



Ordinary Council Meeting

Minutes

27 September 2018

Open Council Meetings – Procedures

1. All Council meetings are open to the public, except for matters raised by Council under “confidential items”.
2. Members of the public may ask a question at an ordinary Council meeting under “public question time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the Council.

Undersigned

Chief Executive Officer

Bunbury-Harvey Regional Council
Lot 45 Stanley Road, Wellesley
Western Australia 6233

Correspondence to:
Post Office Box 111
Australind WA 6233

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ATTACHMENTS

Attachment 1 -	Financial Statements for the Period Ending 31 August 2018
Attachment 2 -	Summary of Accounts Paid for the Period Ending 31 August 2018
Attachment 3 -	Equal Employment Opportunity and Diversity Plan DRAFT
Attachment 4 -	Financial Management Systems Review and Interim Audit
Attachment 5 -	Signed Confidential Evaluation Report – Groundwater Monitoring (RFT 18/19-003)

Vision

To be a leader in the development, implementation and maintenance of innovative and sustainable waste reduction, recycling and collection services while managing waste facilities with best practice standards within an engaged community.

Mission

To ensure the delivery of an integrated, cost-effective and environmentally sound waste management system and to promote sustainable community programs and policies. Intergenerational equity – ensuring that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations.

Core Values

The Bunbury-Harvey Regional Council aspires to act in accordance with the following values in all its decisions and actions:

Leadership: with good leadership, employee wellbeing and performance are enhanced and consequently the organisation thrives and prospers. Leadership is a critical determinant of organisational effectiveness empowering people to help create change. This means that the essence of leadership is building and maintaining a team and guiding that team towards desired results.

Team Work: a team environment demands that you make responsible decisions; it requires you to take charge. It requires you to develop excellent interpersonal skills to interact at a much different level with your team members.

Integrity: acting with a level of trust, respect, honesty, hard work, communication and shared responsibility that is exhibited by its people.

Accountability: ensuring the collection and management of solid waste and recovered materials in an environmentally sound manner and in accordance with regulatory requirements and the Department of Water and Environment Regulation Licence Conditions.

Respect: 'respect yourself', 'respect others' and 'respect our environment'.

Innovation: embracing new and better ways to achieve improved results through creativity, inventiveness, teamwork and the adoption of appropriate new processes and technology.

Bunbury-Harvey Regional Council

Minutes

Minutes of the Ordinary Meeting of the Bunbury-Harvey Regional Council held in the Shire of Harvey Council Chambers, Administration Building, 7 Mulgara Street, Australind on Thursday, 27 September 2018 at 4:00pm.

MINUTES

1. Declaration of Opening / Announcement of Visitors

The meeting was declared open by Cr Murray Cook at 4:00pm.

These Minutes were confirmed as being true and correct by Council on [Click here to enter a date.](#) by Council Resolution: [Click here to enter text.](#)

Cr Murray Cook
Chairperson

Mr Tony Battersby
Chief Executive Officer

2. Attendances

Council Members:	Representing
Cr Murray Cook (Chairperson)	City of Bunbury
Cr Jaysen Miguel	City of Bunbury
Cr Tresslyn Smith	City of Bunbury
Cr James Hayward	City of Bunbury
Cr Peter Monagle	Shire of Harvey
Executive Leadership Team (Non-Voting)	Representing
Mr Tony Battersby	Chief Executive Officer (BHRC)
Mr Shane Collie	Chief Executive Officer (Shire of Harvey)
Officers (Non-Voting)	Representing
Mrs Aileen Clemens	Manager Waste Services (City of Bunbury)
Mr Chris Welham	Accountant
Mrs Maryna Quinn	Council Meeting Support Officer
Others(Non-Voting)	Representing

2.1 Apologies

Cr Betty McCleary
Cr James Hayward

3. Public Question Time

Nil

4. Summary of Response to previous Questions taken on notice

Nil

5. Applications for Leave of Absence

Cr Peter Monagle – Approved Leave of Absence 25/10/18

6. Confirmation of Minutes

The minutes of the Ordinary meeting of Council held on 30 August 2018, are confirmed as a true accurate record.

COUNCIL DECISION:

MOVED BY: Cr Peter Monagle

SECONDED BY: Cr Anita Shortland

RESULT: CARRIED / ~~LOST~~ – 5/0

RESOLUTION: OC270918-1559

7. Petitions / Memorials / Presentations

Nil

8. Declarations of Interests

Nil

9. Announcements (by the presiding member without discussion)

You will recall that Tony and I attended the 2018 Waste & Recycle Conference in Perth and my subsequent report? In that I mentioned that I would approach Don Punch to try and get Minister Dawson down to check out our facilities to

- a) Prepare him to sign off on our Liner application and
- b) Support the release of some State funding for the Liner purchase. That has been done and Don has promised to approach him about a visit.

