

---

Shire of Kalamunda

# **General Services Committee**

---

Minutes for 2 August 2004



---

## **Shire of Kalamunda**

---

### **Index for General Services Committee Meeting** **2 August 2004**

<b>1.0</b>	<b>OFFICIAL OPENING .....</b>	<b>2</b>
<b>2.0</b>	<b>APOLOGIES AND LEAVE OF ABSENCE.....</b>	<b>2</b>
<b>3.0</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>3</b>
<b>4.0</b>	<b>PETITIONS .....</b>	<b>3</b>
<b>5.0</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....</b>	<b>3</b>
<b>6.0</b>	<b>ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION.....</b>	<b>3</b>
<b>7.0</b>	<b>MATTERS FOR WHICH MEETING MAY BE CLOSED .....</b>	<b>3</b>
<b>8.0</b>	<b>DISCLOSURE OF INTERESTS.....</b>	<b>3</b>
<b>9.0</b>	<b>REPORT TO COUNCIL .....</b>	<b>4</b>
63.	Creditors Accounts Paid - July 2004 .....	5
<b>64.</b>	<b>Stirk Park Improvements .....</b>	<b>6</b>
65.	Water Campaign .....	8
66.	Request to Modify the Locality Boundary Between Forrestfield and Maida Vale.....	11
67.	Proposal for a Local Biodiversity Strategy for Kalamunda.....	13
68.	Renewal of Licence Agreement for the Kalamunda Dramatic Society (Inc).....	16
<b>10.0</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....</b>	<b>18</b>
<b>11.0</b>	<b>QUESTIONS BY MEMBERS WITHOUT NOTICE.....</b>	<b>18</b>
<b>12.0</b>	<b>URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION .....</b>	<b>18</b>
<b>13.0</b>	<b>MATTERS BEHIND CLOSED DOORS.....</b>	<b>18</b>
<b>14.0</b>	<b>CLOSURE.....</b>	<b>18</b>



**MINUTES OF GENERAL SERVICE COMMITTEE HELD IN THE COUNCIL**  
**CHAMBER, 2 RAILWAY ROAD, KALAMUNDA**  
**MONDAY 2 AUGUST 2004**

---

**1.0 OFFICIAL OPENING**

- 1.1 The Chairman opened the Meeting at 7pm and welcomed Councillors staff and members of the public gallery.

**2.0 APOLOGIES AND LEAVE OF ABSENCE**

2.1 PRESENT

**Councillors**

E Taylor	(SHIRE PRESIDENT) NORTH WARD
S Blair	NORTH WARD
D McKechnie	NORTH WARD
N Sadler	(CHAIRPERSON) SOUTH WEST WARD
A Morton	SOUTH WEST WARD
P Tonkin	SOUTH WARD
G Stallard	SOUTH WARD
M Casey	NORTH WEST WARD
M Cresswell	NORTH WEST WARD

**Officials**

G Parslow	EXECUTIVE MANAGER CORPORATE SERVICES
A Stephens	ACTING EXECUTIVE MANAGER RESIDENTS' SERVICES
S Burrows	EXECUTIVE MANAGER PLANNING AND DEVELOPMENT SERVICES
G Milward	EXECUTIVE MANAGER ENGINEERING SERVICES
B Millan	EXECUTIVE ASSISTANT
F Sullivan	MANAGER FINANCIAL SERVICE
M Singh	MANAGER ENGINEERING SERVICE
R Briede	MANAGER LIBRARY SERVICE
F Lund	MINUTE SECRETARY

**Apologies**

B Govan (Leave of Absence)	SOUTH WEST WARD
J Winterhalder (Leave of Absence)	EAST WARD
S Bilich	SOUTH WARD
D Vaughan	CHIEF EXECUTIVE OFFICER

Observers Nil

Newspapers Hills Gazette

### **3.0 PUBLIC QUESTION TIME**

A period of not less than 15 minutes is provided to allow questions from the gallery on matters relating to the functions of this Committee. For the purposes of Minuting, these questions and answers are summarised.

