

Please note: These minutes are yet to be confirmed as a true record of proceedings

**CITY OF BUSSELTON**

**MINUTES FOR THE AIRPORT ADVISORY COMMITTEE MEETING HELD ON 29 APRIL 2016**

**TABLE OF CONTENTS**

<b>ITEM NO.</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
<b>1.</b>	<b>DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS.....</b>	<b>2</b>
<b>2.</b>	<b>ATTENDANCE .....</b>	<b>2</b>
<b>3.</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>2</b>
<b>4.</b>	<b>DISCLOSURE OF INTERESTS .....</b>	<b>2</b>
<b>5.</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>3</b>
5.1	Minutes of the Airport Advisory Committee Meeting held 23 March 2016 .....	3
<b>6.</b>	<b>REPORTS .....</b>	<b>4</b>
6.1	BUSSELTON-MARGARET RIVER REGIONAL AIRPORT - AIRPORT UPDATE .....	4
6.2	BUSSELTON-MARGARET RIVER REGIONAL AIRPORT DEVELOPMENT PROJECT STAKEHOLDER REFERENCE GROUP .....	11
<b>7.</b>	<b>GENERAL DISCUSSION ITEMS .....</b>	<b>16</b>
<b>8.</b>	<b>NEXT MEETING DATE .....</b>	<b>16</b>
<b>9.</b>	<b>CLOSURE .....</b>	<b>16</b>

## MINUTES

MINUTES OF A MEETING OF THE AIRPORT ADVISORY COMMITTEE HELD IN MEETING ROOM 3, COMMUNITY RESOURCE CENTRE, CAMMILLERI STREET, BUSSELTON, ON 29 APRIL 2016 AT 9.30AM.

### 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 9.31am.

### 2. ATTENDANCE

#### Presiding Member:

Cr Gordon Bleechmore

#### Members:

Cr John McCallum  
Cr Coralie Tarbotton  
Cr Paul Carter

#### Officers:

Mr Mike Archer, Chief Executive Officer  
Mrs Naomi Searle, Director, Community and Commercial Services  
Mrs Jennifer May, Manager Commercial Services  
Ms Emma Hays, Project Manager - Business Development  
Miss Hayley Barge, Administration Officer, Governance

#### Apologies

Nil

#### Approved Leave of Absence

Nil

#### Observers

Mrs Libby Mettam, MLA Member for Vasse  
Mr Sheldon Mumby, Office of Libby Mettam  
Mr Michael Tonks, Busselton Aero Club  
Mr Steve Stokes, Goldstar Transport  
Mr Brad McKeown, Goldstar Transport  
Mr Tony Fletcher, Margaret River Busselton Tourism Association  
Cr Grant Henley, Mayor, City of Busselton

### 3. PUBLIC QUESTION TIME

Nil

### 4. DISCLOSURE OF INTERESTS

Nil

**5. CONFIRMATION OF MINUTES**

5.1 Minutes of the Airport Advisory Committee Meeting held 23 March 2016

**Committee Decision**

**AIR1604/012** Moved Councillor J McCallum, seconded Deputy C Tarbotton

That the Minutes of the Airport Advisory Committee Meeting held 23 March 2016 be confirmed as a true and correct record.

**CARRIED 4/0**

**6. REPORTS**

**6.1 BUSSELTON-MARGARET RIVER REGIONAL AIRPORT - AIRPORT UPDATE**

**SUBJECT INDEX:** Busselton Margaret River Regional Airport  
**STRATEGIC OBJECTIVE:** Infrastructure assets are well maintained and responsibly managed to provide for future generations.  
**BUSINESS UNIT:** Commercial Services  
**ACTIVITY UNIT:** Commercial Services  
**REPORTING OFFICER:** Airport Operations Coordinator - David Russell  
**AUTHORISING OFFICER:** Director, Community and Commercial Services - Naomi Searle  
**VOTING REQUIREMENT:** Simple Majority  
**ATTACHMENTS:** Nil

**PRÉCIS**

This report provides an overview on the Busselton-Margaret River Regional Airport operations and activities for the reporting period 1 January 2016 to 31 March 2016.

