

# Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Pingelly will be held on 20 February 2019 in the Council Chambers, 17 Queen Street, Pingelly commencing at 2.00pm.

Pingelly Craft Centre will be providing dinner.

## **Schedule**

2pm Council Meeting

Mark Dacombe  
**Acting Chief Executive Officer**

14 February 2019

## **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  
20 February 2019

## **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.

**MARK DACOMBE**  
**ACTING 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 and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view 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.

# PUBLIC QUESTION TIME AND INFORMATION

## QUESTIONS FROM THE PUBLIC (PUBLIC QUESTION TIME)

The Shire of Pingelly welcomes community participation during public question time and this document is to be read in conjunction with the *Shire of Pingelly Standing Orders Local Law 2017* and the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

1. A member of the public who raises a question during question time must:
  - a. be in attendance at the meeting;
  - b. first state their name and address;
  - c. direct the question to the Presiding Member;
  - d. ask the question briefly and concisely;
  - e. limit any preamble to matters directly relevant to the question; and
  - f. ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question;
  - g. each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions;
  - h. where a member of the public seeks a written response to their questions to be tabled at a meeting, the member of the public must submit their questions to Council by no later than 12 noon on the day prior to the meeting date of which the response is to be tabled;
  - i. where a member of the public submits their questions after 12 noon on the day prior to the meeting date of which the response is to be tabled, a written response may be provided at the discretion of the presiding member;
  - j. where a member of the public submits a written question after 12 noon the day prior to the meeting at which they are to be tabled, a verbal response may be provided at the meeting;
  - k. A member of the public may ask questions without notice at a meeting, provided they present a written copy of their questions to Council prior to the commencement of the meeting.

The following is a guide to assist you on the process of Public Question Time. You can submit questions using the form attached, or by e-mail to [admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au).

1. **Please Note:** Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case, the question(s) will be treated as 'normal business correspondence' and the question / response will not appear in the Council Minutes.
2. This is a "question" time only. Orations, explanations or statements of belief will not be accepted or allowed.
3. Questions must relate to a matter affecting the Shire of Pingelly.
4. Questions must be appropriate and made in good faith. Those containing defamatory remarks, offensive language or question the competency or personal affairs of council members or employees may be ruled inappropriate by the Shire President or Presiding Member and therefore not considered.
5. Frame your question so that it is both precise and yet fully understood. Long questions covering a multitude of subjects are easily misunderstood and can result in poor replies being given.
6. Write your question down on the attached form, it helps you to express the question clearly and provides staff with an accurate record of exactly what you want to know.
7. When the Shire President calls for any questions from the public, stand up and wait until you are acknowledged and invited to speak. Please start by giving your name and address first, and then ask the question.
8. Questions to be put to the presiding member and answered by the Council. No questions can be put to individual Councillors.
9. The question time will be very early in the meeting. **There is only 15 minutes available for Question Time.** The extension of public question time beyond 15 minutes would require a Council resolution. Questions not asked may still be submitted to the meeting and will be responded to by mail.
10. When you have put your question, await the reply. If possible, the Shire President will answer directly or invite a staff member with special knowledge to answer in his place. Complex questions that require research, may be Taken on Notice by the Shire President and an answer will be forwarded to you in writing. Please note in NO circumstances, will the question be debated or discussed by Council at that meeting.
11. To maximise public participation only three questions per person with a time limit of 2 minutes per person unless extra time is granted by the presiding person.
12. To fill out the form, just enter your name and address in the appropriate areas together with details of any group you are representing, then write out your question.
13. Please ensure your form is submitted to the meeting secretary by 1.45pm.

If you have difficulty in writing the question, Shire staff are available on request to assist in this task. We hope this note assists you in the asking of your question and thank you for your interest and participation in the affairs of our Shire.

## SHIRE OF PINGELLY QUESTIONS FROM THE PUBLIC

Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Council Agenda Item Number: \_\_\_\_\_

If applicable-see below\*

Name of Organisation Representing: \_\_\_\_\_

If applicable

### QUESTION

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. 15 Minutes is allotted to Public Question Time at Council Meetings. If submitting questions to the Agenda Forum, they are to relate to the Agenda Item tabled at that meeting.

**Please Note:** Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case, the questions(s) will be treated as 'normal business correspondence' and the question / response will not appear in the Council Minutes.

### Please see Notes on Public Question Time overleaf

\* **Agenda Forums:** Questions can only be addressed where they relate to an Agenda Item.

\* **Council Meetings:** Questions are to relate to a matter affecting the Shire of Pingelly.

SHIRE OF PINGELLY

DISCLOSURE OF INTERESTS

TO THE CHIEF EXECUTIVE OFFICER:

Under the Provisions of Division 6 of Part 5 of the Local Government Act 1995, I hereby disclose a Financial Interest/s in the matter/s listed on this form, which is/are scheduled for consideration at the meeting of Council to be held on:

20 February 2019
------------------

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

NOTE: Members of Council are asked to deliver this completed form to the Chief Executive Officer on the day of the Council Meeting as required by the Act. Where this is not practicable the Disclosure/s may be telephoned to the Council Office on 9887 1066 and/or the form subsequently passed to the Chief Executive Officer prior to the meeting.

ITEM NO	PAGE NO	TYPE	REASON



## 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 20 February 2019 – commencing at 2.00pm.*

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

The Chairman to declare the meeting open.

**2. ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to both the Aboriginal and non-Aboriginal people and past and present.