10. Reports of Committees

Nil

11. Reports of Officers

11.1 [Financial Statements for the period ending 31 August 2018](#)

Applicant / Proponent:	Internal			
Responsible Officer:	Chris Welham, Accountant			
Responsible Manager:	David Ransom, Manager Finance			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
Attachment(s):	Appendices 1 - 8			

Summary

The following comments are provided on the key elements of Council's Financial Performance:

1. Statement of Comprehensive Income **(attached at Appendix 1)**

a. Year-to-date Financial Performance to 31 August 2018

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Income	617,364	646,799	(29,435)	Unfavourable
• Year-to-date Expenditure	(744,431)	(754,267)	9,836	Favourable
• Year-to-date Operating Surplus	(127,067)	(107,468)	(19,599)	Unfavourable

2. Statement of Financial Activity **(attached at Appendix 3)**

Closing Funding Surplus to 30 June 2019 is forecast at \$204,906. There is no change from the Budgeted Closing Surplus.

3. Capital Works **(attached at Appendix 4)**

	ACTUAL	BUDGET	VARIANCE	
• Year-to-date Capital Expenditure	(36,000)	(50,000)	14,000	Favourable

4. Statement of Financial Position **(attached at Appendix 5)**

• Current Assets of \$5,330,967 includes:	Year-to-date	Forecast
○ Cash and Cash Equivalents	5,009,455	4,209,290
○ Trade and Other Receivables	317,350	300,000
○ Prepayments	1,876	0
○ Inventories	2,286	2,000

Current Liabilities of \$366,225 includes:		
○ Trade and Other Payables	91,074	209,569
○ Provisions	275,151	179,883

Working Capital (Current Assets less Current Liabilities) is:	4,964,742	4,121,839
• Equity (Total Assets less Total Liabilities) is	9,591,994	9,551,567
• Reserves of \$3,616,782 includes:		
○ Plant and Infrastructure Reserve	723,898	1,080,086
○ Site Post Closure Rehabilitation Reserve	915,869	1,007,054
○ Waste Minimisation Reserve	910,729	746,927
○ Stanley Road Lined Cell Construction Reserve	1,066,287	1,082,866
○ Organics Processing Reserve		

5. Investments

Total of \$4,783,527 includes:			
	Invested Funds \$	% of Total Funds	Max % of Total Funds Allowed
○ Bankwest	1,196,211	25	50
○ Commonwealth Bank	353,157	7	75
○ National Australia Bank	251,103	5	75
○ Westpac	2,983,056	63	75
TOTAL:	4,783,527	100	

Funds which are not required for payment of creditors are invested in interest bearing Term Deposits for 1 to 3 months. Quotations are obtained to ensure the best interest rate is received. Interest earnings are shown in the financial statements.

Executive Recommendation

That Council:

Receive and accept the Financial Statements for period ending 31 August 2018 as presented to Council.

COUNCIL DECISION:

MOVED BY: Cr Peter Monagle

SECONDED BY: Cr Jaysen Miguel

RESULT: CARRIED / ~~LOST~~ – 5/0

RESOLUTION: OC270918-1560

Background

A financial management report is provided to Councillors on a monthly basis which includes the following summaries:

- Statement of Comprehensive Income (**attached** at Appendix 1)
- Banksia Road Operations (**attached** at Appendix 2)
- Statement of Financial Activity (**attached** at Appendix 3)
- Capital Works Expenditure Summary (**attached** at Appendix 4)
- Statement of Financial Position (**attached** at Appendix 5)
- Statement of Net Current Assets (**attached** at Appendix 6)
- Fees and Charges Summary (**attached** at Appendix 7)
- Debtors Report (**attached** at Appendix 8)

Legislative Compliance

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulations 34(1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (Attached at Appendix 3) reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

The following is an explanation of significant variances identified in the Statement of Comprehensive Income and the Statement of Financial Activity:

At the Council Meeting on 26 August 2018, Council adopted that a variance between actual and budget-to-date of greater than or equal to 10% and \$15,000 is considered to be a material variance for reporting purposes in the Statement of Financial Activity for 2018/19.