3.1 Nil

### **4.0 PETITIONS**

4.1 Nil

### **5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

5.1 That the Minutes of the General Service Committee Meeting held on 5 July 2004 is confirmed as a true and correct record of the proceedings.

Moved: (Cr Cresswell)

Seconded: (Cr Casey)

### **CARRIED UNANIMOUSLY**

### **6.0 ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

6.1 Nil

### **7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED**

7.1 Nil

### **8.0 DISCLOSURE OF INTERESTS**

Disclosure of Financial and Proximity Interests

- (a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Sections 5.60B and 5.65 of the Local Government Act 1995)
- (b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the Local Government Act 1995).

Disclosure of Interest Affecting Impartiality

- (a) Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice.

8.1 Nil

## **9.0 REPORT TO COUNCIL**

Please Note:

**Strategic and Policy related items are bolded and will be dealt with as the first items of business.**

**Declaration of financial/conflict of interests to be recorded prior to dealing with each item**

<u>Report No.</u>		<u>Page No.</u>
63.	Creditors Accounts Paid - July 2004 .....	5
<b>64.</b>	<b>Stirk Park Improvements .....</b>	<b>6</b>
65.	Water Campaign .....	8
66.	Request to Modify the Locality Boundary Between Forrestfield and Maida Vale .....	11
67.	Proposal for a Local Biodiversity Strategy for Kalamunda.....	13
68.	Renewal of Licence Agreement for the Kalamunda Dramatic Society (Inc) ...	16

## **REPORTS**

*Declaration of financial/conflict of interests to be recorded prior to dealing with each item*

### **63. Creditors Accounts Paid - July 2004 (FI-CRS-002) (Corporate Services)**

**Refer Item:** NA

**Applicant:** NA

**Owner:** NA

#### Purpose of Report

1. To receive creditors accounts paid for the month of July 2004.

#### Background

2. It is a requirement of the Local Government (Financial Management) Regulations 1996 (Regulation 12) that a list of Creditors Accounts Paid be compiled for each month.
3. This list is required to show the payee's name, amount of payment, provide sufficient information to identify the transaction and the date of the meeting of Council to which it is to be presented.

#### Comments

4. Accordingly, the list of Creditors Paid from 29 June 2004 to 26 July 2004 is attached (*Attachment 1*).
5. Total Creditors that remain outstanding after preparation of the attached list is \$75,600.72.

#### COMMITTEE RECOMMENDATION TO COUNCIL GS 63/2004

1. That the list of Creditors Paid from 29 June 2004 to 26 July 2004 as per (*Attachment 1*) be received by Council in accordance with the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996.

Moved: (Cr Taylor)

Seconded: (Cr Stallard)

### **CARRIED UNANIMOUSLY**

***Declaration of financial/conflict of interests to be recorded prior to dealing with each item***

**64. Stirk Park Improvements  
(KL-02/024) (Engineering Services)**

**Refer Item:** N/A  
**Applicant:** N/A  
**Owner:** N/A

Purpose of Report

6. To seek Council approval for the expenditure of Stirk Park Improvement Reserve funds.

Background

7. The Stirk Park Improvement Reserve account presently has a balance of \$33,400, which is available to enhance the park's amenity and or facilities.
8. These funds are in addition to the \$16,000 allocated in the 2004/05 Non Recurrent Budget, in 'Carried Over Projects'.
9. The carried over funds are presently being utilised to install new wheelchair accessible park furniture, (tables and bench seats) in the Park and to allow easier disabled access into the playground area.

Comments

10. The rejuvenation of Stirk Park has been the subject of several meetings of a Working Party consisting of North Ward Councillors and senior officers. An extensive list of possible components of the rejuvenation has been produced, but not formalised to the point where it can be presented to Council. Some funds have been available within the Budget for 2-3 years, however, and it is appropriate that some of the more important items are addressed. For this reason the park furniture referred to in paragraph (4) above, is being installed.
11. Improving the playground area at the Park is also regarded as a high and immediate priority. The Stirk Park playground is the busiest playground and passive recreation location in the Shire and is utilised as a regional facility. Due to the amount of use the area receives, it has become degraded and increasingly there have been requests for an upgrade.
12. One of the key improvements required is with the playground softfall areas. It was initially proposed to upgrade the existing sandpits, but at times they attract dangerous rubbish, including broken glass, and are prone to overflowing, causing disruption to the surrounding equipment and grass.
13. In order to reduce those problems, it is proposed to install recycled rubber softfall under all items of equipment to the east of the concrete path, leading from the Elizabeth Street parking embayment.

