

# Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Pingelly will be held on 21 October 2015 in the Council Chambers, 17 Queen Street, Pingelly commencing at 2.00pm.

The Community Craft Centre will be providing dinner.

## **Schedule**

11.00am	Information Session / Lunch / Corporate Discussion
2.00pm	Council Meeting
6.00pm	Dinner

A handwritten signature in blue ink, appearing to read 'G. Pollock'.

Gavin Pollock  
**Chief Executive Officer**

16 October 2015

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Pingelly for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of Pingelly disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Pingelly during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Pingelly. The Shire of Pingelly warns that anyone who has an application lodged with the Shire of Pingelly must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Pingelly in respect of the application.

## **AGENDA**

Shire of Pingelly  
Ordinary Council Meeting  
21 October 2015

## **MISSION STATEMENT**

*To enhance the quality of life for the people of Pingelly through the provision of leadership, services and infrastructure.*

## **DISCLAIMER**

### **INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS**

#### **PLEASE NOTE:**

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

A handwritten signature in blue ink, appearing to be 'G. Pollock', written in a cursive style.

**GAVIN POLLOCK  
CHIEF EXECUTIVE OFFICER**

## **COUNCIL MEETING INFORMATION NOTES**

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters. On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the Local Government Act 1995 to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the Chairman.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and response is included in the Minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the Chairman of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the Local Government Act 1995, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by staff. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Monday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available in the Shire of Pingelly Office, on the website and the Pingelly Library seventy-two (72) hours prior to the meeting and the public are invited to secure a copy.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).

## Public Inspection of Unconfirmed Minutes (Reg 13)

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of Pingelly Office and the Shire of Pingelly website within ten (10) working days after the Meeting.

### NOTE:

#### Unopposed Business

Upon a motion being moved and seconded, the person presiding may ask the meeting if any member opposes it.

If no member signifies opposition to the motion the person presiding may declare the motion in sub clause (1) carried without debate and without taking a vote on it.

A motion carried under sub clause (2) is to be recorded in the minutes as a unanimous decision of the Council or committee.

If a member signifies opposition to a motion the motion is to be dealt with according to this Part.

This clause does not apply to any motion or decision to revoke or change a decision which has been made at a Council or committee meeting.

## **Question Time**

This Policy provides guidance to the Presiding Member (noting the provisions of the *Local Government (Administration) Regulation 7*).

Question time is for the asking of questions. General comments, issues for debate etc. are to be progressed through the normal procedure for submitting Agenda items for Council's consideration. Tabled correspondence will not be accepted.

Unless the person is known to all other persons in the Chamber, the Questioner is to state their name and address prior to asking the question.

The Questioner is to stand to address the Presiding Member, unless illness or a physical or other disability prevents him/her from doing so. All questions are to be addressed to the Presiding Member.

The question must be immediately put and may be followed by a brief statement related to the question.

The Presiding Member may respond to the question or may nominate a Councillor or an Officer to respond.

Debate between the Questioner or public and a Councillor or Officer is not permitted.

Questions may not be put by Councillors to the Questioner or other members of the public except for the purpose of clarification.

If the Presiding Member determines that a full and complete answer is unable to be given at that time, the question may be taken on notice. In that case, an answer will be given in writing to the Questioner within 7 days and the response tabled at the next Ordinary Council meeting.

A summary of the question and the response only is to be recorded in the minutes of the meeting.

## QUESTION TIME FOR THE PUBLIC

*(Please write clearly)*

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

QUESTIONS TO THE PRESIDENT:

GENERAL QUESTION / QUESTION RELATED TO THE AGENDA *(strike out which is not applicable)*

ITEM NO	PAGE NO	QUESTION

PLEASE PASS TO THE CHIEF EXECUTIVE OFFICER FOR REFERRAL TO THE PRESIDENT BY 2.00 PM AT THE MEETING, OR BY 1.45PM ON THE DAY OF THE MEETING AT THE SHIRE OF PINGELLY OFFICE, 17 QUEEN STREET, PINGELLY.

## **Public Question Time – Statutory Provisions – Local Government Act 1995**

Time is to be allocated for questions to be raised by members of the public and responded to at every ordinary meeting of a council; and

Such other meetings of councils or committees as may be prescribed.

Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

9A. Question Time for the Public at Certain Meetings – s5.24 (1) (b) Local Government (Administration) Regulations 1996.

Reg 5 For the purpose of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are:

every special meeting of a council; and

every meeting of a committee to which the local government has delegated a power or duty.

Minimum Question Time for the Public – s5.24 (2)

Reg 6 (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is fifteen (15) minutes.

(2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

Procedures for Question Time for the Public – s5.24 (2)

Local Government (Administration) Regulations 1996

Reg 7 (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6 (1) are to be determined:

by the person presiding at the meeting; or

in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of members, having regard to the requirements of sub regulations (2) and (3).

The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.

Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.

Nothing in sub regulation (3) requires:

A council to answer a question that does not relate to a matter affecting the local government;

A council at a special meeting to answer a question that does not relate to the purpose of the meeting;

or

A committee to answer a question that does not relate to a function of the committee.



## DISCLOSURE OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST AFFECTING IMPARTIALITY

Chief Executive Officer, Shire of Pingelly

In accordance with Section 5.60-5.65 of the *Local Government Act* and Regulation 34(B) and 34(C) of the *Local Government (Administration) Regulations* and Regulation 11 of the *Local Government (Rules of Conduct) Regulations*, I advise you that I declare a ( appropriate box):

financial interest (Section 5.60A)

A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

proximity interest (Section 5.60B)

A person has a proximity interest in a matter if the matter concerns a proposed —  
(a) change to a planning scheme affecting land that adjoins the person's land;  
(b) change to the zoning or use of land that adjoins the person's land; or  
(c) development (as defined in section 5.63(5)) of land that adjoins the person's land.

interest affecting impartiality (Regulation 11). I disclose that I have an association with the applicant. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

An interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association but does not include a financial or proximity interest as referred to in section 5.60.



## SHIRE OF PINGELLY

*Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, 17 Queen Street, Pingelly on Wednesday 21 October 2015 – commencing at 2.00pm.*

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman to declare the meeting open.

**1.1 Acknowledgement of Country**

I respectfully acknowledge the past and present traditional owners of this land on which we are meeting, the Noongar people. It is a privilege to be standing on Noongar country. I also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the security and wellbeing of all the people of this country where we live and that we share together - Australia

**1.2 Reminder**

To accept and understand the things I cannot change  
Courage and resolution to change the things I can  
And the wisdom and good judgment to know the difference

**2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**

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

Nil

**4. PUBLIC QUESTION TIME**

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

**6. DISCLOSURES OF INTEREST**

## **7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **7.1 Ordinary Meeting – 16 September 2015**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 16 September 2015 be confirmed.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

### **7.2 Special Council Meeting – 21 October 2015**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Minutes of the Special Council Meeting of the Shire of Pingelly held in the Council Chambers on 21 October 2015 be confirmed.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**10. REPORTS OF COUNCIL COMMITTEES**

**10.1 Reports of Committees**

Audit Committee	Full Council
Sports & Recreation Committee	Cr Lange Cr Marshall
Bushfire Advisory Committee	Cr Freebairn Cr Marshall (Deputy)
Medical Services Committee	Cr Freebairn Cr Lange Cr Steel Cr Morton
CEO Performance Review Committee	President Deputy President Councillor
Aged Care Committee	Cr Lange Cr Freebairn Cr Steel Cr Mulroney

**10.2 Reports of Council Delegates on External Committees**

Central Country Zone of WALGA	President Deputy President Cr Freebairn (Deputy)
Hotham Dale Regional Road Sub-Group	Cr Lange Cr Mulroney (Deputy)
Pingelly Development Association Inc	Cr Morton Cr Jetta (Deputy)
Pingelly Cottage Homes Committee	Cr Freebairn Cr Lange (Deputy)
Development Assessment Panel	Cr Mulroney Cr Lange Cr Freebairn (Deputy) Cr Morton (Deputy)
Dryandra Country Visitors Centre	Cr Lange Cr Marshall (Deputy)

Regional Waste Group	Cr Mulroney Cr Marshall (Deputy)
Shires of Pingelly and Wandering Joint Local Emergency Management Committee (LEMC)	Cr Morton Cr Freebairn (Deputy)
Aged Care Planning Regional Sub-Group (BBP)	Cr Lange Cr Steel Members of Aged Care Committee (Deputy)
Small Business Advisory Group	Cr Steel Cr Marshall (Deputy)
Central Country Zone of WALGA – Great Southern Emergency Management Committee	Cr Mulroney Members of CCZ & WALGA (Deputy)
Youth Focus Group	Cr Jetta Cr Morton Members of Sport & Recreation Committee (Deputy)
Project User Group (PUG)	Cr Lange Members of Medical Services Committee (Deputy)
Sport and Recreation Focus Group	Cr Lange Cr Marshall Cr Steel - Deputy

### **10.3 Cr Shirley Lange**

Meetings attended September 2015:

- 9<sup>th</sup> Thank a Volunteer and Australia Day organisation
- 9<sup>th</sup> Agenda briefing
- 10<sup>th</sup> Information Morning tea for Local Government candidates
- 10<sup>th</sup> DCVC – Narrogin
- 10<sup>th</sup> Draw for LG elections ballot paper
- 11<sup>th</sup> UWA Future Farm Field Day
- 15<sup>th</sup> Deputy President and CEO
- 15<sup>th</sup> CEOs and delegates to DCVC funding issues –Narrogin
- 15<sup>th</sup> Cottage Homes
- 16<sup>th</sup> Citizenship Ceremony – Shire Chambers
- 16<sup>th</sup> Shire Council meeting
- 17<sup>th</sup> Farewell to Brookton CEO Kevin O'Connor
- 19<sup>th</sup> Dinner with John Curtin volunteers
- 22<sup>nd</sup> CEO
- 24<sup>th</sup> PUG
- 24<sup>th</sup> DCVC AGM – Narrogin
- 29<sup>th</sup> CEO and Dentist re practice for Pingelly
- 29<sup>th</sup> CEO
- 29<sup>th</sup> Silver Chain – re Palliative Care

Meetings attended October 2015:

- 1<sup>st</sup> Baptist Care – provider information
- 5<sup>th</sup> Pingelly Development Association
- 6<sup>th</sup> Cottage Homes and CRC
- 7<sup>th</sup> Somerset House Committee – re bed licenses
- 8<sup>th</sup> CEO
- 8<sup>th</sup> E Birch – PUG
- 8<sup>th</sup> Welcome to new DCCS
- 12<sup>th</sup> CRC L Steel – re – S.Kolb's offer for funds
- 12<sup>th</sup> CEO

## **11. REPORTS OF OFFICERS**

### **11.1 OFFICE OF THE CEO**

#### **11.1.1 Council Delegates to Committees**

**File Reference:** 0000  
**Location:** Shire of Pingelly  
**Applicant:** Shire of Pingelly  
**Author:** Gavin Pollock, Chief Executive Officer  
**Date:** 22 September 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Council Ordinary Meeting held on 18 March 2015 item 11.3.4

#### **Summary:**

Council to consider reviewing and appointing members, delegates and deputies to Committees (internal and external).

