



Supplementary Agenda

for the

Ordinary Meeting of the Council

to be held in the

Council Chambers, 118 Victoria Street, St George

on

Thursday 16th March 2023

Commencing at 9:00am

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MEETING BUSINESS BY CORPORATE FUNCTION

(CES) COMMUNITY AND ENVIRONMENTAL SERVICES

ITEM	TITLE	SUB HEADING	PAGE
CES1	<u>FEE WAIVER</u> <u>APPLICATION - GOONDIR</u> <u>HEALTH SERVICES - BIG</u> <u>BUDDY PROGRAM</u>	<i>Fee Wavier Application – Goondir Health Services, Big Buddy program by Gail Liversidge, Community Development Officer.</i>	3

OFFICER REPORT

TO: Council

SUBJECT: Fee Waiver Application - Goondir Health Services - Big Buddy program

DATE: 10.03.23

AGENDA REF: CES1

AUTHOR: Gail Liversidge - Community Development Officer

Sub-Heading

Fee Wavier Application – Goondir Health Services, Big Buddy program by Gail Liversidge, Community Development Officer.

Executive Summary

Council has received a Fee Waiver Application from Kaila Neven, Big Buddy Co-ordinator at Goondir Health Services, St George, requesting a fee waiver of \$1,386 in grounds hire fees at Rowden Park to run Big Buddy Social Touch Football sessions each Monday afternoon from 3 April – 19 June 2023 inclusive.

Background

Big Buddy, a program of Goondir Health Services which works to engage young people and encourage positive choices, is planning a free, social touch football competition which welcomes anyone of any age in the community to come along and join in each Monday afternoon at Rowden Park, St George.

One of the aims of the sporting event is to build relationships between young people and the greater St George community to create inclusion and mateship. It is also aimed at building fitness in its participants through activity and improving wellbeing.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Community</u>	Active and inclusive community engagement

Consultation (internal/external)

Kaila Neven Big Buddy Co-ordinator, Goondir Health Services
Ron Petterson Manager, Community Services, Balonne Shire Council

Legal Implications

Nil

Risk Implications

Community Service - Inability to achieve Council's vision and mission to deliver community services and meet current and future needs.

Policy Implications

Community Grants and Assistance Policy

Financial and Resource Implications

Forgoing potential fees of \$1,386.

Options or Alternatives

Modify the amount requested.

Attachments

1. 2023-02-13 Feb Goondir Big Buddy Social Touch Footy Fee Waiver Request [↓](#)
2. 2023-02-09 Feb Goondir Big Buddy Social Touch Footy Booking + Facility Checklists [↓](#)

Recommendation/s

That Council resolves to approve the Fee Waiver Request from Goondir Health Services' Big Buddy Program to waive \$1,386 in grounds hire fees to run social touch football games for twelve (12) weeks beginning 3 April 2023 and finishing on 19 June 2023.

Digby Whyte

Director Community and Environmental Services



Fee Waiver Request Form

This form is to be completed when requesting to have fees waived up to the value of \$300.00. When requesting over \$1,000.000 please complete a Community Grants and Assistance Application.

Requests up to \$500.000 will be determined by a management decision from the Chief Executive Officer or delegate and requests over \$1,000.000 will be determined by Council in accordance with the provisions of the Community Grants and Assistance Policy.

Please Note: Even if the hire fees and charges have been waived the relevant security deposit is still required and must be paid prior to the event, this will then be refunded to you on the last Friday of the month. Refer to Conditions of Hire for more information.

Privacy Notice: Balonne Shire Council is collecting the information you supply on this form for the purpose of considering your request to waive hire fees and charges. Information collected will only be used to consider your waiver request.

