

Shire of Tammin



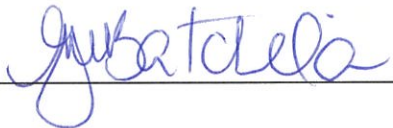
DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 25 May 2022 was confirmed at the Ordinary Council Meeting held on 22 June 2022.

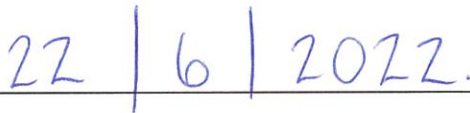
Name: Glenice Batchelor

Signed: _____



Being the person presiding at the meeting at which these minutes were confirmed.

Date: _____



Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



An Ordinary meeting of the Shire of Tammin was held on **Wednesday 25 May 2022** in Council Chambers 1 Donnan Street Tammin, commencing at **4:00pm**.

Joanne Soderlund
Chief Executive Officer
25 May 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 declared the meeting open at 4:00pm.

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:

Cr G Batchelor	Shire President
Cr T Nicholls	Deputy Shire President
Cr N Caffell	Councillor
Cr Thomson (Charmaine)	Councillor
Cr B Leslie	Councillor (<i>Attendance electronically as per Admin Regulation 14C(2)) (4:05pm arrival)</i>
Cr C Thomson (Courtney)	Councillor

In Attendance:

Joanne Soderlund	Chief Executive Officer
Fabian Houbrechts	Manager of Works
Morgan Ware	Manager of Finance & Administration

Leave of Absence previously granted:

Nil

Apologies:

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

TSC 29/22 MOTION

Cr Nicholls requested a leave of absence for the Ordinary Council Meeting on Wednesday 22 June 2022.

Moved: Cr Caffell

Seconded: Cr C Thomson

Vote: Simple Majority

Carried: 5/0

7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Cr Nicholls declared a financial interest in Item 12.4 due to being a family member of the applicant.

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 27 April 2022

TSC 30/22 MOTION

That the minutes of the Ordinary Council Meeting held on 27 April 2022 be confirmed as a true and accurate record of proceedings.

Moved: Cr Caffell

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for April 2022

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	11 May 2022
Author:	Keira Wirth
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 March 2022 totaling \$134,656.21 by way of:

Cheque numbers	6809 - 6809	\$5,501.23
Direct debit payments	01/04/22 – 30/04/22	\$10,555.84
Licensing transfers	01/04/22 – 30/04/22	\$2,930.85
Bank fees	01/04/22 – 30/04/22	\$162.09
VISA payments	01/04/22 – 30/04/22	\$718.14
EFT payments	EFT 5199 – EFT 5288	\$68,810.68
Salaries and wages	01/04/22 – 30/04/22	\$45,977.38
Total payments	01/04/22 – 30/04/22	\$134,656.21

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

Australian Taxation Office - BAS BAS January & February 2022	\$ 7,272.00
Sprayline Spraying Equipment Supply and deliver all materials for upgrade of chemical spraying unit	\$ 7,422.33
Wright Express Australia Pty Ltd (Puma) Fuel charges for all vehicles for the month of March 2022	\$ 7,674.33
GWY painting service Painting of Tammin Town Hall, Extra over for supplementary 2 coats on woodworks	\$ 13,981.00

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2021/2022 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

TSC 31/22 MOTION

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 April 2022 to 30 April 2022 totaling \$134,656.21 as contained in attachments 12.1

Municipal Fund payments totaling \$134,656.21 detailed:

Cheque numbers	6809 - 6809	\$5,501.23
Direct debit payments	01/04/22 – 30/04/22	\$10,555.84
Licensing transfers	01/04/22 – 30/04/22	\$2,930.85
Bank fees	01/04/22 – 30/04/22	\$162.09
VISA payments	01/04/22 – 30/04/22	\$718.14
EFT payments	EFT 5289 – EFT 5333	\$68,810.68
Salaries and wages	01/04/22 – 30/04/22	\$45,977.38

Moved: Cr Caffell

Seconded: Cr C Thomson

Vote: Simple Majority

Carried: 5/0

12.2 Financial Management Report for the month of April 2022

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	20 May 2022
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 - April 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 April 2022 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

94.2% of rates have been received with current installment and payment plans in place for rate payers. Council road works program are well underway with maintenance grading achieved and capex road works to be completed by end of May 2022. Additional capex projects have been commenced or in procurement progress. 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

TSC 32/22 MOTION

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.3 for the period ending 30 April 2022 comprising;

- a) **Statement of Financial Activity**
- b) **Note 1 to Note 12**

Moved: Cr Nicholls

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

Cr Barry Leslie entered the meeting at 4:05pm via electronic means.

