

Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Pingelly will be held on 15 June 2016 in the Council Chambers, 17 Queen Street, Pingelly commencing at 2.00pm.

Community Craft Centre will be providing dinner.

Schedule

10am	Corporate Discussion
12pm	Lunch
2pm	Council Meeting
6pm	Dinner

A handwritten signature in black ink, appearing to be 'G. Pollock'.

Gavin Pollock
Chief Executive Officer

10 June 2016

DISCLAIMER

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

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

AGENDA

Shire of Pingelly
Ordinary Council Meeting
15 June 2016

MISSION STATEMENT

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

DISCLAIMER

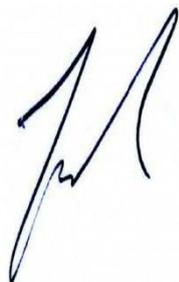
INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:

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

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

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

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

**GAVIN POLLOCK
CHIEF EXECUTIVE OFFICER**

COUNCIL MEETING INFORMATION NOTES

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Inspection of Unconfirmed Minutes (Reg 13)

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

NOTE:

Unopposed Business

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

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

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

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

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

Question Time

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

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

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

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

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

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

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

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

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

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

QUESTION TIME FOR THE PUBLIC

(Please write clearly)

DATE: _____

NAME: _____

TELEPHONE : _____

ADDRESS: _____

QUESTIONS TO THE PRESIDENT:

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

ITEM NO	PAGE NO	QUESTION

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

Public Question Time – Statutory Provisions – Local Government Act 1995

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

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

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

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

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

every special meeting of a council; and

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

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

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

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

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

Local Government (Administration) Regulations 1996

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

by the person presiding at the meeting; or

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

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

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

Nothing in sub regulation (3) requires:

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

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

or

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

SHIRE OF PINGELLY

DISCLOSURE OF INTERESTS

TO THE CHIEF EXECUTIVE OFFICER:

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

15 June 2016

(Print Name)

(Signature)

(Date)

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

ITEM NO	PAGE NO	TYPE	REASON

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

Chief Executive Officer, Shire of Pingelly

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

financial interest (Section 5.60A)

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

proximity interest (Section 5.60B)

A person has a proximity interest in a matter if the matter concerns a proposed —

- (a) change to a planning scheme affecting land that adjoins the person's land;
- (b) change to the zoning or use of land that adjoins the person's land; or
- (c) development (as defined in section 5.63(5)) of land that adjoins the person's land.

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

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

SHIRE OF PINGELLY

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, 17 Queen Street, Pingelly on Wednesday 15 June 2016 – commencing at 2.00pm.

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman to declare the meeting open.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

3.1 Reminder

Agreements:

- No talking over each other
- No “side bar” conversations
- Return from breaks punctually
- Mobile phones on silent / no vibrate

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

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

7. APPLICATIONS FOR LEAVE OF ABSENCE

8. DISCLOSURES OF INTEREST

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Meeting – 18 May 2016

Statutory Environment:

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

Voting Requirements:

Simple Majority

Recommendation:

That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 18 May 2016 be confirmed.

Moved: _____ Seconded: _____

10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

11. REPORTS OF COMMITTEES OF COUNCIL

• Audit Committee	Full Council
• Recreation & Cultural Committee	Member – Cr Lange Member – Cr Walton-Hassell Member – Cr Morton Member – Cr Marshall
• Bushfire Advisory Committee	Member – Cr Freebairn Deputy – Cr Morton
• Medical and Aged Care Services Committee	Member – Cr Freebairn Member – Cr Hodges Member – Cr Lange Member – Cr Mulroney Member – Cr Steel
• CEO Performance Review Committee	Member – President Member – Deputy President Member – Councillor to be determined

12. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES

- Central Country Zone of WALGA
 Delegate – President
 Delegate – Deputy President
 Deputy – Cr Walton-Hassell
- Hotham-Dale Regional Road Sub-Group
 Delegate – Cr Lange
 Deputy - Cr Marshall
- Pingelly Cottage Homes Committee
 Delegate – Cr Freebairn
 Deputy – Cr Mulroney
- Development Assessment Panel
 Delegate – Cr Lange
 Delegate – Cr Mulroney
 Deputy – Cr Freebairn
 Deputy – Cr Morton
- Dryandra Country Visitors Centre
 Delegate – Cr Marshall
 Deputy – Cr Freebairn
- Regional Waste Group
 Delegate – Cr Mulroney
 Deputy – Cr Marshall
- Shires of Pingelly and Wandering Joint Local Emergency Management Committee
 Delegate – Cr Lange
 Deputy – Cr Hodges
- Aged Care Planning Regional Sub-Group (BBP)
 Delegate – Cr Lange
 Delegate – Cr Steel
 Deputy – Members of Medical & Aged Care Committee
- Youth Working Group
 Delegate – Cr Morton
 Delegate – Cr Walton-Hassell
 Deputy – Recreation & Cultural Committee
- Project User Group (PUG)
 Delegate – Cr Lange
 Deputy – Members of Medical & Aged Services Committee
- Sport and Recreation Focus Group
 Delegate – Cr Lange
 Delegate – Cr Walton-Hassell
 Deputy – Cr Marshall

13. REPORTS FROM THE SHIRE PRESIDENT

Meetings attended May 2016:

12th Agenda briefing

16th BBP Meeting at Beverley.

Ordinary group meeting with phone hook up with WDC Lauren Clarke to resolve issues around the Business case.

17th CEO Meeting

18th Council Meeting

19th Aged Appropriate Housing Meeting. – WACHS: Bev Hammerton and Anna Madden

20th Budget Meeting at the SES Centre – Alison Dalziel and Mark Dacombe

27th PRACC: Architect meeting Project team – Chambers

30th Budget Meeting – Chambers

30th CEO - Resolved Issues and finalised the BBP aged housing Business Case

30th Pingelly Dev. Association - CRC

31st Healthy Wheatbelt – Northam

My first meeting with the reformed Health MOU. Committee is now down to 2 representatives from the 3 zones + the 2 executive. Chairperson is elected for a 2 year term. I think it will be hard to get the momentum we had in the Health MOU as there is still an underlying current from that group evident from opinions on the selection of the new Rural Health Board.

31st Tennis Club

Chambers. Discussion on the decommissioning of the courts and use of the new courts; sale of the fence and artificial surface; Septic tank realignment and use of the building until the new RRAC is finished. R Turton, Jodie Marshall Steve Davis

31st Community Car Meeting – Office

Meetings attended June 2016:

1st Corporate Discussion

2nd Aged Care Meeting

Setting up over-arching management group. L Page Somerset House; K Watts and D Freebairn Cottage homes; L Steel and E Hodges CRC; B Mulroney and S Lange - Council

7th PRACC – Architect meeting – Chambers.

Project team: A Goldsmith, Bruce Sewell, M Pauley Focus Group; S Lange, M Walton Hassell - Shire Council; Finn Pedersen, Adrian Iredale Architects; Craig McLennan Project Manager. – See the new computer generated views tabled.

14. OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1 2016/17 Budget – Community Submissions

File Reference: 00536
Location: Shire of Pingelly
Applicant: Shire of Pingelly Community Groups
Author: Gavin Pollock – Chief Executive Officer
Date: 3 June 2016
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Nil

Summary:

Council to consider community requests for inclusion in the draft 2016/17 Budget.

Background:

Submissions for the draft 2016/17 Budget were invited via the *Pingelly Times* every week during February and March 2016 with submissions requested by 31 March 2016.

Applicant/Organisation	Request	Budget Amount/Estimate
Brookton Pingelly Football Club	Looking at covering costs for hire of Community Bus for 24 days. Costs relating to hire of recreation ground, oval and community centre facilities. Total \$6,200	\$1,800 – Bus Hire Only
Pingelly Development Association	We wish to apply for support to the groups under the association by way of insurance coverage through LGIS, volunteer public liability, Insurance has increased with each group under our umbrella now required to be nominated and each nomination costing an additional \$80.00 per group. Groups included under the banner of the Development Association include – Pingelly Hospital Ladies Auxiliary, Museum Group, Townscape Group, Pingelly Mens Shed, Market Day Group, Repertory Group and our Party on the Oval. Community Benefit; Continued support of all the groups listed and the activities they undertake to improve our community. Total \$2,500	\$2,500.00
Pingelly Golf Club	Our club is wanting to lay artificial turf on 4 of our tees, the cost per tee is approximately \$650.00 (\$500.00 turf, \$150.00 incidentals and labour) if we can get a grant to cover just the materials we would be very grateful. Total \$2,600	\$700 – Tee Costs Only
Friends of Pingelly Railway Station	We hope to restore power to the Pingelly Railway Station early spring to allow us to use power for the purpose of cutting and drilling during the refurbishment. On completion of the internal wall cladding, Sean Higgins will fix lights, power points, exits, smoke alarms and temperature control devices. Total \$18,093	\$5,000 – Electrical Costs Only

Applicant/Organisation	Request Details	Requested Budget
<p>Boyagin Rock Project Team (<i>Pingelly Tourism Group</i>)</p>	<p>To improve/enhance the picnic area at Boyagin Rock. This will include new toilets. <i>See attachments; Total \$10,000</i></p>	<p><u>\$10,000</u> In-Kind Costs Only</p>
<p>Pingelly District Council of Youthcare (School Chaplain)</p>	<p>Move to Learn (\$1,400.00) – Mrs Raelene Stevens is very keen to involve our school students in a programme known as ‘Move to Learn’, a programme conducted by Winsome Richards and has been enthusiastically received by both education and medical specialists. Training is required for community, parents and students. Mats for participants. BUZ Camp (Build-Up Zone) for 4 Students (\$1,432.00) – School holiday camps for selected students are well recognized for the positive outcomes in the participants. Many of our students do not enjoy a positive environment so the camp experience is of great value for them. Circle Time Resources (\$400.00) – This has proved to be a very popular programme with both students and staff. The focus in all classes this year is ‘resilience’ and ‘bullying-no-way’. Resources are a continual need.</p>	<p><u>\$1,500</u></p>
<p>Pingelly Museum and Historical Group (under the auspices of the Development Association)</p>	<p>We are seeking funding support for the following –</p> <ol style="list-style-type: none"> 1. To host a display in the Town Hall capturing the stories and memorabilia of past community groups, clubs and incorporations (will not include current groups) such as the Pingelly Marching Girls and the Pingelly Angling Club it is envisaged from current research that the number of past clubs will be well over 50 different ones. This display will be along similar lines to the Pingelly Remembers WW1 Display. 2. Purchase of a digital scanner for reproduction and archival work. 3. Purchase of a WIFI USB adapter booster antenna for WIFI connectivity in the museum building. 4. Renewal of Australian Museum membership. 5. The renovation and preservation of the original Pingelly Moorumbine Road Boards (1909 – 1961) rate and minute books. 	<p><u>\$2,000</u></p>

