



Shire of  
**Nannup**  
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# Minutes

Council Meeting held Thursday 25 May 2017

**UNCONFIRMED**

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# Minutes

## **1. DECLARATION OF OPENING**

The Shire President declared the meeting open at 4.15pm

## **2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE/VISITORS**

### **ATTENDANCE:**

Shire President: Cr A Dean

Councillors: R Mellema, C Gilbert, R Longmore, N Steer, A Slater, C Stevenson and P Fraser

Peter Clarke – Chief Executive Officer  
Jon Jones – Manager Infrastructure  
Jane Buckland – Development Services Officer

### **APOLOGIES:**

Tracie Bishop – Manager Corporate Services

### **LEAVE OF ABSENCE:**

Nil

### **VISITORS:**

Cheryle Brown, Ian Gibb, Julie Kay and Kerry Firth

## **3. APPLICATION FOR LEAVE OF ABSENCE:**

Nil

## **4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.**

Nil

## **5. PUBLIC QUESTION TIME**

Nil

## **6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

## **7. DECLARATIONS OF INTEREST**

Nil

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**17079 STEER/LONGMORE**

*That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in the Council Chambers on Thursday, 27 April 2017 be confirmed as a true and correct record.*

**CARRIED (8/0)**

**9. MINUTES OF COUNCIL & OTHER COMMITTEES**

**17080 MELLEMA/FRASER**

*That the Minutes of the WALGA South West Zone meeting held on Friday, 28 April 2017 be received.*

*That the Minutes of the Bush Fires Advisory Committee meeting held on Monday, 1 May 2017 be confirmed as a true and correct record and any recommendations contained therein be adopted.*

*That the Minutes of the Local Emergency Management Advisory Committee meeting held on Wednesday, 3 May 2017 and any recommendations contained therein be adopted.*

**CARRIED (8/0)**

**10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

<b>Date</b>	<b>Meeting</b>	<b>Councillor</b>
28 April	WALGA SW Zone Meeting	Dean
1 May	Bush Fires Advisory Committee	Mellema, Fraser
3 May	Local Emergency Management C'ttee	Dean, Longmore
11 May	Volunteer Week Sundowner	Fraser, Longmore, Stevenson
4 & 18 May	Budget Workshops	All Councillors
16 May	SW Emergency Management Alliance	Longmore
17 May	Blackwood Bio-Security Group	Fraser
17 May	NBN Presentation @ CRC	Longmore
23 May	Risk Management Advisory Meeting	Longmore, Steer

AGENDA NUMBER:	12.1
SUBJECT:	Nannup Visitor Service Contract
LOCATION/ADDRESS:	Warren Road and Forrest Street, Nannup
NAME OF APPLICANT:	Heather Walford, Jeanne Llewellyn and Linda Maher – Proprietors of “A Taste of Nannup”
FILE REFERENCE:	ASS 21
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 May 2017

**BACKGROUND:**

Mrs Heather Walford on behalf of the owners of “A Taste of Nannup” has written to Council requesting a review of the current contract and term for Visitor Servicing from their business premises.

Mrs Walford requests that Council gives consideration to a three (3) year Contract for Visitor Servicing to assist the owners in feeling confident in their ability to invest time and finances into the new Clock attraction and visitor service project. Mrs Walford advises that it is their plan to have the Nannup Visitor Service support and manage the Clock tourist attraction which they estimate to be an enormous boost to Nannup’s economic base.

Mrs Walford advises that as Council is aware, as they are also the owners of the building on 500 Forrest Street, and that they will be building at this location and are offering the Visitor Service space to be a more ‘stand-alone’ service for visitor needs and that of the Clock. Mrs Walford advises that in moving the service, although small, it will incur costs and the new building will require some fit-out and infrastructure to facilitate the new tourist attraction.

Mrs Walford advises that the owners look forward to working with Council on this fantastic and exciting project.

