



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

**Executive and Finance & Corporate
Standing Committee Meeting
Wednesday, 17 March 2021**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 17 MARCH 2021 AT 9.00AM**

PRESENT: Councillors:

Cr Brett Otto (Mayor), Cr Roz Frohloff, Cr Gavin Jones (Deputy Mayor), Cr Danita Potter, Cr Kirstie Schumacher, Cr Scott Henschen, Cr Kathy Duff

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Aaron Meehan (General Manager Infrastructure), Peter O'May (General Manager Community), Kevin Searle (Manager Works), Kerri Anderson (Coordinator Finance), Carolyn Knudsen (Manager Social & Corporate Performance), Celina Branch (Manager Finance), Wendy Kruger (Administration Officer), Lynelle Paterson (Executive Assistant)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Cr Duff acknowledged the traditional custodians of the land on which the meeting took place.

4 DECLARATION OF INTEREST

I, Mayor Brett Otto inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in **Item 7.3 - Adventure Tourism - Gordonbrook Dam Proposal**.

This declarable conflict of interest arises as my sister's husband is the vice president of the South Burnett Mountain Bike Club and the son of the Secretary of the South Burnett Mountain Bike Club works for my accountancy business.

I wish to participate in the decision in relation to this matter. I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the *Local Government Act 2009*, where I:

- May participate in the decision about the matter, including by voting on the matter; or
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.

Cr Schumacher advised she is a member of the Kingaroy Chamber Commerce Inc. It was noted by the meeting that the following matter, by themselves, is not a conflict of interest:

- being a member or patron of a community group or sporting club as long as you are not an office holder or board member.

Attendance:

At 9:05 am, Cr Brett Otto left the meeting. The Deputy Mayor assumed the chair.

MOTION:

COMMITTEE RESOLUTION 2021/57

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That Council resolve that Mayor Otto has a declarable conflict of interest in the matter and notwithstanding the conflict, Mayor Otto may participate in the matter, discuss and vote upon it accepting that Mayor Otto will be able to act in the public interest and the report is for information.

CARRIED 6/0

Attendance:

At 9:07 am, Cr Brett Otto returned to the meeting and resumed the chair

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 17 FEBRUARY 2021**

COMMITTEE RESOLUTION 2021/58

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 be received.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6 PORTFOLIO – SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT**6.1 SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO**

COMMITTEE RESOLUTION 2021/59

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That Mayor Otto's Social & Corporate Performance, People & Culture, Communications/Media, Finance and ICT Portfolio Report to Council be received.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.2 MEETINGS, REPORTS AND TIMELINES

COMMITTEE RESOLUTION 2021/60

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the committee note the report for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.3 ANZAC DAY 2021

COMMITTEE RESOLUTION 2021/61

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the following Council representatives attend the respective ceremonies and carry out responsibilities as required on behalf of Council:

Town	Location	Time	Council Representative	Responsibility
Blackbutt Dawn Service	Memorial at Hart & Coulson Streets	4.27am	Cr Jones	Attendance Lay wreath
Memorial Service	Cenotaph	11.00am	Cr Jones	Attendance Lay wreath/Book
Bunya Mountains Memorial Service	Lone Pine Office, National Park Campground, Dandabah	8.00am	Peter O'May Cr Jones	Attendance Lay wreath
Cherbourg Commemorative Service	Cenotaph	8.00am	Cr Duff	Attendance Lay wreath
Hivesville Dawn Service	Main Street	5.30am	Cr Duff	Attendance Participate in Ceremony Lay wreath
Kingaroy Dawn Service	Memorial Park	4.28am	Cr Potter Cr Schumacher Mayor	Attendance
War Graves	Taabinga Cemetery	8.00am	Cr Potter	Attendance

Commemorative Service	Memorial Park	11.00am	Mayor Cr Potter	Participate in march. Participate in ceremony Lay wreath
Kumbia Commemorative Service	Flower bed next to Kumbia Hall	8.45am	Cr Schumacher GM Meehan	Participate in march Lay wreath
Maidenwell Memorial Service	Main Street Monument	10.30am	Cr Jones	Attendance Lay wreath
Murgon Fellowship	Services Club	4.45am		Attendance
Dawn Service	Gore Street Opposite Services Club	5.30am	Mayor	Attendance Lay wreath
Commemorative Service	Services Club	10.00am	Cr Duff	Participate in march Participate in Ceremony Lay wreath
Nanango Dawn Service	Memorial in front of Chambers	5.30am	Cr Frohloff	Lay wreath
Public Pilgrimage	Nanango Cemetery	7.00am	Cr Frohloff	Attendance
Memorial Service	Memorial in front of Chambers	9.00am	Cr Frohloff CEO Mark Pitt	Lay wreath/Book
Proston Dawn Service		5.30am	GM Jarvis	Attendance Lay Wreath
School Service	Proston State School		Cr Duff	Attendance Lay wreath
Wondai Dawn Service	In front of Council Chambers	5.00am	Cr Henschen	Attendance
Memorial Service	Cemetery	8.00am	Cr Henschen	Attendance
Commemorative Service	Wondai Town Hall	10.00am	Cr Henschen	Attendance Participate in Ceremony Lay wreath
Wooroolin Commemorative Service	Wooroolin Hall	11.00am	Cr Henschen	Organisation of service Lay wreath