Applicant/Organisation	Request Details	Requested Budget
Pingelly Playgroup	<p>We held 5 sessions last year and would love to increase this to 8 sessions this year and 2017. The sessions would more than likely take place in August, September, October, November and December for 2016 and February, March and April for 2017.</p> <p>Boogie Roos - \$2,080.00 for 8 sessions @ \$260 per session</p> <p>Hire of Community Centre - \$800.00 <u>(Will Need to be Town Hall as the Community Centre will be Demolished)</u></p> <p>Printing of flyers - \$30.00</p> <p>Advertising in local paper - \$250.00</p> <p>Catering - \$150.00 fruit platters are prepped for the children to enjoy after Boogie Roos and tea and coffee for the mum's Total \$1,900</p>	<p>\$800 Town Hall Hire & \$1,100 Boogie Roo Only - <u>\$1,900</u></p>
Pingelly RSL	<p>Pingelly RSL are seeking support from council to assist with the replacement of the servicemen and women's plaques on the Memorial Walk. Costs of bronze cast plaques is \$22,500.00 not including freight, installation etc. An application is currently in before the DVA but due to the volume of applications it may be several months till the outcome is received. We are very hopeful that we will be successful with our grant application but to ensure the project can continue we would like council to consider support if the need arises. Total \$4,000</p>	<p>\$600 for Plaques & \$400 In-Kind Only <u>\$1,000</u></p>
Pingelly Early Years Network	<p>The Pingelly Early Years Network is seeking a similar level of support to the previous year. During 2016-17 the Network plans to deliver the following events and programs;</p> <ol style="list-style-type: none"> 1. An event to strengthen kids and dad's connections by introducing interactive play activities that help facilitate connection, communication and learning in a fun environment while promoting child development. 2. An event with a suitable presenter for fathers, exploring the importance of fatherhood and the dad's role in the wellbeing and development of their child/children. 3. Expand the PEYN Literacy project – 'A Book in Every Pingelly Child's Hands', by running a series of targeted events for the 0-5's and their parents or carers with a focus on literacy, books and activities that help to bring books and reading to life, this will include National Simultaneous Storytime, A teddy Bear's Picnic and additional targeted storytime events. 4. Deliver 3 week 'Eat Play Thrive' Nagala Healthy Lifestyle Program for parents of children aged 0-12 in August. 5. Host a First Aid workshop specifically for parents, with a focus on important first aid skills and information for families with young children. <p>Total \$1,819</p>	<p><u>\$1,819</u></p>

Applicant/Organisation	Request Details	Requested Budget
Pingelly Tourism Group	1. Formulation of “Pingelly.org” website - \$1,500.00 2. Wine, Art, Food & Cultural Trail 2017 - \$800.00 3. Finalise “Bush Schools” Project - \$200.00 4. Advertising (West Australian & Sunday Times) - \$1,000.00 5. Community Bus Hire - \$600.00 Total \$4,100	\$1,340
Pingelly Youth Club	Request for a half court for Basketball and other ball sports 1. Concrete, aggregate and mesh - \$600.00 2. Fencing and gate - \$400.00 3. Basketball ring - \$300.00 4. Appropriate lighting - \$200.00 Total \$1,500	\$1,500
Pingelly Rifle Club (26)	Request for assistance in Cleaning up and removal of under story growth within the Range. Total \$3,000	\$750 In-Kind Costs Only

Comment:

A full listing of grant submissions received was presented to Councillors and workshopped at the first budget meeting held in May 2016.

Consultation:

Shire Councillors, Executive Staff and Community Groups.

Statutory Environment:

Section 6.7(2) (Municipal fund) of the *Local Government Act* provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government.

Policy Implications:

Policy 5.15 Financial Assistance Grant Scheme provides that Council may sponsor members of the community or provide financial assistance to community organisations for the provision of services that are of benefit to the community. Requests for financial assistance will be invited in February to March and are to be in writing for consideration by Council at the June meeting

Financial Implications:

Inclusion in the Draft 2016/17 Budget.

Strategic Implications:
Shire of Pingelly Strategic Community Plan.

GOALS	A Healthy and Cohesive Community	Enhanced Natural and Environment Built	Prosperous and Sustainable Local Economy	Effective Governance and Organisation
OUTCOMES	A cohesive and supportive community A safe community Access to recreation sporting and leisure opportunities Development and participation of young people Health and family support services that are accessible and meet the needs of the community Quality of life for the aged and disabled	Protection of the natural environment Assets and infrastructure that meet current and future needs Effective waste management Attractive streetscapes, open spaces, parks and gardens Safe and reliable transport infrastructure Shire of Pingelly buildings and facilities that meet community needs	A diverse and strong economic base Viable businesses providing local employment Infrastructure that supports economic development Sustainable population growth in Pingelly	Effective leadership and governance Skilled, effective and committed staff in a supportive environment Effective information and customer services A financially sustainable Shire Effective and efficient corporate and administrative services

Voting Requirements:
Simple Majority

Recommendation:

That Council:

- Endorse the following public submissions for inclusion in the draft 2016/17 Budget for further consideration with the 2015/16 Budget adoption;**

 - **Brookton/Pingelly Football Club** \$1,800
 - **Pingelly Development Association** \$2,500
 - **Pingelly Golf Club** \$700
 - **Friends of Pingelly Railway** \$5,000
 - **Boyagin Rock Project Team** \$10,000
 - **Pingelly District Council of Youthcare** \$1,500
 - **Pingelly Museum and Historical Group** \$2,000
 - **Pingelly Playgroup & Toy Library** \$1,900
 - **Pingelly RSL** \$1,000
 - **Pingelly Early Years Network** \$1,819
 - **Pingelly Tourism Group** \$1,340
 - **Pingelly Youth Club** \$1,500
 - **Pingelly Rifle Club** \$750
- Approve the Chief Executive Officer of informing all applicants of the status of their submissions and that they will be included in the draft budget for consideration when formally adopting the 2016/17 financial budget.**

Moved: _____

Seconded: _____

15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

15.1 Monthly Statement of Financial Activity

File Reference: 00271
Location: N/A
Applicant: Grace French, Director Corporate & Community Services
Author: Grace French, Director Corporate & Community Services
Date: 4 June 2016
Disclosure of Interest: Nil
Attachments: Monthly Statements of Financial Activity for the period 1 July 2015 to 31 May 2016 (Attachment 1 after blue sheet in separate attachments book)
Previous Reference: N/A

Summary:

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

The Monthly Statements of Financial Activity for the month of May 2016 are attached for Council consideration and adoption.

Background:

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

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

Consultation:

Chief Executive Officer

Statutory Environment:

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996

Section 34: Financial Reports to be Prepared

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

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

(2) Each statement of financial activity is to be accompanied by documents containing -

- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
- (c) Such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown -

- (a) According to nature and type classification;
- (b) By program; or
- (c) By business unit.

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -

- (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
- (b) Recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

Policy Implications:

There are no policy implications.

Financial Implications:

There are no significant trends or issues to be reported. The report and officer recommendation is consistent with Council's adopted Budget 2015/2016.

Strategic Implications:

There are no known significant strategic implications.

Voting Requirements:

Absolute Majority

Recommendation:

That with respect to the Monthly Statements of Financial Activity for the month ending 31 May 2016 be accepted and material variances be noted.

Moved: _____ Seconded: _____

15.2 Accounts Paid by Authority

Applicant: Grace French, Director Corporate & Community Services
Author: Raewyn Street, Senior Finance Officer
Date: 4 June 2016
Disclosure of Interest: Nil
Attachments: List of Accounts Following
Previous Reference: N/A

Summary:

Council endorsement is required for accounts made by authority for the month of May 2016.

Comment:

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

Consultation:

Nil

Statutory Environment:

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

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

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

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the Council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
 - (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications:

There are no policy implications arising from this amendment.

Financial Implications:

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

Strategic Implications:

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

Voting Requirements:

Absolute Majority

Recommendation:

That Council endorse the Accounts for Payments for May 2016 as presented:

MAY 2016	
MUNI - 117984856	
EFT 2248 - 2360	\$ 586,680.99
CHEQUE 24259 - 24288	\$ 90,273.47
TRUST ACCOUNTS	
DEPT OF TRANSPORT – 123395691	\$ 39,455.00
TRUST FUND – 1829 - 1835	\$ 350.00
DIRECT DEBIT -	
DD7992.1 – DD8016.10 - Including Bank and Loan fees	\$ 69,030.15
CREDIT CARD	
	\$ 0.00
GRAND TOTAL	\$ 785,789.61

Notification	Explanation
EFT 2251	Cancelled, DTS queried invoice
EFT2294	Cancelled due to change of details
Cheque 24262	Cancelled, Invoice amount queried
Cheque 24263	Cancelled accidentally in batch with cheque 24262
Cheque 24264	Cancelled changed to EFT
Cheque 1831	Wrong cheque used- Trust instead of Muni
Cheque 1832	Wrong cheque used- Trust instead of Muni
Cheque 1833	Wrong cheque used- Trust instead of Muni
Cheque 1834	Wrong cheque used- Trust instead of Muni
Cheque 1835	Wrong cheque used- Trust instead of Muni

