



Minutes

Works & Services Committee Meeting

On	Wednesday 21 September 2016
At	Council Chambers, Calingiri
Commenced	11.07am

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	3
2	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED	3
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
4	CONFIRMATION OF MINUTES	3
5	ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION	4
6	PRESIDENT AND COUNCILLORS REPORTS.....	4
7	ITEMS FOR CONSIDERATION BY COMMITTEE	4
	7.1 PLANTS AND WORKS SERVICES COMMITTEE REPORT	4
	7.2 WORKS AND SERVICES MANAGERS REPORT	5
8	NEW BUSINESS OF AN URGENT NATURE APPROVED BY COUNCIL RESOLUTION	16
9	DECLARATION OF CLOSURE	16

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 11.07am and welcomed visitors Amy Halliday and Lynette Pereira from the Department of Local Government and Communities to the meeting.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED

President:	Cr D Lovelock	West Ward
Deputy President:	Cr S Penn	South Ward
Councillors:	Cr A Broadhurst	East Ward
	Cr N Clarke	South Ward
	Cr P Carr	West Ward
	Cr J Kelly	West Ward
	Cr D Smith	East Ward
	Cr J Corless-Crowther	Central Ward
Apologies:	Nil	
Leave of Absence:	Nil	
(Acting) Chief Executive Officer:		Mr I Graham
Executive Assistant:		Ms S Mearns
Works & Services Manager:		Mr D Holland

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

RESOLUTION 185/2016

Moved: Cr J Kelly

Seconded: Cr J Corless-Crowther

That the Minutes of the Works and Services Committee Meeting held 17 August 2016 be confirmed as a true and correct record of proceedings.

Motion Put & Carried: 8/0

4.2 Business Arising from Minutes

Bolgart East Road

The Works & Services Manager confirmed that works and being completed with sprayed being undertaken this week. It was advised that works have been delayed due to the inclement weather.

Yerecoin Potholes

The Works & Services Manager confirmed that workers will be back in Yerecoin next week to repair potholes.

5 ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION
--

Nil

6 PRESIDENT AND COUNCILLORS REPORTS
--

Nil

7 ITEMS FOR CONSIDERATION BY COMMITTEE

7.1 PLANTS AND WORKS SERVICES COMMITTEE REPORT

RESOLUTION 186/2016

Moved: Cr P Carr

Seconded: Cr J Kelly

That the items in the Plant and Works Status Report detailed below be noted.

Motion Put and Carried: 8/0

Item No	Report Details	Action Required	Status
W9/2016	Works and Services Managers Report	Nil. Report received.	Complete

7.2 WORKS AND SERVICES MANAGERS REPORT

FILE REFERENCE	A1.2.1
REPORT DATE	14 September 2016
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	David Holland - Works and Services Manager
ATTACHMENTS	<ul style="list-style-type: none">• Vehicle and Plant Report• Grading Hierarchy

PURPOSE OF REPORT

To inform Council of the Works Manager and staff actions, Maintenance program.

BACKGROUND

A schedule of maintenance works that are undertaken throughout the Shire is provided for Councils information.

COMMENT

Gardens, Parks and Road Verges

Bolgart

- General up keep
- Tip Maintenance.
- Bolgart Cemetery, Clean up.
- Weed spraying
- Mowing

Calingiri

- General up keep
- Tip Maintenance.
- Weed spraying
- Mowing

Mogumber

- General up keep
- Tip maintenance.
- Weed spraying

Yerecoin, Gillingarra, Piawaning

- General up keep
- Weed spraying

General

Mowing, clearing rubbish including tree branches, clearing drains, parks and reserves, reticulation, weed spraying, footpath repairs and replace.
The crews have been doing various maintenance works.

Refuse Sites

The two refuse sites that are now manned have had some teething problems one the first week but in all has not been too much of a problem, with only some comments coming as to the amount they are allowed to dispose of and some regarding the closure of Calingiri, but this has now dissipated and there have not been any complaints coming in that I am aware of.

