



# **MINUTES**

## **ORDINARY COUNCIL MEETING**

**25 SEPTEMBER 2018**

**3.00PM**

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## 1. OPENING, OBITUARIES, VISITOR

### 1.1 OPENING

President Hudson opened the meeting at 2.56pm.

### 1.2 OBITUARIES

## 2. RECORD OF ATTENDANCE/APOLOGIES

### 2.1 RECORD OF ATTENDANCE

Cr D.P. Hudson	President
Cr A.J. Metcalf	Deputy President
Cr B.A. Ward	
Cr L.G. Hagboom	
Cr J.C. Chatfield	
Cr L.H. Holberton	
R.L. McCall	Chief Executive Officer
S.G. Fitchat	Finance Manager
G.C. Brigg	Works & Assets Manager
L.A. Valentine	Acting Manger Corporate & Community Services
E.L. Richards	Governance Officer

### 2.2 LEAVE OF ABSENCE

Cr R.I. Trepp

### 2.3 APOLOGIES

Cr B.N. Walsh

### 2.4 GUESTS

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

## 4. DECLARATION OF ELECTED MEMBERS

## 5. PUBLIC QUESTION TIME

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

## 7. CONFIRMATION OF MINUTES

### COUNCIL DECISION – 7.1

Moved: Cr JC Chatfield

Seconded: Cr BA Ward

Carried: 6/0

***THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 21 AUGUST 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.***

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

**9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

**9.1 PRESIDENT ANNOUNCEMENTS**

NAB invite about what is wanted in the regions.

Field Days meeting post event and future of Field Days.

## 10. REPORTS OF COMMITTEE AND OFFICERS

### 10.1 OPERATIONS

#### 10.1.1 DRAFT EDUCATION & STUDY ASSISTANCE POLICY

Date:	17 September 2018
Applicant:	Not Applicable
Location:	Not Applicable
File Ref:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Author:	Lisa Valentine, Acting Manager Corporate & Community Services
Attachments:	1. Draft Education & Study Assistance Policy

#### Summary

This item brings a draft Education and Study Assistance policy before Council for considering and, if satisfactory, adoption.

#### Background

The Shire currently addresses request for education and study assistance on a case by case basis. This policy provides the Chief Executive Officer some guidance in administering an employee's request for further education and specifies what the Shire will reimburse employees for expenses incurred as well as leave allocation, while undertaking approved courses of study, as part of their career planning.

#### Comment

A lack of policy direction can result in inconsistencies and inequity across the organisation. This policy aims to provide clear guidelines to ensure transparency in the way education and study assistance is allocated and will also assist the Council in ensuring adequate budgeting allocations.

#### Financial Implications

Budget provisions and allocations will need to be considered as part of the annual and mid-year budget reviews.

#### Risk Implications

A policy reduces the risk of inconsistency in decision-making by providing a guide for staff and Council; noting that Council can chose to depart from policy if, in Council's view, departure from policy will provide the better outcome for the organisation and community.

#### Consultation

This policy has been distributed to all staff for comment and feedback.

#### Policy Implications

Should Council adopt the policy, it will be included in the Shire's Policy Manual.

#### Statutory Implications

Section 2.7 (2b) Local Government Act 1995

Strategic Implications

Strategic Community Plan – Our Leaders – Outcome 3 – Commitment to continuous improvement in service delivery and good governance practices ensures the Shire is adaptive to evolving community needs.

Voting Requirements

Simple majority required.

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**OFFICER RECOMMENDATION – 10.1.1**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 (2B) OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE EDUCATION AND STUDY ASSISTANCE POLICY.***

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**COUNCIL DECISION – 10.1.1**

Moved: Cr LH Holberton

Seconded: Cr JC Chatfield

Carried: 6/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 (2B) OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE EDUCATION AND STUDY ASSISTANCE POLICY.**



### 10.1.2 DRAFT DEVELOPMENT OF POLICIES & ADMINISTRATIVE PROCEDURES POLICY

Date:	17 September 2018
Applicant:	Not Applicable
Location:	Not Applicable
File Ref:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Author:	Lisa Valentine, Acting Manager Corporate & Community Services
Attachments:	2. Draft Development of Policies and Administrative Procedures Policy

#### Summary

This item brings a draft Development of Policies and Administrative Procedures Policy before Council for considering and, if satisfactory, adoption.

#### Background

There is a substantial number of Shire policies which contain elements of administrative procedures. As each policy is due for review (or on an as needs basis), the correlating procedure/s will be reviewed, modified and or created.

#### Comment

This new policy outlines the difference between a Council Policy and an administrative procedure. The intent is for Council Policies to drive and align with the five focus areas of the Strategic Plan and administrative procedures to be endorsed by Management and approved by the Chief Executive Officer.

#### Financial Implications

Nil

#### Risk Implications

A policy reduces the risk of inconsistency in decision-making by providing a guide for staff and Council; noting that Council can chose to depart from policy if, in Council's view, departure from policy will provide the better outcome for the organisation and community.

#### Consultation

Nil

#### Policy Implications

Should Council adopt the policy, it will be included in the Shire's Policy Manual.

