

Notice of Meeting



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Dear Councillor

The next Ordinary meeting of Council will be held on Wednesday, 21 December 2011 in the Council Chambers, 17 Queen Street, Pingelly commencing at 2.00pm.

Somerset House will be providing dinner.

Schedule

12.00 noon	Lunch / Corporate Discussion
1.00pm	Council Meeting
6.30pm	Dinner

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

M.G. (Mick) Oliver
Chief Executive Officer

15 December 2011

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Pingelly for any act, omission or statement or intimation occurring during Council/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/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.

MISSION STATEMENT

To grow, develop and improve while maintaining our caring rural community

Evaluation Thought Starters

- What do we want to do?
- Why do we want to do it?
- Is there are clear justifications for the project:
 - Is there a need
 - Is there an expectation
 - Is there a long term goal
- When do we want to do it?
- How will we cover the cost of doing it?
 - Is there funding?
 - Do we have cash to pay for it?
 - Who can we ask for assistance?
- Will there be any internal and external impacts on the centre? Risk assessment – is there a need for a risk management plan?
- If we decide to go ahead with the project:
 - Who will oversee it - manage it?
 - Will we delegate it to anyone or a group to do to do?
 - Who will do the budget?
 - Are there stakeholders to consider? If so how will we communicate with them?
- Step by step - time line
 - When
 - Where
 - How
 - Who
- Completion of the project.
 - How will we know we have achieved our goal?
 - How will we measure success of the project?
 - Will it need acquitting?

SHIRE OF PINGELLY

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, 17 Queen Street, Pingelly on Wednesday, 21 December 2011– commencing at 2.00pm.

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1. OPENING & ANNOUNCEMENTS

The Chairman to declare the meeting open.

2. APOLOGIES & APPROVED LEAVE OF ABSENCE

Nil

3. DISCLOSURES OF INTEREST

The *Local Government Act* (Section 5.60 – 5.62) provides that it is the Councillor's obligation to declare an interest if they believe that they have a financial interest, proximity interest, closely associated persons interest or an interest affecting impartiality in a matter being discussed by Council.

The Act provides that the interest may be declared in writing to the CEO prior to the meeting or declared prior to discussion of the agenda item at the meeting. Forms for this purpose are available to Councillors.

The Act further provides that the extent of the interest needs to be declared if the Councillor seeks to remain in the Chamber during the discussion, debate or voting on the item.

A Councillor declaring a financial or proximity interest must leave the meeting prior to the matter being discussed or voted on (including the question as to whether they are permitted to remain in the Chamber). Councillors remaining in the Chamber may resolve to allow the member to return to the meeting to participate in the proceedings.

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. CONFIRMATION OF MINUTES AND REPORTS

6.1 Ordinary Meeting – 15 November 2011

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 November 2011 be confirmed.

7. TECHNICAL SERVICES

7.1 Long Vehicle Routes

File Reference: 05.03.08
Location: Tutanning Road
Applicant: G Parsons
Author: M.G. Oliver, Chief Executive Officer
Date: 14 December 2011
Disclosure of Interest: Nil
Attachments: Nil

Summary:

Council to consider extending the long vehicle (27.5m) route to a section of Tutanning Road.

Background:

Application is made to extend the long vehicle (27.5m) route on Tutanning Road from the Wickopin Pingelly Rd through to the farm gate (SLK 0.0 - 2.5). The section of road provides the only road access to the farming property.

Comment:

The existing Policy specifically excludes this section of Tutanning Road (SLK 0.0 to 4.29).

Consultation: Nil

Statutory Environment: Nil

Policy Implications:

Council's Policy 7.10 – Permit Vehicle Movement Approval provides that Main Roads WA is authorised to permit oversize vehicles up to 27.5m in length on all roads outside the Pingelly townsite and within the Shire of Pingelly except:

- Walwalling Road SLK 2.00 to 6.18
- Tutanning Road SLK 0 to 4.29 and 4.94 to 15.37
- Dwarlaking Road SLK 2.0 to 6.0 and 10.12 to 12.90

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That the request be referred to the Shire of Pingelly Road Inspection in 2012.

8. COMMUNITY SERVICES

8.1 Waiving of Building Fees

File Reference: 02.01.00
Location: Lot 493 Somerset St
Applicant: Pingelly Tennis Club
Author: Sheryl Squiers, Administration Officer Technical
Date: 28 November 2011
Disclosure of Interest: Nil
Attachments: Nil

Summary:

Council to consider the waiving of the Planning Application fee and the Building Permit fee for the Pingelly Tennis Club.

Background:

The Pingelly Tennis Club has applied for planning consent to erect a “hit up wall”, on top of an existing retaining wall on the old courts and have written asking Council to consider waiving the fees for this project.

Comment:

The project is for two hit up walls being approximately 3m high by 4.7m wide. The Club has indicated that the “hit up walls” will be available for public use as well as for Club members. The Tennis Club, being a non profit sporting organisation, believe Council should waive the building fees for this project.

Consultation:

Nil

Statutory Environment:

Shire of Pingelly Local Planning Scheme No 3

Policy Implications:

Policy 13.2 – Outbuildings provides direction and guidance on the area and height of outbuildings and the like that Council will permit within the Shire boundaries.

Outbuildings and structures that comply with the following requirements may be approved by the Building Surveyor without having the need to be submitted to an Ordinary Meeting of Council.

A minor development fee of \$50 as laid down under the Fees and Charges Schedule will apply for such applications.

The Objectives of the Policy are:

- To provide some flexibility in the requirements for outbuildings and the like in residential areas.
- To ensure that the provisions of the *Residential Design Codes 2002* are appropriately addressed.
- To improve customer service standards through the timely processing of planning and building applications for outbuildings.

Financial Implications:

Would be the loss of income totalling \$135 in planning application fee (\$50) and building permit fee (\$85).

Strategic Implications: Nil

Voting Requirements:

Simple Majority

Recommendation;

That the request for the waiving of the Planning Application fee and the Building Permit fee for the Pingelly Tennis Club's hit up wall project be declined.

8.2 Shaddick Road Subdivision

File Reference: 13.02.00.22
Location: Lot 16, 17, 18 & 803 Shaddick Road, East Pingelly
Applicant: WAPC – Application No. 144022
Author: M.G. Oliver, Chief Executive Officer
Date: 21 November 2011
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Item 8.1 – 15 June 2011

Summary:

Council to consider a further proposal to subdivide Lots 16, 17, 18 & 803 Shaddick Road, East Pingelly.

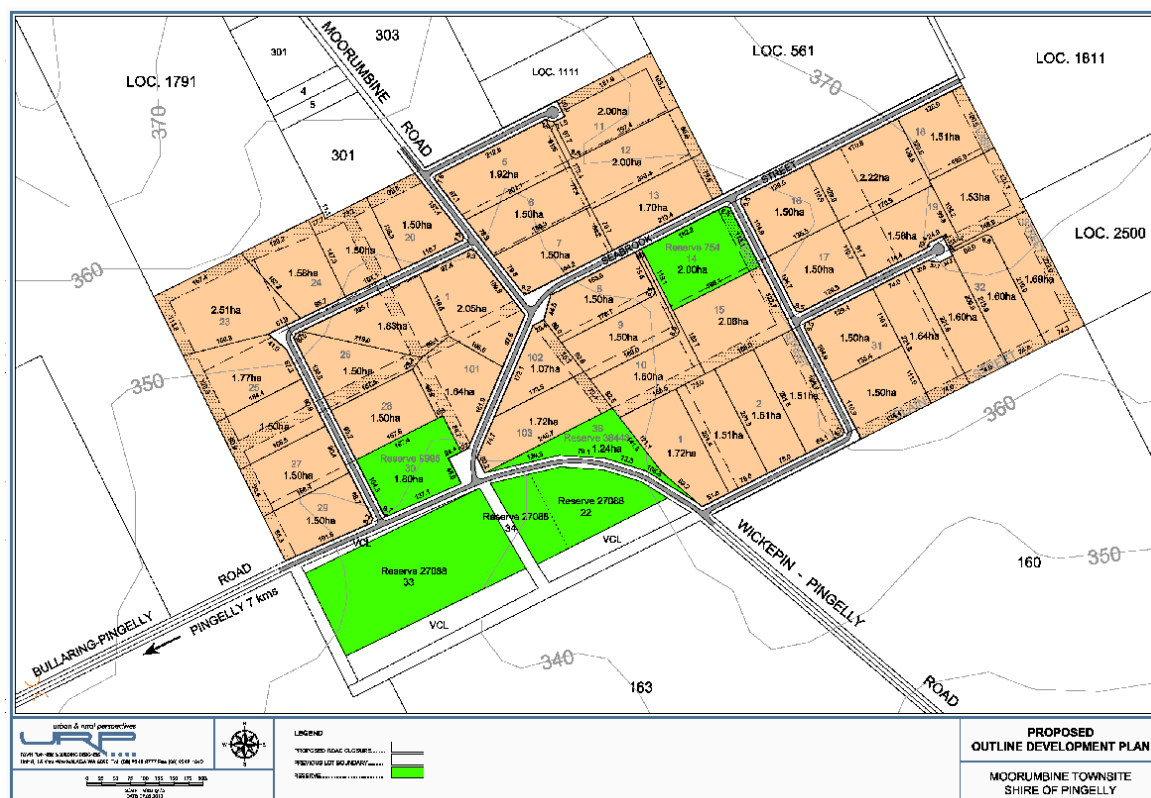
Background:

Urban & Rural Perspectives, on behalf of the current landowners submitted an application for approval to the Western Australian Planning Commission to subdivide Lots 16, 17, 18 & 803 Shaddick Road, East Pingelly for the following purposes:

- To exercise the existing dam catchment area located on Lot 803 to enable this land to be amalgamated into a new rural lot comprising the catchment area and the existing dam it feeds into on Lots 16, 17, 18 and 19; and
- To realign the existing boundaries around the dam on Lots 16, 17, 18 & 19 so that the dam and its associated catchment area do not transverse any common lot boundaries.



May 2011 Application



2008 Outline Development Plan Proposal

In 2008 Urban & Rural Perspectives prepared on behalf of the current landowners, a draft Outline Development Plan (ODP) to create opportunity for the future subdivision development of various lots within the Moorumbine townsite.

The aim of the ODP was to improve the current lot layout and road configuration within the townsite to provide suitable access to all lots. As such a number of boundary realignments and road closures were proposed as shown on the map.

The ODP left many road reserves undeveloped to form a green trail network with roads located on cleared ground. It provided the opportunity for an increase of lot numbers from 30 to 60 creating an attractive equestrian lifestyle with the vegetated corridors serving as bridle trails and connecting to a series of reserves in the townsite. Due to initial negative feedback the landowners did not proceed with a formal application.

Council considered the application in June 2011 with advice from LandVision that:

1. The land subject of the application is zoned 'Rural Residential' in the *Shire of Pingelly Local Planning Scheme No. 3*.
2. The Moorumbine townsite is subject to a *Special Control Area*. The purpose of the *Special Control Area* is to guide development in an orderly manner:
 - a) in accordance with and consistent with the limitations of existing infrastructure;
 - b) the Shire of Pingelly's regional settlement hierarchy;
 - c) the natural resource management provisions of the Scheme; and
 - d) the general land use allocations indicated in the Shire of Pingelly policy plan for each area.

Clause 6.1.9 states that:

No additional lots shall be created unless with a minimum area of 1.5 ha but the Council may recommend approval and the Commission may approve the adjustment of boundaries between lots or the amalgamation of lots.

3. Additionally, the *Special Control Area* provides Council with the opportunity to prepare an Outline Development Plan (ODP) for the area.

4. The setbacks to the dam to adjoining lots is very small.
5. Lots 3, 4 and 5 have multiple road reserve access (although only Seabrook Street is constructed).

In respect to the June 2011 application, the ODP layout showed a road reserve on the western edge of the property alongside the road reserve. A substitute subdivision application consistent with this would be a far better option than the current application. Even if the ODP is not adopted formally by Council, it still provides a framework for subdivision and such an application would not impact negatively on the remaining land.

Council resolved that WAPC Application No. 144022 for the subdivision of Lots 16, 17, 18 & 803 Shaddick Road, East Pingelly not be supported for the following reasons:

1. It is an *ad hoc* proposal which does not accord with an agreed overall Outline Development Plan prepared for the Moorumbine townsite (not prepared).
2. It has not been demonstrated that the dam does not present a safety hazard to proposed downstream lots.
3. Lot 2 is in a dual zone and will be bisected by Clark Street.
4. Proposed Lots 3 and 4 have dual road access.

