



**SHIRE OF ASHBURTON  
PARABURDOO COMMUNITY HUB (CHUB)  
COMMITTEE MEETING  
PUBLIC MINUTES**

**Clem Thompson Sports Pavilion,  
Stadium Road, Tom Price  
23 April 2019**

**9.15 am**

PUBLIC MINUTES - PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING  
23 APRIL 2019

SHIRE OF ASHBURTON

PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING

The Chief Executive Officer recommends the endorsement of these minutes at the next Paraburadoo Community Hub (CHUB) Committee Meeting.

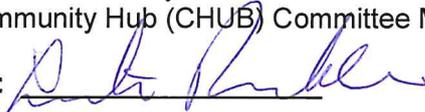
CEO:



Date: 23.04.2019

These minutes were confirmed by the Committee as a true and correct record of proceedings of the Paraburadoo Community Hub (CHUB) Committee Meeting held on 23.04.2019

Presiding Member:



Date: 23.4.19

**DISCLAIMER**

*The recommendations contained in the Agenda are subject to confirmation by the Committee and/or endorsement by the Council. The Shire of Ashburton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Ashburton for any act, omission or statement or intimation occurring during a Council meeting.*

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**1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 9.23 am.

**1.1 ACKNOWLEDGEMENT OF COUNTRY**

As representatives of the Shire of Ashburton Council, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land where we are meeting upon today and pay our respects to them and all their elders both past, present and future.

**2. ATTENDANCE**

**2.1 PRESENT**

<b>Members:</b>	Cr L Rumble Cr K White Cr M Lynch	Paraburdoo Ward (Presiding Member) Onslow Ward Tom Price Ward
<b>Staff:</b>	Mr R Paul Mr B Cameron  Mrs J Fell Mr I Hamilton Mrs S Johnston Mr M Costarella Ms J Smith Mrs M Lewis	Chief Executive Officer Director Property and Development Services (will dial into the meeting via teleconference) Manager Land & Asset Compliance Director Infrastructure Acting Director Community Services Contract Manager Finance & Administration Executive Coordinator Council Support Officer
<b>Guests:</b>	Cr L Thomas Cr D Diver	Tablelands Ward Tom Price Ward
<b>Members of Public:</b>	There were no members of the public in attendance at the commencement of the meeting.	
<b>Member of Media:</b>	There were no members of the media in attendance at the commencement of the meeting.	

**2.2 APOLOGIES**

There were no apologies.

**2.3 APPROVED LEAVE OF ABSENCE**

There were no Councillors on approved leave of absence.

**3. ANNOUNCEMENT OF VISITORS**

There were no public visitors in attendance.

#### 4. DECLARATION BY MEMBERS

##### 4.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

Councillors Rumble, White and Lynch noted that they had given due consideration to all matters contained in the Agenda presently before the meeting.

##### 4.2 DECLARATIONS OF FINANCIAL / PROXIMITY / IMPARTIALITY INTEREST Councillors to Note

A member who has an interest in any matter to be discussed at a Council or Committee Meeting, that will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting  
or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

##### **NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)**

The following notes are a basic guide for Councillors when they are considering whether they have an interest in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.

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5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the *Local Government Act*, or
  - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the *Local Government Act*, with or without conditions.

**Declarations of Interest provided:**

<b>Item Number/ Name</b>	<b>Type of Interest</b>	<b>Nature/Extent of Interest</b>
There were no Declarations of Interest provided for this meeting.		

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**5.1 PARABURDOO COMMUNITY HUB (CHUB) COMMITTEE MEETING HELD  
ON 12 FEBRUARY 2019**

<p><b>Committee Decision</b></p> <p><b>MOVED: Cr M Lynch</b> <span style="float: right;"><b>SECONDED: Cr K White</b></span></p> <p><b>That the Unconfirmed Minutes of the Paraburdoo Community Hub (CHUB) Committee Meeting held on 12 February 2019 (ATTACHMENT 5.1) be confirmed as a true and accurate record.</b></p> <p style="text-align: right;"><b>CARRIED 3/0</b></p> <p style="text-align: center;"><b>Councillors Rumble, White and Lynch voted for the motion</b></p>
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**6. REFERENCE**

**6.1 TERMS OF REFERENCE**

**OBJECTIVES**

The Committee is to undertake the task of overseeing the CHUB project and to make recommendations to Council as per the Roles and Responsibilities outlined in (a) to (f) below.

