



Shire of
Katanning
Heart of the Great Southern

'A prosperous, vibrant and diverse community working together.'

**NOTICE OF
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on
Tuesday 24 August 2021 in the Shire of Katanning Council Chambers,
52 Austral Terrace, Katanning, commencing at **7:00pm**.

Julian Murphy
CHIEF EXECUTIVE OFFICER
Thursday 19 August 2021

DISCLAIMER

The Council of the Shire of Katanning hereby
advises that before taking any action on an application or a
decision of the Council, any applicant or members of the
public should wait for written advice from the Council.

PRESIDING MEMBER _____

DATE SIGNED _____



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PLEASE NOTE:

Council Meetings are recorded for accuracy of minute taking.

1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at ____ pm.

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Liz Guidera - President

Members: Cr John Goodheart – Deputy President
Cr Danny McGrath
Cr Serena Sandwell
Cr Martin van Koldenhoven
Cr Owen Boxall
Cr Kristy D’Aprile
Cr Mark Stephens

Council Officers: Julian Murphy, Chief Executive Officer
Denise Gobbart, Executive Manager Corporate & Community
Sam Bryce, Executive Manager Infrastructure & Assets
Sue Eastcott, Executive Assistant to CEO

Gallery:

Media:

Apologies:

Leave of Absence: Cr Ernie Menghini

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE****5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****6. PUBLIC QUESTION/STATEMENT TIME****7. APPLICATIONS FOR LEAVE OF ABSENCE****8. PETITIONS/DEPUTATIONS/PRESENTATIONS****9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

- 9.1 **Ordinary Council Meeting – Tuesday 27 July 2021**
(SEE ATTACHED MINUTES)

Voting Requirement: Simple Majority

- OC/21 **That the minutes of the Ordinary Council Meeting held on Tuesday 27 July 2021 confirmed as a true record of proceedings.**

CARRIED/LOST:

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 EXECUTIVE MANAGER INFRASTRUCTURE AND ASSETS

10.1.1 Restricted Access Vehicle Network

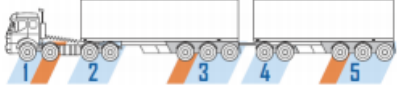

File Ref: RD.PG.2
Reporting Officer: Cherrie Campbell, Executive Officer Infrastructure & Assets
Date Report Prepared: 12 August 2021
Disclosure of Interest: Nil

Issue:
 Main Roads Heavy Vehicle Services (HVS) proposes to upgrade the following road Clive Street. The Shire wishes to support the amendments to the current Restricted Access Vehicle (RAV) network approved route.

Body/Background:
 Main Roads Western Australia (MRWA) have received an application request to upgrade Clive Street to a RAV Network 4.3 access for fuel delivery to Woolworths Caltex Service Station.

The table below shows the changes which Main Roads are considering for endorsement onto the HVS network:

Road Name	From	To	Current Network	Requested Network
Clive Street	Great Southern Highway Roundabout	Woolworths Caltex - Clive Street	RAV 3 & N3.3	RAV 4 & N4.3

Category 3 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
3A	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	≤27.5 m	Level 1	89 t	4 t	N3.1
			Level 2	91 t	6 t	N3.2
			Level 3	94 t	9 t	N3.3
Category 4 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
4A	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	≤27.5 m	Level 1	93.5 t	5 t	N4.1
			Level 2	96.5 t	8 t	N4.2
			Level 3	100 t	12 t	N4.3

Officer's Comment:

The application to amend the RAV network for Clive Street to RAV3 and N3.3 was supported by Council at its July 2021 Meeting, however on review Main Roads is proposing to increase network access to RAV4 and N4.3.

This will give the transport operators more freedom to use a wider range of vehicle combinations on the road, without adding additional safety concerns. The overall impact on pavement may result in reduction in useful life however in most cases no major impact is noted with the RAV network when used correctly in accordance with Main Road requirements.

Statutory Environment:

Road Traffic Act 2014

Road Traffic Regulations 2014

Policy Implications:

There are no Shire of Katanning policy implications for this report.

