



# Council Agenda

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## Shire of Pingelly Ordinary Council Meeting 15 July 2020

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### **MISSION STATEMENT**

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



## **Shire of Pingelly**

### **Notice of Meeting**

Notice is given that a meeting of the Council will be held in the Council Chambers, 17 Queen Street, Pingelly on 15 July 2020, commencing at 2.00pm.

Your attendance is respectfully requested.

### **Disclaimer**

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 black ink, appearing to read "Julie Burton", is positioned above the name and title of the signatory.

**Julie Burton**  
**Chief Executive Officer**



## PUBLIC QUESTION TIME INFORMATION

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

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

Questions may be submitted by e-mail to [admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au).

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

The Chairman to declare the meeting open.

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

**3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

**3.1 Council Agenda Reports**

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

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

Nil

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

Nil

**6. PUBLIC QUESTION TIME**

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

**8. DISCLOSURES OF INTEREST**

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

**9.1 Ordinary Meeting – 17 June 2020**

**Statutory Environment**

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Voting Requirements**

Simple Majority

**Recommendation**

**That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 17 June 2020 be confirmed.**

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

## **9.2 Special Council Meeting – 1 July 2020**

- **Appointment of Executive Manager Corporate Services**
- **Remediation of Timber Floor at the Pingelly Recreation and Cultural Centre**

### **Statutory Environment**

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

### **Voting Requirements**

Simple Majority

### **Recommendation**

**That the Minutes of the Special Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 1 July 2020 be confirmed.**

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

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

### **11. REPORTS OF COMMITTEES OF COUNCIL**

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

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

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

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

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

##### **Meetings attended June 2020**

18<sup>th</sup> Pingelly Somerset Alliance monthly meeting.  
22<sup>nd</sup> Radio Interview FM 101.3 re Council activities.  
23<sup>rd</sup> President and CEO Meeting – CEO review and Council matters.  
25<sup>th</sup> Pingelly Somerset Alliance and UWA Workshop re ageism in Pingelly and how to combat it.  
29<sup>th</sup> Visit by Ravensthorpe Council members to tour the PRACC Building.  
30<sup>th</sup> Meeting with Jenny Menasse re venue and equipment for visiting Dentist.

##### **Meetings attended July 2020**

1<sup>st</sup> Special Council meeting Corporate Business Workshop.  
3<sup>rd</sup> Meeting with prospective visiting dentist, inspection of equipment available at Health Centre.  
7<sup>th</sup> Radio Interview with Triple M FM regarding the winning of the award for the Architect design of the PRACC Building.  
8<sup>th</sup> President and CEO Meeting. Council matters and acquisition of Dental equipment for visiting dentist.  
9<sup>th</sup> CEO Performance Review appointment with J Phillips facilitator.  
9<sup>th</sup> PRACC Board meeting.  
15<sup>th</sup> Ordinary Council Meeting and Corporate Discussion.

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

### **14.1 Policy Manual Annual Review**

<b>File Reference:</b>	<b>ADM0487</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Shire of Pingelly Policy Manual</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to endorse the review of the Shire of Pingelly Policy Manual.

#### **Background**

The Shire's Policy Manual provides guidelines covering a wide range of topics and issues, and enables the community to be aware of Council's approach and reasoning in certain matters and decisions. The Local Government Act s.2.7(2)(b) prescribes that Council determine its policies. It is considered good governance to ensure policies are reviewed every few years to ensure they remain clear and concise and meet the Shire's strategic direction.

#### **Comment**

A Policy is a concise statement of strategic objectives or principles that give effect to the local government's obligations or objectives, minimise risk, guide subsequent decisions and actions and ensure that the community is served in an open, accountable, consistent and sustainable manner. The key changes to the Policy Manual were discussed during the workshop on 18 June 2020, and reflect the strategic nature of policy setting as the role of the Council.

The review of the Shire's Policy Manual is a comprehensive and ongoing process, which addresses issues in terms of consistency, relevance and any outdated material. In order to maintain the effectiveness of policies established by Council, it is important that they be kept up to date and reflect current objectives and Councils response to community issues as part of its community leadership.

#### **Consultation**

Nil

#### **Statutory Environment**

Section 2.7(2)(b) of the *Local Government Act 1995* provides that one of the functions of a Council is to determine the local government's policies.

#### **Policy Implications**

Policy 2.1 Policy Manual

#### **Financial Implications**

Nil

#### **Strategic Implications**

Goal 5	Innovation, Leadership and Governance
Outcome 5.7	Customer service and other corporate systems are of a high quality and effective
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed.

## Risk Implications

Risk	In order to maintain transparency and to facilitate appropriate decision making processes, it is imperative that policy statements reflect the current position of Council and work practices at the Shire as well as best practice approaches.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

## Voting Requirements

Absolute Majority

## Recommendation

**That Council endorse the amended Policy Manual as attached.**

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





**SHIRE OF PINGELLY**

# **POLICY MANUAL**

**Draft - July 2020**



## **Policy Manual**

This Policy Manual is intended as a guide to Councillors and Staff on the normal practices and activities of Council. The policies and procedures do not require strict adherence, but may be changed as circumstances dictate, and amended at any time by Council.

