

SHIRE OF CORRIGIN AGENDA



18 October
2016

ORDINARY COUNCIL MEETING

Agenda for the Ordinary Council Meeting to be held on Tuesday 18 October 2016 commencing at 3.00pm in the Council Chambers.

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK



Notice of Meeting

The next Ordinary Meeting of Council for the Shire of Corrigin will be held on Tuesday 18 October 2016 at the Council Chambers 9 Lynch Street Corrigin commencing at 3.00pm.

A handwritten signature in blue ink, appearing to read 'Rob Paull'.

Rob Paull – Chief Executive Officer

Order of Business

Ordinary Council Meeting to be held on Tuesday 18 October 2016

10.30 am	<i>Chief Executive Officer Performance Review Occasional Committee</i>
11.30 am	<i>Audit and Risk Management Committee</i>
12.30 pm	<i>Lunch</i>
1.00 pm	<i>Discussion Period (No presentations are anticipated)</i>
2.30 pm	<i>Afternoon Tea</i>
3.00 pm	<i>Council Meeting</i>
5.00 pm	<i>Nibbles</i>

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

1. DECLARATION OF OPENING	7
2. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE	7
3. PUBLIC QUESTION TIME	7
4. MEMORIALS	7
5. PETITIONS/DEPUTATIONS/PRESENTATIONS /SUBMISSIONS	7
6. DECLARATIONS OF INTEREST	7
7. CONFIRMATION AND RECEIPT OF MINUTES	7
7.1. PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES – ATTACHMENT 7.1	7
7.2. BUSHFIRE ADVISORY COMMITTEE MINUTES - (TO BE PRESENTED TO COUNCIL)	7
7.3. SHIRE OF CORRIGIN CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW OCCASIONAL COMMITTEE MINUTES (CONFIDENTIAL) (TO BE PRESENTED TO COUNCIL)	8
7.4. SHIRE OF CORRIGIN AUDIT AND RISK MANAGEMENT COMMITTEE MINUTES - (TO BE PRESENTED TO COUNCIL)	8
8. MATTERS REQUIRING A COUNCIL DECISION	9
8.1. CORPORATE & COMMUNITY SERVICES REPORTS	9
8.1.1. CORRIGIN COMMUNITY RESOURCE CENTRE	9
8.1.2. ACCOUNTS FOR PAYMENT – SEPTEMBER 2016	12
8.1.3. ACCOUNTS FOR PAYMENT – CREDIT CARDS	14
8.1.4. MONTHLY FINANCIAL REPORT – SEPTEMBER 2016	16
8.2. GOVERNANCE AND COMPLIANCE REPORTS	17
8.2.1. ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF SEPTEMBER 2016	17
8.3. WORKS AND GENERAL PURPOSES REPORTS	26
8.3.1. ADDITIONAL RESTRICTED ACCESS VEHICLE ROUTES.....	26
8.3.2. SUPPLY AND LAY OF BITUMINOUS PRODUCTS INCLUDING AGGREGATE FOR THE SHIRE OF CORRIGIN (CONFIDENTIAL)	30
9. NOTICE OF MOTIONS FOR THE NEXT MEETING	31
10. CHIEF EXECUTIVE OFFICER’S REPORT	35
11. PRESIDENT’S REPORT	35

12. COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS	35
13. URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL	35
14. INFORMATION BULLETIN.....	35
15. WALGA AND CENTRAL ZONE MOTIONS.....	35
16. NEXT MEETING.....	35
17. MEETING CLOSURE.....	35

1. DECLARATION OF OPENING

2. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE

Shire President	Cr. L Baker
Deputy Shire President	Cr. D L Hickey
	Cr. T J Pridham
	Cr. J A Mason
	Cr. S G Hardingham
	Cr. B D Praetz
	Cr. M B Dickinson
Chief Executive Officer	R L Paull
Deputy Chief Executive Officer	T L Dayman
Governance Officer - Records	H M Auld
Manager Finance	D C Ospina Godoy

APOLOGIES

LEAVE OF ABSENCE

3. PUBLIC QUESTION TIME

4. MEMORIALS

It was advised that Gerald John Buck has passed away since the last meeting.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS /SUBMISSIONS

6. DECLARATIONS OF INTEREST

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Previous Council Meetings and Business Arising from Minutes – Attachment 7.1

That the minutes of the Ordinary Meeting of Council held on Tuesday 20 September 2016 (Attachment 7.1) be confirmed as a true and correct record.

7.2. Bushfire Advisory Committee Minutes - (to be presented to Council)

Minutes of the Corrigin Bushfire Advisory Committee, held on Monday 17 October 2016 at the Corrigin Community Resource Centre Larke Crescent, Corrigin

Committee's Recommendation

(To be presented to Council)

**7.3. Shire of Corrigin Chief Executive Officer Performance Review Occasional Committee Minutes
(Confidential) (to be presented to Council)**

Minutes of the Shire of Corrigin Chief Executive Officer Performance Review Occasional Committee meeting held at the Shire of Corrigin Council Chambers on 18 October 2016.

Committee's Recommendation

(To be presented to Council)

7.4. Shire of Corrigin Audit and Risk Management Committee Minutes - (to be presented to Council)

Minutes of the Shire of Corrigin Audit and Risk Management Committee meeting held at the Shire of Corrigin Council Chambers on 18 October 2016.

