

WAGAIT SHIRE COUNCIL DRAFT MINUTES

**ORDINARY COUNCIL MEETING
COUNCIL CAMBERS
LOT 62, WAGAIT TOWER ROAD**

TUESDAY 15 August 2017



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1.0 PRESENT

President Peter Clee
Cr Tom Dyer
Vice-President Brad Irvine (telephone conference)
Cr Shenagh Gamble
Cr Alex Richmond
CEO Mark Sidey

1.1 OPENING OF MEETING:

President Peter Clee declared the meeting open at 7.05pm and welcomed everyone to the meeting.

1.2 APOLOGIES AND LEAVE OF ABSENCE:

Nil

2.0 DECLARATION OF INTERESTS

Nil

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation of 18 July 2017 Council Meeting

Resolution No. 2017/77

That the minutes of the Monthly Meeting of 18 July 2017, be confirmed by council as a true and correct record.

Moved: Vice-President Brad Irvine

Seconded: President Peter Clee

Vote: AIF

3.2 Matters arising from 18 July 2017 Minutes

Nil

4.0 QUESTIONS AND FEEDBACK FROM THE PUBLIC

Nil

At 7.08pm, Cr Alex Richmond and Cr Shenagh Gamble attended the meeting. Vice-President Brad Irvine left the meeting.

5.0 INWARDS AND OUTWARDS CORRESPONDENCE - July 2017

5.1 Inwards July 2017

| Date | From | About | To |
|------------|---------------------------------|---|-------|
| 17/07/2017 | Resident | Dog Traps - Wandering Dogs | ceo |
| 17/07/2017 | Solomon Gaturu - NT Govt | Update on dog by-laws | ceo |
| 21/07/2017 | Territory Conveyancing Services | Notice of Sale of transfer of land | admin |
| 20/07/2017 | Omor Robin - Compliance Officer | Audit Confirmation request - confirm monies received | admin |
| 24/07/2017 | Lee Williams - NT Govt | Local Government schedule of payments for year ended 30/6/2017 | admin |
| 28/07/2017 | Mark Hagger - LGANT | 2017 Section 19 ALRA Leases | ceo |
| 28/07/2017 | Mark Hagger - LGANT | Asset Mngt and Long Term Financial Projections Planning Project | ceo |

5.2 Outwards July 2017

| Date | To | About | |
|------------|-------------------------------|---|-------|
| 17/07/2017 | Resident | Dog Traps - Wandering Dogs | email |
| 17/07/2017 | Solomon Gaturu - NT Govt | Wagait Dog By-laws update | email |
| 20/07/2017 | Remote Sports Programme | Application - Remote Sports Program - Grants Trackers | email |
| 20/07/2017 | ICN | BBQ for Sports Ground | email |
| 20/07/2017 | Valuation Rolls Administrator | June Reconciliation repots for Wagait with 2013 and 2016 values | email |
| 24/07/2017 | Territory Tidy Towns | Entry for for Tidy Towns Competition | email |
| 24/07/2017 | M Haaren - Merit Partners | SignedConfirmation requet - Financial assistance confirmation | email |
| 27/07/2017 | Helmy Baker - NT Gov | Freedom of Information - Annual Statistical Return 2016-17 | email |
| 27/07/2017 | NT Govt - Grants | UHF CP Brepeater - Grant Acquittal report | email |
| 27/07/2017 | Seafood Council | Darwin Harbour Cleanup Survey | email |
| 27/07/2017 | Dept of Infrastructure | Contractor Scorecard Performance Report | email |
| 28/07/2017 | Mark Hagger - LGANT | 2017 Section 19 ALRA Leases - response is nil leases | email |
| 2/08/2017 | Warren Snowdon's Office | Grant application for BBQ - Stronger Communities Program | email |
| 2/08/2017 | Resident | Unapproved access and drainage works | email |
| 4/08/2017 | Resident | Works within a Road Reserve Permit | email |

Councillor Tom Dyer has questioned why we still have not received the dog-by laws when this should have been provided about two weeks ago. CEO Mark Sidey has escalated this topic by having this followed up with Lee Williams, Executive Director Local Government Division, NT Government. It was suggested that CEO Mark Sidey write a letter to Lee Williams. Mark Sidey advised Councillors that Lee Williams had already recently been contacted in writing and that the matter would continue to be followed up.

Resolution No. 2017/78

That council receive and note the correspondence as detailed in the agenda for the month of July 2017.

Moved: Cr Tom Dyer

Seconded: Alex Richmond

Vote: AIF

6.0 COUNCILLORS REPORTS

6.1 President's report

Purpose of Report

To Inform Council and community of the Presidents activities and to provide the community at large with information that the president sees as important and noteworthy.

