



TOWN OF CLAREMONT

ORDINARY COUNCIL MEETING

MINUTES

TUESDAY 18 JULY, 2017

Liz Ledger

CHIEF EXECUTIVE OFFICER

Date:

DISCLAIMER

Would all members of the public please note that they are cautioned against taking any action as a result of a Council decision tonight until such time as they have seen a copy of the Minutes or have been advised, in writing, by the Council's Administration with regard to any particular decision.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	1
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	1
3	DISCLOSURE OF INTERESTS	1
4	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .	2
5	PUBLIC QUESTION TIME	4
6	PUBLIC STATEMENT TIME	6
7	APPLICATIONS FOR LEAVE OF ABSENCE	6
8	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	6
9	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	6
10	ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC	6
11	BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING	7
12	REPORTS OF COMMITTEES.....	7
13	REPORTS OF THE CEO.....	8
	13.1 CORPORATE AND GOVERNANCE.....	8
	13.1.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MAY 2017	8
	13.1.2 LIST OF PAYMENT 1 TO 30 JUNE 2017	12
14	ANNOUNCEMENTS BY THE PRESIDING PERSON.....	14
15	ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	14
16	NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF MEETING	14
17	CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	15
	17.1.1 331-333 STIRLING HIGHWAY, CLAREMONT - LEASE.....	16
18	FUTURE MEETINGS OF COUNCIL	18
19	DECLARATION OF CLOSURE OF MEETING	18

**TOWN OF CLAREMONT
ORDINARY COUNCIL MEETING**

18 JULY, 2017

MINUTES

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

His Worship the Mayor, Mr Jock Barker, welcomed members of the public, staff and Councillors and declared the meeting open at 7:00PM.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

ATTENDANCE

Mayor Barker

Cr Chris Mews

South Ward

Cr Jill Goetze

South Ward

Cr Karen Wood

West Ward

Cr Peter Browne

West Ward

Cr Peter Edwards

West Ward

Cr Bruce Haynes

East Ward

Cr Alastair Tulloch

East Ward

Cr Kate Main

East Ward

Ms Liz Ledger (Chief Executive Officer)

Mr Les Crichton (Executive Manager Corporate and Governance)

Ms Cathy Bohdan (Executive Manager People and Places)

Ms Katie Bovell (Governance Officer)

Ms Ann Ibrahim (Acting Governance Officer)

Three members of the public

Two member of the press

APOLOGIES

Cr Kelly – Leave of Absence

3 DISCLOSURE OF INTERESTS

NIL

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

**Mr Jonathan Huston, 94 Alfred Road, Claremont.
Re: High Voltage Power lines.**

Question one:

Could the council please clearly publish a HVP map depicting those road sections (as above), where underground power is not applicable – as the rate payers in those streets, may be under the mistaken belief that they may in fact be directly benefitting from the program – when in fact they will not.

Answer one:

High voltage transmission lines (66kV & 132kV) along Claremont Crescent, Guger Street, Ashton Avenue, Brockway Road and small sections of Alfred Road will remain overhead. High voltage distribution lines (33kV) will be put underground as part of the project. Residents and businesses in the project area will shortly receive an information package with all the details regarding the UGP project. The Plan showing the areas of HV transmission lines (66kV and 132kV) is attached.

Question two:

Did the council; in its survey inform those HVP impacted residents that powerline in their immediate frontage or proximity would not actually be made underground? If not why not?

Answer two:

No, We did not go into that level of detail. About 7% properties will have high voltage transmission lines remaining overhead. The Town was contacted by a few people following the distribution of the survey and we clarified which lines would be removed after getting updated information from Western Power. Though the high voltage transmission lines (66 kV and 132 kV) will remain overhead, high voltage 33kV distribution lines will be put underground together with low voltage lines.

Question three:

If the HVP impacted residents were not directly informed, will the Council now commit to informing those residents that they will have underground power? If not, why not?

Answer three:

Yes, they all will be informed with the information package.

Question four:

Will the council undertake to not charge local residents who will retain frontage to HVP? If not, why not?

Answer four:

No; Residents/ businesses along those streets will still have the benefits of underground power including; improved streetscape street lighting, a safer road side environment and more reliable power source. The low voltage overhead powerlines and overhead house connections will be removed and put underground.

**Mr Jonathan Huston, 94 Alfred Road, Claremont.
Re: TOC Strategic Plan and Local Spend.**

Question one:

If no data is available, no data is being assessed and you have not weighting tenders for local businesses, then under what basis is council 'developing and implementing business improvement to support local business? – as per Objective 2 of your corporate plan?