**3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

**3.1 Council Agenda Reports**

Please note that all elected members have been provided with the relevant information pertaining to each Officers reports within today's Agenda and the Officer Recommendations are based on Council Policy and or State Acts and Legislation.

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

Apologies from Mr Stuart Billingham, Director Corporate and Community Services.

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

N/A

**6. PUBLIC QUESTION TIME**

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

**8. DISCLOSURES OF INTEREST**

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.1 Ordinary Meeting – 12 December 2018**

**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 12 December 2018 be confirmed.**

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

### **9.2 Special Meeting – 20 December 2018 (Lease for the PRACC)**

**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 Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 20 December 2018 be confirmed.**

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

### **9.3 Special Meeting – 29 January 2019 (CEO Resignation and Appointment of Acting CEO)**

**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 Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 29 January 2019 be confirmed.**

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

### **9.4 Special Meeting – 6 February 2019 (Appointment of Acting CEO and Recruitment of CEO)**

**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 Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 6 February 2019 be confirmed.**

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

## **10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

### **11. REPORTS OF COMMITTEES OF COUNCIL**

Audit Committee	Full Council
Recreation & Cultural Committee	Member – Shire President Deputy – Deputy President
Bushfire Advisory Committee	Member – Cr Freebairn Deputy – Cr Hotham
Chief Executive Officer Performance Review Committee	Member – Shire President Member – Deputy President Member – Cr Hodges

### **12. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES**

Central Country Zone of WALGA	Delegate – Shire President Delegate – Deputy President Deputy – Cr Wood
Hotham-Dale Regional Road Sub-Group	Delegate – Shire President Deputy – Cr McBurney
Development Assessment Panel	Delegate – Cr Mulroney Delegate – Cr Freebairn  Deputy – Cr Hodges Deputy – Cr Wood
Pingelly Tourism Group	Delegate – Cr McBurney Deputy – Cr Freebairn
Regional Waste Group	Delegate – Cr Mulroney Deputy – Cr Wood
Shires of Pingelly and Wandering Joint Local Emergency Management Committee	Delegate – Shire President Deputy – Cr Hodges
Aged Care Planning Regional Sub-Group (BBP)	Delegate – Shire President Delegate – Cr Hotham Deputy – Cr Freebairn
Youth Focus Group	Delegate – Cr Walton-Hassell Delegate – Cr Hastings Deputy – Cr McBurney
Pingelly Somerset Alliance	Delegate – Shire President Deputy – Cr McBurney
Pingelly Early Years Network	Delegate – Cr Hastings
Pingelly Community Wellbeing Group	Delegate – Cr Walton-Hassell

### **13. REPORTS FROM COUNCILLORS**

#### **Cr William Mulroney (President)**

##### **Meetings attended:**

##### **December 2018**

13<sup>th</sup> Party on the Oval  
20<sup>th</sup> Special Council Meeting  
21<sup>st</sup> Council End of Year Celebration

##### **January 2019**

9<sup>th</sup> Meeting with A/CEO  
16<sup>th</sup> Corporate Discussion. Brookton Business Plan re sale of aged care facility  
23<sup>rd</sup> meeting with A/CEO re anonymous letter received  
24<sup>th</sup> DAP training online- video  
25<sup>th</sup> Telephone conversation from CEO advising of his resignation as CEO  
25<sup>th</sup> Meeting with P Blight Bush Poet and Yarn spinner entertainment for Australia Day Breakfast  
26<sup>th</sup> Australia Day Breakfast and Presentation of Community Person and Community Sports Person Awards  
26<sup>th</sup> Presentation of Australia Day Medallions to winners of competitions at Tennis Club  
28<sup>th</sup> Australia Day Presentation of Awards at Bowling Club  
29<sup>th</sup> Meeting with CEO and Special Council Meeting  
30<sup>th</sup> Attendance at Funeral for President of Shire of Williams

##### **February 2019**

4<sup>th</sup> Attendance with A/CEO at Fair Work Commission Hearing, Perth  
5<sup>th</sup> Annual electors meeting  
6<sup>th</sup> Corporate Discussion and Special Council Meeting  
6<sup>th</sup> Meeting with A/CEO re length of employment

#### **Cr David Freebairn (Deputy President)**

Nil

#### **Cr Evan Hodges**

Nil

#### **Cr Bryan Hotham**

Nil

#### **Cr Jackie McBurney**

Nil

#### **Cr Kacey Hastings**

Nil

#### **Cr Michelle Walton-Hassell**

Nil

#### **Cr Peter Wood**

Nil

## **14 OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **14.1 Minutes of Audit Committee and Compliance Audit Return 2018**

<b>File Reference:</b>	<b>ADM0074</b>
<b>Location:</b>	<b>Shire of Pingelly</b>
<b>Applicant:</b>	<b>Acting Chief Executive Officer</b>
<b>Author:</b>	<b>Acting Chief Executive Officer</b>
<b>Date:</b>	<b>11 January 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Annual Compliance Audit Return 2018 (Attachment 1 following purple sheet in separate attachments booklet)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

Council to endorse recommendation from the Audit Committee of the Compliance Audit Return 2018.

#### **Background:**

Under the *Local Government Audit Regulations 1996*, Local Government is required to carry out a Compliance Audit for the period 1 January 2018 to 31 December 2018. The certified return must be submitted to the Director General, Department of Local Government, Sport and Cultural Industries by 31 March 2019.

