



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Community Grants Assessment

Committee Meeting

22 November 2021

NOTICE PAPER

Community Grants Assessment Committee Meeting

22 November 2021

Committee Members

I wish to inform you that a Community Grants Assessment Committee meeting will be held in the Council Chambers at 395 Fitzgerald Street, Northam on 22 June 2021 at 5:00pm.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

DISCLAIMER

This committee has been delegated authority by Council to receive and assess grant applications; and make a final determination on all grant applications received as part of the Community Grants Scheme.

This agenda has yet to be dealt with by the committee. The Recommendations shown at the foot of each item have yet to be considered by the committee and are not to be interpreted as being the position of the committee. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the committee.

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential, and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

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The Shire of Northam advises that anyone who has any application lodged with the Shire of Northam must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

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1. DECLARATION OF OPENING

2. ACKNOWLEDGEMENT TO COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

3. ELECTION OF PRESIDING MEMBER

In accordance with section 5.12 of the Local Government Act 1995, the members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

4. ATTENDANCE

Committee:

Shire President
Councillor
Councillor
Councillor
Councillor
Councillor

C Antonio
A Mencshelyi
D Galloway
D Hughes
P Curtis
R Tinetti

Staff:

Chief Executive Officer
Executive Manager Community Services
Community Development Officer

J Whiteaker
J Metcalf
J Hawkins

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

5. DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest

6. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Local Government Act 1995 s6.10

Shire of Northam Standing Orders Amendment Local Law 2018

(1) A petition is to –

(a) be addressed to the President;

(b) be made by electors of the district;

(c) state the request on each page of the petition;

(d) contain the name, address and signature of each elector making the request, and the date each elector signed;

(e) contain a summary of the reasons for the request; and Page 13

(f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.

(2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).

(3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:

(a) the matter is the subject of a report included in the agenda; and

(b) the Council has considered the issues raised in the petition.

7.2 PRESENTATIONS

Local Government Act 1995 s6.11

Shire of Northam Standing Orders Amendment Local Law 2018

(1) In this clause, a "presentation" means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.

(2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

7.3 DEPUTATIONS

Local Government Act 1995 s6.9

Shire of Northam Standing Orders Amendment Local Law 2018

(1) Any person or group wishing to be received as a deputation by the Council is to either-

(a) apply, before the meeting, to the CEO for approval; or

(b) with the approval of the Presiding Member, at the meeting, address the Council.

(2) The CEO may either-

(a) approve the request and invite the deputation to attend a meeting of the Council; or

(b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.

(3) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

9. APPLICATION FOR LEAVE OF ABSENCE

Nil.

10. CONFIRMATION OF MINUTES

9.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 1 JUNE 2021

RECOMMENDATION

That the minutes of the Community Grants Assessment Committee meeting held on 1 June 2021 be confirmed as a true and correct record of that meeting.

11. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

12. COMMITTEE REPORTS

12.1 COMMUNITY DEVELOPMENT GRANT PROGRAM APPLICATIONS

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to assess and make a determination on grant applications received as part of the Community Development Grant Program.

ATTACHMENTS

All attachments are confidential and provided to the committee members only.

- Attachment 1: Grant Evaluation Report Applicant C1 Northam Army Camp Heritage Association – Significance Assessment & 2 Mannequins
- Attachment 2: Grant Evaluation Report Applicant C2 STRYKA – Fighting for Community
- Attachment 3: Grant Evaluation Report Applicant C3 RSL WA Bakers Hill Sub Branch – Bitumen Hardstand/Parade Ground
- Attachment 4: Grant Evaluation Report Applicant C4 Bakers Hill Volunteer Bushfire Brigade – Outdoor Area
- Attachment 5: Grant Evaluation Report – Applicant C5 Northam Toy Library – Northam Early Years Hub
- Attachment 6: Grant Evaluation Report – Applicant C6 Northam Theatre Group – Link Theatre 2.0 “Rebooting Northam’s Link to the Arts”
- Attachment 7: Grant Evaluation Report – Applicant C7 Artists Revolution – Rehab Our Way
- Attachment 8: Grant Evaluation Report – Applicant C8 Clackline/Muresk Bushfire Brigade – LED message board for Clackline/Muresk BFB Shed
- Attachment 9: Grant Evaluation Report – Applicant C9 Northam Amateur Basketball Association – NABA Hoops Pathways

- Attachment 10: Grant Evaluation Report – Applicant C10 Northam Army Camp Heritage Association – Northam Heritage & Multicultural Festival
- Attachment 11: Grant Evaluation Report – Applicant C11 Northam Regional Gym – Get Moving Northam

A. BACKGROUND / DETAILS

The Community Grants Program aims to strengthen and enhance the social wellbeing, development, and sustainability of the Shire of Northam community. Grants are awarded to local not for profit community organisations to support projects that will benefit specific target groups and the broader community.

