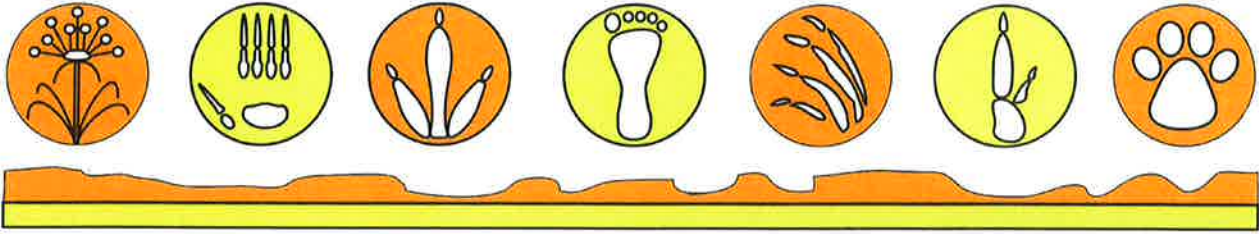


BARKLY REGIONAL COUNCIL



OUR VISION

We strive to be responsive, progressive, sustainable council which respects, listens and empowers the people to be strong.

The Way We Will Work

We will make it happen!

We will be engaged and have regular opportunities to listen.

We will have strong policy and budgets to ensure our programs and services are progressive and sustainable.

Respect is shown in everything we do and we have acceptance of all cultures in the Barkly Region and their practices through a culturally competent Council.

We are a responsible Council.

We will be a responsive Council.

We want to empower local decision making.

We want to ensure that our services are sustainable and that our region has a standard consistent level of services.

We want to be able to sustain our environment – our communities, our physical places, our people and our organisational culture.

We will aggressively pursue additional funding from both levels of government to improve the standard of living of people across the region.

We need to be realistic, transparent and accountable.

AGENDA

PURKISS RESERVE CONSULTATIVE COMMITTEE MEETING THURSDAY, 12 OCTOBER 2017

Barkly Regional Council's Purkiss Reserve Consultative Committee Meeting will be held in Council Chambers on Thursday, 12 October 2017 at 2:30pm.

AGENDA

ITEM	SUBJECT	PAGE NO
1	OPENING AND ATTENDANCE	
1.1	Elected Member Present	
1.2	Staff Members and Visitors Present	
1.3	Apologies	
1.4	Absent without Apology	
1.5	Disclosure of Interest	
2	CONFIRMATION OF PREVIOUS MINUTES	
2.1	Minutes from the previous meeting held on 20 July 2017	4
3	ACTION ITEMS FROM PREVIOUS MEETING	
3.1	Action item list.....	9
4	GENERAL BUSINESS AND MATTERS FOR NOTING REPORTS	
4.1	Update on \$5m Purkiss Reserve Grant.....	14
4.2	Protocols for use of facilities and providing feedback to Council	15
4.3	Membership of Purkiss Reserve Committee	23
5	VISITOR PRESENTATIONS	
	<i>Nil</i>	
6	CLOSE OF MEETING	

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER 2.1
TITLE Minutes from the previous meeting held on 20 July 2017
REFERENCE 217335
AUTHOR Steve Moore, Chief Executive Officer

RECOMMENDATION

That the Committee receive and note the minutes from the previous meeting held on 20 July 2017

SUMMARY:

Minutes of the Purkiss Reserve meeting held on 20 July 2017 are confirmed as a true and accurate record at the ordinary council meeting held on 14 September 2017.

BACKGROUND

Nil

ORGANISATIONAL RISK ASSESSMENT

Nil

BUDGET IMPLICATION

Nil

ISSUE/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

ATTACHMENTS:

1 Purkiss Reserve Consultative Committee Minutes 20072017.pdf



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We want to be able to sustain our environment – our communities, our physical places, our people and our organisational culture.

We will aggressively pursue additional funding from both levels of government to improve the standard of living of people across the region.

We need to be realistic, transparent and accountable.

MINUTES PURKISS RESERVE CONSULTATIVE COMMITTEE MEETING THURSDAY, 20 JULY 2017

The Purkiss Reserve Consultative Committee Meeting was held in Council Chambers on Thursday, 20 July 2017 at 2:30.