Committee's Recommendation

(To be presented to Council)

8. MATTERS REQUIRING A COUNCIL DECISION

8.1. CORPORATE & COMMUNITY SERVICES REPORTS

8.1.1. CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	18 October 2016
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	No interest to disclose
File Number:	CS 0008
Attachment Reference:	Nil

WA Seniors Week 2016 Community Grants Program

Funding Application successful for \$543 - Corrigin "TAI CHI in the Park" during Seniors Week 2016.

CORRIGIN CRC Monthly Usage – September 2016:

CUSTOMERS ACCESSING 'FEE FOR SERVICE' and SALES					
SERVICES / FEES	MTHLY	YTD from July 16	SALES	MTHLY	YTD from July 16
Internet Use / Computer Use	52	171	Phonebook Sales	31	138
Photocopying / Printing / Faxing	44	130	Moments In Time Books	1	1
Laminating / Binding / Folding	6	15	Books Sales	1	1
Secretarial Services / Scans / CD Burn	9	30	Wrapping Paper / Postcard Sales	1	1
Room Hire	10	36	Polo Shirt / Eco Bag Sales	0	1
Equipment Hire	4	7	Phonecalls	20	50
Training / Course Fees	0	17	Sale of Assests	0	0
Resource Centre Membership Fees	0	1	Comedy Show - Ticket Sales	0	0
Exam Supervision	0	0	Movies in the Park - BBQ Sales	0	0
Movie Club Fees	6	20			
Total	131		Total	54	
<i>Monthly People through :</i>	185				
CUSTOMERS ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICE	MTHLY	YTD from July 16	SERVICE	MTHLY	YTD from July 16
Department of Human Services	48	155	Broadband for Seniors (+Webina	5	24
Phonebook Enquiries	2	22	General Enquiries (Face to Face)	137	326
Tourism	57	108	General (Email/Phone/Website/F	150	394
Government Access Point	11	24	Corrigin Toy Library	7	19
Conferences/Training / Westlink	63	186	TR Homes (Referrals)	0	2
Video Conference	10	14			
Total	191		Total	299	
<i>Monthly People through :</i>	490				
TOTAL FOR THE MONTH OF SEPTEMBER:	675				

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 18 October 2016*

COMMUNITY ECONOMIC / BUSINESS and SOCIAL DEVELOPMENT BOOKINGS			
Description	No's	Room	Govt. Hot Office Booking (HO) / Commercial Booking
Forrest Personnel - Employment Service	3	Professional Office	Commercial Booking
Holyoake - Counselling Services	2	Professional Office	Commercial Booking
Mahjong - Adults Learners Week	9	Conference Room	n/a
Skill Hire - Employment Services	10	Video Conference	Commercial Booking
Movie Club - September	8	Conference Room	n/a
Forrest Personnel - Employment Service	3	Professional Office	Commercial Booking
Holyoake - Counselling Services	6	Professional Office	Commercial Booking
Narrogin Carter - Aboriginal Service	2	Professional Office	Commercial Booking
Forrest Personnel - Employment Service	5	Professional Office	Commercial Booking
Kids School Movie	15	Conference Room	n/a

CORRIGIN CRC - Annual Summary Report:													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7135
2011-12	568	536	572	535	542	381	426	520	527	499	564	491	6161
2012-13	545	694	691	716	756	497	552	636	413	590	370	479	6939
2013-14	651	494	516	706	597	479	405	529	641	640	616	553	6827
2014-15	769	757	750	878	651	443	455	569	403	603	486	499	7263
2015-16	543	695	668	813	681	466	591	534	530	585	626	553	7285
2016-17	620	588	675										62003

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

None known

FINANCIAL IMPLICATIONS

None known

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

Focus area: Various

Goal : Various

The operation and activities of the Corrigin Community Resource centre meets a variety of focus areas and goals.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

STRATEGIC THEMES

Various

The operation and activities of the Corrigin Community Resource centre meets a variety of focus areas and goals.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Corrigin Community Resource Centre Report.

8.1.2. ACCOUNTS FOR PAYMENT – SEPTEMBER 2016

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	18 October 2016
Reporting Officer:	Belinda Fidge
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	Attachment 8.1.2

SUMMARY

That Council is provided with a list of all financial dealings relating to all accounts for the previous month.

BACKGROUND

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

COMMENT

The cheque, EFT and Direct Debit payments that have been raised for the Council meeting and also during the month of September 2016 are attached.

After payment of the following cheque EFT and Direct Debit payments, the balance of creditors will be \$3,409.83

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2016/2017 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023:

6.2 Focus area two: Developing Leadership

Goal Four: We want to strengthen our community's position for the future

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Corporate Business Plan 2013-2017:

5. STRATEGIC THEMES

5.2 Developing Leadership

Strategic Community Plan link	Strategies
Goal 5-1	Manage the Shire's finances and financial service activities to ensure the continuous, sustained operation of Council.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the following payments for the month of September 2016

1. *Cheques 20132-20135 payments in the Municipal fund totalling \$19,480.00;*
2. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$291,873.27;*
3. *Direct Debit (DD) payments in the Municipal Fund totally \$1,871.56;*
4. *Electronic Funds Transfer (EFT) payments in the Trust Fund totalling \$571.23;*
5. *EFT payments in the Licensing Trust Account totalling \$117.90*
6. *Direct Debit (DD) payments in the Licensing Trust Account \$41,387.40; and*
7. *Total payments for September \$355,301.36*

8.1.3. ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	18 October 2016
Reporting Officer:	Catherine Ospina Godoy, Finance Manager
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	8.1.3

SUMMARY

This report provides Council with a list of all financial dealings relating the use of credit card payments for the period 29 July 2016 to 29 Aug 2016.

