



Agenda

Ordinary Council Meeting

Wednesday 19th March 2025

Commencing at 5:00PM

To be held in the Council Chambers,
Railway Avenue Nungarin



Date: 15 March 2025

**To: Shire President
Deputy Shire President
Councillors**



NOTICE AND AGENDA - ORDINARY COUNCIL MEETING

An Ordinary Council Meeting of the Shire of Nungarin will be held in the Council Chambers on 19th of March 2025 at 5:00pm to consider and resolve the matters set out in the attached agenda.

**Chief Executive Officer
David Nayda**

DISCLAIMER

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Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request.

DISCLOSURE OF INTEREST

Councillors and staff are reminded of the requirements of section 5.65 of the Local Government Act 1995, to disclose any interest or perceived interest in any matter to be discussed during a meeting, and also the requirement to disclose any item affecting impartiality.

Financial Interest:

Under section 5.60A of the Local Government Act 1995, a person is said to have a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the Local Government in a particular way, result in a financial gain, loss, benefit or detriment for the person.

Proximity Interest:

Under section 5.60B of the Local Government Act 1995, a person is said to have a proximity interest in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development of land that adjoins the person's land.

Impartiality Interest:

To maintain transparency, it is important to disclose all interests, including impartiality interests which include interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may be perceived as impartial, you should disclose your interest.

Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting at which the matter in which you have an interest is to be discussed.

If you disclose a Financial or Proximity Interest, you must leave the room while the matter is discussed and voted on. Only after a decision has been reached may you return to the meeting, at which time the Presiding Person will inform you of Council's decision on the matter

PUBLIC QUESTION TIME

1. The order of business allows for a Public Question time at the beginning of the meeting.
2. If you wish to ask a question about an agenda item before it is considered then it is recommended to be made at the Public Question Time item on the agenda in accordance with Council's Procedures and Guidelines for Public Question Time.
3. The visual or vocal recording of Council meeting proceedings is expressly prohibited, unless the prior approval of the Council has been given.



**ORDINARY COUNCIL MEETING
TO BE HELD ON**

WEDNESDAY 19th March 2025

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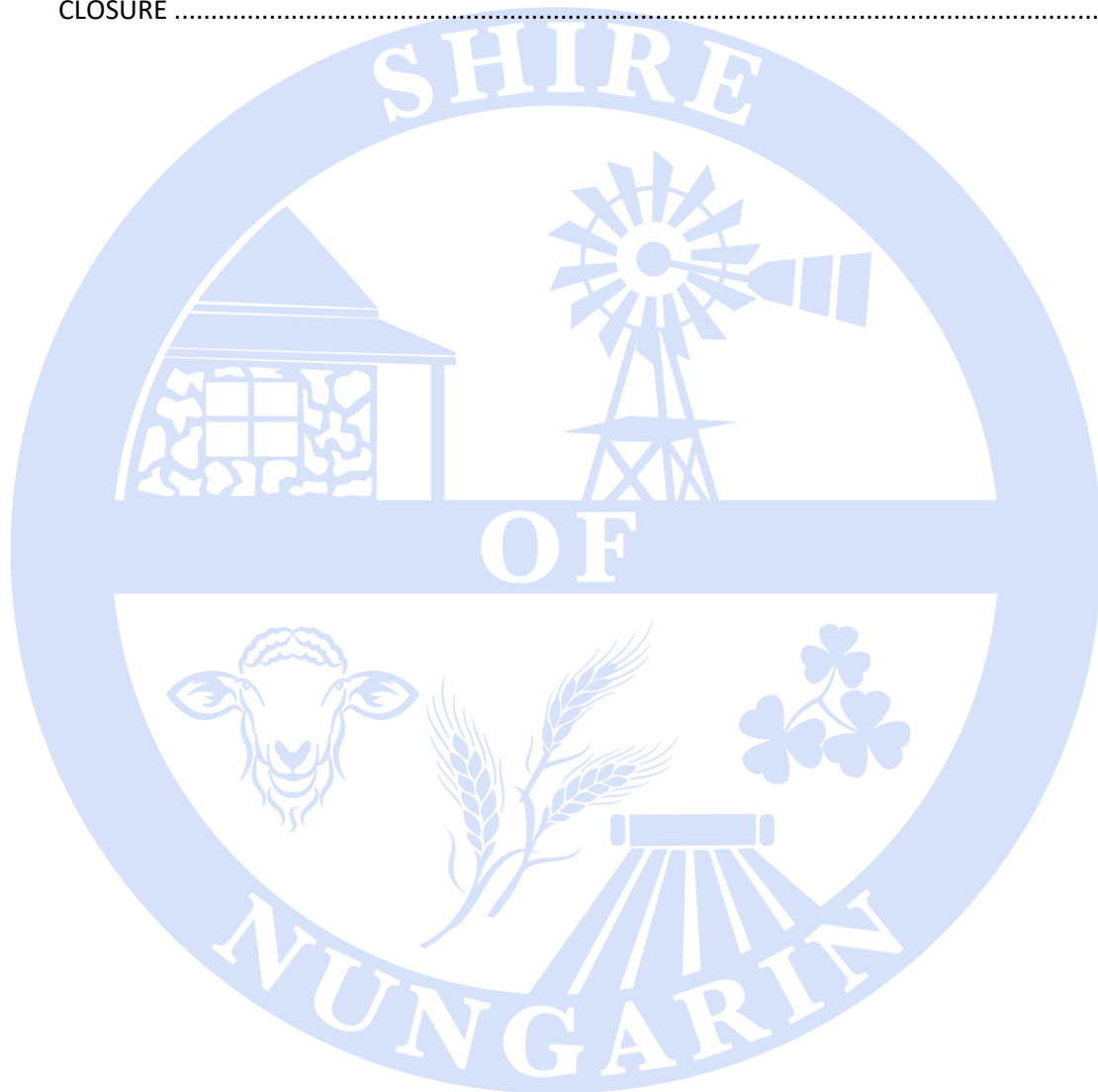
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AGENDA and STAFF REPORTS