Moved: _____ Seconded: _____

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2248	04/05/2016	CAROLINE JOAN HAYES	PAYROLL DEDUCTIONS	\$510.00
EFT2249	04/05/2016	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPALE ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	\$205.00
EFT2250	06/05/2016	PINGELLY TRANSPORT	76 HOURS SEMI SIDE TIPPER HIRE YEALERING ROAD	\$12,269.40
EFT2251	06/05/2016	CANCELLED EFT	CANCELLED EFT	\$0.00
EFT2252	06/05/2016	TRUCKLINE	NONE SLIP TAPE PN5353	\$27.50
EFT2253	06/05/2016	GREENLINE AG PTY LTD	1 X CHAIN 1X PRIMER DOME	\$49.72
EFT2254	06/05/2016	CONTRACT AQUATIC SERVICES	CONTRACT MANAGEMENT FEE FOR MARCH @ SWIMMING POOL	\$12,980.00
EFT2255	06/05/2016	NARROGIN AUTO ELECTRICS	FIND FAULT IN AIRCON - PN437	\$338.00
EFT2256	06/05/2016	GREAT SOUTHERN WASTE DISPOSAL	<ul style="list-style-type: none"> • MANAGING AND OPERATING 04/03/16 – 24/03/16 \$7,736.00 • 613 HOUSEHOLD 23/02/16 – 29/03/16 \$4,318.59 • 459 RECYCLE 1ST, 15TH, 29TH MARCH 2016 \$4,580.76 	\$16,635.35
EFT2257	06/05/2016	REINFORCED CONCRETE PIPES AUSTRALIA (WA) PTY LTD	COMBINATION SIDE GULLY LID - SEMI MOUNTABLE, FLUSH GULLY GRATED LID	\$5,093.14
EFT2258	06/05/2016	AMPAC DEBT RECOVERY PTY LTD	LEGAL CHARGES	\$5,401.16
EFT2259	06/05/2016	BITUTEK PTY LTD	2 COAT BITUMEN SEAL WITH 14 AND 10 MM AGGREGATE AS PER QUOTATION NUMBER 4615 FOR SEALING WORK ON THE YEALERING PINGELLY ROAD 3.8 - 4.5SLK SCHEDULED FOR THE 23 MARCH 2016	\$97,052.59
EFT2260	06/05/2016	BT EQUIPMENT PTY LTD	2 X O RINGS AND FILTER - PN5965	\$189.56
EFT2261	06/05/2016	SPORT AND RECREATION SURFACES PTY LTD	SUPPLY AND INSTALLATION OF NEW SYNTHETIC GRASS CRICKET WICKET	\$4,950.00

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2262	06/05/2016	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE CHARGE FOR POOL 01/02/2016 - 31/03/2016	\$245.52
EFT2263	06/05/2016	PAGE TRUCK HIRE	120 HOURS WATER TRUCK HIRE	\$16,060.00
EFT2264	06/05/2016	DDAGROUP CORPORATE COMMUNICATIONS PTY LTD T/A TANGELO CREATIVE	INITIAL PRODUCTION RUN OF 500 A3 MAPS - PAD FORMAT	\$495.00
EFT2265	06/05/2016	UNIQUE STROKES WA	PAINTING MAIN HALL, PRIME TIMBER BELOW DADO, PAINT REAR DOOR AT MUSEUM	\$10,890.00
EFT2266	06/05/2016	SOUTH WEST ISUZU	SUPPLY OF 2015 ISUZU NH NPR 75-190 AMT MWB CAB/CHASSIS AS PER TENDER SUBMISSION FOR RFQ02 - 2015-16 , INCLUSION OF OPTIONAL EXTRAS APART FROM 2 WAY RADIO AS LISTED, UPGRADE TO A CF 11 AT AN ADDITION COST \$385 INCL. GST, 60 LITRE WATER TANK WITH SOAP DISPENSER - ADDITIONAL COST \$429 INCL. GST, SUPPLY OF 2015 ISUZU NH NPR 75-190 AMT MWB CAB/CHASSIS AS PER TENDER SUBMISSION FOR RFQ02 - 2015- 16 , INCLUSION OF EXTEND FULL WARRANTY TO FIVE YEARS, TRADE ON EXISTING 2002 TOYOTA DYNA 4500 TRAY TOP TRUCK AS PER TENDER RFQ02 - 2016-16	\$74,720.00
EFT2267	06/05/2016	FEDERATION TUCKPOINTING (WA) PTY LTD	REPAIRS TO MUSEUM WALL INCLUDING REPLACEMENT OF BRICKS AND TYPE POINTING	\$8,987.00
EFT2268	06/05/2016	PROLINE DRILLING	INSTALLATION OF 3 MONITORING BORES AT THE PINGELLY REFUSE SITE	\$7,986.00
EFT2269	06/05/2016	WESTRAC EQUIPMENT PTY LTD	WEAR STRIPS AND COVERS FOR BLADE CIRCLE; 1 X 9T7634 CHECK VALVE PN430	\$737.09
EFT2270	06/05/2016	BRIAN WILLIAMS CARTAGE CONTRACTOR	121.5 HOURS WATER TRUCK HIRE FOR YEALERING ROAD STARTING WEDNESDAY 9 MARCH 2016	\$14,033.25

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2271	11/05/2016	PINGELLY HOTEL	<ul style="list-style-type: none"> • ACCOMMODATION AND MEALS FOR CONTRACTORS WORKING FOR THE SHIRE OF PINGELLY FOR MARCH AND APRIL 2016; • REFRESHMENTS • CATERING FOR 12 PEOPLE - 30/03/16; • SANDWICHES FOR 12 PEOPLE 6/04/2016. CORPORATE DISCUSSION; • DINNER FOR OFFICE TEAM DEVELOPMENT DAY; • DEPOT TEAM DEVELOPMENT DAY 12/04/16 MEALS FOR 19 PEOPLE; • MIXED SANDWICH PLATTERS AND FRUIT PLATTER FOR 25 CHILDREN FOR THE NYOONGAR WELLBEING & SPORTS SCHOOL HOLIDAY PROGRAM ON 22/04/16; • REFRESHMENTS; SANDWICHES / LUNCH & FRUIT PLATTER FOR 12 PEOPLE 16/03/16 COUNCIL MEETING 	\$2,882.00
EFT2272	11/05/2016	SHERIDAN'S FOR BADGES	NAME PLAQUE FOR RECEPTION A MORTON; NAME PLATE FOR BACK OF WOODEN BLOCK - CR MORTON. UPDATING FRONT NOTICEBOARD WITH CR MORTON'S TERM; NAME BADGE FOR CLAIRE BUCKLEY	\$201.36
EFT2273	11/05/2016	AUSTRALIA POST	POSTAGE FOR APRIL 2016	\$207.28
EFT2274	11/05/2016	LANDVISION PTY LTD	PLANNING ADVICE ON VARIOUS ENQUIRIES FOR MAY 2016	\$907.50
EFT2275	11/05/2016	GREAT SOUTHERN FUEL SUPPLIES	DIESEL TO BE DELIVERED TO THE SHIRE DEPOT	\$10,199.20

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2276	11/05/2016	BEST OFFICE SYSTEMS	PHOTOCOPY CHARGES MPC5503 2015-16 BLACK 23/03/16 - 23/04/16, PHOTOCOPY CHARGES MPC5503 2015-16 COLOUR 23/03/16 - 23/04/16, PHOTOCOPY CHARGES MPC4500 2015-16 BLACK 23/03/16 - 23/04/16, PHOTOCOPY CHARGES MPC4500 2015-16 COLOUR 23/03/16 - 23/04/16; RICOH TYPE T STAPLE REFILL X 2, RICOH TYPE W STAPLE REFILL X 2, FOR MAIN PHOTO COPY MACHINE	\$1,432.60
EFT2277	11/05/2016	GREAT SOUTHERN WASTE DISPOSAL	<ul style="list-style-type: none"> MANAGING AND OPERATING 01/04/16 – 02/05/16 \$8,713.00 613 HOUSEHOLDS 29/03/16 – 26/04/16 \$3,454.87 459 RECYCLING 12 & 26 APRIL 2016 \$3,068.87r 	\$15,236.74
EFT2278	11/05/2016	PINGELLY COMMUNITY RESOURCE CENTRE	QUARTER 1 WAGES COSTS; 50% SHARED COST OF WHEATBELT CONFERENCE NARROGIN 2016	\$3,345.10
EFT2279	11/05/2016	WHEATBELT ELECTRICS	EMERGENCY POWER REPAIRS AT YOUTH CENTRE DUE TO DAMAGE BY TRUCK TO POWER LINES	\$1,499.04
EFT2280	11/05/2016	AGAPE VENTURES PTY LTD	MANAGEMENT FEE MAY 2016 - JULY 2016	\$15,000.00
EFT2281	11/05/2016	J MAC ENGINEERING PINGELLY	NEW POWER POLE ARM FOR YOUTH CENTRE AFTER DAMAGE BY TRUCK - INSURANCE CLAIM FOR 20 APRIL 2016	\$343.24
EFT2282	11/05/2016	LOCALISE PTY LIMITED	PROVISION OF COUNCILLOR/EXECUTIVE TEAM BUILDING AND PROFESSIONAL DEVELOPMENT 11 AND 12 MARCH 2016.	\$4,675.00
EFT2283	11/05/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	ONE STAFF MEMBER & 2 COUNCILLORS TO ATTEND AGE FRIENDLY COMMUNITIES PROFESSIONAL DEVELOPMENT DAY 29 APRIL 2016	\$150.00
EFT2284	11/05/2016	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE CHARGE FOR POOL	\$122.76

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2285	11/05/2016	HITACHI CONSTRUCTION MACHINERY (AUSTRALIA) PTY LTD	PURCHASE REPLACEMENT UPRIGHT RAMMER	\$2,563.99
EFT2286	11/05/2016	LENIP PTY LTD T/A ASPHALT IN A BAG	25 BAGS OF ASPHALT IN A BAG 20KG	\$1,718.75
EFT2287	11/05/2016	GLENWARRA DEVELOPMENT SERVICES	DEPARTMENT OF LANDS	\$687.50
EFT2288	11/05/2016	MYSTICAL PRESENTS	4 X MEDIUM WREATHS FOR ANZAC DAY 2016	\$200.00
EFT2289	11/05/2016	MARKETFORCE PTY LTD	ADVERTISEMENT - WEST AUSTRALIAN NEWSPAPER SATURDAY 16 APRIL 2016 - CONSOLIDATION OF LOCAL PLANNING SCHEME NO. 3	\$451.15
EFT2290	11/05/2016	TWINKARRI PTY LTD	VEGETATION CLEARING ON MILTON ROAD & STANES ROAD.	\$31,130.00
EFT2291	11/05/2016	SKILL HIRE	HIRE OF STAFF FOR TRAFFIC CONTROL - W RICHARDS 20/04/16 - 03/06/16	\$2,557.65
EFT2292	11/05/2016	PH & KE GOW	SUBDIVISION (BOUNDARY REALIGNMENT AND TITLE AMENDMENT) LOTS 95 AND 877 PASTURE ST. DFES; FEATURE SURVEY OF THE PINGELLY RECREATION GROUNDS - LOTS 524, 482 - 484 AND 491 - 493 (RESERVE 23983) - WITH MULTI- PURPOSE COURTS INCLUDED	\$7,546.00
EFT2293	11/05/2016	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2016/3 20/02/2016 - 01/04/2016	\$64.00
EFT2294	18/05/2016	CANCELLED EFT	CANCELLED EFT	\$0.00
EFT2295	18/05/2016	CAMERON JETTA	CORRECTION OF PAYMENT FOR PAYROLL DEDUCTIONS	\$510.00
EFT2296	25/05/2016	CWA PUMPHREYS	SHIRE COUNCIL DINNER FOR 9 PEOPLE 18/05/16	\$225.00
EFT2297	25/05/2016	PINGELLY GARAGE	ELECTRICAL REPAIRS PN5975	\$33.00
EFT2298	25/05/2016	H RUSHTON & CO	6X 195/75/R/16 TYRES PN66; SUPPLY AND FIT 1400 X24 TYRE PN398	\$1,802.10
EFT2299	25/05/2016	WESTRAC EQUIPMENT PTY LTD	WIPER ARM PN166	\$28.26

