



Shire of
Katanning
Heart of the Great Southern

‘Katanning is a safe, sustainable, and prosperous community.
We respect and celebrate our diverse culture.’

**MINUTES OF THE
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of the Ordinary Council Meeting of the Shire of Katanning held on
Thursday 21 September 2023 in the Shire of Katanning Council Chambers,
52 Austral Terrace, Katanning.

DISCLAIMER

The Council of the Shire of Katanning hereby
advises that before taking any action on an application or a
decision of the Council, any applicant or members of the
public should wait for written advice from the Council.

PRESIDING MEMBER _____

DATE SIGNED _____



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PLEASE NOTE:

Council Meetings are recorded for accuracy of minute taking.

1. DECLARATION OF OPENING/ ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member declared the meeting open at 6:00pm.

Acknowledgement of Country

The Shire of Katanning acknowledges the Goreng Noongar people as the traditional custodians of the land that we live and work on. We recognise their cultural heritage, beliefs, and continuing relationship with the land, and pay our respects to Elders past and present.

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Liz Guidera - President

Members: Cr John Goodheart – Deputy President
Cr Kristy D'Aprile
Cr Matt Collis
Cr Michelle Salter
Cr Serena Sandwell

Council Officers: Dale Putland, Acting Chief Executive Officer
Grace French, Acting Executive Manager Corporate & Community
Mark Taylor, Acting Executive Manager Infrastructure & Assets
Taryn Human, Executive Assistant Governance

Gallery: Mark Sander
Kaylee Sander
Justine Sander
Quade Potter

Media:

Apologies:

Leave of Absence:

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Thank you to all the Councillors who gave up their personal life to attend Local Government week. It was a great learning and team building few days. What we have learnt can be put into action.

4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

13.1 Acting Chief Executive Officer Dale Putland - Interest Affecting Impartiality

6. PUBLIC QUESTION/STATEMENT TIME**Justine Sander Statement**

We are asking the Shire to please approve our Community Grant application for Katanning Scout Group. We will use the money to buy new compasses to help us practice our navigation, some tables and a gas cooker for our camp kitchen.

Quade Potter

And some big dry bags to put our tents in, because us Joeys are little and have trouble getting our tents into the small old bags we have. Thank you very much.

Cr Liz Guidera Response

Thank you for your statements, the community grants agenda item will be considered this evening.

7. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**9.1 Ordinary Council Meeting – Thursday 24 August 2023**
(SEE ATTACHED MINUTES)**Voting Requirement:** Simple Majority**MOVED:** CR SERENA SANDWELL**SECONDED:** CR MATT COLLIS**OC125/23 That the minutes of the Ordinary Council Meeting held on Thursday 24 August 2023 confirmed as a true record of proceedings.**

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR
MICHELLE SALTER, CR MATT COLLIS

AGAINST: NIL

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 EXECUTIVE MANAGER INFRASTRUCTURE AND ASSETS

10.1.1 Local Roads and Community Infrastructure Program (Phase 4 Part A and B) (ATTACHMENT) – Priority Road Projects

Reporting Officer: Mark Taylor, Acting Executive Manager Infrastructure & Assets
Date Report Prepared: 13 September 2023
Disclosure of Interest: No Interest to disclose.

Issue:

To reconsider the allocation of Local Roads and Community Infrastructure (LRCI) Program Phase 4 - Part B funding currently allocated to the development of a shared pathway on the Great Southern Highway.

Body/Background:

The Shire of Katanning has received \$202,933 funding from the Commonwealth Government's LRCI Program Phase 4 – Part B. Guidelines for the grant program provide for spending of Phase 4 - Part B funds on approved road projects in regional, rural, and outer-urban areas.

The following project was supported by Council at the August 2023 meeting for expending the LRCI Phase 4 – Part B grant.

Project	Details	Budget
Great Southern Hwy	To develop, design and install a 3km shared path	\$202,933
Total		\$202,933

Officer's Comment:

The guidelines for LRCI funding have previously been for either:

- Construction or maintenance of roads managed by local governments; or
- Construction, maintenance and/or improvements to council-owned assets (including natural assets) for the benefit of the local community.

