SHIRE OF DENMARK

Ordinary Council Meeting

MINUTES

28 October 2025

HELD IN COUNCIL CHAMBERS, 953 SOUTH COAST HIGHWAY, DENMARK, ON TUESDAY, 28 OCTOBER 2025.

953 South Coast Highway, Denmark WA 6333

Correspondence to:
Post Office Box 183, DENMARK WA 6333

Phone: (08) 9848 0300 | Email: info@denmark.wa.gov.au
Website: www.denmark.wa.gov.au | Facebook: shireofdenmark
Your Denmark: www.yourdenmark.wa.gov.au

DISCLAIMER

These minutes and resolutions are subject to confirmation by Council and therefore prior to relying on them, one should refer to the subsequent meeting of Council with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Denmark for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Denmark disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Denmark during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Denmark. The Shire of Denmark warns that anyone who has an application lodged with the Shire of Denmark must obtain and should only rely on <u>WRITTEN CONFIRMATION</u> of the outcome of the application, and any conditions attaching to the decision made by the Shire of Denmark in respect of the application.

SWEARING IN OF NEW COUNCILLORS

The following newly elected and re-elected councillors were sworn in by Mr Kerry Halse JP prior to the commencement of the meeting.

Cr Alex Sleeman	Term Expires 2029
Cr Jan Lewis	Term Expires 2029
Cr Clare Campbell	Term Expires 2029
Cr Jay Hockey	Term Expires 2029

1. DECLARATION OF OPENING

4.03pm - The Chief Executive Officer declared the meeting open.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:
Cr Clare Campbell
Cr Nathan Devenport
Cr Kingsley Gibson
Cr Jay Hockey
Cr Jan Lewis
Cr Janine Phillips
Cr Alex Sleeman
Cr Aaron Wiggins
Cr Dominic Youel

STAFF:
David King (Chief Executive Officer)
Kellie Jenkins (Executive Manager Corporate Services)
Rob Westerberg (Director Infrastructure & Assets)
Claire Thompson (Governance Coordinator)

ON APPROVED LEAVE(S) OF ABSENCE
Nil

ABSENT WITHOUT LEAVE
Nil

VISITORS
Kerry Halse JP

3. ELECTION OF SHIRE PRESIDENT & DEPUTY SHIRE PRESIDENT

3.1 ELECTION OF SHIRE PRESIDENT

The Chief Executive Officer called for nominations for the office of Shire President.

Cr Lewis nominated Cr Gibson, who accepted the nomination in writing.

Cr Hockey nominated Cr Wiggins, who accepted the nomination in writing.

The Chief Executive Officer conducted an Election in accordance with Schedule 2.3 of the Local Government Act 1995 and declared Cr Wiggins as elected.

Cr Wiggins was sworn into the office of President by Mr Kerry Halse JP.

Cr Wiggins assumed the Chair as the Presiding Person.

Cr Wiggins thanked the Councillors for their vote and stated that he will represent the Council and the community with integrity, openness and honesty. Cr Wiggins thanked Cr Gibson for his previous term as Shire President noting that he was sure that he would seek guidance from him from time to time with respect to his new role.

3.2 ELECTION OF DEPUTY SHIRE PRESIDENT

The Chief Executive Officer called for nominations for the position of Deputy Shire President.

Cr Lewis nominated Cr Campbell, who accepted the nomination in writing.

Cr Youel nominated Cr Devenport, who accepted the nomination in writing.

The Chief Executive Officer conducted an Election in accordance with Schedule 2.3 of the Local Government Act 1995 and declared Cr Devenport as elected.

Cr Devenport was sworn into the office of Deputy President by Mr Kerry Halse JP.

4. TABLE SEATING DRAW

In accordance with clause 8.2 of the Shire of Denmark Standing Orders Local Law, the names of Councillors, with the exception of the Shire President (who sat at the top of the table), were drawn randomly by the Chief Executive Officer for the purpose of seating arrangements.

5. DECLARATIONS OF INTEREST

Nil

6. ANNOUNCEMENTS BY THE PERSON PRESIDING

Nil

7. PUBLIC QUESTION TIME

7.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

7.2 PUBLIC QUESTIONS

In accordance with Section 5.24 of the Local Government Act 1995, Council conducts a public question time to enable members of the public to address Council or ask questions of Council. The procedure for public question time can be found on the wall near the entrance to the Council Chambers or can be downloaded from our website at http://www.denmark.wa.gov.au/council-meetings.

Questions from the public are invited and welcomed at this point of the Agenda.

In accordance with clauses 3.2 (2) & (3) of the Shire of Denmark Standing Orders Local Law, a second Public Question Time will be held, if required, and the meeting is not concluded prior, at approximately 6.00pm.

Questions from the Public

There were no questions or comments from members of the public.

7.3 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

7.4 PRESENTATIONS, DEPUTATIONS & PETITIONS

In accordance with Section 5.24 of the Local Government Act 1995, Sections 5, 6 and 7 of the Local Government (Administration) Regulations and section 3.3 and 3.13 of the Shire of Denmark Standing Orders Local Law, the procedure for persons seeking a deputation and for the Presiding Officer of a Council Meeting dealing with Presentations, Deputations and Petitions shall be as per Council Policy P040118 which can be downloaded from the Shire's website at http://www.denmark.wa.gov.au/council-meetings.

In summary, however, prior approval of the Presiding Person is required, and deputations should be for no longer than 15 minutes and by a maximum of two persons addressing the Council.

Nil.

