

NOTICE OF STANDING COMMITTEE MEETING

Dear Member

The next Ordinary Meeting of the Shire of Bridgetown-Greenbushes Local Laws, Strategy, Policy & Organisation Development Standing Committee Meeting to be held in the Council Chambers on Thursday, **10 March 2016** commencing at the conclusion of the Special Meeting of Council.

Signed by T Clynych



Date:

3 March 2016

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AGENDA

For a Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee to be held in the Council Chambers on Thursday, 10 March 2016 commencing at the conclusion of the Special Meeting of Council.

Meeting to be opened by the Presiding Member

Acknowledgment of Country – Chief Executive Officer

On behalf of the Councillors, staff and gallery, I acknowledge the Noongar People, the Traditional Owners of the Land on which we are gathered, and pay my respects to their Elders both past and present.

Attendance & Apologies

Presiding Member - A J Wilson

- J A Boyle

- S C Hodson

- D Mackman

- J R Moore

- J Nicholas

- A Pratico

- P Quinby

- P Scallan

In Attendance - T P Clynch, CEO

- M Larkworthy, Executive Manager Corporate Services

- E Denniss, Executive Manager Community Services

- T M Lockley, Executive Assistant

Gallery

Petitions/Deputations/Presentations

Comment on Agenda Items by Parties With an Interest

Confirmation of Minutes

SC.01/0316 Ordinary Meeting held 11 February 2016

A motion is required to confirm the Minutes of the Ordinary Meeting of the Local Laws, Strategy, Policy & Organisation Development Standing Committee held 11 February 2016 as a true and correct record.

Announcements/Briefings by Elected Members

Notification of Disclosure of Interests

Section 5.65 or 5.70 of the Local Government Act requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

A Member who makes a disclosure under Section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow a Member to speak, the extent of the interest must also be stated.

Consideration of Motions of Which Previous Notice has been Given - Nil

Reports of Officers

Reports of Officers have been divided into the following Categories:

- Policy
- Local Laws
- Strategy
- Organisation Development

Policy - Nil

Local Laws - Nil

Strategy

ITEM NO.	SC.02/0316	FILE REF.	
SUBJECT	Desktop Review of Strategic Community Plan		
OFFICER	Chief Executive Officer		
DATE OF REPORT	2 March 2016		

Attachment 1 Draft Strategic Community Plan 2016 with proposed modifications shown as track changes
Attachment 2 Bridge of Success Workshop Book of Proceedings

OFFICER RECOMMENDATION that Council:

- 1. Adopt the revised Strategic Community Plan 2016 following the desktop review process.*
- 2. Undertake to complete a full review of the Strategic Community Plan, including further community engagement, by 30 June 2017.*
- 3. Request the CEO to report back on the findings of the community survey 2015 by July 2016.*
- 4. That the findings of the community survey 2015 and the “Bridge of Success” Workshop book of proceedings be used to initiate the community engagement process for the full review of the Strategic Community Plan in 2016/17.*
- 5. Request the CEO to report back by May 2016 on the recommended community engagement process for the full review of the Strategic Community Plan in 2016/17, including budget considerations.*

Summary/Purpose

A full review of Council’s Strategic Community Plan 2013 is scheduled for 2016/17. In preparation for the full review Council has conducted a desktop review of the existing Strategic Community Plan so that an updated version can be used as the basis for community engagement in 2016/17.

Background

Council adopted its Strategic Community Plan in June 2013.

This plan shares Council’s visions and aspirations for the future and outlines how it will, over the decade following adoption, work towards a brighter future for the Shire of Bridgetown-Greenbushes community. The 2013 Plan was developed with full community participation including a survey, workshop and visioning session.

The Strategic Community Plan is a strategy and planning document that reflects the longer term (10+ years) community and local government aspirations and priorities.

The Strategic Community Plan responds to three questions put to the community and the local government:

- Where are we now?
- Where do we want to be?
- How do we get there?

