



# Shire of Pingelly

## Minutes

Ordinary Council Meeting  
18 March 2015

## SHIRE OF PINGELLY

### Minutes of the Ordinary Council Meeting of the Shire of Pingelly held in the Council Chambers, 17 Queen Street, Pingelly on 18 March 2015.

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### **MEMBERS PRESENT**

Cr SJ Lange                      President  
Cr RJ Marshall                Deputy President  
Cr DI Freebairn  
Cr LN Steel  
Cr WV Mulroney  
Cr AJ Morton

### **STAFF IN ATTENDANCE**

Mr G Pollock                  Chief Executive Officer  
Mr B Gibbs                    Executive Manager Engineering & Development Services  
Ms S Appleton                Executive Manager Corporate & Community Services  
Mrs L Boddy                  Executive Assistant

### **APOLOGIES**

Cr M T Jetta

### **OBSERVERS & VISITORS**

Mrs Jeanette Jeffrey  
Mr Steve Davis  
Mr Bryan Hotham

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

The Chairman, Cr SJ Lange, declared the meeting open at 2pm.

### **1.1 Welcome to 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**

#### ***Agreements:***

- No talking over each other
- No “side bar” conversations
- Return from breaks punctually
- Mobile phones on silent if on the table / desk

#### ***Personal Commitments:***

- Be positive and open-minded
- Don't judge
- Disagree in a civil manner
- Speak up – be open and honest (but tactful)
- Listen generously – pause to interpret positively (assume everyone means well)

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

Apology received from Cr M Jetta.

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

Nil

**4. PUBLIC QUESTION TIME**

The Presiding Person opened question time at 2.02pm. Mrs Jeanette Jeffrey enquired as to whether the proposal had been received for the restoration of the Pingelly Railway Station. The Presiding Person announced that as this item was being considered at today's meeting this would be better suited to be discussed in Item 9. As there were no questions from the public the Presiding Person closed question time at 2.06pm.

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Morton requested leave for the meeting of 15 April 2015.

**6. DISCLOSURES OF INTEREST**

Nil

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

**7.1 Ordinary Meeting – 18 February 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

**11753 - Moved: Cr Mulroney**

**Seconded: Cr Freebairn**

**Recommendation and Council Decision:**

**That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 18 February 2015 be confirmed.**

**Carried 6:0**

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

The Shire President advised that she is disappointed that Councillors are not reporting back from meetings they have attended and encouraged everyone to please start attending and reporting back on meetings.

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

Mrs Jeanette Jeffrey enquired as to whether the proposal had been received for the restoration of the Pingelly Railway Station and presented information in support of the item to be considered in today’s meeting.

**10. REPORTS OF COMMITTEES**

Central Country Zone of WALGA	Cr Lange Cr Marshall Cr Freebairn (Deputy)
Hotham Dale Regional Road Sub-Group	Cr Lange Cr Marshall Cr Mulroney (Deputy)
Pingelly Development Association Inc	Cr Jetta Cr Morton
Pingelly Cottage Homes Committee	Cr Freebairn
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 Lange Cr Morton Cr Freebairn
Aged Care Planning Regional Sub-Group (BBP)	Cr Lange Cr Steel
Small Business Advisory Group	Cr Steel
Central Country Zone of WALGA – Great Southern Emergency Management Committee	Cr Mulroney
Health MOU	Cr Lange
Youth Focus Group	Cr Jetta Cr Morton

## **10.1 Cr Shirley Lange**

### Meetings attended February 2015:

10<sup>th</sup> Cottage Homes  
11<sup>th</sup> CEO – agenda  
12<sup>th</sup> Hotham Dale sub Regional Group – Brookton  
16<sup>th</sup> Emma Birch – PUG  
16<sup>th</sup> Cottage Homes Survey  
17<sup>th</sup> CEO  
18<sup>th</sup> Council Meeting  
20<sup>th</sup> Sport and Recreation PRACC  
20<sup>th</sup> Thank a Volunteer Day  
23<sup>rd</sup> Early Childhood – Regional – Brookton  
24<sup>th</sup> Aged Housing – Cunderdin, WDC and WACHS – Northam  
24<sup>th</sup> CEO  
24<sup>th</sup> Sport and Recreation PRACC  
25<sup>th</sup> Demographic Profile for small LG's – Brookton  
26<sup>th</sup> PUG  
26<sup>th</sup> DCVC – Narrogin  
27<sup>th</sup> CCZ – Williams  
27<sup>th</sup> Sport and Recreation PRACC with P. Beale UWA

### Meetings attended March 2015:

3<sup>rd</sup> CEO  
4<sup>th</sup> Agape - Drs and CEO  
9<sup>th</sup> Sport and Recreation PRACC with P. Beale UWA

## **11. REPORTS OF OFFICERS**

### **Change in Order of Business**

11754 Moved Cr Mulroney Seconded Cr Morton that the order of business in the agenda be changed to allow Item 11.3.6 to be brought forward and dealt with at this time.

Carried 6/0

### **11.3.6 Pingelly Railway Station**

**File Reference:** A1018  
**Location:** 1 Quadrant Street  
**Applicant:** Friends of Pingelly Railway  
**Author:** Samantha Appleton, Executive Manager Corporate Community Services  
**Date:** 9 March 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Correspondence from Friends of Pingelly Railway, Program of Works and Costings, Financial Information Attachment 4 Under Separate Cover (purple heading sheet)

#### **Summary:**

Council to enter into an agreement with the Public Transport Authority (PTA) to lease the Pingelly Railway Station, and to enter into an memorandum of understanding (MOU) with the Friends of Pingelly Railway (FoPR) for the FoPR to control and upgrade the building and immediate property.

#### **Background:**

In 2014 the PTA approached the Shire of Pingelly to assign the management order for the Pingelly Railway Station to the Shire of Pingelly. There were a number of issues associated with the property, as significant work was required to make the building safe and to bring it up to a usable condition. The original recommendation to Council was to decline taking on the ownership of the building and to approve any requests from the PTA for a demolition licence, should the PTA request one.

There was extensive public interest in retaining the building, following consultation with Pingelly residents. The amended motion that was moved in relation to this item is as follows:

***11583 Moved: Cr Steel Seconded: Cr Freebairn***

***That this item lay on the table for future consideration. As more information is required, a letter is to be written to the Minister for Transport delaying the decision to demolish and suggesting a mutual arrangement between both parties be reached in regard to the future of their building. An acknowledgement is to be sent to Mrs J Jeffries regarding the community response and to advise we are seeking advice from the PTA.***

**Carried:7:0**

#### **Comment:**

Negotiations with the PTA have revealed that their only financial commitment to the Railway Station if it is retained is in relation to the removal of the asbestos prior to leasing the property to the Shire of Pingelly. The PTA have made it known that a condition of the lease would require the length of the platform be fenced. This along with all renovation, maintenance costs and ongoing operational costs will need to be funded by a party other than the PTA.

The CEO has continued to negotiate with both the PTA and the FoPR with regard to taking on the lease of the property. In January of this year, the proposed option offered by the Shire to the FoPR was in the form of a peppercorn lease agreement over three years, with a timeline laid out for works, stepped over two periods in the three years.

The goals are so each of the steps would be formally agreed to between both parties though a memorandum of understanding (MOU). Should all goals not be met for each step one then the project would not continue to step two. If all goals have been met in three years, it has been indicated that formal discussions with the PTA would be commenced to secure the management order of the property.

The FoPR have now submitted the required planned time line and have signalled their intention to the Shire of Pingelly to carry out what is required. A copy of their proposal and supporting documentation is contained in the attachments booklet.

The FoPR has the support of the Pingelly Development Association and sits under their umbrella with other community groups. Should the FoPR take on the Railway Station it is expected that the only costs likely to be payable by the Shire of Pingelly will be to insure the building.

Should Council decide to proceed with the option of leasing the Railway Station to the FoPR, Council will need to support the signing of the lease with the PTA and the MOU with the FoPR.

**Consultation:**

Friends of Pingelly Railway Station – Jeanette Jeffrey, Steve Davis  
Public Transport Authority – Rod Cousins  
Chief Executive Officer – Gavin Pollock

**Statutory Environment:**

Shire of Pingelly Municipal Heritage Inventory

The railway station is listed in the Shire of Pingelly Municipal Inventory 1996 (Site 09) which suggests it was built in 1929.

The inventory provides the following *Statement of Significance*:

Although in poor condition, the building is representative of railway structures common to rural towns with its continuous platform roof supported by timber struts.

The Railway Station has historic value for its important associations with the development of the State's railway system and the vital role it played in the settlement and development of Pingelly.

And rates the *Conservation Action (Category 2)* as:

The place is considered to have a high level of significance valued by the local community; should be provided maximum encouragement to the owner under the town planning scheme to conserve the significance of the place.

Shire of Pingelly Local Planning Scheme No 3

**8.1 Permitted development**

Except as otherwise provided for in the Scheme, for the purposes of the Scheme, the following development does not require the planning approval of local government –

- (a) the carrying out of any building or work which affects only the interior of a building and which does not materially affect the external appearance of the building except where the building is –
  - (i) located in a place that has been entered in the register of Heritage Places under the *Heritage of Western Australia Act 1990*;
  - (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*; or
  - (iii) included on the Heritage List under clause 7.1 of the Scheme.



- (b) the demolition of any building or structure except where the building or structure is –
  - (i) located in a place that has been entered in the Register of Places under the *Heritage of Western Australia Act 1990*;
  - (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*;
  - (iii) included on the Heritage List under clause 7.1 of the Scheme; or
  - (iv) located within a heritage area designated under the Scheme;
- (c) any of the exempted classes of advertisements listed in Schedule 5 except in respect of a place included in the Heritage List or in a heritage area;
- (d) the use of land in a reserve, where such land is vested in Council or vested in a Public Authority:
  - (i) for the purpose for which the land is reserved under the Scheme; or
  - (ii) in the case of land vested in a public authority, for any purpose for which such land may be lawfully used by that authority;

provided the development complies with the provisions of the Development Table - General for the surrounding or relevant land use zone as determined by Council.

Note: Development carried out in accordance with a subdivision approval granted by the Commission is exempt under Section 157 of the Planning and Development Act.

## 7.1 Heritage List

7.1.1 The local government is to establish and maintain a Heritage List to identify those places within the Scheme area which are of cultural heritage significance and worthy of conservation under the provisions of the Scheme, together with a description of each place and the reasons for its entry.

7.1.2 In the preparation of the Heritage List the local government is to –

- (a) have regard to the municipal inventory prepared by the local government under section 45 of the *Heritage of Western Australia Act 1990*; and
- (b) include on the Heritage List such entries on the municipal inventory as it considers to be appropriate.

7.1.3 In considering a proposal to include a place on the Heritage List the local government is to –

- (a) notify in writing the owner and occupier of the place and provide them with a copy of the description proposed to be used under clause 7.1.1 and the reasons for the proposed entry;
- (b) invite submissions on the proposal from the owner and occupier of the place within 21 days of the day the notice is served;
- (c) carry out such other consultation as it thinks fit; and

- (d) consider any submissions made and resolve to enter the place on the Heritage List with or without modification or reject the proposal after consideration of the submissions.

7.1.4 Where a place is included on the Heritage List, the local government is to give notice of the inclusion to the Commission, the Heritage Council of Western Australia and to the owner and occupier of the place.

7.1.5 The local government is to keep a copy of the Heritage List with the Scheme documents for public inspection.

7.1.6 The local government may remove or modify the entry of a place on the Heritage List by following the procedures set out in clause 7.1.3.

Note: 1. The purpose and intent of the heritage provisions are –

- (a) to facilitate the conservation of places of heritage value; and
- (b) to ensure as far as possible that development occurs with due regard to heritage values.

- 2. A “place” is defined in Schedule 1 and may include works, buildings and contents of buildings.

**Policy Implications:**

Nil

**Financial Implications:**

The cost of insuring the premises will need to be included in future years’ budgets.

