

# Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Pingelly will be held on 19 June 2019 in the Council Chambers, 17 Queen Street, Pingelly commencing at 2.00pm.

The Pingelly Craft Centre will be providing lunch.

## **Schedule**

12.30pm	Arrival
12.45pm	Lunch
2pm	Council Meeting

Mark Dacombe  
**Acting Chief Executive Officer**

13 June 2019

## **DISCLAIMER**

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

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

## **AGENDA**

Shire of Pingelly  
Ordinary Council Meeting  
19 June 2019

## **MISSION STATEMENT**

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

## **DISCLAIMER**

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

#### **PLEASE NOTE:**

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

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

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

**MARK DACOMBE**  
**ACTING CHIEF EXECUTIVE OFFICER**

## **COUNCIL MEETING INFORMATION NOTES**

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

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

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

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

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

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

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

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

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

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

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

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

## Public Inspection of Unconfirmed Minutes (Reg 13)

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

### NOTE:

#### Unopposed Business

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

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

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

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

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

# PUBLIC QUESTION TIME AND INFORMATION

## QUESTIONS FROM THE PUBLIC (PUBLIC QUESTION TIME)

The Shire of Pingelly welcomes community participation during public question time and this document is to be read in conjunction with the *Shire of Pingelly Standing Orders Local Law 2017* and the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

1. A member of the public who raises a question during question time must:
  - a. be in attendance at the meeting;
  - b. first state their name and address;
  - c. direct the question to the Presiding Member;
  - d. ask the question briefly and concisely;
  - e. limit any preamble to matters directly relevant to the question; and
  - f. ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question;
  - g. each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions;
  - h. where a member of the public seeks a written response to their questions to be tabled at a meeting, the member of the public must submit their questions to Council by no later than 12 noon on the day prior to the meeting date of which the response is to be tabled;
  - i. where a member of the public submits their questions after 12 noon on the day prior to the meeting date of which the response is to be tabled, a written response may be provided at the discretion of the presiding member;
  - j. where a member of the public submits a written question after 12 noon the day prior to the meeting at which they are to be tabled, a verbal response may be provided at the meeting;
  - k. A member of the public may ask questions without notice at a meeting, provided they present a written copy of their questions to Council prior to the commencement of the meeting.

The following is a guide to assist you on the process of Public Question Time. You can submit questions using the form attached, or by e-mail to [admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au).

1. **Please Note:** Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case, the question(s) will be treated as 'normal business correspondence' and the question / response will not appear in the Council Minutes.
2. This is a "question" time only. Orations, explanations or statements of belief will not be accepted or allowed.
3. Questions must relate to a matter affecting the Shire of Pingelly.
4. Questions must be appropriate and made in good faith. Those containing defamatory remarks, offensive language or question the competency or personal affairs of council members or employees may be ruled inappropriate by the Shire President or Presiding Member and therefore not considered.
5. Frame your question so that it is both precise and yet fully understood. Long questions covering a multitude of subjects are easily misunderstood and can result in poor replies being given.
6. Write your question down on the attached form, it helps you to express the question clearly and provides staff with an accurate record of exactly what you want to know.
7. When the Shire President calls for any questions from the public, stand up and wait until you are acknowledged and invited to speak. Please start by giving your name and address first, and then ask the question.
8. Questions to be put to the presiding member and answered by the Council. No questions can be put to individual Councillors.
9. The question time will be very early in the meeting. **There is only 15 minutes available for Question Time.** The extension of public question time beyond 15 minutes would require a Council resolution. Questions not asked may still be submitted to the meeting and will be responded to by mail.
10. When you have put your question, await the reply. If possible, the Shire President will answer directly or invite a staff member with special knowledge to answer in his place. Complex questions that require research, may be Taken on Notice by the Shire President and an answer will be forwarded to you in writing. Please note in NO circumstances, will the question be debated or discussed by Council at that meeting.
11. To maximise public participation only three questions per person with a time limit of 2 minutes per person unless extra time is granted by the presiding person.
12. To fill out the form, just enter your name and address in the appropriate areas together with details of any group you are representing, then write out your question.
13. Please ensure your form is submitted to the meeting secretary by 1.45pm.

If you have difficulty in writing the question, Shire staff are available on request to assist in this task. We hope this note assists you in the asking of your question and thank you for your interest and participation in the affairs of our Shire.

## SHIRE OF PINGELLY QUESTIONS FROM THE PUBLIC

Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Council Agenda Item Number: \_\_\_\_\_

If applicable-see below\*

Name of Organisation Representing: \_\_\_\_\_

If applicable

### QUESTION

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. 15 Minutes is allotted to Public Question Time at Council Meetings. If submitting questions to the Agenda Forum, they are to relate to the Agenda Item tabled at that meeting.

**Please Note:** Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case, the questions(s) will be treated as 'normal business correspondence' and the question / response will not appear in the Council Minutes.

### Please see Notes on Public Question Time overleaf

\* **Agenda Forums:** Questions can only be addressed where they relate to an Agenda Item.

\* **Council Meetings:** Questions are to relate to a matter affecting the Shire of Pingelly.

SHIRE OF PINGELLY

DISCLOSURE OF INTERESTS

TO THE CHIEF EXECUTIVE OFFICER:

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

19 June 2019
--------------

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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

ITEM NO	PAGE NO	TYPE	REASON

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

Chief Executive Officer, Shire of Pingelly

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

financial interest (Section 5.60A)

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

proximity interest (Section 5.60B)

A person has a proximity interest in a matter if the matter concerns a proposed —  
(a) change to a planning scheme affecting land that adjoins the person's land;  
(b) change to the zoning or use of land that adjoins the person's land; or  
(c) development (as defined in section 5.63(5)) of land that adjoins the person's land.

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

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

## SHIRE OF PINGELLY

*Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, 17 Queen Street, Pingelly on Wednesday 19 June 2019 – commencing at 2.00pm.*

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

The Chairman to declare the meeting open.

