

SHIRE OF KOJONUP



Council Minutes

15th August 2006

SHIRE OF KOJONUP

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 15th AUGUST 2006

TABLE OF CONTENTS

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS *

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE *

3 PUBLIC QUESTION TIME *

4 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE *

5 APPLICATIONS FOR LEAVE OF ABSENCE *

6 CONFIRMATION OF MINUTES *

7 ANNOUNCEMENTS by the Presiding Member without discussion *

8 PETITIONS, DEPUTATIONS & PRESENTATIONS *

9 DECLARATIONS OF INTEREST *

10 FINANCE REPORTS *

10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY *

10.2 MONTHLY PAYMENTS LISTING *

11 ENGINEERING & WORKS REPORTS *

12 ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS *

12.1 BRIGADIER POTTS MEMORIAL *

13 CORPORATE & COMMUNITY SERVICES REPORTS *

13.1 EMERGENCY MANAGEMENT GRANT *

14 OCCUPATIONAL SAFETY & HEALTH COMMITTEE MINUTES *

14.1 POLICY AND REVIEW *

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN *

16 NEW BUSINESS of an urgent nature, introduced by a decision of the meeting *

16.1 Cr Marsh Kodja Place Café *

16.2 Springhaven Lodge Report and Manager's Contract *

17 CONFIDENTIAL REPORTS *

17.1 Chief Executive Officer Performance Review *

17.2 The Kodja Place Manager Back Pay Request *

[17.3 Legal Action – W Lenyszyn *](#)

[18 NEXT MEETING *](#)

[19 CLOSURE *](#)

[20 APPENDICES AND TABLED DOCUMENTS *](#)

[21 ATTACHMENTS *](#)

SHIRE OF KOJONUP

MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The President opened the meeting at 3.04pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

The President read the following statement:

Disclaimer

No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.

Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.

The President welcomed those present in the Gallery to the meeting.

2. ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

Cr Jill Mathwin Shire President

Cr Jane Trethowan Deputy Shire President

Cr John Benn

Cr Pat Bunny

Cr Will Carrington-Jones *arrived at 3.06pm*

Cr Ernie Graham

Cr Rosie Hewson

Cr Greg Marsh

Cr Frank Pritchard

Cr Geoff Thorn

Mr Stephen Gash Chief Executive Officer

Mr Kim Dolzadelli Manager of Corporate Services

Ms Melissa Wilson Manager of Health and Building

Mrs Heather Marland Senior Finance Officer

Mrs Rosemary Cussons Personal Assistant

APOLOGIES

Mrs Cindy North Manager of Community Development

Mr Craig McVee Works Manager

Mr Russell Hobman Technical Services Officer

3. **PUBLIC QUESTION TIME**

Nil

4. **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

5. **APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Bunny applied for Leave of Absence for the period from 23rd August to 10th October 2006 inclusive.

COUNCIL DECISION

106/06 MOVED Cr Carrington-Jones that Leave of Absence be granted to Cr Bunny for the period from 23rd August to 10th October 2006 inclusive.

CARRIED 10/0

6. **CONFIRMATION OF MINUTES**

ORDINARY MEETING 18th July 2006

Corrections:

Item 10.1.2 Monthly Payment Listing Council Decision – change the dates 24/01/06 to 16/02/06 to 15/06/06 to 12/07/06.

Item 12.3 Oversized Shed – Lot 123 Blackwood Rd Muradup, second paragraph under the heading 'Background' - change the year date 2006 to 2005 and delete the word 'since' and replace it with the word 'not'.

COUNCIL DECISION

107/06 MOVED Cr Thorn that the corrected Minutes of the Ordinary Meeting of Council

held on 18th July 2006 be confirmed as a true record.

CARRIED 10/0

SPECIAL MEETING 25th July 2006

COUNCIL DECISION

108/06 MOVED Cr Benn that the Minutes of the Special Meeting of Council held on

25th July 2006 be confirmed as a true record.

CARRIED 10/0

7. ANNOUNCEMENTS by the Presiding Member without discussion

The President made the following comments from the WALGA Great Southern Zone and AGM meeting held 6th August 2006 at Local Government Week:

- I. There will be no forced amalgamations of Local Governments as stated by Mr Bill Mitchell, President of WALGA and the Premier, Mr Alan Carpenter while they continue to be in office.
- II. That the Inter Governmental Agreement addressing 'cost shifting', being in early stages, should at least be listed for discussions with WALGA. to determine:
 - a) what strategies and plans may be investigated to strengthen Local Government position on cost shifting
 - b. clarification on how Local Government may obtain resources to undertake additional functions requested of them by the other two spheres of government
 - c. in the situation where additional resources are not made available for the Shire to complete tasks requested of them formal advice given by the Shire of inability to perform such tasks, would serve as defence in event of any claim against the Shire due to non compliance.