**Strategic Implications:**

Shire of Pingelly Strategic Community Plan

Outcome 2.5: Appropriate development which is diverse in nature and protects local heritage

Strategy 2.5.4: Support the conservation and maintenance of heritage buildings, heritage items and places of interest

**Voting Requirements:**

Absolute Majority

**Recommendation:**

**That Council endorse:**

1. **the Friends of Pingelly Railway’s request and proposal to retain the Pingelly Railway Station;**
2. **a memorandum of understanding being drawn up between the Friends of Pingelly Railway and the Shire of Pingelly to deliver the determined goals in two stages over three years;**
3. **once point 1 and 2 are met that the Chief Executive Officer negotiate and enter in to a peppercorn lease with the Public Transport Authority over the railway station for a period of three years with an option to extend the lease if the set objectives are achieved;**
4. **the lease agreement be signed by the Shire President and the Chief Executive Officer with the affixing of the common seal.**
5. **once points 1, 2 and 3 are met that the Chief Executive Officer will enter discussions with the Public Transport Authority for the Shire of Pingelly to undertake the management order over the Pingelly Railway Station.**

**11755 - Moved: Cr Steel**

**Seconded: Cr Mulroney**

**COUNCIL DECISION**

**That Council endorse:**

- 1. the Friends of Pingelly Railway’s request and proposal to retain the Pingelly Railway Station subject to a memorandum of understanding being drawn up between the Friends of Pingelly Railway and the Shire of Pingelly to deliver the determined goals in two stages over three years;**
- 2. once point 1 is met the Chief Executive Officer negotiate and enter in to a peppercorn lease with the Public Transport Authority over the railway station for a period of three years with an option to extend the lease if the set objectives are achieved;**
- 3. the lease agreement be signed by the Shire President and the Chief Executive Officer with the affixing of the common seal.**
- 4. once points 1 and 2 are met the Chief Executive Officer will enter discussions with the Public Transport Authority for the Shire of Pingelly to undertake the management order over the Pingelly Railway Station.**

**Carried 6:0**

Note: The wording was changed to join numbers one and two together and that the wording from the recommendation in items 3 and 5 was changed from “are met that the Chief Executive Officer....” To (in items 2 and 4) “are met the Chief Executive Officer...”

Mrs Jeanette Jeffrey, Mr Steve Davis and Mr Bryan Hotham left the meeting at 2.38pm.

## **11.1 TECHNICAL SERVICES**

### **11.1.1 Proposed Subdivision**

**File Reference:** A4066  
**Location:** Lot 23 & 133 Wickepin-Pingelly Road & East Popanyinning Road, East Pingelly & Cuballing  
**Applicant:** PH & KE Gow  
**Author:** Sheryl Squiers, Administration Officer Technical  
**Date:** 12 January 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Attachment 1 Under Separate Cover (pink heading sheet)  
**Previous Reference:** N/A

#### **Summary:**

Council to consider an application for a proposed subdivision of Lots 23 & 133 Wickepin-Pingelly Road and East Popanyinning, East Pingelly & Cuballing.

#### **Background:**

An application for a subdivision of Lots 23 & 133 Wickepin-Pingelly Road and East Popanyinning Road, East Pingelly and Cuballing, has been submitted to the WAPC by PH & KE Gow (Licensed Surveyors), on behalf of J & J English Nominees Pty Ltd and Jangering Pty Ltd.

The proposal is to create 2 lots, by way of a boundary realignment. The proposed Lots A and B will suit the landform as the Wickepin-Pingelly Rd is at present an impediment to farm management practices.

#### **Comment:**

The lots are in the General Agriculture Zone of the Shire of Pingelly and Shire of Cuballing. The existing Lot 23 has an area of 1026.2279ha and Lot 133 has an area of 41.296ha.

The proposed Lot A will have an area of 482.317ha and Lot B will have an area of 585.206ha.

The existing house and sheds situated on the portion of Lot 23 on the northern side of the Wickepin-Pingelly Rd will be retained. The application will create no new dwelling entitlements.

The land subject of the subdivision application is mostly within the Shire's boundary but with two small portions in the Shire of Cuballing.

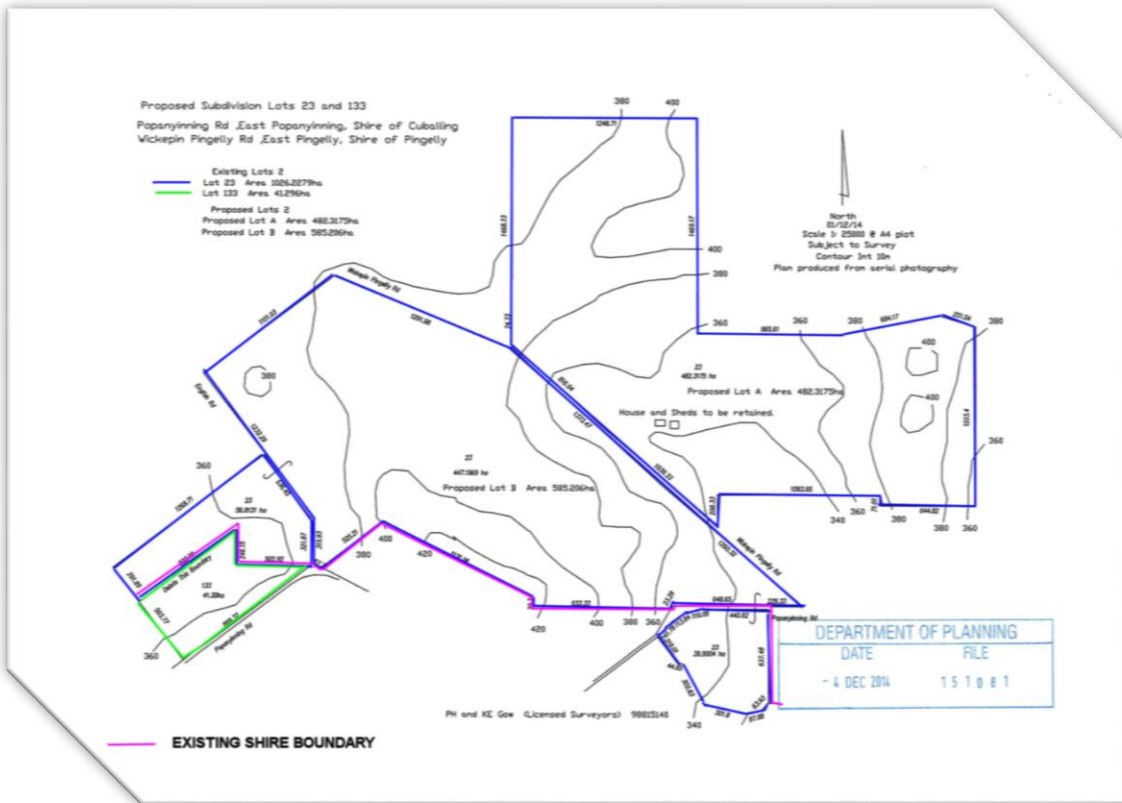
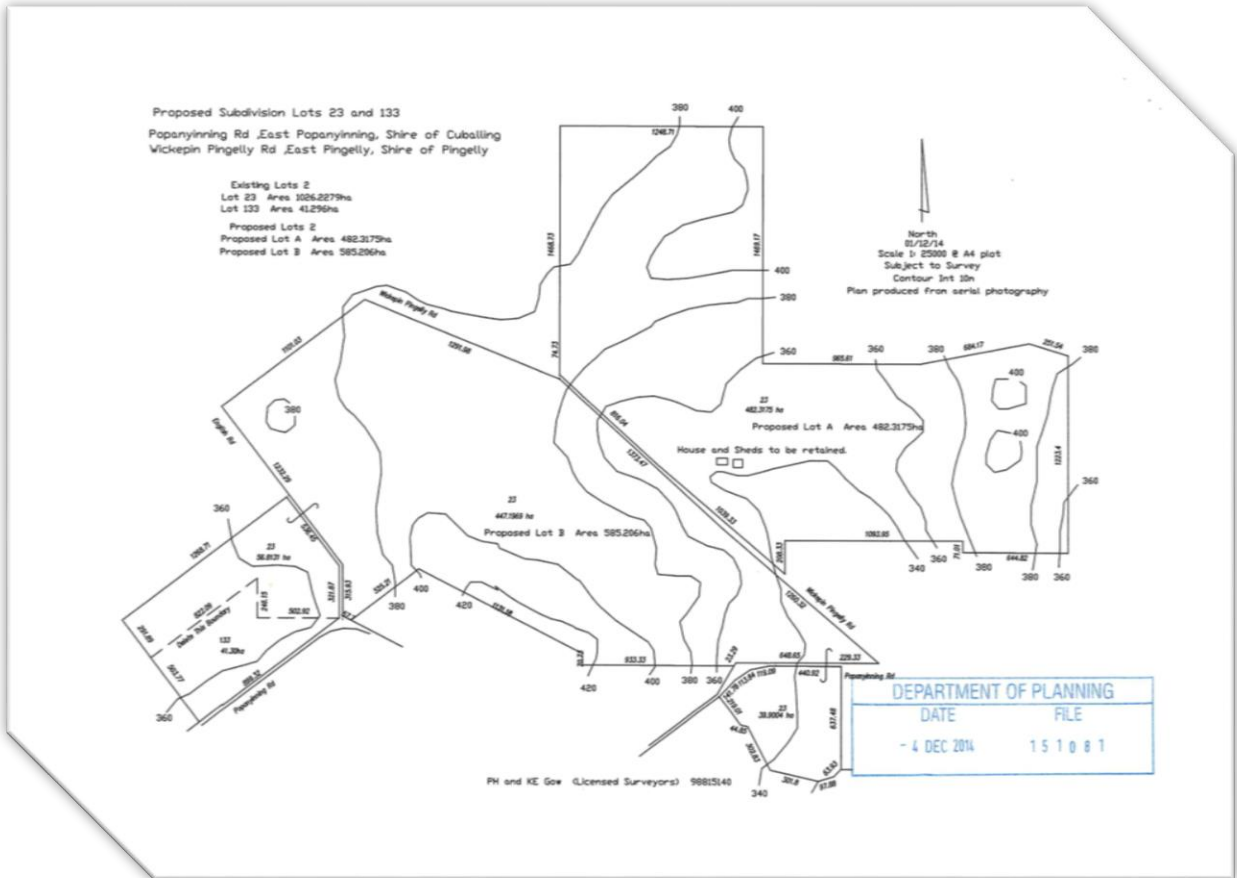
The main lot, Lot 23 extends into the Shire of Cuballing. Lot 133 the other lot subject of the application is entirely within the Shire of Cuballing. Lot 133 is 41.30 ha in area and Lot 23 is 1026 ha of which approximately 98 ha is in the Shire of Cuballing.

The proposed subdivision seeks only a boundary adjustment between 2 lots with the proposed new boundary to be the Wickepin – Pingelly Road which severs current Lot 23.

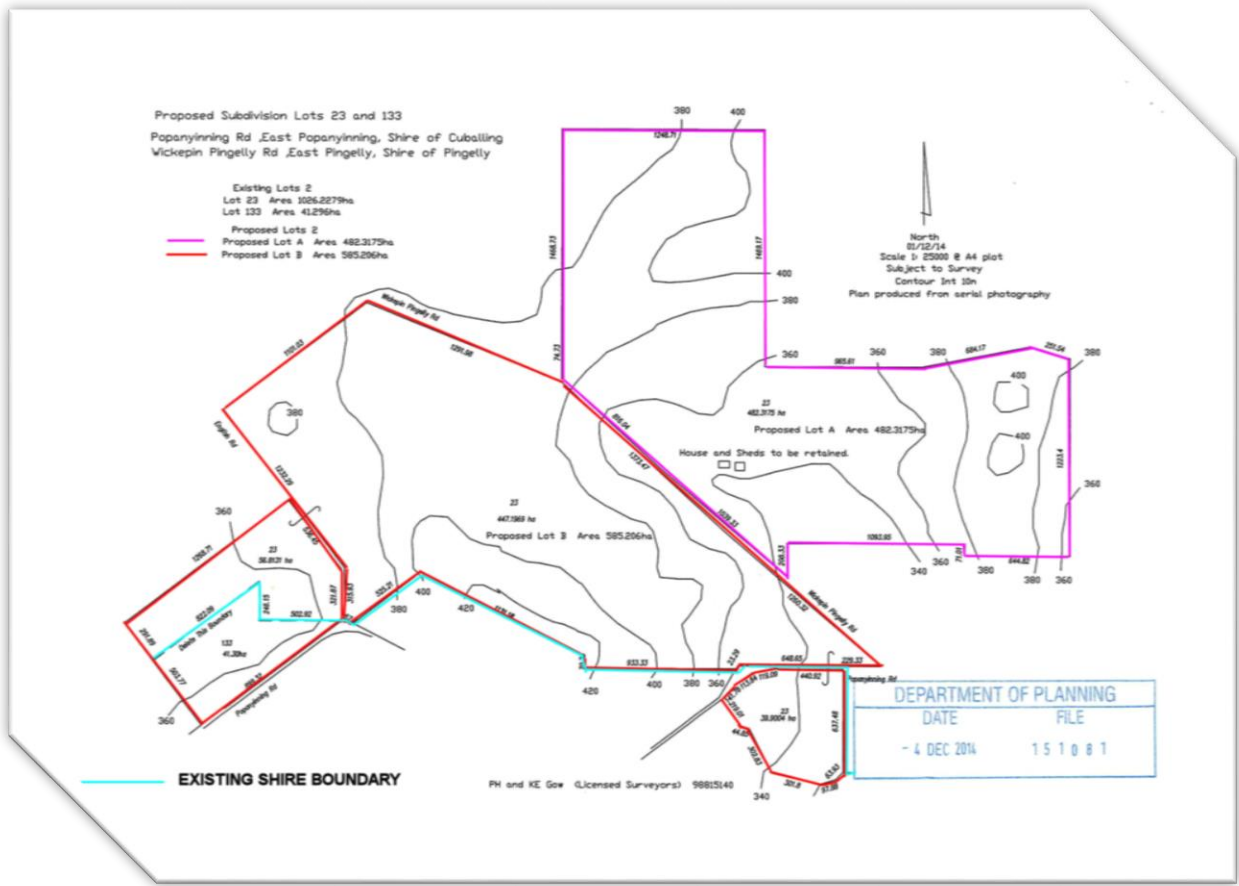
The proposed lots are Lot A with an area of 482 ha (entirely within the Shire of Pingelly and Lot B with an area 585 ha (with 447 ha in the Shire of Pingelly and 138 ha in the Shire of Cuballing).

