



Shire of Pingelly

Attachments

Ordinary Council Meeting
21 September 2016

Attachment 1

14.3 Sale of 2 Paragon Street, Pingelly

**Local Government Act 1995 Section 3.58
Advertised Public Notice
Letter of Offer**

3.58. Disposing of property

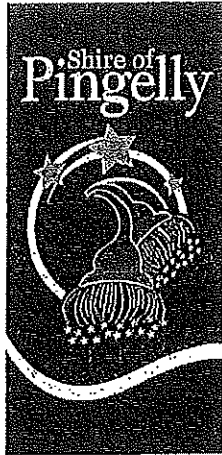
- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
 - (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or

- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

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

3.59. — Commercial enterprises by local governments

~~(1) In this section —~~



PUBLIC NOTICE

DISPOSAL OF PROPERTY: 2 PARAGON STREET, PINGELLY

The Shire of Pingelly (Shire),
under the Local Government Act 1995 Section 3.58 (Act),
hereby gives Notice of the intention to dispose of this property.

DESCRIPTION OF PROPERTY

The subject property, known as the Landmark building, is located on Lot 853 on Deposited Plan 187112 Volume 3137 Folio 451.

It is a Mixed Use corner allotment with a site area of 5,549 sqm. The site is a regular shape with level topography and a gravel hard stand. The property comprises a modern steel framed metal deck clad factory / warehouse that has a building area of 436 sqm and incorporates two units divided by an internal metal deck wall.

The front unit has an area of 218sqm and has a vehicle access via two sided commercial grade Rolla doors, reinforced concrete floors, internal incandescent gas lamps, side pedestrian door, and a truss height that rises from 7 to 8.5m. A rear toilet has a single stainless steel hand basin and a WC. The rear unit has the same specification as the front unit but also has an external emergency shower.

The site has a perimeter fence of steel post Cyclone wire with three barb and vehicle gates.

OTHER CONCERNED PARTIES

Noel Shepherd and Tasha Shepherd, under their legal entity of N & T Shepherd Nominees Pty Ltd, ACN 45 127 103 904, currently lease this property from the Shire.

MARKET VALUATION

As required by the Act, the Shire has obtained a Market Valuation of \$240,000.00 (ex GST).

PROPOSED DISPOSITION

The Shire proposes to transfer the ownership of this property from the Shire of Pingelly to N & T Shepherd Nominees Pty Ltd for the consideration of \$243,000.00 (ex GST).

INVITATION OF SUBMISSIONS

The Shire of Pingelly invites submissions with regard to this Public Notice and the intention to dispose of this property. **No submissions will be accepted after 7th September 2016.**

For further information, please contact Craig McLennan, Project Manager on pm@pingelly.wa.gov.au or on 0438 907 071. Alternatively, contact the Shire at 17 Queen St Pingelly or by phone on (08) 9887 1066.

Gavin Pollock
CHIEF EXECUTIVE OFFICER

Position Vacant

Gilmac Pty Ltd is Australia's premier exporter of hay and straw products to the beef and dairy industries in Japan and other Asian markets. Gilmac leads the market and currently account for more than one quarter of Australian hay and straw exports. We seek to fill the following position at our new export production facility, located 6Kms east of the Wagin town site.

LOADER/MOBILE PLANT OPERATOR

To be considered for this roll you will require the following:

- Current WA drivers license.
- Suitably experienced in operating mobile plant and equipment.
- Ability to complete required documentation in a timely manner.
- Posses a mechanical aptitude and undertake basic maintenance tasks.
- Sound communication skills.
- High level of effective time management.
- Good interpersonal skills.
- Be motivated, reliable and enthusiastic.
- Have a willingness to learn and absorb new information and skills.
- Be Safety conscious.
- Available to work shift work as required.
- Have the ability to work in a team environment.
- Able to handle a multi-task environment.
- Pass a pre-employment medical, including drug screening.

As the successful applicant, you will be provided with full on the job training as required. Your role will focus on producing a quality product whilst safely meeting production and maintenance targets. Interested persons are encouraged to apply.

Applications to:

Site Manager
Gilmac Pty Ltd, PO Box 302, Wagin, WA 6315
Email: garry.tapper@gilmac.com.au
Closing date for applications:
Monday 12th September 2016

For all your Classified Advertising
Phone 6332 1141



Position Vacant

Gilmac Pty Ltd is Australia's largest exporter of hay and straw products to the beef and dairy industries in Japan and other Asian markets. Various positions are now available for operators at our new production facility, located 6Kms east of the Wagin town site. We seek to fill the following roles.

MOBILE PLANT-LEAD OPERATOR

To be considered for these rolls you will require the following:

- Possess a current Australian driver's license
- Have a demonstrated mechanical aptitude
- Participate in planned and unplanned maintenance
- Availability to work 12 hr rotating shifts.
- Motivated, reliable and enthusiastic.
- Willingness to learn, absorb and apply new information and skills.
- Be part of a safety conscious team.
- Ability to work in a team environment.
- Ability to handle a multi-task environment.
- Pass a pre-employment medical, including drug and alcohol screening.
- The successful applicants will be provided with full on the job training. Your role will focus on producing a quality product whilst safely meeting production and maintenance targets.

Interested persons are encouraged to apply.

Applications to:

Site Manager
Gilmac Pty Ltd, PO Box 302, Wagin, WA
Email: garry.tapper@gilmac.com.au
Closing date for applications: Friday 25th September 2015

A unique opportunity for a trainee technician to join our Narrogin operations team.

The successful candidate will have strong technical orientation coupled with the enthusiasm and drive to develop a career in the converging ITC environment. This is an entry level position for a young or young at heart, forward thinking individual looking to join an organisation with a commitment to providing the training and development support required for you to build your technical skills quickly and correctly. However if you have experience in the copier industry please apply.

The successful applicant will:

- Be a willing team player
- Be punctual and reliable
- Have a current drivers license
- Have a police clearance
- Be well presented
- Be able to perform physical work as and when required
- Have an understanding that customer service is key to what we do every day

Written applications are to be emailed to support@bestoffice.com.au on or before 11.9.2016

*NARROGIN OPERATOR
1 Sept 2016*

SPEARWOOD

WOOLBUYER / STOREMAN NARROGIN AREA

Store Provided
Remuneration based on experience
contact andrew@svw.net.au

Make your classified advert stand out - choose a colour background for maximum effect.

For all your Classified Advertising
Phone 6332 1141

Public Notices



PUBLIC NOTICE

**DISPOSAL OF PROPERTY:
2 PARAGON STREET, PINGELLY**

The Shire of Pingelly (Shire), under the Local Government Act 1995 Section 3.58 (Act), hereby gives Notice of the intention to dispose of this property.

DESCRIPTION OF PROPERTY

The subject property, known as the Landmark building, is located on Lot 853 on Deposited Plan 187112 Volume 3137 Folio 451.

It is a Mixed Use corner allotment with a site area of 5,549 sqm. The site is a regular shape with level topography and a gravel hard stand. The property comprises a modern steel framed metal deck clad factory / warehouse that has a building area of 436 sqm and incorporates two units divided by an internal metal deck wall.

The site has a perimeter fence of steel post Cyclone wire with three barb and vehicle gates.

OTHER CONCERNED PARTIES

Noel Shepherd and Tasha Shepherd; under their legal entity of N & T Shepherd Nominees Pty Ltd, ACN 45 127 103 904, currently lease this property from the Shire.

MARKET VALUATION

As required by the Act, the Shire has obtained a Market Valuation of \$240,000.00 (ex GST).

PROPOSED DISPOSITION

The Shire proposes to transfer the ownership of this property from the Shire of Pingelly to N & T Shepherd Nominees Pty Ltd for the consideration of \$243,000.00 (ex GST).

INVITATION OF SUBMISSIONS

The Shire of Pingelly invites submissions with regard to this Public Notice and the intention to dispose of this property. **No submissions will be accepted after 7th September 2016.**

For further information, please contact Craig McLennan, Project Manager on pm@pingelly.wa.gov.au or on 0438 907 071. Alternatively, contact the Shire at 17 Queen St Pingelly or by phone on (08) 9887 1066.

Gavin Pollock
CHIEF EXECUTIVE OFFICER

Retirement calls for Narrogin's "Mr Gas"

Anyone who has ever had gas delivered in and around Narrogin over the past 45 years will know the name Howard O'Neil. Howard has been Narrogin's MR GAS since the early 1970's where he has worked with Lester Nottle & WesFarmers, Landmark and Ballards of Narrogin. This week sees Howard finally put the last empty bottle back on the ramp and drive off into retirement. On behalf of all of your thousands of loyal customers and your past employers Howard, we would like to say a truly heartfelt THANK YOU for all you have done & achieved throughout this time and for all the hot showers & cooked dinners you've been able to provide!

We wish you and Sandra all the best in your retirement and know that its well earned and thoroughly deserved.

Ballards of Narrogin will continue to deliver gas daily so please call us on 9887 6000 to place your order.



For all your Classified Advertising
Phone 08 6332 1141

Katanning Leisure Ctr - 07/09
Northam Health Serv. - 09/09

Cockram are interested to engage local companies for the Northam and Katanning projects. In addition, we have recently been awarded the Katanning Health Service project, please contact us for more information.

E: tendersWA@cockram.com
Tender docs via EstimateOne

TENDER: Photographer
Narrogin Senior High School is seeking a photographer for the Year 12 Presentation Evening on Friday 21 October 2016, from 5pm to 10pm.

Submissions in writing by 5pm 16 September 2016 via email or post to:

Peter Trefort
Manager Corporate Services
PMB 2
NARROGIN WA 6312
or peter.trefort@education.wa.edu.au

For further information or enquiries please contact Peter Trefort on 9881 9300.

For all your Classified Advertising
Phone 6332 1141

Public Notices

Spring into Summer
Be the best version of you
Lose 5-35kg
30 Day Money Back Guarantee
Full Support and Coaching
Call/Text Tania
0427 196 899

FINAL CLOSURE AGM and last meeting. Narrogin and District Horticultural Society, September 6th 2pm at Mike and Vicky's Nursery/Cafe the motion to be put to the meeting is that the society be wound up.

NARROGIN Racing AGM Sunday 18/9/16 at 2pm In Clubrooms on course. Members are invited to submit any business for consideration by 12/9/16. Invite nominees for election to Committee. All welcome

TARWONGA Sport & Rec Assoc AGM Wednesday 21st Sept 2016, 8pm at Tarwonga Hall. Enquiries to Gil Medlen 9885 8077 Cliff Hall 9885 8013.

THE AGM of the NGN Menshed will be held Thursday 15th of Sept at 9:30am at the shed, Clayton Rd Narrogin.

PINGELLY TRADING CO

ABN 13 796 891 983

SHIRE OF PINGELLY

FILE A7634

DATE 25 JUL 2016

Officer CEO/PM

Copy to

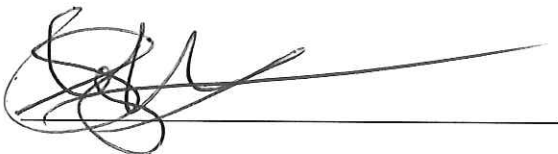
Attn Gavin Pollock, Shire of Pingelly,

N&T Shepherd Investments Pty Ltd (ACN 167 541 871) wish to place an offer / expression of interest of \$243,000 EX GST on lot 853 on Plan 187112 (attached), 02 Paragon St, Pingelly, under the following conditions:

1. Subject to financial approval.
2. Property to be free of any mortgages, caveats, incumbrances or contamination.
3. Clarification of easement to watercorp for sewerage. (Fig 1)
4. Settlement period of 30 Days from acceptance of offer.
5. Contract to be prepared using REIWA offer and acceptance form with accompanying terms and conditions or using a lawyer prepared contract.