What's been happening.....

This August meeting is the final meeting for the current council. I wish to thank Councillors Brad Irvine, Kurt Noble, Shenagh Gamble, Alex Richmond and Tom Dyer for their valuable contributions to the smooth running of council. As a councillor, they contribute their own time to the benefit of this community. The small allowance paid to councillors undervalues their actual contributions. Thanks and good luck to those who have renominated for the next 4 years.

The Electoral Roll has already closed and there are 8 nominations for the 5 councillor positions. I think that the high quality of all of the candidates reflects well on this community as a whole and I wish all those who are running the very best of luck.

It is also very pleasing to see the significant number of candidates for the Belyuen Local Government election, which will be held on the same date as our election.

Council is in caretaker mode which generally means council will not introduce any major changes to the running of the council during this caretaker period

Early Voting is now open and the formal elections will be held on Saturday 26th August. Results will be declared on Monday 4th September 2017 and the new council will meet for the first time on Monday 18th September 2017.

The senior's day outing was a great success with nearly 40 participants. All participants indicated that they will look forward to next years event.

Where have I been

| | |
|-------------------------|---|
| 18 th July | Ordinary Council Meeting |
| 25 th July | Weekly Meeting with CEO |
| 1 st August | Weekly Meeting with CEO |
| 8 th August | Accompany Senior's on their day out. |
| 9 th August | Meeting with Department of Health |
| 10 th August | Meeting with Mandorah Ferry Committee and NTG |
| 15 th August | Weekly Meeting with CEO |
| 15 th August | Ordinary Council meeting |

Upcoming Meetings and Events

Wagait Shire Council – Ordinary Meeting 15th August 2017 (Caretaker Council)
Council Election Day – Saturday 26th August 2017
Declaration of Election Results - Monday 4th September 2017
ABC Radio – Grass Roots – Wednesday 6th September
First Council Meeting (New Council) – Monday 18th September 2017
Wagait Shire Emergency Recovery Committee – 20th September 2017

Resolution No. 2017/79

That the Councillor's reports for the month of July 2017 be received and accepted.

Moved: Cr Tom Dyer

Seconded: Cr Shenagh Gamble

Vote: AIF

7.0 OFFICERS REPORTS

7.1 CEO's report

1. Meetings CEO Attended

| | |
|--|--|
| 18 th July | Ordinary Council Meeting |
| 19 th July | Meeting with Department of Infrastructure |
| 25 th July | Weekly Meeting with President |
| 25 th & 26 th July | National Australia Day conference |
| 27 th July | Meeting with GHD Engineers |
| 1 st August | Weekly Meeting with President |
| 1 st August | Meeting with Department of Housing & Community Development |
| 8 th August | Accompany Senior's on their day out. |
| 9 th August | Meeting with Department of Health |
| 10 th August | Meeting with Mandorah Ferry Committee and NTG |

2. CEO Key Objectives Endorsed By Council August 2016

2.1 Dog management:

CEO has been liaising with the Department and they are in the final stages of drafting the By Law.

2.2 Roads upgrades:

Discussions held with NTG about a joint venture for upgrade to Charles Point Road and Wagait Shire roads. Unlikely to occur until 2018.

Drainage work on Forsyth Road and Delissa Drive have been completed.

A new box culvert will be installed at the Cloppenburg Park access in the near future.

Cr Shenagh Gamble questioned the works carried out on the drains along Forsyth Road. There is concerns that the drain at the entrance to Cloppenburg Park has been cut out too steep therefore restricting access to some vehicles. CEO Mark Sidey explained that the works is not yet completed as he is waiting for two quotes to have box culverts installed. The quotes could not be obtained until the drainage works were undertaken as laser levels were required to be taken post works to identify the correct size of box culvert required. CEO Mark Sidey has asked the caretakers and Council staff to let people know that this is a "Works in Progress" if they are queried about this.

2.3 Electoral review and election preparation:

The NT Local Government Election is going to be held on 26 August and the NT Electoral Commission will deliver all of the services required to run the Wagait Beach election.

Caretaker period began Thursday 3 August.

A public "meet the candidates" meeting has been scheduled for 7.00pm Tuesday 22nd August at the community centre.

3. Administration and other Business:

Rates Notices were mailed out on August 1.

In relation to outstanding rates, the Private Courts Bailiff has been instructed to proceed with legal action against the owners of four properties that have significant long term arrears. Recovery action in relation to a number of other properties outstanding rates is ongoing.

