



SPECIAL COUNCIL MEETING

MINUTES

A Special Meeting of the Council
held in the Council Chambers
9.00am Tuesday 23 October 2007

SPECIAL BUSINESS

Election Of Shire President
Election Of Deputy Shire President
And

Appointment of Committees & Council Nominees

Rob Stewart
CHIEF EXECUTIVE OFFICER

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

9.00 am The Chief Executive Officer declared the meeting open.

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)Present

| | |
|-------------------|---|
| Cr K Forbes | Rocky Gully / West Ward |
| Cr B Hollingworth | Town Ward |
| Cr D Nye-Chart | East Ward |
| Cr M Skinner | East Ward |
| Cr S Grylls | Rocky Gully / West Ward |
| Cr A Budrikis | Kendenup Ward |
| Cr K Clements | Town Ward |
| Cr J Moir | South Ward |
| Mr R Stewart | Chief Executive Officer |
| Mr J Fathers | Deputy Chief Executive Officer |
| Mr P Duncan | Manager Development Services |
| Ms N Selesnew | Manager Community Services |
| Mr I Bartlett | Manager Works and Services (Arrived at 11.00am) |
| Mrs K Skinner | Executive Secretary |

Apologies

Cr J Mark

Official Guest

Mr Geoff De Pledge JP

There was one (1) member of the public present.

There were no members of the media present.

3 ELECTION OF SHIRE PRESIDENT

The Chief Executive Officer advised that he had received one (1) written nomination for the position of Shire President, nominating Cr Kevin Forbes. Cr Forbes had signed the nomination indicating his willingness to stand for the position of Shire President.

The Chief Executive Officer invited further nominations for the position.

There being none, the Chief Executive Officer declared Cr Forbes elected unopposed to the position of Shire President, and invited Mr Geoff De Pledge (JP) to swear-in Cr Forbes.

Cr Forbes made a declaration in the prescribed form pursuant to S2.29 of the Local Government Act before Mr De Pledge and assumed the chair.

4 ELECTION OF DEPUTY SHIRE PRESIDENT

The Shire President advised that he had received one (1) written nomination for the position of Deputy Shire President, nominating Cr Bill Hollingworth. Cr Hollingworth had signed the nomination form indicating his willingness to stand for the position of Deputy Shire President.

The Shire President invited further nominations for the position.

There being none, the Shire President declared Cr Hollingworth elected unopposed to the position of Deputy Shire President.

Cr Hollingworth made a declaration in the prescribed form pursuant to S2.29 of the Local Government Act before Mr De Pledge.

The Shire President thanked Mr De Pledge for his assistance during the swearing in and election of Councillors, President and Deputy President.

9.07am Mr G De Pledge withdrew from the meeting.

MOTION TO SUSPEND STANDING ORDERS

Moved Cr K Clements, seconded Cr B Hollingworth:

9.10am That those sections of Standing Orders that would prevent any Councillor from speaking twice to a motion or which would prevent a Councillor speaking when no motion was before the Chair be suspended.

CARRIED (8/0)

No. 357/07

MOTION TO RESUME STANDING ORDERS

Moved Cr B Hollingworth, seconded Cr Skinner:

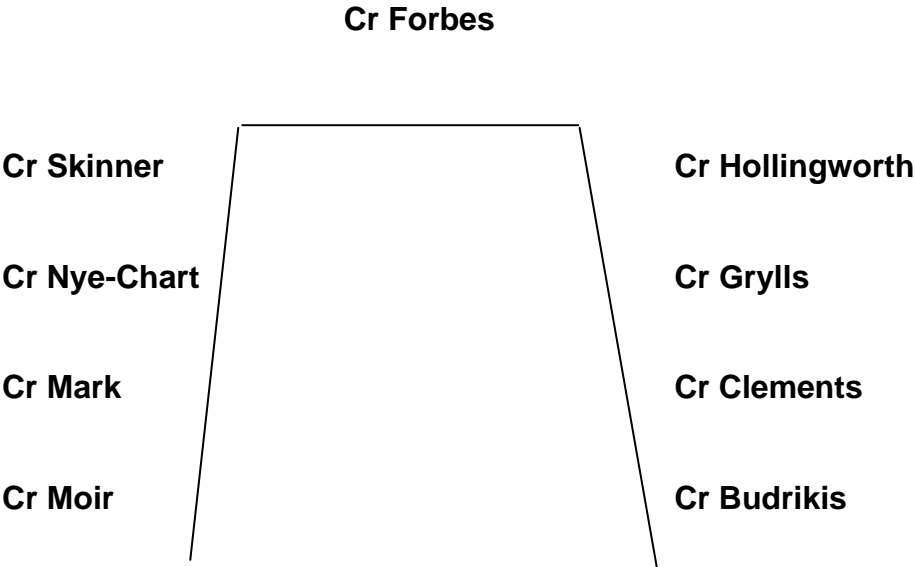
10.35am That Standing Orders be resumed.

**CARRIED (8/0)
No. 358/07**

COUNCILLOR SEATING ARRANGEMENTS

Moved Cr B Hollingworth, seconded Cr D Nye-Chart:

That pursuant to Standing Orders Clause 7.2 the seating positions of Councillors as set out in the following diagram be allotted such that Councillors are to occupy those positions until such time as there is a call by a majority of Councillors for a re-allotment of positions.



**CARRIED (8/0)
No. 359/07**

5 REPORTS OF COMMITTEES & OFFICERS

5.1 EXECUTIVE SERVICES REPORTS

5.1.1 COUNCIL INTERNAL COMMITTEE REPRESENTATIVES

| | |
|----------------------------|--|
| Location / Address: | N / A |
| Name of Applicant: | N / A |
| File Reference: | Various |
| Author: | Kaye Skinner – Executive Secretary |
| Authorised By: | Rob Stewart – Chief Executive Officer |
| Date of Report: | 11 October 2007 |

Purpose

The purpose of this report is to consider appointments to the Shire's internal and external committees.

