

EAST DEVON DISTRICT COUNCIL OFFICE RELOCATION PROJECT

Project Report No 52, Rev -
For the period between 1 – 31 August 2018

VOLUME 1

ISSUED UNDER PART B



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SSPP, JWW, SC, Ita

VOLUME 1

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1.0 Executive Summary

- 1.1 This formal Project Progress Report identifies Project issues and progress generally during the period 1 – 31 August 2018
- 1.2 During this period, the following key events have occurred;
 - Interserve has continued with the construction of Blackdown House, the New HQ at Heathpark.
 - ICL issued their Programme Rev 9A advising of a revised completion date of 23 November 2018 – a period of some six weeks beyond the Contract Completion date of 15 October 2018 – was formally accepted on 13 August 2018.
 - Within the six-week period, there is a period of three days for excessively inclement weather incurred during March, with the balance of time, in essence, attributable to Interserve.
 - On 16 August 2018, the Contractor issued Programme Rev 10. This programme provided further details including the New Access Road. The completion date remained as 23 November 2018. Programme Rev 10 was formally accepted on 31 August 2018
 - At the Site Progress Meeting on 5 September 2018, the Contractor reporting against Programme Rev 10, advised that progress was one week behind, however it was reported that the Contractor anticipated he could mitigate this delay.
 - Since that time there have been delays incurred through the provision of the supports for the AV repeater screens within the Chamber and the failure by EDDC Electricity Provider to install the electric meter on 7 September. At the time of writing this report both matters have been resolved. Advice from the Contractor is awaited regarding how these matters have affected the critical path of the programme and whether the completion date has been affected.
 - In the past month, on the roof the plant installation has progressed. The perimeter scaffold has been progressively struck, leaving only the scaffolds still required for edge protection and roof access. The masonry has been cleaned as the scaffold has been removed.
 - The removal of the scaffold on the south elevation has allowed the external services and retaining wall works in this area to start.

- Internally, fit out works continue on all floors. The ground and first floors are almost completely skimmed, and mist coated. Second fix works have commenced on both floors. The second floor is now almost completely boarded, and skim coat plaster has commenced
 - The new link road and car park work has progressed satisfactory, albeit there have been some minor delays associated with the discovery of unchartered power cables that clashed with the road make up but have now been moved.
 - Cabinet Members and SMT + Officers will be visiting the site on 26 September 2018.
 - Interserve have confirmed that no reportable accidents have occurred on site since the Project commenced on 24 July 2017
 - Discussions regarding the incorporation of a Time Capsule within the external works are ongoing with Interserve.
 - The 12 Months Defects Certificate is currently being prepared for Exmouth Town Hall. A full survey will take place prior to 25 September 2018.
 - At the new facilities at Manstone Depot, the electrical and plumbing works are now complete. Second fix carpentry, CCTV & Intruder alarm, and floor coverings are due to be completed during September. The Project remains on programme for completion at the end of October
 - Liaison with PegasusLife has continued. Regular monthly meetings have been arranged through to the anticipated target Vacant Possession date next year.
 - PegasusLife will carry out additional non-invasive investigations and surveys at Knowle during the coming months including a bat dusk to dawn survey and inspection of several trees.
- 1.3 Strata have provided their Project Highlight Report for the period to 22 August 2018. This report confirms that the Strata completion date for Blackdown House is 5 December 2018, whilst this date remains in advance of the anticipated occupation date it is anticipated that this date is based upon the contract completion date of 15 October 2018. Following the issue and acceptance of Programme Rev 9A, that date is now 23 November 2018. Strata were provided with that date on 13 August 2018 when the ICL Programme was formally accepted. Strata's updated programme is therefore awaited. Strata's Project Highlight Report is further discussed in Chapter 4 and annexed within Volume 2 of this Report.