#### **Consultation:**

Shire of Pingelly Audit Committee  
Chief Executive Officer

#### **Statutory Environment:**

Regulation 14 of the *Local Government (Audit) Regulations 1996* provides:

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 provides that:

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit,
  - (c) is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation —

**certified** in relation to a compliance audit return means signed by —

  - (a) the mayor or president; and
  - (b) the Chief Executive Officer.

**Policy Implications:**

There are no policy implications arising from this report.

**Financial Implications:**

There are no known financial implications upon either the Council’s current budget or long term financial plan.

**Strategic Implications:**

While there are no direct strategic implications in adopting the Compliance Audit Return 2018.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Legislative Compliance
Risk Action Plan (Controls or Treatment Proposed)	Compliance Process Review

Risk Matrix

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendations:**

**That:**

- Council receives the minutes of the Audit Committee dated 20 February 2019.**
- Council adopts the Compliance Audit Return 2018, as presented;**
- The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2018;**
- The Compliance Audit Return be submitted to the Department of Local Government, Sport and Cultural Industries (Smarthub Portal) by the 31 March 2019 deadline.**

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



**14.2 Shire of Pingelly - Corporate Credit Card**

**File Reference:** ADM0070  
**Location:** Shire of Pingelly  
**Applicant:** Acting Chief Executive Officer  
**Author:** Acting Chief Executive Officer  
**Date:** 6 February 2019  
**Disclosure of Interest:** Nil  
**Attachments:** DLGSCI Operational Guideline No11 – Use of Corporate Credit Cards, WA OAG report controls over corporate Credit cards, Draft Policy 5.14 credit cards, Officer Usage Agreement (Attachment 2 following red sheet in separate attachments booklet)  
**Previous Reference:** Nil

**Summary:**

Item presented to Council to consider changing its Credit Card Policy to permit a second corporate credit card to be issued to the Director of Corporate & Community Services.

**Background:**

Currently the Chief Executive Officer is the only Council officer approved to hold a corporate credit card. In times of Chief Executive Officer being on leave or absent from the workplace or unavailable the Shire staff are unable to access a Shire Credit Card. Staff often using their own personal credit card and then being reimbursed through creditors.

In order to improve administration efficiency this item is presented to Council to consider amending Policy 5.14 Credit Card as attached. All Officers must sign a Corporate Credit Card Usage Agreement see attached.

**Consultation:**

Shire President  
 Acting Chief Executive Officer

**Statutory Environment:**

*Local Government Act 1995*  
*Local Government (Financial Management) Regulations 1996*

**Policy Implications:**

Policy 5.14 Credit Card.

**Financial Implications:**

There are no financial implications upon either the Council’s current budget or long term financial plan.

**Strategic Implications:**

Nil.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Fraud and misuse
Risk Action Plan (Controls or Treatment Proposed)	Credit Card Policy and Corporate Credit Card Usage Agreement

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Absolute Majority

**Recommendations:**

**That Council**

1. approves amended policy 5.14 Credit Card as presented and
2. delegates to the Chief Executive Officer the power to approve Local Government officer applications for a Shire of Pingelly corporate credit card.

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

### **14.3 Shire of Pingelly – Management Order Reserve 23983 Change of Purpose**

<b>File Reference:</b>	<b>ADM0070</b>
<b>Location:</b>	<b>Shire of Pingelly</b>
<b>Applicant:</b>	<b>Acting Chief Executive Officer</b>
<b>Author:</b>	<b>Acting Chief Executive Officer</b>
<b>Date:</b>	<b>6 February 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Letter Department of Planning, Lands and Heritage (Attachment 3 following blue sheet in separate attachments booklet)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

Council to request the Minister for Lands to update the wording Management Order for Reserve 23983 be updated to include the wording “Community Purposes”.

#### **Background:**

The Shire of Pingelly has now signed a Lease with the Pingelly Recreation and Cultural Centre Association Incorporated for portion of Reserve 23983, being Lot 201 on Deposited plan 410068. The Shire had to obtain the Minister for Lands approval to Lease the land. (Please refer to attached letter from Department of Planning, Lands and Heritage granting approval subject to conditions).

The current Management Order for Reserve 23983 is set aside for the purpose of “Showground and Recreation” with a Management Order to the Shire of Pingelly with power to lease/licence for any term not exceeding 21 years, subject to the Minister for Lands consent with conditions.

Approval subject to the Management Order over Reserve 23983 being updated within the next six months from the date of the letter from the Department of Planning, Lands and Heritage 11 January 2019. Deadline 11 July 2019.

The approval is subject to the registration requirements of the *Transfer of Land Act 1893*. The Shire will need to provide a copy of the letter to Landgate when the documents are lodged for registration at Landgate.

#### **Consultation:**

Department of Planning, Lands and Heritage  
Acting Chief Executive Officer

#### **Statutory Environment:**

*Transfer of Land Act 1893*

#### **Policy Implications:**

Nil

#### **Financial Implications:**

There are no known financial implications upon either the Council’s current budget or long term financial plan.

#### **Strategic Implications:**

Nil

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Legislative Compliance
Risk Action Plan (Controls or Treatment Proposed)	Change in Management Order purpose

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendations:**

**That Council**

1. request the Minister for Lands that the current Management order for Reserve 23983 be revoked and a new order be issued with the updated wording adding “Community Purposes”.
2. registers with Landgate a copy of the attached letter from the Department of Planning, Lands and Heritage along with the requirements of the Transfer of Land Act 1893.