8. APPLICATIONS FOR FUTURE LEAVE OF ABSENCE

8.1 CR CAMPBELL

COUNCIL RESOLUTION	ITEM 8.1
MOVED: CR DEVENPORT	SECONDED: CR GIBSON

That Cr Campbell be granted leave of absence from the 7th to the 21st January 2026, inclusive.

CARRIED: 9/0 Res: 011025

TOTAL VOTES FOR: 9
Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.

TOTAL VOTES AGAINST: 0

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING – 30 SEPTEMBER 2025

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 9.1
MOVED: CR PHILLIPS	SECONDED: CR CAMPBELL
That the minutes of the Ordinary Meeting of Council held on the 30 September 2025 be CONFIRMED as a true and correct record of the proceedings.	
CARRIED: 9/0	Res: 021025
TOTAL VOTES FOR: 9 Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.	
TOTAL VOTES AGAINST: 0	

10. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. REPORTS OF OFFICERS

11.1 DEVELOPMENT SERVICES

Nil

11.2 CORPORATE SERVICES

11.2.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 SEPTEMBER 2025

File Ref:	FIN.66.2025/26
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	15 October 2025
Author:	Scott Sewell, Financial Accountant
Authorising Officer:	Kellie Jenkins, Executive Manager Corporate Services
Attachments:	11.2.1 – September 2025 Monthly Financial Report

EXECUTIVE SUMMARY

1. In accordance with the Local Government Financial Management Regulations, local governments are required to prepare a monthly statement of financial activity that reports on the Shire’s financial performance relative to its adopted budget.

2. The Shire of Denmark has prepared and attached its Statement of Financial Activity for the period ending 30 September 2025.

3. Additionally, the Shire provides Council with a monthly investment register to ensure the investment portfolio complies with the Shire's Investment Policy.

VOTING REQUIREMENTS

4. Simple majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 11.2.1
MOVED: CR GIBSON	SECONDED: CR YOUEL
That Council RECEIVE the Financial Activity Statements for the period ending 30 September 2025, incorporating the Statement of Financial Activity and other supporting documentation, as per Attachment 11.2.1.	
CARRIED: 9/0	Res: 031025
TOTAL VOTES FOR: 9 Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.	
TOTAL VOTES AGAINST: 0	

LOCATION

5. Nil.

BACKGROUND

6. To meet statutory reporting obligations, the Monthly Financial Report provides a snapshot of the Shire's year-to-date financial performance. The report includes the following:

   - Statement of Financial Activity by Nature or Type;
   - Explanation of Material Variances;
   - Net Current Funding Position;
   - Receivables;
   - Capital Acquisitions;
   - Cash Backed Reserve Balances;
   - Loan Schedule;
   - Investment Register; and
   - Cash and Investments Summary.

7. Each year, local governments are required to adopt a materiality threshold – either a percentage or a dollar value – for reporting variances in the Statement of Financial Activity. For the 2025/2026 financial year, under Resolution 080725, Council endorsed a threshold of variances of 10% or more, or $50,000 or more. Any variance meeting or exceeding either of these thresholds must be accompanied by an explanation or report.

8. Pursuant to the Shire's Investment Policy, an investment report and investment register are to be provided to Council monthly, detailing the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio.

DISCUSSION / OFFICER COMMENTS

9. The Statement of Financial Activity for September 2025 shows a closing funding surplus of $10,212,685. The adopted budget for the year ended 30 June 2026 is premised on a zero year end closing funding position. Overall, operating income exceeds the budget by $116,476, while operating expenses are $46,756 higher than budget. The primary factors contributing to these variances are detailed in Note 1 – Major Variances within the attachment.

10. A summary of the financial position for September 2025 is provided in the table below:

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a) /(a)
	$	$	$	$	%
Opening Funding Surplus	**663,707**	**663,707**	**659,358**	**-4,349**	**-1%**
Revenue					
Operating revenue	15,548,597	12,710,816	12,827,292	116,476	1%
Capital revenue, grants and contributions	11,031,320	1,376,095	1,475,217	99,122	7%
	26,579,917	**14,086,911**	**14,302,509**	**215,598**	
Expenditure					
Operating Expenditure	-20,261,015	-4,767,412	-4,814,168	-46,756	-1%
Capital Expenditure	-12,632,505	-1,471,544	-1,436,312	35,232	2%
	-32,893,520	**- 6,238,956**	**-6,250,480**	**-11,524**	
Funding balance adjustments	5,649,894	1,444,464	1,501,298	56,834	4%
Closing Funding Surplus	**0**	**9,956,126**	**10,212,685**	**256,560**	**3%**

Other Information

11. Nil.

Investment Report

12. Pursuant to the Shire's Investment Policy, an investment report and investment register are to be provided to Council monthly, detailing the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio. The investment register provides details of investment income earned against budget, whilst confirming compliance of the portfolio with legislative and policy limits.

13. As at 30 September 2025, total cash funds held (including trust funds) totals $12,931,006.

14. Summary – Cash and Investments

- Municipal Funds total $6,747,985
- Shire Trust Funds total $55,850
- Reserve Funds (restricted) invested, total $6,127,170
- Municipal Funds (unrestricted) invested, total $5,750,000

15. The Reserve Bank of Australia’s (RBA) official cash rate currently sits at 3.60% which was reduced by 0.25% from 3.85% at the Reserve Bank Board meeting held on 12 August 2025. No further adjustments to the official cash rate have occurred at the time of writing this report.

CONSULTATION AND EXTERNAL ADVICE

16. The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy and the associated Framework and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996

17. Regulation 34 (1-5) outlines the requirements for financial activity statements.

18. Regulation 19, 28 and 49; and The Australian Accounting Standards, sets out the statutory conditions under which Council funds may be invested.