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2300	25/05/2016	PINGELLY VOLUNTEER SES UNIT	SES REIMBURSEMENT - RURAL PC, PINGELLY RURAL SUPPLIES, SCRIBAL, THING A ME BOBS, GOLDY'S ELECTRICS, PINGELLY GARAGE, TELSTRA, SYNERGY, AUSTRALIA POST, PINGELLY QUALITY MEATS, NARROGIN PACKAGING, GILL RURAL, GREAT SOUTHERN FUELS, PINGELLY IGA, HOSELINK, PSI WATER, GATEWAY CABINETS, HEYWOOD FAMILY TRUST, GREENLINE	\$7,776.75
EFT2301	25/05/2016	JASON SIGNMAKERS	TEMPORARY WARNING SIGN; FEMALE SIGN; MALE SIGN	\$481.25
EFT2302	25/05/2016	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES APRIL 2016	\$1,991.06
EFT2303	25/05/2016	TRUCKLINE	CLUTCH KIT FOR BROOKTON SHIRE TRUCK T7; SEAL KIT FOR HYD PUMP PN133; GASKET, O RING, PISTON, COUNTERSHAFT BRAKE PN133	\$1,332.19
EFT2304	25/05/2016	B.W. JAMES TRANSPORT	FREIGHT CHARGES	\$158.40
EFT2305	25/05/2016	GREENLINE AG PTY LTD	80L HYD OIL PN166; 5 X CLIPS PN398; 1 X BATTERY PN430; 2X HF6`107 FILTERS PN133	\$812.08
EFT2306	25/05/2016	PINGELLY TYRES PTY LTD	SUPPLY AND FIT WINDSCREEN PN6078 & PN761	\$660.00
EFT2307	25/05/2016	NARROGIN TOYOTA	FILTERS FOR SERVICE AND FLOOR MAT PN359	\$267.20
EFT2308	25/05/2016	WHEATBELT ELECTRICS	INSTALL A NEW FLUORO LIGHT IN KITCHEN & A NEW LIGHT SHADE IN LAUNDRY	\$238.70
EFT2309	25/05/2016	WAGIN TRUCK CENTRE	ENGINE REPAIRS; REPLACEMENT OF TURBO; FIND PROBLEM WITH PN483; FIND PROBLEM WITH ENGINE PN483	\$12,795.80
EFT2310	25/05/2016	STEVE DAVIS BUILDER	REFUND OF BUILDING APPLICATION FEES DUE TO ADJUSTED APPLICATION BUILDING COSTS FROM \$200,000 DOWN TO \$100,000.	\$657.00
EFT2311	25/05/2016	AMPAC DEBT RECOVERY PTY LTD	LEGAL CHARGES	\$55.00
EFT2312	25/05/2016	COATES HIRE OPERATIONS PTY LTD	HIRE OF PORTABLE BUILDING AND 10KVA GENERATOR FOR 5 DAYS	\$475.97
EFT2313	25/05/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES 11/04/16 AND 21/04/16	\$584.37

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2314	25/05/2016	SJR CIVIL CONSULTING PTY LTD	DESIGN AND DRAFTING WORK FOR SHADDICK AND QUADRANT STREETS FOR MAY 2016	\$770.00
EFT2315	25/05/2016	SHIRLEY LANGE	REIMBURSEMENT OF INTERNET CHARGES FOR THE MONTH OF APRIL 2016	\$49.95
EFT2316	25/05/2016	FAST FINISHING SERVICES	BINDING OF 2014/15 COUNCIL MINUTES	\$76.45
EFT2317	25/05/2016	SKIPPER TRUCKS	PART FOR GEARBOX PN133	\$228.55
EFT2318	25/05/2016	HITACHI CONSTRUCTION MACHINERY (AUSTRALIA) PTY LTD	FILTERS FOR SERVICE PN143	\$158.54
EFT2319	25/05/2016	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS	\$785.93
EFT2320	25/05/2016	LUBRIMAXX MKTG PTY LTD	205 L HYD OIL	\$506.00
EFT2321	25/05/2016	PINGELLY RURAL SUPPLIES	POLYCARB 3 SHEETS, PLYBOARD TO STAND SCISSOR LIFT ON FOR PAINTING JOB; STANDING ORDER FROM MARCH TO JUNE 2016 FOR MINOR ITEMS UP TO THE VALUE OF \$30.00 EACH TO A TOTAL VALUE OF \$1000.00; PAINT, CHALK, BRUSHES, ROLLER FOAMS AND TURPENTINE;	\$1,419.31
EFT2322	25/05/2016	SKILL HIRE	CASUAL STAFF FOR TRAFFIC CONTROL WORK	\$941.32
EFT2323	25/05/2016	BETTA ROADS	2 BOTTLES OF POLYCOM -2KG EACH	\$1,320.00
EFT2324	25/05/2016	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPALE ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	\$205.00
EFT2325	25/05/2016	PINGELLY COMMUNITY CRAFT CENTRE	COMMISSION FOR THE MONTH OF APRIL 2016	\$411.66
EFT2326	26/05/2016	AUSTRALIAN TAXATION OFFICE	BAS APRIL 2016	\$46,447.00
EFT2327	27/05/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$5,547.31
EFT2328	27/05/2016	CUTTING EDGES PTY LTD	20 X GRADER BLADES	\$1,591.92

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2329	27/05/2016	WESTRAC EQUIPMENT PTY LTD	SERVICE AND REPAIRS TO GENERATOR FOR SES; PINNS AND BUSHERS PN430;	\$3,580.22
EFT2330	27/05/2016	YOUTHCARE	COUNCIL DINNER FOR 10 ON 20/04/16	\$250.00
EFT2331	27/05/2016	TRUCKLINE	CLUTCH BOOSTER – PRIVATE WORKS BROOKTON SHIRE	\$368.99
EFT2332	27/05/2016	B.W. JAMES TRANSPORT	FREIGHT CHARGES	\$76.45
EFT2333	27/05/2016	CHEFMASTER AUSTRALIA	CARTON BIN LINERS	\$125.85
EFT2334	27/05/2016	GREENLINE AG PTY LTD	HAVE HYD HOSE MADE PN166; 3 V BELTS PN203; BOLTS;	\$258.54
EFT2335	27/05/2016	STAPLES AUSTRALIA PTY LIMITED	STATIONERY	\$278.68
EFT2336	27/05/2016	RYLAN PTY LTD	122 METERS OF KERBING	\$3,339.60
EFT2337	27/05/2016	PINGELLY COMMUNITY RESOURCE CENTRE	PINGELLY MARKET DAY COMMUNITY CONSULTATION; PRACC DISPLAY POSTERS - SET- UP & PREP, PRINTING, LAMINATING FOR TWO BOARDS; PINGELLY TOURISM GROUP PRINTING MATERIAL; FEES INCURRED FOR WHAT'S ON SIGNAGE - POOL OPEN SIGNS 2015, MARKET STALL SIGNS 2015, PARTY ON THE OVAL SIGNS, ELECTORS MEETING, PINGELLY SHEARS, MARKET STALLS	\$997.20
EFT2338	27/05/2016	WHEATBELT ELECTRICS	TO SUPPLY & INSTALL AN NEW HOT WATER UNIT IN TOWN HALL KITCHEN	\$841.50
EFT2339	27/05/2016	J MAC ENGINEERING PINGELLY	REPAIRS TO TAILGATE PN133	\$792.92
EFT2340	27/05/2016	MCLERNONS MEANS BUSINESS	CHAIR MATRIX HIGHBACK BLACK FOR ADMIN; STRAIGHT DESK, FIXED PEDESTAL	\$1,555.00
EFT2341	27/05/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES TO 30 JUNE 2016	\$935.00
EFT2342	27/05/2016	BITUTEK PTY LTD	TWO COAT PRIMERSEAL USING CRS EMULSION	\$19,058.49
EFT2343	27/05/2016	TOTALLY WORKWEAR BELMONT	UNIFORMS FOR INSIDE STAFF (7 STAFF)	\$3,450.46
EFT2344	27/05/2016	WALLIS COMPUTER SOLUTIONS	MONTHLY BKP GOLD BILLING FOR MAY 2016	\$571.64

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2345	27/05/2016	E & MJ ROSHER PTY LTD	DRIVE BELTS MOWER; 2 X SETS OF BLADES MOWER	\$456.05
EFT2346	27/05/2016	PINGELLY TRADING CO HARDWARE	1 X HAND WASH TANK; RAPID SET CONCRETE; STORMWATER PIPE, BEND, COUPLING, JUNCTION; NUTS, BOLTS, POLY CAP; TEC SCREWS; 6 BAGS OF FAST SETTING CEMENT	\$373.25
EFT2347	27/05/2016	QUICKFIT WINDSCREENS	SUPPLY & FIT PERSPEX WINDOWS TO SHED AT 16 ELIOT STREET	\$283.87
EFT2348	27/05/2016	GLENWARRA DEVELOPMENT SERVICES	CONTRACTOR TO WORK ON THE FOLLOWING PLANNING ISSUES - BETTISON ROAD AND FRONT FENCE POLICY	\$550.00
EFT2349	27/05/2016	GRANTS EMPIRE	DEVELOPMENT OF REGIONAL VENUES IMPROVEMENT FUND (R2) APPLICATION - PAYMENT 1 OF 2	\$990.00
EFT2350	27/05/2016	TWINKARRI PTY LTD	VEGETATION CLEARING ON NORTH BANNISTER ROAD, BOYAGIN ROCK ACCESS ROAD AND NORTH WANDERING ROAD	\$24,222.00
EFT2351	27/05/2016	ALLSTAMPS	2X SELF INKING STAMPS	\$66.80
EFT2352	27/05/2016	IREDALE PEDERSEN HOOK ARCHITECTS	SKETCH DESIGN_INCLS 2 SITE VISITS - APRIL 2016	\$10,309.52
EFT2353	30/05/2016	BARRY GIBBS	REIMBURSEMENT FOR SUPPLIES FROM TOOLMART FOR DEPOT	\$29.50
EFT2354	30/05/2016	CENTRAL INSURANCE BROKERS	POLICY RENEWAL FOR AJ BELL CONTRACTING AS PER EMPLOYMENT CONTRACT	\$709.14
EFT2355	31/05/2016	WATER DYNAMICS PTY LTD	2145003 PVC FL LOOSE RNG 150MM, 2144938 PVC ELB 90D 150MM, 2145760 GALV STL BOLT & NUT M20X100, 2145835 GALV STL WSHR FLAT M24, 2145221 RUB GSKT FL T/E 150MM, 2140483 PVC CL 12 SWJ 150MMX6M SWIMMING POOL UPGRADE	\$559.63
EFT2356	31/05/2016	SECURITY & KEY DISTRIBUTORS	SKD PADLOCK/BILOCK/STAINLESS STEEL PADLOCK WITH STANDBAR	\$261.77
EFT2357	31/05/2016	GALVINS PLUMBING PLUS	CISTERN & SEAT WHITE, WALL BASIN MINI CIST STOP 15, FLEX CONNECTOR, AVG TEMP VALVE	\$695.33

