

# Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Pingelly will be held on 20 May 2015 in the Council Chambers, 17 Queen Street, Pingelly commencing at 2.00pm.

Pumphrey's Bridge CWA will be providing dinner.

## **Schedule**

10.30am	Citizenship Ceremony
12.00pm	Lunch / Information Session / Corporate Discussion
2.00pm	Council Meeting
6.00pm	Dinner

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

Gavin Pollock  
**Chief Executive Officer**

15 May 2015

## **DISCLAIMER**

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

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

## **AGENDA**

Shire of Pingelly  
Ordinary Council Meeting  
20 May 2015

## **MISSION STATEMENT**

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

## **DISCLAIMER**

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

#### **PLEASE NOTE:**

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

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

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

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

**GAVIN POLLOCK  
CHIEF EXECUTIVE OFFICER**

## **COUNCIL MEETING INFORMATION NOTES**

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

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

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

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

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

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

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

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

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

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

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

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

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

## Public Inspection of Unconfirmed Minutes (Reg 13)

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

### NOTE:

#### Unopposed Business

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

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

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

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

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

## **Question Time**

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

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

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

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

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

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

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

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

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

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

## QUESTION TIME FOR THE PUBLIC

*(Please write clearly)*

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

QUESTIONS TO THE PRESIDENT:

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

ITEM NO	PAGE NO	QUESTION

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

## **Public Question Time – Statutory Provisions – Local Government Act 1995**

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

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

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

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

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

every special meeting of a council; and

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

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

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

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

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

Local Government (Administration) Regulations 1996

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

by the person presiding at the meeting; or

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

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

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

Nothing in sub regulation (3) requires:

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

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

or

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



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

Chief Executive Officer, Shire of Pingelly

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

financial interest (Section 5.60A)

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

proximity interest (Section 5.60B)

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

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

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



## SHIRE OF PINGELLY

*Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, 17 Queen Street, Pingelly on Wednesday 20 May 2015 – commencing at 2.00pm.*

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

The Chairman to declare the meeting open.

**1.1 Welcome to Country**

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

**1.2 Reminder**

To accept and understand the things I cannot change  
Courage and resolution to change the things I can  
And the wisdom and good judgment to know the difference

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

Nil

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

Nil

**4. PUBLIC QUESTION TIME**

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

**6. DISCLOSURES OF INTEREST**

Nil

## **7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **7.1 Ordinary Meeting – 15 April 2015**

#### **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 April 2015 be confirmed subject to the following amendment:**

**Page 47 – Item 13.1 “RoadWise Road Crash Trailers” - the amendment to be changed as per below.**

#### **Original Council Decision**

##### **That:**

- **the Shire of Pingelly seek letters of support from other participating local governments;**
- **the Shire of Pingelly make application through the Office of Road Safety and the RAC for funding toward the Purchase of a Roadwise Road Crash Trailer;**
- **provision be made in the 2015/16 budget for the income and expenditure related to purchasing a Roadwise Road Crash Trailer.**

#### **Amended Council Decision:**

##### **That:**

- **the Shire of Pingelly to provide a letter of support for the Road Crash Trailer program as a participating local government;**
- **the Shire of Pingelly supports the application through the Office of Road Safety and the RAC for funding toward the Purchase of a Roadwise Road Crash Trailer;**
- **provision of expenditure up to \$1,100 be made in the 2015/16 budget for the Shire of Pingelly’s contribution related to purchasing a Roadwise Road Crash Trailer.**

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

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Correspondence between the Shire and the Pingelly Tennis Club. (see attachment 1 – white heading sheet - under separate cover)

**10. REPORTS OF COUNCIL COMMITTEES**

Audit Committee	Full Council
Sports & Recreation Committee	Cr Morton Cr Marshall Cr Lange Cr Jetta
Bushfire Advisory Committee	Cr Packer Cr Freebairn
Medical Issues Committee	Cr Freebairn Cr Steel Cr Lange Cr Morton
CEO Performance Review Committee	Cr Lange Cr Marshall Cr Packer
Aged Care Committee	Cr Lange Cr Morton Cr Freebairn Cr Steel
Collaborative Planning Committee	Cr Lange Cr Marshall Cr Freebairn Cr Steel

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

Hotham Dale Regional Road Sub-Group	Cr Lange Cr Mulroney (Deputy)
Pingelly Development Association Inc	Cr Morton Cr Jetta
Pingelly Cottage Homes Committee	Cr Freebairn Cr Lange
Pingelly Community Resource Centre Inc	Cr Mulroney Cr Freebairn
Development Assessment Panel	Cr Mulroney Cr Lange Cr Freebairn (Deputy) Cr Morton (Deputy)
Dryandra Country Visitors Centre	Cr Lange Cr Marshall (Deputy)
Regional Waste Group	Cr Mulroney Cr Marshall (Deputy)
Shires of Pingelly and Wandering Joint Local Emergency Management Committee (LEMC)	Cr Morton Cr Freebairn
Aged Care Planning Regional Sub-Group (BBP)	Cr Lange Members of Aged Care Committee
Small Business Advisory Group	Cr Steel Cr Marshall
Central Country Zone of WALGA – Great Southern Emergency Management Committee	Cr Mulroney Members of CCZ of WALGA
Health MOU	Cr Lange
Youth Working Group	Cr Jetta Cr Morton

### **10.1 Cr Shirley Lange**

Meetings attended April 2015:

9<sup>th</sup> Mark Dacombe information session  
13<sup>th</sup> Regional Road group meeting – EMEDS Wickepin  
14<sup>th</sup> CEO Meeting  
15<sup>th</sup> Caravan Park Committee  
15<sup>th</sup> Council Meeting  
16<sup>th</sup> Emma Birch PUG  
21<sup>st</sup> CEO Meeting  
23<sup>rd</sup> PUG  
23<sup>rd</sup> Dryandra Country Visitors Centre  
24<sup>th</sup> RSL Dinner  
25<sup>th</sup> Dawn and Anzac Day Service  
28<sup>th</sup> Pingelly Recreation and Cultural Centre  
28<sup>th</sup> CEO Meeting  
30<sup>th</sup> CCZ Teleconference

Meetings attended May 2015:

5<sup>th</sup> CEO meeting with Deputy President  
5<sup>th</sup> Small Town Sexy – Northam with EMCCS  
6<sup>th</sup> PUG, BMW Health Facility - site development  
7<sup>th</sup> Disability Plan - EMCCS and community members  
7<sup>th</sup> Special meeting with Tennis Club members  
9<sup>th</sup> Market Day stall – staff and Councillors

### **10.2 Cr Bill Mulrone**

Meetings attended April 2015:

1 April 2015- Regional Waste Group- Narrogin

Meetings attended May 2015:

5 May 2015- CRC- Pingelly

## **11. REPORTS OF OFFICERS**

### **11.1 ADMINISTRATION SERVICES**

#### **11.1.1 Lease Agreement – Pingelly Bowling Club**

<b>File Reference:</b>	<b>A943</b>
<b>Location:</b>	<b>Shire of Pingelly</b>
<b>Applicant:</b>	<b>Shire of Pingelly</b>
<b>Author:</b>	<b>Samantha Appleton, Executive Manager Corporate &amp; Community Services</b>
<b>Date:</b>	<b>20 April 2015</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Lease Agreement (see attachment 2 – purple heading sheet - under separate cover)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

Council to endorse the lease of a portion of reserve 239863 (Lot 492A) to the Pingelly Bowling Club.

#### **Background:**

The Pingelly Bowling Club has occupied a portion of reserve 239863 for a number of years. The improvements on the land belong to the Pingelly Bowling Club, however there is a requirement to have a formal agreement in place to formalise responsibilities and to mitigate any risk to the Shire of Pingelly as the holder of the management order of the land.

#### **Comment:**

The lease is in a simplified format and addresses the responsibilities of the occupier with regard to compliance requirements, risk management, operations and insurance. The period of the lease is 1 July 2015 to 30 June 2025. The lease is in the form of a peppercorn lease with \$1.00 per year being payable to the Shire of Pingelly.

A variation clause has been included to allow the terms and conditions to be varied by the mutual agreement of both parties. It is likely this clause may need to be invoked should the club move to the proposed Recreation and Cultural Centre at some time in the future.

The lease has been presented to the President of the Pingelly Bowling Club Mr Tim Haslam and the Secretary of the Pingelly Bowling Club Mr Tim Calder who have both signed off on the lease document in its current form.

There will be a requirement to advertise the disposal (leasing) of the property.

#### **Consultation:**

Mr Tim Haslam, Pingelly Bowling Club  
Mr Gavin Pollock, Chief Executive Officer

#### **Statutory Environment:**

Local Government Act 1995

### **3.58 . Disposing of property**

(1) In this section —

**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;

**property** includes the whole or any part of the interest of a local government in property, but does not include money.

- (2) Except as stated in this section, a local government can only dispose of property to —
- (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of an interest in land under the [Land Administration Act 1997](#) section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.
- [Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]*

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Shire of Pingelly Strategic Community Plan

Strategy 1.3.2 Promote sporting, recreation and leisure facilities and programs to encourage increased patronage

**Voting Requirements:**

Absolute Majority



**Recommendation:**

**That Council endorse**

- a 10 year peppercorn lease for the portion of reserve 239863 (Lot 492A) be entered into with the Pingelly Bowling Club effective from 1 July 2015;
- the lease document be signed by the Shire President and the CEO with the Shire of Pingelly common seal being executed.

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

### **11.1.2 Endorsement of Concept Drawings for the New Recreation and Cultural Centre**

**File Reference:** 00025  
**Location:** Somerset Street Pingelly  
**Applicant:** Gavin Pollock, Chief Executive Officer  
**Author:** Gavin Pollock, Chief Executive Officer  
**Date:** 12 May 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Concept Drawings for the New Recreation and Cultural (see attachment 3 – yellow heading sheet - under separate cover)

#### **Summary:**

Council to consider and endorse the concept drawings for the new Recreation and Cultural Centre provided by Patrick Beal from the University of Western Australia (UWA) on behalf of the Sport and Recreation Focus Group.

#### **Background:**

In April 2014 at the Special Meeting of Council the Shire of Pingelly a draft Sport and Recreation Plan was supported.

#### **Recommendation**

***That Council support the Sport and Recreation Concept plan and it release to the community for comment via the Sport and Recreation Focus Group prior to Council's consideration for adoption.***

#### **11587 Moved Cr Mulroney Seconded: Cr Packer**

***That Council support the Pingelly Recreation and Cultural Centre Concept Plan and it release to the community for comment via the Sport and Recreation Focus Group prior to Council's consideration for adoption.***

**Carried 8:0**

Following Council's support of the Pingelly Recreation and Cultural Centre Concept Plan it was released to the community for comment via the Sport and Recreation Focus Group prior to Council's consideration of endorsement of the Concept Drawings.

Over the past 12 months the Shire Chief Executive Officer (CEO) has been working with the Sport and Recreation Focus Group in ways to reduce the scope and cost of the original concept for the building to fit with a budget of \$5,000,000. To assist in meeting this goal different options of design and building technics were investigated and lead to the introduction of Patrick Beal from UWA.

The CEO provided UWA with the original concept and a design outline so a second concept could be tabled for consideration. Once the UWA option was tabled the costing were considered and presented possible to meet the budgeted goal of \$5,000,000. The CEO, nominated Councillors and the Sport and Recreation Focus Group reviewed both concept options and felt both had considerable good design features. It was decided to take the strengths from both designs and ask UWA to work them into one building design using a modular timber construction technic.

The redesign has been very successful with a concept drawing presented by UWA on 12 May 2015 and supported by the Sport and Recreation Focus Group, nominated Councillors and the CEO.

**Comment:**

The new concept drawing includes the building and its placement on the existing reserve with all infrastructure included for the colocation of the sporting groups to the new Recreation and Cultural Centre.

The work of the Sport and Recreation Focus Group has been extensive and in depth to ensure that all issues have been addressed or included in these concept drawings. The drawings should be viewed as concept drawings only as minor changes may be required following public comment and as construction costs are refined.

**Consultation:**

Community Groups via the Sport and Recreation Focus Group, Shire Councillors, Chief Executive Officer, Shire Executive Managers, Geoff Westbrook of Creative Design Concepts, Patrick Beal UWA, Department of Sport and Recreation.

Public comment was invited at the Pingelly Market Day held on 9 May 2015 and positive feedback was received and further comment has also been called for in the Shire News in the Pingelly Times.