Local Government Act 1995

19. Section 6.8 relates to a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by Council resolution.

20. Section 6.14 outlines the power to invest for local governments.

Trustees Act 1962

21. Part III Investments covers the investment powers and responsibilities of trustees.

Local Government (Financial Management) Regulations 1996

22. Regulation 19, 28 and 49; and The Australian Accounting Standards, sets out the statutory conditions under which Council funds may be invested.

STRATEGIC / POLICY IMPLICATIONS

23. Nil.

FINANCIAL IMPLICATIONS

24. The Shire’s 2025/2026 Annual Budget provides a set of parameters that guides the Shire’s financial practices.

25. Any financial implications or trends are detailed within the context of this report.

OTHER IMPLICATIONS

Environmental

26. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

27. There are no known significant economic implications relating to the report or officer recommendation.

Social

28. There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

29. A risk assessment has been undertaken per the Shire's Risk Management Governance Framework, and no risks have been identified in relation to the officer recommendation or the report.

11.2.2 PAYMENT OF ACCOUNTS FOR THE PERIOD ENDING 30 SEPTEMBER 2025

File Ref:	FIN.66.2025/26
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	13 October 2025
Author:	Nikki Westerberg, Senior Finance Officer
Authorising Officer:	Kellie Jenkins, Executive Manager Corporate Services
Attachments:	11.2.2 – Payment of Accounts – September 2025

EXECUTIVE SUMMARY

1. To advise Council of payments made for the period 1 September to 30 September 2025.

VOTING REQUIREMENTS

2. Simple majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION ITEM 11.2.2
MOVED: CR LEWIS SECONDED: CR YOUEL

That Council RECEIVE the payment of accounts totalling $1,969,692.53 for the month of September 2025, as per Attachment 11.2.2.

CARRIED: 9/0 Res: 041025

TOTAL VOTES FOR: 9
Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.

TOTAL VOTES AGAINST: 0

LOCATION

3. Not applicable.

BACKGROUND

4. Nil.

DISCUSSION / OFFICER COMMENTS

5. Nil.

CONSULTATION AND EXTERNAL ADVICE

6. The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996

7. Regulation 13 – list of accounts to be prepared each month and presented to Council.

STRATEGIC / POLICY IMPLICATIONS

8. Nil

FINANCIAL IMPLICATIONS

9. Nil.

OTHER IMPLICATIONS

Environmental

10. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

11. There are no known significant economic implications relating to the report or officer recommendation.

Social

12. There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

13. A risk assessment has been undertaken per the Shire's Risk Management Governance Framework, and no risks have been identified in relation to the officer recommendation or the report.

11.3 GOVERNANCE

11.3.1 SOUTH COAST ALLIANCE INC. 2026 MEMBER NOMINATION

File Ref:	ORG.94
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	17 October 2025
Author:	Claire Thompson, Governance Coordinator
Authorising Officer:	David King, Chief Executive Officer
Attachments:	11.3.1 – Membership Policy

IN BRIEF

1. Council needs to nominate an additional Elected Member to represent the Shire of Denmark on the South Coast Alliance Inc. Executive Committee in 2026.

VOTING REQUIREMENTS

2. Simple majority.

COUNCIL RESOLUTION
MOVED: CR WIGGINS SECONDED: CR GIBSON

That Standing Orders be suspended to allow councillors to freely discuss the South Coast Alliance Inc. representative position.

CARRIED: 9/0 Res: 051025

TOTAL VOTES FOR: 9
Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.

TOTAL VOTES AGAINST: 0

COUNCIL RESOLUTION
MOVED: CR WIGGINS SECONDED: CR GIBSON

That Standing Orders be resumed.

CARRIED: 9/0 Res: 061025

TOTAL VOTES FOR: 9
Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.

TOTAL VOTES AGAINST: 0

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 11.3.1
MOVED: CR YOUEL	SECONDED: CR GIBSON
That Council NOMINATE Cr Phillips as the additional Elected Member representative for the South Coast Alliance Inc. Executive Committee.	
CARRIED: 9/0	Res: 071025
TOTAL VOTES FOR: 9 Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.	
TOTAL VOTES AGAINST: 0	

LOCATION

3. Not applicable.

BACKGROUND

4. The South Coast Alliance ('SCA') is an incorporated body of elected members from the City of Albany and the Shire's of Denmark, Plantagenet and Jerramungup.

5. SCA was initially established to further shared tourism and economic development initiatives however, its focus more recently has been climate change, housing and provision of State Government services such as power and water.

6. Future shared projects and/or objectives will be determined by the SCA Committee in 2026.

DISCUSSION / OFFICER COMMENTS

7. The SCA members are all elected members from the four local governments.

8. The SCA Executive Committee has 12 ordinary members, four (4) of whom hold the offices of Chair, Deputy Chair, Secretary and Treasurer.

9. Each local government can nominate three (3) SCA members to the SCA Executive Committee. In accordance with the Membership Policy (see Attachment 11.3.1), the Shire President and the Deputy Shire President are automatically on the Committee.

10. Cr Clare Campbell was the Shire of Denmark's additional elected member in 2025.

11. An elected member who is nominated by the Council will be required to formally lodge their application with the SCA pursuant to the Rules of Association. The nomination must be received by the SCA at least 28 days prior to the Annual General Meeting, which is scheduled for the 5 December 2024.

CONSULTATION AND EXTERNAL ADVICE

12. The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy and the associated Framework and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS

13. The Rules of Association require that an Annual General Meeting is held to appoint the committee members and office bearers for the ensuring 12 months.

