

## Shire of Perenjori

## MINUTES

## Ordinary Council Meeting

To be held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on 20<sup>th</sup> November 2014, to commence at 7:00pm

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**14111 PRELIMINARIES**

**14111.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

Cr C King declared the meeting open at 7pm

**14111.2 OPENING PRAYER**

Cr J Hirsch Led Council in the opening prayer

**14111.3 DISCLAIMER READING**

**14111.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

Cr C King  
Cr L Butler  
Cr J Hirsch  
Cr P Waterhouse  
Cr H Wass  
Cr L Smith  
Cr R Desmond  
Cr G Reid  
Cr J Cunningham  
Ali Mills - CEO  
Peter Money – MCDS  
Ken Markham - MIS

**Apologies**

**14111.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**14111.6 PUBLIC QUESTION TIME**

**14111.7 NOTATIONS OF INTEREST**

**FINANCIAL INTEREST – LOCAL GOVERNMENT ACT S 5.60A**

**PROXIMITY INTEREST – LOCAL GOVERNMENT ACT S 5.60B**

**INTEREST AFFECTING IMPARTIALITY – LOCAL GOVERNMENT - CODE OF CONDUCT.**

**14111.8 APPLICATIONS FOR LEAVE OF ABSENCE****Moved:** Cr L Butler**Seconded:** Cr J Cunningham

Cr J Hirsch application for leave of absence for December Meeting

Cr L Smith application for leave of absence for December Meeting

**Carried: 9/0****14111.9 CONFIRMATION OF MINUTES**Minutes of Ordinary Council Meeting held 16<sup>th</sup> October 2014 are attached.**COUNCIL RESOLUTION – ITEM 14111.9****Moved:** Cr L Butler**Seconded:** Cr R Desmond**That the minutes from the Ordinary Council Meeting held on 16<sup>th</sup> October 2014 be accepted as a true and accurate record.****Carried: 9/0****14111.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION****14111.11 PETITIONS / DEPUTATIONS / PRESENTATIONS****14112 CORPORATE AND DEVELOPMENT SERVICES****14112.1 FINANCIAL STATEMENTS – OCTOBER 2014**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>ADM 0081</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>DOMENICA CURTIN – FINANCE OFFICER</b>
<b>RESPONSIBLE OFFICER</b>	<b>PETER MONEY – MCDS</b>
<b>REPORT DATE:</b>	<b>14<sup>TH</sup> OCTOBER 2014</b>
<b>ATTACHMENTS</b>	<b>MONTHLY FINANCIAL REPORT</b>

**Executive Summary**

This item recommends the acceptance of the Financial Activity Statement Report which is presented for the period ending 31<sup>st</sup> October 2014. The report complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996.

**Background**

Each month officers are required to prepare monthly financial reports, covering prescribed information, and present these to Council for acceptance.

**Details**

Presented is the Financial Activity Statement Report for the period ending 31<sup>st</sup> October 2014.

The following statements are presented to Council:

- Monthly Summary Information - Charts
- Statement of Financial Activity (Program and Nature& Type) - This provides the budget and actual income and expenditure for operating and non- recurrent as well and the closing surplus to date. (FM Reg 34(1))
- Statement of Capital Acquisitions and Capital Funding
- Net Current (Assets) Funding Position (Note 3.)-This provides the amount of assets over liabilities within the Balance Sheet. (FM Reg 34 (1)(e))
- Notes to the Financial Statements include:
  - Note 1.- Significant Accounting Policies
  - Note 2. - Explanation of Material Variances
  - Note 3. – Net Current Funding Position
  - Note 4. – Cash & Investments
  - Note 5. – Budget Amendments
  - Note 6. – Receivables
  - Note 7. – Cash Back Reserves
  - Note 8. – Capital Disposals
  - Note 9. – Rating Information
  - Note 10. – Information on Borrowings
  - Note 11. – Grant and Contributions
  - Note 12.- Trust Fund
  - Note 13.- Details of Capital Acquisition

#### **Legal Compliance**

Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996 states –

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –
  - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
  - (b) budget estimates to the end of the month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.

- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) an explanation of each of the material variances referred to in subregulation (1) (d); and (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Section 6.8 of the Local Government Act 1995 (Expenditure from municipal fund not included in annual budget) states –

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - a. is incurred in a financial year before the adoption of the annual budget by the local government; or
  - b. is authorised in advance by resolution\*; or
  - c. is authorised in advance by the mayor or president in an emergency.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Area 5: Investing in Councils Leadership

Goal: Strengthen the Shire’s position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

**Consultation**

Liaison with CEO, MCDS, FO, CDO, and MIS

**Comment**

It is recommended that the Financial Activity Statement Report for the period ending 31<sup>st</sup> October 2014 be accepted.

Voting Requirements – Simple Majority**Officers and Committees Recommendation – Item 14112.1**

**That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 31 October 2014.**

**Council Resolution – Item 14112.1**

Moved: Cr H Wass

Seconded: Cr L Smith

**That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 31<sup>st</sup> October 2014.**

Carried: 9/0

**14112.2 ACCOUNTS FOR PAYMENT – OCTOBER 2014**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>1306P</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>DOMENICA CURTIN – FINANCE OFFICER</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PETER MONEY - MCDS</b>
<b>REPORT DATE:</b>	<b>14<sup>TH</sup> OCTOBER 2014</b>
<b>ATTACHMENTS:</b>	<b>ACCOUNTS FOR PAYMENT</b>

**Executive Summary**

This Item recommends that council confirms the accounts paid for the month ending 31<sup>ST</sup> October 2014.