- 1.4 The overall Project Budget, as defined at the Council meeting on 26 April 2017, is £10,586,000. All relevant expenditure, including accruals to 31 August 2018 totals £7,682,400 This leaves a balance from the overall Project Budget of £2,903,600 This balance includes for both the respective Project Construction Costs and, as a separately specific element, Client Costs. Project Costs are further discussed in Chapter 7 of this Report. A copy of the Interim Cost Report is included in Volume 2 of this Report.
- 1.5 Risk Reviews have continued to be regularly carried out. The current Risk Register is Rev AX (Rev 0) dated 28 September 2018, which confirms 47 Open Risks (previously 49), comprising of;
 - 5 Red Risks (previously 5),
 - 30 Orange Risks (29)
 - 12 Blue Risks (15).
- 1.6 Three existing risks were closed, and an additional risk has been added during the period. A total of 159 risks have been closed to date.
- 1.7 Interserve's share price continues to be monitored. At the end of August 2018, the price was 66.40 (end of July was 69.75). At the time of the Capital Strategy and Allocation Group Meeting on 26 September 2018 the price was 59.00 (Last month for the Joint Executive and Officer Meeting 22 August 2018 it was 59.30). This is a reduction from the price at the end of March when it was 81.75 and is considerably lower than that at the end of January of 106.8. As previously, there does not appear to be any detrimental effects on site such as loss of subcontractors or the lack of plant and materials. The RM will continue to monitor the situation.
- 1.8 Pre-arranged and ad hoc meetings between Officers, Members and External Consultants have continued during the period.

2.0 Particulars of Progress and Key Project Issues

2.1 Blackdown House, Honiton

- 2.2 Interserve has continued with the construction of Blackdown House, the New HQ at Heathpark.
- 2.3 ICL issued their Programme Rev 9A advising of a revised completion date of 23 November 2018 – a period of some six weeks beyond the Contract Completion date of 15 October 2018 – was formally accepted on 13 August 2018.
- 2.4 Within the six-week period, there is a period of three days for excessively inclement weather incurred during March, with the balance of time, in essence, attributable to Interserve.
- 2.5 On 16 August 2018, the Contractor issued Programme Rev 10. This programme provided further details including the New Access Road. The completion date remained as 23 November 2018. Programme Rev 10 was formally accepted on 31 August 2018
- 2.6 At the Site Progress Meeting on 5 September 2018, the Contractor reporting against Programme Rev 10, advised that progress was one week behind, however it was reported that the Contractor anticipated he could mitigate this delay.
- 2.7 During the past month, on the roof the plant installation has progressed.
- 2.8 The perimeter scaffold has been progressively struck, leaving only the scaffolds still required for edge protection and roof access. The masonry has been cleaned as the scaffold has been removed. The removal of the scaffold along the south elevation has allowed the external services and retaining wall works in this area to start.
- 2.9 Internally, fit out works have continued on all floors. The ground and first floors are almost completely skimmed, and mist coated. The second floor is now mostly boarded, and skim coat plasterworks have commenced.
- 2.10 The new link road and car park work has progressed satisfactory, albeit there have been some minor delays associated with the discovery of uncharted power cables that clashed with the road make up but have now been moved.

- 2.11 The Contractor has also identified the following matter that may affect progress;
- The incorrectly located gas main has prevented the retaining wall from being built before the scaffold. It will now have to be built after the scaffold and with restricted access.
- 2.12 The Contractor has identified the following planned activities for next month;
- Continue roof mounted plant installation
 - Continue progressive scaffolding strip
 - Complete skim and mist coats to all floors
 - Continue second fix works
 - Power On
 - Lit installation
 - Completion of the link road and car park
 - Continuation of main contract external works
- 2.13 The Contractor has advised that no time was lost during the period as a result of weather.
- 2.14 The Contractor has continued to advise that there have not been any reportable accidents on site since contract commencement on 24 July 2017.
- 2.15 ICL's internal H&S advisor, who regularly attends the site, has not identified any significant issues, only moderate trivial risks, within his latest report. It is also advised that appropriate risk controls are in place or have been agreed and implemented.
- 2.16 EDDC's Consultant CoW is regularly attending site and is providing interim/summary reports. Whilst he has not identified any significant issues, he has provided commentaries on several issues including cracked screeds, bolt pull out tests, fire protection and bricklaying workmanship.
- 2.17 A Contract Administration Tracker for works at Blackdown House is being maintained by the RM. The following is a summary of the Contract Administration carried out to 31 August 2018;

Contractors Compensation Event Notification	8 Nr.
Contractors Early Warning Notices	10 Nr.
Employers Early Warning Notice	5 Nr.
Employers Formal Quotation Requests	6 Nr.