Event Details:

Event Name:	Big Buddy Social Touch
Location:	Powden Park
Date of Event:	START 28 th Feb (EVERY MONDAY) FOR FIRST + SECOND SCHOOL TERMS)
Estimated Value Requested:	
Brief Description of The Event: (E.g., details of project, activity, donation, facility hire and/or venue)	• Big Buddy kids will run a free social touch competition for all of the community.
Describe the economic and/or social benefit to the Balonne Shire:	Helping to build relationships between youth and the greater St George community.

BALONNE SHIRE COUNCIL A: 118 Victoria Street, St George, QLD 4487 (POSTAL) PO Box 201 St George, QLD 4487
P: 07 4620 8888 | F: 07 4620 8889 | E: council@balonne.qld.gov.au | W: www.balonne.qld.gov.au

Requesting Organisation's Details

Contact Name: <u>Kaila Neven</u>		
Organisation Name: <u>Goondir Health St George.</u>		
Postal Address: <u>127 Victoria St St George.</u>		
Suburb: <u>St George</u>	State: <u>QLD</u>	Postcode: <u>4487</u>
Phone: <u>0436 689 843</u>	Email: <u>k.neven@goondir.org.au</u>	
Is Your Organisation 'Not-For-Profit'?		Does your Organisation have its own Public Liability?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes (please attach) <input type="checkbox"/> No
Have you applied for other funding through the Community Assistance and Grants Program?		Have you applied for a fee waiver in the last 12 months?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes Event's name: _____ <input checked="" type="checkbox"/> No

Signatures and Declaration (At least 2 signatures are required)

I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation:

Title within the organisation: Big Buddy Coordinator.
Name: Kaila Neven Signature: Kneven Date: 9.2.23

Title within the organisation: Clinic Manager
Name: Kevin Dwyer Signature: [Signature] Date: 13/02/23

Title within the organisation: _____
Name: _____ Signature: _____ Date: _____

Title within the organisation: _____
Name: _____ Signature: _____ Date: _____

Supporting Documents (Please attach any of the below supporting documents if relevant)

- ☐ Facility booking form, fully completed, and signed
- ☐ Copy of Public Liability
- ☐ Copy of required permits/approvals

\$115.50

OFFICE USE ONLY			
Approval: Approval is hereby provided for the purpose of the above mentioned in accordance with the Community Grants and Assistance Policy		Concessional Facility Hire Applicable _____ % <input type="checkbox"/> Yes <input type="checkbox"/> No Waiver Full Fee: <u>[Signature]</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Doc ID: _____	Date Received: <u>13-2-23</u>	Sent for Approval: <u>14-2-23</u>	Receiving Officer: _____
CHIEF EXECUTIVE OFFICER ONLY			
Form to be provided to the following where applicable:		<input type="checkbox"/> Reception – Hire of Facilities/ Fee Waiver <input type="checkbox"/> Accounts – Payment of Refund <input type="checkbox"/> VIC – Gift Basket	

Gail Liversidge

From: Facilities Bookings
Sent: Monday, 27 February 2023 11:19 AM
To: Kaila Neven; Facilities Bookings
Subject: RE: #5203 Big Buddy Touch Football

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Kaila.

I have passed your information onto the Communities Team and they will be contacting you shortly regarding applying for a Community Fee Waiver for the balance of the Fees.

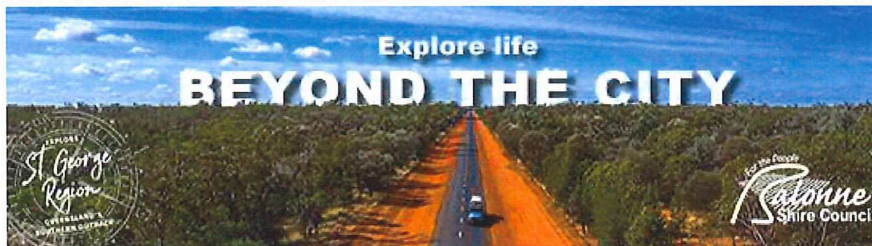
Kind regards,

Facility Bookings
Administration Officer

T: 07 4620 8888

E: facilities.bookings@balonne.qld.gov.au

Office: 112-118 Victoria Street, St George Q 4487



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From: Kaila Neven <k.neven@goondir.org.au>
Sent: Monday, 27 February 2023 10:05 AM
To: Facilities Bookings <facilities.bookings@balonne.qld.gov.au>
Subject: Re: #5203 Big Buddy Touch Football

Hi,

We were hoping to get all fees waived, as this is a youth program trying to help all of the community get fit. Are we able to get this passed at a Council meeting, for all fees to be waived, for as long as needed?