12.3 Policy Amendment – Purchasing Policy

Location:	N/A
Applicant:	Shire of Tammin
Date:	19/05/2022
Author:	Chief Executive Officer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.3 - Draft Procurement Policy Attachment Item 12.3 – Current Procurement Policy

Proposal/Summary

This item brings an amendment to the Purchasing Policy before Council and seeks a Council resolution to adopt the amended policy.

Background

Each shire is required under the Local Government Act (Functions and General) Regulations 1996 s.11.A to adopt a purchasing policy. The Shire currently has a purchasing policy that sets out how purchasing is to be undertaken and the relevant purchasing thresholds and quotation requirements.

Comment

Both the existing policy and the new amended policy are attached to this item. As the policy has been converted into the new policy template a track changes version was not practical. The policy has been based on the WALGA template purchasing policy so the wording does vary from the current policy.

A review of the current purchasing policy picked up some differences in the tender limit thresholds. Some areas of the current policy set the tender threshold at \$250,000 however other areas in the policy referred to a \$150,000 threshold. It is important to ensure the tender threshold limit is clear and therefore initiated the need to review the policy as soon as possible.

The purchasing threshold ranges have all been reviewed and brought into line with the WALGA template policy with the exception of the first range. The Shire's existing purchasing policy set's its first threshold at less than \$1,500 whereas the WALGA template sets it at less than \$5,000. The draft amended policy increases the first range to \$2,500 as a more fit for purpose range for the Shire.

Consultation

WALGA and other WA Local Governments
Manager Works and Services
Manager Finance and Administration

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan - Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values.

TSC 33/22 MOTION

That Council, by Simple Majority, pursuant to Section 3.18 of the *Local Government Act 1995 (WA)* resolves to amend the Shire of Tammin Purchasing Policy.

Moved: Cr Nicholls

Seconded: Cr C Thomson

Vote: Simple Majority

Carried: 6/0

12.4 Trent Nicholls – Financial Assistance

Cr Nicholls declared a financial interest in Item 12.4 due to being a family member of the applicant and left the chambers at 4:12pm.

Location:	Shire of Tammin
Applicant:	Clinton & Tanya Nicholls
Date:	18 th May 2022
Author:	Chief Executive Officer Chief Executive Officer
Item Approved by:	N/A
Disclosure of Interest:	Nil
File Reference:	Attachment Item 12.4 - Request Letter
Attachment/s:	Attachment Item 12.4 - Team Confirmation Letter

Proposal/Summary

For Council to consider a request for financial assistance for Trent Nicholls to attend the 2022 Cricket Australia Junior National Indoor Cricket Titles (the Titles).

Background

Clinton and Tanya Nicholls have made application on behalf of their son Trent for assistance in accordance with Shire Policy. Trent has been selected in the Western Australian Indoor Cricket 17 & Under Boys Team. The Titles are being held in Melbourne, Victoria from 2 July 2022 to 9 July 2022. Refer to letter attached.

Comments

The application is made in accordance with Shire Policy 3.4 – Requests for Financial and Other Assistance. The maximum grant that may be awarded under the policy is \$200 for interstate travel. The application being made meets the eligibility criteria set out in the policy.

Consultation

N/A

Statutory Implications

Nil

Policy Implications

Policy 3.4 Requests for financial and other assistance

The key relevant points of the Policy are:

- only residents of the Shire of Tammin are eligible to apply.

- applicants must be selected to represent Western Australia or Australia in the area of sport, arts, cultural or educational activities.
- applications must be supported either by the relevant governing body of sport or the state/federal/voluntary organisation supporting the activity.
- there must be a demonstrated selection process which entitles the applicant to represent the state or national body or activity.
- only one application per financial year may be funded for any one individual.
- a maximum of \$500 per year will be funded per family.
- funds will only be provided towards travel or accommodation expenses.
- priority will be given to applicants who have demonstrated initiative and endeavour in raising funds for themselves.

Financial Implications

The Policy provides for a maximum grant of \$200 for interstate travel. The Shire’s 2021/22 Budget has a provision for Donations and Contributions with a current available balance of \$2,563.

Strategic Implications

Nil

TSC 34/22 MOTION

That Council, by Simple Majority, pursuant to Section 3.18(2) of the *Local Government Act 1995*, approves the payment of \$200.00 to Clinton & Tanya Nicholls to assist with travel and accommodation expenses for Trent Nicholls to attend the National Indoor Cricket Titles in July 2022.