**Statutory Environment:**

Building Regulations and Health Acts. Due to the project cost the project may need to be advertised as per the Tender Regulation or undertaken as per the WALG Preferred Suppliers.

**Policy Implications:**

Administered as per Shire Purchasing Policy.

**Financial Implications:**

The building is costed at \$5,000,000

Funded by:

- |  |              |
|--|--------------|
| • Loan Funds                                   | \$ 2,500,000 |
| • Funding from Building and Recreation Reserve | \$ 500,000   |
| • Grant Funds or Donation                      | \$ 2,000,000 |

The loan amount of \$2,500,000 was included as part of the adopted 2014/15 annual budget.

**Strategic Implications:**

Complements the Community Strategic Plan with colocation of sporting infrastructure as per the Recreation and Cultural plan for the reserve.

**Voting Requirements:**

Majority

**Recommendation:**

**That Council Endorse;**

- the Concept Drawings for the New Recreation and Cultural Centre provided by the University of Western Australia (UWA) on behalf of the Sport and Recreation Focus Group.
- the Shire President and Chief Executive Officer to actively seek and enter into grant funding arrangements including the development of partnership opportunities for funding contributions for the New Recreation and Cultural Centre.
- all public comment received before the 26 June 2015 to be considered when developing the building concept drawing to final construction plans with costing for council's endorsement.
- the Chief Executive Officer to advise the Pingelly Tennis and Bowling Clubs that the existing Tennis and Bowling Club rooms will not be decommissioned before the New Recreation and Cultural Centre is constructed and commissioned for each club's use.
- the Chief Executive Officer is to gain Council endorsement before commencing any demolition of the existing Pavilion, Community Centre, Tennis or Bowling Club Rooms.
- the Chief Executive Officer is to gain Council endorsement before commencing the construction of the New Recreation and Cultural Centre.

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

### **11.1.3 Budget Commitment 2015/16 for New Tennis Courts**

**File Reference:** 00430  
**Location:** Lot 493 Somerset Street Pingelly  
**Applicant:** Gavin Pollock, Chief Executive Officer  
**Author:** Gavin Pollock, Chief Executive Officer  
**Date:** 7 May 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Site Location Map (see attachment 4 – green heading sheet - under separate cover)  
**Previous Reference:** Nil

#### **Summary:**

Council to consider and endorse the commitment of funds in the 2015/16 annual budget for the construction of six new synthetic grass tennis courts. The six new courts would be located on the eastern side of the newly constructed multi-purpose courts.

#### **Background:**

In July 2014 a working group was developed and consists of the Shire President, Chief Executive Officer, Executive Manager Corporate & Community Services and four members from the Pingelly Tennis Club. The working group was formed so a specification could be developed for the co-location and construction of six new synthetic grass tennis courts.

Letters of support for this project have been provided by the Pingelly Tennis Club, Pingelly Hockey Club, Upper Great Southern Tennis Association, Upper Great Southern Hockey Association, Tennis West and Hockey WA.

Following the meetings with the tennis working group and with letters of support an application to the Department of Sport & Recreation was prepared, tabled to Council and endorsed as stated below;

**11686 - Moved: Cr Mulroney**

**Seconded: Cr Morton**

#### **Council Decision:**

***That Council support and endorse the grant submission to the Department of Sport & Recreation for six new synthetic grass courts and to allocate the two thirds of funds required in the 2015/16 financial year if the grant is successful.***

**Carried: 8:0**

**11687 - Moved: Cr Steel      Seconded: Cr Morton**

***That Council contact the tennis, hockey, netball and basketball clubs to advise that if lighting is required in the future that the clubs are expected to work together with DSR to apply for funding.***

**Carried 8:0**

In March 2014 the Department of Sport & Recreation advised the Shire of Pingelly that its application for one third funding of the six new synthetic grass tennis courts was unsuccessful.

#### **Comment:**

The Shire of Pingelly applied for funding from Tennis Australia and the grant was successful for the amount of \$10,000. As per Council resolution an application was made to allocate \$90,000 of the Shire's allocation of Royalties for Regions to this project and this was supported and now formally granted.

The existing tennis courts were constructed in 2001. The Shire obtained a condition assessment of the surface by Artificial Lawn Supplies in September 2014 who have provided a letter of recommendation the replacement of the tennis surface be within 12 to 18 months' time.

The commitment of funding in the 2015/16 budget will allow construction to commence early in the financial year and be completed by December 2015. This will also assist the Tennis Club in maintaining required court numbers with the reduction of up to three synthetic courts with the construction of the new Pingelly Health Centre.

**Consultation:**

Tennis and Shire Working Group, Pingelly Tennis and Hockey Clubs. The Shire consulted with Murray Grime - Artificial Lawn Supplies, Shire Councillors, Chief Executive Officer and Shire Executive Managers.

**Statutory Environment:**

Due to the project cost the project may need to be advertised as per the Tender Regulation of undertaken as per the WALG Preferred Suppliers.

**Policy Implications:**

Administered as per Shire Purchasing Policy.

**Financial Implications:**

The project is costed at \$560,000

Funded by:

- Royalties for Regions \$ 90,000
- Tennis Australia (Grant) \$ 10,000
- Funding from Building and Recreation Reserve \$ 320,000
- Shire Funds up to \$ 140,000

**Strategic Implications:**

Complements the Community Strategic Plan with colocation of sporting infrastructure as per the Recreation and Cultural plan for the reserve.

**Voting Requirements:**

Majority

**Recommendation:**

**That Council endorse the commitment up to \$560,000 of funds in the 2015/16 annual budget for the construction of six new synthetic grass tennis courts located on the eastern side of the newly constructed multi-purpose courts.**

**The project cost is funded by allocating;**

- **Royalties for Regions \$ 90,000**
- **Tennis Australia (Grant) \$ 10,000**
- **Funding from Building and Recreation Reserve \$ 320,000**
- **Shire Funds up to \$ 140,000**

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

## **11.2. FINANCIAL SERVICES**

### **11.2.1 Monthly Statement of Financial Activity**

**File Reference:** 00271  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Samantha Appleton, Executive Manager Corporate & Community Services  
**Date:** 10 May 2015  
**Disclosure of Interest:** Nil  
**Attachments:** As per pages 25 – 35  
**Previous Reference:** N/A

#### **Summary:**

Council to consider accepting the Monthly Statement of Financial Activity for April 2015.

#### **Background:**

The Monthly Statement of Financial Activity for April 2015 is attached for Council consideration.

#### **Comment:**

The Monthly Statement of Financial Activity represents Council's financial activities and status for the period ending 28 February 2015. The style of the report has changed with proportional expenditure amounts used in the YTD expenditure column. Only specific reportable variances will be reported individually, with the notation "timing variance" used where expenditure is not evenly spread through the year.

A reportable variance to the opening position is noted in the July report, as well as unbudgeted expenditure on an item carried forward from 2013/14 in the August report. Further variances related to accrual adjustments have been made in the preparation of the annual financial report and have changed the opening position at 1 July 2014. These accruals are not expected to affect the end of year position for 30 June 2015 as they are movements between the two years and offset each other. At the present time it should be noted that processes and procedures have been implemented so this should not occur in future years. .

#### **Consultation:**

Chief Executive Officer

#### **Statutory Environment:**

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

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

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

The Statement is to be accompanied by:

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

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Monthly Statement of Financial Activity for the period ending 30 April 2015 be accepted and material variances be noted.**

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



<b>SHIRE OF PINGELLY</b>			
<b>NET CURRENT FUNDING POSITION</b>			
<b>FOR THE PERIOD ENDING</b>			
<b>30 April 2015</b>			
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>
	<b>2014/15</b>	<b>2014/15</b>	<b>2013/14</b>
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	530,909	13,279	1,380,967
Cash - Restricted	0	2,500,000	0
- Restricted Reserves	1,317,217	1,395,657	1,418,062
Receivables			
Rates Outstanding	178,707	98,770	64,545
Sundry Debtors	454,112	145,865	166,218
Accrued Income	0	0	0
Prepayments	0	0	0
GST Receivable	29,701	78,680	93,680
Investments	0	5,000	0
Inventories	8,160	8,159	10,209
<b>TOTAL CURRENT ASSETS</b>	<b>2,518,806</b>	<b>4,245,410</b>	<b>3,133,681</b>
<b>LESS CURRENT LIABILITIES</b>			
Sundry Creditors	26,388	(235,383)	(171,531)
Accrued Expenses	0	(67,039)	0
Income Received in Advance	0	0	0
GST Payable	(24,457)	(47,214)	(14,221)
Other Payables	(1,728)	(81)	(171)
Current Loan Liability	(6,080)	(75,961)	(79,757)
Current Employee Benefits Provision	(162,892)	(162,892)	(162,892)
<b>NET CURRENT ASSET POSITION</b>	<b>2,350,036</b>	<b>3,656,840</b>	<b>2,705,109</b>
Less: Cash - Reserves - Restricted	(1,317,217)	(1,395,657)	(1,418,062)
Less: Cash - Unspent Grants - Restricted	0	(2,500,000)	0
Add Back : Component of Leave Liability not Required to be Funded	162,892	162,892	162,892
Add Back : Current Loan Liability	6,080	75,961	79,757
Adjustment for Trust Transactions Within Muni	(22,661)	(36)	
<b>SURPLUS/(DEFICIT)</b>	<b>1,179,130</b>	<b>0</b>	<b>1,529,696</b>

STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 April 2015							
	# SCHED#	YTD ACTUAL 2014/15	YTD BUDGET 2014/15	VARIANCE		BUDGET 2014/15	NOTE#
				>10%	>\$5000		
<b>OPERATING REVENUE</b>							
Governance	4	82,520	90,344		(7,825)	108,413	1
General Purpose Funding	3	2,521,497	2,372,141		149,356	2,846,569	2
Law, Order & Public Safety	5	94,599	63,922	148%	30,677	76,706	3
Health	7	19,838	7,250	274%	12,588	8,700	4
Welfare & Education	8	9,134	14,190	64%	(5,056)	17,028	5
Community Amenities	10	182,759	136,231	134%	46,528	163,477	6
Recreation & Culture	11	50,507	77,250	65%	(26,743)	92,700	7
Transport	12	601,408	649,240		(47,832)	779,088	8
Economic Services	13	72,176	68,683			82,420	9
Other Property & Services	14	111,586	105,208		6,378	126,250	10
<b>Sub Total</b>		<b>3,746,023</b>	<b>3,584,459</b>			<b>4,301,351</b>	
<b>OPERATING EXPENDITURE</b>							
Governance	4	(760,291)	(708,803)		(51,488)	(850,563)	1
General Purpose Funding	3	(77,126)	(90,392)	85%	13,266	(108,470)	12
Law, Order & Public Safety	5	(182,238)	(171,973)		(10,266)	(206,367)	13
Health	7	(121,675)	(134,344)		12,669	(161,213)	14
Welfare & Education	8	(36,564)	(40,536)			(48,643)	15
Community Amenities	10	(263,017)	(317,777)	83%	54,759	(381,332)	16
Recreation & Culture	11	(648,803)	(683,297)		34,493	(819,956)	17
Transport	12	(765,950)	(1,445,214)	53%	679,264	(1,734,257)	18
Economic Services	13	(186,215)	(196,744)		10,529	(236,093)	19
Other Property & Services	14	(253,802)	(17,084)	1486%	(236,718)	(20,501)	20
<b>Sub Total</b>		<b>(3,295,682)</b>	<b>(3,806,163)</b>			<b>(4,567,395)</b>	
<b>NET OPERATING</b>		<b>450,341</b>	<b>(221,703)</b>			<b>(266,044)</b>	
<b>CAPITAL REVENUE</b>							
Governance	4	67,728	275,000	25%	(207,272)	330,000	21
General Purpose Funding	3	0	0				22
Law, Order & Public Safety	5	67,788	56,490	120%	11,298	67,788	23
Health	7	0	0				24
Education & Welfare	8	5,889	9,974	59%		11,969	25
Community Amenities	10	0	0				26
Recreation & Culture	11	2,548	2,093,333	0%	(2,090,785)	2,512,000	27
Transport	12	31,363	47,500	66%	(16,137)	57,000	28
Economic Services	13	0	0				29
Other Property & Services	14	0	0				30
<b>Sub Total</b>		<b>175,317</b>	<b>2,482,298</b>			<b>2,978,757</b>	

STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 April 2015							
	# SCHED#	YTD ACTUAL 2014/15	YTD BUDGET 2014/15	VARIANCE		BUDGET 2014/15	NOTE#
				>10%	>\$5000		
<b>CAPITAL EXPENDITURE</b>							
Governance	4	(195,995)	(308,988)	63%	112,993	(370,785)	31
General Purpose Funding	3		0			0	32
Law, Order & Public Safety	5	(67,788)	(56,490)	120%	(11,298)	(67,788)	33
Health	7	0	0				34
Education & Welfare	8	(5,889)	(9,974)	59%		(11,969)	35
Community Amenities	10	(18,831)	(90,833)	21%	72,002	(109,000)	36
Recreation & Culture	11	(412,182)	(686,667)	60%	274,485	(824,000)	37
Transport	12	(822,461)	(1,217,587)	68%	395,126	(1,461,104)	38
Economic Services	13	0	(66,667)	0%	66,667	(80,000)	39
Other Property & Services	14	0	0			0	40
<b>Sub Total</b>		<b>(1,523,146)</b>	<b>(2,437,205)</b>			<b>(2,924,646)</b>	
<b>TOTAL CAPITAL</b>		<b>(1,347,830)</b>	<b>45,093</b>			<b>54,111</b>	
<b>TOTAL Net Operating &amp; Capital</b>		<b>(897,489)</b>	<b>(176,611)</b>			<b>(211,933)</b>	
<b>ADJUSTMENT FOR NON-CASH ITEMS</b>							
Add Depreciation		402,242	939,708			1,127,650	
Rounding Adjustment		0	0			0	
Transfer from/(to) Restricted Municipal		0	(2,083,333)			(2,500,000)	
Transfer from/(to) Reserves		100,846	18,671			22,405	
Movement in Deferred Pensioner Rates/ESL		40,428	0			0	
Movement in Employee Benefit Provisions		0	0			0	
Asset Disposal (Profit)/Loss		3,408	(22,000)			(26,400)	
<b>Total Adjustment for Non-Cash</b>		<b>546,924</b>	<b>(1,146,954)</b>			<b>(1,376,345)</b>	
Opening Surplus/(Deficit)		1,529,696	1,588,278		(58,582)	1,588,278	41
<b>Closing Surplus/(Deficit)</b>		<b>1,179,130</b>	<b>264,713</b>			<b>0</b>	

<b>SHIRE OF PINGELLY NOTES TO MATERIAL VARIANCE FOR THE PERIOD ENDING 30 April 2015</b>			
<b>Note #</b>			<b>Variation</b>
<b>OPERATING REVENUE</b>			
1	Governance		Under (7,825)
	Primary Reason	Increase to reimbursements received	
	Budget Impact	Revenue under Budget	
2	General Purpose Funding		Over 149,356
	Primary Reason	Interest on investments reduced Additional rate revenue raised	
	Budget Impact	Revenue over Budget	
3	Law, Order & Public Safety		Over 30,677
	Primary Reason	CCTV grant income unbudgeted	
	Budget Impact	Revenue over Budget	
4	Health		Over 12,588
	Primary Reason	Additional income health report reimbursement	
	Budget Impact	Revenue over Budget	
5	Welfare & Education		Under (5,056)
	Primary Reason	Timing variance	
	Budget Impact	Revenue under Budget	
6	Community Amenities		Over 46,528
	Primary Reason	Refuse site income over budget	
	Budget Impact	Revenue over Budget	
7	Recreation & Culture		Under (26,743)
	Primary Reason	Timing variance	
	Budget Impact	Revenue under Budget	
8	Transport		Under (47,832)
	Primary Reason	Timing variance	
	Budget Impact	Revenue under Budget	
9	Economic Services		Over
	Primary Reason	Housing bonds forfeited transferred to Muni	
	Budget Impact	Revenue over Budget	
10	Other Property and Services		Over 6,378
	Primary Reason	Private works income over budget Workers comp and insurance reimbursement over budget	
	Budget Impact	Revenue over Budget	

<b>SHIRE OF PINGELLY</b> <b>NOTES TO MATERIAL VARIANCE</b> <b>FOR THE PERIOD ENDING</b> <b>30 April 2015</b>				
<b>OPERATING EXPENDITURE</b>				
11	Governance			Over (51,488)
		Primary Reason	Administration building maintenance over budget Replacement chambers aircon not in budget	
		Budget Impact	Expenditure over Budget	
12	General Purpose Funding			Under 13,266
		Primary Reason	Timing variance	
		Budget Impact	Expenditure under Budget	
13	Law, Order & Public Safety			Over (10,266)
		Primary Reason	Fire brigade expenses over budget	
		Budget Impact	Expenditure over Budget	
14	Health			Under 12,669
		Primary Reason	Doctors surgery rental waived from Nov 15 Additional expense for health report (offset by grant income)	
		Budget Impact	Expenditure under Budget	
15	Welfare & Education			Under
		Primary Reason		
		Budget Impact	Expenditure under Budget	
16	Community Amenities			Under 54,759
		Primary Reason	Refuse site rehab over budget (\$12,868)	
		Budget Impact	Expenditure under Budget	
17	Recreation & Culture			Under 34,493
		Primary Reason	Timing variance	
		Budget Impact	Expenditure under Budget	
18	Transport			Under 679,264
		Primary Reason	Timing variance	
		Budget Impact	Expenditure under Budget	
19	Economic Services			Under 10,529
		Primary Reason	Timing variance	
		Budget Impact	Expenditure under Budget	
20	Other Property & Services			Over (236,718)
		Primary Reason	Timing variance Increase to workers compensation expense offset by income (\$36,751) Sick leave taken in excess of budget Workers compensation increase due to prior year adjustment Allocation rates for plant and labour require adjustment	
		Budget Impact	Expenditure over Budget	

<b>SHIRE OF PINGELLY</b> <b>NOTES TO MATERIAL VARIANCE</b> <b>FOR THE PERIOD ENDING</b> <b>30 April 2015</b>				
<b>CAPITAL REVENUE</b>				
21	Governance			Under (207,272)
		Primary Reason	5 Webb and 16 Eliot yet to be sold	
		Budget Impact	Revenue under Budget	
22	General Purpose Funding			Under
		Primary Reason		
		Budget Impact	Revenue over Budget	
23	Law, Order & Public Safety			Over 11,298
		Primary Reason	Timing Variance	
		Budget Impact	Revenue over Budget	
24	Health			Over
		Primary Reason		
		Budget Impact	Revenue over Budget	
25	Welfare & Education			Under
		Primary Reason		
		Budget Impact	Revenue over Budget	
26	Community Amenities			Under
		Primary Reason		
		Budget Impact	Revenue over Budget	
27	Recreation & Culture			Under (2,090,785)
		Primary Reason	Loan not taken out yet Trade of lawn mowers under budget amount (\$9,452)	
		Budget Impact	Revenue under Budget	
28	Transport			Under (16,137)
		Primary Reason	Timing variance Trade of Dyna under budget (\$7,273) Trade of EMEDS vehicle under budget (offset by savings on purchase of new)	
		Budget Impact	Revenue under Budget	
29	Economic Services			Under
		Primary Reason		
		Budget Impact	Revenue over Budget	
30	Other Property & Services			Under
		Primary Reason		
		Budget Impact	Revenue over Budget	

<b>SHIRE OF PINGELLY</b> <b>NOTES TO MATERIAL VARIANCE</b> <b>FOR THE PERIOD ENDING</b> <b>30 April 2015</b>				
<b>CAPITAL EXPENDITURE</b>				
31	Governance			Under 112,993
		Primary Reason	EMCCS vehicle under budget	
		Budget Impact	Expenditure under Budget	
32	General Purpose Funding			Under
		Primary Reason		
		Budget Impact	Expenditure under Budget	
33	Law, Order & Public Safety			Over (11,298)
		Primary Reason	Timing variance	
		Budget Impact	Expenditure over Budget	
34	Health			Under
		Primary Reason		
		Budget Impact	Expenditure under Budget	
35	Welfare & Education			Under
		Primary Reason		
		Budget Impact	Expenditure under Budget	
36	Community Amenities			Under 72,002
		Primary Reason	Grave shoring system under budget	
		Budget Impact	Expenditure under Budget	
37	Recreation & Culture			Under 274,485
		Primary Reason	Mower purchases under budget	
		Budget Impact	Expenditure under Budget	
38	Transport			Under 395,126
		Primary Reason	Footpath work carried over not budgeted EMEDS vehicle under budget Mechanic and building maint vehicles under budget	
		Budget Impact	Expenditure under Budget	
39	Economic Services			Under 66,667
		Primary Reason	Industrial land purchase delayed - waiting for Landgate to progress	
		Budget Impact	Expenditure under Budget	
40	Other Property & Services			Under
		Primary Reason		
		Budget Impact	Expenditure under Budget	
41	Opening Surplus/Deficit		Start of year position reduced with finalisation of accounts	Under (58,582)

SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 30 April 2015						
Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure Previous Years	Actual Expenditure 2014/15	Restricted Funds Remaining
Royalties for Regions 2011/12 (Individual)	Netball/Basketball	CT01	150,000.00	182.10	149,817.90	0.00
	Footpaths	1202	56,000.00	56,000.00	0.00	0.00
	Paragon St - Footpath	FPPG	25,000.00	12,957.48	12,042.52	0.00
	Hotel - Footpaths	FPHO	60,000.00	42,481.33	17,518.67	0.00
Royalties for Regions 2011/12 (Regional)	Duplex Construction	N/A	624,063.00	581,497.88	46,949.49	0.00
Royalties for Regions 2012/13 (Individual)	Dam Clean/Tanks	DAM01	60,000.00	0.00	699.42	59,300.58
	Netball/Basketball	CT01	91,530.00	0.00	91,530.00	0.00
	Footpaths	1202	80,000.00	24,381.10	40,466.31	15,152.59
	Tennis Courts	TC01	90,000.00	0.00	0.00	90,000.00
<b>Sub Total</b>						164,453.17
<b>Total Restricted Grant Funds</b>						<b>164,453.17</b>
<b>Available Cash</b>			<b>Interest Rate</b>	<b>Term</b>	<b>Maturing</b>	
Municipal Bank		0111	Variable	Ongoing	N.A.	91,329.99
Municipal Term Deposit 1		0108			N.A.	0.00
Municipal Term Deposit 2		0109	3.10%	3 Months	30-Jun-15	438,814.19
Municipal Term Deposit CLGFR		0812			N.A.	0.00
Municipal On Call Account		0811	Variable	Ongoing	N.A.	14.56
Total Cash						530,158.74
Less Restricted Cash						(164,453.17)
<b>Total Unrestricted Cash</b>						<b>365,705.57</b>



<b>SHIRE OF PINGELLY</b>					
<b>CAPITAL EXPENDITURE &amp; MATCHING INCOME</b>					
<b>FOR THE PERIOD ENDING</b>					
<b>30 April 2015</b>					
		<b>EXPENDITURE</b>		<b>INCOME</b>	
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
		<b>2014/15</b>	<b>2014/15</b>	<b>2014/15</b>	<b>2014/15</b>
<b>Land &amp; Buildings</b>					
AB01	Admin Building Improvements - Kitchen	7,824	13,500		
0461	Land/Building Disposals - 16 Eliot				160,000
0461	Land/Building Disposals - 5 Webb				60,000
SH04	Lot 604 Webb Street - Improvements	0	70,000		
SH05	Lot 605 Webb Street - Completion	46,949	44,685		
RWS01	Regional Waste Site - Land Purchase	0	80,000		
CT01	Netball Basketball Court	287,325	285,000		
DAM01	40ML Dam Construction	699	150,000		
DAM02	2ML Sewerage Sump Upgrade	20,190	25,000		
POOL1	Pool Upgrade	42,500	41,000	30,000	30,000
RCC01	Recreation & Cultural Centre Develop	25,515	250,000		
DF01	Depot Fencing	2,544	20,000		
DO01	Depot Office - Air conditioning	3,984	6,500		
DO02	Depot Office - Patio	10,931	7,211		
DW01	Depot Wash Down Bay	10,188	58,000		
DS01	Gardner's Shed Shelving	269	833		
DT01	Storage Water Tank	11,790	14,500		
LAND	Purchase Industrial Shed Land	0	80,000		
<b>Sub Total</b>		<b>470,709</b>	<b>1,146,229</b>	<b>30,000</b>	<b>250,000</b>
<b>Plant &amp; Machinery</b>					
0490	CEO Vehicle (x2)	44,710	90,000		
0490	EMCCS Vehicle	22,963	35,000		
0461	Plant Disposals - CEO Vehicle			42,274	80,000
0461	Plant Disposals - EMCCS Vehicle			25,455	30,000
1090	Grave Shoring Equipment	18,831	29,000		
1190	Spray Tank & Equipment	0	28,000		
1190	Ride on Mowers	35,952	45,000		
1198	Sale of Grasshopper Mower			1,000	6,000
1198	Sale of New Holland Mower			1,048	6,000
1198	Sale of John Deere ROM			500	
1290	EMEDS Car	22,963	35,000		
1261	Sale of EMEDS Vehicle				30,000
1290	Building Maint Utility	33,320	40,000		
1290	Mechanic Utility	33,999	45,000		
1290	Loader Attachments	6,945	42,000		
1290	125S Press Pump	1,462			
1261	Sale of Great Wall Utility			4,091	7,000
1261	Sale of Toyota Dyna			2,727	10,000
1261	Sale of Pacific Roller				10,000
1290	High Pressure Cleaner	6,129	9,500		
<b>Sub Total</b>		<b>227,273</b>	<b>398,500</b>	<b>77,095</b>	<b>179,000</b>