The Schedule of Accounts is presented pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.

The report identifies payments made from the Municipal and Trust Fund.

**Background**

Council has delegated to the Chief Executive Officer the authority to make payments from the Municipal and Trust funds in accordance with the Local Government (Financial Management) Regulations 1996.

Under Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal fund or the Trust fund, each payment from the Municipal fund or the Trust fund is to be noted on a list compiled for each month showing:

- a) The payee's name;
- b) The amount of the payment
- c) The date of the payment; and
- d) Sufficient information to identify the transaction

That list should then be presented at the next Ordinary Meeting of the Council following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.

**Legal Compliance**

Section 6.10 (d) of the Local Government Act 1995 refers, i.e. -

6.10. financial management regulations

Regulations may provide for —

(d) the general management of, and the authorisation of payments out of —

(i) the municipal fund; and

(ii) the trust fund of a local government.

Regulation 13(1), (3) & (4) of the Local Government (Financial Management) Regulations 1996 refers, i.e. -

13. Lists of Accounts

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment; and

d) sufficient information to identify the transaction.

(3) A list prepared under subregulation (1) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

**Policy Implications**

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures.

**Financial Implications**

Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made

**Strategic Implications**

**Area 5: Investing in Councils Leadership**



*Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership*

**Consultation**

MCDS

**Comment**

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures and it is therefore recommended that the payments, as contained within the Appendices, be confirmed.

**Voting Requirements – Simple Majority**

**Officer and Committee Recommendation – Item 14112.2**

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 31 October 2014 as attached to and forming part of this report.

Municipal Account	
EFT	\$509,011.47
Direct Debits	\$51,860.76
Cheques	\$29,962.63
Corporate MasterCard	\$2,700.33
Bank Fees	\$1,874.15
<b>Total</b>	<b>\$546,984.38</b>

Trust Account – Shire	
EFT	\$300.00
Cheques	\$6,580.00
Bank Fees	\$0
<b>Total</b>	<b>\$6,880.00</b>

Trust Account – Mt Gibson Public Benefit Funds	
EFT	\$0

Cheques	\$0
Bank Fees	\$0
<b>Total</b>	<b>\$0.00</b>

*Totaling \$553,864.38 from Municipal and Trust Accounts for the month ending 31 October 2014*

**Council Resolution – Item 14112.2**

Moved: Cr J Cunningham

Seconded: Cr R Desmond

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for 31<sup>st</sup> October 2014 as attached to and forming part of this report.

Carried: 9/0

**14112.3 POLICY MANUAL REVIEW**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>NIL</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>PETER MONEY – MCDS</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PETER MONEY – MCDS</b>
<b>REPORT DATE:</b>	<b>20<sup>TH</sup> NOVEMBER 2014</b>
<b>ATTACHMENTS:</b>	<b>POLICY MANUAL – PART THREE</b>

**Executive Summary**

This item recommends the final third of the Draft Policy Manual 2014 be adopted with any changes made by the Council at the November Council Meeting.

**Background**

The Council Policy Manual has not been reviewed since June 2009. Since that time there has been policy additions and amendments that have never been incorporated into the Manual, changes in legislation that affect Policies, changes in the operations of local governments and also changes in the expectations of the Council, Employees and the Community that all have effects on Policies.

Policies are set by the Council which effectively operational guidelines for the CEO. Policies also direct processes on how certain matters are to be managed provided they do not conflict with legislation. Therefore the Council determines the content of the Policy Manual but being mindful that Policies should be practical, achievable and fair.

The Draft Policy Manual 2014 is a more comprehensive document than the previous Manual and includes policies relating to many contemporary issues that were absent in the 2009

Manual. Because of the size of the document it is proposed to issue it in three parts and this item refers to the first part issued to the elected members in January 2014.

The suggested changes are too numerous to list individually but they include deletions, amendments and additions. All new Policies are highlighted in purple and where there have been significant changes to Policies these are highlighted in yellow or have a strikeout through the print which indicate either additions or removal.

At this stage the index is not accurate and the formatting of the document is not addressed. The reason is that the Council could make changes that would affect the formatting and therefore it is proposed to index and format the document when the Council is satisfied with the content of the whole document.

It is also suggested that any changes the Council wishes to make to this first part of the document are made at the Council Meeting with the live document.

#### **Statutory Environment**

*Local Government Act 1995* S3.1 – the general Function of Local Government is to provide for the good government of people in its district.

#### **Policy Implications**

This Manual proposes some significant changes to Policies and operational procedures.

#### **Financial Implications**

Nil

#### **Strategic Implications**

Area 5: Investing in Councils Capacity – Our Leadership

*Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.*

#### **Consultation**

Internal staff

Various sources of legislation and regulations.

#### **Comment**

The Draft Policy Manual 2014 is a dynamic document subject to constant change and improvement and should be the basis of the internal operations of the Shire.

#### **Voting Requirements – Simple Majority**

<b>Officers Recommendation – Item 14112.3</b>
<b>That Council adopts part 3 of the Draft Policy Manual from Section 8000 Disability Policy up to and including Section 9000 Members of the Draft Policy Manual 2014 with amendments made at the Council Meeting.</b>

**Council Resolution – Item 14112.3**

Moved: Cr H Wass

Seconded: Cr J Cunningham

That Council adopts part 3 of the Draft Policy Manual from Section 8000 Disability Policy up to and including Section 9000 Members of the Draft Policy Manual 2014 with amendments made at the Council Meeting.