Following Council's endorsement of the project, further advice was received from the Federal Government that the Shire must spend the Phase 4 – Part B grant on road projects only. The pathway is not considered to be a road, despite being a transport project of demonstrated need by the community.

The grant (\$202,933) will now need to be re-allocated and included in the LRCI funding schedule for approval, or Council risks losing the unallocated portion of the grant under the 'use it or lose it' principle. In addition, the other projects supported by Council in the LRCI Phase 4 funding round will not be signed off until this matter is resolved.

An assessment of priority roads requiring resealing was then made by the Shire and the following list is presented to Council for endorsement. Note that the roads in the list are in priority order and will be resealed as the funding allows.

Priority	Project	Details	Budget
1	Piesse Street (Clive Street to Park Street)	Two coat reseal	\$202,933
2	Piesse Street (Harris Street to Bay / Drove Streets)	Two coat reseal	
3	Piesse Street (Bay / Drove Streets to end)	Two coat reseal	
4	Dore Street (Clive Street to just past the TAFE driveway)	Two coat reseal	
5	Beaufort Street (Bay / Drove Streets to Albion Street)	Two coat reseal	
6	Beaufort Street (Clive Street to Amber Street)	Two coat reseal	
Total			\$202,933

Two coat reseals are comprised of a layer of bitumen containing large pieces of aggregate, which is then sealed with a second layer of bitumen containing smaller pieces of aggregate. This type of road treatment is recommended for these roads because it is more hard-wearing than a typical spray seal and is particularly resistant to stripping caused by turning traffic, due to the combination of large and small aggregate.

Statutory Environment:

Nil.

Policy Implications:

There are no Shire of Katanning policy implications for this report.

Financial Implications:

Shire of Katanning co-funding is not required for this project.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low". The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

Focus Area Built Environment

Aspiration Katanning is a beautiful, well serviced place that invites people to stay.

Objective To provide infrastructure that enables safe movement through our community.

Focus Area Social

Aspiration Katanning is a vibrant, active place that encourages its community to thrive.

Objective To provide support for the physical and mental health and wellbeing of our community.

Objective To provide a safe place to live, work and play.

Objective To provide access to services, support and activities for young people.

Objective To provide support, services and infrastructure for people with disabilities.

Officer's Recommendation/Council Motion:**MOVED: CR KRISTY D'APRILE****SECONDED: CR MICHELLE SALTER**

OC126/23 That Council supports the replacement funding allocation table and priorities for the Local Roads and Community Infrastructure Program Phase 4B - Part B - Road Projects in regional, rural, and outer urban areas, due to the Federal Government requirement to allocate the funding to roads projects only.

Voting Requirement: Simple Majority

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR MICHELLE SALTER, CR MATT COLLIS

AGAINST: NIL

Cr Kristy D'Aprile spoke for the motion.

10.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

10.2.1 Schedule of Accounts – August 2023

(ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: Grace French, Acting Executive Manager Corporate & Community
Date Report Prepared: 13 September 2023
Disclosure of Interest: No Interest to disclose.

Issue:

To receive the Schedule of Accounts Paid for the period ending 31 August 2023.

Body/Background:

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Below is a summary of the payments made for the financial year:

Month	Cheques 2023/24	EFT Payments 2023/24	Direct Debits 2023/24	Credit Card 2023/24	Payroll 2023/24	Total Payments 2023/24
July	1,066.49	625,026.09	49,889.12	4,494.65	222,508.55	902,984.90
August	4,102.82	1,566,583.44	90,318.77	5,982.97	401,226.60	2,068,214.60
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	5,169.31	2,191,609.53	140,207.89	10,477.62	623,735.15	2,971,199.50

Officer's Comment:

The schedule of accounts for the month of August 2023 are attached.

The Finance Forum held on 14 September 2023 gave attending Councillors an opportunity to ask questions regarding the presented accounts paid.