ORDINARY COUNCIL MEETING

TO BE HELD IN COUNCIL CHAMBERS, NUNGARIN

ON WEDNESDAY 19th March 2025

1. DECLARATION OF OPENING

The Presiding Member to declare the meeting open at ___pm.

Affirmation of Civic Duty and Responsibility as Read

I make this Affirmation in good faith on behalf of Councillors and Officers of the Shire of Nungarin. We collectively declare we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgment and ability.

Acknowledgement of Traditional Custodians

We wish to acknowledge the Traditional Custodians of the land we are meeting on, the Njaki Njaki Nyoongar people, and recognise the contribution of Elders past, present and future.

2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors

Shire President	Cr P de Lacy
Deputy Shire President	Cr G Coumbe
Elected Member	Cr RE O'Connell
Elected Member	Cr K Dayman
Elected Member	Cr A Eksanow

Elected Member	Cr W Lee
Elected Member	Cr M Caughey

Council Officers

Chief Executive Officer	Mr D Nayda
Manager Works & Services	Mr A Wootton
Manager Corporate Services	Miss S Sergeant

Observers / Visitors

2.2 REQUEST FOR LEAVE OF ABSENCE

2.3 APOLOGIES

3. DEPUTATIONS AND PETITIONS

3.1 DEPUTATIONS

3.2 PETITIONS

4. PUBLIC QUESTION TIME

- a. Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.
- b. During the Council meeting, after Public Question Time no member of the public may interrupt the meeting’s proceedings or enter into conversation.
- c. Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.
- d. All questions should be directed to the President and only questions relating to matters affecting Council may be answered at an Ordinary Council Meeting, and at a Special Council Meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting, at the discretion of the Presiding Member.
- e. The Presiding member will control Question Time and ensure each person wishing to ask a question states their name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated. In general, persons seeking to ask questions will be given two (2) minutes within which to address their question to Council. The Presiding Member may shorten or lengthen this time at their discretion.

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTION TIME

5. DECLARATIONS OF INTEREST

5.1 FINANCIAL AND PROXIMITY INTEREST

5.2 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT

6. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

7. PREVIOUS COUNCIL MEETING MINUTES / OUT OF SESSION CONFIRMATION

7.1 CONFIRMATION SPECIAL COUNCIL MEETING – 11th MARCH 2025

OFFICER RECOMMENDATION

Moved:.....

Seconded:

**That the Minutes of the Special Council Meeting held on 11th of March 2025
be confirmed as being a true and accurate record.**

(Not) Carried by Simple Majority /

For:

Against:

8. OFFICER REPORTS

8.1 LISTING OF PAYMENTS FOR THE MONTH OF FEBUARY 2025	
File Ref:	N/A
Previous Items:	Nil
Responsible Officer:	David Nayda Chief Executive Officer
Author and Title:	Selina Sergeant Manager of Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	8.1A – Payment Listing February 2025

OFFICER RECOMMENDATION

Moved: **Seconded:**

That Council in relation to the Payment Listing for February 2025, resolves to formally accept and acknowledge the contents of the report.

The following payments were outgoing throughout February 2025:

Municipal:

- **EFT: \$128,096.95**
- **Cheque: \$117.55**
- **Direct Debit: \$54,900.83**
- **Credit Card: \$14.85**
- **Direct Wages: \$51,892.38**

- **Trust: \$0.00**
-
- **Grand Total: \$235,022.56**

(Not) Carried by Simple Majority: /

For:

Against:

IN BRIEF

The purpose of this report is to present the listing of payments made from the Shire’s Municipal, Trust and Credit Card funds throughout the month of February 2025.