#### **Background:**

Council has the following Committees:

- Audit Committee Full Council  
**Charter:**  
To:
  - assist the auditor and ensure that audits are conducted successfully and timely;
  - meet with the auditor at least once a year;
  - examine the auditor's report and ensure appropriate action is taken; and
  - report on actions taken in respect of any issues raised by the auditor to council.
  
- Sports & Recreation Committee  
**Charter:**
  - To provide recommendations to the Shire of Pingelly on sport and recreation matters
  
- Bushfire Advisory Committee  
**Charter:**  
To advise Council on all matters relating to:
  - the prevention, controlling and extinguishing of bush fires;
  - prosecutions for breaches of the Bush Fire Act;
  - the formation and de-formation of bush fire brigades;
  - the co-ordination of the efforts and activities of the bush fire brigades; and
  - any other matter relating to bush fire control
  
- Medical Issues Committee  
**Charter:** To investigate health issues relevant to Pingelly
  
- CEO Performance Review Committee
- **Charter:** To complete the Annual Performance Review of the Chief Executive Officer
  
- Aged Care Committee  
**Charter:** To advise Council on all matters related to services for the elderly

Current committees and their members/delegates are detailed below:

- Audit Committee Full Council
- Sports & Recreation Committee Cr Lange  
Cr Marshall
- Bushfire Advisory Committee Cr Freebairn  
Cr Marshall (Deputy)
- Medical Issues Committee Cr Freebairn  
Cr Lange  
Cr Steel  
Cr Morton
- CEO Performance Review Committee President  
Deputy President  
Councillor
- Aged Care Committee Cr Lange  
Cr Freebairn  
Cr Steel  
Cr Mulroney

**Council has previously appointed Delegates to the following external committees:**

- Central Country Zone of WALGA President  
Deputy President  
Cr Freebairn (Deputy)
- Hotham-Dale Regional Road Sub-Group Cr Lange  
Cr Mulroney (Deputy)
- Pingelly Development Association Cr Morton  
Cr Jetta (Deputy)
- Pingelly Cottage Homes Committee Cr Freebairn  
Cr Lange (Deputy)
- Pingelly Community Resource Centre Inc Cr Mulroney
- Development Assessment Panel Cr Mulroney  
Cr Lange  
Cr Freebairn (Deputy)  
Cr Morton (Deputy)
- Dryandra Country Visitors Centre Cr Lange  
Cr Marshall (Deputy)
- Regional Waste Group Cr Mulroney  
Cr Marshall (Deputy)
- Shires of Pingelly and Wandering Joint Local  
Emergency Management Committee (LEMC) Cr Morton  
Cr Freebairn (Deputy)



- Aged Care Planning Sub-Regional Group (BBP) Cr Lange  
Cr Steel  
Members of Aged Care  
Committee as (Deputy)
- Small Business Advisory Group Cr Steel  
Cr Marshall (Deputy)
- Central Country Zone of WALGA – Great  
Southern Emergency Management Committee Cr Mulroney  
Members of CCZ of  
WALGA (Deputy)
- Youth Focus Group Cr Jetta  
Cr Morton  
Members of Sport &  
Recreation Committee  
(Deputy)
- Project User Group Cr Lange  
Members of Medical  
Services Committee  
(Deputy)
- Sport and Recreation Focus Group Cr Lange  
Cr Marshall  
Cr Steel (Deputy)

**Comment:**

With the recent retirement of four Councillors and two 2 vacant positions, it is considered to be an opportune time to review delegations to external committees.

**Consultation:**

Chief Executive Officer and Councillors.

**Statutory Environment:**

Section 5.8 of the *Local Government Act* (Establishment of committees) provides that a local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

- \*Absolute majority required.

Section 5.9 (Types of committees) provides that:

- (1) In this section **other person** means a person who is not a council member or an employee.
- (2) A committee is to comprise —
  - (a) council members only;
  - (b) council members and employees;
  - (c) council members, employees and other persons;
  - (d) council members and other persons;
  - (e) employees and other persons; or
  - (f) other persons only.

Section 5.10 (Appointment of committee members) provides that:

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).
  - *\*Absolute majority required.*
- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
  - (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee,the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Section 5.11A (Deputy committee members) provides:

- (1) The local government may appoint a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.
  - *\*Absolute majority required.*
- (2) A person who is appointed as a deputy of a member of a committee is to be —
  - (a) if the member of the committee is a council member — a council member; or
  - (b) if the member of the committee is an employee — an employee; or
  - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
  - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

Section 5.11 (Tenure of committee membership)

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
  - (b) the person resigns from membership of the committee;
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,whichever happens first.

- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the term of the person's appointment as a committee member expires;
  - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,whichever happens first.

Section 5.12 (Election of presiding members and deputies)

- (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —
  - (a) to "office" were references to "office of presiding member";
  - (b) to "council" were references to "committee"; and
  - (c) to "councillors" were references to "committee members".
- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —
  - (a) to "office" were references to "office of deputy presiding member";
  - (b) to "council" were references to "committee";
  - (c) to "councillors" were references to "committee members"; and
  - (d) to "mayor or president" were references to "presiding member".

Section 5.15 (Reduction of quorum) provides that the local government may reduce\* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

- *\*Absolute majority required.*

Section 5.16 (Delegation of some powers and duties to certain committees) provides that:

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.
  - *\*Absolute majority required.*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
  - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

Section 5.17 (Limits on delegation of powers and duties to certain committees)

- (1) A local government can delegate —
  - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
    - (ii) any other power or duty that is prescribed;
  - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and

- (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
  - (i) the local government's property; or
  - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

Section 5.19 (Quorum for meetings) provides that the quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

Section 7.1A (Audit committee) provides that:

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed \* by the local government and at least 3 of the members, and the majority of the members are to be council members.
  - *\*Absolute majority required.*
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

Section 67 of the *Bush Fires Act* provides that:

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —
  - (a) make rules for the guidance of the committee;
  - (b) accept the resignation in writing of, or remove, any member of the committee; and
  - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section —
  - (a) may from time to time meet and adjourn as the committee thinks fit;
  - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
  - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Section 5.8 of the *Local Government Act 1995* and section 38 of the *Emergency Management Act 2005*, establishes the Shires of Pingelly and Wandering Joint Local Emergency Management Committee;

- 1. In accordance with provisions of Section 5.9 of the *Local Government Act 1995* resolves that the Local Emergency Management Committees are to comprise of Councillors, Staff and Other Persons;

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

N/A

**Voting Requirements:**

Absolute Majority

**Recommendation 1:**

**That Council discuss the following Committees of Council and Council Delegates to External Committees by appointing elected members of Councillors to the following Committees:**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

- |  |   |
|--|---|
| • <b>Audit Committee</b>                   | <b>Full Council</b>   |
| • <b>Sports &amp; Recreation Committee</b> | <b>Member – Cr<br/>Member – Cr</b>  |
| • <b>Bushfire Advisory Committee</b>       | <b>Member – Cr<br/>Deputy – Cr</b>  |
| • <b>Medical Services Committee</b>        | <b>Member – Cr<br/>Member – Cr<br/>Member – Cr<br/>Member – Cr</b>              |
| • <b>CEO Performance Review Committee</b>  | <b>Member – President<br/>Member – Deputy President<br/>Member – Councillor</b> |
| • <b>Aged Care Committee</b>               | <b>Member – Cr<br/>Member – Cr<br/>Member – Cr<br/>Member – Cr</b>              |

**That delegates and general deputies be appointed for:**

- **Central Country Zone of WALGA** Delegate – President  
Delegate – Deputy President  
Deputy – Cr
- **Hotham-Dale Regional Road Sub-Group** Delegate – Cr  
Deputy - Cr
- **Pingelly Development Association Inc** Delegate – Cr  
Deputy – Cr
- **Pingelly Cottage Homes Committee** Delegate – Cr  
Deputy – Cr
- **Pingelly Community Resource Centre Inc** Delegate – Cr  
Deputy – Cr
- **Development Assessment Panel** Delegate – Cr  
Delegate – Cr  
  
Deputy – Cr  
Deputy – Cr
- **Dryandra Country Visitors Centre** Delegate – Cr  
Deputy – Cr
- **Regional Waste Group** Delegate – Cr  
Deputy – Cr
- **Shires of Pingelly and Wandering Joint Local Emergency Management Committee** Delegate – Cr  
Deputy – Cr
- **Aged Care Planning Regional Sub-Group (BBP)** Delegate – Cr  
Delegate – Cr  
Deputy – Members of Aged Care Committee
- **Small Business Advisory Group** Delegate – Cr  
Deputy – Cr
- **Central Country Zone of WALGA Great Southern Emergency Committee** Delegate – Cr  
Deputy – Members of CCZ of WALGA

- **Youth Working Group**  
Delegate – Cr  
Delegate – Cr  
Deputy – Members of Sport & Recreation Committee
  
- **Project User Group (PUG)**  
Delegate – Cr  
Deputy – Members of Medical Services Committee
  
- **Sport and Recreation Focus Group**  
Delegate – Cr  
Delegate – Cr  
Deputy – Cr

**Recommendation 2:**

**That Council endorse the above appointments of elected members of Councillors to the Committees of Council and Council Delegates to External Committees.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

### **11.1.2 Council Dinner**

**File Reference:** 000000  
**Location:** Shire of Pingelly  
**Applicant:** Shire of Pingelly  
**Author:** Gavin Pollock, Chief Executive Officer  
**Date:** 15 October 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

**Summary:**

Council to consider hosting a dinner for past Councillors.

**Background:**

Council's Policy provides that, following any election, Council may host a dinner.

**Comment:**

Although not stated, it would seem the Policy is to recognise past Councillors.

**Consultation:**

Nil

**Statutory Environment:**

Nil

**Policy Implications:**

Council's Policy 4.4 – Council Dinner – provides that:

Following any election Council may host a dinner with invitations being extended to (together with their partners):

- Councillors;
- Chief Executive Officer and Senior Staff;
- Immediate past Councillors; and
- Others as determined by the President.

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That:**

**Council endorse the Shire President hosting a dinner for immediate past and current Councillors and partners to the November Ordinary Council Meeting dinner, and an invitation be extended to senior staff and partners.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_



### **11.1.3 Delegations and Authorised Officer Appointment**

**File Reference:** 00043  
**Location:** N/A  
**Applicant:** Gavin Pollock, Chief Executive Officer  
**Author:** Gavin Pollock, Chief Executive Officer  
**Date:** 2 October 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** N/A

#### **Summary:**

That Council endorse the appointment of Ms Grace French, Director Corporate and Community Services as an authorised officer under various legislation and approve the delegation of various powers from the Chief Executive Officer to enable Ms French to carry out her role.

#### **Background:**

Ms French commenced work with the Shire of Pingelly on 8 October 2015 in the position of Director Corporate and Community Services that is required to oversee many regulatory areas as part of the employed position.

#### **Comment:**

Section 5.44(1) of the *Local Government Act 1995* provides that the Chief Executive Officer may delegate any of the Chief Executive Officers' powers or the discharge of any of the CEO's duties under the Act other than the power of delegation. Section 5.44(2) states that the delegations are to be in writing and may be general or as otherwise provided for in the instrument of delegation. Section 5.46(2) provides that delegations should be reviewed at least once in every financial year.

Section 5.46(3) of the *Local Government Act 1995* requires records to be kept in relation to the exercise of the power in the discharge of duties in accordance with delegations.

