



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday 21 January 2020  
Commencing 4.00pm



# Notice of Meeting



Dear Shire President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Merredin will be held on Tuesday 21 January 2020 in the Council Chambers, Corner King and Barrack Streets, Merredin. The format of the day will be:

2.00pm Briefing Session

4.00pm Council Meeting

MARK DACOMBE  
ACTING CHIEF EXECUTIVE OFFICER

16 January 2020

## DISCLAIMER

### PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Merredin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

It should be noted that the Attachment hyperlinks will not be functional from this document when sourced from the Shire of Merredin's website. Attachment copies can be obtained by contacting Melissa Ivanetz on 08 9041 1611 or [ea@merredin.wa.gov.au](mailto:ea@merredin.wa.gov.au).

### Common Acronyms Used in this Document

ACEO	Acting Chief Executive Officer
CBP	Corporate Business Plan
CEACA	Central East Aged Care Alliance
CEO	Chief Executive Officer
CSP	Community Strategic Plan
CWVC	Central Wheatbelt Visitors Centre
DCEO	Deputy CEO
EA	Executive Assistant to CEO
EMCS	Executive Manager of Corporate Services
EMDS	Executive Manager of Development Services
EMES	Executive Manager of Engineering Services
GECZ	Great Eastern Country Zone
LGIS	Local Government Insurance Services
LPS	Local Planning Scheme
MCO	Media & Communications Officer
MoU	Memorandum of Understanding
MRCLC	Merredin Regional Community and Leisure Centre
SRP	Strategic Resource Plan
WALGA	Western Australian Local Government Association
WEROC	Wheatbelt East Regional Organisation of Councils

Shire of Merredin  
Ordinary Council Meeting  
4.00pm Tuesday 21 January 2020



**1. Official Opening**

**2. Record of Attendance / Apologies and Leave of Absence**

**Councillors:**

Cr JR Flockart	Shire President
Cr MD Willis	Deputy Shire President
Cr RA Billing	
Cr LN Boehme	
Cr AR Butler	
Cr RM Manning	
Cr MJ McKenzie	
Cr PR Patroni	
Cr PM Van Der Merwe	

**Staff**

M Dacombe	A/CEO
K Hall	MCO

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:**

**3. Public Question Time**

**4. Disclosure of Interest**

**5. Applications for Leave of Absence**

**6. Petitions and Presentations**

**7. Confirmation of Minutes of the Previous Meetings**

7.1 [Ordinary Council Meeting held on 17 December 2019](#)

7.2 [Annual Electors Meeting held on 17 December 2019](#)

**8. Announcements by the Person Presiding without discussion**

**9. Matters for which the Meeting may be closed to the public**

**10. Receipt of Minutes of Committee Meetings**

10.1 [Wheatbelt North Regional Road Group Meeting held on 8 October 2019](#)

10.2 [Wildflower Society of Western Australia Meeting held on 20 November 2019](#)

10.3 [Wheatbelt Communities Special General Meeting held on 17 December 2019](#)

10.4 [Wildflower Society of Western Australia Meeting held on 18 December 2019](#)

**11. Recommendations from Committee Meetings for Council consideration**

Nil

**12. Officer's Reports – Development Services**

Nil

**13. Officer's Reports – Engineering Services**

13.1 [Award of eQuotes RFQ VP 171557 – Asphalt Program](#)

**14. Officers Reports – Corporate and Community Services**

14.1 [List of Accounts Paid](#)

14.2 [Statement of Financial Activity](#)

14.3 [Shire Freeman Policy](#)

**15. Officer's Reports – Administration**

15.1 [Youth Strategy Progress Report](#)

**16. Motions of which Previous Notice has been given**

Nil

**17. Questions by Members of which Due Notice has been given**

Nil

**18. Urgent Business Approved by the Person Presiding or by Decision**

**19. Matters Behind Closed Doors**

**20. Closure**

## 7. Confirmation of Minutes of the Previous Meetings

- 7.1 Ordinary Council Meeting held on 17 December 2019  
[Attachment 7.1A](#)
- 7.2 Annual Electors held on 17 December 2019  
[Attachment 7.2A](#)