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.4 ADMINISTRATIVE AMENDMENTS TO COUNCIL POLICY AND ASSOCIATED DOCUMENTS - ORGANISATION BRANCH NAME CHANGE

COMMITTEE RESOLUTION 2021/62

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommends to Council:

That South Burnett Regional Council endorse the administrative amendments to policy reflecting the Branch title change from Social & Corporate Performance to Corporate Services including associated staff position titles.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INVESTMENT POLICY 2021/2022 - STATUTORY 009

COMMITTEE RESOLUTION 2021/63

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That the South Burnett Regional Council Investment Policy 2021/2022 – Statutory 009 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.6 RESOLUTION 2020/197 - SOUTH BURNETT REGIONAL COUNCIL INFRASTRUCTURE QUALITY POLICY_STATUTORY 029

COMMITTEE RESOLUTION 2021/64

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

1. That the committee note the update report for information; and
2. The draft Infrastructure Quality Policy – Statutory 029 be represented to the Executive and Finance & Corporate Standing Committee, 19 May 2021 for consideration.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.7 2021-2022 BUDGET PARAMETERS AND TIMELINE

COMMITTEE RESOLUTION 2021/65

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the report for the 2021-2022 budget parameters and timelines be received and noted.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.7.1 LIVE STREAMING OF BUDGET COMMITTEE MEETINGS

COMMITTEE RESOLUTION 2021/66

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the budget committee meetings listed in the budget parameters and timeline report between 27 April 2021 and 2 June 2021 be open to the community through live streaming and gallery attendance in compliance with COVID-19 requirements.

In Favour: Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Cr Roz Frohloff

CARRIED 6/1

6.8 KINGAROY TRANSFORMATION PROJECT PETITION

COMMITTEE RESOLUTION 2021/67

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommend to Council that the Chief Executive Officer be delegated to respond to the petitioners:

1. Detailing key facts and information within the report that identifies the project objectives in relation to renewal and modernisation of public assets that is supported by asset management principles, economic enablement, liveability and inclusivity; and
 2. Clearly demonstrates the funding for the project is fully available from both external grants, funded depreciation for infrastructure projects and unallocated restricted cash as resolved by Council and does not place the Council under financial stress; and
 3. That Council invites the petitioner organiser and community members to meet with Council and openly discuss the information provided and offer an opportunity to answer any further questions they may have in regards to the project.
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4. That Council workshop the third party independent report that has been prepared by Bellwether of the project costings.

In Favour: Crs Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Crs Brett Otto and Kathy Duff

CARRIED 5/2

6.8.1 KINGAROY TRANSFORMATION PROJECT CONTINGENCY

RESOLVED 2021/68

As part of the Infrastructure reporting, a report be presented to the April Infrastructure Standing giving an update on the progress of the Kingaroy Transformation Project including a budget overview of the project with the contingency added as a line item.

The Mayor raised concerns and requested it be noted in the minutes about the potential impact for this allocation of funding to the Kingaroy Transformation Project to put Council under future financial distress.

6.8.2 QUESTION ON NOTICE - CURRENT FINANCIAL FIGURES

Question on Notice from Cr Scott Henschen:

At the present time is the Kingaroy Transformation Project tracking exceptionally well?

MOTION

COMMITTEE RESOLUTION 2021/69

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the meeting adjourn for morning tea.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

MOTION

COMMITTEE RESOLUTION 2021/70

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the meeting resume at 11.19am

CARRIED 7/0

6.9 TRUSTEE PERMIT TERMS BETWEEN COUNCIL AND BUNYA VALLEY LANDCARE INC.

COMMITTEE RESOLUTION 2021/71

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

Procedural Tabling Motion

That *Trustee Permit terms between Council and Bunya Valley Landcare Inc.* be taken off the table.In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 7/0**

COMMITTEE RESOLUTION 2021/72

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommend to Council:

1. That South Burnett Regional Council enter into a Trustee Permit (non-exclusive use) for the purpose of landscaping, with Bunya Valley Landcare, with conditions including:
2. Term of three (3) years at \$75.00 per annum plus GST
3. The permittee to bear all costs of the project, and all subsequent operational and maintenance costs including weed and pest management and utility charges (including any connection fees).
4. That Council continue to work with the Bunya Valley Landcare Group and in the initial phases of this agreement continue mowing Carew Park with a view to support the Landcare Group and the project into the future.
5. A concept plan including scope and budget with project milestones is to be submitted to Council for approval under the licence prior to the commencement of works. Concept plan to include details on the effects of overland flow and drainage of any proposed earthworks
6. The permittee must seek consent under the licence prior to making application for planning approvals, including building and planning permits
7. The permittee will undertake community engagement and provide the outcomes to Council prior to the commencement of works
8. The permittee will not impede pedestrian access from David Place.
9. The permittee must incorporate existing infrastructure into the concept plan and not undertake any works that may affect Council-owned infrastructure
10. Should the Trustee Permit come to an end, Council is not obliged to maintain the improvements made by the permittee and has the right to remove any assets or improvements made by the permittee.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 7/0**

7 PORTFOLIO - REGIONAL DEVELOPMENT

7.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

COMMITTEE RESOLUTION 2021/73

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That Cr Schumacher's Regional Development Portfolio Report to Council be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

7.1.1 WORKSHOP - SOUTHERN QUEENSLAND COUNTRY TOURISM (SQCT)

RESOLVED 2021/74

A Workshop be held to explore how Southern Queensland Country Tourism can assist with promoting the South Burnett Region.

