

**MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF THE GREY DISTRICT COUNCIL****Held in Council Chambers, 105 Tainui Street, Greymouth****on Thursday 27 June 2024 commencing at 3.00pm**

**PRESENT:** Mayor Tania Gibson (Chair)  
Councillor Allan Gibson (Deputy Mayor), Councillor John Canning, Councillor Peter Davy, Councillor Kate Kennedy, Councillor Rex MacDonald, Councillor Robert Mallinson, Councillor Jack O'Connor, Kaiwhakahaere Francois Tumahai (via Zoom)

**IN ATTENDANCE:** Paul Pretorius (Acting Chief Executive), Aaron Haymes (Group Manager Operations) (via Zoom), Gemma Trezise (People and Capability Business Partner), Petro Klopper (Financial Accountant), Kaia Beal (Solid Waste Officer), Kurtis Perrin-Smith (Utilities & Infrastructure Manager), Neil Engelbrecht (Finance Manager), Megan Bourke (Communications Officer), Shannon Beynon (Communication & Engagement Manager), Trish Jellyman (Democracy Advisor)

## **1 APOLOGIES AND DECLARATIONS OF INTEREST**

### **1.1 APOLOGY**

**RESOLUTION** SCM 24/06/012

**Moved:** Mayor Tania Gibson

**Seconded:** Cr John Canning

That the apology received from Cr Tim Mora be accepted and leave of absence granted.

**Carried Unanimously**

### **1.2 UPDATES TO THE INTERESTS REGISTER**

There were no updates to the Interest Register.

### **1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA**

There were no declarations of interest.

## **2 LIST OF ACRONYMS USED**

## **3 AGENDA ITEMS**

**LATE ITEM: UTILISING OF RESERVES AS FUNDING FOR CAPITAL PER THE 2024/5 ANNUAL PLAN**

**LATE ITEMS**

**Moved:** Cr Robert Mallinson

**Seconded:** Cr John Canning

In accordance with Section 46A(7) of the Local Government Official Information and Meetings Act read with Standing Orders 9.1 the following item(s) be considered as a late item:

1. Utilising of Reserves as Funding for Capital as per the 2024/5 Annual Plan

**Carried Unanimously**

#### **LATE ITEM: UTILISING OF RESERVES AS FUNDING FOR CAPITAL PER THE 2024/5 ANNUAL PLAN**

The Acting CE advised that there were discrepancies in the 24 June agenda item that needed to be worked through. He apologised for the lateness and asked that the item as circulated be appended to the minutes. Her Worship acknowledged the hard work done by the finance team.

#### **RESOLUTION SCM 24/06/013**

**Moved: Mayor Tania Gibson**

**Seconded: Cr Allan Gibson**

That

1. Council rescinds its 24 June 2024 decision re the above and awaits an urgent follow-up report from the Acting CE on the matter.

**Carried Unanimously**

#### **3.5 ADOPTION OF THE DRAFT WASTE ASSESSMENT**

Refer page 44 of the agenda.

Her Worship commented that it is disappointing to see that the waste per person in the region has increased.

Cr Gibson spoke of the amount of waste that tourists create. He queried as to whether there is any funding available to Council in this area. The Acting CE stated that he is not aware of any funding but that it will be investigated. He spoke of the economic benefits that the tourists bring to the region.

The UIM stated that value of tourists is significant. He agreed to look into any opportunities for external funding for tourist waste.

Cr MacDonald spoke of funding avenues for the installation of toilets in tourist areas. He queried if this type of funding could be accessed for waste.

The UIM advised that the Preston Road facility benefited from the TIF.

In response to a question from Cr O'Connor regarding Anzac Park which was a dump site, the UIM advised that Council monitors former dump sites as this is a consenting requirement. Unfortunately, not all the old sites had been consented and no monitoring is being undertaken.

#### **RESOLUTION SCM 24/06/014**

**Moved: Cr Peter Davy**

**Seconded: Cr Rex MacDonald**

That Council:

1. Receives this report.
2. Adopts the draft waste assessment (Appendix A), and
3. Requests that staff prepare draft amendments to the West Coast Regional Waste Management Minimisation Plan 2018, for public consultation, including the extension of activities to align within the legislative requirements under the Waste Minimisation Act 2008 and the 2023 National Waste Strategy.