**COMMENT:**

Council has engaged the proprietors of “A Taste of Nannup” to provide Visitor Information Services from their premises in the 2015/2016 and 2016/2017 financial years at a cost of \$10,000 per annum. “A Taste of Nannup” had previously sought an increase in the 2017/2018 financial year for these services and this is currently being considered in the 2017/2018 Budget deliberations.

In relation to the request for an extension of the term of the Contract for a period of three (3) years, Council must be mindful that it is currently committed to the process with the Warren Blackwood Alliance of Councils for the proposed establishment of a Local Tourism Organisation (LTO) which could change the way in which tourism services are delivered in Nannup and the region.

As Council would be aware, the Warren Blackwood Alliance of Councils is currently in the process of establishing a Steering Committee to progress the development of an LTO for the region and a commitment to “A Taste of Nannup” for an additional three (3) years for the Visitor Information Services may have a financial impact upon the Shire of Nannup if it is also committed to the eventual outcomes in the establishment of the LTO.

The current agreement for the delivery of Visitor Information Services between the Shire of Nannup and “A Taste of Nannup” has worked well for both parties. The Shire of Nannup has secured a base for the regular delivery of these services and “A Taste of Nannup”, with the Shire’s support, has received funding for improvements to their premises in the supply of these services.

With the current uncertainty for the delivery of Tourist Information Services in future years, a medium to long term commitment to “A Taste of Nannup” may be considered premature.

**STATUTORY ENVIRONMENT:**

Nil.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

A financial commitment beyond the 2017/2018 financial year to “A Taste of Nannup” may see a duplication of Visitor Information Services, although this being dependent upon the eventual outcomes of the LTO structure.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Strategic Plan 2017-2027 – Our Economy - Strategy 2.2 Tourism/Recreation – Support the provision of a Visitor Centre Service and work with Warren Blackwood Alliance of Councils in the establishment of a Local Tourism Organisation or alternative structure in the delivery of Visitor Services

**RECOMMENDATION:**

**That Council congratulates the proprietors of “A Taste of Nannup” in securing the Wooden Clock as a means to promote and increase visitation to Nannup and that in respect to a “A Taste of Nannup” providing Visitor Information Services into the future, Council advises that it is committed to a further one (1) year agreement until 30 June 2018 for the services but advises the proprietors of “A Taste of Nannup” that at this stage it is reluctant to commit to an extension of the agreement until investigations have concluded into the establishment of a Local Tourism Organisation for the Warren Blackwood region.**

**VOTING REQUIREMENTS:** Simple Majority

**17081 LONGMORE/SLATER**

***That Council congratulates the proprietors of “A Taste of Nannup” in securing the Wooden Clock as a means to promote and increase visitation to Nannup and that in respect to a “A Taste of Nannup” providing Visitor Information Services into the future, Council advises that it is committed to a further one (1) year agreement until 30 June 2018 for the services but advises the proprietors of “A Taste of Nannup” that at this stage it is reluctant to commit to an extension of the agreement until investigations have concluded into the establishment of a Local Tourism Organisation for the Warren Blackwood region.***

**CARRIED (8/0)**



# **ECONOMIC & COMMUNITY DEVELOPMENT SERVICES**

AGENDA NUMBER:	12.2
SUBJECT:	Review of Disability Access and Inclusion Plan
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	WLF 5
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	8 May 2017
ATTACHMENT:	12.2.1 Draft Disability Access and Inclusion Plan

## **BACKGROUND:**

The Disability Services Act 1993 requires Local Governments to develop and implement Disability Access and Inclusion Plans. Council adopted its revised Disability Access and Inclusion Plan at the November 2013 meeting.

## **COMMENT:**

The documentation has recently been reviewed by Council Officers, service providers and community representatives. The subsequent review process has resulted in the development of the attached Disability Access and Inclusion Plan which will assist forward planning for the period 2017 – 2020.