The application supports the deletion of the boundary between lots 23 (Shire of Pingelly) & Lot 133 (Shire of Cuballing). If this boundary was deleted then an application for a Local Government Boundary adjustment would have to be supported by both Shires.

***Please note larger diagrams are featured in the 'attachments' document behind pink heading sheet.***



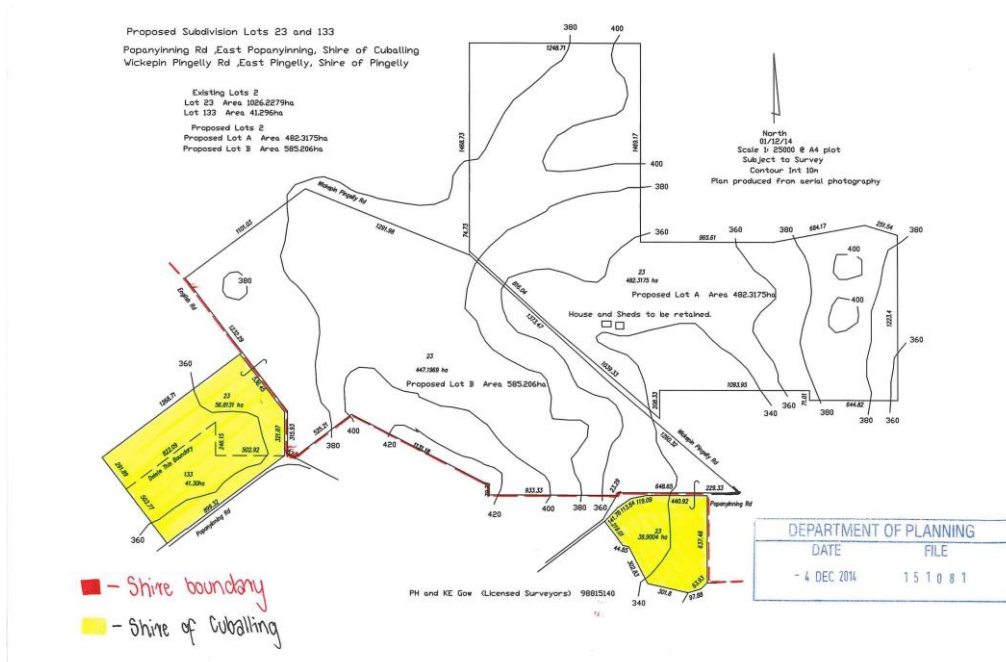
**Please note larger diagrams are featured in the 'attachments' document behind pink heading sheet.**



It may be a suggestion that a third lot be created from the southern portion of Lot 23 which is on the southern side of Popanyinning East Road and in the Shire of Cuballing. The Shire of Cuballing maintain this road.

Following a meeting between Jon English, Barry Gibbs & Sheryl Squiers, the proposed boundary adjustment will have Lot 133 being amalgamated into proposed Lot B, with the existing Certificate of Title for Lot 133 being transferred to proposed Lot A and Lot B retaining the current Certificate of Title.

The original maps of the proposal show the Shire boundary going along Lot 133’s boundary, which in fact is incorrect and the true boundary runs west along English Road, English Road being within the Shire of Cuballing. An updated map is attached. The Shire boundary also goes through the southern portion of proposed Lot B and it would be prudent for a Shire Boundary adjustment for the shire boundary to be realigned to the Popanyinning Road.



**Consultation:**

- Trevor Moran – Landvision
- Barry Gibbs – EMEDS
- Peter Gow - Surveyor
- WAPC
- Jon English – Property Owner
- Gary Sherry – CEO Shire of Cuballing

**Statutory Environment:**

*Shire of Pingelly Local Planning Scheme No3.*

**Policy Implications:**

Policy 13.9a Rural Subdivisions

**Financial Implications:**

Minor administration cost

**Strategic Implications:**

- Shire of Pingelly Strategic Community Plan
- Strategy 2.5.1: Provide supportive planning and development guidance and liaison on land developments;
- Strategy 2.5.3: Actively work with other government bodies on state, regional planning and development issues; and
- Strategy 2.5.5: Provide planning for responsible management, development and land use/environmental control in farming-zoned land.

**Voting Requirements:**

Simple Majority

**11756 - Moved: Cr Marshall                      Seconded: Cr Steel**

**Recommendation and Council Decision:**

**That Council:**

- 1. Support the application for the proposed Boundary Re-Alignment for Lot 133 being amalgamated into proposed Lot B, with the existing Certificate of Title for Lot 133 being transferred to proposed Lot A and Lot B retaining the current Certificate of Title.**
- 2. Acknowledge a possible future realignment of the Shire Boundary to the Popanyinning Road if the proposed Property Re-Alignment is approved by the Western Australian Planning Commission.**

Carried 6/0



### **11.1.2 Recycled Water Supply Agreement**

**File Reference:** 00500  
**Location:** Shire of Pingelly  
**Applicant:** Sue Mills, Water Corporation  
**Author:** Gavin Pollock, Chief Executive Officer  
**Date:** 9 March 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Recycled Water Supply Agreement – Attachment 2 under separate cover (yellow heading sheet)  
**Previous Reference:** N/A

**Summary:**

Council to support an agreement between Water Corporation and the Shire of Pingelly with regard to the supply of treated recycled water for the use of irrigation on Shire reserves.

**Background:**

Water Corporation and the Shire of Pingelly currently have an existing agreement in place for the supply of treated recycled water for the use of irrigation on shire reserves. The current agreement will expire on 30 March 2015.

**Comment:**

The new agreement meets the new requirements of the Department of Health and Water Corporation including the clarification of the Shire's responsibility. The new agreement is more detailed and compliments our Reuse Water Quality Management Plan we are required to have under the Department of Health regulations.

**Consultation:**

Barry Gibbs – Executive Manager Engineering Development Services, Russell Dyer – Works Supervisor, Kevin Lee – Groundsmen and Sue Mills – Water Corporation.

**Statutory Environment:**

Nil

**Policy Implications:**

Council's Policy Manual provides that:

**C32: Common Seal**

Delegated the authority to affix Common Seal (witnessed by President and CEO) to documents to be executed by the Shire of Pingelly where such documents are consistent and in accord with resolutions of Council, subject to Council being notified of executed documents in a timely manner.

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**11757 - Moved: Cr Steel**

**Seconded: Cr Mulroney**

**Recommendation and Council Decision:**

**That Council:**

- 1. Approve the signing of the Recycled Water Supply Agreement with Water Corporation;**
- 2. That the Common Seal be applied to the completed agreement and signed by the Shire President and Chief Executive Officer.**

Carried 6/0

## **11.2. FINANCIAL SERVICES**

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

**File Reference:** 00271  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Samantha Appleton, Executive Manager Corporate Community Services  
**Date:** 6 March 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Statements  
**Previous Reference:** N/A

#### **Summary:**

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

#### **Background:**

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

#### **Comment:**

The Monthly Statement of Financial Activity represents Council's financial activities and status for the period ending 28 February 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:**

CEO

#### **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

**11758 - Moved: Cr Mulroney**

**Seconded: Cr Marshall**

**Recommendation and Council Decision:**

**That the Monthly Statement of Financial Activity for the period ending 28 February 2015 be accepted and material variances be noted.**

Carried 6/0

<b>SHIRE OF PINGELLY</b>			
<b>NET CURRENT FUNDING POSITION</b>			
<b>FOR THE PERIOD ENDING</b>			
<b>28 February 2015</b>			
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>
	<b>2014/15</b>	<b>2014/15</b>	<b>2013/14</b>
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,010,792	13,279	1,380,967
Cash - Restricted	0	2,500,000	0
- Restricted Reserves	1,436,238	1,395,657	1,418,062
Receivables			
Rates Outstanding	285,046	98,770	60,347
Sundry Debtors	220,056	145,865	165,958
Accrued Income	0	0	0
Prepayments	0	0	0
GST Receivable	18,058	78,680	93,680
Investments	0	5,000	0
Inventories	(500)	8,159	10,209
<b>TOTAL CURRENT ASSETS</b>	<b>2,969,690</b>	<b>4,245,410</b>	<b>3,129,223</b>
<b>LESS CURRENT LIABILITIES</b>			
Sundry Creditors	22,113	(235,383)	(167,073)
Accrued Expenses	(70,299)	(67,039)	(68,424)
Income Received in Advance	0	0	0
GST Payable	(18,837)	(47,214)	(14,221)
Other Payables	398	(81)	(81)
Current Loan Liability	(40,365)	(75,961)	(79,757)
Current Employee Benefits Provision	(162,892)	(162,892)	(162,892)
<b>NET CURRENT ASSET POSITION</b>	<b>2,699,807</b>	<b>3,656,840</b>	<b>2,636,775</b>
Less: Cash - Reserves - Restricted	(1,436,238)	(1,395,657)	(1,418,062)
Less: Cash - Unspent Grants - Restricted	0	(2,500,000)	0
Add Back : Component of Leave Liability not Required to be Funded	162,892	162,892	162,892
Add Back : Current Loan Liability	40,365	75,961	79,757
Adjustment for Trust Transactions Within Muni	(3,657)	(36)	
<b>SURPLUS/(DEFICIT)</b>	<b>1,463,169</b>	<b>0</b>	<b>1,461,362</b>

STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 28 February 2015							
	SCHED#	YTD ACTUAL 2014/15	YTD BUDGET 2014/15	VARIANCE		BUDGET 2014/15	NOTE#
				>10%	>\$5000		
<b>OPERATING REVENUE</b>							
Governance	4	71,055	72,275			108,413	1
General Purpose Funding	3	2,498,283	1,897,713	132%	600,570	2,846,569	2
Law, Order & Public Safety	5	46,629	51,137			76,706	3
Health	7	19,688	5,800	339%	13,888	8,700	4
Welfare & Education	8	9,134	11,352	80%		17,028	5
Community Amenities	10	160,285	108,985	147%	51,300	163,477	6
Recreation & Culture	11	43,418	61,800	70%	(18,382)	92,700	7
Transport	12	428,665	519,392	83%	(90,727)	779,088	8
Economic Services	13	63,462	54,947	115%	8,516	82,420	9
Other Property & Services	14	97,450	84,167	116%	13,284	126,250	10
<b>Sub Total</b>		<b>3,438,069</b>	<b>2,867,567</b>			<b>4,301,351</b>	
<b>OPERATING EXPENDITURE</b>							
Governance	4	(574,739)	(567,042)		(7,697)	(850,563)	11
General Purpose Funding	3	(58,527)	(72,313)	81%	13,786	(108,470)	12
Law, Order & Public Safety	5	(150,894)	(137,578)		(13,316)	(206,367)	13
Health	7	(95,362)	(107,475)	89%	12,113	(161,213)	14
Welfare & Education	8	(30,639)	(32,429)			(48,643)	15
Community Amenities	10	(215,614)	(254,221)	85%	38,607	(381,332)	16
Recreation & Culture	11	(508,531)	(546,637)		38,106	(819,956)	17
Transport	12	(551,880)	(1,156,171)	48%	604,292	(1,734,257)	18
Economic Services	13	(151,875)	(157,395)		5,520	(236,093)	19
Other Property & Services	14	(341,686)	(13,667)	2500%	(328,019)	(20,501)	20
<b>Sub Total</b>		<b>(2,679,747)</b>	<b>(3,044,930)</b>			<b>(4,567,395)</b>	
<b>NET OPERATING</b>		<b>758,321</b>	<b>(177,363)</b>			<b>(266,044)</b>	
<b>CAPITAL REVENUE</b>							
Governance	4	42,274	220,000	19%	(177,726)	330,000	21
General Purpose Funding	3	0	0				22
Law, Order & Public Safety	5	33,503	45,192	74%	(11,689)	67,788	23
Health	7	0	0				24
Education & Welfare	8	5,889	7,979	74%		11,969	25
Community Amenities	10	0	0				26
Recreation & Culture	11	2,548	1,674,667	0%	(1,672,119)	2,512,000	27
Transport	12	6,818	38,000	18%	(31,182)	57,000	28
Economic Services	13	0	0				29
Other Property & Services	14	0	0				30
<b>Sub Total</b>		<b>91,032</b>	<b>1,985,838</b>			<b>2,978,757</b>	

STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 28 February 2015							
	SCHED#	YTD ACTUAL 2014/15	YTD BUDGET 2014/15	VARIANCE		BUDGET 2014/15	NOTE#
				>10%	>\$5000		
<b>CAPITAL EXPENDITURE</b>							
Governance	4	(164,296)	(247,190)	66%	82,894	(370,785)	31
General Purpose Funding	3	0	0			0	32
Law, Order & Public Safety	5	(33,503)	(45,192)	74%	11,689	(67,788)	33
Health	7	0	0				34
Education & Welfare	8	(5,889)	(7,979)	74%		(11,969)	35
Community Amenities	10	(53,571)	(72,667)	74%	19,095	(109,000)	36
Recreation & Culture	11	(383,007)	(549,333)	70%	166,327	(824,000)	37
Transport	12	(550,813)	(974,069)	57%	423,257	(1,461,104)	38
Economic Services	13	0	(53,333)	0%	53,333	(80,000)	39
Other Property & Services	14	0	0			0	40
<b>Sub Total</b>		<b>(1,191,079)</b>	<b>(1,949,764)</b>			<b>(2,924,646)</b>	
<b>TOTAL CAPITAL</b>		<b>(1,100,047)</b>	<b>36,074</b>			<b>54,111</b>	
<b>TOTAL Net Operating &amp; Capital</b>		<b>(341,726)</b>	<b>(141,289)</b>			<b>(211,933)</b>	
<b>ADJUSTMENT FOR NON-CASH ITEMS</b>							
Add Depreciation		320,520	751,767			1,127,650	
Rounding Adjustment		0	0			0	
Transfer from/(to) Restricted Municipal		0	(1,666,667)			(2,500,000)	
Transfer from/(to) Reserves		(18,176)	14,937			22,405	
Movement in Deferred Pensioner Rates/ESL		40,428	0			0	
Movement in Employee Benefit Provisions		0	0			0	
Asset Disposal (Profit)/Loss		761	(17,600)			(26,400)	
<b>Total Adjustment for Non-Cash</b>		<b>343,533</b>	<b>(917,563)</b>			<b>(1,376,345)</b>	
Opening Surplus/(Deficit)		1,461,362	1,588,278		(126,916)	1,588,278	41
<b>Closing Surplus/(Deficit)</b>		<b>1,463,169</b>	<b>529,426</b>			<b>0</b>	

<b>SHIRE OF PINGELLY NOTES TO MATERIAL VARIANCE FOR THE PERIOD ENDING 28 February 2015</b>			
<b>Note #</b>			<b>Variation</b>
<b>OPERATING REVENUE</b>			
1	Governance Primary Reason	Increase to reimbursements received	Over
	Budget Impact	Revenue over Budget	
2	General Purpose Funding Primary Reason	Timing variance	Over
	Budget Impact	Revenue over Budget	600,570
3	Law, Order & Public Safety Primary Reason		Over
	Budget Impact	Revenue over Budget	
4	Health Primary Reason	Additional income health report reimbursement	Over
	Budget Impact	Revenue over Budget	13,888
5	Welfare & Education Primary Reason		Over
	Budget Impact	Revenue over Budget	
6	Community Amenities Primary Reason	Timing Variance	Over
	Budget Impact	Revenue over Budget	51,300
7	Recreation & Culture Primary Reason	Timing variance	Under
	Budget Impact	Revenue under Budget	(18,382)
8	Transport Primary Reason	Timing variance	Under
	Budget Impact	Revenue under Budget	(90,727)
9	Economic Services Primary Reason	Housing bonds forfeited transferred to Muni	Over
	Budget Impact	Revenue over Budget	8,516
10	Other Property and Services Primary Reason	Timing variance Workers comp and insurance reimbursement over budget	Over
	Budget Impact	Revenue over Budget	13,284



<b>SHIRE OF PINGELLY</b> <b>NOTES TO MATERIAL VARIANCE</b> <b>FOR THE PERIOD ENDING</b> <b>28 February 2015</b>			
<b>OPERATING EXPENDITURE</b>			
11	Governance		Over (7,697)
	Primary Reason	Timing variance	
	Budget Impact	Expenditure over Budget	
12	General Purpose Funding		Under 13,786
	Primary Reason	Timing variance	
	Budget Impact	Expenditure under Budget	
13	Law, Order & Public Safety		Over (13,316)
	Primary Reason	Fire brigade expenses over budget	
	Budget Impact	Expenditure over Budget	
14	Health		Under 12,113
	Primary Reason	Doctors surgery rental waived from Nov 15 Additional expense for health report (offset by grant income)	
	Budget Impact	Expenditure under Budget	
15	Welfare & Education		Under
	Primary Reason		
	Budget Impact	Expenditure under Budget	
16	Community Amenities		Under 38,607
	Primary Reason	Refuse site rehab over budget (\$12,868)	
	Budget Impact	Expenditure under Budget	
17	Recreation & Culture		Under 38,106
	Primary Reason	Timing variance	
	Budget Impact	Expenditure under Budget	
18	Transport		Under 604,292
	Primary Reason	Timing variance	
	Budget Impact	Expenditure under Budget	
19	Economic Services		Under 5,520
	Primary Reason	Timing variance	
	Budget Impact	Expenditure under Budget	
20	Other Property & Services		Over (328,019)
	Primary Reason	Timing variance Increase to workers compensation expense offset by income (\$30,989) Allocation rates for plant and labour require adjustment	
	Budget Impact	Expenditure over Budget	

<b>SHIRE OF PINGELLY</b> <b>NOTES TO MATERIAL VARIANCE</b> <b>FOR THE PERIOD ENDING</b> <b>28 February 2015</b>			
<b>CAPITAL REVENUE</b>			
21	Governance		Under (177,726)
	Primary Reason	Timing variance	
	Budget Impact	Revenue under Budget	
22	General Purpose Funding		Under
	Primary Reason		
	Budget Impact	Revenue over Budget	
23	Law, Order & Public Safety		Under (11,689)
	Primary Reason	Timing Variance	
	Budget Impact	Revenue under Budget	
24	Health		Over
	Primary Reason		
	Budget Impact	Revenue over Budget	
25	Welfare & Education		Under
	Primary Reason		
	Budget Impact	Revenue over Budget	
26	Community Amenities		Under
	Primary Reason		
	Budget Impact	Revenue over Budget	
27	Recreation & Culture		Under (1,672,119)
	Primary Reason	Timing variance	
		Trade of lawn mowers under budget amount (\$9,452)	
	Budget Impact	Revenue under Budget	
28	Transport		Under (31,182)
	Primary Reason	Timing variance	
		Trade of Dyna under budget (\$7,273)	
	Budget Impact	Revenue under Budget	
29	Economic Services		Under
	Primary Reason		
	Budget Impact	Revenue over Budget	
30	Other Property & Services		Under
	Primary Reason		
	Budget Impact	Revenue over Budget	

<b>SHIRE OF PINGELLY</b> <b>NOTES TO MATERIAL VARIANCE</b> <b>FOR THE PERIOD ENDING</b> <b>28 February 2015</b>			
<b>CAPITAL EXPENDITURE</b>			
31	Governance		Under 82,894
	Primary Reason	Timing variance	
	Budget Impact	Expenditure under Budget	
32	General Purpose Funding		Under
	Primary Reason		
	Budget Impact	Expenditure under Budget	
33	Law, Order & Public Safety		Under 11,689
	Primary Reason	Timing variance	
	Budget Impact	Expenditure under Budget	
34	Health		Under
	Primary Reason		
	Budget Impact	Expenditure under Budget	
35	Welfare & Education		Under
	Primary Reason		
	Budget Impact	Expenditure under Budget	
36	Community Amenities		Under 19,095
	Primary Reason	Timing variance	
	Budget Impact	Expenditure under Budget	
37	Recreation & Culture		Under 166,327
	Primary Reason	Timing variance	
	Budget Impact	Expenditure under Budget	
38	Transport		Under 423,257
	Primary Reason	Timing variance Footpath work carried over not budgeted \$52,425	
	Budget Impact	Expenditure under Budget	
39	Economic Services		Under 53,333
	Primary Reason	Timing variance	
	Budget Impact	Expenditure under Budget	
40	Other Property & Services		Under
	Primary Reason		
	Budget Impact	Expenditure under Budget	
41	Opening Surplus/Deficit	Start of year position reduced with finalisation of accounts	Under (126,916)

SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 28 February 2015						
Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure Previous Years	Actual Expenditure 2014/15	Restricted Funds Remaining
Royalties for Regions 2011/12 (Individual)	Netball/Basketball	CT01	150,000.00	182.10	149,817.90	0.00
	Footpaths	1202	56,000.00	56,000.00	3,755.91	0.00
	Paragon St - Footpath	FPPG	25,000.00	12,957.48	12,957.48	0.00
	Hotel - Footpaths	FPHO	60,000.00	42,481.33	42,481.33	0.00
Royalties for Regions 2011/12 (Regional)	Duplex Construction	N/A	624,063.00	581,497.88	41,716.17	848.95
Royalties for Regions 2012/13 (Individual)	40ML Dam	DAM01	150,000.00	0.00	96.81	149,903.19
	Netball/Basketball	CT01	91,530.00	0.00	91,530.00	0.00
	Footpaths	1202	80,000.00	24,381.10	10,832.78	44,786.12
<b>Sub Total</b>						<b>195,538.26</b>
<b>Total Restricted Grant Funds</b>						<b>195,538.26</b>
<b>Available Cash</b>			<b>Interest Rate</b>	<b>Term</b>	<b>Maturing</b>	
Municipal Bank		0111	Variable	Ongoing	N.A.	216,037.00
Municipal Term Deposit 1		0108			28-Feb-15	358,519.35
Municipal Term Deposit 2		0109	3.10%	3 Months	30-Mar-15	435,485.41
Municipal Term Deposit CLGFR		0812				0.00
Municipal On Call Account		0811	Variable	Ongoing	N.A.	0.00
Total Cash						1,010,041.76
Less Restricted Cash						(195,538.26)
<b>Total Unrestricted Cash</b>						<b>814,503.50</b>

<b>SHIRE OF PINGELLY</b>					
<b>CAPITAL EXPENDITURE &amp; MATCHING INCOME</b>					
<b>FOR THE PERIOD ENDING</b>					
<b>28 February 2015</b>					
		<b>EXPENDITURE</b>		<b>INCOME</b>	
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
		<b>2014/15</b>	<b>2014/15</b>	<b>2014/15</b>	<b>2014/15</b>
	<b>Land &amp; Buildings</b>				
AB01	Admin Building Improvements - Kitchen	5,496	13,500		
0461	Land/Building Disposals - 16 Eliot				160,000
0461	Land/Building Disposals - 5 Webb				60,000
SH04	Lot 604 Webb Street - Improvements	0	70,000		
SH05	Lot 605 Webb Street - Completion	41,716	44,685		
RWS01	Regional Waste Site - Land Purchase	53,571	80,000		
CT01	Netball Basketball Court	285,822	285,000		
DAM01	40ML Dam Construction	97	150,000		
DAM02	2ML Sewerage Sump Upgrade	0	25,000		
POOL1	Pool Upgrade	42,500	41,000	30,000	30,000
RCC01	Recreation & Cultural Centre Develop	18,636	250,000		
DF01	Depot Fencing	65	20,000		
DO01	Depot Office - Air conditioning	3,788	6,500		
DO02	Depot Office - Patio	5,873	7,211		
DW01	Depot Wash Down Bay	826	58,000		
DS01	Gardner's Shed Shelving	269	833		
DT01	Storage Water Tank	7,397	14,500		
LAND	Purchase Industrial Shed Land	0	80,000		
	<b>Sub Total</b>	<b>466,055</b>	<b>1,146,229</b>	<b>30,000</b>	<b>250,000</b>
	<b>Plant &amp; Machinery</b>				
0490	CEO Vehicle (x2)	44,710	90,000	42,274	
0490	EMCCS Vehicle	0	35,000		
0461	Plant Disposals - CEO Vehicle				80,000
0461	Plant Disposals - EMCCS Vehicle				30,000
1090	Grave Shoring Equipment	0	29,000		
1190	Spray Tank & Equipment	0	28,000		
1190	Ride on Mowers	35,952	45,000		
1198	Sale of Grasshopper Mower			1,000	6,000
1198	Sale of New Holland Mower			1,048	6,000
1198	Sale of John Deere ROM			500	
1290	EMEDS Car	0.00	35,000		
1261	Sale of EMEDS Vehicle				30,000
1290	Building Maint Utility	33,320	40,000		
1290	Mechanic Utility	33,999	45,000		
1290	Loader Attachments	8,437	42,000		
1261	Sale of Great Wall Utility			4,091	7,000
1261	Sale of Toyota Dyna			2,727	10,000
1261	Sale of Pacific Roller				10,000
1290	High Pressure Cleaner	6,129	9,500		
	<b>Sub Total</b>	<b>162,547</b>	<b>398,500</b>	<b>51,640</b>	<b>179,000</b>