STRATEGIC / POLICY IMPLICATIONS

14. The SCA Membership Policy relates.

FINANCIAL IMPLICATIONS

15. Costs associated with hosting meetings and meeting attendance can be accommodated with the Council's adopted 2025/26 Budget.

16. The 2025/26 Council Budget does not include any contribution to the SCA.

OTHER IMPLICATIONS

Environmental

17. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

18. There are no known significant economic implications relating to the report or officer recommendation.

Social

19. There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

20. A risk assessment has been undertaken per the Shire's Risk Management Governance Framework, and no risks have been identified in relation to the officer recommendation or the report.

11.3.2 CONTINUED PROFESSIONAL DEVELOPMENT POLICY REVIEW

File Ref:	ADMIN.2
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	17 October 2025
Author:	Claire Thompson, Governance Coordinator
Authorising Officer:	David King, Chief Executive Officer
Attachments:	11.3.2 – Continued Professional Development Policy

EXECUTIVE SUMMARY

1. Council is required to review the Continued Professional Development Policy following each local government election.

VOTING REQUIREMENTS

2. Simple majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 11.3.2
MOVED: CR PHILLIPS	SECONDED: CR HOCKEY
That having reviewed the Continued Professional Development Policy, Council make no changes and ACCEPT the policy as presented in Attachment 11.3.2.	
CARRIED: 9/0	Res: 081025
TOTAL VOTES FOR: 9 Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.	
TOTAL VOTES AGAINST: 0	

LOCATION

3. Not applicable.

BACKGROUND

4. The policy was last reviewed in November 2024.

DISCUSSION / OFFICER COMMENTS

5. The policy is working effectively, and Officers do not recommend any amendments.

CONSULTATION AND EXTERNAL ADVICE

6. The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS

Local Government Act 1995

7. Section 5.126 – each Council member must complete training in accordance with regulations.

8. Section 5.128(1) – local government must prepare and adopt a policy in relation to the continuing professional development of council members.

9. Section 5.128(5)(a) – policy must be reviewed after each ordinary election.

10. Section 5.127 – CEO must publish a report on the training completed by council members.

Local Government (Administration) Regulations 1996

11. Regulation 35(2) – course of training for council members is Council Member Essentials consisting of five modules.

12. Regulation 35(3) – training must be passed within 12 months from the day the council member is elected.

STRATEGIC / POLICY IMPLICATIONS

13. The Continued Professional Development Policy is attached (Attachment 11.3.2).

FINANCIAL IMPLICATIONS

14. Council member training expenses are accounted for in the 2025/26 Budget.

OTHER IMPLICATIONS

15. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

16. There are no known significant economic implications relating to the report or officer recommendation.

Social

17. There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

18. A risk assessment has been undertaken per the Council's Risk Management Policy, and no risks have been identified in relation to the officer recommendation or the report.

11.4 COMMUNITY SERVICES

Nil

11.5 INFRASTRUCTURE SERVICES

11.5.1 ABORIGINAL DUAL NAMING

File Ref:	PLN.53
Applicant / Proponent:	Not Applicable
Subject Land / Locality:	Various landscape features across Shire of Denmark
Disclosure of Officer Interest:	Nil
Date:	7 October 2025
Author:	Xavier Menagé, Sustainability Officer
Authorising Officer:	Rob Westerberg, Director Infrastructure and Assets
Attachments:	11.5.1a – Summary of Proposed Aboriginal Dual Names 11.5.1b – Confirmation of Support from Relevant Stakeholders (Combined) 11.5.1c – Location Maps of Proposed Aboriginal Dual Names (Combined) 11.5.1d – Landgate Aboriginal and Dual Naming Guidelines

EXECUTIVE SUMMARY

1. The dual naming initiative aims to honor the Traditional Custodians of the land by formally recognising significant Aboriginal place names alongside existing names. This project, which commenced in 2012, has involved more than ten years of thorough research and engagement with key stakeholders, particularly organisations and individuals representing the local Noongar community. As a result of this collaborative process, a list of fifteen Aboriginal dual names is now ready for Council consideration and, if approved, for submission to Landgate.

VOTING REQUIREMENTS

2. Simple majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION ITEM 11.5.1
MOVED: CR GIBSON SECONDED: CR YOUEL

That Council:

1. ENDORSE the following names for approval by Landgate:
   a) Kooryunderup / Mount Hallowell
   b) Wakundup / Mount Shadforth
   c) Marjit / Wilson Inlet
   d) Kordalup / Parry Inlet
   e) Quarram / Irwin Inlet
   f) Quorrimup / Boat Harbour
   g) Kwoorabup / Denmark River
   h) Genulup / Hay River
   i) Kwikup / Quickup River
   j) Gnowerumbup / Kent River
   k) Waalitchup / Bow River
   l) Kwallup / Peaceful Bay
   m) Peepetup / Mount Lindesay
   n) Kurlalup / Boat Harbour Lakes
   o) Kwakoorillup / Frankland River
2. REQUEST the CEO to submit the above names to Landgate for Approval under Section 26 of the Land Administration Act 1997.

CARRIED: 9/0 Res: 091025

TOTAL VOTES FOR: 9
Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.

TOTAL VOTES AGAINST: 0

LOCATION

3. The 15 iconic landscape features span across the Shire of Denmark and encompass a variety of topographies, including waterways, hilltops, inlets/wetlands, and coastal sites under different land management tenures (refer to Attachment 11.5.1c).