<b>SHIRE OF PINGELLY</b>					
<b>CAPITAL EXPENDITURE &amp; MATCHING INCOME</b>					
<b>FOR THE PERIOD ENDING</b>					
<b>30 April 2015</b>					
		<b>EXPENDITURE</b>		<b>INCOME</b>	
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
	<b>Furniture &amp; Equipment</b>				
0491	Computer Equipment	73,548	117,600		
	<b>Sub Total</b>	<b>73,548</b>	<b>117,600</b>	<b>0</b>	<b>0</b>
	<b>Infrastructure</b>				
BR001	Bridge - Bullaring Road	133,345	140,737		
CA156	Pingelly-Wickepin Road	19,372	246,304	131,362	164,203
CA4	North Wandering Road	219,987	220,035	146,690	146,690
CBS01	Black Spot - North Wandering/Bannister	0	41,650	0	41,650
CA5	North Wandering Road	6,447	10,200		4,043
CA152	North Bannister Road	0	6,800		4,533
CB4	North Wandering Road - RRG	34,443	36,140	19,274	24,093
CC1	Various road resheeting	86,477	156,000	69,411	106,000
GFRC	Grain Freight Route Construction - Bulyee Rd	67,788	100,000	163,210	162,976
CC155	Brown Street	4,158	23,420		
CC87	Paragon Street	16,235	37,800		37,800
CT3	Johnson Street	19,661	68,501		
CT7	Quadrant St Construction	0	65,000		
FPC1	Footpaths - Construction	17,603	29,973		
FPPA	Footpath - Parade St	52,425	0		
		<b>677,938</b>	<b>1,182,560</b>	<b>529,948</b>	<b>691,988</b>
	<b>Debt Service</b>				
1720	Loan 120 - Cottage Homes	5,889	11,969	5,889	11,969
1721	Loan 122 - SES	67,788	67,788	67,788	67,788
	<b>Sub Total</b>	<b>73,678</b>	<b>79,757</b>	<b>73,678</b>	<b>79,757</b>
	<b>GRAND TOTAL</b>	<b>1,523,146</b>	<b>2,924,646</b>	<b>710,720</b>	<b>1,200,745</b>

SHIRE OF PINGELLY GRANT FUNDING & SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDING 30 April 2015				
<b>Grants Income</b>				
COA	Description	Budget	Actual	
0320	Financial Assistance Grant	812,187	609,140	Third of 4 payments
0321	Roads Grants	345,269	258,952	Third of 4 payments
0520	ESL Grant - BFB	11,790	11,790	
0521	ESL Grant - SES	30,620	26,400	Balance is early payment made 13-14
0522	CCTV Grant	-	20,065	Expansion of CCTV network
1155	Pool Grant R4R	30,000	30,000	
1180	Small Grants Income Sch 11	30,130	-	
1236	MRWA Direct Grant	69,100	69,100	
1234	Blackspot Funding - Federal	41,650	-	
1230	Regional Road Group Funding	343,562	299,103	Includes payment from 13-14 Project
1232	Roads to Recovery	143,800	69,411	
		<b>1,858,108</b>	<b>1,393,961</b>	

<b>Rates Collection</b>			
2013/14	Outstanding Balance Carried Forward		104,973
	Add Raised 2014/15		
2014/15	0300	Rates Levied	1,571,461
2014/15	0310	Rates Administration Fee	4,300
2014/15	0301	Backrates	322
2014/15	0311	Instalment Interest	5,727
2014/15	0312	Penalty interest	8,454
2014/15	0313	Pensioner Deferred Interest	56
2014/15	0318	Reimbursement of Legal Costs	4,758
2014/15	1060/1062	Refuse Charges Raised	141,191
2014/15	0118	ESL Raised	53,929
		<b>Total Raised &amp; Carried Forward</b>	<b>1,895,171</b>
		<b>Less Paid</b>	<b>1,716,415</b>
		<b>Rates Outstanding</b>	<b>178,756</b>

### **11.2.2 Accounts Paid by Authority**

**File Reference:** 00271  
**Location:** N/A  
**Applicant:** N/A  
**Author:** Samantha Appleton, Executive Manager Corporate & Community Services  
**Date:** 10 May 2015  
**Disclosure of Interest:** Nil  
**Attachments:** List of Accounts  
**Previous Reference:** N/A

**Summary:**

Council to consider authorising the payment of accounts.

**Background:**

The following list represents accounts paid by authority for the month of April 2015.

**Comment:**

Unless otherwise identified, all payments have been made in accordance with Council's 2014/15 Budget.

**Consultation:**

Authorised officers under purchasing policy number 5.11.

**Statutory Environment:**

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

- (1) A payment may only be made from the municipal fund or the trust fund —
- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - (b) otherwise, if the payment is authorised in advance by a resolution of the council.

- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

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

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

- (2) A list of accounts for approval to be paid is to be prepared each month showing —

- (a) for each account which requires council authorisation in that month —

- (i) the payee's name;
- (ii) the amount of the payment; and
- (iii) sufficient information to identify the transaction;

and

- (b) the date of the meeting of the Council to which the list is to be presented.

- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the List of Accounts as presented:**

- (1) Municipal Fund – Account 117984856**  
Vouchers EFT1012 – 1089, Cheques 23853 – 23888 inclusive totalling \$510,393.89 - previously paid.
- (2) Trust Fund – Account 117984872**  
Nil payments.
- (3) Trust Fund Department of Transport – 123395691**  
Totalling \$30,321.95; and
- (4) Direct Debit Payments**  
Totalling \$64,864.65 – previously paid
- (5) Credit Card Payments**  
Totalling \$6,571.97 – previously paid

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

<b>ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2015</b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT1012	08/04/2015	AVROLANDSCAPING	BRICK PAVING, LIMESTONE WALL FOR WATER TANK, STONE PITCHING AROUND POND, TURF FOR DEPOT	\$5,742.00
EFT1013	08/04/2015	WESTRAC EQUIPMENT PTY LTD	SHIMS	\$318.69
EFT1014	08/04/2015	GREAT SOUTHERN FUEL SUPPLIES	10,000L DIESEL DELIVERED TO DEPOT	\$12,144.58
EFT1015	08/04/2015	PINGELLY QUALITY MEATS	2KG OF SAUSAGES FOR TOOLBOX MEETING & 2KG SAUSAGES FOR ELLEN'S FAREWELL	\$38.00
EFT1016	08/04/2015	PINGELLY TYRES PTY LTD	FIT WINDOWS, SUPPLY & FIT WINDOW	\$1,100.00
EFT1017	08/04/2015	REINFORCED CONCRETE PIPES AUSTRALIA (WA) PTY LTD	300DIA RRJ CLASS 2 CONCRETE PIPES, 1050 DIA X 0.9 STORMWATER LINER, 1200SQ GALVANISED GULLY GRATE (FLUSH), 1050 DIA X 0.6 STORM DRAIN LINER, 1200 DIA CONCRETE BASE, 300 DIA RRJ CLASS 2 CONCRETE PIPES	\$10,795.40
EFT1018	08/04/2015	J MAC ENGINEERING PINGELLY	12M ROD	\$19.36
EFT1019	08/04/2015	COATES HIRE OPERATIONS PTY LTD	LUNCH ROOM PACKAGE 6.0M X 3.0M FROM THE 19 MARCH 2015 FOR 6 WEEKS	\$499.20
EFT1020	08/04/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES TO 30 JUNE 2015	\$935.00
EFT1021	08/04/2015	BT EQUIPMENT PTY LTD	BATTERY FOR VIBE ROLLER	\$256.30
EFT1022	08/04/2015	SAFEMASTER SAFETY PRODUCTS PTY LTD	SFP-01 KIT - ROOFER SAFETY HARNESS KIT	\$473.00
EFT1023	08/04/2015	NARROGIN SMASH REPAIRS	REPAIR TO PN761	\$1,771.70
EFT1024	08/04/2015	CANCELLED EFT PAYMENT	CANCELLED EFT PAYMENT	\$0.00
EFT1025	08/04/2015	UNIVERSITY OF WESTERN AUSTRALIA	DEVELOPMENT OF SCHEMATIC DESIGN TO PRELIMINARY SKETCH PLAN AND COST REVISIONS FOR THE PINGELLY SPORTS AND RECREATION FACILITY	\$6,906.90
EFT1026	08/04/2015	1 STOP RECORD CONSULTING	RECORDS MENTORING INCLUDING TRAVEL FROM BROOKTON RETURN	\$350.65
EFT1027	08/04/2015	EDWARDS MOTORS PTY LTD	30000 KM SERVICE	\$241.20
EFT1028	16/04/2015	J R & A HERSEY	OXY BOTTLE BRACKETS	\$149.99
EFT1029	16/04/2015	ECHELON AUSTRALIA PTY LTD	REGIONAL RISK CO-ORDINATION PROGRAM JANUARY - JUNE 2015	\$3,075.60

<b>ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2015</b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT1030	16/04/2015	BEST OFFICE SYSTEMS	PHOTOCOPYING CHARGES	\$1,089.36
EFT1031	16/04/2015	GALVINS PLUMBING PLUS	RHEEM 3L LASER BOILER, COPPER JOINER (COUPLING) , BS C/T UNION, BRASS DR BALL VALVE WM/AGA SS LEVER, COPPER BEND, TORCH SINGLE FLASH ARRESTOR OXY, TORCH SINGLE FLASH ARRESTOR GAS, REGULATOR END FLASH ARRESTOR OXY, REGULATOR END FLASH ARRESTOR GAS, COPPER END F&F COPPER JOINER (COUPLING), COPPER TEE, BRASS DR BALL VALVE WM/AGA SS LEVER, BS C/T UNION	\$1,477.61
EFT1032	16/04/2015	HIMAC ATTACHMENTS	FORKS FOR PBH2	\$1,375.00
EFT1033	16/04/2015	LGIS INSURANCE BROKING SERVICES OF WA	EMERGENCY MANAGEMENT PLANS	\$10,800.60
EFT1034	16/04/2015	KEITH THE MAINTENANCE MAN PTY LTD	TO SUPPLY LABOUR & MATERIALS TO INSTALL PATIO AT DEPOT LUNCH ROOM, REPLACEMENT OF EXISTING GATES, SUPPLY & INSTALL A GATE AT CEMETERY PUBLIC TOILETS FOR ACCESS INTO BACK OF TOILET BLOCK, INSTALL OF A NETA SCREEN FENCE FOR GYM TOILET AREA	\$4,823.06
EFT1035	16/04/2015	NARROGIN QUARRY OPERATIONS	CRACKER DUST	\$470.87
EFT1036	16/04/2015	GREAT SOUTHERN WASTE DISPOSAL	606 HOUSEHOLD BINS 24/02/15 TO 31/03/15, 455 RECYCLE BINS 24/02/15 TO 31/03/15, BULK RECYCLE PICK UP 05/03/15 & 25/03/15	\$9,032.47
EFT1037	16/04/2015	PINGELLY TYRES PTY LTD	4X TYRES PT18, REPAIR TYRE FOR BITUMEN TRAILER, TYRE FITTING, SUPPLY AND FIT WINDSCREEN, REPAIR TYRE FOR PCEO13	\$1,505.00
EFT1038	16/04/2015	CY O'CONNOR COLLEGE OF TAFEWA	CERTIFICATE IV IN LOCAL GOVERNMENT PLANNING UNITS C1364 & C1365	\$221.30
EFT1039	16/04/2015	GELDENS	POLO SHIRTS	\$350.00
EFT1040	16/04/2015	WHEATBELT ELECTRICS	INSTALL POWERPOINT AND LIGHT IN SHED AT UNIT 2/ 7 WEBB STREET, RCD SWITCH TRIPPING IN PUMP HOUSE, DISCONNECT POWER TO STOVE AND RECONNECT AFTER FLOORING HAS BEEN INSTALLED	\$1,558.10