BACKGROUND

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period. This report includes the monthly payment of the credit card debit to the National Australia Bank.

COMMENT

Accountability in local government can be multifaceted, as councils seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principles and expectations that local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid for using the Shire of Corrigin Corporate Credit Cards.

A monthly review of credit card use is independently assessed by the Finance Manager, to confirm that all expenditure has been occurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the Finance Manager also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident and all areas of compliance have been met.

STATUTORY ENVIRONMENT

*S6.4 Local Government Act 1995, Part 6 – Financial Management
R34 Local Government (Financial Management) Regulations 1996*

POLICY IMPLICATIONS

Policy 2.15 – Corporate Credit Cards and;
Policy 2.9 Purchasing Policy

FINANCIAL IMPLICATIONS

Financial implications and performance to budget are reported to Council on a monthly basis. In this regard, expenditure must be in accordance with the 2016/2017 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

6.2 Focus area two: Developing Leadership

Goal Four: We want to strengthen our community's position for the future

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

5. STRATEGIC THEMES

5.2 Developing Leadership

Strategic Community Plan link	Strategies
Goal 5-1	Manage the Shire's finances and financial service activities to ensure the continuous, sustained operation of Council.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council in accordance with Attachment 8.1.3 endorse credit card payments made for the period 29 July 2016 to 29 Aug 2016 totalling \$8,278.42

8.1.4. MONTHLY FINANCIAL REPORT – SEPTEMBER 2016

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	18 October 2016
Reporting Officer:	Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	Attachment 8.1.4

SUMMARY

For Council to review and accept the monthly Financial Report for the month ending 30 September 2016.

BACKGROUND

The Local Government (Financial Management) Regulation 34 states that a local government must prepare a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget for the month. Variances between budgeted and actual expenditure including the required Material Variances (10% with a minimum value of \$10,000) are included in the variance report.

COMMENT

A variance report is included with the monthly financial statements as **Attachment 8.1.4**.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Monthly Statement of Financial Activity.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

6.2 Focus area two: Developing Leadership

Goal Four: We want to strengthen our community's position for the future

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

*That Council accept the Statement of Financial Activity for the month ending 30 September 2016 included as **Attachment 8.1.4** and as presented, along with notes of any material variances.*

8.2. GOVERNANCE AND COMPLIANCE REPORTS

8.2.1. ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF SEPTEMBER 2016

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	18 October 2016
Reporting Officer:	Holly Auld, Governance Officer - Records
Disclosure of Interest:	No interest to disclose
File Number:	Various
Attachments:	Nil

SUMMARY

To report back to Council actions performed under delegated authority from the period 1 September 2016 to 30 September 2016.

BACKGROUND

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for –

- Development Approvals issued
- Building Permits issued
- Health Approvals issued
- One off delegations to the Chief Executive Officer
- Affixing of Common Seal

COMMENT

The following tables outline the actions performed within the organisation relative to delegated authority from the period 1 September 2016 to 30 September 2016 and are submitted to Council for information.

Bushfire

No delegated decisions were undertaken by Shire pursuant to bushfire matters from the period 1 September 2016 to 30 September 2016.

Caravan parks and camp grounds

No delegated decisions were undertaken by Shire pursuant to caravan parks and camping grounds matters from the period 1 September 2016 to 30 September 2016.

Common Seal

<i>Date of decision</i>	<i>Decision Ref.</i>	<i>Decision details</i>	<i>Applicant</i>	<i>Other affected person(s)</i>
28/09/2016	151/2016	Shire of Corrigin & Australian Red Cross Lease	N/A	N/A
28/09/2016	216/2016	Shire of Corrigin & Dept. of Housing Lease Renewal	N/A	N/A
28/09/2016	216/2016	Shire of Corrigin & Dept. of Housing Lease Renewal		N/A

Dangerous Goods Safety Act 2004

No delegated decisions were undertaken by Shire pursuant to the Food Act 2008 from the period 1 September 2016 to 30 September 2016.

Food Act 2008

No delegated decisions were undertaken by Shire pursuant to the Food Act 2008 from the period 1 September 2016 to 30 September 2016.

Hawkers, traders and stall holders

No delegated decisions were undertaken by Shire pursuant to Hawkers, traders and stall holder matters from the period 1 September 2016 to 30 September 2016.

Liquor Laws

Liquor Control Act 1988

<i>Date of decision</i>	<i>Decision Ref.</i>	<i>Decision details</i>	<i>Applicant</i>	<i>Other affected person(s)</i>
07/09/2016	N/A	Permission to drink in specified area at Corrigin Agricultural Show	Corrigin Agricultural Society	N/A

Lodging houses

No delegated decisions were undertaken by Shire pursuant to lodging house matters from the period 1 September 2016 to 30 September 2016.

Public Buildings

<i>Date of decision</i>	<i>Decision Ref.</i>	<i>Decision details</i>	<i>Applicant</i>	<i>Other affected person(s)</i>
09/09/2016	N/A	Approval for Public Building area to be used for Corrigin Agricultural Show	Corrigin Agricultural Society	N/A

Septic Tank Approvals

No delegated decisions were undertaken by Shire pursuant to the Health Act 1911 and Health (Treatment of Sewage and Disposal of Effluent Waste) Regulations 1974 for the period 1 September 2016 to 30 September 2016.

