



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 26 SEPTEMBER 2006

TABLE OF CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENTS	3
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	3
3.	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	3
4.1	PUBLIC QUESTION TIME.....	3
4.2	PUBLIC STATEMENTS	3
5.	DISCLOSURES OF MEMBERS' & OFFICERS' INTERESTS.....	4
6.	APPLICATIONS FOR LEAVE OF ABSENCE	4
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS	4
8.	CONFIRMATION OF MINUTES.....	4
8.1	ORDINARY COUNCIL MEETING – 22.08.06.....	4
9.	REPORTS OF OFFICERS AND COMMITTEES	4
9.1	MANAGER WORKS & SERVICES.....	4
9.2	DIRECTOR COMMUNITY SERVICES.....	5
9.2.1	ADMINISTRATION BUILDING REFURBISHMENT.....	5
9.2.2	RECREATION & AQUATIC CENTRE YMCA REVIEW OF OPERATIONS.....	8
9.3	DIRECTOR STRATEGIC DEVELOPMENT.....	10
9.3.1	PROPOSED REZONING – LOT 2942 OLD BUNBURY ROAD, LAKE CLIFTON FROM RURAL 1-GENERAL FARMING TO RURAL 6 - RURAL RESIDENTIAL.....	10
9.3.2	PROPOSED BUS GARAGE – LOT 29 EASTCOTT STREET, WAROONA.....	13
9.3.3	PLANNING & DEVELOPMENT DELEGATION OF AUTHORITY.....	15
9.3.4	TEMPORARY CLOSURE OF THOROUGHFARES IN CONJUNCTION WITH WAROONA MINERAL SAND MINE	17
9.3.5	PROPOSED LOCKED GATE ACROSS RICHARDS ROAD.....	18
9.3.6	SHIRE OF WAROONA COMMUNITY CULTURAL PLAN.....	21
9.3.7	LOT 1499 CORONATION ROAD, WAROONA – PROPOSED SUBDIVISION (WAPC REF: 131797)	22
9.3.8	NON-COMPLIANCE WITH CONDITION OF PLANNING APPROVAL – LOT 223 LYONS ROAD, WAROONA	27
9.4	DEPUTY CEO/DIRECTOR CORPORATE SERVICES	29
9.4.1	MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2006 TO 31 AUGUST 2006.....	29
9.4.2	ACCOUNTS FOR PAYMENT.....	30
9.4.3	WAROONA BOWLING CLUB - DONATION.....	31
9.5	CHIEF EXECUTIVE OFFICER	32
10.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN, OR FOR CONSIDERATION AT NEXT MEETING.....	32
11.	NEW BUSINESS OF AN URGENT NATURE/REPORTS & INFORMATION.....	32
11.1	ELECTED MEMBERS.....	32
11.1.1	OLD WAROONA NORTH SCHOOL SITE	32
11.2	OFFICERS	32
12.	CLOSURE OF MEETING.....	32



1. DECLARATION OF OPENING/ANNOUNCEMENTS

The Chairperson declared the Meeting open at 10am and welcomed Members and Staff to the Meeting.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr N Dew	Shire President	Coastal Ward
Cr M Walmsley		West Ward
Cr B Heath		Town Ward
Cr T Witney		Town Ward
Cr M Davis		Town Ward
Cr Z O'Reilly Carter		Coastal Ward
Cr P Fitzpatrick from 10.06am		East Ward
Mr I Curley		Chief Executive Officer
Mr L Tilbrook		Deputy Chief Executive Officer
Mr M Turner		Director Strategic Development
Mr S Cleaver		Director Community Services
Mr Ross Davidson	Manager Planning & Development Services	
Mrs RH O'Mara	Executive Support Officer - Minute Taker	

APOLOGIES

Cr C Germain	Deputy Shire President	Town Ward
--------------	------------------------	-----------

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4.1 PUBLIC QUESTION TIME

Nil

4.2 PUBLIC STATEMENTS

4.2.1 A Public Statement (**Appendix A**) was presented to Council by Mr Shane Kirk (Insitu Planning & Design) in support of Item 9.3.1.

5. **DISCLOSURES OF MEMBERS' & OFFICERS' INTERESTS**

5.1 Cr Walmsley declared an Interest Affecting Impartiality in Item 9.3.2 being a member of the Quambie Park Board.

6. **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

7. **PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

8. **CONFIRMATION OF MINUTES**

8.1 **ORDINARY COUNCIL MEETING – 22.08.06**

COUNCIL DECISION

OCM06/173

MOVED: Cr Witney

SECONDED: Cr O'Reilly Carter

That the Minutes of the Ordinary Council Meeting held 22 August 2006 be confirmed as being a true and correct record of proceedings.

CARRIED 7-0

9. **REPORTS OF OFFICERS AND COMMITTEES**

9.1 **MANAGER WORKS & SERVICES**

Nil

9.2 DIRECTOR COMMUNITY SERVICES

9.2.1 ADMINISTRATION BUILDING REFURBISHMENT

Reporting Officer / Officer's Interest:	Steve Cleaver - Director Community Services / Nil
Responsible Officer / Officer's Interest:	Steve Cleaver - Director Community Services / Nil
Proponent:	Shire of Waroona
Landowner:	Shire of Waroona
Date of Report:	15 September 2006 File No:44/2
Previous Reference:	06/170 August 2006 appointment of working group
Statutory/Policy Implications:	Nil
Strategic Implications:	Will ensure administration functions for Shire of Waroona
Financial Implications:	\$72,000 in budget
Voting Requirements	Simple majority

Proposal

To convert the existing Shire Chambers into Offices.

Background

In 2004 Council engaged the Tungsten Group to audit Council buildings for asset management and budgetary purposes. The Tungsten Group identified that the current Administration Building would be insufficient to cater for a growing Shire and would be outgrown within five (5) years.

Further to this the report into Local Government Structural and Electoral Reform in Western Australia recommended that Harvey be split, with the northern section being given to the Waroona Shire.

The current situation is that the Shire Administration Building is unable to accommodate any more staff. Current staff are housed in former meeting rooms and storage rooms. There are also difficulties in providing confidentiality for clients and developers and also the inability to cater for more than one meeting.