Regards

Noel Shepherd



Attachment 2

15.1 Monthly Statement of Financial Activity

**Monthly Statements of Financial Activity for the period 1 July
2016 to 31 July 2016**



SHIRE OF PINGELLY

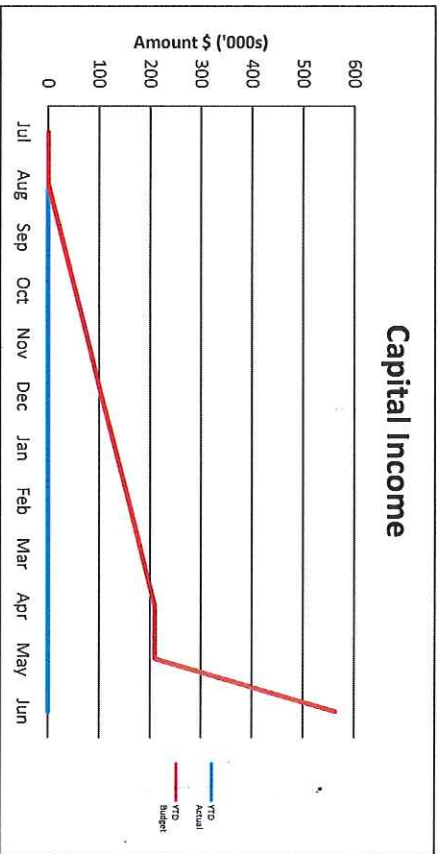
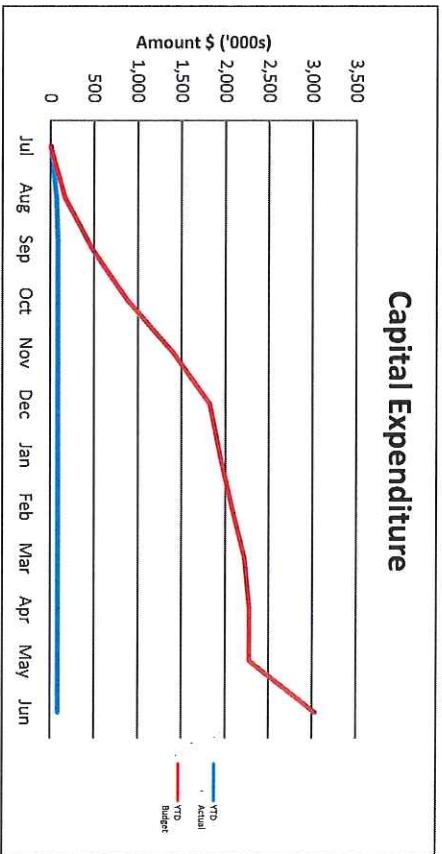
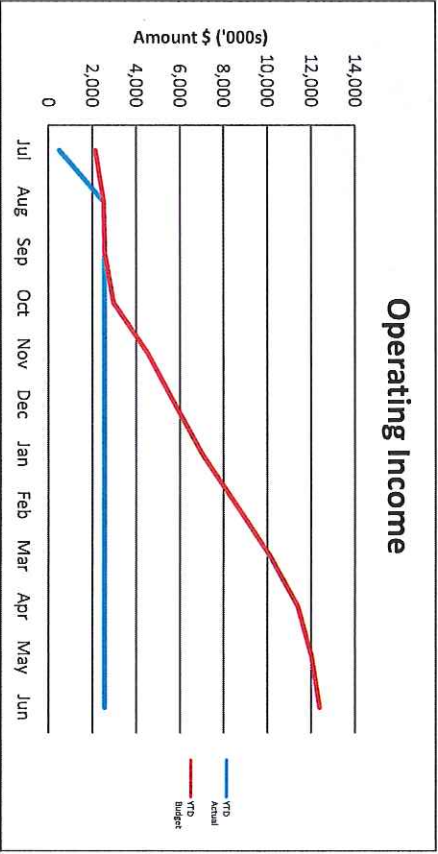
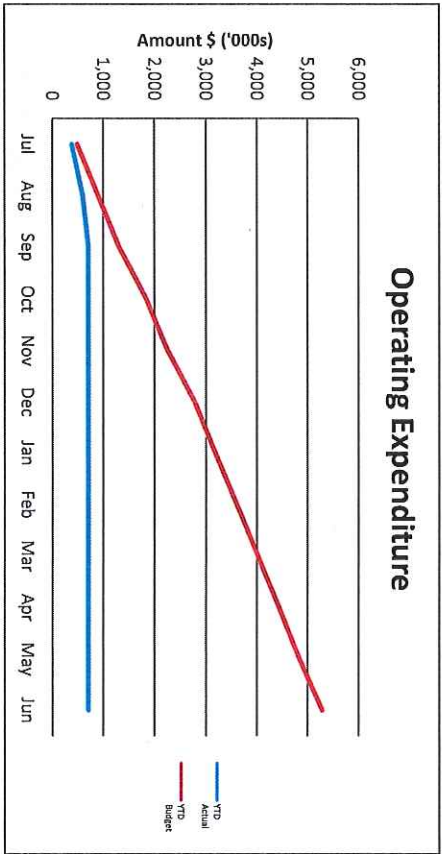
MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

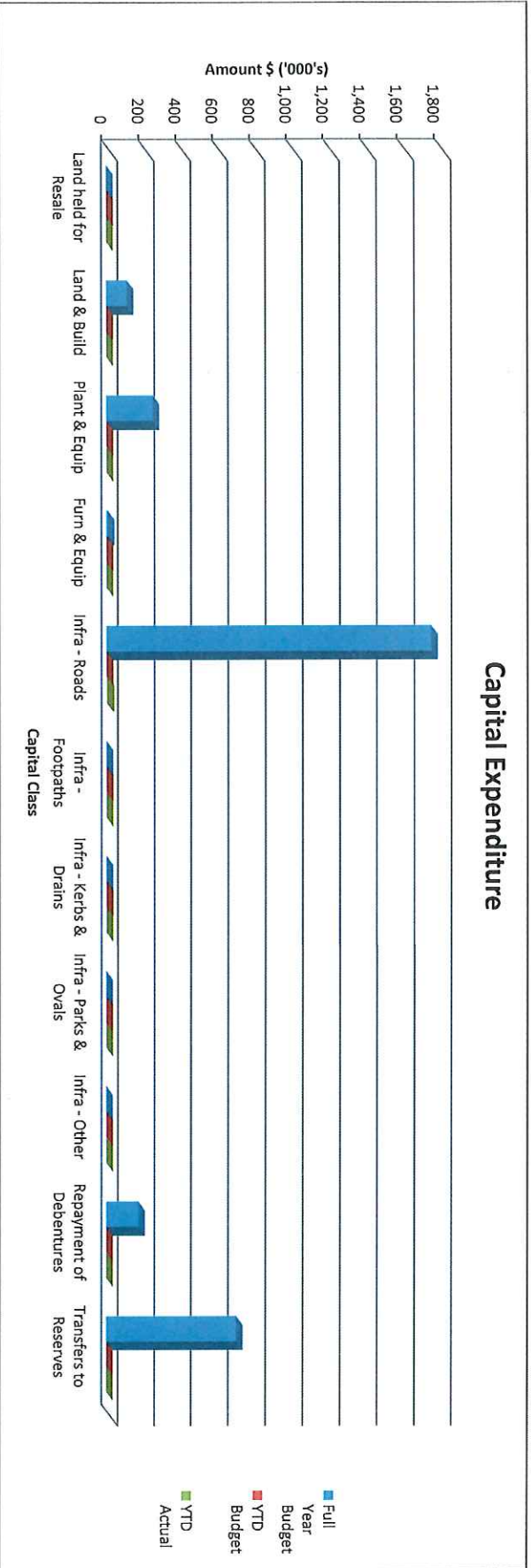
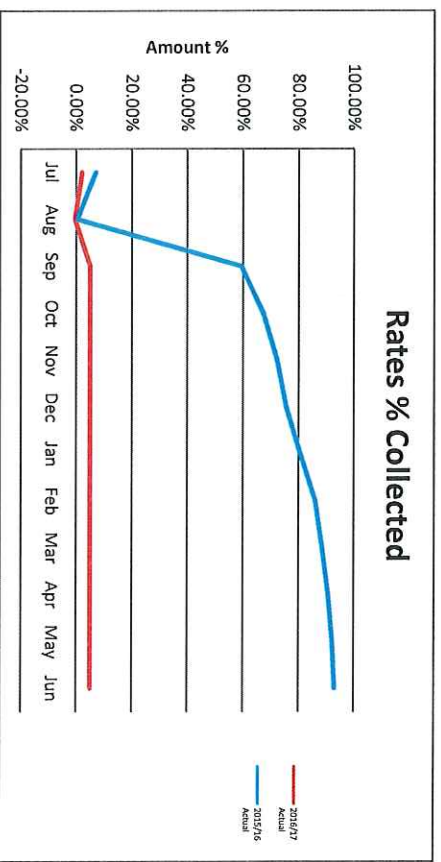
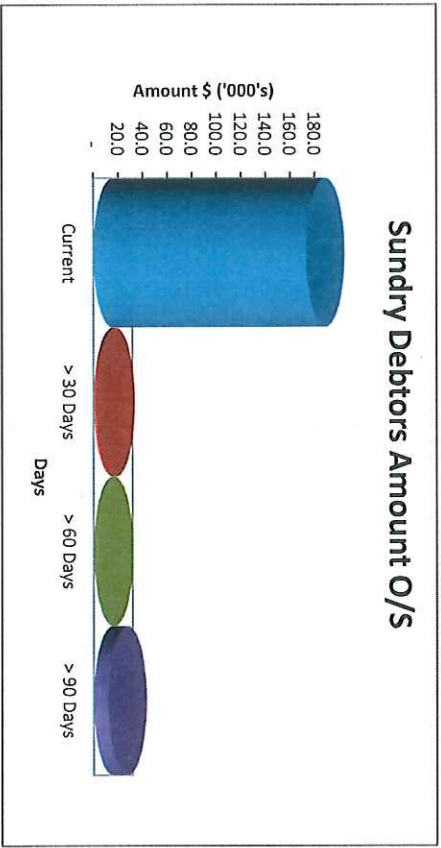
TABLE OF CONTENTS

	Page
Graphical Analysis	1 to 2
Report Balancing Integrity	3
Statement of Financial Activity	4
Report on Significant Variances	5
Notes to and Forming Part of the Statement	
1 Acquisition of Assets	6 to 7
2 Disposal of Assets	8
3 Information on Borrowings	9
4 Reserves	10 to 11
5 Net Current Assets	12
6 Rating Information	13
7 Trust Funds	14
8 Operating Statement	15
9 Statement of Financial Position	16
10 Financial Ratios	17
Restricted Funds Summary	18

Income and Expenditure Graphs to 31 July 2016



Other Graphs to 31 July 2016



SHIRE OF PINGELLY

Summary of Balancing Contained Within The Monthly Reports

	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	July 2016 Y-T-D Budget \$	July 2016 Actual \$
Finance Statement				
<u>Balancing to Rating Note</u>				
Rates Balance per Finance Statement	1,864,909	1,864,908	1,864,748	0
Balance per Note 6 (Rating Information)	1,864,908	1,864,908	1,864,748	0
Variance	1	0	0	0
<u>Balancing of Closing Position</u>				
Closing Balance per Finance Statement	0	(1)	2,244,019	487,344
Closing Balance per General Fund Summary	(1)	(1)	2,244,019	487,346
Variance	1	0	0	(2)
<u>Balancing of Operating Income</u>				
Operating Income per Finance Statement	12,381,717	12,381,717	2,128,440	477,933
Operating Income per General Fund Summary	12,381,717	12,381,717	2,128,440	477,933
Variance	0	0	0	0
<u>Balancing of Operating Expenditure</u>				
Operating Expense per Finance Statement	(5,280,008)	(5,280,008)	(484,436)	(383,553)
Operating Expense per General Fund Summary	(5,280,008)	(5,280,008)	(484,436)	(383,553)
Variance	0	0	0	0
<u>Balancing of Capital Income</u>				
Capital Income per Finance Statement	932,940	932,940	0	0
Capital Income per General Fund Summary	932,940	932,940	0	0
Variance	0	0	0	0
<u>Balancing of Capital Expenditure</u>				
Capital Expense per Finance Statement	(12,865,426)	(12,865,426)	(1,623)	(32,843)
Capital Expense per General Fund Summary	(12,865,426)	(12,865,426)	(1,623)	(32,843)
Variance	0	0	0	0