Carried: 9/0

**14112.4 REVIEW OF WARDS AND REPRESENTATION**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>NIL</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>PETER MONEY – MCDS</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PETER MONEY – MCDS</b>
<b>REPORT DATE:</b>	<b>20<sup>TH</sup> NOVEMBER 2014</b>
<b>ATTACHMENTS:</b>	<b>DISCUSSION PAPER, WARD BOUNDARY DESCRIPTION DOCUMENT</b>

**Executive Summary**

This Item recommends the Council determine its preferred position on the review of ward boundaries and representation and to Council convey its decision to the Local Government Advisory Board.

**Background**

Schedule 2.2 of the Local Government Act 1995 (the Act) requires a local government that is divided into wards to carry out a review of the ward boundaries and the number of offices of councillors for each ward at least every 8 years. The review is overdue which was permitted by the Minister as the previous review that was commenced could not have been resolved in time for the next ordinary election in 2013.

The Shire has again received advice from the Department of Local Government that a review must be carried prior to the next ordinary election in October 2015. This process is lengthy and now it is essential that there are no further delays in order to meet the statutory deadline.

In accordance with its August decision, the Council has advertised the Review process in accordance with the Act. Advertising commenced on 19<sup>th</sup> August 2014 on public notice boards throughout the Shire and in the Shire office. Advertising commenced throughout the District via an advertisement in the Bush Telegraph issued on 3<sup>rd</sup> September. Advertising closed on 28<sup>th</sup> October 2014 some 56 days from being on notice boards and 45 days after the Bush Telegraph advertising.

A discussion paper was prepared for the community and this was advertised but no member of the community neither sought to acquire a copy of the document nor made any submissions. The document proposes six options and it was made clear in advertising and submissions could make alternative suggestions.

Following discussions with the Department of Local Government on the various options that were presented in the Discussion Paper I was advised that some of the options would be unacceptable to the Advisory Board. Therefore I have presented only three of those options for Council consideration. This does not mean the Council is limited to these three – it remains a Council decision as to what it advises the Board.

The data relating to the Shire population has been updated and the table below shows the number of electors as at 30<sup>th</sup> September 2014:

<b>Shire of Perenjori</b>		Elector data current at 30/09/2014		
<b>Ward Name</b>	<b>No. Electors</b>	<b>No. Councillors</b>	<b>Councillor: Elector Ratio</b>	<b>% Ratio Deviation</b>
Bowgada	36	1	36	<b>7.69%</b>
Perenjori	175	4	44	<b>-12.18%</b>
Caron / Latham	112	3	37	<b>4.27%</b>
Maya	28	1	28	<b>28.21%</b>
<b>Totals</b>	<b>351</b>	<b>9</b>	<b>39</b>	

The data above shows a significant deviation in the Maya Ward with overrepresentation of 28% deviation and the Perenjori Ward with under representation of 12% – in both instances the deviations should not exceed + or – 10%.

The Discussion Paper offered six alternative propositions for discussion but as no public comment was received and given that the Council has indicated it wants to retain the ward system, three alternative proposals are offered in this report.

It is understood that the Council is free to reject all the Officer proposals and make a proposal of its own. However the Council will need to provide reasons for not accepting any of the Officer Recommendations and the reasons for its decision, and the reason for adopting one of the Officers Recommendations, should it chose to do so, must be conveyed to the Local Government Advisory Board.

When considering its boundaries and elected representatives numbers the Board advises the Council should consider the following points:

- Community of interest
- Physical and topographical features
- Demographic trends
- Economic factors
- The ratio of councillors to electors in each ward.

The following table (in green) outlines the key factors that need to be addressed when considering wards and representation; I have provided a subjective assessment of how each of the three options presented meets this criteria.

Option	Community of Interest	Physical & Topographic Issues	Demographic Trends	Economic Factors	Ratio C:E
Current	Yes	Yes	No	Yes	No
Two wards	Yes	Yes	Doubtful	Yes	No
Two wards - 2 less elected positions	Yes	Yes	Yes	Yes	Yes
Four wards boundary shifts	Yes	Yes	Doubtful	Yes	Yes

In considering that the Council wishes to retain a ward system the first option to change to two wards offers the least complex solution and has certain advantages and meets the Advisory Board’s considerations.

**Option 1:**

The first Recommendation is Option 4 in the Discussion paper which is a change to two wards. This is achieved by combining Caron/Latham/Maya into one ward and Bowgada/Perenjori into a second ward.

<b>Shire of Perenjori</b>		Elector data current at 30/09/2014		
<b>Ward Name</b>	<b>No. Electors</b>	<b>No. Councillors</b>	<b>Councillor: Elector Ratio</b>	<b>% Ratio Deviation</b>
Perenjori / Bowgada	211	5	42	-8.21%
Caron / Latham/Maya	140	4	35	10.26%
<b>Totals</b>	<b>351</b>	<b>9</b>	<b>39</b>	

This option would achieve a better balance of Councillor to elector ratios and would require some boundaries to be abolished. This proposal is based on the most current elector data and does not offer the perfect balance but a small number of people in or out of either of the proposed wards could improve the deviations. It is possible the Board may reject this proposal in this form given that the deviation in the new Caron/Latham/Maya ward remains above 10% and the Bowgada/Perenjori ward is close to unacceptable and given population trends towards town growth rather than rural growth, the deviation could increase in the future – not decrease.

**Percentage deviations / population / demographics**

However if too much emphasis is on the percentage deviations rather than the number deviations, you could theoretically shift boundaries every year to maintain the preferred percentage deviations. To demonstrate this point using the elector numbers as they were on the electoral roll for the October 2013 election, and using the above ward boundaries, the deviations were +2% and -1.7% respectively.