14. The softfall has been trialed at several reserves over a number of years and has been particularly long wearing and maintenance free. It is intended to install the material to ensure it meets all appropriate Australian Standards.
15. In order to improve the heavily used grass areas around the play equipment and under the nearby trees, it is proposed to install reticulation and progressively reurf.

COMMITTEE RECOMMENDATION TO COUNCIL GS 64/2004

2. That Council agrees to improve the grass surface and install recycled rubber softfall, in the playground area at Stirk Park.
3. That the funds be drawn from the balance available in the Stirk Park Improvement Reserve account.

Moved: (Cr McKechnie)

Seconded: (Cr Blair)

**CARRIED UNANIMOUSLY**

**ABSOLUTE MAJORITY**

**65. Water Campaign  
(EV-STU-001) (Planning and Development Services)**

**Refer Item:** N/A

**Applicant:** N/A

**Owner:** N/A

Purpose of Report

1. To seek Council support for a proposal for the Shire of Kalamunda to join the Water Campaign program.

Background

2. The Shire of Kalamunda has been approached recently by the International Council for Local Environmental Initiatives (ICLEI), who also co-ordinate the Cities for Climate Protection (CCP) program, to participate in a regional Water Campaign program involving at least 4 member Councils of the Eastern Metropolitan Regional Council (EMRC).

Comments

3. The Water Campaign program is based on a milestone approach, similar to the CCP program, aimed at addressing water quality and water consumption from a Local Government perspective. The program covers key areas related to Corporate (Council's own operations), Community (residents and business) and Catchment (working with catchment groups).
4. There are 53 Councils participating in the Water Campaign throughout Australia, which includes 10 Councils from Western Australia. The Water Campaign program has resulted in significant water use reductions and cost savings for participating Councils and demonstrates Local Government leadership in the management of our precious water resources.
5. The five milestones include:
  - Milestone 1: Assessing the current water quality and quantity consumed.
  - Milestone 2: Setting goals to improve the current situation.
  - Milestone 3: Developing and adopting an action plan to achieve the specified goals.
  - Milestone 4: Implementing the action plan.
  - Milestone 5: Monitoring and evaluating the actions being implemented.
6. ICLEI are offering \$4,000 in funding for each member Council and an additional \$4,000 for the EMRC to coordinate Milestone 1 of the Water Campaign program, with further funding support of a similar nature to undertake each of Milestones 2-5. This regional approach enables the program to be delivered more effectively by

pooling resources and achieving economies of scale. This funding support requires a Council resolution to formally join the Water Campaign program.

7. The Water Campaign requires a one-off participation fee from the participating Local Governments. In the Shire of Kalamunda's case, a fee of \$1,650, based on a population of between 20,000 to 50,000, is required. This fee covers all software, training and data management support, as well as access to specialist advice provided by the WA Water Campaign Program Manager operating from the Western Australian Local Government Association (WALGA) office.
8. The regional approach and funding provided by ICLEI provides the opportunity to employ a project officer, based at the EMRC (full-time over a 4-5 month period), to progress the participating member Councils through Milestone 1. of the program.
9. The Water Campaign program would require each of the participating Councils to nominate a program contact person, however this role is expected to require minimal officer time as the majority of data collection and analysis would be undertaken by the project officer employed by the EMRC.
10. In terms of involvement of other Shire of Kalamunda staff in the Water Campaign program, ICLEI have advised that 4-6 officers would need to contribute about 8 hours each (4 x 2 hour meetings) to complete Milestone 1. over the 4-5 month period. Water conservation and water quality are the main focus of the Water Campaign as it relates to the Corporate, Community and Catchment sectors.
11. At the Corporate level, the Water Campaign seeks to reduce water consumption associated with Council buildings, facilities and operations through measures such as dual flush toilets, low water use taps, showers and other appliances (AAA rated), low water use irrigation systems and gardens. The costs associated with the implementation of water saving measures are offset through reductions in water rates and/or excess water charges and savings in pumping costs.
12. Water quality at a Corporate level considers reduced impact of operations (erosion, sediment transport, potential pollution incidents), gross pollutants (drainage infrastructure), nutrient and pesticide applications. Many of these measures are already in place in the Shire of Kalamunda and data has been collected by programs, such as the irrigation efficiency project coordinated by the EMRC, to provide the necessary baseline data for existing activities.
13. At the Community level, the Water Corporation has statutory responsibilities for water conservation (eg water restrictions) and plays a major role in water education through programs such as Waterwise. As a Water Campaign Council, the Shire of Kalamunda's role would be to partner with Water Corporation and provide a local distribution point for education and awareness raising publications and activities. At the household and development level, there are a range of water quality related activities through planning and building processes such as promoting and providing incentives for low water use developments and renovations (eg HIA Greensmart) and encouraging the use of locally native vegetation in landscaping approvals.