4. Staff investigate further external funding opportunities for waste management, i.e. tourist generated waste

**Carried Unanimously**

### **3.1 ENHANCED ANNUAL PLAN 2024/2025: ADOPTION OF**

Refer page 7 of the agenda.

The Acting CE acknowledged the input from staff, especially the Finance Manager, Mr Neil Engelbrecht to get the Annual Plan process across the line.

Her Worship stated it has been a big feat for staff to get this over the line. She acknowledged the guidance and hard work put in by the Acting CE. She thanked staff for their input and acknowledged that this is not an easy time for Council. She stated that this is one of the biggest rate rises Council has ever put out. The cost of living is constantly rising, and there needs to be changes in Local Government funding as the current rating model is unsustainable. She stated that Council needs to keep advocating in this space, there are councils around the country that are in a way worse position than this Council. She stated that elected members and staff are ratepayers and are all in the same boat.

Cr Kennedy referred to the Annual Plan document and stated that she would like to draw the public's attention to how much construction costs and the costs involved to carry out Council activities have increased.

Her Worship confirmed that Grey District Council's rates increase is the lowest on the West Coast.

Cr O'Connor stated that that elected members and their neighbours, are all paying rates and elected members are vested to look after the community and to represent the community as best as they can. He stated that a lower rate strike would impact on services. He thanked staff for their efforts, and hopes that Council can work with central government going forward.

Cr Mallinson stated that Council has done the best it can in the circumstances. He concurred with Cr O'Connor's comments that something has to change with the funding model and the relationship between central and local government with regard to the funding of infrastructure because Council cannot continue like this.

Her Worship thanked her fellow Councillors for their work and commitment. She also thanked the community for their understanding.

#### **RESOLUTION SCM 24/06/015**

**Moved: Her Worship Tania Gibson**

**Seconded: Cr Allan Gibson**

That Council

1. Receives the report Enhanced Annual Plan 2024/2025; Adoption of and
2. Adopts the Enhanced Annual Plan 2024/2025 pursuant to Section 95 of the Local Government Act 2002; and
3. Authorises the Mayor and Acting Chief Executive to approve any minor edits or changes to the Enhanced Annual Plan document, prior to its publication.

**Carried Unanimously**

### **3.2 SETTING OF RATES FOR 2024/5 FINANCIAL YEAR.**

Refer page 10 of the agenda.

It was agreed that the table showing the rating impact of example properties would be circulated to Councillors after the meeting.

The Acting CE stated that when the rates were to be struck there was nobody in the building that had done this before and if it was not for Mrs Kathryn Ruddle (former Manager) who provided support to staff, Council would not have been able to strike the rates.

The Finance Manager concurred and passed on his thanks to Mrs Ruddle and the Acting CE for their support.

## **RESOLUTION      SCM 24/06/016**

**Moved:      Mayor Tania Gibson**

**Seconded:   Cr Peter Davy**

1. That Council receives the report Setting of Rates for the 2024/2025 Financial Year and
2. Pursuant to section 23 of the Local Government (Rating) Act 2002, and in accordance with the Grey District Council's Annual Plan 2024/2025, Council sets the rates outlined herein on rating units in the district for the financial year commencing 1 July 2024 and ending 30 June 2025 and that all such rates are inclusive of Goods and Services Tax (GST).

### **3. UNIFORM ANNUAL GENERAL CHARGE**

A uniform annual general charge of \$746.21 (GST inclusive) per rating unit, set under section 15 of the Local Government (Rating) Act 2002.