Background

The representation on, and formation of, the Council's committees were last considered at a Special Meeting of the Council held 10 May 2005. It is a requirement of the Local Government Act 1995 that all committee memberships be declared vacant at the time of the next ordinary elections (Section 5.11). This also applies to any committees created since 10 May 2005.

Statutory Environment

Section 5.11 (1) of the Local Government Act 1995 provides:

'Where a person is appointed as a member of a committee under Section 5.10 (4) or (5), the person's membership of the committee continues until –

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
- (b) the person resigns from membership of the committee;*
- (c) the committee is disbanded; or*
- (d) the next ordinary elections day,'*

Further, Section 5.8 and Section 5.10 of the Act require that committees be elected by Absolute Majority as well as appointments to committees.

Policy Implications

The Council's Policy relating to expenses for elected members follows:

POLICY NO: CE/CS/1

FORMER POLICY NO:

ELECTED MEMBER EXPENSES TO BE REIMBURSED

| DIVISION | BUSINESS UNIT | RESPONSIBILITY AREA |
|----------|---------------|---------------------|
| CEO | CEO | Councillor Services |

Council Internal Committee Representatives (Cont.)

OBJECTIVE: To enable Councillors to attend meetings, conferences and training opportunities whilst ensuring that individuals are not financially disadvantaged in doing so.

POLICY: That elected members receive reimbursement of expenses as detailed below whilst attending the following:

- Council and Committee meetings held in accordance with the provisions of the Local Government Act;
- Any function or meeting as an appointed representative of the Council where specifically authorised by the Council;
- Conferences and training sessions specifically authorised by the Council;
- Any official social function organised by, or on behalf of, the Shire of Plantagenet.

That elected members not receive reimbursement for attendance at the following:

- i. ANZAC Day services;
- ii. Remembrance Day Services.

1. Travel

Reimbursement for the use of a private vehicle to be set in accordance with clause 29 of the current Local Government Officers' (Western Australia) Award.

Reimbursement for the use of a private vehicle to be set in accordance with clause 29 of the Local Government Officers' (Western Australia) Award 1999 for the 'South West Land Division' at the appropriate rate set for an engine displacement.

2. Accommodation

Reimbursement within the \$250 per day limit of accommodation, meal, and parking expenses incurred to a maximum of \$250 per day. Any unforeseen or additional expenses incurred will be paid only with respect to each individual claim at the discretion of the Chief Executive Officer in consultation with the Shire President.

Refreshments consumed with meals will be reimbursed however, all other refreshments (e.g. hotel mini bar) will not be reimbursed by the Council.

3. Conference / Meeting Attendance Costs

All conference attendance costs will be paid/reimbursed.

Notes:

Accommodation requirements, whenever possible, are to be arranged in advance by the Chief Executive Officer and confirmed by an official purchase order. With regard to all other expenses, receipts are to be submitted to the Chief Executive Officer for reimbursement.

Council Internal Committee Representatives (Cont.)

Financial Implications

Councillor representatives on committees are entitled to expenses incurred in attending meetings. This is generally travelling expenses paid pursuant to Council Policy No. CE/CS/1.

Strategic Implications

There are no strategic implications for this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr K Clements seconded Cr M Skinner

That the Chief Executive Officer's report relating to the formation / creation of committees be received.

CARRIED (8/0)

No. 360/07

5.1.2 AUDIT COMMITTEE (FM/103/1)

Type: Section 5.9(2)(a) LGA (1995) - Council Members only

Existing Members: Cr Forbes
Cr Skinner
Cr Mark

Brief:

The duties of the Committee are:

- To review the Council's audit processes in conjunction with the Council's appointed auditor and the CEO;
- To meet with the Council's appointed auditor at least annually; and
- To advise the Council on matters relating to the Council's auditing processes.

Officer Comment

An Audit Committee must be appointed by all local governments, pursuant to Section 7.1.A of the Local Government Act 1995.

The Committee must comprise at least three (3) Council members. The Chief Executive Officer and / or any other staff member is prohibited from being a member.

The Council's auditors advise that the intention of the legislation is to allow councils to appoint outside people to the Committee to provide independence from the Council's Management.

The functions of the Audit Committee pursuant to Regulation 16 of the Local Government (Audit) Regulations are as follows:

- (a) is to provide guidance and assistance to the local government -
- (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and;
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;

and

- (b) may provide guidance and assistance to the local government as to –
- (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr K Clements, seconded Cr B Hollingworth:

That Cr Forbes, Cr Mark and Cr Skinner be appointed as members on the Audit Committee.

CARRIED (8/0)

No. 361/07

(Absolute Majority)

5.1.3 ADMINISTRATION OFFICES ADVISORY COMMITTEE (CP/103/1)

Type: Section 5.9(2)(b) LGA 1995 - Council Members & Employees

Existing Members: All Councillors
Mr R Stewart - Chief Executive Officer
Ms D Baesjou - Manager Development Services

Brief:

The duties of the committee shall be to advise the Council regarding:

- Appropriate location for the new Council administration buildings;
- The design and construction costs;
- Any joint shared facilities available with other government bodies;
- Construction time;
- Alternate accommodation facilities available for continuing administration function during construction if necessary.

Officer Comment

Construction of the Administration Offices was completed in April 2005. The committee can now be disbanded.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr D Nye-Chart:

That the Administration Offices Advisory Committee be disbanded.