<b>ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2015</b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT1041	16/04/2015	A. NOBLE & SONS LTD WA DIVISION	SWIVEL LIFTING HOOK BOW AND DEE SHACKLES - P/O 817	\$278.01
EFT1042	16/04/2015	STEVE DAVIS BUILDER	POSITION NEW BACK DOOR, GET DOOR SPECIALLY MADE, FIT DOOR WITH NEW LOCK, WEATHER STRIP	\$1,518.00
EFT1043	16/04/2015	CREATIVE DESIGN CONCEPTS	TO PROVIDE TWO CONCEPT DRAWINGS FOR THE FUNCTION CENTRE IN THE NEW PINGELLY RECREATION & CULTURAL CENTRE.	\$660.00
EFT1044	16/04/2015	BITUTEK PTY LTD	TWO COAT SEAL AS PER QUOTATION NO 3362 FOR THE NORTH WANDERING ROAD	\$61,017.24
EFT1045	16/04/2015	GOSNELLS HARDWARE	100MM SUBSOIL DRAINAGE PIPE WITH SOCK	\$484.00
EFT1046	16/04/2015	RK ROACH	SURVEY SETOUT FOR CONSTRUCTION WORK, SURVEY PICKUP FOR LINE MARKING	\$1,760.00
EFT1047	16/04/2015	SJR CIVIL CONSULTING PTY LTD	WICKEPIN-PINGELLY ROAD DESIGN PLANS, DESIGN CHECKS, DESIGN PLANS, OVERALL PLAN	\$1,870.00
EFT1048	16/04/2015	SHIRLEY LANGE	REIMBURSEMENT OF INTERNET CHARGES MARCH 2015	\$49.95
EFT1049	16/04/2015	ORICA AUSTRALIA PTY LTD	CHLORINE BOTTLE SERVICE FEE	\$126.85
EFT1050	16/04/2015	PAGE TRUCK HIRE	CART GRAVEL TO STOCKPILE AND TO JOB SITE FROM KERR GRAVEL PIT, PUSH GRAVEL, CART GRAVEL FROM STOCKPILE, MOBILISATION 13T EXCAVATOR, HIRE OF 13T EXCAVATOR WITH TREE GRAB	\$52,475.50
EFT1051	16/04/2015	QUICKFIT WINDSCREENS	REPLACE DAMAGE WINDOW AS PER QUOTATION, REPLACE GLAZED WINDOW IN MUSEUM AS PER QUOTATION	\$2,194.68
EFT1052	16/04/2015	VERSO CONSULTING PTY LTD	STRUCTURE AND SERVICE AUDIT	\$13,392.50
EFT1053	16/04/2015	GATEWAY CABINETMAKERS BROOKTON	MANUFACTURE AND INSTALL 12 LINEAL METRES HERITAGE WALL PANELLING, SUPPLY AND INSTALL STORAGE CABINET SHELVING	\$4,372.50
EFT1054	16/04/2015	STABILISED PAVEMENTS OF AUSTRALIA PTY LTD	WET MIXING, MOBILISATION/DEMobilISATION	\$15,102.65
EFT1055	16/04/2015	COUNTRYSIDE ELECTRICAL & AIR CONDITIONING	CHECK FAULTY AIRCONDITIONER UNIT IN ADMIN AREA AND CHAMBERS, REPLACE EXISTING AIRCONDITIONER WITH A NEW SYSTEM IN CHAMBERS	\$7,811.76



<b>ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2015</b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT1056	16/04/2015	PH & KE GOW	SURVEY AND PREPARATION OF DEPOSITED PLAN 404106 FOR THE REALIGNMENT OF BARRON STREET	\$6,072.00
EFT1057	16/04/2015	PINGELLY COMMUNITY CRAFT CENTRE	CARAVAN PARK COMMISSION FOR THE MONTH OF MARCH 2015	\$565.51
EFT1058	17/04/2015	AUSTRALIAN TAXATION OFFICE	REVISION OF FEBRUARY 2015 BAS	\$26,904.00
EFT1059	17/04/2015	TOLL IPEC PTY LTD	FREIGHT CHARGES	\$402.21
EFT1060	17/04/2015	SITE WARE DIRECT	PACK OF 50 SACHETS OF ELECTROCYTE DRINK MIXER	\$35.20
EFT1061	17/04/2015	LOCALISE PTY LIMITED	FOLLOW UP TEAM DEVELOPMENT DAY - EXEC STAFF AND COUNCILLORS	\$4,382.22
EFT1062	20/04/2015	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT TO ATO	\$2,514.00
EFT1063	20/04/2015	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPAL ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	\$155.20
EFT1064	20/04/2015	TOTAL FARMING SERVICES	DUST PAN & BRUSH SET, FLEXI COIL HOSE, NO MORE GAPS, LIQUID NAILS, HEAVY DUTY POP RIVETS	\$69.45
EFT1065	20/04/2015	LANDVISION PTY LTD	WORKSHOP WITH COUNCIL ON TOWN PLANNING SCHEME INCLUDING TRAVEL AND EXPENSES	\$2,200.00
EFT1066	20/04/2015	B.W. JAMES TRANSPORT	FREIGHT FOR DRAINAGE PIT COVERS & SUB SOIL DRAINAGE PIT COVERS	\$232.05
EFT1067	20/04/2015	GREENLINE AG PTY LTD	QUICKFIT JOINER, RADIATOR CAP	\$76.76
EFT1068	20/04/2015	YEALERING AGPARTS & REPAIRS	REMOVAL OF BUSH FIRE RADIO FROM SCOTT PACKER'S VEHICLE, TRAVEL	\$132.00
EFT1069	20/04/2015	LITE INDUSTRIES PTY LTD	BOX SHORING BOLTED TOGETHER WITH EDGE STRIP, SOLID SAFETY LID WITH LOCK TO DECKING ADDED, TREAD PLATE DECKING FOR GRAVE DIMENSIONS 2400X800MM, CEMETERY TRAILER WITH OVERRIDE BRAKES ONLY, FREIGHT TO PERTH FOR PICK UP BY SHIRE STAFF	\$20,714.10
EFT1070	20/04/2015	LANDGATE	GROSS RENTAL VALUATION SCHEDULE NO G2015/2 31/01/14 TO 27/02/2015	\$62.35
EFT1071	22/04/2015	AUSTRALIAN TAXATION OFFICE	BAS MARCH 2015	\$14,473.00

<b>ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2015</b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT1072	24/04/2015	TOTAL FARMING SERVICES	3X TOOL BOXES, PLUMBING FITTINGS FOR CARAVAN PARK, 15 CANS OF SPRAY PAINT FOR GYM, HOSE CONNECTION, HINGES AND PAINT, SCREWS, BLIND RIVETS, ARMOR ALL STANDING ORDER FOR MINOR PARTS, PLUG TOP, COPPER UNION, SPOT LIGHT, NUT SETTER	\$768.25
EFT1073	24/04/2015	J R & A HERSEY	TAIL LIGHTS FOR PN133	\$211.20
EFT1074	24/04/2015	WESTRAC EQUIPMENT PTY LTD	FITTINGS PN430	\$481.10
EFT1075	24/04/2015	GREAT SOUTHERN FUEL SUPPLIES	RX SUPER PREMIUM PERFORMANCE DIESEL OIL 205 LITRES	\$830.34
EFT1076	24/04/2015	COVS PARTS PTY LTD	FILTERS FOR SERVICE PN01	\$187.91
EFT1077	24/04/2015	SKIPPER TRUCK PARTS AND AMCAP DISTRIBUTION CENTRE	SEAT BELT PN437	\$576.27
EFT1078	29/04/2015	TOTAL FARMING SERVICES	BUCKET OF RAT/MOUSE BAIT FOR PAVILION, HINGES FOR WASH DOWN BAY	\$55.90
EFT1079	29/04/2015	PINGELLY QUALITY MEATS	2KG OF SAUSAGES FOR TOOLBOX MEETING 16/04/2015	\$19.00
EFT1080	29/04/2015	GALVINS PLUMBING PLUS	WATER FILTER OPAQUE HOUSING & BKT AP11S, TWIN FILTER CARTRIDGES SEDIMENT, FLEX CONN 9H 15BSPX1500 F&F RUBBER, BS NIPPLE HEX, BSC/T UNION, POLY SCREWED REDUCING HEX NIPPLE, RMC N150-C NON RETURN VALVE DUO	\$280.57
EFT1081	29/04/2015	WHEATBELT ELECTRICS	TO CHECK THE RCD SWITCH	\$220.00
EFT1082	29/04/2015	AMPAC DEBT RECOVERY PTY LTD	LEGAL CHARGES DEBT COLLECTION	\$4,659.90
EFT1083	29/04/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$771.37
EFT1084	29/04/2015	BOB WADDELL	SITE VISIT 16 MARCH 2015, REVISION OF GENERAL LEDGER SET UP, SET UP OF NEW MONTHLY AND BUDGET REPORTING	\$1,452.00

<b>ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2015</b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT1085	29/04/2015	LOCALISE PTY LIMITED	TAILORED INTEGRATED PLANNING AND REPORTING PROCESS PLAN, ASSET MANAGEMENT IMPROVEMENT PLAN, PROVISION OF TWO YEARLY RESIDENT'S SURVEY, BASELINE MONITORING REPORT, SERVICE LEVEL REVIEW, REVIEW OF ASSET MANAGEMENT POLICY, STRATEGY AND PLANS	\$12,441.00
EFT1086	29/04/2015	SUPERSEALING PTY LTD	CRACK SEALING OF PARAGON STREET BETWEEN PARK STREET AND PASTURE STREET	\$17,000.00
EFT1087	29/04/2015	1 STOP RECORD CONSULTING	RECORDS WORK AT SHIRE OF PINGELLY, TRAVEL TO PINGELLY AND RETURN 40KM	\$350.65
EFT1088	29/04/2015	HOWSON MANAGEMENT	TRAFFIC CONTROL PLANS FOR ANZAC DAY MARCH	\$302.50
EFT1089	29/04/2015	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPLE ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	\$155.20
			<b>TOTAL EFT FROM MUNICIPAL FUND</b>	<b>\$360,387.79</b>
23853	08/04/2015	SHIRE OF PINGELLY	ORDINARY PAYRUN FOR WEEK ENDING 07 APRIL 2015	\$46,859.10
23854	08/04/2015	TELSTRA	VARIOUS PHONE ACCOUNTS	\$1,159.33
23855	08/04/2015	BUNNINGS BUILDING SUPPLIES	LEVEL SPIRIT TROJAN 1200MMM ANNODISED BOX, TROWEL POINTED MASTERFINISH, TROWEL BRICK TROJAN, BRICKLINE , LEVEL EMPIRE POST & PIPE, SHOVEL POST HOLE CYCLONE, GLASSES SAFETY UV WRAP, HOSE COCK KINETIC GARDEN TAP, PIPE NIPPLE BSP PHILMAC 3/4 THREAD, PADLOCK, HINGE NON MORTISE FP ZENITH, DOOR EXT FLUSH HUME, TAPE MEASURE	\$624.85
23856	08/04/2015	ASSOCIATED INSTRUMENTATION PTY LTD	SURVEY BOOKS, OPTICAL SQUARE	\$187.00
23857	10/04/2015	TELSTRA	VARIOUS PHONE ACCOUNTS	\$336.80
23858	10/04/2015	SYNERGY	STREETLIGHT CHARGES 25 JAN 15 - 24 FEB 15 INCLUDING ADJUSTMENTS FOR PREVIOUS PERIODS, STREETLIGHT CHARGES 25 FEBRUARY 2015 TO 24 MARCH 2015	\$5,261.00
23859	14/04/2015	PLEASE PAY CASH - PINGELLY SHIRE	RECOUP PETTY CASH	\$478.45