**2. ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to both the Aboriginal and non-Aboriginal people past and present.

**3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

**3.1 Council Agenda Reports**

Please note that all elected members have been provided with the relevant information pertaining to each Officers reports within today's Agenda and the Officer Recommendations are based on Council Policy and or State Acts and Legislation.

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

N/A

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

N/A

**6. PUBLIC QUESTION TIME**

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

**8. DISCLOSURES OF INTEREST**

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.1 Ordinary Meeting – 15 May 2019**

**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 May 2019 be confirmed.**

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

**9.2 Special Meeting – 5 June 2019**

**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 Special Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 5 June 2019 be confirmed.**

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

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

**11. REPORTS OF COMMITTEES OF COUNCIL**

Audit Committee	Full Council
Recreation & Cultural Committee	Member – Shire President Deputy – Deputy President
Bushfire Advisory Committee	Member – Cr Freebairn Deputy – Cr Hotham
Chief Executive Officer Performance Review Committee	Member – Shire President Member – Deputy President Member – Cr Hodges

**12. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES**

Central Country Zone of WALGA	Delegate – Shire President Delegate – Deputy President Deputy – Cr Wood
Hotham-Dale Regional Road Sub-Group	Delegate – Shire President Deputy – Cr McBurney
Development Assessment Panel	Delegate – Cr Mulroney Delegate – Cr Freebairn  Deputy – Cr Hodges Deputy – Cr Wood
Pingelly Tourism Group	Delegate – Cr McBurney Deputy – Cr Freebairn
Regional Waste Group	Delegate – Cr Mulroney Deputy – Cr Wood
Shires of Pingelly and Wandering Joint Local Emergency Management Committee	Delegate – Shire President Deputy – Cr Hodges
Youth Focus Group	Delegate – Cr Walton-Hassell Delegate – Cr Hastings Deputy – Cr McBurney
Pingelly Somerset Alliance	Delegate – Shire President Deputy – Cr McBurney
Pingelly Early Years Network	Delegate – Cr Hastings
Pingelly Community Wellbeing Group	Delegate – Cr Walton-Hassell

### **13. REPORTS FROM COUNCILLORS**

#### **Cr William Mulroney (President)**

##### **Meetings attended May:**

9<sup>th</sup> Webinar dealing with Council business  
16<sup>th</sup> PRACC Board meeting  
16<sup>th</sup> with Cr Wood. Ratepayers meeting re Wickepin and Shaddick Roads  
20<sup>th</sup> Shortlist applicants for the DTS position  
24<sup>th</sup> CCZ Meeting Brookton  
27<sup>th</sup> FM101.3 Radio Interview  
29<sup>th</sup> IPR Workshop  
30<sup>th</sup> DTS Interviews  
31<sup>st</sup> Bowling Green meeting

##### **Meetings attended**

1<sup>st</sup> Golf Club Presentation for WA week  
4<sup>th</sup> with CEO interviews with Doctor regarding furniture for residence  
5<sup>th</sup> draft budget workshop and corporate discussion  
12<sup>th</sup> Agenda briefing  
13<sup>th</sup> PRACC Board Meeting  
19<sup>th</sup> Budget Workshop and Council meeting

#### **Cr David Freebairn (Deputy President)**

Nil

#### **Cr Evan Hodges**

Nil

#### **Cr Bryan Hotham**

Nil

#### **Cr Jackie McBurney**

Nil

#### **Cr Kacey Hastings**

Nil

#### **Cr Michelle Walton-Hassell**

Nil

#### **Cr Peter Wood**

Nil

***Note: Standing Orders Apply***

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

### **14.1 Register of Delegations Annual Review**

**File Reference:** ADM0086  
**Location:** Shire of Pingelly  
**Applicant:** Shire of Pingelly  
**Author:** Acting Chief Executive Officer  
**Date:** 4 June 2019  
**Disclosure of Interest:** Nil  
**Attachments:** June 2019 Register of Delegations by Council to Chief Executive Officer (Attachment 1 following red sheet in separate attachments booklet)  
**Previous Reference:** Agenda Item 14.1 – 20 June 2018

#### **Summary:**

To present Council with the Annual review of the Register of Delegations as required by s5.18 of the *Local Government Act 1995* for consideration of endorsement.

#### **Background:**

It is a requirement of the *Local Government Act 1995*, s.5.18 and s.5.46 (1) that all delegations made under the authority of that Act, be reviewed at least once in each financial year. Adhoc review of specific delegations is undertaken as required. The Executive Team has considered the Council's Register of Delegations and determined that no changes are required at this time.

#### **Comment:**

Department of Local Government Sport and Cultural Industries Guidelines No.17 – Delegations.

The Department of Local Government Sport and Cultural Industries has published Guidelines for the development and use of delegations. The delegations as presently written are considered to by Officers to be appropriate and there are no issues that at this time suggest the need for any change.

#### **Consultation:**

Executive Staff

#### **Statutory Environment:**

Sections 5.18 and 5.46(1) of the *Local Government Act 1995*

#### **Policy Implications:**

Shire of Pingelly - Register of Delegations

#### **Financial Implications:**

Nil

#### **Strategic Implications:**

Shire of Pingelly – Register of Delegations.

#### **Voting Requirements:**

Absolute Majority.

**Recommendation:**

**That Council:**

- 1. Endorse the June 2019 Register of Delegations review as presented with the changes required.**
- 2. Endorse the Acting Chief Executive Officer to act under delegated authority as per the June 2019 Register of Delegations.**

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

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

**File Reference:** ADM0000  
**Location:** Shire of Pingelly – Administration  
**Applicant:** Mark Dacombe – Acting Chief Executive Officer  
**Author:** Mark Dacombe – Acting Chief Executive Officer  
**Date:** 4 June 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

### **Summary:**

Council to consider a shutdown of the Shire Administration Centre over the Christmas and New Year period being from 12 noon on Friday 20 December 2019 to Sunday 5 January 2020 (inclusive).