Community Consultation

Nil

Officer's Comments

Councillors Walmsley, Dew, and Germain were briefed on the proposal by the senior staff on 31 August 2006. The proposal (**Appendix 1**) is to refit Council Chambers to house Council's Strategic Development, and Community Services staff. The former meeting room adjacent to the CEO's office will be returned and a new meeting room will be created adjacent to the main entry to cater for clients. Door widths will now cater for wheelchairs and persons requiring accessibility. The resultant effect of all changes will be the creation of one spare workstation. This renovation is part of the overall plan, but is able to be done prior to any major renovation because it is contained totally within the existing building.

The existing space created in the southern end of building will provide offices for the Executive Support Officer, Director Strategic Development, Community Development Officer and a dedicated room for IT equipment.

Because of the loss of the Council Chambers it would be necessary to conduct monthly Council meetings off site and it is proposed that the Activity room at the Waroona Health and Community Resource Centre (WH&CRC) is a suitable alternative, mixed with a minor rotation to the Preston Beach Community Centre, and the Lake Clifton Community Centre. An upgrade or relocation of furniture would be proposed at the activity room for the WH&CRC. Smaller committee meetings will still be able to be held in either of the 2 meeting rooms created in the renovations.

It is also proposed (**Appendix 2**) that Architects be invited to tender to undertake the planning required for the future extension of the offices toward the Library. This extension has been roughly costed by Mr Gareth Lingeggar from the Tungsten Group at \$2,080 per square metre or \$520,000. With building costs rising at 15% per annum this will rise to \$3,400 per square metre or \$800,000 to \$1 Million if constructed in 2009. If a suitable tender is identified then it is recommended that the funds required be taken from the Administration Centre Building Reserve account which currently has a balance of \$280,000

OFFICER RECOMMENDATION

1. That Council endorse the overall future extension plan for the Shire Administration Centre at Appendix 2.
2. That the Chief Executive Officer be authorised to refit Council Chambers into offices in accordance with the \$72,000 included in the 2006/2007 budget and the plan at Appendix 1.
3. That, on commencement of the renovations, Council meetings be held at the Waroona Health and Community Resource Centre with occasional meetings at the Preston Beach Community Centre, and Lake Clifton Community Centre.
4. That tenders be invited from suitable qualified Architects for the design of extensions to Council's Administration building based on the overall plan at Appendix 2.

Note:

The Officer Recommendation was changed so that all suitable venues within the Shire would be considered to hold Council Meetings during the renovation process.

APPENDICES 1 & 2

COUNCIL DECISION

OCM06/174

MOVED: Cr O'Reilly Carter

SECONDED: Cr Davis

That:

- 1. Council endorse the overall future extension plan for the Shire Administration Centre at Appendix 2.**
- 2. The Chief Executive Officer be authorised to refit Council Chambers into offices in accordance with the \$72,000 included in the 2006/2007 budget and the plan at Appendix 1.**
- 3. On commencement of the renovations, Council Meetings be held at the Waroona Health and Community Resource Centre with occasional meetings to be held at other suitable venues within the Shire of Waroona.**
- 4. Tenders be invited from suitable qualified Architects for the design of extensions to Council's Administration Building based on the overall Plan at Appendix 2.**

CARRIED 6-1

Cr Walmsley voted against the above Decision OCM06/174.

Cr Fitzpatrick left the Chambers the time being 10.42am

Cr Fitzpatrick returned to the Chambers the time being 10.43am

9.2.2 RECREATION & AQUATIC CENTRE YMCA REVIEW OF OPERATIONS

Reporting Officer / Officer's Interest:	Steve Cleaver - Director Community Services / Nil	
Responsible Officer / Officer's Interest:	Steve Cleaver - Director Community Services / Nil	
Proponent:	Shire of Waroona	
Landowner:	Shire of Waroona	
Date of Report:	14 September 2006	File No:126/2
Previous Reference:	Nil	
Statutory/Policy Implications:	Nil	
Strategic Implications:	Will provide improved recreation services	
Financial Implications:	In budget	
Voting Requirements	Simple majority	

Proposal

To implement key recommendations of the YMCA report of the Recreation & Aquatic Centre Review of Operations June 2006.

Background

Council resolved in January 2006 to undertake a review of the Recreation Centre operations.

That Council:

- a. *accepts the quotation from YMCA Perth at the quoted price of Six thousand two hundred and seventy three dollars (\$6,273) exclusive of GST, to undertake a review of operations of the Waroona Recreation and Aquatic Centre.*
- b. *amend the 2005/2006 Budget by allocating Six thousand two hundred and seventy three dollars (\$6,273) from the Sporting Reserve account to fund the review of operations of the Waroona Recreation and Aquatic Centre."*

The YMCA report was finalised and presented to Council in May 2006 where it was recommended that Council address issues in relation to management, governance, growth of the business, use of best practice, key performance indicators and business management.

The YMCA further recommended that Council address Management Practices by the creation of a Manager Recreation Services position to drive financial and business planning. Further to this the report emphasised existing officers have position descriptions changed to reflect activity programming.

Although the report was received, no formal Council resolution on progression of the report has been recorded.

Community Consultation

Nil

Officer's Comments

Following adoption of the 2006/2007 budget, which included funding to enable a Manager's position and mentoring from early 2007, it is now recommended to create the new position of "Manager Recreation Services".

In addition to the implementation of the YMCA Report this position will have an expanded role in the delivery of recreational services for the whole Shire. This would include supporting and working with local sporting clubs and forward planning for recreational facilities for Preston Beach. It would also be expected that this position obtain significant grant funding to run recreational programs. This position will report to the Director Community Services and will be mentored initially by the YMCA. The mentoring role would decline as the incumbent becomes more competent in the role. It is expected that the position be advertised in December 2006 and will commence in March 2007. It is expected that the cash component of this position will be approximately \$54,000 – \$57,000 with total salary package of \$61,360 - \$67,480 (excluding vehicle). This would in part, be funded by increased grants and movement of organisational staff into programming areas and reduction in casual staff as well as replace position vacated by Mr Ron Thomas in 2005.

Under the new structure the current Officer in Charge position would be changed to "*Operations Team Leader*" and will report to the Manager Recreation Services. Other recreation positions will undergo a change in title, but duties will remain substantially as they are at present.