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2358	31/05/2016	CONTRACT AQUATIC SERVICES	AUTO SHUT OF SYSTEM (CHORINE GAS), PURCHASE NEW DOLPHINE AUTOMATIC POOL CLEANER, PAINTING WORKS TO EXTERIOR OF FRONT BUILDING, PAINT THE INSIDE OF FRONT BUILDING, TEST AND TAG OF ELECTRICAL EQUIPMENT ONLY, ANNUAL SERVING OF POOL EQUIPMENT, NEW WALL MOUNTED DEFIBRILLATED CABINET, FLOW SWITCH, OFF SEASON TURNOVER VISITS; WATCH AROUND WATER PROGRAM, REPLACEMENT OF DIGITAL TEST KIT, ANNUAL SERVICE OF EQUIPMENT FOR 2015/16 SEASON, ELECTRICAL TAGGING AND TESTING OF EQUIPMENT, SEASON EARLY OPEN FOR 2 WEEKS; REPLACEMENTS OF PUMP IN THE BACKWASH TANK AND BALL FLOAT	\$25,883.00
EFT2359	31/05/2016	ABCO PRODUCTS PTY LTD	TOWEL DISPENSERS, REFILLABLE SOAP DISPENSERS, TOILET ROLL DISPENSERS, RUBBER GLOVES	\$426.38
EFT2360	31/05/2016	PINGELLY RURAL SUPPLIES	RUBBISH BINS (SWIMMING POOL OUTSIDE TOILETS UPGRADE)	\$65.00
			TOTAL EFT FROM MUNICIPAL FUND	\$586,680.99
24259	04/05/2016	TELSTRA	VARIOUS TELEPHONE CHARGES APRIL 2016	\$2,001.46
24260	04/05/2016	SHIRE OF PINGELLY	PAYROLL DEDUCTIONS	\$93.71
24261	04/05/2016	PINGELLY IGA SUPERMARKET	PAYROLL DEDUCTIONS	\$60.90
24262	05/05/2016	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
24263	06/05/2016	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
24264	06/05/2016	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
24265	06/05/2016	BS & JM BLECHYNDEN	GRAVEL FOR ROADWORK ON THE PINGELLY YEALERING ROAD AS PER GRAVEL EXTRACTION AGREEMENT.	\$14,832.00
24266	11/05/2016	SHIRE OF KULIN	ROADWISE CRASH CAR TRAILER PROJECT	\$1,100.00
24267	11/05/2016	TELSTRA	VARIOUS TELEPHONE CHARGES	\$1,518.36

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
24268	11/05/2016	NETREGISTRY PTY LTD	RENEWAL OF PINGELLY.WA.GOV.AU FOR 2 YEARS 17/05/2016 - 17/05/2018	\$47.85
24269	11/05/2016	SYNERGY	ELECTRICITY CHARGES 02 MARCH 2016 - 18 APRIL 2016	\$102.60
24270	11/05/2016	RENDEZVOUS OBSERVATION CITY HOTEL	ACCOMMODATION FOR ACWAC CONFERENCE	\$370.00
24271	11/05/2016	RAELENE MAY STEVENS	TWO DAYS MOVE TO LEARN TRAINING - A DIVISION OF SKAMP INC.	\$684.00
24272	13/05/2016	JOYCE EVELYN WILLIAMS	REFUND OF OVERCHARGE FOR CAT TRAP HIRE	\$22.00
24273	13/05/2016	PLEASE PAY CASH - PINGELLY SHIRE	PINGELLY IGA - REFRESHMENTS, PATHWEST - URINE DRUG SCREEN FOR NEW STAFF MEMBER, PINGELLY GENERAL PRACTICE - PRE-EMPLOYMENT MEDICAL K-MART - STATIONERY, K-MART - SHOWER CURTAIN WATERTOWN CAR PARK - PARKING FOR STAFF MEMBER TO ATTEND TRAINING, SUBWAY - LUNCH FOR STAFF MEMBER TO ATTEND TRAINING, PINGELLY IGA - PLEDGE, PINGELLY CRC - 8 PHOTOS FOR TENNIS OPENING, JULIE HOOKER - MARKET STALL RECEIPT	\$417.95
24274	24/05/2016	TELSTRA	SMS EMERGENCY HOTLINE 02 MAY 2016 - 01 JUNE 2016	\$3.50
24275	24/05/2016	SHIRE OF PINGELLY	VEHICLE REGISTRATION 01 JUNE 2016 - 30 NOVEMBER 2016	\$163.30
24276	24/05/2016	SYNERGY	STREETLIGHT CHARGES 25 MARCH 2016 - 24 APRIL 2016; ELECTRICITY CHARGES 02 MARCH 2016 - 04 MAY 2016	\$8,330.35
24277	24/05/2016	PLEASE PAY CASH - PINGELLY SHIRE	PINGELLY IGA - TISSUES, REFRESHMENTS, AUSTRALIA POST - TAPE FOR LABEL MAKING MACHINE, PINGELLY IGA - TOILET BRUSH SETS, PINGELLY IGA - BLEACH, PINGELLY PHARMACY - GIFT VOUCHER, PINGELLY IGA - GIFT VOUCHERS, PINGELLY QUALITY MEATS - GIFT VOUCHER	\$386.85
24278	25/05/2016	NARROGIN OBSERVER	AD FOR NARROGIN OBSERVER - PLANNING SCHEME	\$153.60

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
24279	25/05/2016	SHIRE OF PINGELLY	PAYROLL DEDUCTIONS	\$13.22
24280	25/05/2016	ROBERT DOUGLAS EVA	GRAVEL SUPPLIED FOR MOORUMBINE ROAD BETWEEN BASSENDEAN ROAD TO KULGALING ROAD	\$13,216.72
24281	25/05/2016	PINGELLY VOLUNTEER FIRE & RESCUE	PAYMENT FOR BLOCK BURNS	\$1,710.00
24282	25/05/2016	PINGELLY IGA SUPERMARKET	PAYROLL DEDUCTIONS	\$60.90
24283	27/05/2016	PINGELLY TIMES	PINGELLY TIMES SHIRE NEWS ADVERTISING FOR 2016	\$33.75
24284	27/05/2016	SYNERGY	ELECTRICITY CHARGES 09 MARCH 2016 TO 09 MAY 2016	\$4,760.15
24285	27/05/2016	DR & EC PARSONS	RATES REFUND	\$194.46
24286	27/05/2016	MAIN ROADS WESTERN AUSTRALIA	ASPHALT AND ROAD FAILURE REPAIRS IN PARKING BAYS ON PARADE STREET	\$39,128.79
24287	30/05/2016	KEYSTART LOANS LTD	RATES REFUND	\$538.41
24288	31/05/2016	BUNNINGS BUILDING SUPPLIES	VARIOUS PLUMBING SUPPLIES AND NEW DOORS FOR SWIMMING POOL OUTSIDE TOILETS UPGRADE, SINK TAP PARTS TOWN HALL, ASSORTED SCREWS & RATCHET TIE DOWN, VARIOUS PARTS FOR WATER SUPPLY TO TOILETS IN YOUTH CENTRE	\$328.64
			TOTAL CHEQUE FROM MUNICIPAL FUND	\$90,273.47
			TOTAL ALL MUNICIPAL	\$676,954.46
1829	13/05/2016	JOYCE EVELYN WILLIAMS	REFUND OF BONDS X 2 FOR CAT TRAP HIRE	\$160.00
1830	24/05/2016	JESSICA ABRAHAM	REFUND OF KEY AND CLEANING BONDS FOR HIRE OF COMMUNITY CENTRE	\$190.00
1831	25/05/2016	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
1832	25/05/2016	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
1833	25/05/2016	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
1834	25/05/2016	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
1835	25/05/2016	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
			TOTAL TRUST PAYMENTS	\$350.00
90516	09/05/2016	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 01/05/16 TO 07/05/16	\$3,319.40

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
160516	16/05/2016	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 08/05/16 TO 14/05/16	\$5,212.00
230516	23/05/2016	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 15/05/16 TO 21/15/16	\$8,287.75
310516	31/05/2016	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 22/05/16 TO 31/05/16	\$22,635.85
			TRANSPORT LICENSING	\$39,455.00
DD8093.2	03/05/2016	AMP FLEXIBLE SUPER	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$366.95
DD8093.3	03/05/2016	BT FUNDS MANAGEMENT LIMITED	SUPERANNUATION CONTRIBUTIONS	\$12.14
DD8093.4	03/05/2016	THE TRUSTEE FOR THE DYER SUPER FUND	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$615.00
DD8093.5	03/05/2016	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	\$269.88
DD8093.6	03/05/2016	AUSTRALIAN SUPER ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	\$579.58
DD8093.7	03/05/2016	NGS SUPER	SUPERANNUATION CONTRIBUTIONS	\$18.94
DD8093.8	03/05/2016	CBUS	SUPERANNUATION CONTRIBUTIONS	\$390.96
DD8093.9	03/05/2016	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$376.34
DD8100.1	05/05/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$35.41
DD8124.1	17/05/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$5,591.49
DD8124.2	17/05/2016	AMP FLEXIBLE SUPER	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$366.95
DD8124.3	17/05/2016	BT FUNDS MANAGEMENT LIMITED	SUPERANNUATION CONTRIBUTIONS	\$10.92
DD8124.4	17/05/2016	THE TRUSTEE FOR THE DYER SUPER FUND	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$615.00