### Voting Requirements

- Simple Majority  Absolute Majority

### Officer's Recommendation

**That the Minutes of the Ordinary Council Meeting held on 17 December 2019 and the Annual Electors Meeting held on the 17 December 2019 be confirmed as a true and accurate record of proceedings.**

## 10. Receipt of Minutes of Committee Meetings

- 10.1 Wheatbelt North Regional Road Group Meeting held on 8 October 2019  
[Attachment 10.1A](#)
- 10.2 Wildflower Society of Western Australia Meeting held on 20 November 2019  
[Attachment 10.2A](#)
- 10.3 Wheatbelt Communities Special General Meeting held on 17 December 2019  
[Attachment 10.3A](#)
- 10.4 Wildflower Society of Western Australia Meeting held on 18 December 2019  
[Attachment 10.4A](#)

### Voting Requirements

- Simple Majority  Absolute Majority

### Officer's Recommendation

**That the Minutes of the Wheatbelt North Regional Road Group Meeting held on 8 October 2019, Wildflower Society of Western Australia Meeting held on 20 November 2019, Wheatbelt Communities Special General Meeting held on 17 December 2019 and Wildflower Society of Western Australia Meeting held on 18 December 2019 be received.**

## 11. Recommendations from Committee Meetings for Council consideration

Nil

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<b>12.</b>	<b>Officer's Reports - Development Services</b>
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**13. Officer's Reports - Engineering Services**

**13.1 Award of eQuotes RFQ VP171557 – Asphalt Program**

<h2 style="margin: 0;">Engineering Services</h2> 	
<b>Responsible Officer:</b>	Mike Hudson, EMES
<b>Authors:</b>	Mike Hudson, EMES
<b>Legislation:</b>	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#"><u>Attachment 13.1A</u></a> – Evaluation Sheet

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

This item seeks Council approval to engage a supplier determined as best value for money through a Request for Quotation process for the supply and installation of asphalt sealing works for the 2019/2020 Asphalt Sealing Program.

In accordance with the Shire of Merredin Purchasing Policy – 3.12 and regulation 11 (2) (f) the Local Government (Functions and General) Regulations 1996, this purchase can be made via the WALGA preferred Supplier arrangement, which is exempted from public tender process.

The tendering process has been initiated via the WALGA preferred supplier eQuotes system, which in accordance with “Using a Tender Exempt Panel of Pre-Qualified Suppliers” guidelines within the Purchasing Policy and the Local Government (Function and General) Regulations 1996.

The value of the purchase is in excess of the Chief Executive Officer’s delegation limit and requires a resolution of Council to progress the purchase.

A request for quotation Request for Quote (RFQ) being Reference Number: VP171557 - Shire of Merredin 2019/20 Asphalt Program was issued via the WALGA Preferred Supplier eQuotes on December 24, 2019. The RFQ utilised selection

criteria set out under the category of Road Building Contractors, Materials and Related Services – Asphalt Supply & Services).

The following WALGA preferred supplies were requested to provide quotations:

1. Roads 2000 PTY LTD
2. J & M Asphalt PTY LTD
3. AAA Asphalt Surfaces
4. Asphaltech PTY LTD

The RFQ closed to submission on the December 24, 2019 and four suppliers submitted a quotation in accordance with the RFQ.

#### **Comment**

The evaluation of the submissions was conducted in accordance with the purchasing policy and incorporated the “value for money assessment accounting for the whole of life cost, technical requirements and service delivery”.

The evaluation of the submissions was undertaken by Mike Hudson (EMES) and Troy Davies (Construction Supervisor).

The evaluation spreadsheet is included in the attachments.

During the evaluation, the following was noted:

- All suppliers are Walga Preferred Suppliers and have been assessed and determined capable of delivering a conforming result.
- Supplier 1 price is the cheapest of the preferred suppliers and offers the best value for money when the principles of value for money are applied;
- Supplier 1 has previously undertaken asphaltting works within the Shire of Merredin;
- Supplier 1 has a proven track record with service and backup support.

After evaluation of the submissions in accordance with council policies, it is recommended that Council award the supply and installation of Asphalt for the 2019/20 Asphalt Season for the budgeted amount of \$612941.00 (ex GST).