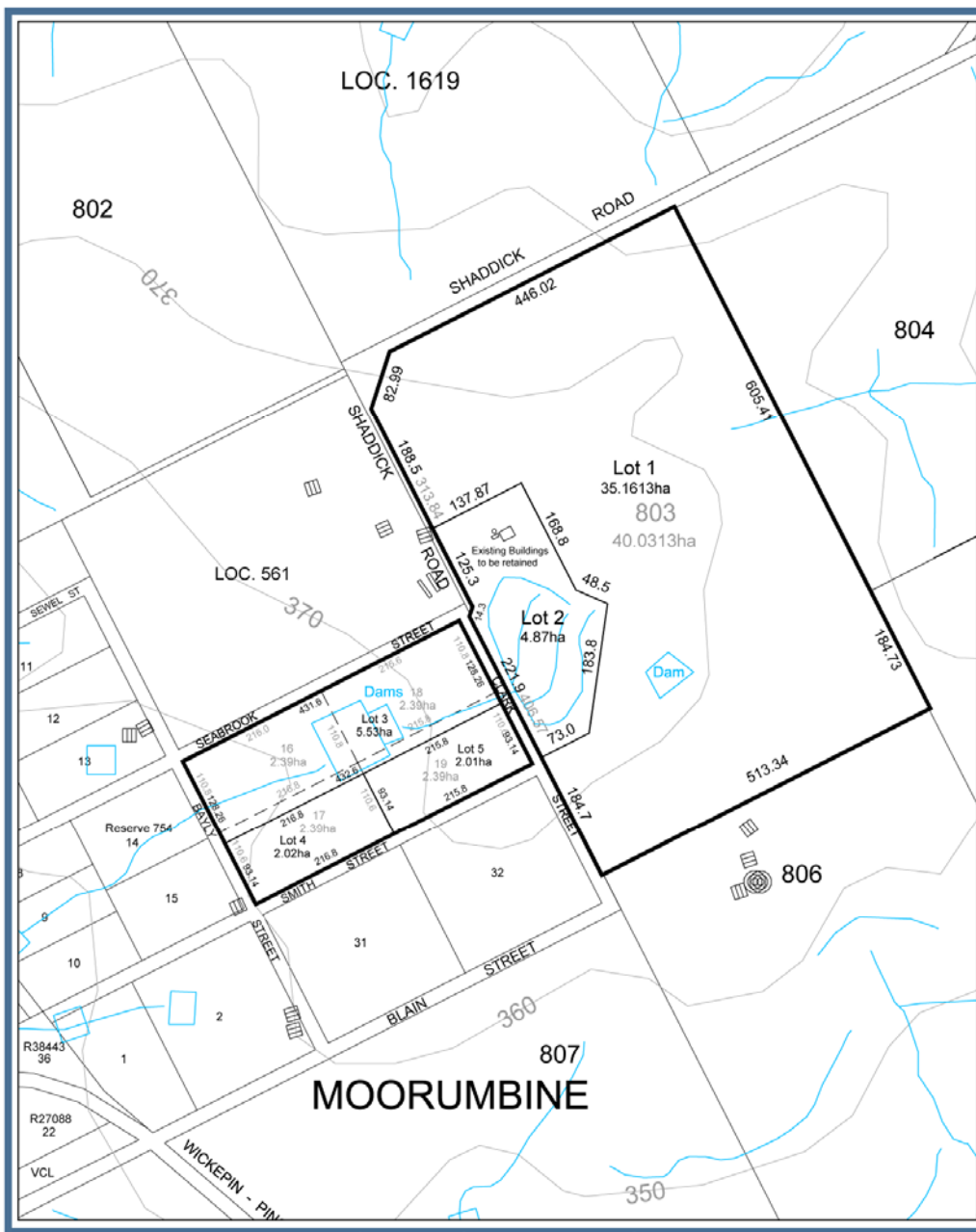
Further, the WAPC be advised that a submission of a subdivision application consistent with the previously drafted Outline Development Plan by the applicant would not be opposed subject to Clause 9.4 *Shire of Pingelly Local Planning Scheme No. 3* (relating to advertising).

The WAPC has provided details of a further version of the application which sees the removal of the creation of proposed lot which was bisected by Clark Street and would have resulted in the creation of a lot with dual zoning.

As an alternative, the applicant wishes to include the creation of a 'homestead lot', resulting in the same number of lots being created when compared with the original submission.

The alternative will result in the creation of one large, separately titled lot within the townsite area to incorporate the existing dams (i.e. Proposed Lot 3). This will address the concerns raised by the Shire of Pingelly regarding the potential downstream impacts if the dam were to overflow or collapse, as the potential impacts will be contained within this one lot.

The creation of the 'homestead lot' is consistent with the Commission's DC policy.



October 2011 Application Amendment

Comment:

The previous application was not supported on four grounds.

The revised proposal overcomes reasons 3 and 4 and, although reason 2 is not achieved, it is a lower risk option.

In addressing reason 1 the plan does not deviate markedly from either the existing subdivision nor the one outlined in the *Outline Development Plan* previously prepared by the applicant, except to the extent that the previously prepared *Outline Development Plan* located Bayley Street alongside the road reserve to avoid clearing of vegetation.

If Bayley Street and Smith Street are to be constructed to provide access to lots 4 and 5, the location alongside the road reserve, to avoid clearing of vegetation, should be favoured unless it can be shown how a road can be constructed in the Bayley Street reserve with minimal clearing. If necessary, it may be that a small increased width could be added to the

Bayley Street reserve to achieve this objective. Alternatively, Clark Street and Smith Street may provide a different solution.

In regard to proposed Lot 2, WAPC policy DC 3.4 provides the following seven criteria for the creation of homestead lots

- (a) the land is in the Wheatbelt agricultural policy area (refer to appendix 3);
- (b) the population in the locality is declining or relatively static;
- (c) the homestead lot has an area between 1 and 4 ha, or up to 20 ha where it is desirable to respond to the landform or to include existing outbuildings or water sources;
- (d) there is an adequate water supply for domestic, land management and fire management purposes;
- (e) the homestead lot fronts a constructed public road;
- (f) the homestead lot contains an existing residence; and
- (g) a homestead lot has not been excised from the farm in the past.

The proposal appears to comply with Criteria (a) – (c), (e) and (f). The existing building appears to comply with the necessary setbacks. The adequacy of water supply (Criteria d) needs to be demonstrated.

It is assumed (but cannot be confirmed) that criteria (g) is complied with. If this is the case then there is no objection to the creation of proposed Lot 2.

Whilst the western section of Shaddick Road has not been drawn on the Application sketch, it does exist and is constructed. Further, the road reserve is offset as it joins the unconstructed Clark Street.

Smith Street road reserve is unfenced.

Consultation:

LandVision

Statutory Environment:

Shire of Pingelly Local Planning Scheme No 3.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That the application not be opposed subject to demonstration by the applicant in relation to WAPC criteria:

(d) there is an adequate water supply for domestic, land management and fire management purposes; and

(g) a homestead lot has not been excised from the farm in the past.

Further, that if the application is to be approved, approval be subject to the condition of arrangements being made with the local government for the upgrading and/or construction of Smith Street and either Bayly Street or Clark Street with the following

Advice note:

Construction of Smith Street, between Bayly Street and Clark Street together with either Bayly Street, between Seabrook Street (with consideration to vegetation clearing) or alternatively Clark Street, between Seabrook Street and Smith Street, to provide full access to proposed lots 4 and 5, with construction in accordance with the Shire of Pingelly's rural unsealed road standard and to the satisfaction of the Shire of Pingelly.

8.3 Planning Application – Outbuilding

File Reference: A7470
Location: 57 Stratford St, Pingelly
Applicant: Michael Hughes
Author: Sheryl Squiers, Administration Officer, Technical
Date: 8 December 2011
Disclosure of Interest: Nil
Attachments: Nil

Summary:

Council to consider granting planning approval for the erection of a three bay garage at 57 Stratford St, Pingelly.

Background:

An application for planning consent for the erection of a three bay garage on the north eastern corner of the property at the, using James St for access, with a setback of 1.2m from rear boundary.

The proposed garage is engineered designed with an area of 80m², the walls and roof to be in colorbond with a concrete floor. There will be three bays with roller door access.

Access will be from James St at the rear of the property, with the roller doors facing onto James St. The northern side of the garage is to form part of the dividing fence (zero setback) with the neighbouring property (lot 240). A letter has been received from the neighbours approving this wall to form part of the dividing fence.

Comment:

All of the setbacks comply to the *Shire of Pingelly Policy 13.2 Building Applications - Outbuildings*, with the exception of the side (northern) boundary setback. The neighbour has agreed to the reduced setback and the garage wall to form part of the dividing fence.

The area of the shed at 80m² is marginally greater than 75m² provided by the Policy.

Consultation: Nil

Statutory Environment:

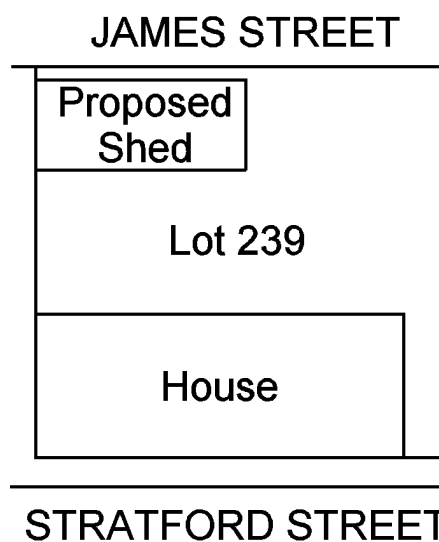
Shire of Pingelly Local Planning Scheme No. 3

Policy Implications:

Policy 13.2 –Outbuildings provides that this policy provides direction and guidance on the area and height of outbuildings and the like that Council will permit within the Shire boundaries.

Outbuildings and structures that comply with the following requirements may be approved by Council's Building Surveyor without having the need to be submitted to an Ordinary Meeting of Council.

A minor development fee of \$50 as laid down under Council's Fees and Charges Schedule will apply for these applications.



The Objectives of the Policy are:

- To provide some flexibility in the requirements for outbuildings and the like in residential areas.
- To ensure that the provisions of the *Residential Design Codes 2002* are appropriately addressed.
- To improve customer service standards through the timely processing of planning and building applications for outbuildings.

Definitions:

- **Outbuilding** is an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.
- **Carport** is a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side and being without a door.
- **Garage** is any enclosed and roofed structure, other than a carport, designed to accommodate one or more motor vehicles.
- **Patio** is a roofed shade structure either attached to a dwelling or free standing and is required to be open on fifty percent of it's sides.
- **Pergola** is a light weight shade structure that does not have a solid roof. It may be attached to a dwelling or can be free standing.
- **Statutory Powers:** This policy has been prepared in conjunction with the requirements of the *Residential Design Codes of Western Australia 2002*, i.e. The performance criteria relative to outbuildings (Clause 3.10.1) states:
“*Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties.*”

Clause 3.2.7 of the *Residential Design Codes of Western Australian 2002* states that buildings are to comply with any local planning policy made under the Scheme in respect of the design of carports and garages, including the colour, scale, materials and roof pitch of buildings. This policy is made subject to the clause and provides design requirements for carports and garages; however it does not interfere with any other requirement of the Residential Design Codes relating to carports and garages.

This policy does not alter or change in any way the acceptable development criteria of the *Residential Design Codes of Western Australia 2002*.