Employers Notification of Compensation Event	30 Nr.
Employers Project Managers Communication	73 Nr.

- 2.18 The fourteenth valuation for the works was received on 31 August, assessed and subsequently certified for payment on 6 September 2018.
- 2.19 The installed time-lapse camera continues to record regular photographs of the site progress at approximately ten-minute intervals during the working day. An initial short film has now been provided, and this will be updated as progress proceeds.
- 2.20 Discussions regarding the incorporation of a Time Capsule within the external works are ongoing with Interserve. It is anticipated Local Primary Schools will be involved, and potentially a ceremony could be incorporated into a formal handover of the building
- 2.21 The S171 Stopping Up Order for Border Road has now been granted, while the Sections 38 / 278 Applications have been submitted and liaison continues to take place between EDDC and DCC Highways.
- 2.22 Interserve has completed their defects correction works at Exmouth Town Hall. Any subsequent maintenance matters are referred to Interserve’s Aftercare service which to date have reacted satisfactory.
- 2.23 The twelve months defects liability period for Exmouth Town Hall expires at the end of September 2018. The TA Consultants have been reminded of the need for their review and the provision of defects list prior to the expiry of the twelve month period.
- 2.24 At the new facilities at Manstone Depot, the electrical and plumbing works are now complete. Second fix carpentry, CCTV & Intruder alarm, and floor coverings are due to be completed during September. The Project remains on programme for completion at the end of October
- 2.25 Liaison with PegasusLife has continued. Regular monthly meetings have been arranged through to the anticipated target Vacant Possession date next year. A copy of their updated Development Programme and proposed location of their site compound have also been recieved.
- 2.26 PegasusLife will carry out additional non-invasive investigations and surveys at Knowle during the coming months including a bat dusk to dawn survey and inspection of several trees in August.
- 2.27 It is anticipated that Members and Senior Officers will visit Blackdown House on 26 September 2018, following the Joint Cabinet and SMT+ meeting at the EDBC that day.

- 2.28 Liaison with the TA Team has continued with members visiting and reporting on both sites and associated matters.
- 2.29 Copies of the Contractor's Report Nr. 14 for Blackdown House together with the TA Teams individual respective Reports are included within Volume 2 of this Progress Report

3.0 Facilities Management – Updates.

3.1 Blackdown House

- Arrangements for the time capsule exercise are being commenced with Interserve.
- Quotations for the removals contract due back in September.
- Expression of interest advert to be sent out in September for signage contract.
- Updated proposals for off-site storage and clearance of Knowle to go to SMT in September.

3.2 Exmouth Town Hall

- Business as usual. End of 12 months defects inspections due end of September

3.3 Manstone Depot (move from Knowle Depot)

The electrical and plumbing works are now complete. Second fix carpentry, CCTV & Intruder alarm, and floor coverings due in September. Building Control inspections are all up to date with no issues. Project on track and completion on target for end of October.

4.0 Strata Report

- 4.1 Strata have provided their Project Highlight Report for the period between 31 July and 22 August 2018
- 4.2 This report confirms that the Strata completion date for Blackdown House is 5 December 2018. Whilst this date remains in advance of the anticipated occupation date it is anticipated that this date is based upon the contract completion date of 15 October 2018. Following the issue and acceptance of Programme Rev 9A, that date is now 23 November 2018. Strata were provided with that date on 13 August 2018 when the ICL Programme was formally accepted. Strata's updated programme is therefore awaited
- 4.3 The report's Executive Summary identifies issues during the period, including;
- AV procurement underway but delayed. Awaiting finalised spec from EDDC before formal proposal can be returned. Once complete a design freeze will be back in place and instruction sent to contractor. AV design needs to be finalised as a matter of urgency and the design freeze put in place. The addition, if agreed, of the screen on the top table will likely delay things further as there will be required power, relay cabling and containment to make this happen.
 - MPLS procurement also underway. Main line installs currently due 19th September 2018
 - BT 4* PSTN Line install booked for 12th September
 - CVS upgrade to spec sent out for costing including relocation
 - On schedule and flexible with changing timeframes from ICL
- 4.4 With regard to the AV procurement it has been recommended previously that the package be procured with any subsequent changes being treated as variations to the original order. The procedure that Strata have continued to follow provides risk of delay that is unnecessary.
- 4.5 Task/programme details have also been provided, durations of which indicate general compliance with the Project Programme, although Strata continue to advise that HFX works could be undertaken whilst ICL are on site. This principle has been rejected by EDDC since such could result in delay / disruption to the Contractor.
- 4.6 A high-level Budget update is also provided, advising that the actual/anticipated spend remains within budget.
4. A copy of Strata's Project Highlight Report for the period 31 July – 22 August 2018 is annexed within Volume 2 of this Report