Maintenance Grading

Grading in areas 1 and 2, is now into the winter grade.

Area 3 is now being completed by the contractor that tendered for the works.

I have given a portion of the grading to AK Evans, I will see if the two contractors can complete other sections before giving it out to a third contractor.

Plant

General maintenance and servicing of Shire plant and machinery.

There have been some major and minor break downs this month they are:

- Various servicing to vehicles, plant and machinery,
- Tyres on various vehicles, plant and machinery,
- Various small plant repairs.

Construction Crew

The crew are continuing maintenance works, the shoulder grading on Mogumber-Yarawindah has started, they will be completing this road then onto Mogumber West and Wongan Waddington from Piawaning to the boundary, and before getting there they will do repairs to the New-Norcia Calingiri Rd.

They will then start our re-sheeting program starting with Golf Course Rd.

Future Construction Projects

After they finish Golf Course Re-Sheeting they will do the GATT seal on Yerecoin East Rd, and some patches that have been approved through the RRG funding.

Contractors Projects

Contractors doing the works on Gillingarra- Glentromie Rd and Wirrilda Rd, these works will continue as soon as the ground dries out, which if the rain stops for a while should be at the end of September early October.

Burnett Rd has had a lot of work completed on it with more drainage works to be done when the streams stop flowing, jobs completed on this road are; trimming mulching and removal of overhanging and bushy foliage to the entire section of road, grading and the top up of gravel in some areas and the cut down of the major rises to allow better access to the rear property, the resident has been working with the contractor in this matter.

Councillors Discussion Points

1. I have been asked by the seniors in Yerecoin if we could do a greens pick-up as they cannot get their pruning's to the tip, I will be doing a pick-up in Piawaning in October the letters will go out early October, we can ask the **seniors only** to have their pruning out at the same time if council agrees with this request.

RESOLUTION 187/2016

Moved: Cr S Penn

Seconded: Cr J Kelly

That Council adopt the process of collecting green waste from Seniors only in Yerecoin following roadside collection in Piawaning.

Motion Put and Carried: 8/0

2. Mosquito eradication, where we cannot eradicate them fully, I have been doing a lot of research into this and have been advised by different LG EHO's that in the first instance we need to look at what species of mosquitoes we have where their main breeding areas are. This is what the health department has also said.

I have also been given several companies that deal mainly with mosquitoes and associated products, I have attached for councils perusal brochures on a product we can give in the first instance and then after sell to the residents. I need the EHO to look into getting someone to come in and set traps and send them off to the health department, as it is part of his position. We also need to have an information campaign on what the residents are required to do in their property by law, to help stop the increase of mosquito breeding sites and their responsibilities with regards to helping in eradicating or lessening the mosquito population.

3. I have put the new six wheel tipper out for tender through the WALGA e'Quotes system, this will open on the 22nd of September and close on the 14th October with the decision being made by the Acting CEO and myself with council approval as soon as possible after it closes, and inform council of this decision the November meeting.

Councillors Information

1. The Shire was going to complete a second trial of a product used last year, it has now become apparent that this company does not want to complete this trial in the same manner as the last trial, they have asked for a totally different set of criteria to the last which was not covered in the budget to complete the upcoming trial, as such they have withdrawn their product all together for the utilization by the Shire.

After discussing this with the previous and acting CEO, we have come to the conclusion that, it would not be in the best interest for council to pursue this, and will look at different products council could use in similar situations.

2. **Secondary Freight Route in the Wheatbelt**, as discussed in council last month, there was a resolution to have some funding go into the business case and funding for this project.

I have had correspondence from the secretary of the Moora Sub-group asking that the sub-group sends in a further letter as a group, asking that we have more input into the business case and other expertise gained from each sub-group member.

Attached is the letter template sent to the Regional Development Australia Wheatbelt Inc.

3. **Bolgart Subdivision**, I have been in contact with the surveyor and have been told that he is intending to start the process of surveying and dividing the blocks in the next week, when this happens he will send the drawings back to council for approval, this will then be submitted to the relevant department(s) for approval, we should then be able to sell the blocks, these processes should take around six months to complete but may be reduced if everything goes our way.