Again if we become pedantic about the percentage deviation rather than the practicalities of actual population, you could move the proposed Caron/Latham/Maya ward boundary further north and take more of the Perenjori ward. This may result in improved deviations but it is likely that within a year or two the movement of a small number of people could result in a return to the deviations that are currently present – or worse.

The proposal creates wards for the north and south of the Shire and if considered necessary the southern boundary of the existing Perenjori ward could be shifted further north which may create and even closer geographical balance.

However in making minor changes it should be considered the Shire's total population is quite stable and continuous minor deviations in the Councillor/elector ratio is not desirable. For example the Perenjori ward has increased by only 10 electors and the Bowgada ward

increased by 3 electors since July 2012. The other two wards populations have not changed in that same period.

**Election implications**

Should this option be adopted and preferably avoiding a full spill of Councillors only those Councillors who terms expire in October 2015 would face election. Following the election one Councillor from the new Caron/Latham/May ward and two Councillors from the new Perenjori/Bowgada ward would have 2 years terms, based on the lowest votes received. If Councillors were elected unopposed the terms would be decided by ballot.

**Community of interest**

In terms of community of interest this proposal provides a more than reasonable representation for towns' people and rural based people. However it does result a shift of majority seats from the rural sector to the town sector. Though the proposed Perenjori/Bowgada ward does have rural based interest it is possible for a town based block of candidates to win all 5 positions and dominate the Council. However for rural based people the worst scenario is no wards – this option does ensure reasonable balance with rural and town.

**Economical**

Economically the Shire has two distinct major rate income sources being mining and agriculture. The Perenjori ward contains the major mining areas and some of the ancillary services that come from the mining industry. Mining rates at 30<sup>th</sup> June 2014 were \$1.037 Million and townsite rates \$86K. The proposed new Caron/Lath/Maya ward contains much but not all of the agricultural income of \$1.504 Million to 30<sup>th</sup> June 2014. Unfortunately due to the nature and population in the broad acre agricultural industry it is not possible to create the perfect balance of electoral seats with both population and income.



**Option 2:**

Another matter the Council may wish to consider is the State Government's preference for reducing elected positions and in this instance it could be from nine to seven positions. The Council could prior to the 2015 election decide to remove two of the five seats that will be vacated with both proposed wards each losing one position.

The outcome in terms of deviations would be as follows:

<b>Shire of Perenjori</b>		Elector data current at 30/09/2014		
<b>Ward Name</b>	<b>No. Electors</b>	<b>No. Councillors</b>	<b>Councillor: Elector Ratio</b>	<b>% Ratio Deviation</b>
Perenjori / Bowgada	211	4	53	-5.20%
Caron / Latham/Maya	140	3	47	6.93%
<b>Totals</b>	<b>351</b>	<b>7</b>	<b>50</b>	

As can be seen the outcome of this action presents more acceptable deviations and meets the State Government's preference for reduced representation. The Council should also consider if nine or seven representatives is more appropriate for a local government with this population.

For example Carnamah, Coorow, Three Springs and Morawa all have seven seats and Yalgoo six – all with no wards.

In terms of representation it is worth considering the ratios in the proposed two wards with 9 Councillors and with 7 Councillors;

With 9 Councillors it is 42:1 and 35:1 electors per Councillor;

With 7 Councillors it is 53:1 and 47:1 electors per Councillor

This compares with neighbouring local governments as below;

Carnamah = 53:1; Coorow = 114:1; Mingenew = 45:1; Morawa = 65:1; Three Springs = 54:1.

Though reducing elected positions may appease the State Government it may not be appreciated by the Perenjori Shire community – the Council would best know if this is correct or not. The community may consider it does not want reduced representation to achieve arbitrarily selected numbers.

Further to that reducing numbers of elected representatives does not have any significant benefits. Considering the overall cost of managing the Shire, the cost of governance is not great and removing two elected positions does not result in any significant savings.

**Option 3:**

This option is created by shifting boundaries among the existing wards and though theoretically possible it will take careful consideration by the Council and the application of local knowledge of the properties along the boundaries and the numbers of people living on those properties. (See the Ward Boundaries Description document attached).

The proposal is to realign the boundaries to achieve the elector numbers as close as possible to the numbers shown on the table below which is to shift 10 electors from Perenjori ward to Caron/Latham ward and 10 electors from Caron/Latham ward to Maya ward as follows:

<b>Shire of Perenjori</b>		Elector data current at 30/09/2014		
<b>Ward Name</b>	<b>No. Electors</b>	<b>No. Councillors</b>	<b>Councillor: Elector Ratio</b>	<b>% Ratio Deviation</b>
Bowgada	36	1	36	<b>7.69%</b>
Perenjori	165	4	41	<b>-5.77%</b>
Caron/Latham	112	3	37	<b>4.27%</b>
Maya	38	1	38	<b>2.56%</b>
<b>Totals</b>	<b>351</b>	<b>9</b>	<b>39</b>	

This option achieves the balance of Councillor to elector ratios but requires a number of boundary shifts and if the Council selects this option then the Council will need to advise the Local Government Advisory Board in detail of the proposed new boundaries.

This will require considerable time and discussion between the Councillors who have the local knowledge and the Shire staff to ensure that accurate data is provided to the Board.

This proposal can be made to provide the necessary balance in theory but it will require considerable detail of where people live and where various property boundaries are located. And again the movement of a small number of people can change these figures again.

This option would not affect the number of elected positions and the 2015 elections could proceed without any impediments. The only change would be some electors will be voting in a different ward than previously.