Planning Approval

No delegated decisions were undertaken by Shire pursuant to *Planning & Development Act 2005* from the period 1 September 2016 to 30 September 2016.

Building Permits

No delegated decisions were undertaken by Shire pursuant to Building Act 2011 from the period 1 September 2016 to 30 September 2016.

STATUTORY ENVIRONMENT

Building Act 2011

Bushfire Act 1954

Dangerous Goods Safety (Explosives) Regulations 2007

*Health Act 1991 – S.107; Health Act 1911, Part VI
Health (Public Buildings) Regulations 1992
Liquor Control Act 1988
Local Government Act 1995 - Section 9.49A
Planning & Development Act 2005 – Part 10 Div. 2
Shire of Corrigin Planning Scheme No. 2 – Cl 8.8*

POLICY IMPLICATIONS

There are no known policies or policy implications relating to this Item.

FINANCIAL IMPLICATIONS

There are no known financial implications relating to this Item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

6.2 Focus area two: Developing Leadership

Goal Five: We want to strengthen our community’s position for the future

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government
A representative model that reflects the community and acts on their aspirations	Effective governance and advocacy by the Shire

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

5. STRATEGIC THEMES

5.2 Developing Leadership

Strategic Community Plan link	Strategies
Goal Four - 1	Regular Council meetings and forums are held to facilitate transparent and informed decision making

COUNCIL MEETING STATUS REPORT

The following Status Report is for Council information only.

SHIRE OF CORRIGIN STATUS REPORT 2015/2016 AS AT 18 OCTOBER 2016

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS	ANTICIPATED COMPLETION DATE
8633 20/10/2015	The Chief Executive Officer to undertake an investigation that addresses the reinstatement of a 72 hour stopover area for self-contained Recreation Vehicles (RV's) in the town of Corrigin and for the resultant report to be provided to Council at the Chief Executive Officer's earliest possible convenience.	CEO	Assessment and referral to Council	In Progress
20/2016 16/2/2016	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the draft "Planning Policy - Areas of Potential Flood Risk within the Corrigin Townsite" as included as Attachment 10.2.2(B) and 2. Advertise in accordance with clause 7.3 of the Shire of Corrigin Town Planning Scheme No. 2 (District Planning Scheme). 3. Directs that upon completion of the advertising period referred to in 1. above, the matter to be referred back to Council for further consideration. 4. Council to request the CEO investigate the cost of remodelling the "flood map" for clarification of flood risk in the area. 	<ol style="list-style-type: none"> 1. CEO 2. GEO 3. CEO 4. CEO 	<ol style="list-style-type: none"> 1. No action required 2. Advertising in Narrogin Observer 25/2/2016 3. Assessment and referral to CEO to refer back to Council 4. Council requested investigation by CEO 	<ol style="list-style-type: none"> 1. Completed 2. Completed 3. Pending 4. In Progress
39/2016 16/2/2016	<p>That Council:</p> <ol style="list-style-type: none"> 1. Authorises the Chief Executive Officer to offer for sale the Shire of Corrigin's 25% share of the weighbridge located at the Regional Waste Site located in Bending and to carry out the process of sale as required by Section 3.58 (3) of the Local Government Act 1995. 2. Requests the Chief Executive Officer to confer with the member local governments within the Roe Regional Organisation of Councils to ensure wide advertising of the weighbridge and to refer the matter 	<ol style="list-style-type: none"> 1. CEO 2. CEO 	<ol style="list-style-type: none"> 1. CEO to notify RoeROC of Council's decision 2. CEO to confer with other LGA's re: 	<ol style="list-style-type: none"> 1. Pending 2. Pending

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 18 October 2016*

	back to Council at the conclusion of advertising the sale for consideration.		advertising and refer back to Council at conclusion	
96 19/4/2016	<p>That Council:</p> <ol style="list-style-type: none"> 1. Consider this confidential report and note the satisfactory nature of the CEO performance review outcome; 2. Resolve to adopt the report and that the CEO's performance review for his initial probationary period resulted in a high level of satisfactory performance that exceeded the job requirement; 3. Resolve to confirm Mr. Paull's permanent appointment as the CEO for the term of his employment contract with the Shire; and 4. Develop, in conjunction with the CEO and the consultant, the key performance indicators that will apply for the annual review, which is to be held shortly after the twelve-month anniversary of his commencement on 28 September 2015. 	<ol style="list-style-type: none"> 1. Council 2. Council 3. Council 4. Council 	<ol style="list-style-type: none"> 1. No action required 2. Adopt the report 3. Appoint Mr Paull to position permanently. 4. Mr Martin, CEO to develop key performance indicators for annual review in September 2016 	<ol style="list-style-type: none"> 1. Completed 2. Completed 3. Completed 4. Report prepared for the Chief Executive Officer's review to be undertaken on 18 October 2016
132 17/5/2016	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives the schedule of submissions (Attachment 8.2.5A) for the proposed Shire of Corrigin Animal, Environment and Nuisance Local Law 2016; and 2. Adopts the revised draft Shire of Corrigin Animal, Environment and Nuisance Local Law 2016 as per Attachment 8.2.5B for advertising purposes; 3. Pursuant to section 3.12 of the Local Government Act 1995, gives Statewide public notice that it intends to make the revised draft Shire of Corrigin Animal, Environment and Nuisance Local Law 2016 as contained in the Attachment 8.2.5B; 	<ol style="list-style-type: none"> 1. CEO 2. CEO 3. CEO 	<ol style="list-style-type: none"> 1. Noted 2. Noted 3. Advertising completed 	<ol style="list-style-type: none"> 1. No Action Required 2. Completed 3. Completed