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

#### **14.4 Termination of Agreement Between the Shires of Brookton, Beverley and Pingelly**

**File Reference:** 0006  
**Location:** N/A  
**Applicant:** President – Shire of Beverley  
**Author:** Acting Chief Executive Officer  
**Date:** 13 February 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Shires of Beverley, Brookton, Pingelly Letter of Agreement to Progress Aged Support and Care Solutions February 2014 Letter dated 23 January 2019 from Cr Dee Ridgway, President Shire of Beverley (Attachment 4 following green sheet in separate attachments booklet)  
**Previous Reference:** Minute number 11557 – 19 February 2014

#### **Summary:**

To consider a letter from Cr Dee Ridgway, President Shire of Beverley, proposing the termination of the Agreement signed in March 2014 whereby the Presidents of the Shires of Beverley, Brookton and Pingelly on behalf of their Councils recognised an alliance between the Local Governments to *progress sustainable Aged Care Planning, Service and Support within and between* the communities of the three Shires.

#### **Background:**

In January 2014 the Presidents, delegates, Chief Executive Officers and key staff from the three Shires met to discuss working together to progress and develop aged support and care solutions in their communities. It was agreed to formalise an agreement which was adopted by the Shire of Pingelly at the Ordinary Council meeting held on 19 February 2014.

The General Principles agreed to were:

- Recognise that collaboration can achieve better aged care planning and development outcomes
- Share opportunities, resources and intellectual property to reduce duplication
- Be flexible and open to new approaches to delivery and funding
- Acknowledge the needs and constraints of all spheres of government, community and stakeholders
- Adopt a realistic approach to funding and resource issues
- Undertake appropriate consultation to facilitate understanding and consensus
- Until otherwise established communication to the community on issues of relevance is undertaken by consensus.

The Agreement was not time bound and provides for any of the three parties at any time to withdraw their membership by giving three months' notice in writing to the other parties.

The Shire of Beverley has requested that the Agreement now be terminated as there has been limited progress by the group particularly in the last twelve months. The Shire of Beverley also expressed concern regarding the Major Land Transaction and Trading Undertaking involving the Kalkarni Residential Aged Care Facility that had been publicly announced at the end of 2018 without any prior discussion under the Beverley, Brookton and Pingelly Alliance Agreement.

**Comment:**

The need for aged support and care solutions into the future has been well established and it is disappointing that more progress has not been made through the Beverley, Brookton and Pingelly Alliance. Where an Agreement of this nature is no longer working for all parties and one or more indicate they no longer wish to continue it is sensible to terminate the whole Agreement and review options for addressing the substantive issues on an on-going basis.

While the approach outlined in the Agreement is no longer considered appropriate to the circumstances its termination does not preclude future co-operation with Beverley and Brookton, and indeed other Shires, where this is considered by the parties to be beneficial.

**Consultation:**

This matter was discussed by the Council at the Corporate Information session held on 6 February 2019.

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Outcome 4.4: A financially sustainable Shire

Strategy 4.4.1: Explore resource sharing opportunities with neighbouring Shires through the Region

Outcome 1.6: Quality of life for the aged and disabled

Strategy 1.6.1 Support and advocate for services and facilities that meet the needs of the aged and disabled

Strategy 1.6.2 Support the provision of active ageing activities for seniors

Strategy 1.6.3 Advocate for an improved Senior Citizen’s Centre

Strategy 1.6.4 Assist the expansion of Pingelly Cottage Homes with more independent living units

Strategy 1.6.5 Support independent life-style choices and advocate improved ageing in place services

**Risk Implications:**

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (4)
Risk Impact / Consequence	Low (4)
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Communication and reputation
Risk Action Plan (Controls or Treatment Proposed)	The main risk of terminating the agreement will be that the community perceives the Council to be less committed to addressing matters of aged care and support. This risk is considered to be low and it can be mitigated by ensuring that the Shire regularly communicates its work in this area.

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 4 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Council:**

1. **Agree to the termination of the Shires of Beverley, Brookton and Pingelly Aged Care Alliance Agreement;**
2. **Advise the Shires of Beverley and Brookton accordingly; and**
3. **Note that while the Agreement is considered no longer relevant the Shire of Pingelly will continue to advocate for aged care and support of the community and will work with prospective partners as appropriate.**

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

**14.5 Confidential Item - Resignation of Chief Executive Officer**

**File Reference:** 0000  
**Location:** Shire of Pingelly  
**Applicant:** Acting Chief Executive Officer  
**Author:** Acting Chief Executive Officer  
**Date:** 15 February 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Letter of Resignation 25 January 2019 and Shire letter of Acceptance 30 January 2019  
**Previous Reference:** Minute 12611 – Special Council Meeting - 29 January 2019

**Recommendation:**

**That Council:**

1. confirm its acceptance of the Chief Executive Officer's resignation effective as of 29 January 2019, and
2. confirm that all entitlements on termination are to be paid in accordance with the Chief Executive Officer's contract and the relevant legislation.

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



## **15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES**

### **15.1 Monthly Statement of Financial Activity – December 2018**

**File Reference:** ADM0075  
**Location:** N/A  
**Applicant:** Director Corporate & Community Services  
**Author:** Director Corporate & Community Services  
**Date:** 11 January 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Monthly Statements of Financial Activity for the period 1 July 2018 to 31 December 2018  
(Attachment 5 following gold sheet in separate attachments booklet)  
**Previous Reference:** N/A

#### **Summary:**

In Accordance with the *Local Government Act 1995* Section 5.25 (1) and *Local Government (Financial Management) Regulations 1996*, Monthly Financial Statements are required to be presented to Council, in order to ensure that income and expenditure is in keeping with budget forecasts.