**ROLES AND RESPONSIBILITIES**

The Committee is to undertake the task of overseeing the CHUB project and to make recommendations to Council on:

- a) Updated designs and reports regarding estimated cost, risk and deliverables;
- b) The register of design changes, including impact to cost / size / scope;
- c) Final documented designs before presentation to Council for endorsement;
- d) Major variations (over \$100,000 in cost, or exceed total budget, or change in scope that effects functionality or purpose of area) for recommendation to Council;
- e) Proposed variations to the terms of the funding agreements (via request to the Project Steering Group);
- f) Requests and feedback from the Project Reference Group; and
- g) Monthly project progress reports and major variation requests during construction.

**MEETINGS**

**Membership**

Membership of the Shire of Paraburdoo Community Hub (CHUB) Committee will be:

- Three (3) Elected Members of the Shire of Ashburton.

Note - Other individuals may attend meetings as guests/observers, with the prior approval of the Presiding Person.

**Authority**

The Committee has no delegated authority and the Shire President is to be the Shire's Spokesperson on issues under the Committee's consideration (irrespective of Committee Membership) unless otherwise authorised by the Shire President. Committee's recommendations on proposed changes to the Paraburdoo CHUB project will be presented to the next month's Ordinary Meeting of Council (as Committee Minutes).

**Budget and Organisational Support**

- A relevant Shire employee will attend meetings to provide administrative support including:
  - Preparation and provision of committee agendas and minutes; and
  - Preparation of committee meeting venue, as required.

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**Term**

The term of membership for committee members is to coincide with biennial Local Government Councillor Elections and Council's biennial Council Meeting following (where Committee appointments are made).

**Frequency**

Meetings are to be held as required (wherever practical, they should correspond with Shire of Ashburton's Ordinary Council Meeting dates and locations), so as to undertake the task of overseeing the CHUB project.

**6.2 REFERENCE DOCUMENTS & KEY AGENCIES**

Original Reference Documents:

- a) Business Case for Paraburdoo Community Hub (May 2016)
- b) Project Definition Plan (CODA, 6 November 2014)
- c) Opinion of Probable Cost (Donald Cant Watts Corke, November 2014)

Current Reference Documents:

- d) Feedback and Requirements (Project Reference Group, January 2017)
- e) Return Brief (Hodge Collard Preston, February 2017)
- f) Concept Design Plan (Hodge Collard Preston, February 2017)
- g) Indicative Programme (Hodge Collard Preston, 21 February 2017)
- h) Project Manager Status Report (February 2017)

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**7. AGENDA ITEMS**

**7.1 PARABURDOO COMMUNITY HUB PROJECT UPDATE APRIL 2019**

MINUTE: 543/2019

<b>FILE REFERENCE:</b>	RC42129
<b>AUTHOR'S NAME AND POSITION:</b>	Chantelle Bryce Manager Building and Facilities Maintenance
<b>AUTHORISING OFFICER AND POSITION:</b>	Brian Cameron Director Property and Development Services
<b>NAME OF APPLICANT/RESPONDENT:</b>	Not Applicable
<b>DATE REPORT WRITTEN:</b>	1 April 2019
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda Item 7.1 - Ordinary Meeting of Council 12 February 2019

**Summary**

Committee is requested to note the progress, accept project update and variations on the Paraburdoo Community Hub (CHUB).

**Background**

At the Ordinary Meeting of Council held on 21 September 2017 the contract for 'RFT 17/17 Construction of the Paraburdoo Community Hub' was awarded to Pindan Pty Ltd, enabling the delivery of the new multipurpose centre and refurbishment of the existing sports hall. Construction of the Paraburdoo Community Hub and refurbishment of the sports Hall, known as the Karingal Neighbourhood Centre has now reached Practical Completion.

**Comment**

The following variations were approved by Council on 12 February 2019 and updated accordingly:

- a. Additional perforated screens extended to the Pool Manager's Office and also extra screens to extend to the floor of existing pie screens (Safety requirement in lieu of extending the Pool Manager's Office) - \$22,000 (**Outstanding**);
- b. Electrical upgrades to Pool Managers office including extra CCTV, data points and 42 inch monitor (Safety requirement in lieu of extending the Pool Manager's Office - \$12,000 (**Outstanding**);
- c. Karingal Push Button - access control changes (Emergency Exit) - \$4,812.90 (**Outstanding**);
- d. Door Grills to the Evacuation Store and Club Room - \$1430.00 (**Completed**);
- e. Hot Water Tap in plant room \$984.50 (**Completed**);

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- f. Door Hardware various change over to lever handle - \$308.55 (**Completed**);
- g. Herringbone layout to the carpark/ line marking - \$4,587.13 (**Completed**);
- h. 15amp General Purpose Outlet for kitchen microwave - \$1500 (**Completed**);
- i. Vinyl signage on Change rooms - \$500 (**Outstanding**);
- j. Make safe the electrical boxes in Squash court passage by removing old redundant electrical boxes - \$350 (**Outstanding**);
- k. Additional door hardware to Squash courts - \$350.00(**Completed**); and
- l. Credit (approximately) for lighting - \$9130.00 credit (**Completed**).

