1. DECLARATION AND OPENING/ANNOUNCEMENT OF VISITORS**

The Chair declared the meeting open at 6.45pm.

**2. ATTENDANCE AND APOLOGIES****Councillors**

Cr David Bolt	Shire of Murray (Chairperson)
Cr Peter Abetz	City of Gosnells
Cr Glenn Dewhurst	City of Gosnells
Cr Ryan Burns	City of Mandurah
Cr Dave Schumacher	City of Mandurah
Cr Steve Lee	Shire of Murray
Cr Shaye Mack	Shire of Serpentine Jarrahdale
Mayor Greg Milner	City of South Perth
Cr Blake D'Souza	City of South Perth

**Apologies**

Cr Kerry Busby	City of Armadale
Cr Reece Jerrett	Shire of Serpentine Jarrahdale
Cr Michelle Silver	City of Armadale

**RRC Officers**

John McNally	Chief Executive Officer
Heather Fletcher	Administration Officer

**Member Council Officers**

Gary Taylor	A/Executive Director Technical Services	City of Armadale
Alan Smith	Director Infrastructure Services	Shire of Murray
Faried Jamodien	Executive Manager of Operations	Shire of Serpentine Jarrahdale
Anita Amprimo	Director Infrastructure Services	City of South Perth

**Apologies - Member Council Officers**

Martyn Glover	Director Infrastructure	City of Gosnells
Maria Hulls	Manager Development and Sustainability	City of Gosnells
Matthew Hall	Director Works and Services	City of Mandurah
Kyle Boardman	Coordinator Waste Management	City of Mandurah
Darrell Monteiro	Manager Waste and Fleet	Shire of Serpentine Jarrahdale

**3. DISCLOSURE OF INTEREST**

Nil

**4. ANNOUNCEMENTS BY THE CHAIR WITHOUT DISCUSSION**

- Chaired Ordinary Council Meeting 12 December 2024.
- A number of discussions with the CEO.

**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**6. PUBLIC QUESTION TIME**

Nil

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**8. PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****9.1 Confirmation of the Minutes of the Ordinary Council Meeting 12 December 2024****MOVED MACK/MILNER**

That the minutes of the meeting held on the 12 December 2024 be **CONFIRMED** as a true and correct record.

**CARRIED 9/0****10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**11. QUESTIONS WITHOUT NOTICE**

Nil

**12. ANNOUNCEMENTS OF CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

Nil

**13. BUSINESS NOT DEALT WITH FROM PREVIOUS MEETING**

Nil

**14. REPORTS OF OFFICERS****14.1 Payments for the Period 1 December 2024 to 31 January 2025****MOVED LEE/SCHUMACHER**

Council **ENDORSE** the following list of payments covering the period 1 December 2024 to 31 December 2025.

**CARRIED 9/0****PAYMENT SUMMARY****December 2024**

Voucher Remittance No.	DATE	CREDITOR NAME	DETAILS	AMOUNT \$
049	02.12.24	National Australia Bank	Credit Card fee – November 2024	9.00
050	05.12.24	ATO	Payroll Tax – November 2024	1,776.00
051	02.12.24	ATO Super Clearing House	Super Guarantee and Salary Sacrifice – November 2024	2,196.94
052	09.12.24	MYOB	Accounting Software – Subscription – December 2024	141.00
053	11.12.24	Rivers Regional Council	Salaries	3,341.53
054	11.12.24	NextPhaze Business Solutions	Cloud file storage – December 2024	456.80
055	18.12.24	R & Y Ruitenga	Accounting Services – October to December 2024	4,080.00
056	19.12.24	Office of the Auditor General	Audit Fee 2023/2024	28,820.00
057	24.12.24	Rivers Regional Council	Salaries	3,341.53

Voucher Remittance No.	DATE	CREDITOR NAME	DETAILS	AMOUNT \$
058	24.12.24	Heather Fletcher	Mobile/Internet reimbursement 01/02/24 to 01/03/25	600.00
059	24.12.24	Itomic Web Specialists	Website hosting – January 2025	61.60
060	31.12.24	National Australia Bank	Credit Card – December 2024 - account fee (\$9.00), Sharkys Xmas Staff lunch (\$95.26)	104.26
			TOTAL FOR DECEMBER	\$44,928.66