Financial Implications:

With the increase of requested vehicle weight and length under current pavement conditions it is recommended to increase the frequency of pavement inspections on the route to one visit every three months. Estimated cost per visit one hundred and fifty dollars.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "low". The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need
OBJECTIVE	B1.2	Provide facilities that meet community need.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/21 **That Council supports the application to amend the Restricted Access Vehicle Network to RAV4 and N4.3 for Clive Street Katanning.**

CARRIED/LOST:

10.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

10.2.1 Schedule of Accounts (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Shenae Watts, Creditor Officer
Report Prepared: 03 August 2021
Disclosure of Interest: Nil

Body/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.

Below is a summary of the payments made for the financial year:

Month	Cheques 2020/21	EFT Payments 2020/21	Direct Debits 2020/21	Credit Card 2020/21	Payroll 2020/21	Trust 2020/21	Total Payments 2020/21
July	559.90	1,239,701.92	39,737.04	5,458.49	234,583.47	0.00	1,520,040.82
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
Total	559.90	1,239,701.92	39,737.04	5,458.49	234,583.47	0.00	1,520,040.82

Officer's Comment:

The schedule of accounts for the month of July 2021 are attached.

The Finance Forum held on 10 August 2021 gave attending Councillors an opportunity to ask questions regarding the presented accounts paid.

Statutory Environment:

Local Government Act 1995.

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution*; or
- (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications:

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

Financial Implications:

Expenditure in accordance with s6.8 (1) (a) of the Local Government Act 1995.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/18 That Council endorses the Schedule of Accounts as presented, being cheques 42381-42382 totalling \$559.90, EFT payments 32375-32556 totalling \$1,239,701.92, direct payments totalling \$39,737.04 and credit card payments totalling \$5,458.49 authorised and paid in July 2021.

CARRIED/LOST:

10.3 CHIEF EXECUTIVE OFFICER'S REPORTS

10.3.1 Community Meeting Rooms (ATTACHMENT)

File Ref: CP.AC.1
Reporting Officer: Julian Murphy, CEO
Date Report Prepared: 17 August 2021
Disclosure of Interest: Nil

Issue:

To consider the utilisation of the Community Meeting Rooms located at the old Shire Offices.

Body/Background:

The old Shire Offices located at 16 Austral Terrace Katanning have been renovated to accommodate a medical centre with 6 consulting rooms and associated facilities. The old Council Chambers and Committee Room have been renovated to create a community meeting space.

The renovations were funded partly by the Federal Department of Health (\$505K) and The Shire of Katanning (\$300K)

Community Meeting Rooms

The Community Meeting Rooms renovation was funded primarily through the Facilities for Seniors Reserve and it is proposed that Seniors groups be given priority access to the facility.

The Community Meeting Rooms are suitable for events, meetings, seminars and workshops catering for groups of around 50 people. Facilities include kitchen facilities, tables, chairs, smart TV and wi-fi (some equipment is still to be purchased). The courtyard and outside lawn area also add to the useable space. Provision has been made in the 2021/22 Budget to complete the fit out with furniture etc.

The building was modified to ensure accessibility for people with varying abilities as best that could be achieved.

Hire Fees

It is proposed that the same hire fee structure currently being used for the Library Community Room be applied to the Community Meeting Rooms:

Hire Fees	Per hour	Per day
Commercial/Government	\$35.00	\$175.00
Non Commercial	\$17.50	\$87.50
Seniors/Community Groups	No Charge	No Charge

NB: Priority to be given to Seniors Groups

The facility does not lend itself to multiple users (i.e. two different groups using either meeting room at the same time) and the hire fee would cover the entire Community Meeting Rooms facilities.

Katanning Community Groups Hire Charge Policy

The Katanning Community Groups Hire Charge Policy has provision for the following shire facilities to be available to Katanning community groups to hold meetings free of charge:

- Community Room at the Katanning Library
- Meeting Room at the Katanning Leisure Centre
- Meeting Rooms at the Town Hall/Katanning Regional Entertainment Centre

Officer's Comment:

It is proposed that Council amends the Policy to include the Community Meeting Rooms at the Katanning Community and Medical Centre (old Shire Office) for community groups to use free of charge. A copy of the amended Policy is attached.

Facility Name

Consideration should be given to a name for the facility to help identify the place for both Shire Staff and the Community to be used on signage, promotional material and forms etc. It is proposed the facility be named the Katanning Community and Medical Centre and that the meeting rooms be identified as the Community Meeting Rooms.