This proposal maintains the status quo in terms of community of interest and economic balance within the Shire. The economic interests of agriculture, mining and community are as much as possible equally represented.

In economic terms the agricultural community which provides the greatest income for the Shire has the extra representative and in most circumstances does not create an unfair advantage to either income group.

**Statutory Environment**

Local Government Act 1995

Schedule 2.2 6(1)

Schedule 2.2 (9)

Section 2.2(1)

Section 2.3

Section 2.18(3)

**Policy Implications**

Nil

**Financial Implications**

At this time there are no financial implications and future costs will depend on the final decision of the Council. Options 1 & 2 have minimal costs (not yet quantified).

However there will be significant costs in human resources particularly with option 3 (also not quantified).

**Strategic Implications**

*Area 5: Investing in Councils Capacity – Our Leadership*

*Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.*

**Consultation**

Department of Local Government

CEO

Community advertising

**Comment**

The decision on which option it chooses is entirely the prerogative of the Council but I have been advised by the DLG that the Board will most likely not accept the status quo and the Council is advised to correct the existing deviations and also consider its number of elected positions.

Based on the information above and the advice I have received that changes will need to be made I have prepared three options and again I reiterate that the Council does not have to accept any of the options presented.

The three all retain a ward system and the Local Government Advisory Board will be aware from either of these options that the Council wishes to retain the Ward system. Anecdotally this is the preference of people within the Shire.

**Voting Requirements – Absolute Majority****Officers Recommendation – Item 14112.4****Option 1**

That in accordance with Schedule 2.2 (9) of the Local Government Act 1995 it is recommended to the Local Government Advisory Board that

1. And order be made under s2.2 (1) of the Act to abolish the existing Bowgada, Perenjori, Caron/Latham and Maya ward boundaries and create two new wards.
2. An order be made under s2.3 of the Act to name the new wards Bowgada/Perenjori ward and Caron/Latham/Maya ward.
3. The new boundary of the Bowgada/Perenjori ward will be the existing northern Bowgada boundary and the southern Perenjori ward boundary. The new boundary of the Caron/Latham/Maya ward will be the existing northern Caron/Latham boundary and the existing southern Maya boundary as shown on the map attached.

**Option 2**

That in accordance with Schedule 2.2 (9) of the Local Government Act 1995 it is recommended to the Local Government Advisory Board that

1. And order be made under s2.2 (1) of the Act to abolish the existing Bowgada, Perenjori, Caron/Latham and Maya ward boundaries and create two new wards.
2. An order be made under s2.3 of the Act to name the new wards Bowgada/Perenjori ward and Caron/Latham/Maya ward.
3. The new boundary of the Bowgada/Perenjori ward will be the existing northern Bowgada boundary and the southern Perenjori ward boundary. The new boundary of the Caron/Latham/Maya ward will be the existing northern Caron/Latham boundary and the existing southern Maya boundary as shown on the map attached.
4. An order be made under s2.18 (3) of the Act to designate the following number of elected positions for each ward; Bowgada/Perenjori (4) and Caron/Latham/Maya (3) effective for the 2015 Ordinary Election.

**Option 3**

That in accordance with Schedule 2.2 (9) of the Local Government Act 1995 it is recommended to the Local Government Advisory Board that

1. And order be made under s2.2 (1) (c) of the Act to change the boundaries of the existing Perenjori, Caron/Latham and Maya wards to new boundaries as designated on the map and determined by the Council.
2. The four wards are to retain the names of the existing wards.

<b>Council Resolution – Item 14112.4</b>
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Moved: Cr P Waterhouse

Seconded: Cr J Cunningham

**Option 3**

That in accordance with Schedule 2.2 (9) of the Local Government Act 1995 it is recommended to the Local Government Advisory Board that

1. And order be made under s2.2 (1) (c) of the Act to change the boundaries of the existing Perenjori, Caron/Latham and Maya wards to new boundaries as designated on the map and determined by the Council.

The four wards are to retain the names of the existing wards

Carried Absolute Majority: 9/0

<b>14113 INFRASTRUCTURE SERVICES</b>
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<b>14113.1 ROAD MAINTENANCE OCTOBER 2014</b>
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**APPLICANT:** SHIRE OF PERENJORI  
**FILE:** R123  
**DISCLOSURE OF INTEREST:** NIL  
**AUTHOR:** ROB GREEN – WORKS SUPERVISOR  
**RESPONSIBLE OFFICER:** KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES  
**REPORT DATE:** 12<sup>TH</sup> NOVEMBER 2014  
**ATTACHMENTS:** MAP

**Executive Summary**

This item seeks Council acceptance of the road maintenance report for the month of October 2014.

**Background**

Listed are the roads graded for the month of October 2014.

Lochada Rd	Old Perth Rd
Billeroo Rd	Liebe Rd
Griffiths Rd	Syson Rd
Taylors Rd	Forte Rd
Watson Rd	Maya East Rd
Chisholm Rd	Martin Rd
Barker Rd	Willder Rd
Oliver Rd	Oversby South Rd

Kings Rd

**Statutory Environment**

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

**Policy Implications**

NIL

**Financial Implications**

As per road maintenance budget

**Strategic Implications**

Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs

**Consultation**

Nil

**Comment**

The roads graded in October were roads that have had high volumes of traffic due to harvest and a few minor roads which have been graded for some time.