### **Background:**

During the Christmas and New Year period for 2018/19 Council approved closure of the Shire Administration Centre from 12 noon on 21 December 2018 to Sunday 6 January 2019 (inclusive).

### **Comment:**

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

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

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

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

### **Consultation:**

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

### **Statutory Environment:**

Nil

### **Policy Implications:**

Nil

### **Financial Implications:**

Nil

### **Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Recommendation:**

1. That Council endorse the Chief Executive Officer closing the Shire Administration Office at 12 noon on Friday 20 December 2019 to Sunday 5 January 2020 inclusive and reopen 8:30am on Monday 6 January 2020.
2. That staffing requirements and contact details are put into place for the closure period to deal with any emergency issues that may arise.

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

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

## **15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES**

### **15.1 Monthly Statement of Financial Activity May 2019**

<b>File Reference:</b>	<b>ADM0075</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>Stuart Billingham, Director Corporate &amp; Community Services</b>
<b>Author:</b>	<b>Stuart Billingham, Director Corporate &amp; Community Services</b>
<b>Date:</b>	<b>7 June 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Statements of Financial Activity for the period 1 July 2018 to 31 May 2019 (Attachment 2 following orange sheet in separate attachments booklet)</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **Summary:**

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

The Monthly Statements of Financial Activity for the month of May 2019 is attached for Council consideration and adoption.

#### **Background:**

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

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

#### **Consultation:**

Acting Chief Executive Officer

#### **Statutory Environment:**

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996

Section 34: Financial Reports to be Prepared

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

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

- (2) Each statement of financial activity is to be accompanied by documents containing -
- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
  - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
- (a) According to nature and type classification;
  - (b) By program; or
  - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
- (a) Presented to the council -
    - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
    - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

**Policy Implications:**

There are no policy implications.

**Financial Implications:**

There are no significant trends or issues to be reported. The report and officer recommendation is consistent with Council's adopted Budget 2018/2019.

**Strategic Implications:**

There are no known significant strategic implications.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

Consequence Likelihood		Risk Matrix				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That with respect to the Monthly Statements of Financial Activity for the month ending 31 May 2019 be accepted and material variances be noted.**

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

## **15.2 Accounts Paid by Authority – May 2019**

**File Reference:** ADM0066  
**Location:** Shire of Pingelly  
**Applicant:** Stuart Billingham, Director Corporate & Community Services  
**Author:** Rebecca Billingham, Senior Finance Officer  
**Date:** 7 June 2019  
**Disclosure of Interest:** Nil  
**Attachments:** List of Accounts  
(Attachment 3 following yellow sheet in separate attachments booklet)  
**Previous Reference:** N/A

### **Summary:**

Council endorsement is required for accounts made by authority for the month of May 2019.

### **Comment:**

Unless otherwise identified, all payments have been made in accordance with Council's 2018/19 Budget.

### **Consultation:**

Nil

### **Statutory Environment:**

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

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

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

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

**Policy Implications:**

There are no policy implications arising from this amendment.

**Financial Implications:**

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

**Strategic Implications:**

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

**Risk Implications:**

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

Risk Matrix

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That Council endorse the Accounts for Payments for May 2019 as presented:**

MAY 2019	
<b>MUNI - 117984856</b>	
EFT 5986 - 6067	\$243,401.66
CHEQUE 24664 - 24674	\$11,487.99
<b>TRUST ACCOUNTS</b>	
DEPT OF TRANSPORT – DD10536.1 – DD10599.1	\$36,404.65
TRUST FUND – NIL	\$NIL
<b>DIRECT DEBIT -</b>	
DD10546.1 – DD10568.6 & EFT 5998 - 6069 – Pay and Super	\$17,824.61
<b>CREDIT CARDS</b>	
DD10554.1	\$316.00
<b>GRAND TOTAL</b>	<b>\$309,434.91</b>
<b>Notification</b>	<b>Explanation</b>
Nil	N/A

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

**Recommendation:**

**THAT pursuant to Section 5.23 (2)(b) of the Local Government Act 1995 this item be dealt with, with the public excluded as the items deal with the personal affairs of any person.**

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

**15.3 Confidential Item - Sundry Debtors Write Off 2019**

**File Reference: ADM0494**  
**Location: Shire of Pingelly**  
**Applicant: Stuart Billingham, Director Corporate & Community Services**  
**Author: Stuart Billingham, Director Corporate & Community Services**  
**Date: 27 May 2019**  
**Disclosure of Interest: Nil**  
**Attachments: Nil**

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

**Council Recommendation:**

**That the meeting be again open to the public**

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

## **16. DIRECTORATE OF TECHNICAL SERVICES**

### **16.1 Proposed Non Commercial Motorcycle Activity**

**File Reference:** A23640  
**Location:** Various Locations at 1040 Jingaring Road, East Pingelly  
**Applicant:** Willie Thomson of Dirt High Promotions  
**Author:** Administration Officer Technical  
**Date:** 29 April 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Brookton Pony Express Emergency Risk Management Plan (Attachment 4 following green sheet in separate attachments booklet)

#### **Summary:**

Council to consider granting approval for a proposed Non Commercial Motorcycle Activity on 6 & 7 July 2019 at 1040 Jingaring Road on the following locations 19588, 18578, 4813, 7103, 4609 & 5873.

#### **Background:**

An application has been received from Willie Thomson of Dirt High Promotions for planning consent for a proposed Non Commercial Motorcycle Activity in the Shire of Pingelly.

The proposed activity is to be on the weekend of 6 and 7 July 2019 on the property at 1040 Jingaring Road, East Pingelly known as Brooklands Park Pastoral owned by Jeff Edwards.