Also nothing will be going ahead until we get this sorted.

Kind regards,
Kaila



Kaila Neven • Big Buddy Coordinator



Goondir Health Services, 127 Victoria Street, St. George QLD 4487

t: 07 4625 5040 • 1800 GOONDR (1800 466637) f: 07 4625 5070

m: 0436 689 843 w: www.goondir.org.au



I would like to acknowledge the traditional custodians of this land and pay respect to the Elders both past, present and future for they hold the memories, the traditions, the culture and hopes of Indigenous Australia.

From: Facilities Bookings <facilities.bookings@balonne.qld.gov.au>

Sent: Monday, February 20, 2023 4:57 PM

To: Kaila Neven <k.neven@goondir.org.au>

Subject: #5203 Big Buddy Touch Football

Good afternoon Kaila.

My apologies for not getting back sooner.

The CEO has approved your Fee Waiver Request up to the 30th of March. He is not able to approve any further amount and suggested that you may wish to apply for a Community Fee Waiver, which goes before Council.

I have also generated an Invoice for a "top up" to the Security Deposit we have in Trust for you to include the \$25.00 needed to meet this Financial Years Fee. This will bring the Trust up to the \$300.00 needed for the Security Deposit. You are paid up until the 30th so your booking is confirmed until then and your event can start on the 28th of Feb. as asked.

If you would like to discuss your options further please contact me.

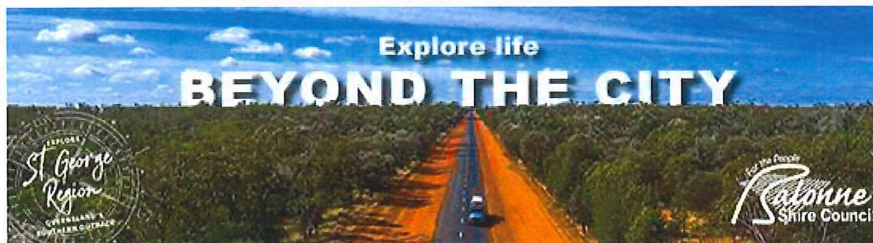
Kind Regards,

Facility Bookings

T: 07 4620 8888

E: facilities.bookings@balonne.qld.gov.au

Office: 112-118 Victoria Street, St George Q 4487



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Facility Checklist

Checklists are to be completed for each facility booking application made. At time of the booking all associated documents are to be stapled together with this checklist as the front page.

Booking Details:

Event Name: BIG BUDDY SOCIAL TOUCH FOOTBALL	
Facility Required: ROWDEN PARK	
Start Date/s: 3-4-23	End Date/s: 19-6-23
Contact Name: KAILA NEVEN	
Company Name: GOONDIR HEALTH SERVICES	
Phone: 0436 689 843	Email: k.neven@goondir.org.au

Forms Checklist:

Facility Booking Form Received	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Post <input checked="" type="checkbox"/> Counter <input type="checkbox"/> Website	Date: 13-2-23 Initial: CH
Liquor Licence Permit Sighted:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: Initial:
Police Endorsement Sighted:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: Initial:
Fees Paid 12 weeks @ \$115-50 ea	<input type="checkbox"/> Yes, amount: \$1386- <input type="checkbox"/> No, reason:	Date: Initial:
Deposit Paid (Refundable)	<input type="checkbox"/> Yes, amount: \$300- <input type="checkbox"/> No, reason:	Date: Initial:
Receipt Number:	Date: Initial:	
Facility Booking Form Registered into Magiq	Doc ID:	Initial:
Paper Copy Filed	<input type="checkbox"/> Yes <input type="checkbox"/> No, reason:	Date: Initial:
Booking placed in Facility Calendar	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, reason:	Date: Initial:
Customer notified of confirmation of booking	<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Counter <input type="checkbox"/> Phone	Date: Initial:
Confirmation registered into Magiq If applicable	<input type="checkbox"/> N/A Doc ID:	Initial:
Fee waiver received	<input type="checkbox"/> N/A <input type="checkbox"/> Email <input type="checkbox"/> Post <input checked="" type="checkbox"/> Counter <input type="checkbox"/> Website	Initial:
Fee Waiver Registered into Magiq	Doc ID:	Initial:
Fee waiver approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Refund of fees:	<input type="checkbox"/> Yes, amount: <input type="checkbox"/> No, reason:	Date: Initial:
Name of Town supervisor/caretaker notified:	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> In-Tray <input type="checkbox"/> N/A, reason:	Date: Initial:
Deposit Refunded:	<input type="checkbox"/> Yes <input type="checkbox"/> No, reason:	Date: Initial:

Facility Checklist

Checklists are to be completed for each facility booking application made. At time of the booking all associated documents are to be stapled together with this checklist as the front page.

Booking Details:

Event Name:	BIG BUDDY SOCIAL TOUCH FOOTBALL		
Facility Required:	ROWDEN PARK		
Start Date/s:	28-2-23 5-45pm	End Date/s:	30-3-23 7-30pm
Contact Name:	KAILA NEVEN		
Company Name:	GOONDIR HEALTH SERVICES		
Phone:	0436 689 843	Email:	k.neven@goondir.org.au

Forms Checklist:

Facility Booking Form Received	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Counter <input type="checkbox"/> Website	Date: 13-2-23 Initial: CH
Liquor Licence Permit Sighted:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: Initial:
Police Endorsement Sighted:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: Initial:
Fees Paid Fee waiver req.	<input type="checkbox"/> Yes, amount: \$115-50 <input type="checkbox"/> No, reason:	Date: Initial:
Deposit Paid T113 (\$275-00)	<input type="checkbox"/> Yes, amount: \$300- <input type="checkbox"/> No, reason:	Date: 14-2-23 Initial: CH
Receipt Number: DBT 30087	Date: Initial:	
Facility Booking Form Registered into Magiq	Doc ID:	Initial:
Paper Copy Filed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, reason:	Date: 14-2-23 Initial: CH
Booking placed in Facility Calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No, reason:	Date: Initial:
Customer notified of confirmation of booking	<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Counter <input type="checkbox"/> Phone	Date: Initial:
Confirmation registered into Magiq If applicable	<input type="checkbox"/> N/A Doc ID:	Initial:
Fee waiver received	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Counter <input type="checkbox"/> Website	Initial:
Fee Waiver Registered into Magiq	Doc ID:	Initial:
Fee waiver approved?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No to 30/3/23 - refer to Communities	
Refund of fees:	<input type="checkbox"/> Yes, amount: <input type="checkbox"/> No, reason:	Date: Initial:
Name of Town supervisor/caretaker notified:	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> In-Tray <input type="checkbox"/> N/A, reason: DYLAN SHERRIFF & COLIN GOODWIN	Date: Initial:
Deposit Refunded: CRD. 46206	<input type="checkbox"/> Yes <input type="checkbox"/> No, reason:	Date: Initial:

INV. REQ for \$25-00 to SF
20-2-23 emailed to discuss Fee Waiver



#5203

Facility Booking Form

Minimum 7 business days' notice required for all bookings. Bookings are subject to availability, police notifications and/or liquor licensing requirements. Bookings are not final until all required documentation has been received and all associated fees have been paid.

