

Notice of Meeting



17 Queen Street, Pingelly
Western Australia 6308
Telephone: 9887 1066
Facsimile: 9887 1453
admin@pingelly.wa.gov.au

Dear Elected Member

The next Ordinary meeting of the Shire of Pingelly will be held on 21 August 2019 in the Council Chambers, 17 Queen Street, Pingelly commencing at 2.00pm.

Pumphrey's Bridge CWA will be providing lunch.

Schedule

12.30pm	Lunch
2pm	Council Meeting

Julie Burton
Chief Executive Officer

16 August 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
21 August 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.

JULIE BURTON
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.

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:

21 August 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 21 August 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

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 – 17 July 2019

Statutory Environment:

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are 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 17 July 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 July

23rd LEMC Meeting with Pingelly – Wandering
26th Regional Road Group Meeting Southern Zone, Wickiepin
30th CEO Performance Review Committee Exit Interview with A/CEO and proposal for incoming CEO KRA's

Meetings attended August

1st Welcome to incoming CEO on commencement of duties
1st Welcome Sundowner for CEO with Councillors and Staff
5th Pingelly Somerset Alliance meeting with RDC re upcoming project
6th Mayors and President Forum at beginning of WA Local Government Convention
7th Local Government Convention – Breakfast with Minister D Templeman re future of Local Government in WA
7th Meeting with Director of Agriculture, Planning and Environment re the urgency of development of an Industrial Area
7th WALGA- AGM followed by opening of Convention
7th Dinner with Pingelly and Wandering Councillors and CEOs
8th Local Government Convention Key Note Speakers and dialogue with suppliers in Exhibition Pavilion.
8th Attend WALGA Gala Dinner- entertained by Stuart Bradbury Winter Olympics Gold Medallist for Speed Skating representing Australia
9th Local Government Convention concludes
13th Meeting with CEO - discussion regarding the future of Pingelly
13th PSA monthly meeting
14th Meeting with CEO and Doctors regarding Doctors contract renewal and extension
14th Agenda briefing
21st August 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

14 OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1 Council Meeting Dates for 2020

File Reference: ADM0000
Location: Council
Applicant: Not Applicable
Author: Chief Executive Officer
Date: 6 August 2019
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Item 14.1 from Ordinary Council Meeting 15 August 2018

Summary:

Council consider setting the following proposed dates for the Ordinary Meetings of Council in 2020:

19 February 2020
18 March 2020
15 April 2020
20 May 2020
17 June 2020
15 July 2020
19 August 2020
16 September 2020
21 October 2020
18 November 2020
9 December 2020

Background:

Council is required to advertise its meeting dates prior to meetings being held. In order to allow this to occur, it is recommended that Council adopt the 2020 dates for meetings in advance as per policy 4.1 Ordinary Meetings of Council.

Comment:

Normally Council do not hold an ordinary Council meeting in January unless urgent business is required to be addressed.

Consultation:

Shire President and Senior Staff

Statutory Environment:

Local Government Act 1995, Part 5

Division 2 — Council meetings, committees and their meetings and electors' meetings

Subdivision 1 — Council meetings

5.3. Ordinary and special council meetings

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

5.4. Calling council meetings

An ordinary or a special meeting of a council is to be held —

- (a) if called for by either —
 - (i) the mayor or president; or
 - (ii) at least $\frac{1}{3}$ of the councillors,in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (b) if so decided by the council.

Policy Implications:

The recommendation is in accordance with Policy 4.1.

Financial Implications:

Nil

Strategic Implications:

Nil

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		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 setting the following Ordinary Council Meetings dates for 2020:

19 February 2020
18 March 2020
15 April 2020
20 May 2020
17 June 2020
15 July 2020
19 August 2020
16 September 2020
21 October 2020
18 November 2020
9 December 2020

Moved: _____

Seconded: _____

14.2 Chief Executive Officer Annual Leave and Appointment of Acting Chief Executive Officer

File Reference: 00000 002
Location: Shire of Pingelly
Applicant: Not Applicable
Author: Julie Burton, Chief Executive Officer
Date: 13 August 2019
Disclosure of Interest: Chief Executive Officer – Financial Interest
Attachments: Nil

Summary:

Council to consider the Chief Executive Officer's request for annual leave from 12pm 6 September 2019 to 13 September 2019 (inclusive), and the appointment of the Director of Corporate and Community Services as Acting Chief Executive Officer for this period of leave.

Background:

The Chief Executive Officer wishes to apply for annual leave in accordance with the entitlements outlined in the current employment contract. Where sufficient annual leave is not available, unpaid leave will be applicable.

Comment:

The Chief Executive Officer is proposing to take annual leave from 12pm on 6 September 2019, to 13 September 2019. The appointment of Acting Chief Executive Officer has been discussed with the Director of Corporate and Community Services, who has agreed to undertake the position during this period. A remuneration salary is proposed to be offered to the Director of Corporate and Community Services within the Band 4 reward package range prescribed by the Salaries and Allowances Tribunal under Section 7A of the Salaries and Allowances Act.

Consultation:

Shire President - Cr Mulroney, Director Corporate Community Services – Stuart Billingham.

Statutory Environment:

Section 5.36 of the *Local Government Act 1995* provides that:

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied with the provisions of the proposed employment contract.
- (3) A person is not to be employed by a local government in any other position unless the CEO —
 - (a) Believes that the person is suitably qualified for the position; and
 - (b) is satisfied with the proposed arrangements relating to the person's employment.
- (4) Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement into contain such information with respect to the position as is prescribed.
- (5A) Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.
- (5) For the avoidance of doubt, subsection (4) does not impose requirement to advertise a position before the renewal of contract referred to in section 5.39.

Regulation 18 of the Local Government (Administration) Regulations provides that:

- (1) If a position of CEO, or of senior employee, of a local government becomes vacant, the local government is to advertise the position —
 - (a) on a notice board exhibited to the public at the local government's offices, if the position is —
 - (i) to be filled on a part time basis by a person who is also employed by another local government; or
 - (ii) an acting position for a term not exceeding one year;
 - or
 - (b) otherwise, in a newspaper circulating generally throughout the State.
- (2) An advertisement referred to in sub regulation (1) is to contain —
 - (a) the details of the remuneration and benefits offered;
 - (b) details of the place where applications for the position are to be submitted;
 - (c) the date and time for the closing of applications for the position;
 - (d) the duration of the proposed contract;
 - (e) contact details for a person who can provide further information about the position; and
 - (f) any other information that the local government considers is relevant.

Policy Implications:

Nil

Financial Implications:

There is no effect on the 2019/20 Budget as a provision for higher duties has been allowed for in the budget process.

Strategic Implications:

The appointment of an Acting Chief Executive Officer will meet the requirements of the Local Government Act.

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		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 Council Endorse:

- 1. The Chief Executive Officer's request for annual leave from 6 September 2019 to 13 September 2019 for a total of 5 ½ days, and the appointment of the Director of Corporate and Community Services as Acting Chief Executive Officer for this period of annual leave.**
- 2. The Chief Executive Officer offering the Director of Corporate and Community Services a remuneration salary for the period of stated annual leave within the Band 4 prescribed range of the Salaries and Allowances Tribunal under Section 7A of the Salaries and Allowances Tribunal under Section 7A of the Salaries and Allowances Act 1975.**

Moved: _____ Seconded: _____

14.3 Pingelly Bowling Club – Opportunity to Sponsor Purchase of Seating

File Reference: ADM0416
Location: Shire of Pingelly
Applicant: Not Applicable
Author: Julie Burton, Chief Executive Officer
Date: 13 August 2019
Disclosure of Interest: Nil
Attachments: Nil

Summary:

Council to consider an opportunity to sponsor seating for the Pingelly Bowling Club for the amount of \$250.