14. Water quality at the Community level can be tackled through the promotion of State Government initiatives for the Swan River and through approval conditions that reduce the risk of pollution related to planning and building processes as above. Council's existing participation in Great Gardens and Heavenly Hectares workshop programs also contribute to community water conservation outcomes.
15. The Catchment sector water conservation and water quality requirements are still being developed by ICLEI, however information and activities will be undertaken through the Eastern Hills Catchment Management Project (EHCMP) being coordinated by the EMRC and will not impose resource or additional financial demands on the Shire of Kalamunda.

COMMITTEE RECOMMENDATION TO COUNCIL GS 65/2004

1. That Council joins the ICLEI Water Campaign program through a regional approach with the EMRC and other member Councils, co-ordinated through the EMRC.
2. That Council provides funds of \$1650 for the one-off participation fee to be paid to ICLEI to be sourced through minor adjustments to the Environmental Project 04/05 Budget allocation.

Moved: (Cr Taylor)

Seconded: (Cr Cresswell)

**CARRIED UNANIMOUSLY**

***Declaration of financial/conflict of interests to be recorded prior to dealing with each item***

**66. Request to Modify the Locality Boundary Between Forrestfield and Maida Vale**

**(OR-BOU-003) (Planning Services)**

**Refer Item:** PS 63/03, July 2003, PS 97/03 October 2003 and GS 54/04 June 2004

**Applicant:** N/A

**Owner:** N/A

Purpose of Report

1. To consider a modification to a previous request to amend the locality boundary between Forrestfield and Maida Vale.
2. Council's recommendation regarding this matter must be forwarded to the Geographic Names Committee (GNC) of the Department of Land Information (DOLI), which will ultimately determine the proposal.

Background

3. Council, at its June 2004 meeting, resolved to request the GNC to modify the locality boundary between Forrestfield and Maida Vale, effectively increasing the area of the Maida Vale locality.
4. Following the Council resolution, the GNC was requested to modify the locality boundary.

Comments

5. Council has received a request from the owners of 182 (Lot 165), 188 (Lot 164), 194 (Lot 163), 200 (Lot 162) and 210 (Lot 161) Holmes Road, Forrestfield to be included in the Maida Vale locality. The lots are located on the southern side of the Water Corporation land, which formed the southern boundary of the modified locality boundary. The lots are approximately one hectare in area and are zoned Special Rural Refer ***Attachment 1 – Additional Lots***.
6. The proposal was sent to the GNC for preliminary comment. It advised that the proposal was logical and as it followed more road centrelines than the earlier proposal. The GNC advised that it would most likely be prepared to support the change.
7. The proposal has not been formally advertised as all affected landowners have requested the modification and the change will not have any effect on other landowners.

8. Given that there is unanimous support amongst the landowners, the proposal has the tacit support of the GNC and that it represents a logical boundary formed by the road network, it is recommended that the proposal be supported.

COMMITTEE RECOMMENDATION TO COUNCIL GS 66/2004

1. That the Geographic Names Committee of the Department of Land Information be advised that Council supports a modified locality boundary including Lots 161-165 Holmes Road, Forrestfield into the Maida Vale locality. This request is to be considered in conjunction with Council's previous request of June 2004 to modify the locality boundary between Forrestfield and Maida Vale.