The Uniform Annual General Charge is charged at one (1) full charge per rating unit as per section 15 of the Local Government (Rating) Act 2002. The Council sets a uniform annual general charge to fund the rating input required (i.e. net funding requirements) for the following activities:

- Aerodrome (part)
- Westland Recreation Centre
- Library
- Swimming Pools
- Council
- Consultation
- Access to Official Information
- Civil Defence & Emergency Management

### **4. GENERAL RATES**

A General Rate under section 13 of the Local Government (Rating) Act 2002 made on every rating unit in the District based on the land value. The general rate will be set on a differential basis based on land use as described as follows:

#### **Residential**

All properties in the District less than 4,000 square metres (0.4HA) and used primarily for residential purposes, split into the following zones:

- Residential Zone ONE (refer following Map of Rating Zones for location)
- Residential Zone TWO (refer following Map of Rating Zones for location)
- Residential Zone THREE (refer following Map of Rating Zones for location)

#### **Rural residential**

All properties in the District greater than or equal to 4,000 square metres (0.4HA) and less than 50,000 square metres (5.0HA) and used primarily for residential purposes.

Rural

All properties in the District greater than or equal to 50,000 square metres (5HA) and used primarily for residential purposes.

Farming forestry

All properties in the District used primarily for farming and/or forestry purposes.

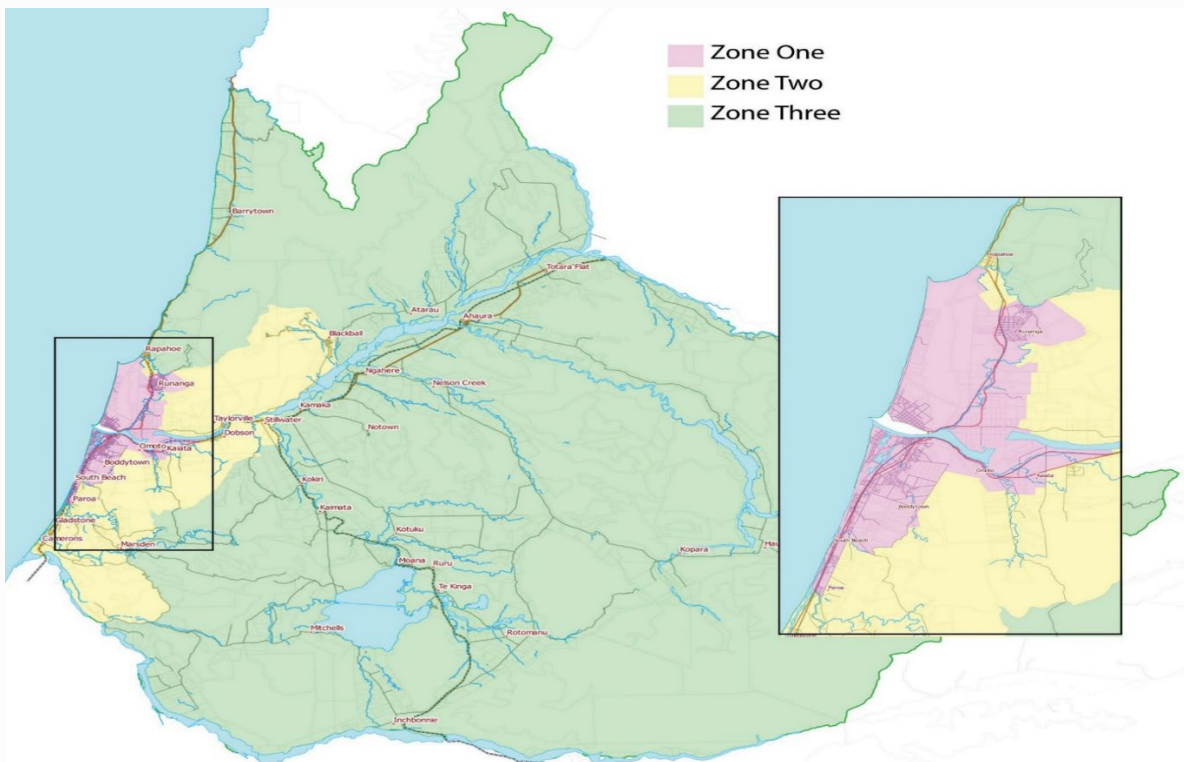
Commercial

All properties in the District used primarily for commercial and/or industrial purposes and split into the following zones:

- Commercial Zone ONE (refer Map of Rating Zones for location)
- Commercial Zone TWO (refer Map of Rating Zones for location)
- Commercial Zone THREE (refer Map of Rating Zones for location)

As detailed in the following map titled Rating Zones.