SHIRE OF PINGELLY

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

	NOTE	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	July 2016 Y-T-D Budget \$	July 2016 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
Operating								
Revenues/Sources								
Governance		93,800	93,800	7,789	4,382	(3,407)	(43.74%)	
General Purpose Funding		1,285,537	1,285,537	11,450	1,976	(9,474)	(82.74%)	▼
Law, Order, Public Safety		102,122	102,122	1,060	44	(1,016)	(95.85%)	
Health		11,700	11,700	974	0	(974)	(100.00%)	
Education and Welfare		1,328,174	1,328,174	166	0	(166)	(100.00%)	
Housing		0	0	0	0	0	0.00%	
Community Amenities		174,400	174,400	149,006	1,718	(147,288)	(98.85%)	▼
Recreation and Culture		5,512,030	5,512,030	3,361	21,809	18,448	548.88%	▲
Transport		1,656,871	1,656,871	80,794	442,741	361,947	447.99%	▲
Economic Services		293,675	293,675	4,221	2,202	(2,019)	(47.83%)	
Other Property and Services		58,500	58,500	4,871	3,061	(1,810)	(37.16%)	
		<u>10,516,809</u>	<u>10,516,809</u>	<u>263,692</u>	<u>477,933</u>	<u>214,241</u>	<u>81.25%</u>	
(Expenses)/(Applications)								
Governance		(682,916)	(682,916)	(70,377)	(58,117)	12,260	17.42%	▼
General Purpose Funding		(150,901)	(150,901)	(12,307)	(13,322)	(1,015)	(8.25%)	
Law, Order, Public Safety		(257,691)	(257,691)	(22,370)	(25,276)	(2,906)	(12.99%)	
Health		(128,846)	(128,846)	(11,202)	(4,221)	6,981	62.32%	▼
Education and Welfare		(49,134)	(49,134)	(3,700)	(5,198)	(1,498)	(40.49%)	
Housing		0	0	0	0	0	0.00%	
Community Amenities		(422,643)	(422,643)	(29,262)	(32,701)	(3,439)	(11.75%)	
Recreation & Culture		(1,031,095)	(1,031,095)	(82,132)	(122,267)	(40,135)	(48.87%)	▲
Transport		(2,274,833)	(2,274,833)	(198,667)	(90,941)	107,726	54.22%	▼
Economic Services		(262,790)	(262,790)	(20,103)	(15,022)	5,081	25.27%	▼
Other Property and Services		(19,159)	(19,159)	(34,316)	(16,488)	17,828	52%	▼
		<u>(5,280,008)</u>	<u>(5,280,008)</u>	<u>(484,436)</u>	<u>(383,553)</u>	<u>100,883</u>	<u>(20.82%)</u>	
Net Operating Result Excluding Rates		5,236,801	5,236,801	(220,744)	94,380	315,124	(142.76%)	
Adjustments for Non-Cash (Revenue) and Expenditure								
(Profit)/Loss on Asset Disposals	2	(202,200)	(202,200)	0	0	0	0.00%	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%	
Adjustments in Fixed Assets		0	0	0	0	0	0.00%	
Rounding		0	0	0	(1)	(1)	0.00%	
Depreciation on Assets		2,110,000	2,110,000	175,830	0	(175,830)	100.00%	▼
Capital Revenue and (Expenditure)								
Purchase Land Held for Resale	1	0	0	0	0	0	0.00%	
Purchase of Land and Buildings	1	(106,989)	(106,989)	0	0	0	0.00%	
Purchase of Furniture & Equipment	1	(7,989)	(7,989)	0	0	0	0.00%	
Purchase of Plant & Equipment	1	(254,400)	(254,400)	0	(1,065)	(1,065)	0.00%	
Purchase of Infrastructure Assets - Roads	1	(1,752,724)	(1,752,724)	0	(6,564)	(6,564)	0.00%	
Purchase of Infrastructure Assets - Footpaths	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Kerbs & Drains	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Parks & Ovals	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Bridges	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Other	1	(28,280)	(28,280)	0	(86)	(86)	0.00%	
Purchase of WIP Recreation and Culture	1	(8,250,154)	(8,250,154)	0	(17,088)	(17,088)	0.00%	
Purchase of WIP Aged Accommodation	1	(1,585,954)	(1,585,954)	(1,623)	(8,040)			
Proceeds from Disposal of Assets	2	492,000	492,000	0	0	0	0.00%	
Repayment of Debentures	3	(173,181)	(173,181)	0	0	0	0.00%	
Self-Supporting Loan Principal Income		87,940	87,940	0	0	0	0.00%	
Unspent Loans going forward		2,500,000	2,500,000	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	4	(705,755)	(705,755)	0	0	0	0.00%	
Transfers from Restricted Asset (Reserves)	4	353,000	353,000	0	0	0	0.00%	
Transfers to Restricted Assets (Other)		0	0	0	0	0	0.00%	
Transfers from Restricted Asset (Other)		0	0	0	0	0	0.00%	
ADD Net Current Assets July 1 B/Fwd	5	422,976	422,976	425,808	425,808	2,832	0.00%	
Net Current Assets - Unspent Grants		0	0	0	0	0		
LESS Net Current Assets Year to Date	5	0	(1)	2,244,019	487,344	(1,756,675)	78.28%	
Amount Raised from Rates		<u>(1,864,909)</u>	<u>(1,864,908)</u>	<u>(1,864,748)</u>	<u>(0)</u>	<u>1,864,748</u>	<u>(100.00%)</u>	

This statement is to be read in conjunction with the accompanying notes.

Material Variances SymbolAbove Budget Expectations
Below Budget ExpectationsGreater than 10% and \$5,000
Less than 10% and \$5,000▲
▼

SHIRE OF PINGELLY
FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016
Report on Significant variances Greater than 10% and \$5,000

Purpose

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

The Materiality variances adopted by Council are: 10% and \$5,000

REPORTABLE OPERATING REVENUE VARIATIONS

Community Amenities	(147,288)
Domestic Rubbish Charges budgeted in July raised in August - Less than anticipated Timing Difference \$123,000	
Commercial Rubbish Charges budgeted in July raised in August - Less than anticipated Timing Difference \$23,500	
Recreation and Culture	18,448
Other Culture Reimb Insurance Stables Claim income more than budgeted \$1,9620 permanent	
Transport - variance below budget expectations	361,947
Regional Road Group funding received sooner than budget \$361,947.40 Timing difference	

REPORTABLE OPERATING EXPENSE VARIATIONS

Governance	12,260
Members subscriptions higher than YTD budgeted \$12,333 timing difference	
Health	6,981
Other Health Contract health Services \$5,000 less YTD actual than YTD Budget Timing difference.	
Recreation and Culture	(40,135)
Depreciation will be calculated and assets roll over after auditor's report	
Rec Groud Expense Earthworks actuals YTD higher than YTD budget - Timing difference \$42,322	
Transport	107,726
Depreciation will be calculated and assets roll over after auditor's report \$125,916	
Economic Services	5,081
OES Depreciation will be calculated and assets roll over after auditor's report \$3,250.	
Other Property and Services	17,828
Romans 2 subscription paid July \$5,000 YTD Actual higher than YTD Budget timing difference	
Plant Op Costs Insurance costs YTD actual \$14,639 higher than YTD Budget timing difference	

REPORTABLE NON-CASH VARIATIONS

(Profit)/Loss on Asset Disposals	
No disposal for this reporting period YTD timing difference	
Depreciation on Assets	
Depreciation - Lower than anticipated for this reporting period - timing difference	
Waiting to run Depreciation after Revaluation P&E completed Oct 2016 for 2015/16	

REPORTABLE CAPITAL REVENUE VARIATIONS

Purchase of Land Furniture and Plant Equipment	
All Capital Revenue and expenditure are marginally under/over anticipated for this reporting period	
Purchase of Infrastructure Assets	
All Capital purchase under expectation for this reporting period.	
Proceeds from Disposal of Assets	
16 Eliot Street - Not Disposed this Financial Year	
Transfers from Reserve	

SHIRE OF PINGELLY
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

1. ACQUISITION OF ASSETS	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	2016/17 YTD Budget \$	July 2016 Actual \$
The following assets have been acquired during the period under review:				
By Program				
Governance				
<i>Other Governance</i>				
Capex - Air Conditioner - Administration	29,271	29,271	0	0.00
Capex - Phone System	7,989	7,989	0	0.00
Capex - Admin Plant Purchases	97,000	97,000	0	0.00
Law, Order & Public Safety				
<i>Fire Prevention</i>				
Plant Purchase - Weather Stations X 3	0	0	0	566.39
<i>Animal Control</i>				
Capex - Dog/Cat Pound Upgrade	14,000	14,000	0	0.00
Education & Welfare				
<i>Education</i>				
Building Purchase - Education Schedule 8	3,400	3,400	0	0.00
<i>Other Aged & Disabled Services</i>				
Capex - Paaa Development	3,247	3,247	1,623	0.00
Capex - Paaa Project Manager	106,174	106,174	0	8,040.34
Capex - Paaa Architects & Consultants	140,000	140,000	0	0.00
Capex - Paaa Building Construction	804,533	804,533	0	0.00
Capex - Paaa Quantity Surveyor	25,000	25,000	0	0.00
Capex - Paaa Demolition	10,000	10,000	0	0.00
Capex - Paaa Utility Services	200,000	200,000	0	0.00
Capex - Paaa Earth Works	85,000	85,000	0	0.00
Capex - Paaa Carpark & Drainage	50,000	50,000	0	0.00
Capex - Paaa Landscaping Soft & Hard	110,000	110,000	0	0.00
Capex - Paaa Playground	20,000	20,000	0	0.00
Capex - Paaa Opening & Promotion	2,000	2,000	0	0.00
Capex - Paaa Fit Out Furniture	10,000	10,000	0	0.00
Capex - Paaa Site Works	20,000	20,000	0	0.00
Community Amenities				
<i>Sanitation - Household Refuse</i>				
Capex - Waste Transfer Station	8,000	8,000	0	0.00
Recreation and Culture				
<i>Other Recreation & Sport</i>				
Capex - Gardener Vehicle	33,500	33,500	0	0.00
<i>Works in Progress - Recreation Centre</i>				
Capex - Pracc Development	15,336	15,336	0	0.00
Capex - Pracc Project Manager	144,417	144,417	0	10,952.42
Capex - Pracc Architects & Consultants	140,000	140,000	0	250.00
Capex - Praac Building Construction	7,000,000	7,000,000	0	0.00
Capex - Pracc Quantity Surveyor	25,000	25,000	0	0.00
Capex - Pracc Demolition	35,000	35,000	0	5,885.96
Capex - Pracc Utility Services	250,000	250,000	0	0.00
Capex - Pracc Earth Works	27,000	27,000	0	0.00
Capex - Pracc Carpark And Drainage	162,901	162,901	0	0.00
Capex - Pracc Landscaping Soft & Hard	90,000	90,000	0	0.00
Capex - Pracc Playground	45,000	45,000	0	0.00
Capex - Pracc Opening & Promotion	5,500	5,500	0	0.00
Capex - Pracc Fit Out Furniture	310,000	310,000	0	0.00

