

# Notice of Meeting



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Western Australia 6308  
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Dear Elected Member

The next Ordinary meeting of the Shire of Pingelly will be held on 20 July 2016 in the Council Chambers, 17 Queen Street, Pingelly commencing at 2.00pm.

Community Craft Centre will be providing dinner.

## **Schedule**

12pm	Lunch / Corporate Discussion
2pm	Council Meeting
6pm	Dinner

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

Gavin Pollock  
**Chief Executive Officer**

15 July 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  
20 July 2016

## **MISSION STATEMENT**

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

## **DISCLAIMER**

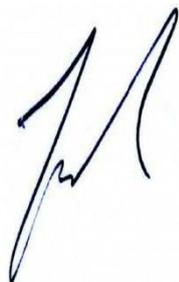
### **INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS**

#### **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:

20 July 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 20 July 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

As a Councillor we are required to listen:

There are people who, instead of listening to what is being said to them, are already listening to what they are going to say themselves. **Albert Guinon (1863 - 1923)**

Make sure you have finished speaking before your audience has finished listening. **Dorothy Sarnoff**

**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 – 15 June 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 15 June 2016 be confirmed.**

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

### **9.2 Special Meeting – 27 June 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 27 June 2016 be confirmed.**

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

### **9.3 Special Meeting – 6 July 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 6 July 2016 be confirmed.**

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

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

**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 June 2016:**

- 9<sup>th</sup> Agenda Briefing
- 10<sup>th</sup> President Craigie – WALGA with M Batty Executive Manager for Environment and Waste
  - It was scheduled the day before which didn't give us any time to involve the Council.
  - We presented the three Projects asked about waste, Councils resigning from WALGA, and the gift issue.
- 13<sup>th</sup> Cottage Homes Working Group
- 14<sup>th</sup> CEO
- 14<sup>th</sup> EA – Standing orders
- 15<sup>th</sup> Corporate Discussion, Council Meeting
- 17<sup>th</sup> Prospective Councillor Information Session
- 21<sup>st</sup> PRACC joint project team
- 23<sup>rd</sup> ILU Meeting
- 24<sup>th</sup> CCZ – Popanyinning
- 27<sup>th</sup> Hotham Dale Sub-group Meeting
- 27<sup>th</sup> Special Council Meeting
- 27<sup>th</sup> Audit meeting
- 28<sup>th</sup> Mobile Day Care meeting
- 30<sup>th</sup> PUG
- 30<sup>th</sup> Aged Care Committee meeting

#### **Meetings attended July 2016:**

- 1<sup>st</sup> Jenifer Collins – DSR
- 5<sup>th</sup> CEO
- 5<sup>th</sup> Webinar – Social Media
- 6<sup>th</sup> Corporate Discussion
- 12<sup>th</sup> LEMC – Pingelly

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

### **14.1 Information Bay Signage**

<b>File Reference:</b>	<b>00237</b>
<b>Location:</b>	<b>Shire of Pingelly</b>
<b>Applicant:</b>	<b>Claire Buckley, Project Administration Officer</b>
<b>Author:</b>	<b>Claire Buckley, Project Administration Officer</b>
<b>Authorising Officer</b>	<b>Gavin Pollock, Chief Executive Officer</b>
<b>Date:</b>	<b>6<sup>th</sup> July 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Information Bay Signage (Attachment 1 behind green sheet in separate attachments booklet)</b>

#### **Summary:**

In consultation with the Chief Executive Officer and Cr Marshall, changes required to the Information Bay Signage were made by Tangelo Creative. Attached is the final version for sign-off by Council.

#### **Background:**

This began over a year ago with the tear-off maps. This was intentionally delayed the Information Bay while the tear-off maps were out in public to see what feedback was given. No feedback was received.

During the Corporate Discussion on 6 July 2016, Councillors agreed that the design could be sent to the July Council Meeting for approval. The updated tear off maps will also be modelled on this design.

#### **Comment:**

The idea with this design is that if any changes that happen in town i.e. when the medical centre, Pingelly Recreation and Cultural Centre or Aged Care housing is built, stickers can be created to cover the required area with the new information.

The signs will be supplied as 2 x 2400x1800mm printed vinyl suitable for HI UV Outdoor Exposure with an anti-graffiti laminate affixed to 3mm ACM. The Shire of Pingelly Works team will be responsible for installing the two signs back to back in the information bay.

#### **Consultation:**

Gavin Pollock - Chief Executive Officer  
Ray Marshall - Councillor

#### **Statutory Environment:**

There are no policy implications.

#### **Policy Implications:**

There are no policy implications.

#### **Financial Implications:**

A Purchase Order will be raised for \$2,882.00 as soon as possible.

#### **Strategic Implications:**

There are no known significant strategic implications.

**Voting Requirements:**  
Absolute Majority

**Recommendation:**  
That Council endorse the final artwork and approve the Chief Executive Officer in getting the signs manufactured and installed in the Pingelly Information Bay.

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

## **14.2 Christmas and New Year's Office Closure**

**File Reference:** 0000  
**Location:** Shire of Pingelly – Administration  
**Applicant:** Gavin Pollock – Chief Executive Officer  
**Author:** Gavin Pollock – Chief Executive Officer  
**Date:** 13 July 2016  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

### **Summary:**

Council to consider a shutdown of the Shire Administration Centre over the Christmas and New Year period being from 12 noon on Friday 23 December 2016 to Sunday 8 January 2017 (inclusive).

### **Background:**

During the Christmas and New Year period for 2015/16 Council endorsed a similar closure of the Shire Administration Centre.

### **Comment:**

During the abovementioned period there are 4 public holidays with staff being required to take approved leave for the additional days.