BACKGROUND

4. After beginning in 2012, significant time and effort were invested into progressing the dual naming of iconic landscape features, including through the Shire's earlier Indigenous Dual Naming Working Group and various Shire Officers over a sustained period. The process stalled for a while due to a lack of resources and funding, COVID impacts, pending Native Title Settlement agreements, and the challenges associated with obtaining formal support from such a diverse range of stakeholders.

5. The establishment of a local regional Aboriginal Corporation, Wagyl Kaip (as well as the subsidiary Wagyl Kaip Cultural Advice Committee), along with Council's resolution in support of the Uluru Statement from the Heart, subsequently provided the impetus to continue progressing the implementation of dual naming.

6. In January 2023, the Shire submitted a report to the South West Aboriginal Land and Sea Council (SWALSC) and the Wagyl Kaip Aboriginal Corporation, which was then referred on to the Wagyl Kaip Cultural Advice Committee for consideration of the dual naming project.

7. A consultant (Robert Reynolds) was engaged by the Shire in March 2023 to undertake the next steps of the project involving consultation with relevant stakeholders and agencies to progress formalisation of the proposed dual names through Landgate (as per that organisation's *Aboriginal and Dual Naming Guidelines* – refer to Attachment 11.5.1d).

8. The Shire received advice from SWALSC and Wagyl Kaip in April 2023 supporting the dual naming project and proposed dual names.

9. Stakeholder engagement with other land management authorities was undertaken to obtain the required support in those instances where any of the iconic landscape features cross tenure boundaries, such as the Shire of Plantagenet in relation to Genulup / Hay River.

DISCUSSION / OFFICER COMMENTS

10. Geographical features and places in Western Australia were named by Aboriginal people long before the arrival of non-Aboriginal people. The names are not arbitrary – they are intrinsically attached to an Aboriginal group's understanding of its history, culture, rights and responsibilities to the lands.

11. Dual naming is the approach whereby geographical features or places are officially recognised by two distinct names. One name is usually of Aboriginal language origin and the other of non-Aboriginal origin.

12. Where a feature is currently identified by an existing non-Aboriginal name, an Aboriginal name can be put forward to be assigned as a dual name and sit alongside the existing non-Aboriginal name. The Aboriginal name shall appear first with the non-Aboriginal name occurring second, separated with a solidus (/) preceded and followed by a space. When displayed on signage both the Aboriginal and non-Aboriginal part of the dual name shall be in the same font type, size, style and colour. Pronunciations of assigned Aboriginal and dual names should be included on signage to encourage the adoption and use of Aboriginal names.

13. Dual naming is intended to recognise and respect Aboriginal cultural heritage and provide the opportunity for an Aboriginal name to be assigned to a place as an official name. Both names are granted the same status, facilitating recognition of both Aboriginal and non-Aboriginal connections to a place or feature.

14. The use of dual naming assists in promoting broader community awareness of Aboriginal history and culture. It is expected that Aboriginal names, which may at first appear to be complex in spelling or pronunciation, will over time become familiar, easy to use and valued within the community.

15. Given the extended period of time and significant amount of work that has been invested into dual naming for the Denmark area, Council now has the opportunity to bring the project to fruition, satisfy the long-standing community expectations for this to be realised (including the most recent media release on 3 July 2023), and celebrate the achievement of a positive historical milestone in the shared social fabric of Denmark.

16. It is important to note that the proposed submission to Landgate is to dual name specific topographic features only, not broader areas like adjoining Reserves (e.g. Kooryunderup / Mount Hallowell) or National Parks (e.g. Peepetup / Mount Lindesay). Dual naming of Reserves would be a separate process done in conjunction with the relevant Management Order, or with DBCA in the case of a National Park. This can be done at a later point (if Council so determines) once a topographic feature has been dual named and the Shire would like to align a Reserve or National Park name with the topographic feature name. While such a process would not require formal consultation with SWALSC and Wagyl Kaip, as the name has already been endorsed by these bodies, the Shire should still informally engage and provide them with the opportunity for comment prior.

17. It should also be noted that dual names for other key geographical features in the Shire may be put forward in the future if so desired – the recommendation to Council can be viewed as a major step forward, but not necessarily the end, of the dual naming process – which forms part of the broader ongoing journey of reconciliation.

CONSULTATION AND EXTERNAL ADVICE

18. Dual naming requires approval from such a broad range of stakeholders.

19. Since 2012, extensive background research and comprehensive stakeholder engagement with the Indigenous and broader community have been undertaken methodically on the dual naming of iconic landscape features.

20. The officer recognises the valuable contribution that numerous individuals and organisations have made throughout this long process, including elders and members of the local Aboriginal community, Tony Pedro (who first proposed the project to Council), consultant Robert Reynolds, previous Shire Sustainability Officer Yvette Caruso, the Denmark Historical Society and Green Skills – amongst many others.

21. The confirmation of support required for the recommended dual names has been received from the following key stakeholders (refer to Attachment 11.5.1b):

    - SWALSC / Wagyl Kaip Southern Noongar Cultural Advice Committee
    - City of Albany

- Water Corporation
- Shire of Manjimup
- Shire of Plantagenet
- Shire of Cranbrook
- Department of Water and Environmental Regulation (DWER)
- Department of Biodiversity, Conservation and Attractions (DBCA)

22. Pursuant to Council endorsement and Landgate approval, the next step will be to engage with members of the local Aboriginal community to develop the on-ground signage and educational materials for dual naming. Such signage and materials will include explanatory information that puts dual naming in context, including recognising that in some cases there may be more than one Noongar name for a location.

