

Shire of Tammin

ORDINARY COUNCIL MEETING

AGENDA



NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on **Wednesday 23 November 2022** in Council Chambers 1 Donnan Street Tammin, commencing at **4:00pm**.

A handwritten signature in black ink, appearing to read 'Joanne Soderlund'.

Joanne Soderlund
Chief Executive Officer
18 November 2022

MISSION STATEMENT

"Together with the people of Tammin we will provide leadership, vision and progress to achieve sustainability and growth"

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President will declare the meeting open at _____ pm.

2. ACKNOWLEDGEMENT TO COUNTRY

We begin today by acknowledging the Ballardong Noongar People as traditional custodians of the land and skies on which we gather, and we pay our respects to their Elders, past, present and emerging.

3. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES

Present:

In Attendance:

Leave of Absence previously granted:

Apologies:

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 26 October 2022

Officers Recommendation

That the minutes of the Ordinary Council Meeting held on 26 October 2022 be confirmed as a true and accurate record of proceedings.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for October 2022

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	03 November 2022
Author:	Monica Geary
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 12.1 – Payment List Attachment Item 12.1 - Credit Card Statement

Purpose of Report

For Council to ratify the accounts paid under delegated authority.

Background

The attached List of Accounts paid during the month of October 2022 totaling \$286,337.07 by way of:

Cheque numbers	6817, 6818	\$1,344.29
Direct debit payments	01/10/22 – 31/10/22	\$8,262.39
Licensing transfers	01/10/22 – 31/10/22	\$4,012.70
Bank fees	01/10/22 – 31/10/22	\$1,215.97
VISA payments	01/10/22 – 31/10/22	\$1,871.11
EFT payments	EFT 5667 – EFT 5770	\$228,781.36
Salaries and wages	01/10/22 – 31/10/22	\$46,077.92
Total payments	01/10/22 – 31/10/22	\$286,337.07

The Shire of Tammin made the following significant purchases during the month of October 2022

ASKA Demolition and Salvage Removal of Asbestos from Tammin golf club at Tammin, and removal of extra asbestos and miscellaneous.	\$ 5,500.00
Cloud Collections Pty Ltd Debt Recovery	\$ 8,391.25
Wright Express Australia Pty Ltd (Puma) Fuel charges on all plant vehicles for the month of September 2022	\$ 10,948.68
CAI Fences Supply material for double cricket nets as per your quote 83672.	\$ 11,528.00
Youlie and Son Spreading Services Wet hire of grader for maintenance grading on Shire of Tammin road network, rate of \$160/hr+gst - 80.5 hrs	\$ 15,818.00
Australian Taxation Office - BAS BAS September 2022	\$ 26,535.00
KW & AJ Swann Push gravel as per rate on your quote attached, approximately 16,000 cubic meter of gravel to push at Caffell pit. Including Fuel cost (\$3330)	\$ 26,081.22

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2022/2023 Operating Budget.

Policy Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

(1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —

- a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
- b) Petty cash systems.

(1) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.

(2) Payments made by a local government —

- a) Subject to sub-regulation (4), are not to be made in cash; and
- b) Are to be made in a manner which allows identification of —
 - (i) The method of payment;
 - (ii) The authority for the payment; and
 - (iii) The identity of the person who authorised the payment.

(3) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]

12. Payments from municipal fund or trust fund

(1) A payment may only be made from the municipal fund or the trust fund —

- a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
- b) Otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]

13. Lists of accounts

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- a) The payee's name;
- b) The amount of the payment;
- c) The date of the payment; and
- d) Sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

- a) For each account which requires council authorisation in that month —
 - (i) The payee's name;
 - (ii) The amount of the payment; and
 - (iii) Sufficient information to identify the transaction; and
- b) The date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub-regulation (1) or (2) is to be —

- a) Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b) Recorded in the minutes of that meeting.

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

The following outcomes and strategies have been identified to achieve this vision.