The Community Grants Scheme is governed by Council's Community Support Policy, which provides a framework for the community for requesting funds and/or sponsorship from Council; and provides Council with a framework to ensure a consistent and equitable allocation of funds.

The Community Development Grants are a new initiative, with 2021 being the first round offered. This category was introduced to support the strategic development and organisational capacity building of local community groups and sporting clubs. Applications for funding between \$5,000 - \$20,000 were invited from incorporated not for profit local community groups and sporting clubs. Applications opened on Monday, 23 August 2021 and closed at 4pm Friday 8 October 2021.

A Community Grants Roadshow was delivered to inform the community of the grants program and provide guidance on applying for a grant. Sessions were held in Northam, Bakers Hill and Wundowie during the day and evening.

A budget allocation of \$80,000 has been made in the 2021/2022 Annual Budget for Community Development Grants.

The following applications were received and are being presented for assessment:

Applicant	Project	Amount requested
Northam Army Camp Heritage Association	Significance Assessment & 2 Mannequins	\$5,000

STRYKA Fight Team	Fighting for Community	\$20,000
RSL WA Bakers Hill Sub Branch	Bitumen Hardstand/Parade Ground	\$20,000
Bakers Hill Volunteer Bushfire Brigade	Outdoor Area	\$17,650
Northam Toy Library	Northam Early Years Toy Hub	\$15,450
Northam Theatre Group	Link Theatre 2.0 "Rebooting Northam's Link to the Arts"	\$6,975
Artists Revolution	Rehab Our Way	\$20,000
Clackline/Muresk Bushfire Brigade	LED Message Board for Clackline/Muresk BFB Shed	\$6,751
Northam Amateur Basketball Association	NABA Hoops Pathways	\$18,000
Northam Army Camp Heritage Association	Northam Heritage & Multicultural Festival	\$20,000
Northam Regional Gym	Get Moving Northam	\$5,087.25
	Total	\$154,913.25

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing

Objective: Facilitate the provision of varied cultural and artistic activities

Outcome: Provide a range of quality activities for specific demographics, including seniors and youth

B.2 Financial / Resource Implications

Council has allocated funds in the 2021/22 budget towards the Community Development Grants Program.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

Community Support C3.1 Community Grants Scheme

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	COVID-19 outbreak or restrictions impact delivery of funded projects	Minor (2) x Possible (3) = Moderate (6)	Flexibility provided to grant recipients to obtain project & acquittal extensions in extenuating circumstances.
Reputation	Funding allocations perceived to be allocated unfairly	Possible (3) x Insignificant (1) = Moderate	Grant applications assessed in accordance with Council Policy. Feedback provided to unsuccessful applicants and the opportunity given for them to reply in future years.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

A summary of the application with officer's comments is included in the Confidential Grant Evaluation Reports. Many of the applications did not clearly address the purpose of this funding, being to support the strategic development and organisational capacity building of local community groups and sporting clubs. It is proposed the remainder of the unallocated funds from this funding stream be transferred to the Quick Response Grant stream where there is a higher demand.

Officers have assessed the applications and have submitted the following recommendations for each of the 11 applications. It is proposed the remaining funds

C1 – Significance Assessment & 2 Mannequins

Applicant	Project Summary	Amount requested
Northam Army Camp Heritage Association	Significance assessment of all of the items that NACHA has in their possession. Bringing the collection up to museum standards. Purchase 2 mannequins for 2 costumes that are lying in the filing cabinet drawer and are being creased which is no good for the material.	\$5,000

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to the Northam Army Camp Heritage Association of \$3,365.46 (excluding GST) for a significance assessment of the NACHA collection.