The Strategic Community Plan prioritises community aspirations giving consideration to:

- Social objectives

- Economic objectives
- Environmental objectives
- Factors such as changing demographics and land use.

The Integrated Planning Framework and Guidelines of the Department of Local Government and Communities states that at a minimum a desk top review of the Strategic Community Plan should be undertaken every two years (following Council Elections), and a full review and renewed long-term visioning process be conducted every four years thus ensuring the community priorities and aspirations are kept up to date and relevant. With these guidelines in mind Council determined that it would conduct a desktop review of the Strategic Community Plan in 2015/16 after the October 2015 local government elections. Community consultation as part of the desktop review was actually commenced prior to the October 2015 elections and the intent of Council was to assess the results of the community survey and finalise the desktop review process in either late 2015 or early 2016.

On 24 December 2015 however advice was received from the Department of Local Government and Communities that all Strategic Community Plans need to have been a full review process by 30 June 2017. Linking the review timetable to a post local government elections timeframe has been removed.

At the quarterly briefing session held on 4 February 2016 this matter was discussed and it was agreed that a report would be submitted to Council on:

- Limiting the desktop review process to a review of current strategies to confirm whether the strategies are still current as well as tidying up some of the wording of various strategies.
- Deferring consideration of the community survey 2015 results with these results to feed into a full review of the Strategic Community Plan scheduled to commence in early 2016/17.
- The recommended process to be undertaken in 2016/17 for the full review of the Strategic Community Plan, including the need for external facilitation of community workshops.

At the 11 February 2016 meeting of the Standing Committee councillors and senior staff reviewed the strategies contained in the existing Strategic Community Plan. A number of minor changes were identified, as summarised in the table below:

Strategy No.	Change	Reason
1.1.3	Under Key Partners replace BCC with BGBTA	BCC replaced by BGBTA
1.1.5	Replace “Active Ageing Strategy” with “Age Friendly Community Plan”	Reflects name change for the Plan.
1.1.6	Delete existing strategy and replace with “Review Youth Friendly Community Plan”	Reflects change of title
1.2.4	Delete the words “and investigate potential infill sewer in Greenbushes”	Ground conditions and economic factors make sewer an unlikely proposition for Greenbushes.
1.2.7	Insert the words ‘and reliability” so that the Strategy reads “monitor availability	Recognises that continuity of supply is a significant issue for business.

	and reliability of electricity supplies in the area to ensure there is sufficient capacity available to meet long term needs”	
1.2.8	Delete the words “incubation and” so that the Strategy reads “support business representative organisations”	Reflects State Government focus has moved away from business incubation models to more of a business advisory model.
1.2.8	Under Key Partners replace BCC with BGBTA	BCC replaced by BGBTA
1.3.1	Delete existing strategy and replace with “support the development and improvements of/to access for a full range of communication services”	Expand strategy from advocating for broadband to a full range of communication services.
1.3.2	Delete words “secure funding for improved” and reword to read “seek improvements to all types of communication services”	Recognition that local government doesn’t secure funding for most communication services (NBN, mobile phone towers, etc.) but rather its role is to lobby government and providers.
1.4.1	Replace “Active Ageing Strategy” with “Age Friendly Community Plan”	Reflects name change for the Plan.
1.4.3	New Strategy – “ensure Government health services are maintained and/or improved”	With significant investment in health services elsewhere in the region it is imperative that Council works to ensure our existing health services are maintained.
1.5.2	Add MRWA to list of key partners for this strategy	The South West Highway is a major transport network.
2.2.3	Replace “prepare” with “implement” so that strategy reads “implement conservation plans for key Shire owned heritage buildings”	Recognises that conservation plans have been prepared.
2.3.2	Delete “continue to” and add words “and implement” so that strategy reads “prepare and implement management or conservation plans for key bushland reserves”	A number of management or conservation plans have been prepared and the focus is on implementation of those plans
2.4.3	Replace “identify” with “consider”	Recognises that the use of the river for recreational/commercial uses will be driven by the private sector and Council’s role will be in a regulatory capacity.
2.5.2	Delete the words “continue to”	Poor grammar
2.5.3	Delete the words “continue to”	Poor grammar
2.7.3	New Strategy – “monitor regional initiatives and opportunities in waste management”	Recognition that regional management is an issue common to all local governments and Council is already participating in regional initiatives.
2.8.2	Amend “environmental sustainable” to “environmentally sustainable”	Correct terminology
2.9.1	Reword strategy from “investigate the re-establishment of a community	Recognises that the landcare service has been established