### January 2025

Voucher Remittance No.	DATE	CREDITOR NAME	DETAILS	AMOUNT \$
061	02.01.25	Rivers Regional Council	Sitting fees – 01.10.24 to 31.12.24	27,037.50
062	02.01.25	Chord Advisory	Legal fees – Kwinana Energy Recovery Project	1,188.00
063	03.01.25	NextPhaze Business Solutions	Cloud file storage – January and February 2025	913.60
064	03.01.25	ATO Super Clearing House	Super Guarantee and Salary Sacrifice – December 2024	2,196.94
065	07.01.25	Rivers Regional Council	Sitting Fees – Final – 01.01.25 to 28.02.25	18,025.00
066	08.01.25	MYOB	Accounting Software – Subscription – January 2025	141.00
067	09.01.25	Itomic Web Specialists	Website hosting – February 2025	61.60
068	08.01.25	Rivers Regional Council	Salaries	3,341.53
069	22.01.25	ATO Super Clearing House	Super Guarantee and Salary Sacrifice – January 2025	2,196.94
070	22.01.25	R & Y Ruitenga	Accounting Services – January and February 2025	3,720.00
071	22.01.25	Rivers Regional Council	Salaries	3,341.53
072	22.01.25	ATO	Payroll Tax – January 2025	1,776.00
073	22.01.25	Rivers Regional Council	John McNally - final pays x 3 = 22.01.25 to 04.02.25, 05.02.25 to 18.02.25, 19.02.25 to 28.02.25	8,383.81
074	23.01.25	Rivers Regional Council	Heather Fletcher - final pays x 3 = 22.01.25 to 04.02.25, 05.02.25 to 18.02.25, 19.02.25 to 28.02.25	993.27
075	24.01.25	Rivers Regional Council	Heather Fletcher - redundancy payout with entitlements	8,468.53
076	28.01.25	ATO Super Clearing House	Super Guarantee and Salary Sacrifice – January 2025	3,332.65
077	28.01.25	Marketforce	Advertising – last OCM	318.87
			TOTAL FOR NOVEMBER	\$85,436.77

<b>14.2 Financial Report for the Period 1 December 2024 to 31 January 2025</b>
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**MOVED MILNER/DEWHURST**

Council ADOPTS the financial statements from 1 December 2024 to 31 January 2025 as follows:

**CARRIED 9/0****DECEMBER 2024****INCOME STATEMENT BY PROGRAM**

<b>YTD % is</b>	<b>50%</b>
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ACCOUNT DESCRIPTION	BUDGET 2024/25 \$	REVISED BUDGET 2024/25 \$	BUDGET YTD \$	ACTUAL YTD \$	YTD ACTUAL VARIANCE	ACTUAL TO BUDGET %
<b>Operating Revenue</b>						
General Purpose Funding	4,400	4,400	2,200	2,051	(6.76)%	46.6%
Governance	331,000	331,000	331,000	331,000	0.00%	100.0%
<b>Total Operating Revenue</b>	<b>335,400</b>	<b>335,400</b>	<b>333,200</b>	<b>333,051</b>	<b>(0.04)%</b>	<b>100.0%</b>
<b>Operating Expenditure</b>						
Governance	(331,000)	(331,000)	(156,000)	(156,118)	0.08%	47.2%
<b>Total Operating Expenditure</b>	<b>(331,000)</b>	<b>(331,000)</b>	<b>(156,000)</b>	<b>(156,118)</b>	<b>0.08%</b>	<b>47.2%</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>4,400</b>	<b>4,400</b>	<b>177,200</b>	<b>176,934</b>	<b>(0.15)%</b>	<b>99.8%</b>

**GENERAL PURPOSE INCOME****YTD % is 50%**

<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b> Interest	4,400	4,400	2,051	47%
<b>Total Operating Revenue</b>	<b>4,400</b>	<b>4,400</b>	<b>2,051</b>	<b>47%</b>