It is recommended that the following delegations be assigned to Ms French:

#### **Delegations:**

C16: Plant & Equipment  
C17: Plant & Equipment Hire  
C18: Replacement Plant Hire  
C20: Temporary Road Closure  
C21: Temporary Closure of Roads for Public Events  
C22: Liquor Permits  
C23: Impounding  
C25: Control of Fires  
C26: Harvest Bans  
C29: Fire Breaks  
C30: Infringements  
C31: Signing of Purchase Orders  
C34: Administration Centre  
C35: Administration of Local Laws  
C36: Enter Land in Emergencies  
C37: Tree Safety  
C39: Renewing Licences  
C47: Payment of Accounts  
C48: Credit Card / Fuel Card  
C50: Electronic Funds Transfer (EFT)  
C55: Cost Recovery  
C56: Rate Book

C57: Assistance to Community Organisations and Events  
C58: Debt Collection  
C59: Sale of Surplus Equipment, Materials and Scrap  
C60: Conferences, Seminars & Training Courses  
C62: Travel and Accommodation Arrangements

Authorised Officers are required to be appointed to administer various acts on the Shire of Pingelly's behalf. It is recommended that Ms French be appointed as an authorised officer for the purposes of administering the following acts and their associated regulations:

- Dog Act 1976
- Cat Act 2011
- Bush Fire Act 1954
- Litter Act 1979
- Caravan and Camping Act 1995
- Control of Vehicles (Off Road Areas) Act 1978
- Local Government Act 1995
- Local Government (Miscellaneous Provisions) Act 1960
- Animal Welfare Act 2002

**Consultation:**

Chief Executive Officer and Director Technical Services

**Statutory Environment:**

Section 5.44(1) of the *Local Government Act 1995*  
5.46(3) of the *Local Government Act 1995*  
Dog Act 1976  
Cat Act 2011  
Bush Fire Act 1954  
Litter Act 1979  
Caravan and Camping Act 1995  
Control of Vehicles (Off Road Areas) Act 1978  
Local Government Act 1995  
Local Government (Miscellaneous Provisions) Act 1960  
Animal Welfare Act 2002

**Policy Implications:**

Shire of Pingelly Delegation Register  
Local Government Act 1995

Section 5.44 provides that:

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
  - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

- (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) "conditions" includes qualifications, limitations or exceptions.

Section 5.45 provides that:

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
  - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
  - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
  - (b) a CEO from performing any of his or her functions by acting through another person.

**Financial Implications:**

Nil

**Strategic Implications:**

Section 5.44(1) of the *Local Government Act 1995*

**Voting Requirements:**

Simple Majority

**Recommendation:**

1. That Council appoint Ms Grace French delegations for the following purposes:
  2. C16: Plant & Equipment
  3. C17: Plant & Equipment Hire
  4. C18: Replacement Plant Hire
  5. C20: Temporary Road Closure
  6. C21: Temporary Closure of Roads for Public Events
  7. C22: Liquor Permits
  8. C23: Impounding
  9. C25: Control of Fires
  10. C26: Harvest Bans
  11. C29: Fire Breaks
  12. C30: Infringements
  13. C31: Signing of Purchase Orders
  14. C34: Administration Centre
  15. C35: Administration of Local Laws
  16. C36: Enter Land in Emergencies
  17. C37: Tree Safety
  18. C39: Renewing Licences
  19. C47: Payment of Accounts
  20. C48: Credit Card / Fuel Card
  21. C50: Electronic Funds Transfer (EFT)
  22. C55: Cost Recovery
  23. C56: Rate Book
  24. C57: Assistance to Community Organisations and Events
  25. C58: Debt Collection
  26. C59: Sale of Surplus Equipment, Materials and Scrap
  27. C60: Conferences, Seminars & Training Courses
  28. C62: Travel and Accommodation Arrangements

- 2. That Ms Grace French be appointed as an Authorised Officer for the Shire of Pingelly for pursuant to the following Acts:**
- **Dog Act 1976**
  - **Cat Act 2011**
  - **Bush Fire Act 1954**
  - **Litter Act 1979**
  - **Caravan and Camping Act 1995**
  - **Control of Vehicles (Off Road Areas) Act 1978**
  - **Local Government Act 1995**
  - **Local Government (Miscellaneous Provisions) Act 1960**
  - **Animal Welfare Act 2002**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

### **11.2.4 The University of Western Australia (UWA) Proposal for the old Pingelly Hospital**

**File Reference:** 00247  
**Location:** Shire of Pingelly  
**Applicant:** The University of Western Australia (UWA)  
**Author:** Lee Steel, Councillor  
**Date:** 14 October 2015  
**Disclosure of Interest:** Nil  
**Attachments:** UWA Draft Proposal and ICRRE Frame Work

#### **Summary:**

Council to consider the future of the old Pingelly Hospital once the New Pingelly Health Centre is up and running. The University of Western Australia (UWA) has shown interest and are keen to explore opportunities to utilise this facility. UWA have a draft proposal for Council to consider with the proposal outlining UWA's broad view of what "might" "could" possibly be.

#### **Background:**

The UWA has strong partnerships in our community and has in recent years worked with community groups and Shire to deliver collaborative projects that are beneficial to both the community and UWA.

Several months ago the Shire spoke to UWA facility members about the potential use of the hospital. UWA have since prepared a draft proposal with the intention of presenting it to the board of UWA for consideration.

As you will see in the draft document UWA facility members will be requesting of the UWA board to consider future use of the hospital and determine if UWA is interested. If the interest is supported by the UWA board, advice will be provided to the Shire who will advise Western Australian Country Health Services (WACHS) to delay any demolition of the hospital.

If the UWA board agree to explore the possibility then there will be application to UWA to fund a feasibility project.

#### **Comment:**

However the first step before the above can happen is to obtain Council approval in principal to progress the exploration by UWA of the potential use of the old hospital.

Having closely worked with UWA both as a Councillor and a community representative I see this possible future use of the hospital as both a positive outcome for the here and now but also an amazing opportunity to build on into the future. The ramifications of such a partnership could ripple through the community creating a positive economic and community stimulus for years to come.

#### **Consultation:**

The University of Western Australia (UWA) and Shire of Pingelly Chief Executive Officer.

#### **Statutory Environment:**

Nil

#### **Policy Implications:**

Nil

#### **Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That Council endorse**

- 1. in principle support for The University of Western Australia (UWA) proposed exploration of future use of the old Pingelly Hospital.**
- 2. the Chief Executive Officer advising Western Australian Country Health Services (WACHS) in writing of the endorsed recommendation regarding this matter.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## **11.2. CORPORATE AND COMMUNITY SERVICES**

### **11.2.1 Monthly Statement of Financial Activity**

**File Reference:** 00271  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Grace French, Director Corporate & Community Services  
**Date:** 12 October 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Monthly Statement of Financial Activity  
**Previous Reference:** N/A

#### **Summary:**

Council to consider accepting the Monthly Statement of Financial Activity for September 2015.

#### **Background:**

The Monthly Statement of Financial Activity for September 2015 is attached for Council consideration.

#### **Comment:**

The Monthly Statement of Financial Activity represents Council's financial activities and status for the period ending 30 September 2015. The style of the report has changed with proportional expenditure amounts used in the YTD expenditure column. Only specific reportable variances will be reported individually, with the notation "timing variance" used where expenditure is not evenly spread through the year.

A reportable variance to the opening position is noted in the July report, as well as unbudgeted expenditure on an item carried forward from 2013/14 in the August report. Further variances related to accrual adjustments have been made in the preparation of the annual financial report and have changed the opening position at 1 July 2014. These accruals are not expected to affect the end of year position for 30 June 2015 as they are movements between the two years and offset each other. At the present time it should be noted that processes and procedures have been implemented so this should not occur in future years.

#### **Consultation:**

Chief Executive Officer

#### **Statutory Environment:**

Section 6.4(1) of the *Local Government Act* provides that a local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Regulation 34 of the *Local Government (Financial Management) Regulations* requires a Statement of Financial Activity to be prepared each month which is to contain the following details:

- (a) annual budget estimates;
- (b) budget estimates to the end of the month;
- (c) actual amount of expenditure and revenue;
- (d) material variances between comparable amounts in (b) and (c) above; and
- (e) the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).

The Statement is to be accompanied by:

- (a) explanation of the composition of net current assets, less committed assets and restricted assets;
- (b) explanation of the material variances; and
- (c) such other information considered relevant by the local government.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Monthly Statement of Financial Activity for the period ending 30 September 2015 be accepted and material variances be noted.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_



### **11.2.2 Accounts Paid by Authority**

**Applicant:** N/A  
**Author:** Raewyn Street, Senior Finance Officer  
**Date:** 5 October 2015  
**Disclosure of Interest:** Nil  
**Attachments:** List of Accounts (over the page)  
**Previous Reference:** N/A

**Summary:**

Council to consider endorsing the payment of accounts.

**Background:**

The following list represents accounts paid by authority for the month of September 2015.

**Comment:**

Unless otherwise identified, all payments have been made in accordance with Council's 2015/16 Budget.

**Consultation:**

N/A

**Statutory Environment:**

Regulation 12 of the *Local Government (Financial Management) Regulations* provides that:

- (1) A payment may only be made from the municipal fund or the trust fund —
- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - (b) otherwise, if the payment is authorised in advance by a resolution of the council.

- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Regulation 13 of the *Local Government (Financial Management) Regulations* provides that:

- (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.

- (2) A list of accounts for approval to be paid is to be prepared each month showing —

- (a) for each account which requires council authorisation in that month —

- (i) the payee's name;
- (ii) the amount of the payment; and
- (iii) sufficient information to identify the transaction;

and

- (b) the date of the meeting of the Council to which the list is to be presented.