**Voting Requirements – Simple Majority**

<b>Committees Recommendation – Item 14113.1</b>
<b>That the road maintenance report for October 2014 be accepted as presented</b>

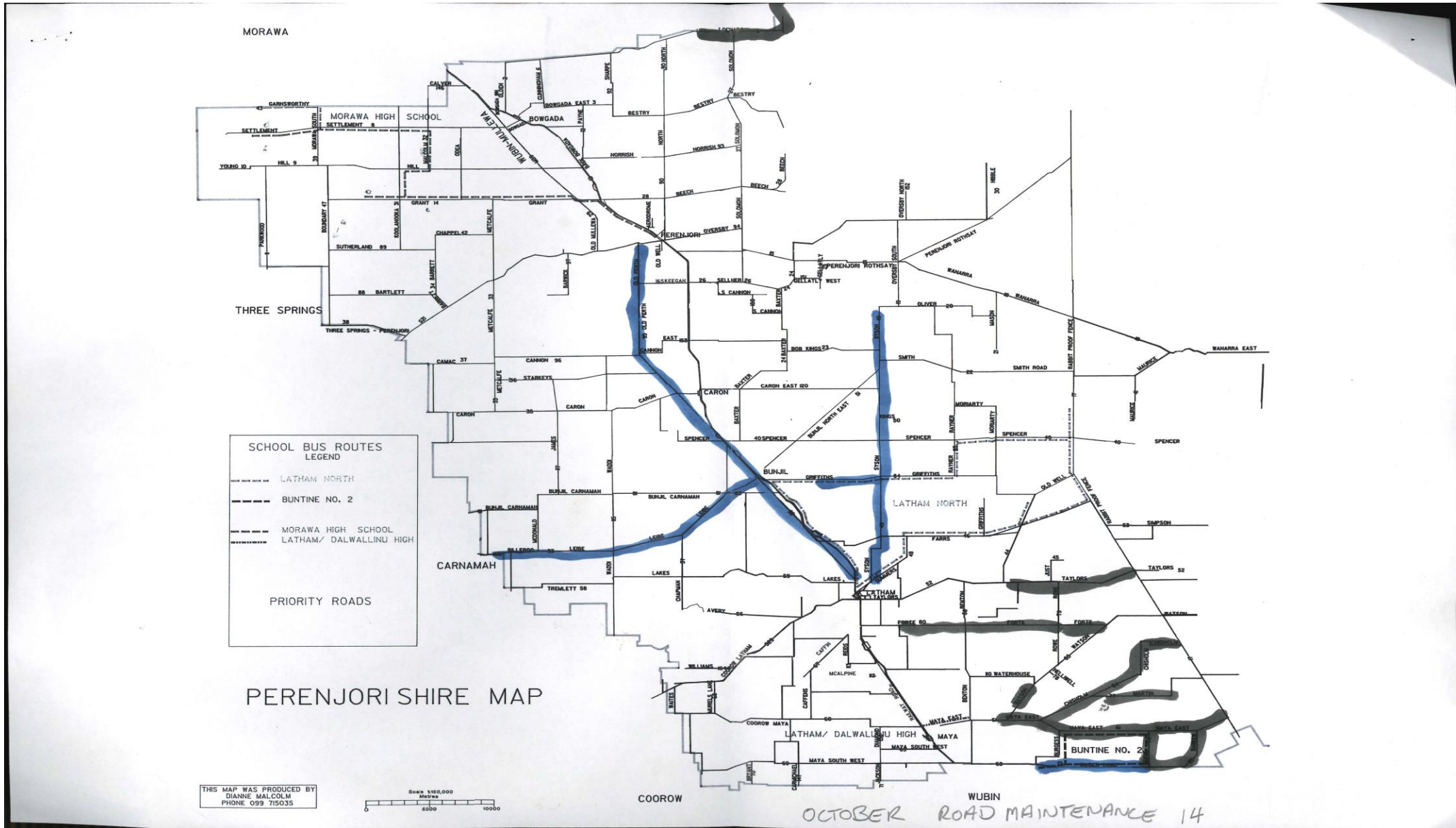
<b>Council Resolution – Item 14113.1</b>
--

Moved: Cr L Butler

Seconded: Cr G Reid

That the road maintenance report for October 2014 be accepted as presented.

Carried: 9/0



<b>14113.2 RESTRICTED ACCESS VEHICLE UPDATE</b>
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**APPLICANT:** MANAGER OF INFRASTRUCTURE SERVICES  
**FILE:** ADM R200  
**DISCLOSURE OF INTEREST:** NIL  
**AUTHOR:** KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES  
**RESPONSIBLE OFFICER:** KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES  
**REPORT DATE:** 12<sup>TH</sup> NOVEMBER 2014  
**ATTACHMENTS:** NIL

**Executive Summary**

This report provides an update in regards to the Restricted Access Vehicle applications made to Main Roads for the changes to the Shire of Perenjori's network.

**Background**

The Shire of Perenjori held a workshop last year to review its road system and to map out changes to the RAV network. A list of changes to the RAV's was forwarded to Main Roads for assessment and as they are being reviewed, Main Roads are informing the Shire of the outcome of the assessments.