**GOVERNANCE****YTD % is 50%**

<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b> Contribution from Member Councils	331,000	331,000	331,000	100%
<b>Total Operating Revenue</b>	<b>331,000</b>	<b>331,000</b>	<b>331,000</b>	<b>100%</b>
<b>Operating Expenditure</b> Sitting Fees	(108,000)	(108,000)	(54,038)	50%
Administration Allocation	(223,000)	(223,000)	(102,080)	46%
<b>Total Operating Expenditure</b>	<b>(331,000)</b>	<b>(331,000)</b>	<b>(156,118)</b>	<b>47%</b>

**ADMINISTRATION**

<b>YTD % is</b>	<b>50%</b>
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<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b>				
Other Income	0	0	0	
<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operating Expenditure</b>				
Salaries & Wages	(120,000)	(120,000)	(60,743)	51%
Superannuation	(19,000)	(19,000)	(9,643)	51%
Leave Accruals	(10,000)	(10,000)	0	0%
Insurance - Workers Compensation	(1,600)	(1,600)	(1,800)	113%
Accounting and Audit Services	(43,600)	(43,600)	(8,100)	19%
Bank Fees	(300)	(300)	(113)	38%
Advertising	(500)	(500)	(305)	61%
Information Technology	(7,800)	(7,800)	(4,249)	54%
Insurance - Other	(12,000)	(12,000)	(12,539)	104%
Legal Services	(4,000)	(4,000)	(4,502)	113%
Other Office Expenses	(200)	(200)	(87)	43%
Consultants	(4,000)	(4,000)	0	0%
<b>Total Operating Expenditure</b>	<b>(223,000)</b>	<b>(223,000)</b>	<b>(102,080)</b>	<b>46%</b>



**FINANCIAL ACTIVITY**

<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL YTD \$</b>
<b>Closing Funds represented by:</b>	
<b>Current Assets</b>	
Cash	262,569
Reserve	0
Cash Management a/c Reserve Funds	268,994
Cash Management a/c Municipal Funds	82,235
Debtors/Accrued Income	3,588
<b>Total Current Assets</b>	<b>617,386</b>
<b>Current Liabilities</b>	
Creditors & Accounts payable	33,637
Leave Provisions	32,761
<b>Total Current Liabilities</b>	<b>66,398</b>
<b>Net Current Assets</b>	<b>550,988</b>
<b>Less:</b>	
Accumulated Surplus	105,060
Restricted assets	268,994
<b>Total Equity</b>	<b>374,054</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>176,934</b>
<b>FINANCIAL RATIOS IN RELATION TO YTD FIGURES</b>	
<b>CURRENT RATIO</b>	
Current Assets less Restricted Assets	348,392
Current Liabilities less Liabilities Associated with Restricted Current Assets	33,637
Current Ratio =	10.36
<b>DEBT RATIO</b>	
Total Liabilities	83,440
Total Assets	613,798
Debt Ratio =	0.1359
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>176,934</b>

## CONTRIBUTION SETTING STATEMENT

ACCOUNT DESCRIPTION	BUDGET 2024/25 \$	REVISED BUDGET 2024/25 \$	ACTUAL \$
<b>Operating Revenue</b>			
General Purpose Funding	4,400	4,400	2,051
<b>Total Operating Revenue</b>	4,400	4,400	2,051
<b><u>Less:</u></b>			
<b>Operating Expenditure</b>			
Governance	(331,000)	(331,000)	(156,118)
<b>Total Operating Expenditure</b>	(331,000)	(331,000)	(156,118)
<b>NET OPERATING SURPLUS / (DEFICIT) BEFORE CONTRIBUTIONS</b>	(326,600)	(326,600)	(154,066)
<b><u>Less:</u></b>			
Transfer funds to Member Councils	(346,348)	(346,348)	0
<b><u>Plus:</u></b>			
Transfers from Reserves	268,993	268,993	0
<b><u>Plus:</u></b>			
Surplus Carry Fwd from Previous Yr	105,955	105,955	105,060
<b>Write Back:</b>			
Leave Entitlements Paid Out	(33,000)	(33,000)	
<b>Contributions from Member Councils</b>	331,000	331,000	331,000
<b>SURPLUS / (DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>281,994</b>
<b>Net Change in Assets Resulting From Operations</b>	4,400	4,400	176,934
<b>Transfer (to)/from Reserves (net)</b>	(77,355)	(77,355)	0
<b>Leave Entitlements Paid Out</b>	(33,000)	(33,000)	
<b>Surplus Brought Forward</b>	105,955	105,955	105,060
<b>SURPLUS</b>	<b>0</b>	<b>0</b>	<b>281,994</b>