Within all “Residential” and “Rural Residential” zoned areas of the Shire and on Farming zoned lots with an area of 2ha or less except as otherwise stated, planning consent for all outbuildings is required. If planning consent is granted, building approval will be issued for outbuildings which are appurtenant to a dwelling, provided all boundary setbacks and building separation requirements have been complied with, the building is of single storey construction, located behind any residence on-site and provided the proposed development complies with the following:

1. In any residential zone with an R10 code or above in the Shire:
 - a. Non-masonry construction, where the total non-masonry outbuilding area does not exceed 55m² and the total outbuilding area does not exceed 75m²;
 - b. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 75m² and no parapet wall is greater in length than 8m;
 - c. Wall height of any outbuildings not to exceed 3m. This height limitation also applies to parapet walls. In the case of gable roof construction, the maximum building height is not to exceed 4m;
 - d. Prior to considering a parapet wall construction over 8m in length, the applicant will present Council with written agreement to the same by any affected adjoining landowner;

- e. No planning consent or building licence approval will be granted or issued for any outbuildings, on any Residential zoned lot, which does not contain a residence;
 - f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Shire's operative Town Planning Scheme;
 - g. Any development application which does not comply with the above, shall be referred to Council for consideration.
2. In any residential zone with an R code below R10, the rural residential zone of the Shire and on farming zoned lots which have an area of 2ha or less
- a. Non-masonry zincalume construction, where the total zincalume outbuilding area does not exceed 75m² and the total outbuilding area does not exceed 200m², or
 - b. Non-masonry colorbond construction, where the total colorbond outbuilding area does not exceed 150m² and the total outbuilding area does not exceed 200m²,
 - c. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 200m²,
 - d. Wall height of any outbuilding not to exceed 4m. In the case of a gable roof construction, the maximum building height is not to exceed 5m;
 - e. No planning consent or building licence approval will be granted or issued, for any outbuildings on a residential or rural residential zoned lot where a building licence has not been issued for a residence and / or where an outbuilding is not located at least 4m from any boundary of the lot;
 - f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for purposes permitted within the zone in which it is located under the provisions of the Shire's operative Town Planning Scheme;
 - g. Any development application which does not comply with the above shall be referred to Council for consideration.
3. Distance from boundaries on any residential zoned lot with an R code of 10 or above:
- a. Garages, shed, pergolas and patios - brick construction
 - i. Attached to house - 1m from side boundaries. Eaves not closer than 750mm measured from the outer edge of the gutter.
 - ii. Detached from house - Must be 1.8m clear of house with either parapet wall on boundary or walls 1m from boundary with eaves 750mm clear of boundary.
 - b. Garages, sheds, pergolas, and patios - steel framed construction - Detached from house only - Must be at the rear of the residence 1.8m clear of the residence, leach drains and septic tanks and 1.2m clear of side and rear boundaries.
 - c. Carports - Columns of brick (350mm x 350mm) or steel may be erected on a boundary provided no more than 4 columns are used and roofing including guttering is at least 750mm clear of the boundary. Beams must be of steel within 750mm of a boundary and a dividing fence forming a side wall of the carport must not be higher than 1.8m. Timber framed carports must be sited 1.2m clear of boundaries.
 - d. On corner lots - Where an outbuilding is constructed in brick or clad in colorbond, Council will permit a setback of 3.75m to the minor street. Where an outbuilding is clad in zincalume a setback of 7.5m to the minor street will apply.
4. Distance from boundaries in any residential zone with an R code below R10 and the rural residential zone of the Shire and on farming zoned lots which have an area of 2 hectares or less
- a. Detached outbuildings - To be at the rear or the residence on-site, at least 1.8m clear of the residence, leach drains and septic tanks. All boundary setbacks to be as laid down in the Shire of Pingelly's operative Town Planning Scheme.

- b. On corner lots - The setback to the minor street to be the same as the frontage setback laid down in the Shire of Pingelly's operative Town Planning Scheme.
- c. Garden sheds - Under this policy, Council will without the need for planning consent or building licence approval, permit the erection of one only garden shed per lot which has a maximum area of up to 4m². The garden shed is to be located on the lot in a position and in a manner agreed to in writing by the Shire's Building Surveyor and such shed is in addition to any other shed permitted under this "Policy".

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That Planning Approval be granted to erect a three bay garage (80m²) at 57 Stratford St, Pingelly as requested with reduced setbacks on side and rear boundary and access off James St.

9. FINANCIAL SERVICES

9.1 Monthly Statement of Financial Activity

File Reference: 06.15.01
Location: N/A
Applicant: N/A
Author: S.K. Marshall, Deputy Chief Executive Officer
Date: 8 December 2011
Disclosure of Interest: Nil
Attachments: Statements

Summary:

Council to consider accepting the Monthly Statement of Financial Activity.

Background:

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

Comment:

The Monthly Statement of Financial Activity represents Council's financial activities and status for the period ending 30 November 2011.

Consultation: N/A

Statutory Environment:

Section 6.4(1) of the *Local Government Act* provides that a local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Regulation 34 of the *Local Government (Financial Management) Regulations* requires a Statement of Financial Activity to be prepared each month which is to contain the following details:

- (a) annual budget estimates;
- (b) budget estimates to the end of the month;
- (c) actual amount of expenditure and revenue;
- (d) material variances between comparable amounts in (b) and (c) above; and
- (e) the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).

The Statement is to be accompanied by:

- (a) explanation of the composition of net current assets, less committed assets and restricted assets;
- (b) explanation of the material variances; and
- (c) such other information considered relevant by the local government.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That the Monthly Statement of Financial Activity for the period ending 30 November 2011 be accepted and material variances be noted.

SHIRE OF PINGELLY NET CURRENT FUNDING POSITION FOR THE PERIOD ENDING 30 November 2011			
	ACTUAL 2011/12	BUDGET 2011/12	ACTUAL 2010/11
CURRENT ASSETS			
Cash - Unrestricted			
- Municipal Fund Bank	1,827,236.65	150,983	412,221.64
- Petty Cash & Till Floats	450.00	450	450.00
Cash - Restricted	0.00		0.00
- Restricted Municipal Fund Bank	0.00	0	0.00
- Restricted Reserves	811,279.80	1,492,013	787,842.58
Receivables			
Sundry Debtor Rates	289,586.69	0	69,892.05
Sundry Debtor Rubbish	9,751.88		
Sundry Debtor Recycling	600.00		
Sundry Debtor SSL	39,739.14		
Sundry Debtor Other	202,234.14	72,559	101,225.45
Pensioner Rebate (to be claimed)	867.34		
GST (to be claimed)	0.00		
Investments	5,000.00	5,000	5,000.00
Inventories	4,548.40	8,154	8,153.62
TOTAL CURRENT ASSETS	3,191,294.04	1,729,159	1,384,785.34
LESS CURRENT LIABILITIES			
Creditors	8,991.03	(135,408)	(127,286.63)
Borrowings	(39,739.14)	(52,312)	0.00
Provisions	(146,318.00)	(146,318)	(146,318.00)
NET CURRENT POSITION	3,014,227.93	1,395,121	1,111,180.71
Less Cash Restricted	(811,279.80)	(1,492,013)	(787,842.58)
SURPLUS/(DEFICIT)	2,202,948.13	(96,892)	323,338.13

SHIRE OF PINGELLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 November 2011							
	SCHED#	YTD ACTUAL 2011/12	YTD BUDGET 2011/12	VARIANCE		BUDGET 2011/12	NOTE#
				>10%	>\$5000		
OPERATING REVENUE							
Governance	4	445,872.38	413,120		32,752	2,336,240	1
General Purpose Funding	3	1,724,165.70	1,716,519		7,647	2,148,450	2
Law, Order & Public Safety	5	776,163.43	777,360			828,190	
Health	7	6,112.42	1,030	593%	5,082	2,200	3
Welfare & Education	8	1,206.37	1,325			18,749	
Community Amenities	10	132,636.20	136,349			150,360	
Recreation & Culture	11	35,960.61	34,285			47,620	
Transport	12	863,689.45	849,420		14,269	2,354,540	4
Economic Services	13	25,984.20	25,030			52,900	
Other Property & Services	14	15,221.72	14,633			37,570	
Sub Total		4,027,012.48	3,969,071			7,976,819	
OPERATING EXPENDITURE							
Governance	4	(247,027.41)	(248,236)			(628,506)	
General Purpose Funding	3	(26,353.56)	(27,970)			(67,160)	
Law, Order & Public Safety	5	(197,214.63)	(203,376)		6,161	(905,361)	5
Health	7	(26,250.31)	(17,565)	149%	(8,685)	(153,045)	6
Welfare & Education	8	(6,175.53)	(7,957)	78%		(33,587)	
Community Amenities	10	(79,707.09)	(84,096)			(206,416)	
Recreation & Culture	11	(196,423.46)	(201,364)			(550,252)	
Transport	12	(783,125.44)	(732,835)		(50,290)	(1,390,540)	7
Economic Services	13	(59,894.35)	(61,175)			(153,870)	
Other Property & Services	14	(62,667.52)	(45,823)	137%	(16,845)	(90)	8
Sub Total		(1,684,839.30)	(1,630,397)			(4,088,827)	
NET OPERATING		2,342,173.18	2,338,674			3,887,992	

SHIRE OF PINGELLY STATEMENT OF FINANCIAL ACTIVITY CONTINUED FOR THE PERIOD ENDING 30 November 2011							
	SCHED#	YTD	YTD	VARIANCE		BUDGET	NOTE#
		ACTUAL 2011/12	BUDGET 2011/12	>10%	>\$5000	2011/12	
CAPITAL REVENUE							
Governance	4	29,500.00	27,000			828,215	
General Purpose Funding	3	0.00	0			0	
Law, Order & Public Safety	5	0.00	0			27,209	
Health	7	0.00	0			20,000	
Education & Welfare	8	0.00	0			9,888	
Community Amenities	10	0.00	0			0	
Recreation & Culture	11	0.00	0			0	
Transport	12	0.00	0			33,000	
Economic Services	13	0.00	0			0	
Other Property & Services	14	0.00	0			0	
Sub Total		29,500.00	27,000			918,312	
CAPITAL EXPENDITURE							
Governance	4	(219,276.52)	(215,912)			(1,078,223)	
General Purpose Funding	3	0.00	0			0	
Law, Order & Public Safety	5	(1,899.00)	(2,100)			(29,309)	
Health	7	0.00	0			(30,000)	
Education & Welfare	8	0.00	0			(9,888)	
Community Amenities	10	0.00	0			(578,453)	
Recreation & Culture	11	0.00	0			(210,000)	
Transport	12	(378,799.12)	(380,054)			(2,438,442)	
Economic Services	13	(4,720.00)	0			0	
Other Property & Services	14	0.00	0			0	
Sub Total		(604,694.64)	(598,066)			(4,374,315)	
TOTAL CAPITAL		(575,194.64)	(571,066)			(3,456,003)	
TOTAL Net Operating & Capital		1,766,978.54	1,767,608			431,989	
ADJUSTMENT FOR NON-CASH ITEMS							
Add Depreciation		133,427.92	132,643			439,468	
Transfer from/(to) Reserves		(23,437.22)	(23,440)			(704,170)	
Adjust Provisions/Accruals		0.00	0			0	
Asset Disposal (Profit)/Loss		2,640.76	0			(602,200)	
Total Adjustment for Non-Cash		112,631.46	109,203			(866,902)	
Opening Surplus/(Deficit)		323,338.13	338,021			338,021	
Closing Surplus/(Deficit)		2,202,948.13	2,214,832			(96,892)	

SHIRE OF PINGELLY NOTES TO MATERIAL VARIANCE FOR THE PERIOD ENDING 30 November 2011			
Note #			Variation
OPERATING REVENUE			
1	Governance Primary Reason	Insurance payout for PN437 - Truck written off. Offset by purchase of replacement truck.	Over 32,752
	Budget Impact	Revenue over Budget	
2	General Purpose Funding Primary Reason	Interest on Instalments', Legal Fees Recovered and Account Enquiries. Legal Fee recovery offset by Legal Fee expense.	Over 7,647
	Budget Impact	Revenue over Budget	
3	Health Primary Reason	Insurance reimbursement for repairs to Doctors Car - Offset by Repair expense.	Over 5,082
	Budget Impact	Revenue over Budget	
4	Transport Primary Reason	Storm Damage reimbursement - Offset by Storm Damage Clean-up expenditure.	Over 14,269
	Budget Impact	Revenue over Budget	
OPERATING EXPENDITURE			
5	Law, Order & Public Safety Primary Reason	Insurance saving based on Brigade membership revision.	Under 6,161
	Budget Impact	Expenditure under Budget	
6	Health Primary Reason	Repairs to Doctor's Car - Offset by Insurance reimbursement.	Over (8,685)
	Budget Impact	Expenditure over Budget	
7	Transport Primary Reason	Storm Damage Clean-up expenditure - Offset by Storm Damage reimbursement.	Over (50,290)
	Budget Impact	Expenditure over Budget	
8	Other Property & Services Primary Reason	Long Service Leave termination payout - to be recouped from Leave Reserve.	Over (16,845)
	Budget Impact	Expenditure over Budget	

SHIRE OF PINGELLY INVESTMENT SUMMARY FOR THE PERIOD ENDING 30 November 2011				
Investment Description	Balance @ 30 November 2011	Investment Term	Investment Maturation	Interest Rate PA
Municipal Bank	\$220,350.65	Rolling	Rolling	Varying
Municipal Term Deposit 1	\$1,000,000.00	3 Months	12-Dec-11	5.75%
Municipal Business Saver	\$606,886.00	Rolling	Rolling	4.00%
Reserves Term Deposit	\$811,279.80	6 Months	27-Jan-12	5.90%
<i>All Investments are held with the Bendigo Bank.</i>				

Significant Expenditure Items for the month of November 2011		
Supplier	Description	Expenditure
WA Country Builders	Progress payments-Webb St Duplex	\$197,366.00
Page Truck Hire	January 2011 Storm Clean-Up	\$119,145.00
Shire of Pingelly	Pay Runs x 2	\$70,173.64
Brian Williams	Side Tipper hire - Bulyee Rd	\$15,331.25
Brooks Hire	Loader hire - Bulyee Rd	\$12,082.95
Contract Aquatic Services	Monthly contract payment	\$10,712.24
	Total	\$424,811.08

9.2 Accounts Paid by Authority

File Reference: 06.15.03
Location: N/A
Applicant: N/A
Author: S.K. Marshall, Deputy Chief Executive Officer
Date: 1 December 2011
Disclosure of Interest: Nil
Attachments: List of Accounts

Summary:

Council to consider authorising the payment of accounts.