Statutory Environment:

Local Government Act 1995.

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications:

There are no direct policy implications in relation to this item.

Financial Implications:

Expenditure in accordance with s6.8 (1) (a) of the Local Government Act 1995.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR KRISTY D'APRILE

SECONDED: CR SERENA SANDWELL

OC127/23 That Council endorses the Schedule of Accounts as presented, being Cheque 42455 – 42457, totalling \$4,102.82, EFT payments 36411 – 36613 totalling \$1,566,583.44, payroll payments totalling \$401,226.60, direct payments totalling \$90,318.77, and credit card payments totalling \$5,982.97, authorised and paid in August 2023.

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR MICHELLE SALTER, CR MATT COLLIS
AGAINST: NIL

10.2.2 **Monthly Financial Report – July 2023 and August 2023**
(ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: Grace French, Executive Manager Corporate & Community
Report Prepared: 13 September 2023
Disclosure of Interest: No Interest to disclose.

Body/Background:

This item presents the Monthly Financial Report, which contains the 'Statement of Financial Activity' for the period ending 31 July 2023 and 31 August 2023.

Section 6.4 of the Local Government Act 1995 requires a local government to prepare financial reports.

Regulation 34 of the Local Government (Financial Management) Regulations 1996 sets out the form and content of the financial reports, which have been prepared and are presented to Council.

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% with a minimum value of \$10,000. Material variances between budgeted and actual expenditure are reported at Note 17 of the Monthly Financial Report.

Officer's Comment:

A variance report is included with the monthly financial statement's attachment.

The budget was adopted 24 August 2023. It is noted that monthly depreciation is not run until after the prior year audit has been signed off.

The Finance Forum held on 14 September 2023 gave attending Councillors an opportunity to ask questions regarding the presented financial statements.

The monthly reporting schedule for the month of July was prepared displaying expenditure figures only due to the adoption of the current budget on 24th August 2023.

The monthly reporting schedule for the month of August 2023 displays original budget, YTD Budget, YTD Actual and YTD Variance.

Statutory Environment:

Local Government Act 1995

Section 6.4 Financial Report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996.

Regulation 34 Financial activity statement required each month (Act s.6.4)

Policy Implications:

The Shire has several financial management policies. The finances have been managed in accordance with these policies.

Financial Implications:

There are no financial implications for this report.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR KRISTY D'APRILE

SECONDED: CR JOHN GOODHEART

OC128/23 That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Monthly Statement of Financial Activity for the period ending 31 July 2023 and 31 August 2023, as presented.

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR MICHELLE SALTER, CR MATT COLLIS

AGAINST: NIL

10.2.3 **Draft – Disability Access and Inclusion Plan 2023-27**
(ATTACHMENT)

File Ref: CS.SV.2
Reporting Officer: Denise Gallanagh-Wood, Manager Community Development
Date Report Prepared: 23 August 2023
Disclosure of Interest: No Interest to disclose.

Issue:

For Council to consider the draft DAIP - Disability Access and Inclusion Plan 2023-27

Body/Background:

The Shire is required to have a DAIP and to review it regularly. The Shires DAIP was due for a major review in 2023. This has been done and the Shire of Katanning team have developed a draft DAIP for 2022 -2027.

Consultation has included surveys to the community and shire team. Consultation opportunities were held at Katanning Harmony Festival, All Abilities Program, Senior Quiz session and meetings with carers, teachers, service providers, businesses and agencies.

Officer’s Comment:

Council adoption Draft Shire of Katanning DAIP 2022-2027.

Statutory Environment:

There are no statutory implications for this report.

Policy Implications:

There are no policy implications for this report.

Financial Implications:

A total of \$500 is included in budget 23 – 24 for the following actions:

Disability Access and Inclusion Expenditure

Financial Implications:

There are no financial implications for this report.

Risk Implications:

This item has been evaluated against the Shire of Katanning’s Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Culture

Aspiration Katanning is a vibrant, active place that encourages its community to thrive. We will aim to provide access to services and support to all members of the community to create a safe, connected and cherished place to live, learn, work and play.