C2 – Fighting for Community

Applicant	Project Summary	Amount requested
STRYKA Fight Team	To assist at risk youth provide community service to vulnerable residents. STRYKA have applied for a fully equipped yard services trailer & heavy duty towable hydraulic wood splitter.	\$20,000

RECOMMENDATION

That the Community Grants Assessment Committee DOES NOT approve a grant to the STRYKA Fight Team for Fighting for Community.

C3 – Hooper Park War Memorial Bitumen

Applicant	Project Summary	Amount requested
RSL Bakers Hill Sub Branch	Contract civil works to supply and lay bitumen	\$20,000

	and curbing at the Hooper Park War Memorial Bakers Hill.	
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RECOMMENDATION

That the Community Grants Assessment Committee DOES NOT approve a grant to the RSL Bakers Hill Sub Branch for the Hooper Park War Memorial Bitumen.

C4 – Outdoor Area

Applicant	Project Summary	Amount requested
Bakers Hill Volunteer Bushfire Brigade	Finish off the outdoor area of the new fire station to allow members to relax after callouts as well as helping attract new members.	\$17,650

RECOMMENDATION

That the Community Grants Assessment Committee DOES NOT approve a grant to the Bakers Hill Volunteer Bushfire Brigade for their outdoor area.

C5 – Northam Early Years Hub

Applicant	Project Summary	Amount requested
Northam Toy Library	NTL have identified a lack of early years social outlets in Northam. The funds will cover improvements and fit out of the Toy Library building (old Northam Fire Station – Shire owned) so they can fill this gap. Will create a multi-purpose space available for early learning activities and a meeting place for related groups, as well as continue their operation as a toy library.	\$15,450

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to the Northam Toy Library of \$15,450 (excluding GST) for the Northam Early Years Hub, on the condition that any relevant heritage, planning, building, and health approvals are obtained.

C6 – Link Theatre 2.0 “Rebooting Northam’s Link to the Arts”

Applicant	Project Summary	Amount requested
Northam Theatre Group	To maintain an important community arts facility. Creating a more desirable and accessible place to visit & participate in theatre performances. Key activities include: <ul style="list-style-type: none"> • Building a universal ambulant toilet & ramp • Redesign & ergonomic fit out of kitchen/bar area • Redecorate foyer • Upgrade bathroom facilities 	\$6,975

RECOMMENDATION

That the Community Grants Assessment Committee approves a grant of \$6,975 (excluding GST) to the Northam Theatre Group for Link Theatre 2.0 “Rebooting Northam’s Link to the Arts”, on the condition that any relevant planning, building, and health approvals are obtained.

C7 Rehab Our Way

Applicant	Project Summary	Amount requested
Artists Revolution	Artists Revolution & Homeless Empire have come together to promote Nyoongar culture and provide an outlet for the disengaged to re-engage	\$20,000

	in our community in a positive way.	
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RECOMMENDATION

That the Community Grants Assessment Committee DOES NOT approve a grant to the Artists Revolution & Homeless Empire for Rehab Our Way.

C8 LED Message Board for Clackline/Muresk Bushfire Brigade Shed

Applicant	Project Summary	Amount requested
Clackline/Muresk Bushfire Brigade	Install a digital sign on the side of the Clackline/Muresk BFB Shed. The sign will allow the brigade or the Shire to remotely change the fire danger status to communicate emergency services information to local residents.	\$6,751

RECOMMENDATION

That the Community Grants Assessment Committee DOES NOT approve a grant to the Clackline/Muresk Bushfire Brigade for an LED sign on the Clackline/Muresk Fire Shed.

C9 – NABA Hoops Pathways

Applicant	Project Summary	Amount requested
Northam Amateur Basketball Association	<ul style="list-style-type: none"> • Develop a strategic approach to the growth of its players, officials & governance in alignment with Basketball WA long term plan. • To reach an agreement with BWA on a sanctioned long term development pathway for players to extend 	\$18,000

	<p>from local domestic competition through to regional & state representation. (Northam is not currently aligned with any development pathway)</p> <ul style="list-style-type: none"> • Establish a development platform for coaches & officials • Widening the offering of basketball to all abilities & demographics working with other sporting codes & organisations 	
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RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to the Northam Amateur Basketball Association of \$18,000 (excluding GST) for NABA Hoops Pathways.