A roster will be developed to ensure coverage is provided by Senior Staff and the Works Supervisor so contact can be made by phone as per a roster with one or more being in town if required at short notice. Some members of the outside staff will be working in Pingelly during the closure period and will be available out of hours if required.

Fire weather warnings and harvest ban SMS's can be sent remotely using information telephoned to the either of the Directors by a Pingelly based Fire Control Officer. This person will also arrange for the broadcast of harvest and vehicle movement bans where required.

The emergency services and police will be notified of all key personnel contact details during the period. This information will also be provided in the Information Bulletin. The public will be notified of contactable number via the Pingelly Times, a notice on the office door, the Shire of Pingelly Website and Facebook page.

### **Consultation:**

Chief Executive Officer, Director of Technical Services and Director Corporate & Community Services.

### **Statutory Environment:**

Nil

### **Policy Implications:**

Nil

### **Financial Implications:**

Nil

### **Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Recommendation:**

- 1. That Council endorse the Chief Executive Officer closing the Shire Administration Office at 12 noon on Friday 23 December 2016 to Sunday 8 January 2017 inclusive and reopen 8:30am on Monday 9 January 2017.**
- 2. That staffing requirements and contact details are put into place for the closure period to deal with any emergency issues that may arise.**

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

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

### **14.3 Dryandra Country Visitor Centre Membership 2016**

**File Reference:** 00237  
**Location:** Shire of Pingelly  
**Applicant:** Dryandra Country Visitor Centre  
**Author:** Gavin Pollock – Chief Executive Officer  
**Date:** 13 July 2016  
**Disclosure of Interest:** Nil  
**Attachments:** Dryandra Country Visitor Centre Invoice for 2016/17 and Fee proposal to assist the Pingelly Tourism Group (Attachment 2 behind yellow sheet in separate attachments booklet)  
**Previous Reference:** Nil

**Summary:**

Council to consider its membership with the Dryandra Country Visitor Centre (DCVC) for the 2016/17 financial year and ongoing future years.

**Background:**

The Shire of Pingelly has been a member of the DCVC for a number of years and last financial year increased its membership contribution from \$5,000 to \$6,000 per year.

**Comment:**

Council to consider its ongoing membership with the DCVC and how do you measure value for money and is the DCVC delivering or meeting the expectations of Council.

**Consultation:**

Chief Executive Officer, Director of Technical Services, Director Corporate & Community Services and Councillors.

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

If the membership is renewed for the 2016/17 financial year an allocation of \$6,000 will need to be included in the budget.

**Strategic Implications:**

Will need to consider the tourism benefits to the community by being part of or not part of the DCVC.

**Voting Requirements:**

Absolute Majority

**Recommendation:**

**That Council discuss its membership with the Dryandra Country Visitor Centre (DCVC) for the 2016/17 financial year plus ongoing future years and advise the Chief Executive Officer of what action to undertake.**

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

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

#### **14.4 Pingelly Community Car**

**File Reference:** 00106  
**Location:** Shire of Pingelly  
**Applicant:** Gavin Pollock – Chief Executive Officer  
**Author:** Gavin Pollock – Chief Executive Officer  
**Date:** 13 July 2016  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

#### **Summary:**

Council to support the community car program and acknowledge the purchase of the community car is to assist members of our community to attend medical and wellness appointments outside of Pingelly.

The Shire will contribute to the program by paying the vehicle insurance and registration plus having the vehicle listed on the Shire asset register and noted as a community car for the community as donated by the community.

#### **Background:**

The Shire of Pingelly has received a donation of \$43,110 from a community member who is the executor for a deceased estate. The money has been donated to purchase a community car to assist members of our community to attend medical and wellness appointments outside of Pingelly. The car will be driven by accredited volunteers who would need to meet basic criteria. The Community car selected and purchased has meet a set criteria to ensure it was safe to drive and also allow easy access in and out of the vehicle.

#### **Comment:**

The community car program is a joint venture and program supported by the Shire of Pingelly, Pingelly Community Resource Centre and the Community. The Pingelly Community Resource Centre will manage and coordinate the vehicle's servicing and fuel usage, volunteer resources and accreditation plus developing and implementing the booking process for the community car.

A suitable place to house the community car is still to be determined and in the short term will be secured and housed by the Shire. The community car has been purchased and is now ready for delivery. The surplus funds from the purchase are to be allocated to the Pingelly Community Resource Centre to purchase a light weight collapsible wheelchair and walking frame, suitable seat covers, dash mat, first aid kit, roadside assistance package and grab or wedge points to assist with getting in and out of the vehicle. If surplus funds still exist once the Pingelly Community Resource Centre has purchased all the required items the Pingelly Community Resource Centre will be required to place the funds in a trust account dedicated to the community car program.

#### **Consultation:**

Shirley Lange – Shire President, Lee Steel – Pingelly Community Resource Centre, LGIS – Shire Insurance Company and Councillors.

#### **Statutory Environment:**

A Memorandum of Understanding will need to be developed between the Shire of Pingelly and Pingelly Community Resource Centre to outline each stakeholder's responsibilities in relation to the community car.

**Policy Implications:**

A policy may need to be created to support the Memorandum of Understanding.

**Financial Implications:**

The Shire will fund the vehicle's insurance, registration and servicing costs. The Pingelly Community Resource Centre will coordinate the financial contributions (from PATS) so they are allocated towards covering the fuel costs.

**Strategic Implications:**

The vehicle will need to be assessed as to the amount of use it will receive and a replacement program implemented and reviewed annually as part of the Shires plant replacement program. The replacement of the community car could be funded by the community, grants or by the dedicated trust account for the community car program.