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8124.5	17/05/2016	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	\$269.88
DD8124.6	17/05/2016	AUSTRALIAN SUPER ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	\$579.58
DD8124.7	17/05/2016	NGS SUPER	SUPERANNUATION CONTRIBUTIONS	\$2.10
DD8124.8	17/05/2016	CBUS	SUPERANNUATION CONTRIBUTIONS	\$390.96
DD8124.9	17/05/2016	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$376.34
DD8169.1	31/05/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$5,467.69
DD8169.2	31/05/2016	BT FUNDS MANAGEMENT LIMITED	SUPERANNUATION CONTRIBUTIONS	\$3.03
DD8169.3	31/05/2016	THE TRUSTEE FOR THE DYER SUPER FUND	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$615.00
DD8169.4	31/05/2016	AMP FLEXIBLE SUPER	PAYROLL DEDUCTIONS & SUPERANNUATION CONTRIBUTIONS	\$366.95
DD8169.5	31/05/2016	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	\$269.88
DD8169.6	31/05/2016	AUSTRALIAN SUPER ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	\$579.58
DD8169.7	31/05/2016	CBUS	SUPERANNUATION CONTRIBUTIONS	\$390.96
DD8169.8	31/05/2016	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$376.34
DD8169.9	31/05/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$188.17
DD8093.10	03/05/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$188.17
DD8093.11	03/05/2016	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$323.61
DD8124.10	17/05/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$188.17
DD8124.11	17/05/2016	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$322.57
DD8169.10	31/05/2016	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$322.57
	31/05/2016	BANK FEES	BANK FEES	\$73.65
	31/05/2016	CENTRELINK FEES	CENTRELINK FEES	\$30.69
	31/05/2016	MERCHANT BANK FEES	MERCHANT BANK FEES	\$189.01

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2016

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
160531	24/05/2016	14 - FINANCED EQUIPMENT - PHOTOCOPIER LEASE	FINANCED EQUIPMENT - PHOTOCOPIER LEASE	\$902.00
160531	02/05/2016	LOAN 122 - LOAN 122 CAPITAL	INTEREST & FEES LOAN 122	\$35,905.02
160531	02/05/2016	INT L122 - INTEREST & FEES LOAN 122	INTEREST & FEES LOAN 122	\$11,458.67
			TOTAL DIRECT DEBIT PAYMENTS	\$69,030.15
			TOTAL CREDIT CARD PAYMENTS	\$0.00

15.3 Draft 2016/17 Budget – Fees and Charges

File Reference: 00551
Location: N/A
Applicant: Various
Author: Grace French, Director Corporate and Community Services
Date: 3 June 2016
Disclosure of Interest: Nil
Attachments: Draft Fees and Charges 2016/17 - (Attachment 2 after purple sheet in separate attachments book)
Previous Reference: N/A

Summary:

Council to consider fees and charges for inclusion in the draft 2016/17 Budget.

Background:

It is appropriate that Council gives consideration to fees and charges for 2016/17 to allow the draft 2016/17 budget to be prepared.

Comment:

It is required that generally fees and charges are levied on a cost recovery basis, however in the past the Shire of Pingelly has subsidised the use of community facilities by community and sporting groups in recognition of the overall benefit to the community of the continued existence of these groups. This will continue in 2016/17.

Generally charges have increased with increases in CPI or actual cost. Additional charges have been included for 2016/17 to reflect the actual scope of the Shire of Pingelly's operations, with a fee and charge included in the budget for all charges made by the Shire of Pingelly.

Some fees and charges are set by legislation and have been identified in the fees and charges as being charges levied by statute. The Shire of Pingelly has no control over the amounts charged when fees are set by legislation.

Consultation:

Various legislation
Council management and staff

Statutory Environment:

Section 6.16 of the *Local Government Act* provides that:

- (1) a local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
- (2) A fee or charge may be imposed for the following
 - a. Providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government
 - b. Supplying a service or carrying out work at the request of a person
 - c. Subject to section 5.94, providing information from local government records;
 - d. Receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorization or certificate;
 - e. Supplying goods;
 - f. Such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be –
 - a. Imposed (by absolute majority) during a financial year; and
 - b. Amended (by absolute majority) from time to time during a financial year.

Section 6.17 further provides:

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –
 - a. The cost to the local government of providing the service or goods;
 - b. The importance of the service or goods to the community; and
 - c. The price at which the service or goods could be provided by an alternative provider.
- (2) A high fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service –
 - a. Under section 5.96;
 - b. Under section 6.16 (2) (d); or
 - c. Prescribed under section 6.16 (2) (f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service
- (4) Regulations may –
 - a. Prohibit the imposition of a fee or charge in prescribed circumstances; or
 - b. Limit the amount of a fee or charge in prescribed circumstances.

Regulation 2 of the *Local Government (Financial Management) Regulations* (2) provides that the CEO is to —

- (a) ensure that the resources of the local government are effectively and efficiently managed;
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

Section 6.19 of the *Local Government Act* provides that if a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Section 41 of the *Health Act* provides that every local government may from time to time, as occasion may require, make and levy as aforesaid and cause to be collected an annual rate for the purpose of providing for the proper performance of all or any of the services mentioned in section 112, and the maintenance of any sewerage works constructed by the local government under Part IV. Such annual rate shall not exceed —

- (a) 12 cents in the dollar on the gross rental value; or
- (b) where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple:

Provided that the local government may direct that the minimum annual amount payable in respect of any one separate tenement shall not be less than \$1.

Provided also, that where any land in the district is not connected with any sewer, and a septic tank or other sewerage system approved by the local government is installed and used upon such land by the owner or occupier thereof for the collection, removal, and disposal of nightsoil, urine, and liquid wastes upon such land, the local government may by an entry in the rate record exempt such land from assessment of the annual rate made and levied under this section, and, in lieu of such annual rate, may, in respect of such land, make an annual charge under and in accordance with section 106 for the removal of refuse from such land.

Section 112 of the *Health Act* provides that:

- (1) A local government may, and when the Executive Director, Public Health so requires, shall undertake or contract for the efficient execution of the following works within its district, or any specified part of its district:
 - (a) The removal of house and trade refuse and other rubbish from premises.
 - (b) The supply of disinfectants for the prevention or control of disease, and pesticides for the destruction of pests.
 - (c) The cleansing of sanitary conveniences and drains.
 - (d) The collection and disposal of sewage.
 - (e) The cleaning and watering of streets.
 - (f) The providing, in proper and suitable places, of receptacles for the temporary deposit of refuse and rubbish collected under this section.
 - (g) The providing of suitable places, buildings, and appliances for the disposal of refuse, rubbish and sewage.
 - (ga) The construction and installation of plant for the disposal of refuse, rubbish and sewage.
 - (h) The collection and disposal of the carcasses of dead animals:
Provided that it shall not be lawful to deposit nightsoil in any place where it will be a nuisance or injurious or dangerous to health.
- (2) Any local government which has undertaken or contracted for the efficient execution of any such work as aforesaid within its district or any part thereof may by local law prohibit any person executing or undertaking the execution of any of the work undertaken or contracted for within the district or within such part thereof as aforesaid, as the case may be, so long as the local government or its contractor executes or continues the execution of the work or is prepared and willing to execute or continue the execution of the work.
- (3) After the end of the year 1934 no nightsoil collected in one district shall be deposited in any other district, except with the consent of the local government of such other district, or of the Executive Director, Public Health.

Section 30 of the *Residential Tenancies Act* provides that:

- (1) Subject to this section, the rent payable under a residential tenancy agreement may be increased by the owner by notice in writing to the tenant specifying the amount of the increased rent and the day as from which the increased rent becomes payable, being a day —
 - (a) not less than 60 days after the day on which the notice is given; and
 - (b) not less than 6 months after the day on which the tenancy commenced, or, if the rent has been increased under this section, the day on which it was last so increased, but otherwise the rent shall not increase or be increased.
- (2) The right of the owner to increase rent in accordance with subsection (1) —
 - (a) is not exercisable in relation to an agreement that creates a tenancy for a fixed term during the currency of that term unless the agreement provides that the rent may increase or be increased; and
 - (b) in any case, may be excluded or limited by agreement between the owner and the tenant.
- (3) A notice of increase of rent that has been given in accordance with this section and that has not been withdrawn by the owner varies the residential tenancy agreement to the effect that the increased rent specified in the notice is payable under the agreement as from the day specified in the notice.

Policy Implications:

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

Financial Implications:

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

Strategic Implications:

Shire of Pingelly Community Strategic Plan
Outcome 4.4 A Financially Sustainable Shire

Voting Requirements:

Absolute Majority

Recommendation:

That the fees and charges for 2016/17, as proposed be adopted effective midnight 30 June 2016 and included in the draft 2016/17 budget.

Moved: _____ Seconded: _____

15.4 Councillor Payments and Allowances

File Reference: 00369
Location: N/A
Applicant: Grace French, Director Corporate & Community Services
Author: Grace French, Director Corporate & Community Services
Date: 6 June 2016
Disclosure of Interest: Nil
Attachments: Determination for Local Government Elected Members Pursuant to Section 7B of the Salaries and Allowances Act 1975 (Attachment 3 after orange sheet under separate cover)

Summary:

For Council to determine the members fees and allowances to be paid to Councillors for the 2016/17 financial year.

Background:

Councillors are currently paid meeting fees and some expense reimbursements for carrying out their duties as Councillors. The amount paid for fees and allowances have been determined in accordance with the Local Government Act and the Local Government Operational Guidelines Number 15 Meeting Fees, Allowances and Expenses for Elected Members. A review at this time will allow any revised payment amounts to be included in the draft budget for 2016/17.

Comment:

The member’s fees and allowances were last reviewed as part of the 2015/16 budget process.

Fees being paid in 2015/16 are detailed below along with minimum and maximum allowed payments for 2016/17:

Payment Type	Shire of Pingelly	Local Government Act Local Government Regulations		
	Current Payment	Minimum	Maximum	Other
Presidents Allowance	\$1,200.00	\$508	\$19,864	Or up to 0.2% of operating revenue
Deputy Presidents Allowance	\$300.00	Up to 25% of Presidents Allowance	Up to 25% of Presidents Allowance	Up to 25% of Presidents Allowance
Ordinary and Special Council Meeting				
Councillors	\$3,553.00	\$3,553.00	\$9,410.00	Annual Fee
		\$90.00	\$236.00	Per Ordinary or Special Council Meeting
		\$45.00	\$118.00	Per Committee Meeting
President	\$7,000.00	\$3,553	\$19,341.00	Annual Fee
		\$90.00	\$485.00	Per Ordinary or Special Council Meeting
		\$45.00	\$118.00	Per Committee Meeting

Other Allowances & Payments					
Phone, Fax, Information Technology & Telecommunications Expense	Actual Cost	\$500	\$3,500.00	Rental Charges only one phone and one fax, ISP fees or annual allowance	
Childcare Expenses	Actual Cost	Actual Cost or \$25 per hour whichever is the lesser	Actual Cost or \$25 per hour whichever is the lesser	Actual Cost or \$25 per hour whichever is the lesser	
Other Expenses	Determined as per policy 4.5				

Consultation:

Salaries and Allowances Tribunal

Statutory Environment:

Section 598 of the *Local Government Act* provides that:

- (5) The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid —
- (a) the annual local government allowance for mayors or presidents; or
 - (b) where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents, that allowance.