Below is the list of roads to date and their outcomes after assessments:

ROAD	CURRENT NETWORK	PROPOSED NETWORK	OUTCOME & COMMENT
Sharpe road	4	5	Successful
Bob Kings road	4	5	Unsuccessful. Non-compliant swept paths at Syson & Baxter. Vegetation on bends remove to improve sight distance.
Grant road	4	5	Unsuccessful. Non-Compliant swept path with Boundary rd, road width 7- 7.5m should be 8m. Insufficient sight distance from Southern approach on Boundary road due to crest
Metcalfe road	4	6	Unsuccessful. Intersection with PJ CA swept path & culvert requires widening at intersection. 7-7.5m wide, should be 8m
Coorow Maya road	4	7	Unsuccessful. Stacking distance with rail and swept path with Wubin Mullewa road



Crossing Street	5 between Fowler and Russell St. As of right rest.	6	Unsuccessful. Swept path with Fowler st and North Rd.
Bestry Road	4	5	Unsuccessful. Carriageway width should be 8m. Sight distance restricted on South East approach

**Statutory Environment**

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

**Policy Implications**

NIL

**Financial Implications**

NIL

**Strategic Implications**

Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs

**Consultation**

NIL

**Comment**

NIL

**Voting Requirements – Simple Majority****Committee Recommendation – Item 14113.2**

**That the progress on the Restricted Access Vehicle changes be noted.**

**Council Resolution – Item 14113.2**

**Moved: Cr J Hirsch**

**Seconded: Cr L Butler**

**That the progress on the Restricted Access Vehicle changes be noted.**

**Carried: 9/0**

<b>14113.3 2014/15 SEAL PROGRAM</b>
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**APPLICANT:** MANAGER OF INFRASTRUCTURE SERVICES  
**FILE:** ADM  
**DISCLOSURE OF INTEREST:** NIL  
**AUTHOR:** KEN MARKHAM –MANAGER INFRASTRUCTURE SERVICES  
**RESPONSIBLE OFFICER:** KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES  
**REPORT DATE:** 12<sup>TH</sup> NOVEMBER 2014  
**ATTACHMENTS:** NIL

**Executive Summary**

This item seeks Council's endorsement of the preferred sealing contractor to supply their services for the 2014/15 roadwork's program.

**Background**

The Shire of Perenjori's roadwork's program for 2014/15 includes projects that require seal works to be carried out. The Manager Infrastructure Services has utilised WALGA's EQuote system to obtain prices and availability from suitably qualified contractors for the sealing program.

Three contractors were invited to submit an application. They were:

Fulton Hogan Industries Pty Ltd

Bitutek Pty Ltd

Boral Resources WA Ltd

The EQuotes close 7<sup>th</sup> November at 5pm.

All contractors were asked to price on mob/ demob, bitumen, pre-coating of aggregates and spreading of aggregates. The table below shows the comparisons:

COMPANY	MOB/DEMOB x 2 trips	RELOCATION IN MIDWEST	PRECOATING \$/m <sup>3</sup>	Approx 650m <sup>3</sup>	BITUMEN \$/lt	approx 75360lt	SPREADING OF AGGREGATES	Approx 62800m <sup>2</sup>	TOTAL
FULTON HOGAN	Included in price	Included in price	\$13.69	\$8,898.50	\$1.34	\$100,982	\$0.20	\$12,560	\$122,440.50
BITUTEK	\$8,800	NIL	\$15.13	\$9,834.50	\$1.21	\$91,186	\$0.16	\$10,048	\$119,868.50
BORAL RESOURCES	\$15,185	25.256/km	\$25.57	\$16,620.50	\$1.43	\$107,764.80	\$0.20	\$12,560	\$152,130.30

Two of the contractors provided fairly similar prices with Bitutek being slightly cheaper. Bitutek have provided service to the Perenjori Shire for the last couple of years.

**Statutory Environment**

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Section 3.57 Local Government Act 1995 (“the Act”)

Part 4 Local Government (Functions and General) Regulations 1996 (“the Regulations”)

Local Government (Functions and General) Amendment Regulations 2007 (“the Regulations”)

**Policy Implications**

Nil

**Financial Implications**

As per Councils road program budget

**Strategic Implications**

Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

**Consultation**

Nil

**Comment**

MCDS, WALGA

**Voting Requirements – Absolute Majority**

<b>Officers Recommendation – Item 14113.3</b>
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<b>That Council endorse the preferred contractor, Bitutek to carry out the Shire of Perenjori’s sealing program for 2014/15</b>
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<b>Council Resolution – Item 14113.3</b>
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Moved: Cr H Wass

Seconded: Cr G Reid

**That Council endorse the preferred contractor, Bitutek to carry out the Shire of Perenjori’s sealing program for 2014/15**

**Carried by Absolute Majority: 9/0**

**14114 GOVERNANCE****14114.1 CHRISTMAS CLOSURE, COUNCIL AND STAFF FUNCTION**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>ADM 0533</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>ALI MILLS – CEO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>ALI MILLS – CEO</b>
<b>REPORT DATE:</b>	<b>20<sup>TH</sup> NOVEMBER 2014</b>
<b>ATTACHMENTS:</b>	<b>NIL</b>

**Executive Summary**

This item seeks Council's endorsement of the closure of the administration building between Christmas and the New Year.

**Background****Office Closure**

In previous years the administration staff observed a Christmas/New Year stand down in which the main Administration building was closed during the period between Christmas and New Year. It would be proposed that a similar Christmas stand down be observed over the period between Christmas and New Year 2014/2015.

The proposal would be that the Christmas stand down is advertised to the general public and that alternative contact numbers are provided in the event that urgent action needs to be undertaken by resident staff.

Where a Christmas stand down is invoked, all staff will be expected to take that time off either using rostered days off or annual leave. The proposed closure will be from 5.00p.m, 23<sup>rd</sup> December 2014 and re-opening at 8.00am Monday 5th January 2015 (8 days in total) with 4 of these days being Public Holidays.

**Christmas Function**

The Council has traditionally put on a single end of year staff and Council Christmas function in order to recognise the efforts of all throughout the calendar year. This event in 2013 was held at the Perenjori Sports Club and is proposed for a similar event to be held after Council's Ordinary meeting on Thursday 18<sup>th</sup> December 2014.