It is also appropriate that the Council adopt in principle the key recommendations of the YMCA Report. Naturally there are significant imposts associated with some of the YMCA's recommendations such as marketing, gymnasium upgrade and upgrades to the IT software and kiosk changes, which require further research before budgetary consideration in Council's Five (5) year Plan. It is also recommended that the Director Community Services be requested to provide Council with further reports in relation to these items for budgetary consideration for 2007/2008 and also for Council's Five (5) year Plan.

APPENDIX 3**COUNCIL DECISION**

OCM06/175

MOVED: Cr Walmsley

SECONDED: Cr Davis

That Council adopts the key recommendations of the YMCA report namely:

1. That the position of Manager Recreation Services be created.
2. That Council endorse the Shire's new Corporate Structure as contained in Appendix 3.
3. That the Director Community Services provide further reports on budgetary matters for the 2007/2008 financial year and Five (5) year Financial Plan.

CARRIED 7-0

Cr Davis left the Chambers the time being 10.45am

Cr Davis returned to the Chambers the time being 10.46am

9.3 DIRECTOR STRATEGIC DEVELOPMENT**9.3.1 PROPOSED REZONING – LOT 2942 OLD BUNBURY ROAD, LAKE CLIFTON FROM RURAL 1-GENERAL FARMING TO RURAL 6 - RURAL RESIDENTIAL**

Reporting Officer / Officer's Interest:	Ross Davidson Manager Planning and Development Services / Nil
Responsible Officer / Officer's Interest:	Ross Davidson Manager Planning and Development Services / Nil
Proponent:	Insitu Planning and Design
Landowner:	Kagra Stud
Date of Report:	19 September 2006 File No: TPS 19
Previous Reference:	OCM 06/159
Statutory/Policy Implications:	Planning and Development Act 2005
Strategic Implications:	Nil
Financial Implications:	Fees to be borne by the applicant
Voting Requirements	Simple majority

Proposal

To rezone Lot 2942 Old Bunbury Road, Lake Clifton from Rural 1 – General Farming to Rural 6 – Rural Residential to facilitate a proposed Subdivision with an average Lot size of 3ha and a minimum Lot size of 2.5ha.

Background

Council at the Ordinary Meeting on 22 August 2006, resolved to advise the proponent that while it supports the rezoning of Lot 2942 in principle, the Subdivision Guide Plan should be redesigned such that the minimum Lot size is 2.5ha. A modified Guide Plan has now been received **Appendix 4**.

Community Consultation

Section 84 of the Planning and Development Act 2005 requires the Local Government to publicly advertise a proposed Scheme amendment and Section 83 calls on the Local Government to make reasonable endeavours to consult with persons who are likely to be affected by the proposal.

Officer's Comments

Examination of the modified Guide Plan indicates that generally, public open space to protect wetlands and drainage lines has been retained, however within proposed Lots 19, 20 and 21 it has proven difficult to excise the drainage line and maintain the minimum Lot size being sought by Council. The applicants propose that within these three Lots conservation covenants be created that will both protect the drainage line and allow for re-vegetation.

Apart from resulting in a redesign of the road network, the modification has reduced the Lot yield from the original 36 Lots to 34. The amount of land being set aside for open space has also correspondingly reduced.

The modified proposal is still consistent with all the structure planning documents, including the draft Local Planning Strategy, draft Lake Clifton-Herron Structure Plan, and Lakelands Planning Strategy, that have been endorsed by Council.

APPENDIX 4**OFFICER RECOMMENDATION**

That Council:

1. Pursuant to Section 75 of the Planning and Development Act 2005, resolves to adopt for initiation and advertising the proposed rezoning of Lot 2942 Old Bunbury Road, Lake Clifton from Rural 1 – General Farming to Rural 6 – Rural Residential subject to:
 - i. Preparation of 5 sets of amending documentation to the satisfaction of the Manager Planning and Development Services
 - ii. Payment by the applicant of fees and charges in accordance with Council's adopted schedule of Fees and Charges.
 - iii. The Shire President and Chief Executive Officer be authorised to sign the documentation.
2. Prior to public advertising pursuant to Section 84 of the Planning and Development Act 2005, the documents be referred to the Environmental Protection Authority in accordance with Section 81 of that Act.
3. At the conclusion of public advertising a further report, including all submissions received, being presented to Council for consideration of Final Adoption.

COUNCIL DECISION

OCM06/176

MOVED: Cr O'Reilly Carter

SECONDED: Cr Walmsley

1. **That Item 9.3.1 be deferred until the October Ordinary Council Meeting to enable further information to be obtained.**
2. **That the Proponent be invited to the October Ordinary Council Meeting to give a presentation on the proposed development.**

CARRIED 7-0

Cr Walmsley declared an Interest Affecting Impartiality in the following Item 9.3.2 as he is a Member of the Quambie Park Board.

9.3.2 PROPOSED BUS GARAGE – LOT 29 EASTCOTT STREET, WAROONA

Reporting Officer / Officer's Interest:	Manager Planning and Development Services, Ross Davidson / Nil	
Responsible Officer / Officer's Interest:	Manager Planning and Development Services, Ross Davidson / Nil	
Proponent:	Quambie Park Waroona Inc.	
Landowner:	Quambie Park Waroona Inc.	
Date of Report:	11 September 2006	File No: TP 992
Previous Reference:	Nil	
Statutory/Policy Implications:	Nil	
Strategic Implications:	Nil	
Financial Implications:	Fees have been received	
Voting Requirements	Simple majority	

Proposal

To erect an oversize shed of 130m² on Lot 29 Eastcott Street Waroona to garage a bus for the use of the residents of the Aged Care/Retirement Village on this Lot. A copy of the applicant's submission is at Appendix 5.

Background

The subject Lot has been developed as an Aged Care facility and Retirement Village and the bus was recently acquired by the facility. A condition of the funding for its purchase is that it be kept under cover. The subject Lot is intensively developed, however there is a suitable space available along the Sutton Street frontage where the proposed shed is to be located.

Community Consultation

No community consultation is required and none was undertaken. A site inspection confirms the location of the proposed shed will have no impact on adjoining properties.