Answer one:

As detailed within our response to your queries of 5 May and 19 June 2016, the Town does not have the local spend data or provide a weighting to local suppliers.

The strategy you refer to in Goal 2, Strategy 2.1.2 of the Corporate Business Plan is to provide opportunity to local suppliers within our procurement process. This is supported through the Town's Procurement Policy LG509 where, among other considerations, the Town has a Buy Local Policy. Please refer to Policy LG509 for more detail

<https://www.claremont.wa.gov.au/Council/Locals-Laws,-Policies-and-Delegation-Register>

To this extent Officers weight quotes and tenders where suppliers are located within the boundaries of the Town, or substantially demonstrate a benefit or contribution to the local economy.

It should also be noted that in supporting local business, the Town has

- \$480,000 funding and administrative support to Claremont Town Centre Advisory Committee (Claremont Now)
- Upgrade of the Bay View Tce at cost of \$4.2M
- Upgrade of Avion Way streetscape at cost of \$480,000

Question two:

If 'no data has been assessed' or you 'do not have the data', why is the council or how is the council, under the stated principles of "Transparency and

integrity” able to verify the published KPI to local businesses that it is maintaining or increasing rate payers spend on local businesses – when in fact there is no evidence of this. Why council approve a KPI that is not verified?

Answer two:

The intent of the performance indicator when the Corporate Business Plan developed and adopted was to provide measurable evidence through spend data. As previously stated, this data cannot be provided in such a manner to reflect real spend within the Town but is incorporated in the Procurement Policy LG509.

Question three:

Will the council be issuing a statement to local businesses retracting the KPI or explaining it has no method of claiming success in a stated objective, for which you have no evidence of doing so? If not, why not?

Answer three:

While the strategy is implemented through Council’s procurement processes, the measurement is proposed for removal from the draft Corporate Business Plan.

Question four:

Will the Council continue to not weight local business in its procurement? If not, why not?

Answer four:

As detailed in response to Question one.

Question five:

Can the Mayor give his political undertaking that all other achieved KPIs are evidence based?

Answer five:

I can.

5 PUBLIC QUESTION TIME

Mr Jonathan Huston, 94 Alfred Road, Claremont.

Question one:

Given the TOC Rates have increased over 22% in just 5 years, with employee costs also increasing over 22% what specific TOC financial assistance will you be providing to the 650 pensioners (whose single rate has increased over the same period - by just 6% to \$444 per week)?

Answer:

The MyCouncil webpage provided by the government can be quite confusing for those who are not across what the figures mean. In this case it means that this Town in that period of time has received 22% more rates income through increases in properties and valuations provided by the Valuer General's Office. Rates have not increased by 22% over five years, the rates have increased on an average of 3% per year over this period.

The Town's services and facilities offer discounts for pensioners and seniors. The Town also contributes over \$100 000 per annum toward services for pensioners and seniors through SHINE Community Services and Meals on Wheels. Pensioner and Senior concessions for rates are available through the state government.

Question two:

Why increase rates at all in the current environment? Why not like your rate payers cut your cloth to match the times?

Answer:

The Town is mindful of the impact of any increase in rates, fees and charges it imposes and works hard to keep such increases to a minimum. The Town's minimal increase of 1% (one of the lowest in WA) will enable the Town to deliver the UGP project and the Freshwater Bay Museum development in line with community expectations and on top of the annual program of works.

Question three:

Western Australian Wages growth in the past 5 years has increased by 14%, how do you account for the fact that TOC council employee costs have increased by 24% in the same period? How do you explain to ratepayers facing no or little increases in their pay packets that local employees have enjoyed increases of such magnitude or that employee expenses have increased well beyond the broader WA index? (ie + 10% spread above the WA average)?

Answer:

The two measurements you refer to are different and cannot, therefore, be compared. The employee costs you refer to include costs in addition to wages such as trainings, OSH expenses, and workers compensation insurance premiums. The WA wages growth relates only to wages. It should be noted the Town's employee cost increases are below the average employee costs by all WA Councils as detailed in the MyCouncil site you reference.

Questions four:

Noting TOC outsources 100% of its Waste Management and 87% of its Engineering Works costs, Mayor how do you explain to your ratepayers that TOC requires 71 FTE employees compared to 46 in Mosman Park and 42 in Town of Cottesloe?

TOC (63) employee costs in 2015/16 were \$6,740,211, Town of Cottesloe Employee costs were just \$3,467,631. Why are employee costs approx 50% higher in Claremont, when the number of ratable properties in TOC is approx 25% higher? (i.e. compared to TCOTT)?