Background:

Information has been received from the Pingelly Bowling Club regarding the opportunity to sponsor the purchase of the new aluminium benches to sit on the banks of the new bowling green. The sponsorships are to the value of \$250 per seat, with sponsors being recognised with a black aluminium plaque.

Comment:

The Pingelly Bowling Club has contributed financially and in-kind, to the construction of the green and the associated furniture and equipment. In order to finish the project and provide sufficient seating, the Club is offering the community to sponsor the purchase of the new seats.

The Club should be commended for the innovative and proactive approach to fundraising for infrastructure in order to support their activities. Council has already contributed significant capital funds to the Club activities, however it is considered that a further contribution of \$250 will strengthen the positive relationship with the Club moving forward.

Consultation:

Shire President - Cr Mulroney.

Statutory Environment:

Section 6.8 of the *Local Government Act 1995* provides that:

- 1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.
- * Absolute majority required.

Policy Implications:

Nil

Financial Implications:

An allocation of \$300 is available in the Members Donations expenditure account, to fund donations at the discretion of Council. If this recommendation is approved, the account will have a balance of \$50.

Strategic Implications:

Nil

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		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 a contribution of \$250 towards the Pingelly Bowling Club, as sponsorship for one aluminium bench, to be funded from the Members Donations account (GL 0609).

Moved: _____ Seconded: _____

14.4 Minutes of Audit Committee 17 July 2019

File Reference: ADM0074
Location: Shire of Pingelly
Applicant: Not Applicable
Author: Chief Executive Officer
Date: 8 August 2019
Disclosure of Interest: Nil
Attachments: Audit and Risk Committee Minutes 17 July 2019
(Attachment 1 following red sheet in separate attachments booklet)
Previous Reference: Nil

Summary:

Item presented to Council to consider endorsement of the recommendations from the Shire of Pingelly Audit Committee.

Background:

Office of the Auditor General - Interim Management Report from Interim Audit conducted on the 27-29 May 2019.

Report on the significant adverse trend in the financial position of the Shire: Operating Surplus Ratio below the Department standard the last three years.

Consultation:

Shire of Pingelly Audit Committee
Chief Executive Officer

Statutory Environment:

Local Government Act 1995 and associated regulations

Division 4 — General

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
 - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
 - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
 - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

[Section 7.12A inserted by No. 49 of 2004 s. 8.]

Policy Implications:

There are no policy implications arising from this report.

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 or the committee recommendation. Future discussions on how to address this matter to be held before 30 June 2020.

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	Legislative Compliance
Risk Action Plan (Controls or Treatment Proposed)	Compliance Process Review

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 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

Recommendations:

That Council

1. receives the minutes of the Audit and Risk Committee dated 17 July 2019.
2. notes there are no further actions required by the Acting Chief Executive Officer to address matters raised in the attached Interim Management Letter Report.
3. adopts the new Name of 'Audit and Risk Committee' and updates the Terms of Reference of the Audit and Risk Committee as submitted in the attached Draft Terms of Reference.
4. Recognises that relative to Department of Local Government, Sport and Cultural Industries criteria, the Shire of Pingelly is not meeting the operating surplus ratio (zero) standard, and directs the Chief Executive Officer to arrange, before 30 June 2020, workshop(s) as required so that Council might further discuss and attempt to address this matter.
5. Directs the Acting Chief Executive Officer to give a copy of this report to the Minister for Local Government as soon as practically possible; and publish a copy of this report on the Shires official website.

Moved: _____ Seconded: _____

CONFIDENTIAL ITEM

Recommendation:

THAT pursuant to Section 5.23 of the Local Government Act 1995 these items be dealt with, with the public excluded as the items deal with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Moved: _____ Seconded: _____

14.5 Confidential Item Tender 01/2019/20 – Roadside Vegetation Clearing.

File Reference:	ADM0583
Location:	Shire of Pingelly
Applicant:	Not Applicable
Author:	Sheryl Squiers – Administration Officer Technical
Date:	5 August 2019
Disclosure of Interest:	Nil
Attachments:	Tender Evaluation Report, 5 August 2019 (Attachment under separate cover)
Previous Reference:	Nil

14.6 Confidential Item - Tender 02/2019-2020 – Cartage of Materials for Earthworks.

File Reference: ADM0584
Location: Shire of Pingelly
Applicant: Not Applicable
Author: Sheryl Squiers – Administration Officer Technical
Date: 8 August 2019
Disclosure of Interest: Nil
Attachments: Tender Evaluation Report, 8 August 2019
(Attachment under separate cover)
Previous Reference: Nil

Recommendation:
That the meeting be re-opened to the public.

Moved: _____ Seconded: _____

15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

15.1 Monthly Statement of Financial Activity - June 2019

File Reference: ADM0075
Location: N/A
Applicant: Not Applicable
Author: Director Corporate & Community Services
Date: 8 August 2019
Disclosure of Interest: Nil
Attachments: Monthly Statements of Financial Activity for the period 1 July 2018 to 30 June 2019
(Attachment 2 following orange sheet in separate attachments booklet)
Previous Reference: N/A

Summary:

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

The Monthly Statements of Financial Activity for the month of June 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:

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		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 30 June 2019 be accepted and material variances be noted.

Moved: _____ Seconded: _____

15.2 Monthly Statement of Financial Activity - July 2019

File Reference: ADM0075
Location: N/A
Applicant: Not Applicable
Author: Director Corporate & Community Services
Date: 8 August 2019
Disclosure of Interest: Nil
Attachments: Monthly Statements of Financial Activity for the period 1 July 2019 to 31 July 2019
(Attachment 3 following yellow sheet in separate attachments booklet)
Previous Reference: N/A

Summary:

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

The Monthly Statements of Financial Activity for the month of July 2019 is attached for Council consideration and adoption. This report now incorporates new Australian Accounting Standards Board (AASB) requirements effective from 1 July 2019. AASB 15 Revenue from Contracts with Customers (IFRS 15), AASB 1058 Income for Not-for Profit Entities, AASB 16 Lease replaces AASB 117 (IFRS 16).

Background:

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

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

Consultation:

Chief Executive Officer

Statutory Environment:

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996

Section 34: Financial Reports to be Prepared

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

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

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

Policy Implications:

There are no policy implications.

Financial Implications:

There are no significant trends or issues to be reported. The report and officer recommendation is consistent with Council's adopted Budget 2019/2020.

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		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 July 2019 be accepted and material variances be noted.