1. PETITIONS, DEPUTATIONS & PRESENTATIONS

A Deputation from the Potts Memorial Group presented to Council the proposed date for the dedication and unveiling of the Potts Memorial in Kojonup as the 6th May 2007. The Governor General Major General Michael Jeffery will be invited as the honoured guest for this occasion.

On behalf of the Potts Memorial Group, a presentation of a DVD recording the proceedings and speeches of the launch 29th April 2006, was made to the Shire Council.

3.18pm Mr J Mathwin, Mrs K Mathwin and Mrs W Anderson left the meeting.

2. DECLARATIONS OF INTEREST

Stephen Gash – Chief Executive Officer declares a financial interest in Item 17.1 as it relates to conditions in his contract of employment.

3. FINANCE REPORTS

10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY

AUTHOR: Kim Dolzadelli – Manager Corporate Services

DATE: 10 August 2006

FILE NO 06.15.01

ATTACHMENT Monthly Finance Reports

DECLARATION OF INTEREST

Nil

SUMMARY

Preparation and presentation to Council of Monthly reports are a statutory requirement, with these to be presented to the next ordinary meeting following the close of a month, or it may be presented to the ordinary meeting in the following month after that.

With all of the changes within the general ledger, work is not yet completed on all the new reports. These will be submitted to Council's ordinary meeting in September 2006.

There are a number of separate attachments to this report, which also give 'overview' information as to the position of various items of Council's finances.

BACKGROUND

The new reporting requirements came into force from 1st July 2005.

COMMENTS

There are a number of attachments to this report, and they are as follows:

1.1 Bank Reconciliations

2.1 Rates Report

3.4 Restricted Assets Details, and Committed Monies.

3.5 Reserves Details

4.1 Status Report – Finance and Accounting Work

5.1 Statement of Financial Activity – Summary

6.1 Capital Expenditure Listing

7 Plant Purchases and Disposals, and other Asset disposals

At its meeting of 22 August 2005 Council adopted a "Material" Variance figure of either \$500 or 8%, whichever is the greater, for each individual account. This policy was ratified recently as the appropriate level for comparisons. Variations, in broad terms, are included each month. A detailed Operating Statement includes all the relevant information, and every dollar variation, are normally presented to Council at the end of each Quarter. This detailed report includes the final projections to the end of the financial year.

Attachment 1.1 to this report gives details of Council's Bank Reconciliations, and Investments. Monthly production of this item shows to Council that this very important task has been completed, and that things are up-to-date.

Attachment 2.1 gives details of Council's Rates details. The first Instalment on Rates is due on 29th August 2006. The Rate discount period has just finished with total discounts allowed of \$34,129, this amount comes in below the \$35,000 budgeted. A full analysis will be carried out with respect to Rate levies and collections after the due date for payment, that being 29th August 2006.

Attachment 3.4 relates to "Restricted Assets", which involves funds received in advance in prior years, which should be treated as "Restricted" until the expenditures associated with such purposes have been incurred. Transfers are then made after that time.

Attachment 3.5 shows Council's Reserves Accounts, including movements to and from such accounts for the year. The only movement at this time is that of Interest on Investment earnings.

Attachment 4.1 is the monthly Status Report with regard to significant Finance and accounting work, so that the Council is kept informed as to the position of various items in this area. As can be seen, virtually all areas are up-to-date. The major area of emphasis over the next 2 months will be the finalisation of the accounting work for the previous financial year, and then production of the Annual Financial Report for the 2005/06 year. The audit of the accounts will be carried out in the second week of October 2006. The Auditors report will be submitted to Council's ordinary meeting in November 2006. The Annual Electors meetings is planned to be held before Christmas 2006.

Two important systems are that of the Public Works Overheads [PWO] distribution, and the Plant Operating Costs distribution System [POCD]. Both systems will be monitored and reassessed over the next 2 months.

Attachment 5.1 is the Statement of Financial Activities for the year. This is basically a "Sources and Applications of Funds" Statement, and is a summary of figures of the original budget, any amendments adopted to date, actual figures transacted to date, as well as our projections, in dollar terms, of the likely/expected outcomes for the year. Very few changes are expected at this time given the report only reflects one months trading into the financial year. Detailed changes will be listed and proposed with the close of the September quarter.

For the reader's information, a large item that Council has adopted is that of cash backing its Aged Care Service liabilities to the level of 100%. The emphasis in subsequent years is to be that of - Replacing plant items; increasing the allocations towards roads and infrastructure; and looking to those activities which will prove to be the most beneficial in the long term.