Answer:

Such comparisons are futile unless you look at what is provided for by the rates. All three of the Councils you reference contract out waste management however, not all include the costs within the rates charge as is the current practice of the Claremont. Equally not all chose or are required to resource the facilities the Claremont community enjoys including;

- a regional aquatic centre,
- the unique Freshwater Bay Museum,
- a vibrant metropolitan retail centre,
- four iconic education institutions,
- a private hospital, and
- a WAFL oval and club.

In addition to delivering the significant Claremont on the Park development, which will provide an additional thousand housing units to the state, these facilities are resourced while maintaining asset renewal expenditure at or above consumption levels.

6 PUBLIC STATEMENT TIME

**Mr Lawrence Liu, 20 Crossman Pass, Salter Point.
Item 17.1.1, 331-333 Stirling Highway, Claremont - Lease.**

Mr Liu spoke on the lease of this premises.

7 APPLICATIONS FOR LEAVE OF ABSENCE

NIL

8 PETITIONS/DEPUTATIONS/PRESENTATIONS

NIL

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Moved Cr Tulloch, seconded Cr Mews

That the minutes of the Ordinary Meeting of Council held on 4 July 2017 be confirmed.

**CARRIED(118/17)
(NO DISSENT)**

10 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC

Item 17.1.1, 331-333 Stirling Highway, Claremont – Lease.

11 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

NIL

12 REPORTS OF COMMITTEES

NIL

13 REPORTS OF THE CEO

13.1 CORPORATE AND GOVERNANCE

13.1.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MAY 2017

File Ref:	FIM/0062-02
Attachments:	Statement of Financial Activity for period ending 31 May 2017 Infrastructure Assets – 2016-17 Schedule of Works
Responsible Officer:	Les Crichton Executive Manager Corporate and Governance
Author:	Hitesh Hans Finance Manager
Proposed Meeting Date:	18 July 2017

Purpose

For Council to note the Statement of Financial Activity for the month ending 31 May 2017.

Background

The Monthly Financial Report is presented in accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Discussion

The Financial Statements to 31 May 2017 represent the eleven months of operation within the 2016-17 financial year and compares year-to-date expenditure and revenue against the corresponding budget. The budget figures incorporate all 2015-16 carry-forwards approved as part of the June 2016 end of year report and mid-year budget review adopted by council on 21 February 2017. Overall the financial position is sound and the Town is operating within the approved budget.

The closing surplus of \$4,006,532 compares favourably against the budgeted surplus of \$2,158,394. The surplus is the product of revenue received less expenditure and includes both operating and capital items. The budgeted surplus is estimated based on when income is expected to be received and expenditure to occur. Often the variations in timing account for much of the difference between budgeted surplus and actual reported.

As detailed below, the \$1,848,140 variance is comprised of operating revenue under \$27,167, operating expenditure under \$846,411, capital revenue under \$163,327 and capital expenditure under \$1,192,222. This variance is due to a combination of timing differences, increased revenue, and identified savings.

Table 1: Operating revenue – (\$27,167) under budget.

	Revenue Budget	Revenue Actual	Variance
Other Revenue	\$56,235	\$41,835	(\$14,400)
Rates	\$13,926,445	\$13,890,323	(\$36,122)

The major contributors to the operating revenue variations are:

- (\$14,400) decrease in other revenue is mainly due to LGIS insurance dividend being less than budget forecast.
- (\$36,122) decrease in rates income is due to timing of interim rates invoicing.

Important revenue indicators are:

Rates (Note 7) including Arrears, ESL & other charges totals \$16.724M with collection of \$16.54M representing a 99% collection rate.

Debtors (Note 6) show +90 days outstanding of \$11, 479 which relate primarily to health fees and charges. Most of these accounts are now being sent to debt collection agency for further follow up.

Table 2: Operating expenditure - \$789,238 under budget

	Expenditure Budget	Expenditure Actual	Variance
Employee Cost	\$6,580,769	\$6,172,241	\$408,528
Material & Contracts	\$6,141,125	\$5,665,447	\$475,678
Other Expenditure	\$243,223	\$277,051	(\$33,828)

The major contributors to the operating expenditure variations are:

- \$408,528 is due to the savings of \$65K and timing of expenditure on staff recruitment, OHS, training and superannuation along with staff vacancies and timing of EOY leave balance adjustment, EBA salary changes and annual bonus payments.
- \$475,678 due to timing difference (\$319K) and savings (\$156K) across materials and contracts services, consultancy and office expenses.
- (\$33,828) is over the budget mainly due to timing of allocation of overheads to capital works.

Some of the more significant variances are:

Employee Cost – Staff salary increases (from 1 January 17) and annual bonus payments of approximately \$170k not yet processed due to delay in adoption of EBA.