Moved: _____ Seconded: _____

15.3 Accounts Paid by Authority – July 2019

File Reference: ADM0066
Location: Shire of Pingelly
Applicant: Not Applicable
Author: Senior Finance Officer
Date: 8 August 2019
Disclosure of Interest: Nil
Attachments: List of Accounts
(Attachment 4 following green sheet in separate attachments booklet)
Previous Reference: N/A

Summary:

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

Comment:

Unless otherwise identified, all payments have been made in accordance with Council's 2019/20 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 July 2019 as presented:

JULY 2019	
MUNI - 117984856	
EFT 6154 - 6208	\$234,880.98
CHEQUE 24683 - 24686	\$3,511.21
TRUST ACCOUNTS	
DEPT OF TRANSPORT – DD10661.1 – DD10722.1	\$32,098.90
TRUST FUND – Nil	\$0.00
DIRECT DEBIT -	
DD10654.1 – DD10688.6 & EFT6192 – EFT6209 – Pay and Super	\$16,939.84
DD10726.1 – WATC Loan 120 and Loan 123 repayments	\$106,556.93
CREDIT CARDS	
DD10690.1	\$249.75
GRAND TOTAL	\$394,237.61
Notification	Explanation
Nil	N/A

Moved: _____ Seconded: _____

15.4 CSRFF Application for Construction of Two Cricket Practice Nets

File Reference: ADM00025
Location: Shire of Pingelly
Applicant: Not Applicable
Author: Director Corporate & Community Services
Date: 12 August 2019
Disclosure of Interest: Nil
Attachments: Site Plan
(Attachment 5 following blue sheet in separate attachments booklet)
Previous Reference: Nil

Summary:

Council to consider endorsing the proposal to submit a funding application to the Department of Local Government, Sport and Cultural Industries (DLGSCI) for the Community Sporting Recreation Facilities Fund (CSRFF) small grants 2020/21 funding round.

Background:

The Community Sporting and Recreation Facilities Fund (CSRFF), administered by DLGSCI, aims to increase participation in sport and recreation with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities. Funding is available for up to one third of projects which meet specific grant criteria.

2019/20 small grants round annual grant applications need to be submitted to the relevant local government authority for assessment and ranking before they are lodged with the DLGSCI by 4pm, Friday, 30 August 2019. Applications go through an assessment process that includes review by DLGSCI Regional Managers, State Sporting Associations and the CSRFF Advisory Committee. Final recommendations are provided to the Minister responsible for Sport and Recreation with funding for successful projects made available later in 2019/20.

The CSRFF application process tasks the local government authority with rating projects using the following structure:

A	Well planned and needed by municipality
B	Well planned and needed by applicant
C	Needed by municipality, more planning required
D	Needed by applicant, more planning required
E	Idea has merit, more planning work needed
F	Not recommended

Comment:

The Shire of Pingelly will act as the applicant for the Project, in partnership with the Pingelly Cricket Club. This Project forms part of co-locating sport and recreation groups and facilities within the Pingelly Sport and Recreation Precinct. If funding sought under the CSRFF small grants is successful, it is anticipated that this Project would commence with site works in mid 2019/20, and be completed by 30 June 2020.

Consultation:

Jenifer Collins (Wheatbelt Manager, DLGSCI), Tim Haslam and Greg Carter (Pingelly Bowls Club). Mark Dacombe Acting Chief Executive Officer, Bruce Sewell.

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Nil

Financial Implications:

The total project is estimated to cost \$35,000 (ex GST). The Pingelly Cricket Club have confirmed an in-kind volunteer labour and materials support only, with no cash contribution to the project, therefore the one third contribution sought under the CSRFF small grants round is \$11,667.67(ex GST), with the Shire of Pingelly contributing two thirds \$23,333.33 (ex GST). Further funding will also be sought from Cricket Australia Grants rounds.

Strategic Implications:

This grant submission complements the Shire's Community Strategic Plan on improving recreational facilities and infrastructure.

Voting Requirements:

Simple Majority

Recommendation:

That Council

1. **Endorse the submission of a Community Sporting & Recreation Facilities Fund grant application for the Construction of Two Cricket Practice Nets Project;**
2. **Give the Construction of Two Cricket Practice Nets Project a priority ranking of 1;**
3. **Rate the Construction of Two Cricket Practice Nets Project as "A - Well planned and needed by municipality"; and**
4. **Confirm the financial commitment of \$23,333.33 for the construction of two cricket practice nets, as listed in the Shire of Pingelly 2019/20 Annual Budget.**

Moved: _____ Seconded: _____

16. DIRECTORATE OF TECHNICAL SERVICES

16.1 Proposed Dome Shelter for Public Outdoor Area

File Reference: A4557
Location: Lot 5 – 13 Quadrant Street, Pingelly
Applicant: Mr Kamvir Singh
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 dome shelter for use as a covered outdoor area/beer garden at Lot 5 – 13 Quadrant Street.

Background:

An application for planning consent has been received from Mr Kamvir Singh for the installation of a dome shelter in the northern yard of the Pingelly Hotel, to be used by patrons of the hotel.

Comment:

The proposed dome shelter is to be located in the northern yard of the Pingelly Hotel, to be utilised as an outdoor covered area in the beer garden.

The applicant wishes to erect a dome shelter that are sold by Bird's Shelters & Silos of Popanyinning. The predominant use of this type of shelter is for industrial and agricultural purposes. The roof is a high quality polypropylene based polyfabric essentially used as tarpaulins, covers, curtains and membranes.

From a building point of view the type of covering material would be difficult to get to comply with the National Construction Code (NCC)/Building Code of Australia (BCA) requirement for combustibility and smoke production.

There is a need to consider the fire rating of this type of fabric in relation to the requested use of the proposed dome shelter being considered a suitable outdoor covered space for public use. The PVC canvas roof/ceiling material will need to meet the Fire Hazard Properties outlined in Specification C1.10 of Volume 1 of the BCA as follows:

1. A smoke growth rate index not more than 100; or
2. An average smoke extinction area of 250m²/kg; and
3. The material must be a Group 1, 2 or 3 in accordance with AS 5637.1: 2015, with a minimum time to flashover of more than 120 seconds to 600 seconds when exposed to 100kW.

The building frame/structure will also need to be designed to either Importance Level 2 if it is under 300m² or Importance Level 3 if it is over 300m², as outlined below.

Importance Level	Examples
1	Farm buildings, Isolated minor storage facilities, Minor temporary facilities
2	Low rise residential construction Buildings and facilities below the limits set for importance level 3.

Importance Level 3 Examples
<p>Buildings and facilities where more than 300 people can congregate in one area.</p> <p>Buildings and facilities with a primary school, a secondary school or day care facilities with a capacity greater than 250.</p> <p>Buildings and facilities with a capacity greater than 500 for colleges or adult educational facilities</p> <p>Health care facilities with a capacity of 50 or more residents but not having surgery or emergency treatment facilities</p> <p>Jails and detention facilities</p> <p>Any occupancy with an occupant load greater than 5000</p> <p>Power generating facilities, water treatment and waste water treatment facilities, any other public utilities not included in Importance Level 4</p> <p>Buildings and facilities not included in Importance Level 4 containing hazardous materials capable of causing hazardous conditions that do not extend beyond property boundaries.</p>

If this type of outdoor shelter is approved for the use that is being requested it would be classed as a 9B structure and require a Certificate of Design Compliance issued by a Private Certifier.

Classification of a Class 9 building:

A building of a public nature:

- (a) Class 9a - a health-care building, including those parts of the building set aside as a laboratory, or
- (b) .Class 9b – an assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another class, or
- (c) Class 9c – an aged care building.