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

1. ACQUISITION OF ASSETS (Continued)	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	2016/17 YTD Budget \$	July 2016 Actual \$
Transport				
<i>Construction - Roads, Bridges, Depots</i>				
Rural Roads Construction				
Capex - Bridge 1191 - Replace Box	163,000	163,000	0	0.00
Capex - 156 Wickepin Pingelly Rd -	351,200	351,200	0	0.00
Capex - York Williams Rd Reseal &	138,530	138,530	0	5,181.66
Capex - York Williams Rd Drain Maint Slk	193,712	193,712	0	0.00
Capex - 157 Bullaring Road Failure -	16,825	16,825	0	0.00
Capex - 157 Bullaring Road Reseal Slk 23 -	62,190	62,190	0	0.00
Capex - 157 Bullaring Road Slk 26.618	46,600	46,600	0	0.00
Capex - 22 Dwarlaking Rd Culvert	23,530	23,530	0	0.00
North Wandering Road 9.00-13.00 Slk	0	0	0	815.00
Capex - 156 Wickepin Pingelly Rd -	177,759	177,759	0	0.00
Capex - 10 Shaddock Rd Realine &	338,394	338,394	0	0.00
Town Streets Construction				
Capex - Quadrant St Construction	7,000	7,000	0	0.00
Quadrant Street Improvements	0	0	0	283.47
Capex - Reseal Of Railway St - Roads To	14,856	14,856	0	0.00
Capex - Paragon St Road Failure - Roads	11,345	11,345	0	0.00
Shaddick Street Drainage	0	0	0	283.47
Capex - 155 Brown Street Renewal -	163,000	163,000	0	0.00
Capex - 123 Webb St Reseal - Roads To	15,040	15,040	0	0.00
Capex - 87 Paragon Street Reseal - Roads	29,743	29,743	0	0.00
Building Purchase - Schedule 12				
Depot Wash Down Bay	0	0	0	86.22
Capex - Depot Bund Pipe And Fuel Tank	42,318	42,318	0	0.00
Capex - Communications Tower - Depot	8,500	8,500	0	0.00
<i>Road Plant Purchases</i>				
Capex - Purchase Traffic Counters	7,500	7,500	0	0.00
Digital Two Way Radio Network	0	0	0	498.15
Capex - Hitachi Compactor Zv350Pr-De	10,000	10,000	0	0.00
Capex - Water Tank Spray Bar Upgrade	7,000	7,000	0	0.00
Capex - Pt18 Pn437 Mitsubishi Fuso 918	79,400	79,400	0	0.00
Capex - Pt13 Upgrade Truck Tip Tray	5,000	5,000	0	0.00
Capex - P15 Upgrade Loader	5,000	5,000	0	0.00
Capex - Second Hand Forklift	10,000	10,000	0	0.00
Economic Services				
<i>Tourism & Area Promotion</i>				
Capex - Caravan Park Drainage	22,880	22,880	0	0.00
Capex - Museum Historic Collection Aircon	5,400	5,400	0	0.00
<i>Other Economic Services</i>				
Plant Purchase - Schedule 13	0	0	0	0.00
Capex - Purchase Of Land	1,500	1,500	0	0.00
	<u>11,986,490</u>	<u>11,986,490</u>	<u>1,623</u>	<u>32,843.08</u>
By Class				
Land	1,500	1,500	0	0.00
Buildings	105,489	105,489	0	0.00
Furniture & Equipment	7,989	7,989	0	0.00
Plant & Equipment	254,400	254,400	0	1,064.54
Work in Progress - PPE	0	0	0	0.00
Infrastructure - Roads	1,752,724	1,752,724	0	6,563.60
Infrastructure - Footpaths	0	0	0	0.00
Infrastructure - Kerbs & Drains	0	0	0	0.00
Infrastructure - Parks & Ovals	0	0	0	0.00
Infrastructure - Other	28,280	28,280	0	86.22
Works in Progress - Recreation Centre	8,250,154	8,250,154	0	17,088.38
Works in Progress - Aged Care Accommodation	1,585,954	1,585,954	1,623	8,040.34
	<u>11,986,490</u>	<u>11,986,490</u>	<u>1,623</u>	<u>32,843.08</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	July 2016 Actual \$	2016/17 Budget \$	July 2016 Actual \$	2016/17 Budget \$	July 2016 Actual \$
Governance						
1015 - 16 Eliot St	134,850	0.00	107,000	0.00	(27,850)	0.00
10182 - 16 Eliot St (Land)	38,000	0.00	38,000	0.00	0	0.00
5 Webb St	32,000	0.00	20,000	0.00	(12,000)	0.00
PCEO15 - CEO Vehicle	40,000	0.00	30,000	0.00	(10,000)	0.00
PEMCCS01 - DCCS Vehicle	17,000	0.00	14,000	0.00	(3,000)	0.00
Recreation & Culture						
PC15 - Gardener Vehicle	450	0.00	15,000	0.00	14,550	0.00
Transport						
PT18 Fuso 918 Crew Cab Tip Truck	27,500	0.00	25,000	0.00	(2,500)	0.00
Economic Services						
Industrial Shed - 2 Paragon Street	0	0.00	243,000	0.00	243,000	0.00
	289,800	0.00	492,000	0.00	202,200	0.00

By Class of Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	July 2016 Actual \$	2016/17 Budget \$	July 2016 Actual \$	2016/17 Budget \$	July 2016 Actual \$
Plant & Equipment		WDd				
PCEO15 - CEO Vehicle	40,000	0.00	30,000	0	(10,000)	0.00
PEMCCS01 - DCCS Vehicle	17,000	0.00	14,000	0	(3,000)	0.00
PC15 - Gardener Vehicle	450	0	15,000	0	14,550	0
PT18 Fuso 918 Crew Cab Tip Truck	27,500	0.00	25,000	0.00	(2,500)	0.00
Land & Buildings						
1015 - 16 Eliot St	134,850	0.00	107,000	0.00	(27,850)	0.00
10182 - 16 Eliot St (Land)	38,000	0.00	38,000	0.00	0	0.00
5 Webb St	32,000	0.00	20,000	0.00	(12,000)	0.00
Industrial Shed - 2 Paragon Street	0	0.00	243,000	0.00	243,000	0.00
Land - Industrial Shed - Lot 853	0	0.00	0	0.00	0	0.00
	289,800	0.00	492,000	0.00	202,200	0.00

Summary

	2016/17 Adopted Budget \$	July 2016 Actual \$
Profit on Asset Disposals	257,550	0.00
Loss on Asset Disposals	(55,350)	0.00
	202,200	0.00

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

3. INFORMATION ON BORROWINGS
(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
Law, Order & Public Safety									
Loan 122 - SSL DFES	454,830	0	0	74,345	0	380,485	454,830	20,382	751
Education & Welfare									
Loan 120 - SSL Pingelly Cottage Homes	209,802	0	0	13,595	0	196,207	209,802	13,358	1,775
Recreation & Culture									
Loan 123 - Recreation and Cultural Centre	2,418,237	0	0	85,241	0	2,332,996	2,418,237	100,920	8,440
	3,082,869	0	0	173,181	0	2,909,688	3,082,869	134,660	10,966

(*) Self supporting loan financed by payments from third parties.
All other loan repayments were financed by general purpose revenue.

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

	2016/17 Adopted Budget \$	July 2016 Actual \$
4. RESERVES		
Cash Backed Reserves		
(a) Leave Reserve		
Opening Balance	164,761	164,761
Amount Set Aside / Transfer to Reserve	5,693	0
Amount Used / Transfer from Reserve	0	0
	<u>170,454</u>	<u>164,761</u>
(b) Plant Reserve		
Opening Balance	163,399	163,399
Amount Set Aside / Transfer to Reserve	255,646	0
Amount Used / Transfer from Reserve	(151,000)	0
	<u>268,045</u>	<u>163,399</u>
(c) Building and Recreation Reserve		
Opening Balance	48,140	48,140
Amount Set Aside / Transfer to Reserve	408,486	0
Amount Used / Transfer from Reserve	(200,000)	0
	<u>256,626</u>	<u>48,140</u>
(d) Electronic Equipment Reserve		
Opening Balance	1,041	1,041
Amount Set Aside / Transfer to Reserve	5,000	0
Amount Used / Transfer from Reserve	0	0
	<u>6,041</u>	<u>1,041</u>
(e) Community Bus Reserve		
Opening Balance	5,929	5,929
Amount Set Aside / Transfer to Reserve	5,007	0
Amount Used / Transfer from Reserve	0	0
	<u>10,936</u>	<u>5,929</u>
(f) Swimming Pool Reserve		
Opening Balance	43,666	43,666
Amount Set Aside / Transfer to Reserve	5,400	0
Amount Used / Transfer from Reserve	0	0
	<u>49,066</u>	<u>43,666</u>
(g) Joint Venture Housing Reserve		
Opening Balance	49,917	49,917
Amount Set Aside / Transfer to Reserve	5,523	0
Amount Used / Transfer from Reserve	(2,000)	0
	<u>53,440</u>	<u>49,917</u>
Refuse Site Rehab/Closure Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	15,000	0
Amount Used / Transfer from Reserve	0	0
	<u>15,000</u>	<u>0</u>
Total Cash Backed Reserves	<u><u>829,608</u></u>	<u><u>476,853</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

	2016/17 Adopted Budget \$	July 2016 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	5,693	0
Plant Reserve	255,646	0
Building and Recreation Reserve	408,486	0
Electronic Equipment Reserve	5,000	0
Community Bus Reserve	5,007	0
Swimming Pool Reserve	5,400	0
Joint Venture Housing Reserve	5,523	0
Refuse Site Rehab/Closure Reserve	15,000	0
	<u>705,755</u>	<u>0</u>
Transfers from Reserves		
Leave Reserve	0	0
Plant Reserve	(151,000)	0
Building Reserve	(200,000)	0
Electronic Equipment Reserve	0	0
Community Bus Reserve	0	0
Swimming Pool Reserve	0	0
Joint Venture Housing Reserve	(2,000)	0
Refuse Site Rehab/Closure Reserve	0	0
	<u>(353,000)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u>352,755</u>	<u>0</u>

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Leave Reserve

- to be used to fund annual and long service leave requirements.

Plant Reserve

- to be used for the purchase of major plant.

Building and Recreation Reserve

- to be used to fund the renovation/purchase of Shire of Pingelly buildings and Recreation Infrastructure.

Electronic Equipment Reserve

- to be used to fund the purchase of administration computer system equipment.

Community Bus Reserve

- to be used to fund the change-over of the community bus.