<b>SHIRE OF PINGELLY</b>					
<b>CAPITAL EXPENDITURE &amp; MATCHING INCOME</b>					
<b>FOR THE PERIOD ENDING</b>					
<b>28 February 2015</b>					
		<b>EXPENDITURE</b>		<b>INCOME</b>	
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
	<b>Furniture &amp; Equipment</b>				
0491	Computer Equipment	72,374	117,600		
	<b>Sub Total</b>	<b>72,374</b>	<b>117,600</b>	<b>0</b>	<b>0</b>
	<b>Infrastructure</b>				
BR001	Bridge - Bullaring Road	133,345	140,737		
CA156	Pingelly-Wickepin Road - RRG	5,680	246,304	65,681	164,203
CA4	North Wandering Road	55,640	220,035	58,676	146,690
CBS01	Black Spot - North Wandering/Bannister	0	41,650		41,650
CA5	North Wandering Road	6,247	10,200		4,043
CA152	North Bannister Road RRG	0	6,800		4,533
CB4	North Wandering Road - RRG	34,443	36,140	9,636	24,093
CC1	Various road resheeting	73,942	156,000	60,000	106,000
GFRC	Grain Freight Route Construction - Bulyee Rd	67,788	100,000		162,976
CC155	Brown Street - Council Constr	600	23,420		
CC87	Paragon Street - Council Constr	0	37,800		37,800
CT3	Johnson Street	3,000	68,501		
CT7	Quadrant St Construction	0	65,000		
FPC1	Footpaths - Construction	17,603	29,973		
FPPA	Footpath - Parade St	52,425	0		
		<b>450,711</b>	<b>1,182,560</b>	<b>193,993</b>	<b>691,988</b>
	<b>Debt Service</b>				
1720	Loan 120 - Cottage Homes	5,889	11,969	5,889	11,969
1721	Loan 122 - SES	33,503	67,788	33,503	67,788
	<b>Sub Total</b>	<b>39,392</b>	<b>79,757</b>	<b>39,392</b>	<b>79,757</b>
	<b>GRAND TOTAL</b>	<b>1,191,079</b>	<b>2,924,646</b>	<b>315,025</b>	<b>1,200,745</b>

**SHIRE OF PINGELLY  
GRANT FUNDING & SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDING  
28 February 2015**

**Grants Income**

COA	Description	Budget	Actual	
0320	Financial Assistance Grant	812,187	609,140	Second of 4 payments
0321	Roads Grants	345,269	258,952	Second of 4 payments
0520	ESL Grant - BFB	11,790	10,150	
0521	ESL Grant - SES	30,620	15,310	
1155	Pool Grant R4R	30,000	30,000	
1180	Small Grants Income Sch 11	30,130	-	
1236	MRWA Direct Grant	69,100	69,100	
1234	Blackspot Funding - Federal	41,650	-	
1230	Regional Road Group Funding	343,562	135,770	Includes payment from 13-14 Project
1232	Roads to Recovery	143,800	60,000	
		<b>1,858,108</b>	<b>1,188,422</b>	

**Rates Collection**

2013/14	Outstanding Balance Carried Forward		104,973
	Add Raised 2014/15		
2014/15	0300	Rates Levied	1,571,789
2014/15	0310	Rates Administration Fee	4,300
2014/15	0301	Backrates	304
2014/15	0311	Instalment Interest	5,727
2014/15	0312	Penalty interest	6,784
2014/15	0313	Pensioner Deferred Interest	56
2014/15	0318	Reimbursement of Legal Costs	98
2014/15	1060/1062	Refuse Charges Raised	141,733
2014/15	0118	ESL Raised	53,929
		<b>Total Raised &amp; Carried Forward</b>	<b>1,889,693</b>
		<b>Less Paid</b>	<b>1,593,192</b>
		<b>Rates Outstanding</b>	<b>296,501</b>

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

**File Reference:** 00271  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Samantha Appleton, Executive Manager Corporate Community Services  
**Date:** 9 March 2015  
**Disclosure of Interest:** Nil  
**Attachments:** List of Accounts  
**Previous Reference:** N/A

**Summary:**

Council to consider authorising the payment of accounts.

**Background:**

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

**Comment:**

Unless otherwise identified, all payments have been made in accordance with Council's 2014/15 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**

**11759 - Moved: Cr Morton                      Seconded: Cr Marshall**

**Recommendation and Council Decision:**

**That the List of Accounts as presented:**

- (1) **Municipal Fund – Account 117984856**  
**Vouchers EFT841 – 917, Cheques 23769 – 23809 inclusive totalling \$318,083.37 -**  
**previously paid.**
- (2) **Trust Fund – Account 117984872**  
**Voucher 1773 total \$40.00.**
- (3) **Trust Fund Department of Transport – 123395691**  
**Totalling \$15,994.60; and**
- (4) **Direct Debit Payments**  
**Totalling \$35,266.03 – previously paid**
- (5) **Credit Card Payments**  
**Totalling \$4,454.31 – previously paid**

Carried 6/0

**ACCOUNTS PAID PRESENTED FOR ENDORSEMENT FEBRUARY 2015**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT841	03/02/2015	PINGELLY HOTEL	PROVIDE LUNCH FOR 17 PEOPLE 15/01/15 AT SHIRE DEPOT & 4 PEOPLE EXEC MEETING 22/01/15	\$250.00
EFT842	03/02/2015	AIR RESPONSE PTY LTD	NEW AIR CONDITIONER VENTS AND CHECK OPERATING SYSTEM	\$1,000.00
EFT843	03/02/2015	J R & A HERSEY	GREASE GUNS FOR VARIOUS VEHICLES	\$650.10
EFT844	03/02/2015	WESTRAC EQUIPMENT PTY LTD	BELTS AND FILTERS FOR PN430; SPRINGS & SEALS FOR LOADER	\$204.07
EFT845	03/02/2015	B.W. JAMES TRANSPORT	FREIGHT FOR NEW GENSET FOR FAST FILL TRAILER	\$40.37
EFT846	03/02/2015	GREENLINE AG PTY LTD	SILICONE FOR PN569; BOLTS, WASHERS & NUTS FOR PN5975	\$64.82
EFT847	03/02/2015	KEITH THE MAINTENANCE MAN PTY LTD	INSTALLATION OF NEW WALL IN FINANCE OFFICE AND SHELVING IN BROOM CUPBOARD	\$2,087.80
EFT848	03/02/2015	GELDENS	WORK WEAR ORDERS FOR OUTSIDE STAFF	\$810.00
EFT849	03/02/2015	COVS PARTS PTY LTD	TERMINAL FOR PN172, WIRE, CONNECTOR, CONNECTOR, FREIGHT	\$144.02
EFT850	03/02/2015	J MAC ENGINEERING PINGELLY	FABRICATION OF A-FRAME 120M GRADER PN166; STEEL FOR CHAINSAW SHED	\$2,904.00
EFT851	03/02/2015	THE TANGLED VINE	LUNCH FOR LEMC MEETING - 20/01/15, 7 PEOPLE & PIZZAS FOR WS FAREWELL	\$150.00
EFT852	03/02/2015	PINGELLY TRADING CO HARDWARE	HAND WINCH FOR SMALL PLANT	\$89.00
EFT853	09/02/2015	NARROGIN CARPET COURT	REPLACE VINYL FLOORING IN TOWN HALL KITCHEN & REMAKE ORIGINAL BLIND INTO TWO BLINDS AND REFIT TO NEW OFFICES IN ADMIN BUILDING	\$2,205.00
EFT854	09/02/2015	SHERIDAN'S FOR BADGES	STAFF NAME BADGES	\$82.52
EFT855	09/02/2015	PINGELLY VOLUNTEER SES UNIT	REIMBURSEMENT FOR SES EXPENSES - NARROGIN RETRAVSION, GR CARTER & EV MCCAOM, GILL RURAL TRADERS, TELSTRA, KLEENHEAT GAS, GREAT SOUTHERN FUELS, PINGELLY TRADING CO, GREENLINE, INTERPOWER AUSTRALIA, SYNERGY, COUNTRY PAINTS, NARROGIN PACKAGING, RURAL PC, TEEDE'S AUTO ELECTRICS, INNOVATIONS, TOTAL FARMING	\$3,133.94

**ACCOUNTS PAID PRESENTED FOR ENDORSEMENT FEBRUARY 2015**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT856	09/02/2015	JASON SIGNMAKERS	MULTI MESSAGE SIGNS, STREET NAME SIGNS, BRACKETS	\$3,038.20
EFT857	09/02/2015	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	COMMISSION & CHARGES FOR DEBT RECOVERY	\$205.00
EFT858	09/02/2015	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES FOR DECEMBER 2014	\$1,784.93
EFT859	09/02/2015	BEST OFFICE SYSTEMS	PHOTOCOPYING CHARGES	\$547.38
EFT860	09/02/2015	AUSTRALIAN TAXATION OFFICE	BAS JANUARY 2015	\$3,425.00
EFT861	09/02/2015	CONTRACT AQUATIC SERVICES	REPAINT BOWL REPLACE EXPANSION JOINTS, REFURBISHMENT OF POOL CLEANERS, CONTRACT MANAGEMENT FEE JAN - FEB 2015	\$74,873.06
EFT862	09/02/2015	GREAT SOUTHERN WASTE DISPOSAL	606 HOUSEHOLDS BINS, 455 RECYCLE BINS 30/12/14 TO 27/01/15 & BULK RECYCLE PICK-UP JANUARY 2015	\$6,557.55
EFT863	09/02/2015	RAPID PLASTICS (WA) PTY LTD	50,000 LITRE (10,000 GALLON) FLATWALLED TANK - COLOURED TANK INCLUDES - 3 OUTLET CAMLOCK	\$7,350.00
EFT864	09/02/2015	KENWICK AUTO ELECTRICS	REPAIRS TO MOBILE TRAFFIC LIGHT TRAILER	\$1,001.00
EFT865	09/02/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES TO 30 JUNE 2015	\$1,706.37
EFT866	09/02/2015	THE TANGLED VINE	SUPPER FOR ANNUAL ELECTORS MEETING & AFTERNOON TEA FOR 6 PEOPLE 4/2/15	\$340.00
EFT867	09/02/2015	ORICA AUSTRALIA PTY LTD	SERVICE FEE - CHLORINE BUSINESS	\$126.85
EFT868	13/02/2015	TOTAL FARMING SERVICES	POLY PIPE FITTINGS, RETICULATION LINE, BROOM, COPPER FITTINGS	\$173.87
EFT869	13/02/2015	GREAT SOUTHERN FUEL SUPPLIES	FUEL DISTRIBUTOR CARD X 2	\$5.50
EFT870	13/02/2015	LOCALISE PTY LIMITED	WORKS TEAM DEVELOPMENT DAY FEBRUARY 2015	\$5,636.40
EFT871	13/02/2015	QUICKFIT WINDSCREENS	REGLAZE BROKEN WINDOWS ON TOWN HALL	\$1,098.31
EFT872	13/02/2015	RUSSELL DYER	REIMBURSEMENT OF RELOCATION COST	\$2,027.65
EFT873	18/02/2015	TOTAL FARMING SERVICES	HOSE REEL, CLEAR TUBE, PADLOCK, RETICULATION PARTS, JIGSAW BLADES, FENCE CAPPING, LADDER, TAP, FITTINGS, TRAP DOOR RINGS, HEX KEY SET, WATER TANK	\$1,767.55
EFT874	18/02/2015	ARROW BRONZE	STANDARD SINGLE NICHE WALL PLAQUE	\$397.98