Rating Zones



Rates per dollar of land value payable by each category

The General Rate is charged based on land value per rating unit as per section 15 of the Local Government (Rating) Act 2002. The Council sets a general rate to fund the rating input required (i.e. net funding requirements) for the following activities:

- Community Services - to provide funding towards Parks and Reserves, Theatres & Museums, Public Toilets, Cemeteries, In House Taskforce
- Regulatory Services - to provide funding towards District Planning, Other Regulation (Liquor licencing, By-Law Enforcement etc.), Building Control, Health Regulation, Animal Control
- Land Transport - to provide funding towards expenditure on district roads and footpaths

- Refuse and Recycling - to provide funding towards expenditure on the McLean’s Landfill facility and waste minimisation
- Other Transport - to provide funding towards Parking Facilities & Enforcement, Port Facilities, Greymouth Aerodrome
- Stormwater - to provide funding towards expenditure on Council stormwater infrastructure and flood protection related expenditure that Council is responsible for
- Economic Development - to provide funding towards Economic Development initiatives & projects (also funded via targeted rate)

The general rates set per dollar of land value (GST inclusive) and will be as follows:

	Residential Zone 1	Residential Zone 2	Residential Zone 3	Rural Residential	Rural Use	Commercial Zone 1	Commercial Zone 2	Commercial Zone 3	Farming Forestry
<b>TOTAL GENERAL RATE (Incl GST)</b>	0.0124682	0.0104474	0.0086268	0.0023011	0.0056101	0.0199459	0.0218646	0.0031611	0.0013102

5. TARGETED RATES

The Council sets targeted rates under section 16 of the Local Government (Rating) Act 2002 for water supply on the basis of one (1) targeted rate per separately used or inhabited part of a rating unit which is either connected to the scheme or for which a connection is available.

The targeted rate will be set on a differential basis based on the availability of the service – either connected or serviceable as defined as follow:

- Connected means the rating unit is connected to a Council operated water reticulation scheme
- Serviceable means the rating unit is not connected but is within 50 metres of such a scheme. Rating units which are not connected to the scheme, and which are not serviceable, will not be liable for this rate.

Water supply

Targeted rates for the purposes of water supply, set per separately used or inhabited part of a rating unit, and set under section 16 of the Local Government (Rating) Act 2002, as described below:



<b>WATER</b>	<b>Targeted Rate GST inclusive</b>
<b>Rating units classified as service available and connected</b>	
Blackball	784.00
Dobson/Taylorville	784.00
Greymouth	784.00
Runanga	718.80
Kaiata	665.20
Stillwater	784.00
South Beach Water Loan	151.30

<b>WATER</b>	<b>Targeted Rate GST inclusive</b>
<b>Rating units classified as service available and <u>not</u> connected</b>	
Blackball	392.00
Dobson/Taylorville	392.00
Greymouth	392.00
Runanga	359.40
Kaiata	332.60
Stillwater	392.00
South Beach Water Loan	151.30

#### Metered Water Supply

A targeted rate for the purposes of water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.89 (GST inclusive) per cubic metre of water consumed in excess of 75m<sup>3</sup> per quarter where the volume supplied is considered to be in excess of 300m<sup>3</sup> per annum to any rating unit that is classified as commercial/industrial.

#### Wastewater

The Council sets targeted rates under section 16 of the Local Government (Rating) Act 2002 for sewage disposal on the basis of one (1) targeted rate per separately used or inhabited part of a rating unit which is either connected to a Council scheme or for which a connection is available.

The charge will be set on a differential basis based on the availability of the service – either connected or serviceable.