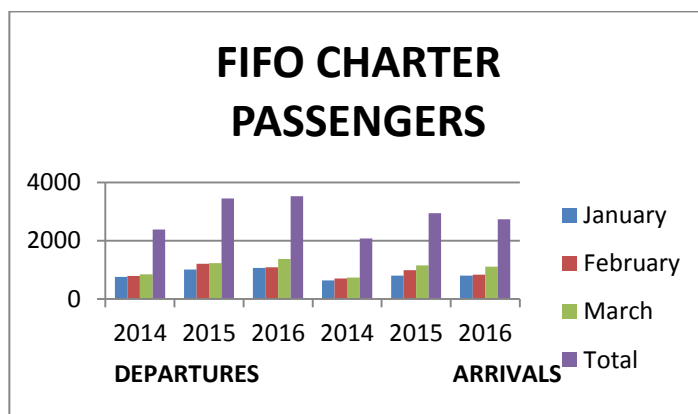
**BACKGROUND**

**Aircraft Movements (Services)**

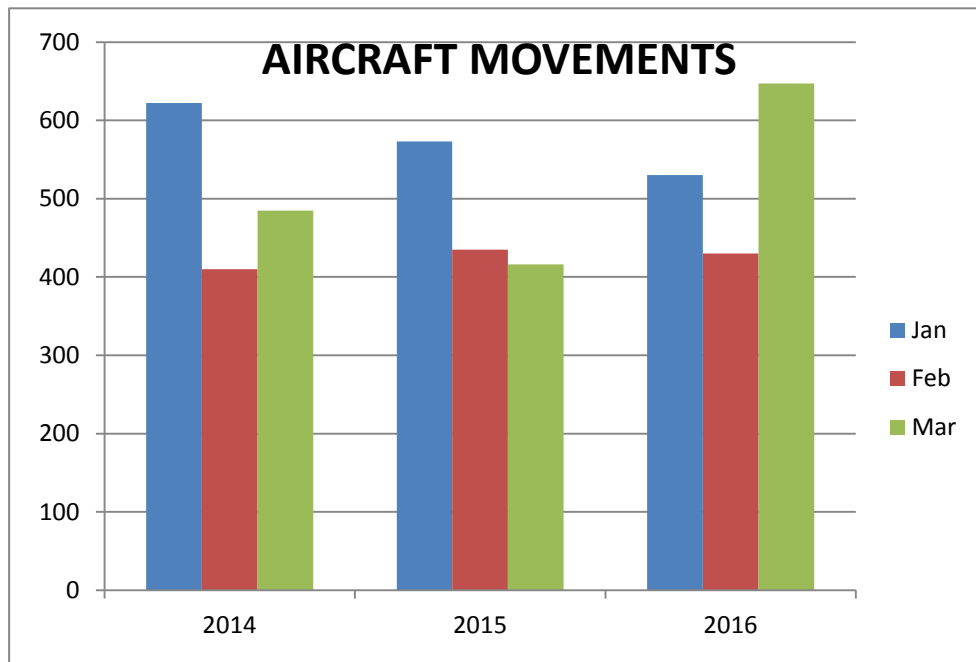
Fly-in-Fly-out (FIFO) charter passenger numbers have seen an overall increase in departing passengers through the BMRRA in the last financial quarter compared to the same period last year which is a consistent year to date trend. The figures below show a reduction of arriving passengers, this is due to an increase of passengers being bused from Perth to BMRRA.

The table below indicates the number of FIFO charter passengers arriving and departing through the airport for the reporting period 1 January 2016 to 31 March 2016 in comparison to previous years.

	Departing FIFO Passengers			Arriving FIFO Passengers		
	2014	2015	2016	2014	2015	2016
<b>January</b>	755	1013	1065	639	804	798
<b>February</b>	790	1205	1088	698	982	828
<b>March</b>	839	1225	1369	740	1155	1112
<b>Total</b>	<b>2384</b>	<b>3443</b>	<b>3522</b>	<b>2077</b>	<b>2941</b>	<b>2738</b>



The total number of departing FIFO services is currently at 10 flights per week.