Officer's Comments

The proposal does not comply with the maximum size of outbuildings for the 'Urban 4' zone in accordance with Table 3 of Town Planning Scheme No. 7 where the maximum size is 100m². Clause 6.11.1 does however allow Council to approve outbuildings that exceed the requirements of Table 3. This power is exercised through Clause 6.13 where, subject to three criteria, Council has discretion to modify development standards. The proposal accords with the criteria because the non-compliance with the requirements of Table 3 will have no adverse affect on the users of the property or adjoining

landowners, nor will it impact on the amenity of the locality. The spirit and purpose of Table 3 to control the size of outbuildings within the urban zone is still preserved because the use of the land is a special case.

This proposal is associated with Quambie Park, which as an Aged Care facility is not the residential type of development generally contemplated by Table 3. The shed is to garage a recently acquired bus to be used for the benefit of Quambie Park residents, and as a consequence there is an opportunity for Council to give approval based on the particular merits of this application so that a general precedent is not created.

The proposal complies with, or exceeds, all the setback requirements of the Residential Design Codes of Western Australia.

It was noted at the time of the site inspection that a number of trees will have to be cleared in order to carry out the proposed development. In this circumstance it would be appropriate to impose a condition for landscaping to ameliorate any streetscape impacts that may occur as a result of the proposal.

APPENDIX 5

COUNCIL DECISION

OCM06/177

MOVED: Cr Heath

SECONDED: Cr Davis

That Council pursuant to Clause 6.13 of Shire of Waroona Town Planning Scheme No. 7, resolves to approve the oversize shed on Lot 29 Eastcott Street, Waroona subject to the following conditions:

1. The development hereby approved shall occur in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
2. All stormwater and drainage run-off to be contained on site in accordance with Statement of Planning Policy No. 2.1 to the specification and satisfaction of Council, or connected to a Council stormwater legal point of discharge.
3. Building materials to be of a colour not detrimental to the character of the natural landscape of the locality. That is colours to be non-reflective and of muted tones.
4. Landscaping being provided within 60 days of the practical completion of the shed hereby approved and thereafter maintained to the satisfaction of the Manager Planning and Development Services.
5. This approval shall expire if the development hereby approved is not completed within 2 years of the date hereof, or within any extension of time which upon written application to Council (made at least 60 days prior to the expiry of the approval) is granted by it in writing.

CARRIED 7-0

9.3.3 PLANNING & DEVELOPMENT DELEGATION OF AUTHORITY

Reporting Officer / Officer's Interest:	Matthew Turner – Director Strategic Development /Nil
Responsible Officer / Officer's Interest:	Matthew Turner – Director Strategic Development /Nil
Proponent:	N/A
Landowner:	N/A
Date of Report:	19 September 2006 File No: 111/1
Previous Reference:	Item 9.3.7 August 2006 OCM
Statutory/Policy Implications:	Clause 5.42 of the Local Government Act 1995 allows the Council to delegate its functions to the CEO.
Strategic Implications:	Nil
Financial Implications:	Nil
Voting Requirements	Absolute Majority

Proposal

To rescind Planning and Development Policy No.3 'Delegation of Authority' and adopt new delegations related to Planning to be included in Division 10 of the Shire of Waroona Policy Manual.

The existing Delegation of Authority Policy is contained in Appendix 6. The proposed Delegations are contained in Appendix 7.

Background

In June 2003 Council adopted the Planning and Development Policy Manual, including Policy No.3 'Delegation of Authority'. The Policy provides those matters that the Manager Planning & Development Services can determine without reference to the Council. The Policy has operated satisfactorily, however the format requires some interpretation by officers and there are some matters not covered by the delegations.

A new set of Delegations was presented to the August 2006 Council meeting, however the Motion was lost. It was suggested that the report be resubmitted to the September meeting in the new format, but with no change in the type of Delegation.

Community Consultation

No consultation is required or considered necessary on this administration matter.

Officer's Comments

The proposed Delegations are contained in **Appendix 7**. The format is a table that outlines the function delegated and the conditions of that delegation. If any of the conditions are not fulfilled, the delegation is withdrawn and the matter must be referred to Council.

As per the request from Council, the delegations now mirror those contained in the existing Policy but with a new format that should make interpretation for Officers and Council easier.

It is still proposed to move the list of delegations to Planning and Development Services from the Planning and Development Policy Manual by rescinding the current Policy and placing the delegations with all the other delegations by Council to the Chief Executive Officer (CEO) in Division 10 of the Shire Policy Manual. This ensures that all the Delegations are in the one location for consistency and ease of use.

It should be noted that the provision in the current Policy for the proponent to request a matter determined under delegation to be referred to the Council has been removed. This is not considered to be legally permitted by the Scheme. Once an application has been determined by an Officer acting as the decision-maker (Council), it cannot be reconsidered.

It is proposed that the CEO delegate the Planning functions to the Manager Planning & Development Services as permitted by Clause 5.44 of the Local Government Act.

Where these functions are exercised by the CEO (or Delegate) they will be reported to the Council on an annual basis when the delegations are reviewed.

APPENDICES 6 & 7

COUNCIL DECISION

OCM06/178

MOVED: Cr Walmsley

SECONDED: Cr Davis

That Council rescind Planning and Development Policy No.3 'Delegation of Authority' and that, pursuant to Clause 5.42 of the Local Government Act 1995, delegates the functions contained in the table in Appendix 7 to the Chief Executive Officer to be recorded in Division 10 of the Shire Policy Manual.

CARRIED BY ABSOLUTE MAJORITY 7-0

The CEO left the Chambers the time being 11.20am

The CEO returned to the Chambers the time being 11.22am

9.3.4 TEMPORARY CLOSURE OF THOROUGHFARES IN CONJUNCTION WITH WAROONA MINERAL SAND MINE

Reporting Officer / Officer's Interest:	Matthew Turner - Director Strategic Development / Nil
Responsible Officer / Officer's Interest:	Matthew Turner - Director Strategic Development / Nil
Proponent:	Iluka Resources
Landowner:	Shire of Waroona
Date of Report:	19 September 2006 File No:132/2
Previous Reference:	Item 9.3.3 August 2006 OCM
Statutory/Policy Implications:	Peel Road, Bradford Street and Hill Street are public thoroughfares vested with the Shire. Clause 3.50 of the Local Government Act 1995 allows the Shire to temporarily close a thoroughfare to vehicles for a period not exceeding 4 weeks without public notice. Temporary thoroughfare closures of up to 4 years are permitted under the Act following public notice.
Strategic Implications:	Nil
Financial Implications:	Nil
Voting Requirements	Simple Majority

Proposal

The Shire has received a request from Iluka Resources Limited to temporarily close sections of Peel Road, Bradford Street, and Hill Street whilst they mine the mineral sand resources north of the Waroona townsite.