Consultation in reviewing this document has been undertaken with the Local Area Coordinator, Disability Services Commission, Nannup Community Resource Centre and community individuals.

## **STATUTORY ENVIRONMENT:**

Disability Services Act 1993.

## **POLICY IMPLICATIONS:**

Nil

## **FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Plan 2017 – 2027:

6.2 *Our Council Leadership: To do what is right for the people-for betterment of the majority of community*

**RECOMMENDATION:**

1. That Council receive the updated Disability Access and Inclusion Plan and advertise for public comment for thirty days with copies made available at the Shire Office and on the Shire website.
2. Based on feedback received in the public comment period, that the Disability Access and Inclusion Plan is presented to Council for adoption.

**VOTING REQUIREMENTS:** Simple Majority

**17082 STEVENSON/MELLEMA**

1. ***That Council receive the updated Disability Access and Inclusion Plan and advertise for public comment for thirty days with copies made available at the Shire Office and on the Shire website.***
2. ***Based on feedback received in the public comment period, that the Disability Access and Inclusion Plan is presented to Council for adoption.***

**CARRIED (8/0)**

# **FINANCE & ADMINISTRATION**

AGENDA NUMBER:	12.3
SUBJECT:	Workforce Plan 2017 / 2027
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 29C
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	9 May 2017
ATTACHMENTS:	12.3.1 Workforce Management Plan 2017 - 2027

## **BACKGROUND:**

Local Governments face increasing and diverse challenges in providing local services and facilities for their communities. To meet these challenges, local governments need to have staff with appropriate knowledge skills and expertise. This perceived skills shortage in the local government sector has highlighted the need for concerted Workforce Planning processes.

*“A continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future.”*

(Australian National Audit Office (ANAO) 2004)

The above definition highlights the key elements of Workforce Planning.

Workforce Planning:

- is continuous, not a one-off activity;
- is a process, not a static action or set of actions;
- is about shaping the workforce with a clearly identified purpose and to bring about particular changes;
- has its purpose linked with organisational objectives; and
- applies not just to the current workforce but anticipates future workforce requirements.

The benefits of Workforce Planning are many and include:

- The ability for a local government to respond more quickly and strategically to change by recognising emerging challenges;
- Improving efficiencies, effectiveness and productivity as a result of having employees with the right knowledge and skills and who are a good fit for the position;

- Assisting with identifying and managing people with the knowledge critical for efficient and effective business operations and managing corporate memory; and
- Strengthening the local government industry through stronger career pathways and staff development.

**COMMENT:**

The Shire of Nannup's Workforce Plan 2017/2017 (*WP*) identifies the human resources and skills required to deliver the community's priorities over the next ten years.

In essence, the *WP* maximises the capacity of this organisation's workforce and its ability to respond to challenges through strategic planning.

Local Government engages both office based and outdoor staff. A high level of technical training is required in some roles (such as town planning and corporate services), whilst government legislation and standard organisational knowledge are important to most positions. Customer service is a significant element to all roles, with most staff viewing the role as a service to the community.

In 2017, Council's permanent workforce consists of up to 25 individual employees or 23.83 full time equivalent (FTEs) staff. This represents around 4% of the total workforce population of 620 people in the Shire of Nannup based on current statistical data available. The organisation is one of the largest single employers in the Shire.

The key workforce challenges and trends facing the Shire of Nannup in the next 10 years include:

- Ageing workforce;
- Increased responsibilities and services to be provided;
- Possibility of a decreased number of new people entering into the market;
- Increased competition for specialist skills;
- Increased importance on staff retention and satisfaction;
- Increased importance on attracting staff and resources from alternate sources;
- Achieving financial sustainability;
- Increasing demand for more flexible work arrangements;
- Workforce will be increasingly highly skilled and specialist information is confined to key individuals; and
- Technology to take a greater role in service delivery.