Total aircraft movements have seen an increase for the months of January through March 2016. This was due to Aerofest 2016 event with increased traffic over the weekend of 5<sup>th</sup> and 6<sup>th</sup> March. In general there has been an overall decrease in total aircraft movements over the past 3 years due to the withdrawal of the RPT services in December 2014 and Maroomba FIFO charter services in December 2015.

Over the reporting period there has been five (5) private charter aircraft visit the region via BMRRRA for various events including the Leeuwin Concert and private functions.

Below is a table of Emergency Services usage of BMRRRA for the same period over the last three (3) years.

Emergency Service	January-March 2014	January-March 2015	January-March 2016
Aero rescue	4	6	4
RFDS	53	86	54
SLSWA	75	89	98
Polair	0	2	0
Helitac	41	63	52
Fixed wing water bombers	2	3	16
<b>TOTAL</b>	<b>175</b>	<b>249</b>	<b>224</b>

**Busselton Aero Club - Aerofest 2016**

The Busselton Aero Club held the Aerofest 2016 event at the BMRRRA on Sunday March 6<sup>th</sup> 2016. The event attracted 125 visiting aircraft from Western Australia and interstate with a number of visiting pilots arriving on the Friday and Saturday prior to the event and staying in Busselton. The event organiser recorded approximately 5,000 attendees on the day giving visitors the chance to get up close to recreational, general aviation, military and emergency services aircraft and pilots. Additional attractions included water bombing displays, helicopter joy rides, military aircraft aerobatics display and numerous aviation and non-aviation stalls. The City supported this event by waiving landing fees for aircraft attending the event and allocated \$5,000 in event sponsorship, funded through the Events Sponsorship Programme.

**NMP non-compliances, Compliance reporting**

Since the start of the reporting period of 23 June 2015, 9 of the allowable 12 CEO approved non-conforming activities have been authorised to date and 9 instances of non-conforming activities have been reported to the Compliance Branch, at the Office of the Environmental Protection Authority (OEPA) where aircraft operators have performed unauthorised operations in accordance with the NMP. The tables below outlines the CEO approved non-conforming activities and non-compliant activities.

<b>CEO APPROVED NON-CONFORMING ACTIVITIES</b>							
<b>Date/ Time Non - Compliance</b>	<b>Aircraft Owner / Operator</b>	<b>Aircraft Type / Call sign</b>	<b>Operator Notified Non-Compliance</b>	<b>Reason for Non-Compliance</b>	<b>EPA notified within 7 days?</b>	<b>Corrective Action / Preventative Action taken</b>	
22/07/15 - 2323 arr	VIRGIN	F100	YES	Delay due to weather	NO	NONE REQUIRED	CEO APPROVAL 1
22/07/15 - 2355 dep	VIRGIN	F100	YES	Delay due to weather	NO	NONE REQUIRED	CEO APPROVAL 2
28/07/15 - 0041 arr	VIRGIN	F100	YES	Delay due to weather	NO	NONE REQUIRED	CEO APPROVAL 3
28/07/15 - 0116 dep	VIRGIN	F100	YES	Delay due to weather	NO	NONE REQUIRED	CEO APPROVAL 4
06/12/15 - 0456 dep	CENTRAL WEST	R44	YES	Ironman Event	NO	NONE REQUIRED	CEO APPROVAL 5
23/02/16- 2231/2309	VIRGIN	F100	YES	Delayed Due Tech Issue	NO	NONE REQUIRED	CEO APPROVAL 6
27/02/16 - 2333 dep	NETWORK	F100	YES	Leeuwin Concert CC	NO	NONE REQUIRED	CEO APPROVAL 7
06/03/16	RAAF/ Aerofest	Hawk 127	NO	Aerofest	NO	BAC spoke and sent to letters local residents	CEO APPROVAL 8
06/03/16	RAAF/ Aerofest	Hawk 127	NO	Aerofest	NO	BAC spoke and sent to letters local	CEO APPROVAL 9