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values

- 6.1.1 Deliver sustainable governance through transparent and robust policy and processes
- 6.1.2 Undertake the civic duties of Council with the highest degree of ethics

Outcome 6.2 An efficient and effective organisation

- 6.2.1 Ensure sound long-term financial management and deliver value for money
- 6.2.2 Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire. Explore diverse income streams including grants

Officers Recommendation

That Council, pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to payments made from municipal funds for the period 1 October 2022 to 30 October 2022 totaling \$286,337.07 as contained in attachments 12.1.

Municipal Fund payments totaling \$286,337.07 detailed:

Cheque numbers	01/10/22 – 31/10/22	\$1,344.29
Direct debit payments	01/10/22 – 31/10/22	\$8,262.39
Licensing transfers	01/10/22 – 31/10/22	\$4,012.70
Bank fees	01/10/22 – 31/10/22	\$1,215.97
VISA payments	01/10/22 – 31/10/22	\$1,871.11
EFT payments	EFT5677 – EFT 5770	\$228,781.36
Salaries and wages	01/10/22 – 31/10/22	\$46,077.92

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

12.2 Financial Management Report for the month of October 2022

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	18 November 2022
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 - October 2022 Monthly Financial Report

Purpose of Report

For Council to receive the Monthly Financial Statement.

Background

Enclosed is the Monthly Financial Report for the month of October 2022 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

Rates were issued on 5 August 2022 with payments due in full by 12 September 2022. Payment arrangements have been made with rate payers if required. 86% of rates have been received as of 31 October 2022. Maintenance road works underway and Capex projects commencing in the coming months. Accordingly, our cash flow position is currently strong having received an advance payment of the Financial Assistance Grants and confirmation of the Southern Link project first payment.

Financial Implications

There are currently no financial implications as income and expenditure is in accordance with Budget.

Statutory Implications

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

*(1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

- a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- b) *budget estimates to the end of the month to which the statement relates;*
- c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- e) *the net current assets at the end of the month to which the statement relates.*

(2) *Each statement of financial activity is to be accompanied by documents containing —*

- a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- b) *an explanation of each of the material variances referred to in sub regulation (1)(d); and*
- c) *such other supporting information as is considered relevant by the local government.*

(3) *The information in a statement of financial activity December be shown —*

- a) *according to nature and type classification; or*
- b) *by program; or*
- c) *by business unit.*

(4) *A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —*

- a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- b) *recorded in the minutes of the meeting at which it is presented.*

Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Council resolved that in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* a variance percentage of 10% or \$10,000, whichever is greater, be adopted for reporting material variances.

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

The following outcomes and strategies have been identified to achieve this vision.

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

6.1.2 Undertake the civic duties of Council with the highest degree of ethics

Outcome 6.2 An efficient and effective organisation

6.2.1 Ensure sound long-term financial management and deliver value for money

6.2.2 Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire. Explore diverse income streams including grants

Officers Recommendation

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.2 for the period ending 31 October 2022 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

13. MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Application for Exploration License 70/6319 by Pinnacle Minerals Limited

Location:	N/A
Applicant:	Pinnacle Minerals Limited
Date:	16 November 2022
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 13.1 - Application for Mining Tenement Form & associated letter and maps.

Proposal/Summary

This report seeks Council's consideration in relation to an application for an exploration license over various lots that has been submitted on behalf of Pinnacle Minerals Limited by Austwide Mining Title Management.

Background

Council has received notice of an application for an exploration license from Austwide Mining Title Management for a mining exploration licence over various lots within the Tammin Shire.

The land subject to the application is understood to consist of privately owned land. A copy of the application is included as an Attachment.

Comments

Where Council believes there are good grounds to raise an objection to the application, an objection may be lodged to the application with the Mining Registrar within 21 days of being served the Notice (before 28 September 2022). In relation to the matter before Council, the Shire is not aware of any such grounds to raise an objection to the application.

Under Sections 23 to 26 of the Mining Act 1978, mining may be carried out on certain classes of land with the written consent of the Minister for Mines and Petroleum. The Mining Act 1978 and its associated Regulations sets out the process for a variety of licences and lease types, including requirements for mineral exploration.