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 18 October 2016*

	<p>a) the purpose of which is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District; and</p> <p>b) the effect is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance must comply.</p> <p>4. Forwards a copy of the revised draft Shire of Corrigin Animal, Environment and Nuisance Local Law 2016 to the Minister for Local Government and Communities, and to the Minister for Health, for comment.</p>	4. CEO	4. CEO to write to Minister after advertising	4. In progress
151/2016 21/06/2016	<p>That Council:</p> <p>1. Subject to CEO confirming no existing agreement is in place with regard to Department of Agriculture over Lot 523 Walton St.</p> <p>2. In accordance with Local Government (Functions and General) Regulations 1996 regulation 30(2)(b) grant in favour of the Australian Red Cross a lease over Reserve 47959, being Lot 523 Walton Street, Corrigin structured around:</p> <p>a) A twelve month lease period with a further one (1) option of twelve months at the Chief Executive Officer's discretion;</p> <p>b) An annual lease payment of \$300 (excluding GST);</p> <p>c) A CPI rent review clause; and</p> <p>d) Provisions for maintenance, payment of all utility charges, repair of the premises.</p> <p>3. Authorise the Shire President and Chief Executive Officer to execute the relevant lease agreement and affix the common seal of the Shire of Corrigin on the relevant documentation as specified in point 1 above.</p> <p>4. Request the Australian Red Cross to:</p> <p>a) use all endeavours to rebuild the existing Australian Red Cross building at Lot 33 Corner of Jose and Walton Streets, Corrigin for the use by local Corrigin Australian Red Cross volunteers;</p>	<p>1. CEO</p> <p>2. CEO</p> <p>3. CEO</p> <p>4. CEO</p>	<p>1. No known agreement</p> <p>2. Letter sent to Red Cross – awaiting reply</p> <p>3. Lease prepared- Awaiting response from Red Cross</p> <p>4. Letter sent to Red Cross – awaiting reply</p>	<p>1. Completed</p> <p>2. Pending</p> <p>3. Pending</p> <p>4. Pending</p>

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 18 October 2016*

	<p>b) keep Council informed of repairs to be carried out;</p> <p>c) note that the use of Reserve 47959, being Lot 523 Walton Street, Corrigin by local Corrigin Australian Red Cross volunteers is a temporary arrangement only and the Council does not guarantee the availability of the building beyond the timeframe outlined in the Lease.</p>			
<p>160/2016 21/06/2016</p>	<p>That Council</p> <ol style="list-style-type: none"> 1. Recognise people, businesses and organisations based on their whole contribution to the construction of Corrigin Recreation and Events Centre (CREC) which is to include cash donations, grain donations and in-kind donations on a single honour board to be located in the CREC as follows: <ul style="list-style-type: none"> • Diamond Sponsors (of at least \$25,000) • Platinum Sponsors (of between \$10,000 - \$24,999) • Gold Sponsors (of between \$5,000 - \$9,999) 2. Accept that for the purpose of determining Supporter Levels for the Corrigin Recreation and Events Centre (CREC), Council accepts: <ul style="list-style-type: none"> • either cash, grain and/or in kind contributions; and • an accumulation of either cash, grain and/or in kind contributions; will be used to determine levels of recognition excluding the direct contributions to the Rockview Community Cropping program. 3. On the same honour board the businesses, individuals and groups who contributed to the Rockview Community Cropping program will be separately recognised and collectively be acknowledged as a Diamond Sponsor. 4. Resolutions 1-3 reflect contributions received up to 21 March 2016. 5. Adopt the form of plaque to be erected at the Corrigin Recreation and Events Centre (CREC) as provided for in Attachment 13.1A. 	<ol style="list-style-type: none"> 1. GPO 2. GPO 3. GPO 4. GPO 5. GPO 	<p>1-5 Plaque to be ordered with the rest of Sponsor plaques</p>	<ol style="list-style-type: none"> 1. In Progress 2. In Progress 3. In Progress 4. In Progress 5. In Progress
<p>173/2016 19/07/2016</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the Correspondence from the Corrigin Masonic Lodge No. 120 W.A.C. ('Lodge') as provided in Attachment 8.2.2 to this Report. 2. Resolve to request the Chief Executive Officer (CEO) to write to the Lodge: <ol style="list-style-type: none"> a) seeking confirmation that it would be prepared to sell the portion of Lot 178 Kirkwood Street, Corrigin (approximately 3m x 90 m) currently occupied as a 'laneway' for a nominal price of \$1; and 	<ol style="list-style-type: none"> 1. CEO 2. CEO 	<ol style="list-style-type: none"> 1. Noted 2. Letter sent 	<ol style="list-style-type: none"> 1. Noted 2. Completed