Councillors Questions

Woods Rd, Council had a question as to what was the cost to date for the repairs to Woods Rd after it was completely destroyed by a contract carter, it has cost council \$10,000 to date just to get it open and safe for light vehicle traffic to use.

Administration, meetings and inspections during this reporting period

Administration
Private Works.
Staff time sheets.
Customer enquiries.
Maintenance works program.
Ordering parts and materials.
Depot General Duties - phone, emails, design, staff works program, etc.
Meetings
Various
Site Inspections/works
Road signage.
Bitumen Roads.
Rural Roads Area 1 Area 2 and Area 3 inspections
Calingiri, Bolgart, Mogumber Waste Sites – Weekly.

POLICY REQUIREMENTS

NIL

LEGISLATIVE REQUIREMENTS

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS

There are no known strategic implications related to this item.

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

- **Economic**
There are no known significant economic implications associated with this proposal.
- **Social**
There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: *No*

RESOLUTION 188/2016

Moved: Cr D Smith

Seconded: Cr A Broadhurst

That the Works and Services Managers report be received and noted.

Motion Put and Carried: 8/0

Template sent to the Regional Development Australia Wheatbelt Inc.

TEMPLATE ONLY

Juliet Grist
Executive Officer
Regional Development Australia Wheatbelt Inc.
3 Constable Street
GINGIN WA 6503

via email: Juliet.grist@rdawheatbelt.com.au

Dear Juliet

Secondary Freight Routes in the Wheatbelt

I refer to the project being led by the Wheatbelt North and Wheatbelt South Regional Road Groups to identify and develop the secondary freight routes required to serve agricultural and other industries in the Wheatbelt Region.

Members of the Moora Sub-Group, of the Wheatbelt North Regional Road Group, have actively participated in workshops with neighbouring Sub-groups during 2015 and 2016 seeking to identify and agree an integrated road network to meet the freight needs of industry.

The Sub-group would like to offer its support to the application for Regional Grants Scheme funding to undertake a technical assessment of the identified Secondary Freight Routes against the requirements for movement of Restricted Access Vehicles and to prioritise, scope and cost the work that would be required to provide a freight network at the required level of service.

To date the Sub-group has committed considerable hours to the identification of priority routes in consultation with industry, Local Governments and Main Roads WA. The Sub-group will provide any technical information it has available, including road construction specifications and traffic count data to support this project. Shires within the Sub-group are willing to commit funds and resources to this project should the grant application be successful.

The Sub-group believes that the technical assessment, grant application and business case development should be undertaken in close consultation with the Wheatbelt North Regional Road Group Sub-groups and their associated Shires. There is considerable technical expertise, construction and budgeting skills, as well as local network knowledge within the sub-groups which is vital to the success of the secondary freight routes. The existing sub-group process also provides a mechanism for dissemination of information and consensus from the shires.

The Sub-group insists that representatives from each Sub-group are formally involved in the technical assessment and business case development process through the Chairperson, Secretariat and Technical Representative. These representatives would continue to work closely with Main Roads WA Wheatbelt Region and Heavy Vehicle Operations, as well as other key stakeholders, such as Wheatbelt Development Commission, who are already well advanced with similar investigations.

The Moora Sub-group sees the development of appropriate secondary freight routes as vital to the agricultural region and wholly supports the application for Regional Grants Scheme funding with extensive input from the Regional Road Group Sub-groups.