The Pingelly Hotel is listed in the Shire of Pingelly's Municipal Inventory as building of historical interest and is located in the Town Centre Zone of the Shire of Pingelly's Planning Scheme No.3 and the objectives of and development in this zone are:

Town Centre Zone

- To provide for a consolidated, accessible, safe and vibrant town centre with a mix of compatible uses.
- To protect, maintain and enhance where possible the visual and heritage elements of the town.
- To maintain the attractive features of a rural town lifestyle.

5.17 Development in the Town Centre Zone

5.17.1 In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to the criteria and design guidelines contained in Council's Local Planning Policy - Town Centre Design and Townscape Guidelines.

5.17.2 Notwithstanding the development standards set out in Table 2 Council may approve the following variations within the Town Centre Zone for non-residential development.

- (a) An increase in plot ratio of 20% may be granted where Council is satisfied that public open areas, courtyards or colonnades or other setbacks or preservation of heritage buildings warrants an increase to the permissible plot ratio;
- (b) Site coverage of up to 100% where Council is satisfied that adequate arrangements have been made in regard to access, car parking, circulation of traffic, safety, servicing, loading and unloading, stormwater drainage, effluent disposal and any other matter which Council deems necessary; and
- (c) A zero building setback from the front boundary where landscape and paved pedestrian areas are to be provided adjacent to the front boundary and Council is satisfied that adequate arrangements have been made in regard to access, car parking, circulation of traffic, safety, servicing and loading and unloading.
- (d) Development shall not exceed 2 storeys in height except where Council considers that particular circumstances may warrant an exception and provided Council is satisfied that the proposal is compatible with the objectives for the zone; and
 - i) will not restrict light, sunshine and natural ventilation enjoyed by surrounding properties;
 - ii) will not intrude upon the privacy enjoyed by surrounding properties with overview;
 - iii) will not diminish views or outlook available from surrounding properties;
 - iv) is sympathetic with the townscape and character of the surrounding built environment.

- 5.17.3 Where residential development is proposed in the Town Centre Zone, and an R Code is not indicated on the Scheme Map and where other provisions of the Scheme do not prevail, the R20 Code will apply for a single residential dwelling and the R30 Code will apply for duplexes or other attached houses which Council may approve subject to conditions and at its discretion.
- 5.17.4 For mixed use development comprising a combination of residential and non-residential uses, the provisions of Part 4.2 of the Residential Design Codes will apply to the residential component of the development (at R25 code), and the provisions of this Scheme to the non-residential component of the development.
- 5.17.5 Development proposals shall recognise the preservation of areas or buildings of architectural or historic interest and the development of land abutting the same.
- 5.17.6 Council will not support commercial or industrial uses in the Town Centre Zone where the predominant established use is for residential purposes unless their impacts can be adequately buffered.



Landmark[®] TS



Product Profile

Polyfabric Range

Rev. 4 05/05

Product Description

Landmark[®] TS is a high quality Polypropylene based polyfabric available in a range of colours and supplied in bulk rolls for a wide range of heavy duty industrial & agricultural tarpaulins, covers, curtains and membranes.

Landmark[®] TS incorporates a Tear Stop weave pattern that improves the fabric's resistance to tearing.

Material

Base scrim	UV stabilised PP
Construction	8.0 x 8.0 yarns/cm
Yarn size	1000 denier
Coating	UV stabilised PP
Coating thickness	80 µm
Finish top side	Natural
Finish bottom side	Natural
Temperature range	-40°C to +70°C

Features

3 year UV warranty on fabric.
Tear stop weave pattern for improved tear resistance with black multi-filament scrim to reduce light transmission.
Dirt repellent PP coating.
Polypropylene coating applied using Gale's Advanced Coating Technology™ for superior resistance to flex cracking.
Ideal for tarpaulins, curtains and covers.
Environmentally friendly - PP fabric can be recycled.

Properties

Fabric Mass (AS4878.3)	340 gsm ± 10
Nominal thickness	~ 0.55 mm

Performance

Tensile Strength - Warp	2675 N/50mm
Elongation at break	25.2 %
Tensile Strength - Weft	2254 N/50mm
Elongation at break - Weft (AS4878.6 – Method 1)	22.7 %
Wing Tear - Warp	415 N
Wing Tear - Weft (AS4878.7 – Method A2)	282 N
Burst Strength (AS4878.5 – Method B)	4950 kPa
Hydrostatic Pressure (AS2001.2.17)	>250 kPa
Flex Cracking Resistance (AS4878.9 – Method B)	400,000+ cycles

Usage Instructions

Suitable for hot air and hot wedge welding.
Not suitable for high frequency welding.
Do not use against flames.
Contact with organic solvents, halogens or highly acidic substances may reduce the service life of the fabric and void the warranty.
Fabric is not guaranteed to be 100% block-out.

Suggested Specification

Fabric shall be Synthesis Landmark TS with a fabric mass of 340 gsm, constructed from a PP tear-stop base fabric with a PP coating on both sides.

2.05m x 50m Rolls	
Colour	Code
White	412869

Approx. roll weight:	37 kg
Approx. roll diameter	0.20 m
Core diameter	35 mm

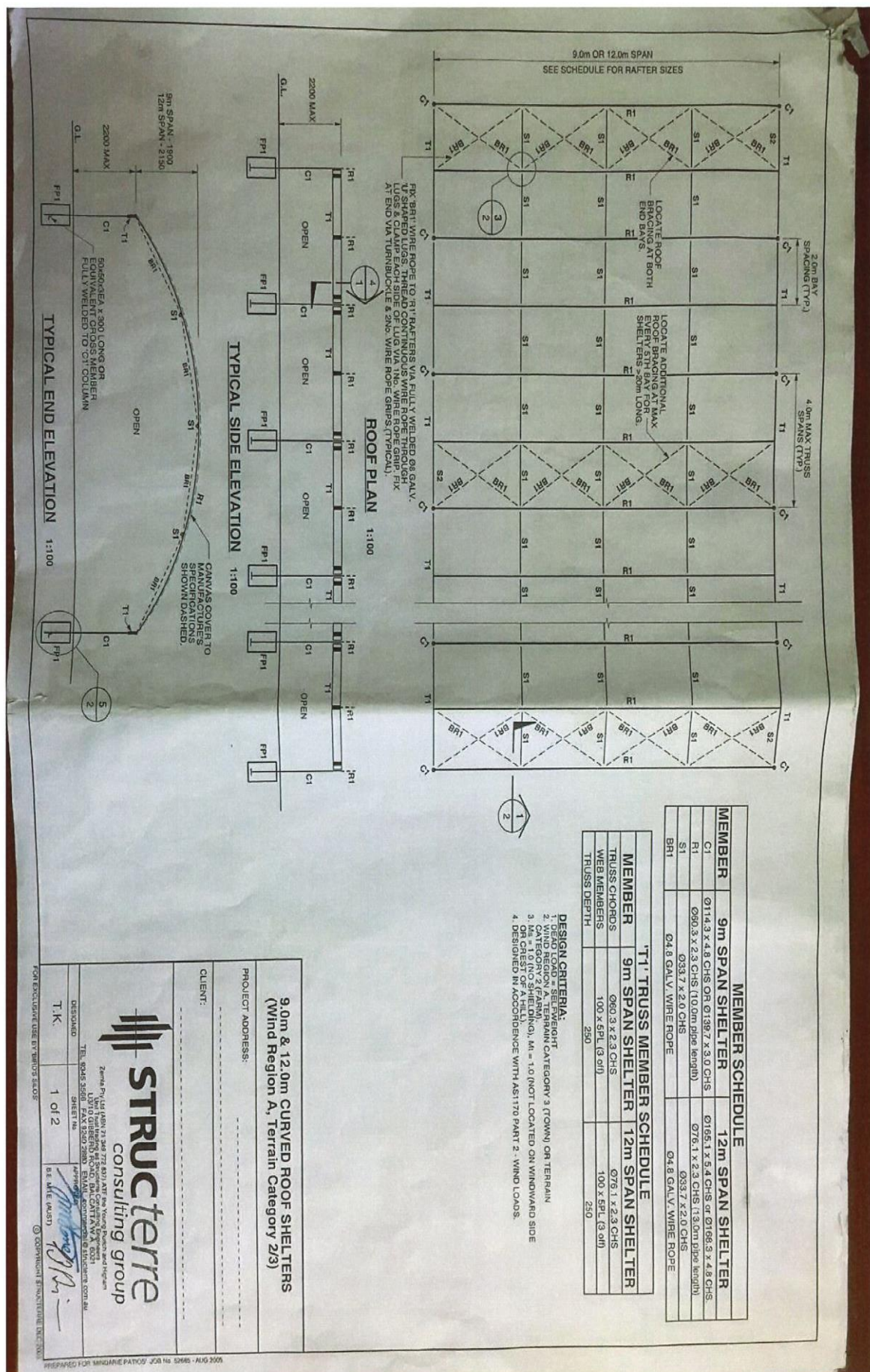
2.05m x Jumbo Rolls	
Colour	Code
White	412883