GHD Engineers have been engaged by NTG to review parking provisions at Cullen Bay. Cr Brad Irvine and I met with GHD on 27 July. Community consultations are also occurring and the consultants have surveyed ferry passengers on a number of occasions.

I attended the National Australia Day Conference on 25th & 26th July. A wide variety of topics were discussed including event risk management, potential activities and cultural sensitivities. Our Australia Day event schedule will be reviewed.

4. Works Report

For the period 8 July – August 9:

The jetty and jetty carpark were cleaned on 14 occasions.

The bores were inspected on 22 occasions.

Water quality tests were undertaken on 5 occasions.

Graffiti on the jetty was cleaned off / painted over.

The drains on Dalmeny Road, Erickson Crescent and Wagait Tower Road were whipper snipped.

The green waste bin was compacted on 4 occasions.

The jetty landings were water blasted.

Painting of unpainted roadside barriers on Wagait Tower Road commenced.

The dog trap was set on four occasions – no dogs were caught.

The water dispenser at Cloppenburg Park was replaced.

Robbo drove the bus for the seniors day outing.

A damaged roadside barrier on the corner of Wagait Tower Road was removed, replaced and painted.

Staff assisted with the setup of the community hall for the Wagait Arts Group exhibition.

2 staff took annual leave.

7.2 Sports Report

The school holiday program was very successful with a variety of different activities for the children and parents/grand parents.

The road safety and basketball clinic with the police was a great day with Belyuen being invited but not attending. They did come in for the fantastic afternoon that we had with Alan Tongue. He was very engaging with everyone who attended. We would love for him to return.

The movie and campout at Cloppenburg Park was a great night with pancakes for breakfast the next morning. Thank you to the parents who helped out.

The camping trip to Pine Creek was great. A few of the advertised tourist attractions were not open but we found out some of the history of the town, had a look around and had a swim in Umbrewarra Gorge.

Another successful Clean Up Darwin Harbour Day with our fantastic band of rubbish warriors! There was not as much rubbish on our local beach but there was so much more out of town where the campers stay. Very disappointing to say the least.

Our garden has suffered as it was not watered during my absence. We will keep persisting with it and hope it comes back.

This school term will be up in the air as our daughter is due to give birth within the next six weeks.

ATTENDANCES-JULY

| | Jul-03 | Jul-10 | Jul-17 | Jul-24 | Jul-31 |
|-----------|--|--------------------------|----------------------|--------|----------------------|
| MONDAY | Road Safety & B/ball Clinic 25 | Movie & Campout 36 | Pine Creek 17 | L | Sewing 3 |
| TUESDAY | Museum & Playground in Darwin- 20 | Fun Bus 29 | Pine Creek 17 | E | Netball 5 |
| WEDNESDAY | Juijitsu 21 | Games 17 | Clean Up DH 29 | A | Games 5 |
| THURSDAY | Cricket 20 | Craft 23 | Sports 12 | V | B/ball & Tennis-5 |
| FRIDAY | Alan Tongue 37 | Bike Ride 10 | Aviation Museum-6 | E | Cooking 10 |
| SATURDAY | | | | | Movie-13 |
| SUNDAY | | Pine Creek- 17 | | | |

Resolution No. 2017/80

That the Officer's reports for the month of July 2017 be received and accepted.