IT expenses – budgeted \$369K with expenditure to date being \$294K which is under budget. The \$50K is identified as savings while remaining \$25K is due to timing of the expenditure.

Waste Management Services - budgeted \$1,554K with expenditure to date being \$1,430. The \$50K is identified as savings while the remaining \$74K is due to timing of expenditure.

Strategic Plans – Consultancy budgets for Swanbourne activity centre plan (\$46K), Recycle Water study (\$39K), drainage strategy (\$25K) and Bike Plan (\$5K) are yet to be implemented/progressed with savings of \$20K identified in the overall consultancy budgets.

Capital revenue – \$163,327 below budget

Variance is mainly due to timing of grant from MRWA (\$125K) and timing on the sale of vehicle (\$38K).

Capital expenditure – \$1,192,222 under budget

As detailed within the capital works schedules (Note 10), the capital expenditure comprises;

- \$779K below budget in infrastructure works due to timing (\$636K) and savings (\$143K). Attachment 2 provides further detail on the projects and variance explanation.
- \$372K variance in building, plant and equipment mainly relates to timing. Note 10 provides breakdown of variance projects.
- \$40K under budget on transfers to reserves due to timing of interest income on reserve investment.

Summary

While the overall variance remains large, year-end forecasting undertaken as part of the 2017-18 Budget preparation together with programmed works and associated expenditure for the remainder of the year indicate the forecast budgeted surplus (estimated at \$1,222,647 as part of the 2017-18 Budget preparations) will be achieved.

Historically the last month of the financial year has a significantly higher volume of expenditure as all the invoices of the financial year are received and processed. Any further savings (or over expenditure) along with carry forwards will be identified and presented within the end of year (June 2017) financial report.

Cash holdings

Current investment holdings are outside Council's Investment Policy LG511 with 46% investment with NAB due to significant interest income benefit. The policy limits funds with one institution at 45% however the risk of investments with NAB was considered low given it has an excellent credit rating.

Past Resolutions

Ordinary Council Meeting 06 June 2017, Resolution 82/17:

That Council notes the Financial Statement of Activity for the period 1 July 2016 to 31 May 2017.

CARRIED

Financial and Staff Implications

Resource requirements are in accordance with existing budgetary allocation.

Policy and Statutory Implications

Local Government Act 1995.

Local Government (Financial Management) Regulations 1996.

Communication / Consultation

N/A

Strategic Community Plan**Governance and Leadership**

We are an open and accountable local government that encourages community involvement and strives to keep its community well informed.

- Provide and maintain a high standard of governance, accountability, management and strategic planning.
- Maintain long term financial stability and growth.

Voting Requirements

Simple majority decision of Council required.

Moved Cr Haynes, seconded Cr Edwards

That Council notes the Financial Statement of Activity for the period 1 July 2016 to 31 May 2017.

**CARRIED(119/17)
(NO DISSENT)**

13.1.2 LIST OF PAYMENT 1 TO 30 JUNE 2017

File Ref: FIM/00062-02

Attachments: [Schedule of Payments June 2017](#)
[NAB Purchase Card Statement June 2017](#)

Responsible Officer: Les Crichton
Executive Manager Corporate and Governance

Author: Edwin Kwan/ Fiona Li
Senior Finance Officer/Finance Officer

Proposed Meeting Date: 18 July 2017

Purpose

For Council to note the payments made in June 2017.

Background

Council has delegated to the CEO the exercise of its power to make payments from the Municipal Fund or Trust Fund. The CEO is required to present a list to Council of those payments made since the last list was submitted.

Discussion

Attached is the list of all accounts paid totalling \$3,064,057.44 during the month of June 2017.

The attached schedule covers:

- Municipal Funds electronic funds transfers (EFT) \$ 1,632,016.46
- Municipal Fund vouchers (39528-39532) \$ 516,795.49
- Municipal Fund direct debits \$ 554,884.06
- Trust Fund electronic funds transfer (EFT) \$ 360,361.43
- Trust Fund vouchers \$ 0.00

All invoices have been verified, and all payments have been duly authorised in accordance with Council's procedures.

Past Resolutions

Ordinary Council Meeting 27 June 2017, Resolution 101/17:

That Council notes all payments made for May 2017 totalling \$1,776,436.27 comprising;

<i>Municipal Funds electronic funds transfers (EFT)</i>	\$	<i>1,097,577.12</i>
<i>Municipal Fund vouchers (39522-39527)</i>	\$	<i>13,475.04</i>
<i>Municipal Fund direct debits</i>	\$	<i>611,285.57</i>
<i>Trust Fund electronic funds transfer (EFT)</i>	\$	<i>54,098.54</i>
<i>Trust Fund vouchers</i>	\$	<i>0.00</i>

Financial and Staff Implication

Resource requirements are in accordance with existing budgetary allocation.