Steven Moore
Acting Chief Executive Officer

Meeting commenced at 2:35 pm with Marcus Maher as chair.

1. OPENING AND ATTENDANCE

1.1 Elected Members Present

Cr. Hal Ruger
Jo Rush
Emma Rush
Wayne Green
Ray Wallis

1.2 Staff Members Present

Steve Moore
Richard James
Jan Hunter

1.3 Apologies

President Barb Shaw
Cr. Narelle Bremner
Elai Semisi

1.4 Absent Without Apologies

1.5 Disclosure Of Interest – Councillors And Staff

There were no declarations of interest at this Purkiss Reserve Consultative Committee Meeting.

2. CONFIRMATION OF PREVIOUS MINUTES

2.1 MINUTES FROM THE PREVIOUS MEETINGS HELD ON 2 FEBURARY 2017 AND 2 MARCH 2017

MOTION

That the Committee

- a) That the Committee receive and note the minutes from the previous meetings held on 2 February 2017 and 2 March 2017

Moved: Member Wallis

Seconded: Member Rush

CARRIED UNAN.

Resolved PRCC 11/17

3. ACTION ITEMS FROM PREVIOUS MEETING

3.1 ONGOING ACTION LIST
<p>MOTION</p> <p>That the Committee</p> <p>a) Receive and note the ongoing Action List</p> <p>Moved: Member Wallis</p> <p>Seconded: Cr. Hal Ruger CARRIED UNAN.</p> <p><i>Resolved PRCC 12/17</i></p>

4. GENERAL BUSINESS AND MATTERS FOR NOTING REPORTS

4.1 UPDATE ON THE \$5M FOR PURKISS RESERVE
<p>MOTION</p> <p>That the Committee</p> <p>a) Receive and note the update on the \$5m for Purkiss Reserve</p> <p>Moved: Member Rush</p> <p>Seconded: Member Rush CARRIED UNAN.</p> <p><i>Resolved PRCC 13/17</i></p>

4.2 ELECT A NEW PURKISS RESERVE COMMITTEE CHAIR
<p>MOTION</p> <p>Jo Rush nominated Wayne Green and ray Wallis seconded the nomination. Wayne Green will be the new Purkiss Reserve Chair for a duration of 12 months. It was requested that Marcus Maher's replacement at Anyinginyi Health become part of the Purkiss Reserve Committee.</p> <p>That the Committee</p> <p>a) Receive and note the resignation of Marcus Maher from the position of Chair</p> <p>b) Receive and note nominations for the position of Chair</p> <p>c) Elect a new Purkiss Reserve Committee Chair</p> <p>Moved: Member Rush</p> <p>Seconded: Member Wallis CARRIED UNAN.</p> <p><i>Resolved PRCC 14/17</i></p>

5. **VISITOR PRESENTATIONS**

Nil

6. **CLOSE OF MEETING**

The meeting terminated at 3:32 pm.

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Purkiss Reserve Consultative Committee Meeting HELD ON Thursday, 20 July 2017 AND CONFIRMED Thursday, 21 September 2017.

Marcus Maher
Chair

Steve Moore
Chief Executive Officer

ACTION ITEMS FROM PREVIOUS MEETING

ITEM NUMBER 3.1
TITLE Action item list
REFERENCE 217340
AUTHOR Steve Moore, Chief Executive Officer

RECOMMENDATION

That the Committee
a) **Receive and note the Action List**

SUMMARY:

Note progress on the Purkiss Reserve Committee Action List.

BACKGROUND

Nil

ORGANISATIONAL RISK ASSESSMENT

Nil

BUDGET IMPLICATION

Nil

ISSUE/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

ATTACHMENTS:

1 Action List - PRCC - 20.07.2017.pdf



**PURKISS RESERVE CONSULTATIVE COMMITTEE
ACTION LIST**

Updated for 20 July
2017

ONGOING ACTION ITEMS

Meeting Date	Timeframe	Subject	Resolution/Action/Task	Action Officer	Completed/Status
1. 31 March 2015		Shade, skate park	Options for shade to be investigated such as trees along the fence line. Quote from local builder for new shade structure has been obtained. Also, consider steel frame structure currently at the High School. Trees are still a good option.	Director Infrastructure	Ongoing 17/02/17 – Report presented at 02/02/17 meeting Recommendation to be made to Council Meeting of 29.06.2017
2. 31 March 2015		Locks; Purkiss Reserve	Audit to take place on all locks and keys for Purkiss Reserve. All Key requests from user groups must come through to the committee for endorsement. (04/02)	Municipal Manager	Ongoing 03/11/16 – Director of Infrastructure to order locks. Marilyn to get resolution 16/6/2016 for Director of Infrastructure. 02/02/17 – Locks ordered, ETA 16.02.17 02/05/17 – Locks arrived 20/07/2017 – Council will arrange a time next week to arrange all the keys for all the locks. CEO to follow up with Tennant Creek Security Services about locking the gates and changing facilities at the end of each day
31 March 2015		User Agreements	All current user agreements to be reviewed. Potential User agreements <ul style="list-style-type: none"> • Swimming Club - Completed • AFL NT – In discussion • Anyinginyi Health Aboriginal Corporation • Cricket Association • Anita Maise – Softball Competition • Clontarf 	Director Infrastructure	Ongoing 17/02/17 – Report presented at 02/02/17 meeting 10/02/17 - Committee updated by email 07/03/17 – Draft agreement being currently written for AFL NT, other organisations to follow

BARKLY REGIONAL COUNCIL		PURKISS RESERVE CONSULTATIVE COMMITTEE		Updated for 20 July 2017	
ACTION LIST					
3.	10 September 2015	Aflex Inflatables; Swimming Pool	Aflex Inflatables designs and prices presented design to be selected and budget to be sourced.	Swimming Club	Ongoing 13/02/17 - Result of survey received Recommendation to be made to Council Meeting of 29.06.2017
4.	1 October 2015	Swimming Pool; Security Screen to Admin Building	Committee to discuss and conclude regarding security screen to the admin building	Municipal Manager Director Infrastructure	Ongoing 03/08/16 - \$12K has been approved in the Regional Plan Capital works list. Project subject to funding. 03/11/16 - Marilyn to check with BRC Grants Manager that BRC applied for a grant. 20/07/2017 – CEO to follow up on outstanding item regarding security screen to admin building
5.	7 April 2016	Profit and Loss Statement	Profit and Loss statement to be provided to the next meeting	Finance Manager / Director Infrastructure	Pending 17/03/17 – Report to 18/05/17 Meeting
6.	7 April 2016	Swimming Pool; during the off season	Report to the committee at its next meeting outlining the use of the pool facility, including the café during the off season	Director Infrastructure	13/01/17 – Kiosk now open during off season. 02/05/17 – Pool will close on 28 May 2017 for the off season 20/07/2017 – CEO said that in future, the pool will be kept open during the winter months

PART OF MASTER PLAN PROCESS AND FUNDING APPLICATIONS ACTIONS



BARKLY REGIONAL COUNCIL

PURKISS RESERVE CONSULTATIVE COMMITTEE ACTION LIST

Updated for 20 July
2017

Meeting Date	Timeframe	Subject	Resolution/Action/Task	Action Officer	Completed/Status
1. 31 March 2015		Old skate park (new half size basketball court)	Investigations into cost for a half size basketball court to be placed where the old skate park was. And for the internal fence to be removed and utilised elsewhere.	Director Infrastructure	Ongoing Half size basketball court to be followed up.
2. 31 March 2015		Turf; skate park	Options to be obtained for the edge of the skate park to minimise debris such as turf. Additionally, a risk assessment to be undertaken.	Director Infrastructure	Ongoing 03/08/16 - Part of both Regional and certainly considered in Master Plan rollout & prioritisation. 03/11/16 – Director of Infrastructure to look into creating a turf area around the skate park. 20/07/17 – Request NTG Project Manager look at providing this when they do the Master Plan
3. 7 April 2016		2016/17 Budget wish list items	Items to be added to the 16/17 Budget wish list, for council to consider: <ul style="list-style-type: none"> • Action list items • 1 Water Fountain to be located at the skate park. 	Director Infrastructure	13/05/16 - Undertake as a part of future upgrade incorporating soft fall surface and shade structure. Apply for funding.