Moved: Cr Shenagh Gamble

Seconded: Cr Alex Richmond

Vote: AIF

8.0 FINANCIAL REPORT

8.1 Cash Income and Expenditure Report –July 2017

| for the month ended 31 July 2017 | | | | | | | | | |
|----------------------------------|---------------------|---------------------|------------------|-------------------------|------------------------|------------------|-----------------------------------|--------------------------|---|
| | July 2017 Actual \$ | July 2017 Budget \$ | Variance | Year to date Actuals \$ | Year to date Budget \$ | Variance \$ | Revised Budget as at July 2017 \$ | Forecast to 30 June 2018 | Variance (Revised Budget and Actual) \$ |
| <u>INCOME</u> | | | | | | | | | |
| RATES | 5511 | \$70 | \$5,441 | 5511 | \$70 | \$5,441 | | \$223,175 | |
| GRANTS | 75850 | \$112,300 | -\$36,450 | 75850 | \$112,300 | -\$36,450 | | \$302,300 | |
| CONTRACTS | 3367 | \$10,150 | -\$6,783 | 3367 | \$10,150 | -\$6,783 | | \$121,800 | |
| RENTAL INCOME | 300 | \$220 | \$80 | 300 | \$220 | \$80 | | \$2,640 | |
| MISC INCOME | 278 | \$800 | -\$522 | 278 | \$800 | -\$522 | | \$34,600 | |
| WASTE MANAGEMENT | 2723 | \$20,200 | -\$17,477 | 2723 | \$20,200 | -\$17,477 | | \$116,400 | |
| TOTAL OPERATING INCOME | 88029 | \$143,740 | -\$55,711 | 88029 | \$143,740 | -\$55,711 | | \$800,915 | |
| <u>EXPENSES</u> | | | | | | | | | |
| ADMINISTRATION EXPENSES | 30995 | \$18,715 | \$12,280 | 30995 | \$18,715 | -\$12,280 | | \$95,815 | |
| EMPLOYMENT EXPENSES | 27590 | \$29,975 | -\$2,385 | 27590 | \$29,975 | \$2,385 | | \$364,300 | |
| ROADS | 0 | \$0 | \$0 | 0 | \$0 | \$0 | | \$122,100 | |
| CONTRACTS & MATERIALS | 2083 | \$425 | \$1,658 | 2083 | \$425 | -\$1,658 | | \$5,100 | |
| REPAIR & MAIN TOWN ASSETS | 3840 | \$24,200 | -\$20,360 | 3840 | \$24,200 | \$20,360 | | \$57,770 | |
| VEHICLE & PLANT | 436 | \$1,200 | -\$764 | 436 | \$1,200 | \$764 | | \$18,430 | |
| GRANT EXPENSES | 32 | \$100 | -\$68 | 32 | \$100 | \$68 | | \$3,000 | |
| WASTE MANAGEMENT | 10160 | \$6,050 | \$4,110 | 10160 | \$6,050 | -\$4,110 | | \$120,500 | |
| SERVICES | 2374 | \$4,100 | -\$1,726 | 2374 | \$4,100 | \$1,726 | | \$13,900 | |
| CURRENT ASSETS | | | | | | | | | |
| TOTAL OPERATING EXPENSES | 77510 | \$84,765 | \$7,255 | 77510 | \$84,765 | \$7,255 | | \$800,915 | |
| OPERATING PROFIT | 10519 | 58975 | -48456 | 10519 | \$58,975 | -\$48,456 | | \$0 | |
| OTHER INCOME (Interest) | 319 | \$800 | -\$481 | 319 | \$0 | \$319 | | \$0 | |
| OTHER EXPENSES | 0 | \$0 | \$0 | 0 | \$0 | \$0 | | \$0 | |
| NET PROFIT/(LOSS) | 10838 | 59775 | -48937 | 10838 | \$58,975 | -\$48,137 | | \$0 | |

The Cash Income and Expenditure Report provided is presented in a level 2 MYOB report. CEO Mark Sidey is reviewing the content and presentation of the reports.

8.2 Financial Report for year ended 31 July 2017

| | | | | | |
|--|--------------------|---------------------|---------------------|---------------------|------------------------|
| WAGAIT SHIRE COUNCIL | | | | | |
| Financial Report for period ending 31 July 2017 | | | | | |
| Cash at Bank & on hand | | | | | Total |
| Petty cash | | | | | \$ 336.00 |
| CBA - transaction account | | | | | \$ 71,068.00 |
| CBA Cash Saver | | | | | \$ 440,144.00 |
| Undeposited Funds | | | | | \$ 280.00 |
| CBA - Investment a/c | | | | | \$ 500,000.00 |
| Total Cash at Bank & onHand | | | | | \$ 1,011,828.00 |
| | | | | | |
| Debtors | Current | over 30 days | over 60 days | over 90 days | |
| Trade | \$ 9,694.61 | | | | \$ 9,694.61 |
| Rates | | | | \$ 21,878.00 | \$ 21,878.00 |
| Total Debtors | \$ 9,694.61 | \$ - | \$ - | \$ 21,878.00 | \$ 31,572.61 |
| | | | | | |
| Creditors | Current | over 30 days | Over 60 days | Over 90 days | |
| Trade | \$ 9,456.95 | | | | \$ 9,456.95 |
| Total Creditors | \$ 9,456.95 | \$ - | \$ - | \$ - | \$ 9,456.95 |

8.3 Rate Payers

| | | |
|--|-------------|--|
| 2016/2017 rate year – 8 rate payers | \$2,314.8 | an increase from 6 rates payers to 8 because 2 more did not make quarterly payments. |
| 2015/2016 rate year – 4 rate payers | \$5,036.86 | |
| 2014/2015 rate year plus – 4 rate payers | \$14,526.34 | |

8.4 Supplier Payment History – July 2017

The Supplier Payment History for the month of July 2017 was circulated to all councillors prior to the council meeting.