- Connected means the rating unit is connected to a Council operated sewerage scheme.
- Serviceable means the rating unit is not connected but is within 30 metres of such a scheme and is able to connect by way of a gravity feed. Rating units which are not connected to the scheme, and which are not serviceable, will not be liable for this rate.
- Quarter charges apply to hotels, motels, and schools which receive an initial full sewerage charge and then one quarter sewerage charge for each unit (pan charge) thereafter

Targeted rates for the purposes of sewage disposal, set per separately used or inhabited part of a rating unit, and set under section 16 of the Local Government (Rating) Act 2002, as described below:

<b>WASTEWATER (SEWERAGE)</b>	<b>Targeted Rate GST inclusive</b>
<b>Rating units classified as service available and connected</b>	
Blackball	800.60
Dobson/Taylorville/Kaiata - capital rate	790.80
Dobson/Taylorville/Kaiata - operating and maintenance rate	331.70
Greymouth	864.80
Karoro	464.50
Moana	362.60
Runanga	361.30
South Beach/Paroa	412.90
Te-Kinga	1,000.70
South Beach Loan	432.20

<b>WASTEWATER (SEWERAGE)</b>	<b>Targeted Rate GST inclusive</b>
<b>Rating units classified as service available and <u>not</u> connected</b>	
Blackball	400.30
Dobson/Taylorville/Kaiata - capital rate	790.80
Dobson/Taylorville/Kaiata - operating and maintenance rate	331.70
Greymouth	432.40
Karoro	232.25
Moana	181.30
Runanga	180.65
South Beach/Paroa	412.90
Te-Kinga	500.35
South Beach Loan	432.20



<b>WASTEWATER (SEWERAGE)</b> <b>Charge for each water closet (pan) or urinal connected to a public sewerage drain</b>	<b>Targeted Rate GST Inclusive</b>
Blackball used for educational purposes	800.60
Dobson/Taylorville/Kaiata - operating and maintenance rate used for educational purposes	331.70
Greymouth used for educational purposes	864.80
Karoro used for educational purposes	464.50
Moana used for educational purposes	362.60
Runanga used for educational purposes	361.30
South Beach/Paroa used for educational purposes	412.90

Targeted rates for the purposes of sewage disposal set as a charge for each water closet (pan) or urinal connected to a public sewerage drain, and set under section 16 of the Local Government (Rating) Act 2002, as described below:

<b>WASTEWATER (SEWERAGE)</b> <b>Charge for each water closet (pan) or urinal connected to a public sewerage drain</b>	<b>Targeted Rate GST inclusive</b>
Dobson/Taylorville/Kaiata - operating and maintenance rate used for commercial or educational purposes	82.92
Moana used for commercial or educational purposes	90.65
Te-Kinga used for commercial or educational purposes	250.17

#### Refuse and recycling collection

- Targeted rates, set per separately used or inhabited part of a rating unit for the purposes of refuse collection and disposal, and set under section 16 of the Local Government (Rating) Act 2002 as described below:

This rate will be set on a differential basis based on land use. The categories are:

- Commercial and industrial properties within the Greymouth CBD that receive a twice weekly refuse/recycling collection;
- Residential, township, commercial, industrial, rural, rural residential, recreational, and/or farming properties, outside the Greymouth CBD that receive a weekly refuse/recycling collection

<b>REFUSE/RECYCLING COLLECTION</b>	<b>Targeted Rate GST inclusive</b>
Residential, township, commercial, industrial, rural, rural residential, recreational, and/or farming properties that receive a weekly refuse only collection	383.24
Residential, township, commercial, industrial, rural, rural residential, recreational, and/or farming properties, outside the Greymouth CBD that receive a weekly refuse/recycling collection	383.24
Commercial and industrial properties within the Greymouth CBD that receive a twice weekly refuse/recycling collection	724.33

#### Economic Development Rate – Commercial and Industrial Properties

- A targeted rate for the purposes of Economic Development of \$0.000779 cents in the dollar (GST inclusive) of Capital Value on every Commercial/Industrial rating unit within the district, and set under section 16 of the Local Government (Rating) Act 2002.
- A targeted rate (GST inclusive) for the purposes of Economic Development, set per separately used or inhabited part of a rating unit that is not Commercial/Industrial, and being used as an operating Bed and Breakfast, Homestay or Farmstay and set under section 16 of the Local Government (Rating) Act 2002, of \$425.58.