Applicant Details:

Contact Name: <u>Kaila Neven</u>		
Organisation Name (if applicable): <u>Goondir Health Services</u>		
Postal Address: <u>127 Victoria St</u>		
Suburb: <u>St George</u>	State: <u>QLD</u>	Postcode: <u>4487</u>
Phone: <u>0436 689 843</u>	Email: <u>k.neven@goondir.org.au</u>	

Facility Required: ROYDEN PARK

Booking Details:

Purpose of Hire: <u>Social touch</u>	
Name of Event: <u>Big Buddy Social Touch</u>	
One-off Booking: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (See Section B)	Date Required: <u>28.2.23</u>
Entry Time: <u>6.5.45 pm</u> (Including set up)	Exit Time: <u>7.30 pm</u> (Including Clean up)
Section B - Multiple Bookings Only	
Start Date/s: <u>28.2.23 (Every monday)</u>	End Date/s: <u>30.03.23 (Every monday)</u>
Entry Time: <u>5.45 pm</u> (Including set up)	Exit Time: <u>7.30 pm</u> (Including Clean up)
Approx. No. of People Attending: <u>50 max</u>	

Hire Fees:

Please refer to Councils Fees & Charges for full costings, available on our website. You will be required to pay all associated fees 7 days prior to the event. Please note, if you have not paid prior to the event, Council has the right to cancel the booking.

Name of Payer: Kaila Neven Contact Number: 0436 689 843

COVID-19:

Goondir = Public liability maybe

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In Accordance with Queensland's Covid-19 restrictions, please ensure you are complying with the current directives, social distancing and facility capacity recommendations.

Security Deposit: *(Please indicate for relevant function)*

- ☒ Not for Profit Organisation (No Alcohol) - \$300 ☐ Private (No Alcohol) - \$500
☐ Not for Profit Organisation (With Alcohol) - \$500 ☐ Private (With Alcohol) - \$1000

A creditor form must be completed and returned at time of booking. Security Deposit will be refunded once keys are returned, and inspection of the premises has passed. Please note, refund payments are made on the last Friday of each month.

Liquor Permits & Licensing:

Will alcohol be consumed at the event?

- ☒ No – Skip to next section
☐ Yes

If alcohol is being **consumed but not sold**, a Party Safe Application will need to be completed online and the Officer in Charge at the Local Police Station is required to confirm the submission of the application.

<https://www.police.qld.gov.au/apps/reports/partySafe/>

Police Officer's Name: _____

Signature: _____ Date: _____

Will alcohol be sold at the event? *(Please note this includes charging an admission to cover costs)*

- ☒ No – Skip to next section
☐ Yes - Who will be servicing alcohol at the event?

Any liquor sold on

Council property will require a Liquor License Permit which can be downloaded from the below website:

<https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications/types>

Catering:

We have been experiencing some issues with the delivery of catering to our facilities. Please complete the following:

If you have pre-organised catering, please specify:

Name of person ordering the catering: _____

Name of person picking up the catering: _____

Catering company: _____

Contact number: _____

Delivery to (venue name): _____

Delivery Times: _____ or Pick-up Times: _____

Important: Conditions of Hire Agreement and Declaration on next page...

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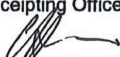
CONDITIONS OF HIRING BALONNE SHIRE COUNCIL FACILITIES