7.1.2 DEVELOPMENT INCENTIVE SCHEME

RESOLVED 2021/75

A more targetted approach to promoting the Development Incentive Scheme by way of a concentrated communication strategy for the scheme and the Mayor convening a larger community engagement process with builders and developers.

7.1.3 QUESTION ON NOTICE - DEVELOPMENT INCENTIVE SCHEME AND INFRASTRUCTURE CHARGES DISCOUNTS

Question on Notice from Cr Gavin Jones:

With the Development Incentive Scheme and the Infrastructure Charges discounts, where does the shortfall come from and who would be indirectly affected.

A report will be presented to the April Executive and Finance & Corporate Standing Committee Meeting.

7.2 ECONOMIC DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2021/76

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Economic Development and Tourism monthly update for February 2021 be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

7.3 ADVENTURE TOURISM - GORDONBROOK DAM PROPOSAL

COMMITTEE RESOLUTION 2021/77

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the report be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

7.3.1 QUESTION ON NOTICE - SOUTH BURNETT MOUNTAIN BIKE CLUB LEASE

Question on Notice from Cr Kirstie Schumacher:

Where are the discussions at in relation to the lease the South Burnett Mountain Bike Club have over the area, as for them to develop some of the trails they will need to change the boundaries of the lease?

A report will be provided at a future meeting.

7.3.2 QUESTION ON NOTICE - PARK SHELTERS

Question on Notice from Cr Danita Potter:

Is Council able to repurpose the old shelters from the parks renewals projects to the South Burnett Mountain Bike Club?

7.4 SMALL BUSINESS SUPPORT

COMMITTEE RESOLUTION 2021/78

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

The Committee recommends to Council:

That:

1. South Burnett Regional Council support the Queensland Small Business Commissioner (QSBC) Small Business Friendly Councils (SBFC) initiative by signing the Charter to support a commitment to small businesses and further by signing a Charter and further, liaise with local
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Chambers of Commerce to encourage co-signing of the Charter to support small businesses in the South Burnett region.

2. South Burnett Regional Council liaise with the Burnett Inland Economic Development Organisation (BIEDO) regarding participation in their Business Extension activities during Queensland Small Business Month (QSBM) in May by holding four workshops for small businesses in the South Burnett region.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

7.5 SOUTH BURNETT REGIONAL DEVELOPMENT ADVISORY COMMITTEE DRAFT TERMS OF REFERENCE

COMMITTEE RESOLUTION 2021/79

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Development Advisory Committee Draft Terms of Reference be adopted.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

7.6 SOUTH BURNETT ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE DRAFT TERMS OF REFERENCE

COMMITTEE RESOLUTION 2021/80

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the Committee recommends to Council:

That the South Burnett Arts, Culture and Heritage Advisory Committee Draft Terms of Reference be adopted.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

7.7 KINGAROY CHAMBER OF COMMERCE (KCCI) DRAFT STRATEGIC PLAN

COMMITTEE RESOLUTION 2021/81

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That the report be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0**7.7.1 LETTER TO KINGAROY CHAMBER OF COMMERCE**

RESOLVED 2021/82

The Mayor requested a letter be sent to the Kingaroy Chamber of Commerce congratulating them on the draft Strategic Plan and the SMILE (Supporting Mental Health through Information Leadership and Education) Program.

8 NOTICES OF MOTION**8.1 INDEPENDENT ACCOUNTING ANALYSIS**

COMMITTEE RECOMMENDATION

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That South Burnett Regional Council engage an appropriately independent qualified person to conduct an independent accounting analysis on asset valuation and liability with particular focus on any duplication of assets and options for un-funding depreciation of suitably identified assets with a view to inform the 2022 – 2023 budget deliberations.

MOTION

COMMITTEE RESOLUTION 2021/83

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That Item 8.1 - Independent Accounting Analysis lay on the table until the April Executive and Finance & Corporate Standing Committee Meeting.

CARRIED 7/0

8.1.1 OPTIONS AVAILABLE TO ADDRESS POTENTIAL DEFICITS

RESOLVED 2021/84

THE MAYOR REQUESTED A REPORT TO COUNCIL ON WHAT OPTIONS ARE AVAILABLE TO ADDRESS DEFICIT BUDGETS THAT COUNCIL MAY FACE.

9 CONFIDENTIAL SECTION

10 CLOSURE OF MEETING

The Meeting closed at 1.04pm.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 21 April 2021.

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CHAIRPERSON