BACKGROUND

The attached appendix lists the payments from Council Municipal and Trust funds for the month applicable as per requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

As per Regulation 13 of the *Local Government (Financial Management) Regulations 1996* the following information is required to be presented to Council;

- The Payee's name;
- The amount of the payment;
- The date of the Payment; and
- Sufficient information to identify the transaction.

REPORT DETAIL

As Council has delegated authority to the Chief Executive Officer to execute payments from the municipal fund and the trust fund a list of accounts paid is required to be submitted to Council showing the prescribe information.

SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 - 2033

Focus Area	Community
Aspiration	Responds to the needs of all residents
Objective	Celebration of local culture, heritage and place

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

As per Regulation 13 of the *Local Government (Financial Management) Regulations 1996* the following is required;

- (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 for each account which requires council authorization in that month:
 - (i) the payee's name;
 - (ii) the amount of the payment;
 - (iii) sufficient information to identify the transaction and;
 - (iv) 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.

SUSTAINABILITY AND RISK CONSIDERATIONS

Economic

Nil

Social

Nil

Policy Implications

Nil

Risk Management Implications

Risk Level	Comment
Medium	If the required information is not presented to Council in accordance with the <i>Local Government (Financial Management) Regulation 1996</i> it may result in a qualified audit report and an unclean compliance return submitted to the Department of Local Government, Sport & Cultural Industries.

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil



STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

STATUTORY ENVIRONMENT

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Finance) Regulations 1996*.

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, 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 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);
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

OFFICER COMMENT

The Shire prepares the monthly financial statements in the statutory format along with other supplementary financial reports consisting of:

- (a) Statement of Comprehensive Income by Function/Program;
- (b) Statement of Comprehensive Income by Nature/Type;
- (c) Statement of Financial Activity by Nature/Type;
- (d) Statement of Financial Activity by Program;
- (e) Summary of Net Current Asset Position;
- (f) Statement of Explanation of Material Variances;
- (g) Statement of Financial Position;
- (h) Statement of Cash Flows;
- (i) Statement of Cash Back Reserves;
- (j) Loan Borrowings Statement;
- (k) Trust Statement; and
- (l) Detailed Operating and Non-Operating Schedules.

MATERIAL VARIANCE COMMENTARY ON YEAR TO DATE

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* require local governments to prepare annual budget estimates and month by month budget estimates so that comparatives can be made to Year to Date (YTD) Actual amounts of expenditure, revenue and income. Attached to this report is a copy of the month by month cumulative budget estimates, set out in the Statement of Financial Activity format.

The Statement of Financial Activity as at 28th February 2025 shows a closing surplus of \$1,294,571.