A plan provided by the proponent of the proposed closures is contained in Appendix 8.

Background

Iluka Resources have obtained approval from the Minister for the Environment to commence mining the mineral sands resource in three (3) pits north of Waroona. Approval from the Minister of Mines is expected shortly. In order to control access to the mine site, Iluka has requested the Shire close the three (3) abovementioned public thoroughfares.

At its August 2006 Meeting, Council resolved to close the roads for a 4 week period and to give Public Notice of the Shire's intention to temporarily close the same sections for a 4 year period.

Community Consultation

Public Notice of the Shire's intention to close the sections of Peel Road, Bradford Street, and Hill Street for a 4 year period was placed in the Harvey Reporter on 12 September. Comments can be received up until Monday 25 September. At the time of writing, no submissions had been received. Any submissions received will be presented to the Meeting.

Officer's Comments

The closure of the sections of the roads is considered acceptable and prudent given the mining activity that will be occurring in the area. The sections of Bradford Street and Hill Street are not constructed. Iluka propose to have a gate across Peel Road to restrict access to the mine site.

APPENDIX 8**COUNCIL DECISION**

OCM06/179

MOVED: Cr Davis

SECONDED: Cr Walmsley

That Council resolves, pursuant to Clause 3.50 of the Local Government Act 1995, to temporarily close for a four (4) year period the sections of Peel Road, Bradford Street, and Hill Street indicated on the plan in Appendix 8 to all vehicles except those associated with the mineral sands mine.

CARRIED 7-09.3.5 PROPOSED LOCKED GATE ACROSS RICHARDS ROAD

Reporting Officer / Officer's Interest:	Manager Planning and Development Services Ross Davidson / Nil	
Responsible Officer / Officer's Interest:	Manager Planning and Development Services Ross Davidson / Nil	
Proponent:	Premium Allsands	
Landowner:	Shire of Waroona	
Date of Report:	19 September 2006	File No:EI27
Previous Reference:	Nil	
Statutory/Policy Implications:	Nil	
Strategic Implications:	Nil	
Financial Implications:	Nil	
Voting Requirements	Simple majority	

Proposal

To grant permission for the operator of the Extractive Industry on Lot 688 Buller Road to install a locked gate across Richards Road at the point approximately 450 metres north from Buller Road where the surveyed road reserve reduces in width. A copy of the applicant's request and map is at Appendix 9.

Background

Richards Road has been constructed by the owner of Lot 688, Buller Road in order to provide access to the approved Extractive Industry (sandpit) on that Lot which is located at the northern end of the road. As a condition of the Extractive Industry Licence for that Lot, portion of the road at the intersection with Buller Road, is required to be sealed. The remainder of the road is to be of a gravel standard.

The two properties adjoining Richards Road to the east and west both have a frontage with Buller Road.

Community Consultation

The two landowners potentially affected by the proposal were contacted and given the opportunity to provide written comment. One has indicated that there is no objection and the other signified agreement subject to qualification. A copy of the two submissions is at **Appendix 10**.

Officer's Comments

There is a need to secure the site if for no other reason than safety, however it is usual for gates to be provided where the access to the property meets a road. In this instance there is a problem in that the topography at that point would introduce a further undesirable safety situation because the road is constructed over a steep hill and sight lines for large haulage vehicles would be problematic. Additionally, loaded vehicles would be required to stop on a steep gradient and this would cause problems since the road is only constructed to a gravel standard.

The Licensee has requested provision of a locked gate across Richards Road at the point shown on the Location Plan where the road reserve narrows. At this point the grade is level and sight lines in the order of hundreds of metres can be achieved. A site inspection confirms that the position of the proposed gate is to the north of an accessway to the stockyards on Lot 1455 owned by Tillbrook Nominees and would not prevent the owner from being able to access the yards.

There is provision under the Local Government Act for gates across public roads, however in this case these gates are not to be locked. There is no legal mechanism available to allow Council the opportunity to approve a locked gate across a public road. It is therefore proposed to use the Act in this case. While it is proposed that the operator of the Sandpit be responsible for the control of the gate, it is necessary that Emergency Services, the Public, and Council Officers are able to pass through the gate at any time.

It should be noted that this application is not for Planning Approval and therefore is not being determined by Council under Planning Legislation, therefore neither the decision nor any conditions that Council sees fit to impose are appealable under that Legislation.

APPENDICES 9 & 10

COUNCIL DECISION

OCM06/180

MOVED: Cr Fitzpatrick

SECONDED: Cr Heath

That Council grants permission for the holder of the Extractive Industry Licence on Lot 688 Buller Road to install an unlocked gate across Richards Road, subject to the following conditions:

- 1. The position of the unlocked gate across Richards Road is to be to as shown on the Plan submitted by the Licensee of the Extractive Industry on Lot 688 Buller Road and is not to be modified without the prior approval of Council in writing.**
- 2. Responsibility for the operation of the gate rests with the operator of the Extractive Industry Licence on Lot 688 Buller Road.**
- 3. The permission for the gate does not devolve to the operator of the Extractive Industry or any other person, Council's right to allow public access along the road and Council may require the gate to be permanently removed by giving notice in writing.**

CARRIED 7-0

9.3.6 SHIRE OF WAROONA COMMUNITY CULTURAL PLAN

Reporting Officer/Officer's Interest:	Maree Ellis - Community Development Officer / Nil
Responsible Officer / Officer's interest:	Matthew Turner – Director Strategic Development / Nil
Proponent:	Shire of Waroona
Landowner:	N/A
Date of Report:	20 September 2006 File No:161/1
Previous Reference:	Nil
Statutory/Policy Implications:	Nil
Strategic Implications:	It is recommended that the Cultural Plan be attached to the Shire of Waroona Strategic Plan. The recommendation should be considered with the next review of the Strategic Plan.
Financial Implications:	Some of the recommendations will have financial implications and these will be incorporated into the Shires four year financial plan and future budgets.
Voting Requirements	Simple Majority

Proposal

It is recommended that Council endorse the Shire of Waroona Community Cultural Plan as a working document for Council and the community to implement.