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 4.1
TITLE Update on \$5m Purkiss Reserve Grant
REFERENCE 217341
AUTHOR Steve Moore, Chief Executive Officer

RECOMMENDATION

That the Committee

- a) **Receive and note the report on \$5m Purkiss Reserve upgrade.**

SUMMARY:

Progress report on commencement of the \$5m Purkiss Reserve upgrade.

BACKGROUND

Earlier this year the Minister for Housing and Community Development, the Hon. Gerald McCarthy, announced that Barkly Regional Council (BRC) was successful with a \$5 million grant application to commence work on upgrading Purkiss Reserve. The required work has been outlined in the Master Plan developed by this Committee in 2016.

The Northern Territory Government (NTG) announced it will appoint Project Managers to oversee the redevelopment work. This process will be managed by the Department of Infrastructure, Planning and Logistics (DIPL).

On 27 September 2017, an initial meeting took place between DIPL, BRC and the funding body. Preliminary discussions outlined the process to undertake the project in the best possible timeframe. A project steering group will be established and consist of representatives from DIPL, BRC, the Purkiss Reserve Consultative Committee and NTG. The aim of the steering group is to guide the project through to completion.

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	4.2
TITLE	Protocols for use of facilities and providing feedback to Council
REFERENCE	217343
AUTHOR	Steve Moore, Chief Executive Officer

RECOMMENDATION**That the Committee**

- a) Receive and note the report; and
- b) Adopt the process of providing feedback to Council.

SUMMARY:

To improve communication and cooperation between Committee members, users of Purkiss Reserve and Barkly Regional Council.

BACKGROUND

Purkiss Reserve is a valuable asset and Council would like to see the park used to its full potential. A number of organisations undertake sporting activities on the reserve, including AFL, cricket, basketball, swimming and various youth programs. With the redevelopment of the site due to commence soon, Council expects to see the addition of new sporting activities held at Purkiss Reserve once the work is complete.

Council and sporting clubs appear to have not communicated effectively around the use and maintenance of the reserve in the past. The Purkiss Reserve Consultative Committee is a key link between Council, sporting clubs and the wider community.

To improve communication, cooperation and effectively address any issues with the facilities at Purkiss Reserve, senior staff members at Council recommend the following processes be put in place:

- All complaints and feedback be communicated to the CEO;
- Committee members must abide by the terms of reference; and
- Adhere to the Code of Conduct.
- Bookings for the use of Purkiss Reserve to be lodged with reception at the Council Executive Offices.

To maximize the use of the facilities at Purkiss Reserve, operations staff will develop a 12-month maintenance plan for the sporting fields at the reserve. Once finalised, a copy of the plan will be provided to users of the facilities.

Upon completion of stage one of the Purkiss Reserve redevelopment, a routine maintenance plan will be implemented for other facilities on the reserve, to ensure the entire reserve is kept in the best possible condition year round.

Committee members are encouraged to discuss the use of Purkiss Reserve with residents and sporting clubs. If Committee members identify any issues with the facilities, the maintenance program or the performance of Council staff, the matter should be raised immediately with the CEO. At no time should Committee members discuss an issue with Council staff without the permission of the CEO.

ORGANISATIONAL RISK ASSESSMENT

Failure to abide by the terms of reference and the code of conduct could result in reputational damage to Council, staff and Committee members.

BUDGET IMPLICATION

Nil

ISSUE/OPTIONS/CONSEQUENCES

Ineffective cooperation and communication could result in lower maintenance standards and long-term damage to the facility.

ATTACHMENTS:

- 1 Purkiss Reserve Consultative TOR 29.05.2017.docx
- 2 Code of Conduct Members Policy 27.04.2017.pdf

COMMITTEE:	Purkiss Reserve Consultative Committee		
DIVISION:	Infrastructure		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	TBC	DATE OF REVIEW:	27/9/2019
MOTION NUMBER:	Resolution number of the minuted meeting		
AUTHORISED:	Barkly Regional Council		

THE TERMS OF REFERENCE APPLIES TO:

All Barkly Regional Council Committees

PURPOSE/OBJECTIVE

Assisting the Council in the governance of the Barkly Regional Council in relation to:

- Development of a master plan for Purkiss Reserve based on social, financial and prioritised activities to support the Tennant Creek community and region.