SUSTAINABILITY AND RISK CONSIDERATIONS

Economic

Nil

Social

Nil

Policy Implications

Nil

Risk Management Implications

Risk Level	Comment
Medium	N/A

CONSULTATION

Financial Consultant – Darren Long

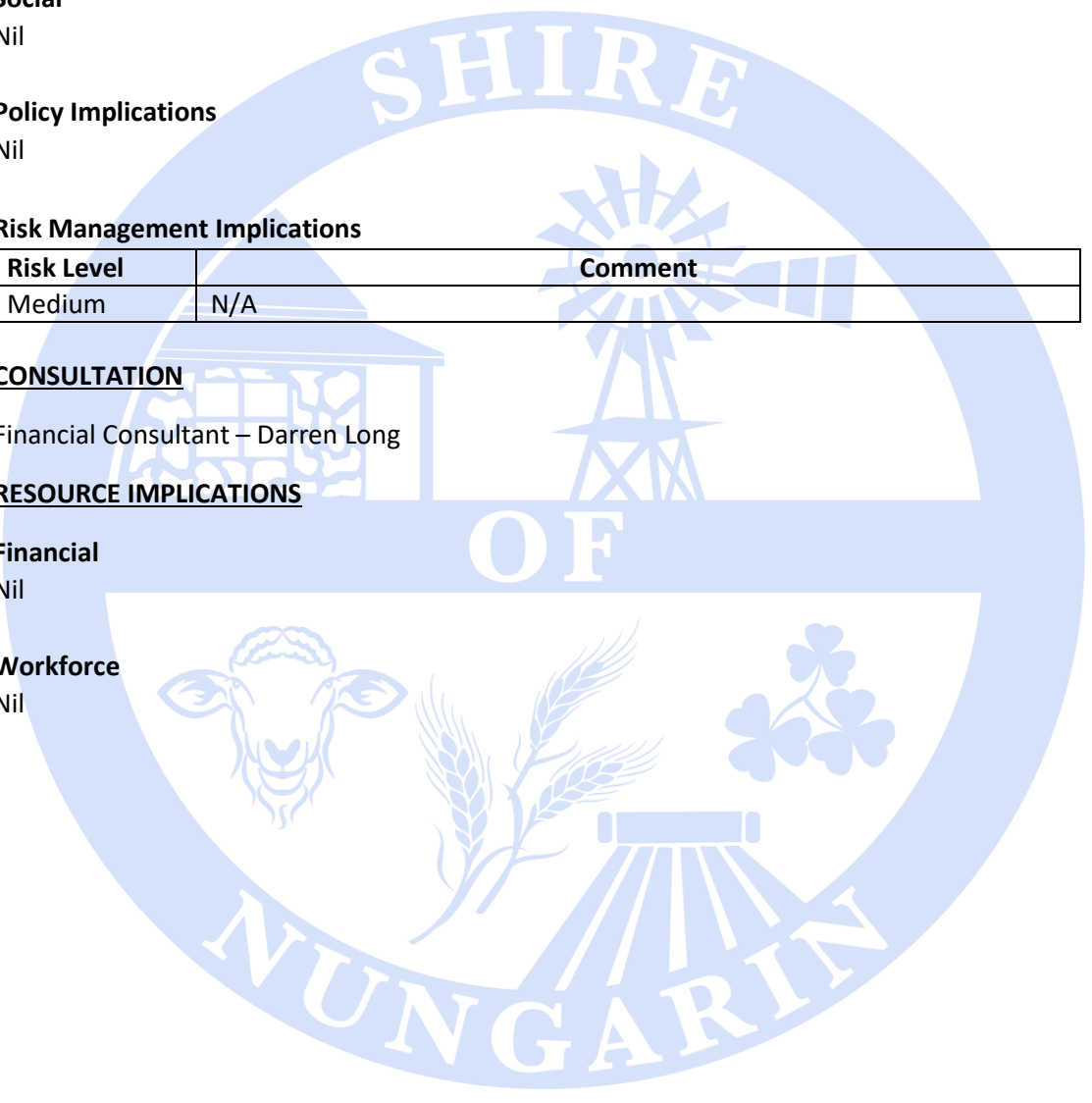
RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil



8.3 INVESTMENT REPORT AS AT 28th FEBRUARY 2025	
File Ref:	N/A
Previous Items:	Nil
Responsible Officer:	David Nayda Chief - Executive Officer
Author and Title:	Darren Long - Consultant
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	Nil

OFFICER RECOMMENDATION

Moved: **Seconded:**

That the Investment Report as at 28th February 2025 be received.

(Not) Carried by Simple Majority /

For:

Against:

IN BRIEF

For Council to receive the investment Report as at 28th February 2025.

BACKGROUND

Money held in the Municipal Fund of the Shire of Nungarin that is not required for the time being may be invested in accordance with the *Local Government Act 1995* and the *Trustees Act 1962* Part III.

REPORT DETAIL

The table below details the investments held by the Shire as at 28th February 2025:

INVESTMENT REGISTER						
1 st FEBRUARY 2025 TO 28 th FEBRUARY 2025						
COMMONWEALTH BANK – FIXED TERM DEPOSIT						
ACCOUNT N ^o	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNED TO 28.02.2025	INVESTMENT TRANSFERS	CLOSING BALANCE 28.02.2025
38132004.53A	22/04/2025	4.79%	\$700,000.00	\$0.00	\$0.00	\$700,000.00
38132004.53B	22/04/2025	4.79%	\$904,233.43	\$0.00	\$0.00	\$904,233.43

SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 - 2033

Focus Area	Our organisation
Aspiration	Effective forward planning, and engagement with our community
Objective	We deliver sound financial and asset management

OTHER STRATEGIC LINKS

No Strategic Plan implications

STATUTORY ENVIRONMENT

Local Government Act 1995

6.14. Power to invest

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).
- (2) Regulations in relation to investments by local governments may —
 - (a) make provision in respect of the investment of money referred to in subsection (1); and
 - (b) [deleted];
 - (c) prescribe circumstances in which a local government is required to invest money held by it; and
 - (d) provide for the application of investment earnings; and
 - (e) generally provide for the management of those investments.

Local Government (Financial Management) Regulations 1996

19. Investments, control procedures for

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (2) The control procedures are to enable the identification of —
 - (a) the nature and location of all investments; and
 - (b) the transactions related to each investment.

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —

authorised institution means —

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959 (Commonwealth)* section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

foreign currency means a currency except the currency of Australia.

- (2) When investing money under section 6.14(1), a local government may not do any of the following —
 - (a) deposit with an institution except an authorised institution;
 - (b) deposit for a fixed term of more than 12 months;
 - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - (d) invest in bonds with a term to maturity of more than 3 years;
 - (e) invest in a foreign currency.

SUSTAINABILITY AND RISK CONSIDERATIONS

Economic
Nil

Social
Nil

Policy Implications

Council Policy 3.07 applies to the investment of surplus funds.