**Voting Requirements:**

Absolute Majority

**Recommendation:**

**That Council**

1. **Support the community car program and acknowledge the purchase of the community car is to assist members of our community to attend medical appointments outside of Pingelly.**
2. **Will contribute to the life of the program by paying the vehicle insurance and registration plus having the vehicle listed on the Shire asset register noted as a community car for the community as donated by the community.**
3. **Endorse the Chief Executive Officer developing and signing a Memorandum of Understanding between the Shire of Pingelly and Pingelly Community Resource Centre outlining each stakeholder's responsibilities and commitment to the community car program.**
4. **Endorse the surplus funds from the purchase of the vehicle are allocated to the Pingelly Community Resource Centre to purchase a light weight collapsible wheelchair and walking frame, suitable seat covers, dash mat, first aid kit, roadside assistance package and grab or wedge points to assist with getting in and out of the vehicle. Any remaining funds are to be placed in a trust account dedicated to the community car program and managed by Pingelly Community Resource Centre.**

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:** 13 July 2016  
**Disclosure of Interest:** Nil  
**Attachments:** Monthly Statements of Financial Activity for the period 1 July 2015 to 30 June 2016 (Attachment 3 behind pink sheet in separate attachments booklet)  
**Previous Reference:** N/A

#### **Summary:**

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

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

#### **Background:**

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

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

#### **Consultation:**

Chief Executive Officer

#### **Statutory Environment:**

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996

Section 34: Financial Reports to be Prepared

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

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

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

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

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

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

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

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

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

**Policy Implications:**

There are no policy implications.

**Financial Implications:**

There are no significant trends or issues to be reported. The report and officer recommendation is consistent with Council's adopted Budget 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 30 June 2016 be accepted and material variances be noted.**

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

## **15.2 Accounts Paid by Authority**

**Applicant:** Grace French, Director Corporate & Community Services  
**Author:** Grace French, Director Corporate & Community Services  
**Date:** 13 July 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 June 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 June 2016 as presented:**

<b>JUNE 2016</b>	
<b>MUNI - 117984856</b>	
EFT2361 – EFT2478	\$343,837.46
CHEQUE 24289 -24313	\$ 18,406.31
<b>TRUST ACCOUNTS</b>	
DEPT OF TRANSPORT – 123395691	\$ 32,715.90
TRUST FUND – 1836 -1838	\$ 2,380.00
<b>DIRECT DEBIT -</b>	
DD8181.1 – DD 8225.1- Including Bank and Loan fees	\$ 17,376.96
<b>CREDIT CARD</b>	
DD8181.1 – DD8225.1	\$ 2,336.12
<b>GRAND TOTAL</b>	<b>\$417,052.75</b>

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
CHQ1836	01/06/2016	BRUCE SEWELL CPA	REFUND OF PAYROLL DEDUCTIONS FROM STAFF FOR PAYMENT OF 2014/15 TAX DEBT	\$1,700.00
CHQ1837	22/06/2016	PINGELLY LADIES NETBALL CLUB	CLEANING BOND REFUND	\$340.00
CHQ1838	22/06/2016	BRIAN TURVEY	CLEANING BOND REFUND	\$340.00
			<b>TOTAL TRUST FUNDS</b>	<b>\$2,380.00</b>
EFT2361	01/06/2016	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPLE ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	\$205.00
EFT2362	03/06/2016	TOLL IPEC PTY LTD	FREIGHT CHARGES – TELFORD	\$509.80
EFT2363	03/06/2016	JIRIKI MANAGEMENT - BEVERLEY WEBB	CONTRACT FINANCIAL SERVICE – ASSISTANCE WITH 16-17 BUDGET	\$5,956.50
EFT2364	07/06/2016	EXCHANGE TAVERN	MIXED SANDWICHES & SOUP FOR 11 PEOPLE SHIRE COUNCIL 18/05/16- P/O 2590; MIXED SANDWICHES & SOUP FOR 9 PEOPLE PRACC MEETING 27/05/16 P/O 2617; 1 NIGHT ACCOMMODATION – WALLIS COMPUTERS FOR PHONE UPGRADE 24/05/16, P/O 2623.	\$300.00
EFT2365	07/06/2016	JASON SIGNMAKERS	CHANGE NUMBER ON EXISTING RURAL ADDRESS PLATE TO 545 - P/O 2579	\$29.70
EFT2366	07/06/2016	CARDILE INTERNATIONAL FIREWORKS PTY LTD	FIREWORKS DISPLAY 2015	\$5,217.00
EFT2367	07/06/2016	SUNNY BRUSHWARE SUPPLIES	BRUSH WARE FOR ROAD BROOM P/O 2597	\$750.20
EFT2368	07/06/2016	BEST OFFICE SYSTEMS	PHOTOCOPY CHARGES MPC5503 2015-16	\$1,635.38
EFT2369	07/06/2016	TRUCKLINE	FILTER KIT PN172 p/o 2608	\$51.74
EFT2370	07/06/2016	CHEFMASTER AUSTRALIA	BOX OF 400 X 80 LTR - GREEN/WHITE BIN BAGS CARAVAN PARK P/O 2615	\$125.85
EFT2371	07/06/2016	CONTRACT AQUATIC SERVICES	6 (40KGS) BARRELS OF DRY CHLORINE P/O 2193	\$1,870.00
EFT2372	07/06/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES TO 30 JUNE 2016 P/O 2110	\$631.12
EFT2373	07/06/2016	BT EQUIPMENT PTY LTD	GLASS FOR DOOR 2012 ROLLER P/O 2628	\$314.04