The Monthly Statements of Financial Activity for the month of **December 2018** is attached for Council consideration and adoption.

#### **Background:**

In order to prepare the monthly statements, the following reconciliations have been completed and verified:

- Reconciliation of assets, payroll and taxation services;
- Reconciliation of all shire's bank accounts, including term deposits;
- Reconciliation of Rates, including outstanding debtors;
- Reconciliation of Sundry Creditors and Debtors;

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

*Local Government Act 1995;*

*Local Government (Financial Management) Regulations 1996*

Section 34: Financial Reports to be Prepared

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
- (b) Budget estimates to the end of the month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) The net current assets at the end of the month to which the statement relates.

- (2) Each statement of financial activity is to be accompanied by documents containing -
- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
  - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
- (a) According to nature and type classification;
  - (b) By program; or
  - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
- (a) Presented to the council -
    - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
    - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

**Policy Implications:**

There are no policy implications.

**Financial Implications:**

There are no significant trends or issues to be reported. The report and officer recommendation is consistent with Council's adopted Budget 2018/2019.

**Strategic Implications:**

There are no known significant strategic implications.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

Consequence Likelihood		Risk Matrix				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That with respect to the Monthly Statements of Financial Activity for the month ending 31 December 2018 be accepted and material variances be noted.**

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

## **15.2 Monthly Statement of Financial Activity – January 2019**

<b>File Reference:</b>	<b>ADM0075</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>Director Corporate &amp; Community Services</b>
<b>Author:</b>	<b>Director Corporate &amp; Community Services</b>
<b>Date:</b>	<b>9 February 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Statements of Financial Activity for the period 1 July 2018 to 31 January 2019 (Attachment 6 following yellow sheet in separate attachments booklet)</b>
<b>Previous Reference:</b>	<b>N/A</b>

### **Summary:**

In Accordance with the *Local Government Act 1995* Section 5.25 (1) and *Local Government (Financial Management) Regulations 1996*, Monthly Financial Statements are required to be presented to Council, in order to ensure that income and expenditure is in keeping with budget forecasts.

The Monthly Statements of Financial Activity for the month of **January 2019** is attached for Council consideration and adoption.

### **Background:**

In order to prepare the monthly statements, the following reconciliations have been completed and verified:

- Reconciliation of assets, payroll and taxation services;
- Reconciliation of all shire's bank accounts, including term deposits;
- Reconciliation of Rates, including outstanding debtors;
- Reconciliation of Sundry Creditors and Debtors;

### **Consultation:**

Chief Executive Officer.

### **Statutory Environment:**

*Local Government Act 1995;*

*Local Government (Financial Management) Regulations 1996*

Section 34: Financial Reports to be Prepared

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
- (b) Budget estimates to the end of the month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) The net current assets at the end of the month to which the statement relates.

- (2) Each statement of financial activity is to be accompanied by documents containing -
- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
  - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
- (a) According to nature and type classification;
  - (b) By program; or
  - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
- (a) Presented to the council -
    - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
    - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

**Policy Implications:**

There are no policy implications.

**Financial Implications:**

There are no significant trends or issues to be reported. The report and officer recommendation is consistent with Council's adopted Budget 2018/2019.

**Strategic Implications:**

There are no known significant strategic implications.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

Consequence Likelihood		Risk Matrix				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That with respect to the Monthly Statements of Financial Activity for the month ending 31 January 2019 be accepted and material variances be noted.**

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

### **15.3 Accounts Paid by Authority – December 2018**

**File Reference:** ADM0066  
**Location:** Shire of Pingelly  
**Applicant:** Director Corporate & Community Services  
**Author:** Finance Officer  
**Date:** 11 January 2019  
**Disclosure of Interest:** Nil  
**Attachments:** List of Accounts  
(Attachment 7 following orange sheet in separate attachments booklet)  
**Previous Reference:** N/A

**Summary:**

Council endorsement is required for accounts made by authority for the month of **December 2018**.

**Comment:**

Unless otherwise identified, all payments have been made in accordance with Council's 2018/19 Budget.

**Consultation:**

Nil

**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 Chief Executive Officer the exercise of its power to make payments from those funds — by the Chief Executive Officer; 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 Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer 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:**

There are no policy implications arising from this amendment.

**Financial Implications:**

There are no known financial implications upon either the Council’s current budget or long term financial plan.

**Strategic Implications:**

There are no known significant strategic implications relating to the report.

**Risk Implications:**

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority.



**Recommendation:**

**That Council endorse the Accounts for Payments for December 2018 as presented:**

<b>December 2018</b>	
<b>MUNI - 117984856</b>	
EFT 5555 - 5661	\$407,808.86
CHEQUE 24624 - 24636	\$13,843.45
<b>TRUST ACCOUNTS</b>	
DEPT OF TRANSPORT – DD10252.1 – DD10302.1	\$25,088.20
TRUST FUND – 1943 - 1946	\$480.00

<b>DIRECT DEBIT -</b>	
DD10250.1 – DD10284.7 & EFT 5579 – EFT 5664	\$19,762.51
<b>CREDIT CARD</b>	
DD10265.1 – DD10265.1	\$1,398.84
<b>GRAND TOTAL</b>	<b>\$468,381.86</b>

<b>Notification</b>	<b>Explanation</b>
Cheque 24624 Cancelled	Printing Error

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

#### **15.4 Accounts Paid by Authority – January 2019**

**File Reference:** ADM0066  
**Location:** Shire of Pingelly  
**Applicant:** Director Corporate & Community Services  
**Author:** Finance Officer  
**Date:** 09 February 2019  
**Disclosure of Interest:** Nil  
**Attachments:** List of Accounts  
(Attachment 8 following grey sheet in separate attachments booklet)  
**Previous Reference:** N/A

#### **Summary:**

Council endorsement is required for accounts made by authority for the month of **January 2019**.