#### Statutory Implications

Section 2.7 (2b) and Section 5.41 Local Government Act 1995

#### Strategic Implications

Strategic Community Plan – Our Leaders – Outcome 3 – Commitment to continuous improvement in service delivery and good governance practices ensures the Shire is adaptive to evolving community needs.

Voting Requirements

Simple majority required.

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**OFFICER RECOMMENDATION – 10.1.2**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 (2B) AND SECTION 5.41 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE DEVELOPMENT OF POLICIES AND ADMINISTRATIVE PROCEDURES POLICY.***

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**COUNCIL DECISION – 10.1.2**

Moved: Cr BA Ward

Seconded: Cr LH Holberton

Carried: 6/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 (2B) AND SECTION 5.41 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE DEVELOPMENT OF POLICIES AND ADMINISTRATIVE PROCEDURES POLICY.**

### 10.1.3 DRAFT STAFF UNIFORM POLICY

Date:	17 September 2018
Applicant:	Not Applicable
Location:	Not Applicable
File Ref:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Author:	Lisa Valentine, Acting Manager Corporate & Community Services
Attachments:	3. Draft Staff Uniform Policy 4. Extract from Shire of Dowerin Policy Manual as at 2007

#### Summary

A review of the Shire's uniform policy has been completed. The original content was included and reviewed as part of the Shire of Dowerin Policy Manual in 2007. This policy is presented for Council's consideration and, if acceptable, adoption.

#### Background

The uniform policy provides guidance on the type of clothing and standard of dress for the Shire of Dowerin employee's. There has been no consistency for the management of the uniform allowance for employees over the past years.

#### Comment

The revised policy includes detailed information about the acceptable and unacceptable standards of dress across the organisation. The policy also includes an increase in the uniform allowances to \$500 each financial year for permanent employees. This provides consistency and transparency across the organisation and will also assist the Council in ensuring adequate budgeting allocations.

#### Financial Implications

The increased uniform allowances can be met via the Shire's approved operational budget for 2018/2019.

#### Risk Implications

A policy reduces the risk of inconsistency in decision-making by providing a guide for staff and Council; noting that Council can chose to depart from policy if, in Council's view, departure from policy will provide the better outcome for the organisation and community.

#### Consultation

This policy has been distributed to all staff for comment and feedback.

#### Policy Implications

Should Council adopt the policy, it will be included in the Shire's Policy Manual.

#### Statutory Implications

Section 2.7 (2b) Local Government Act 1995

#### Strategic Implications

Strategic Community Plan – Our Leaders – Outcome 3 – Commitment to continuous improvement in

service delivery and good governance practices ensures the Shire is adaptive to evolving community needs.

Voting Requirements

Simple majority required.

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**OFFICER RECOMMENDATION – 10.1.3**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 (2B) AND SECTION 5.41 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE STAFF UNIFORMS POLICY.***

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**COUNCIL DECISION – 10.1.3**

Moved: Cr LH Holberton

Seconded: Cr BA Ward

Carried: 6/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 (2B) AND SECTION 5.41 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE STAFF UNIFORMS POLICY.**

**10.1.4 DRAFT RESTRICTED ACCESS VEHICLE POLICY**

Date: 17 September 2018  
 Applicant: Not Applicable  
 Location: Not Applicable  
 File Ref: Organisation/Governance/Council Policies  
 Disclosure of Interest: Nil  
 Author: Glen Brigg, Works and Assets Manager  
 Attachments: 5. Draft Restricted Access Vehicles Policy

Summary

The purpose of this report is to recommend the adoption of – Restricted Access Vehicle Policy.

Background

Council is requested to implement a Restricted Access Vehicle policy to provide clear guidelines to the Council and heavy vehicle transport operators regarding Restricted Access Vehicle (RAV), Accredited Mass Management Scheme (AMMS) requests to access roads under the care, control and management of the Shire of Dowerin.

<b>Definitions</b>
<p><u>Restricted Access Vehicle (RAV) Network</u></p> <p>The RAV Network is a list of roads which have been assessed and classified by MRWA according to the type and size of heavy vehicle that may access them. It is administered by the Heavy Vehicles Section (HVS) of Main Roads WA (MRWA).</p>
<p><u>Accredited Mass Management Scheme (AMMS) Network</u></p> <p>The AMMS scheme allows for three (3) concessional mass tiers that are available to approved heavy vehicle transport operators with appropriate loading control methods. This scheme uses a network approach similar to the existing RAV Network.</p>

Comment

The adoption of this policy is being recommended to provide clear guidelines to heavy vehicle operators and manage council’s roads using the RAV and AMMS Network systems.

The intention of the policy is to balance road safety, transport efficiency for economic benefits to both local businesses, the Shire, community amenities and preserve Council’s assets.

The Policy supports ‘as of right’ vehicles or approved RAV routes, except where roads are closed for safety reasons.

Financial Implications

Nil

Risk Implications

A policy reduces the risk of inconsistency in decision-making by providing a guide for staff and Council; noting that Council can chose to depart from policy if, in Council’s view, departure from policy will provide the better outcome for the organisation and community.