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2374	07/06/2016	TOTALLY WORKWEAR BELMONT	CAT13Z - STAFF UNIFORMS 2015/16 P/O 2582	\$1,118.77
EFT2375	07/06/2016	WALLIS COMPUTER SOLUTIONS	TOSHIBA PORTEGE NOTEBOOK PRO – INSURANCE CLAIM 17 ELIOT STREET – REIMBURSEMENT IN PROGRESS.	\$2,356.20
EFT2376	07/06/2016	LOCALISE PTY LIMITED	ASSISTANCE WITH STRATEGIC REVIEW P/O 2556 , QUOTE ID 101	\$11,532.32
EFT2377	07/06/2016	E & MJ ROSHER PTY LTD	PARTS FOR MOWER DRIVE BOX 2014 KUBOTA P/O 2610	\$149.80
EFT2378	07/06/2016	RF & PL O'BRIEN	FLOAT ROLLER TO MOORUMBINE RD P/O 2528	\$220.00
EFT2379	07/06/2016	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE CHARGE FOR POOL P/O 1797	\$126.85
EFT2380	07/06/2016	QUICKFIT WINDSCREENS	TO SUPPLY ONLY 4 X PV WINDOW 515 X 322 POWDER COATED FINISH WITH FLYSCREEN ON TOP AND POLYCARBONATE SHEETING – SWIMMING POOL	\$585.72
EFT2381	07/06/2016	LRA CIVIL PTY LTD	BRIDGE 3106A MAINTENANCE REPAIRS (NAPPING POOL ROAD) BASED ON MRWA REPORT FOR YEARS 1 & 2 P/O 2327	\$25,052.50
EFT2382	07/06/2016	LUBRIMAXX MKTG PTY LTD	20L CHAIN BAR LUB	\$110.00
EFT2383	07/06/2016	JS ROADSIDE PRODUCTS	50 STEEL FLEX GUIDE POSTS P/O 2534	\$3,261.50
EFT2384	07/06/2016	POLYTECHNIC WEST	WADE TAYLOR - AURETR3032 - WF114 REPAIR ELECTRICAL SYSTEMS P/O 2437	\$386.90
EFT2385	07/06/2016	KIDSAFE WA	TRAINING FOR 2 STAFF - 11 - 12 MAY 2016 - PLAYGROUND SAFETY WORKSHOP P/O 2523	\$800.00
EFT2386	07/06/2016	TOWN OF CAMBRIDGE	LSL REIMBURSEMENTS - SARA WARD	\$7,225.23
EFT2387	17/06/2016	PINGELLY HOTEL	REFRESHMENTS – STOCK FOR UPCOMING COUNCIL DINNERS, P/O 2586; LUNCH FOR 12 PEOPLE – SES BUILDING ON 20/05/16, P/O 2587. FOOD SAMPLING 14/04/16, P/O 2536. MIXED GRAIN SANDWICHES AND SOUP FOR LUNCH FOR 11 PEOPLE - CORPORATE DISCUSSION WEDNESDAY 1/06/16	\$695.50
EFT2388	17/06/2016	H RUSHTON & CO	1 X TYRE 1400X24	\$1,209.75

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2389	17/06/2016	EXCHANGE TAVERN	MIXED SANDWICHES & SOUP - BUDGET MEETING 30/05/16	\$120.00
EFT2390	17/06/2016	THE WEST AUSTRALIAN	ADVERTISING - FRONT FENCES	\$307.20
EFT2391	17/06/2016	GREAT SOUTHERN FUEL SUPPLIES	DIESEL DELIVERED TO SHIRE DEPOT	\$6,697.02
EFT2392	17/06/2016	B.W. JAMES TRANSPORT	BW JAMES TO PICK UP CUTTING EDGES AND DELIVER TO PINGELLY.	\$128.70
EFT2393	17/06/2016	GREENLINE AG PTY LTD	1X BATTERY	\$238.09
EFT2394	17/06/2016	CONTRACT AQUATIC SERVICES	SWIMMING POOL ADDITIONAL OPENING HOURS 2015/16 SEASON; VACSWIM 36.5HRS, AUSTRALIA DAY 7HRS, INTERM 39HRS, SCHOOL CARNIVAL 3.5HRS	\$4,730.00
EFT2395	17/06/2016	NARROGIN FLORAL STUDIO	STAFF GIFT - FLOWERS & CHOCOLATE FOR MORGAN RAPANA.	\$70.00
EFT2396	17/06/2016	WHEATBELT ELECTRICS	INSTALL NEW METER BOX AND REPLACE OVERHEAD POWER LINE WITH UNDERGROUND POWER.	\$7,669.73
EFT2397	17/06/2016	MORNINGSIDE PRINTERS & GRAPHICS	500 - B4 WINDOW FACE 1 COLOUR 2 SIDE PEEL N SEAL	\$929.30
EFT2398	17/06/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES TO 30 JUNE 2016	\$561.00
EFT2399	17/06/2016	LOCALISE PTY LIMITED	FACILITATION OF THE ADMIN TEAM DEVELOPMENT DAY – 30/03/16 AND DEPOT TEAM DEVELOPMENT DAY 19/04/16.	\$1,782.26
EFT2400	17/06/2016	LANDMARK	20L GLYPHOSATE – WEEDS KILLER	\$119.68
EFT2401	17/06/2016	APRA AMCOS	LICENCE FEES FOR THE PERIOD 01/07/16 TO 30/06/17COMMUNITY CENTRE & PINGELLY HALL	\$139.52
EFT2402	17/06/2016	GLENWARRA DEVELOPMENT SERVICES	DEPARTMENT OF LANDS – GAZETTE OF NEW ROAD	\$550.00
EFT2403	17/06/2016	KERRY R KEYS	KYOCERA ECOSYS M6526CDN INK CARTRIDGE IN COLOUR \$199.95 (EA) - DEPOT PRINTER	\$903.60
EFT2404	17/06/2016	PINGELLY RURAL SUPPLIES	STANDING ORDER FROM MARCH TO JUNE 2016.	\$139.81