The consultation of this process has been undertaken with the Executive Manager Engineering Services, Construction Supervisor, Executive Manager Corporate Services and the Chief Executive Officer.

#### **Policy Implications**

Council Policy 3.12 – Purchasing Policy. This Policy outlines how the Shire of Merredin will deliver best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance whereby establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This Policy was used to undertake the procurement process via WALGA eQuotes. This policy also establishes the evaluation criteria for Council procurement.

The Delegation - DL4.1 has been followed in the purchasing process and as such requires a Council decision to accept a tender above \$ 150 000.

### Statutory Implications

This procurement process has been completed in accordance with section 3.75 of the *Local Government Act 1995* and the Regulation 11 (2)(f) of the *Local Government (Functions and General) Regulations 1996*.

### Strategic Implications

#### ➤ Strategic Community Plan

Zone: Zone 6 – Transport and networks  
Zone Statement: Merredin provides transport networks that connect it locally, nationally and internationally.  
Key Priority: 6.1 – Developing and maintaining a road hierarchy and providing an appropriate level of service for the road network.

#### ➤ Corporate Business Plan

Key Action: 6.1.2 – Advocate for improved road infrastructure networks across the region.  
Directorate: Engineering Services  
Timeline: Repairs to Sealed Road Services – edge break and potholes

### Sustainability Implications

#### ➤ Strategic Resource Plan

Nil

#### ➤ Workforce Plan

Directorate: Nil  
Activity: Nil  
Current Staff: Nil  
Focus Area: Nil  
Strategy Code: Nil  
Strategy: Nil  
Implications: Nil

### Risk Implications

Adoption of this item has been evaluated against the Shire of Merredin's Risk Management Policy 3.24 - Risk Matrix. The perceived level of risk is considered to be low risk and can be managed by the routine procedures.

### Financial Implications

Council has set aside funds in the Capital Expenditure Program. The expense codes for this purchase is COA E121100 - Roads to Recovery Construction and E121200-Regional Road Group Construction in the amount of \$612941.00

**Voting Requirements**

Simple Majority

Absolute Majority

**Officer's Recommendation**

**That Council awards RFQ VP171557 - Shire of Merredin 2019/20 Asphalt Program to Roads 2000 for the budgeted sum of \$671461.00 (ex GST)**

**14. Officers Reports – Corporate and Community Services**

**14.1 List of Accounts Paid**

<h2>Corporate Services</h2>		 <p>SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT</p>
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	Charlie Brown, EMCS	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.1A</a> - List of Accounts Paid	

**Purpose of Report**

Executive Decision

Legislative Requirement

**Background**

The attached List of Accounts Paid during the month of December 2019 under Delegated Authority is provided for Council's information.

**Comment**

Nil

**Policy Implications**

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

**Statutory Implications**

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

**Strategic Implications**

➤ **Strategic Community Plan**

Zone: Zone 4 – Communication & Leadership  
Zone Statement: Merredin Council engages with its Community and leads by example.  
Key Priority: 4.1 – Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements.

➤ **Corporate Business Plan**

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and Regulations and regulatory obligations required under other regulations.  
Directorate: Corporate Services  
Timeline: Ongoing

**Sustainability Implications**

➤ **Strategic Resource Plan**

Nil

➤ **Workforce Plan**

Directorate: Nil  
Activity: Nil  
Current Staff: Nil  
Focus Area: Nil  
Strategy Code: Nil  
Strategy: Nil  
Implications: Nil

**Risk Implications**

Council would be contravening the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this item was not presented to Council.

**Financial Implications**

All liabilities settled have been in accordance with the Annual Budget provisions.

**Voting Requirements**

Simple Majority

Absolute Majority

### **Officer's Recommendation**

**That the schedule of accounts paid as listed, covering cheques, EFT's, bank charges, directly debited payments and wages, as numbered and totalling \$825,119.87 from Council's Municipal Fund Bank Account and \$1,454.18, from Council's Trust Account be endorsed by Council.**

**14.2 Statement of Financial Activity**

<h2>Corporate Services</h2>		 <p><b>SHIRE OF MERREDIN</b>          INNOVATING THE WHEATBELT</p>
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	Charlie Brown, ECMS	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<p><a href="#">Attachment 14.2A</a> - Statement of Financial Activity</p> <p><a href="#">Attachment 14.2B</a> – Detailed Statements</p> <p><a href="#">Attachment 14.2C</a> – Monthly Investment Report</p> <p><a href="#">Attachment 14.2D</a> – Financial Ratios</p> <p><a href="#">Attachment 14.2E</a> – Capital Expenditure</p>	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

The Statement of Financial Activity, which includes the Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register, are attached for Council’s information.