Consultation

Nil

Policy Implications

Should Council adopt the policy, it will be included in the Shire's Policy Manual.

Statutory Implications

*Local Government Act, s.55; Land Administration Act 1997, s.55; Road Traffic (Vehicle) Act 2012; Road Traffic (Vehicle) Regulations 2014*

Strategic Implications

Strategic Community Plan - Theme 4 – Our Leaders – Outcome 3 - Reference L5

Voting Requirements

Simple majority required.

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**OFFICER RECOMMENDATION – 10.1.4**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTIONS 2.7 (2b) AND SECTION 5.41 OF THE LOCAL GOVERNMENT ACT 1995 TO RESOLVES TO ADOPT THE RESTRICTED ACCESS VEHICLE POLICY.***

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**COUNCIL DECISION – 10.1.4**

Moved: Cr AJ Metcalf

Seconded: Cr BA Ward

Carried: 5/1

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTIONS 2.7 (2b) AND SECTION 5.41 OF THE LOCAL GOVERNMENT ACT 1995 TO RESOLVES TO ADOPT THE RESTRICTED ACCESS VEHICLE POLICY WITH THE AMMENDMENT.**

## 10.2 FINANCE REPORT

### 10.2.1 FINANCE REPORT – JULY AND AUGUST 2018

Date:	17 September 2018
Applicant:	Not Applicable
Location:	Not Applicable
File Ref:	Organisation/Financial Management/Reporting/Financial Statements/2018-2019 Monthly Financial Statements
Disclosure of Interest:	Nil
Author:	Susan Fitchat
Senior Officer:	Rebecca McCall, Chief Executive Officer
Attachments:	6. Monthly Financial Activity Statements – July 2018 7. Monthly Financial Activity Statements – August 2018

#### Summary

The Statement of Financial Activity, which includes Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register for the period ending 31 July 2018 and 31 August 2018 are presented for Council information.

Please note, that the figures are actual at the time of reporting. The depreciation figures shall be quantified in the October 2018 statements once the end of the financial year 2017-2018 has been audited and the asset data finalized.

#### Background

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare financial reports.

Regulation 34 & 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

#### Comment

At the Finance Committee meeting on 15 August 2018, the Committee recommended to Council that the financial statements for the period ending 31 July 2018 be deferred until the September round of meetings for the following reasons:

- Council had yet to adopt a budget for 2018-2019 therefore figures for Budget could only be reported as draft;
- The priority for the finance team has been to process end of financial year requirements; and
- The analysis of the fair value evaluation of land and buildings by AssetVal Pty Ltd.

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the Shire of Dowerin's overall financial performance on a year to date basis, the following financial reports are attached.

- Statements of Financial Activity – Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position note (Note 3).

- Capital Acquisitions

This report provides year to date budget performance in respect of the following capital expenditure activities and their funding sources. Individual project information can be found at Note 12.

- Note 1 – Significant Accounting Policies

This note provides details of the accounting policies relating to the Shire's accounts.

- Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

- Note 3 - Net Current Funding Position - Statutory Requirement

This note provides details of the composition of the net current asset position on a year to date basis and reconciles with the closing funding position as per the Statement of Financial Activity.

- Note 4 – Cash and Investments

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or Investment accounts as at reporting date.

- Note 5 – Budget Amendments

This note provides council with a list of all budget amendments to date.

- Note 6 – Receivables

This note provides Council with the sundry debtors outstanding as at reporting date.

- Note 7 - Cash Backed Reserves

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.

- Note 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

This note shows the Shire's current debt position and lists all borrowings.

- Note 10 – Grants and Contributions Received

This note is being redeveloped and will be provided as soon as possible.

- Note 11 – Trust Funds

This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

### Consultation



CEO and Finance Committee as follows:

Request for more information by the Committee:

It was requested by the Committee that Note 3 “Liquidity Over the Year” graph; include a cashflow projection of the estimated funding position trend for the rest of the year.

Trust Fund account:

To be reviewed.

#### Financial Implications

The budgeted opening funding surplus as per the Budget adopted on 21 August 2018 presents a \$1,492,612 (Rate Setting Statement).

#### Risk Implications

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

#### Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies.

#### Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*. The FMR r. 34(4) allows for the Statements to be presented to Council at an Ordinary Meeting of Council within 2 months after the end of the month to which the statements relate, therefore by presenting the financial statements in May, the Shire of Dowerin complies with statutory obligations.

#### Strategic Implications

Strategic Community Plan - Theme 4 – Our Leaders – Outcome 3 - Reference L5

#### Voting Requirements

Simple Majority will be required at the Ordinary Meeting of Council.