Risk Management Implications

Risk Level	Comment
Low	

CONSULTATION

Financial Consultant – Darren Long

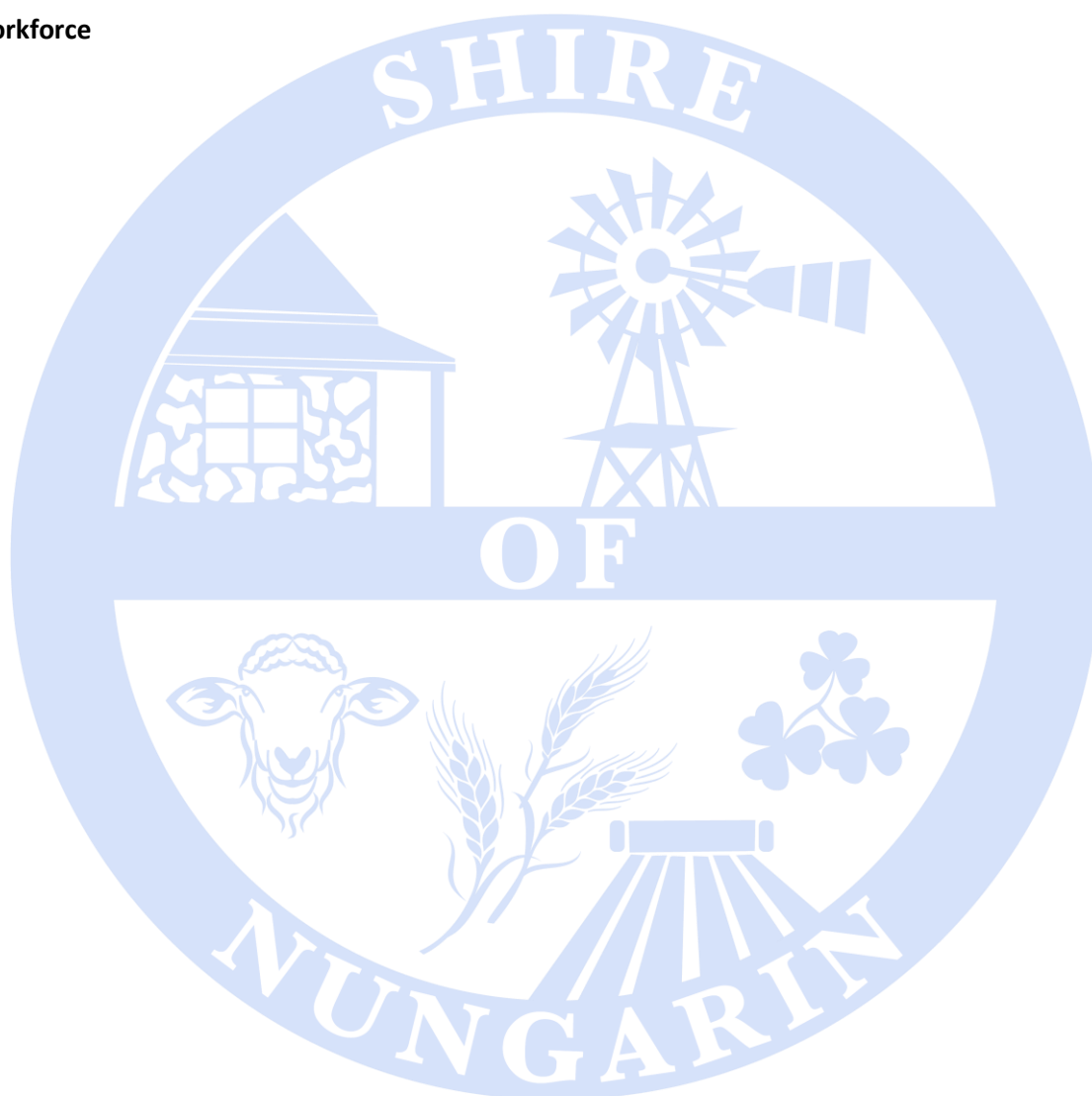
RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil



8.4 COMPLIANCE AUDIT RETURN 2024	
File Ref:	N/A
Previous Items:	Nil
Responsible Officer:	David Nayda - Chief Executive Officer
Author and Title:	David Nayda - Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	8.4A – Compliance Audit Return

OFFICER RECOMMENDATION

Moved: **Seconded:**

That Council Resolves to:

- 1. Adopt the Compliance Audit Return for 2024;**
- 2. Authorise the Shire President and Chief Executive Officer to certify the Compliance Audit Return for 2024;**
- 3. Request the Chief Executive Officer to forward the certified Compliance Audit Return for 2024 along with the documents required in accordance with regulation 14(3) and regulation 15 of the Local Government (Audit) Regulations 1996 to the Department of Local Government, Sport and Cultural Industries.**

(Not) Carried by Simple Majority /

For:

Against:

IN BRIEF

Council is required to consider for adoption the Annual Compliance Audit Return and to forward a completed, certified copy to the Department of Local Government, Sport and Cultural Industries.