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Funds for the Christmas function are included in the existing budget allocations for Council functions.

**Strategic Implications**

Area 5: Investing in Councils Capacity – Our Leadership

Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

**Consultation**

Internal and external staff

**Comment**

Office Closure

The annual Administration Christmas/New Year stand down would appear to be an appropriate response where there is not a high volume of counter or telephone enquiries, and where there is no particular need to have the administration building open at what is otherwise considered a very quiet part of the year.

End of Year Function

This event provides opportunity for all Councillors and staff to join together and have a Christmas meal and drinks. The function signifies the end of the calendar year and acknowledges the efforts by all to achieve over the year. Staff have indicated they would like to have the event a little different this year with a DJ.

**Officers Recommendation: 14114.1**

**That the Council –**

- 1. Note the observance of a Christmas stand-down for staff with the office to be closed from 5.00 p.m to 23<sup>rd</sup> December 2014 and re-opening at 8.00 a.m. on the 5<sup>th</sup> January 2015.**
- 2. Support a Councillor/ Staff Christmas function on 18<sup>th</sup> December 2013 commencing at 6.00pm, at a venue to be confirmed.**

**Council Resolution – Item 14114.1**

**Moved: Cr L Smith**

**Seconded: Cr J Cunningham**

**That the Council –**

- 1. Note the observance of a Christmas stand-down for staff with the office to be closed from 5.00 p.m. on 23<sup>rd</sup> December 2014 and re-opening at 8.00 a.m. on the 5<sup>th</sup> January 2015.**
- 2. Support a Councillor/ Staff Christmas function on 18<sup>th</sup> December 2013 commencing at 6.00pm, at a venue to be confirmed.**

**Carried: 9/0**

**14115 PROJECT STATUS REPORT**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>NIL</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>ALI MILLS – CEO</b>
<b>RESPONSIBLE OFFICER</b>	<b>ALI MILLS – CEO</b>
<b>REPORT DATE:</b>	<b>20<sup>th</sup> NOVEMBER 2014</b>
<b>ATTACHMENTS</b>	<b>PROJECT STATUS REPORT</b>

**SUMMARY**

The project status report is provided to Council in order that actionable items are recorded and results reported to council. Although this is information only, the project status report is to be accepted by Council and recorded in the minutes to ensure councils are kept informed on the progress of the work undertaken by the Shire of Perenjori.

**Officers Recommendation – Item 14115**

**Council accepts the Project Status Report for the month of October as presented.**

**Council Resolution – Item 14115**

**Moved: Cr H Wass**

**Seconded: Cr P Waterhouse**

**Council accepts the Project Status Report for the month of October 2014 as presented.**

**Carried: 9/0**

**14116 STATUS REPORT**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>NIL</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>ALI MILLS – CEO</b>
<b>RESPONSIBLE OFFICER</b>	<b>ALI MILLS – CEO</b>
<b>REPORT DATE:</b>	<b>20<sup>th</sup> NOVEMBER 2014</b>
<b>ATTACHMENTS</b>	<b>STATUS REPORT</b>

**SUMMARY**

The status report is provided to Council in order that actionable items are recorded and results reported to council. Although this is information only, the status report is to be accepted by Council and recorded in the minutes to ensure councils are kept informed on the progress of the work undertaken by the Shire of Perenjori.

**Officers Recommendation – Item 14116**

Council accepts the October 2014 Status Report as presented.

**Council Resolution – Item 14116**

Moved: Cr G Reid

Seconded: Cr J CUnningham

Council accepts the October 2014 Status Report as presented.

**CARRIED: 9/0**

**14117 OTHER BUSINESS**

**14117.1 MOTIONS OF WHICH DUE NOTICE HAVE BEEN GIVEN**

**14117.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**14117.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

**14117.4 MATTERS BEHIND CLOSED DOORS**

**14117.5 CONFIDENTIAL**

**14118 CONFIDENTIAL – BOUNDARY DISCREPENCY**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>NIL</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>PETER MONEY - MCDS</b>
<b>RESPONSIBLE OFFICER</b>	<b>PETER MONEY - MCDS</b>
<b>REPORT DATE:</b>	<b>20<sup>TH</sup> NOVEMBER 2014</b>
<b>ATTACHMENTS</b>	<b>MAP,RECORD OF SALE, PHOTOGRAPH</b>

Voting Requirements – Simple Majority

**Officers Recommendation – Item 14118**

That Council resolves to cede 20 Hesford Street Perenjori to the adjoining owners at 22 Hesford Street Perenjori on the understanding that the Council had disposed of 20 Hesford Street with the sale of 22 Hesford Street in March 1998. On condition that the current owner bears all costs associated with this land transfer transaction

**Council Resolution – Item 14118**

Moved: Cr J Cunningham

Seconded: Cr H Wass

That Council resolves to cede 20 Hesford Street Perenjori to the adjoining owners at 22 Hesford Street Perenjori on the understanding that the Council had disposed of 20 Hesford Street with the sale of 22 Hesford Street in March 1998. On condition that the current owner bears all costs associated with this land transfer transaction

Carried: 9/0

**14118.1 DATE OF NEXT MEETING / MEETINGS**

The next Ordinary Council meeting will be held on the 18<sup>TH</sup> December 2014 at 1.30pm.

**14118.2 CLOSURE**

Cr C King declared the meeting closed at 9:15pm

*I certify that this copy of the Minutes is a true and correct record of the meeting held on 20<sup>th</sup> November 2014.*

*Signed:* \_\_\_\_\_  
*Presiding Elected Member*

*Date:* \_\_\_\_\_