CONSULTATION

None necessary.

STATUTORY ENVIRONMENT

Financial Management Regulation 34 sets out the basic information which must now be included in the monthly reports to Council.

POLICY IMPLICATIONS

None applicable.

FINANCIAL IMPLICATIONS

Occasionally Council may be asked to authorise certain budget amendments/variations by way of separate Senior Officer Reports, but those proposed variations will be taken into account in the monthly Financial Activities report.

STRATEGIC IMPLICATIONS

This will only occur where it involves variations to the multiple year proposals previously put forward. Impacts to the "Closing Balance" position will also occur.

VOTING REQUIREMENTS - SIMPLE MAJORITY

3.27pm Cr Carrington-Jones left the Chamber

OFFICER RECOMMENDATION

That the Monthly Financial reports, as attached, be accepted.

COUNCIL DECISION

109/06 MOVED Cr Trethowan that the Monthly Financial reports, as attached, be accepted.

CARRIED 9/0

3.28pm Cr Carrington-Jones returned to the Chamber

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Senior Finance Officer – Heather Marland

DATE: 9th August 2006

FILE NO: 06.15.01

ATTACHMENT: Monthly Payment Listing

DECLARATION OF INTEREST

Nil

SUMMARY

To receive a list of payments made since the last similar list was received.

BACKGROUND

Not applicable.

COMMENT

The attached list of payments is submitted for receipt by the Council.

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

Regulations 13 (2) of the Local Government (Financial Management Regulations) 1996 requires such a list to be "presented" whenever payments have been made under a delegated authority. (Reference Delegation #18).

POLICY IMPLICATIONS

Council's Policy F3 provides authorities and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments made are for items where Council has provided a budget authority.

STRATEGIC IMPLICATIONS

There are no strategic implications involved with presentation of the list of payments.

VOTING REQUIREMENTS – Simple Majority

OFFICER RECOMMENDATION

That the Payment Listing from 12/07/06 to 08/08/06 comprising of Municipal Cheques 8471 to 8510, EFTs 1717 to 1754 and Internal Payment Vouchers 623 to 659 totalling \$550,633.70 and as attached to this agenda, be received.

COUNCIL DECISION

110 /06 MOVED Cr Thorn that the Payment Listing from 12/07/06 to 08/08/06 comprising of Municipal Cheques 8471 to 8510, EFTs 1717 to 1754 and Internal Payment Vouchers 623 to 659 totalling \$550,633.70 and as attached to this agenda, be received.

CARRIED 10/0

3.37pm Mrs Heather Marland left the Chamber

4. ENGINEERING & WORKS REPORTS

Nil

5. ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS

12.1 BRIGADIER POTTS MEMORIAL

AUTHOR: Stephen Gash – Chief Executive Officer

DATE: 11th August 2006

FILE NO:

ATTACHMENT: Brigadier Potts Memorial Concept Plans

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the proposal for bridge replacement between Apex Park and RSL Hall, incorporating the Brigadier Potts and Kokoda Track memorial.

BACKGROUND

On 21st March 2006 Council gave in principle support to the location of the stone for the statue base of the Brigadier Potts Memorial.

38/06 MOVED Cr Benn

(a) That approval in principle be given to locating the Brigadier Potts and Kokoda Campaign Memorial in Apex park as per the attached plan.

(b) That final approval will only be granted after accurate plans of the monument and details of its proposed construction are submitted.

CARRIED 10/0

The stone was laid prior to the fundraising launch for the project to allow the public to view the proposed location of the life size statue. An issue arising from the fundraising launch and function was the strong emphasis on telling the story of Brigadier Potts and the Kokoda campaign.

In addition to the statue of Brigadier Potts it is now proposed to have a display wall on a covered bridge in the location of the current bridge between the RSL hall and Apex park. Concept plans are attached.

COMMENT

There have been no adverse comments regarding the location of the stone, which the group are requesting becomes the permanent location. There are no issues with Main Roads or Western Power. There are no proposed changes to the fence or surrounds, purely the addition of a life size statue on top of the foundation stone.

The current bridge does not comply with Australian standards and is also a risk to children in the play area. The new bridge is proposed to have open railings and space under the display wall so any flood water will pass through. The final building plans will require engineering certification on span, weight limits, and flood resistance including impact from floating debris.

Building Permits are assessed by the Shires building surveyor under delegation for compliance with all appropriate codes, once the Shire considers the planning approval.

The proposed bridge is hoped to be completed in May 2007 when the official opening is scheduled. An invitation has been sent to the Governor General for the opening ceremony.