**JANUARY 2025****INCOME STATEMENT BY PROGRAM**YTD % is **58%**

ACCOUNT DESCRIPTION	BUDGET 2024/25 \$	REVISED BUDGET 2024/25 \$	BUDGET YTD \$	ACTUAL YTD \$	YTD ACTUAL VARIANCE	ACTUAL TO BUDGET %
<b>Operating Revenue</b>						
General Purpose Funding	4,400	4,400	2,567	2,394	(6.72)%	54.4%
Governance	331,000	331,000	331,000	331,000	0.00%	100.0%
<b>Total Operating Revenue</b>	<b>335,400</b>	<b>335,400</b>	<b>333,567</b>	<b>333,394</b>	<b>(0.05)%</b>	<b>99.9%</b>
<b>Operating Expenditure</b>						
Governance	(331,000)	(331,000)	(199,000)	(199,272)	0.14%	60.2%
<b>Total Operating Expenditure</b>	<b>(331,000)</b>	<b>(331,000)</b>	<b>(199,000)</b>	<b>(199,272)</b>	<b>0.14%</b>	<b>60.2%</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>4,400</b>	<b>4,400</b>	<b>134,567</b>	<b>134,122</b>	<b>(0.33)%</b>	<b>99.7%</b>

**GENERAL PURPOSE INCOME****YTD % is 58%**

<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b>				
Interest	4,400	4,400	2,394	54%
<b>Total Operating Revenue</b>	<b>4,400</b>	<b>4,400</b>	<b>2,394</b>	<b>54%</b>

**GOVERNANCE****YTD % is 58%**

<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b>				
Contribution from Member Councils	331,000	331,000	331,000	100%
<b>Total Operating Revenue</b>	<b>331,000</b>	<b>331,000</b>	<b>331,000</b>	<b>100%</b>
<b>Operating Expenditure</b>				
Sitting Fees	(108,000)	(108,000)	(63,087)	58%
Administration Allocation	(223,000)	(223,000)	(136,185)	61%
<b>Total Operating Expenditure</b>	<b>(331,000)</b>	<b>(331,000)</b>	<b>(199,272)</b>	<b>60%</b>

**ADMINISTRATION****YTD % is 58%**

<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET 2024/25 \$</b>	<b>REVISED BUDGET 2024/25 \$</b>	<b>ACTUAL \$</b>	<b>ACTUAL TO REVISED BUDGET %</b>
<b>Operating Revenue</b>				
Other Income	0	0	0	
<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operating Expenditure</b>				
Salaries & Wages	(120,000)	(120,000)	(71,318)	59%
Superannuation	(19,000)	(19,000)	(11,506)	61%
Leave Accruals	(10,000)	(10,000)	4,033	-40%
Insurance - Workers Compensation	(1,600)	(1,600)	(1,800)	113%
Accounting and Audit Services	(43,600)	(43,600)	(31,820)	73%
Bank Fees	(300)	(300)	(123)	41%
Advertising	(500)	(500)	(595)	119%
Information Technology	(7,800)	(7,800)	(4,848)	62%
Insurance - Other	(12,000)	(12,000)	(12,539)	104%
Legal Services	(4,000)	(4,000)	(5,582)	140%
Other Office Expenses	(200)	(200)	(87)	43%
Consultants	(4,000)	(4,000)	0	0%
<b>Total Operating Expenditure</b>	<b>(223,000)</b>	<b>(223,000)</b>	<b>(136,185)</b>	<b>61%</b>