CARRIED (8/0)

No. 362/07

(Absolute Majority)

5.1.4 BUSH FIRE ADVISORY COMMITTEE (ES/103/6)

Type: Bush Fires Act (1954) Section 67

Members as at 19 October 2007 are:

Cr Williss
Cr Hart
Mr David Burcham – Chief Bush Fire Control Officer
Mr Vern Drage – Base Radio Operator
Mr Len Handasyde – Chief Fire Weather Officer
Mr Simon Grylls – Denbarker Bush Fire Brigade
Mr Gavin Smith – Denbarker Bush Fire Brigade (Deputy)
Mr Michael Lanigan – Forest Hill Bush Fire Brigade
Mr Murray McLean – Forest Hill Bush Fire Brigade (Deputy)
Mr Wayne Davis – Kendenup Bush Fire Brigade
Mr Geoff DePledge – Kendenup Bush Fire Brigade (Deputy)
Mr Craig Nelson – Kojaneerup Bush Fire Brigade
Mr Peter Stevens – Middle Ward Bush Fire Brigade
Mr Bill Sounness – Middle Ward Bush Fire Brigade (Deputy)
Mr Don Steven – Narpyn Bush Fire Brigade
Mr Mark Wallace – Narpyn Bush Fire Brigade (Deputy)
Mr Warren Forbes – Narrikup Bush Fire Brigade
Mr Graeme Frusher – Narrikup Bush Fire Brigade (Deputy)
Mr Martin Wiehl – Woogenellup Bush Fire Brigade
Mr Bryce Skinner – Woogenellup Bush Fire Brigade (Deputy)
Mr Robin Ditchburn – Perillup Bush Fire Brigade
Mr Dean Trotter – Perillup Bush Fire Brigade (Deputy)
Mr John Russell – Porongurup Bush Fire Brigade
Mr Phillip White – Porongurup Bush Fire Brigade (Deputy)
Mr Richard Stan-Bishop – Porongurup South Bush Fire Brigade
Mr Phillip Rule – Porongurup South Bush Fire Brigade (Deputy)
Mr Ian Higgins – Rocky Gully Bush Fire Brigade
Mr Lachlan Cameron – Rocky Gully Bush Fire Brigade (Deputy)
Mr Graeme Pyle – South Stirling Bush Fire Brigade
Mr Steve Fullarton – South Stirling Bush Fire Brigade (Deputy)

Brief:

To advise the Local Government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of the Bush Fire Act 1954, the formation of bush fire brigades and the grouping thereof under group brigade officers and the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities.

Officer Comment

The membership of the Bush Fire Advisory Committee is set at two (2) Councillors, one (1) delegate from each Bush Fire Brigade, Chief Bush Fire Control Officer or Deputy, Base Radio Operator or Deputy and Chief Fire Weather Officer or Deputy.

Membership now needs to be reviewed. All Brigades have appointed their nominees and the membership needs to be confirmed by resolution.

Bush Fire Advisory Committee (Cont.)

A quorum has been set pursuant to the Bush Fire Brigades Local Law of 50% of the members. The Committee shall appoint a chairman and shall include at least a Council member.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr D Nye-Chart, seconded Cr K Clements:

THAT:

- (1) Cr M Skinner
Cr S Grylls
Mr David Burcham – Chief Bush Fire Control Officer
Mr Vern Drage – Base Radio Operator
Mr Len Handasyde – Chief Fire Weather Officer
Mr Simon Grylls – Denbarker Bush Fire Brigade
Mr Michael Lanigan – Forest Hill Bush Fire Brigade
Mr Wayne Davis – Kendenup Bush Fire Brigade
Mr Craig Nelson – Kojaneerup Bush Fire Brigade
Mr Peter Stevens – Middle Ward Bush Fire Brigade
Mr Don Steven – Narpyn Bush Fire Brigade
Mr Warren Forbes – Narrikup Bush Fire Brigade
Mr Martin Wiehl – Woogenellup Bush Fire Brigade
Mr Robin Ditchburn – Perillup Bush Fire Brigade
Mr John Russell – Porongurup Bush Fire Brigade
Mr Richard Stan-Bishop – Porongurup South Bush Fire Brigade
Mr Ian Higgins – Rocky Gully Bush Fire Brigade
Mr Graeme Pyle – South Stirling Bush Fire Brigade
be appointed as members on the Bush Fire Advisory Committee
- (2) Mr Gavin Smith – Denbarker Bush Fire Brigade
Mr Murray McLean – Forest Hill Bush Fire Brigade
Mr Geoff De Pledge – Kendenup Bush Fire Brigade
Mr Bill Sounness – Middle Ward Bush Fire Brigade
Mr Mark Wallace – Narpyn Bush Fire Brigade
Mr Graeme Frusher – Narrikup Bush Fire Brigade
Mr Bryce Skinner – Woogenellup Bush Fire Brigade
Mr Dean Trotter – Perillup Bush Fire Brigade
Mr Phillip White – Porongurup Bush Fire Brigade
Mr Phillip Rule – Porongurup South Bush Fire Brigade
Mr Lachlan Cameron – Rocky Gully Bush Fire Brigade
Mr Steve Fullarton – South Stirling Bush Fire Brigade
be appointed as Deputies to act on behalf of their brigade delegate unable to attend any meeting.

CARRIED 8/0

No. 363/07

(Absolute Majority)

5.1.5 CHILLINUP LANDFILL SITE MANAGEMENT COMMITTEE (WM/103/3)

Type: Section 5.9(2)(d) LGA 1995 - Council Members

Existing Members: Cr J Moir (Plantagenet)
Cr R Hitsert (Gnowangerup)
Cr J Wakka (Denmark)
Cr P Drage (Cranbrook)

Brief:

To make recommendations and provide advice to the owners in trust of Lot 501 Chillinup Road (Waste Disposal Site) regarding the use of that land.

Officer Comment

As noted above, this committee was created *'to make recommendations and provide advice to the owners in trust of Lot 501 Chillinup Road (Waste Disposal Site) regarding the use of that land'* and was brought into existence when the Great Southern Regional Council was disbanded.

Councillors will recall that the Great Southern Regional Council was originally formed to manage waste produced in the City of Albany and the Shires of Cranbrook, Denmark, Gnowangerup and Plantagenet. The Regional Council was not successful due mainly to the lead distances to the Chillinup Landfill Site. As a result, the Shire of Plantagenet resolved that the land was excess to its needs and should be sold. Further, it was believed that any funds raised as a result of the sale should be directed to waste management.