Opening

The CEO has written to Federal Minister for Health Greg Hunt and Local MP Rick Wilson inviting them to arrange a formal opening of the building. Due to Covid restrictions travel to and from Canberra is limited and arrangements for a suitable opening ceremony are being discussed with the local MP's office.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Proposed amendment to the Katanning Community Groups Hire Charge Policy to include the Community Meeting Rooms at the Katanning Community and Medical Centre (old Shire Office) for community groups to use free of charge.

Financial Implications:

Potential income from hire of the Community Meeting Rooms forgone to provide community groups use free of charge.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The level of risk is considered to be "Low" risk and can be managed by routine procedures and with currently available resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community recognized as a great place to live and visit
OBJECTIVE	L1.2	Provide effective leadership and good governance
PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need
PRIORITY	B1.2	Provide Council facilities that meet community need

Voting Requirement: Simple Majority**Officer's Recommendation/Council Motion:****OC/21****That Council:**

1. Endorses the naming of the old Shire Offices located at 16 Austral Terrace Katanning as the Katanning Community and Medical Centre and that the meeting rooms be identified as the Community Meeting Rooms;
2. Makes provision in the 2021/22 Schedule of Fees and Charges for the hire fee structure currently being used for the Library Community Room to be applied to the Community Meeting Rooms;
3. Gives priority use to Seniors Groups of the Community Meeting Rooms; and
4. Amends the Katanning Community Groups Hire Charge Policy to include free use for community groups of the Community Meeting Rooms, as proposed.

CARRIED/LOST:

10.3.2 Former Sheep Saleyards (ATTACHMENT)

File Ref: A2324
Reporting Officer: Julian Murphy, CEO
Date Report Prepared: 17 August 2021
Disclosure of Interest: Nil

Issue:

To consider the *Asset Report Former Sheep Saleyards - Dore Street/Anderson Street, Katanning: July 2021* and the recommendations contained within the report.

Body/Background:

The former Sheep Saleyards located on Dore Street Katanning includes sixteen (16) freehold lots owned by the Shire of Katanning, Crown Land (Reserve 22206 being Lots 934 and 1008 and Reserve 22207 being Lot 903) and sections of unmade and closed road reserves.

Following the closure and decommissioning of the former Saleyards, the site has been largely unoccupied and the land is surplus to requirements. One lot was sold to Katanning Logistics and another to Katanning Environmental on a as is where is basis.

A report addressing the key considerations relating to the land is attached (*Asset Report Former Sheep Saleyards - Dore Street/Anderson Street, Katanning: July 2021*).

The report makes 10 recommendations relating to the remediation, future use and development of the land:

Options and Actions to rectify/address the Limitations

Western Precinct

Recommendation	Action	Cost
1	Demolish the existing building given its age and poor	\$80,000
2	Reconstruct Dore Street within the 'original' road reserve (Lot 1008), with an industrial standard cul-de-sac/turn-around or connection north through to Anderson Street.	\$180,000
3	Remove/modify the pavement and crossovers in Lots 513, 3 & 4 and make good	\$4,000
4	Remove/modify the pavement and crossovers in Lots 513, 3 & 4 and make good	\$4,000
5	Relocate the overhead power line and potentially convert to underground	\$95,000
6	Relinquish the 'Saleyards and Parking' purpose and Management Order for Lot 1008 and seek to have the land re-dedicated as a road reserve.	\$2,500

Eastern Precinct

Recommendation	Action	Cost
7	Prepare preliminary road and drainage design drawings for an eastern extension of Dore Street to service Lots 501-509 and 531-535. Consider industrial standard cul-de-sac/turn-around or a bridge/culvert across the creek through to Arnold Street.	\$14,000
8	Obtain quotation from Western Power for headworks/connection costs	\$2,000

9	Compile a list of constraints and limitations for each land parcel (for disclosure) and call for expressions of interest from prospective purchasers	\$3,500
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General

Recommendation	Action
10	<p>That Council:</p> <ol style="list-style-type: none"> 1. Notes the lots at the former Katanning Saleyards Site are the subject of Memorial K761385 ML – Contaminated Sites Act, Registered 4 November 2008 and are classified as ‘Contaminated – Restricted Use’; 2. Notes that the land is zoned General Industry under Local Planning Scheme No. 5; and that 3. The ‘Contaminated – Restricted Use’ classification which allows for industrial and commercial uses is not considered detrimental to the value of the site nor is it inconsistent with the current General Industry zoning and therefore the Council is not obligated to remediate the site as a pre-requisite to sale or development and Council does not intend to amend the zoning.