The following is an explanation of significant variances identified in the Statement of Comprehensive Income and the Statement of Financial Activity:

Voting Requirement

Absolute Majority

Statement of Comprehensive Income	YTD Actual to YTD Budget Variance
Operating Deficit - Unfavourable compared to budget which is mainly due to the seasonal effect of winter weather on casual tipping fees. The CEO has arranged meetings with the City of Busselton following a trial during July and August (\$31K tipping fees billed) and with the Southern Metropolitan Regional Council over the next few weeks in order to achieve budget targets.	(\$19,599) (18)%
Statement of Financial Activity	
Net Operating Result - Unfavourable variance. See explanation above included in the Statement of Comprehensive Income variances.	(\$19,599) (18)%
Capital Expenditure - Favourable variance. Savings achieved for the purchase of the Beach Rake.	\$14,000 28%

11.2 Summary of Accounts paid for period ending 31 August 2018

Applicant / Proponent:	Internal			
Responsible Officer:	Chris Welham, Accountant			
Responsible Manager:	David Ransom, Manager Finance			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
Attachment(s):	Summary of Accounts paid for period ending 31 August 2018			

Summary

Section 13 (2) of Government (Financial Management) Regulations 1996 require that where Local Government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing detail for each account paid since such list was prepared. This item is presented to Council to advice of payments made for 31 August 2018

Officer Recommendation

That Council:

Receive and accept the Summary of Accounts paid for period ending 31 August 2018 as presented to Council.

COUNCIL DECISION:

MOVED BY: Cr Jaysen Miguel

SECONDED BY: Cr Anita Shortland

RESULT: CARRIED / ~~LOST~~ – 5/0

RESOLUTION: OC270918-1561

Background

As noted in Summary.

Officer Comment

The attachment details all payments made for 31 August 2018

Consultation

Nil

Financial Implications

As per the declaration within the schedule summary, the accounts have been checked and are fully supported by vouchers and invoices and which have been duly certified as to the receipt of goods and the rendition of service and as to prices, computation and costing(s). Sufficient allocations are contained within the 2018/2019 budget to cover payment of the accounts.

Statutory Environment

Sections 12 and 13 of the Local Government (Financial Management) Regulations 1996 Apply.

Strategic Implications

Nil

Policy Implications

Nil

Voting Requirement

Simple Majority

11.3 Equal Employment Opportunity and Diversity Management Plan

Applicant / Proponent:	Internal			
Responsible Officer:	Michelle Lloyd, Workplace Safety Advisor/Compliance Officer			
Responsible Manager:	Tony Battersby, Chief Executive Officer			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
Attachment(s):	Attachment 3 – Equal Employment Opportunity and Diversity Plan			

Précis

We are required by the Government of Western Australia, Public Sector Commission to implement an Equal Employment Opportunity and Diversity Management Plan.

The plan attached has been approved by the Senior Consultant, Strategy, Policy and Reform of the Public Sector Commission but requires to be approved by Council.

The Bunbury-Harvey Regional Council (BHRC) is committed to having a diverse and inclusive workforce with a collection of skills, experiences and perspectives that is reflective of the community we live in.

Background

The BHRC has not previously adopted an Equal Employment Opportunity and Diversity Management Plan.

Consultation

The Bunbury-Harvey Regional Council staff and staff from Strategy, Policy and Reform of the Public Sector Commission

Financial Implications

Nil

Statutory Environment

- *Equal Opportunity Act 1994*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Disability Discrimination Act 2009*
- *Human Rights & Equal Opportunity Commission Act 1986*
- *Equal Opportunity in Public Employment (EOPE) Act 1992*
- *Equal Opportunity Act 1984*
- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Anti-Discrimination Act 1991*
- *Occupational Safety and Health Act 1984*
- *Industrial Relations Act 1999*
- *Crime and Misconduct Act 2001*

Strategic Implications

Discussed in the body of the Report.

Policy Implication

Discussed in the body of the Report.

Voting Requirement

Simple Majority

Officer Recommendation

That Council adopt the Equal Employment Opportunity and Diversity Management Plan as detailed in attachment.

COUNCIL DECISION:

MOVED BY: Cr Treslyn Smith

SECONDED BY: Cr Peter Monagle

RESULT: CARRIED / ~~LOST~~ – 5/0

RESOLUTION: OC270918-1562

11.4 Evaluation Report – Groundwater Monitoring (RFT18/19-003) Supplier Contract

Applicant / Proponent:	Internal			
Responsible Officer:	Tony Battersby, Chief Executive Officer			
Responsible Manager:	-			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input checked="" type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
Attachment(s):	Attachment 4 – Evaluation Report – Groundwater Monitoring (RFT1819-0003)			

Précis

The Bunbury-Harvey Regional Council issued a request for tender process to appoint a suitable Contractor/s for the Groundwater Monitoring.