Moved: (Cr Morton)

Seconded: (Cr Taylor)

**CARRIED UNANIMOUSLY**

**67. Proposal for a Local Biodiversity Strategy for Kalamunda (EV-EPP-038) (Planning and Development Services)**

**Refer Item:** N/A

**Applicant:** N/A

**Owner:** N/A

Purpose of Report

1. To provide Council with details of the requirements and resource implications for participating in the Perth Biodiversity Project's (PBP) pilot program to undertake Milestones 1 and 2 of a local biodiversity strategy.

Background

2. At its meeting on 21<sup>st</sup> June 2004, Council resolved to explore the option of participating in the PBP pilot program. Council identified resources and timelines as issues that require further consideration before Council is able to consider a formal commitment to this project.
3. Since then, PBP have indicated that funding support would be available in the range \$10,000-12,000 on the completion of Milestone 1 to support the employment of a part-time officer to progress the local biodiversity planning process at Kalamunda.
4. PBP will also provide additional in kind support through technical support, mapping and data analysis, training and officer time to assist in gaining State Government agency support and involvement in the process.
5. Additional Shire resources would be required to match funding provided by WALGA.
6. PBP have, in negotiations with Council staff, indicated that the timeline for preparation of the Discussion Paper and Action Plan is flexible and can be adapted to meet Council requirements.

Comments

7. A local biodiversity planning strategy would provide a framework to renew and continue the work achieved through the District Conservation Strategy, which has now largely been implemented. The PBP will be seen as a major undertaking in terms of future environmental projects.
8. As well as WALGA funding support, participation in the pilot program would also require internal resources, including officer time, as well as some re-allocation of funds from the current draft budgets for environmental projects and for EMRC Environmental Consulting Officers. This can be achieved without reducing existing commitments to on-ground and community projects.
9. Milestone 1 of the local biodiversity strategy development, comprised of Phase 1 (Scoping Phase), would require the following resources:

- Support across a range of service areas with support from Planning and Development Services. Responsibility for management of the local biodiversity planning process should occur within the Shire's Planning and Development Services, with high level support provided by Engineering Services.
  - Involvement of EMRC Consulting Environmental Staff through time identified as part of the current draft budget for 2004/2005.
  - Commitment of Council through formal adoption of the local biodiversity planning process and commitment of specific resources to the process, and establishment of a working group to facilitate the process.
  - Biodiversity Training for Council and Staff ( 20 people x 2 hr session).
10. Milestone 2, comprised of all of Phase 2 (Preparation of a Discussion Paper) and part of Phase 3 (Local Biodiversity Strategy Action Plan) would require:
- Employment of a part-time officer: Total cost including on costs: \$10,000 - \$12,000). As environmental expertise can be provided through existing environmental consulting services, it is recommended that an officer with a planning or planning and environment background is sourced for the position and funding for this position can be obtained through the PBP.
  - Involvement of EMRC Consulting Environmental Officers. Up to 60 hours of officer time in the current draft budget for 2004/2005 can be directed towards the project within the scope of the existing draft budget, which includes the additional allocation of \$7,700 to support community involvement in biodiversity conservation.
  - New funds identified in the environmental education budget for 2004/2005 (\$3,000) to raise community awareness on biodiversity issues are a new allocation that can be identified as a direct contribution to the process, particularly to address costs involved in community awareness raising and participation in the local biodiversity planning process.
  - Consideration by Council of the draft Discussion Paper before release for public comment, as well as appropriate input from relevant committees.
11. The outcomes of the PBP Pilot program will inform a range of other issues being progressed through staff involvement in activities such as:
- Strengthening TPS provisions for protection of vegetation;
  - Implementation of a Shire GIS system;
  - Support for Friends Groups
  - Environmental advice and services provided through the EMRC;
  - Reserve management, including the proposed natural area management team. The final strategy would provide the basis for annual work plans.