<b>NON-COMPLIANT ACTIVITIES</b>					
<b>Date/ Time Non Compliance</b>	<b>Aircraft Type / Call sign</b>	<b>Operator Notified Non-Compliance</b>	<b>Reason for Non-Compliance</b>	<b>EPA notified within 7 days?</b>	<b>Corrective Action / Preventative Action taken</b>
13/09/15 - 1654	CESSNA 182	YES	Training without permit	YES	Rep to OEPA. Notice of NC sent to operator
14/09/15-0930	CESSNA 172	YES	Training without permit	YES	Rep to OEPA. Notice of NC sent to operator
24/09/15	CESSNA 172	YES	Training without permit	YES	Rep to OEPA. Notice of NC sent to operator
01/10/15	CESSNA 172	YES	Training without permit	YES	Rep to OEPA. Notice of NC sent to operator
29/11/15 - 2246 dep	CESSNA 210	YES	Outside NMP Operation hours	YES	Rep to OEPA. Notice of NC sent to operator
16/12/15-1000/1100	Sportstar	YES	Training outside OF Training hours	NO	Notice of NC sent to operator
12/01/16 - 2256	Beechcraft Bonanza	YES	Unaware of NMP restrictions	YES	Rep to OEPA. Notice of NC sent to operator
9/02/2016 - 1445 log		YES	Training without permit	YES	Rep to OEPA. Notice of NC sent to operator
11/02/16 - 2228 arr	CESSNA 210	YES	Outside NMP Operation hours	YES	Rep to OEPA. Notice of NC sent to operator
22/03/16-1145		YES	Training without permit	YES	Rep to OEPA. Notice of NC sent to operator

### **STATUTORY ENVIRONMENT**

The BMRA operates in accordance with the following: The Aviation Transport Security Act 2004, Aviation Transport Security Regulations 2005, CASA MOS 139, Council's Transport Security Plan and City policies and procedures.

### **RELEVANT PLANS AND POLICIES**

There are no policy implications with this report.

**FINANCIAL IMPLICATIONS**

As at 31 March 2016 the BMRRRA recorded a year to date surplus of \$276,026 (excluding depreciation of \$167,458). Airport revenue and expenditure figures are reported below:

Year	Revenue	Operating Cost (including Depreciation)	Net position (including Depreciation)	Depreciation	Net position (excluding depreciation)
YTD 2015/16	\$759,022	-\$650,453	\$108,569	-\$167,458	\$276,027

The City has received a total of \$350,054 in landing fees for the period July 2015 – March 2016, with the year to date (YTD) actual revenue received being slightly down compared to the YTD budget allocation due to landing fees for March of approximately \$35,000 not being receipted at the time of this report.

A total of \$163,904 has been received in passenger facilitation fees, with \$54,054 YTD outstanding for February (\$23,936) and March (\$30,118). While the loss of the F50 services and the Ad Astral Karara services have resulted in a loss of revenue there has been an increase in departing FIFO passengers from the remaining services throughout the financial year to date.

Car parking fees received to the end of March 2016 total \$200,090 this is down compared to the YTD budget of \$227,187 resulting from a decrease in car parking usage due to passengers carpooling and lost revenue from incorrect usage of the car park ticketing system.

The total expenditure budget allocated for the 2015/2016 financial year is \$949,240 (including depreciation) with actual expenditure to 31 March 2016 being \$650,453 (including depreciation). This is lower than the YTD budget projection of \$738,756 due to non-critical operational works being delayed due to the Development Project.

**Long-term Financial Plan Implications**

There are no financial implications as a result of this report.

**STRATEGIC COMMUNITY OBJECTIVES**

The BMRRRA is consistent with following the City of Busselton’s strategic Objectives:

Well Planned, Vibrant and Active Places:

- Infrastructure Assets that are well maintained and responsibly managed to provide for future generations;
- Connected City of Busselton Transport options that provide greater links within our district and increase capacity for community participation.