**Comment**

Operating Income and Expenditure is consistent with Council’s YTD Budget with Operating Income consistent with budget estimates and Expenditure showing a 5% variance.

The Mid-Year budget review is currently being carried out so an in depth look at all accounts forms part of that process.

I have previously mentioned the councils current position is similar to that of last year, so for your information the following is provided in relation to Councils Net Current Assets;

31/12/2015	\$3,902,898.00
31/12/2016	\$4,814,588.00

31/12/2017	\$5,179,327.00
31/12/2018	\$5,152,482.00
31/12/2019	\$5,170,643.00

### Capital Expenditure

A detailed look at capital expenditure can be found in Note 7 and a separate attachment showing Capital Expenditure is also attached for your information.

#### Policy Implications

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

#### Statutory Implications

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

#### Strategic Implications

##### ➤ Strategic Community Plan

Zone: Zone 4 – Communication & Leadership  
Zone Statement: Merredin Council engages with its Community and leads by example.  
Key Priority: 4.1 – Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements.

##### ➤ Corporate Business Plan

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and Regulations and regulatory obligations required under other regulations.  
Directorate: Corporate Services  
Timeline: Ongoing

#### Sustainability Implications

##### ➤ Strategic Resource Plan

Compliance with the *Local Government (Administration) Regulations 1996* and to give Council some direction in regard to its management of finance over an extended period of time.

##### ➤ Workforce Plan

Directorate: Nil  
Activity: Nil  
Current Staff: Nil  
Focus Area: Nil

Strategy Code: Nil  
Strategy: Nil  
Implications: Nil

### Risk Implications

The Financial Activity report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

In order to mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates. Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$10,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud. The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the CEO as laid out in the *Local Government (Financial Management Regulations) 1996* regulation 5, seek to mitigate the possibility of this occurring. These controls are set in place to provide daily, weekly and monthly checks to ensure that the integrity of the data provided is reasonably assured.

### Financial Implications

The adoption of the Monthly Financial Report is retrospective. Accordingly, the financial implications associated with adopting the report are nil.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Statement of Financial Activity and the Investment Report for the period ending 31 December 2019 be received.**

**14.3 Honorary Freeman Shire of Merredin Policy**

<h2>Corporate Services</h2>		
<b>Responsible Officer:</b>	Charlie Brown, EMCS	
<b>Author:</b>	Charlie Brown, ECMS	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 14.3A</a> – Honorary Freeman Shire of Merredin	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

One of the key roles of the Council under the Local Government Act 1995 (S2.7) is to determine the policies of the Local Government.

Some policies are required by statute and some are discretionary, representing good governance practices in guiding decision-making and operational matters for any area that the Council wishes to address. The Department of Local Government and Communities has also identified a number of policies which it considers highly desirable for local government to adopt in order to satisfy general guidelines and standards in relation to governance and probity.

The Council is progressively reviewing its Policy Manual updating policies as it considers appropriate and developing new policies where needed.

**Comment**

Council currently has no set policy to provide guidelines for the granting of Honorary Freeman title on any person that they feel may deserve such an honour. This policy provides those guidelines and provides the tools to award such an honour.

It is believed that this award has previously been bestowed on some identities (Mr Eric Hind), however no records have currently been found to confirm this at the time of writing this report.

### Policy Implications

Creation of a new policy as outlined in the *Local Government Act 1995*

### Statutory Implications

Compliance with *Local Government Act 1995*

### Strategic Implications

#### ➤ Strategic Community Plan

Zone: Zone 4 – Communication & Leadership  
Zone Statement: Merredin Council engages with its Community and leads by example.  
Key Priority: 4.1 – Ensuring all planning, reporting and resourcing is in accordance with best practice, compliance and statutory requirements.