#### **Comment:**

An application has been received from Willie Thomson of Dirt High Promotions for planning consent for a proposed Non Commercial Motorcycle Activity on the property Brooklands Park Pastoral owned by Jeff Edwards. A similar event was held at this property on 6 and 7 July 2019.

The land is zoned General Agriculture and with the subject lots to be used for the event at 1040 Jingaring Road in the Shire of Pingelly.

The type of event is a Pony Express Motorcycle Event to be held on 6 and 7 July 2019, the owner of the property Jeff Edwards has given consent for this event to be held on his property.

The event will be run under permit from Motorcycling Australian and run in accordance with the Australian Rules of Competition, Public Liability Cover of \$50,000,000 through AON Insurance & Motorcycling Australia.

A copy of the application letter and other documentation is inserted below.

The proposed land use is a *use not listed* under the *Shire of Pingelly's Local Planning Scheme No.3* (LPS 3) Table 1 – Zoning Table and cannot be reasonably determined as falling within the interpretation of one of the existing uses. Therefore the provisions contained in Clause 4.4.2 of LPS 3 must be followed:

4.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may –

- (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;

- (b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or
- (c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.

There will be between 10-20 people setting up the track on Friday 5 July 2019 and tidying up on Monday 8 July 2019.

All parking for the event will be within the property and controlled by voluntary marshalls. A minimum of 6 portable toilets will be provided. No dogs or pets allowed. There will be alcohol sales and food catering provided by the Seabrooke Cricket Club.

Event promotion will be through Local Community News & Peel Region Sport will be advised and event promotion through local businesses and motorcycle shops between Perth & Bunbury.

Given the temporary nature of the proposal it is unlikely there will be any substantial negative impact on rural character, amenity or agricultural production in the surrounding area.

The main potential disturbance to amenity would be from noise and traffic. To ensure such amenity disturbance is minimised, should Council grant planning consent for the application, hours of operation could be restricted as a condition of approval.

It would also be suggested an Emergency and Risk Management Plan for the event addressing possible identified risks and proposed mitigation measures be submitted to include:

- Emergency Evacuation
- Fire Management
- First Aid and Ambulance Services
- Toilet Facilities etc

Previous similar events have been approved and operated in the Shire of Brookton and one event in the Shire of Pingelly including events run by the applicant.

The Local Government may issue a temporary planning approval under clause 10.6 of the LPS No.3, approvals would be required for permits under other Acts, Local Laws and Council Policies. If these are in place to Council's satisfaction then a temporary approval could be issued subject to any conditions Council deems necessary.

## **10.6 Temporary planning approval**

Where the local government grants planning approval, the local government may impose conditions limiting the period of time for which the approval is granted.

Note: A temporary planning approval is where the local government grants approval for a limited period, for example, where the land may be required for some other purpose in the future, and is different to the term of the planning approval which is the period within which the development must commence.

# DIRT HIGH PROMOTIONS

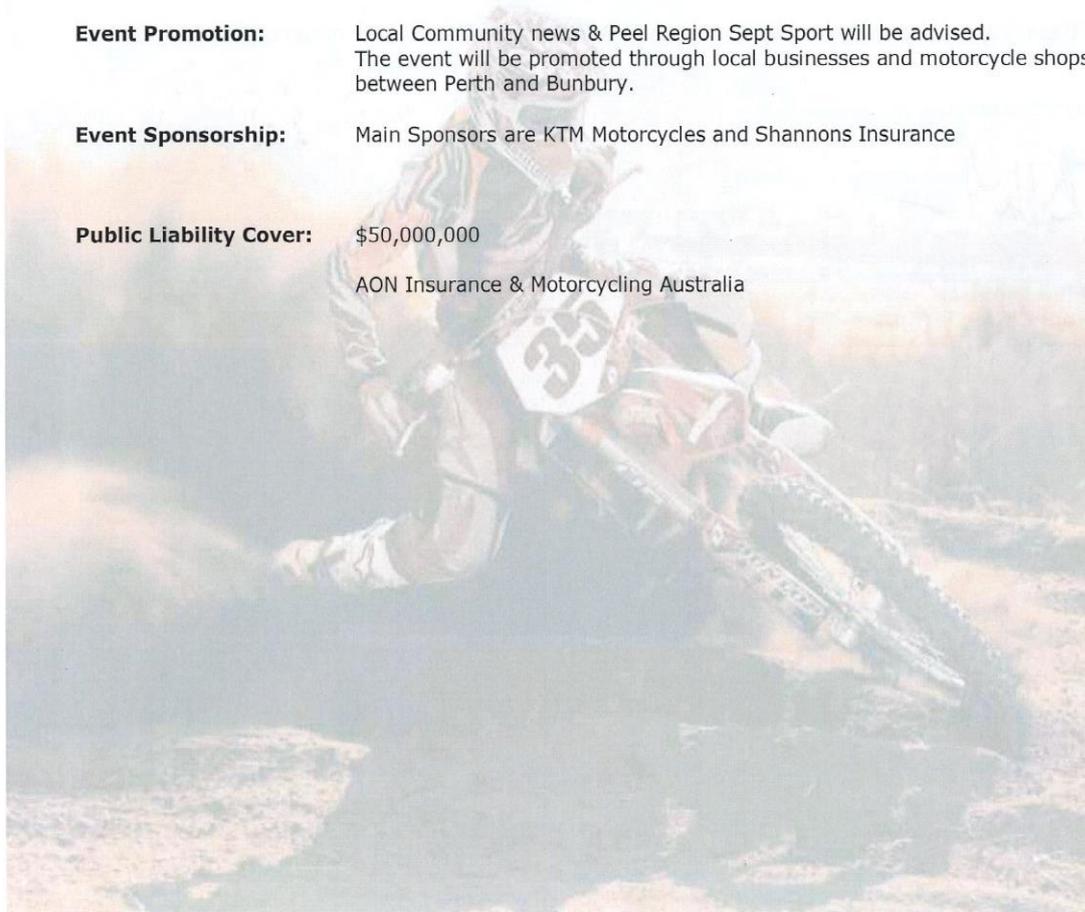
1/17 Canvale Road  
CANNING VALE 6155  
Tel: 08 9455 2359  
Mob: 0438 360 570