5.0 Risk Management

- 5.1 Since the commencement of the Project, the RM has provided and been responsible for a live Project Risk Register document.
- 5.2 Project Risks are regularly reviewed and updated as necessary following weekly discussions between Deputy CEO, RM, and FM. During the regular meetings of the Joint Members Executive Project Board & Relocation Officer Working Group and Design Team / Site Progress Meetings (with Aecom and Interserve) there are specific agenda items for the review of risk.
- 5.3 There are also Risk Workshops at regular intervals with representatives from the Executive Group and Officer Working Party in attendance. The latest of these Workshops was held on 21 March 2018. The formal Workshop proposed to be held on 23 May 2018 was cancelled, although detailed discussions did occur during the Joint Executive Officer Meeting the same day.
- 5.4 The RM also updates the Risk Register on an ad hoc basis when a new risk becomes apparent, or an identified risk is no longer applicable.
- 5.5 Risks are identified under three categories;
 - Red Risks - Medium to long-term effect and expensive to recover
 - Orange Risks – Medium term effect, which may be expensive to recover.
 - Blue Risks – Short to medium term effect
- 5.6 Following the Risk Discussion during the Joint Executive Officer Meeting on 25 July the RM, has carried out a detailed review of the Risk Register taking into consideration advised comments, current progress and issues. The resultant Project Risk Register Analysis is Rev AX (V 0) dated 28 September 2018 which has been prepared and will be issued for ongoing consideration and comment.
- 5.7 Currently, there are 47 Open Risks (previously 49) based on Rev AX (V 0), comprising of;
 - 5 Red Risks (previously 5),
 - 30 Orange Risks (previously 29)
 - 12 Blue Risks (previously 15).
- 5.8 Three existing risks were closed, and an additional risk has been added during the period. A total of 159 risks have been closed to date.

- 5.9 Interserve's share price continues to be monitored. At the end of August 2018, the price was 66.40 (end of July was 69.75). At the time of the Capital Strategy and Allocation Group Meeting on 26 September 2018 the price was 59.00 (Last month for the Joint Executive and Officer Meeting 22 August 2018 it was 59.30).). This is a reduction from the price at the end of March when it was 81.75 and is considerably lower than that at the end of January of 106.8. As previously, there does not appear to be any detrimental effects on site such as loss of subcontractors or the lack of plant and materials. The RM will continue to monitor the situation.
- 5.10 Further Risk Workshops will continue to be generally held on a bi-monthly basis with Members and Officers of the Project Executive Board, SMT and Officer Working Group in attendance. The next formal Risk Workshop is due to be held on 3 October 2018
- 5.11 While copies of the Risk Register will be issued during the Joint Members Executive Board and Officer Working Party Meetings, it has been agreed for confidentiality reasons that copies of the Risk Register will not be included in the Project Progress Reports.