#### **Comment:**

Unless otherwise identified, all payments have been made in accordance with Council's 2018/19 Budget.

#### **Consultation:**

Nil

#### **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 Chief Executive Officer the exercise of its power to make payments from those funds — by the Chief Executive Officer; 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 Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer 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:**

There are no policy implications arising from this amendment.

**Financial Implications:**

There are no known financial implications upon either the Council’s current budget or long term financial plan.

**Strategic Implications:**

There are no known significant strategic implications relating to the report.

**Risk Implications:**

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority.

**Recommendation:**

**That Council endorse the Accounts for Payments for January 2019 as presented:**

<b>JANUARY 2019</b>	
<b>MUNI - 117984856</b>	
EFT 5665 - 5720	\$266,765.74
CHEQUE 24637 - 24644	\$33,854.95
<b>TRUST ACCOUNTS</b>	
DEPT OF TRANSPORT – DD10312.1 – DD10359.1	\$35,267.70
TRUST FUND – 1947 - 1948	\$400.00
<b>DIRECT DEBIT -</b>	
DD10296.1 – DD10330.8 & EFT 5667 – EFT 5718	\$20,267.25
<b>CREDIT CARD</b>	
DD10308.1 – DD10308.1	\$4.00
<b>GRAND TOTAL</b>	<b>\$356,559.64</b>

<b>Notification</b>	<b>Explanation</b>
Nil	

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

## **15.5 Incident Management and Business Continuity Plan**

**File Reference:** ADM0141  
**Author:** Director Corporate & Community Services  
**Date:** 20 December 2018  
**Disclosure of Interest:** Nil  
**Attachments:** Draft Shire of Pingelly Incident Management and Business Continuity Plan (Attachment 9 following pink sheet in separate attachments booklet)

### **Summary:**

To present the Council with the draft Shire of Pingelly Incident Management and Business Continuity Plan.

### **Background:**

The Shire of Pingelly had a Regulation 17 Review undertaken by AMD Chartered Accountants in December 2017. Item 2.2.3 of the Regulation 17 Review covered the Business Continuity Plan.

#### **2.2.3 Business Continuity Plan**

Business Continuity Plan is in draft. No testing has been completed to ensure the draft Business Continuity Plan operates effectively in the case of an emergency.

#### **2.2.3 Business Continuity Plan**

##### ***Finding Rating: Moderate***

The Shire has developed a draft Incident Management and Business Continuity Plan, however our inquiries indicate the Plan is not yet finalised. As a result, the Plan has not been tested to ensure in the event of a disaster, appropriate action can be taken.

##### **Implications/Risks**

Risk of significant delays and business interruption in the event of unforeseen circumstances in the respect to Shire operations.

##### **Recommendation**

We recommend the Shire finalise their Incident Management and Business Continuity Plan ensuring approved and implemented accordingly.

In addition, we recommend the Incident and Management and Business Continuity Plan is tested on a regular basis to ensure that in the event of a disaster, appropriate actions(s) can be taken.

##### **Management Comment**

The Shire of Pingelly Draft Incident Management and Business Continuity Plan is currently being prepared by the Administration staff and once presented to and adopted by Council will be tested.

**Responsible Officer:** Director Corporate & Community Services/Director Technical Services

**Completion Date:** June 2018

The Shire of Pingelly had a Financial Management System Review undertaken by AMD Chartered Accountants in January 2018. Item 3.2.1 of the review covered the Business Continuity Plan.

### **3.2.1 Business Continuity Plan**

#### ***Finding Rating: Moderate***

The Shire has developed a draft Incident Management and Business Continuity Plan, however our inquiries indicate the Plan is not yet finalised. As a result, the Plan has not been tested to ensure in the event of a disaster, appropriate action can be taken.

#### **Implications/Risks**

Risk of significant delays and business interruption in the event of unforeseen circumstances in the respect to Shire operations.

#### **Recommendation**

We recommend the Shire finalise their Incident Management and Business Continuity Plan ensuring approved and implemented accordingly.

In addition, we recommend the Incident and Management and Business Continuity Plan is tested on a regular basis to ensure that in the event of a disaster, appropriate actions(s) can be taken.

#### **Management Comment**

The Shire of Pingelly Draft Incident Management and Business Continuity Plan is currently being prepared by the Administration staff and once presented to and adopted by Council will be tested.

**Responsible Officer:** Director Corporate & Community Services/Director Technical Services

**Completion Date:** October 2018

Regulation 17 Review was presented to the Shire of Pingelly Audit Committee and Council on 18 April 2018. The Financial Management Systems Review was presented to the Shire of Pingelly Audit Committee 2 May 2018 and Council on 16 May 2018.

#### **Comment:**

The Draft Shire of Pingelly Incident Management and Business Continuity Plan has now been drafted but not tested for consideration of Council adoption and future testing.

#### **Consultation:**

Chief Executive Officer,  
Director Technical Services

#### **Statutory Environment:**

*Local Government Act 1995*

#### **Policy Implications:**

Nil

#### **Financial Implications:**

Regular testing of the Incident Management and Business Continuity Plan and 5 yearly reviews will require staff resources. Cost of setting up the IMT Kit.