Background

The Shire became involved in the development of a Waroona Cultural Map and Cultural Plan in the year 2000 when Council endorsed a Cultural Mapping Program for 2000/01.

In July 2005, the Shire received funding from Community Arts Network (CANWA) for the development of a Community Cultural Plan for the Shire of Waroona. Consultation for the development of the plan involved key community groups and a review of all material resulting from the Cultural Mapping process conducted in 2000/01 and other community Workshops held between 2001 and 2006.

The development of a Community Cultural Plan presents an opportunity to pull community visions and ideas together into a working document for Council to implement in the present and use as a point of reference in the future.

At the June 2006 Council Meeting, it was resolved to receive the final draft of the Shire of Waroona Community Cultural Plan as the basis for advertising.

Community Consultation

A notice was placed in the Harvey Reporter and public submissions on the Plan were invited to be received up to 4pm Friday 28 July 2006.

Copies were made available at the Shire Office and Library and on the Shire's Website. Copies were also sent to the Preston Beach Progress Association, Lake Clifton Progress and Sporting Association, Waroona Historical Society, Waroona Tourist Board and Waroona Community Theatre Group.

At the close of the submission period, no formal comments had been received.

Officer's Comments

In the absence of any public comments, it is recommended that Council endorse the Waroona Community Cultural Plan.

<p>COUNCIL DECISION OCM06/181 MOVED: Cr Witney SECONDED: Cr O'Reilly Carter That Council resolve to endorse the Shire of Waroona Community Cultural Plan and that Council and the Community work towards its implementation.</p> <p style="text-align: right;"><u>CARRIED 7-0</u></p>

9.3.7 LOT 1499 CORONATION ROAD, WAROONA – PROPOSED SUBDIVISION (WAPC REF: 131797)

Reporting Officer/Officer's Interest:	Mike Critch – Town Planner / Nil
Responsible Officer / Officer's interest:	Ross Davidson – Manager Planning & Development Services / Nil
Proponent:	Mr John Louis Salerian
Landowner:	Mr John Louis Salerian
Date of Report:	19 September 2006 File No: SD131797
Previous Reference:	Nil
Statutory/Policy Implications:	See Heading in Report
Strategic Implications:	Nil
Financial Implications:	Nil
Voting Requirements	Simple Majority

Proposal

In July 2006 the Western Australian Planning Commission referred an application for the Subdivision of Lot 1499 Coronation Road, Waroona.

The Subdivision proposes 2 Lots, with Lot sizes 55.46 Ha and 54.96 Ha in the Rural 1 – General Farming Zone.

A Location Plan is contained in Appendix 11, and copy of the proposed Subdivision is contained in Appendix 12.

Statutory/Policy Implications

The subject site is zoned 'Rural 1 – General Farming' under Town Planning Scheme No. 7. The Scheme does not specify any specific criteria for subdivision relating to rural land. Council Policy seeks to permit land uses consistent with achieving the objective to preserve the rural character of the District's farming lands and to ensure they contribute materially to the District's economy.

Under WAPC Policy DC 3.4 – Subdivision of Rural Land, there is a general presumption against further subdivision of rural land unless it is specifically provided for in a Town Planning Scheme or an endorsed Local Planning Strategy.

The *Local Planning Strategy (Draft)* indicates the land use category for the site is 'General Agriculture' which seeks to retain competitive agricultural operations and should be protected for agricultural uses.

The allowable minimum Lot size for the 'General Agriculture' classification under *Local Planning Strategy (Draft)* is 80 hectares. The proposed subdivision is not consistent with the minimum Lot size requirements defined in the *Local Planning Strategy (Draft)*. A larger Lot size is required to protect the viability of agriculture and 80 Hectare minimum Lot sizes should prevent further breakdown of Lots for lifestyle purposes.

Under WAPC Statement of Planning Policy No. 2.5 'Agricultural and Rural Land Use Planning' there is a general presumption towards protecting agricultural land resources where possible by minimising the ad hoc fragmentation of rural land.

Community Consultation

No consultation was required or considered necessary on this matter.

Officer's Comments

The Shire should commit to the sustainable management of the expected land use change in rural areas and be conscious of the need to achieve a balance between the pressures of development and the maintenance of existing farming practices and priority agricultural areas. Permitting inappropriate subdivision of existing Lots will jeopardise the objectives of Statement of Planning Policy No. 2.5 and the *Local Planning Strategy (Draft)* by creating Lots that are unsustainable for agricultural use.

The proposal creates two Lots 55.46 Ha and 54.96 Ha in area which falls short of the minimum 80 Ha specified under the Council endorsed *Local Planning Strategy (Draft)*. This minimum size is not unreasonable, given the relatively low capability of the land particularly in comparison to Priority Agriculture land identified by Statement of Planning Policy No. 2.5. Statement of Planning Policy No. 2.5 – 'Agricultural and Rural Land Use Planning' has a key objective of minimising the ad hoc fragmentation of rural land.

The subject site contains a significant wetland system containing native remnant vegetation. The proposed 54.96 Ha southern Lot contains a significant portion of the wetland system which may be threatened by agricultural activity. The native vegetation and wetland area could severely constrain the land capability of the southern Lot given that approximately 2/3 of the proposed site is occupied by the wetland area and native vegetation. On economic viability grounds the proposed southern Lot is deficient.

Allowing a proposal of this nature may set an unwanted precedent in the future, and detract from the Strategic Planning objectives for the zone. Permitting inappropriate subdivision of existing Lots that are unsustainable for agricultural use, or by allowing them to be bought by those intending only to use them for lifestyle purposes will not encourage competitive agricultural operations.

It is recommended that Council refuse the subdivision proposal on the basis that a proposal of this nature would encourage ad hoc fragmentation of rural land and defy the Strategic Planning objectives for General Agriculture lands.