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2405	17/06/2016	ALLSTAMPS	SELF-INKING STAMP WITH RED INK –FINANCE OFFICER	\$56.55
EFT2406	17/06/2016	PINGELLY COMMUNITY CRAFT CENTRE	COMMISSION FOR THE MONTH OF MAY 2016	\$247.29
EFT2407	21/06/2016	AUSTRALIAN TAXATION OFFICE	BAS MAY 2016	\$4,180.00
EFT2408	22/06/2016	PINGELLY HOTEL	SUNDOWNER - SHIRE DEPOT – 14/04/16, 40 ATTENDEES. SANDWICHES FOR 10 PEOPLE – CORPORATE DISCUSSION 04/05/16.	\$600.00
EFT2409	22/06/2016	NARROGIN CARPET COURT	TO SUPPLY & INSTALL CLICK LIVYN VINYL PLANK TO MAIN BEDROOM AT 17 ELIOT STREET	\$2369.00
EFT2410	22/06/2016	TOLL IPEC PTY LTD	FREIGHT CHARGES; SUNNY INDUSTRIAL-PINGELLY SHIRE, CN8939829785, 18/05/16	\$259.15
EFT2411	22/06/2016	WESTRAC EQUIPMENT PTY LTD	TEMP SENDER UNIT	\$55.45
EFT2412	22/06/2016	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KIT - LARGE LEISURE KIT - SOFT CASE – SWIMMING POOL	\$457.62
EFT2413	22/06/2016	AUSTRALIA POST	POSTAGE FOR MAY 2016	\$237.40
EFT2414	22/06/2016	B.W. JAMES TRANSPORT	FREIGHT FOR DRAINAGE PIPES AND GULLY PITS	\$1000.70
EFT2415	22/06/2016	PINGELLY COMMUNITY RESOURCE CENTRE	HIRE OF OFFICE AND MEETING ROOM FOR MARKET DAY - SATURDAY 7/05/16.	\$150.00
EFT2416	22/06/2016	DEPARTMENT OF ENVIRONMENT REGULATION	ANNUAL LICENCE FEE FOR REFUSE FACILITY	\$822.55
EFT2417	22/06/2016	WALLIS COMPUTER SOLUTIONS	MONTHLY GOLD BILLING FOR MAY 2016	\$3484.36
EFT2418	22/06/2016	SHIRLEY LANGE	REIMBURSEMENT OF INTERNET CHARGES MAY 2016	\$49.95
EFT2419	22/06/2016	LANDMARK	2 X N70Z BATTERIES	\$528.00
EFT2420	22/06/2016	PINGELLY TRADING CO HARDWARE	45KG GAS BOTTLES FOR: SPORTS PAVILION (2), DEPOT(1), 9A WEBB STREET(1)	\$538.00
EFT2421	22/06/2016	KERRY R KEYS	FLYER DROP FOR ANNUAL ELECTORS MEETING	\$58.56

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2422	22/06/2016	C&B SOUTHERN RUN TRANSPORT	FREIGHT CHARGES; CN203469, LUBRIMAXX-PINGELLY SHIRE, 27/05/16	\$40.39
EFT2423	22/06/2016	PINGELLY RURAL SUPPLIES	10X XL RIGGERS GLOVES	\$311.61
EFT2424	22/06/2016	FREEMASONS TAVERN BEVERLEY	ACCOMMODATION FOR CR MARSHALL AND CR MORTON - THURSDAY 25/02/2016	\$100.00
EFT2425	22/06/2016	STAR TRACK EXPRESS	FREIGHT CHARGES - CN S28713911,S28713901, S28713902; TRUCKLINE - PINGELLY SHIRE, 13 & 14/04/16	\$369.53
EFT2426	23/06/2016	RAYMOND JOHN MARSHALL	SITTING FEES APRIL - JUNE 2016	\$875.00
EFT2427	23/06/2016	LEE NORA STEEL	SITTING FEES APRIL - JUNE 2016	\$875.00
EFT2428	23/06/2016	EVAN HODGES	SITTING FEES APRIL - JUNE 2016	\$875.00
EFT2429	23/06/2016	AARON JAMES MORTON	SITTING FEES APRIL - 11 APRIL 2016	\$105.82
EFT2430	23/06/2016	SHIRLEY LANGE	SITTING FEES APRIL - JUNE 2016	\$2,300.00
EFT2431	23/06/2016	WILLIAM VINCENT MULRONEY	SITTING FEES APRIL - JUNE 2016	\$950.00
EFT2432	30/06/2016	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPLE ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	\$205.00
EFT2434	30/06/2016	TOLL IPEC PTY LTD	FREIGHT CHARGES; CN8925417439, SOUTH WEST ISUZU - PINGELLY SHIRE, 14/06/16	\$50.73
EFT2435	30/06/2016	DRYANDRA COUNTRY VISITOR CENTRE INC.	FUNDING CONTRIBUTION TO OPERATIONAL COSTS OF DCVC 2015/16	\$6,000.00
EFT2436	30/06/2016	EXCHANGE TAVERN	MIXED SANDWICHES AND SOUP FOR COUNCIL MEETING 15/06/16 FOR 11 PEOPLE; SANDWICHES AND SOUP FOR 4 PEOPLE 23/06/16	\$192.00
EFT2437	30/06/2016	CUTTING EDGES PTY LTD	2X TOOTH ADAPTERS	\$397.54
EFT2438	30/06/2016	SULLIVAN LOGISTICS PTY LTD	FREIGHT CHARGES; CN660469, JASON SIGN MAKERS-PINGELLY SHIRE, 22/04/46	\$143.12
EFT2439	30/06/2016	PINGELLY VOLUNTEER SES UNIT	REIMBURSE SES EXPENSES - TELSTRA; NEW MOBILE PHONES	\$1,354.09
EFT2440	30/06/2016	COMMANDACOM & CLASSICAL COMMUNICATIONS	PURCHASE OF PANASONIC NS700 NBN - REPLACEMENT PHONE SYSTEM.	\$12,600.50
EFT2441	30/06/2016	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES MAY 2016	\$1,843.28