Background:

The following list represents accounts paid by authority for the month of November 2011.

Comment:

Unless otherwise identified, all payments have been made in accordance with Council's 2011/12 Budget.

Consultation: N/A

Statutory Environment:

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

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

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

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

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That the List of Accounts as presented:

- (1) Municipal Fund – Account 117984856
vouchers 19806 – 19923, 19965 inclusive totalling \$544,940.76 - previously paid.
 - (2) Trust Fund – Account 117984872
vouchers 1625 – 1633 inclusive totalling \$860.00 - previously paid.
 - (3) Trust Fund Department of Transport – 123395691
totalling \$49,000.75; and
 - (4) Direct Debit Payments
totalling \$1,473.04 – previously paid
 - (5) Credit Card Payments
totalling \$4.00 – previously paid
- be authorised.

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT: NOVEMBER 2011

19806	03/11/2011	Shire of Pingelly	Annual licensing of Shire vehicles	5,720.60
19807	04/11/2011	AQWA	AQWA Seniors Trip	1,360.00
19808	08/11/2011	Arvidale Garden Centre	Caravan park commission October 2011 and 1 x pack of stakes and 2 x tins of pesticide for 59 Stratford Street	766.82
19809	08/11/2011	Telstra	Phone charges CEO, MOW and EHO	97.52
19810	08/11/2011	Sunny Sign Company Pty Ltd	Incorrect South Kweda Road sign order error	46.20
19811	08/11/2011	Pingelly Transport	Cartage of blue metal from Narrogin Quarry to Depot, North Wandering Road and Aldersyde Pingelly Road	7,462.56
19812	08/11/2011	Sullivan Logistics Pty Ltd	Freight charges October 2011	551.33
19813	08/11/2011	Pingelly Volunteer SES Unit	Reimbursement September 2011	2,342.25
19814	08/11/2011	Pacific Brands Sports & Leisure Pty Ltd - Workwear	Uniform order for workers crew	3,013.80
19815	08/11/2011	Courier Australia	Freight charges 26 October to PCS, 27 October to Pathwest	26.49
19816	08/11/2011	Bunnings Building Supplies	Plastic leg tips for town hall	10.26
19817	08/11/2011	Water Dynamics Quinti & Co	4 x FTG PVC VLV socket 80 mm for pump at rec ground	32.46
19818	08/11/2011	Great Southern Fuel Supplies	Fuel purchases October 2011 and bitumen purchase	2,819.60
19819	08/11/2011	Maxivan	2 x painters mixed rags 10kg, 1 x lithplex tac ep2 20kg, 1 x truck wash 20lt for depot	597.80
19820	08/11/2011	Colquhoun's Fremantle Bag Co	1000 x hessian sand bags	715.00
19821	08/11/2011	Angela Hunt	Refund of block burning money, will not be done in time	120.00
19822	08/11/2011	Iris Consulting Groups Pty Ltd	Records management basic training, Keyword classification training and Records disposal training Simon Marshall	748.00
19823	08/11/2011	MA Hughes	155 loads of sand for Webb Street units	4,650.00
19824	08/11/2011	Synergy	Streetlight and power charges 24 September 2011 - 24 October 2011	7,909.65
19825	08/11/2011	McIntosh & Son WA	Blade bearing set for PROM4	324.70
19826	08/11/2011	WA Country Health Service - Wheatbelt Region	Dr Surgery rent September 2011	476.66
19827	08/11/2011	Great Southern Waste Disposal	Rubbish and recycling collection 27 September - 25 October 2011	5,902.98
19828	08/11/2011	Corporate Express	1 x packet of disposable aprons for Kambarang Day 8 October 2011	7.62
19829	08/11/2011	Pingelly Tyres Pty Ltd	Strip and repair tyre plus travel 2 hours to pick up tyre hire loader and puncture repair on PCEO7	373.00
19830	08/11/2011	P & G Body Builders Pty Ltd	Oil seal kit for PT16	195.80
19831	08/11/2011	We Print It	2,000 A4 laser cheques municipal account	824.00
19832	08/11/2011	Rural Traffic Services	Rural traffic service weekly hire of signs, legs and sand bags, 47 signs, 4 weeks hire for Bulyee Road construction	4,136.00
19833	08/11/2011	Institute of Public Works Engineering Australia	Public works training one day registration Simon Marshall and Sheryl Squiers 10 November 2011	1,500.00

19834	08/11/2011	Ross Poultney Trust	Supply and install 380w fixed solar pump, supply and lay two rolls 2" poly and cement for Bulyee Road construction	6425.00
19835	08/11/2011	Public Libraries WA Inc	PLWA membership 2011/12	150.00
19836	08/11/2011	Merv Beard	Sitting fees and president allowance 1 October - 19 October 2011	371.74
19837	08/11/2011	TAB Data File	2 x packs of storage boxes	398.20
19838	08/11/2011	Orica Australia Pty Ltd	Chlorine service fee two bottles for 31 days	77.75
19839	08/11/2011	Pingelly Trading Co Hardware	6 x 102mm suction hose for minor plant and 45kg gas bottle for caravan park	363.50
19840	08/11/2011	Fuel Distributors of WA Pty Ltd	200lt drum of oil for large trucks	1,034.18
19841	08/11/2011	Page Truck Hire	Tree clearing after January storm Aldersyde Pingelly Road 17 October - 28 October 2011	37,615.00
19842	08/11/2011	Narrogin Pumps Sales & Services	Parts for East Pingelly fast fill trailer	145.37
19843	08/11/2011	Pingelly General Practice	Pre employment medical Rodney Hansen	121.00
19844	09/11/2011	Shire of Pingelly	Payroll deductions	240.00
19845	09/11/2011	Child Support Agency	Payroll deductions	14.18
19846	09/11/2011	WA Local Government Superannuation Plan	Superannuation contributions	6,794.08
19847	09/11/2011	LGRCEU	Payroll deductions	139.20
19848	09/11/2011	Pingelly Trading Co	Sundry goods, 8 October 2011 family fun day, newspapers and dry cleaning	847.23
19849	09/11/2011	Shire of Pingelly	Ordinary pay run for week ending 8 November 2011	37,009.50
19850	09/11/2011	Australia Post	Normal postage and dog registrations	231.60
19851	09/11/2011	Landmark	Fence dropper 94cm and joiners for Bulyee Road construction, 1/2" x 3/4" hose bib brass for effluent pond, Phil sockets and nipples for water tank	2,876.65
19852	14/11/2011	Total Farming Services	5l pressure sprayer for town streets, 3 x work boots for outside crew, robo can for the gym, 3 x silicone roof and gutter clear and 1 x silkaflex sealant for town hall	371.26
19853	14/11/2011	J R & A Hersey	1 box dust masks, 24 sunglasses, 24 rigger gloves, 24 spray and mark white, 10 flagging tape, 12 sunscreen, 1 terminal kit, 5 frill neck hats for depot and Bulyee Road construction	1,145.76
19854	14/11/2011	Bunnings Building Supplies	2 x insect zapper councillor and staff gifts	149.90
19855	14/11/2011	T & A Glassworks	Supply and fit woodland grey sliding window to roller	561.00
19856	14/11/2011	Gill Rural Traders	2 x batteries, 1 x tek screws for Townscape and 1 x male camlock fitting 3" for minor plant	458.99
19857	14/11/2011	Stihl Shop Redcliffe	1 transfer pump for water tank for Bulyee Road construction, 12 x eyelets for whipper snippers and 6 x 21" high lift notch blade, 2 x steering safety switch for PROM6	1,590.20
19858	14/11/2011	Albany Advertiser Pty Ltd	Telethon advertising in Narrogin Observer	55.00

19859	14/11/2011	Water Corporation	Adjustment charges for water and sewerage rates 17 Eliot Street	861.60
19860	14/11/2011	AMD Chartered Accountants	Acquittal audit Royalties for Regions CLGF 2009-10 funding allocations	308.00
19861	14/11/2011	Corporate Express	5 x letter pads, headphones, A4 laminating pouches, binding coils, 2 x packets laminating pouches badge size, 4 x filing racks for office and 1 x carton toilet paper for swimming pool	241.33
19862	14/11/2011	Pingelly Tyres Pty Ltd	Strip and repair truck tyre, multi patch on tyre PT16	44.40
19863	14/11/2011	Avon Waste	Fortnightly bulk recycling collection fortnight ending 1 November 2011	100.00
19864	14/11/2011	Narrogin Packaging and Narrogin Motorcycles & Accessories	Plastic crockery and cutlery for Kambarang 8 October 2011	40.15
19865	14/11/2011	Covs Parts Pty Ltd	Jump starter for farewell gift T Cochrane, light kit	409.80
19866	14/11/2011	Brian Williams	63 hrs x hire of side tipper water truck, 31.5 hrs x side tipper and 17 x BO641 side tipper for Bulyee Road construction	15,331.25
19867	14/11/2011	Gov Quip	1 x Epson wireless LAN adaptor, 1 x screen wall bracket 15 cm for community centre	192.50
19868	14/11/2011	Artin Garabed Garabedian	Refund of money for purchase of tank stand from 50 Raglan Street	100.00
19869	14/11/2011	Chair Tips Australia	100 x chair leg tips for community centre and town hall	103.40
19870	14/11/2011	Please Pay Cash - Pingelly Shire	Petty cash recoup November 2011	156.50
19871	14/11/2011	Australia's Golden Outback	Shire editorial in the 2012 Australia's Golden Outback Holiday Planner	1,675.00
19872	14/11/2011	WA Country Builders	Lot 91 Pasture Street, 1st payment	143,114.00
19873	14/11/2011	Perfect Computer Solutions Pty Ltd	Check back ups, remove old back up files, recover lost file	232.50
19874	18/11/2011	Fuel Distributors of WA Pty Ltd	Bulk fuel purchase November 2011, u/ground 3,800 litres, o/head 1,200 litres	7,363.50
19875	21/11/2011	CWA Pumphreys	23 x dinners Council meeting 16 November 2011	575.00
19876	21/11/2011	Sunny Sign Company Pty Ltd	2 x South Kweda Road signs	92.40
19877	21/11/2011	Pingelly Engineering	2x25x25 SQ bar x 6000mm and 1x100x100x8 full length bar plus freight for tank frame	566.75
19878	21/11/2011	Courier Australia	Freight from JR & A Hersey outside crew work boots	26.32
19879	21/11/2011	J Blackwood & Son Pty Limited	Shower combo with eyewash for Depot	1,133.03
19880	21/11/2011	T & A Glassworks	Repair window frame at 4 Shire Street	44.00
19881	21/11/2011	Greenline Ag Pty Ltd	Hydraulic hose for PG6	107.14
19882	21/11/2011	Bron's Kitchen	Meal for RTG board meeting 11 October, meals for election day 15 October, meal for Council 19 October 2011	372.70