Approx. roll weight:	975 kg
Approx. roll diameter	0.89 m
Core diameter	150 mm
Approx. length of Jumbo rolls	1000 to 1400 m

The above results are typical averages from quality assurance testing and are not to be taken as a minimum specification nor as forming any contract between Gale Pacific and another party. Due to continuous product improvement, Product Profiles are subject to alteration without notice.
Notice: As the use and disposal of this product are beyond Gale Pacific's control, regardless of any assistance provided without charge, Gale Pacific assumes no obligation or liability for the suitability of its products in any specific end use application. It is the customer's responsibility to determine whether Gale Pacific's products are appropriate for the specific application and complies with any legal & patent regulations.

FOR MORE INFORMATION – PLEASE CONTACT:

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USA	Gale Pacific Inc. PO Box 951509, Lake Mary, Florida, 32795-1509	Phone +1 407 333 1038	Fax +1 407 333 7716



Consultation:

Tim Jurmann – Building Surveyor

Statutory Environment:

Shire of Pingelly Local Planning Scheme No.3

SAI Global AS 5637.1:2015 Determination of Fire Hazard Properties

Policy Implications:

Financial Implications:

No known financial implications.

Strategic Implications:

No known strategic implications.

Risk Implications:

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (3)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (4)

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 3 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 to grant planning approval for the proposed dome shelter subject to the following conditions:

1. That a suitable fire resistant roof material being provided;
2. Structural engineering compliance with Building Codes Australia and the Australian Standard, and
3. Subject to the lodgement of a Certified Building Application.

Moved: _____ Seconded: _____

16.2 Proposed Reinstatement of Demolished Verandah

File Reference: A10013
Location: Lot 204- 8 Pasture Street
Applicant: JH & VJ Timms
Author: Sheryl Squiers, Administration Officer Technical
Date: 10 July 2019
Disclosure of Interest: Nil
Attachments: Site Plans, Design Plans (contained in agenda item)
Previous Reference Ordinary Council Meeting 9 December 2015 Minutes Item 16.1

Summary:

Council to consider granting planning approval for the reinstatement of a previously demolished verandah and verandah posts which was originally attached to the building at Lot 204 – 8 Pasture Street.

Background:

An application for planning consent has been received from JH & VJ Timms for the reinstatement of the verandah with verandah posts. The verandah was originally attached to Lot 204 - 8 Pasture Street and covered the thoroughfare.

The original verandah on the front of the property was demolished and the applicant would like to reinstate this verandah as the first stage of renovations to the property.

Comment:

The building at Lot 204 – 8 Pasture Street was originally a shop with a verandah over the footpath. The previous owner of the property originally applied to Council for Planning Consent at an Ordinary Meeting of Council on 9 December 2015. This application was granted approval at the time but the time frame for completing the work has expired therefore for the new owners to go ahead with a similar proposal a new application for planning consent is required to be submitted.

The original verandah was demolished when the building was owned by the Shire of Pingelly and used to garage the Community Bus before a new shed was built at the Shire Depot and the property was sold.

Reinstating the verandah attached to the building and to posts installed in the footpath, is the first stage of the proposed renovations which also include reinstating the original shop front as close to original design as possible.

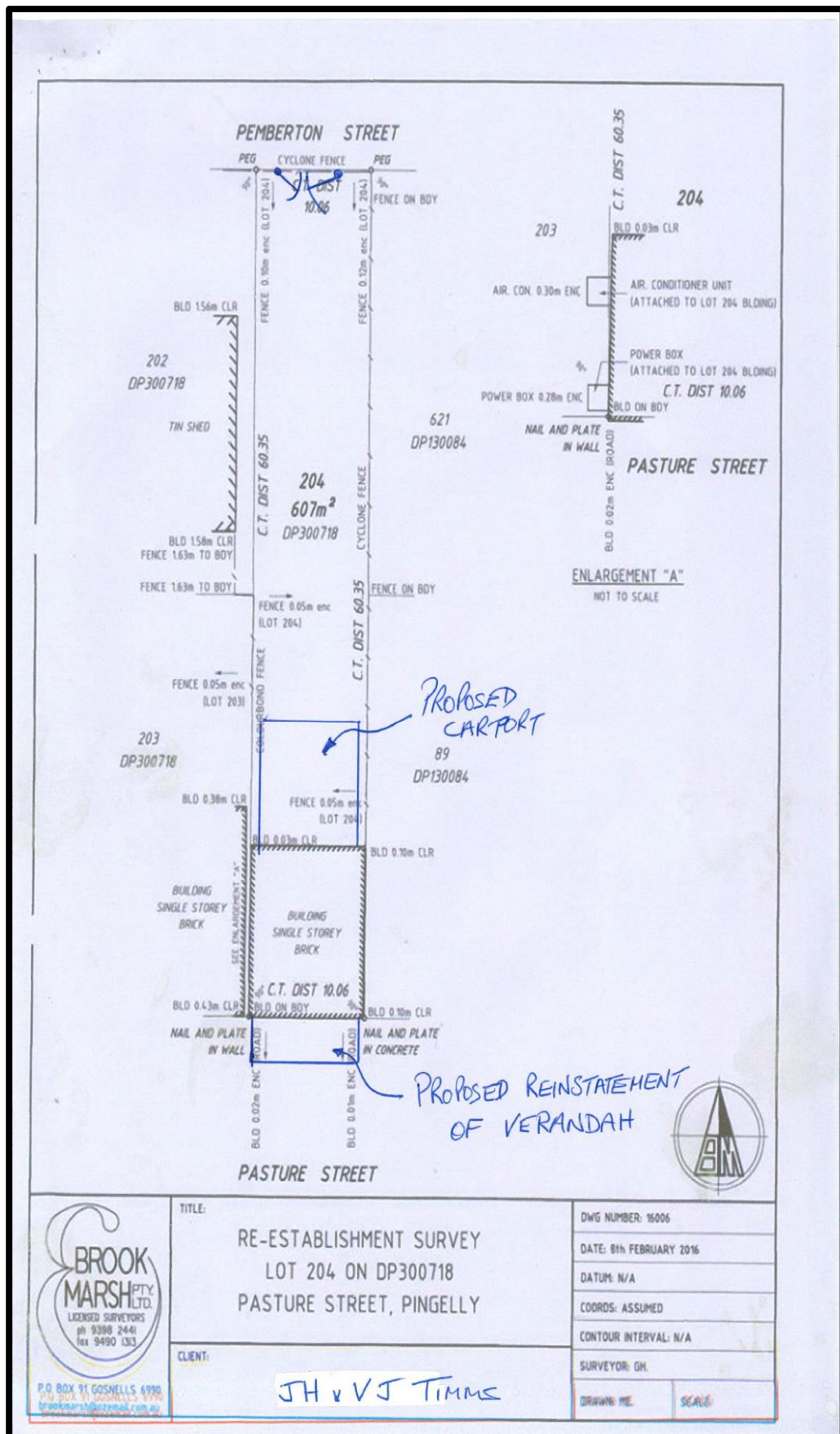
The verandah will cover the footpath attached to the building and to posts that will be required to be installed will be in line with the existing power pole currently on the thoroughfare and Council approval is required as per requirements in the Shire of Pingelly's Activities in Thoroughfares and Public Places and Trading Local Law section 1 clause J extract below:

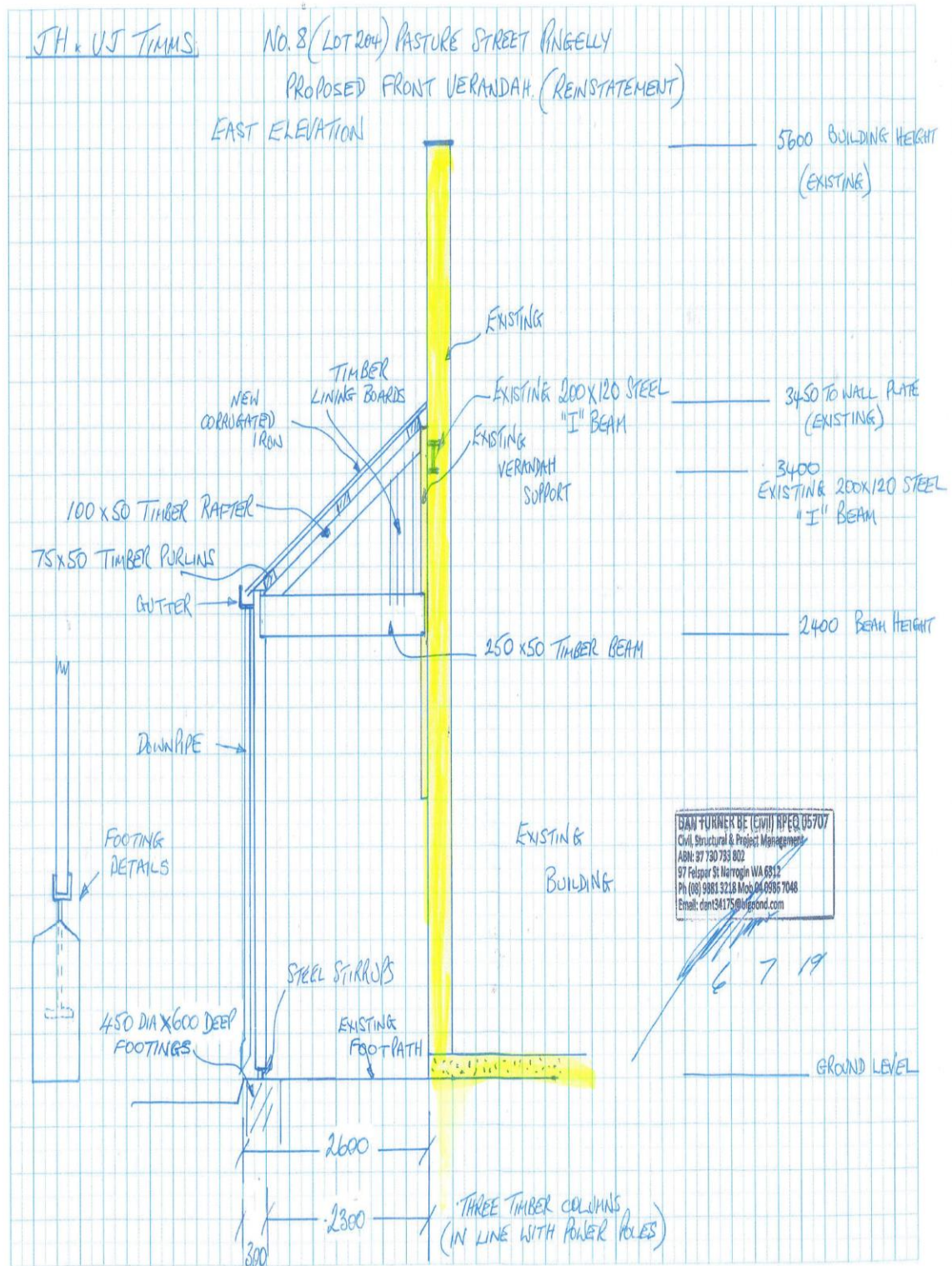
2.2 Activities allowed with a permit—general