12. It is estimated that Phase 2 (Discussion Paper) and the Local Biodiversity Strategy Action Plan could take up to 12 months to complete.
13. Costs and timelines for the balance of Phase 3 (Development of the Strategy) and 4 (Implementation of the Strategy) will be dependent on the outcomes of Phase 2 and would be developed in a staged approach in accordance with available budgets and resources. External funding may be available for some components through the Swan Region Strategy for Natural Resource Management or other funding bodies.
14. Through Councils current Environmental budget allocation, it is considered that in kind funding can be justified to match funding that can be obtained from the PBP to provide the additional resources required. Many of the environmental projects currently being undertaken will fall under the umbrella of PBP. Based on the above it is recommended that Council participate in the pilot PBP which can be undertaken through minor adjustments to the environmental consulting and project budgets. It is therefore recommended that Council participate in the pilot PBP.

#### COMMITTEE RECOMMENDATION TO COUNCIL GS 67/2004

1. That Council advise The Western Australian Local Government Association (WALGA) that it will participate in the pilot program for the Perth Biodiversity Project.
2. That Council prepare a funding proposal to the value of \$12,000 to WALGA to complete Milestones One and Two of the local biodiversity planning process in the preparation of a Discussion Paper and Local Biodiversity Strategy Action Plan.

Moved: (Cr Tonkin)

Seconded: (Cr Taylor)

**CARRIED UNANIMOUSLY**

*Declaration of financial/conflict of interests to be recorded prior to dealing with each item*

**68. Renewal of Licence Agreement for the Kalamunda Dramatic Society (Inc)  
(CN-05/006) (Planning and Community Services)**

**Refer Item:** GS 63 / 01

**Applicant:** Kalamunda Dramatic Society (Inc)

**Owner:** Shire of Kalamunda

Purpose of Report

1. For Council to consider entering into a new licence agreement between the Kalamunda Dramatic Society (Inc) and the Shire of Kalamunda for the Town Square Theatre at 6 Central Road, Kalamunda.

Background

2. Council currently has a Licence Agreement with the Kalamunda Dramatic Society (Inc) which dates from 1 July 2001 and expired on 30 June 2004.

Comments

3. The terms and conditions of the licence agreement are summarised below and discussions with the Kalamunda Dramatic Society (Inc) indicate that these terms remain acceptable.
  - a) Rental fee payments start at \$2482.36 in rent per annum, indexed to CPI annually.
  - b) 100% of all gas, power, telephone, water, rubbish removal charges and costs associated with the preparation, execution and stamping of the Agreement to be paid by the Kalamunda Dramatic Society (Inc).
  - c) \$10 million public liability insurance and adequate contents insurance to be maintained by the Kalamunda Dramatic Society (Inc).
  - d) Annual fixtures to be provided to Council by end of preceding year and the group will have priority of access based on these annual fixtures.
  - e) The Kalamunda Dramatic Society will actively promote usage of the facility by other community groups, and shall receive all bookings and shall make every endeavour to accommodate requests.
  - f) Term of the Agreement is three years.
4. In accordance with Section 18 of the Land Administration Act 1997, all lease or licence agreements must be approved by the Department of Land and Information (DLI) prior to being signed and sealed by all parties.

COMMITTEE RECOMMENDATION TO COUNCIL GS 68/2004

1. That a Licence Agreement be endorsed for the use of the Town Square Theatre at 6 Central Road, Kalamunda by the Kalamunda Dramatic Society (Inc) and be presented to the group for signing, with the terms and conditions outlined above.
2. That, in accordance with Section 18 of the Land Administration Act 1997, the licence agreement be approved by the Department of Land and Information (DLI) prior to being signed and sealed by all parties.

Moved: (Cr Cresswell)

Seconded: (Cr Taylor)

**CARRIED UNANIMOUSLY**

**10.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

10.1 Nil

**11.0 QUESTIONS BY MEMBERS WITHOUT NOTICE**

11.1 Nil

**12.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

12.1 Nil

**13.0 MATTERS BEHIND CLOSED DOORS**

13.1 Nil

**14.0 CLOSURE**

There being no further business, the Chairman declared the meeting closed at 7.25pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Council.

Signed.....Chairman

Dated this .....day of .....2004