Swimming Pool Reserve

- to be used to fund the upgrading of the swimming pool complex

Joint Venture Housing Reserve

- to be used for the future maintenance of the Joint Venture units

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

	2015/16 B/Fwd Per 2016/17 Budget \$	2015/16 B/Fwd Per Financial Report \$	July 2016 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	30,459	(357,053)	(51,512)
Cash - Restricted Unspent Grants	272,727	660,239	258,537
Cash - Restricted Unspent Loans	2,500,000	2,500,000	2,500,000
Cash - Restricted Reserves	476,854	476,854	476,854
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	136,256	136,256	133,476
Sundry Debtors	132,206	132,206	173,236
Provision for Doubtful Debts	0	0	0
Gst Receivable	24,088	38,191	39,416
Loans - clubs/institutions	83,747		
Accrued Income/Payments In Advance	0	0	0
Trust imbalance	(4,007)		
Investments	5,000	0	5,000
Inventories	2,321	2,321	5,606
	<u>3,659,651</u>	<u>3,589,014</u>	<u>3,540,613</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)		0	0
Sundry Creditors	(84,810)	(84,710)	(27,208)
Accrued Interest On Loans	0	0	0
Accrued Salaries & Wages	(11,638)	(11,638)	0
Income In Advance	0	0	0
Gst Payable	0	(14,103)	(36,782)
Payroll Creditors	0	0	0
Accrued Expenses	(29,953)	(27,121)	(2,125)
PAYG Liability	(44,673)	(44,673)	(32,603)
Other Payables	0	(100)	(635)
Current Employee Benefits Provision	(228,642)	(228,642)	(228,642)
Current Loan Liability	(165,510)	(173,181)	(173,181)
	<u>(565,226)</u>	<u>(584,168)</u>	<u>(501,176)</u>
NET CURRENT ASSET POSITION	3,094,425	3,004,846	3,039,437
Less: Cash - Reserves - Restricted	(476,854)	(476,854)	(476,854)
Less: Cash - Unspent Grants/Loans - Fully Restricted	(2,500,000)	(2,500,000)	(2,500,000)
Less: Current Loans - Clubs / Institutions	(83,747)	0	0
Less: Investments	(5,000)		(5,000)
Add Back : Component of Leave Liability not Required to be Funded	228,642	228,642	228,642
Add Back : Current Loan Liability	165,510	173,181	173,181
Adjustment for Trust Transactions Within Muni	0	(4,007)	27,938
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>422,976</u>	<u>425,808</u>	<u>487,344</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Rate Revenue \$	2016/17 Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Budget \$
General Rate								
GRV - Residential	11.581600	332	3,217,421	372,629	0	0	372,629	372,629
GRV - Rural Residential	11.581600	77	779,214	90,245	0	0	90,245	90,245
GRV - Commercial/Industrial	11.581600	36	479,659	55,552	0	0	55,552	55,552
GRV - Townsites	11.581600	15	148,710	17,223	0	0	17,223	17,223
UV - Broadacre Rural	1.107300	284	113,673,238	1,258,704	0	0	1,258,704	1,258,704
Sub-Totals		744	118,298,242	1,794,353	0	0	1,794,353	1,794,353
Minimum Rates	Minimum \$							
GRV - Residential	898	45	0	40,410	0	0	40,410	40,292
GRV - Rural Residential	898	12	0	10,776	0	0	10,776	10,491
GRV - Commercial/Industrial	898	5	0	4,490	0	0	4,490	4,418
GRV - Townsites	898	4	0	3,592	0	0	3,592	3,938
UV - Broadacre Rural	897	13	0	11,661	0	0	11,661	11,216
Sub-Totals		79	0	70,929	0	0	70,929	70,355
Ex Gratia Rates								
Total Amount of General Rates Specified Area Rates							1,865,282	1,864,708
							0	200
Total Rates							0	1,864,908
							0	1,864,908

All land except exempt land in the Shire of Pingelly is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2015/16 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-16 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Transport Licensing	6,043	29,678	(31,945)	3,776
BCITF Levy	0	0	0	0
Rates	0	0	0	0
Funds Held on Behalf of Groups	0	0	0	0
Unclaimed Monies	100	0	0	100
Builders Registration Board	0	0	0	0
Nomination Deposits	160	0	0	160
Bond Monies (Including Key Deposits)	11,262	1,703	(1,420)	11,545
	<u>17,565</u>	<u>31,381</u>	<u>(33,365)</u>	<u>15,581</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

8. OPERATING STATEMENT

	July 2016 Actual	2016/17 Adopted Budget	2015/16 Actual
	\$	\$	\$
OPERATING REVENUES			
Governance	4,382	93,800	108,760
General Purpose Funding	1,976	3,150,445	2,407,493
Law, Order, Public Safety	44	102,122	104,776
Health	0	11,700	11,162
Education and Welfare	0	1,328,174	299,610
Housing	0	0	0
Community Amenities	1,718	174,400	171,343
Recreation and Culture	21,809	5,512,030	78,567
Transport	442,741	1,656,871	1,095,563
Economic Services	2,202	293,675	97,759
Other Property and Services	3,061	58,500	54,264
TOTAL OPERATING REVENUE	477,933	12,381,717	4,429,296
OPERATING EXPENSES			
Governance	58,117	682,916	534,709
General Purpose Funding	13,322	150,901	158,259
Law, Order, Public Safety	25,276	257,691	239,328
Health	4,221	128,846	122,933
Education and Welfare	5,198	49,134	43,548
Housing	0	0	0
Community Amenities	32,701	422,643	337,195
Recreation & Culture	122,267	1,031,095	1,090,015
Transport	90,941	2,274,833	2,504,838
Economic Services	15,022	262,790	250,889
Other Property and Services	16,488	19,159	71,310
TOTAL OPERATING EXPENSE	383,553	5,280,008	5,353,023
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	94,380	7,101,709	(923,727)

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

9. STATEMENT OF FINANCIAL POSITION

	July 2016 Actual \$	2015/16 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	3,183,879	3,280,040
Investments	5,000	5,000
Trade and Other Receivables	434,068	394,593
Inventories	5,606	2,321
Trust at Bank	43,519	13,558
TOTAL CURRENT ASSETS	3,672,072	3,695,512
NON-CURRENT ASSETS		
Other Receivables	576,691	576,691
Inventories	0	0
Property, Plant and Equipment	10,944,830	10,918,637
Infrastructure	70,410,803	70,404,153
TOTAL NON-CURRENT ASSETS	81,932,324	81,899,481
TOTAL ASSETS	85,604,396	85,594,993
CURRENT LIABILITIES		
Trade and Other Payables	99,352	182,344
Long Term Borrowings	173,181	173,181
Provisions	228,642	228,642
Trust Liability	15,581	17,565
TOTAL CURRENT LIABILITIES	516,756	601,732
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	2,909,687	2,909,687
Provisions	51,739	51,739
TOTAL NON-CURRENT LIABILITIES	2,961,426	2,961,426
TOTAL LIABILITIES	3,478,182	3,563,158
NET ASSETS	82,126,214	82,031,835
EQUITY		
Retained Surplus	25,933,661	25,839,282
Reserves - Cash Backed	476,854	476,854
Revaluation Surplus	55,715,699	55,715,699
TOTAL EQUITY	82,126,214	82,031,835

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

10. FINANCIAL RATIOS

	2017 YTD	2016	2015	2014
Current Ratio	1.52	0.16	2.44	5.35
Operating Surplus Ratio	(17.53)	(1.03)	(0.22)	(0.91)

The above ratios are calculated as follows:

Current Ratio
$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

Operating Surplus Ratio
$$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$$

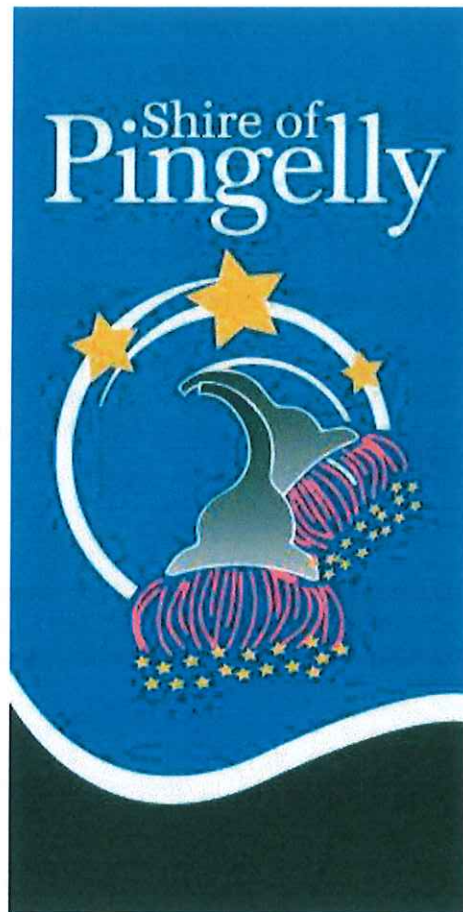
SHIRE OF PINGELLY
RESTRICTED CASH RECONCILIATION
31 July 2016

Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure Previous Years	Actual Expenditure 2016/17	Restricted Funds Remaining
Royalties for Regions 2012/13 (Individual)	Dam Clean/Tanks Netball/Basketball Footpaths Tennis Courts	R4R01 CT01 FP001/FP002 R4R03	60,000.00 91,530.00 80,000.00 90,000.00	60,000.00 91,530.00 80,000.00 90,000.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00
Transfer from Reserve Health Department Unspent Loan 123	Recreation & Cultural Centre Aged Care Units Recreation & Cultural Centre	860 1703	200,000.00 272,727.27 2,500,000.00	0.00 6,149.91 0.00	0.00 8,040.34 0.00	0.00 258,537.02 2,500,000.00
Sub Total						2,758,537.02
Total Restricted Grant Funds						
Available Cash		GL/Job Account	Interest Rate	Term	Maturing	Balance
Municipal Bank		0111	Variable	Ongoing	N.A.	133,647.24
Municipal Bank		0112				50.00
Municipal Bank		0113				200.00
Municipal Bank		0114				500.00
Municipal Term Deposit 1		0108				0.00
Municipal Term Deposit 2		0109				0.00
Municipal Term Deposit CLGFR		0812				0.00
Municipal On Call Account		0811	Variable	Ongoing	N.A.	596.53
Municipal Term Deposit 155081136	Unspent Loan 123	TD01	2.60%	1 year	30-Jun-17	2,059,081.71
Municipal Term Deposit 155081144	Unspent Loan 123	TD02	1.70%	1 month	30-Sep-16	513,737.60
Total Cash						2,707,813.08
Less Restricted Cash						(2,758,537.02)
Total Unrestricted Cash						(50,723.94)

Attachment 3

15.3 Shire of Pingelly Proposed Standing Orders Local Law

Copy of Proposed Standing Orders Local Law



SHIRE OF PINGELLY

STANDING ORDERS

LOCAL GOVERNMENT ACT 1995
SHIRE OF PINGELLY
STANDING ORDERS LOCAL LAW 2016

1. INTERPRETATIONS AND STANDING ORDERS

1.1 Proceedings Conducted According to Standing Orders

The proceedings and business of the Council shall be conducted in accordance with the *Local Government Act 1995*, the regulations and any other Law, and where not specifically prescribed, according to this local law, the clauses of which shall be referred to as "the Standing Orders".

1.2 All Meetings Governed by Standing Orders

The proceedings of all Council meetings, committee meetings and other meetings of the Council shall be governed by these standing orders unless otherwise provided in the Local Government Act 1995, regulations, or any other law.

1.3 Interpretations

The interpretations should be used in these standing orders, unless the context otherwise requires:

"Act" means the *Local Government Act, 1995* and amendments and successors";

"Clause" means a clause of these standing orders;

"Committee" means any Committee appointed in accordance with the provisions of the Act;

"Council" means the Council of the Shire of Pingelly;

"President" includes the Deputy President, in the absence of the President, and any Councillor chosen to preside in place of the President or Deputy President at any meeting of the Council in the manner prescribed in the Act.

"Presiding Member" includes the Deputy Presiding Member, in the absence of the Presiding Member, and any member chosen to preside at any meeting in the manner prescribed in the Act.

"Meeting" includes any Ordinary or Special Meeting of the Council or any other meeting held in accordance with the Act and properly convened as the Act requires;

"Councillor" means the President, or a Councillor of the Council.

"Officer" is an employed member of the staff of the Council;

"Chief Executive Officer" means the CEO non-elected officer of the Shire or other officer who, for the time being, is acting in that capacity;

"Absolute majority" is more than 50% of the current number of elected Council positions whether they are vacant or not regardless of the number actually present;

"Simple majority" is more than 50% of the Councillors present and voting.

"Special majority" means that:

- (a) if there are more than 11 offices of Councillor, the power can only be exercised by, or in accordance with, a decision of 75% majority of the Council; or
- (b) if there are not more than 11 offices of Councillor, the power can only be exercised by, or in accord with, a decision of an absolute majority of the Council.

"75% majority" means a majority comprising enough of the Councillors for the time being of the Council for their number to be at least 75% of the number of offices (whether vacant or not) of Councillors;

"Substantive motion" means any motion other than an amendment or a procedural motion.

1.4 Repeal

The Shire of Pingelly Local laws relating to Standing Orders published in the Government Gazette on 16 April 1999 is repealed.

2. MEETINGS - NOTICE AND BUSINESS

2.1 Notice of Meetings – Councillors to Receive Notice

Before any Ordinary or Special Meeting of the Council, a notice signed by the Chief Executive Officer, stating the place, date and hour of holding the meeting and specifying the business to be transacted with an agenda and supporting committee reports, shall be transmitted by email or sent by any other electronic means (so long as it is capable of being printed out in its entirety), to the last known or provided email address and a hard copy placed in the Councillors drawer within the Chamber.