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#### **OFFICER AND COMMITTEE RECOMMENDATION – 10.2.1**

***THAT THE COUNCIL BY SIMPLE MAJORITY PURSUANT TO REGULATION 34(1) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 1996 RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 31 JULY 2018 AND 31 AUGUST 2018.***

**COUNCIL DECISION – 10.2.1**

Moved: Cr BA Ward

Seconded: Cr JC Chatfield

Carried: 6/0

**THAT THE COUNCIL BY SIMPLE MAJORITY PURSUANT TO REGULATION 34(1) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 1996 RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 31 JULY 2018 AND 31 AUGUST 2018.**

### 10.2.2 ACCOUNTS FOR PAYMENT – 01 TO 31 AUGUST 2018

Date:	15 September 2018
Applicant:	Not Applicable
Location:	Not Applicable
File Ref:	Organisation/Financial Management/Reporting/Financial Statements/2018-2019 Monthly Payment List
Disclosure of Interest:	Nil
Author:	Kathleen Brigg – Finance Officer
Senior Officer:	Susan Fitchat – Finance Manager
Attachments:	8. List of Accounts for August 2018 9. Credit Card Statement for August 2018

#### Background

The attached schedules of cheques drawn and electronic payments that have been raised under delegated authority during the month since the last Council meeting are presented to the Finance Committee before being presented to Council to be received.

With reference to the Credit Card Statement paid by direct debit in August, the statement was presented at the August Finance Committee meeting. A copy is attached for reference. The August statement includes July transactions and a credit balance brought forward from June 2018 for a Microsoft credit. August transactions paid by direct debit in September, shall be presented at the next Finance Committee meeting.

#### Comment

The list as presented has been reviewed by the Finance Manager and Chief Executive Officer. The ending sequence number for July were as follows:

Cheque:	10547
EFT:	6092

The beginning sequence EFT number for August is as follows:

Cheque:	10548
EFT:	6093

The credit card statement with supporting invoices will be reviewed by the Finance Committee.

#### Statutory Implications

Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing:

- Creditors paid under delegated authority from Council

#### Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies. Payments have been made under delegation.

#### Financial Implications

Funds expended are in accordance with Council's adopted budget for the 2018-19 financial year.

#### Risk Implications

Council would not be contravening to the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this item was not presented to Council.

#### Strategic Implications

Strategic Community Plan - Theme 4 – Our Leaders – Outcome 3 - Reference L5

Voting Requirements

Simple Majority will be required at the Ordinary Meeting of Council.

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**OFFICER AND COMMITTEE RECOMMEDATION – 10.2.2**

***THAT THE COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS CHEQUE NUMBERS 10548 TO 10561 AND EFT 6093 TO EFT6161 FROM THE MUNICIPAL FUND FOR THE PERIOD 1 TO 31 AUGUST 2018.***

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**COUNCIL DECISION – 10.2.2**

Moved: Cr LH Holberton

Seconded: Cr AJ Metcalf

Carried: 6/0

**THAT THE COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS CHEQUE NUMBERS 10548 TO 10561 AND EFT 6093 TO EFT 6161 FROM THE MUNICIPAL FUND FOR THE PERIOD 1 TO 31 AUGUST 2018.**

### 10.2.3 2018-2019 RATES DEBTOR AMENDMENT – INSTALMENT PAYMENT ARRANGEMENTS

Date:	15 September 2018
Applicant:	Not Applicable
Location:	Not Applicable
File Ref:	Organisation/Financial Management/Budgeting
Disclosure of Interest:	Nil
Author:	Susan Fitchat, Finance Manager
Senior Officer:	Rebecca McCall, Chief Executive Officer
Attachments:	Nil

#### Summary

The budget adopted at Councils meeting on the 21 August 2018 recommended 3 instalments for the payments for the Rates and Service Charges for 2018-2019. Synergy could not accommodate this setting for the rates notices.

#### Background

At its Ordinary Meeting of Council dated August 21, 2018 it was resolved that Council, by absolute majority, pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the Municipal Fund Budget.

Between the adoption of the 2018/19 Budget and the implementation of the processing billing run the Shire of Dowerin's administration experienced the following staffing movements:

- The tenure of the Acting Chief Executive Officer expired on August 24, 2018
- The Finance Manager was on annual leave between August 20, 2018 and September 7, 2018
- The Rates Officer took personal leave due to illness between August 20, 2018 and September 21, 2018 and tendered her resignation effective September 21, 2018
- The new Chief Executive Officer commenced on August 27, 2018
- A temporary Rates Officer was engaged on August 30, 2018

Whilst undertaking the processing billing run it was identified that clarification of Council's resolution to adopt the 2018/19 Annual Budget was required to complete the billing run. The following highlighted sections of the resolution requires clarification:

#### PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

1. *THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTIONS 6.32, 6.33, 6.34 AND 6.35 OF THE LOCAL GOVERNMENT ACT 1995 FOR THE PURPOSE OF YIELDING THE DEFICIENCY DISCLOSED BY THE MUNICIPAL FUND BUDGET ADOPTED AT PART A ABOVE, IMPOSE THE FOLLOWING GENERAL RATES AND MINIMUM PAYMENTS ON GROSS RENTAL AND UNIMPROVED VALUES.*