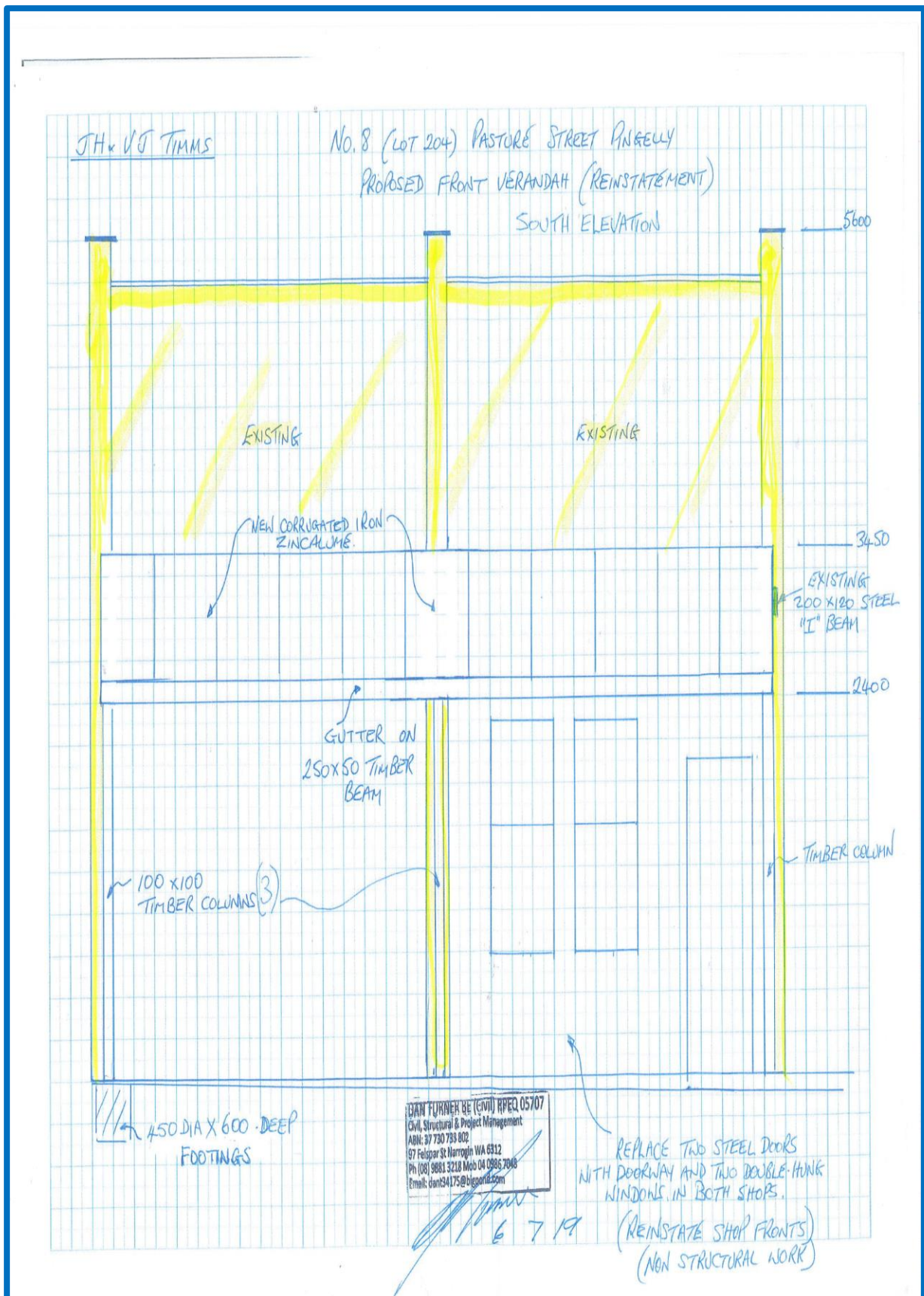
- (1) A person shall not, without a permit—
 - (a) dig or otherwise create a trench through or under a kerb or footpath;
 - (b) subject to Division 3 of this Part, throw, place or deposit anything on a verge except for removal by the local government under a bulk rubbish collection, and then only in accordance with the terms and conditions and during the period of time advertised in connection with that collection by the local government;
 - (c) cause any obstruction to a vehicle or a person using a thoroughfare as a thoroughfare;
 - (d) cause any obstruction to a water channel or a water course in a thoroughfare;

- (e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;
- (f) damage a thoroughfare;
- (g) light any fire or burn anything on a thoroughfare other than in a stove or fireplace provided for that purpose or under a permit issued under clause 5.13;
- (h) fell any tree onto a thoroughfare;
- (i) unless installing, or in order to maintain, a permissible verge treatment
 - i. lay pipes under or provide taps on any verge; or
 - ii. place or install anything on any part of a thoroughfare, and without limiting the generality of the foregoing, any gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;
- (j) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
- (k) on a public place use anything or do anything so as to create a nuisance;
- (l) place or cause to be placed on a thoroughfare a bulk rubbish container; or
- (m) interfere with the soil of, or anything in a thoroughfare or take anything from a thoroughfare.









Consultation:

Tim Jurmann, Building Surveyor

Shire of Pingelly's Activities in Thoroughfares and Public Places and Trading Local Law
Minutes Item 16.1 from 9 December 2015

Statutory Environment:

Shire of Pingelly Local Planning Scheme No3

Policy Implications:

There are no known policy implications.

Financial Implications:

There are no known financial implications.

Strategic Implications:

There are no known strategic implications.

Risk Implications:

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

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 and Council Decision:

That Council grant planning approval for the reinstatement of the verandah attached to the front of the building and verandah posts installed into the footpath at Lot 204 – 8 Pasture Street.

Moved: _____ Seconded: _____

16.3 Proposed Boundary Realignment Subdivision

File Reference: A23686/A23672
Location: Lots 5209, 38579 & 3902 Harper Street, East Pingelly
Applicant: Western Australian Planning Commission
Author: Sheryl Squiers, Administration Officer Technical
Date: 20 March 2019
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Nil

Summary:

The Western Australian Planning Commission have received an application for a proposed boundary realignment subdivision of Lots 5209, 3879 & 3902 Harper Street, East Pingelly, from Mr Peter Gow on behalf of the owners.

Background:

Peter Gow on behalf of the property owners has submitted an application to the Western Australian Planning Commission for a proposed boundary realignment subdivision of Lots 5209, 3879 & 3902 Harper Street, East Pingelly.

The boundary realignment proposal aims to achieve a number of outcomes:

1. Proposed Lot A portion of all 3 lots and retaining the existing house and outbuildings on the eastern town boundary to a total area of 63.8ha.
2. Proposed Lot B portion of lots 3902 & 3879 to be retained as farming land to a total area of 51.28ha.
3. Proposed Lot C the southern portion of lot 5209 to be retained as farming land to a total area of 25.33ha.

The boundary realignment on the attached Plan of Subdivision and the proposal outlined in more detail is attached.

Comment:

The property is zoning is split between 'General Agriculture', 'Residential' and 'Rural Residential' under the *Shire of Pingelly's Local Planning Scheme No.3*.

The property is bordering the eastern town boundary south of the Wickepin-Pingelly Road.

The proposed boundary realignment allows for the existing general agriculture land uses to continue.

It is noted that the Local Planning Scheme No.3 clause 5.20.1 sets out the following matters which the Shire is to consider when assessing a subdivision application within the general agriculture zone. These include:

1. *The ability of services required to support the proposed development or subdivision and the economic impact of the provision of/extension or upgrading of those services.*
2. *The adequacy of the roads, existing or proposed in the area which may be needed to support the amount of road traffic expected to be generated by the development or subdivision.*
3. *The need to enforce such conditions as Council deems appropriate in order to minimise any adverse effects the development or subdivision may have on the general environment of the area.*

No additional servicing of infrastructure is required to support this boundary realignment. No roads are proposed to be constructed as part of this subdivision application. Existing roads provide adequate legal road frontage for each of the proposed lots.

WAPC Development Control Policy 3.4 Subdivision of Rural Land and its parent State Planning Policy No.2.5 provide guidance on the subdivision of rural land. Section 6.3 of the Policy relates to boundary realignments.