CONSULTATION

The Potts Memorial Group gave a presentation to Apex who supported the plan. Shire Officers including CEO, Builder, and Manager of Parks and Gardens met the group on site to guide compliance issues with relevant standards for their building permit application, however, there are no significant issues with the concept plan that won't be covered in the relevant standards.

The Potts Memorial group will ensure the structure and displays will withstand flood conditions and are seeking advice on most appropriate display type and materials to address the issue of graffiti. Lighting will be incorporated into the design.

STATUTORY ENVIRONMENT

Bridge design needs to comply with Australian Standards. The proposed structure will also need to comply with the Building Code of Australia.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

The removal of the existing bridge and replacement of the reticulation control wires under the new bridge would cost approximately \$1,000. This could be included in the unallocated grant/ donation portion of Councils budget. Therefore there would be no net effect on Councils budget.

STRATEGIC IMPLICATIONS

There are no known strategic implications.

VOTING REQUIREMENTS – Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Approve the location of the Brigadier Potts statue on the stone in its existing position.
2. Approve in principle the replacement of the existing bridge by the Potts Memorial Group, subject to a building permit application that meets the requirements of the Building Code of Australia, the Australian Standards for bridge design/ construction and any issues regarding child safety.
3. Provide \$1,000 in kind support to the project for the removal of the existing bridge, funded from the unallocated grant account.

COUNCIL DECISION

111 /06 MOVED Cr Bunny that Council:

- 1. Approve the location of the Brigadier Potts statue on the stone in its existing position.**
- 2. Approve in principle the replacement of the existing bridge by the Potts Memorial Group, subject to a building permit application that meets the requirements of the Building Code of Australia, the Australian Standards for bridge design/ construction and any issues regarding child safety.**
- 3. Provide \$1,000 in kind support to the project for the removal of the existing bridge, funded from the unallocated grant account.**

CARRIED 10/0

COUNCIL DECISION

112/06 MOVED Cr Trethowan that access issues to Potts Memorial Site be addressed by the Potts Memorial Planning Group.

CARRIED 10/0

1. CORPORATE & COMMUNITY SERVICES REPORTS

13.1 EMERGENCY MANAGEMENT GRANT

AUTHOR: Stephen Gash – Chief Executive Officer

DATE: 11th August 2006

FILE NO:

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the grant offer for review of emergency management plans and community awareness project.

BACKGROUND

A grant for \$44,800 excl GST was applied for through the Emergency Management Australia under the Local Grants Scheme program. This was applied for to assist the update of local emergency management plan and assist communicate the plans with the community and raise awareness.

COMMENT

The Shire emergency management plans require updating and further development. This grant will assist in gaining consultant help for the LEMC to better integrate the emergency management arrangements across agencies and raise awareness within the community of response to local emergencies.

The Shire is required to contribute \$12,000 through in kind support for project management. This is included in the 2006/2007 budget.

CONSULTATION

Nil required

STATUTORY ENVIRONMENT

The plans will impact on our compliance with the Emergency Management Act and Bushfires Act.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

The proposed \$12,000 in kind support is accommodated within existing staffing levels in the current budget.

STRATEGIC IMPLICATIONS

There are no known strategic implications.

VOTING REQUIREMENTS – Simple Majority

OFFICER RECOMMENDATION

That Council authorise the Chief Executive Officer to accept the Local Grants Scheme grant for \$44,800 excluding GST.

COUNCIL DECISION

113 /06 MOVED Cr Hewson that Council authorise the Chief Executive Officer to accept the Local Grants Scheme grant for \$44,800 excluding GST.

CARRIED 10/0

-

2. OCCUPATIONAL SAFETY & HEALTH COMMITTEE MINUTES

14.1 POLICY AND REVIEW

At the 9th May 2006 Occupational Safety and Health Committee meeting two (2) policies / procedures were reviewed.

5.6.1 Isolated Workers Policy and Procedure

OSH 15/06 Moved Mr Allan Rourke that Isolated Workers Policy and Procedure, as attached to the 8th of June 2006 Occupational Safety and Health Committee Minutes be adopted.

Carried 6/0

5.6.2 Workplace Bullying Policy

OSH 16/06 Moved Mr Derek Marland that Workplace Bullying Policy, as attached to the 8th of June 2006 Occupational Safety and Health Committee Minutes be adopted.

Carried 6/0

OFFICER RECOMMENDATION

That the recommendation OSH 15/06 and OSH 16/06 of the Occupation Safety and Health Committee meeting held on the 8th June 2006 be noted

COUNCIL DECISION

114/06 MOVED Cr Carrington-Jones that the recommendation OSH 15/06 and OSH 16/06 of the Occupation Safety and Health Committee meeting held on the 8th June 2006 be noted.