#### ➤ Corporate Business Plan

Key Action: 4.1.1 – Continue to update the Integrated Planning Framework, meet statutory requirements of the Local Government Act and Regulations and regulatory obligations required under other regulations.  
Directorate: Corporate Services  
Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

Nil

#### ➤ Workforce Plan

Directorate: Nil  
Activity: Nil  
Current Staff: Nil  
Focus Area: Nil  
Strategy Code: Nil  
Strategy: Nil  
Implications: Nil

### Risk Implications

There is a moderate risk to the Council if it does not regularly review its Policy Manual.

### Financial Implications

There are no direct financial implications arising from the adoption of these policies.

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

**That Council adopt 1.18 as presented in attachment 14.3A Honorary Freeman Shire of Merredin Policy**

**15. Officer's Reports – Administration**

**15.1 Youth Strategy and Engagement Plan 2019 – 2023 – Progress Report**

<h2>Administration</h2>		 <p>SHIRE OF <b>MERREDIN</b> INNOVATING THE WHEATBELT</p>
<b>Responsible Officer:</b>	Kellie Bartley, DCEO	
<b>Author:</b>	Hannah Martin, CLO	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>File Reference:</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#"><u>Attachment 15.1A</u></a> – (9A) Youth Strategy Progress Report	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

The Shire of Merredin’s Youth Strategy and Engagement Plan 2019-2023 was adopted on 21<sup>st</sup> May 2019 (CMRef 82378) following input from Council, agency stakeholders and the community.

In August 2019 an update of progress was provided to Council. This update included various activations that had been identified throughout the strategy. Since then, the Shire has continued to implement actions as directed by the strategy.

**Comment**

Prior to the development of the Youth Strategy, the Shire had already activated and some of the items recognised in the strategy. The adoption of the youth strategy has enhanced many of these priorities, as well as identified new ones. Many of the outputs that have been achieved have been reliant on grant funding from Lotterywest, Collgar and other State Government bodies.

The progress report as contained in **attachment 15.1 (A)** is attached for Council’s perusal.

### Policy Implications

The Youth Strategy builds on the Shire's Strategic Community Plan.

### Statutory Implications

There is no legislative requirements affecting the development of the Youth Strategy and Engagement Plan however it supports the key actions and priorities identified in the Strategic Community Plan and the Corporate Business Plan.

### Strategic Implications

#### ➤ Strategic Community Plan

Zone: Zone 1 – Community & Cultural  
Zone Statement: Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors.  
Key Priority: 1.7 – Providing support to local organisations which seek to enhance engagement and opportunities available to early years and youth in the Merredin region.

#### ➤ Corporate Business Plan

Key Action: 1.7.1 – Develop a Youth Strategy and Engagement Plan to deliver a range of youth programs.  
1.7.2 – Support agencies and community organisations to implement early years initiatives  
Directorate: Community Services  
Timeline: Ongoing

### Sustainability Implications

#### ➤ Strategic Resource Plan

Nil

#### ➤ Workforce Plan

Directorate: Nil  
Activity: Nil  
Current Staff: Nil  
Focus Area: Nil  
Strategy Code: Nil  
Strategy: Nil  
Implications: Nil

### Risk Implications

The level of risk is considered to be low to the Shire, however Officers will need to clearly articulate the commitment made by the Shire to implement to relevant action items. The Shire will not be accountable for the commitment and responsibility of other stakeholders and will continue to play a collaborative,

facilitating role for the youth services sector to ensure organisations have every opportunity to contribute where possible

#### **Financial Implications**

The Youth Strategy & Engagement Plan has been identified in the current annual budget and is also supported by successful grant funding.

#### **Voting Requirements**

Simple Majority

Absolute Majority

#### **Officer's Recommendation**

**That Council notes the Youth Strategy & Engagement Plan progress plan report as contained in attachment 15.1(A).**

<b>16.</b>	<b>Motions of which Previous Notice has been given</b>
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Nil

<b>17.</b>	<b>Questions by Members of which Due Notice has been given</b>
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Nil

<b>18.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
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<b>19.</b>	<b>Matters Behind Closed Doors</b>
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<b>20.</b>	<b>Closure</b>
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