**RISK ASSESSMENT**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City’s risk assessment framework. The assessment sought to identify ‘downside’ risks only rather than ‘upside’ risks and where the risk, following implementation of controls, has been identified as medium or greater. No such risks were identified.



## **CONSULTATION**

Consultation with Department of Transport, South West Development Commission, Aviation Projects, Government agencies, Airport stakeholders, Office of Transport Security (OTS), Civil Aviation Safety Authority (CASA), Virgin Australia Regional Airline, the Busselton Aero Club, Emergency Service Agencies, Albany, Esperance, Geraldton Airports and Australian Airports Association has been occurring on a regular basis concerning many topics and issues relating to the Airport.

## **OFFICER COMMENT**

Airport staff and Stakeholder Engagement and Communication Officer (Airport Development Team) together with the City's IT department have developed the BMRRA website which was launched in March 2016.

The website creates direct access to airport related information including the Airport Development Project, Noise Management Plan, flight schedules, terminal/parking, and information about the region.

Other operational, maintenance and projects undertaken during the reporting period include:

- City Officers conducted the 3 monthly Safety Management System meeting on 3<sup>rd</sup> March 2016, hosted by Virgin Australia in their Perth office. Holding the SMS meeting in Perth enables members of the Royal Flying Doctor Service, Department of Fire and Emergency Services and McDermott Aviation to attend. A brief presentation of the BMRRA Development Project was also provided.
- Airport Officers are continuing to work with the City's Planning Department to develop a Crane/ Airspace Assessment system to provide Planning Officers a better understanding of airspace penetration and Obstacle Limitations Surface restrictions in regard to crane and building application approvals.
- Runway and taxiway/apron foreign object debris (FOD) sweeping program.
- Completion of the Airside weed spraying program.
- Additional terminal seating has been implemented to enhance passenger and public comfort while waiting for flights.
- The expression of interest for the BMRRA café/kiosk has been progressed and now waiting for final sign-off prior to being advertised. It is hoped that a suitable proponent will be able to commence operations for the winter months.

## **CONCLUSION**

The last three (3) summer months have been a busy period in airport operations with a number of operational improvements and maintenance taking place including the weed spraying program prior to the wetter months, security escorts for Development Project contractors and preparation for Aerofest 2016.

## **OPTIONS**

The Airport Advisory Committee chooses not to accept the Officers report.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Not Applicable.

**Committee Decision and Officer Recommendation**

**AIR1604/013** Moved Councillor J McCallum, seconded Councillor P Carter

That the Airport Advisory Committee;

1. Receive and note the Airport operations report.

**CARRIED 4/0**

## 6.2 BUSSELTON-MARGARET RIVER REGIONAL AIRPORT DEVELOPMENT PROJECT STAKEHOLDER REFERENCE GROUP

<b>SUBJECT INDEX:</b>	Busselton-Margaret River Regional Airport
<b>STRATEGIC OBJECTIVE:</b>	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
<b>BUSINESS UNIT:</b>	Community Services; Commercial Services
<b>ACTIVITY UNIT:</b>	Commercial Services
<b>REPORTING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A BMRRA Development Project Stakeholder Reference Group - Terms of Reference

### PRÉCIS

Following the submission of a comprehensive Business Case to the State Government, the City of Busselton was awarded \$55.9m for the redevelopment of the Busselton Regional Airport (BRA). Since the announcement of funding a significant amount of progress has been made, including the development of a Project Definition Plan incorporating a Project Communications Plan. A key communications and engagement tool outlined in the Plan includes the establishment of a Stakeholder Reference Group to aid ongoing consultation and communication between the community and the City of Busselton as the Project Manager.

This report seeks Council's endorsement to establish a Development Project Stakeholder Reference Group and subsequent Terms of Reference to guide the functions of the Group.

### BACKGROUND

In June 2015 the State Government committed to delivering a domestic airport to service the South West region. After reviewing a rigorous Business Case submitted by the South West Development Commission in 2013, the Government committed publically to allocating funding for the redevelopment of the Busselton Regional Airport (BRA).