To provide consultation and advice and to provide recommendations to Council for the following:

- The social impact of recreational and sporting activities
- The effective use of Purkiss Reserve by user groups for maximum benefit to the whole community
- How the community should be engaged in relation to recreational and social planning as part of Council's strategic planning processes
- Future projects i.e., skate park
- The social, operational and engagement
- Effective operations, i.e., cost savings and efficiencies driven by users

MEMBERSHIP

- **Chair**
 - Wayne Green
- **Members**
 - Steven Edgington (ex-officio)
 - Emma Rush
 - Jo Rush
 - Ray Wallis
 - Kris Civitarese
 - Ronald Plummer
- **Staff**
 - Chief Executive Officer
 - Director Infrastructure
 - Minute Taker
- **Quorum**
 - A quorum is fifty percent of members plus one (1)
 - Currently five (5) members form a quorum

TERMS OF OFFICE

TBA

RULES OF THE COMMITTEE

- External consultants with the expertise specific to the committee can be invited to meet with the committee

FREQUENCY OF MEETINGS

The Committee to meet bi-monthly

AGENDA AND MINUTES

Agenda will be made three (3) working days prior to a meeting. Minutes will be made available ten (10) working days after the meeting. Agendas will be prepared and minutes will be recorded by the Executive Office to the Chief Executive Office or by Minute Taker. Minutes will be tabled at the following scheduled Ordinary Council meeting.

AUTHORITY *Local Government Act – Section 56)*

A council committee is subject to the control and direction by the council

PERFORMANCE AND REVIEW

Terms of Reference to be reviewed every two (2) years

POLICY



TITLE:	Code of Conduct Policy - Members		
DIVISION:	Corporate		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	27 April 2017	DATE OF REVIEW:	27 April 2019
MOTION NUMBER:	OC38/17		
POLICY NUMBER:	CP000040		
AUTHORISED:	Chief Executive Officer		

THIS POLICY APPLIES TO:

All Barkly Regional Council Elected Members, Local Authority Members, Council Committee Members

SUMMARY

The Code of Conduct is a statement of the standard to which Barkly Regional Council aims to conduct its business as well as its obligations to comply with all local government laws and regulations.

This Code of Conduct provides members with consistent guidelines for an acceptable standard of professional conduct. This Code of Conduct also addresses the ethical responsibilities of all members and details the high level of accountability and transparency expected in all activities of council.

OBJECTIVES

The aim of all policy is for members to provide strategic input into the effective operational framework of the organisation under S77, S78 and Schedule 2 of the *Local Government Act* (LGA).

BACKGROUND

The *Local Government Act* requires Councils to have a code of Conduct.

Section 77 – Obligations to have a code of conduct

- (1) A council must have a code of conduct
- (2) The code of conduct must govern the conduct of members of the council, members of local boards, and members of council committees
- (3) A council's code of conduct must be accessible on its website

Section 78 – Making or adoption of code of conduct

- (1) A council may, by ordinary resolution:
 - (a) Make or adopt a code of conduct; or
 - (b) Amend its code of conduct

POLICY



- (2) Unless a council has a code of conduct that the council has itself made or adopted, the provisions set out in Schedule 2 constitute the council's code of conduct

Barkly Regional Council has chosen to adopt the Code contained with Schedule 2 of the Act as the Code governing the conduct of the Barkly Council Members, Local Board Members, and Council Committee Members.

POLICY

Local Government Act – Schedule 2

- **Honesty and integrity**
 - A Member must act honestly and with integrity in performing official functions
- **Care and diligence**
 - A Member must act with reasonable care and diligence in performing official functions
- **Courtesy**
 - A Member must act with courtesy towards other members, council staff, Electors and members of the public.
- **Conduct towards council staff**
 - A Member not direct, reprimand, or interfere in the management of, council staff
- **Respect of cultural diversity**
 - A Member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background
- **Conflict of interest**
 - A Member must, if possible, avoid conflict of interest between the member's private interests and official function and responsibilities.
 - Where a conflict in fact exists, the member must comply with the member's statutory obligations of disclosure
- **Respect of confidences**
 - A member must respect the confidentiality of information obtained in confidence in the member's official capacity
 - A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause hard to another
- **Gifts**
 - A member must not solicit or encourage gifts or private benefits from any person who might have an interest in obtaining a benefit from the council
- **Accountability**
 - A member must be prepared at all times to account for the member's performance as a member and the member's use³ of council resources
- **Interests of municipality, region or shire to be paramount**
 - A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.