It is reasonable to note the potential downside of owning real property in conjunction with other Councils. The governance set up at present (a committee formed by the Shire of Plantagenet with other Councils appointed as *'other persons'* pursuant to the Act) is similar to the set-up that was in place for the Great Southern Regional Cattle Saleyards. Legal advice received by the Shire relating to the Saleyards indicated that the governance issues were very difficult to overcome. In that instance the joint venture committee and subsequently the committee appointed by the City of Albany, could not have power that would override either Council. Therefore, unless the Council decisions were exactly the same, any action was effectively stopped.

Similar legal implications apply to the Chillinup situation.

The Shire of Plantagenet is now in the situation that only two of the five owner Councils have resolved unconditionally that they would like the land to be sold (Albany and Plantagenet). The Shire of Plantagenet and the City of Albany will be unable to act unilaterally. Also it would not be possible for the Shire of Plantagenet to purport to sell the land in its entirety. Each local government's 20% portion could potentially be sold either to the other joint tenants or to private persons.

Accordingly the Chillinup Landfill Site Management Committee should be disbanded so that this layer of governance can be removed. Once Council resolutions from all owners are to hand, the matter can be proceeded with by the Chief Executive Officer pursuant to Section 3.58 of the Local Government Act 1995.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr M Skinner

That the Chillinup Landfill Site Management Committee be disbanded.

CARRIED (8/0)

No. 364/07

(Absolute Majority)

**5.1.6 COMMUNITY RECREATION CENTRE ADVISORY COMMITTEE
(CS/103/1)**

Type: Required pursuant to Deed of Arrangement between the Council and the Minister for Education relating to the operation of the Community Recreation Centre.

Existing Members as at 10 May 2005:

Cr J Mark
Executive Director Corporate & Community Services
Mark Bird
Murray Hammond
Andrew Fraser
Shirley Reynolds
Karen Webb
Jenny Berliner

Brief:

The role of the Committee will be to provide advice to the Parties:

- As to how disputes in connection with the Facilities could be dealt with;
- As to how this Agreement can be improved or varied; and
- On the day-to-day operations of the facilities.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr D Nye-Chart, seconded Cr B Hollingworth

That Cr Budrikis and the Manager Community Services be appointed as members on the Community Recreation Centre Advisory Committee.

CARRIED (8/0)

No. 365/07

(Absolute Majority)

5.1.7 ENTERPRISE BARGAINING NEGOTIATION COMMITTEE (PE/103/2)

Type: Section 5.9(2)(b) LGA (1995) - Council Members & Employees

Existing Members: Cr K Forbes
Cr J Cameron
Cr B Hollingworth (Deputy)
Chief Executive Officer

Administration

Mr Jim Robertson
Mr Ray Parry

Outside

Mr Jim Stone – Plant Operator
Mr Geoff Scott – Plant Operator
Mr Jamie Rutter – Parks and Gardens

Brief:

The duties of the Enterprise Bargaining Agreement Committee shall be:

- Administration - to make recommendations to the Council regarding any existing Shire of Plantagenet Administrative Staff Certified Enterprise Bargaining Agreement and to further advise the Council regarding renewal of the agreement.
- Outside - to make recommendations to the Council regarding the existing Outside Workers Certified Enterprise Bargaining Agreement and to further advise the Council regarding renewal of the agreement.

Officer Comment

With the registration of the Collective Agreement in September 2007 and as the Agreement has a four year term, there is no need for a Council appointed committee, as the agreement itself covers the formation of an Implementation Committee.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr M Skinner, seconded Cr B Hollingworth:

That the Enterprise Bargaining Agreement Committee be disbanded.

CARRIED (8/0)

No. 366/07

(Absolute Majority)

5.1.8 HEAVY HAULAGE COMMITTEE

Type: Section 5.9(2)(a) LGA 1995 - Council Members

Existing Members as at 8 November 2005:

Cr J Cameron;
Cr J Moir;
Cr K Forbes;
Cr M Skinner; and
CR D Williss.

Brief:

The duties of the committee shall be to:

- *Advise the Council relating to heavy haulage movement within the Shire of Plantagenet; and*
- *Make recommendations to the Council relating to the use of local roads by classes of heavy vehicles.*

Officer Comment

Membership of the Committee comprises five (5) elected members.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr K Clements, seconded Cr D Nye-Chart:

That Cr Forbes, Cr Grylls, Cr Hollingworth, Cr Moir, and Cr Skinner be appointed as members on the Heavy Haulage Committee.

CARRIED (8/0)

No. 367/07

(Absolute Majority)

5.1.9 MUNICIPAL INVENTORY ADVISORY COMMITTEE (LP/103/1)

Type: Section 5.9(2)(b) LGA 1995 - Council Members & Employees

Cr K Forbes
Cr J Mark
Cr J Cameron
Cr K Hart (Deputy) for any elected member
Chief Executive Officer
Manager Development Services

Brief:

The duties of the Municipal Inventory Advisory Committee are to advise the Council regarding the Shire of Plantagenet Municipal Heritage Inventory and in particular:

- Inclusions;
- Deletions;
- Reviews; and
- Statutory obligations.

Officer Comment

Membership of the Committee is set at three (3) Councillors, Chief Executive Officer and Manager Development Services.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr S Grylls:

THAT:

- (1) Cr Budrikis, Cr Clements, Cr Mark, the Chief Executive Officer and Manager Development Services be appointed as members on the Municipal Inventory Advisory Committee.**
- (2) Cr Nye-Chart be appointed as Deputy to act on behalf of Council Members unable to attend any meeting.**

CARRIED (8/0)

No. 368/07

(Absolute Majority)

5.1.10 ROADWISE COMMITTEE (EM/125/6)

Type: Section 5.9(2)(c) LGA 1995 - Council Members, Employees, Other Persons

Existing Members: New Committee

Brief:

The functions of the RoadWise Steering Committee are:

- (1) To provide a structured forum for stakeholders to consider and discuss road safety issues; and
- (2) To discuss and make recommendation regarding the identification and appropriate counter measures to negative attitudinal, behavioural and environment factors lined to enforcement, engineering, education, encouragement and evaluation of road safety initiatives.

Officer Comment

This committee was created on 25 September 2007 by the Council.