The Bunbury-Harvey Regional Council (BHRC) is seeking suitable qualified Environmental Scientist / Hydro Geologists to quote on Groundwater Monitoring at the Stanley Road Waste Management Facility (SRWMF), as required by the DWER as part of our Licence Requirements

This contract will be completed by 2 years with an extension of 1 year + 1 year at the discretion of the BHRC CEO.

This item is presented to Council for Council to consider the approval of funds for Groundwater Monitoring.

Officer Recommendation

That Council:

Accepts the tender RFT1819-0003 submission from Cardno (WA) Pty Ltd be accepted as having presented the most advantageous Offer and best value for money to the Bunbury-Harvey Regional Council.

It is further recommended that the CEO be given delegated authority to award the Contract to Cardno as per the recommendation in the Confidential Evaluation Report. Note – Financials will be included in Council minutes.

COUNCIL DECISION:

MOVED BY: Cr Jaysen Miguel

SECONDED BY: Cr Peter Monagle

RESULT: CARRIED / ~~LOST~~ – 5/0

RESOLUTION: OC270918-1563

Background

The services of groundwater monitoring is included in 2018/2019 Budget which was adopted by Council at the Ordinary Meeting held 26 July 2018.

Officer Comment

Funding for the supplier contract is included in the 2018/2019 Annual Budget.

Quotations were sourced from an open tender process through Tenders Online and advertised on BHRC web site.

Contract No. RFT1819-0003 for the supply of a Groundwater Monitoring closed at 10:00am (AWST) on Wednesday 14 September 2018 and was opened by the BHRC Chief Executive Officer – Tony Battersby. Officers conducted an intense review on all tenders submitted and are confident with their evaluations and recommendations.

Tender Submissions

The following quotations were received: **Supply of Groundwater Monitoring.**

Tender Submissions – Company Details:

Cardno (WA) Pty Ltd
GHD
Water Technology
Talis
Enpoint
Future Plus Environmental
Run Energy
Land Insights
ASK Waste Management Consultants
Senversa
Hydro Solutions

11.5 Financial Management Systems Review and Interim Audit

Applicant / Proponent:	Internal			
Responsible Officer:	Tony Battersby, Chief Executive Officer			
Responsible Manager:	Tony Battersby, Chief Executive Officer			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input type="checkbox"/>	Review	<input type="checkbox"/>
	Executive/Strategic	<input type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
Attachment(s):	Interim Audit Report			

Summary

The purpose of this report is for the Council to receive the Interim Audit Report for the year ending 30 June 2018 and the Financial Management System Review prepared by the Office of the Auditor General and AMD Chartered Accountants respectively.

Officer Recommendation

That Council:

Receive the Interim Audit Report for the year ending 30 June 2018 and Financial Management Systems Review as presented.

COUNCIL DECISION:

MOVED BY: Cr Jaysen Miguel

SECONDED BY: Cr Anita Shortland

RESULT: CARRIED / ~~LOST~~ – 5/0

RESOLUTION: OC270918-1564

Background

In May 2018, AMD Chartered Accountants conducted the Interim Audit for the year ending 30 June 2018 on behalf of the Council's Auditor, the Auditor General. During this audit, AMD also undertook a review of the Council's financial management systems and procedures in accordance with Regulation 5(1) of the Local Government (Financial Management) Regulation 1996.

The resulting reports have now been completed and presented to Council for information.

Officer Comments

Both reports include recommendations to improve the Council's internal controls and a management response to each of these recommendations.

Findings identified during the interim audit were in the following areas:

1. Non-compliance with legal and regulatory requirements;
2. Credit cards;
3. Monthly reconciliations;
4. Daily receipting procedures;
5. Risk management and governance;
6. Purchase orders dated after invoice;
7. Regulation 17 Review;
8. Human resources processes;
9. Leave forms;
10. Audit Committee

The areas that were reviewed as part of the Financial Management Review were:

1. Collection of money;
2. Custody and security of money;
3. Maintenance and security of financial records;
4. Accounting for municipal of trust transactions;
5. Authorisation for incurring liabilities and making payments;
6. Maintenance of payroll, stock control and costing records;
7. Preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations.

Consultation

Nil

Financial Implications

Nil

Statutory Environment

Sections 12 and 13 of the Local Government (Financial Management) Regulations 1996 Apply.