##### 1.1 GENERAL RATES

1.	RESIDENTIAL (GRV)	9.6915 CENTS IN THE DOLLAR
2.	COMMERCIAL / INDUSTRIAL (GRV)	9.6915 CENTS IN THE DOLLAR
3.	TOWN RURAL (GRV)	9.6915 CENTS IN THE DOLLAR
4.	OTHER TOWNS (GRV)	9.6915 CENTS IN THE DOLLAR

5.	RURAL FARMLAND (UV)	0.8306 CENTS IN THE DOLLAR
1.2	MINIMUM PAYMENTS	
1.	RESIDENTIAL (GRV)	\$741
2.	COMMERCIAL / INDUSTRIAL (GRV)	\$741
3.	TOWN RURAL (GRV)	\$741
4.	OTHER TOWNS (GRV)	\$216
5.	RURAL FARMLAND (UV)	\$741
6.	COMMERCIAL / INDUSTRIAL (UV)	\$741
7.	TOWN RURAL (UV)	\$741
8.	MINING (UV)	\$216

PART D – OTHER STATUTORY FEES FOR 2018-19

1. COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 67 OF THE WASTE AVOIDANCE AND RESOURCES RECOVERY ACT 2007, ADOPTS THE FOLLOWING CHARGES FOR THE REMOVAL AND DEPOSIT OF DOMESTIC AND COMMERCIAL WASTE:

- RESIDENTIAL PREMISES (INCLUDING RECYCLING)
  - 240LTR BIN PER WEEKLY COLLECTION \$331PA
  - 240LTR BIN PER WEEKLY COLLECTION – EXTRA REFUSE SERVICE \$165PA

2. IT IS A LEGISLATIVE REQUIREMENT THAT THE RATE BILLING NOTICE PERIOD BE:

- DUE DATE MUST BE A MINIMUM OF 35 DAYS FROM THE DATE OF SERVICE/ISSUE.
- 1<sup>ST</sup> INSTALMENT DUE DATE MUST BE A MINIMUM OF 35 DAYS FROM THE DATE OF SERVICE.
- SUBSEQUENT INSTALMENTS MUST BE AT LEAST TWO (2) MONTHS APART.

COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 6.45 OF THE LOCAL GOVERNMENT ACT 1995 AND REGULATION 64(2) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996, NOMINATES THE FOLLOWING INDICATIVE DUE DATES FOR THE PAYMENT IN FULL BY INSTALMENTS SUBJECT TO THE ACTUAL DATE OF SERVICE/ISSUE:

OPTION 1	
FULL PAYMENT DUE DATE	19 OCTOBER 2018
OPTION 2	
1 <sup>ST</sup> INSTALMENT DUE DATE	19 OCTOBER 2018
2 <sup>ND</sup> HALF INSTALMENT DUE DATE	28 FEBRUARY 2019
OPTION 3	
1 <sup>ST</sup> INSTALMENT DUE DATE	19 OCTOBER 2018
2 <sup>ND</sup> INSTALMENT DUE DATE	31 DECEMBER 2018
3 <sup>RD</sup> INSTALMENT DUE DATE	31 MARCH 2019

Comment

The Chief Executive Officer was mindful of the late processing of the billing run and the requirement to comply with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, in addition to the restricted parameters of the Shire of Dowerin’s financial management system, SynergySoft. In consultation with the Acting Chief Executive Officer and the temporary Rates Officer the following actions took place to enable the completion of the processing billing run:

1. Change of Installment Dates

The change was necessary because the financial software, SynergySoft used by the Shire of Dowerin does not cater for three installments. The software will allow for 2 installments, 4 installments or a special arrangement where the ratepayer agrees to a set amount every week, fortnight or month.

Details of the date of service and amended installments and due dates are as follows:

Details	Day	Date	# Days
Processing Billing Run	Monday/Tuesday	3 & 4/9/2018	
Date of Service	Wednesday	5/09/2018	
Discount Offered until (if applicable)		No Discount	
Due Date	Wednesday	10/10/2018	35
Penalty Interest Commences	Wednesday	10/10/2018	35
Grace Period Ends (if applicable)	No delegations		
Two Instalments			
<i>First Instalment Due Date</i>	<i>Wednesday</i>	<i>10/10/2018</i>	<i>35</i>
<i>Second Instalment Due Date</i>	<i>Monday</i>	<i>11/02/2019</i>	<i>159</i>
Four Instalments			
<i>First Instalment Due Date</i>	<i>Wednesday</i>	<i>10/10/2018</i>	<i>35</i>
<i>Second Instalment Due Date</i>	<i>Monday</i>	<i>10/12/2018</i>	<i>96</i>
<i>Third Instalment Due Date</i>	<i>Monday</i>	<i>11/02/2019</i>	<i>159</i>
<i>Fourth Instalment Due Date</i>	<i>Thursday</i>	<i>11/04/2019</i>	<i>218</i>

2. Clarification that all UV rate in the dollar is 0.8306. The previous item adopted only specified Rural Farmland.

The 2018/19 Budget document outlines the following rating information for the 2018/19 financial year:

Rate Code	Description	U.V. Rate %	G.R.V. Rate %	Minimum Value
00	NON-RATEABLE			
01	RURAL FARMLAND	0.8306		741.00
02	RESIDENTIAL		9.6915	741.00
04	COMMERCIAL UV	0.8306		741.00
05	COMERCIAL GRV		9.6915	741.00
06	TOWN RURAL UV	0.8306		741.00
07	TOWN RURAL GRV		9.6915	741.00
08	OTHER TOWNS GRV		9.6915	216.00
09	TENEMENT	0.8306		216.00

99	CATCH CODE			
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- Clarification that the Minnivale Refuse Service is \$165 per annum.