Resolution No. 2017/81
That the financials for the month of July 2017 be received and accepted.
Moved: Cr Tom Dyer
Seconded: Cr Alex Richmond
Vote: AIF

9.0 BUSINESS ARISING FROM PREVIOUS MINUTES

9.1 2013/14 to 2017/18 Strategic Plan

This is to be carried over to the September 2017 meeting.

9.2 Water Facilities Tender

Council has submitted a tender for the water facilities at Wagait Beach. The successful tenderer is yet to be announced.

9.3 Council Land

The name of the owner of 142 Wagait Tower Road, Wagait Beach (Council complex) and 50 Forsyth Road, Wagait Beach (Cloppenburg Park) is still under the name of Cox Peninsula Community Government Council and needs to be changed to Wagait Shire Council. Council is currently liaising with the Land Title's Office to change this.

The Wagait Tower Road easement (Section 112, Hundred of Bray) is vacant Crown Land and has no title.

9.4 Beach Access

Complaints from members of the community about Quad Bikes and 4WD's accessing and driving along the RUA and beach front have been received by council in. One complaint has been formally investigated by CEO Mark Sidey and forwarded to the relevant Department.

Cr Shenagh Gamble suggested that Parks and Wildlife Animal Management Unit should be consulted in relation to these activities along the beach front because the activities of the quad bikes are potentially threatening endangered species and endangering their lives.

CEO Mark Sidey has been in touch with the Police over the last month and a specific patrol was made last week to make their presence felt.

The Beach Access at the end of Erickson Crescent is a designated public Boat Ramp. CEO Mark Sidey is seeking clarification from the NT Government to determine which Department has responsibility for this access.

The Beach access path at the end of Wagait Tower Road is on private land. Council will install bollards at each end of the entrance to stop Quad bikes from accessing the RUA through this access.

Cr Shenagh Gamble has asked that once matters surrounding beach accesses are clarified, that the CEO provide a report to Council.

9.5 Ongoing Policies for Review

CEO Mark Sidey is currently reviewing "The Vehicular Crossovers / Drainage Policy" as this has not been reviewed since 2009.

CEO Mark Sidey to write up a summary of all the Ongoing Policies listing when they were last reviewed.

10.0 AGENDA ITEMS

10.1 Cullen Bay Car Parking

The Department of Infrastructure, Planning and Logistics is developing a strategy for car parking at the Cullen Bay precinct. GHD (engineering specialist) will lead community consultation and the development of the strategy. Residents are encouraged to visit the website haveyoursay.nt.gov.au to find out more about the project or to make a submission.

10.2 Seniors Outing

38 Seniors from Wagait Beach attended the Seniors Day lunch at Crab Claw Island. Council would like to thank Crab Claw Island for their hospitality and the Cox Country Club and Belyuen Community for the use of their buses. This was a great outing enjoyed by everyone who attended.

Resolution No. 2017/82

That council acquit the \$1,000.00 for the Seniors Day outing.

Moved: Cr Alex Richmond

Seconded: Cr Shenagh Gamble

Vote: AIF

11.0 UPCOMING EVENTS

Meet the prospective Candidates – Tuesday 22 August

Wagait Shire Council – Ordinary Meeting 15th August 2017 (Caretaker Council)

Council Election Day – Saturday 26th August 2017

Declaration of Election Results - Monday 4th September 2017

First Council Meeting (New Council) – Monday 18th September 2017

Residents deposit hard waste on roadside for collection - 08 – 10 September

Residents deposit hard waste on roadside for collection – 17 - 19 November

12.0 LATE ITEMS AND GENERAL BUSINESS

12.1 Wagait Health Group

There has been some progress with the Wagait Health Group. We have received clarification from Top End Health as to the procedure for "After Hours Emergency". This will be circulated to the Health Working Group and publicised in due course. Nick Barclay (Nurse) will be draw up new information flyers for circulation. The procedure is to call "000" for all emergencies. Health Department have told President Peter Clee that they will provide funding to have fridge magnets printed with the emergency numbers and out of hours protocols for Wagait and Belyuen residents.

12.2 Green Waste Trial

The green waste trial was undertaken for 10 weeks which came to a total cost of \$9,600.00. Over this period about 7 tonne of green waste was disposed of. CEO Mark Sidey to write up the costings in a report to the next council and review alternatives for green waste disposal.

13.0 IN-CAMERA ITEMS

14.0 DATE OF NEXT MEETING

The next Council Meeting is to be held on Monday 18th September 2017 in the Council Chambers, 62 Wagait Tower Road, Wagait Beach.

15.0 CLOSE OF MEETING

The Chair declared the meeting closed at 8.00 pm.