Yours sincerely

*Chairperson Moora Sub-group
Wheatbelt North Regional Road Group*

Vehicles and Plant Report – YTD

Shire of Victoria Plains
Vehicles & Plant Report YTD 31st August 2016

Plant No	Plant Description	Plant Repair Wages		Tyres & Tubes		Parts & Repairs		Insurance & Licences		Fuel & Oil		Cash Total		Operating Hours Total Life Hr/kins	Quantity Budget Usage	Actual Versus Budget
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual YTD	Budget			
PAV40	Jeep Cherokee													47720		
PAV41	Subaru Outback													21985		
Total Admin Vehicles																
PFT10	Toyota Landcruiser			953	621	301	371	762	601	2,336	882	Sold				
PFT11	Bolger Fire Truck			80												
PFT13	Izuzu Fire Truck			1,025	892	701		1,363		3,218						
PFT14	New Norcia Fire Truck (Izuzu)															
PFT15	Izuzu Fire Truck - Calligiri	174														
PFT16	Izuzu Fire Truck - Yarecolin															
Total Bush Fire Vehicles																
PWV51	Nissan RX D/Cab 2			174	214	40		552		960				120565		
PWV54	Nissan RX D/Cab 2	307		50	235	40		400		1,532				27531		
PWV55	Toyota Hilux - (NORRA Crew Cab)	120		298	170	60		625		979				47983		
PWV56	Jeep Cherokee			60	170	60		664		1,001				42704		
PWV58	Nissan Navara	40		400	255	400		394		560				14464		
PWV60	Isuzu G-Van				166											
Total Depot Vehicles																
PEX01	Cat Excavator	467		724	1,548			3,745		6,487				2579		
PGN01	Kubota Gen Set K310							58		68				280		
PGN02	BKVA Silent Generator (Caf)													0		
PGN03	BKVA Diesel Generator (Bo)													5698		
PGR9	PGRA Cat Grader 120	142		373	1,118			2,668		4,277				110945		
PGR10	Caterpillar 120M Series Grader	443		3,954	1,440			2,420		7,894				110945		
PL22	Vovo 270D Main Lca			308	305			282		380				289		
PL26	Car Loader	120		52	997			501		1,660				2919		
PLR9	Volvo BL719 Backhoe	316		433	966			301		2,015				425		
PLR10	Bobcat 1650 Tractor	232		3,538	567			399		4,759				582		
PM07	Toro2800C 28hp Ride On Mower	438		46	66			182		730				3674		
PM08	Turfmaster 30 Commercial Mow				15			15		15				1438		
PRB2	Road Blower RB2							43		67				893		
PR09	Dynapac 147 Drum Roller							628		2,480				133538		
PR09	Bomag Multi-tyred Roller	1,311		684	822			2,480		7,284				170309		
PS2	Sundry Plant Items	1,076		864	305			815		2,176				168068		
PTK15	Hino 9 Tonne Truck	87		1,380	309			830		2,635				10884		
PTK18	Hino Series 300 Dump Truck	319		353	164			1,384		2,493				76021		
PTK19	Hino 700 Series Truck	25		462	785			1,223		2,700				65980		
PTK20	Hino 700 Series Truck	150		770	789			921		2,687						
PTK21	Hino 300 ST Truck	1,353		127	13			851		13						
PTL07	Trailers				33			33		33						
PTL08	Trailers (Bobbart)				10			10		10						
PTL03	Trailers	50			5			5		5						
PTL04	Trailers				87			87		87						
PTL06	Silo Upper Trailer				38			38		38						
PTL06	Silo Lower Trailer				480			480		480						
PTL08	John Deere 245-40 Trailer				24			24		24						
PTL08	Recreative Series				665			665		665						
PTL10	Trailer (ex 197 Turbines)			232				232		232						
PTL11	Perkins 1133C-33 Generator				118			118		118						
PTL12	Bobcat Trailer	330		4,795	137			137		5,197				270		
PTP1	Tree Lopper (Woodall's)				96			96		96				94003		
PTP03	Kubota M8540 Tractor/Mower	1,337		1,242	763			266		3,108						
PVR1	Wacker Ljpright															
Total Plant Costs		7,811	24,556	1,871	30,325	20,785	97,500	13,306	34,000	15,187	149,649	68,828				
Total Vehicle & Plant Costs		8,452	24,556	1,871	30,325	20,785	97,500	29,222	34,022	20,298	149,649	78,955	326,229			