This proposed current plan is a continuation and a progression of the original Workforce Plan adopted by Council in 2013. It is similar in nature to the original with further emphasis on the need to look at what this local government can offer to both current and prospective employees that will enable this sector to be seen as an attractive alternative career pathway. These incentives will most likely be in the form of longevity and security within positions, looking at flexible working arrangements to better suit the work/play balance and through the usage of salary sacrificing options

to offset the pay gap between local government wages and those of the private sector.

**STATUTORY ENVIRONMENT:**

The Local Government Act 1995 provides the statutory framework for strategic planning in local government.

**POLICY IMPLICATIONS:**

Delegation 44 - Staff - Conferences, Seminars & Training Courses  
ADM 6 - Conference Attendance and Training – Elected Members, Senior Management and Employees  
PSN 1 – Superannuation  
PSN 2 – Service Pay  
PSN 3 – Study Leave

**FINANCIAL IMPLICATIONS:**

Annual contributions included within the Annual budget to cover staff costs and training opportunities identified within the Workforce Plan.

**STRATEGIC IMPLICATIONS:**

The Workforce Plan sets out Council's strategic approach to the management of its human resource assets over the next ten years.

**RECOMMENDATION:**

That Council adopts the Shire of Nannup's Workforce Plan 2017/27 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.

**VOTING REQUIREMENTS:** Simple Majority.

**17083 LONGMORE/SLATER**

***That Council adopts the Shire of Nannup's Workforce Plan 2017/27 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.***

***CARRIED (8/0)***

AGENDA NUMBER:	12.4
SUBJECT:	Asset Management Plan 2017 / 2027
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 29
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	9 May 2017
ATTACHMENTS:	12.4.1 Asset Management Plan 2017 - 2027

**BACKGROUND:**

The effective management of local government assets is crucial to the sustainable delivery of services to meet the current and future needs of the community. Local governments are typically asset rich and income poor, managing a large stock of long lived assets. Asset management planning is therefore essential to ensure that the assets are maintained and replaced at appropriate intervals to ensure continuity of services in line with community expectations.

As a result of the August 2011 amendment to the Local Government Act 1995, the Act now incorporates a statutory requirement for local government in Western Australia to produce a set of strategic planning documents through an integrated planning process. As part of this process there is a requirement to complete four yearly reviews of each component of the integrated planning process. The following report addresses the revision process for Council's Asset Management Plan.

**COMMENT:**

The Asset Management Plan 2017/2027 (*AMP*) is a review of the original plan adopted by Council in June 2013. In line with the integrated planning framework the original document has been expanded to now encompass all asset classes.

The key challenges and trends facing the Shire of Nannup within the next 10 years in relation to the *AMP* are largely financial in character and include:

- An annual investment of \$97,800 is required from the Annual Budget to maintain building infrastructure at a serviceable level.
- An annual investment of \$191,740 is from the Annual Budget to maintain plant and equipment at a serviceable level.
- An annual investment of \$26,192 is required with from the Annual Budget to maintain office equipment at a serviceable level.
- Figures used in the points above as annual investments required per class of assets have been calculated using present value of the Australian Dollar and will need revision in coming years based on the future value of the dollar.

- Investment in Council's infrastructure assets consisting of roads, drainage and footpaths will be secured by way of external funding with any deficit between funding received and investment required being made up by rate revenue determined each financial year.

Finally, acknowledgement is made that as the asset base grows this may also see an increase in the investment level needed to maintain all assets at a serviceable level. This will continue to be monitored and adjusted as and when required.

Based on the research and findings of the Asset Management Plan, the following priority task is required to ensure that the organisation's assets are maintained and meet the expectations of our community:

- The assurance that Council continue to maintain the road network to a competent level with regular maintenance works carried out. This will ensure that the condition will not materially depreciate in the near future.

Overall, after the analysis and research into this plan had been completed the findings at this point in time are that our assets are in good working condition, and do not require major funding in any one area to achieve a service level that matches user expectations.