- (i) One (1) Local Government Elected Member;
- (ii) One (1) Local Government Officer – Works and Services;
- (iii) One (1) RoadWise Safety Officer;
- (iv) One (1) Police Representative;
- (v) One (1) Main Roads Representative;
- (vi) One (1) Department of Education Representative;
- (vii) One (1) Parents and Citizens Representative; and
- (viii) One (1) Community Representative.

Nominations have been received from Wes Beck representing the Department of Education, Ms Julie MacQueen representing Main Roads (WA) and Sergeant Alan Spicer representing Mount Barker Police. The RoadWise Safety Officer is Ms Andrea Smithson and the Local Government Officer is Mr Ian Bartlett. Other nominations are not yet to hand.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr D Nye-Chart:

THAT:

- (1) **Cr Mark, Mr Ian Bartlett Manager Works and Services, Ms Andrea Smithson - RoadWise Safety Officer, Ms Julie MacQueen representing Main Roads WA and Sergeant Alan Spicer representing the Mount Barker Police, Mr Wes Beck representing the Mount Barker Senior High School and Mr D Williss (Community Representative) be appointed as members on the RoadWise Committee.**
- (2) **Cr Clements be appointed as Deputy to act on behalf of the Council member unable to attend any meeting.**
- (3) **Vacant positions be filled by the Council as nominations are received.**

CARRIED (8/0)

No. 369/07

(Absolute Majority)

5.1.11 TOWNSCAPE REVIEW STEERING COMMITTEE (LP/103/3)

Type: Section 5.9(2)(c) LGA 1995 - Council Members, Employees, Other Persons

Existing Members as at 12 July 2005:

Cr J Mark
Cr K Clements
Cr B Hollingworth (Deputy)
Manager Development Services
Peter Thorn
Roger Bartley
Karen McKenzie
Trisha Powell

Brief:

The duties of the Townscape Review Steering Committee are to:

Guide the process of reviewing the Townscape Improvement Plan for the Shire of Plantagenet that will:

- Serve as an overall framework for streetscape upgrading projects over the next ten years; and
- Lead to the enhancement of the visual and practical amenity of the area.

Officer Comment

Membership of the Committee is set at two (2) Councillors, the Manager Development Services and Four (4) members of the public.

COUNCIL DECISION

Moved Cr K Clements, seconded Cr A Budrikis:

That Council representation on the Townscape Review Steering Committee be increased to three (3) Councillors.

**CARRIED (7/1)
No. 370/07
(Absolute Majority)**

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr D Nye-Chart, seconded Cr J Moir:

THAT:

- (1) Cr Clements, Cr Mark, Cr Nye-Chart and Mr Peter Duncan Manager Development Services, be appointed as members on the Townscape Review Steering Committee.**
- (2) Cr Budrikis be appointed as Deputy to act on behalf of any Councillor unable to attend any meeting.**
- (3) All public positions be declared vacant and advertising take place.**

**CARRIED (8/0)
No. 371/07
(Absolute Majority)**

5.1.12 WASTE MANAGEMENT COMMITTEE (WM/103/2)

Type: Section 5.9(2)(a) LGA 1995 - Council Members

Existing Members: Cr J Moir Presiding Member
 Cr K Hart
 Cr K Clements

Brief:

The duties of the Waste Management Committee shall be:

To Advise the Council relating to waste management in the Shire of Plantagenet, including but not limited to:

- The Council's role with adjoining Councils relating to waste management;
- Current technology / trends relating to waste management;
- Waste management techniques; and
- Recycling.

Officer Comment

The Waste Management Committee was created by the Council on 7 October 2003 with the recommendation that the committee be abolished on 29 April 2005 unless disbanded earlier by the Council.

The committee was reconstituted on 10 May 2005, with membership being set at three (3) Councillors.

Should any changes be suggested relating to the composition of this committee it would needed to be re-constituted accordingly.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr J Moir, seconded Cr K Clements:

That the Waste Management Committee be disbanded.

CARRIED (8/0)

No. 372/07

(Absolute Majority)

5.1.13 GREAT SOUTHERN REGIONAL CATTLE SALEYARDS ADVISORY COMMITTEE (CA/103/1)

Type: Section 5.9(2)(c) LGA 1995 - Council Members & Other Persons
(Committee appointment by Shire of Plantagenet)

Existing Members: Cr Forbes
Cr Skinner
Cr Williss

A Financial Interest was disclosed By Cr J Moir for Item 5.1.13
Nature of Interest: Casual Employee of Elders, and Mitchell's Transport

A Financial Interest was disclosed by Cr K Forbes for Item 5.1.13
Nature of Interest: Cattle Producer

A Proximity Interest was disclosed by Cr B Hollingworth for Item 5.1.13
Nature of Interest: Adjoining Landholder

A Financial Interest was disclosed by Cr M Skinner for Item 5.1.13
Nature of Interest: Cattle Producer

A Financial Interest was disclosed by Cr D Nye-Chart for Item 5.1.13
Nature of Interest: Cattle Producer

Brief

The duties of the committee shall be to:

- *Make recommendation to the Council regarding the strategic direction of the Saleyards;*
- *Make recommendation to the Council regarding the Environmental Action Plan for the Saleyards;*
- *Bring to the attention of the Chief Executive Officer, industry matters regarding the cattle industry that may not be readily available to persons external to that industry; and*
- *Make recommendation to the Council regarding development works on the site.*

Officer Comment

Membership of the Committee comprises three (3) Councillors.

OFFICER'S RECOMMENDATION

That Cr..., Cr... and Cr... be appointed as members on the Great Southern Regional Cattle Saleyards Advisory Committee.

LOSS OF QUORUM

The Chief Executive Officer advised that as a quorum was no longer present, pursuant to paragraph 6.2 (1) (a) (ii) of Standing Orders, the matter would stand adjourned until such time that the Minister allowed disclosing members to participate in discussions and decision making procedures relating to the matter under section 5.69 of the act. The meeting would therefore proceed to the next business.