willie@williethomson.com  
www.williethomson.com

ABN 90 063 103 560

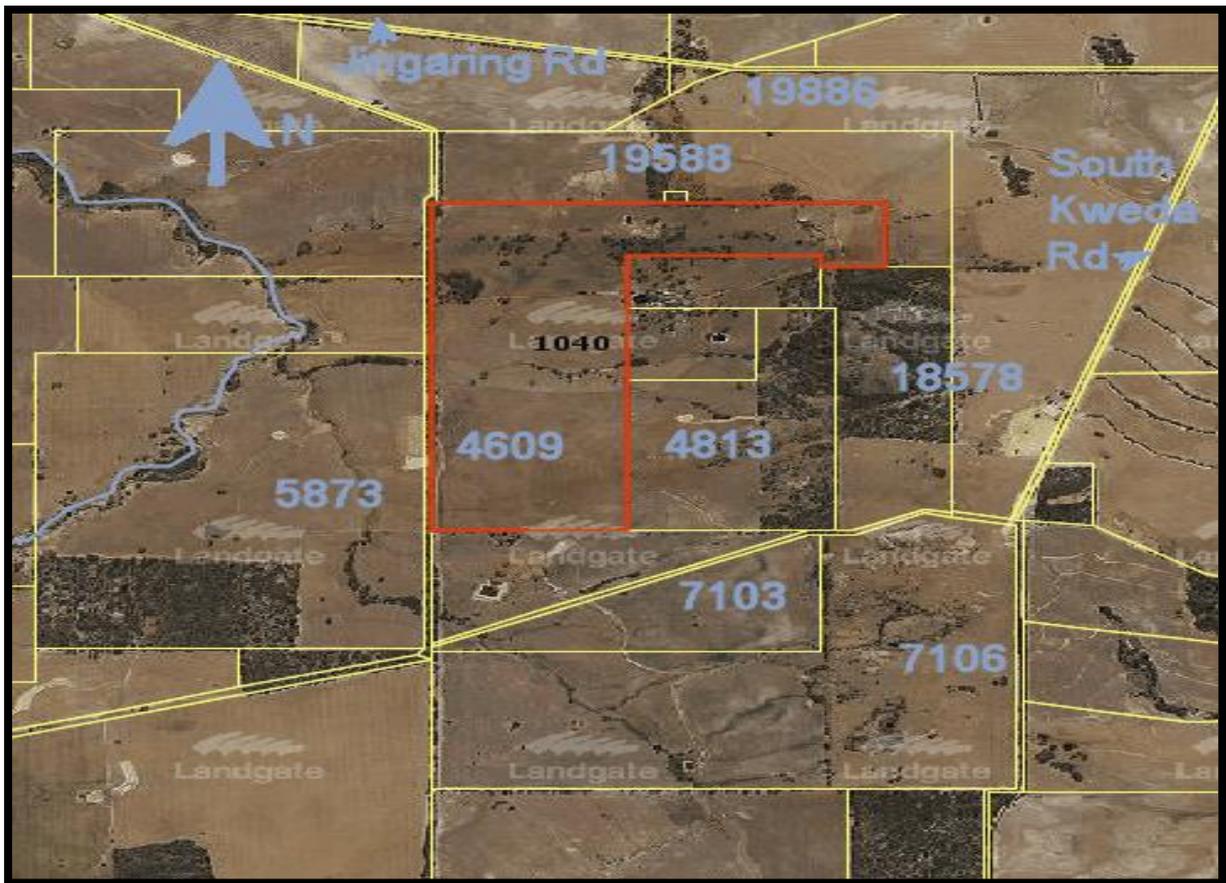
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<b>Type of event:</b>	Pony Express Motorcycle Event
<b>Date of event:</b>	06 <sup>th</sup> and 07 <sup>th</sup> July
<b>Area Required:</b>	TBA
<b>Access Required:</b>	Friday 05th (10-20 people) to mark out track and set up area. Monday, Finish tidying up and Inspection by owner of farm.
<b>Parking:</b>	All parking will be within the property and controlled by voluntary marshalls.
<b>Toilets:</b>	A minimum of 6 portable toilets will be provided.
<b>Animals:</b>	No dogs or pets will be allowed.
<b>Alcohol:</b>	No Bar
<b>Food Catering:</b>	By Sale from a Regional Caterer
<b>Event Guidelines:</b>	The event will be run under permit from Motorcycling Australia and run in accordance with the Australian Rules of Competition.
<b>Event Promotion:</b>	Local Community news & Peel Region Sept Sport will be advised. The event will be promoted through local businesses and motorcycle shops between Perth and Bunbury.
<b>Event Sponsorship:</b>	Main Sponsors are KTM Motorcycles and Shannons Insurance
<b>Public Liability Cover:</b>	\$50,000,000 AON Insurance & Motorcycling Australia









**Consultation:**

Barry Gibbs – Director of Technical Services

**Statutory Environment:**

*Shire of Pingelly Local Planning Scheme No.3*

**Policy Implications:**

There are no known Policy Implications.

**Financial Implications:**

There are no known Financial Implications.