The recycle service, is not currently available to the residents residing at Minnivale.

Financial Implications

The adopted 3 installments resolved a due date of March 31, 2018. The billing run made provision for 4 installments with a due date of April 11, 2018. Therefore, budgeted rate income may be received later than the original profiled.

Risk Implications

There is minimal risk as the processing billing run was undertaken within accordance to the *Local Government Act 1995* and *Local Government (Financial Management) Regulation 1996*.

Consultation

Prior to the execution of an executive decision, the CEO consulted with:

Gary Martin – Acting CEO (period June to August 2018)

Louise Sequerah – Rates Officer

IT Vision – Service Provider of Financial System, Synergy Soft

Cr DP Hudson – Shire President

Policy Implications

Nil

Statutory Implications

Section 6.2 of the *Local Government Act 1995* stipulates that each Local Government is to prepare an Annual Budget between the period from 1 June in a financial year to 31 August in the next financial year. This section of the Act also prescribes the form and manner for the budget.

Strategic Implications

Strategic Community Plan - Theme 4 – Our Leaders – Outcome 3 - Reference L5

The budget has been based on progressing projects and services identified in the Strategic Community Plan and Corporate Business Plan.

Voting Requirements

Absolute Majority is required is required for sections of the recommendation.

**OFFICER AND COMMITTEE RECOMMEDATION – 10.2.3**

**THAT COUNCIL ENDORSE THE FOLLOWING AMENDMENT;**

- THE RATES AND SERVICE CHARGES INSTALMENT DATES ARE AMENDED TO;**

INSTALMENT	DUE DATE
Due Date	10/10/2018



Penalty Interest Commences	10/10/2018
Two Instalments	
<i>First Instalment Due Date</i>	<i>10/10/2018</i>
<i>Second Instalment Due Date</i>	<i>11/02/2019</i>
Four Instalments	
<i>First Instalment Due Date</i>	<i>10/10/2018</i>
<i>Second Instalment Due Date</i>	<i>10/12/2018</i>
<i>Third Instalment Due Date</i>	<i>11/02/2019</i>
<i>Fourth Instalment Due Date</i>	<i>11/04/2019</i>

2. **THE RATE OF ALL UV PROPERTY IS 0.08306 IN THE DOLLAR; AND**
3. **THAT THE MINNIVALE REFUSE SERVICE CHARGE IS \$165 PER ANNUM.**

**COUNCIL DECISION – 10.2.3**

Moved: Cr AJ Metcalf

Seconded: Cr BA Ward

Carried: 6/0

**THAT COUNCIL ENDORSE THE FOLLOWING AMENDMENT;**

1. **THE RATES AND SERVICE CHARGES INSTALMENT DATES ARE AMENDED TO;**

<b>INSTALMENT</b>	<b>DUE DATE</b>
Due Date	10/10/2018
Penalty Interest Commences	10/10/2018
Two Instalments	
First Instalment Due Date	10/10/2018
Second Instalment Due Date	11/02/2019
Four Instalments	
First Instalment Due Date	10/10/2018
Second Instalment Due Date	10/12/2018
Third Instalment Due Date	11/02/2019
Fourth Instalment Due Date	11/04/2019

2. **THE RATE OF ALL UV PROPERTY IS 0.08306 IN THE DOLLAR; AND**
3. **THAT THE MINNIVALE REFUSE SERVICE CHARGE IS \$165 PER ANNUM.**

**10.2.4 INTEREST SETTING WRITE-OFFS**

Date:	18 September 2018
File Ref:	Organisation/Rates and Valuation/2018-19 Rates Billing Process
Disclosure of Interest:	Nil
Author:	Susan Fitchat, Finance Manager
Senior Officer:	Rebecca McCall, Chief Executive Officer
Attachments:	Nil

**Summary**

The Rating System Health Check identified a number of issues within the rating system of the Shire of Dowerin’s financial management platform, SynergySoft. The Interest Settings parameters has resulted in the incorrect interest being raised.

**Background**

In July 2018, IT Vision were engaged to conduct a health check on the Shire of Dowerin’s rating system. A number of issues were identified, and corresponding recommendations put forward for consideration. With the recent resignation of Council’s Rate Officer, a temporary officer was engaged to undertake the billing run process and address highlighted administration and system issues.

As the temporary Rates Officer is working through the system, additional concerns have been recognised. As part of the review of the rating system it is necessary to address the issues regarding interest setting parameters and the implications of incorrect interest being raised.