6.0 Project Programme and Key Milestones

- 6.1 The agreed Contract Programme for Blackdown House has an overall period of 64 weeks, with a commencement date of 24 July 2017 and a Contract Completion date of 15 October 2018. As part of the contract negotiation, it has been agreed that a further six weeks beyond 15 October 2018 will be LAD free should the Contractor overrun.
- 6.2 The Contractor issued his latest iteration of the construction programme, Rev 9A, on 27 July 2018 for acceptance. The programme advises of a completion date of 23 November 2018 – a delay of 6 weeks beyond the Contract Completion date of 15 October 2018. This programme has been formally accepted along with advisor comments.
- 6.3 Within this six-week period, there is a period of three days for which EDDC are liable for costs due to excessive inclement weather incurred during March. The balance of the six weeks is attributable to Interserve and associate costs are their liability.
- 6.4 On 16 August 2018, the Contractor issued Programme Rev 10. This programme provided further details including the New Access Road. The completion date remained as 23 November 2018. Programme Rev 10 was formally accepted on 31 August 2018.
- 6.5 At the Site Progress Meeting on 5 September 2018, the Contractor reporting against Programme Rev 10, advised that progress was one week behind, however it was reported that the Contractor anticipated he could mitigate this delay.
- 6.6 Since that time there have been delays incurred through the provision of the supports for the AV repeater screens within the Chamber and the failure by EDDC Electricity Provider to install the electric meter on 7 September. At the time of writing this report both matters have been resolved. Advice from the Contractor is awaited regarding how these matters have affected the critical path of the programme and whether the completion date has been affected.
- 6.7 The original Heathpark Project Programme identified a six-week period for Client Fitting Out works. Whilst this period continues to be reviewed in consideration of the delays by the Contractor – and in particular the fact that the fitting out period now bridges the Christmas holidays – it is considered this period continues to be realistic.
- 6.8 Based upon the revised completion date of 23 November the three tranches of moves from Knowle would occur on;
 - Tranche 1 Friday 11 January – Monday 14 January 2019
 - Tranche 2, Friday 18 January – Monday 21 January 2019
 - Tranche 3, Friday 25 January – Monday 28 January 2019
 - Blackdown House Open for Business – Monday January 2019.

6.9 The current Project Programme PreC P (V 0), dated 23 August 2018 is included within Volume 2 of this Report.

6.10 The following table confirms the key Project Programme dates based upon this programme

Event	Date
Gateway Decision Nr 2 – Appointment of Multi-Disciplinary Design Team	28 August 2015
Approval of Aecom RIBA Work Stage 1 proposal	27 November 2015
Gateway Decision Nr 3 – Approval of Aecom RIBA Work Stage 2 - Brief and Concept Designs	
Exmouth Town Hall	15 February 2016
Heathpark, Honiton	8 March 2016
Gateway Decision Nr 4 - Initial Appointment of identified Contractor – Interserve - on a Pre-Construction Agreement basis.	23 November 2015
Gateway Decision Nr 5 – Exmouth Town Hall Approval of Aecom RIBA Work Stage 3; Agreement to proceed to RIBA Plan of Work 4	5 April 2016
Gateway Decision Nr 5 – Heathpark Approval of Aecom RIBA Work Stage 3 – Agreement to submit Planning Application – Agreement to proceed to RIBA Plan of Work 4	6 May 2016
Gateway Decision Nr 6 – Approval of Aecom RIBA Work Stage 4 – Technical Design for Exmouth Town Hall & Heathpark, Honiton	26 July 2016
Detailed Planning Application considered for EDDC Offices at Heathpark, Honiton	1 November 2016
Detailed Planning Application considered for EDDC Offices at Exmouth Town Hall, by Delegated Authority.	7 December 2016
DM to consider PegasusLife Ltd Planning Application for the Knowle	6 December 2016

Extraordinary Cabinet Meeting and Council Meeting to consider accelerated delivery of the Refurbishment Works to Exmouth Town Hall.	Cabinet Meeting 14 December Council Meeting 21 December 2016
Refurbishment of Exmouth Town Hall (Mobilisation commences). Formal Contract commencement date 13 February 2017	30 January 2017
Members Decision regarding the Heathpark Opportunities	Cabinet Meeting 5 April 2017 Joint Scrutiny, O&A, Governance Meeting 18 April 2017 Council Meeting 26 April 2017
Construction of New Office at Heathpark (Contract commencement)	24 July 2017
Refurbishment of Exmouth Town Hall (Certified Contract Completion Date)	25 September 2017
EDDC relocates to refurbished Exmouth Town Hall	13 November 2017
Construction of New Office at Heathpark (Contract Completion Date)	15 October 2018
Revised Completion date as advised by the Contractor	23 November 2018
EDDC relocates to New Office at Heathpark.	11 – 28 January 2019
Blackdown House Open for Business	28 January 2019
Vacant Possession is achieved at Knowle and Pegasus complete sale including payment of the balance of monies.	Antic by end of March / April 2019