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 18 October 2016*

	<p>b) advising that until the 'laneway' is eventually transferred to the Shire, the Lodge be reminded that it will need to ensure it has suitable public liability for the 'laneway'.</p> <p>3. Once written confirmation from the Lodge of the acceptance to sell the portion of Lot 178 (approximately 3m x 90 m) is confirmed and appropriate funds are included in the 2016/17 Budget, the Shire commences a survey to be undertaken followed by an application for Subdivision Approval from the Western Australian Planning Commission.</p> <p>4. Authorise the CEO to enter a part lease over Lot 178 Kirkwood St for an interim period covering the proposed PAW until such time as the creation and sale of the PAW is finalised.</p> <p>5. Should Subdivision Approval be received, the Shire President and Chief Executive Officer be authorised to enter into a contract of sale with appropriate use of the Common Seal and process the creation of the PAW reserve.</p>	<p>3. CEO</p> <p>4. CEO</p> <p>5. CEO</p>	<p>3. Lodge has written offering the laneway for sale at \$1.</p> <p>4. Draft lease provided to Lodge and awaiting reply</p> <p>5. Noted</p>	<p>3. In Progress</p> <p>4. In Progress</p> <p>5. To be carried out post subdivision approval</p>
202/2016 16/08/2016	<p>That Council:</p> <p>1. Endorse the re-appointment of Miss Taryn Dayman to the position of Deputy Chief Executive Officer for a five year term commencing on 16 August 2016 in accordance with the proposed Contract of Employment; and</p> <p>2. Authorise the President and Chief Executive Officer to affix the common seal to the new Contract of Employment.</p>	<p>1. CEO</p> <p>2. CEO</p>	<p>1. Noted</p> <p>2. DCEO advised</p>	<p>1. Noted</p> <p>2. In progress</p>
216/2016 20/09/2016	<p>That Council, in accordance with Local Government (Functions and General) Regulations 1996 reg.30(2)(c)(ii) authorise the Shire President and the Chief Executive Officer to enter into residential lease agreements for Shire properties with the Department of Housing and to execute the agreements by affixing the common seal of the Shire of Corrigin on the relevant documentation.</p>	<p>1. CEO</p>	<p>1. Agreements to be signed</p>	<p>1. Completed</p>
217/2016 20/09/2016	<p>That Council:</p> <p>1. Authorise the Chief Executive Officer to issue a Notice pursuant to S.137 of the Health Act 1911 to amend or take down and remove the dwelling situated at Lot 13, No. 10 Goyder Street, Corrigin within 60 Days of receipt of the Notice, and ensure that the land is cleared to satisfaction of the Local Government.</p>	<p>1. CEO/EHO</p>	<p>1. Notice prepared</p>	<p>1. Completed</p>

8.3. WORKS AND GENERAL PURPOSES REPORTS

8.3.1. ADDITIONAL RESTRICTED ACCESS VEHICLE ROUTES

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	18 October 2016
Reporting Officer:	Rob Paull Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	TT0001
Attachment Reference:	Nil

SUMMARY

Council is requested to consider whether it wishes seek upgrading Wickepin Corrigin Rd from Bullaring – George Rock Rd to Brookton Hwy for connectivity with RAV 7 network combinations

BACKGROUND

RAV ratings determine the heavy vehicle combination that is permitted to travel on Western Australian roads. It applies to vehicles that are over 42.5 tonnes with a total combination greater than 19 metres, or 12.5 metres when not part of a combination. RAV road ratings are determined by Main Roads WA and local governments and are subject to change at any time. At the Ordinary meeting of 15 September 2015, Council resolved (8597) as follows:

“That additional roads relating to RAV7 submitted by Luke Hickey be entered into Minutes and that Council submits all of the following roads for assessment by Main Roads WA for addition to the RAV networks:

Bin Site	Road	Section	Current RAV	Assessment to RAV
Bulyee	Bulyee – Kweda Rd	Bulyee Rd to CBH entrance	3	4 to 7
Bullaring	Station St	Wickepin Corrigin Rd to CBH entrance	3	4 to 7
N/A	Nornakin East Rd	From junction of Corrigin-Babakin Rd to junction of Corrigin-Bruce Rock Rd	None	1 to 7
N/A	Corrigin-Bruce Rock Rd	From Brookton Hwy to Access Point 15 – (15.683 klm)	6	To 7
N/A	Corrigin-Babakin Rd	From edge of Corrigin Town Boundary to Walton Rd	3	4 to 7
N/A	Heal Rd	From Corrigin-Babakin Rd to Corrigin-Bruce Rock Rd	3	4 to 7
N/A	Parsons Rd	From Nornakin East Rd to Corrigin-Bruce Rock Rd (2.504klm)	None	1 to 7
N/A	Nambadilling Rd	From Parsons Rd Junction to Bendering Rd (2.737klm)	None	1 to 7
N/A	Walton Rd	From Corrigin-Babakin Rd to Access Point 1 – (2.1klm)	None	1 to 7
N/A	Bendering Rd	From the Nambadilling Rd Junction to Brookton Highway	4 with conditions	5 to 7