19883	21/11/2011	Pingelly Tyres Pty Ltd	2 x strip, repair and inspect loader tyre and BP5 patch for PL6, 4 x second hand tyres and fit PL7 and tubeless plug for PBH2	515.50
19884	21/11/2011	Narrogin Floral Studio	2 x wreaths for Remembrance Day	130.00
19885	21/11/2011	Digital Document Solutions	TA500ci meter reading black in advance 50,222 - 75,222 and travel to service TA500ci	522.50
19886	21/11/2011	Midalia Steel (Wagin)	4 x plastic caps for tank frame	21.34
19887	21/11/2011	Merv Beard	Reimbursement for fuel purchased for townscape tractor	47.09
19888	21/11/2011	Pingelly HACC	Fuel for HACC bus taken to AQWA	77.00
19889	21/11/2011	WA Country Builders	Lot 604 unit 1 Webb Street, progress payment	27,019.00
19890	21/11/2011	Brooks Hire Service Pty Ltd	Dry hire of Komatsu WA380-5H wheel loader 1 - 26 October 2011 for Bulyee Road construction	12,082.95
19891	23/11/2011	Shire of Pingelly	Payroll deductions	240.00
19892	23/11/2011	Child Support Agency	Payroll deductions	14.18
19893	23/11/2011	WA Local Government Superannuation Plan	Superannuation contributions	6,618.54
19894	23/11/2011	LGRCEU	Payroll deductions	139.20
19895	23/11/2011	Shire of Pingelly	Ordinary pay run for week ending 22 November 2011	33,164.14
19896	28/11/2011	Telstra	Various phone accounts	681.03
19897	28/11/2011	Exchange Tavern	Refreshments for LEMC exercise	92.00
19898	28/11/2011	Sheridan's For Badges	3 x Councillor name badges, Lange, Mulronee and Dowdell, 1 x desk plate Dowdell, engraving on 2 x wall plates Beard, 2 x new wall plates Price and Freebairn	301.21
19899	28/11/2011	J R & A Hersey	11 x Safety work boots for the Outside crew	2,133.23
19900	28/11/2011	State Library of Western Australia	Lost books, videos and audio tape item from Pingelly Community Resource Centre	147.40
19901	28/11/2011	Narrogin Bearing Service	1 x ball bearing metric, 2 x 1/2 reduced shank drill mett 20mm and freight for tank and frame	217.23
19902	28/11/2011	Pingelly Volunteer SES Unit	SES recoup September / October 2011	2,160.72
19903	28/11/2011	Pacific Brands Sports & Leisure Pty Ltd - Workwear	3 x shirts K Lee	77.19
19904	28/11/2011	Trophy Specialists	2 x trophy cups for Pingelly Primary School sports awards	62.00
19905	28/11/2011	Courier Australia	Freight 16 November 2011, bush fire protective clothing	10.69
19906	28/11/2011	WALGA	Election 2011 advertising, 10/08/11, 24/08/11, 14/09/11, 15/10/11 and 20/10/11	1,639.00
19907	28/11/2011	T & A Supermarket	6 x bags of ice welcome and farewell BBQ	25.20
19908	28/11/2011	Contract Aquatic Services	Contract management fees instalment 8 (1 December 2011)	10,712.24
19909	28/11/2011	Lo-Go Appointments	Jonathan Jones project officer 80 hrs 7 - 18 November 2011	7,849.60
19910	28/11/2011	Corporate Express	1 x packet of pens	27.67
19911	28/11/2011	Avon Waste	Fortnightly bulk bin service week ending 15 November 2011	100.00

19912	28/11/2011	Stewart & Heaton Clothing Co Pty Ltd	Bush fire protective clothing 3 x jacket, 2 x trousers Moorumbine Fire Brigade	615.16
19913	28/11/2011	Fuel Distributors of WA Pty Ltd	Bulk fuel purchase 1,000 u/ground, 3,700 o/head	6,867.17
19914	28/11/2011	WA Country Builders	Lot 604, unit 2 Webb Street, progress payment	27,233.00
19915	29/11/2011	Australia Day Council of WA	Australia Day prizes, tennis and bowling, 8 x tea towels, 8 x coldy holder, 8 x medallion	200.00
19916	29/11/2011	WALGA	Preparing agendas and minutes course S Marshall	395.00
19917	29/11/2011	Covs Parts Pty Ltd	1 x Led combination lamp for PT12	164.81
19918	29/11/2011	Gale Products	Shelves for Community Centre cool room	305.25
19919	29/11/2011	Stewart & Heaton Clothing Co Pty Ltd	2 x jackets Moorumbine Fire Brigade	307.03
19920	29/11/2011	Page Truck Hire	Tree clearing January 2011 storm, Aldersyde Pingelly Road and Yenellin Road 31 October - 11 November 2011	81,530.00
19921	30/11/2011	Shire of Pingelly	BRB and BCITF commission for collections for the month of November 2011	17.60
19922	30/11/2011	Construction Training Fund	BCITF collections for the month of November 2011	560.23
19923	30/11/2011	Builders Registration Board of WA	BRB collection for the month of November 2011	72.00
19965	30/11/2011	Australian Taxation Office	GST for the month of November 2011	1,162
Total Municipal Fund				<u>544,940.76</u>
1625	15/11/2011	John Robert Price	Refund of nomination deposit 2011 elections	80.00
1626	15/11/2011	David Innes Freebairn	Refund of nomination deposit 2011 elections	80.00
1627	15/11/2011	Julie King	Refund of nomination deposit 2011 elections	80.00
1628	15/11/2011	Michael Gerrard Dowdell	Refund of nomination deposit 2011 elections	80.00
1629	15/11/2011	Harvest Community Church	Refund of key and cleaning binds, hire of town hall 6 November 2011	140.00
1630	15/11/2011	Shirley Lange	Refund of nomination deposit 2011 elections	80.00
1631	15/11/2011	William Vincent Mulroney	Refund of nomination deposit 2011 elections	80.00
1632	16/11/2011	The University of Western Australia	Refund of PA System bond 18 October 2011	100.00
1633	24/11/2011	Victoria Yuen	Refund of key and cleaning bond hire of community centre for yoga	140.00
Total Trust Fund				<u>860.00</u>
9112011	09/11/2011	Department of Transport	Reconciliation of Transport Licensing 26 October 2011 to 3 November 2011	9,984.85
14112011	14/11/2011	Department of Transport	Reconciliation of Transport Licensing 4 November 2011 to 9 November 2011	8,424.80
21112011	21/11/2011	Department of Transport	Reconciliation of Transport Licensing 10 November 2011 to 16 November 2011	18,093.75

28112011	28/11/2011	Department of Transport	Reconciliation of Transport Licensing 17 November 2011 to 23 November 2011	7,620.15
30112011	30/11/2011	Department of Transport	Reconciliation of Transport Licensing 24 November 2011 to 28 November 2011	4,877.20
Total Trust Licensing				49,000.75
01.11111		Bendigo Bank	EFT fee	7.26
01.11112		Bendigo Bank	Bank fees	50.22
09.1111		Bendigo Bank	Merchant bank fees	313.88
03.11111		Westnet	Internet fees	134.89
03.11112		Westnet	Internet fees governance	-
05.1111		Gecca	Photocopier rental agreement	946.00
11.1111		Centrelink	Processing Fees	20.79
Total Direct Debit Payments				1,473.04
DD4458.1	08/11/2011	Bendigo Bank Credit Cards	Card Fee October 2011	4.00
Total Credit Card Payments				4.00

9.3 Donation – Margaret River Fire Appeal

File Reference: 06.12.01
Location: N/A
Applicant: N/A
Author: S.K. Marshall, Deputy Chief Executive Officer
Date: 25 November 2011
Disclosure of Interest: Nil
Attachments: Nil

Summary:

Council to consider making a donation to the Margaret River Fire Appeal via the Lord Mayor's Distress Relief Fund (LMDRF).

Background:

The Margaret River Fire Appeal has been created in response to the bushfire which raged throughout the Margaret River area on 23-24 November 2011.

Some thirty houses and numerous other structures and property were lost as a result of the fire, with more than 70 individuals currently in emergency accommodation or relocation centres.

The LMDRF is run by an independent board (through the City of Perth) with the appeal being set up in a way that allows assistance to be dispensed rapidly.

Comment:

The Pingelly Community has endured a similar event, namely the Brookton-Pingelly Bushfire of 1997.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

No provision in the 2011/12 Budget for donations to fire appeals.

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That Council determine whether the Margaret River Fire Appeal be supported and if so provide a dollar value of donation.

9.4 Country Local Government Fund

File Reference:	01.00.21
Location:	Shire of Pingelly & Shire of Brookton
Applicant:	Shire of Pingelly
Author:	M.G. Oliver, Chief Executive Officer
Date:	22 November 2011
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Item 10.1 – 17 August 2011 & Item 10.3 – 16 November 2011

Summary:

Council to consider the project/projects for the Country Local Government Fund (Royalties for Regions) 2011/12 regional project.

Background:

Regional projects are now being sought for 2011/12 CLGF Regional Projects, with Guidelines released.

Through Royalties for Regions, the State Government has created the Country Local Government Fund to address infrastructure issues in rural areas. In 2011/12 the funds will be split 50:50 on local and regional projects – with the Shire of Pingelly being allocated \$321,530 for both local and regional projects.

Regional funds are intended for larger scale infrastructure projects that clearly demonstrate wider community benefits across their region (for example, infrastructure developments that attract industry, such as upgrades to ports, roads, rail, communications or power). The Shire of Pingelly and the Shire of Brookton form the Region – as such, projects need to be agreed between the two Councils prior to business cases being developed.

The 2010/11 CLGF Regional funding of \$196,953 (Shire of Pingelly) was allocated for the waste transfer station. The Shire of Brookton has now signed off on the project allowing the funding to flow.

In June 2011 following an approach from the Shire of Wickepin, Council resolved that discussions be undertaken with the Shire of Brookton in relation to possible projects, including the Shire of Wickepin's mobile telephone network improvement proposal. This project was subsequently rejected.

In July 2011 Council noted the following:

- Housing – doctor, aged, young professionals, joint venture with Cottage Homes
- Industrial land subdivision

and resolved that the issue lay on the table until July 2011.

In August 2011 Council resolved that industrial land development, aged care accommodation, alternative power generation and water header tanks be pursued with the Shire of Brookton as a potential 2011/12 Country Local Government Fund Regional project.

The President and the CEO (together with the CEO from the Shire of Brookton) attended a briefing workshop in Quairading on 14 November 2011. Discussions were held – with community housing being the option identified.

In November 2011 Council discussed options. Whilst there was some dissatisfaction regarding funding of further housing, no other suitable regional projects were identified. Councillors asked that a further conversation be held with the Shire of Brookton regarding housing – being an issue required by both local governments and a project that can easily be managed. Subsequently, similar discussions were held by the Shire of Brookton at it's

November meeting with a similar outcome. The Shire of Brookton's housing development plan has projects for 2012/13.

Eligibility Criteria

Grant expenditure must be on infrastructure asset creation, preservation or renewal projects. Project proposals and grant expenditure must meet the following criteria:

1. Strategic regional projects.

Projects must demonstrate regional significance, such as:

- benefit multiple communities across local government or regional boundaries;
- address a substantial gap in infrastructure;
- link to a regional plan (e.g. RDC strategic or regional investment plan, Regional Planning Committee framework, Regional Development Australia Committee plan, Regional Local Government strategic plan etc).

Groups are encouraged to align their projects to wider regional policy frameworks such as the Regional Development Council's Action Agenda and the Royalties for Regions objectives.

Groups are also encouraged to explore opportunities to develop large scale projects and partner with other local, state and Australian government agencies, non government organisations, the community and industry to leverage funding or other types of support for these projects.

Where projects are of a strategic nature and/or relate to core agency business, for example Sport and Recreation or Culture and the Arts, Groups are to consult with relevant agencies.

2. Participation in a regional planning process, facilitated by the Regional Development Commissions (RDCs).

Regional Group projects should be submitted and agreed to through a regional planning process, facilitated by their local RDC, to be eligible for funding.

Applicants should forward a copy of the Group's CLGF application to their local RDC(s) for their information.

Applicants should include a letter from their local RDC, specifically commenting on the strategic and regional relevance of the application.

3. All members of the agreed Regional Group, involved in the project, must support the project (including financial support) and expenditure of funds must be by mutual agreement of the Regional Group.

All members of the Regional Group must be signatories to the application.

Funding is provided on the basis that it is combined for allocation by the Regional Group as a whole, rather than expended by each local government according to the amount notionally allocated through the CLGF funding formula.

Each local government in the Regional Group is therefore expected to contribute a reasonable proportion of their allocated CLGF Group funding to the project.

The project should be incorporated into each member's Forward Capital Works Plan, as appropriate.

4. Local government Regional Groups should be well advanced in their project planning.

The Regional Group should provide appropriate documentation to demonstrate this, for example that they have:

- undertaken initial planning work through feasibility studies, business plans and risk assessments;
- obtained realistic cost estimates for the project by appropriate independent professionals such as engineers, quantity surveyors and architects;
- obtained all necessary approvals and licences or be well advanced in doing so; and
- identified additional or alternative funding sources.