**FINANCIAL ACTIVITY**

<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL YTD \$</b>
<b>Closing Funds represented by:</b>	
<b>Current Assets</b>	
Cash	178,907
Reserve	0
Cash Management a/c Reserve Funds	268,994
Cash Management a/c Municipal Funds	82,578
Debtors/Accrued Income	265
<b>Total Current Assets</b>	<b>554,229</b>
<b>Current Liabilities</b>	
Creditors & Accounts payable	22,392
Leave Provisions	22,659
<b>Total Current Liabilities</b>	<b>45,051</b>
<b>Net Current Assets</b>	<b>509,178</b>
<b>Less:</b>	
Accumulated Surplus	106,062
Restricted assets	268,994
<b>Total Equity</b>	<b>375,056</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>134,122</b>
<b>FINANCIAL RATIOS IN RELATION TO YTD FIGURES</b>	
<b>CURRENT RATIO</b>	
Current Assets less Restricted Assets	285,235
Current Liabilities less Liabilities Associated with Restricted Current Assets	22,392
Current Ratio =	12.74
<b>DEBT RATIO</b>	
Total Liabilities	66,418
Total Assets	553,964
Debt Ratio =	0.1199
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS SURPLUS / (DEFICIT)</b>	<b>134,122</b>

## CONTRIBUTION SETTING STATEMENT

ACCOUNT DESCRIPTION	BUDGET 2024/25 \$	REVISED BUDGET 2024/25 \$	ACTUAL \$
<b>Operating Revenue</b>			
General Purpose Funding	4,400	4,400	2,394
<b>Total Operating Revenue</b>	4,400	4,400	2,394
<b><u>Less:</u></b>			
<b>Operating Expenditure</b>			
Governance	(331,000)	(331,000)	(199,272)
<b>Total Operating Expenditure</b>	(331,000)	(331,000)	(199,272)
<b>NET OPERATING SURPLUS / (DEFICIT) BEFORE CONTRIBUTIONS</b>	(326,600)	(326,600)	(196,878)
<b><u>Less:</u></b>			
Transfer funds to Member Councils	(346,348)	(346,348)	0
<b><u>Plus:</u></b>			
Transfers from Reserves	268,993	268,993	0
<b><u>Plus:</u></b>			
Surplus Carry Fwd from Previous Yr	105,955	105,955	105,060
<b>Write Back:</b>			
Leave Accruals	0	0	1,001
Leave Entitlements paid out	(33,000)	(33,000)	
<b>Contributions from Member Councils</b>	331,000	331,000	331,000
<b>SURPLUS / (DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>240,183</b>
<b>Net Change in Assets Resulting from Operations</b>	4,400	4,400	134,122
Amounts set aside to Leave Provisions	0	0	1,001
<b>Transfer (to)/from Reserves (net)</b>	(77,355)	(77,355)	0
<b>Leave Entitlements Paid Out</b>	(33,000)	(33,000)	
<b>Surplus Brought Forward</b>	105,955	105,955	105,060
<b>SURPLUS</b>	<b>0</b>	<b>0</b>	<b>240,183</b>

<b>14.3 CEO Report</b>
------------------------

**MOVED DEWHURST/MILNER**

**That:**

**The CEO's report be RECEIVED and the outstanding service of Heather Fletcher be acknowledged.**

**CARRIED 9/0**

**15. REPORTS OF COMMITTEES**

<b>15.1 Audit Committee Meeting</b>
-------------------------------------

The Audit Committee met prior to the OCM.

**MOVED LEE/MILNER**

**That:**

**The report from the Audit Committee be NOTED and the recommendations contained therein be ADOPTED.**

**CARRIED 9/0  
(ABSOLUTE MAJORITY ACHIEVED)**

**16. REPORTS OF DELEGATES**

Nil

**17. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**18. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR BY DECISION OF THE MEETING**

Nil

**19. CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

Nil

**20. ADVICE OF NEXT MEETING**

No further meetings.

**21. CLOSURE**

Mayor Milner moved a vote of thanks to Chairman Bolt for his leadership of the RRC, the CEO for his wisdom, advocacy and perseverance and the many Councillors and staff of Member Councils for their contribution and commitment to the RRC over many years.

The Chair acknowledged the commitment of the team of Councillors, CEO and Admin Officer for their years of service and formally handed the batten over to the Rivers Regional Subsidiary, the first such body in WA.

There being no further business, the meeting closed at 7.02pm.