**Total \$39,693.08**

In relation to the operation of the CHUB, Council will need to consider what fees and charges it should established for the overall operations. The following are the suggested fees and charges for consideration by Council for the CHUB, but commencing 1 July 2019.

**Sports Hall (Multi-Purpose Court)**

<b>FEE TYPE</b>	<b>BASIS</b>	<b>SUGGESTED FEES 2019/20</b>
Commercial/Business Functions - Day	per day	\$236.00
Commercial/Business Functions - Night	per night	\$214.00
Commercial/Business Functions – Day	per hour	\$32.50
Commercial/Business Functions - Night	per hour	\$27.50
Charitable/Community & Sport Groups - Day	per day	\$199.00
Charitable/Community & Sport Groups - Night	per night	\$167.50
Charitable/Community & Sport Groups - Day	per hour	\$26.50
Charitable/Community & Sport Groups - Night	per hour	\$21.50
Casual Admittance (when not hiring the venue)	per person/per hour	\$2.00
Bond – with Alcohol		\$1000.00
Bond - without Alcohol		\$500.00
Key/Swipe Card Bond		\$100.00
<i>Note: A 50% Discount is applicable on all above for any junior organisation (non for profit) – booking must be specifically for children 17 years and under.</i>		
<i>Note: Paraburdoo Primary School will have access to the sports hall free of charge during school operating hours, Bookings will still need to be made through Reception along with all relevant documentation. Key/Swipe Card Bond will still be applicable.</i>		
<i>Note: For all day and night bookings if booking for more than 5 consecutive days/nights (24hr period) 50% discount will be applied.</i>		

**Change Rooms Oval Side Paraburdoo Hub**

<b>FEE TYPE</b>	<b>BASIS</b>	<b>SUGGESTED FEES 2019/20</b>
Commercial/Business Functions - Day	per day	\$108.50
Commercial/Business Functions - Night	per night	\$86.50
Commercial/Business Functions – Day	per hour	\$14.00
Commercial/Business Functions - Night	per hour	\$11.00
Charitable/Community & Sport Groups - Day	per day	\$84.50
Charitable/Community & Sport Groups - Night	per night	\$64.00
Charitable/Community & Sport Groups - Day	per hour	\$10.50
Charitable/Community & Sport Groups - Night	per hour	\$7.00
Bond – with Alcohol		\$1000.00
Bond - without Alcohol		\$500.00
Key/Swipe Card Bond		\$100.00

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*Note: A 50% Discount is applicable on all above for any junior organisation (non for profit) – booking must be specifically for children 17 years and under.*

*Note: For all day and night bookings if booking for more than 5 consecutive days/nights (24hr period) 50% discount will be applied.*

It would be possible to establish the charges for the remainder of the 2019/20 Financial Year however it would require a resolution of Council, advertising and notification to the community. Given it is approximately 2 months before the end of the financial year, the costs involved in pursuing the fees and the return involved is questionable.

Accordingly, if accepted by Council, there would be no charge for facility use of the CHUB until the 2019/20 Financial Year.

*Chub Financials*

Practical completion has been achieved on the CHUB project with Pindan Constructions completing defects throughout the Chub and Karingal Neighbourhood Centre Building.

The conversion of the change rooms (i.e. converting the old change rooms to storage) project RFQ 07.19 has been awarded to Neowest with demolition and construction beginning in coming days.

Identified projects still be completed are as follows:

- Shade Sail Structure over the Karingal Neighbourhood Playground (RFQ 18.19 currently advertised on Tenderlink closing date 9 April 2019) – \$30,000 estimated;
- BBQ Shade Area Quentin Broad Swimming Pool – \$126,218;
- Softball Diamond including dugouts and lighting – \$450,000 estimate
- Paraburadoo Cricket Nets – \$80,000;
- Electrical Upgrades to Pool Managers Office including CCTV, data points and 42 inch monitor (Safety requirement) – \$12,000; and
- Extension of the Pool's Managers Office to ensure total visibility of the Pool area (Safety requirement) – \$120,000.

**ATTACHMENT 7.1** provides a financial breakdown of the CHUB up and until 15 April 2019.

**ATTACHMENT 7.1**

On the basis of the current financials, it is appropriate for Council to consider whether it wishes to pursue applying for a loan for \$1.1M for the identified projects required to be carried out.