- (3) A list prepared under sub regulation (1) or (2) 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:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That council endorse the payments as presented:**

- (1) **Municipal Fund – Account 117984856**  
Vouchers EFT1505 – 1650, Cheques 24017 – 24056 inclusive totalling \$298,359.41 - previously paid.
- (2) **Trust Fund – Account 117984872**  
Cheques 1793 – 1795 totalling \$570.00
- (3) **Trust Fund Department of Transport – 123395691**  
Totalling \$29,804.90; and
- (4) **Direct Debit Payments**  
Totalling \$16,954.55 – previously paid
- (5) **Credit Card Payments**  
Totalling \$2,384.33 – previously paid

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT1505	01/09/2015	SHERIDAN'S FOR BADGES	NAME PLAQUE FOR SAMANTHA APPLETON	\$51.84
EFT1506	01/09/2015	WESTRAC EQUIPMENT PTY LTD	4HEAD LIGHTS PN430, BUSHERS PN568	\$523.97
EFT1507	01/09/2015	B.W. JAMES TRANSPORT	FREIGHT CHARGES	\$325.60
EFT1508	01/09/2015	GREENLINE AG PTY LTD	FUEL HOSE, 2 X SPARK PLUGS	\$24.30
EFT1509	01/09/2015	AMD CHARTERED ACCOUNTANTS	ACQUITTAL AUDIT - CLGF 2012-13 ROUND 5 FOR THE YEAR ENDED 30 JUNE 2015	\$528.00
EFT1510	01/09/2015	STAPLES AUSTRALIA PTY LIMITED	OFFICE STATIONERY	\$9.93
EFT1511	01/09/2015	COVS PARTS PTY LTD	FILTERS FOR SERVICE, 24 V HORN, PUSH PULL SWITCH	\$136.75
EFT1512	01/09/2015	COATES HIRE OPERATIONS PTY LTD	PORTABLE BUILDING / CRIB ROOM HIRE 7 JULY TO 11 AUGUST FOR JINGARRING ROAD GRAVEL SHEETING	\$1,895.05
EFT1513	01/09/2015	BOB WADDELL	ASSISTANCE 2015/16 BUDGET	\$990.00
EFT1514	01/09/2015	POLYTECHNIC WEST	TRAINING FOR OUTSIDE STAFF MEMBER	\$391.52
EFT1515	01/09/2015	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	RECRUITMENT FEE - PROJECT MANAGER	\$13,200.00
EFT1516	01/09/2015	POSITION PARTNERS	TRIPOD FLAT ALUMINIUM PLAIN	\$176.00
EFT1517	01/09/2015	TOLL IPEC PTY LTD	FREIGHT CHARGES	\$480.77
EFT1518	03/09/2015	YOUTHCARE	AUGUST COUNCIL MEETING DINNER FOR 9 @ \$25.00 PER PERSON - 19/08/2015	\$225.00
EFT1519	03/09/2015	BEST OFFICE SYSTEMS	PHOTOCOPY CHARGES	\$2,966.89
EFT1520	03/09/2015	WHEATBELT ELECTRICS	INSTALLATION OF DATA CABLES AND OUTLETS FOR NEW WORK STATION	\$517.61
EFT1521	03/09/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES TO 30 JUNE 2016	\$888.25
EFT1522	03/09/2015	SJR CIVIL CONSULTING PTY LTD	DESIGN WORK, CONCEPT PLAN FOR FUNDING APPLICATION	\$660.00
EFT1523	03/09/2015	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE CHARGE FOR POOL	\$126.85
EFT1524	03/09/2015	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS	\$518.97

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT1525	03/09/2015	PROMOTIONAL EXPOSURE	PERFORMANCE FEE FOR BEST OF THE ADELAIDE FRINGE CONCERT IN PINGELLY 20/08/2015	\$2,525.00
EFT1526	03/09/2015	ROUNDEL CIVIL PRODUCT PTY LTD	300MM DIA, 12M LONG STILCOR PIPES 1.6MM WALL THICKNESS	\$1,496.88
EFT1527	03/09/2015	FRIENDS OF PINGELLY RAILWAY STATION	COMMUNITY GROUP REBATE FOR 6 TICKETS - COMEDY GOLD	\$60.00
EFT1528	10/09/2015	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPALE ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	\$225.50
EFT1529	14/09/2015	NARROGIN CARPET COURT	3 SET OF READY TO HANG CURTAINS WITH BLOCKOUT	\$470.00
EFT1530	14/09/2015	IT VISION	SUPPORT TO SET UP AUSTRALIA POST BILLPAY AND MODIFY INVOICES AND RATE NOTICES	\$2,536.60
EFT1531	14/09/2015	GREENLINE AG PTY LTD	NUT RIVETER, BOLTS, NUTS & WASHERS	\$203.09
EFT1532	14/09/2015	AMD CHARTERED ACCOUNTANTS	ACQUITTAL AUDIT OF 2014-15 EXPENDITURE FOR R2R 2009-2014 AND 2014-2019 PROGRAMS	\$682.00
EFT1533	14/09/2015	LENIP PTY LTD T/A ASPHALT IN A BAG	1000 KG PALLET (50 ONLY 20 KG BAGS) OF COLDMIX ASPHALT	\$1,718.75
EFT1534	14/09/2015	DDAGROUP CORPORATE COMMUNICATIONS PTY LTD	BALANCE OF 50% QUOTED FOR SOP VISITOR A3 MAPS, 6 ADDITIONAL HOURS FOR DESIGN WORK MOVING FROM A4 TO A3 FORMAT	\$2,464.00
EFT1535	14/09/2015	MARKETFORCE PTY LTD	ADVERTISEMENT DIRECTOR CORPORATE AND COMMUNITIY SERVICES - SATURDAY'S WEST AUSTRALIAN NEWSPAPER 08/08/2015	\$1,971.10
EFT1536	14/09/2015	JAMES ROY WILLIAMS	REIMBURSEMENT FOR PRE-EMPLOYMENT TOXICOLOGY TEST	\$35.00
EFT1537	14/09/2015	PINGELLY HOTEL	CATERING - 2 COURSE MEAL FOR 50 PEOPLE 20/08/2015 - COMEDY GOLD, BEVERAGES, AUGUST COUNCIL MEETING LUNCH FOR 11 @ \$15.00 PER PERSON - 19/08/2015, LUNCH FOR FOUR PEOPLE WED 26 AUGUST 2015	\$2,206.00
EFT1538	14/09/2015	PINGELLY QUALITY MEATS	SAUSAGES	\$25.00
EFT1539	14/09/2015	COVS PARTS PTY LTD	FILTERS	\$100.34

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT1540	14/09/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES TO 30 JUNE 2016	\$724.62
EFT1541	14/09/2015	BOB WADDELL	ASSISTANCE WITH RATES INFORMATION FLYER FOR 2015/16, ASSISTANCE WITH THE JULY STATEMENT OF FINANCIAL ACTIVITY	\$2,013.00
EFT1542	14/09/2015	LANDMARK	ROUND UP ULTIMATE 110L	\$925.65
EFT1543	14/09/2015	LANDGATE	GROSS RENTAL VALUATIONS SCHEDULE NO G 2015/5 23/05/2015 TO 31/07/2015	\$64.00
EFT1544	14/09/2015	RAYMOND JOHN MARSHALL	SITTING FEES JULY - SEPTEMBER 2015	\$950.00
EFT1545	14/09/2015	LEE NORA STEEL	SITTING FEES JULY - SEPTEMBER 2015	\$875.00
EFT1546	14/09/2015	AARON JAMES MORTON	SITTING FEES JULY - SEPTEMBER 2015	\$875.00
EFT1547	14/09/2015	SHIRLEY LANGE	SITTING FEES JULY - SEPTEMBER 2015	\$2,300.00
EFT1548	14/09/2015	WILLIAM VINCENT MULRONEY	SITTING FEES JULY - SEPTEMBER 2015	\$875.00
EFT1549	14/09/2015	J R & A HERSEY	JERRY CAN HOLDER	\$145.20
EFT1550	14/09/2015	PINGELLY COMMUNITY RESOURCE CENTRE	REFORMAT FIRE EVACUATION SIGNS AND PRINT	\$9.00
EFT1551	14/09/2015	COVS PARTS PTY LTD	SWITCH	\$10.30
EFT1552	14/09/2015	LANDMARK	PVC FITTINGS	\$49.50
EFT1553	14/09/2015	LUBRIMAXX MKTG PTY LTD	2X BOXES GREASE	\$172.70
EFT1554	14/09/2015	ALLWEST PLANT HITE AUSTRALIA	EXCAVATOR AND ROCKBREAKER FOR TENNIS COURT CONSTRUCTION	\$2,890.25
EFT1555	14/09/2015	EDWARDS MOTORS PTY LTD	SET OF FILTERS	\$414.50
EFT1556	14/09/2015	PINGELLY COMMUNITY CRAFT CENTRE	COMMISSION FOR THE MONTH OF AUGUST 2015	\$538.17
EFT1557	21/09/2015	AUSTRALIAN TAXATION OFFICE	BAS AUGUST 2015	\$29,659.00
EFT1558	22/09/2015	JASON SIGNMAKERS	GUIDE SIGN 3600 X 1500 AS PER SIGNED ARTWORK, TAG SIGN 900 X 240 (400M) AS PER SIGNED ARTWORK	\$1,144.00
EFT1559	22/09/2015	OUTBACK ELECTRONICS	TO SUPPLY AND FIT A NEW TV ANTENNA AT 16 ELIOT STREET	\$275.00

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT1560	22/09/2015	MAJOR MOTORS PTY LTD	PARTS FOR AIR CON PN66	\$508.17
EFT1561	22/09/2015	WATER DYNAMICS PTY LTD	HUNTER 125 POP-UP SPRINKLERS, FITTINGS FOR RE-USE WATER SYSTEM PUMP, TAP FITTINGS FOR BACKWASH PIPE,	\$776.40
EFT1562	22/09/2015	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES FOR AUGUST 2015	\$2,086.13
EFT1563	22/09/2015	GEOFABRICS	2 ROLLS 6M X 250M OF BIDIM	\$5,346.00
EFT1564	22/09/2015	COVS PARTS PTY LTD	FILTERS FOR SERVICE, FILTERS FOR PN5698, SWITCH & NUMBER PLATE LIGHT	\$273.08
EFT1565	22/09/2015	GAINSBOROUGH GRAPHICS	BUSINESS CARDS - GRACE FRENCH AND BARRY GIBBS	\$80.00
EFT1566	22/09/2015	BOB WADDELL	ASSISTANCE WITH THE AUGUST STATEMENT OF FINANCIAL ACTIVITY & YEAR END SALARIES ACCURALS	\$792.00
EFT1567	22/09/2015	PAGE TRUCK HIRE	5 DAY TRUCK HIRE TO CART SPOIL FROM TENNIS COURTS TO LANDFILL.	\$3,850.00
EFT1568	22/09/2015	HITACHI CONSTRUCTION MACHINERY (AUSTRALIA) PTY LTD	FILTERS PN133	\$163.97
EFT1569	22/09/2015	PN & AM WATTS (PHIL WATTS BULLDOZING)	EXCAVATION WORK FOR NEW TENNIS COURTS	\$21,830.50
EFT1570	22/09/2015	VARIDESK	1 X VARIDESK PRO 30	\$469.00
EFT1571	22/09/2015	C&B SOUTHERN RUN TRANSPORT	205L OIL	\$42.24
EFT1572	22/09/2015	EDWARDS MOTORS PTY LTD	FILTERS PN569	\$213.30
EFT1573	23/09/2015	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPLE ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	\$225.50
EFT1574	23/09/2015	TOTAL FARMING SERVICES	VARIOUS PLANTS, CURTAIN ROADS AND FITTINGS, WHITE OIL, BLOOD & BONE,	\$555.55
EFT1575	23/09/2015	SHERIDAN'S FOR BADGES	NAME BADGES - GRACE FRENCH, BARRY GIBBS. DESK PLATE INSERTS - DCCS X 2, DTS X 2, EA X 2, LB, GF	\$209.97