T:\Finance\plant06_11\August 16 Pair

Grading Report

Shire of Victoria Plains

Analysis of Maintenance Grading Hours for the Financial Year 2016-17

Aboriginal Community	Total Hrs	Jul - Sept		Oct - Dec		Jan - Mar		Apr - Jun		Total	
		PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract
MG000											
MG0024	ADAM'S LANE										
MG0024	BAIN RD										
MG0044	BALLY HOG RD	16.50	16.50								16.50
MG0112	BEHANGING NORTH RD	17.00	11.00	8.00						11.00	6.00
MG0010	BEHANGING RD	20.00	6.50	13.50						6.50	13.50
MG0034	BENANGING RD	14.75	7.50	7.25						7.50	7.25
MG0037	BIG SPRINGS RD										
MG0119	RIN RD										
MG0051	BLOOE RD										
MG0037	BOLGART EAST RD										
MG0023	BOUGART WEST RD										
MG0017	BOUNDARY RD										
MG0002	BOXHALL RD	16.00	16.00								16.00
MG0054	BULL RD	21.00	21.00								21.00
MG0002	BULLGAN RD										
MG0078	BURNETT RD	4.50	4.50								4.50
MG0011	CALCARRA EAST RD										
MG0075	CALCARRA SIDING RD										
MG0057	CALCARRA WEST RD										
MG0008	CALINGRI NEW NORCIA ROAD										
MG0037	CARANI EAST RD	32.00	20.00	12.00						20.00	12.00
MG0013	CARANI WEST RD	40.00	21.50	18.50						21.50	18.50
MG0006	CATAGODY RD	34.50	22.50	12.00						22.50	12.00
MG0072	CATAGODY WEST ROAD										
MG0052	CLARKE RD	1.00	1.00								1.00
MG0003	COCKING RD	17.50	17.50								17.50
MG0025	COROPINE RD	74.50	41.50	33.00						41.50	33.00
MG0055	DARRAGH RD										
MG0089	DONNELLY RD										
MG0039	DUGGAN RD										
MG0079	EDMONDS RD	20.00	9.00	11.00						9.00	11.00
MG0050	ERICKSON RD										
MG0068	ESSEX RD										
MG0042	FLAVELL RD										
MG0035	FORDHAM RD	6.50	6.50								6.50
MG0019	FORREST ST										
MG0084	FOWLER RD										
MG0026	GABALONG WEST RD										
MG0016	GILLINGARRA RD	18.50	18.50								18.50
MG0019	GILLINGARRA-GI ENTROMAF RD	30.50	30.50								30.50
MG0084	GLENFROME YERRECON RD										
MG0027	GOLF COURSE RD	22.00	9.00	14.00						9.00	14.00
MG0012	GOODWALLING CALINGRIE RD										
MG0030	GOUDGE RD										
MG0034	GUTHRIE										

T:\Finance\Monthly Reports\Financials Year 2017\Grading Hours 2016-17\Grading Hours for Council 2016-17