STATUTORY / LEGAL IMPLICATIONS

Land Administration Act 1997

23. Section 26 of the Act grants the Minister for Lands various powers to manage the creation and modification of land districts and townsites, including the naming of such places.

24. More specifically, Section 26 (2) (c) gives the Minister the authority to officially assign, change, or remove names of geographical features, roads, and reserves.

Landgate Aboriginal and Dual Naming Guidelines

25. Landgate administers the naming process under delegated authority from the Minister for Lands.

26. The *Aboriginal and Dual Naming Guidelines* have been developed to provide a framework for the naming of geographical features and places with Aboriginal names.

27. The Shire has followed this document and regularly sought advice from Landgate throughout the process.

STRATEGIC / POLICY IMPLICATIONS

28. The realisation of dual naming supports one of the key goals and related actions stated in the *Council Plan Our Future 2035* under 'Community – Recognition and Respect', namely to progress and make a submission to Landgate for Aboriginal dual naming of key places across the Denmark region.

29. The dual naming project is also aligned with Shire of Denmark *Policy P110706 – Aboriginal Heritage*, which formally acknowledges the historical presence and special attachment of the Noongar people to the Denmark district, and aims to respect the special places, culture, and history of the Noongar people.

30. Finally, Council endorsement of the Officers recommendation will signify the completion of a substantial amount of important work that's been undertaken for over a decade and was originally instigated in 2012 by *Council Resolution: 150112 – Aboriginal Place Names*.

FINANCIAL IMPLICATIONS

31. There are no known significant financial implications relating to the report or officer recommendation.

OTHER IMPLICATIONS

Environmental

32. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

33. There are no known significant economic implications relating to the report or officer recommendation.

Social

34. As part of preserving the history of Western Australia, it is important that we, as a community, acknowledge and embrace the history and continued endurance of Aboriginal languages and cultures. By acknowledging this continued existence and the survival and adaptation of Aboriginal people, we recognise their history and ongoing connection to our landscape.

35. The production of educational material and on-ground site signage for the dual naming of locations within the Shire will provide opportunities for the community to appreciate our rich cultural heritage and promote positive outcomes for the town.

RISK MANAGEMENT

36. The primary risk identified is the possibility of opposition or insufficient support from the community regarding the dual naming initiative. This includes the potential for differing perspectives among individual members of the local Aboriginal community, who may not always share the same views as the representative bodies that have endorsed the project.

37. To address this risk, it is essential to implement a comprehensive communication strategy that highlights the extensive consultation and engagement undertaken over the past 13 years. This strategy should clearly outline how the Shire has adhered to the appropriate procedures, engaging with all relevant Aboriginal representative bodies and land management authorities to secure the necessary approvals and support, in accordance with Landgate’s Aboriginal and Dual Naming Guidelines.

38. Additionally, collaboration with local Aboriginal community members in the development of on-ground signage and educational materials for dual naming is recommended. These materials should include contextual information to help the community understand the significance of dual naming.

Risk	Risk based on history and with existing controls			Proposed Treatment /Control
	Likelihood	Consequence	Risk Rating	
Reputational Impacts: That there is opposition or a lack of support / acceptance from the community for the dual naming, including from individual members of the local Aboriginal community (who may hold different views to the representative bodies that have provided support)	Possible	Moderate	Moderate	Implement communication strategy

11.5.2 CONTRACT AWARD – PROJ.ENG.1.2023-2025 BERRIDGE PARK PRECINCT REDEVELOPMENT PROJECT

File Ref:	PROJ.ENG.1.2023-2025
Applicant / Proponent:	Not Applicable
Subject Land / Locality:	Reserve 14376 - Hollings Road, Denmark
Disclosure of Officer Interest:	Nil
Date:	08 October 2025
Author:	Laura Middleton, Sustainable Projects Officer
Authorising Officer:	Rob Westerberg, Director Infrastructure and Assets
Attachments:	11.5.2 – Confidential Briefing Note – Berridge Park Precinct Redevelopment

In accordance with Section 5.23 of the Local Government Act 1995 Council should consider going behind closed doors if any discussion on the confidential briefing note is required.

EXECUTIVE SUMMARY

1. The Shire of Denmark has sought Tenders from suitably qualified and experienced Contractors to deliver Detailed Design & Construction of the Berridge Park Precinct Redevelopment, including a new skatepark, playground, multipurpose sports court, public amenities and landscaping.

2. The submitted tenders have been evaluated by Shire Officers and a recommendation is put forward to award a contract to CONVIC Pty Ltd for the Detailed Design and Construction of Berridge Park Precinct Redevelopment Project.

VOTING REQUIREMENTS

3. Simple majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 11.5.2
MOVED: CR DEVENPORT	SECONDED: CR YOUEL

That Council:

1. ENDORSE CONVIC Pty. Ltd. as the preferred tenderer for Detailed Design and Construction of the Berridge Park Precinct Redevelopment.
2. AUTHORISE the Chief Executive Officer to negotiate final contract terms and execute the contract.

CARRIED: 9/0 Res: 101025

TOTAL VOTES FOR: 9
Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.

TOTAL VOTES AGAINST: 0

LOCATION

4. Berridge Park is located on Reserve No. 14376 (Berridge/Smith Brothers Park) which is designated for the purpose of 'Parklands and Recreation'. A separate Reserve (Norm Thornton Park, Reserve No.19912) located at the northern end of the site extends approximately 50 metres in from South Coast Highway and is designated for 'Gardens'.

BACKGROUND

5. Berridge Park is the main recreational park in the town and is widely used by locals and visitors. It is a popular stop for travellers and currently has the Shire's only Electric Vehicle charging station alongside Hollings Road.