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2442	30/06/2016	BEST OFFICE SYSTEMS	PHOTOCOPY CHARGES MPC5503 2015-16 COLOUR	\$1,890.46
EFT2443	30/06/2016	GALVINS PLUMBING PLUS	VARIOUS FITTINGS FOR SEPTIC SYSTEM AT TENNIS CLUB	\$391.71
EFT2444	30/06/2016	B.W. JAMES TRANSPORT	FREIGHT CHARGES; CN116319, EXTERIOR - PINGELLY SHIRE, 17/06/16	\$91.74
EFT2445	30/06/2016	OCLC (UK) LTD	AMLIB ANNUAL MAINTENANCE 1/07/16 TO 30/06/17	\$605.77
EFT2446	30/06/2016	KEITH THE MAINTENANCE MAN PTY LTD	INSTALL PANIC BAR TO REAR EXIT DOOR OF TOWN HALL	\$350.90
EFT2447	30/06/2016	AMD CHARTERED ACCOUNTANTS	TERM OF REFERENCE PAYROLL – EXTRAORDINARY REVIEW	\$14,602.97
EFT2448	30/06/2016	GREAT SOUTHERN WASTE DISPOSAL	MANAGING AND OPERATING THE PINGELLY REFUSE SITE FOR MAY AND JUNE 2016	\$14,660.46
EFT2449	30/06/2016	PINGELLY COMMUNITY RESOURCE CENTRE	LIBRARY SERVICES APRIL, MAY, JUNE 2016	\$6,713.03
EFT2450	30/06/2016	INGREY'S	15000KM WS VEHICLE SERVICE	\$346.80
EFT2451	30/06/2016	WHEATBELT ELECTRICS	FIX 14 ELECTRICAL ITEMS - NOT COMPLIANT AFTER TEST & TAG WAS CARRIED OUT	\$1,322.28
EFT2452	30/06/2016	COVS PARTS PTY LTD	GLOBES	\$49.56
EFT2453	30/06/2016	J MAC ENGINEERING PINGELLY	NEW TANDEM AXLE TRAILER FOR LAWN MOWERS	\$15,895.04
EFT2454	30/06/2016	DOMUS NURSERY	CALLISTEMON MACATHER IN 175MM POT - DEPOT	\$213.84
EFT2455	30/06/2016	AMPAC DEBT RECOVERY PTY LTD	LEGAL CHARGES A5632	\$165.00
EFT2456	30/06/2016	WA CONTRACT RANGER SERVICES	RANGER SERVICES TO 30 JUNE 2016	\$561.00
EFT2457	30/06/2016	WALLIS COMPUTER SOLUTIONS	MONTHLY GOLD BILLING FOR JUNE 2016	\$2,396.54
EFT2458	30/06/2016	LOCALISE PTY LIMITED	COMMUNITY SURVEY 2016 - 50% - QUOTE 106	\$15,907.64
EFT2459	30/06/2016	SJR CIVIL CONSULTING PTY LTD	DESIGN AND DRAFTING WORK FOR NORTH WANDERING ROAD AND NORTH BANIISTER ROAD FOR APRIL	\$2,420.00
EFT2460	30/06/2016	JIRIKI MANAGEMENT - BEVERLEY WEBB	CONTRACTED FINANCIAL SERVICES	\$5,445.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2461	30/06/2016	ASB MARKETING PTY LTD	STAFF UNIFORM HIVIS CROSS BACK D/N 6 JACKET FLURO YELLOW PRODUCT	\$338.14
EFT2462	30/06/2016	LANDMARK	SINO ROUNDUP ULTRA MAX 110L	\$2,187.41
EFT2463	30/06/2016	QUICKFIT WINDSCREENS	NEW DOOR LOCKS & KEYS FOR UNIT 38A SHAROW STREET	\$152.06
EFT2464	30/06/2016	LRA CIVIL PTY LTD	BRIDGE 3105 MAINTENANCE REPAIRS (MARWONGA ROAD) BASED ON MRWA REPORT FOR YEARS 1 & 2	\$55,664.00
EFT2465	30/06/2016	COUNTRYSIDE ELECTRICAL & AIR CONDITIONING	CHECK AIRCONDITIONER PROBLEMS & REPAIR – ADMIN BUILDING	\$2,437.93
EFT2466	30/06/2016	GRANTS EMPIRE	DEVELOPMENT OF REGIONAL VENUES IMPROVEMENT FUND (R2) APPLICATION	\$990.00
EFT2467	30/06/2016	89's THE GARAGE DOOR SPECIALISTS	REPLACE DAMAGED PANEL LIFT DOOR ON GARAGE AT 9B WEBB STREET – REIMBURSEMENT CLAIM IN PROGRESS	\$3,543.00
EFT2468	30/06/2016	KERRY R KEYS	50PK WHITE ENVELOPES	\$4.95
EFT2469	30/06/2016	MARKETFORCE PTY LTD	LOCAL GOVT NOTICES - EXTRAORDINARY ELECTION 29/07/2016	\$2,378.82
EFT2470	30/06/2016	SOUTH WEST FIRE	SUPPLY AND FIX 2 ELECTRIC HOSE REELS COMPLETE WITH STORTZ FITTING AND HOSE-70METRE X 19MM AND 30METRE X 19MM	\$9,793.94
EFT2471	30/06/2016	EXTERIA	COMPLETE DOOR SYSTEMS FOR PIONEER PARK TOILETS	\$4,160.20
EFT2472	30/06/2016	SUEZ	55L WASTE BOX	\$28.60
EFT2473	30/06/2016	GHD PTY LTD	BASIC DESKTOP ASSESSMENT AND MONITORING – REFUSE FACILITY BORES	\$4,235.00
EFT2474	30/06/2016	IREDALE PEDERSEN HOOK ARCHITECTS	SKETCH DESIGN - INCLS 2 SITE VISITS - MAY 2016	\$30,928.56
EFT2475	30/06/2016	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPAL ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	\$205.00
EFT2476	30/06/2016	LANDGATE	CONSOLIDATED MINING TENEMENT ROLL	\$220.85