2.2 Emergency Meetings

A meeting of Council for the purpose of dealing with an emergency situation may be called by the President or Chief Executive Officer, or in their absence, any three Councillors. The Chief Executive Officer, or a person authorised by him or her, shall either personally or by telephone, email, facsimile or other electronic means or otherwise leave or deliver to each Councillor, details of the nature of the emergency and the date, time place and purpose of the emergency meeting. Decisions made at this meeting must be by absolute majority unless the Act specifies otherwise.

2.3 Business to be Specified on Notice Paper

No business shall be transacted at any meeting other than that specified in the notice without the approval of the President or if there is dissent by any Councillor to the President's ruling, with the approval of the majority of Councillors present determined by vote, except;

- (a) matters which the Act permits to be dealt with without notice,
- (b) matters which this local law (clause 5.5) permits to be dealt with without notice.

2.4 Specified Papers

Councillors may request at least two days before any meeting of the Council or Committee, in writing addressed to the Chief Executive Officer requesting to provide any specified papers be prepared and laid upon the table at any meeting. Notification is to be received by the Chief Executive Officer in writing by way of email, fax or letter two days before the meeting. The written request is to state the reason for the specified papers, the meeting name, date time and location.

2.5 Papers Relating to Matter Under Discussion

At any meeting of the Council, or of any Committee of the Council, the President or any Councillor may require the production of any specified papers, documents, books or records, books of accounts, plans, or any other record or matter whatsoever relating to any question then under discussion providing that wherever possible, the notice prescribed in clause 2.4 shall be given. In the event of notice not having been given, the proceedings of the Council shall not be unreasonably delayed while documents are obtained.

2.6 Public Notice of Meetings

The Chief Executive Officer shall give reasonable local public notice were practical of Council and Committee meetings, as required by Regulation 12 of the *Local Government (Administration) Regulations 1996*.

2.7 Public Inspection of Certain Documents

The Chief Executive Officer is to ensure that the notice papers and agenda relating to any Council or Committee meeting and reports and other documents which -

- (a) are to be tabled at the meeting; or
- (b) have been produced by the Local Government or Committee for presentation at the meeting and which have been made available to Councillors or Committee,

are available for inspection by members of the public at the same time as they were made available to the Council or Committee members.

Members of the public are not entitled to inspect the information referred to above, if in the Chief Executive Officer's opinion the meeting, or that part of the meeting to which the information refers, is likely to be closed to the public.

3.0 MEETINGS - QUORUM

3.1 Quorum at Meetings

Except in cases where the Minister for Local Government may have reduced the number necessary to form a quorum for a Council meeting or the Council may have reduced the number necessary to form a quorum for a committee meeting, the number of members necessary to form a quorum for any meeting shall be:

- (a) where the total number of offices of member (whether vacant or not) is an even number, one half of that total;
- (b) where the total number of offices of member (whether vacant or not) is an odd number, the integer nearest to, but greater than, one half of that total.

3.2 Count-out/Adjournment

3.2.1 If a quorum has not been established within the 30 minutes after a Council or committee meeting is due to begin then the meeting shall be adjourned, and

- (a) in the case of Council, by the President or if the President is not present at the meeting, by the Deputy President
- (b) in the case of a Committee, by the presiding Councillor of the Committee or if the presiding Councillor is not present at the meeting, by the deputy presiding Councillor;
- (c) if no person referred to in paragraph (a) or (b), as the case requires, is present at the meeting, by a majority of Councillors present,
- (d) if only one Councillor is present, by that Councillor; or
- (e) if no Councillor is present or if no Councillor other than the Chief Executive Officer is present, by the Chief Executive Officer or a person authorised by the Chief Executive Officer.

3.2.2 At any time during any meeting of the Council any Councillor or the Chief Executive Officer may call the attention of the President to the fact that a quorum is not present. The President shall immediately suspend the proceedings of the meeting for a period of five minutes. If a quorum is not present at the end of this period, the meeting shall be deemed to have been counted out, and the President shall adjourn it to a later hour of the same day or to any other time, not more than seven days from the date of adjournment.

3.2.3 Absence of Quorum - Record in Minutes

At all meetings of the Council when the Council is counted out, and an absence of a quorum noted, the circumstances, together with the names of the Councillors present, shall be recorded in the Minute Book.

4. MEETINGS - MINUTES

4.1 Recording of Minutes

4.1.1 The person presiding at a meeting of the Council or a committee is to cause minutes to be kept of the meeting's proceedings.

4.1.2 Binding or otherwise permanently affixing the minutes to form the leaves of a book shall be a sufficient recording of the minutes.

4.2 Confirmation of Minutes

4.2.1 Reading of the minutes of a previous meeting at a meeting of the Council or a committee may be dispensed with provided that a copy of those minutes has been supplied to each Councillor at least 48 hours prior to the date of the meeting at which they are presented for confirmation.

4.2.2 The minutes of any preceding meeting or meetings of the Council or a committee, not previously confirmed, shall be submitted for confirmation to the next ordinary meeting of the Council or the committee as the case requires and no discussion of them shall be permitted except as to their accuracy as a record of the proceedings. The last page of the minutes must be signed and dated by the person presiding at the meeting certifying that the minutes have been confirmed.

4.2.3 Copies of unconfirmed minutes of each Council and committee meeting shall be made available for inspection at the Shire office and Shire website or other publicly accessible places as determined by the Chief Executive Officer, for inspection by members of the public -

- (a) in the case of a Council meeting, within 10 business days after the meeting; and
- (b) in the case of a committee meeting, within 10 business days after the meeting.

5. MEETINGS - ORDER OF BUSINESS

5.1 Ordinary Meeting - Order of Business

The order of business at meetings of the Council, unless altered by Council resolution to that effect, shall be as nearly as practicable as follows:

1. Declaration of opening / announcement of visitors;
2. Acknowledgement of country;
3. Announcements by the presiding member;
4. Record of attendance / apologies / approved leave of absence;
5. Response to previous public questions taken on notice;
6. Public question time;
7. Applications for leave of absence;
8. Disclosure of interest;
9. Confirmation of minutes of previous Council meeting(s);
10. Petitions, deputations, presentations / submissions;
11. Reports of committees of Council;
12. Reports of Council delegates on external committees;
13. Reports from the Shire President;
14. Office of the Chief Executive Officer;
15. Directorate of Corporate and Community Services;

16. Directorate of Technical Services;
17. Elected members motions of which previous notice has been given;
18. New business or urgent business introduced by decision of the meeting;
19. Closure of meeting.

5.2 Order of Business at Special Meeting

The order of business (5.1) at any special meeting shall be the order in which that business stands in the notice of the meeting unless the Council, by resolution, alters the order of business to that effect.

5.3 Unacceptable Business

If the Presiding member is of the opinion that any motion or business proposed to be made or transacted at a meeting is disrespectful, he or she may, either before or after the matter is brought forward at any meeting, declare that the motion or business shall not be entertained. Any Councillor may move dissent from such a declaration made from the Chair and in the event of the dissent being carried by a majority of the Councillors present, the business referred to shall then be considered immediately, but if the motion is lost, the ruling of the Presiding member shall stand.

5.4 Business at Adjourned Meeting

At an adjourned meeting of the Council, no business shall be transacted other than such as shall have been specified on the notice of the meeting of which it is an adjournment and which remains undisposed of, save and except in the case of an adjournment to the next Ordinary Meeting of the Council, when the business undisposed of at the adjourned meeting shall have the precedence at such ordinary meeting of the Council.

5.5 New business of an Urgent Introduced by Decision of the Meeting

5.5.1 A Councillor may move a motion involving urgent business that is not included in the notice paper for that meeting provided that the Presiding Member has agreed to the business being raised and the Presiding Member considers that either;

- (a) the urgency of the business is such that the business cannot wait inclusion in the notice paper for the next meeting of the Council or Committee; or
- (b) the delay in referring the business to the next meeting of the Council or Committee could have adverse legal or financial implications for the Council;

5.5.2 Any Councillor may move without notice a procedural motion of dissent in respect of the Presiding Member's ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the meeting by the majority of Councillors present, the business must then be included as a matter of urgent business.

5.6 Meeting of Electors

The Standing Orders apply, so far as is practicable, to any meeting of electors but where there is any inconsistency between the Standing Orders and the provisions of the Act, the Act shall prevail.

6. MEETINGS - PUBLIC CONDUCT

6.1 Admission and Removal of the Public

6.1.1 The public is admitted to Council meetings on the basis that no expression of dissent or approval, conversation or interruption to the proceedings of the Council shall take place. In the event of any such interruption, the Presiding member may use discretion and without a vote of the Council, require those interrupting to withdraw. The person or persons concerned shall immediately withdraw from the meeting. This direction by the Presiding member may not be challenged by moving dissent with the ruling and the Presiding member ruling is final.

6.1.2 Any person, not being a member of the Council, who interrupts the orderly conduct of the business of the Council who does not withdraw immediately upon being called by the Presiding member to withdraw from the meeting place, may, by order of the Presiding member, be removed from the meeting place.

7. ROLE OF PRESIDENT

7.1 Directions by the President

7.1.1 At any meeting of the Council the President shall have the right to direct attention to any matter of interest or relevance to the business of the Council or propose a change to the order of business.

7.1.2 Any member may move that a change in order of business proposed by the President not be accepted and if carried by a majority of Councillors present, the proposed change in order will not take place.

7.2 The President to Take Part in Debates

Subject to the provisions of the Act and the standing orders, the President may take part in a discussion upon any question before the Council, provided that like other Councillors in accordance with these standing orders, the President may only speak once and provided that this is done before the right of reply is exercised.

7.3 Precedence of President

When the President speaks during the progress of a debate, any Councillor then speaking, or offering to speak, shall immediately cease speaking and every Councillor present shall preserve strict silence so that the President may be heard without interruption. This clause should not be used by the President to exercise the right provided in Clause 7.2, but should be used to preserve order.

7.4 Dissent with the President's Ruling

Except where expressly denied in the Standing Orders or the Act, a Councillor may move a procedural motion to disagree with a ruling given by the President. The President must immediately call for a seconder and put the motion without debate.

8. QUESTIONS

8.1 Questions of Which Due Notice Has to be Given

8.1.1 Any Councillor seeking to ask a question at any meeting of the Council, other than Committee meetings, shall give written notice of the specific question to the Chief Executive Officer at least four (4) working hours before commencement of the meeting..

8.1.2 All questions and answers shall be submitted as briefly and concisely as possible.

8.2 Questions Not to Involve Argument or Opinion

In putting any question, no argument or expression of opinion shall be used or offered, nor any facts stated, except those necessary to explain the question.

9. Petitions / Deputations / Presentations / Submissions

9.1 Petitions

9.1.1 Any petition to be submitted to the Council shall be in writing.

9.1.2 Presentation of Petitions

A Ratepayer or Councillor presenting a petition shall be limited to a statement of the parties from whom it comes, of the number of the signatures attached to it, the material issues contained in it and to the reading of the prayer.

9.1.3 Responsibility of Councillor Presenting Petitions

A Ratepayer or Councillor presenting a petition shall be familiar with the nature and contents of the petition and ascertain that it does not contain language disrespectful to the Council or other persons.

9.1.4 Procedure for Petitions

The only question which shall be considered by the Council on the presentation of any petition shall be:

- (a) that the petition shall be accepted, or
- (b) that the petition not be accepted, or
- (c) that the petition be accepted and referred to the Chief Executive Officer or a Committee for consideration and provide a report that Council can deal with.

9.2 Deputations

9.2.1 Deputations wishing to be received by the Council shall be required in the first instance to send or deliver to the Chief Executive Officer, in writing, the subject matter to be raised by the deputation and the Chief Executive Officer shall arrange to have the written subject matter and deputation visit included on the agenda of the appropriate Council or Committee at the first possible opportunity.