Section 598A of the *Local Government Act* provides that a local government may decide to pay the deputy mayor or deputy president of the local government an allowance of up to the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).

Section 599A of the *Local Government Act* provides that a local government may decide that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all council members —

- (a) the annual allowance determined by the Salaries and Allowances Tribunal and the Salaries and Allowances Act 1975 section 7B for that type of expense; or
- (b) where the local government has set an allowance within the range determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B for annual allowances for that type of expense, an allowance of that amount, and only reimburse the member for expenses of that type in excess of the amount of the allowance.

Regulations 33 to 34AC of the *Local Government (Administration) Regulations* which was deleted on 13 July 2012 was previously referred to when setting members fees.

The Western Australian Salaries and Allowances Tribunal now provide the determination of certain payments to elected council members with the current determination in effect from 16 June 2015.

Policy Implications:

Shire of Pingelly Policy Manual

4.5 Conference and Meeting Expenses

Where a Councillor is authorised to attend a conference, meeting, course or other Council business, the Shire of Pingelly will pay for:

- fees;
- travel; and
- Councillor’s accommodation, meals and other incidentals with these expenses.

Additionally, the Shire of Pingelly will pay for spouses to attend any official partner programme connected with the conference.

Financial Implications:

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

Strategic Implications:

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

Voting Requirements:

Absolute Majority

Recommendation:

That Council adopt Members Fees and Payments for the Financial Year 2016/17 as follows:

- **Presidents Allowance** _____
- **Deputy Presidents Allowance** _____
- **Ordinary and Special Meeting Fees - Councillors** _____
- **Ordinary and Special Meeting Fees – President** _____
- **Phone, Fax, IT & Telecommunications** _____
- **Childcare Expense** _____
- **Other Expenses to be determined on a case by case basis as per policy 4.5 - Conference and Meeting Expenses.**

Moved: _____ Seconded: _____

16 DIRECTORATE OF TECHNICAL SERVICES

16.1 Purchasing Policy

File Reference: 00000
Location: Shire of Pingelly
Applicant: Barry Gibbs, Director Technical Services
Author: Barry Gibbs, Director Technical Services
Date: 23 May 2016
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Council Minutes 16 September 2015

Summary:

Council to amend the Shire of Pingelly Purchasing Policy to reflect current requirements and staff changes.

Background:

The current purchasing policy adopted by the Shire of does not include provision for the Engineering Technical Officer who performs tasks on behalf of the Director Technical Services to make purchases. Senior staff titles have changed since the policy was last amended in February 2015. Several corrections relating to tender values have been updated from \$100,000 to \$150,000 that was over looked during the previous amendment when the public tender amount was raised to \$150,000 from \$100,000.

Comment:

The *Local Government (Functions and General) Regulation 11A* requires a local government to prepare or adopt and implement a purchasing policy. The proposed policy is definitive in the following areas:

- Objectives
- Ethics and Integrity
- Value for Money
- Sustainable Procurement
- Local and Regional Price Preference Policy
- Purchasing Thresholds
- Ordering Thresholds
- Regulatory Compliance
- Records Management

Changes to the existing policy are listed below and shown in bold and underlined in the policy below.

- In the amended policy it is requested that the Engineering Technical Officer be given authority to make orders and purchases up to \$3,000 on behalf of the Shire of Pingelly.

The purchasing thresholds have not been amended and will remain the same as detailed below:

Amount of Purchase	Policy 5.11
Less than \$3,000	Professional discretion of market in accordance with the objective of this Purchasing Policy.
\$3,001 to \$15,000	Obtain at least two verbal quotes where practical.
\$15,001 to \$50,000	Obtain at least two written quotations.
\$50,001 to \$70,000	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$70,001 - \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$150,000 and above	Conduct a public tender process; or Source from a WALGA Preferred Supplier or supplier subject to a WA Department Finance Common User Agreement (CUA).

The amended policy is detailed below;

5.11 Purchasing

Policy Owner: Corporate Services
Person Responsible: Director Corporate Community Services
Date of Approval: 16 June 2016

OBJECTIVES

1. To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*.
2. To deliver a best practice approach and procedures to internal purchasing for the Shire of Pingelly.
3. To ensure consistency for all purchasing activities that integrates within all the Shire of Pingelly operational areas.

WHY DO WE NEED A PURCHASING POLICY?

The Shire of Pingelly is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

1. Provides the Shire of Pingelly with a more effective way of purchasing goods and services.
2. Ensures that purchasing transactions are carried out in a fair and equitable manner.
3. Strengthens integrity and confidence in the purchasing system.
4. Ensures that the Shire of Pingelly receives value for money in its purchasing.
5. Ensures that the Shire of Pingelly considers the environmental impact of the procurement process across the life cycle of goods and services.
6. Ensures the Shire of Pingelly is compliant with all regulatory obligations.
7. Promotes effective governance and definition of roles and responsibilities.
8. Uphold respect from the public and industry for the Shire of Pingelly's purchasing practices that withstand probity.

ETHICS & INTEGRITY

All officers and employees of the Shire of Pingelly shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Pingelly.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

1. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
2. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Pingelly policies and code of conduct;
3. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
6. Any information provided to the Shire of Pingelly by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Pingelly. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

1. All relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
2. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
3. Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
4. A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Pingelly is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Pingelly's sustainability objectives.

Practically, sustainable procurement means the Shire of Pingelly shall endeavour at all times to identify and procure products and services that:

1. Have been determined as necessary;
2. Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
3. Demonstrate environmental best practice in water efficiency.
4. Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
5. Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
6. For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
7. For new buildings and refurbishments – where available use renewable energy and technologies.

LOCAL AND REGIONAL PRICE PREFERENCE POLICY

Where possible goods and services should be sourced locally, taking into consideration value for money, price, quantity and availability.

Local Price Preference – For suppliers located within the Shire of Pingelly

- 10% - where the contract is for goods and services up to a value of \$20,000.
- 5% - where the contract is for goods and services between the values of \$20,001 to \$40,000.

Regional Price Preference – For supplies located within a 60km radius of the Shire of Pingelly

- 5% - where the contract is for goods and services up to a value of \$20,000.

In addition to this, the Shire shall consider the following as part of any value for money decision, and the benefits of purchasing goods and services from local suppliers:

1. More timely delivery with shorter supply lines;
2. The opportunity for local product demonstrations and references, with consequentially reduced risk in the decision making process;
3. More convenient communications and liaison;
4. Better knowledge of local conditions; and
5. Benefits to the Shire from local employment and economic spin-offs.

Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amended Amount of Policy 5.11 Purchase	
Less than \$3,000	Professional discretion of market in accordance with the objective of this Purchasing Policy.
\$3,001 to \$15,000	Obtain at least two verbal quotes where practical.
\$15,001 to \$50,000	Obtain at least two written quotations.
\$50,001 to \$70,000	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$70,001 - \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$150,000 and above	Conduct a public tender process; or Source from a WALGA Preferred Supplier or supplier subject to a WA Department Finance Common User Agreement (CUA).

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the **\$150,000** threshold (excluding GST). Where the tender process is used, steps must be taken to ensure compliance with the Local Government (Functions and General) Regulations 1996 s3.57.

ORDERING THRESHOLDS

The following officers are authorised to sign orders on behalf of the Council within the limits stated provided such proposed purchases are contained within the budget and are within the officer's area of activity.

Officer	Order Limit (\$)
Chief Executive Officer	Unlimited
Director Corporate and Community Services	\$50,000
Director Technical Services	\$50,000
Works Supervisor	\$15,000
Executive Assistant	\$1,000
Senior Mechanic	\$3,000
Administration Officer Technical	\$3,000
Engineering Technical Officer	\$3,000

NOTE: The general principles relating to written quotations are;

1. An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
2. The request for written quotation should include as a minimum:
 - a. Written Specification
 - b. Selection Criteria to be applied
 - c. Price Schedule
 - d. Conditions of responding
 - e. Validity period of offer
 - f. Shire of Pingelly OSH requirements for Contractors
3. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.

4. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
5. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
6. Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

REGULATORY COMPLIANCE

Records Management

For Tenders and formal Request for Quotations (RFQ)

All records associated with the procurement process shall be recorded and retained as official Council records including:

1. All tender or RFQ documentation
2. Internal documentation
3. Evaluation documentation
4. All correspondence including enquiry and response documentation
5. Notification and award documentation

For direct procurement

All records that are required under this policy must be attached to any purchase order, including:

1. Quotation documents
2. Internal documentation
3. Order forms

Verbal Quotations

Where a verbal quotation is required under this policy then a written record must be made of both the quotation and any submission of quotation. The written record shall include:

1. Details of the goods and services required
2. Name of any supplier who has been requested to provide a quotation and the date on which it was requested
3. Name of any supplier who submitted a quotation, the amount of the quotations

This information is to be recorded in the pre-printed verbal quotation section on the Office Copy Purchase Order.

Written Quotations

Where a written quotation is required under this policy then the written request for quotation and any submission of quotations must be attached to the Office Copy Purchase Order.

Tender Exemption

In the following instances, public tenders or quotation procedures are not required (regardless of the value of expenditure):

1. Purchases of Goods and/or Services under;
 - Current Western Australian Local Government Association (WALGA) Preferred Supplier Contracts

- Current WA Department Finance Common Use Agreements (CUA's)
Procurements made under CUA or WALGA preferred supplier contracts shall be checked for currency of contract at the time of quotation. The contract number of the CUA or WALGA Preferred Supplier contracts must be quoted at the time of quote sourcing and ordering in order to identify Council to the supplier as party to the contract pricing structure.

2. Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made.

Written confirmation of this must be made in accordance with the record management section of this policy.

Note: The application of provision "sole source of supply" should only occur in limited cases and experience indicates that generally more than one supplier is able to provide the requirements.