Since the announcement a considerable amount of progress has been made, including the completion of a Project Definition Plan (PDP) which establishes the basis of the project. The PDP was formally approved by the State Government appointed Project Governance Committee on 21 April 2016. A key component of the PDP is a Stakeholder Engagement and Communications Strategy. The establishment of a Stakeholder Reference Group to act as a conduit for information sharing between the City of Busselton, peak community organisations, aviation, and tourism and business sectors is identified as a key method of engaging with the community and communicating matters relating to the Development Project.

This report sets out the proposed Terms of Reference of the Stakeholder Reference Group, including purpose, roles and responsibilities, and membership of the Group and seeks Council's endorsement of such.

### STATUTORY ENVIRONMENT

There are no statutory issues relating to the Officer recommendation contained within this report.

## **RELEVANT PLANS AND POLICIES**

The Busselton – Margaret River Regional Airport Master Plan (2016- 2036) and Busselton Regional Airport Statement of Intent outline the vision for the Development Project and are relevant to this report.

## **FINANCIAL IMPLICATIONS**

State Government funding of \$55.9m to deliver stage 2 has been incorporated into the City's 2015/16 adopted budget, and will form part of future budgets. The funding covers operational and capital costs associated with the project.

### **Long-term Financial Plan Implications**

An operational financial model was developed as part of the State Government Business Case proposal which incorporated a 10-year financial plan. The model considered revenues and costs associated with the upgraded facility, including up-front and recurrent capital and ongoing operational expenditure. The model demonstrates that the upgraded facility will be self-sustainable, generating a modest profit into the future, to be transferred into the City's Airport Infrastructure Renewal and Replacement Reserve at the end of each financial year.

The Long Term Financial Plan (LTFP) is currently based on the 'here and now' scenario (stage 1), and will require updating to reflect the project, including ongoing operational and capital revenue and expenditure based on the stage 2 redevelopment. This work has commenced and will be incorporated into the future LTFP reviews. Further feasibility studies, forecasts and modeling will also be undertaken in due course on the opportunities associated with the potential development of landside aviation related industries on land surplus to the needs of the airport operations.

## **STRATEGIC COMMUNITY OBJECTIVES**

The BMRA is consistent with following the City of Busselton's strategic Objectives:

Well Planned, Vibrant and Active Places:

- Infrastructure Assets that are well maintained and responsibly managed to provide for future generations;
- Connected City of Busselton Transport options that provide greater links within our district and increase capacity for community participation.

## **RISK ASSESSMENT**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk assessment framework. The assessment sought to identify 'downside' risks only rather than 'upside' risks and where the risk, following implementation of controls, has been identified as medium or greater. No such risks were identified.

## **CONSULTATION**

Following the announcement of State Government funding, a Project Governance Committee was established to oversee the overall deliverables of the project and associated funding. Committee members include; South West Development Commission (SWDC), Department of Transport, Department of Treasury, Tourism WA, City of Busselton, and the Department of Regional Development as observers. The establishment of a Stakeholder Reference Group is supported by the

Committee as part of the Development Project's stakeholder engagement and communications planning processes.

#### **OFFICER COMMENT**

On commencement of the planning and approvals phase for the BMRRRA Development Project a communications strategy was developed to identify key stakeholders and determine the types of communication activities to be undertaken to ensure that project communications meet the requirements and expectations of decision making authorities, funding agreements, the community, business and the City of Busselton Council.

A key element of the strategy is a BMRRRA Communications Plan which identifies all stakeholders relevant to the BMRRRA Development Project, and outlines how progress will be communicated. The Plan was developed in collaboration with funding partners Department of Regional Development, Department of Transport, and SWDC to ensure the identified strategies and tools meet the requirements of funding agreements and to enable effective and timely approval processes.