**ACCOUNTS PAID PRESENTED FOR ENDORSEMENT FEBRUARY 2015**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT875	18/02/2015	SULLIVAN LOGISTICS PTY LTD	FREIGHT CHARGES	\$343.39
EFT876	18/02/2015	WESTRAC EQUIPMENT PTY LTD	SPRINGS AND SEALS PN430	\$19.27
EFT877	18/02/2015	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES FOR JANUARY 2015	\$2,024.25
EFT878	18/02/2015	BEST OFFICE SYSTEMS	POSTAGE FOR 2 X RICOH MPC4503/5503 BLACK TONER	\$15.00
EFT879	18/02/2015	GALVINS PLUMBING PLUS	REGULATOR END FLASH ARRESTOR OXY, REGULATOR END FLASH ARRESTOR GAS, TORCH SINGLE FLASH ARRESTOR GAS, TORCH SINGLE FLASH ARRESTOR OXY, ROLL TWIN OXY/ACET HOSE, OXY/LPG BRAZING TIP, PLUMBERS STARTER KIT LPG/OXY, PVC DWV ADAPTOR, BUSH, PIN SYTLE REPAIR COUPLING, RUBBER RING	\$981.43
EFT880	18/02/2015	B.W. JAMES TRANSPORT	FREIGHT FROM REINFORCED CONCRETE PIPES AUST. IN BIBRA LAKE WA TO INTERSECTION OF NORTH WANDERING ROAD AND YORK WILLIAMS ROAD; PICK UP FROM FULTON HOGAN INDUSTRIES IN HAZELMERE	\$882.20
EFT881	18/02/2015	STIHL SHOP REDCLIFFE	ATOM 560 EDGER	\$647.00
EFT882	18/02/2015	PINGELLY TYRES PTY LTD	2 X TYRES PN5975, REPAIR GRADER TYRES, REPAIR TYRE PN398 & PN 437	\$864.00
EFT883	18/02/2015	REINFORCED CONCRETE PIPES AUSTRALIA (WA) PTY LTD	PRECAST HEADWALL TO SUIT 375MM CLASS 3 CONCRETE PIPES	\$3,824.70
EFT884	18/02/2015	G & M DETERGENTS	TOILET PAPER FOR THE SWIMMING POOL	\$90.00
EFT885	18/02/2015	VIRTUAL HEALTH	PROJECT FACILITATION	\$12,995.53
EFT886	18/02/2015	WALLIS COMPUTER SOLUTIONS	NETWORK SUPPORT 3RD QUARTER 2014/15 IT & BACKUPS	\$6,147.63
EFT887	18/02/2015	SJR CIVIL CONSULTING PTY LTD	CONCEPT DESIGN WORK	\$1,870.00
EFT888	18/02/2015	CEMETERIES & CREMATORIA ASSOC. OF WA	REGISTRATION FOR 2015 CCAWA SEMINAR	\$280.00
EFT889	18/02/2015	SHIRLEY LANGE	REIMBURSEMENT OF INTERNET CHARGES JANUARY 2015	\$49.95
EFT890	18/02/2015	LANDMARK	TANK LID	\$93.50
EFT891	18/02/2015	RADIOWEST BROADCASTERS PTY LTD	FIRE SAFETY MESSAGES 2014/15	\$88.00
EFT892	18/02/2015	PINGELLY TRADING CO HARDWARE	SLEDGE HAMMER HANDLES, 25MM PVC END CAPS	\$44.75

**ACCOUNTS PAID PRESENTED FOR ENDORSEMENT FEBRUARY 2015**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT893	18/02/2015	ENVIRO-TECH WASTE MANAGEMENT	WASTE TRAP MATS FOR BBQ & FREIGHT	\$759.00
EFT894	19/02/2015	CWA PUMPHREYS	CATERING FOR COUNCIL MEETING 12 DINNERS @\$25.00 PER MEAL	\$300.00
EFT895	19/02/2015	TUDOR HOUSE	PVC BANNER	\$126.50
EFT896	19/02/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES TO 30 JUNE 2015	\$794.75
EFT897	19/02/2015	PINGELLY AGED PERSONS FACILITY	CATERING FOR COUNCIL 13 DINNERS	\$325.00
EFT898	19/02/2015	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPAL ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	\$174.60
EFT899	27/02/2015	AIR RESPONSE PTY LTD	FIT ADDITIONAL DAMPER TO SMALL OFFICE, FIT DAMPER TO CEO & PHOTOCOPIER ROOM	\$533.36
EFT900	27/02/2015	SULLIVAN LOGISTICS PTY LTD	FREIGHT CHARGES	\$307.10
EFT901	27/02/2015	WESTRAC EQUIPMENT PTY LTD	CENTRE AND RIGHT HAND SIDE WINDSCREEN, FILTERS	\$1,205.16
EFT902	27/02/2015	AUSTRALIA POST	POSTAGE FOR DECEMBER 2014 & JANUARY 2015, STATIONERY FOR DECEMBER 2014 & JANUARY 2015, RATES NOTICES POSTAGE	\$1,104.94
EFT903	27/02/2015	HIMAC ATTACHMENTS	3 X PINS FOR QUICKHITCH	\$528.00
EFT904	27/02/2015	STAPLES AUSTRALIA PTY LIMITED	STATIONERY	\$272.68
EFT905	27/02/2015	WHEATBELT ELECTRICS	INSTALLATION OF AIR-CONDITIONER IN DEPOT WORKSHOP OFFICE; INSTALLATION OF DUAL POWER OUTLETS ON LIGHT POLE; INSTALLATION OF FANS IN DEPOT WORKSHOP	\$4,272.23
EFT906	27/02/2015	COVS PARTS PTY LTD	JUMPER LEADS, TERMINAL	\$245.32
EFT907	27/02/2015	REINFORCED CONCRETE PIPES AUSTRALIA (WA) PTY LTD	375MM CLASS 3 CONCRETE PIPES	\$306.90
EFT908	27/02/2015	J MAC ENGINEERING PINGELLY	CHECK FUEL TANK FOR CRACKS/HOLES	\$60.50
EFT909	27/02/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$561.00
EFT910	27/02/2015	PINGELLY AGED PERSONS FACILITY	DINNER FOR 13 @ COUNCIL MEETING 18/02/2015	\$325.00
EFT911	27/02/2015	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS	\$402.44
EFT912	27/02/2015	VERSATECH ENGINEERING SERVICES	SERVICE LOAD WEIGHING SYSTEM ON CATERPILLAR 928G WHEEL LOADER	\$2,150.06

**ACCOUNTS PAID PRESENTED FOR ENDORSEMENT FEBRUARY 2015**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT913	27/02/2015	WESTRAC EQUIPMENT PTY LTD	TRAVEL TO AND FROM SITE, INSPECT THE HYDRAULIC FAULT PN430	\$2,327.03
EFT914	27/02/2015	GREENLINE AG PTY LTD	BRAKE AND PARTS CLEAN, FILTERS	\$90.00
EFT915	27/02/2015	IMPECCABLE LANDSCAPING	LABOUR, PARTS, PLANT EQUIPMENT HIRE	\$4,676.10
EFT916	27/02/2015	INSTRUMENT CHOICE	KESTREL 3000 POCKET WEATHER METRE	\$327.80
EFT917	27/02/2015	COUNTRYSIDE ELECTRICAL & AIR CONDITIONING	REPAIR TO ADMIN AIR CONDITIONING SYSTEM	\$551.98
			<b>TOTAL EFT FROM MUNICIPAL FUND</b>	<b>\$179,866.29</b>
23769	03/02/2015	BOC LIMITED	OXYGEN CYLINDER; ACETYLENE CYLINDER	\$360.56
23770	03/02/2015	BUNNINGS BUILDING SUPPLIES	VARIOUS RETICULATION PARTS, TAPE MEASURE, PRUNING SHEARS, SCREWS, DRILL BIT SETS, DOOR WEATHER GUARD, SLEDGE HAMMER HANDLES & CUT OFF WHEELS, ENTRY KNOB SETS, VALVES TAP HYDRO SEALS	\$718.58
23771	03/02/2015	GOSNELLS HARDWARE	PRESSURE CLEANER	\$272.40
23772	03/02/2015	HEMPFIELD SMALL MOTORS	EU30 HANDY GENERATOR	\$2,850.00
23773	05/02/2015	PLEASE PAY CASH - PINGELLY SHIRE	RECOUP PETTY CASH	\$165.95
23774	09/02/2015	TELSTRA	VARIOUS PHONE ACCOUNTS	\$480.65
23775	09/02/2015	LANDVISION	PLANNING SERVICES JANUARY 2015	\$440.00
23776	09/02/2015	PINGELLY QUALITY MEATS	SAUSAGES FOR TOOL BOX MEETING	\$56.70
23777	09/02/2015	PINGELLY MENS SHED	COST FOR MATERIAL TO RENEW PLAY EQUIPMENT AT PINGELLY PLAYGROUP BUILDING	\$160.28
23778	09/02/2015	AGAPE VENTURES PTY LTD	MANAGEMENT FEE FEBRUARY 2015 TO APRIL 2015 INCLUSIVE	\$12,500.00
23779	09/02/2015	PHONOGRAPHIC PERFORMANCE CO OF AUST. LTD	LICENCE RENEWAL TOWN HALL & COMMUNITY CENTRE 1/03/15 TO 29/02/16	\$168.30
23780	11/02/2015	SHIRE OF PINGELLY	ORDINARY PAYRUN FOR WEEK ENDING 10 FEBRUARY 2015	\$48,395.70
23781	17/02/2015	SHIRE OF PINGELLY	ONE OFF PAYS	\$5,578.15
23782	18/02/2015	BOC LIMITED	OXYGEN INDUSTRIAL	\$70.79
23783	18/02/2015	TELSTRA	ONLINE SMS EMERGENCY HOTLINE	\$382.25
23784	18/02/2015	GILL RURAL TRADERS	80MM TO 50MM JOINER	\$38.00
23785	18/02/2015	SITE WARE DIRECT	PACK OF 50 SACHETS OF ELECTROCYTE DRINK MIXER	\$35.20

**ACCOUNTS PAID PRESENTED FOR ENDORSEMENT FEBRUARY 2015**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
23786	18/02/2015	DUTARNING PTY LTD	FLOAT 2 ROLLERS FROM SHIRE DEPOT TO TUTANNING RD	\$1,320.00
23787	18/02/2015	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
23788	18/02/2015	TRIPLE A TAKEAWAYS	CATERING FOR: COUNCIL LUNCH 12 PEOPLE; FESA BROOKTON MEETING; SANDWICHES FOR MEETING 16/1/15	\$279.50
23789	18/02/2015	BARRY GIBBS	REIMBURSEMENT FOR PURCHASE OF DRIP IRRIGATION TUBE, JOINER, SPRAY STAKE X 4, RATCHET CLAMP FOR 7B WEBB STREET, 4 OUTLET POWER BOARD	\$22.66
23790	18/02/2015	FULTON HOGAN INDUSTRIES PTY LTD	22KG BAGS OF EZSTREET ASPHALT	\$1,872.20
23791	18/02/2015	E & MJ ROSHER PTY LTD	KNIVES , PINS, SPLIT PINS , PACKAGING & DELIVERY	\$1,254.00
23792	18/02/2015	CLAW ENVIRONMENTAL	DRUMS FOR DRUM MUSTER	\$3,031.66
23793	18/02/2015	RADIOLOGICAL COUNCIL	IRRADIATING APPARATUS & ELECTRONIC PRODUCT LICENCE - DENTIST	\$150.00
23794	18/02/2015	PINGELLY COMMUNITY CRAFT CENTRE	COMMUNITY REQUESTS 14-15 BUDGET DISPLAY UNITS & COMMISSION FOR MONTH OF JANUARY 2015	\$1,545.68
23795	19/02/2015	PINGELLY GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL FOR STAFF MEMBER	\$121.00
23796	19/02/2015	PINGELLY TRADING CO (IGA)	PAYROLL DEDUCTIONS LOTTO	\$60.90
23797	19/02/2015	SHIRE OF PINGELLY	PAYROLL DEDUCTIONS	\$400.00
23798	23/02/2015	PLEASE PAY CASH - PINGELLY SHIRE	RECOUP PETTY CASH	\$554.50
23799	25/02/2015	SHIRE OF PINGELLY	ORDINARY PAY RUN FOR WEEK ENDING 24 FEBRUARY 2015	\$50,182.14
23800	27/02/2015	PINGELLY TRADING CO (IGA)	NEWSPAPERS FOR DECEMBER 2014 & JANUARY 2015	\$84.70
23801	27/02/2015	BUNNINGS BUILDING SUPPLIES	PLANTS FOR LANDSCAPING, LIGHT GLOBE, TOWER BOLT, PLANT POT FEET	\$60.78
23802	27/02/2015	PINGELLY QUALITY MEATS	SAUSAGES FOR TOOL BOX MEETING 19/02/2015	\$19.00
23803	27/02/2015	SYNERGY	STREETLIGHT CHARGES FOR 25 DECEMBER 2014 TO 24 JANUARY 2015	\$2,658.90
23804	27/02/2015	NARROGIN TOYOTA	HUB SEAL AXLE SEAL	\$202.81
23805	27/02/2015	ALLIANCE FIRE PROTECTION	FIRE EXTINGUISHER SERVICE TO ALL SHIRE PROPERTIES, PLANT & VEHICLES	\$1,191.30
23806	27/02/2015	HITACHI CONSTRUCTION MACHINERY (AUSTRALIA) PTY LTD	REIMBURSEMENT OF CREDIT NOTE REIMBURSED TO US VIA CHEQUE 20/01/15	\$135.01