#### 6. DUE DATE FOR PAYMENTS AND PENALTIES

All rates, apart from metered water rates, will be payable in four equal instalments with the final dates (due dates) for payment being:

- |     |                          |                  |
|-----|--------------------------|------------------|
| (1) | Instalment One: 4.30pm   | 20 August 2024   |
| (2) | Instalment Two: 4.30pm   | 20 November 2024 |
| (3) | Instalment Three: 4.30pm | 20 February 2025 |
| (4) | Instalment Four: 4.30pm  | 20 May 2025      |

Metered water rates, will be payable in four instalments with the final dates (due date) for payment being:

- |     |                          |                  |
|-----|--------------------------|------------------|
| (5) | Instalment One: 4.30pm   | 20 November 2024 |
| (6) | Instalment Two: 4.30pm   | 20 February 2025 |
| (7) | Instalment Three: 4.30pm | 20 May 2025      |
| (8) | Instalment Four: 4.30pm  | 20 August 2025   |

Council apply the penalties as follows:

A charge of ten percent (10%) on so much of any instalment that has been assessed after 1 July 2024 and which is unpaid after the final dates for payment on the dates below:

- |      |                  |                                      |
|------|------------------|--------------------------------------|
| (9)  | Instalment One   | - 5 business days after the due date |
| (10) | Instalment Two   | - 5 business days after the due date |
| (11) | Instalment Three | - 5 business days after the due date |
| (12) | Instalment Four  | - 5 business days after the due date |

1. A 10% penalty is added under s.58(1)(a) within the next 5 business days to so much of any instalment not paid by the due date.
2. A 10% penalty will be added to rates under s.58(1)(b) that remain unpaid from previous years. this will be added on 1 July, or 5 working days after council has passed the rates resolution (whichever is the later).
3. A further 10% penalty will be added to rates under s58(1)(c) that remain unpaid from previous years. This will be added 6 months after the penalty made in 2 above if the rates remain unpaid.

A charge of ten percent (10%) on the outstanding balance of each metered water rate instalment assessed after 1 July 2024 and which is unpaid after the final dates for payment, on the dates below:

- |      |                  |                    |
|------|------------------|--------------------|
| (13) | Instalment One   | - 1 December 2024  |
| (14) | Instalment Two   | - 1 March 2025     |
| (15) | Instalment Three | - 1 June 2025      |
| (16) | Instalment Four  | - 1 September 2025 |

Authority to apply the Council's policy of remission on penalty rates will be dealt with in terms of the council's delegation manual.

A discount of 2.5%, calculated on total assessed rates in the current year less adjustments and remissions, will apply when all due rates are paid in full (which includes current rates and any outstanding rates and penalties from prior years). The total amount must be paid by the due date for payment of the first instalment being 20 August of each year.

Council will not collect, in accordance with section 54 of the Rating Act, all rates on properties where the annual amount assessed is less than \$10.00 (including GST) due to amounts less than this being uneconomic to collect.

Rates shall be payable at any of the following places:

- (17) Council Offices, 105 Tainui Street, Greymouth, between the hours of 8.30 am to 4.30 pm, Monday to Friday.
- (18) Using online banking or direct debit facilities established by the Council.

The methods of payments are required by section 45 of the local government (rating) act 2002 to be listed in the rates assessment.

Rates may be paid by any of the following methods:

- Cash
- Eftpos
- Automatic payment
- Internet banking
- Credit card

Using online banking or direct debit facilities established by the council.

7. DEFINITION OF 'SEPARATELY USED OR INHABITED PART OF A RATING UNIT'

A separately used or inhabited part (SUIP) of a rating unit is defined as:

- (19) Any part of a rating unit that which can be:
- Separately let and/or permanently occupied; and
  - Used for separate purposes.

These are separately used parts of a rating unit:

- (20) A residential property that contains two or more separately occupiable units, flats or houses each of which is separately inhabited or is capable of separate inhabitation.
- (21) Commercial premises which contain separate shops, kiosks or other retail or wholesale outlets, each of which is operated as a separate business or is capable of operation as a separate business.
- (22) An office block which contains several sets of offices, each of which is used by a different business or which is capable of operation as separate businesses.
- (23) Commercial premises which contain separate living quarters.