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT1576	23/09/2015	GREAT SOUTHERN WASTE DISPOSAL	608 HOUSEHOLDS 28 JULY TO 25 AUGUST 2015, 458 RECYCLE BINS 28 JULY TO 25 AUGUST 2015, BULK RECYCLE PICK UP AUGUST 2015	\$6,588.88
EFT1577	23/09/2015	WHEATBELT ELECTRICS	REPLACE ELECTRIC TIMER ON DISHWASHER	\$682.00
EFT1578	23/09/2015	JIRIKI MANAGEMENT	ADMINISTRATION SERVICES	\$1,848.00
EFT1579	23/09/2015	ASB MARKETING PTY LTD	WORKWEAR ORDERS FOR OUTSIDE STAFF	\$606.82
EFT1580	23/09/2015	SHIRLEY LANGE	REIMBURSEMENT FOR INTERNET AUGUST 2015	\$49.95
EFT1581	24/09/2015	CWA PUMPHREYS	10 X DINNERS FOR COUNCIL MEETING ON 16/09/2015 @ \$25.00 PER PERSON	\$250.00
EFT1582	24/09/2015	TOTAL FARMING SERVICES	2X CANS OF PAINT, BOLTS, TOOLBOX, HAMMER, CUT OF WHEEL, NYLON TUBE	\$150.90
EFT1583	24/09/2015	CUTTING EDGES PTY LTD	25 GRADER BLADES 25 SCARIFIER TIPS 50 BOLTS AND NUTS	\$795.96
EFT1584	24/09/2015	SHERIDAN'S FOR BADGES	10 JARRAH SHIELDS FOR AUSTRALIA DAY AWARDS	\$675.40
EFT1585	24/09/2015	J R & A HERSEY	PROTECTIVE CLOTHING, HEATING TORCH	\$1,066.45
EFT1586	24/09/2015	STATE LIBRARY OF WESTERN AUSTRALIA	DELIVERY OF BETTER BEGINNINGS PROGRAM	\$104.50
EFT1587	24/09/2015	PINGELLY TRANSPORT	5 DAYS OF 8 WHEELER TRUCK HIRE TO CART SPOIL FROM TENNIS COURTS TO LANDFILL, SEMI SIDE TIPPER HIRE 15 DAYS FOR GRAVEL SHEETING ON JINGARING ROAD BETWEEN SOUTH KWEDA AND DWARLAKING ROAD, CARTAGE OF 700 LIMESTONE BLOCKS FROM JANDAKOT	\$18,384.30
EFT1588	24/09/2015	WESTRAC EQUIPMENT PTY LTD	HYDRAULIC PIPE	\$162.93
EFT1589	24/09/2015	GREENLINE AG PTY LTD	MALE TRAILER PLUG FOR CEMENT MIXER, BOLTS AND WASHERS FOR OVAL MOWER, BOLT NUT AND WASHERS	\$28.60
EFT1590	24/09/2015	STAPLES AUSTRALIA PTY LIMITED	STATIONERY	\$55.48
EFT1591	24/09/2015	WHEATBELT ELECTRICS	INSTALLATION OF NEW STOVE, POWER POINT NEAR BBQ IN CARAVAN PARK NOT WORKING	\$397.38

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT1592	24/09/2015	CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES 1 OCTOBER - 31 DECEMBER 2015	\$103.61
EFT1593	24/09/2015	WALLIS COMPUTER SOLUTIONS	PROJECT STANDARD 2013 FOR THE FOLLOWING COMPUTERS: SOPN-WS21W764 SOPN-LP8W764, NEW PROJECT MANAGER, PRINTER FOR FINANCE OFFICER, PURCHASE AND INSTALLATION OF AUTOCAD LIGHT ON 2 COMPUTERS	\$3,774.90
EFT1594	24/09/2015	ASLAB PTY LTD	THREE SAMPLES OF 10 MM ROAD BASE FOR THE FOLLOWING TESTING NARROGIN QUARRY 3 GRADE TESTS 3 PLASTICITY INDEX TESTS 3 MAX DRY COMPRESSIVE STRENGTH TESTS, MOBILIZATION TO AND FROM SITE,	\$2,237.04
EFT1595	24/09/2015	EXTERIA	VASSE COMPOSITE BENCH	\$821.70
EFT1596	24/09/2015	AUSTRALIA POST	RATES NOTICES, 20 BOXES OF A4 REFLEX WHITE PAPER, 5 REAMS OF A3 REFLEX WHITE PAPER, 1 X BLACK TONER FOR DEPOT KYOCERA ECOSYS M6526DN, POSTAGE FOR JULY & AUGUST 2015, 3 X COLOURED TONER FOR DEPOT	\$2,066.14
EFT1597	30/09/2015	J R & A HERSEY	PARTS	\$174.30
EFT1598	30/09/2015	WESTRAC EQUIPMENT PTY LTD	PINS AND BUSHERS, FILTER FOR PG7	\$607.27
EFT1599	30/09/2015	JASON SIGNSMAKERS	W3-2-B ADVANCE WARNING SIGNS 750 X750 -, MR-GZ-29 SIGNS 600 X 900, DROP TAG (SHIRE OF PINGELLY), MR-GZ-29 SIGNS 600 X 900, DROP TAG (SHIRE OF PINGELLY), W3-2-B ADVANCE WARNING SIGNS 750 X750, MR-GZ-29 SIGNS 600 X 900, DROP TAG (SHIRE OF PINGELLY), MR-GZ-29 SIGNS 600 X 900, DROP TAG (SHIRE OF PINGELLY)	\$818.40
EFT1600	30/09/2015	GREENLINE AG PTY LTD	JOKEY WHEEL, SAFETY CLIP FOR CEMENT MIXER , WIPER BLADES	\$117.45
EFT1601	30/09/2015	WHEATBELT ELECTRICS	ELECTRICAL MTCE WORK AT SHIRE OFFICE, POWER CONNECTION FOR NEW CCTV CAMERAS	\$1,582.78
EFT1602	30/09/2015	E & MJ ROSHER PTY LTD	FILTERS FOR PROM8 & PROM7	\$325.55



## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT1603	30/09/2015	SKIPPER TRUCK PARTS AND AMCAP DISTRIBUTION CENTRE	19AIR CON CONDENSER	\$1,927.22
EFT1604	30/09/2015	GRANTS EMPIRE	DEVELOPMENT OF CSRFF ANNUAL/FORWARD PLANNING GRANT APPLICATION	\$550.00
EFT1605	30/09/2015	EXTERIA	VASSE COMPOSITE BENCH	\$788.70
			<b>TOTAL EFT FROM MUNICIPAL FUND</b>	<b>\$171,430.87</b>
24017	01/09/2015	EXCHANGE TAVERN	LIGHT LUNCH FOR 15 PEOPLE ON TUESDAY 18 AUGUST 2015	\$363.00
24018	01/09/2015	SHIRE OF PINGELLY	RATES FOR 7A, 7B, 9A & 9B WEBB STREET, 36A, 36B, 38A & 38B SHAROW STREET	\$6,576.75
24019	01/09/2015	SHIRE OF BEVERLEY	REIMBURSEMENTS LOCAL GOVERNMENT WEEK 4 - 8 AUGUST 2015	\$673.19
24020	01/09/2015	ZENIEN	CCTV SYSTEMS CONSULTING/INSTALLATION	\$45.38
24021	01/09/2015	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2015/16 ESL INCOME - LOCAL GOVERNMENT OPT B	\$57,745.00
24022	01/09/2015	PINGELLY GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL	\$121.00
24023	01/09/2015	TELSTRA	VARIOUS PHONE ACCOUNTS	\$918.17
24024	03/09/2015	EXCHANGE TAVERN	CATERING FOR FRIDAY 28 AUGUST 2015 , 25-30 PEOPLE; ACCOMMODATION 1 NIGHT	\$600.00
24025	03/09/2015	TANGLED VINE BED & BREAKFAST	ACCOMMODATION FOR 4 PERFORMERS 20/08/2015 - 4 ROOMS X 1 NIGHT	\$480.00
24026	03/09/2015	PINGELLY TOURISM GROUP INC	COMMUNITY GROUP REBATE FOR 3 TICKET SALES - COMEDY GOLD	\$30.00
24027	03/09/2015	SHIRE OF PINGELLY	VEHICLE REGISTRATION TO ALIGN WITH OTHER VEHICLES	\$20.55
24028	10/09/2015	PLEASE PAY CASH - PINGELLY SHIRE	WORK CLOBBER - BOOTS, SOCKS, PINGELLY IGA - PARTY PIES, PINGELLY IGA - BUNS, ONIONS, FLORA SPREAD, MILK, SAUCE, BREAD, PINGELLY IGA - BISCUITS, PINGELLY IGA - MILK, CHEESE, BISCUITS, PINGELLY IGA - BISCUITS, SLICES, PINGELLY IGA - MILK, PINGELLY IGA - BREAD, PINGELLY	\$439.50

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
			IGA - COOL DRINK, CHOCOLATES, LOLLIES, PINGELLY IGA - WATER, NUTS, PINGELLY IGA - WATER, SAUCE, PINGELLY IGA - PARTY PIES	
24029	10/09/2015	PINGELLY TRADING CO (IGA)	PAYROLL DEDUCTIONS	\$60.90
24030	10/09/2015	SHIRE OF PINGELLY	PAYROLL DEDUCTIONS	\$93.71
24031	14/09/2015	SYNERGY	STREETLIGHT CHARGES 25 JULY 2015 TO 24 AUGUST 2015	\$2,983.65
24032	14/09/2015	DAVID INNES FREEBAIRN	SITTING FEES JULY - SEPTEMBER 2015	\$875.00
24033	14/09/2015	ALLEN CLARKE	6334M2 OF GRAVEL	\$27,869.60
24034	14/09/2015	MIDALIA STEEL (WAGIN)	50X10X6 FLAT BAR	\$191.42
24035	14/09/2015	TELSTRA	VARIOUS PHONE ACCOUNTS	\$1,316.18
24036	22/09/2015	ESPLANADE HOTEL FREMANTLE	CR FREEBAIRN EXPENSES WASTE AND RECYCLE CONFERENCE SEPT 2015, BARRY GIBBS EXPENSES WASTE AND RECYCLE CONFERENCE SEPT 2015, GAVIN POLLOCK EXPENSES WASTE AND RECYCLE CONFERENCE SEPT 2015	\$1,748.50
24037	22/09/2015	CANNING BRIDGE AUTO LODGE	ACCOMMODATION FOR STAFF MEMBER FOR 7 & 8 SEPTEMBER 2015 INCLUDING BREAKFAST	\$278.00
24038	22/09/2015	BUNNINGS BUILDING SUPPLIES	DRILL HAMMER CORDLESS RYOBI, GULLY PIT & FITTINGS, RETICULATION FITTINGS, TEK SCREWS	\$429.83
24039	22/09/2015	SHIRE OF BEVERLEY	CCZ GOLF DAY BEVERLEY	\$280.00
24040	22/09/2015	DIESELS PLUS	OIL FILTERS	\$201.41
24041	23/09/2015	PINGELLY TRADING CO (IGA)	PAYROLL DEDUCTIONS	\$60.90
24042	23/09/2015	SHIRE OF PINGELLY	PAYROLL DEDUCTIONS	\$93.71
24043	23/09/2015	WATER CORPORATION	WATER USE 8 JULY 2015 TO 8 SEPTEMBER 2015, SERVICE CHARGES 1 SEPTEMBER 2015 TO 31 OCTOBER 2015	\$5,576.79
24044	23/09/2015	SYNERGY	ELECTRICITY CHARGES 7 JULY 2015 TO 4 SEPTEMBER 2015	\$2,923.10
24045	23/09/2015	BOC LIMITED	ARGOSHIELD UNIVERSAL G SIZE	\$140.65
24046	23/09/2015	EXCHANGE TAVERN	SANDWICHES / WRAPS FOR 10 PEOPLE 4/9/15	\$110.00
24047	23/09/2015	SYNERGY	ELECTRICITY CHARGES 2 JULY TO 28 AUGUST 2015	\$7,437.85