	landcare service to “support the community landcare service”	
2.9.2	Delete the words “development of” so that strategy reads “support community gardens”	Recognises that Bridgetown and Greenbushes community gardens have been established.
2.10.1	Insert the words “environmental” so that strategy reads “monitor the Shire’s environmental risk management profile and exposure to risk”	Better linkage to Outcome 2.10 which seeks increased resilience to manage environmental threats.
2.10.2	Replace “transition towns” with “sustainable towns”	Transition Towns concept considered to be too narrow a focus for this strategy.
2.10.3	Delete the words “continue to” and change “climate change response” to “climate change strategy”	WALGA is developing an overall climate change strategy for the local government sector
3.1.1	Change “Bridgetown Greenbushes Recreation Centre” to “Bridgetown Leisure Centre”	Reflects new name.
3.1.2	Delete Strategy that reads “redevelop the Bridgetown Swimming Pool” and renumber following strategies accordingly	Redevelopment completed
3.1.4	Delete the words “Update and”	Sport and Recreation Strategic Plan reviewed in 2015
3.1.5	Delete “investigate the feasibility” and replace with “promote”.	The investigations into developing the shire as a centre of excellence for artistic and cultural pursuits has occurred and the focus should now be on promotion or implementation.
3.3.1	Replace “Youth Policy and Strategy” with “Youth Friendly Community Plan”	Reflects name change for the Plan.
3.4.3	Delete existing strategy and replace with “develop and maintain a relationship with local police”.	Previous strategy only required liaison with WA Police
3.4.4	Delete the words “continue to”	Poor grammar
3.5.5	Delete the words “continue to”	Poor grammar
3.5.6	Delete the words “continue to”	Poor grammar
3.5.7	Delete the words “continue to”	Poor grammar
3.6.3	Insert the words “individuals or” after the word “nominate”	Clarifies that individuals as well as community groups can be nominated for awards.
3.6.4	Delete the words “continue to”	Poor grammar
3.7.1	Delete the words “continue to”	Poor grammar
3.8.1	Delete the words “continue to”	Poor grammar
3.8.2	Delete the words “continue to”	Poor grammar
3.8.3	Delete the words “continue to”	Poor grammar
3.9.1	Replace “Youth Policy and Strategy” with “Youth Friendly Community Plan”	Reflects name change for the Plan.
3.10.2	Replace “Active Ageing Strategy” with “Age Friendly Community Plan” and “Youth Policy and Strategy” with “Youth Friendly Community Plan”	Reflects name change for the Plans.

4.2.4	Reword to “review service levels which may have a consequent impact upon the organisational structure”.	Confirms that Council’s role is to determine service levels and the CEO’s role is to match the organisational structure to the service levels.
4.7.1	Reword to “implement and periodically review the workforce plan, including a staff attraction and retention strategy”	Acknowledges that the workforce plan has been prepared but will require periodic review in future.
4.8.1	Change “Warren Blackwood Strategic Alliance to “Warren Blackwood Alliance of Councils”	Recognise name change. Note throughout the SCP where WBSA is referenced it has been changed to WBAC.
4.10.2	Correct typo – “there” should be “their”	Typo

Some other changes have been made, such as updating the message from the Shire President, adding the adoption date for the reviewed plan (assumed to be 24 March 2016 being the date of the ordinary council meeting) and making it clear that the community engagement findings referenced in the document relate to the consultation undertaken in 2012.

The above changes (shown as track changes) have been made to the existing Strategic Community Plan as shown in Attachment 1.