**Comment****Issue One – No Instalment Reminder Notices Sent**

It has been identified that no instalment reminders were sent to assessments paying by instalments. Referring to the notice history there is noted that some assessments “One-Off Instalment Reminders” were produced. This seems to be sporadic and the reminders were not always printed by the correct date.

The Local Government Act 1995, Section 6.41(2)(b) outlines the requirement to send a notice at least 28 days before that instalment is due. As Council is in breach of this requirement, the Shire of Dowerin cannot raise overdue interest on these assessments. The following table outlines the instalment assessments for non-pensioners and the interest raised since last years due date, 29 September 2017 up to the current date 17 September 2018:

Assessments	Total Interest Raised
34	\$2,428.28

It is recommended that the error is adjusted, and that Council writes off these interest charges and writes to each ratepayer advising them that their assessments have been credited with these interest charges.

**Issue Two – Insufficient Interest has been Raised**

In SynergySoft, the following parameters had been set for overdue interest:

- Interest was not being raised in receipting if the total interest calculated was less than \$10.00
- The monthly interest calculation was not being raised if the balance of the property was less than \$100 or if the total interest calculated was less than \$1.00
- Refuse services charges were not set to attract overdue interest, despite no decision from council or delegated authority to do so.
- Emergency Services Levy was not set to attract overdue interest, despite no decision from council or delegated authority to do so.

The result of this is that insufficient interest has been raised on overdue assessments. The calculated loss of earnings for 2017/2018, based on the estimated overdue interest that should have been raised is as follows:

Assessments	Total Interest Not Raised
57	\$1,857.67

It is recommended that Council agrees to waive interest charges not raised in 2017/2018 and previous financial years that may have been impacted by these settings. It is proposed from 1<sup>st</sup> July 2018 to:

- a) Raise overdue interest on all overdue balances; and
- b) Raise overdue interest on all overdue transactions, except those bound by legislative requirements in relation to overdue interest.

Financial Implications

The financial implications will result in additional expenses for the 2018/19 financial year:

Incorrect interest charged in 2017/2018	\$2,428.28	Write-Off (expense)
Waive Insufficient interest raised on overdue assessments.	\$1,857.67	Reduced Income

Risk Implications

There is minimal risk as the adjustments will be implemented within accordance to the *Local Government Act 1995*.

Consultation

Prior to the execution of an executive decision, the CEO consulted with:

Louise Sequerah – Rates Officer

Policy Implications

Delegation 2.4

Statutory Implications

The Local Government Act 1995, Section 6.41(2)(b)

Strategic Implications

Strategic Community Plan - Theme 4 – Our Leaders – Outcome 3 - Reference L5

Voting Requirements

Absolute Majority is required is required for sections of the recommendation.

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**OFFICER AND COMMITTEE RECOMMENDATION – 10.2.4**

**THAT THE FINANCE COMMITTEE RECOMMEND TO COUNCIL THE FOLLOWING:**

- 1. COUNCIL WRITES OFF INTEREST CHARGES ACROSS 34 ASSESSMENTS TOTALING \$2,428.28;**
- 2. COUNCIL WRITES TO THE 34 IMPACTED RATEPAYERS ADVISING THEM THAT THEIR ASSESSMENTS HAVE BEEN CREDITED WITH THESE INTEREST CHARGES;**
- 3. COUNCIL WAIVES THE OVERDUE INTEREST NOT RAISED IN PRIOR YEARS IN RELATION TO OVERDUE TRANSACTIONS - 2017/2018 INTEREST \$1,857.67 ON 57 ASSESSMENTS; AND**
- 4. FROM 1<sup>ST</sup> JULY 2018, COUNCIL RAISES THE OVERDUE INTEREST ON ALL OVERDUE BALANCES AND RAISES OVERDUE INTEREST TO ALL OVERDUE TRANSACTIONS, EXCEPT THOSE BOUND BY LEGISLATION REQUIREMENTS.**

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**COUNCIL DECISION – 10.2.4**

Moved: Cr JC Chatfield

Seconded: Cr LG Hagboom

Carried: 6/0

**THAT THE FINANCE COMMITTEE RECOMMEND TO COUNCIL THE FOLLOWING:**

- 1. COUNCIL WRITES OFF INTEREST CHARGES ACROSS 34 ASSESSMENTS TOTALING \$2,428.28;**
- 2. COUNCIL WRITES TO THE 34 IMPACTED RATEPAYERS ADVISING THEM THAT THEIR ASSESSMENTS HAVE BEEN CREDITED WITH THESE INTEREST CHARGES;**
- 3. COUNCIL WAIVES THE OVERDUE INTEREST NOT RAISED IN PRIOR YEARS IN RELATION TO OVERDUE TRANSACTIONS - 2017/2018 INTEREST \$1,857.67 ON 57 ASSESSMENTS; AND**
- 4. FROM 1<sup>ST</sup> JULY 2018, COUNCIL RAISES THE OVERDUE INTEREST ON ALL OVERDUE BALANCES AND RAISES OVERDUE INTEREST TO ALL OVERDUE TRANSACTIONS, EXCEPT THOSE BOUND BY LEGISLATION REQUIREMENTS.**

## 10.3 MINUTES TO BE RECEIVED

### 10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	18 September 2018
Applicant:	Not Applicable
Location:	Not Applicable
File Ref:	Organisation/Governance/Committees/2018-September-Finance Committee
Disclosure of Interest:	Nil
Author:	Rebecca McCall, Chief Executive Officer
Attachments:	10. Finance Committee Meeting Minutes, 19 <sup>th</sup> September 2018

#### Summary

The report formally presents the minutes of Advisory Groups and Committees of Council from the previous month.