6. Currently, the park contains ageing existing infrastructure, including playground equipment, public amenities, and a path network. The site also has an informal gravel carpark predominantly used as a caravan turn-around area and basketball courts that have a deteriorated asphalt surface.

7. The Strategic Community Plan identified a deficit in youth provision and services, so the Berridge Park Precinct Concept Plan was developed and formally adopted on 27 February 2024 by Council following extensive community consultation (Council Resolution No.040224).

8. Council Resolution No. 040224 also required the development of a set of Design Guidelines that outlined essential principles and considerations for creating a functional, accessible, and aesthetically pleasing space, ensuring the detailed design will meet community needs, environmental sustainability, and safety standards.

9. Council endorsed the Berridge Park Design Guidelines on 26 November 2024 (Council Resolution No.161124).

10. Subsequently, officers pursued funding from multiple streams, which is detailed in the Financial Implications section of this report.

11. Once the project achieved full funding, a Design and Construct tender package was developed and a Request for Tender was published in the West Australian on 25 June 2025, placed on the Shire's website, and available on the Shire's E-tendering portal.

12. Advertising of the tender remained open for 8 weeks, and at the close of the tender, five (5) submissions were received.

DISCUSSION / OFFICER COMMENTS

13. The Local Government Council Elections Caretaker Provisions came into effect on 4 September 2025, whereby Local Governments are not permitted to enter into a contract with consideration over $250,000 until the declaration of results from the Election is completed.

14. Due to the size and complexity of the tenders, the evaluation process has been carried out over several weeks, noting there was inadequate time from the close of tender to the start of the Caretaker Period to properly evaluate and award a contract.

15. The conforming tenders were evaluated using a weighted methodology. This method allows the evaluation panel to apply scores to each criterion, which is then weighted to determine an overall point score for each submitted tender.

16. It is important to note that the cost criteria was given a lower weighting. This was due to the project being fully grant funded and as such, tenderers were required to demonstrate that a disclosed nominal project budget of $5,500,000 would be fully utilised but not exceeded.

17. As a result, all five (5) tenders received came in with minimal cost variance across the submissions.

18. The criteria and weightings are provided below:

Criteria	% Weight
Organisational Capacity	20%
Demonstrated Experience and Understanding	30%
Methodology for Delivery of Works	30%
Environmental, Social and Governance	5%
Cost	15%

19. The following table summarises the tenderers and overall evaluation score:

Tender	Total Evaluation Score
CONVIC Pty Ltd	495.37
Tenderer B	464.96
Tenderer C	432.47
Tenderer D	349.96
Tenderer E	347.25

20. The confidential attachments further outline the evaluation process. CONVIC Pty Ltd are the recommended contractor.

CONSULTATION AND EXTERNAL ADVICE

21. There is no requirement for consultation or external advice in relation to the award of the tender.

22. A consultation plan for the project will be presented to Council in accordance with the the Shire's Community Engagement Policy.

STATUTORY / LEGAL IMPLICATIONS

Local Government (Functions and General) Regulations 1996

23. Regulation 11 of the Local Government (Functions and General) Regulations 1996 (Regulations) requires Council to publicly tender if the contract is, or is expected to be, or is worth more than $250,000.00.

24. Regulation 18 of the Regulations outlines several requirements relating to the choice of tender. The Council decides which of the acceptable tenders is the most advantageous to It. It may also decline to accept any tender.

25. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.

STRATEGIC / POLICY IMPLICATIONS

26. Council has expressed its commitment to creating public spaces and services, as identified in the Shire's Council Plan—Our Future 2035.

27. PO40220 Purchasing Policy and P040216 Regional Price Preference Policy are applicable to this item.

FINANCIAL IMPLICATIONS

28. The project budget is $5,752,832 over two financial years. A nominal budget of $5,500,000 was disclosed to tenderers, with the balance allowing for additional provisional sum items.

29. The current project budget is derived from secured funding as detailed below:

Source	Total Amount
Lotterywest	$2,857,500
CITS – PlayOn WA - 2030 by 2030	$697,666
Growing Regions Program	$2,197,666
TOTAL	**$5,752,832**

OTHER IMPLICATIONS

Environmental

30. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

31. There are no known significant economic implications relating to the report or officer recommendation.

Social

32. There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

33. Risk Table

Risk	Risk based on history and with existing controls			Proposed Treatment/Control
	Likelihood	Consequence	Risk Rating	
Reputational Impacts: There is a risk of community concern that the contract has been awared to a company from the Eastern States.	Possible (3)	Minor (2)	Moderate (6)	Accept Risk.

11.5.3 CONTRACT AWARD – TEN.18 – MT SHADFORTH ROAD RECONSTRUCTION

File Ref:	TEN.18
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Mt Shadforth Road – SLK 0.50 – 0.80
Disclosure of Officer Interest:	Nil
Date:	9 October 2025
Author:	Clinton Lewis, Manager Technical Services
Authorising Officer:	Rob Westerberg, Director Infrastructure and Assets
Attachments:	11.5.3 – Confidential Briefing Note – Tender Submissions and Evaluation Summary

In accordance with Section 5.23 of the Local Government Act 1995 Council should consider going behind closed doors if any discussion on the confidential briefing note is required.

EXECUTIVE SUMMARY

1. The Shire of Denmark sought tenders from suitable contractors for the provision of civil works associated with the Mt Shadforth Road reconstruction project.