5.1.14 KAMBALLUP HALL MANAGEMENT COMMITTEE (CP/103/6)

Type: Section 5.9(2)(d) LGA 1995 – Council Members & Other Persons

Existing Members: Cr M Skinner
Mr Brent Counsel
Ms Karen Counsel
Ms Kaye Lewis
Ms Janine Bailey

Brief :

The duties of the Committee are:

- Have responsibility for taking bookings at the Hall;
- Issuing receipts in relation to Hall bookings, on behalf of the Council;
- Forwarding Hall booking receipts to the Council;
- Advising the Council of maintenance requirements for the Hall;
- Assisting the Council in the preparation of its budget with relation to the Hall;
- Ensuring that the Hall is clean, tidy and undamaged after any function;
- Advising the Council regarding the refund of Hall Booking Bonds.

Officer Comment

The membership of the Kamballup Hall Management Committee is set at:

- (a) One (1) Councillor; and
- (b) Two (2) members as nominated by the Kamballup Progress Association these being Mr Brent Counsel and Mrs Karen Counsel.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr K Clements, seconded Cr D Nye-Chart:

That Cr Skinner, Mr Brent Counsel and Mrs Karen Counsel be appointed as members on the Kamballup Hall Management Committee.

CARRIED (8/0)

No. 373/07

(Absolute Majority)

5.1.15 PORONGURUP HALL MANAGEMENT COMMITTEE (CP/103/5)

Type: Section 5.9(2)(d) LGA 1995 – Council Members & Other Persons

Existing Members: Cr M Skinner
Mr Scott Drummond
Ms Dee Herbert
Ms Fiona Glen
Ms Lucia Quearry

Brief :

The duties of the Committee shall be:

- Have responsibility for taking bookings at the Hall;
- Issuing receipts in relation to Hall bookings, on behalf of the Council;
- Forwarding Hall booking receipts to the Council;
- Advising the Council of maintenance requirements for the Hall;
- Assisting the Council in the preparation of its budget with relation to the Hall;
- Ensuring that the Hall is clean, tidy and undamaged after any function;
- Advising the Council regarding the refund of Hall Booking Bonds.

Office Comment

The membership of the Porongurup Hall Management Committee is set at:

- (a) One (1) Councillor; and
- (b) Four (4) members as nominated by the Porongurup Community Association these being Mr Scott Drummond, Ms Dee Herbert, Ms Fiona Glen and Ms Lucia Quearry.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr S Grylls:

That Cr Nye-Chart, Mr Scott Drummond, Ms Dee Herbert, Ms Fiona Glen and Ms Lucia Quearry be appointed as members on the Porongurup Hall Management Committee.

CARRIED (8/0)

No. 374/07

(Absolute Majority)

5.1.16 WOOGENELLUP HALL MANAGEMENT COMMITTEE (CP/103/2)

Type: Section 5.9(2)(d) LGA 1995 – Council Members & Other Persons

Existing Members: Cr D Williss
Mr Mark Adams
Mr Grant Cooper
Mr Chris Enright
Mr Martin Wiehl

Brief :

The duties of the Committee shall be:

- Have responsibility for taking bookings at the Hall;
- Issuing receipts in relation to Hall bookings, on behalf of the Council;
- Forwarding Hall booking receipts to the Council;
- Advising the Council of maintenance requirements for the Hall;
- Assisting the Council in the preparation of its budget with relation to the Hall;
- Ensuring that the Hall is clean, tidy and undamaged after any function;
- Advising the Council regarding the refund of Hall Booking Bonds.

Officer Comment

The membership of the Woogenellup Hall Management Committee is set at:

- (a) One (1) Councillor, and
- (b) Four (4) members as nominated by the Woogenellup Progress Association these being Mr Mark Adams, Mr Grant Cooper, Mr Chris Enright and Mr Martin Wiehl.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr D Nye-Chart, seconded Cr B Hollingworth:

That Cr Skinner, Mr Mark Adams, Mr Grant Cooper, Mr Chris Enright and Mr Martin Wiehl be appointed as members on the Woogenellup Hall Management Committee.

CARRIED (8/0)

No. 375/07

(Absolute Majority)

5.2 COUNCIL EXTERNAL COMMITTEES

5.2.1 ALBANY PORT AUTHORITY USER LIAISON GROUP (GR/103/3)

Existing Member: Cr Cameron
Deputy: Cr Hollingworth

This Committee has not been in operation for years. It is recommended no appointment be made.

5.2.2 ALBANY PORT AUTHORITY – COMMUNITY LIAISON GROUP (GR/103/4)

Existing Member: Cr Cameron

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr M Skinner:

That no appointment be made to the Albany Port Authority – Community Liaison Group.

CARRIED (8/0)

No. 376/07

5.2.3 BIOSPHERE (UNESCO) (EM/125/6)

Existing member: Cr Hollingworth
Deputy: Cr Cameron

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr M Skinner:

That Cr Nye-Chart be appointed as the Council's representative on the Biosphere (UNESCO) Committee.

CARRIED (8/0)

No. 377/07

5.2.4 BUSH FIRE BRIGADE CAPITAL GRANTS COMMITTEE (GS/103/1)

Existing Member: Cr Forbes

Brief:

The Bush Fires Board Capital Grants Committee and SES Capital Grants Committee were established to oversee the capital funding allocations to Local Governments for the Bush Fire brigades and SES Units.

The primary function of this committee is to determine the priority of the allocation of Capital Grants to meet the needs of Local Governments and communities throughout the State.

Council External Committees (Cont.)

Cr Forbes' membership on the Bush Fire Brigade Capital Grants Committee will expire on 31 December 2007. This is a Ministerial position.

5.2.5 COMMUNITY AGRICULTURE CENTRE (GR/103/2)

Existing Member: Cr Cameron

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr D Nye-Chart, seconded Cr K Clements:

That Cr Moir be appointed as the Council's representative on the Community Agriculture Centre Committee.