#### Background

The Shire has established the following Committees of Council:

- Audit Committee;
- Finance Committee;
- Local Emergency Management Committee;
- Bush Fire Advisory Committee;
- Road Verge Management Advisory Committee;
- CEO Recruitment Committee.

The above Committees do not have any delegated authority; therefore any recommendations requiring a Council decision that result from a Committee meeting must be brought before Council. This will be done via agenda items to Council.

(NB: The list above excludes those Committees that are external to the Shire, i.e. established and managed by an external group, on which the Shire has nominated representatives. Council representatives from the external committees will report back to Council verbally at the next available Council meeting. Should a decision of Council be required, an agenda item will be prepared for Council.)

#### Comment

The attached minutes are the unconfirmed minutes of the meetings of Committees of Council held in the previous month.

#### Consultation

Nil

#### Financial Implications

The Officer's recommendation for Council to receive the minutes of Committee meetings carries no financial commitment for Council. Should any recommendation require a financial commitment or

have any implication outside the CEO's delegated authority, the matter will be referred to Council as a specific agenda item.

Risk Implications

Nil

Policy Implications

Nil

Statutory Implications

Administration Regulation 11 sets out the content that the minutes of council or committee meetings must contain, including:

- the names of members present at the meeting;
- details of each motion moved, the mover and the outcome of the motion;
- details of each decision made at the meeting; and
- written reasons for each decision made at a meeting that is significantly different from the committee's or council employee's recommendation.

Section 5.22(2) and (3) of the Act requires that the minutes of a council or committee meeting are to go to the next meeting of the council or committee for confirmation and signing by the person presiding to certify the confirmation.

Strategic Implications

The Strategic Community Plan

Strategic Community Plan - Theme 4 – Our Leaders – Outcome 3 - Reference L5

Voting Requirements

Simple majority

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**OFFICER RECOMMENDATION – 10.3.1**

***THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING (UNCONFIRMED), 19<sup>TH</sup> SEPTEMBER 2018.***

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**COUNCIL DECISION – 10.3.1**

Moved: Cr BA Ward

Seconded: Cr LG Hagboom

Carried: 6/0

**THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING (UNCONFIRMED), 19<sup>TH</sup> SEPTEMBER 2018.**

**11. NEW BUSINESS OF AN URGENT NATURE**

**12. ELECTED MEMBERS MOTIONS**

**13. CONFIDENTIAL ITEMS**

**13.1. CONFIDENTIAL ITEM - SKID STEER TENDER**

**13.1.1 MOVE BEHIND CLOSED DOORS**

**RECOMMENDATION – 13.1.1**

***THAT THE MEETING MOVE BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL MATTER, ITEM 13.1.2 – SKID STEER TENDER.***

**COUNCIL DECISION – 13.1.1**

Moved: Cr AJ Metcalf

Seconded: Cr JC Chatfield

Carried: 6/0

***THAT THE MEETING MOVE BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL MATTER, ITEM 13.1.2 – SKID STEER TENDER.***

***3.32pm - Lisa, Sue & Emma left the Chambers.***

**COUNCIL DECISION – 13.1.2**

Moved: Cr LH Holberton

Seconded: Cr LG Hagboom

Carried: 6/0

**THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 2.8 (2b) OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO;**

- 1. ACCEPT THE QUOTATION RECEIVED FROM WESTRAC FOR THE PURCHASE OF A CATERPILLAR 299D XHP INCLUSIVE OF THE FORESTRY PACKAGE AND EXTENDED 48 MONTH/2,000 HOUR FULL MACHINE WARRANTY FOR THE PRICE OF \$166,500 EXCLUDING GST; AND**
- 2. RETAIN THE 2006 MUSTANG 2054 SKID STEER.**

CONFIDENTIAL



13.1.3 MOVE OUT FROM BEHIND CLOSED DOORS

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**RECOMMENDATION – 13.1.3**

***THAT THE MEETING MOVE OUT FROM BEHIND CLOSED DOORS.***

**COUNCIL DECISION – 13.1.3**

Moved: Cr AJ Metcalf

Seconded: Cr BA Ward

Carried: 6/0

***THAT THE MEETING MOVE OUT FROM BEHIND CLOSED DOORS.***

***3.44pm - Lisa, Sue & Emma Returned to the Chambers.***

CONFIDENTIAL

**14. CLOSURE OF MEETING**

There being no further business Cr Darrel Hudson (President) declared the meeting closed at 3.45pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 23 October 2018.*

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*D.P. Hudson*

**PRESIDENT**

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*Date*