Shire of Victoria Plains

Analysis of Maintenance Grading Hours for the Financial Year 2016-17

	Total Hrs	Jul - Sept		Oct - Dec		Jan - Mar		Apr - Jun		Total	
		PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract
MG0285 HALLICAN RD											
MG0286 HAWKINS RD											
MG0283 HEAD RD											
MG0111 HOWARD RD	7.50		7.50							7.50	
MG0135 HUNT RD											
MG0074 JONES RC											
MG0061 KELLY RD	13.00		13.00								13.00
MG0082 KING RD											
MG0014 KENNEDYS DRING WEST RD	19.50	12.50	7.00							12.50	7.00
MG0110 LANDON STREET											
MG0065 LONGMAN RD	11.50		11.50								11.50
MG0056 LYDCK RD											
MS0113 LYDCK SOUTH RD											
MG0049 MARTIN RD											
MG0053 MASTON RD											
MG0087 MISSION RD	2.00		2.00								2.00
MG0006 MOCUMBER YARAWINDA RD											
MG0048 MORTONING RD	5.50	4.00	1.50							4.00	1.50
MG0059 MURPHY GULLY RD	20.75	7.50	1.00	12.25						7.50	1.00
MG0001 NEWDALE RD											
MG0129 O BEE PLAGE											
MG0027 OLD PLAINS RC	2.00	1.00	1.00							1.00	1.00
MG0046 OLD TELEGRAPH SOUTH RD											
MG0031 PARKER RD											
MG0072 PHILLIPS RD											
MG0033 FETHER RD											
MG0076 PURNELL RD	1.00	1.00								1.00	
MG0070 PUTNAM RD											
MG0018 RED GULLY RD	12.75		12.75								
MG0089 RICK RC											
MG0043 ROL RD	24.50		24.50								24.50
MG0069 ROGERS RD											
MG0071 SALT RD											
MG0002 SANDPLAIN RD											
MG0064 SCHOLZ RD	10.50		10.50								10.50
MG0029 SKILUNG RC											
MG0090 SMITH RD											
MG0040 SUDHOLZ RD											
MG0060 SYKES RD	11.50		11.50								11.50
MG0070 THOMPSON RD	19.00		19.00								19.00
MG0047 THOMSON RD											
MG0067 WALLABARRA RC											
MG0104 WATERS ST	6.00		6.00								6.00
MG0012 WATSON RD											
MG0086 WESTLAKE RD											
MG0041 WILSON RD											

* If inoperative by Report/Financial Year 2017/2018: Victoria Plains 2016-17 Grading Part 1: Hours by Council 22/09/17

Shire of Victoria Plains
Minutes – Works and Services Committee Meeting

21 September 2016

Shire of Victoria Plains

Analysis of Maintenance Grading Hours for the Financial Year 2016-17

	Total Hrs	Jul - Sept		Oct - Dec		Jan - Mar		Apr - Jun		Total	
		PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract	PGR9	Contract
MG0066 WIRILDA RD	1.50		1.50								1.50
MC0039 WOODS RD	21.00	4.50	16.50							4.50	16.50
MG0022 WYENING EAST RD											
MG0116 WYENING SIDING RD											
MG0028 WYENING WEST RD											
MG0045 YENART RD	38.00	20.00	18.00							20.00	18.00
C9117 CALINGIRI NEW NORCIA ROAD											
C9118 YERECOM GLENTROMIE ROAD											
C9119 GOOMALLING-CALINGIRI-CORONID											
C9120 NEW NORCIA - GILLINGARRA RD											
R10028 Carani Road West											
R10025 Toodyay-Bindi Bindi Rd Shouldle											
R10021 RES RD GILLINGARRA GLENTROMIE											
R21011 TOODYAY - BINDI BINDI											
MC0130 Marti Grading - Claycrete Tria											
RR0023 Megumber West Road											
RR0026 Toodyay-Bindi Bindi Road Cemen											
RR0024 Goornalling-Gaingir Road											
	633.75	198.00	186.25	249.50						198.00	186.25
				249.50							249.50

**8 NEW BUSINESS OF AN URGENT NATURE APPROVED BY COUNCIL
RESOLUTION**

RESOLUTION 189/2016

**Moved: Cr J Kelly
Seconded: Cr A Broadhurst**

That the A/CEO write to the Minister for Transport requesting a reduction in the speed limit to 60km on Toodyay-Bindi Bindi Road, Yerecoin.

Motion Put and Carried: 8/0

RESOLUTION 190/2016

**Moved: Cr S Penn
Seconded: Cr N Clarke**

That the A/CEO write to the Minister for Transport requesting a reduction in the speed limit to 60km on Bolgart East Road, Bolgart (past the Golf Course).

Motion Put and Carried: 8/0

RESOLUTION 191/2016

**Moved: Cr J Kelly
Seconded: Cr A Broadhurst**

That the A/CEO write to the Minister for Transport requesting the replacement of culverts removed and not replaced on Bindoon Moora Road, Gillingarra.

Motion Put and Carried: 8/0

9 DECLARATION OF CLOSURE

There being no further business the Presiding Member declared the meeting closed at 12.02pm.

Signed this

18th October day of

2016.....

Presiding Member