1. The keys to the facilities shall be collected from Council's Administration Office (St George) the day of the booking. Keys are to be returned to Council's Administration Office (St George) **within 3 days of the conclusion of the booking**, during the office hours of 8.45am to 5pm. The returning of **late keys will incur a \$50 fee** that will be deducted from the security deposit, made at the time of the booking. Where it is necessary for security purposes to change locks as a result of keys not being returned, the cost of changing the locks etc. will be charged to the Hirer.
2. It is the responsibility of the Hirer to clean the premises during and after the booking to the satisfaction of Council's Authorised Officer. Council employees are not to be employed to clean the hired premises outside of normal working hours. Hirer can employ their own independent cleaner or pay Council's fees.
3. Unless arrangements have been made with Council's Authorised Officer, the premises shall be cleaned, and the keys returned by the next business day. Where the premises are to be hired by another party the following day, returning of keys and cleaning must be carried out immediately following the function, unless arrangements have been made with Council's Authorised Officer. Hirers will be advised when bookings occur on consecutive days.
4. The Hirer is responsible for any damage whatsoever that is caused to the premises, equipment and other facilities during the period of hire. In such events where damage has occurred, the security deposit will not be refunded, and the Hirer will be notified of such damage.
5. Licenced functions in any Council facility require supervision or security. This is the Hirer's responsibility to arrange and cover costs associated with such supervision or security.
6. No furniture, fixtures or equipment shall be removed outside the premises without prior approval by Council's Authorised Officer and payment as part of the hire arrangement.
7. All furniture and equipment in the premises must be returned to its original position prior to the keys being returned.
8. Any organisation hiring the premises is required to submit the name and contact details of a responsible person who will be available to liaise with Council regarding the facility booking.
9. Decorations of any kind are not to be affixed to the walls, ceilings, or light fittings in the premises unless prior arrangements have been made with Council's Authorised Officer.
10. Any waste that results from the hire of the facility must be disposed of in the 240L wheelle bins supplied by Council. Please notify Council if you require additional bins.
11. It is the responsibility of the Hirer to ensure compliance with the **Fire Safety** Provisions of Section D of the Building Code of Australia, 1990. The following minimum requirements are provided as a guide:
 - All exits shall be kept clear of furniture, equipment, and any other obstructions at all times.
 - All exit signs shall remain clearly visible at all times.
 - The Hirer is required to advise Council of the number of supervising Staff at each function and the expected number of persons attending the function.
12. Councils Authorised Officer may carry out random checks to ensure compliance with the above Fire Safety requirements and failure by the Hirer to comply may result in the function being delayed or cancelled.
13. The Hirer shall be responsible for all costs associated with any call-out in relation, but not limited to:
 - Water Supply – inspection prior for a meter reading
 - Electricity Supply/Consumed
 - Sewerage Supply
14. All functions held at any Council Facility **MUST** shut down by midnight unless prior arrangements have been made as part of the hire arrangement and approved by an Authorised officer. It is the Hirer's responsibility to ensure that all persons on the premises have left within 30 (thirty) minutes of the conclusion of the function.
15. By signing this application form you acknowledge that Balonne Shire Council have granted the Queensland Police Service permission to enter the premise and shut down any function being held at a Council owned facility.
16. A Security Deposit is required to be paid to Council prior to ALL functions

Declaration

I hereby make an application for the hire of Balonne Shire Council's facilities. I declare that all information provided in this form is true and correct to the best of my knowledge. I have read, understand, and agree to the facilities' General conditions of Hire and hereby indemnify Balonne Shire Council against any claim whatsoever arising from the use of the facilities outlined above.

Applicants Name: Kaija Neven Signature: Kneven Date: 9.2.23

Office Use Only			
Doc ID:	Fee/s Paid:	Deposit Paid:	Receipt No:
Date Received: <u>13.2.23</u>	Liquor License Sighted: <u>N/A</u>	Liquor Endorsement Sighted: <u>N/A</u>	Receipting Officer: 

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CONFIDENTIAL ITEMS

(CFCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
CCFS1	<u>SALE OF SCOTT STREET ALLOTMENTS</u>	<i>This item will be discussed in closed session in accordance with section 275 of the Local Government Regulation 2012.</i>	

GENERAL BUSINESS

COUNCILLOR REPORTS

That Council receive and note the Councillor reports on their activities during the preceding month.

INFORMATION REPORTS