It is recommended Council endorse these changes to the Strategic Community Plan as the conclusion of the desktop review process. The reviewed Plan can then form the basis of the community engagement process to be undertaken in 2016/17 for the full review of the Strategic Community Plan.

Prior to the above community engagement process commencing a summary report of the findings of the community survey 2015 will be presented to Council.

It is expected that the community engagement for the full review would consist of community workshops and other interactive events in order to achieve a high degree of interest and participation from community members.

In December 2015 a “Bridging Success Workshop” was held in Bridgetown as part of the Emerging Community Leadership Program undertaken by local resident Lee Steinbacher. Whilst the aim of the workshop was “to ensure community groups flourish” there was a great deal of information recorded that could feed into the full review of Council’s Strategic Community Plan. A copy of the workshop book of proceedings is contained in Attachment 2.

Statutory Environment

Section 5.56 of the Local Government Act 1995, requires WA local governments to Plan for the Future of the district. Amendments made in August 2011 to the Local Government (Administration) Regulations 1996 state a Strategic Community Plan and Corporate Business, together form a Plan for the Future of a District.

Integrated Planning

- Strategic Community Plan
Self explanatory in the body of this report

➤ Corporate Business Plan

The annual review of the corporate Business Plan is to commence shortly and this would be based on the reviewed Strategic Community Plan

➤ Long Term Financial Plan - Nil

➤ Asset Management Plans - Nil

➤ Workforce Plan - Nil

➤ Other Integrated Planning - Nil

Policy - Nil

Budget Implications

A full review of the Strategic Community Plan should use the services of an external facilitator for the community engagement processes. An estimate of the costs of an external facilitator will be provided to Council in a report by May 2016 so that any costs can be included in the 2016/17 budget. Cost estimates will also be obtained for consultants to work with councillors and staff in developing the new Strategic Community Plan after the community engagement has been completed. With these budget estimates Council will be able to determine its preferred method for reviewing the Plan.

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement

The integrated planning and reporting framework developed by the Department of Local Government provides a process for local governments to:

- Ensure community input is explicitly and reliably generated
- Provide the capacity for location and specific planning where appropriate
- Infirm the long term objectives of the local government with these inputs
- Identify the resourcing required to deliver against the long term objectives
- Clearly articulate long term financial implications and strategies

Voting Requirements – Absolute Majority

ITEM NO.	SC.03/0316	FILE REF.	
SUBJECT	Age Friendly Community Plan		
PROPONENT	Council		
OFFICER	Grants and Services Manager		
DATE OF REPORT	March 2016		

Attachment 3 Draft Age Friendly Communities Plan

OFFICER RECOMMENDATION that Council notes the draft Age Friendly Communities Plan 2016-2020 and determines to seek community comment on the document for a period of 4 weeks prior to presentation back to Council for consideration of formal endorsement.

Summary/Purpose

This recommendation seeks to note the Age Friendly Communities Plan 2016 – 2020 and determine to advertise the plan for community comment for a four week period prior to considering its final endorsement.

Background

At the 2010 budget workshop Council resolved to allocate \$4,000 towards the development of a Senior's Strategy.

Later in the 2010/11 financial year the South West Development Commission provided \$6,000 towards this project and funded six local government authorities in the south west region (Augusta-Margaret River, Busselton, Bridgetown-Greenbushes, Capel, Manjimup and Nannup) to assist in the development of Age Friendly Communities Plans.

Community Development Consultant Wendy Trow was subsequently appointed to undertake the community consultation, document review and preparation of the Age Friendlies Communities Plan.

In March 2012, Council resolved (C.18/0312) in part to adopt the Draft Age Friendly Communities Plan 2011 - 2015

With the development of the Access and Inclusion Committee (combination of the Disability Access and Inclusion Committee and a Seniors Advisory Committee) many of the actions outlined in the Age Friendly Communities Plan 2011 – 2015 had been explored and/or achieved. The plan had completed its designated time span and required a comprehensive review.