**Strategic Implications:**

The Draft Shire of Pingelly Incident Management and Business Continuity Plan will be reviewed every 5 years to ensure alignment with Shires Strategic direction.

**Risk Implications:**

Risk	Medium (8)
Risk Likelihood (based on history and with existing controls)	Medium (8)
Risk Impact / Consequence	Medium (8)
Risk Rating (Prior to Treatment or Control)	Medium (8)
Principal Risk Theme	Business Continuity
Risk Action Plan (Controls or Treatment Proposed)	Business Continuity Plan

Risk Matrix

Consequence Likelihood		Risk Matrix				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 8 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Council adopts the Shire of Pingelly Incident Management and Business Continuity Plan as presented.**

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

## **15.6 Integrated Risk Management Framework**

**File Reference:** ADM0141  
**Author:** Director Corporate & Community Services  
**Date:** 23 January 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Draft Shire of Pingelly Integrated Risk Management Framework (Attachment 10 following cream sheet in separate attachments booklet)

### **Summary:**

To present the Council with the draft Shire of Pingelly Integrated Risk Management Framework (IRMF) for consideration of adoption.

### **Background:**

In 2014, Regulation 17 of the *Local Government (Audit) Regulations 1996* was introduced, requiring the Chief Executive Officer to review the appropriateness and effectiveness of the Shire's systems and procedures relating to risk management, internal control and legislative compliance.

As a result, the Shire drafted its first Risk Management Framework in line with the International Risk Management Standard AS/NZS ISO 31000: 2009. At its inception, the original framework aimed to:

- Identify the Shire's operational and strategic risks
- Provide an annual report on the process of further actions identified to mitigate risks, and
- Catalogue the risks into a risk register.
- Ensuring that the Shire achieves its strategic objectives as set out in the Pingelly 2023
- Highlighting areas of the Shire's risk profile that have the capacity to deliver the maximum benefit or maximum harm, and to identify those areas which should receive priority action
- Ensuring the effective allocation of resources
- Determining how risk should be reported to Council, the Audit Committee and Risk Management Committee, and external auditors
- Identifying and preparing for emerging risks, future events and change, and
- Improving stakeholder confidence and trust.

Once adopted by Council, the Shire will progress to the next stage of implementing the IRMF through identification and assessment of its strategic risks, and recording its existing controls within the Integrated Risk Register.

The Shire of Pingelly had a Regulation 17 Review undertaken by AMD Chartered Accountants in December 2017. Item 2.2.2 of the Regulation 17 Review covered the Risk Management Framework.



## **2.2.2 Risk Management Framework**

### **Finding Rating: Significant**

The Shire has drafted a Risk Management Framework, however this Framework has not been adopted by Council and implemented within Council operations.

The Shire has not identified tolerable risks or developed an organisational-wide risk register which identifies risks, assesses the impact of the risk and identifies controls to mitigate risk. We would expect the organisational risk register to encompass each business unit incorporating the following categories for each business unit:

- Operational;
- Strategic;
- Finance;
- Technological; and
- Compliance risks.

On this basis, the Shire is currently not equipped to prepare and present a risk report to the Audit

Committee and/or Council highlighting the Shire's key risks and processes in place to mitigate these risks.

### **Implications / Risks**

Lack of documentation in place to evidence risks have been identified and mitigated accordingly.

### **Recommendation**

We recommend the Shire formalise the draft Risk Management Framework, including development of an organisational risk register. This should include conducting a comprehensive risk identification process to identify potential Shire risks within each business unit and incorporates the following categories:

- Operational;
- Strategic;
- Finance;
- Technological; and
- Compliance risks.

The risk register should identify the risk, analyse the risk by determining the likelihood, consequence and current controls in respect to each identified risk; evaluate the risk by deciding whether the risk is to be treated/controlled, reassessed or accepted and determine the action to be taken to treat or control each risk.

The risk register should also be monitored and reviewed on a regular basis to ensure up to date.

Furthermore, once the organisational risk register is developed, we recommend this register is tabled at the Audit Committee meeting and subsequent Council meetings on a periodic basis.

### **Management Comment**

The Shire of Pingelly has Risk Management Policy 2.7

Shire of Pingelly Risk Management Framework, Risk Management Procedure and Risk Register to be developed and then presented to Council.

**Responsible Officer:** Director Corporate & Community Services  
June 2018

**Completion Date:**

Regulation 17 Review was presented to the Shire of Pingelly Audit Committee and Council on the 18 April 2018.

**Comment:**

The Draft Shire of Pingelly Integrated Risk Management Framework has now been drafted for consideration of Council to review and adoption.

**Consultation:**

Chief Executive Officer  
Director Technical Services

**Statutory Environment:**

*Local Government Act 1995*

**Policy Implications:**

Nil

**Financial Implications:**

Resource requirements are in accordance with existing budgetary allocation.

**Strategic Implications:**

The Draft Shire of Pingelly Integrated Risk Management Framework will be reviewed annually to ensure alignment with Shires Strategic direction.