Objective To provide support, services and infrastructure for people with disabilities.

Voting Requirement: Absolute Majority

Officer's Recommendation/Council Motion:

MOVED: CR KRISTY D'APRILE

SECONDED: CR JOHN GOODHEART

OC129/23 That Council adopt the Draft Shire of Katanning Disability Access and Inclusion Plan 2023/27.

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR
MICHELLE SALTER, CR MATT COLLIS

AGAINST: NIL

Cr Kristy D'Aprile spoke for the motion.

10.3 CHIEF EXECUTIVE OFFICER'S REPORTS

10.3.1 Community Grants Program (ATTACHMENTS - CONFIDENTIAL)

File Ref: GS.AE.1
Reporting Officer: Sophie Justins, Executive Assistant to CEO
Date Report Prepared: 11 September 2023

Issue:

To consider applications received for Round 1 of the 2023-24 Community Grants Program.

Body/Background:

The Community Grants Program funding was advertised in July 2023 and August 2023 with advertisements in the Great Southern Herald, the Shire of Katanning Website, Shire Matters Newsletter, emails and word-of-mouth to the community and on Facebook.

The Community Grants Program (CGP) provides funding support in three categories; Minor Community Grant (up to \$5000), Major Community Grant (Over \$5000) and Triennium Community Grant (3 year approval- Minor or Major), to enable organizations to develop projects that increase participation and benefit the community.

At the closing date **four (4)** applications were received: Four (3) applications requesting a minor community grant, no applications requesting a major community grant and One (1) application requesting a triennium grant. The application process was coordinated by the Executive Assistant to CEO, Sophie Justins.

The Community Grants Program for 2023-24 has \$24,000.00 ex GST available in the budget with \$10,000.00 ex GST already allocated to the third year of the triennium grant agreement with the Katanning Historical Society. The total amount in the budget is \$34,000.00 ex GST.

ROUND 1 APPLICATIONS RECEIVED – AUGUST 2023

Group	Project	Amount Approved	Round	Status
Great Southern Family History Society	Research Laptop, Hard Drive & External DVD/CD Drive	\$1,667.00	2023/24	
Katanning Scout Group	Equipment for Great Outdoors	\$1,240.00	2023/24	
Katanning Volunteer Fire & Rescue Services	TV Purchase for call outs	\$899.00	2023/24	
Katanning Men's Shed	Men's Shed Maintenance	\$5,000.00	2023/24	

An update of the approved applications from Round 2 2022/23 Annual Budget, is as follows:

ROUND 2 APPLICATIONS APPROVED – APRIL & MAY 2023

Group	Project	Amount Approved	Round	Status
Katanning Netball Association (KNA)	Development/Representative Uniforms	\$2,750.00	2022-23	27 April 2023 \$2,750.00 approved. 13/09/2023 Group awaiting receipt of uniforms.
Katanning District Pool Association Incorporated	KA 8 Ball	\$1,000.00	2022-23	27 April 2023 \$1,000.00 approved. 13/09/2023 Group confirmed via telephone conversation that the approved funding was no longer needed.
RSPCA WA	RSPCA WA Community Action Day	\$4,500.00	2022-23	23 May 2023 Approved. Event scheduled for 16/09/2023.
A Smart Start Great Southern	Early Childhood Services in the Great Southern: Central Great Southern Early Years Educators Expo	\$5,000.00	2022-23	23 May 2023 Approved. 28/08/2023 Acquittal received.