BACKGROUND

The Compliance Audit Return (CAR) was presented to the Audit Committee at its meeting of March 2025.

Council is required to review the Annual CAR and consider its adoption. The CAR, if adopted by Council, is to be certified by the Shire President and the Chief Executive Officer and forwarded to the Director General of the relevant department

REPORT DETAIL

The CAR questions the following categories:

- Commercial Enterprises by Local Government
 - The Shire has not undertaken any major land transactions. Check definition of major land transaction
- Delegation of Power / Duty
 - No issues or concerns to report
- Disclosure of Interest
 - No issues or concerns to report
- Disposal of Property
 - The disposal of properties undertook by Council during the relevant year have all complied with the relevant legislation.
- Elections
 - No issues or concerns to report
- Finance
 - No issues or concerns to report
- Local Government Employees
 - No issues or concerns to report
- Official Conduct
 - No issues or concerns to report
- Tenders for providing Goods and Services
 - No issues or concerns to report

SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 - 2033

Focus Area	Our Organisation
Aspiration	Effective forward planning, and engagement with our community
Objective	We deliver sound financial and asset management

OTHER STRATEGIC LINKS

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments –

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be –
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO –

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with –
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.
- (2) In this regulation – certified in relation to a compliance audit return means signed by –
 - (a) the mayor or president; and
 - (b) the CEO.

SUSTAINABILITY AND RISK CONSIDERATIONS**Economic**

Nil

Social

Nil

Policy Implications

Nil

Risk Management Implications

Risk Level	Comment
High	Council is required by the <i>Local Government Act 1995</i> , to provide a certified CAR, not providing this would be a breach of the Act.

CONSULTATION

Audit and Finance Committee

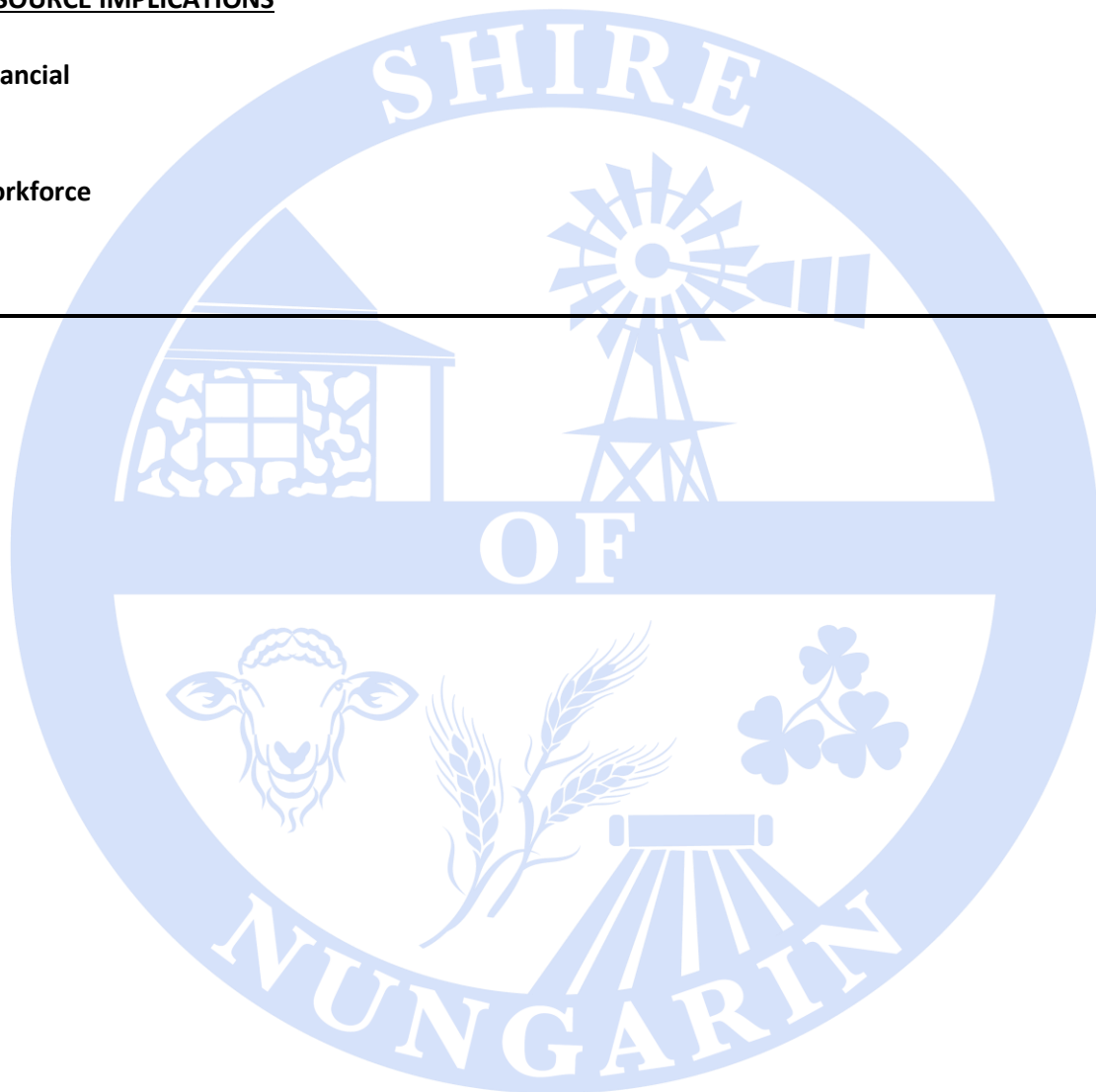
RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil



8.5 LEASE FOR AMPLITEL (TELSTRA TOWER)	
File Ref:	N/A
Previous Items:	13/03/24
Responsible Officer:	David Nayda Chief Executive Officer
Author and Title:	David Nayda Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	8.5A

OFFICER RECOMMENDATION

Moved: **Seconded:**

The Council, in regard to the Telco Tower located at the Post Office at 63 Railway Avenue, resolves the following:

Authorises the President and the Chief Executive Officer to Sign the Lease Between Amplitel and the Shire Of Nungarin with the same terms and conditions set out in the lease Attachment 8.5A

(Not) Carried by Simple Majority /

For:

Against:

IN BRIEF

The current situation surrounding the telecommunications tower located at the rear of the Post Office on Railway Avenue has come to our attention due to the absence of a formal Lease that delineates the legal responsibilities between the land manager (the Shire) and the asset owner (initially Telstra, with ownership now transitioned to Amplitel).

BACKGROUND

The HoA was agreed to by council in the march 2024 OCM but due to a clerical error the lease was not presented to council for approval.

REPORT DETAIL

The term of the lease is set for 20 years, with options for Amplitel to terminate at fiveyear intervals given a three-month notice. The commencement date of the lease is November 1, 2022, with a

nominal rent of \$1.00 per annum, signifying a peppercorn lease. Amplitel is responsible for its electricity usage on the premises and agrees to cover legal costs up to \$1,500 related to the negotiation and execution of the lease, along with other specified costs

SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 - 2033

Focus Area	Our organisation
Aspiration	Effective forward planning, and engagement with our community
Objective	We deliver sound financial and asset management

OTHER STRATEGIC LINKS

No strategic planning links associated to the proposal.

STATUTORY ENVIRONMENT

- Local Government Act 1995
- Local Government (Functions and General) Regulations 1996
- Land Administration Act 1997

SUSTAINABILITY AND RISK CONSIDERATIONS

Economic
Nil

Social
Nil

Policy Implications
Nil

Risk Management Implications

Risk Level	Comment
Low	

CONSULTATION

Nil

RESOURCE IMPLICATIONS

Financial
Nil

Workforce
Nil

8.6 COUNCIL MEETING DATES AND TIMES	
File Ref:	N/A
Previous Items:	69/08/24
Responsible Officer:	David Nayda Chief Executive Officer
Author and Title:	David Nayda Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Attachment Number	N/A

OFFICER RECOMMENDATION

Moved: **Seconded:**

That Council adopts the following dates for the Ordinary Meetings of Council for 2025, changing the time to 5:00pm start, and the dates be advertised accordingly:

- April Wednesday 16th**
- May Wednesday 21st**
- June Wednesday 18th**
- July Wednesday 16th**
- August Wednesday 20th**
- September Wednesday 17th**
- October Wednesday 15th**
- November Wednesday 19th**
- December Wednesday 17th**

(Not) Carried by Simple Majority /

For:

Against:

IN BRIEF

Above are the recommended dates and times for the rest of the 2025 Ordinary Council Meetings.

BACKGROUND

Ordinary Council Meetings have traditionally been held on the third Wednesday of the month. With a start time of 4:30pm, the new proposed start time would be 5:00pm.

REPORT DETAIL

Councils are generally required to meet monthly to consider matters that have not been delegated to the Chief Executive Officer.

Council has the option of:

1. Accepting the officer’s recommended dates and times.
2. Amend the officer’s recommended dates and times.

It is important for the community as well as Councillors and staff to know when Ordinary Council Meetings are to be held. This will ensure matters requiring Council approval can be dealt with timeously.