The first major consideration is the demolition of the old saleyards office and facilities and the realignment and reconstruction of Dore Street. The report provides indicative costing relating to each of the recommendations (totalling around \$400,000).

Council has approximately \$1M set aside in Reserves to undertake the required works at the former Saleyards site.

Recommendation 10 in the report notes that whilst the site is on the WA Contaminated Sites Register, the ‘Contaminated – Restricted Use’ classification allows for industrial and commercial use and it is not considered detrimental to the value of the site nor is it inconsistent with the current General Industry zoning under the Planning Scheme. Council is not obligated to remediate the site as a pre-requisite to sale or development. Further remediation is not required so long as Council does not intend to change the zoning.

Officer’s Comment:

That Council considers the *Asset Report Former Sheep Saleyards - Dore Street/Anderson Street, Katanning: July 2021* including all 10 recommendations contained within the report and makes sufficient provision in the 2021/22 Budget to implement the recommendations to be funded from the Saleyards Reserve.

Statutory Environment:

Local Government Act 1995
 Local Planning Scheme No. 5
 Aboriginal Heritage Act 1972
 Contaminated Sites Act 2003

Policy Implications:

There are no Council policies relating to this matter.

Financial Implications:

Cost of demolition of former Sheep Saleyards office and facilities, realignment and reconstruction of Dore Street and implementation of the report recommendations is estimated at around \$400,000 to be funded from the Saleyards Reserve.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The level of risk is considered to be "Low" risk and can be managed by routine procedures and with currently available resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community recognized as a great place to live and visit
OBJECTIVE	L1.2	Provide effective leadership and good governance
PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need
PRIORITY	B1.2	Provide Council facilities that meet community need

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/21

That Council:

- 1. Receives the *Asset Report Former Sheep Saleyards - Dore Street/Anderson Street, Katanning: July 2021*;**
- 2. Adopts all 10 recommendations contained within the Report; and**
- 3. Makes sufficient provision in the 2021/22 Budget to implement the recommendations to be funded from the Saleyards Reserve.**

CARRIED/LOST:

10.3.3 Independent Living Units Eligibility (ATTACHMENT)

File Ref: CP.AC.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 17 August 2021
Disclosure of Interest: Nil

Issue:

To consider adopting a policy for the eligibility criteria for the 4 independent living units (ILUs) constructed in the new Piesse Lake Subdivision, Katanning.

Body/Background:

The Shire of Katanning has constructed 4 independent living units in the new Piesse Lake Subdivision using a combination of State, Federal and Local Government funds.

Eligibility

Under the State Regional Aged Accommodation Program (RAAP) guidelines the Shire is required to establish eligibility criteria based on a person's age and income status. The following criteria has been set by the State funding body:

To be eligible a residents must:

- a) *Satisfy the means testing outlined in the (former) Department of Housing 'Community Housing Income and Asset Limits' Policy – refer to https://www.housing.wa.gov.au/HousingDocuments/Community_Housing_Income_and_Asset_Limits_Policy.pdf; and*
- b) *Be over the age of 65 years at the commencement of the lease (over the age of 55 years for indigenous Australians).*

The draft Eligibility Criteria Policy is attached for information.

Rent

The Shire is also required to adhere to the Community Housing Rent Setting policy for low income earners which states the following:

Providers must charge an affordable rent of no less than 25% and no higher than 30% of a households net (after tax) income.

Given the eligibility income limit of approximately \$23,500 set out in the *Community Housing Income and Asset Limits Policy*, Rent for the units would be set around \$135 per week depending on household income.

Officer's Comment:

That Council establishes eligibility criteria for its independent living units based on the draft Eligibility Criteria Policy proposed.