POLICY



RISK MANAGEMENT

In the implementation of the Barkly Regional Council policy development, all Elected Members, employees, Local Authority Members, Council Committee Members, communities and stakeholders are encouraged to communicate any risks they perceive to the Chief Executive Officer.

Risk Consequence	Catastrophic	Serious	Moderate	Minor	Insignificant
Risk Probability	Almost Certain	Likely	Possible	Unlikely	Rare
Risk Treatment	Monitor	Minimise	Spread	Transfer	
Risk Category	Probability	Consequence	Treatment	Responsibilities	
Cultural	1-3	1-3	Minimise	DC	
Environmental	1	1	Monitor	DI	
People & Health	3-4	3-4	Minimise	CEO - DCS	
Reputation	4-5	4-5	Minimise	CEO	
Operation	4-5	4-5	Minimise	CEO - DCS	
Financial	4-5	4-5	Minimise	CEO - DCS	

TERMINOLOGY AND DEFINITIONS

LGA	Local Government Act
Agency	The Northern Territory Government, Department of Local Governments and Community Services
CEO	Chief Executive Office of Barkly Regional Council, and includes an acting Chief Executive Officer
Code	Barkly Regional Council Code of Conduct
Confidential Information	Meaning is prescribed by Part 4 - Regulation 8 of the Local Government (Administration) Regulations 2008
Council or BRC	Both Barkly Regional Council as a body corporate and members acting together as an elected body unless the context requires one or other meaning
Delegate of Council	A person (other than a Member or part of council staff) or body, and the individual members of that body, to whom a function of the council is delegated
Election Campaign	Includes council, State and Federal election campaigns
Staff	An Officer or Employee of Council, however described
Member	A member of a council, a local authority, a local board, and a council committee (unless the context particularly relates to one of these groups)
NTCAT	Northern Territory Civil and Administrative Tribunal

POLICY



President	The President of the Council
Personal Information	Information from which a person's identity is apparent or is reasonably able to be ascertained
Regulations	Local Government (Administration) Regulations 2008 or the Local Government (Accounting) Regulation

REFERENCES

Code of Meeting Practice Policy
 Conflict of Interest Policy
 Councillor Portfolio Policy
 Delegation Policy
 Elected Member Access to Information Policy
 Gifts and Benefits Policy
 Media (Incl. Social Media) Policy
 Presidential Protocol Policy
 Privacy Policy
 Purchasing and Procurement Policy

LEGISLATION AND STANDARDS

This Code of Conduct has been adopted by Council under the Local Government Act and is enforceable under that legislation.

Local Government Act (Northern Territory)
 Local Government (Administration) Regulations
 Local Government (Accounting) Regulations
 Right to Information Act

LINKS

<https://legislation.nt.gov.au/en/Legislation/LOCAL-GOVERNMENT-ACT>

RESPONSIBILITY AND DELEGATION

This code of conduct applies to all: -

- Elected Members
- Local Authority Members
- Council Committee Members
- Chief Executive Officer (delegated for implementation)

EVALUATION AND REVIEW

This policy will be reviewed every two (2) years. 21 April 2019

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 4.3
TITLE Membership of Purkiss Reserve Committee
REFERENCE 217346
AUTHOR Steve Moore, Chief Executive Officer

RECOMMENDATION

That the Committee

- a) Recommend to Council that Grant Melzer be appointed to the Purkiss Reserve Consultative Committee

SUMMARY:

The Purkiss Reserve Consultative Committee currently has six members, including two appointed councillors. At least one additional member is required to represent a cross-section of the community.

BACKGROUND

With the recent Council elections and the resignation of the previous Committee Chairman, membership of the Purkiss Reserve Consultative Committee has reduced. To better represent the wider community, senior staff members recommend the Committee call for nominations and request that Council appoints at least one new member to the Committee.

Grant Melzer, Section Manager, Sports & Recreation, Anyinginyi Health Aboriginal Corporation, has approached Council requesting he be considered for appointment to the Committee.

ATTACHMENTS:

There are no attachments for this report.