CARRIED (8/0)

No. 378/07

5.2.6 LOCAL EMERGENCY MANAGEMENT COMMITTEE (ES/103/7)

Existing Members: Cr K Forbes
Cr Williss
Mr R Parry – Ranger
Mr Eric Howard (Environmental Health Officer)

Brief

The duties of the Committee shall be:

- (a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- (b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations

Officer Comment

The Shire of Plantagenet Local Emergency Management Plan, adopted by the Council on 13 April 2004, details the arrangements to be undertaken in the event of an emergency including representation on the Local Emergency Management Committee.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr D Nye-Chart:

THAT:

- (1) Cr Forbes, Manager Community Services, Ranger and Environmental Health Officer be appointed as the Council's representatives on the Local Emergency Management Committee.**
- (2) Cr Clements, be appointed as delegate to act on behalf of the Council member unable to attend any meeting.**

CARRIED (8/0)

No. 379/07

Council External Committees (Cont.)**5.2.7 LOWER GREAT SOUTHERN PLANTATION FIRE ADVISORY COMMITTEE
(ES/103/9)**

Existing Members: Cr Cameron
Cr Williss

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr S Grylls:

THAT:

- (1) Cr Hollingworth and Cr Grylls be appointed as the Council's representatives on the Lower Great Southern Plantation Fire Advisory Committee.**

**CARRIED (8/0)
No. 340/07**

5.2.8 MOUNT BARKER TOURIST BUREAU BOARD (ED/103/4)

Existing Member: Cr B Hollingworth
Deputy: Cr J Mark

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr K Clements:

THAT:

- (1) Cr Mark be appointed as the Council's representative on the Mount Barker Tourist Bureau Board.**
- (2) Cr Nye-Chart be appointed as Deputy to act on behalf of the Council's representative if unable to attend any meeting.**

**CARRIED (8/0)
No. 341/07**

5.2.9 PLANTAGENET HISTORICAL SOCIETY (CS/103/5)

Existing Member: Cr J Moir
Cr B Hollingworth

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr D Nye-Chart, seconded Cr K Clements:

THAT:

- (1) Cr Budrikis be appointed as the Council's representative on the Plantagenet Historical Society Committee.**
- (2) No Councillor be appointed as Deputy.**

**CARRIED (8/0)
No. 342/07**

Council External Committees (Cont.)**5.2.10 PORONGURUP RANGE NATIONAL PARK FIRE ADVISORY COMMITTEE (ES/103/10)**

Existing Member: Cr Williss
Deputy: Cr Hart

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr M Skinner, seconded Cr D Nye-Chart:

THAT:

- (1) Cr Moir and the Chief Bush Fire Control Officer be appointed as the Council's representatives on the Porongurup Range National Park Fire Advisory Committee.**
- (2) Cr Hollingworth be appointed as Deputy to act on behalf of either Council member unable to attend any meeting.**

CARRIED (8/0)

No. 343/07

5.2.11 RAINBOW COAST REGIONAL COUNCIL (RCRC) (ED/103/5)

Existing Members: Cr Forbes
Cr Cameron
Deputy: Cr Williss

Brief:

- To identify future programs common to Denmark, Plantagenet, Cranbrook and Albany; and
- To identify key issues for local government in the region.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr D Nye-Chart, seconded Cr J Moir:

THAT:

- (1) Cr Forbes and Cr Hollingworth be appointed as the Council's representatives on the Rainbow Coast Regional Council.**
- (2) Cr Grylls be appointed as Deputy to act on behalf of either elected member if unable to attend any meeting.**

CARRIED (8/0)

No. 344/07

Council External Committees (Cont.)**5.2.12 DISTRICT EMERGENCY MANAGEMENT COMMITTEE (ES/103/8)**

Existing Member: Cr Williss

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr M Skinner, seconded Cr B Hollingworth:

That Cr Clements be supported to nominate as the Council's representative on the District Emergency Management Committee.

CARRIED (8/0)

No. 345/07

**5.2.13 GREAT SOUTHERN REGIONAL RECREATION ADVISORY GROUP
(CS/103/12)**

Existing Member: Cr Clements

Deputy: Cr Moir
Executive Director Corporate & Community Services

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr D Nye-Chart, seconded Cr J Moir:

THAT:

- (1) Cr Clements and the Manager Community Services be appointed as the Council's representatives on the Great Southern Regional Recreation Advisory Group.**
- (2) Cr Moir be appointed as Deputy to act on behalf of either Council member unable to attend any meeting.**

CARRIED (8/0)

No. 346/07

5.2.14 REGIONAL ROAD GROUP (RO/103/1)

Existing Members: Cr Forbes
Cr Williss (Deputy)

Brief:

Local Government is responsible for the management, care and control of the State's secondary and unclassified road network, and represents the needs and concerns of the local community.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr K Clements, seconded Cr S Grylls:

THAT:

- (1) Cr Hollingworth be appointed as the Council's representative on the Regional Road Group Committee.
- (2) Cr Forbes be appointed as Deputy to act on behalf of the Council member unable to attend any meeting.

CARRIED (8/0)

No. 347/07

5.2.15 SCHOOL BUS COMMITTEE (CS/103/7)

Existing Members: Cr Hart (Kendenup)
Cr Moir (Mount Barker)
Cr Cameron (Frankland)

OFFICER COMMENT

The High School and Primary School advised that formal committees no longer exist. Issues, if any, are raised directly with either Council staff or Main Roads staff.

5.2.16 SOUTHERN AGCARE COMMITTEE (CS/103/13)

Existing Members: Cr Hollingworth

Brief:

Southern Agcare is a community run, professional counselling and support service for rural people in the southern regions of Western Australia.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr M Skinner, seconded Cr B Hollingworth:

THAT:

- (1) Cr Moir be appointed as the Council's representative on the Southern AgCare Committee.
- (2) Cr Budrikis be appointed as Deputy to act on behalf if the elected member is unable to attend any meeting.