Strategic Implications

Strategic Community Plan 2016

Values – Accountability

Ensuring the collection and management of solid waste and recovered materials in an environmentally sound manner and in accordance with regulatory requirements and the Department of Environment Licence conditions.

Policy Implications

Nil

Voting Requirement

Simple Majority

12. Elected Member motions of which previous notice has been given

Nil

13. Urgent business approved by the person presiding or by decision of the Council

Nil

14. Confidential Business (Meeting Closed to the Public)

14.1 CEO Contract

Applicant / Proponent:	CEO Contract (Cr Murray Cook, Cr Anita Shortland and Cr Peter Monagle)			
Executive:	Tony Battersby, Chief Executive Officer			
Authority / Discretion:	Advocacy	<input checked="" type="checkbox"/>	Review	<input checked="" type="checkbox"/>
	Executive/Strategic	<input checked="" type="checkbox"/>	Quasi-Judicial	<input type="checkbox"/>
	Legislative	<input checked="" type="checkbox"/>	Information Purposes	<input type="checkbox"/>
Attachment(s):	Attachment 5 – CONFIDENTIAL (CEO Contract)			

Council move that members step out while confidential report is being discussed.

COUNCIL DECISION:

MOVED BY: Cr Peter Monagle

SECONDED BY: Cr Anita Shortland

RESULT: CARRIED / ~~LOST~~ – 5/0

RESOLUTION: OC270918-1565

Cr Murray Cook on behalf of the CEO Performance Review Committee has submitted the following motion for the Ordinary Council Meeting of 27 September, 2018.

Summary

The CEO Performance Review Committee has met to consider the CEO's Contract which expires on 1st November 2018.

Review Committee Recommendation

1. That Council offer Mr Anthony Battersby a contract for renewal of the position of Chief Executive Officer on a four year performance based contract:.
2. That Council approve a remuneration package based on current contract and within the appropriate band nominated and published by the State Salaries Tribunal on an annual basis.

Voting Requirement

Absolute Majority

COUNCIL DECISION:

MOVED BY: Cr Anita Shortland

SECONDED BY: Cr Peter Monagle

RESULT: CARRIED / ~~LOST~~ – 5/0

RESOLUTION: OC270918-1566

Executive Recommendation

Not Applicable

Background

Council endorsed a resolution OC260418-1535 dated 26 April, 2018, Council tasks the CEO Performance Review Committee with commencing contract negotiations with the CEO and report back to Council with their recommendation/s.

The Council has previously considered the issue of appointment of a Chief Executive Officer in accordance with the provisions of the Local Government Act 1995.

Councillor Comments

The CEO Performance Review Committee met and discussed the renewal of the CEO contract and with negotiation between all parties a new CEO contract has been drafted as presented.

The draft CEO contract has been sent to Tony Brown of WALGA for clarification on certain conditions and checks against council's legislative requirements.

Strategic Relevance

Nil

Council Policy Compliance

NIL

Legislative Compliance

In accordance with the provisions of Section 5.36 of the Local Government Act 1995

- 1 Local government is to employ-
 - a. A person to be the CEO of the local government; and
 - b. Such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- 2) A person is not to be employed in the position of CEO unless the council –
 - a. Believes that the person is suitably qualified for the position; and
 - b. Is satisfied with the provision of the proposed employment contract.
- 3) A person is not to be employed by a local government in any other position unless the CEO –
 - a. Believes that the person is suitably qualified for the position; and
 - b. Is satisfied with the proposed arrangement relating to the person' employment.
- 4) Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

The process undertaken complies with the provisions of the Local Government Act 1995 and it should be noted that an absolute majority is required for the appointment.

Analysis of Financial and Budget Implications

Funding has been included in the 2018/19 budget for the payment of salary and associated costs.

Community Consultation

NIL

Councillor/Officer Consultation

CEO Performance Review Committee, Mr Anthony Battersby, Chief Executive Officer from the City of Bunbury and Shire of Harvey and WALGA – Executive Manager Governance and Organisational Services – Tony Brown.

Council move that the Open Council Meeting be resumed with the doors open.

COUNCIL DECISION:

MOVED BY: Cr Peter Monagle

SECONDED BY: Cr Treslyn Smith

RESULT: CARRIED / ~~LOST~~ – 5/0

RESOLUTION: OC270918-1567

15. Next Meeting

The next meeting is scheduled for Thursday, 25 October 2018 at Shire of Harvey Council Chambers, 7 Mulgara Street, Australind, commencing at, 4:pm.

16. Close of Meeting

The Presiding Member declares meeting closed at 4:20pm.