Not separately used parts of a rating unit:

- (24) A residential sleep-out or granny flat without independent kitchen facilities.
- (25) A hotel room with or without kitchen facilities.
- (26) Motel rooms with or without kitchen facilities.
- (27) Individual storage garages/sheds/partitioned areas of a warehouse.

Individual offices/premises of partners in a partnership.

Motion Carried

### 3.3 2024/2025 FEES AND CHARGES

Refer page 22 of the agenda. An updated version of the fees and charges was circulated separately and a copy is appended to the minutes.

It was confirmed that Council does charge for staff time for LGOIMA'S if the LGOIMA meets the charging criteria. Enquiries requiring limited staff time remain free.

Cr O'Connor stated that there are user pays components for services, and he understands that cost is a barrier to participation at times and as much as it is disappointing to have to increase fees, it is necessary.

In response to a question from Cr Kennedy, the Solid Waste Officer confirmed that rubbish ties have been phased out, but there are still a number of ties out there. He advised that ties have been replaced with wheelie bins. He advised that those residents that still have tags can dispose of rubbish bags free of charge.

#### RESOLUTION SCM 24/06/017

**Moved:** Cr Allan Gibson

**Seconded:** Cr John Canning

That Council

1. Adopts the 2024/25 Fees and Charges as attached and apply these charges from 1 July 2024.

**Carried Unanimously**

### 3.4 CARRY-OVERS 2023/4-2024/5.

Refer page 40 of the agenda.

The Acting CE apologised for having to submit a revised schedule of the carryovers. He advised that carryovers were approved by Council at the end of 2022 and 2023 but money didn't go over with the projects, therefore it cannot be carried over. He advised that Council budgeted for a shortfall for the current

financial year and that the budgeted shortfall may well be bigger because of unfunded projects being done. He stated that the shortfall is unknown until the final wash up is done at the end of the financial year and work commences on the Annual Report.

Her Worship stated that the Acting CE has done the best he can with what he could and within the timeframes that he had.

Cr Mallinson thanked the Acting CE for his work in difficult circumstances.

The Acting CE explained the shortfall and end of year financials. He confirmed that carry-forwards will likely go into a reserve to be available.

Cr Kennedy spoke to the cost of the landfill cell at McLeans Pit. She stated throwing rubbish away is expensive and she hopes this encourages people to re-use and recycle.

She stated that she is excited to see Rapahoe trunk main renewal and additional requirements listed on the carryovers.

Her Worship commented that people don't understand the costs involved with waste.

The Acting CE asked that a copy of the amended carry over schedule be appended to the minutes.

## **RESOLUTION      SCM 24/06/018**

**Moved:**      Cr Allan Gibson

**Seconded:** Cr John Canning

1. Council receives the report
2. Council notes the requirement to approve carry overs before the end of the financial year, being 30 June 2024.
3. Council notes the updated schedule of carry-overs as tabled and:
  - a. Approves carry overs per the schedule totaling \$5,468,688 noting that this will mean that loans to the value of \$ 4,563,439 will have to be taken up as per the intention in the 2023/4 Annual Plan.
  - b. Council notes that earlier approved projects to the value of \$2,794,732 cannot be carried over because the carry-overs occurred without funding also being carried over and ask staff to, on an urgent basis undertake a review of such projects against the capital programme for 2024/25 with a possible readjustment of such capital programme for Council's consideration early in July 2024.
  - c. Council notes that the carry-overs under 3.a. above will impact on the accumulated shortfall for the current financial year, with the quantum of such shortfall only known when the Annual report on the current financial year is done.

**Carried Unanimously**

## **4      MISCELLANEOUS ITEMS**

## **5      COUNCIL RESUMES IN OPEN MEETING**

### **CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING.**

The meeting concluded at 3.32pm .

**Confirmed**

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**T Gibson**

**Chairperson**

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**Date**