5. CLGF expenditure must be directly related to the delivery of capital works

Capital works is defined as building and engineering works that:

Create a fixed infrastructure asset, for example:

- Materials and labour associated with constructing a building, road or bridge.
- Installing facilities and fixtures that form an integral part of those works, such as floor finishes, air conditioning and security systems.
- Purchase of buildings
- Earthworks, landscaping and headworks costs associated with an eligible CLGF project.

Renew or preserve a fixed infrastructure asset. This could include a major restoration or renovation project such as:

- Repainting a building
- Rewiring a building
- Replacement of a bridge, road, roof, ceiling, floor or air-conditioning system

Notes to Criterion 5:

Purchasing vacant land for the purposes of development

The purchase of the land must clearly relate to the establishment of a fixed community and local government infrastructure asset; or residential, commercial or industrial subdivision. CLGF should not be used for the sole purpose of purchasing and selling land in its vacant state. Development of the land needs to commence within 2 years of signing the Financial Assistance Agreement (FAA).

Using CLGF funds to purchase vacant land may be considered where no other funds can be secured for this purpose.

Assets owned or managed by third parties

Local governments may expend CLGF funds on assets which are not under the direct care or control of a local government where **all** of the following are demonstrated in writing through a formal agreement between the parties:

- There is a clear commitment from the owner to the asset being accessible on a long term basis to the broader community;
- The local government maintains appropriate control over ensuring that the asset is used for the benefit of the community;
- There is a plan for the long-term future maintenance of the asset; and
- The project is included in each member's forward capital works plan.
- Long term is expected to be a minimum of five years.

Related Costs

Up to 15% of the total project cost can be allocated from CLGF towards project management fees and project documentation activities (such as architectural fees and the development of structural, mechanical and hydraulic engineering plans) on eligible CLGF projects. For example, if the total project cost of a project was valued at \$1,000,000, a Regional Group could spend up to a total of \$150,000 from CLGF on costs related to that project.

Local government staff wages

The cost of limited but reasonable direct wages, where they are a component in the construction of an infrastructure asset, may be included under CLGF expenditure.

What Cannot Be Funded

CLGF funds are **not** to be used for:

- projects not identified as priorities in the relevant local government's 2011-12 Forward Capital Works Plan, as formally accepted by RDL;
- purchasing equipment (e.g. furniture, computers, vehicles or moveable plant);
- retiring debt;
- engaging consultants or staff outside or beyond the timeframe of an approved CLGF funded infrastructure project;
- general maintenance (such as the day-to-day servicing of an asset including small parts.);
- feasibility studies, cost-benefit analysis, impact studies, marketing plans or research projects;
- non-CLGF approved project designs or plans;
- for the sole purpose of return on investment (e.g. interest); and
- retrospective funding, where projects have been completed or have commenced construction prior to receiving approval from RDL.

Comment:

Notwithstanding the fact that any new house in Pingelly is a positive, before committing further funds into housing, it is timely to take stock of where the Shire of Pingelly is and what is to be achieved.

Currently, the Shire of Pingelly has the following housing properties:

- 4 Shire Street CEO 2008 constructed 4 bedroom, 2 bathroom plus office transportable, carport and 1½ shed on 978m² block.
- 17 Eliot Street MOW 2010 constructed 4 bedroom, 2 bathroom, double carport brick veneer and double shed on 1,214m² block.
- 59 Stratford Street Doctor 2009 constructed 4 bedroom, 2 bathroom, double carport brick veneer and double shed on 1,012m² block.
- 50 Raglan Street DCEO 1974 constructed 4 bedroom, single bathroom, single garage double brick on 1,012m² block.
- 16 Eliot Street Pool Manager 1978 constructed 3 bedroom, single bathroom double brick with single garage and shed on 1,214m² block.
- 42 Queen Street Vacant 1975 constructed 3 bedroom, single bathroom double brick with carport on 1,052m² block.

Additionally, the Shire of Pingelly is in a joint venture with the Department of Housing for:

- 36A Sharow Street low income seniors housing
- 36B Sharow Street low income seniors housing
- 38A Sharow Street low income seniors housing
- 38B Sharow Street low income seniors housing

Under construction are:

- 9A Webb Street 2 bedroom, 2 bathroom, double garage.
- 9A Webb Street 2 bedroom, 2 bathroom, double garage.

It is intended that:

- 50 Raglan Street
- 16 Eliot Street
- 42 Queen Street

will be sold when these properties are finished.

With the change in direction regarding technical staff, it is desirable that a single furnished unit be available for temporary stays and relief.

With three relatively new 4 x 2 properties and two 2 x 2 properties under construction the logical choice would be a second pair of 2 x 2 properties.

If this was the chosen direction, the logical location would be in Webb Street adjacent to the properties under construction.

This would then complete the necessary housing stock for staff housing with some flexibility for public housing use.

Consultation:

Shire of Brookton.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Funding to be provided by Royalties for Regions – regional component.

Strategic Implications: Nil

Whilst a secondary outcome, Item 2.6 of the Industry and Infrastructure section of the Strategic Plan provides:

- Build units for single person housing (including partnerships and joint ventures).
- The staff housing provision will remove any impact on Pingelly's existing housing stock.

Voting Requirements: Simple Majority

Recommendation:

That:

1. an Application, Financial Assistant Agreement and business case be completed in consultation with the Shire of Brookton to construct two 2x2 units on lot 605 Webb Street;
2. all documents be submitted to the Department of Regional Development and Lands; and
3. the planned housing project be included in the revised 2011/12 Forward Capital Works Plan.

9.5 Forward Capital Works Plan

File Reference:	06.03
Location:	N/A
Applicant:	N/A
Date:	5 December 2011
Author:	S.K. Marshall, Deputy Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Forward Capital Works Plan – 2011/12 Update

Summary:

Council to consider adopting the revised Forward Capital Works Plan (FCWP) for 2011/12 and in doing so, determine the project/projects for the Country Local Government Fund 2011/12 local funding component.

Background:

The 2009/10 Country Local Government Fund (CLGF) funding round provided \$35,000 for the creation of a FCWP which would act as a basis for determining future CLGF grant allocations.

It is a requirement under the CLGF Guidelines that the FCWP is reviewed and updated annually to determine where CLGF funds will be utilised by the local authority.

The 2011/12 CLGF allocations will be administered once the Department of Regional Development and Land (DRDL) has received an updated Forward Capital Works Plan outlining the proposed capital projects for the coming year.

The 2011-12 CLGF funding will be provided to individual country local governments (50%) and groups of country local governments (50%) for infrastructure asset renewal and/or infrastructure asset creation.

Expenditure of allocations must be on individual local government infrastructure asset renewal and/or infrastructure asset creation. The Fund is aimed at encouraging additional expenditure by the local government on planned infrastructure needs. Projects must be identified in the forward capital works plans approved by DRDL.

It is expected that infrastructure projects funded through CLGF are construction ready. It is considered that for a construction ready project, local governments should have as a minimum completed initial planning through feasibility/business plans, have obtained realistic cost estimates for the project by appropriate independent professionals such as engineers, quantity surveyors and architects, and be well advanced in obtaining all necessary approvals and licences.

CLGF monies must be used on the capital works component of the infrastructure project. Capital works are defined as building and engineering works that create an asset, as well as constructing or installing facilities and fixtures associated with, and forming an integral part of, those works (such as buildings, floor finishes, air conditioning and security systems, but excluding items such as furniture and office equipment). The definition encompasses the purchase of buildings. Headworks costs associated with an eligible capital works project are acceptable.

Individual country local governments may expend CLGF funds on assets which are not under the direct care or control of a local government where all of the following must be met:

- the project and the supporting information is included in the local government's forward capital works plan.
- it can be demonstrated that there is a clear commitment to the asset being accessible on a long term basis to the broader community.

- there is a plan for the future maintenance of the asset.
- the local government maintains appropriate control over ensuring that the asset is used for the benefit of the community (for example, through a formal written agreement with a third party).

Capital renewal is an acceptable expenditure. Capital renewal is expenditure on items which are deemed to extend the life of an asset and sustain the service of an asset at the same level on a like-for-like basis. Examples of renewal projects include major restorations, or renovations, such as repainting and major roof and floor repairs.

CLGF funds cannot be applied to expenditure on non-infrastructure items. The funds are not to be used for:

- projects not identified as priorities in the local government's approved forward capital works plan referred to above.
- purchasing equipment (e.g. furniture, computers, vehicles and moveable plant).
- purchasing land.
- retiring debt.
- engaging consultants or staff outside or beyond the timeframe of a CLGF funded infrastructure project.
- general maintenance.
- feasibility studies, cost-benefit analysis, impact studies, marketing plans, research projects, stand alone project designs or plans.
- investment for the sole purpose of return (e.g. interest).
- retrospective funding, where projects have been completed or have commenced construction prior to receiving approval from RDL.

Comment:

The FCWP has been updated with projects set out in the 2011/12 Budget:

- Grain Freight Route – Bulyee Road and Bullaring Road upgrades;
- Lighting Towers Replacement;
- Paragon Street Footpath – Pingelly Primary School Bus Stop;
- Regional Waste Disposal Site; and
- Regional Project – TBA

Included in the revised Forward Capital Works Plan are several projects which will satisfy DRDLs funding criteria for the local portion of the 2011/12 CLGF allocation (\$321,530) and are also included in the 2011/12 Budget:

<u>FCWP Project</u>	<u>CLGF Allocation</u>
• 40ML Dam	\$150,000 (page 12 of FCWP)
• Footpath Network Expansion	\$56,000 (page 26)
• Hotel Paths	\$60,000 (page 30)
• Lighting Towers Replacement	\$30,530 (page 32)
• Paragon Street Footpath	<u>\$25,000</u> (page 38)
TOTAL	<u>\$321,530</u>

Further, to secure funding a Financial Assistance Agreement must be completed and approved by DRDL.

The deadline for the submission of the revised FCWP is 30 December 2011.

It is envisaged that the FCWP will be revised and updated in April 2012 in conjunction with the Budget process.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

2011/12 CLGF local allocation totalling \$321,530.

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That:

1. the revised Forward Capital Works Plan for years 2011/12 to 2015/16 be adopted; and
2. the 2011/12 CLGF (local component) Financial Assistance Agreement be prepared and submitted to the Department of Regional Development and Land including the following projects:
 - 40ML Dam \$150,000
 - Footpath Network Expansion \$141,000
 - Lighting Towers Replacement \$30,530

9.6 New Reserve – Joint Venture Housing Units

File Reference: 03.02.31
Location: N/A
Applicant: N/A
Author: S.K. Marshall, Deputy Chief Executive Officer
Date: 9 December 2011
Disclosure of Interest: Nil
Attachments: Nil

Summary:

Council to consider the establishment of a Joint Venture Housing Reserve as per the Joint Venture agreement with Homes West.

Background:

A *Housing Joint Venture Agreement* was entered into with the Housing Authority on 1 February 2008 to construct four housing units on Lots 602 and 603 Sharow Street.

Section 10.4 of the *Agreement* stipulates that:

The Organisation (Shire of Pingelly) shall ensure that an amount per year, to be agreed between the parties, is set aside from the annual rental income for the long term maintenance needs of the Joint Venture Property. This amount shall be identified in the Schedule and shall be reviewed every 5 years by the Housing Authority and the Organisation, or sooner if requested by either party.

Schedule 5 of the *Agreement* stipulates that:

An amount, equivalent to 1% of the current replacement cost of the properties shall be set aside from the annual rental income, per annum, for the long term maintenance needs of the Joint Venture Property/ies.

Commencement date of the agreement's financial schedule was 14 September 2010.

Comment:

A revaluation of all of the Shire's buildings was conducted in September 2011 by AVP Valuers. From the valuation it was determined that the replacement value of the Joint Venture Units collectively was \$940,000 (\$235,000 per Unit).

There is provision in the 2011/12 Budget to transfer \$18,880 being the budgeted 2011/12 Joint Venture Operating Surplus to the Building Reserve. The actual amount will not be determined until June 2012.

Whilst this is significantly more than that required by the *Agreement* the alternative is to remit the share of the surplus to the Department of Housing.

There are further funds relating to the surplus from 2010/11 which also need to be addressed.

Consultation: Nil

Statutory Environment:

Section 6.11 of the *Local Government Act 1995* provides that:

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
 - (a) changes the purpose of a reserve account; or
 - (b) uses* the money in a reserve account for another purpose,

it must give one month's local public notice of the proposed change of purpose or proposed use.