SHIRE OF NUNGARIN INTEGRATED STRATEGIC PLAN 2023 - 2033

Focus Area	Civic Leadership
Aspiration	A strong local democracy with an actively engaged community and effective partnership.
Objective	Develop excellent communication tools, in a range of suitable formats to ensure a well-informed community

OTHER STRATEGIC LINKS

Nil

STATUTORY ENVIRONMENT

- *Local Government Act 1995 s.5.25* Regulations about council and committee meetings and committees
- *Local Government (Administration) Regulations 1996 r.12* Publication of meeting details

SUSTAINABILITY AND RISK CONSIDERATIONS

Economic

Nil

Social

Nil

Policy Implications

Nil

Risk Management Implications

Risk Level	Comment
Medium	For the Shire to operate efficiently it is important to set dates for Ordinary Council Meetings.

CONSULTATION

Council

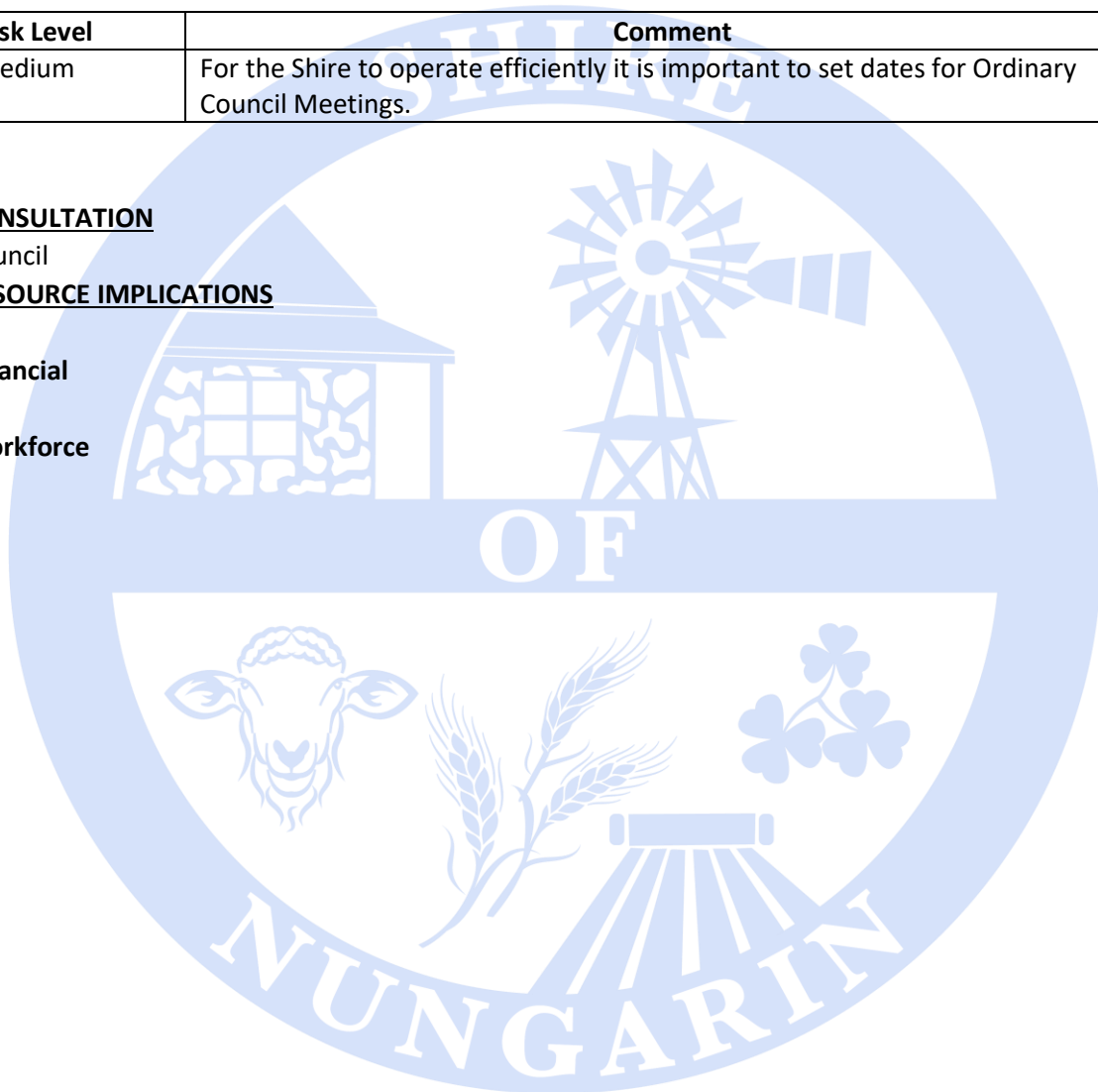
RESOURCE IMPLICATIONS

Financial

Nil

Workforce

Nil



9. CORRESPONDENCE RECEIVE

10. NEW BUSINESS OF AN URGENT NATURE

(New business of an urgent nature approved by the Presiding Member)

11. CONFIDENTIAL ITEMS OF BUSINESS

12. CLOSURE

The being no further business the meeting closed at

Presiding Member

Date