A guideline summary of exploration licences from Department of Mines and Petroleum documentation is provided as follows:

12. Exploration Licence

- *On 28 June 1991 a graticular boundary (or block) system was introduced for Exploration Licences.*

- *The minimum size of an Exploration Licence is one block, and the maximum size is 70 blocks, except in areas not designated as mineralised areas, where the maximum size is 200 blocks.*
- *An Exploration Licence is not marked out.*
- *An application may be made at any Mining Registrar's office (see Appendix A); or lodged electronically via the department's website using MTO.*
- *An application fee and rental is payable.*
- *There is no limit to the number of licences a person or company may hold but a security (\$5,000) is required in respect of each licence.*
- *Term and Compulsory Surrender:*
 - o *For licences applied for prior to 10 February 2006, the term is five years plus two possible extensions of two years and further periods of one year thereafter. At the end of both the third and fourth year of its term, the licensee is required to surrender 50 per cent of the licence.*
 - o *For licences applied after 10 February 2006, the term is five years plus possible extension of five years and further periods of two years thereafter, 40 per cent of ground to be surrendered at the end of year six.*
- *The holder of an Exploration Licence may in accordance with the licence conditions, extract or disturb up to 1000 tonnes of material from the ground, including overburden, and the Minister may approve extraction of larger tonnages.*

Consultation

Department of Mines, Industry Regulation and Safety

Statutory Implications

Mining Act 1978

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2018 - 2027

Outcome 4.1 Support and foster industry, initiative and innovation in seeking new opportunities to enhance our Shire's economic health.

Officers Recommendation

That Council, in accordance with Section 2.7(1)(a) of the *Local Government Act 1995*, raise no objection in principle to the Application subject to the following conditions:

- a) That dust suppression is carried out so that others are not adversely affected;
- b) That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company's mining conditions;
- c) Any ground water that escapes onto the ground around the drill site is to be banded so that it does not spread;
- d) All plastic bags used for soil samples are to be removed from the site and disposed of in a suitable manner;
- e) All rubbish is to be disposed of in the appropriate manner;
- f) A firefighting unit is to be available at all times, and drilling is to cease if a total fire and harvest ban is called;
- g) No drill holes are to extend under any public roadways or interfere with road drainage;
- h) All drill holes are to be capped as soon as possible/practical after drilling; and
- i) No drilling is to occur within any Shire gravel pits.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

13.2 Ordinary Council Meeting Dates for 2023

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	18 November 2021
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

The purpose of this report is for Council to endorse the meeting schedule for the twelve-month period from January 2023 through to December 2023.

Background

Under Section 5.3 of the Local Government Act, Councils are required to hold Ordinary Meetings no more than three months apart, although for good governance, more frequent meetings are standard practice.

It is a requirement under the Local Government Administration Regulations for a Local Government to give public notice of the dates and times of its Ordinary Meetings that are open to members of the public.

In previous years Ordinary Council meetings for 2022 were to be held on the fourth Wednesday of every month commencing at 4pm. With the following exceptions;

- 1) January where there will be no Council meeting,
- 2) February with the meeting commencing at 5pm at Yorkrakine Hall,
- 3) August 2022 Ordinary Council meeting to be held on the fifth Wednesday, 31 August, to avoid clashing with Dowerin Field Day. Please note that in 2023 Dowerin Field Day is scheduled for 30-31 August 2023; and,
- 4) December 2022 Ordinary Council meeting originally scheduled for the third week, 21 December, prior to Christmas break, however Council plans to bring it forward a week.

Comment

The change of date and time was discussed at a Council information session on the 26 October 2022 after the Ordinary Council meeting. Consensus was that Councillors were happy to stick with Wednesday's at 4:00pm.

Consultation

Councillors

Statutory Implications

Section 5.3 of the *Local Government Act (WA) 1995* stipulates the requirement to hold regular Ordinary Meetings of Council and Regulation 12 of the Local Government (Administration) Regulations requires Council to give local public notice of dates, times and the location of its Ordinary and Special meetings.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Officers Recommendation

That Council, pursuant to Section 5.3 of the Local Government Act (WA) 1995 resolves to:

1. Adopt the following schedule for Ordinary Meetings of Council for 2023 as follows:

Time	Date	Venue
4pm	Wednesday, 22 February 2023	Council Chambers, 1 Donnan Street Tammin
5pm	Wednesday, 22 March 2023	Yorkrakine Hall
4pm	Wednesday, 26 April 2023	Council Chambers, 1 Donnan Street Tammin
4pm	Wednesday, 24 May 2023	Council Chambers, 1 Donnan Street Tammin
4pm	Wednesday, 28 June 2023	Council Chambers, 1 Donnan Street Tammin
4pm	Wednesday, 26 July 2023	Council Chambers, 1 Donnan Street Tammin
4pm	Wednesday, 23 August 2023	Council Chambers, 1 Donnan Street Tammin
4pm	Wednesday, 27 September 2023	Council Chambers, 1 Donnan Street Tammin
4pm	Wednesday, 25 October 2023	Council Chambers, 1 Donnan Street Tammin
4pm	Wednesday, 22 November 2023	Council Chambers, 1 Donnan Street Tammin
4pm	Wednesday, 13 December 2023	Council Chambers, 1 Donnan Street Tammin

2. Authorise the CEO to give local public notice of the above meeting schedule in accordance with the requirements of the Local Government (Administration) Regulations 1996.

3. That Committee meetings will be held as and when required with public notice being provided.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried:

13.3 Request for purchase of land

Location:	N/A
Applicant:	Cameron Robert
Date:	18 November 2022
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 13.3 - PRIVATE & CONFIDENTIAL - Proposal

Proposal/Summary

This report seeks Council's consideration in relation to a request to purchase from the Shire recently acquired vacant land.

Background

Council has received a request from Mr Cameron Roberts to purchase Lot 41 & 43 Donnan Street. This land was recently acquired by the Shire along with five other blocks to the east towards the roadhouse and directly opposite the CBH Silos. Initial plans for the site are to provide a tourist information bay and pull off area for traffic heading east. The shire had been pursuing opportunities to have a mural painted on the silos, with this land providing a safe viewing area. CBH however have written to the Shire and advised that the silo's are not safe and suitable to be painted and therefore will not give permission to do so.

They have though given permission to project onto the silo's and this an opportunity currently being investigated. Initial enquiries indicate that if the Shire was to install a projector it would most likely be situated somewhere around the boundary of Lot 43 and 45 to line up with the centre of the middle silo.

Comments

The proposal that has been submitted by Mr Roberts is very brief and limited in nature. There is very little detail about the proposal and no demonstrated business plan or market analysis to back up the proposal.

Outcome 4.1 of the Shire's Strategic Community Plan (SCP) is to support and foster industry, initiative and innovation in seeking new opportunities to enhance our Shire's economic health. As a Shire we are very keen to see new business ventures in the town and support our existing commerce where we can.

However, outcome 4.2 of the Shire's SCP is an attractive destination for visitors. If the Shire was to sell this land to Mr Roberts than the installation of a permanent projection onto the silo's will not be able to be placed in the most optimal location. The below diagram shows how the middle three silo's are

clear of large trees and a projection aimed at the middle silo would be framed nicely. It may be possible to project onto the eastern most silos however there appears to be existing trees that may hamper this and there would be a greater distance the projection would have to travel.



Whilst it would be fantastic to see another business commence in Tammin agreeing to sell this particular land would be at the cost of the potential future projection project.

It is instead recommended that the Shire's administration team work with Mr Roberts on an alternative location for his proposal. In a meeting held between the Shire's Chief Executive Officer and Mr Roberts an alternative location was suggested however Mr Roberts only showed interested in this particular location.

Consultation

Nil

Statutory Implications

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2018 - 2027

Outcome 4.1 Support and foster industry, initiative and innovation in seeking new opportunities to enhance our Shire's economic health.

Outcome 4.2 An attractive destination for visitors

Officers Recommendation

That Council, in accordance with Section 2.7(1)(a) of the *Local Government Act 1995*;

- a) Advise Mr Cameron Roberts that it is not interested in selling Lot 41-43 Donnan Street, Tammin; and
- b) Request the Shire's Chief Executive Officer to support and work with Mr Roberts to find an alternative suitable location for his proposal.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

15. MATTERS FOR CONSIDERATION – TOWN PLANNING

Nil

16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

17. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)

Nil

18. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at ___.