**Consultation**

Executive Management Team

**Statutory Environment**

*Local Government Act 1995 Section 3.57. Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a Prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

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*Local Government Act 1995 Section 5.23. Meetings generally open to public*

- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)*
- (b) *the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following*
  - 
  - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;"*

*Local Government (Functions and General) Regulations 1996*

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub-regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if:*
- (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
  - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;*

**Financial Implications**

There is no proposed change to the forecast budget breakdown endorsed by Committee and Council in February 2019.

**Strategic Implications**

Shire of Ashburton 10 Year Community Strategic Plan 2017-2027

Goal 01 Vibrant and Active Communities

Objective 03 - Quality education, healthcare, childcare, aged care and youth services. Goal 04 - Quality services and infrastructure

Objective 01 - Quality public infrastructure Objective 03 - Well planned towns

**Risk Management**

This item has been evaluated against the Shire of Ashburton's Risk Management Policy CORPS Risk Matrix. The perceived level of risk for the project is considered to be "Low".

The low level of risk is being driven by the "minor" 'consequence of time and/or cost impacts and the "Unlikely" likelihood that a time and/or cost risk could occur. The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures and subject to annual monitoring by the Operational Manager

**Policy Implications**

FIN12 Purchasing Policy. This policy outlines how the Shire of Ashburton 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 through a publically advertised RFT.

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**Voting Requirement**

Absolute Majority Required

**Committee Recommendation**

That with respect to the Paraburdoo Community Hub Project Update April 2019, the Paraburdoo Community Hub (CHUB) Committee recommend that Council:

1. Accept CHUB project update and variation update as outlined in the Shire Report and ATTACHMENT 7.1;
2. Consider the fees and charges as generally outlined in the Shire Report when adopting the 2019/20 Fees and Charges;
3. Receive the CHUB Financial Statements as at 15 April 2019.
4. Resolve not to raise loan funds of \$1.1M for loan number 125 - Paraburdoo CHUB; and
5. Utilise savings of \$715,967 on identified projects on CHUB including the following:
  - Shade Sail Structure over the Karingal Neighbourhood Playground (RFQ 18.19 currently advertised on Tenderlink closing date 9 April 2019) – \$30,000 estimated;
  - BBQ Shade Area Quentin Broad Swimming Pool – \$126,218;
  - Softball Diamond including dugouts and lighting – \$450,000 estimate
  - Paraburdoo Cricket Nets – \$80,000;
  - Electrical Upgrades to Pool Managers Office including CCTV, data points and 42 inch monitor (Safety requirement) – \$12,000; and
  - Extension of the Pool's Managers Office to ensure total visibility of the Pool area (Safety requirement) – \$120,000.

**Committee Decision**

**MOVED: Cr K White**

**SECONDED: Cr M Lynch**

**That with respect to the Paraburdoo Community Hub Project Update April 2019, the Paraburdoo Community Hub (CHUB) Committee recommend that Council:**

- 1. Accept CHUB project update and variation update as outlined in the Shire Report and ATTACHMENT 7.1;**
- 2. Consider the fees and charges as generally outlined in the Shire Report when adopting the 2019/20 Fees and Charges;**
- 3. Receive the CHUB Financial Statements as at 15 April 2019;**
- 4. Defer consideration not to raise the 1.1M Loan number 125 until completion of the Paraburdoo CHUB; and**

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**5. Utilise savings of \$715,967 on identified projects on CHUB including the following:**

- **Shade Sail Structure over the Karingal Neighbourhood Playground (RFQ 18.19 currently advertised on Tenderlink closing date 9 April 2019) – 30,000 estimated;**
- **BBQ Shade Area Quentin Broad Swimming Pool – \$126,218;**
- **Softball Diamond including dugouts and lighting – \$450,000 estimate**
- **Paraburdoo Cricket Nets – \$80,000;**
- **Electrical Upgrades to Pool Managers Office including CCTV, data points and 42 inch monitor (Safety requirement) – \$12,000.**

**CARRIED BY ABSOLUTE MAJORITY 3/0  
Councillors Rumble, White and Lynch voted for the motion**

**Reason for change:**

The Committee requested that the new Paraburdoo Pool Manager review the office arrangement and the Chief Executive Officer investigate the opportunity to address the design of the pool manager's office without requiring significant restructure of the building.

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**8. NEXT MEETING**

The next Paraburdoo Community Hub (CHUB) Committee meeting will be held at a time and date to be confirmed.

**9. CLOSURE OF MEETING**

There being no further business to discuss the Presiding Member closed the meeting at 9.41 am.