<b>ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2015</b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
23860	15/04/2015	SHIRE OF PINGELLY	TERMINATION PAYRUN	\$11,823.98
23861	16/04/2015	MCDUGALL WELDMENTS	FABRICATION OF STANDPIPE FRAME FOR SHIRE DEPOT TO SUIT 50MM COPPER PIPE	\$669.82
23862	16/04/2015	PINGELLY TRANSPORT	TRANSPORT OF DRAINAGE MATERIAL FROM RCPA IN SPEARWOOD TO SHIRE DEPOT AT PINGELLY, PICK UP CRACKER DUST FROM NARROGIN QUARRY	\$2,369.36
23863	16/04/2015	SECURITY & KEY DISTRIBUTORS	PADLOCKS	\$748.41
23864	16/04/2015	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	APPARATUS LICENCE RENEWAL FEES	\$48.00
23865	16/04/2015	MOBILE MOUSE	OUTLOOK/TIME MANAGEMENT TRAINING FOR 10 STAFF ONSITE THURSDAY 26 FEBRUARY	\$2,341.50
23866	16/04/2015	VALWEST PTY LTD	VALUATION OF 16 ELIOT STREET PINGELLY & LAND AT LOT 606 WEBB STREET PINGELLY	\$1,210.00
23867	16/04/2015	ALLIANCE FIRE PROTECTION	2.5KG FIRE EXTINGUISHER	\$104.50
23868	16/04/2015	MIDALIA STEEL (WAGIN)	FLASHING FOR WASH DOWN BAY SHED	\$144.10
23869	16/04/2015	E & MJ ROSHER PTY LTD	SOLID TYRES FOR PROM7	\$182.15
23870	17/04/2015	JASON DAWES	REIMBURSEMENT FOR GLASSES 50%	\$200.00
23871	20/04/2015	PINGELLY TRADING CO (IGA)	PAYROLL DEDUCTIONS	\$60.90
23872	20/04/2015	TELSTRA	SMS EMERGENCY HOTLINE 02 APRIL 2015- 01 MAY 2015	\$79.26
23873	20/04/2015	PECH E	REIMBURSEMENT FOR VEHICLE DAMAGED AT FIRE	\$310.00
23874	22/04/2015	CANCELLED CHEQUE	CANCELLED CHEQUE	\$0.00
23875	22/04/2015	SHIRE OF PINGELLY	TERMINATION PAY	\$775.40
23876	22/04/2015	SHIRE OF PINGELLY	ORDINARY PAYRUN FOR WEEK ENDING 21 APRIL 2015	\$53,459.23
23877	24/04/2015	ANTHONY LYALL KIRK	REIMBURSEMENT FOR GOODS USED FOR WASH DOWN BAY AT DEPOT	\$284.00
23878	24/04/2015	SHIRE OF PINGELLY	TERMINATION PAY	\$7,827.10
23879	29/04/2015	PINGELLY TRADING CO (IGA)	PAYROLL DEDUCTIONS	\$60.90
23880	29/04/2015	UHY HAINES NORTON	FINANCIAL REPORTING AND MANAGEMENT REPORTING WORKSHOPS	\$1,980.00
23881	29/04/2015	G & J KERR	SUPPLY 3000 CUBIC METRES GRAVEL	\$6,600.00
23882	29/04/2015	PLEASE PAY CASH - PINGELLY SHIRE	RECOUP PETTY CASH	\$614.25
23883	29/04/2015	AMP LIFE LIMITED	SUPER PAYMENTS	\$3,125.71

<b>ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2015</b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
23887	30/04/2015	SHIRE OF PINGELLY	COMMISSION OF COLLECTIONS FOR MONTH OF APRIL 2015	\$10.01
23888	30/04/2015	BUILDING COMMISSION	COLLECTIONS FOR THE MONTH OF APRIL 2015	\$70.99
			<b>TOTAL CHEQUES FROM MUNICIPAL FUND</b>	<b>\$150,006.10</b>
			<b>TOTAL TRUST PAYMENTS</b>	<b>\$0.00</b>
70415	07/04/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 01/04/2015 TO 04/04/2015	\$1,575.55
130415	14/04/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 05/04/15 TO 11/04/15	\$3,187.50
200415	20/04/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 12/04/15 TO 18/04/15	\$7,517.40
280415	28/04/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 19/04/15 TO 25/04/15	\$4,891.90
300415	30/04/2015	DEPARTMENT OF TRANSPORT	RECONCILING TRANSPORT LICENSING 26/04/15 TO 30/04/152	\$13,149.60
			<b>TOTAL TRANSPORT LICENSING</b>	<b>\$30,321.95</b>
DD7169.1	07/04/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS & SUPER CONTRIBUTIONS	\$4,409.97
DD7169.2	07/04/2015	THE TRUSTEE FOR THE DYER SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$1,599.22
DD7169.3	07/04/2015	MEAT INDUSTRY EMPLOYEES SUPERANNUATION FUND PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$152.54
DD7169.4	07/04/2015	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	\$190.00
DD7169.5	07/04/2015	AUSTRALIAN SUPER ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	\$628.46
DD7169.6	07/04/2015	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$365.38
DD7169.7	07/04/2015	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$182.69
DD7169.8	07/04/2015	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$200.06
DD7169.9	07/04/2015	AMP FLEXIBLE SUPER	SUPERANNUATION CONTRIBUTIONS	\$165.79
DD7196.1	21/04/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$767.23
DD7197.1	21/04/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS & SUPER CONTRIBUTIONS	\$4,871.99

<b>ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2015</b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD7197.2	21/04/2015	THE TRUSTEE FOR THE DYER SUPER FUND	PAYROLL DEDUCTION & SUPERANNUATION CONTRIBUTIONS	\$441.69
DD7197.3	21/04/2015	MEAT INDUSTRY EMPLOYEES SUPERANNUATION FUND PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$173.77
DD7197.4	21/04/2015	LUCRF SUPER	SUPERANNUATION CONTRIBUTIONS	\$190.00
DD7197.5	21/04/2015	AUSTRALIAN SUPER ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	\$628.46
DD7197.6	21/04/2015	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$365.38
DD7197.7	21/04/2015	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$182.69
DD7197.8	21/04/2015	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	\$248.99
DD7197.9	21/04/2015	AMP FLEXIBLE SUPER	SUPERANNUATION CONTRIBUTIONS	\$165.79
		BANK FEES	BANK FEES	\$149.52
		CENTRELINK FEES	CENTRELINK FEES	\$26.73
		MERCHANT BANK FEES	MERCHANT BANK FEES	\$281.40
150430	24/04/2015	14 - FINANCED EQUIPMENT - PHOTOCOPIER LEASE	FINANCED EQUIPMENT - PHOTOCOPIER LEASE	\$902.00
150430	30/04/2015	INT L122 - INTEREST LOAN 122	INTEREST LOAN 122	\$13,289.69
150430	30/04/2015	LOAN 122 - LOAN 122 CAPITAL	LOAN 122 CAPITAL	\$34,285.21
			<b>TOTAL DIRECT DEBIT PAYMENTS</b>	<b>\$64,864.65</b>
DD7148.1	25/02/2015	CAPS AUSTRALIA	REGULATOR ASSY DIAPHRAGM	\$105.90
DD7148.1	26/03/2015	EMOTIONAL INTELLIGENCE	COACHING FOR STAFF MEMBER	\$660.00
DD7148.1	13/03/2015	PINGELLY IGA	CLEANING PRODUCTS & INSECT SPRAY	\$110.44
DD7148.1	20/03/2015	KELYN TRAINING SERVICES	WHITE CARD TRAINING FOR OUTSIDE STAFF MEMBER	\$60.00
DD7148.1	24/03/2015	LIGHTHOUSE BEACH RESORT	ACCOMMODATION FOR STAFF FOR CCAWA SEMINAR	\$319.00
DD7148.1	24/03/2015	TOTAL FARMING SERVICES	ROSE BUSH - STAFF GIFT & 2 PRUNERS	\$95.96
DD7148.1	27/03/2015	BEDFORD ARMS HOTEL	BEDFORD ARMS HOTEL - COUNCILLOR'S DEVELOPMENT DAY	\$1,140.50
DD7148.1	26/03/2015	PINGELLY QUALITY MEATS	CHICKEN SCHNITZELS & SCOTCH FILLETS	\$81.40
DD7148.1	30/03/2015	BENDIGO BANK	CREDIT CARD FEE	\$4.00
DD7148.1	31/03/2015	COLES SUPERMARKET	EASTER EGGS	\$131.75

<b>ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2015</b>				
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD7148.1	31/03/2015	GULL KARRAGULLEN	FUEL	\$71.06
DD7148.1	03/03/2015	PINGELLY HOTEL	REFRESHMENTS	\$28.50
DD7148.1	04/03/2015	WATER CORPORATION	PAYMENT FOR ACCOUNT 9020916260 ALTER HEIGHT OF WATER METRE AT SHIRE DEPOT	\$839.58
DD7148.1	06/03/2015	GOSNELLS HARDWARE	ASST RETIC, DRIPPERS, POP- UPS	\$89.00
DD7148.1	11/03/2015	SAFETY CULTURE	FEE FOR SAFETY CULTURE AUDIT TOOL	\$5.50
DD7148.1	12/03/2015	GOSNELLS HARDWARE	5 x DRAIN COIL WITH SOCK	\$2,420.00
DD7148.1	13/03/2015	DAN MURPHY'S	REFRESHMENTS	\$261.33
DD7148.1	14/03/2015	AMPOL NORTHAM	FUEL	\$88.05
DD7151.2	14/04/2015	KELYN TRAINING SERVICES	WHITE CARD SAFETY INDUCTION COURSE	\$60.00
			<b>TOTAL CREDIT CARD PAYMENTS</b>	<b>\$6,571.97</b>

### **11.2.3 Budget Variation - Additional CCTV Cameras**

**File Reference:** 00098  
**Location:** Town Centre  
**Applicant:** Vince Holt, Community Development Officer  
**Date:** 21 April 2015  
**Disclosure of Interest:** Nil  
**Author:** Samantha Appleton, Executive Manager Corporate & Community Services  
**Attachments:** Nil

#### **Summary:**

Council to consider a change to the budget to allow for the installation of additional CCTV cameras following a successful grant submission made to the Office of Crime Prevention.

#### **Background:**

New CCTV cameras were installed in 2013/14 following the receipt of grant funding from the Office of Crime Prevention. The cameras were installed at four locations and footage is provided to the Pingelly Police by agreement when requested. The operation of the system is prescribed by policy 7.13 which was adopted by Council in June 2013.

Funding for additional cameras has been received following a successful 2014/15 grant application. The additional cameras will be fully funded by grant income received. Pingelly police provided support for the application and assisted in determining the location of the new cameras.

#### **Comment:**

The new cameras will be located at the old Roads Board Building, Total Farming (upgrade) and the Town Hall. An older camera that was at Total Farming will be relocated to cover the laneway between the Town Hall and the Community Resource Centre.

The purchase of new cameras will incur expenditure not included in the 2014/15 budget. As the expenditure is outside of the \$5,000 reportable variance, a budget variation approved by Council is required. The additional income and additional expenditure requested as part of this variation is \$20,065 (ex GST). As the income and expenditure offset each other, there is no net impact on the overall financial position of the Shire of Pingelly.

#### **Consultation:**

Mr Vince Holt, Community Development Officer  
Pingelly Police

#### **Statutory Environment:**

LOCAL GOVERNMENT ACT 1995 - SECT 6.8

#### **6.8 . Expenditure from municipal fund not included in annual budget**

(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.*

(1a) In subsection (1) —

**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and



(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

*[Section 6.8 amended by No. 1 of 1998 s. 19.]*

**Policy Implications:**

Shire of Pingelly Policy Manual  
Policy 7.13 CCTV

**Financial Implications:**

Variances in revenue and expenditure from adopted 2014/15 Budget, with no net effect

**Strategic Implications:**

Shire of Pingelly Strategic Community Plan  
Strategy 1.2.2 Support crime prevention programs, including CCTV upgrade and expansion

**Voting Requirements:**

Absolute majority

**Recommendation:**

**That Council approve the following variances to income and expenditure;**

1. Increase the budgeted income of account 0522 Grants/Reimbursements/Contributions by \$20,065 (ex GST);
2. Increase the budgeted expenditure of account 0591 Furniture and Equipment by \$20,065 (ex GST).

### **11.2.4 Investment Policy**

**File Reference:** 00121  
**Location:** Shire of Pingelly  
**Applicant:** Samantha Appleton, Executive Manager Corporate & Community Services  
**Author:** Samantha Appleton, Executive Manager Corporate & Community Services  
**Date:** 21 April 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Item 11.3.3 18 March 2015

**Summary:**

Council to adopt revised investment policy.