- (3) A local government is not required to give local public notice under subsection (2) —
 - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
 - (b) in such other circumstances as are prescribed.
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

Regulation 17 of the *Local Government (Financial Management) Regulations* provides that:

- (1) A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.
- (2) In the accounts, annual budget and financial reports of the local government a reserve account is to be referred to —
 - (a) in the information required by regulations 27(g) and 38, by its full title; and
 - (b) otherwise, by its full title or by an abbreviation of that title.

Regulation 27 of the *Local Government (Financial Management) Regulations* provides that:

The annual budget is to include or be accompanied by notes detailing —

- (g) in relation to each reserve account, an estimate of —
 - (i) the opening balance brought forward on 1 July;
 - (ii) the amount to be set aside during the financial year;
 - (iii) the amount to be used during the financial year; and
 - (iv) the closing balance at 30 June;

Regulation 38 of the *Local Government (Financial Management) Regulations* provides that:

- (1) In relation to each reserve account, the annual financial report is to include details of —
 - (a) the purpose for which the money in the account is set aside;
 - (b) the amount set aside during the financial year;
 - (c) the amount used during the financial year;
 - (d) the opening balance brought forward on 1 July;
 - (e) the closing balance at 30 June;
 - (f) if the money held in a financial institution or institutions is insufficient to match the corresponding asset account in the balance sheet —
 - (i) the extent of the insufficiency;
 - (ii) the reason for the insufficiency; and
 - (iii) when the insufficiency is likely to be made up;
 - (g) when the local government anticipates the money in the account will be used; and
 - (h) if the purpose of the account was changed or if money in the account was used for another purpose —
 - (i) the purpose for which the money was used;
 - (ii) the amount changed or used; and
 - (iii) the objects of, and reasons for, the change or use.
- (2) In relation to an asset re-valuation reserve established in accordance with the AAS, the annual financial report is not to include the details set forth in subregulation (1).

Policy Implications: Nil

Financial Implications:

\$9,400, as per the *Housing Joint Venture Agreement Financial Schedule*, to be transferred to Reserve.

Strategic Implications: Nil

Voting Requirements: Absolute Majority

Recommendation:

That:

1. a Joint Venture Housing Reserve be established for the purpose of providing for the long term maintenance needs of the Joint Venture Property;
2. local public notice of the establishment of the Reserve be given in accordance with Section 6.11(2) of the *Local Government Act 1995*; and
3. the 2011/12 Joint Venture operating surplus at 30 June 2012 and the surplus from 30 June 2011 be transferred to the Joint Venture Housing Reserve in June 2012.

10. ADMINISTRATION SERVICES

10.1 Policy Manual

File Reference: 01.00.17
Location: Shire of Pingelly
Applicant: Shire of Pingelly
Author: M.G. Oliver, Chief Executive Officer
Date: 3 November 2011
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Item 12.3 – 19 October 2011

Summary:

Council to review it's Policy Manual.

Background:

Councillor seating allocation appears to be something that has a process that has not been put into Policy.

Council considered Policy 2.1 – Policy Manual Review at the October 2011 meeting and resolved that it be amended to reflect a review in April 2012. The item was identified as needing review as a result of the change in the election cycle. It is considered important that a new Council have the opportunity of reviewing and determining it's Policies.

Council resolved in November 2011 that the following motion lay on the table until this meeting:

That:

- a new Policy be created "That prior to the first meeting following the bi-annual elections the CEO conduct a random ballot to determine the new Council seating allocation for the forthcoming two years. Further, that should an extra-ordinary election result in the change of a Councillor; the new Councillor is to take the vacant seat. Further, that should an extra-ordinary election result in the change of more than one Councillors, the CEO conduct a random ballot between the vacant seats to determine the seating allocation."
- Policy 2.1 – Policy Manual – be amended such that biannual reviews be conducted in November immediately following the biannual elections.

Policy 10.10 – Staff Leave (Annual, Sick, Study, Defence Force Reserve) also needs a change. The current Policy is:

All employees are to be provided with up to date calculations of accrued annual leave, leave loading, sick leave and long service leave entitlements twice each year, a month prior to Easter and a month prior to Christmas.

Employees are to take annual leave annually.

1. Annual leave is not paid in advance.
2. Where 152 hours (20 days) of annual leave have accrued, employees are to extinguish that accrual within the following six months where possible.

Each employee is entitled to 76 hours (10 days) sick leave calculated from their commencement date to their annual anniversary date.

1. Sick leave is not paid in advance.

2. To be entitled to payment of sick leave, the employee shall as soon as reasonably practicable, advise the employer of his/her inability to attend for work, the nature of his/her illness or injury and the estimated duration of the absence. Such advice, other than in extraordinary circumstances shall be given to the employer within 24 hours of the commencement of the absence.
3. Provisions of sick leave will not apply to an employee who fails to produce a certificate from a medical practitioner dated at the time of absence or who fails to supply other such proof of the illness or injury as the employer may reasonably require provided that the employee shall not be required to provide a certificate from a medical practitioner for absences of two days or less unless after two such absences in any year of service, the employer requests that the next and subsequent absences in that year, if any, shall be accompanied by such certification.

Employees undertaking study for an initial qualification relevant to local government as approved by the Chief Executive Officer or further qualification as approved by Council, may be granted paid time off to attend study courses.

1. Where the study requires time to be taken off during established working hours, approval needs to be obtained in advance and will only be granted if no after hours course is available.
2. Staff participating in examinations of subjects from an approved course will be entitled to time off with pay to sit for examinations that are scheduled during normal working hours.

Staff members absent on required Defence Force Reserve Leave will continue to be paid at half their usual rate of pay.

With the change to the new Federal Award, the last EBA and part time employees, the Policy should be amended.

Comment:

Nil

Consultation: Nil

Statutory Environment:

Section 2.7(2)(b) of the *Local Government Act* provides that one of the functions of a council is to determine the local government's policies.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That:

- a new Policy be created “That prior to the first meeting following the bi-annual elections the CEO conduct a random ballot to determine the new Council seating allocation for the forthcoming two years. Further, that should an extra-ordinary election result in the change of a Councillor, the new Councillor is to take the vacant seat. Further, that should an extra-ordinary election result in the change of more than one Councillors, the CEO conduct a random ballot between the vacant seats to determine the seating allocation.”
- Policy 2.1 – Policy Manual – be amended such that biannual reviews be conducted in November immediately following the biannual elections.
- That Policy 10.10 – Staff Leave (Annual, Personal, Study, Defence Force Reserve) be amended to:

All employees are to be provided with up to date calculations of accrued annual leave, leave loading, personal leave and long service leave entitlements twice each year, a month prior to Easter and a month prior to Christmas.

Employees are to take annual leave annually.

1. Annual leave is not paid in advance.
2. Where one year’s annual leave entitlement has accrued, employees are to extinguish that accrual within the following six months where possible.

Personal leave is not paid in advance.

3. To be entitled to payment of personal leave, the employee shall as soon as reasonably practicable, advise the employer of his/her inability to attend for work, the nature of the illness or injury and the estimated duration of the absence. Such advice, other than in extraordinary circumstances shall be given to the employer within 24 hours of the commencement of the absence.
4. Production of reasonable evidence of reason for personal leave by employees when required.

Employees undertaking study for an initial qualification relevant to local government as approved by the Chief Executive Officer or further qualification as approved by Council, may be granted paid time off to attend study courses.

5. Where the study requires time to be taken off during established working hours, approval needs to be obtained in advance and will only be granted if no after hours course is available.
6. Staff participating in examinations of subjects from an approved course will be entitled to time off with pay to sit for examinations that are scheduled during normal working hours.

Staff members absent on required Defence Force Reserve Leave will continue to be paid at half their usual rate of pay.

10.2 Delegations

File Reference: 04.02.01
Location: Shire of Pingelly
Applicant: Shire of Pingelly
Author: M.G. Oliver, Chief Executive Officer
Date: 24 November 2011
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Item 12.4 – 19 October 2011

Summary:

Council to review its delegations.

Background:

Council undertook a review of its delegations in October 2011.

A number of the delegations need further consideration.

The *Local Government Act* only provides for delegation by Council to the Chief Executive Officer – who in turn is able to delegate to another employee.

Section 48 of the *Bush Fires Act* provides for the delegation of all functions to the CEO.

Comment:

Delegation C2, Issue of Building Permits, delegates power to the Building Surveyor to approve or refuse building permits and impose conditions. Council does not have the power to delegate to the Building Surveyor, the delegation needs to be to the CEO.

Council resolved in October 2011, in relation to Delegation C21, to review the need for local community groups to have appropriate insurance cover. When approval is given to third parties for the temporary closure of a road, it is important that the activities of those third parties do not create a liability against the Shire of Pingelly.

Council resolved in October 2011 to amend Delegation C23, Impounding such that an excerpt from the Local Government Act 1995 regarding the items that can be impounded be included. The wording of the delegation is almost word for word from the Act.

Council resolved in October 2011 to amend Delegation C26, Harvest Bans, to include that Harvest Bans only be instigated by the CEO when the CBFCO is not available for consultation. Council's Policy 6.7 provides that the Chief Fire Control Officer, Deputy Chief Fire Control Officer, a Hotham Fire Control Officer, a Milton Fire Control Officer, Chief Executive Officer and Deputy Chief Executive Officer are authorised to issue and lift harvest and vehicle movement bans pursuant to Section 39 of the Bush Fires Act. The decision to initiate or lift a Harvest and Vehicle Movement Ban is to be determined by a Fire Weather Reading from within the Shire of Pingelly using the Kestrel Weather Meter and the McArthur Grassland Meter Fire Danger Index. The Harvest Ban Calculation Instructions for the Kestrel Weather Meter are to be used for readings. In the event that the Fire Danger Index reaches 32 or more, a Harvest and Vehicle Movement Ban is to be imposed over the whole of the Shire of Pingelly.

Council resolved in October 2011 that pursuant to sections 5.42 and 5.46(2) of the Local Government Act and section 48 of the Bush Fires Act, Delegation C27, Prohibited and Restricted Burning Times, Delegates to the President in conjunction with the Chief Bush Fire Control Officer, the power to vary restricted burning periods pursuant to section 17(10) of the Bush Fires Act. Sections 5.42 and 5.46(2) of the Local Government Act and Section 48 of the

Bush Fires Act refer to delegations to the CEO. Section 17(10) of the Bush Fires Act allows delegation to the President jointly with the Chief Bush Fire Control Officer, the power to vary the Prohibited Burning Period. There is no power to delegate to the President (jointly or otherwise) the power to vary Restricted Burning Periods.

Council resolved in October 2011 that, in relation to Delegation C43, Second Hand Fencing, that a Policy reference be included (where available), otherwise the provision of a Local Law be investigated. Some direction needs to be provided.

Council resolved in October 2011 that Delegation C59, Sale of Surplus Equipment, Materials and Scrap, be amended to include the provision to determine ownership of surplus equipment, materials and scrap before their sale. Items can only be sold if they are owned by the Shire of Pingelly. If they are not owned by the Shire of Pingelly there is no power to sell and hence no power to delegate.

The Shire of Kalamunda has requested that their Rangers be appointed as Authorised Officers in regards to the *Local Government Act 1995*, *Local Government (Miscellaneous Provisions) Act 1960*, *Litter Act 1979*, *Dog Act 1976* and *Control of Vehicle (Off Road Areas) Act 1978*. To achieve this, Delegation C52, Appointment of Authorised Persons – Enforcement and Legal Proceedings, will have to be tweaked to include the *Local Government (Miscellaneous Provisions) Act 1960*, *Litter Act 1979* and *Control of Vehicle (Off Road Areas) Act 1978*.

Consultation: Nil

Statutory Environment:

Section 5.42 of the *Local Government Act* provides that:

- (1) A local government may delegate (by Absolute Majority) to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Section 5.43 provides that a local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

Section 5.44 provides that:

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) "conditions" includes qualifications, limitations or exceptions.

Section 5.45 provides that:

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
 - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) a CEO from performing any of his or her functions by acting through another person.

Section 5.46(2) of the *Local Government Act* provides that:

- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

Section 17(7) of the *Bush Fires Act* provides that:

- (a) subject to paragraph (b), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised *CALM Act* officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by —
 - (i) shortening, extending, suspending or reimposing a period of prohibited burning times; or
 - (ii) imposing a further period of prohibited burning times.
- (b) A variation of prohibited burning times shall not be made under this subsection if that variation would have the effect of shortening or suspending those prohibited burning times by, or for, more than 14 successive days.