C10 Northam Heritage & Multicultural Festival

Applicant	Project Summary	Amount requested
Northam Army Camp Heritage Association	<p>Event to raise awareness & celebrate the many different cultures in the Shire of Northam, including the displaced persons who went through the Northam Army & Holden Camp.</p> <p>Event will include ethnic performances, ethnic stalls, children's entertainment.</p>	\$20,000

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to the Northam Army Camp Heritage Association of up \$20,000 (excluding GST) staged based upon meeting the following milestones:

1. A detailed budget is provided to Shire Officers and at least 25% additional funding is secured to deliver the event – 50% payment
2. A full event program is submitted and agreed with Shire Officers – 25% payment
3. A marketing plan is submitted and agreed with Shire Officers – 25% payment

C11 Get Moving Northam

Applicant	Project Summary	Amount requested
Northam Regional Gym	12 week fitness & nutrition program made available at low cost & achievable for people of all fitness levels.	\$5,087.25

RECOMMENDATION

That the Community Grants Assessment Committee DOES NOT approve a grant to the Northam Regional Gym for Get Moving Northam.

12.2 QUICK RESPONSE GRANT APPLICATIONS UPDATE

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Nil
Press release to be issued:	No

BRIEF

To update the committee with the progress of the Quick Response Grant applications.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

Quick Response Grants support innovative responses to community and individual needs, either as a whole or target groups (children, youth, seniors, people with disability, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects, or to assist one off projects, or to assist the delivery of projects/events for which opportunity has arisen.

Projects must take place within the Shire of Northam and significantly benefit the Shire of Northam community. Funding can be utilised for wide range of purposes, including, but not limited to:

- One off community events
- Community projects that address a clearly defined community need
- Sponsorship of regional or state level sporting tournaments or competitions hosted in the Shire of Northam (i.e. not for the regular season)
- Funding can be applied for by individuals, 18 years or under and still at school who have qualified to participate in recognised State, National or International level events.

Quick Response Grants can be applied for year round and are assessed by Shire Officers with approval delegated to the Chief Executive Officer.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing

Objective: Facilitate the provision of varied cultural and artistic activities

Outcome: Provide a range of quality activities for specific demographics, including seniors and youth

B.2 Financial / Resource Implications

There is an allocation of \$20,000 in the 2021/2022 Annual Budget for Quick Response Grants.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	The grants program is oversubscribed with more requests for funding received greater than the funding available through the 2021/2022 Council Budget	Likely (4) x Insignificant (1) = Low (4)	The Committee will make a determination on all applications and award grants to those who best demonstrate that they meet the funding objectives.
Health & Safety	Nil.		
Reputation	There is disagreement over the committee's decision to award/not award funding	Possible (3) x Insignificant (1) = Low (3)	Assessments will be made following the grant guidelines and against the Shire of Northam Community Strategic Plan and Community Plans.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

There is a budget allocation of \$20,000 for Quick Response Grants. \$10,332 has been awarded to date, with pending applications totalling \$12,674. As we are only half way through the financial year, indications are an increased budget allocation to the Quick Response Grants will be required.

The following quick response grants have been submitted to date in the 2021/2022 financial year.

APPLICANT	PROJECT SUMMARY	AMOUNT REQUESTED	AMOUNT APPROVED
Avon Valley Environmental Society	John Curtin Weekend	\$500	\$500
Silver Wings Senior Citizens Club	Seniors Week Outing	\$1,132	\$1,132
Northam Theatre Group	Bathroom refurbishment	\$5,000	\$0
Wundowie Golf Club	Replacement of Club House Ceiling	\$2,700	\$2,700
STRYKA Fight Team	Avon Valley Amateur Boxing Championships	\$5,000	\$2,000
Northam & Districts Little Athletics	NDLAC 50 th Anniversary	\$5,000	\$4,000
Northam Yorga's Group	Lunch & Craft Activities	\$5,000	Not assessed yet
Horsepower Bakers Hill	Carriage driving for the disabled	\$2,674	Not assessed yet
Avonvale P&C	Avonvale P&C Marquee Sun Shelters	\$5,000	Not assessed yet
Share & Care	Wheatbelt Family & Domestic Violence Offenders Project Forum	\$1,674	\$0

RECOMMENDATION

That Council accept the update of the Quick Response Grant applications as provided.

13. URGENT BUSINESS APPROVED BY DECISION

Nil.

14. DATE OF NEXT MEETING

To be confirmed.

15. DECLARATION OF CLOSURE