APPENDICES 11 & 12**COUNCIL DECISION**

OCM06/182

MOVED: Cr Davis

SECONDED: Cr Dew

That Council resolve with respect to the application to subdivide Lot 1499 Coronation Road, Waroona (WAPC Ref: 131797) to advise the Western Australian Planning Commission that it does not support the application for the following reasons:

1. Shire of Waroona *Local Planning Strategy (Draft)* specifies the minimum Lot size for the 'General Agriculture' zone as 80 hectares, the proposed subdivision will effectively create two Lots 55.46 Ha and 54.96 in area.
2. Under the WAPC Statement of Planning Policy 2.5 – 'Agricultural and Rural Land Use Planning' there is a general presumption towards protecting agricultural land resources where possible by minimising the ad hoc fragmentation of rural land. An objective of the *Local Planning Strategy (Draft)* is to retain competitive agricultural operations. Permitting inappropriate subdivision of existing Lots will jeopardise the objectives of SPP No. 2.5 and the Local Planning Strategy (Draft) by creating Lots that are unsuitable for agricultural use.
3. The subject land falls within an area containing significant wetland systems and native remnant vegetation. The proposed southern Lot contains a significant portion of the wetland system which may be threatened by agricultural activity. The land capability of the 54.96Ha Lot may be severely constrained by the wetland and vegetation.
4. The Shire of Waroona will not entertain a variation of the minimum Lot size of 80Ha for General Agriculture zoning under the *Local Planning Strategy (Draft)* as to not create an unwanted precedent for future subdivision. Allowing such variation may encourage further ad hoc fragmentation of rural land.

DECISION LOST 3-4**Note:**

As Council is required to provide a response to the WAPC further discussion took place on Item 9.3.7 resulting in a Rescission of the above Decision OCM06/18 being moved seconded by Crs Walmsley and Davis and supported by Cr Dew.

COUNCIL DECISION

OCM06/183

MOVED: Cr Walmsley

SECONDED: Cr Davis

That the Decision OCM06/182 of Item 9.3.7 be Rescinded.

CARRIED BY ABSOLUTE MAJORITY 6-1

Note:

The Officer original Recommendation relating to Item 9.3.7 was again put without amendment.

COUNCIL DECISION

OCM06/184

MOVED: Cr Davis

SECONDED: Cr Walmsley

That Council resolve with respect to the application to subdivide Lot 1499 Coronation Road, Waroona (WAPC Ref: 131797) to advise the Western Australian Planning Commission that it does not support the application for the following reasons:

1. Shire of Waroona *Local Planning Strategy (Draft)* specifies the minimum Lot size for the 'General Agriculture' zone as 80 hectares, the proposed subdivision will effectively create two Lots 55.46 Ha and 54.96 in area.
2. Under the WAPC Statement of Planning Policy 2.5 – 'Agricultural and Rural Land Use Planning' there is a general presumption towards protecting agricultural land resources where possible by minimising the ad hoc fragmentation of rural land. An objective of the *Local Planning Strategy (Draft)* is to retain competitive agricultural operations. Permitting inappropriate subdivision of existing Lots will jeopardise the objectives of SPP No. 2.5 and the Local Planning Strategy (Draft) by creating Lots that are unsuitable for agricultural use.
3. The subject land falls within an area containing significant wetland systems and native remnant vegetation. The proposed southern Lot contains a significant portion of the wetland system which may be threatened by agricultural activity. The land capability of the 54.96Ha Lot may be severely constrained by the wetland and vegetation.
4. The Shire of Waroona will not entertain a variation of the minimum Lot size of 80Ha for General Agriculture zoning under the *Local Planning Strategy (Draft)* as to not create an unwanted precedent for future subdivision. Allowing such variation may encourage further ad hoc fragmentation of rural land.

CARRIED 5-2

Cr Witney left the Chambers the time being 11.38am

Mr Cleaver left the Chambers the time being 11.38am

Mr Cleaver returned to the Chambers the time being 11.39am

Cr Witney returned to the Chambers the time being 11.40am

9.3.8 NON-COMPLIANCE WITH CONDITION OF PLANNING APPROVAL –
LOT 223 LYONS ROAD, WAROONA

Reporting Officer / Officer's Interest:	Ross Davidson Manager Development Services / Nil	Planning and
Responsible Officer / Officer's Interest:	Ross Davidson Manager Development Services / Nil	Planning and
Proponent:	Shire of Waroona	
Landowner:	DJ Fiorenza	
Date of Report:	20 September 2006	File No: TP 843
Previous Reference:	Nil	
Statutory/Policy Implications:	See below	
Strategic Implications:	Nil	
Financial Implications:	Nil	
Voting Requirements	Simple majority	

Proposal

That Council directs the owner of Lot 223 Lyons Road, Waroona to comply with the condition of development to pull down and remove the 36m2 Shed within the front setback area of the Lot. A locality plan and site plan showing Lot 233 together with photographs of the 36m2 Shed is at Appendix 13.

Background

In June 2005 as part of the approval for a new shed on Lot 223 Lyons Road, Waroona, a condition for the removal of an existing 36m2 shed in the front setback area was imposed. A copy of the Planning Consent showing the relevant condition is at **Appendix 14**. Subsequently, a site inspection confirmed that while the new shed had been completed the existing shed had not been removed.

In January 2006 the owner of the property was contacted by Council in writing and advised that as the shed was still in place he was in breach of the approval. Since no reply had been received, Council wrote again in February 2006 pointing out that there are serious consequences should Council decide to take legal action. Once again no reply was received and in July 2006 a letter was sent requiring the landowners to show cause as to why legal action should not be commenced.

A faxed reply was received from the landowners to Council's letter of July 2006 explaining that it was the landowner's intention to incorporate the shed into the dwelling and that materials had been purchased to do this. A letter was sent from Council in August 2006 outlining the situation that the shed was required to be removed because this was a condition of development and in any case the proposed construction should not be commenced without first obtaining a Building Licence. At the date of this report no application for a Building Licence has been received and the now illegal shed is still in place.

Statutory Implications

Put simply, a condition of Planning Approval required the removal of an existing shed and this has not been carried out. Clause 9.2.1 9(c) of Town Planning Scheme No.7 states unless all conditions have been complied with, an offence has occurred.