**Strategic Implications:**

There are no known Strategic Implications.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That Council grant planning consent for the proposed Motorcycle Event at the following locations 19588, 18578, 7103, 4813, 4609 & 5873, off Jingaring Road, subject to the following conditions:**

- 1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**
- 2. This approval is for activities occurring between and including 5 – 8 July 2019, as described in the application.**
- 3. Ablution facilities that comply with the Shire of Pingelly’s Environmental Health requirements shall be available on site at all times during the event.**
- 4. Motorcycle activity shall occur only between the hours of 9.00am and 4.00pm on the 6 & 7 July 2019.**
- 5. The risk mitigation, control and responsibilities as prescribed in an Emergency and Risk Management Plan (ERMP) to be provided to the Shire of Pingelly, to be complied with at all times during the event.**
- 6. Appropriately qualified in first aid persons shall be on site at all times during the event.**
- 7. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the event.**

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

## **16.2 Proposed Lot Subdivision Lot 5239 – 310 Napping Pool Road**

**File Reference:** A21006  
**Location:** Lot 5239 – 310 Napping Pool Road, West Pingelly  
**Applicant:** Peter Gow  
**Author:** Sheryl Squiers, Administration Officer Technical  
**Date:** 22 May 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

### **Summary:**

Council to consider an application for a proposed homestead lot subdivision received from the Western Australian Planning Commission on behalf of Peter Gow.

### **Background:**

WAPC has sought comment on an application for the proposed lot subdivision of Lot 5239 – 310 Napping Pool Road, West Pingelly.

### **Comment:**

An application has been received from WAPC seeking comment on the proposed lot subdivision of Lot 5239 – 310 Napping Pool Road. Lot 5239 is zoned General Agriculture and the current area size is 64.75 ha.

The proposal is to subdivide Lot 5239 to create a smaller lot containing the dwelling and sheds. The lot dimensions and area are subject to survey.

The proposed two lots consisting of Lot A which will be 50.35 ha in area and Lot B which will be 14.4 ha in area,

Lot A contains predominantly arable land and will possibly be sold to a neighbouring farmer. The land is currently leased for farming purposes.

The land on Lot B contains predominantly nonarable land. The existing homestead and sheds will be retained. The homestead was relocated to the property in 2008 is serviced by a petrol powered electricity generator and roof collected rain water stored in a 4000L, 2 x 4500L and 57000L tanks. No reticulated water or electricity is available.

The two proposed lots have constructed road frontage.

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

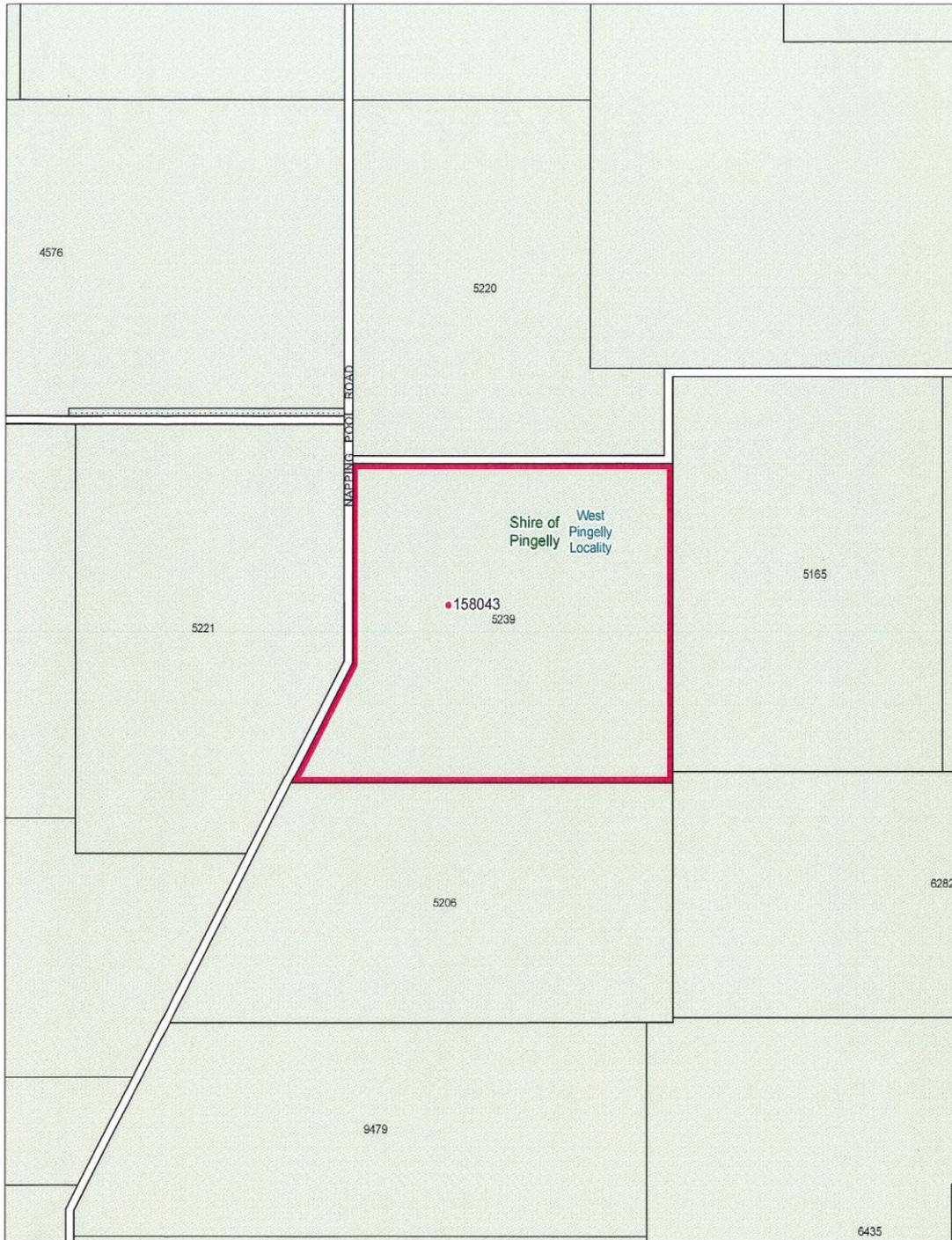
Homestead lots may be created to enable an existing house on a farm to continue to be occupied provided that:

- (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 the above Criteria. The existing building complies with the necessary setbacks.