9.2.2 If the Committee having received the deputation is of the opinion that the deputation matter is one that should be brought before the Council, the Chief Executive Officer shall arrange for the deputation written subject matter and deputation visit to be placed on the ordinary or special Council meeting agenda at the first possible opportunity.

9.2.3 A deputation shall not exceed five in number and any member of the deputation shall be at liberty to address the Council or a committee of the Council.

9.3 Community Forum

Any member of the public may at a Committee meeting of the Council, only and during the community forum segment of the agenda and with the consent of the Presiding Member, speak on any matter either on the agenda for the meeting or that comes under the jurisdiction of the Council, provided that:

- (a) the member of the public's speaking rights to be exercised before the meeting debates the particular item if it is on the agenda;
- (b) a member of the public speaking during community forum will be limited to a maximum period of three (3) minutes unless extended by the consent of the meeting which shall be signified without debate;
- (c) the meeting may, by resolution (which may be moved without notice) bring forward and deal with any item listed on the agenda immediately following the conclusion of a person's address to the meeting during community forum.

10. NOTICES OF MOTION

10.1 Notices of Motion to be in Writing

Unless the Act or the Standing Orders otherwise provides, a Councillor may only bring forward at a meeting such business as is referred to in this clause in the form of a motion of which notice has been given, in writing, to the Chief Executive Officer.

10.2 Notice of Motion to the Chief Executive Officer

Notice of motion shall be given to the Chief Executive Officer either:

- (a) at the last previous Council meeting, or
- (b) at least seven (7) business days before the meeting at which it is to be brought forward.

10.3 Subject of Notice of Motion

Every notice of motion shall relate to business affecting the constitution, administration or condition of the Shire of Pingelly or the Council and the Chief Executive Officer shall rule out of order any notice of motion which does not comply with this clause.

10.4 Motion to Lapse

Every such motion as is mentioned in subclause 10.1 shall lapse unless:

- (a) the Councillor who gave notice, or another Councillor authorised by the Councillor, in writing, is present to move the motion when called on; or
- (b) the Council by resolution agrees to defer consideration of the motion to a later stage or date.

11. CONDUCT OF MEMBERS

11.1 Official Titles to be Used

Councillors shall address each other in the Council during the transaction of business by their respective titles of President or Councillor. Councillors speaking of, or addressing officers, shall designate them by their respective official title.

11.2 Leaving Meetings

After a meeting of the Council has been formally constituted and the business commenced, a Councillor or officer of the Council shall not enter or leave such meeting without first paying due respect by deferring to the Presiding Member.

11.3 Debate - Maintenance of Order - Imputations - Offensive Expressions

No member may impute motives or use offensive or objectionable expressions in reference to any Councillor, officer of the Council, or any other person.

11.4 Members to Occupy Own Seats

11.4.1 At the first ordinary meeting attended by a Councillor after election, the Chief Executive Officer shall allot by random draw, with position being allocated clockwise at the Council table to each Councillor with the Deputy President automatically being allocated the seventh (7) seat and the Councillor shall, until such time as there is a call by a majority of Councillors for a re-allotment of positions, occupy that position when present at meetings of the Council.

11.4.2 No Councillor shall be deemed to be present unless occupying that member's allotted place within the Council Chambers.

11.5 Alcohol

Consumption of alcohol in Council or Committee meetings is prohibited.

11.6 Smoking

Smoking in Council or Committee meetings is prohibited.

12. CONDUCT OF MEMBERS DURING DEBATE

12.1 Councillors Wishing to Speak

Every Councillor wishing to speak during a Council meeting shall indicate by show of hand or other method agreed upon by the Council. When invited by the President to speak, Councillors shall address the Council through the President.

12.2 Priority

In the event of two or more Councillors members wishing to speak at the same time, the President shall decide which Councillor is entitled to priority to be heard. The decision shall not be open to discussion or dissent.

12.3 Relevance

Every Councillor shall restrict remarks to the motion or amendment under discussion, or to an explanation or point of order.

12.4 Speaking Twice/Right of Reply

Except where this clause is suspended under clause 12.5, a Councillor shall not speak twice on the same motion or amendment except;

- (a) in reply, upon an original motion of which the Councillor was the mover;
- (b) in reply, upon an amendment last debated of which the Councillor was the mover of the original motion;
- (c) by way of personal explanation, in accordance with clause 19.

12.5 Suspension

The Council may, by resolution moved without notice, suspend the operation of clause 12.4 and it shall be suspended until such time as the Council shall, by similar resolution, otherwise decide.

12.6 Limit of Speeches

A Councillor shall only speak on any motion or amendment in reply for a period as in the discretion of the President is appropriate and in any event not for a period longer than five (5) minutes without the consent of the Council, which shall be signified without debate. An extension shall not be permitted under this clause beyond a total of ten (10) minutes.

12.7 Councillors not to Speak After Conclusion of Debates

No Councillor may speak to any motion or amendment after:

- (a) the mover has replied, or;
- (b) the question has been put.

12.8 Irrelevance, Repetition, Imputations, Offensive Expressions.

12.8.1 Any Councillor may call the attention of the Council to continued irrelevance, tedious repetition, unbecoming language, or any breach of order or decorum on the part of a Councillor. The President may then direct the offending Councillor to cease the activity brought to the attention of the Council.

12.8.2 If after having been directed by the President in accordance with Clause 12.8.1 to cease speaking a Councillor continues to speak, any other Councillor may move a motion that the Councillor ceases to speak. The President shall immediately call for a seconder but there shall be no debate. If the motion is carried by a majority of Councillors present, the offending Councillor may take no further part in any debate on the question before the meeting.

12.9 Councillors Not to Interrupt

No Councillor shall interrupt another Councillor who is speaking unless:

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to move a permissible procedural motion, as set out in clause 14.1.

12.10 Presiding Member's Right to Adjourn Without Explanation to Regain Order

If a meeting ceases to operate in an orderly manner, the President may use their discretion to adjourn the meeting for a period of up to fifteen (15) minutes without explanation, for the purpose of regaining order. This action cannot be challenged by any Councillor. Upon resumption, debate will continue at the point at which the meeting was adjourned. If at any one meeting, the President has caused to adjourn the meeting on two (2) occasions, the President has the right to adjourn the meeting for a period of no longer than seven (7) days.

13 PROCEDURES FOR DEBATE OF MOTIONS

13.1 Motions and Amendments to be Presented

Any Councillor who intends moving a substantive motion or amendment to a substantive motion shall present its substance before speaking to it and if required by the President, shall cause the motion or amendment to be put and submitted in writing.

13.2 Motion or Amendment to be Seconded

A motion or amendment to a motion shall not be discussed or put to the vote unless there is a seconder.

13.3 Only One Substantive Motion Considered

When a substantive motion is under debate at any meeting of the Council, no further substantive motion shall be accepted.

13.4 Order of Call in Debate

The President will call speakers to a substantive motion in the following order:

- (a) The mover to state the motion;
- (b) A seconder to the motion;
- (c) The mover to speak to the motion;
- (d) The seconder to speak to the motion;
- (e) A speaker against the motion;
- (f) A speaker for the motion;
- (g) Other speakers against and for the motion, alternating in view; if any
- (h) Mover takes right of reply which closes debate.

13.5 Limit of Debate

The President may offer the right of reply and put the motion to the vote if the President believes sufficient discussion has taken place even though all members may not have spoken.

13.6 Secunder Requesting Right to Speak

A seconder may request the right to speak at a later time in the debate, however in the moving of any procedural motion which will close debate, or any amendment to the substantive motion, if carried, will automatically deny the seconder the right to speak to the substantive motion.

13.7 Negated Motions

A motion to the same effect as any motion that has been negated by the Council, except those motions provided for in clause 14.1 of the Standing Orders, shall not again be entertained within a period of three (3) months except with the consent of an absolute majority of the Councillors.

14. PROCEDURAL MOTIONS

14.1 Permissible Procedural Motions

In addition to proposing a properly worded amendment to a substantive motion, it is permissible for a Councillor to move the following procedural motions:

- (a) that the Council proceed to the next business;
- (b) that the question be adjourned;
- (c) that the Council now adjourn;
- (d) that the question be put;
- (e) that the Council move into Committee;

- (f) that the Council move out of Committee;
- (g) that the Councillor no longer be heard;
- (h) that the ruling of the President (or person chairing the meeting) be disagreed with;
- (i) that the motion lie on the table;
- (j) that the Council meet behind closed doors;
- (k) that the Council meet with open doors.

14.2 Procedural Motions Not Required in Writing

Procedural motions are not required to be presented in writing.

14.3 Procedural Motions - Recording in Minutes

The mover, seconder and result of all procedural motions shall be recorded in the minutes of the meeting.

14.4 Procedural Motions - Majority Required

Any procedural motion shall be carried upon the majority of Councillors voting.

14.5 Procedural Motions - Closing Debate - Who May Move

No person who has moved, seconded, or spoken for or against the substantive motion, may move any procedural motion which, once moved, would deny others the right to speak or, if carried, would close the debate on the substantive motion or amendment.

14.6 Procedural Motions - Right of Reply

There shall be no right of reply on any procedural motion.

14.6 Procedural Motions - Right of Reply on Substantive Motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment will not deny the right of reply, to the mover of the substantive motion.

15. EFFECT OF PROCEDURAL MOTIONS

15.1 That the Council Proceed to the Next Business - Effect of Motion

The motion, that the Council proceed to the next business, having been carried, will cause the debate to cease immediately and for the Council to move to the next item on the agenda of the meeting. No decision will be made on the substantive motion being discussed, nor is there any requirement for the matter to be placed on any future notice paper.

15.2 That the Question be Adjourned - Effect of Motion

The motion, that the question be adjourned, having been carried, will cause all debate on the substantive motion or amendment to cease but to continue when the discussion is reconvened.

15.3 That the Council now Adjourn - Effect of Motion

The motion, that the Council now adjourn, having been carried, will cause the meeting to stand adjourned until it is re-opened at which time the meeting continues from the point at which it was adjourned, unless the President or the majority of Councillors by voting, determine otherwise.

15.4 That the Question be Put - Effect of Motion

15.4.1 The motion, that the question be put, having been carried during discussion on a substantive motion without amendment, will cause the President to offer the right of reply and then immediately put the question under consideration without further debate.

15.4.2 The motion, that the question be put, having been carried during discussion on an amendment, will cause the President to put the amendment to the vote without further debate.

15.4.3 The motion, that the question be put, having been lost, will allow debate to continue.

15.5 That the Council Move into Committee - Effect of Motion

The motion, that the Council move into Committee, having been carried, will allow free and open discussion on the matter before the meeting. There will be no restrictions on the number of times each Councillor may speak, provided that normal courtesy and order is maintained.

15.6 That the Council Move Out of Committee - Effect of Motion

The motion, that the Council move out of Committee, having been carried, will see the meeting resume its former status and any decisions made during the time that the Council sits in Committee must be formally agreed by the carrying of a substantive motion when the Council moves out of Committee.

15.7 That the Councillor Be No Longer Heard - Effect of Motion

The motion, that the Councillor be no longer heard, having been carried, will cause the President to not allow the Councillor against whom the motion has been moved to speak to the current substantive motion or any amendment relating to it, except to exercise the right of reply if the person is the mover of the substantive motion.

15.8 That the Ruling of the President be Disagreed with - Effect of Motion

15.8.1 The motion, that the ruling of the President be disagreed with, having been carried, will cause the ruling of the President about which this motion was moved, to be reversed and for the meeting to proceed accordingly.

15.8.2 Where the President has adjourned the meeting in accordance with clause 12.10 of the Standing Orders, the motion, that the President be disagreed with, may not be moved.

15.9 That the Motion Lie on the Table - Effect of Motion

15.9.1 The motion, that the motion lie on the table, having been carried, will cause debate on the substantive motion and any amendment to cease immediately and for the meeting to proceed to the next business.

15.9.2 Any Councillor may raise the motion from the table, by giving appropriate notice of motion for any meeting in the future.