**ACCOUNTS PAID PRESENTED FOR ENDORSEMENT FEBRUARY 2015**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
23807	27/02/2015	APRA AMCOS	CASUAL PUBLIC PERFORMANCES - LICENCE APPLICATION (LICENCE # 00991837) B2M ALBUM LAUNCH TOUR	\$55.00
23808	27/02/2015	ANN MURRAY	RATES REFUND	\$336.83
23809	27/02/2015	SUSAN JETTA	REFUND FOR POWER AT PIONEER PARK	\$5.00
			<b>TOTAL CHEQUE FROM MUNICIPAL FUND</b>	<b>\$138,217.08</b>
1773	20/02/2015	SUSAN JETTA	REFUND OF KEY BOND FOR HIRE OF CHAIRS & TABLES	\$40.00
			<b>TOTAL CHEQUE FROM TRUST FUND</b>	<b>\$40.00</b>
70215	07/02/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 01/02/15 TO 07/02/15	\$5,605.05
140215	14/02/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 08/02/15 TO 14/02/15	\$2,724.65
230215	23/02/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 15/02/15 TO 21/02/15	\$4,008.10
280215	28/02/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 22/02/15 TO 28/02/15	\$3,656.80
			<b>TOTAL TRANSPORT LICENSING</b>	<b>\$15,994.60</b>
DD6999.1	10/02/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$711.54
DD6999.2	24/02/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	\$200.00
DD7000.1	10/02/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$4,841.16
DD7000.2	10/02/2015	THE TRUSTEE FOR THE DYER SUPER FUND	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$134.62
DD7000.3	10/02/2015	MEAT INDUSTRY EMPLOYEES SUPERANNUATION FUND PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,983.02
DD7000.4	10/02/2015	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	\$2,470.00
DD7000.5	10/02/2015	AUSTRALIAN SUPER ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	\$8,460.90
DD7000.6	10/02/2015	NGS SUPER	SUPERANNUATION CONTRIBUTIONS	\$366.48



**ACCOUNTS PAID PRESENTED FOR ENDORSEMENT FEBRUARY 2015**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD7000.7	10/02/2015	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$5,562.87
DD7000.8	10/02/2015	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$2,608.27
DD7000.9	10/02/2015	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$5,539.45
DD7000.10	10/02/2015	FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS	\$993.61
		BANK FEES	BANK FEES	\$65.40
		CENTRELINK FEES	CENTRELINK FEES	\$25.74
		MERCHANT BANK FEES	MERCHANT BANK FEES	\$400.97
		FINANCED EQUIPMENT	PHOTOCOPIER FEES	\$902.00
			<b>TOTAL DIRECT DEBIT PAYMENTS</b>	<b>\$35,266.03</b>
	14/02/2015	BENDIGO BANK CREDIT CARDS	SAFETY CULTURE, PINGELLY HOTEL, CAPS AUSTRALIA, TOTAL FARMING, BENDIGO BANK CARD FEE, BUNNINGS, BAINES, BWS LIQUOR, BEVERLEY DOME FUEL, GOSNELLS HARDWARE, MCDONALDS, MANTRA ON HAY PERTH, BCF AUSTRALIA, OXFORD NEWS, WA REWIND, GLOBAL MACHINERY, MOORE RIVER ROADHOUSE	\$4,454.31
			<b>TOTAL CREDIT CARD PAYMENTS</b>	<b>\$4,454.31</b>

### **11.3 ADMINISTRATION SERVICES**

#### **11.3.1 Swimming Pool Management Tender**

**File Reference:** 00167  
**Location:** Pingelly Swimming Pool  
**Applicant:** Various  
**Author:** Samantha Appleton, Executive Manager Corporate Community Services  
**Date:** 9 March 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** N/A

#### **Summary:**

Council to consider tenders for the provision of management services of the Pingelly Swimming Pool for the period 1 April 2015 to 30 April 2018.

#### **Background:**

A contract was entered into in 2009/10 with Contract Aquatic Services for the provision of Swimming Pool management services for a period of three years. The contract was renewed in 2012 for a further 3 years, with the current contract due to end 31 March 2015.

Prior to outsourcing management services coming on board, a Pool Manager was employed as a member of Staff.

Tenders were called via state wide public notice (The West Australian) on Saturday 14 February 2015.

Although eight tender packages were sent out, only one tender submission was received by the closing date and time, 4pm Tuesday 3 March 2015.

The submission is detailed below:

#### **CONTRACT AQUATIC SERVICES**

<b>Description</b>	<b>Cost (inc. GST)</b>
Operation of Pingelly Swimming Pool from 1 May 2015 to 31 March 2018 including service provisions of:	
Six (6) days per week (including Saturday and Sunday), seven (7) hours per day.(GST inclusive whole contract – annual cost is \$64,900)	194,700
Additional hours per hour (GST inclusive)	55.00
Maintenance of Swimming Pool buildings (included in normal operations)	
Maintenance of Swimming Pool plant (included in normal operations)	
Maintenance of Swimming Pool grounds (included in normal operations)	
Season start up (included in normal operations)	

Season shut down (included in normal operations)	
No CPI increase per season	
Price includes 5 community event days including sausage sizzle, inflatables at dates advised by Shire of Pingelly and aqua aerobics 1 day a week.	
Price includes servicing of C12 gas equipment and replacement of fittings	

Additional hours will include swimming lessons outside of normal hours and the off season maintenance program, which is required under health regulations

**Comment:**

Contract Aquatic services have met most of the requirements of the tender and the pricing of their tender is competitive. The company currently manage nine other pools in the state

**Consultation:**

Chief Executive Officer – Gavin Pollock

**Statutory Environment:**

Section 11 of the *Local Government (Functions and General) Regulations 1996* provides that:

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100,000 unless subregulation (2) states otherwise.
  - (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
    - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
    - (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA; or
    - (ba) the local government intends to enter into a contract arrangement for the supply of goods or services where —
      - (i) the supplier is either —
        - (I) an individual whose last employer was the local government; or
        - (II) a group, partnership or company comprising at least 75% of persons whose last employer was that local government;
- and
- (ii) the contract —
    - (I) is the first contract of that nature with that individual or group; and
    - (II) is not to operate for more than 3 years;
- and
- (iii) the goods or services are —
    - (I) goods or services of a type; or
    - (II) (in the opinion of the local government) substantially similar to, or closely related to, goods or services of a type, that were provided by the individual (or persons) whilst employed by the local government;
- or
- (c) within the last 6 months —
    - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications; or
    - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;
- or

- (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
  - (ea) the goods or services are to be supplied —
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
    - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;
- or
- (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
  - (g) the goods to be supplied under the contract are —
    - (i) petrol or oil; or
    - (ii) any other liquid, or any gas, used for internal combustion engines.

**Policy Implications:**

Council's Policy 3.8 – Swimming Pool Season provides that having regard to prevailing weather conditions, the season will normally commence in the first week of November each year and close in the first week of April of the following year.

Council's Policy 5.11 – Purchasing provides that for purchases \$100,000 and above a public tender process is to be conducted.

**Financial Implications:**

2014/15 to 2017/18 Budget

**Strategic Implications:**

Shire of Pingelly Strategic Community Plan

Strategy 1.3.1 Maintain and improve sporting and recreation facilities

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

**Voting Requirements:**

Simple Majority

**11760 - Moved: Cr Mulroney**

**Seconded: Cr Steel**

**Recommendation and Council Decision:**

**That**

- 1. the tender received from Contract Aquatic Services for the provision of Swimming Pool Management Services from 1 April 2015 to 30 April 2018 be accepted;**
- 2. the contract to engage Contract Aquatic Services be signed by the Shire President and Chief**
- 3. Executive Officer and that the contract be endorsed by the application of the common seal.**

**Carried 6/0**

### **11.3.2 Review of Bank Signatory Policy**

**File Reference:** 00624  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Samantha Appleton, Executive Manager Corporate Community Services  
**Date:** 9 March 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** N/A

#### **Summary:**

Council to change the bank signatory policy to enable operations to be carried out.

#### **Background:**

The Shire of Pingelly Bank signatory policy (Policy 5.1) no longer reflects the operations of the Shire, with positions having been restructured and new payment methods being introduced.

#### **Comment:**

The current policy refers to the signatories as being the CEO, DCEO and Councillors. Since the policy was last reviewed in 2010, the management structure has been reviewed and payment by EFT has been introduced.

#### **The previous policy was as follows:**

##### **5.1 Bank Account Signatories and Payments**

*The Shire of Pingelly shall maintain the following bank accounts:*

- (a) Municipal Account*
- (b) Trust Account*
- 1 Reserve Account*

- 1. All transactions are to be authorised by two signatures.*
- 2. Authorised signatories are serving Councillors, the Chief Executive Officer and the Deputy Chief Executive Officer.*
  -
- 3. The Chief Executive Officer and the Deputy Chief Executive Officer may approve the electronic transfer of funds from the Municipal Account for:*
  - 
  - the payment of salaries and wages*
  - the investment of funds in accordance with Council's Investment Policy; or*
  - transfers between Accounts for accounting purposes.*
- 4. Cash Floats may be established with the authority of the Chief Executive Officer.*

*Adopted: 19 January 2005*

*Reviewed/Amended: 21 April 2010*

The proposed new policy includes a system of primary and secondary signatories, with all payments to be endorsed by at least one primary signatory. The policy will also cover signatories for all investment accounts. **The new policy is detailed below:**



## Shire of Pingelly 5.2 Bank Account Signatories and Payments

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Community Services
<b>Date of Approval:</b>	18 March 2015

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### OBJECTIVES

To designate a hierarchy of signatories for Shire bank and investment accounts.

### POLICY

The Shire of Pingelly shall maintain the following bank accounts:

- (a) Municipal Account
- (b) Trust Account
- (c) Reserve Account
- (d) Investment accounts – where surplus funds and reserves are being held

All transactions are to be authorised by two signatures, with at least one signatory being from an Authorised Primary Signatory. This includes payments by cheque, electronic funds transfer, transfers between accounts, payroll payments and investment of surplus and reserve funds.

Where an officer has been involved in the preparation of a payment batch, the payment will be approved by two other signatories.

Authorised and Secondary Signatories.

1. Authorised Primary signatories are the Chief Executive Officer, the Executive Manager Corporate Community Services, the Executive Manager Engineering Development Services and the Shire President.
2. Authorised Secondary signatories are the Senior Finance Officer, the Finance Officer, and the Deputy Shire President.

The Bank Account Signatory and Payment Policy will be reviewed at least annually and revised in the event of legislative changes.

### Consultation:

Chief Executive Officer  
AMD Chartered Accountants

### Statutory Environment:

#### LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 11

##### 11 . Payments, procedures for making etc.

**(117)** A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —

- (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and

- (b) petty cash systems.
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
- (a) subject to subregulation (4), are not to be made in cash; and
  - (b) are to be made in a manner which allows identification of —
    - (117) the method of payment; and
    - (ii) the authority for the payment; and
    - (iii) the identity of the person who authorised the payment.
- (4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.
- [Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]*

**Policy Implications:**

Policy 5.1 Bank Account Signatories and Payments  
Policy 2.1 Policy Manual

**Financial Implications:**

Nil

**Strategic Implications:**

Shire of Pingelly Strategic Community Plan

Strategy 4.5.1: Provide a full range of financial services to support Shire's operations and to meet planning, reporting and accountability requirements

**Voting Requirements:**

Absolute Majority

**11761 Moved: Cr Steel**

**Seconded: Cr Marshall**

**Recommendation:**

**That Council adopt the revised Policy 5.1 Bank Account Signatories and Payments**

**Amendment:**

**11762 Moved: Cr Freebairn**

**Seconded: Cr Mulrone**

**That the policy be changed to include the wording:**

- authorised and primary signatories are the Chief Executive Officer, the Executive Manager Corporate Community Services, the Executive Manager Engineering Development Services and the Shire President.
- authorised secondary signatories are the Senior Finance Officer, the Finance Officer and all Councillors with the exception of the Shire President who is a primary signatory.

Carried 6/0

**COUNCIL DECISION:**

The Presiding Person put the amended motion:

**That Council adopt the revised Policy 5.1 Bank Account Signatories and Payments with the below wording included:**

- authorised and primary signatories are the Chief Executive Officer, the Executive Manager Corporate Community Services, the Executive Manager Engineering Development Services and the Shire President.
- authorised secondary signatories are the Senior Finance Officer, the Finance Officer and all Councillors with the exception of the Shire President who is a primary signatory.

Carried 6/0

### **11.3.3 Investment Policy**

**File Reference:** 00121  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Samantha Appleton, Executive Manager Corporate Community Services  
**Date:** 9 March 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** N/A

#### **Summary:**

Council to adopt revised investment policy.

#### **Background:**

A review of the Shire of Pingelly's Investment Policy was required in the Audit Management Report as detailed below:

#### **1. INVESTMENT POLICY**

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

We noted the Shire of Pingelly investment policy was last reviewed on the 21 April 2010. The policy is very limited in guidance and does not specifically make reference to legislative requirements including the terms for which funds can be invested.