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 B.





**Location Plan for:  
Subdivision Application**

*This data is to be used only for the processing of a  
Subdivision Application*

Application Number: **158043**  
 Decision: **Outstanding**  
 Printed: **16/05/2019**



Produced by Data Analytics,  
 Department of Planning, Lands and Heritage, Perth WA  
 Base information supplied by  
 Western Australian Land Information Authority SLIP 1096-2018-1

**Application Status**

Outstanding

**Existing LPS Zones and Reserves**

General agriculture  
 Local road

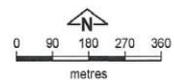
**Easements and Referrals**

Easements

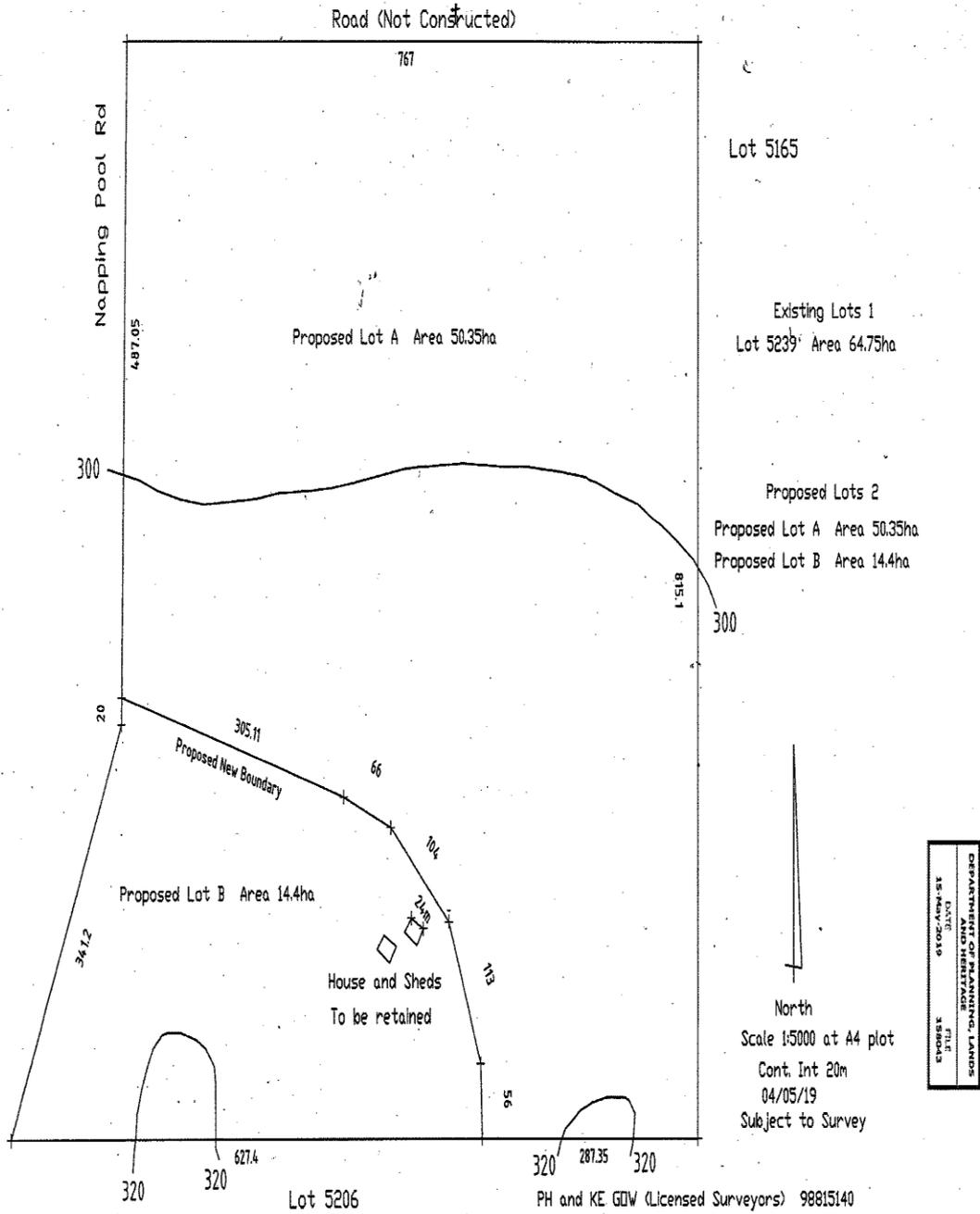
**Region Scheme Reserves**

**Localities & Local Government Boundaries**

Local government boundary  
 Locality



Proposed Subdivision Lot 5239 on DP 111457  
 310 Napping Pool Rd, West Pingelly, Shire of Pingelly



**Consultation:**

Jacky Jurmann – Shire of Pingelly’s Consultant Planner  
 Barry Gibbs – Director Technical Services

**Statutory Environment:**

*Shire of Pingelly Local Planning Scheme No.3.*

**Policy Implications:**

No known policy implications.

**Financial Implications:**

No known financial implications.

**Strategic Implications:**

No known strategic implications.

**Risk Implications:**

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

Risk Matrix

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Western Australian Planning Commission be advised that the Shire of Pingelly does not object to the proposed lot subdivision of Lot 5239 – 310 Napping Pool Road, West Pingelly.**

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

**16.3 Dual Fire Control Officer Appointment**

**File Reference:** ADM0313  
**Location:** Shire of Corrigin  
**Applicant:** Shire of Corrigin  
**Author:** Sheryl Squiers, Administration Officer Technical  
**Date:** 6 June 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

**Summary:**

Council to consider the appointment of the dual fire control officers with the Shire of Corrigin for the 2019/20 season.