Policy and Statutory Implications

Local Government (Financial Management) Regulations 1996, Regulations 12- 13.
Town of Claremont Delegation Register – DA9 Payment of Accounts.

Communication / Consultation

N/A

Urgency

The Schedule of Payments is to be presented to the next ordinary meeting of Council after the list has been prepared.

Voting Requirements

Simple majority decision of Council required.

Moved Cr Haynes, seconded Cr Edwards

That Council notes all payments made by the CEO under Delegation DA9 for June 2017 totalling \$3,064,057.44 as detailed in Attachment 1 comprising;

Municipal Funds electronic funds transfers (EFT)	\$	1,632,016.46
Municipal Fund vouchers (39528-39532)	\$	516,795.49
Municipal Fund direct debits	\$	554,884.06
Trust Fund electronic funds transfer (EFT)	\$	360,361.43
Trust Fund vouchers	\$	0.00

**CARRIED(120/17)
(NO DISSENT)**

14 ANNOUNCEMENTS BY THE PRESIDING PERSON

Cr Wood reported on her attendance at the Claremont Community Hub & Library during school holidays.

Cr Browne reported on his attendance at the Swanbourne Precinct Study meeting.

Cr Tulloch reported on Cr Goetze's contribution to the Claremont Town Centre Collective.

Cr Goetze reported on her attendance at the Claremont Town Centre Collective breakfast as well as her and Mayor Barker's attendance at the Lions Club AGM dinner.

15 ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

16 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF MEETING

NIL

17 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**MOTION TO CLOSE DOORS****Moved Cr Haynes, seconded Cr Browne****That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:**

(c) A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

(d) Legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

**CARRIED(121/17)
(NO DISSENT)**

Mayor Barker adjourned the meeting at 7:16PM.

Mayor Barker reconvened the meeting at 7:16PM.

ATTENDANCE**Mayor Barker****Cr Chris Mews****South Ward****Cr Jill Goetze****South Ward****Cr Karen Wood****West Ward****Cr Peter Browne****West Ward****Cr Peter Edwards****West Ward****Cr Bruce Haynes****East Ward****Cr Alastair Tulloch****East Ward****Cr Kate Main****East Ward****Ms Liz Ledger (Chief Executive Officer)****Mr Les Crichton (Executive Manager Corporate and Governance)****Ms Cathy Bohdan (Executive Manager People and Places)****Ms Katie Bovell (Governance Officer)****Ms Ann Ibrahim (Acting Governance Officer)**

17.1.1 331-333 STIRLING HIGHWAY, CLAREMONT - LEASE

File Ref: COP/00034-02
Responsible Officer: Les Crichton
Executive Manager Corporate and Governance
Author: Les Crichton
Executive Manager Corporate and Governance
Peter Scasserra
Coordinator Property and Leasing
Proposed Meeting Date: 18 July 2017

Purpose

The following item was considered in closed session.

Council Resolution

Moved Cr Haynes, seconded Cr Browne

That this report and recommendation remain confidential pursuant to section 5.23(2)(c) & (d) of the *Local Government Act 1995*.

CARRIED BY AN ABSOLUTE MAJORITY(125/17)

MOTION TO OPEN DOORS**Moved Cr Haynes, seconded Cr Edwards****That the doors be opened.****CARRIED(126/17)
(NO DISSENT)***The doors opened at 7:53PM.***ATTENDANCE****Mayor Barker****Cr Chris Mews****South Ward****Cr Jill Goetze****South Ward****Cr Karen Wood****West Ward****Cr Peter Browne****West Ward****Cr Peter Edwards****West Ward****Cr Bruce Haynes****East Ward****Cr Alastair Tulloch****East Ward****Cr Kate Main****East Ward****Ms Liz Ledger (Chief Executive Officer)****Mr Les Crichton (Executive Manager Corporate and Governance)****Ms Cathy Bohdan (Executive Manager People and Places)****Ms Katie Bovell (Governance Officer)****Ms Ann Ibrahim (Acting Governance Officer)****THE MAYOR READ ALOUD THE RESOLUTION MADE BEHIND CLOSED DOORS.**

18 FUTURE MEETINGS OF COUNCIL

Ordinary Council Meeting, 1 August 2017, at 7:00PM.

19 DECLARATION OF CLOSURE OF MEETING

There being no further business, the presiding member declared the meeting closed at 7:54PM.

Confirmed this day of 2017.

PRESIDING MEMBER