CARRIED (8/0)

No. 348/07

Council External Committees (Cont.)**5.2.17 STIRLING RANGE NATIONAL PARK FIRE ADVISORY COMMITTEE
(ES/103/11)**

Existing Members: Cr Williss
Deputy: Cr Hart

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr A Budrikis, seconded Cr D Nye-Chart:

THAT:

- (1) Cr Skinner and the Chief Bush Fire Control Officer be appointed as the Council's representative on the Stirling Range National Park Fire Advisory Committee.**
- (2) Cr Budrikis be appointed as Deputy to act on behalf of the elected member if unable to attend any meeting.**

CARRIED (8/0)

No. 349/07

5.2.18 TIMBER 2020 COMMITTEE (LP/103/4)

Existing Member: Cr Cameron
Deputy: Cr Mark

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr M Skinner:

THAT:

- (1) Cr Grylls be appointed as the Council's representative on the Timber 2020 Committee.**
- (2) Cr Mark be appointed as Deputy to act on behalf of the elected member if unable to attend any meeting.**

CARRIED (8/0)

No. 350/07

5.2.19 TIMBER TOWNS AUSTRALIA (ED/76/1)

This organisation is yet to be formally created, but incorporation is imminent. Annual meetings are likely to be held in conjunction with the National Roads Congress, which Cr Forbes has generally attended.

Therefore it is suggested that Cr Forbes be nominated as the Shire's representative. Should a regional representative be necessary, the Council's representative (Cr Forbes) should have authority to put his name forward.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr K Clements, seconded Cr D Nye-Chart:

THAT:

- (1) Cr Forbes be appointed as the Council's representative on the National Timber Towns body.
- (2) In the event that a regional representative is to be appointed, Cr Forbes be authorised to put his name forward.

CARRIED (8/0)

No. 351/07

5.2.20 TIMBER INDUSTRY ROAD EVALUATION STRATEGY (TIRES) (RO/103/2)

Existing Members: Cr Forbes
Cr Williss (Deputy)

Brief:

A coordinated approach to infrastructure development that facilitates business, industry and community development and improves service provision to the region.

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr K Clements, seconded Cr J Moir:

THAT:

- (1) Cr Forbes be appointed as the Council's representative on the Timber Industry Road Evaluation Strategy (TIRES).
- (2) Cr Hollingworth be appointed as Deputy to act on behalf of the elected member if unable to attend any meeting.

CARRIED (8/0)

No. 352/07

5.2.21 WALGA VOTING DELEGATES (ANNUAL CONFERENCE & ZONE MEETING) (GR/103/5)

Existing Members: Cr Forbes
Cr Williss

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr D Nye-Chart, seconded Cr S Grylls:

THAT:

- (1) Cr Forbes and Cr Hollingworth be appointed as the Council's voting delegates for the 2008 Western Australian Local Government Association (WALGA) Annual Conference and Zone Meetings.

Council External Committees (Cont.)

- (2) Cr Clements be appointed as Deputy to act on behalf of the elected member if unable to attend any meeting.

CARRIED (8/0)

No. 353/07

5.2.22 WALPOLE WILDERNESS COMMUNITY ADVISORY COMMITTEE
(GR/97/7)

Existing Member: Cr Cameron
Deputy: Cr Williss

OFFICER COMMENT

This Committee no longer exists.

5.2.23 WAR MEMORIAL WARDEN (CR/104/1)

Existing Member: Cr Moir

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr M Skinner:

That Cr Moir be appointed as the War Memorial Warden.

CARRIED (8/0)

No. 354/07

5.2.24 ZONE CONTROL AUTHORITY - AGRICULTURE PROTECTION BOARD
(APB) (GR/103/9)

Existing Member: Cr M Skinner

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr D Nye-Chart, seconded Cr A Budrikis:

That Cr Skinner's continuing membership of the Zone Control Authority – Agriculture Protection Board be noted.

CARRIED (8/0)

No. 355/07

5.2.25 MOUNT BARKER SENIOR HIGH SCHOOL FARM ADVISORY
COMMITTEE

Existing Member: Cr Williss

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr D Nye-Chart:

Council External Committees (Cont.)

That Cr Skinner be recommended as the Council's representative on the Mount Barker Senior High School Farm Advisory Committee. This is a Ministerial appointment.

CARRIED (8/0)

No. 356/07

5.2.26 ONE COMMUNITY ONE COLLEGE IMPLEMENTATION COMMITTEE

Existing Members: Cr Forbes
Cr Williss

OFFICER'S RECOMMENDATION / COUNCIL DECISION

Moved Cr D Nye-Chart, seconded Cr M Skinner:

That Cr Forbes and Cr Hollingworth be appointed as the Council's representatives on the One Community One College Implementation Committee.

CARRIED (8/0)

No. 357/07

5.2.27 LEAD ON COMMITTEE

Brief:

Lead On is a program that builds the capacity of a community through the development of young people and has been purpose-built to incorporate all sections of the community and to provide exposure for young people to real-life projects and community activities. The projects undertaken are diverse in nature and emanate from the local community and engage a broad cross section of people from business and community organisations representing and embracing business, education, local government, health & welfare, new innovations, new enterprises etc and all projects seek to enhance whole-of-community outcomes.

Young people are the key clientele and Lead On's strength is that we welcome (and attract) young people from the entire youth sector and find ways to engage them with older people from the community. All Lead On projects and activities aim to integrate young people into the community, not segregate them or have them work in youth based silos. Lead On brings young people from diverse backgrounds together to work in real life projects and activities that will introduce them to older people from the community (particularly the business community).

The role of the Committee will be to oversee the establishment of a Lead On in the Plantagenet Shire.

COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr K Clements:

That Cr Clements and Cr Nye-Chart be the Council's representatives on the Lead On Committee.

CARRIED (8/0)

No. 358/07

5.2.28 MISCELLANEOUS REPRESENTATIVES

OFFICER'S RECOMMENDATIONS / COUNCIL DECISION

Moved Cr B Hollingworth, seconded Cr J Moir:

THAT:

- (1) The Ministerial appointment of former Cr J Cameron on the Kent River Land Conservation District Committee be noted.**
- (2) The membership of Cr K Forbes on the Plantation Industry Ministerial Advisory Committee be noted.**

CARRIED (8/0)

No. 359/07

6 CLOSURE OF MEETING

11.12am The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE:/...../.....