7.0 Project Cost Report

7.1 In the period, the RM has continued to review and manage the costs for the Project

7.2 The Council Decision on 26 April 2016 confirmed the overall Project Budget in the sum of £ 10,586,000. Formal Approvals that total this sum are as follows;

• Original budget before Aecom’s appointment	£	200,000
• Uplift approved by Cabinet 5 September 2012	£	114,354
• Uplift approved by Cabinet 17 July 2013	£	95,333
• Uplift approved by Cabinet 5 February 2014	£	92,000
• Uplift approved by Cabinet 4 June 2014	£	203,881
• Formal Approval by Council 25 March 2015 to Proceed with the Project, subject to Gateway Decisions	£	9,020,887
• Uplift to accelerate the refurbishment works at Exmouth Town Hall approved by Council on 21 December 2016	£	408,000
• Uplift to enable Heathpark to proceed approved by Council 26 April 2017	£	226,545
• Allowance for a new access road to Heathpark, within EDBC as approved at Council Meeting 26 April 2017	£	225,000

7.3 All relevant expenditure, including accruals to 31 August 2018 totals £7,682,400 This leaves a balance from the overall Project Budget of £2,903,600 This balance includes for both the respective Project Construction Costs and, as a separate specific element, Client Costs.

7.4 In comparison of the budget to actual expenditure, the following is confirmed;

	Budget	Expended to Date	Balance remaining
Viability / Appraisal Stage - * Note	£ 624,761	£ 624,761	£ 0
Pre-Contract – RIBA Plan of Work Stages 1 – 4 + Note	£ 1,120,000	£ 1,111,655	£ 8,345

Post Contract – Plan of Work Stages 5 – 7	£ 8,616,239	£ 5,765,925	£ 2,850,314
Access Road to New Office through EDBC	£ 225,000	£ 180,059	£ 44,941
TOTAL	£ 10,586,000	£ 7,682,400	£ 2,903,600

Notes

- * *The original approved budget for the viability/appraisal stage was £705,568. As this stage has now been achieved, the Budget figure has been amended to reflect actual expenditure. The balance has been transferred to the subsequent stages of the Project.*
- + *Budget allowance identified for pre-contract stage amended to reflect the anticipated actual costs based upon the appointments of Aecom and Interserve. This figure has been updated from the originally advised allowance to reflect the latest anticipated expenditure based upon the current programme. The overall Budget figure remains unaltered*

7.5 A summary of the costs to date advises the following expenditure.

7.5.1	Knowle Outline Planning Application	£	112,329
7.5.2	PM, Surveying, and Valuation Costs	£	975,296
7.5.3	Sundry Client Costs	£	304,373
7.5.4	Multi-Disciplinary Design Team	£	755,183
7.5.5	Sundry Survey costs and associated works	£	40,953
7.5.6	Construction and associated costs	£	5,316,648
7.5.7	Commercial and Valuation Costs	£	63,090
7.5.8	Audit and associated Costs	£	37,766
7.5.9	Legal assistance and advice. VAT advice	£	<u>76,761</u>
	Total	£	<u>7,682,400</u>

Other categories will be added when associated costs are incurred. Re categorisation may also occur

7.6 Based upon advised anticipated costs to date, including Aecom’s cost advice, agreed contract sum for Blackdown House Heathpark, Strata’s current budget estimate and relevant other matters, it is confirmed that the forecast final overall cost is on budget.

7.7 A full review/reconciliation of the costs compared to the original budget allowances is included in Cost Report Nr 40, a copy of which is annexed within Volume 2 of this Report.

- 7.8 The Cost Report is based on the capital receipt for Knowle offered by PegasusLife Ltd. It does not reflect potential further receipts that the Contract may provide.

Submitted by:

Steve Pratten - EDDC Relocation Manager

Simon Allchurch – EDDC Project and Facilities Manager

Steve Roach – Strata Infrastructure Officer