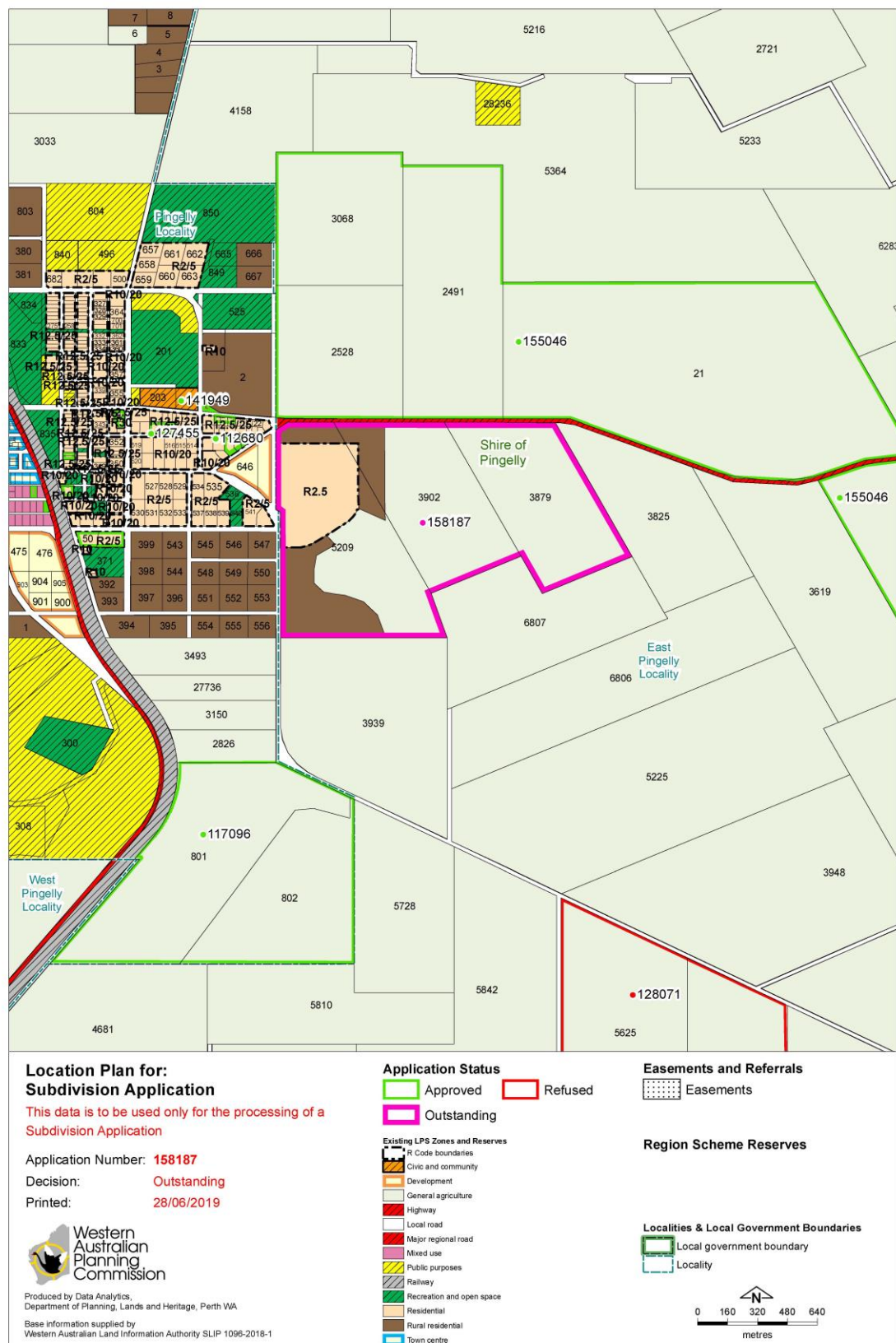
The Policy allows for multiple lots in one ownership to be rationalised in order to achieve better land management or create access to landlocked lots. The proposed boundary realignment meets the requirements of the Policy in that:

- No additional lots are proposed to be created;
- The new boundaries are logical and allow for safer and improved land management; and
- No new roads are proposed to be created and the property does not front any State roads.

The proposed boundary realignment therefore meets the requirements of the *WAPC DC Policy 3.4*. It is also noted that the *WAPC DC Policy 3.4* states that,

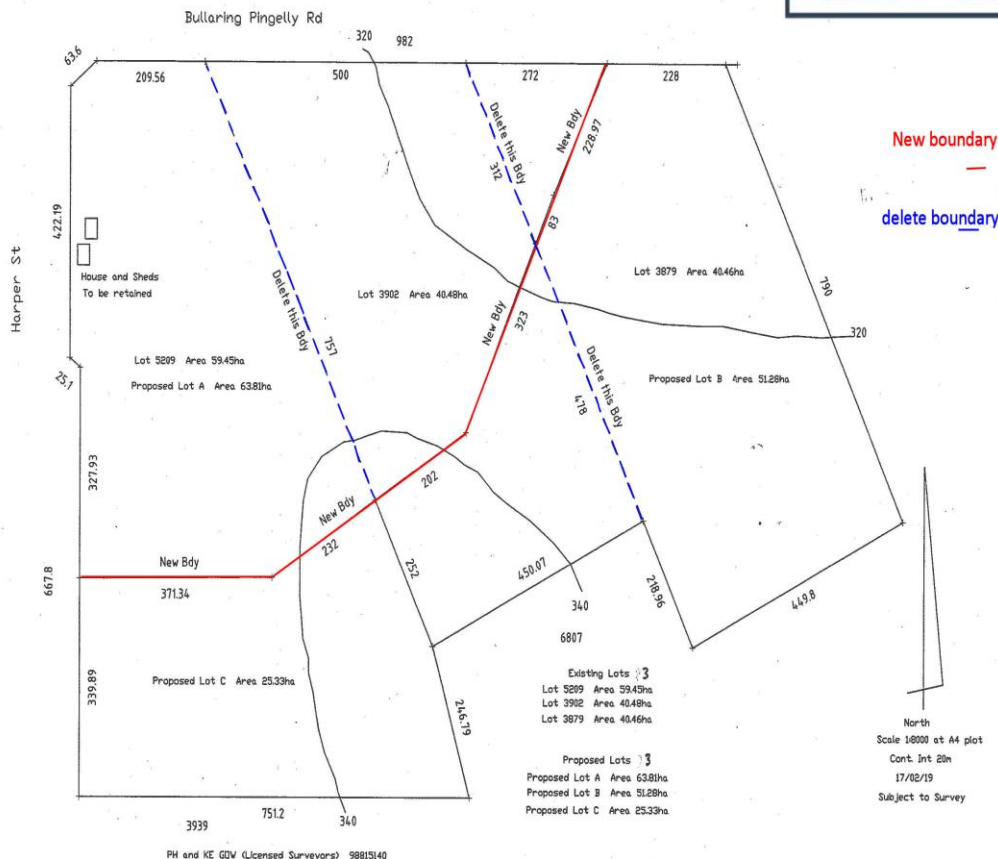
“In instances where a subdivision only proposes to realign existing lot boundaries, where no change to the land use and/or landform is proposed, and no additional development is proposed, applications for property rationalisation may be unconditionally approved”.

The existing dwellings (1) and structures (2 outbuildings) onsite are to be retained as part of this subdivision as shown on attached plan.



Proposed Boundary Realignment Lots 5209, 3902 and 3879
Bullaring Pingelly Rd, Pingelly, Shire of Pingelly

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
28-Jun-2019	158187



Consultation:

The Western Australian Planning Commission
Peter Gow - Surveyor

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.

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	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)

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Voting Requirements:

Simple Majority

Recommendation:

That Council supports the proposed boundary realignment of Lots 6358, 7394, 7484 & 7485 Bullaring Road, East Pingelly.

Moved: _____ Seconded: _____

f17. 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.