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
24048	24/09/2015	WATER CORPORATION	WATER USE AND SERVICE CHARGES 01 SEPTEMBER - 31 OCTOBER 2015	\$51.82
24049	24/09/2015	BALLARDS OF NARROGIN	KARRI & PEAT MULCH	\$1,470.00
24050	30/09/2015	PLEASE PAY CASH - PINGELLY SHIRE	PINGELLY IGA - CAKES & SLICES FOR COUNCIL, PINGELLY IGA - MILK FOR COUNCIL KITCHEN, AUSTRALIA POST - KINDA SURPRISE EGGS, TOTAL FARMING SERVICES - STORAGE BOXES, PINGELLY OP SHOP - ADDED 3 BUTTONS & MADE 1 BUTTONHOLE IN NEW SHIRTS, LURES - REIMBURSEMENT OF MEALS FOR JOB TRAINING, KFC - REIMBURSEMENT OF MEALS FOR JOB TRAINING, KFC - REIMBURSEMENT OF MEALS FOR JOB TRAINING, COLES - REIMBURSEMENT OF MEALS FOR JOB TRAINING, TIAMO CAFE - REIMBURSEMENT OF MEALS FOR JOB TRAINING, TIAMO CAFE - REIMBURSEMENT OF MEALS FOR JOB TRAINING, PINGELLY IGA - PLASTIC FORKS, ORANGE JUICE,, PINGELLY IGA - BACON, OIL, BREAD, MILK, EGGS, MARGARINE, COFFEE, SUGAR, SAUCE FOR TOOLBOX MEETING, PINGELLY IGA - BISCUITS FOR COUNCIL MEETING, PINGELLY IGA - SUGAR FOR COUNCIL, PINGELLY IGA - WATER FOR COUNCIL, PINGELLY IGA - CHALK, PINGELLY IGA - CONFECTIONARY, CAKES, GLAD WRAP, PINGELLY IGA - CHEESES, MILK, BISCUITS, PINGELLY IGA - MILK, TOTAL FARMING SERVICES - ADHESIVE TAPE BLACK LOOPS	\$483.45
24051	30/09/2015	WESTERN POWER	POWER TRAINING SERVICES COURSE - OUTSIDE STAFF MEMBERS	\$2,987.60
24052	30/09/2015	BUNNINGS BUILDING SUPPLIES	CUTOFF WHEELS, CUTOFF DISCS, GLOBES	\$70.04
24053	30/09/2015	DIESELS PLUS	70MM INTAKE HOSE	\$94.05

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
24054	30/09/2015	SHIRE OF PINGELLY	COMMISSION OF COLLECTIONS FOR MONTH OF SEPTEMBER 2015	\$18.26
24055	30/09/2015	CONSTRUCTION TRAINING FUND	COLLECTIONS FOR THE MONTH OF SEPTEMBER 2015	\$600.75
24056	30/09/2015	BUILDING COMMISSION	COLLECTIONS FOR THE MONTH OF SEPTEMBER 2015	\$468.83
			<b>TOTAL CHEQUE FROM MUNICIPAL FUND</b>	<b>\$126,928.54</b>
			<b>TOTAL ALL MUNICIPAL</b>	<b>\$298,359.41</b>
1793	14/09/2015	G T POULTNEY	REFUND OF BOND FOR HIRE OF COMMUNITY BUS	\$300.00
1794	14/09/2015	MELISSA WATKINS	REFUND OF CLEANING AND KEY BONDS FOR HIRE OF COMMUNITY CENTRE	\$190.00
1795	23/09/2015	JOANNE LEE SHOOBERT	REFUND OF 2015 ELECTIONS NOMINATION	\$80.00
			<b>TOTAL TRUST PAYMENTS</b>	<b>\$570.00</b>
70915	07/09/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 01/09/15 - 05/09/15	\$8,224.50
140915	14/09/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 06/09/15 TO 12/09/15	\$14,907.75
210915	21/09/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 13/09/15 TO 19/09/15	\$1,368.40
290915	29/09/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 20/09/15 TO 26/09/15	\$2,931.50
300915	30/09/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 27/09/15 TO 30/09/15	\$2,372.75
			<b>TOTAL TRANSPORT LICENSING</b>	<b>\$29,804.90</b>
DD7577.1	08/09/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$4,827.03
DD7577.2	08/09/2015	AMP FLEXIBLE SUPER	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$244.53
DD7577.3	08/09/2015	THE TRUSTEE FOR THE DYER SUPER FUND	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$615.00
DD7577.4	08/09/2015	MEAT INDUSTRY EMPLOYEES	SUPERANNUATION CONTRIBUTIONS	\$157.11

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
		SUPERANNUATION FUND PTY LTD		
DD7577.5	08/09/2015	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	\$257.50
DD7577.6	08/09/2015	AUSTRALIAN SUPER ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	\$647.32
DD7577.7	08/09/2015	CBUS	SUPERANNUATION CONTRIBUTIONS	\$372.69
DD7577.8	08/09/2015	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$376.34
DD7577.9	08/09/2015	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$188.17
DD7614.1	22/09/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$5,048.72
DD7614.2	22/09/2015	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$334.71
DD7614.3	22/09/2015	AMP FLEXIBLE SUPER	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$288.99
DD7614.4	22/09/2015	THE TRUSTEE FOR THE DYER SUPER FUND	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$638.15
DD7614.5	22/09/2015	MEAT INDUSTRY EMPLOYEES SUPERANNUATION FUND PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$157.11
DD7614.6	22/09/2015	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	\$257.50
DD7614.7	22/09/2015	AUSTRALIAN SUPER ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	\$647.32
DD7614.8	22/09/2015	NGS SUPER	SUPERANNUATION CONTRIBUTIONS	\$15.78
DD7614.9	22/09/2015	CBUS	SUPERANNUATION CONTRIBUTIONS	\$374.58
DD7577.10	08/09/2015	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$340.08
DD7614.10	22/09/2015	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$376.34
DD7614.11	22/09/2015	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$188.17
	30/09/2015	BANK FEES	BANK FEES	\$68.81
	30/0/2015	CENTRELINK FEES	CENTRELINK FEES	\$30.69
	30/09/2015	MERCHANT BANK FEES	MERCHANT BANK FEES	\$201.09

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT SEPTEMBER 2015

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
	24/09/2015	14 - FINANCED EQUIPMENT - PHOTOCOPIER LEASE	FINANCED EQUIPMENT - PHOTOCOPIER LEASE	\$902.00
			<b>TOTAL DIRECT DEBIT PAYMENTS</b>	<b>\$16,954.55</b>
DD7604.1	14/09/2015	BENDIGO BANK CREDIT CARDS	CALTEX - FUEL FOR 0-PN	\$90.93
DD7604.2	14/09/2015	BENDIGO BANK CREDIT CARDS	CITY OF PERTH - PARKING (CEO)	\$10.00
DD7604.3	14/09/2015	BENDIGO BANK CREDIT CARDS	METRO BAR - MEAL	\$47.00
DD7604.4	14/09/2015	BENDIGO BANK CREDIT CARDS	PINGELLY HOTEL - REFRESHMENTS	\$176.00
DD7604.5	14/09/2015	BENDIGO BANK CREDIT CARDS	NISBETTS EXPRESS CATERING EQUIPMENT - HYGIPLUS STANDARD LOW DENSITY CHOPPING BOARD PACKS	\$219.90
DD7604.6	14/09/2015	BENDIGO BANK CREDIT CARDS	TOTAL FARMING SERVICES - KILL RUST AERO SATIN ENAMEL	\$16.50
DD7604.7	14/09/2015	BENDIGO BANK CREDIT CARDS	KEYNOTE CONFERENCES - WASTE & RECYCLE CONFERENCE - DTS	\$1,620.00
DD7604.8	14/09/2015	BENDIGO BANK CREDIT CARDS	BCF - GIFTCARD FOR SAMANTHA APPLETON	\$200.00
DD7604.9	14/09/2015	BENDIGO BANK CREDIT CARDS	CREDIT CARD FEE	\$4.00
			<b>TOTAL CREDIT CARD PAYMENTS</b>	<b>\$2,384.33</b>

### **11.2.3 Appointment Auditor Contract 2015 to 2018**

**File Reference:** 00120  
**Location:** N/A  
**Applicant:** Gavin Pollock, Chief Executive Officer  
**Author:** Gavin Pollock, Chief Executive Officer  
**Date:** 1 October 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

#### **Summary:**

Council to consider quotations provided for the services of an Auditor commencing in 2015 and ending in 2018.

#### **Background:**

The three year contract with Tim Partridge and Maria Cavallo, AMD Chartered Accountants for the supply of audit services, expired on 30 June 2015.

#### **1. Introduction**

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the Shire of Pingelly.

Auditors are required to address all of the matters outlined in the specification.

Auditors who submit an application may be asked to provide further information and/or make a presentation to the Audit Committee.

#### **2. Objectives of the Audit**

To provide an independent audit opinion of the accounts and annual financial reports of the Shire of Pingelly for each financial year covered by the term of the audit appointment.

#### **3. Term of Audit Appointment**

The term of appointment will be for the three financial years commencing 1 July 2015 through to 30 June 2018.

#### **4. Scope of the Audit**

The Auditor is to –

4.1 Carry out such work as necessary to form an opinion and Report as to whether -

- a) the accounts are properly kept;
- c) the annual financial report:
  - (i) is prepared in accordance with the financial records; and
  - (ii) represents fairly the results of the operations of the local government and the financial position of the local government as at 30 June in accordance with the *Australian Accounting Standards*, the *Local Government Act*, the *Local Government (Financial Management) Regulations* and other mandatory professional reporting requirements.

4.2 Give an opinion in his or her audit report on -

- a) the financial position of the local government; and
- b) the results of the operation of the local government.

4.3 Include in his or her audit report -

- a) any material matters indicating a significant adverse trend in the financial position or the financial management practices of the local government;
- b) any matters indicating non-compliance with financial management or control requirements of the *Local Government Act*, the *Local Government (Financial Management) Regulations* or applicable financial controls of any other written laws.
- c) details of whether information and explanations were obtained by the auditor;
- d) a report on the conduct of the audit; and
- e) the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions.

**5. Audit Methodology and Approach**

- a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act* and the *Local Government (Audit) Regulations*.
- b) An audit is to be carried out in accordance with the accounting standards adopted from time to time by the Australian Government Auditing and Assurance Standards Board (AuASB).
- c) The auditor is to provide the local government with a general outline of his/her methodology.
- d) The auditor is to provide the local government with a plan for the audit including:
  - timing of interim audit visits;
  - final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
  - timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means; and
  - the method to be used to communicate with, and provide advice and information to, the local government.
- e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act* and, if considered appropriate by the auditor, a management report.

**6. Critical Matters to be audited**

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the matter in which they have been maintained.