In May 2015 Council (C.11/05151) accepted \$10,000 (ex GST) unbudgeted income from the Department of Local Government and Communities and associated expenditure for the comprehensive review of the Age Friendly Communities Plan 2011 – 2015 including extensive community consultation.

Council also endorsed the provision of \$ 4,730 as Council's contribution to the review of the Age Friendly Communities Plan 2011 - 2015 and authorized the transfer of Council's contribution (\$4,730) from the Matched Grants Reserve.

The comprehensive review of the Age Friendly Communities Plan included:

- Internal review by Shire officer and progress against actions identified
- Facilitated discussion with the Shire of Bridgetown-Greenbushes' Access and Inclusion Committee
- Review of 8 focus areas – discussion regarding progress against actions
- Agreement on relevant inclusions for the new plan
- Pilot testing of community survey

KEY STAKEHOLDER INTERVIEWS WITH SERVICE PROVIDERS

Conducted in Bridgetown and Greenbushes on 22 & 23 October 2015 with representatives of:

- Bridgetown District Hospital
- Geegelup Village
- Bridgetown Community Resource Centre
- Bridgetown CWA
- Bridgetown Men in Sheds
- Meals on Wheels
- Bridgetown Pharmacy
- Red Cross
- Silver Chain
- Bridgetown Library
- South West Development Commission
- Greenbushes CRC
- Greenbushes Aged Community Committee (Stinton Gardens)
- Bridgetown-Greenbushes Recreation & Aquatic Centre
- Bridgetown Visitor Centre

COMMUNITY FORUMS

Bridgetown

Thursday 26 November from 1pm – 4pm

Lesser Hall, Bridgetown

Attendees: 16 (12 women, 4 men)

Format: Two roundtable discussions (3 facilitators)

- Five topics covered in detail
- Priority voting process (1 'gold' vote for THE most important item of the day, and 8 'black' votes for the priority issues)

Greenbushes

Friday 27 November from 10am – 1pm

Greenbushes Town Hall

Attendees: 12 (8 women, 4 men)

Format: One roundtable discussion (2 facilitators)

- Six topics covered in detail
- Priority voting process (1 'gold' vote for THE most important item of the day, and 8 'black' votes for the priority issues)

COMMUNITY SURVEY

- 149 responders (73% female, 26% male, others skipped question)
- Hard copy distributed around the Shire to library, shire office, CRCs etc.
- Online as Survey Monkey

Officer Comment

Age Friendly Communities continues to be an initiative of the World Health Organization.

The summary of the results below illustrate the demographics of the participant groups and the findings of the various methods of consultation;

Bridgetown forum - top issues raised:

- Strong acknowledgement that Bridgetown offers a huge variety of social activities, community groups and recreation, volunteer opportunities and services for people as they get older
- Lack of high care available at Geegeelup Village
- Trucks through town / ability to cross main road safely
- Affordable maintenance services available to help people stay in own home
- New developments of ILU, retirement village, cluster housing needed for seniors
- Central contact point needed for information on available services

Greenbushes forum - top issues raised:

- Great place to live, lots of groups and activities available
- Good facilities, CRC is highly valued as central point of information
- Footpath and side of road drainage in the main street needs improvement
- Good mix of affordable housing but need to encourage people to put name on list at Stinton Gardens to demonstrate demand
- Continuity and accessibility of HACC services is of concern

Survey results top issues raised:

Responders

- 31% lived in Shire for > 21 years
- 18% lived in Shire of 16-20 years
- Majority of responders live in Bridgetown
- 40% of responders aged 65-74 years

Outdoor spaces & buildings

- Public spaces are adequate, accessible and well maintained
- Lack of pedestrian crossing
- Standard of footpaths remains a concern
- Parking and access in main street very limiting (due to hilly terrain)

Transport

- Lack of public transport
- Seniors are confident driving within the Shire
- Priority/disabled parking spaces are available
- Lack of volunteer drivers to assist