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT2477	30/06/2016	STAR TRACK EXPRESS	FREIGHT CHARGES; CN S26976756, KENYON & CO - PINGELLY SHIRE, 28/01/16	\$67.79
EFT2478	30/06/2016	PINGELLY COMMUNITY CRAFT CENTRE	CATERING FOR COUNCIL DINNER 15 JUNE 2106 - 11 PEOPLE AT \$25.00 PER HEAD	\$275.00
			<b>TOTAL EFT FROM MUNICIPAL FUND</b>	<b>\$343,837.46</b>
CHQ24289	01/06/2016	PINGELLY IGA SUPERMARKET	PAYROLL DEDUCTIONS	\$60.90
CHQ24290	03/06/2016	TELSTRA	VARIOUS TELEPHONE CHARGES MAY 2016	\$934.32
CHQ24291	07/06/2016	SUNNY SIGN COMPANY PTY LTD	SPONSOR LOGO STICKERS - 5 STICKERS FOR EACH OF THE CURRENT SEVEN SPONSORS P/O 2566	\$100.10
CHQ24292	07/06/2016	CANNING BRIDGE AUTO LODGE	ACCOMMODATION AND BREAKFAST FOR RAEWYN STREET – RATES EOY TRAINING P/O 2339	\$712.00
CHQ24293	07/06/2016	PINGELLY GOLF CLUB	COMMUNITY GRANT 2015/16 TURF FOR TWO TEES	\$924.00
CHQ24294	07/06/2016	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	LAND MOBILE SYSTEM	\$151.00
CHQ24295	07/06/2016	BROOKTON PINGELLY WADO RYU KARATE CLUB	COMMUNITY REQUEST - GRANT 2015-2016 P/O 2589	\$1,500.00
CHQ24296	10/06/2016	WATER CORPORATION	WATER USE CHARGES 1 MAY - 30 JUNE 2016	\$8,574.69
CHQ24297	10/06/2016	WATER CORPORATION	WATER USE CHARGES 1 MAY – 30 JUNE 2016	\$181.36
CHQ24298	15/06/2016	SHIRE OF PINGELLY	COMMISSION OF COLLECTIONS FOR MONTH OF MAY 2016	\$18.26
CHQ24299	15/06/2016	CONSTRUCTION TRAINING FUND	COLLECTIONS FOR THE MONTH OF MAY 2016	\$391.75
CHQ24300	15/06/2016	BUILDING COMMISSION	COLLECTIONS FOR THE MONTH OF MAY 2016	\$236.59
CHQ24301	17/06/2016	TELSTRA	VARIOUS TELEPHONE CHARGES CEO, DCCS, DTS, WS, PM, PAO, AND DEPOT	\$462.43
CHQ24302	17/06/2016	PINGELLY PHARMACY	FLU & HP2 INJECTIONS FOR 15-16	\$286.00
CHQ24303	17/06/2016	SYNERGY	ELECTRICITY CHARGES 02 MARCH 2016 TO 03 MAY 2016	\$140.05

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
CHQ24304	22/06/2016	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	APPARATUS LICENCE RENEWAL FEES - LICENCE # 1910783/1	\$43.00
CHQ24305	23/06/2016	DAVID INNES FREEBAIRN	SITTING FEES APRIL - JUNE 2016	\$875.00
CHQ24306	23/06/2016	JACQUELINE MICHELLE WALTON-HASSELL	SITTING FEES APRIL - JUNE 2016	\$875.00
CHQ24307	30/06/2016	PINGELLY IGA SUPERMARKET	PAYROLL DEDUCTIONS	\$60.90
CHQ24308	30/06/2016	PINGELLY IGA SUPERMARKET	PAYROLL DEDUCTIONS	\$18.27
CHQ24309	30/06/2016	PLEASE PAY CASH - PINGELLY SHIRE	PINGELLY IGA - CONFECTIONARY, BISCUITS, NUTS FOR COUNCIL	\$401.60
CHQ24310	30/06/2016	SHIRE OF PINGELLY	COMMISSION OF COLLECTIONS FOR MONTH OF JUNE 2016	\$5.01
CHQ24311	30/06/2016	BUILDING COMMISSION	COLLECTIONS FOR THE MONTH OF APRIL 2016	\$56.50
CHQ24312	30/06/2016	TELSTRA	VARIOUS TELEPHONE CHARGES JUNE 2016	\$1,297.58
CHQ24313	30/06/2016	SHIRE OF WANDERING	SOCIAL MEDIA – 2 STAFF TRAINING - SHIRE OF WANDERING 22/03/16	\$100.00
			<b>TOTAL CHEQUE FROM MUNICIPAL FUND</b>	<b>\$18,406.31</b>
DD8181.1	02/06/2016	BENDIGO BANK CREDIT CARDS	RENDEZVOUS HOTEL – 1 NIGHT ACCOMMODATION – CEO 02/05/16. BUNNINGS ACID HYDROCHLORIC. VERITAS CHECK - STANDARD POLICE CHECK – ALLEN BELL. INTEREST FOR CREDIT CARD	\$172.57
DD8190.1	10/06/2016	BENDIGO BANK CREDIT CARDS	DEPARTMENT OF COMMERCE – MOTOR VEHICLE BUSINESS LICENCE – ALLEN BELL. PARRYS NARROGIN – CEO SHIRTS & PANTS. STUMPYS GATEWAY - FUEL	\$1,085.95
DD8225.1	30/06/2016	BENDIGO BANK CREDIT CARDS	PINGELLY RURAL SUPPLIES – MAINTENANCE OF 16 ELIOT STREET. MAINTENANCE OF ADMIN BUILDING. STUMPYS FUEL. NARROGIN FUEL.	\$1,077.60
			<b>TOTAL CREDIT CARDS PAYMENTS</b>	<b>\$2,336.12</b>