At this point the Planning and Development Act 2005 (the Act) takes over to provide Council with remedies. Section 214(3)(a) allows Council to issue a direction to pull down or remove the illegal development and Sub-section 3(b) to require that the land be restored as nearly as practicable to the condition immediately before the development started. A direction issued under section 214 is to specify a time not less than 60 days after the service of the direction within which the direction is to be complied with.

If the direction is not complied with Section 215 allows the Council the authority to remove or pull down the development and any expenses incurred to be recovered as a due debt in a court of competent jurisdiction.

Community Consultation

No community consultation is required, nor has any been undertaken.

Officer's Comments

It appears that the landowner of Lot 223 is seeking to avoid the condition to remove the shed within the front setback area of the Lot and Council should now take the step of issuing a direction in accordance with Section 214 of the Act to require the shed to be pulled down and removed.

APPENDICES 13 & 14

<p><u>COUNCIL DECISION</u> OCM06/185 MOVED: Cr O'Reilly Carter SECONDED: Cr Heath</p> <p>That Council pursuant to Section 214(3) (a) and (b) of the Planning and Development Act 2005 directs the owner of Lot 223 Lyons Road, Waroona to within 60 days of the date of Council's notice remove the 36m2 shed within the front setback area of the Lot and to restore the land as near as practicable to the condition immediately before the development commenced.</p> <p style="text-align: right;"><u>CARRIED 7-0</u></p>

9.4 DEPUTY CEO/DIRECTOR CORPORATE SERVICES

9.4.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2006 TO 31 AUGUST 2006

Reporting Officer / Officer's Interest:	Chris Smith – Senior Finance Officer / Nil
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil
Proponent:	N/A
Landowner:	N/A
Date of Report:	20 September 2006 File No:1/1
Previous Reference:	N/A
Statutory/Policy Implications:	N/A
Strategic Implications:	N/A
Financial Implications:	N/A
Voting Requirements	Simple Majority

APPENDIX 15

<p><u>COUNCIL DECISION</u> OCM06/186 MOVED: Cr Witney SECONDED: Cr O'Reilly Carter</p> <p>That the Monthly Statement of Financial Activity for the period 1 July 2006 to 31 August 2006 (Appendix 15) be received and noted.</p> <p style="text-align: right;"><u>CARRIED 7-0</u></p>

9.4.2 ACCOUNTS FOR PAYMENT

Reporting Officer / Officer's Interest:	Chris Smith – Senior Finance Officer / Nil	
Responsible Officer / Officer's Interest	Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil	
Officer/Officer's Interest:	Chris Smith - Finance Officer	
Proponent:	N/A	
Landowner:	N/A	
Date of Report:	20 September 2006	File No:1/3
Previous Reference:	N/A	
Statutory/Policy Implications:	N/A	
Strategic Implications:	N/A	
Financial Implications:	N/A	
Voting Requirements	Simple Majority	

APPENDIX 16COUNCIL DECISION

OCM06/187

MOVED: Cr Witney

SECONDED: Cr Heath

That Vouchers numbered:

<u>ACCOUNT</u>	<u>CHEQUE NOS.</u>	<u>AMOUNT \$</u>	<u>TOTAL \$</u>
Municipal	4329-4387	379,975.74	379,975.74
Trust	10837	125.00	125.00
Electronic Transfers	EFT4055-4126	75,123.58	75,123.58
Direct Wages	16.08.06	52,495.00	
	30.08.06	<u>52,465.03</u>	104,960.03
		TOTAL:	<u>\$806,836.50</u>

and attached at Appendix 16 be endorsed.

CARRIED 7-0

Cr Davis left the Chambers the time being 12.03pm

9.4.3 WAROONA BOWLING CLUB - DONATION

Reporting Officer / Officer's Interest:	Laurie Tilbrook – Deputy Chief Executive Officer / Nil
Responsible Officer / Officer's Interest:	Laurie Tilbrook – Deputy Chief Executive Officer / Nil
Proponent:	Waroona Bowling Club
Landowner:	Waroona Bowling Club
Date of Report:	20 September 2006 File No:9/1; 155/1
Previous Reference:	Nil
Statutory/Policy Implications:	Council Policy No. 3.5 states “that the Council will only consider donating to requests for support from any local charitable group or organization or from groups relating to the welfare and promotion of the local district”.
Strategic Implications:	
Financial Implications:	The Council’s 2006/07 Adopted Budget contains an amount of \$5,000 (Account 2532) of which \$3,800 has been previously allocated.
Voting Requirements	Simple Majority

Proposal

The Council is requested to consider a donation to the Waroona Bowling Club for the purpose of assisting with the conduct of its “50 Year Celebrations” in October 2006.

Background

This matter has been previously been discussed at both Finance & Audit Committee and Council level during budget deliberations and details subsequently included with the 2006/07 adopted budget.

No amount however has been determined although informally an amount of \$500 had been suggested.

Community Consultation

N/A

Officer's Comments

In accordance with Council Policy No. 3.5 it is recommended that an amount of \$500 be donated to the Waroona Bowling Club.

COUNCIL DECISION

OCM06/188

MOVED: Cr Walmsley

SECONDED: Cr Fitzpatrick

That the Council donate Five Hundred Dollars (\$500) to the Waroona Bowling Club to assist the Club with its "50 Year Celebrations" with funds being debited to Line Item Account 2532.

CARRIED 6-0

Cr Davis returned to the Chambers the time being 12.04pm

9.5 **CHIEF EXECUTIVE OFFICER**10. **ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN, OR FOR CONSIDERATION AT NEXT MEETING**

Nil

11. **NEW BUSINESS OF AN URGENT NATURE/REPORTS & INFORMATION**11.1 **ELECTED MEMBERS**11.1.1 **OLD WAROONA NORTH SCHOOL SITE****COUNCIL DECISION**

OCM06/189

MOVED: Cr Fitzpatrick

SECONDED: Cr Davis

That investigations be made into identifying the Old Waroona North School Site and the erection of a suitable Memorial Plaque.

CARRIED 7-011.2 **OFFICERS**

Nil

12. **CLOSURE OF MEETING**

There being no further business the Chairperson closed the Meeting the time being 12.38pm.