Section 17(8) provides that where, under subsection (7), a local government makes a variation to the prohibited burning times in respect of its district or a part of its district the following provisions shall apply —

- (a) the local government —
 - (i) shall, by the quickest means available to it and not later than 2 days before the first day affected by the variation, give notice of the variation to any local government whose district adjoins that district;
 - (ii) shall, by the quickest means available to it, give particulars of the variation to the Authority and to any Government department or instrumentality which has land in that district under its care, control and management and which has requested the local government to notify it of all variations made from time to time by the local government under this section or section 18;
 - (iii) shall, as soon as is practicable publish particulars of the variation in that district;
- (b) the Minister, on the recommendation of the Authority, may give notice in writing to the local government directing it —
 - (i) to rescind the variation; or
 - (ii) to modify the variation in such manner as is specified in the notice;

- (c) on receipt of a notice given under paragraph (b) the local government shall forthwith —
 - (i) rescind or modify the variation as directed in the notice; and
 - (ii) publish in that district notice of the rescission or particulars of the modification, as the case may require.

Section 17(10) provides that a local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).

Section 18(5) provides that:

- (a) Subject to paragraph (b) in any year in which a local government considers that seasonal conditions so warrant the local government may, after consultation with an authorised CALM Act officer if forest land is situated in its district—
 - (i) vary the restricted burning times in respect of that year in the district or a part of the district by—
 - (A) shortening, extending, suspending or reimposing a period of restricted burning times; or
 - (B) imposing a further period of restricted burning times;or
 - (ii) vary the prescribed conditions by modifying or suspending all or any of those conditions.
- (b) A variation shall not be made under this subsection if that variation would have the effect of—
 - (i) shortening the restricted burning times by; or
 - (ii) suspending the restricted burning times, or any prescribed condition, for, more than 14 successive days during a period that would, in the absence of the variation under this subsection, be part of the restricted burning times for that zone in that year.

Section 48 of the *Bush Fires Act* provides that:

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1)—
 - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
 - (b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to sub delegate.
- (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Absolute Majority

Recommendation:

That Delegation C2 be amended by deleting “Building Surveyor” and replacing with Chief Executive Officer” in three places.

That no change be made to the wording of Delegation C23, Impounding.

That Delegation C26, Harvest Bans, delegates the power to the CEO to impose and lift harvest and vehicle movement bans when none of the Fire Weather Officers are available.

That Delegation C52, Appointment of Authorised Persons – Enforcement and Legal Proceedings, be amended to include reference to the *Local Government (Miscellaneous Provisions) Act 1960*, *Litter Act 1979* and *Control of Vehicles (Off Road Areas) Act 1978*.

That pursuant to sections 48 of the Bush Fires Act, Delegation C27, Prohibited and Restricted Burning Times, Delegates to the CEO and the Chief Bush Fire Control Officer jointly, the power to vary prohibited and restricted burning periods pursuant to section 17(7a) of the Bush Fires Act.

That some direction be provided in relation to Delegation C43, Second Hand Fencing, to allow preparation of a Policy wording.

That Council note that in relation to Delegation C59, Sale of Surplus Equipment, Materials and Scrap, only applies to items owned by the Shire of Pingelly.

10.4 Pingelly Entrance Statements

File Reference: 03.02.33
Location: Great Southern Hwy
Applicant: Pingelly Mens Shed
Author: M.G. Oliver, Chief Executive Officer
Date: 28 November 2011
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Item 10.8 – 17 February 2010

Summary:

Council to consider allowing the display of an old mouldboard plough on the southern entrance to Pingelly.

Background:

Seeking consent to allow the display of an old mouldboard plough on the southern entrance to Pingelly which has been restored and repainted to stop further rusting.

Comment:

The Pingelly Mens Shed Group have indicated that the plough will complement the grader displayed on the northern entrance to Pingelly for which Council gave permission in February 2010.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That the request from Pingelly Men's Shed to display (on concrete blocks) an old mouldboard plough on the Great Southern Hwy southern entrance to Pingelly be approved

10.5 CEO Salary Review

File Reference: 10.07.00A (002)
Location: Shire of Pingelly
Applicant: Shire of Pingelly
Date: 24 November 2011
Author: M.G. Oliver, Chief Executive Officer
Disclosure of Interest: M.G. Oliver – as CEO
Attachments: Nil
Previous Reference: Item 10.10 – 16 March 2011

Summary:

Council to review the salary of the CEO under the terms of the employment contract.

Background:

Mr Oliver commenced employment on 30 November 2009. Mr Oliver's employment contract provides for the Annual Review of the remuneration package.

The Local Government Act required Council to consider the Report by the Salaries and Allowances Tribunal when it entered into contract with Mr Oliver and set the salary. Council is only required to consider the Report when entering into or renewing contracts – not annual reviews.

Council resolved in December 2010 to conduct an annual review of the salary of Mr Oliver in accordance with the employment contract at the February 2011 Ordinary Meeting of Council.

Council resolved in February 2011 to make an offer of an increase of 4% of Mr Oliver's salary cash component to be back dated from 1 December 2010 and to be reviewed on 1 December 2011.

Council resolved in March 2011 that Mr Oliver's salary be reviewed in accordance with the employment contract and that effective 30 November 2010 it be increased by 3% with a further review by 30 November 2011.

Comment: Nil

Consultation: Nil

Statutory Environment:

Clause 12.8 (Annual review) of Mr Oliver's employment contract provides:

- (1) The Remuneration Package shall be reviewed annually by the Council.
- (2) In a review under sub-clause (1):
 - (a) there is no obligation on the Local Government to increase the salary or amount of the Remuneration Package; and
 - (b) the Local Government shall not reduce the salary or the Remuneration Package.

Section 5.39(7) of the *Local Government Act* (Contracts for CEO's and senior employees) provides that a report made by the Salaries and Allowances Tribunal, under section 7A of the *Salaries and Allowances Act 1975*, containing recommendations as to the remuneration to be paid or provided to a CEO is to be taken into account by the local government before entering into, or renewing, a contract of employment with a CEO.

Policy Implications: Nil

Financial Implications: Unknown

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That Council determine the annual review of the salary of Mr Oliver in accordance with the employment contract.

10.6 Australia Day Awards

File Reference: 01.06.03
Location: Shire of Pingelly
Applicant: N/A
Author: D Cochrane, Community Development Officer
Date: 29 November 2011
Disclosure of Interest: Nil
Attachments: Nil

Summary:

Council to consider Awards for the 2011 Community Service and 2011 Sportsperson of the Year from nominees received.

Background:

Each year the community is invited to nominate citizens for the Community Service Award and the Sportsperson of the Year Award.

Three nominations have been received with the details being provided to Councillors.

Comment:

The nominations are considered confidential. It is considered that these nominations should be considered *behind closed doors*.

Consultation:

Pingelly community via the Pingelly Times

Statutory Environment: N/A

Policy Implications:

Policy 7.1 – Australia Day Celebrations, provides that Council may support the following Australia Day celebrations (with the stated conditions):

1. hosting of Australia Day Breakfast.
2. tournaments: Pingelly Tennis Club
Pingelly Bowling Club

with support up to an amount as determined in the Budget each year, towards providing a trophy or trophies including engraving of medallions and Honour Boards as appropriate.

Policy 7.2 – Council Awards, provides that each year, Council may present the following awards:

- (a) Community Service Award
- (b) Sportsperson of the Year Award

1. Presentations to the award winners shall be made as part of the Australia Day celebrations.
2. Nominations are to be advertised from October and close the first Friday of December.

Financial Implications: Nil

Strategic Implications: N/A

Voting Requirements: Simple Majority

Recommendation:

That Council resolve to move *Into Committee* to consider the Australia Day Awards.

That the Community Service Award be presented to _____.

That the Sportsperson of the Year Award be presented to _____.

That Council resolve to move *Out of Committee*.

10.7 Drum Muster

File Reference: 01.04.01J
Location: N/A
Applicant: Pingelly Men's Shed
Author: S.K. Marshall, Deputy Chief Executive Officer
Date: 6 December 2011
Disclosure of Interest: Nil
Attachments: Nil

Summary:

That Council consider relinquishing the practical collection and inspection of used drums on behalf of Drum Muster to the Pingelly Men's Shed.

Background:

Drum Muster is the National program that has been set up for the collection and recycling of cleaned eligible non returnable crop production and on-farm animal health chemical containers.

The Shire of Pingelly has participated in the Drum Muster for at least the past 11 years with varying degrees of involvement. Of late, staff members have administered the Drum Muster program conducting drum inspections and completing the administrative requirements.

This has lead to an inequity as the cost of staff time has been greater than the reimbursement received from drum processing (currently 17 cents per drum).

Comment:

Relinquishing the inspection and collection component of the Drum Muster to the Men's Shed will allow staff time to be better utilised elsewhere. It will also serve as a fund raiser for the Men's Shed as community groups are eligible for 25 cents commission per processed drum.

It is envisaged that the depot compound will still be utilised for the collection and the administration will still be completed by the Shire of Pingelly including advertising and the completion of the necessary documentation.

Consultation:

Drum Muster and Pingelly Men's Shed

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Nil – The 2011/12 Budget allowed for expenditure of \$2,160 and income of \$2,160 for Drum Muster collection.

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That the practical collection and inspection of drums for Drum Muster be relinquished to the Pingelly Men's Shed.

10.8 Caravan Park

File Reference: 03.05.02
Location: Pingelly Caravan Park
Applicant: Pingelly Community Craft Group
Author: S.K. Marshall, Deputy Chief Executive Officer
Date: 13 December 2011
Disclosure of Interest: Nil
Attachments: Nil

Summary:

That Council consider allowing the Pingelly Community Craft Group to act as an agent on behalf of the Shire of Pingelly and manage the Pingelly Caravan Park.

Background:

Peter and Stella Narducci have acted as Caretakers of the Pingelly Caravan Park for many years. A change in direction has meant that they are no longer eager to continue to act in this role. They have decided to close their business and lease their building at 26 Parade Street to the Pingelly Community Craft Group.

The Pingelly Community Craft Group is preparing to move into the new premises by 7 January 2012 and have expressed an interest in conducting a three month trial of managing the Pingelly Caravan Park after discussing the requirements with the Deputy CEO on 8 December 2011.

At the meeting the following expectations were communicated:

- the current level of service remain, including 7 day/24 hour contact;
- the Group manage bookings, take fees and reconcile monthly; and
- the Group act as Caretakers of the Park, assist visitors where needed, report any maintenance issues which may arise and deal with any other arising tenant issues.

In return for their service a 20% commission payment (as per current arrangements) would be made to the Pingelly Community Craft Group.

Comment:

Peter and Stella Narducci have previously discussed the requirements with the Pingelly Community Craft Group and are willing to assist in the initial stages to help familiarise the Group with the current management systems in place.

The Group is enthusiastic and seem willing to take on the challenge and see this as an opportunity to build on the tourist information side of their organisation, allowing them to come face to face with their target market.

This opportunity also represents a source of revenue to keep the organisation functioning in the Community.

If Council decide not to allow the Pingelly Community Craft Group to manage the Caravan Park, Peter and Stella Narducci will continue to manage the booking office from the rear of 26 Parade Street.

Consultation:

Peter and Stella Narducci and the Pingelly Community Craft Group

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That the Pingelly Community Craft Group be approved to manage the Pingelly Caravan Park for a trial period of three months, from the date that they establish themselves at 26 Parade Street, following which a review be conducted and an official agreement be entered into.

11. MEMBERS MOTIONS

Nil

12. NEW BUSINESS

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).

13. MEMBERS REPORTS

Cr SJ Lange

- 21 November – Hotham Dale Regional Road
- 23 November – W.A.C.H. Narrogin
- 24 November – Dryandra – Tourist
- 25 November – C.C.Z. – Williams
- 29 November – Roleystone G.P.
- 30 November – Interviews for MOW
- 2 December – Dryandra Country Visitors Centre – Barna Mia
- 8 December – Regional Roads – Narrogin
- 9 December – Mayors, Presidents, Deputies Training – City of Canning
- 13 December – Health M.O.U. – Northam

Cr WV Mulroney

- 21 November – Hotham Dale Regional Road
- 22 November – Weekly meeting with President and CEO
- 29 November – Weekly meeting with President and CEO
- 30 November – Interviews for MOW
- 30 November – Electors Meeting
- 5 December – Roller inspection and purchase
- 13 December – Weekly meeting with President and CEO

14. CLOSURE

The Chairman to declare the meeting closed.