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8215.1	14/06/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	\$5,651.01
DD8215.2	14/06/2016	AMP FLEXIBLE SUPER	PAYROLL DEDUCTIONS	\$366.95
DD8215.3	14/06/2016	THE TRUSTEE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$647.62
DD8215.4	14/06/2016	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	\$205.11
DD8215.5	14/06/2016	AUSTRALIAN SUPER ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	\$579.58
DD8215.6	14/06/2016	NGS SUPER	SUPERANNUATION CONTRIBUTIONS	\$37.88
DD8215.7	14/06/2016	CBUS	SUPERANNUATION CONTRIBUTIONS	\$390.96
DD8215.8	14/06/2016	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$376.34
DD8215.9	14/06/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$188.17
DD8215.10	14/06/2016	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$322.57
DD8217.1	28/06/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	\$5,389.76
DD8217.2	28/06/2016	AMP FLEXIBLE SUPER	PAYROLL DEDUCTIONS	\$366.95
DD8217.3	28/06/2016	BT FUNDS MANAGEMENT LIMITED	SUPERANNUATION CONTRIBUTIONS	\$4.85
DD8217.4	28/06/2016	THE TRUSTEE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$750.73
DD8217.5	28/06/2016	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	\$205.11
DD8217.6	28/06/2016	AUSTRALIAN SUPER ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	\$579.58
DD8217.7	28/06/2016	NGS SUPER	SUPERANNUATION CONTRIBUTIONS	\$33.67
DD8217.8	28/06/2016	CBUS	SUPERANNUATION CONTRIBUTIONS	\$390.96
DD8217.9	28/06/2016	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$376.34
DD8217.10	28/06/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$188.17
DD8217.11	28/06/2016	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$324.65
			<b>TOTAL DIRECT DEBITS PAYMENTS</b>	<b>\$17,376.96</b>

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
070616	07/06/2016	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 01/06/16 TO 04/06/16	\$2,459.75
130616	13/06/2016	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 7/06/16 TO 11/06/16	\$3,607.40
170616	17/06/2016	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 12/6/16 TO 17/6/16	\$4,476.85
270616	27/06/2016	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 17/06/2016 TO 25/06/2016	\$18,165.35
300616	30/06/2016	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 26/06/16 TO 30/06/16	\$4,006.55
			<b>TOTAL TRANSPORT LICENSING</b>	<b>\$32,715.90</b>

## **16 DIRECTORATE OF TECHNICAL SERVICES**

### **16.1 Surplus Equipment Tender**

**File Reference:** 00664  
**Location:** Lot 822 & 827 – 1 & 3 Paragon Street  
**Applicant:** Russell Dyer, Acting Director Technical Service  
**Author:** Russell Dyer, Acting Director Technical Services  
**Date:** 13 July 2016  
**Disclosure of Interest:** Nil  
**Attachments:** List of Assets Sold and for Sale (Attachment 4 behind blue sheet in separate attachments booklet)

**Summary:**

Council to acknowledge the sale and disposal of surplus plant and equipment through a Request for Tender (RFT) 6-2015-2016

**Background:**

The Shire had accumulated an assortment of surplus plant and equipment over period of time. Some of this plant and equipment has already been tendered and sold in February. A second RFT 6-2015-2016 for the disposal of surplus plant and equipment was advertised in the Pingelly Times on the 14<sup>th</sup> and 21<sup>st</sup> of June with the Tender closing at midday on the 28<sup>th</sup> of June.

**Comment:**

Any plant and equipment not sold by these tender will be assessed for either retendering, sold as scrap or disposal at the Pingelly Refuse site.

**Consultation:**

Chief Executive Officer – Gavin Pollock  
Director Technical - Services Barry Gibbs  
Work Supervisor – Russell Dyer  
Senior Mechanic – Allan Bell

**Statutory Environment:**

Local Government Act 1995 - 3.58. Disposing of property

**Policy Implications:**

Nil

**Financial Implications:**

Income from the sale of surplus plant and equipment will be placed in the General Ledger Account 1272. The total income for 2015/16 from the sale of surplus plant and equipment is \$2,762.13.00 inc. GST

**Strategic Implications:**

Nil

**Voting Requirements:**

Absolute Majority

**Recommendation:**

**Council to acknowledge the following**

- **the sale and disposal of surplus plant and equipment through RFT 6-2015-2016 as completed on the 28<sup>th</sup> June 2016 as per Delegated Authority *Section 5.42 of the Local Government Act 1995*; and**
- **the sale and disposal of surplus plant as listed in the attachment Shire of Pingelly**

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.