Moved: Cr Thomson

Seconded: Cr Caffell

Vote – Simple Majority

Carried: 5/0

Cr Nicholls returned to the chamber at 4:13pm and the motion was read aloud.

12.5 Budget Amendment – Budget Allocations

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	13 May 2022
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 the Shire of Tammin to consider and adopt the budget amendments, for the financial Year 1 July 2021 to 30 June 2022.

Background

The Shire has been doing a detailed review of all individual accounts in preparation for next year's budget. This exercise has highlighted some minor budget amendments that are required for good governance. A review of the Local Roads and Infrastructure Program has also lead to a budget amendment to ensure all eligible funds are expended before the 30th of June 2022 for phases one and two.

Comment

A review of operational costs for the remainder of the 2021/22 Financial Year was carried out and has identified a requirement for the following proposed amendments to the budget:

The increase in Fines Enforcement fees budget allocation is in relation to expenditure associated with sending outstanding debtors to Fines Enforcement to recoup. Enforcement action is taken under the Fines, Penalties and infringement Notices Enforcement Act 1994. This action is taken following the internal debtors process, and a lodgment fee of \$79.50 is paid to the Sheriff's Office. This fee is recouped as part of the infringement. This process is new for FY21/22 and therefore did not have budget allocated.

The current budget did not have an allocation for depreciation – Dog Pound. Whilst only a minor amount a budget allocation is required to recognise expenditure in the account.

Main roads make a contribution to Street Lighting each year. The amount is calculated and advised to the Shire in late May each year. The Shire is yet to receive the advice for this year; the FY20/21 subsidy was \$3182.85. There was no budget allocation for the street lighting subsidy so an amendment is required to recognise the income that is expected.

The Natural Resource Management Project (NRM) is the allocation of expenditure associated with a revegetation project. The Shire of Tammin is auspicing the grant on behalf of the landowner and therefore budget allocation is required. This will impact Financial Year 21/22 and into 22/23.

The current budget did not have an allocation for Tennis Court Insurance. Whilst only a minor amount a budget allocation is required to recognise expenditure in the account.

Local Roads & Community Infrastructure Stage 2 funded projects are required to be completed prior to 30 June 2022. A review has been undertaken and a variation has been submitted for the KEP Project as the water fountain part of that project was not able to go ahead. The funds not expended have been allocated to the Dixon Road project. A project nomination form has been send to LCRI for the Dixon Road Project and we are currently awaiting confirmation however the project meets the eligibility criteria so we do not expect it to not be accepted.

Table 12.3 (a)

Programme & Description	Original Budget	Revised Budget	Variance Original Budget to Revised Budget
Law, Order, Public Safety			
Fire Control – Fines Enforcement Fees (051109)	0	795	795
Depreciation – Animal Control (052130)	0	234	234
Streets, Roads, Bridges & Depot Maintenance			
Street Lighting Subsidy (122003)	0	(3283)	(3283)
Economic Services			
NRM Project (131101)	0	760	760
Recreation & Culture			
Tennis Court Insurance (113404)	0	268	268
Capital Expenditure Program			
Kadjiny Kep Landscaping (KEP002)	56,033	33,585	(22,448)
Dixon Road SLK 4.0 to 6.0 (C0016)	32,077	55,751	23,674
Total	\$88,110	\$88,110	\$0

Consultation

Chief Executive Officer
 Manager of Works & Services
 Local Roads & Community Infrastructure Program

Policy Implications

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996

Risk Implications

Financial controls required to ensure sustainability of Shire operations and services to the community

Strategic Implications

Infrastructure & Transport Strategies

Our local town, amenities and facilities will be maintained and enhanced, ensuring that our town is one that community loves to be in and is proud of.

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

Outcome 5.1 A well-connected and serviced community accessible to all

5.1.1 Advocate for the needs of our residents for improved levels of health, water, energy, communications and transport infrastructure to be provided by State Government, to meet increasing demand and to support our growth as a community

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

TSC 35/22 MOTION

That Council, by Absolute Majority, pursuant to section 6.8 (b) of the Local Government Act 1995 resolves to authorise the budget amendments as outlined above and presented in Table 12.3 (a).

Moved: Cr Leslie

Seconded: Cr Caffell

Vote: Absolute Majority

Carried: 6/0

13. MATTERS FOR CONSIDERATION – ADMINISTRATION

Nil

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 4:16pm.