3. An emergency situation as defined by the Local Government Act 1995.
4. The purchase is under public auction which has been authorised by Council.
5. The purchase is for petrol, oil or other liquid or gas used for internal combustion engines.
6. Shelf acquired non bulk Grocery, Alcohol, Sundry Hardware and Stationery

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No quotations are required for the procurement of non-bulk fixed price retail grocery, alcohol, sundry hardware and stationery products to be sourced off the shelf from retail stores that are open to the public. It is considered that the non-negotiable pricing together with strong competition within the sector is sufficient to provide best pricing.

7. Software Support/Maintenance

No quotations are required for contracts for the provision, maintenance or support of software where;

The value of the contract is less than or equal to **\$150,000** and;

The responsible office has good reason to believe that because of the unique nature of the software support and maintenance required, or for any other reason, it is unlikely that there is more than one potential supplier.

8. Any of the other exclusions listed under Regulation 11 of the Functions and Generals Regulations apply.
9. Chief Executive Officers or **Directors** Discretion
The Chief Executive Officer or **Director** may at their discretion, waive the requirements in writing to obtain the necessary quotations providing that written justifiable reasons for such waiver are provided by the responsible purchasing officer to the Chief Executive Officer, or their **Director** in the following situations;
10. The responsible officer has sought required quotations, but has only received less than the required responses that met the quotation specifications; or

11. The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a Local Government or a Regional Local Government.

Anti-Avoidance

The Shire of Pingelly shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of **\$150,000**, thereby avoiding the need to publicly tender.

Consultation:

Executive Team Members

Statutory Environment:

Local Government Act 1995

2.7. Role of council

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Local Government Functions and General Regulations 1996

11A. Purchasing policies

(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, **\$150 000** or less or worth **\$150 000** or less.

(2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).

(3) A purchasing policy must make provision in respect of —

- (a) the form of quotations acceptable; and
- (b) the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.

(4) Different requirements may be imposed under a purchasing policy in respect of different classes, or types, of any of the following —

- (a) goods and services;
- (b) suppliers;
- (c) contracts;
- (d) any other thing that the local government considers appropriate.

Division 2 — Tenders for providing goods or services (s. 3.57)

11. Tenders to be invited for certain contracts

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than **\$150 000** unless subregulation (2) states otherwise.

(2) Tenders do not have to be publicly invited according to the requirements of this Division if

- (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act;
- (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA;

- (c) the local government intends to enter into a contract arrangement for the supply of goods or services where
- (i) the supplier is either —
 - (I) an individual whose last employer was the local government; or
 - (II) a group, partnership or company comprising at least 75% of persons whose last employer was that local government;
 - (ii) the contract —
 - (I) is the first contract of that nature with that individual or group; and
 - (II) is not to operate for more than 3 years;

Policy Implications:

Policy 5.11 Purchasing
Policy 2.1 Policy Manual

Financial Implications:

The new policy will:

- Ensure best practice in relation to internal purchasing for the Shire of Pingelly
- Ensure statutory compliance with the Local Government Act 1995, Local Government Functions and General Regulations 1996 and relevant Regulations and the State Records Act
- Ensure value for money for the Shire of Pingelly
- Ensure openness, transparency, fairness and equity in the purchasing process
- Ensure consistent purchasing processes are implemented and maintained

Strategic Implications

Shire of Pingelly Strategic Community Plan

Outcome 4.5: Effective and efficient corporate and administrative services
Strategy 4.5.2: Develop and maintain risk management policies and procedures

Voting Requirements:

Absolute Majority

Recommendation:

That Council adopt the following changes to Purchasing Policy 5.11

- 1. Ordering Thresholds – Change the Titles for Executive Manager Corporate and Community Services to Director Corporate and Community Services and Executive Manager Engineering and Development Services to Director Technical Services;**
- 2. Engineering Technical Officer be given authority to make orders and purchases up to \$3,000 on behalf of the Shire of Pingelly;**
- 3. Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST);**
- 4. Tender Exemption – line 7. Software Support/Maintenance – change value from \$100,000 to \$150,000;**
- 5. Tender Exemption – line 9. Software Support/Maintenance – change offer title from Executive Manager to Director;**
- 6. Anti-Avoidance – Change value from of consideration below the level of \$100,000 to \$150,000;and**
- 7. Statutory Environment - Change the value from \$100,000 to \$150,000.**

Moved: _____ Seconded: _____

16.2 Proposed 10 Year Gravel Resheeting Program

File Reference: 00534
Location: Shire of Pingelly
Applicant: Barry Gibbs, Director Technical Services
Author: Barry Gibbs, Director Technical Services
Date: 2 June 2016
Disclosure of Interest: Nil
Attachments: List of Proposed Road for Gravel Resheeting (Attachment 4 after yellow sheet in separate attachments book)
Previous Reference: N/A

Summary:

Council to consider a 10 year gravel road resheeting program commencing from the 2016/17 financial year.

Comment:

The Shire has reviewed data from its Road Asset Management Program (Roman II) program traffic counters and feedback from the community regarding the condition of unsealed roads within the Shire over the past 18 months.

This has enabled the Shire engineering staff to compile a list of roads and prioritise which roads require gravel resheeting over the next ten years as part of our long term Capital Works Program.

Consultation:

Gavin Pollock – Chief Executive Officer
Russell Dyer – Works Supervisor

Statutory Environment:

Main Roads Act 1930 – Part 6 - Secondary Roads; Section 24 - Declaration of secondary roads; local governments' functions as to secondary roads:

(5) The local government of a district in which a secondary road or any part of a secondary road is situated shall be responsible for maintaining such secondary road or part; but where a secondary road, or part of a secondary road, follows the common boundary of 2 districts, the cost of the maintenance shall be apportionable between the local governments of those districts and the Commissioner may determine the respective liabilities of each local government.

Policy Implications:

There are no policy implications arising from this amendment.

Financial Implications:

This program is based on the Shire of Pingelly being successful in gaining grant funding from both Commodity Route Supplementary Fund and/or Regional Road Group which will fund two-thirds of the proposed cost for these projects and the remaining one-third from the Shire of Pingelly or the industry.

Strategic Implications:

Strategic Community Plan 2012 – 2021

Outcome 2.6 - Safe and reliable transport infrastructure

Strategy 2.6.1: Maintain and further develop roads and footpaths at appropriate standards.

Voting Requirements:

Simple Majority

Recommendation:

That Council endorse the proposed 10 year gravel resheeting program and for the program to be reviewed every two (2) years.

Moved: _____ Seconded: _____

16.3 Consolidation of Shire of Pingelly Local Planning Scheme No.3

File Reference: 00234
Location: Shire of Pingelly
Applicant: Shire of Pingelly
Author: Barry Gibbs, Director Technical Services
Date: 7 June 2016
Disclosure of Interest: Nil
Attachments: Copy of Consolidation Report & Scheme Maps and letter from Department of Planning (Attachment 5 after green sheet in separate attachments book)

Summary:

Council to endorse to consolidate the Local Planning Scheme No.3 gazetted on 25 August 2015 by the Department of Planning.

Background:

At the Shire of Pingelly Council meeting on the 17 June 2015 the Council agreed to the following:

Recommendation:

As a result of the above, and the operation of the Scheme since 2007, it is recommended that Council resolve to:

1. *Consolidate the current Local Planning Scheme No. 3 as provided in Section 88 of the Planning and Development Act 2005, rather than prepare a new Scheme.*
2. *Notify its resolution to the Commission as required under Section 89 of the Planning and Development Act 2005.*
3. *Forward this report and the consolidated maps and amended zoning table incorporating amendments 1-3 and incorporating amendment No. 4 to enable the Commission to approve the consolidation of the Scheme.*
4. *Upon approval by the Commission, invite submissions from the public on the effectiveness of the Scheme, the need for amendment to the Scheme and the need for the making of a new Scheme as required under Section 89(2) of the Planning and Development Act 2005.*
5. *Upon receipt of submissions, prepare a report on submissions to the Minister to determine whether no change is necessary (Section 91) or amendments are proposed (Section 92) and seek approval of the Minister as required under the above section of the Planning and Development Act 2005.*

Comment:

The Shire has now completed Council Recommendations 1 to 4 and is now seeking Council endorsement to submit a report to the Minister of Planning. This report will advise the Minister that public submissions have closed on 17 May 2016, and the Shire of Pingelly received no public inquiries or submissions regarding amending the Shire of Pingelly Local Planning Scheme.

Consultation:

Trevor Moran - Planner Landvision
Council Staff and Councillors

Statutory Environment:

Section 89 of the Planning and Development Act 2005.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Recommendation:

Council resolve to:

1. **endorse to the consolidate Local Planning Scheme No.3 gazetted on the 25 August 2015 by the Department of Planning.**
2. **acknowledge that no submissions were received from the public for the consolidation of the Local Planning Scheme No.3 as required under Section 89(2) of the Planning and Development Act 2005.**
3. **submit a report on submissions to the Minister to determine whether no change is necessary (Section 91) or amendments are proposed (Section 92) and seek approval of the Minister as required under the above section of the Planning and Development Act 2005.**

Moved: _____ Seconded: _____

16.4 Front Fence Policy

File Reference: 00000
Location: Shire of Pingelly Gazetted Townsite
Applicant: Barry Gibbs, Director Technical Services
Author: Barry Gibbs, Director Technical Services
Date: 7 June 2016
Disclosure of Interest: Nil
Attachments: Draft Local Planning Scheme Policy on Street Walls & Front Fences in Residential Areas (Attachment 6 after red sheet in separate attachments book)

Summary:

Council to consider endorsement of the Draft Front Fence Policy after completion of the public advertising period.

Comment:

The adoption of the Draft Local Planning Policy – Street Walls & Front Fences in Residential Areas has been advertised in both the Narrogin Observer and the Pingelly Times and closed on the 31 May 2016.

The Shire only received one inquiry on the proposed policy relating to an existing front fence. The inquiry was regarding the existing fence and if it complied with the new draft policy.

Consultation:

Gavin Pollock – Chief Executive Officer
Jacky Jurmann – Contract Planner
Sheryl Squiers – Administration Officer Technical

Statutory Environment:

There are no statutory implications arising from this amendment.

Policy Implications:

New Policy to be added to Shire of Pingelly Policy Manual

Financial Implications:

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

Strategic Implications:

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

Strategy 2.5.1: Provide supportive planning and development guidance and liaison on land developments.

Voting Requirements:

Simple Majority

Recommendation:

That Council endorse the draft Front Fencing Policy for inclusion in the Shire of Pingelly Policy Manual.

Moved: _____ Seconded: _____

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

18. NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

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

19. CLOSURE OF MEETING

The Chairman to declare the meeting closed.