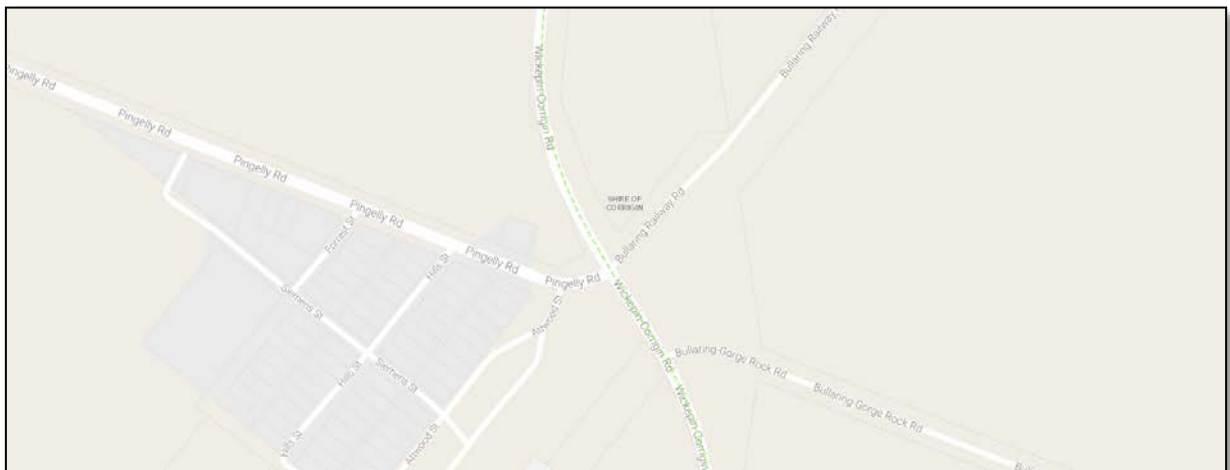
COMMENT

In considering the request for access to the Bullaring Bin to be raised for RAV 4 (conditional) to RAV 7, MRWA has queried whether Council would support “..... upgrading Wickepin Corrigin Road from Bullaring – George Rock Road to Brookton Highway for connectivity with Network 7 combinations if the above roads are assessed and approved for Network 7? Please advise if you wish for Wickepin Corrigin Rd from Bullaring – George Rock Rd to Brookton Hwy be assessed for Network 7.”

The current RAV Rating at Bullaring is conditional RAV 4 and 5 network as follows:












Wickein Corrigin Road, Bullaring-Railway Road Conditional RAV 4. Bullaring-Gorge Rock Road – RAV 4



Wickein Corrigin Road – Conditional RAV 5

The following details the difference the vehicle description and configuration of RAV 4 and RAV 7 vehicles.

Category & RAV Network	Vehicle Description and Configuration	Length (m)	Max Mass (T)	Axle	Road Table
	<p>(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER</p> 	≤27.5	87.5	5	<p> Network 4 (Road Name Order)</p> <p> Network 4 (LGA Order)</p>
	<p>(A) PRIME MOVER, TOWING SEMI TRAILER AND B DOUBLE</p>  <p>(B) B-DOUBLE TOWING A DOG TRAILER</p> 	<p>(A) >27.5, ≤36.5</p> <p>(B) >27.5, ≤36.5</p>	<p>107.5</p> <p>107.5</p>	6	<p> Network 7 (Road Name Order)</p> <p> Network 7 (LGA Order)</p>

Should Council seek to continue with the request for Wickepin Corrigin Road Bullaring to the CBH entrance to be upgraded to RAV 7, it is necessary to consider whether there is also an equivalent RAV 7 connection to Brookton Highway (or other RAV 7 road). Until MRWA undertake a review of the road, it is not known whether there is a requirement for road upgrading or not. Should an upgrade be minor (i.e. trimming of trees), this is likely to be addressed through the Shire's maintenance program. However significant upgrades would not be factored into the Council adopted road works program for 2016/17.

It is considered reasonable for Council to pursue upgrading Wickepin Corrigin Road from Bullaring – George Rock Road to Brookton Highway for connectivity with Network 7 as MRWA will undertake the assessment and if required, advise as to whether modifications are necessary. However, given the conditional nature of the current RAV configurations, it appropriate that it be supported as 'conditional RAV 7'.

In the preparation of this Report, CBH was contacted for comment. As would be expected, CBH support Wickepin Corrigin Road from Bullaring – George Rock Road to Brookton Highway to be RAV 7 however it is likely that for the 2016/17 harvest, this Bin will only be used as 'overflow' (if required). Please note that CBH document *"Network Strategy - Shaping the network of the future"* defines the Bullaring Bin under the heading: *"Sites that will become surge storage over time"* as "4-10 Years" along with the following notation:

"This is an indication of when sites are expected to reach their end of life. These timelines are estimates only and subject to change. CBH may still use sites for emergency or surge storage or other special uses as seasons require."

Should Council not support Wickepin Corrigin Road from Bullaring – George Rock Road to Brookton Highway for connectivity with Network 7, then it is appropriate for Council to seek to rescind Council resolution 8597 (15 September 2015) as it relates to Wickepin Corrigin Rd to CBH entrance as RAV Network 7.

STATUTORY ENVIRONMENT

Local Government Act 1995

Road Traffic Act 1972

Road Traffic (Vehicles) Act 2012

Road Traffic (Vehicle Standards) Regulations 2002

POLICY IMPLICATIONS

Whilst there are no known policies relating to this Item, it would be appropriate for the Shire to investigate a policy arrangement for Council to address the RAV system on Shire roads.

FINANCIAL IMPLICATIONS

There are no known significant financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023:

6.2 Focus area two: Developing Leadership

Goal Five: We want to strengthen our community's position for the future

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government
A representative model that reflects the community and acts on their aspirations	Effective governance and advocacy by the Shire

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Corporate Business Plan 2013-2017:

5. STRATEGIC THEMES

5.2 Developing Leadership

Strategic Community Plan link	Strategies
Goal Four - 1	Regular Council meetings and forums are held to facilitate transparent and informed decision making

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council advise Main Roads WA (MRWA) that it supports upgrading Wickepin Corrigin Road from Bullaring–George Rock Road to Brookton Highway as conditional RAV Network 7 combinations should the above roads are assessed and approved for RAV Network 7.