- (i) Revenue
  - Rates Revenue
  - Government grants
  - User pays revenue
  - Profit on sale of non-current assets
  - Other income
- (ii) Expenditure
  - Salary and wage costs
  - Depreciation
  - Materials and contract expenditure
  - Loss on sale of non-current assets
  - Insurances
  - Bad debts
  - Other expenditure
- (iii) Current Assets
  - Bank and short term investments
  - Receivables and prepayments
  - Inventory



- (iv) Non-current Assets
  - Property, plant, furniture and equipment
  - Infrastructure and depreciation
  - Other receivables
- (v) Liabilities (Current and non-current)
  - Creditors and accruals
  - Loan borrowings including new loans raised
  - Provision for annual and long service leave entitlements
- (vi) Reserve Funds
- (vii) Contingent Liabilities
- (viii) Capital Commitments
- (ix) Accounting Policies and Notes to the Financial Statements
- (x) Cash Flow Statement
- (xi) The financial ratios required by the *Local Government (Financial Management) Regulations 1996*.

## 7. Hours, fees and Expenditure

The auditor is to provide:

- Estimate of the time to be spent on the audit.
- Fees for completing the audit in accordance with this specification.
- Nominated auditor(s) and registered company audit number(s).
- Experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

## 8. Terms

Conditions to be noted by auditors:

- The auditor shall not sub contract to a third party.
- The auditor shall not, and has no right to, assign the audit contact to third parties.
- The auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit.
- The auditor shall confirm that he or she has and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error or omission.

## 9. Termination of Appointment

The appointment as auditor is terminated if:

- a) the auditor ceases to be a registered company auditor;
- b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;
- c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;
- d) the auditor resigns by notice in writing to the Council; or
- e) the Council serves notice in writing to the auditor terminating the appointment.

## Comment:

Expressions of Interest were sought by email on 18 August 2015 closing at 4.00pm on the 4 September 2015 and were received from the following Audit Service Providers:

1. AMD Chartered Accountants - \$12,900 (ex GST) plus travel, plus \$800 for on-site Audit Committee meeting (no charge for phone or video conference), grant acquittals and additional services by hourly rate.

2. Buttler Settineri - \$8,500 (ex GST) plus travel at \$0.77 per km, grant acquittal at \$800 per grant and \$400 per hour for attendance at Audit Committee meetings, additional services by quote.
3. PKF Audit (WA) Pty Ltd - \$11,500 (ex GST) plus attendance at meetings and additional services based on hourly rates.
4. Moore Stephens (formerly UHY Haines Norton) - \$15,000 (ex GST) includes travel, plus minimum \$400 for attendance at Audit Committee meetings plus additional services by quote.

The preferred Expression of Interest is from AMD Chartered Accounts and, if appointed, this will be their third term as the Shire of Pingelly's auditors. For due diligence, Council may wish to consider changing auditors at the end of this term on 30 June 2018.

**Consultation:**

Beverley Webb, Consultant to Local Government and Gavin Pollock, Chief Executive Officer.

**Statutory Environment:**

Section 7.3 of the *Local Government Act* (Appointment of auditors) provides that:

- (1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint (by Absolute Majority) a person, on the recommendation of the audit committee, to be its auditor.
- (2) The local government may appoint one or more persons as its auditor.
- (3) The local government's auditor is to be a person who is —
  - (a) a registered company auditor; or
  - (b) an approved auditor.

7.6 provides:

- (1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.
- (2) The appointment of an auditor of a local government ceases to have effect if —
  - (a) his or her registration as a registered company auditor is cancelled;
  - (b) his or her approval as an approved auditor is withdrawn;
  - (c) he or she dies;
  - (d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person;
  - (e) the auditor resigns by notice in writing addressed to the local government; or
  - (f) the appointment is terminated by the local government by notice in writing.
- (3) Where —
  - (a) the registration of a local government's auditor as a registered company auditor is suspended; or
  - (b) a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties,the local government is to appoint a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.

Section 7.8 of the *Local Government Act* (Terms of appointment of auditors) provides:

- (1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.
- (2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Departmental CEO under section 7.7) are payable by the local government.

Regulation 7 of the *Local Government (Audit) Regulations* provides that an agreement between a local government and an auditor is to include —

- (a) the objectives of the audit;
- (b) the scope of the audit;
- (c) a plan for the audit;
- (d) details of the remuneration and expenses to be paid to the auditor; and
- (e) the method to be used by the local government to communicate with, and supply information to, the auditor.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

N/A

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That Council endorse the appointment of AMD Chartered Accountants as the Shire of Pingelly's auditors for the period commencing on 1 July 2015 to 30 June 2018. Council authorises the Chief Executive Officer signing documents of appointment and engagement.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

### **11.2.4 Lease Agreement – Lot 492A Pingelly Bowling Club..**

**File Reference:** A943  
**Location:** Shire of Pingelly  
**Applicant:** Pingelly Bowling Club  
**Author:** Chief Executive Officer  
**Date:** 29 September 2015  
**Disclosure of Interest:** Nil  
**Attachments:** New Lease Agreement with Site Plan  
**Previous Reference:** Nil

#### **Summary:**

Council to endorse the lease of a portion of Lot 492 Somerset Street Pingelly Reserve 239863 (492A Somerset Street) to the Pingelly Bowling Club.

#### **Background:**

No current lease agreement exists between the Shire of Pingelly and the Pingelly Bowling Club. This lease agreement has been developed in a simple format to give the Bowling Club access to the land with set guidelines in managing the leased portion of land.

#### **Comment:**

The proposed lease was discussed at the Bowling Club committee meeting held on 22 September 2015. At this meeting the proposed lease was supported with the following two (2) points added:

#### **Under section Terms and Conditions of Lease**

2. *That within 18 months of the signing of this lease agreement the Shire of Pingelly and the Bowling Club Committee will have negotiated each parties funding contribution towards the construction of a second green. As part of the negotiations a deliverable timeline and expectations is also to be established.*

#### **Leased Period**

*The lease period is effective from 1 July 2015 for a period of ten (10) years, ceasing on 30 June 2025 or as soon as the new Recreation and Cultural Centre plus one new green is completed and commissioned by the Chief Executive Officer in consultation with the Bowling Club Committee as suitable for the Bowling Club to relocate and vacate the existing premises.*

#### **Consultation:**

Pingelly Bowling Club Committee, Chief Executive Officer and Project Manager.

#### **Statutory Environment:**

Local Government Act 1995

### **3.58 . Disposing of property**

(1) In this section —

**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;

**property** includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
- (i) describing the property concerned; and
  - (ii) giving details of the proposed disposition; and
  - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
- and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

**Policy Implications:**

Nil

**Financial Implications:**

The Pingelly Bowling Club to pay an annual lease payment of \$1 for the use of the portion of reserve 23983 (Lot 492A).

**Strategic Implications:**

Shire of Pingelly Strategic Community Plan

Strategy 1.3.2 Promote sporting, recreation and leisure facilities and programs to encourage increased patronage

**Voting Requirements:**

Absolute Majority

**Recommendation:  
That Council endorse**

- a 10 year peppercorn lease for the portion of Lot 492 Somerset Street Pingelly reserve 239863 (Lot 492A) be entered into with the Pingelly Bowling Club effective from 1 July 2015;
- the Chief Executive Officer to negotiate with the Pingelly Bowling Club within 18 months of signing this lease agreement each parties funding contribution towards the construction of a second green, timeline and expectations;
- the lease document be signed by the Shire President and the Chief Executive Officer with the Shire of Pingelly common seal being executed.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## **11.3 TECHNICAL SERVICES**

### **11.3.1 Appointment of Bush Fire Control Officers**

**File Reference:** 00620  
**Location:** Shire of Pingelly  
**Applicant:** Shire of Pingelly  
**Author:** Sheryl Squiers, Administration Officer Technical  
**Date:** 30 September 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

#### **Summary:**

Council to consider the appointment of three new Shire of Pingelly Bush Fire Control Officers.

#### **Background:**

A training course for Bush Fire Control Officers was held on 7 September 2015 in Popanyinning which was attended by a number of Pingelly Bush Fire Volunteers.

#### **Comment:**

The appointment is required for two Bush Fire Control Officers to replace two that have left their respective brigades and the appointment of Barry Gibbs, Director Technical Services for the Shire of Pingelly as a Bush Fire Control Officer.

The appointment of Brodie Cunningham to the Moorumbine-Noonebin Brigade to replace Neville Giles and Sam Macnamara to the East Pingelly Brigade to replace Scott Packer.

All three proposed Bush Fire Control Officers completed the Fire Control Officers training course in Popanyinning.

An appointed Fire Control Officer has delegated authority to sign and issue Permits to Set Fire to the Bush (Form 3A) under the Section 18 of the bushfires Act 1954 Regulation 15 for the purposes of firebreaks or fire hazard reduction as well as other duties authorised by the appointment.

#### **Consultation:**

Department of Fire and Emergency Services  
Chief Bush Fire Control Officer Rodney Shaddick

#### **Statutory Environment:**

Shire of Pingelly Local Planning Scheme No.3.  
Bush Fires Act 1954

#### **Policy Implications:**

Nil

#### **Financial Implications:**

Nil

#### **Strategic Implications:**

Nil

#### **Voting Requirements:**

Simple Majority

**Recommendation:**

**That Council Appointment the following people as Bush Fire Control Officers for the Shire of Pingelly:**

- **Barry Gibbs – Shire of Pingelly**
- **Brodie Cunningham – Moorumbine-Noonebin Brigade**
- **Sam Macnamara – East Pingelly Brigade**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_



### **11.3.2 Environmental Health Plan**

**File Reference:** 00020  
**Location:** Shire of Pingelly  
**Applicant:** Barry Gibbs, Director Technical Services  
**Author:** Tim Jurmann, Environmental Health Officer  
**Date:** 6 October 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Environmental Health Plan  
**Previous Reference:** Adopted By Resolution of Council 6856 22 October 1998

#### **Summary:**

Council to consider endorsing the Shire's 2015 Environmental Health Plan.

#### **Background:**

The Environmental Health Plan was first approved in 1998 and should be review every four years as part of Council's policy procedure.

#### **Comment:**

The Shire's current policy was reviewed by the Shire's Environmental Health Officer and minor changes have been made based on updates to the Health Act 1911 and the Local Government Act 1995.

#### **Consultation:**

Tim Jurmann – Environmental Health Officer;  
Gavin Pollock – Chief Executive Officer

#### **Statutory Environment:**

Section 26 of the Health Act 1911 empowers and places responsibility on local government to administer the Act, its regulations and local laws, within its district.

#### **Policy Implications:**

Shire of Pingelly Policy Manual, Section 8. Health and Building

#### **Financial Implications:**

Nil

#### **Strategic Implications:**

Strategy 1.2.3 Promote and support planning and activities that encourage a safe and responsible community

#### **Voting Requirements:**

Simple Majority

#### **Recommendation:**

**That the Council endorse the revised Environmental Health Plan**

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

### **11.3.3 Subdivisional Development Guidelines**

**File Reference:** 00034  
**Location:** Shire of Pingelly  
**Applicant:** Barry Gibbs, Director Technical Services  
**Author:** Barry Gibbs, Director Technical Services  
**Date:** 14 October 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Subdivisional Development Guidelines  
**Previous Reference:** Nil

#### **Summary:**

Council to consider endorsing the Shire's 2015 Subdivisional Development Guidelines.

#### **Background:**

The Shire currently has limited Subdivisional Development Guidelines in place as per our policy manual, Section 11 – Road Design Standards for the development of land within the Shire.