15.9.3 When a motion is raised from the table, the mover of the original substantive motion, or in the absence of the original mover, the person moving this procedural motion, is given the opportunity to reintroduce the matter after which debate shall continue according to the standing orders.

15.10 That the Council Meet Behind Closed Doors - Effect of Motion

15.10.1 In accordance with the Act, the motion, that Council, if carried, will cause the public and any officers or employees of the Shire of Pingelly as the Council determines to leave the room.

15.10.2 No person shall in any way publish, or make public, any of the discussion taking place on a matter discussed behind closed doors, but this prohibition shall not extend to the actual resolution or resolutions carried as a result of such discussion and recorded in the minute book.

15.11 That the Council Meet with Open Doors - Effect of motion

The motion, that Council now meet with open doors, if carried, will revert the meeting to its former status, being open to the public.

16. DECISION MAKING PROCEDURES

16.1 Voting and Decisions - Majority to Determine

All acts of the Council, and all questions coming before the Council, may be decided by a simple majority of the Councillors present and voting, at a properly constituted meeting, unless otherwise provided for in the standing orders or the Act.

16.2 Breaking Down of Complex Questions

The President may order a complex question to be broken down and put in the form of several motions, which shall be put in sequence.

16.3 Councillor May Require Questions to be Read

Any Councillor may require the question or matter under discussion to be read at any time during a debate but not so as to interrupt any other Councillor whilst speaking.

16.4 Order of Amendments

Any number of amendments may be proposed to a motion, but whenever an amendment is proposed to be made to a substantive motion, no second or subsequent amendment shall be moved or considered until the first amendment has been disposed of.

16.5 Substantive Motion

If an amendment to a substantive motion is carried, the motion as amended shall then be submitted as the substantive motion, and shall become the question before the Council upon which any member may speak and any further amendment may be moved.

16.6 Repetition of Motions

No motion or amendment shall be proposed which is the same in substance as a motion or amendment which has been resolved during the same sitting of Council or during the last three (3) months, unless agreed by an absolute majority.

16.7 Consent of Secunder Required to Accept Alteration of Wording

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

16.8 Withdrawal of Motion and Amendments

Council may, without debate, grant leave to withdraw a motion or amendment upon the request of the mover of the motion or amendment and with the approval of the seconder provided that there is no objection raised by any Councillor, in which case discussion on the motion or amendment shall not continue.

16.9 Limitation of Withdrawal

Subject to clause 10, where an amendment has been moved to a substantive motion, the substantive motion shall not be withdrawn, except by consent of the majority of Councillors present, until the amendment proposed has been withdrawn or lost.

16.10 Authority for Withdrawal

A motion or amendment to a motion shall not be withdrawn in the absence of the Councillor who proposed it, except with their written authority.

16.11 Right of Reply

16.11.1 The mover of a substantive motion shall have the right of reply. After the mover of the substantive motion has commenced the reply, no other Councillor shall speak on the question.

16.11.2 The right of reply must be confined to rebutting arguments raised by previous speakers and no new matters may be introduced.

16.12 Right of Reply Provisions

The right of reply shall be governed by the following provisions:

- (a) If there is no amendment to the substantive motion, the mover may reply at the conclusion of the discussion on the motion.
- (b) If there is an amendment, the mover of the substantive motion shall take the right of reply at the conclusion of the vote on any amendments.
- (c) The mover of any amendment does not have a right of reply.
- (d) Once the right of reply has been taken as the mover of the substantive motion, there can be no further discussion, nor any other amendment and the substantive motion as amended is immediately put to the vote.

16.13 Amendments to be Relevant

Every amendment shall be relevant to the motion upon which it is moved and be framed to show precisely which words need to be deleted, added or altered.

16.14 Amendments Must Not Negate Original Motion

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

16.15 Mover of Motion Not to Speak on Amendment

On an amendment being moved, any Councillor may speak to the amendment, except the person who moved the substantive motion who is only entitled to a right of reply except, that if the person who moved the substantive motion does choose to speak to the amendment, that person's right of reply is forfeited.

16.16 Question - When Put

When the debate upon any question is concluded and the right of reply has been exercised, the President shall immediately put the question to the Council and, if so desired by any Councillor shall again state it.

16.17 Method of Taking Vote

16.17.1 In putting the question to the Council, the President shall ask whether there is any objection to the motion, and if not the motion is carried unanimously.

16.17.2 If objection is raised to the motion, the President shall put the question as often as necessary to determine the decision from a show of hands before declaring the decision.

16.17.3 If the votes of members present at a Council meeting are equally divided, the person presiding may cast a second vote.

16.18 Votes to be Recorded

If a Councillor at a meeting asks that his or her vote, or the vote of all members present, be recorded in the Minutes, this shall be done.

16.19 Revoking or Changing Decisions Made at Council or Committee Meetings

16.19.1 A substantive motion may be revoked at any time provided that no action in relation to the resolution being rescinded has already occurred,

16.19.2 If a decision has been made at a Council meeting, then any motion to revoke or change the decision must be supported:

- (a) in the case where an attempt to revoke or change the decision had been made within the previous three (3) months but had failed, by an absolute majority; or
- (b) in any other case, by at least one third of the number of offices (whether vacant or not) of Councillors of the Council or mover, inclusive of the mover.

16.19.3 This clause does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

16.20 Unopposed Business

16.20.1 Upon a motion being moved and seconded, the President shall enquire if any Councillor opposes that motion. If no one indicates an intention to oppose the motion, the President may proceed to put the motion to the vote without debate.

16.20.2 If a Councillor signifies opposition to a motion the motion shall be dealt with according to the Standing Orders generally.

16.21 All Councillors to Vote

Save where the Act otherwise provides, at every meeting of the Council every member shall vote, and if any member who is entitled to vote fails to vote, the President shall call upon the member to vote.

17. POINTS OF ORDER

17.1 Points of Order - When to Raise - Procedure

Upon a matter of order arising during the progress of a meeting, any Councillor may raise a point of order including interrupting the speaker. Any Councillor who is speaking when a point of order is raised, shall immediately cease while the President listens to the point of order.

17.2 Points of Order - Definitions

Expressing a difference of opinion or to contradict a speaker shall not be recognised as raising a point of order, but the following shall be recognised as valid points of order;

- (a) That the discussion is of a question not before the Council.
- (b) That offensive or insulting language is being used.
- (c) Drawing attention to the violation of any local law or standing order of the Council, providing that the Councillor raising the point of order shall state the local law or standing order believed to be breached.

17.3 Points of Order - Ruling

The President shall give a decision on any point of order after the point has been raised by either upholding or rejecting the point of order.

17.4 Points of Order - Ruling Conclusive, Unless Dissent Motion is Moved

The ruling of the President upon any point of order shall be final, unless a majority of the Councillors support a motion of dissent with the President's ruling.

17.5 Points of Order - Motion Against Ruling Procedure

An objection having been taken to the ruling of the President, the Councillor so objecting may immediately move dissent with the ruling. Should the motion be seconded it shall be put to the vote immediately and the result of the vote, whether in support of the ruling or otherwise, shall determine the action of the Council.

17.6 Points of Order Take Precedence

Notwithstanding anything contained in these standing orders to the contrary, all points of order take precedence over any other discussion and until decided, suspend the consideration and decision of every other matter.

18. ADJOURNMENT OF MEETING

18.1 Meeting May be Adjourned

The Council may, upon a motion moved and seconded, adjourn any meeting to a later hour of the same day, or to any other time not more than seven (7) days from the date of adjournment.

18.2 Notice of Adjourned Meeting

When a meeting is adjourned, if time permits, notice of the adjourned meeting shall be forwarded to each Councillor in the manner provided in clause 2 of the Standing Orders.

18.3 Business at Adjourned Meeting

At an adjourned meeting, no additional business shall be discussed except that which was on the original notice paper for that meeting.

18.4 Limit to Moving Adjournment of Council

No Councillor shall be allowed to move or second more than one motion of adjournment during the same sitting of the Council.

18.5 Unopposed Business - Motion for Adjournment of Council

On a motion for the adjournment of the Council, the President, before putting the motion, may seek leave of the Council to proceed to the transaction of unopposed business.

18.6 Withdrawal of Motion for Adjournment of Council

A motion or an amendment relating to the adjournment of the Council may be withdrawn by the mover, with the consent of the seconder, except that if any Councillor objects to the withdrawal the motion must continue to be debated.

19. PERSONAL EXPLANATION

19.1 Personal Explanation

No Councillor shall speak, except upon the question before the Council, unless it is to make a personal explanation. Any Councillor who is permitted to speak under these circumstances must confine the personal explanation to a succinct statement relating to a specific part of the former speech which may have been misunderstood. When a Councillor gives an explanation, that Councillor shall make no reference to matters not strictly necessary for that purpose, nor endeavour to strengthen the former position by introducing new argument or matter, nor reply to other Councillors of the Council.

19.2 Personal Explanation - When Heard

A Councillor wishing to make a personal explanation of matters referred to by any other Councillor then speaking shall be entitled to be heard immediately if the Councillor then speaking consents, but if the Councillor who is speaking declines to give way, the personal explanation must be offered at the conclusion of that speech.

19.3 Ruling on Questions of Personal Explanation

The ruling of the President on the admissibility of a personal explanation shall be final unless a motion of dissent with the ruling is moved before any other business proceeds.

20. COMMITTEES OF COUNCIL

20.1 Committees

Committees of the Council shall operate in accordance with the Act and its regulations.

20.2 Standing Orders to Apply to Committees

The Standing Orders shall apply generally to the proceedings of Committees of the Council except that the requirement for Councillors to speak only once shall not be applied in meetings of committees and at meetings of Committees of the Council only, with the petitions, memorials and deputations segment of the meeting agenda, there shall be a community forum segment as set out in clause 9.2 of the Standing Orders

20.3 Attendance by Councillors as Observers

Councillors have the right to attend meetings of Committees that they are not appointed to as observers and may be permitted by the Presiding Member to speak on any matter under consideration by the Committee but shall not be entitled to vote.

21. ADMINISTRATIVE MATTERS

21.1 Copies of Act and Standing Orders and Papers to Councillors of the Council

The Chief Executive Officer shall provide to each Councillor as soon as convenient after being elected to office, a copy of the Act and local laws regulating and governing the administration of the local government.

21.2 Custody and Use of Common Seal

The Chief Executive Officer shall have charge of the common seal of the Council and shall be responsible for the safe custody and proper use of it.

21.3 Seal Not to be Improperly Used

Except as required by law, or in the exercise of the express authority of the Council, the Chief Executive Officer shall not use the common seal of the Council.

21.4 Suspension of Standing Orders

The mover of a motion to suspend any Standing Order shall state the clause or subclause of the Standing Orders to be suspended.

21.5 Cases not Provided for in the Standing Orders

The Presiding member shall decide all questions of order, procedure, debate or otherwise where no provision or insufficient provision is made in the Standing Orders.

21.6 Decisions of the Presiding member

All decisions of the Presiding member shall be final unless a majority of the Councillors then present, by resolution made forthwith and without discussion, dissent therefrom.

21.7 Penalty for Breach of Standing Orders

Any person guilty of any breach of the Standing Orders or any of the provisions hereof, shall be liable upon conviction to a penalty not exceeding \$1,000.00.

21.8 Duty of Chief Executive Officer

It is the duty of the Chief Executive Officer to draw the attention of the Council to any breach or likely breach of the Standing Orders even if it requires interrupting any person speaking, including the President.

21.9 Enforcement

21.9.1 The Presiding member of any Council or Committee meeting is authorised to enforce the Standing Orders during the course of the meeting.

21.9.2 No action shall be taken by the Shire of Pingelly to institute legal proceedings for an alleged breach of the Standing Orders unless by resolution of the Council.

Dated this _____ day of _____ in the year of _____.

THE COMMON SEAL of the Shire of Pingelly is hereunto affixed by authority of a resolution of Council in the presence of

President

Chief Executive Officer