Housing

- Seniors feel safe in their homes and neighbourhood, and wish to remain in their own homes as long as possible
- Lack of retirement village and seniors housing

Social participation

- Strong consensus that there are lots of local activities available that are accessible
- Events and attractions are affordable and inclusive for older people
- 58% of responders participate in social activities weekly (daily 10%)

Respect and social inclusion

- Older people are recognised for their contributions to the community (71% agree/strongly agree)
- 75% agree/strongly agree that they feel involved in the community

Civic participation and employment

- 11% volunteer more than 10 hours per week
- 35% volunteer up to 10 hours per week
- 29% volunteer from time to time
- 66% retired
- 17% work part time
- 14% work full time

Information and communication

- 69% agree/strongly agree that information about local services is easy to access
- 69% use the internet to obtain information they need

It is proposed that the draft Age Friendly Communities Plan 2016-2020 go to community consultation for a 4 week term. Submissions will be collated and submitted along with the final version of the revised Age Friendly Communities Plan for endorsement at the April 2016 Council meeting.

Statutory Environment

- *Equal Opportunity Act (1984) WA*

Policy/Strategic Implications

The recommendations impact on a key strategic document review and affect documents contained in the Community Services Strategy which provide guidance to officers with regard to service delivery.

Budget Implications –Not Applicable

Fiscal Equity – Not Applicable

Whole of Life Accounting

The revised Draft Age Friendly Communities Plan 2016-2020 will provide representative strategic direction to assist with Councils decision making in relation to service delivery so that whole of life accounting implications are considered.

Social Equity

The aim of the recommendations is to seek to improve social equity by continuing to progress the ongoing development of an age friendly community by ensuring that the Age Friendly Communities Plan is current and representative of the needs of the community sector the plan is intended to support (seniors).

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management

Council can mitigate risk in service provision investment by ensuring that the relevant strategic document is representative and current, increasing Council's understanding of the community sector and ensuring the representative nature of the direction and decisions of Council.

Continuous Improvement

Council can achieve continuous improvement in service provision by ensuring that the strategic documents that guide Councils decision making are "living" documents that accurately reflect the evolving needs and preferences of the sector of the community the document is intended to support.

Voting Requirements – Simple Majority

Organisation Development

ITEM NO.	SC.04/0316	FILE REF.	209
SUBJECT	Rolling Action Sheet		
OFFICER	Chief Executive Officer		
DATE OF REPORT	1 March 2016		

Attachment 4 Rolling Action Sheet

OFFICER RECOMMENDATION that the information contained in the Rolling Action Sheet be noted.

Summary/Purpose

The presentation of the Rolling Action Sheet allows Councillors to be aware of the current status of Items/Projects that have not been finalised.

Background

The Rolling Action Sheet has been reviewed and forms an Attachment to this Agenda.

Statutory Environment – Nil

Policy/Strategic Plan Implications - Nil

Budget Implications – Nil

Fiscal Equity – Not Applicable

Whole of Life Accounting – Not Applicable

Social Equity – Not Applicable

Ecological Equity – Not Applicable

Cultural Equity – Not Applicable

Risk Management – Not Applicable

Continuous Improvement – Not Applicable

Voting Requirements – Simple Majority

Urgent Business Approved by Decision

Responses to Elected Members Questions Taken on Notice

Elected Members Questions With Notice

[Elected Members Questions with Notice should be submitted to the Executive Assistant prior to 10.00am on the day of the Standing Committee Meeting]

Briefings by Officers

Notice of Motions for Consideration at Next Meeting


Matters Behind Closed Doors

Closure

The Presiding Member to close the Meeting

List of Attachments

Attachment	Item No.	Details
1	SC.02/0316	Draft Strategic Community Plan 2016 with proposed modifications shown as track changes
2	SC.02/0316	Bridge of Success Workshop Book of Proceedings
3	SC.03/0316	Draft Age Friendly Communities Plan
4	SC.04/0316	Rolling Action Sheet

Agenda Papers checked and authorised by CEO, Mr T Clynch		3.3.16
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