#### **Comment:**

The document details Council's requirement for engineering works associated with the subdivision and development of land within the Shire. It is presented in the form of a guideline of minimum standard for developers/subdividers rather than a specification, and is performance or results-based, in which the end result is given rather than the means of achieving a desired outcome.

#### **Consultation:**

Gavin Pollock – Chief Executive Officer;  
Russell Dyer – Works Supervisor

#### **Statutory Environment:**

Local Government (Miscellaneous Provisions) Act 1960 Section 295(1), Section 295(4)(a) and Section 295(6)

#### **Policy Implications:**

Shire of Pingelly Policy Manual, Section 11 - Road Design Standards  
Shire of Pingelly Policy Manual 12.1 - Road Design Standards  
Shire of Pingelly Policy Manual, Section 12.6 - Crossovers

#### **Financial Implications:**

Nil

#### **Strategic Implications:**

Strategy 3.1.3: Develop and review policy to facilitate and support industry development  
Strategy 3.3.1: Promote release of serviced industrial, commercial and residential land

#### **Voting Requirements:**

Simple Majority

#### **Recommendation:**

**That the Council endorse the 2015 Subdivisional Development Guidelines**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

### **11.3.4 Application to Keep Three Dogs**

**File Reference:** 00219  
**Location:** 53 Sharow Street  
**Applicant:** Ms L Hamer  
**Author:** Sheryl Squiers, Administration Officer Technical  
**Date:** 13 October 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Letter from Applicant on Following Page

#### **Summary:**

An application has been received from Lynette Hamer requesting permission to keep a third dog at her mother's property at 53 Sharow Street. Mrs Irene Williams owner of 53 Sharow Street currently has two Chihuahuas registered at the property.

#### **Background:**

The applicant has relocated to 53 Sharow Street to be her mother's permanent carer and has a small dog of her own and is requesting permission to keep this dog at the property along with her mother's two dogs.

The dog owned by the Applicant is currently registered with the City of Rockingham and is sterilized and microchipped.

#### **Comment:**

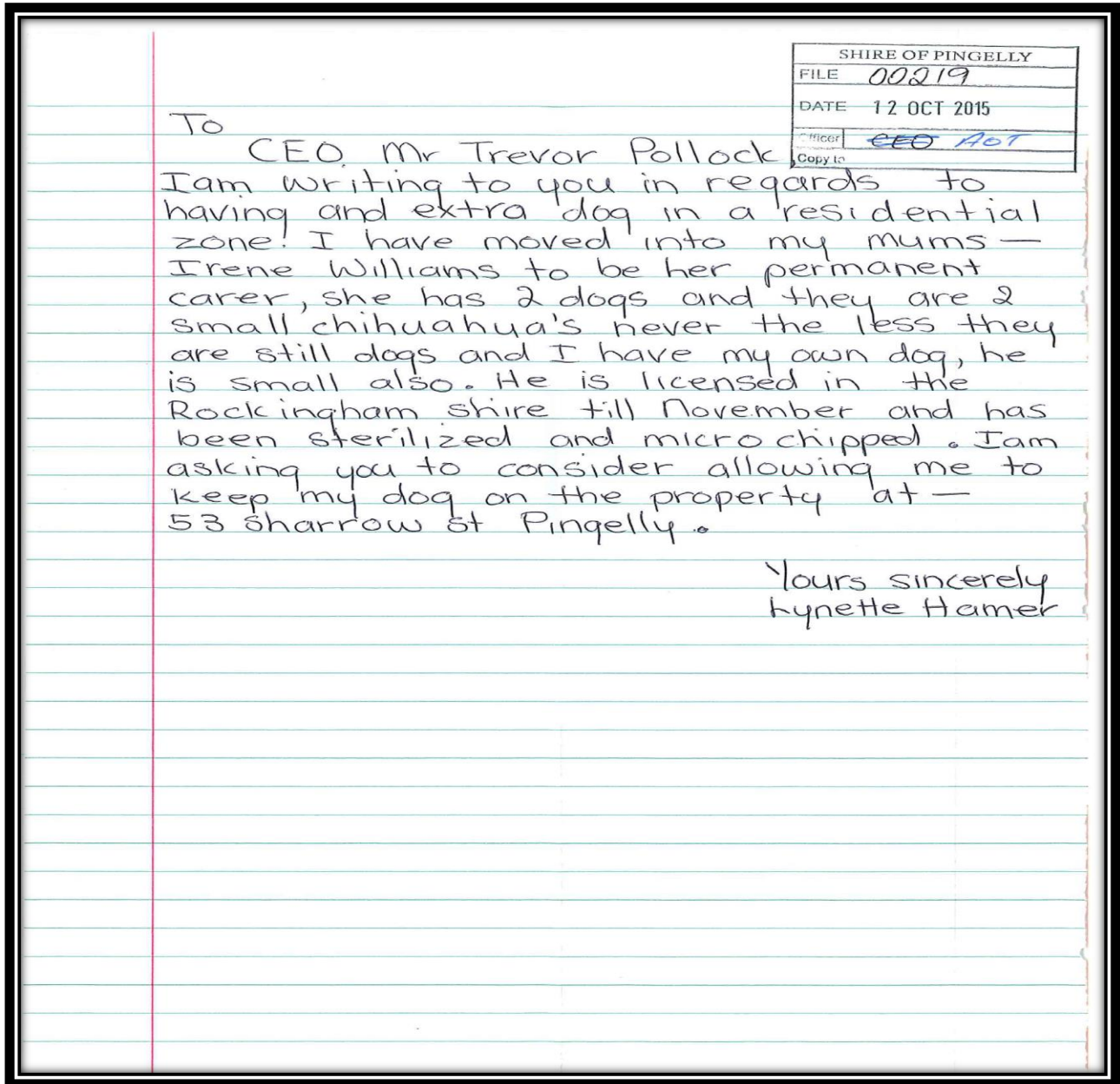
Brad Miller, Ranger Services visited the applicant at 53 Sharow Street at 10.45am on 13 October 2015 and interviewed both the applicant and her mother. Both ladies are fantastic and caring dog and cat owners. The fencing in the back yard is good. The dogs and cats have plenty of food and water, are clean and non-barking, well behaved and has no hesitation in recommending the registration of a third dog at the property.

The occupant of 42 Sharow Street was visited and has no problem with a third dog being registered at 53 Sharow Street. The Ranger also left message notes at numbers 40, 55 & 51 Sharow Street.

It is a requirement of the Shire of Pingelly's Dogs Local Law (2003) the maximum number of dogs that can be kept on a premise within a town site is two unless an exemption is granted by Council under the provisions of section 26(3) of the Dog Act 1976 (as Amended).

Council has approved similar applications in the past where all adjoining neighbours have agreed to the request and the Shire Ranger or other Authorised Council Officer has considered that there are no valid reasons for withholding such approval.

- That the exemption be reviewed in twelve months to ensure that no adverse problems have been experienced as a result of the exemption, and
- That Council reserve the right to withdraw the exemption at any time if any major or substantial problems are experienced prior to the review period.
- That the exemption applies only to the dogs nominated by the applicant.
- Each dog on the property must be registered with the Shire of Pingelly.
- Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property.



**Consultation:**

*Dog Act (1976)*

Brad Miller, WA Contract Ranger Services

**Statutory Environment:**

**DOG ACT 1976 - SECT 26**

**26 Limitation as to numbers**

- (1) A local government may, by a local law under this Act —
  - (a) limit the number of dogs that have reached 3 months of age that can be kept in or at premises in the local government's district; or
  - (b) limit the number of dogs of a breed specified in the local law that can be kept in or at premises in the local government's district.
- (2) A local law mentioned in subsection (1) —
  - (a) may limit the number of dogs that can be kept in or at premises to 2, 3, 4, 5 or 6 only; and
  - (b) cannot prevent the keeping in or at premises of one or 2 dogs that have reached 3 months of age and any pup of either of those dogs under that age; and

- (c) cannot apply to dogs kept at premises that are licensed under section 27 as an approved kennel establishment; and
- (d) cannot apply to dangerous dogs (declared) or dangerous dogs (restricted breed).
- (3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —
  - (a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and
  - (b) cannot authorise the keeping in or at those premises of —
    - (i) more than 6 dogs that have reached 3 months of age; or
    - (ii) a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption;
  - and
  - (c) may be revoked or varied at any time.
- (4) A person must not keep in or at any premises, not being licensed under section 27 as an approved kennel establishment —
  - (a) in the case of dogs that have reached 3 months of age, other than dangerous dogs (declared) or dangerous dogs (restricted breed), more than the number of dogs than the limit imposed under —
    - (i) a local law mentioned in subsection (1); or
    - (ii) an exemption granted under subsection (3);
  - or
  - (b) more than —
    - (i) 2 dangerous dogs (declared); or
    - (ii) 2 dangerous dogs (restricted breed); or
    - (iii) one of each of those kinds of dangerous dogs, that have reached 3 months of age; or
  - (c) any pup, of a dangerous dog (restricted breed), that is under 3 months of age.

Penalty:

- (a) for an offence relating to a dangerous dog —
  - (i) a fine of \$10,000, but the minimum penalty is a fine of \$500;
  - (ii) for each separate and further offence committed by the person under the Interpretation Act 1984 section 71, a fine of \$500;
- (b) for an offence relating to a dog other than a dangerous dog —
  - (i) a fine of \$5,000;
  - (ii) for each separate and further offence committed by the person under the Interpretation Act 1984 section 71, a fine of \$100.
- (5) Any person who is aggrieved —
  - (a) by the conditions imposed in relation to any exemption under subsection (3); or
  - (b) by the refusal of a local government to grant such an exemption, or by the revocation of an exemption,may apply to the State Administrative Tribunal for a review of the decision.
- (6) An application under subsection (5) cannot be made later than the expiry of a period of 28 days after the day on which a notice of the decision is served on the person affected by that decision.

[Section 26 amended by No. 23 of 1987 s. 22; No. 14 of 1996 s. 4; No. 24 of 1996 s. 16; No. 55 of 2004 s. 256 and 268; No. 18 of 2013 s. 22.]

### **Pingelly Shire Council Dogs Local Law (2000) Section 3.2**

#### **Limitation on the number of dogs**

- 3.2 (1) This clause does not apply to premises which have been—
- (a) licensed under Part 4 as an approved kennel establishment; or
  - (b) granted an exemption under section 26 (3) of the Act.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26 (4) of the Act—
- (a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
  - (b) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

#### **Policy Implications:**

Not Applicable

#### **Financial Implications:**

Not Applicable

#### **Strategic Implications:**

*Dog Act 1976 (As Amended)*

*Shire of Pingelly's Dogs Local Law (2003)*

#### **Voting Requirements:**

Absolute Majority

#### **Recommendation:**

**That Council grant an exemption for the keeping of three dogs at 53 Sharow Street subject to the following conditions:**

- **That the exemption be reviewed in twelve months' time to ensure that no adverse problems have been experienced as a result of the exemption;**
- **That Council reserve the right to withdraw the exemption at any time if any major or substantial problems are experienced prior to the review period.**
- **The exemption applies only to the dogs nominated by the applicant.**
- **Each dog must be microchipped and registered with the Shire of Pingelly.**
- **Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

**14. CLOSURE OF MEETING**

The Chairman to declare the meeting closed