COMMITTEE RECOMMENDATION TO COUNCIL:**MOVED: CR KRISTY D'APRILE****SECONDED: CR JOHN GOODHEART**

- OC130/23**
- 1. That council approves the following grant recommendation for the 2023-24 Community Grants Program:**
 - a. Katanning Scout Group \$1,240.00 ex GST for Equipment for Great Outdoors as listed in the application;**
 - 2. Defer consideration of the following grant applications pending further information:**
 - a. Great Southern Family History Society \$1,667.00 ex GST for the Research Laptop, Hard Drive & External DVD/CD Drive as listed in the application;**
 - b. Katanning Volunteer Fire & Rescue Services \$899.00 ex GST for TV Purchase for call out applications as listed in the application;**
 - c. Katanning Men's Shed \$5,000.00 ex GST per annum for 2023/24, 2024/25 and 2025/26 (3 years) for Men's Shed Building Maintenance as listed in the application.**

Voting Requirement: Simple Majority

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR
MICHELLE SALTER, CR MATT COLLIS
AGAINST: NIL

Cr Kristy D'Aprile spoke for the motion.

11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

13. CONFIDENTIAL ITEMS

PROCEDURAL MOTION

MOVED: CR SERENA SANDWELL

SECONDED: CR MICHELLE SALTER

OC131/23 That Council closes the meeting to the public to consider the following item relating to:

- **Appointment of Chief Executive Officer**

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR MICHELLE SALTER, CR MATT COLLIS

AGAINST: NIL

Acting Chief Executive Officer, Dale Putland declared an interest affecting impartiality as he is the Acting Chief Executive Officer. Members of the public and staff left the room at 6.11pm.

13.1 Appointment of Chief Executive Officer

(CONFIDENTIAL ATTACHMENT PROVIDED INDEPENDENTLY TO COUNCILLORS)

File Ref:

Reporting Officer: Dale Putland, Acting Chief Executive Officer

Date Report Prepared: 21 September 2023

Disclosure of Interest: Interest affecting impartiality – the reporting officer is the current Acting CEO.

Reason For Confidentiality

The Acting Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(a) of the Local Government Act because it deals with matters affecting an employee of Council. The Recruitment Consultant's Report including the CEO Selection Panel's recommendation has been provided to Council under separate cover (Confidential Attachment A).

PROCEDURAL MOTION:

Voting Requirement: Simple Majority

MOVED: CR SERENA SANDWELL

SECONDED: CR MATT COLLIS

OC132/23 That Council suspends standing orders.

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR
MICHELLE SALTER, CR MATT COLLIS
AGAINST: NIL

PROCEDURAL MOTION:

Voting Requirement: Simple Majority.

MOVED: CR SERENA SANDWELL

SECONDED: CR MICHELLE SALTER

OC133/23 That Council resumes standing orders.

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR
MICHELLE SALTER, CR MATT COLLIS
AGAINST: NIL

Voting Requirement: Absolute Majority

Officer's Recommendation/Council Motion:

MOVED: CR KRISTY D'APRILE

SECONDED: CR JOHN GOODHEART

OC134/23 That Council:

Notes that based on the information gathered throughout the process and assessment stages as detailed in Confidential Attachment A, the panel unanimously recommends the following to Council:

- 1. Council notes the information provided by Beilby Downing Teal in Confidential Attachment A;**
- 2. Council agrees with the recommendation of the Selection Panel that Candidate A is considered to be the most suitably experienced and qualified applicant and determines that the candidate is suitably qualified for the position;**
- 3. Council appoints Candidate A to the position of Chief Executive Officer at the Shire of Katanning subject to satisfactory completion of background checks;**
- 4. Council approves the Chair of the Selection Panel making an offer of employment and progressing contract offer with the recommended candidate, Candidate A, within the salary range agreed by Council and up to the amount of the Total Reward Package for SAT band 3 to the value of \$276,327;**
- 5. Council thanks all applicants who expressed an interest in the position of Chief Executive Officer at the Shire of Katanning.**

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR
MICHELLE SALTER, CR MATT COLLIS

AGAINST: NIL

Cr Kristy D'Aprile spoke for the motion.

PROCEDURAL MOTION

MOVED: CR SERENA SANDWELL

SECONDED: CR MATT COLLIS

Voting Requirement: Simple Majority

OC135/23 That Council reopens the meeting to the public.

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR
MICHELLE SALTER, CR MATT COLLIS

AGAINST: NIL

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 6:34pm.