**Background:**

A review of the Shire of Pingelly's Investment Policy was required in the Audit Management Report as detailed below:

**1. INVESTMENT POLICY**

***Finding Rating: Moderate***

We noted the Shire of Pingelly investment policy was last reviewed on the 21 April 2010. The policy is very limited in guidance and does not specifically make reference to legislative requirements including the terms for which funds can be invested.

Implication

Risk of non-compliance with Local Government (Financial Management) Regulations 1996.

Recommendation

We recommend Council's investment policy be updated to reflect and consider items such as the nature of investments, where investments are to be made (financial institution rating should be noted) and the minimum and maximum term of investments as stated within Regulation 19C of the Local Government (Financial Management) Regulations 1996.

Management Comment

A full review of policies will be carried out in early 2015. The comments of the auditor and relevant legislation will be considered when determining the content of the policy.

**Comment:**

The current investment policy was last revised in April 2010. The previous policy is detailed below:

**5.2 Investment of Surplus Funds**

*The Chief Executive Officer may invest monies held in any Shire of Pingelly Fund not required for immediate use, by fixed deposit or other short-term authorised Trustee investments, provided that sufficient working funds are retained for operating expenses during the term of investment.*

1. *A summary of investments is to be presented to each Ordinary meeting of Council.*
2. *Investments to be with recognised trustees who invest in AAA – BBB institutions.*

*All investments are to comply with the following:*

- *Local Government Act 1995 — Section 6.14;*
- *Local Government (Financial Management) Regulations 1996 Regulation 19, Regulation 28 & 49*
- *Trustees Act 1962 — Part III Investments;*
- *Australian Accounting Standards*

In order to comply with the requirements of relevant legislation, the new policy is outlined below:

## Shire of Pingelly 5.2 Investment of Surplus Funds

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate & Community Services
<b>Date of Approval:</b>	20 May 2015

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### **OBJECTIVES**

That the Chief Executive Officer may invest monies held in any Shire of Pingelly Fund not required for immediate use, by fixed deposit or other short-term authorised Trustee investments, provided that sufficient working funds are retained for operating expenses during the term of investment.

### **POLICY INTENTION**

To provide compliance with:

- Local Government 1995 – Section 6.14
- Trustees Act 1962 Part III Investments
- Local Government (Financial Management) Regulations – Regs 19, 28 and 49
- Australian Accounting Standards

### **POLICY**

#### Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Staff are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

#### Ethics and Conflicts of Interest

Staff shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires staff to disclose any conflict of interest to the CEO.

#### Approved Investments

Without approval by resolution of Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits such as bank accounts and term deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper (a loan of less than 270 days backed by assets such as loans or mortgages);
- Bank negotiable Certificate of Deposits; and
- Investments to be with recognised trustees who invest in AAA – BBB institutions.
- Investments placed for a term of less than 12 months.

### **Prohibited Investments**

- This investment policy prohibits any investment carried out for speculative purposes including:
  - Derivative based instruments;
  - Principal only investments or securities that provide potentially nil or negative cash flow; and
  - Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.
- This policy also prohibits the use of leveraging (borrowing to invest) of an investment.
- Investments for a period of more than 12 months.

### **Risk Management Guidelines**

Shire of Pingelly Policy 2.7 Risk Management

#### **Reporting and Review**

- A summary of investments is to be presented to each Ordinary meeting of Council.
- This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.
- Documentary evidence must be held for each investment and details thereof maintained in an investment Register.
- Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

#### **Consultation:**

Shire of Pingelly Policy Manual

AMD Chartered Accountants

Department of Local Government – Investment Policy Guidelines

#### **Statutory Environment:**

Local Government Act 1995 — Section 6.14;

Local Government (Financial Management) Regulations 1996 Regulation 19, Regulation 28 & 49

Trustees Act 1962 — Part III Investments;

Australian Accounting Standards

#### **Policy Implications:**

Policy 5.2 Investment of Surplus Funds

Policy 2.1 Policy Manual

#### **Financial Implications:**

Management and control of surplus funds

#### **Strategic Implications:**

Shire of Pingelly Strategic Community Plan

Strategy 4.5.1: Provide a full range of financial services to support Shire's operations and to meet planning, reporting and accountability requirements.

**Voting Requirements:**

Absolute Majority

**Recommendation:**

**That Council adopt the revised Policy 5.2 Investment of Surplus Funds as stated in this agenda item 11.2.4.**

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

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

### **11.2.5 Dryandra Country Visitor Centre**

**File Reference:** 00237  
**Location:** N/A  
**Applicant:** Brian Seale, President - Dryandra Country Visitor Committee  
**Author:** Samantha Appleton, Executive Manager Corporate & Community Services  
**Date:** 20 April 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Letter requesting funding, Brochure, Marketing Strategy Expenditure (see attachment 5 – pink heading sheet - under separate cover)  
**Previous Reference:** 11.2.2 - 16 April 2013

**Summary:**

Council to consider a request from the Dryandra Country Visitor Centre for funding for 2015/16.

**Background:**

The Dryandra Country Visitors Centre has written seeking a financial commitment towards the traditional \$6,000 (GST inclusive) operating contribution for the 2015/16 financial year.

**Comment:**

Council has contributed to the operation of the Dryandra Country Visitor Centre over a number of years. The 2014/15 contribution toward the Centre's operations was \$5,500 (GST inclusive).

The Dryandra Visitors Centre is currently preparing a brochure for the region and working on a new website. The Centre also hosted a stand at the Perth Caravan and Camping Show in 2015 (which had record attendances) and is likely to do this in the future. It promotes tourism on a regional basis and provides opportunities for the Shire of Pingelly to participate in.

The centre currently holds \$4,652 if funds allocated for marketing in 2013/14. Details of the expenditure of these funds in the current year are in the attachments.

**Consultation:**

Helen Eliot – Dryandra Country Visitor Centre

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

2015/2016 Budget

**Strategic Implications:**

Shire of Pingelly Strategic Community Plan

Strategy 3.2.3: Support the promotion and marketing of local businesses and tourism initiatives

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That a provision for \$6000.00 (GST inclusive) be included in the draft 2015/16 Budget for contributions toward the employment of the Dryandra Country Visitor Centre Manager.**

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

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

## **11.3 TECHNICAL SERVICES**

### **11.3.1 Bush Fire Advisory Committee Minutes**

**File Reference:** 00064  
**Location:** Shire of Pingelly  
**Applicant:** CBFCO Rod Shaddick  
**Author:** Sheryl Squiers, Administration Officer Technical  
**Date:** 30 April 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Copy of Minutes (see attachment 6 – grey heading sheet - under separate cover)

#### **Summary:**

Council is requested to adopt the recommendations from the Bush Fire Advisory Committee Meeting held on 8 April 2015.

#### **Background:**

Each year the Shire of Pingelly appoints persons to undertake statutory and representative rolls to perform the obligations under the Bush Fires Act 1954. Nominations are forwarded from the individual Brigades via the Shire of Pingelly Bush Fire Advisory Committee, who make recommendation to the Council

#### **Comment:**

The Bush Fire Advisory Committee have recommended to the Council that the following people be appointed to the respective Bush Fire Control positions, as indicated:

<b>Chief Fire Control Officer</b>	<b>Rodney Leonard Shaddick</b>
<b>Deputy Chief Fire Control Officer</b>	<b>Robert Alexander Kirk</b>
<b>Training Officer</b>	<b>Shire of Pingelly</b>

<b>Fire Control Officers</b>	
<b>East Pingelly Brigade</b>	<b>Jeffrey Bernard Edwards</b> <b>Victor Arthur Lee</b> <b>Andrew Augustin Marshall</b>

<b>Moorumbine - Noonebin Brigade</b>	<b>Rodney Leonard Shaddick</b> <b>Andrew Todd Pauley</b> <b>Brodie Cunningham (on the condition FCO training is completed)</b>
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<b>West Pingelly Brigade</b>	<b>Malcolm Leslie Cunningham</b> <b>Alan William Parsons</b> <b>Anthony Turton</b> <b>Adam Lindsay Watts</b>
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<b>Town Brigade/VFR</b>	<b>Robert Alexander Kirk (DCBFCO)</b> <b>Peter Narducci</b> <b>Damien Spencer (on the condition FCO training is completed)</b> <b>Barry Gibbs (EMEDS)</b> <b>Russell Dyer (Works Supervisor)</b> <b>Sheryl Frances Squiers (Shire Administration)</b>
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<b>Fire Weather Officers (Harvest &amp; Vehicle movement ban)</b>	<b>Rodney Leonard Shaddick Robert Alexander Kirk Graeme Alex Watts Sam MacNamara</b>
<b>Dual Fire Control Officers</b>	
<b>Brookton:</b>	<b>Rodney Leonard Shaddick Robert Alexander Kirk Jeffrey Bernard Edwards Victor Arthur Lee Malcolm Leslie Cunningham Adam Lindsay Watts</b>
<b>Wickepin:</b>	<b>Rodney Leonard Shaddick Robert Alexander Kirk Victor Arthur Lee Andrew Augustin Marshall</b>
<b>Cuballing:</b>	<b>Rodney Leonard Shaddick Robert Alexander Kirk Alan William Parsons Anthony Turton Robert Alexander Kirk Andrew Augustin Marshall</b>
<b>Corrigin:</b>	<b>Rodney Leonard Shaddick Robert Alexander Kirk Jeffrey Bernard Edwards Victor Arthur Lee</b>
<b>Wandering:</b>	<b>Rodney Leonard Shaddick Robert Alexander Kirk Alan William Parsons Anthony Turton Adam Lindsay Watts Malcolm Leslie Cunningham</b>

be recommended for appointment to the various Offices.

### **FIRE CONTROL ORDER 2015/16**

#### ***Bush Fires Act 1954***

Pursuant to the powers contained in section 33 of the *Bush Fires Act 1954*, all owners and occupiers of land within the Shire of Pingelly are hereby required to take, provide and/or maintain fire control measures during the firebreak period as follows:

**“Excluded Area”** means an area of rural land not exceeding 30ha, where it is physically impossible to install firebreaks, or where in the owner’s or occupier’s opinion, the installation of firebreaks would be detrimental to the conservation of remnant or natural vegetation or the establishment of re-afforested areas.

**“Farming Land”** means all land within the Shire of Pingelly zoned ‘Farming’ under the *Local Planning Scheme No. 3*.

**“Firebreak Period”** means the time between 1 November and 15 April in the following year.

**“Firebreak”** means ground from which all flammable material has been removed and on which no flammable material is permitted during the firebreak period.

**“Flammable Material”** means bush (as defined by the *Bush Fires Act 1954*), timber boxes, cartons, paper and the like flammable materials, rubbish and any combustible matter, but does not include buildings, standing trees or growing bushes or plants in gardens or lawns.

**“Rural Residential Land”** means all land within the Shire of Pingelly zoned ‘Rural Residential’ under the *Local Planning Scheme No. 3*.

**“Townsite Land”** means all land within the townsite of Pingelly not zoned as ‘Rural Residential’ under the *Local Planning Scheme No. 3*.

**“Very High Fire Danger”** means on days forecast by the Bureau of Meteorology. On days forecast as *Very High Fire Danger or above*, permits are to be automatically suspended.

### **Farming Land**

On farming land other than excluded areas, the owner or occupier shall:-

- a) Clear firebreaks not less than 3m wide:
  - i. inside all external boundaries of the land,
  - ii. within 15m of the perimeter of all buildings and remove all flammable material from within the 3m of all such buildings, and
  - iii. so as to divide the land into areas not exceeding 400ha.
- b) remove all flammable material for a continuous distance of 5m immediately surrounding every haystack, hayshed, stationary pump or engine, and
- c) remove all flammable material for a continuous distance of 15m or to the external boundary of the land whichever is nearer, from around fuel depots.

**Note:** Landowners may use a single firebreak on a neighbour’s common fenced boundary as long as both parties agree in writing and a copy of the agreement is delivered to the Shire of Pingelly.

All excluded areas remain the owner’s or occupier’s responsibility and any variation as permitted by the Order does not render null and void any duty otherwise required by law.

### **Townsite Land**

On townsite land, where a property or adjoining properties having the same ownership or control and are used as a single holding, the owner or occupier, shall:-

- a) where holding is under 2000m<sup>2</sup> clear by burning, all flammable material likely to be conducive to the outbreak, spread or extensions of a fire from the whole of the land, or
- b) have all flammable material likely to be conducive to the outbreak, spread or extension of fire removed, and the grass maintained to a height not greater than 10cm.
- c) where the holding is over 2000m<sup>2</sup> comply with the requirements of farming land.