#### Implication

Risk of non-compliance with Local Government (Financial Management) Regulations 1996.

#### Recommendation

We recommend Council's investment policy be updated to reflect and consider items such as the nature of investments, where investments are to be made (financial institution rating should be noted) and the minimum and maximum term of investments as stated within Regulation 19C of the Local Government (Financial Management) Regulations 1996.

#### Management Comment

A full review of policies will be carried out early in 2015. The comments of the auditor and relevant legislation will be considered when determining the content of the policy.

#### **Comment:**

The current investment policy was last revised in April 2010. **The previous policy is detailed below:**

### **5.2 Investment of Surplus Funds**

*The Chief Executive Officer may invest monies held in any Shire of Pingelly Fund not required for immediate use, by fixed deposit or other short-term authorised Trustee investments, provided that sufficient working funds are retained for operating expenses during the term of investment.*

1. *A summary of investments is to be presented to each Ordinary meeting of Council.*
2. *Investments to be with recognised trustees who invest in AAA – BBB institutions.*



*All investments are to comply with the following:*

- *Local Government Act 1995 — Section 6.14;*
- *Local Government (Financial Management) Regulations 1996 Regulation 19, Regulation 28 & 49*
- *Trustees Act 1962 — Part III Investments;*
- *Australian Accounting Standards*

In order to comply with the requirements of relevant legislation, **the new policy is outlined below:**



## Shire of Pingelly 5.2 Investment of Surplus Funds

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Community Services
<b>Date of Approval:</b>	18 March 2015

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### OBJECTIVES

1. To provide compliance with:
  - Local Government 1995 – Section 6.14
  - Trustees Act 1962 Part III Investments
  - Local Government (Financial Management) Regulations – Regs 19, 28 and 49
  - Australian Accounting Standards

### POLICY INTENTION

To invest the Shire of Pingelly's surplus funds with consideration of risk and the most favourable rate of interest available to it at the time for that investment type, while ensuring that Council's liquidity requirements are met.

### POLICY

While exercising the power to invest, consideration is to be given to preservation of capital, liquidity, and the return on investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

In accordance with the Trustees' Act 1962 all surplus funds will be invested in accordance with the prudent person rule.

The main features of the prudent person rule include:

- Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.
- A duty to invest funds in investments that are not speculative or hazardous.

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995. The CEO may in turn delegate the day to day management of Council's investments to the Executive Manager Corporate Community Services subject to regular reviews.

As per the Local Government (Financial Management) Regulations 1996, Regulation 19C, any investment placed shall be subject to the following restrictions:

- A deposit can only be placed with an authorised institution as defined in the Banking Act 1959 (commonwealth) section 5 or with the Western Australian Treasury Corporation.
- A deposit cannot be placed for a fixed term of greater than 12 months.
- Any bonds must be guaranteed by a Commonwealth, State or Territory government and may not be placed with a term to maturity of more than 3 years.
- Council may not invest in foreign currency.

A report on current investments under this Policy is to be presented to each ordinary meeting of the Shire of Pingelly.

Documentary evidence is to be kept for each investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the General Ledger.

The investment policy will be reviewed at least annually and revised in the event of legislative changes.

**Consultation:**

Shire of Murray Policy Manual  
AMD Chartered Accountants

**Statutory Environment:**

Local Government Act 1995 — Section 6.14;  
Local Government (Financial Management) Regulations 1996 Regulation 19, Regulation 28 & 49  
Trustees Act 1962 — Part III Investments;  
Australian Accounting Standards

**Policy Implications:**

Policy 5.2 Investment of Surplus Funds  
Policy 2.1 Policy Manual

**Financial Implications:**

Better management and control of surplus funds

**Strategic Implications:**

Shire of Pingelly Strategic Community Plan

Strategy 4.5.1: Provide a full range of financial services to support Shire's operations and to meet planning, reporting and accountability requirements.

**Voting Requirements:**

Absolute Majority

**11763 - Moved: Cr Mulroney**

**Seconded: Cr Marshall**

**Recommendation:**

**That Council adopt the revised Policy 5.2 investment of Surplus Funds**

**11764 - Moved: Cr Mulroney Seconded: Cr Morton**

**Council Decision:**

**To lay the item on the table to allow for clarification of what 'surplus funds' are and to reword other parts of the policy.**

Carried 6/0

### **11.3.4 Council Delegates to Committees**

**File Reference:** 000000  
**Location:** Shire of Pingelly  
**Applicant:** Shire of Pingelly  
**Author:** Samantha Appleton, Executive Manager Corporate  
Community Services  
**Date:** 9 March 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** N/A

#### **Summary:**

Council to consider 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
  
- Collaborative Planning Committee  
**Charter:** To advise the Council on all matters related to possible activities with neighbouring Shires including shared services initiatives with Beverley and Brookton.

Current committees and their members/delegates are detailed below:

- Audit Committee Full Council
- Sports & Recreation Committee Cr Morton  
Cr Marshall  
Cr Lange  
Cr Jetta
- Bushfire Advisory Committee Cr Packer  
Cr Freebairn
- Medical Issues Committee Cr Freebairn  
Cr Steel  
Cr Lange  
Cr Morton
- CEO Performance Review Committee Cr Lange  
Cr Marshall  
Cr Packer
- Aged Care Committee Cr Lange  
Cr Morton  
Cr Freebairn  
Cr Steel
- Collaborative Planning Committee Cr Lange  
Cr Marshall  
Cr Freebairn  
Cr Steel

Council has previously appointed Delegates to the following external committees:

- Central Country Zone of WALGA Cr Lange  
Cr Marshall  
Cr Freebairn (Deputy)
- Hotham-Dale Regional Road Sub-Group Cr Lange  
Cr Marshall  
Cr Mulroney (Deputy)
- Pingelly Development Association Cr Jetta  
Cr Morton
- Pingelly Cottage Homes Committee Cr Freebairn
- Pingelly Community Resource Centre Inc Cr Mulroney
- Development Assessment Panel Cr Lange  
Cr Mulroney  
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  
Emergency Management Committee  
Cr Lange  
Cr Morton  
Cr Freebairn  
Cr Packer
  
- Aged Care Planning Sub-Regional Group (BBP)  
Cr Lange  
Cr Steel  
Cr Freebairn  
Cr Morton
  
- Small Business Advisory Group  
Cr Steel
- Central Country Zone of WALGA – Great  
Southern Emergency Management Committee  
Cr Mulroney
  
- Health MOU  
Cr Lange
  
- Youth Focus Group  
Cr Jetta  
Cr Morton

**Comment:**

With the recent resignation of Cr Packer from Council, it is considered to be an opportune time to review delegations to external committees. It is appropriate that deputies be appointed for all delegates.

It is further suggested that the Collaborative Planning Committee formed after the October 2013 election be disbanded. There have been no meetings of the group since it formed and it would appear that much of the work that the group was formed to do is being done outside of that particular committee structure.

**Consultation:**

CEO

**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 members and general deputies be appointed for:**

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

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

- **Central Country Zone of WALGA** **Delegate – President**  
**Delegate - Deputy**  
**Deputy – Cr Freebairn (Deputy)**

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

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

**Recommendation 2:**

**That the Collaborative Planning Committee of the Shire of Pingelly be disbanded.**

**11765 - Moved: Cr Freebairn      Seconded: Cr Morton**

Carried: 6:0

**Adjournment**

**11766 - Moved Cr Mulroney    Seconded Cr Morton:**

**That the meeting be adjourned for 15 minutes from 4.01pm.**

Carried 6/0

4.18pm – The meeting reconvened with all those being present before the adjournment returning to the meeting.

### **11.3.5 Recordkeeping Plan**

**File Reference:** 00260  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Samantha Appleton, Executive Manager Corporate Community Services  
**Date:** 9 March 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Record Keeping Plan – Attachment 3 under separate cover (green heading sheet)  
**Previous Reference:** N/A

#### **Summary:**

Council to adopt a revised Recordkeeping Plan

#### **Background:**

The Shire of Pingelly last adopted a Recordkeeping Plan in 2004. A review of the plan done in 2014 revealed that the plan did not reflect current practices of the Shire of Pingelly or the requirements of the State Records Act 2000.

#### **Comment:**

The purpose of a Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Pingelly and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the Recordkeeping program within the organisation's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the State Records Act 2000 and the implementation of best practice recordkeeping within the organisation.

A revised Recordkeeping Plan has been prepared. The plan incorporates current practice and is based on the template supplied by the State Records Office. The process of completing the plan has identified some shortcomings that will need to be addressed in the future, including the production of a Records Disaster Recovery Plan, which will be addressed over the next year.

#### **Consultation:**

Amanda Casselton – State Records Office  
Chief Executive Officer

#### **Statutory Environment:**

##### **STATE RECORDS ACT 2000**

##### **SECT 19. Government organizations to have plans**

Every government organization must have a record keeping plan that has been approved by the Commission under section 23.

##### **SECT 28. Review of plans**

- (1) A government organization may review its record keeping plan at any time.
- (2) A government organization must review its record keeping plan whenever there is any significant change to the organization's functions.
- (3) The Commission may require a government organization, other than a Schedule 3 organization, to review its record keeping plan.
- (4) The relevant Minister may require a Schedule 3 organization to review its record keeping plan.
- (5) Not more than 5 years is to elapse between the approval of a government organization's record keeping plan and a review of it or between one review and another.

- (6) When a government organization, other than the Commission or a Schedule 3 organization, has reviewed its record keeping plan it must submit a report of the review to the Commission.
- (7) When a Schedule 3 organization has reviewed its record keeping plan it must submit a report of the review to its relevant Minister.

**Policy Implications:**

Shire of Pingelly Policy Manual  
Policy 9.1 – Management of Council Records

**Financial Implications:**

Nil

**Strategic Implications:**

Shire of Pingelly Strategic Community Plan

Strategy 4.3.3: Ensure effective integration and management of information and communication technology systems

Strategy 4.5.4: Ensure Shire's administration and records systems are managed effectively and efficiently

**Voting Requirements:**

Simple Majority

**11767 - Moved: Cr Mulroney      Seconded: Cr Morton**

**Recommendation:**

**That the revised recordkeeping plan for the Shire of Pingelly be adopted.**

Carried 6:0

**11.3.6 Pingelly Railway Station**

This item has already been considered as it was moved to the first item on the agenda.

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

### **12.1 VACANT ELECTED MEMBERS POSITION**

**File Reference:** 00000  
**Location:** Shire of Pingelly  
**Applicant:** Gavin Pollock, Chief Executive Officer  
**Author:** Gavin Pollock, Chief Executive Officer  
**Date:** 6 March 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** N/A

#### **Summary:**

Following the resignation of Cr Packer that Council to seek approval from the Electoral Commissioner to hold the elected member position vacate until the October 2015 Council Elections.

#### **Background:**

On 18 February 2015 Cr Scott Packer forwarded an email of resignation to the Chief Executive Officer for the attention of the Shire President. Cr Packer's resignation was tabled and read out by the Shire President at the Ordinary Meeting of Council held on the 18 February 2015. Cr Packer's resignation was effective immediately and the Councillors thanked Cr Packer for his efforts and contributions to Council and the Community as well as wishing him and his family well.

#### **Comment:**

Council need to pass a resolution to apply to the Electoral Commissioner to hold an elected members position vacate until the October 2015 Council Elections.

Cr Packer's resignation was due to selling the family farm and relocation out of the district.

**Consultation:** Shire President - Cr Lange, Executive Manager Corporate Community Services – Samantha Appleton, Department of Local Government Regulation and Support – Heather Wilkinson.

#### **Statutory Environment:**

Section 4.16 (4) of the Local Government Act 1995 provides that:

Postponement of elections to allow consolidation

- (4) *If a member's office becomes vacant under section 2.32 —*
- (a) *after the third Saturday in January in an election year; but*
  - (b) *before the third Saturday in July in that election year,*

*the council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy.*



Section 4.17 (2) of the Local Government Act 1995 provides that:

Cases in which vacant offices can remain unfilled

- (2) If a member's office becomes vacant under section 2.32 —
- (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but
  - (b) before the third Saturday in July in that election year,

the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

**Policy Implications:**

Nil

**Financial Implications:**

2014/15 Budget will have a surplus in elected member's fees due to one elected member position being vacant.

**Strategic Implications:**

The Council will be operation with one less Councillor.

**Voting Requirements:**

Majority

**11768 - Moved: Cr Marshall**

**Seconded: Cr Mulroney**

**Recommendation:**

**That Council Approve the Chief Executive Officer to seek approval from the Electoral Commissioner to allow Council to function with a vacancy until the ordinary Council election scheduled for the 17 October 2015.**

Carried 6:0

**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 declared the meeting closed at 4.18 pm.

These minutes were confirmed by Council at the Ordinary Meeting held on 15 April 2015.

Signed.....  
Presiding Person at the meeting at which the minutes were confirmed.