**Background:**

The Shire of Corrigin has requested the appointment of:

- Greg Evans
- Braden Grylls

as dual fire control officers for the 2019/20 fire season.

**Comment:**

The Shire of Corrigin has requested the appointment of the above fire control officers to Dual Fire Control Officers for the Shire of Corrigin and the Shire of Pingelly.

Once approval has been given the appointment of the Dual Fire Control Officers will need to be advertised locally, through a local newspaper.

**Consultation:**

Barry Gibbs – Director Technical Services

**Statutory Environment:**

Section 40 of the *Bush Fire Act* provides that two or more local governments may by agreement join in the appointment of bush fire control officers and that officers so appointed may exercise their power and authorities in each of the districts so appointed.

**Policy Implications:**

There are no policy implications.

**Financial Implications:**

There are no known significant financial implications.

**Strategic Implications:**

There are no known significant strategic implications.

**Risk Implications:**

Risk	Low
Risk Likelihood (based on history and with existing controls)	Low
Risk Impact / Consequence	Low
Risk Rating (Prior to Treatment or Control)	Low
Principal Risk Theme	Low
Risk Action Plan (Controls or Treatment Proposed)	Low

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

That pursuant to Section 40 of the *Bush Fires Act*, the following Shire of Corrigin fire control officers be appointed as dual fire control officers in the Shire of Pingelly:

- Greg Evans
- Braden Grylls

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

## **16.4 Dual Fire Control Officer Appointment**

**File Reference:** ADM0313  
**Location:** Shire of Wandering  
**Applicant:** Shire of Wandering  
**Author:** Sheryl Squiers, Administration Officer Technical  
**Date:** 6 June 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

### **Summary:**

Council to consider the appointment of the dual fire control officers with the Shire of Wandering for the 2019/20 season.

### **Background:**

The Shire of Wandering has requested the appointment of:

- Mr R Bostock
- Mr P Monk

as dual fire control officers for the 2019/20 fire season.

### **Comment:**

The Shire of Wandering has requested the appointment of the above fire control officers to Dual Fire Control Officers for the Shire of Wandering and the Shire of Pingelly.

Once approval has been given the appointment of the Dual Fire Control Officers will need to be advertised locally, through a local newspaper.

### **Consultation:**

Barry Gibbs – Director Technical Services

### **Statutory Environment:**

Section 40 of the *Bush Fire Act* provides that two or more local governments may by agreement join in the appointment of bush fire control officers and that officers so appointed may exercise their power and authorities in each of the districts so appointed.

### **Policy Implications:**

There are no policy implications.

### **Financial Implications:**

There are no known significant financial implications.

### **Strategic Implications:**

There are no known significant strategic implications.

### **Risk Implications:**

Risk	Low
Risk Likelihood (based on history and with existing controls)	Low
Risk Impact / Consequence	Low
Risk Rating (Prior to Treatment or Control)	Low
Principal Risk Theme	Low
Risk Action Plan (Controls or Treatment Proposed)	Low

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That pursuant to Section 40 of the *Bush Fires Act*, the following Shire of Wandering fire control officers be appointed as dual fire control officers in the Shire of Pingelly:**

- Mr P Bostock
- Mr P Monk

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

**16.5 Call for Tenders – Roadside Vegetation Clearing and Cartage of Materials for Earthworks.**

**File Reference:** ADM0583 and ADM0584  
**Location:** Shire of Pingelly  
**Applicant:** Barry Gibbs, Director Technical Services  
**Author:** Barry Gibbs, Director Technical Services  
**Date:** 7 June 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Minutes: July 2018 – Items 14.5 and 14.6

**Summary:**

Council to consider calling tenders for Roadside Vegetation Clearing and Cartage of Material for Earthwork as part of the Shire of Pingelly's proposed Construction and Maintenance Program for 2019/20 financial year.

**Background:**

The Shire of Pingelly awarded the following tenders:

- 18 July 2018 the Shire of Pingelly awarded the tender for Roadside Vegetation Clearing to Twinkarri Pty Ltd for the 2018/19 financial year subject to the specification and conditions of Tender RFT01 – 2018/19 financial year.
- 18 July 2018 the Shire of Pingelly awarded the tender for the Cartage of Materials for Earthworks to Brian Williams Transport for the 2018/19 financial year subject to the specification and conditions of Tender RFT01 – 2018/19.

**Comment:**

The current tenders will expire on the 30 June 2019 and new tenderers will be required as part of the Shire of Pingelly requirement for financial governance and due diligence.

**Consultation:**

Russell Dyer – Works Supervisor  
Stuart Billingham - Director Community Corporate Services  
Mark Dacombe – Acting Chief Executive Officer

**Statutory Environment:**

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996, Provision of goods and services Part 4. Tenders for providing goods or services (s. 3.57) Division 2*

***Regulation 11. When tenders have to be publicly invited***

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

**Financial Implications:**

If a contractor is awarded the tender the scope of work will be based on the Shire's 2018/19 Works Program.

**Policy Implications:**

Policy Manual part 5.11 Purchasing Policy.

**Strategic Implications:**

*Shire of Pingelly -Strategic Community Plan 2013-2023*

**2.6: Safe and reliable transport infrastructure**

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

*Strategy 2.6.4: Investigate and respond to road safety issues*

**Risk Implications:**

Risk	Low (3)
Risk Likelihood (based on history and with existing controls)	Low (3)
Risk Impact / Consequence	Low (3)
Risk Rating (Prior to Treatment or Control)	Low (3)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

Risk Matrix

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That Council:**

**Call for the following tenders for the 2019/20 financial year:**

- **Roadside Vegetation Clearing; and**
- **Cartage of Materials for Earthworks**

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

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

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

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

**19. CLOSURE OF MEETING**

The Chairman to declare the meeting closed.