CARRIED 10/0

3. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

4. NEW BUSINESS of an urgent nature, introduced by a decision of the meeting_

16.1 Cr Marsh Kodja Place Café

COUNCIL DECISION

115/06 MOVED Cr Benn that the meeting discuss planning issues of the proposed Kodja Place Café.

**CARRIED
10/0**

Cr Marsh declared an impartiality interest in the proposed Kodja Place Café, Item 16.1, as he had previously given a donation to the project. There was no financial benefit gained by the donation. Cr Marsh read aloud his declaration of interest and stated that he had an association with the group. As a consequence that his impartiality on the matter may be affected, he declared he would consider this matter on its merits and vote accordingly.

There was broad discussion regarding the Kodja Place Community Fund Inc grant application for building the café at the Kodja Place precinct. Council guided the Chief Executive Officer to seek clarification on certain aspects of the proposal.

5.10pm Cr Thorn left the Chamber

5.12pm Cr Thorn returned to the Chamber

2. Springhaven Lodge Report and Manager's Contract

COUNCIL DECISION

116/06 MOVED Cr Bunny that the meeting discuss the Springhaven Lodge Report and Manager's Contract.

**CARRIED
10/0**

COUNCIL DECISION

117/06 MOVED Cr Hewson that the meeting be closed to the public pursuant to Section 5.23 (2) (a) of the Local Government Act as the discussion contains information relating to staff.

**CARRIED
10/0**

5.15pm Mr Kim Dolzadelli, Ms Melissa Wilson and Mrs Rosemary Cussons left the Chamber

5.15pm The Presiding Member informed Council Members that there would be 10 minute break from proceedings.

5.35pm The Council meeting resumed with all Councillors and Chief Executive Officer present

COUNCIL DECISION

118/06 MOVED Cr Hewson that Council authorise the Chief Executive Officer to extend the contract for the Springhaven Manager position for a further three months.

**CARRIED
10/0**

5.44pm Chief Executive Officer left the Chamber

1. CONFIDENTIAL REPORTS

1. Chief Executive Officer Performance Review

COUNCIL DECISION

119/06 MOVED Cr Marsh that Council

1. **Accept the Chief Executive Officer review**
2. **Note the performance rating as exceeding expectations**
3. **Adopt the key Performance Indicator schedule for the Chief Executive Officer for 2006 2007**
4. **Purchase the Chief Executive Officer's laptop computer**
5. **Reimburse the Chief Executive Officer the balance of his relocation expenses, up to the value of \$5000.00 subject to submission of the appropriate receipts**
6. **Note the Chief Executive Officer declined any pay increase for 2007/2007**

**CARRIED
10/0**

5.45pm Chief Executive Officer returned to Chamber

1. The Kodja Place Manager Back Pay Request

COUNCIL DECISION

120/06 MOVED Cr Hewson that the back payment of \$5722.50 for the period 1/11/2004 to 31/07/2006 be endorsed and that the salary rate of any approved back payment applies to the current contract extension expiring 31/10/2006.

CARRIED 10/0

121/06 MOVED Cr Pritchard that 2006/2007 budget be amended to included \$6540.00 in additional employee costs allocated to the Kodja Place.

CARRIED by an Absolute Majority 10/0

122/06 MOVED Cr Thorn that the Chief Executive Officer convenes the new advisory committee and completes the review of the Kodja Place Manager position by 25/09/2006, and that no further contract extension of the current position be granted.

CARRIED 10/0

123/06 MOVED Cr Benn that the first sentence of Delegation 53 be amended to read "The Chief Executive Officer is Delegated Authority to alter salaries payable to all staff that are not classified as Senior Employees".

CARRIED 10/0

124/06 MOVED Cr Thorn that Mr John Perrett be advised that Council has determined his entitlements under policy CS24 for departing employees have been fulfilled.

CARRIED 10/0

2. Legal Action – W Lenyszyn

The Chief Executive Officer gave a verbal update on the status of the Supreme Court Action.

The meeting was reopened to the public at 6:29pm. No members of the public re-entered and the resolutions made in camera were not read aloud.

1. **NEXT MEETING**

19th September 2006 commencing at 3:00pm.

2. **CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 6.31pm.

3. **APPENDICES AND TABLED DOCUMENTS**

4. **ATTACHMENTS**

1. Monthly Finance Reports
2. Monthly Payment Listing

1. Brigadier Potts Memorial Concept Plans

1. CEO Performance Review
2. The Kodja Place Manager Back Pay Request

Presiding Member Date