**STATUTORY ENVIRONMENT:**

The Local Government Act 1995 provides the statutory framework for strategic planning in local government.

**POLICY IMPLICATIONS:**

ADM 17 – Asset Management Policy.

**FINANCIAL IMPLICATIONS:**

Annual contributions included within the Annual budget to the Office Replacement Reserve, the Plant Reserve and the Asset Management Reserve.

**STRATEGIC IMPLICATIONS:**

The Asset Management Plan sets out Council's strategic approach to the management of its assets, including the need to fund an asset investment profile over the next ten years.

**RECOMMENDATION:**

That Council adopts the Shire of Nannup's Asset Management Plan 2017/27 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.

**VOTING REQUIREMENTS:** Simple Majority.

**17084 GILBERT/STEER**

***That Council adopts the Shire of Nannup's Asset Management Plan 2017/27 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.***

**CARRIED (8/0)**



AGENDA NUMBER:	12.5
SUBJECT:	Budget Monitoring – April 2017
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Prime – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	17 May 2017
ATTACHMENT:	12.5.1 Financial Statements for the period ending 30 April 2017

**BACKGROUND:**

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions. Council has adopted a variance threshold of 10% or \$30,000, whichever is the greater on which to report. The statutory statements are appended at Attachment 12.5.1.

Whilst this has resulted in all variances of 10% being identified and reported, it only focuses attention on the performance to the month in question and not the likely outturn at the end of the year.

Monthly reporting draws on the flexibility allowed in the Financial Management Regulations to draw attention to likely under and overspends at the end of the year.

**COMMENT:**

Please refer to the attachment, Financial Statements for period ending 30 April 2017 for a detailed analysis of our end of year position, as found in Note 2.

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulation 34(1)(a).

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

The attached Financial Statements detail projected financial outcomes for 2016/17.

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

That the Monthly Financial Statements for the period ending 30 April 2017 be received.

**VOTING REQUIREMENTS:** Simple Majority.

**17085 STEVENSON/SLATER**

***That the Monthly Financial Statements for the period ending 30 April 2017 be received.***

***CARRIED (8/0)***

AGENDA NUMBER:	12.6
SUBJECT:	Monthly Accounts for Payment - April 2017
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Prime – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	17 May 2017
ATTACHMENT:	12.6.1 Accounts for Payment – April 2017

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 April 2017 to 30 April 2017 as detailed hereunder and noted on the attached schedule, are submitted to Council.

**COMMENT:**

If Councillors have questions about individual payments prior notice of these questions will enable officers to provide properly researched responses at the Council meeting.

There is currently one corporate credit card in use. A breakdown of this expenditure in the monthly financial report is required to comply with financial regulations. This breakdown is included within the attachments.

**Municipal Account**

Accounts paid by EFT	9294 – 9372	225,892.82
Accounts paid by cheque	20158 – 20170	18,226.37
Accounts paid by Direct Debit	DD9828.1 – DD9831.6	17,073.80

Sub Total Municipal Account	\$261,192.99
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**Trust Account**

Accounts paid by EFT	0.00
Accounts Paid by cheque	0.00
SubTotal Trust Account	\$50.00

<b>Total Payments</b>	<b>\$261,192.99</b>
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**STATUTORY ENVIRONMENT:**

LG (Financial Management) Regulation 13

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

As indicated in Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$261,192.99 1 April 2017 to 30 April 2017 in the attached schedule be endorsed.

**17086 MELLEMA/FRASER**

***That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$261,192.99 1 April 2017 to 30 April 2017 in the attached schedule be endorsed.***

**CARRIED (8/0)**

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

**13.1 OFFICERS**  
Nil

**13.2 ELECTED MEMBERS**  
Nil

**14. MEETING CLOSED TO THE PUBLIC**  
(Confidential Items)

**14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**  
Nil

**14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**  
Nil

**15. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil

**16. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**  
Nil

**17. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 4.41pm.