### **Rural Residential Land**

On rural residential land, where a property or adjoining properties having the same ownership or control and are used as a single holding, the owner or occupier shall comply with the requirements of:

- a) farming land where the holding exceeds 10ha in area, or
- b) townsite land, where the holding does not exceed 2000m<sup>2</sup> in area.
- c) where the holding is 2,000m<sup>2</sup> to 10ha in area:
  - i clear by burning, all flammable material likely to be conducive to the outbreak, spread or extensions of a fire from the whole of the land, or
  - ii have all flammable material likely to be conducive to the outbreak, spread or extension of fire removed, and the grass maintained to a height not greater than 10cm; or
  - iii comply with the requirements for farming land.

### **Use of Mowers & Whipper Snippers/Slashers During The Prohibited Burning Period**

- a) not to be used during Harvest Bans, Vehicle Movement Bans or Total Fire Bans on any area
- b) not to be used between 6.00am to 6.00pm from 1 November and during the rest of the prohibited burning period unless on a reticulated area. (This means the grass is “green” and non-combustible).
- c) vegetation that is not green and flammable and that can be reticulated, can be slashed between 6.00am and 6.00pm must be well watered prior to mowing, whipper snipping or slashing (that is within the hour of watering) so that there is no chance of “sparking” and must remain damp during the operation.
- d) the area in an orchard that is not watered between rows if the trees are reticulated by drippers is not considered to be reticulated.
- e) as an added precaution have a “watcher” on hand with a hose.
- f) the use of disk or slashing type machines for agricultural purposes during the Prohibited Burning Period is to be by specific permit from the Chief Bushfire Control Officer or the Deputy CBFCO.

### **Control of Operations Likely to Cause a Fire**

Property owners should take care to prevent bush fires. The operation of welding equipment and angle grinders are activities likely to create a fire danger when used in the open air. A person shall provide at least one fire extinguisher at the place where welding or cutting operations are carried out and surround this place with a firebreak which is at least five (5) metres wide.

For updates on Hot Works, Harvest and Movement of Machinery Bans please ring the information line on **9887 1265** (recorded message) or register with the SMS warning system with the Shire to receive a text when a ban is implemented.

### **Firebreaks on Road Reserves**

Firebreaks are not permitted on a road reserve.

### **Fire Fighting Units**

During any period when harvesting operations are being conducted there shall be provided in the same paddock or within close proximity of that paddock, an operational independent mobile fire fighting unit having an engine driven pump and a water capacity of not less than 450 litres; the tank of the unit shall be kept full of water at all times during harvesting, and the responsibility to supply the unit is that of the landholder. Harvesting operations include the use of mobile augers and seed cleaning units.

Fire fighting trailers for fire suppression are regarded as out dated and dangerous—both to their operators and to other fire fighters on a fire ground. Their use at wild fires is not encouraged.

### **Clover Harvesting**

Harvesting bans include the harvesting of clover.

### **Boyagin Rock Picnic Area**

No wood fires are permitted in the Boyagin Rock Picnic Area (Reserve No. 29413) between 1 October each year and 30 April following.

### **General**

If it is considered impracticable to clear firebreaks or remove flammable material from the land as required, application may be made in writing to the Council or its duly authorised officer for permission to put in place alternative fire hazard reduction measures. If permission is not granted, the requirements of this Order shall be complied with.

The penalty for failing to comply with this notice is a fine not exceeding \$250 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed in this notice if it is not carried out by the owner and/or occupier by the date required by this notice.

### **Consultation:**

Consultation has occurred with the Brigades following call for nominations and consideration at individual Brigade AGM's.

### **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.

Section 38 of the *Bush Fires Act* provides that:

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2)
  - (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
  - (c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
  - (d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person who is not a member of staff (as defined in the DFES Act) to the vacant office.
  - (e) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
  - (a) carrying out normal brigade activities;
  - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
  - (e) procuring the due observance by all persons of the provision of Part III.

- (5) (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
- (b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.
- (c) The provisions of this subsection are not in derogation of those of subsection (4).
- (6) (a) In this section —
- approved local government** means a local government approved under paragraph (b) by the Authority.
- (b) If it appears to the Authority that the standard of efficiency of a local government in fire prevention and control justifies the Authority doing so, the Authority, by notice published in the *Government Gazette* —
- (i) may approve the local government as one to which this subsection applies; and
- (ii) may from time to time cancel or vary any previous approval given under this paragraph.
- (c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.
- (ca) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by paragraph (h).
- (cb) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (cc) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under paragraph (cb) is, subject to paragraph (cd), entitled to act in the discharge of the duties of that office.
- (cd) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under paragraph (cb) is available and able to discharge those duties.
- (d) The local government shall give notice of an appointment made under paragraph (c) or (cb) to the Authority and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the Authority shall cause notice of the appointment to be published once in the *Government Gazette*.
- (e) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under this subsection.
- (f) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by paragraph (h), notwithstanding the advice and assistance tendered to him by the committee.
- (g) The provisions of this subsection are not in derogation of those of any other subsection of this section.

- (h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is “catastrophic”, “extreme”, “severe” or “very high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.
- (i) This subsection does not authorise the burning of bush —
  - (i) during the prohibited burning times; or
  - (ii) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

Section 38A of the *Bush Fires Act* provides that:

- (1) At the request of a local government the Authority may appoint a member of staff (as defined in the DFES Act) to be the Chief Bush Fire Control Officer for the district of that local government.
- (2) Where a Chief Bush Fire Control Officer has been appointed under subsection (1) for a district the local government is not to appoint a Chief Bush Fire Control Officer under section 38(1).
- (3) The provisions of this Act, other than section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government.
- (4) Section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if —
  - (a) he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government; and
  - (b) the references in those subsections to the local government were references to the Authority.

Section 40 of the *Bush Fires Act* provides that:

- (1) Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.
- (2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.

**Policy Implications:**

Council’s Policy provides that:

- 1. Council will not appoint or reappoint a person as a Fire Control Officer unless they have completed a Fire Control Officer’s training course certified by DFES within the previous ten years. Proof of satisfactory completion of the course is required.
- 2. It is desirable that Dual Fire Control Officers nominated by neighbouring Shires have completed a Fire Control Officer’s training course certified by DFES within the previous ten years. The Chief Executive Officer is to seek training status details from the nominating Shire.

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Minutes of the Bushfire Advisory Committee Meeting of the Shire of Pingelly held in the Council Chambers on 8 April 2015 be received by Council.**

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

**Recommendation:**

**That Council endorse the recommendations of the Bushfire Advisory Committee Meeting of the Shire of Pingelly held in the Council Chambers on 8 April 2015:**

- **Nomination Of Officers**
- **Fire Control Order**

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

### **11.3.2 Review Policy 6.12 Permits to Burn – Public Holidays and Sundays**

**File Reference:** 00064  
**Location:** Shire of Pingelly  
**Applicant:** Bush Fire Advisory Committee  
**Author:** Sheryl Squiers, Administration Officer Technical  
**Date:** 29 April 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

**Summary:**

Council to adopt revised Policy 6.12 Permits to Burn – Public Holidays & Sundays.

**Background:**

A request from the Bush Fire Advisory Committee has been put forward to review Policy 6. 12 Permits to Burn – Public Holidays & Sundays when the restricted period has been extended beyond the 29 March.

**Comment:**

The current Policy 6.12 is worded as follows:

#### **6.12 Permits To Burn – Public Holidays & Sundays**

That as a matter of Policy, Fire Control Officers be instructed not to issue Permits to Burn for public holidays and Sundays

Adopted: 16 March 2011

Reviewed/Amended:

**New Proposed Wording of Policy 6.12:**

That as a matter of Policy, Fire Control Officers be instructed that within the Restricted Burning Period, Permits to Burn may be issued on Public Holidays and Sundays with the exception of Easter falling within this period.

**Consultation:**

CBFCO Rodney Shaddick

**Statutory Environment:**

*Bush Fires Act 1954.*

Shire of Pingelly

**Policy Implications:**

Policy 6.12 Permits to Burn – Public Holidays & Sundays

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority



**Recommendation:**

**That Council adopt the revised Policy 6.12 Permits to Burn. “That as a matter of Policy, Fire Control Officers be instructed that within the Restricted Burning Period, Permits to Burn may be issued on Public Holidays and Sundays with the exception of Easter falling within this period” to replace current wording “That as a matter of Policy, Fire Control Officers be instructed not to issue Permits to Burn for public holidays and Sundays”.**

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

### **11.3.3 Application for Temporary Accommodation**

**File Reference:** A23474  
**Location:** Lot 392 – 21 Railway Street  
**Applicant:** C Larkin  
**Author:** Sheryl Squiers, Administration Officer Technical  
**Date:** 10 May 2015  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

#### **Summary:**

Council to consider an application for Temporary Accommodation for applicant to reside in a caravan while building their dwelling.

#### **Background:**

An application for Temporary Accommodation has been received from the applicants to reside in a caravan for a period of up to twelve months at Lot 392 - 21 Railway Street, while they are building their new dwelling.

The applicants have submitted an application for a building permit for a dwelling and shed on their property, plans of the dwelling and shed and a site plan have been submitted.

#### **Comment:**

The applicant requires planning consent to reside in a caravan at Lot 392 - 21 Railway Street, while they construct their dwelling. The applicant proposes to reside in a 17 foot caravan that will have an annex and ablution facilities will be in the caravan.

This application is in accordance with the Shire of Pingelly's Policy on Temporary Accommodation in Rural Residential and General Agriculture Zones, Lot 392 - 21 Railway Street is zoned Rural Residential.

The applicant also intends to erect a garden shed under 10m<sup>2</sup>, which does not require a building permit.

#### **Consultation:**

Nil

#### **Statutory Environment:**

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

#### **Policy Implications:**

##### **8.4 Temporary Accommodation**

A person who owns or has the legal right to occupy land zoned "Rural Residential" or "General Agriculture" under the Town Planning Scheme may be granted Temporary Accommodation Approval to reside in a caravan and / or a shed on such land for a period up to 12 months, to supervise the construction of a new dwelling on the land, for which a building permit has been issued by the Shire of Pingelly.

Under the *Caravan Parks and Camping Ground Regulations 1997*, a "caravan" is defined as a vehicle that is fitted or designed for habitation.

Under the *Building Code of Australia* a "shed" is classified as a Class 10a non-habitable building.

An application to occupy a caravan and / or a shed on a temporary basis must include the following details:

1. A building permit application for the construction of a dwelling on the land.
2. An application for the installation of an approved effluent disposal system.
3. Where it is intended to temporarily reside in a shed, a building permit for the construction of the shed on the land, including the layout of an ablution facility containing a toilet and bathroom.
4. Where it is intended to temporarily reside in a caravan, a building permit for construction of an ablution facility on the land, including the layout of the toilet and bathroom.
5. A signed agreement stating that habitation of the caravan and or shed will cease after the expiration of the approval period.

**Approval to occupy a shed and / or a caravan on a temporary basis will only be granted for a maximum of twelve months and is subject to compliance with the following conditions:**

1. The provision of adequate ablution and kitchen facilities within the shed.
2. The installation of an approved effluent disposal system.
3. An approved building permit for the dwelling and the shed.
4. Provision of a potable water supply.
5. The installation of smoke alarms in accordance with the *Building Code of Australia*.

### **8.3 Building Permit – No requirement to submit**

A building permit is not required for:

- a) the erection of a single prefabricated garden shed not exceeding 10m<sup>2</sup> in area and 2.4m in height;
- b) the construction of an open patio or pergola less than 20m<sup>2</sup> in area; provided that setback requirements are met.

Applicants intending to erect or locate a single prefabricated garden shed not exceeding 10m<sup>2</sup> in area and 2.4m in height or an open patio or pergola less than 20m<sup>2</sup> in area, are to submit a site plan of the property illustrating the location of the proposed building in relation to existing buildings, boundaries and septic tanks.

Staff are to ensure that the location of the proposed building comply with the setback provision outlined in the *Shire of Pingelly Local Planning Scheme – Outbuildings Policy No. 10*, the *Building Code of Australia* and the *Health Act 1911*.

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That Council grant consent for the required Temporary Accommodation at Lot 392-21 Railway Street, Pingelly for up to 12 months and that an approved septic system be installed and connected to the caravan within three months of this approval being granted and to the satisfaction and approval of the Chief Executive Officer.**

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

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

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF 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).

**14. CLOSURE OF MEETING**

The Chairman to declare the meeting closed.