Statutory Environment:

Local Government Act 1995

Policy Implications:

New policy relating to the eligibility criteria for Independent Living Units owned by the Shire of Katanning

Financial Implications:

Establishment of eligibility criteria and income limits for selecting tenants and setting rents for Independent Living Units owned by the Shire of Katanning.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community recognized as a great place to live and visit
OBJECTIVE	L1.2	Provide effective leadership and good governance
PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need
PRIORITY	B1.2	Provide Council facilities that meet community need

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/21 **That Council adopts the Shire of Katanning Independent Living Units – Eligibility Criteria Policy as proposed.**

CARRIED/LOST:

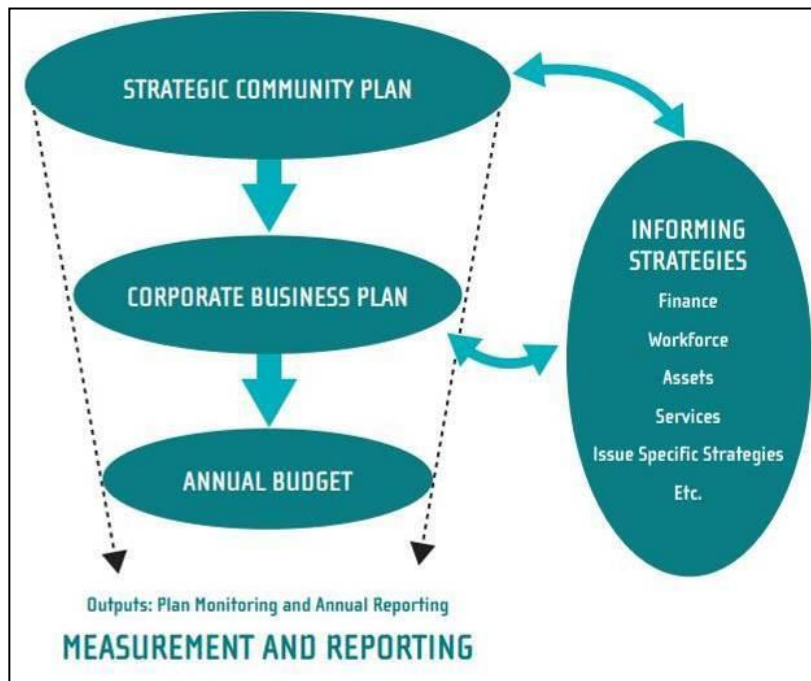
10.3.4 Shire of Katanning Workforce Plan (ATTACHMENT)

File Ref: CM.PL.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 17 August 2021
Disclosure of Interest: Nil

Issue:
 To consider the Shire of Katanning Workforce Plan 2021.

Body/Background:

Workforce planning is undertaken to ensure that the Shire workforce is able to deliver Council's current and future objectives. The Workforce Plan is a strategic informing document that addresses the requirements of the integrated planning and reporting framework outlined in the Local Government Act 1995.



Integrated Planning and Reporting Process

The Shire of Katanning Workforce Plan 2021 has been developed to support the delivery of the Corporate Business Plan. A copy of the Workforce Plan is attached.

Officer's Comment:

The Workforce Plan includes data collected from staff satisfaction surveys undertaken each year. Staff feedback assists to identify structural and cultural issues which have been addressed and the current plan reflects the existing workforce situation.

The plan will be reviewed on an ongoing basis to ensure that the workforce is able to meet Council's objectives.

Statutory Environment:

Local Government Act 1995, section 5.56 – Planning for the future.

Policy Implications:

Nil

Financial Implications:

The Shire of Katanning Workforce Plan 2021 was developed within current budget and resource provisions.

Risk Implications:

This item has been evaluated against the Shire of Katanning’s Risk Assessment and Acceptance Criteria. The level of risk is considered to be “Low” risk and can be managed by routine procedures and with currently available resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community recognized as a great place to live and visit
OBJECTIVE	L1.2	Provide effective leadership and good governance
ASPIRATION	L2	A collaborative, progressive and resilient Local Government which is sustainably resourced
OBJECTIVE	L2.1	Optimise use of Shire resources – improve organizational systems

Voting Requirement: Simple Majority

Officer’s Recommendation/Council Motion:

OC/21 That Council receives the Shire of Katanning Workforce Plan 2021.

CARRIED/LOST:

11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at ___ pm.