**8.3.2. SUPPLY AND LAY OF BITUMINOUS PRODUCTS INCLUDING AGGREGATE FOR THE
SHIRE OF CORRIGIN (CONFIDENTIAL)**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	20 August 2016
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	ROA 0022
Attachment Reference:	Attachment 8.3.2A, 8.3.2B and 8.3.2C

CONFIDENTIAL

This Item is a confidential pursuant to s5.23 (2)(c) of the *Local Government Act 1995* - a matter of
“..... a contract being entered into, or which may be entered into, by the local government and
which relates to a matter to be discussed at the meeting.

9. NOTICE OF MOTIONS FOR THE NEXT MEETING

Applicant:	Cr Terry Pridham
Location:	Shire of Corrigin
Date:	18 October 2016
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	Rob Paull is a member of the Rotary Club of Corrigin
File Number:	RCS 0014
Attachment Reference:	Nil

SUMMARY

A Notice of Elected Members Motion seeks Council's support to have two new 'Information Bays' built and installed in conjunction with the Rotary Club of Corrigin, Main Roads WA and the Shire.

BACKGROUND

The Rotary Club of Corrigin has erected and maintains an 'Information Bay' at the Rotary Park parking area on Kunjin Street. It is understood that something similar is sought through the Notice of Motion for two new areas, both approximately 5.5km east and west of the 'Rotary' Information Bay, Kunjin Street

Cr Pridham's Notice of Motion proposes as follows:

"That the Shire of Corrigin in conjunction with Main Roads WA and the Rotary Club of Corrigin establish two 'Information Bays' to be built and installed as follows:

- *One at the west side of town on the on the Corrigin-Brookton Road at the Dog Cemetery; and*
- *One at the east side of town on the on south side of the Corrigin-Kondinin Road (at existing the truck bay).*

These bays to be known as the Rotary Club of Corrigin information bays with appropriate signage for these areas to be installed."

COMMENT

Both proposed 'Information Bays' are located approximately 5.5km from the existing 'Rotary' Information Bay at Rotary Park, Kunjin Street and are shown on the following map:





Existing 'Rotary' Information Bay at Rotary Park, Kunjin Street



'Dog Cemetery' – approximately 5.5km west of the 'Rotary' Information Bay, Kunjin Street



'Truck parking Bay' – approximately 5.5km east of the 'Rotary' Information Bay, Kunjin Street

Council has placed 'tourism' as an important focus of its strategic direction and 'Information Bays' clearly form a means to undertake to support a tourism focus.

Comment from the Rotary Club of Corrigin on its role in the establishment and maintenance of the additional 'Information Bays' was sought (as per the Notice of Motion). The Club has resolved that it 'in-principle', it is prepared to support both new 'Information bays' which would be similar to that which Rotary has established at Rotary Park (Kunjin Street).

From a Shire perspective, the Notice of Motion would enhance the tourism potential of Corrigin by providing travellers with information on the district and encouraging them to stop. This would add economic benefits to the commercial operators in Corrigin would advantage the whole community.

Should the Notice of Motion be adopted by Council, it is anticipated that the Shire would need to discuss the timing, cost and other arrangements with the Rotary Club of Corrigin. In addition, it would be appropriate to have a 'memorandum of understanding' with the Shire and the Club to ensure that the ongoing upkeep and maintenance of signage was clearly defined.

STATUTORY ENVIRONMENT

Main Roads Act 1930

Main Roads Control of Advertisement Regulations 1996

As the proposed Information Bays are located on a declared highway (ss14 and 16 of the *Main Roads Act 1930*), the consent for any works or advertising on a highway is required from MRWA. In this regard, it is anticipated that that Shire would assist the Rotary Club of Corrigin in seeking any necessary approvals.

POLICY IMPLICATIONS

There are no known policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Provided the Rotary Club of Corrigin accept the role of erecting and maintaining the 'information bays', there are no known significant financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023:

6.1 Focus area one: Economic Development

Goal One: We want to be able to spend our money locally and encourage others to do the same

Strategy	Outcome
Develop tourism in the Shire, showcasing existing attractions new events and the Main Street	Showcasing our attractions increases the number of people visiting the area
Develop short-term and overnight accommodation options in the Shire	Visitors stay longer in our community and short-term employees can reside in the Shire

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Corporate Business Plan 2013-2017:

5. STRATEGIC THEMES

5.2 Developing Leadership

Strategic Community Plan link	Strategies
L Goal Five - 1	Manage the Shire's finances and financial service activities to ensure the continuous, sustained operation of Council

VOTING REQUIREMENT

Simple Majority

NOTICE OF MOTION – COUNCILLOR PRIDHAM

“That the Shire of Corrigin in conjunction with Main Roads WA and the Rotary Club of Corrigin establish two ‘Information Bays’ to be built and installed as follows:

- *One at the west side of town on the on the Corrigin-Brookton Road at the Dog Cemetery; and*
- *One at the east side of town on the on south side of the Corrigin-Kondinin Road (at existing the truck bay).*

These bays to be known as the Rotary Club of Corrigin information bays with appropriate signage for these areas to be installed.”

10. CHIEF EXECUTIVE OFFICER'S REPORT

11. PRESIDENT'S REPORT

12. COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

13. URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL

14. INFORMATION BULLETIN

15. WALGA AND CENTRAL ZONE MOTIONS

16. NEXT MEETING

The next ordinary meeting of Council is scheduled for Tuesday 15 November 2016 at 9 Lynch Street Corrigin commencing at 3pm.

17. MEETING CLOSURE