**Risk Implications:**

Risk	Medium (8)
Risk Likelihood (based on history and with existing controls)	Medium (8)
Risk Impact / Consequence	Medium (8)
Risk Rating (Prior to Treatment or Control)	Medium (8)
Principal Risk Theme	All Shire Risks
Risk Action Plan (Controls or Treatment Proposed)	Risk Management Framework and Risk Register

Risk Matrix

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 8 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Council adopts the Shire of Pingelly Integrated Risk Management Framework as presented.**

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

## **16. DIRECTORATE OF TECHNICAL SERVICES**

### **16.1 Proposed Trucking Depot – Lot 3524 – 12988 Great Southern Highway**

<b>File Reference:</b>	<b>A864</b>
<b>Location:</b>	<b>Shire of Pingelly</b>
<b>Applicant:</b>	<b>Pingelly Transport</b>
<b>Author:</b>	<b>Administration Officer Technical</b>
<b>Date:</b>	<b>8 February 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Confidential Item - Planning Enquiry A864 OCM 13 December 2018</b>

#### **Summary:**

Council to consider an application for Planning Consent for a proposed Trucking Depot to be established at Lot 3524 – 12988 Great Southern Highway, West Pingelly.

#### **Background:**

The Shire of Pingelly has received an application for planning consent for the establishment of a Trucking Depot at Lot 3524 – 12988 Great Southern Highway, West Pingelly which is accessed off Aviation Street.

#### **Comment:**

Pingelly Transport currently operate their trucking business from Lots 168 & 169 – 9 & 11 Taylor Street on the corner of Taylor, Parade and Shaddick Streets.

This area is zoned Mixed Use and the majority of the lots in this zone have residential dwellings with no commercial activities that would be considered suitable for this zone.

#### **Mixed Use Zone**

- To provide for a range of commercial activities including showrooms and other forms of bulk retailing/display in strategically located areas.
- To ensure an orderly transition from and compatibility with existing residential uses.

A transport depot does not comply with the land use for this zone and has created an issue with the surrounding land owners over many years.

The Shire of Pingelly have been liaising with Pingelly Transport and investigating other options suitable to relocate the transport business.

Pingelly Transport have purchased Lot 3524 – 12988 Great Southern Highway with settlement due to be completed on 1 March 2019.

The property is zoned General Agriculture and is located at the end of Aviation Street with the entrance on the north side of Aviation Street.

#### **General Agriculture Zone**

- To protect areas of broadacre agricultural significance for sustainable production.
- To encourage processing and value adding industries to be located within the Zone.
- To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.

- To protect and enhance rural landscapes.
- To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the Zone are realised.
- To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.

## 5.20 Development in the General Agriculture Zone

5.20.1 In assessing applications for development and/or subdivision within the General Agriculture Zone, Council will consider the following:

- (a) the availability of services required to support the proposed development or subdivision and the economic impact of the provision of, extension or upgrading of those services that may be required;
- (b) the adequacy of the roads, existing or proposed in the area which may be needed to support the amount of road traffic expected to be generated by the development or subdivision; and
- (c) the need to enforce such conditions as Council deems appropriate in order to minimise any adverse effect the development or subdivision may have on the general environment of the area.

The proposed land use in the Land Use table under the *Shire of Pingelly's Planning Scheme No. 3* would be considered Industry Rural:

**“industry – rural”** – means –

- (a) an industry handling, treating, processing or packing rural products; or
- (b) a workshop servicing plant or equipment used for rural purposes;

Pingelly Transport's business relies completely on custom from the agricultural community within the Shire of Pingelly and beyond.

The above land use is a 'D' use in the Land Use Table which means:

'D' means that the use is not permitted unless the local government has exercised its discretion by granting planning approval;

Under a 'D' use there is no requirement for advertising for public comment.

The area of the property is 68.40ha that is 160.1243 acres.

The access to A864 Aviation Street is off the far western end of Aviation Street off Great Southern Highway on the northern town boundary, and it has come to the attention of the Shire of Pingelly that Landgate have the wrong section of Aviation Street as the formed road. The unformed section on the eastern side of Great Southern Highway off Realm Street is on Landgate website as Aviation Street. The formed section on the western side of Great Southern Highway is classed as a private access road.

Confirmation received from Landgate is Aviation Street on the western side of Great Southern Highway is an unnamed gazetted road and the original Aviation Street is the eastern section off Realm Street.

Landgate advised that the unnamed road will need to be named. If this road has been sign posted for an extended period of time as Aviation Street our suggestion would be that the Shire ask for a road name amendment. That being that the current portion of Aviation Street is unnamed and the name Aviation Street be applied to the unnamed road which is currently sign posted as Aviation Street.

If this has been signposted for a long time and people within the community refer to this portion of unnamed road as Aviation Street Landgate would support the amended as stated above.

A letter was submitted to Landgate requesting the above changes to formally name the street Aviation Street, Ministerial approval was granted on the 14 January 2019 and a new property address will be Lot 3524 - 50 Aviation Street, West Pingelly.

An application was submitted to Main Roads WA for Aviation Street to be upgraded to a RAV4 route. Main Roads response to this application was to upgrade the culvert at the junction of Aviation Street and Great Southern Highway.

The Shire of Pingelly works crew will be carrying out the work to upgrade the culvert once work on Review Street is completed.



**Consultation:**

Chief Executive Officer  
Director Technical Services  
Landgate  
Main Roads WA  
Heavy Vehicle Services  
Pingelly Transport

**Statutory Environment:**

*Shire of Pingelly Local Planning Scheme No.3.*

**Policy Implications:**

No known policy implications.

**Financial Implications:**

No known financial implications.

**Strategic Implications:**

No known strategic implications.

**Risk Implications:**

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

**Risk Matrix**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**Council to grant Planning Approval for the operation of a Trucking Depot at Lot 3524 – 50 Aviation Street, West Pingelly (formerly 12988 Great Southern Highway).**

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

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

**18. NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE 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).

**19. CLOSURE OF MEETING**

The Chairman to declare the meeting closed.