2. Tender submissions were received through an open and competitive approach to the market.

3. Following a thorough evaluation of the submissions, Council's approval is sought to appoint a contractor for the construction of Mt Shadforth Road reconstruction

VOTING REQUIREMENTS

4. Simple majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 11.5.3a
MOVED: CR GIBSON	SECONDED: CR DEVENPORT

That the Council:
1. ENDORSE River Hill Contracting as the preferred tenderer for TEN.18, Mt Shadforth Road Reconstruction
2. AUTHORISE the Chief Executive Officer to negotiate final contract terms for TEN.18, and execute the contract.

CARRIED: 9/0 Res: 111025

TOTAL VOTES FOR: 9
Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.

TOTAL VOTES AGAINST: 0

5. Absolute majority.

COUNCIL RESOLUTION & OFFICER RECOMMENDATION	ITEM 11.5.3b
MOVED: CR PHILLIPS	SECONDED: CR GIBSON

That Council APPROVE the amendment to the 2025/26 budget to reflect additional capital expenditure and grant funding for Mount Shadforth Road, as outlined below:

- Increase Infrastructure – Roads capital expenditure by $326,000
- Increase capital grants, subsidies, and contributions by $326,000

CARRIED BY AN ABSOLUTE MAJORITY: 9/0 Res: 121025

TOTAL VOTES FOR: 9
Cr Campbell, Cr Wiggins, Cr Youel, Cr Gibson, Cr Devenport, Cr Sleeman, Cr Hockey, Cr Lewis and Cr Phillips.

TOTAL VOTES AGAINST: 0

LOCATION

6. Mt Shadforth Road, between SLK 0.50 and SLK 0.80, nominally from the Hardy Street intersection to the Willow Creek Drive intersection.

BACKGROUND

7. Mt Shadforth Road is a local distributor road that carries more than 2,000 vehicles per day and provides a popular link to many businesses and residents of Denmark.

8. In 2022/23, officers successfully secured Road Project Grants to reconstruct Mt Shadforth Road from SLK 0.09 to SLK 0.80.

9. Tender submissions exceeded the allocated budget, requiring a reduction in project scope; only SLK 0.09 to SLK 0.50 was completed, and SLK 0.50 to SLK 0.80 was postponed.

10. For 2024/25, officers obtained further funding to address the remaining section (SLK 0.50–0.80) during the 2025/26 construction season, again through Road Project Grants.

11. New tenders for this phase also surpassed the FY25/26 adopted budget of $690,000.

12. Officers conducted a thorough review of all tenders and found no unreasonable escalation or excess risk costs; price increases aligned with current market conditions.

13. The Regional Road Group (RRG) was requested to fully cover the shortfall between the budget and projected expenditure.

14. This proposal received endorsement from the Technical Working Group and approval from RRG members, who agreed to provide additional funds.

DISCUSSION / OFFICER COMMENTS

15. The conforming tenders were evaluated using a weighted methodology. This method allows the evaluation panel to apply scores to each criterion, which is then weighted to determine an overall point score for each submitted tender.

16. Three (3) tenders were submitted and evaluated.

17. The criteria and weightings are provided below:

Criteria	Weight
Relevant Experience	10%
Key Personnel Skills & Experience	15%
Tenderers Resources	10%
Demonstrated Understanding	15%
Corporate Social Responsibility	5%
Cost	45%

18. The following table summarises the tenderers and overall evaluation score:

Tender	Total Evaluation Score
River Hill Contracting	707.05
Tenderer B	635.04
Tenderer C	482.91

19. The confidential attachments further outline the evaluation process. River Hill Contracting are the recommended contractor.

CONSULTATION AND EXTERNAL ADVICE

20. The Officer has considered the requirement for consultation and/or engagement with persons or organisations that may be unduly affected by the proposal and considered Council's Community Engagement Policy P040123 and the associated Framework and believes that no additional external/internal engagement or consultation is required.

STATUTORY / LEGAL IMPLICATIONS

Local Government (Functions and General) Regulations 1996

21. Regulation 11 requires Council to publicly tender if the contract is, or is expected to be, more, or worth more, than $250,000.00.

22. Regulation 18 outlines a number of requirements relating to the choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.

23. Regulation 19 requires Council to advise each tenderer in writing the result of Council's decision.

STRATEGIC / POLICY IMPLICATIONS

24. The Purchasing Policy and the Regional Price Preference policies are applicable to this item.

Our Council Plan – Our Future 2035

25. Includes the upgrade of Mt Shadforth Road, between SLK 0.50 and 0.80.

FINANCIAL IMPLICATIONS

26. With the additional funding provided by the Regional Road Group, the FY25/26 must be amended to reflect the new budget of $1,016,000.

OTHER IMPLICATIONS

Environmental

27. There are no known significant environmental implications relating to the report or officer recommendation.

Economic

28. There are no known significant economic implications relating to the report or officer recommendation.

Social

29. There are no known significant social considerations relating to the report or officer recommendation.

RISK MANAGEMENT

30. A risk assessment has been undertaken per the Council's Risk Management Policy, and no risks have been identified in relation to the officer recommendation or the report.

12. MATTERS BEHIND CLOSED DOORS

Nil

13. NEW BUSINESS OF AN URGENT NATURE

Nil

14. CLOSURE OF MEETING

5.18pm – The Shire President, Cr Wiggins, declared the meeting closed.

The Chief Executive Officer recommends the endorsement of these minutes at the next meeting.

Signed: ____

David King – Chief Executive Officer

Date: ________________________________

These minutes were confirmed at a meeting on the ____________________________________.

Signed: ____

(Presiding Person at the meeting at which the minutes were confirmed)