The aim of the Plan is to provide a framework that identifies all communication strategies to inform key stakeholders and promote the progress of the Development Project in an effective manner. The Plan includes the establishment of a Stakeholder Reference Group to act as a conduit for information sharing between the City of Busselton, peak community organisations, aviation, and tourism and business sectors, as outlined in attachment A. The Reference Group will:

- Provide general and relevant information and Development Project updates;
- Provide a documented forum to enable concerns of interested parties to be raised and taken into account by the City of Busselton; and
- Contribute to community understanding of the Development Project with the added outcome of wider understanding of the economic and social potential the developed airport will bring to the South West region.

It is expected that Reference Group members will provide updates to the community and industry representatives on:

- Development Project phases and activities;
- Airport operations;
- Airport Noise Management;
- Planning, regulatory and policy changes affecting the Airport;
- Construction work;
- New airport activity (such as new services) or changes to aviation services;
- Changes to Airport facilities.

It is proposed that the Reference Group will be chaired by the City of Busselton's Airport Advisory Committee Chairperson and members will be appointed by invitation. Representatives will be invited from the following sectors:

Business and Industry

Margaret River Busselton Tourism Association;  
South West Combined Chambers of Commerce;

Airport Users

Hangar Owner Group 1;  
Hangar Owner Group 2;  
Hangar Owner Group 3;  
Busselton Aero Club;  
Rio Tinto;  
Department of Fire and Emergency Services;  
Royal Flying Doctors Service;  
Surf Life Saving Australia

Community

Reinscourt;  
Kalgup;  
Yalyalup;  
Yoongarillup;

Neighbouring Property Owners

Chapman;  
Manning;  
Satterley Property Group.

Given the proximity of the Airport to the suburbs of Reinscourt, Kalgup, Yalyalup and Yoongarillup, it is proposed that residents from these areas will be able to nominate for membership via an expression of interest process and appointments will be made by the Chairperson.

The term of the appointments will be for the life of the project, finishing completion of the project, unless determined at an earlier date by agreement.

For the purposes of wider communication, outcomes of the Group will be provided on the BMRRR website.

**CONCLUSION**

The establishment of a Stakeholder Reference Group was identified as a key communication tool as part of the overall communications strategy for the BMRRR Development Project, and has support from the State Government appointed Project Governance Committee. The establishment of the Group will provide the City of Busselton, as the Project Manager, the avenue to consult with the community, and business and industry representatives.

**OPTIONS**

Council may choose not to establish a BMRRR Development Project Stakeholder Reference Group, however engagement and communication methods relating to the project will need to be reviewed. Alternatively Council may choose to amend the proposed membership of the Group.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Expressions of interest for community representatives from the four identified localities will be advertised in the Council for the Community page immediately following Council's endorsement of the Officer Recommendation. Identified representatives will also be invited to participate in the Stakeholder Reference Group. It is anticipated that the first meeting will be held in June 2016.

**OFFICER RECOMMENDATION**

That the Council endorses the establishment of a Busselton-Margaret River Regional Airport (BMRRA) Development Project Stakeholder Reference Group and associated Terms of Reference as attached to this report to guide the functions of the Group.

Note: The Committee requested that the serving Local Member of Parliament be included in the Membership section of the Terms of Reference and that the name be changed to the Busselton-Margaret River Regional Airport (BMRRA) Consultative Group.

**Committee Recommendation**

**AIR1604/014** Moved Councillor C Tarbotton, seconded Councillor J McCallum

That the Council endorses the establishment of a Busselton-Margaret River Regional Airport (BMRRA) Consultative Group and associated Terms of Reference (with name change) as attached to this report to guide the functions of the Group and to include the Local Member of Parliament in the Membership section.

**CARRIED 4/0**

**7. GENERAL DISCUSSION ITEMS**

Nil

**8. NEXT MEETING DATE**

Friday, 27 May 2016

**9. CLOSURE**

The meeting closed at 10.07am.

THESE MINUTES CONSISTING OF PAGES 1 TO 16 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY, 27 MAY 2016.

DATE: \_\_\_\_\_

PRESIDING MEMBER: \_\_\_\_\_