Staff are expected to use care and discretion in implementing the policies, to ensure the best possible outcome, whether or not a particular incident complies with the stated policy. At the same time, the implementation must be fair, consistent and effective with the emphasis on guidance and assistance rather than legal compulsion/action or inspectorial bias.

Council, in its absolute discretion, reserves the right to amend, add, delete or apply wholly, in part or not at all, any or all policies without notice.



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# 1. Accounting



Council Policy Name:	1.1 Fixed Assets Valuation, Capitalisation and Depreciation
Responsible Directorate:	Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to meet legislative requirements with regard to valuation, capitalisation and depreciation of fixed assets held by the Shire of Pingelly.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 The current written down values of non-current assets are to be recognised at Fair Value in line with AASB13 on a three year revaluation cycle as per *Local Government (Financial Management) Regulations 1996*.
- 4.2 Assets with a value of over \$10,000 are to be capitalised and added to the asset register.
- 4.3 Where appropriate, assets valued at less than \$1,000 may be entered into an Inventory register for control purposes.
- 4.4 Asset depreciation rates are set by classification and are as follows:

### Classifications:

Land	not depreciated	
Buildings	50 years	2.0%
Furniture and Equipment	10 years	10.0%
Computer & Electronic Equipment	3 years	33.0%
Plant and Equipment		
Earthmoving Plant	15 years	7.0%
Heavy Trucks	10 years	10.0%
Light and Heavy Trucks	8 years	12.5%
Sedans & Utilities	5 years	20.0%
Minor Miscellaneous Plant	3 years	33.0%



Sealed roads and streets		
clearing and earthworks (Formation)	not depreciated	
construction/road base (Pavement)	40 years	2.5%
Original surfacing and major re-surfacing Seal)		
bituminous seals and	40 years	2.5%
asphalt surfaces	40 years	2.5%
Gravel roads		
clearing and earthworks (Formation)	not depreciated	
construction/road base (Pavement)	20 years	5.0%
gravel sheet	20 years	5.0%
Formed roads (unsealed)		
clearing and earthworks (Formation)	not depreciated	
construction/road base (Pavement)	50 years	
Footpaths - slab	40 years	2.5%
Bridges	60 years	1.7%
Drainage (Storm Water Channels)	40 years	2.5%

- 4.5 The assets residual values and useful lives are reviewed and adjusted if appropriate, at the end of each month.
- 4.6 The assets carrying amount is written down immediately to its recoverable amount if the assets carrying amount is greater than its estimated recoverable amount.
- 4.7 When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

## 5. RELATED DOCUMENTATION / LEGISLATION

*Local Government (Financial Management) Regulations 1996*

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 June 2015, 17 May 2017, 15 November 2017, 18 July 2018
<b>Previous Adoption</b>	18 April 2012





~~Council Policy Name:~~                    ~~1.4 Minimum Audit Standard Specification~~

~~Responsible Directorate:~~            ~~Corporate and Community Services~~

---

## ~~1. PURPOSE~~

- ~~1.1 — The purpose of this Policy is to confirm the process needed to appoint an auditor with the Shire of Pingelly.~~
- ~~1.2 — Auditors are required to address all of the matters outlined in the specification.~~
- ~~1.3 — Auditors who submit an application may be asked to provide further information and/or make a presentation to the Audit Committee.~~

## ~~2. SCOPE~~

- ~~2.1 — This Policy is applicable to the Shire of Pingelly and its operations.~~

## ~~3. DEFINITIONS~~

~~N/A~~

## ~~4. POLICY STATEMENT~~

- ~~4.1 — When appointing an Auditor, the terms of appointment shall be as in the Minimum Audit Standard Specification.~~
- ~~4.2 — Objectives of the Audit — to provide an independent audit opinion of the accounts and annual financial reports of the Shire of Pingelly for each financial year covered by the term of the audit appointment.~~
- ~~4.3 — Term of Audit Appointment — The term of appointment will be for the three financial years.~~
- ~~4.4 — Scope of the Audit — The auditor is to:~~
  - ~~4.4.1 — Carry out such work as necessary to form an opinion and Report as to whether —~~
    - ~~a) — the accounting records are reliable and adequate as a basis for the preparation of the financial statements;~~
    - ~~b) — the accounts are properly kept;~~
    - ~~c) — the annual financial report:~~
      - ~~(i) — is prepared in accordance with the financial records; and~~
      - ~~(ii) — represents fairly the results of the operations of the local government and the financial position of the local government as at 30 June in accordance with the Australian Accounting Standards, the Local Government Act, the Local Government (Financial Management) Regulations and other mandatory professional reporting requirements.~~
    - ~~d) — there are any material matters indicating a significant adverse trend in the financial position or the financial management practices of the Council;~~
    - ~~e) — there are any matters indicating non-compliance with Part 6 of the Local Government Act, the Local Government (Financial Management) Regulations or applicable financial controls of any other written laws.~~



- ~~4.4.2 Give an opinion in the audit report on—~~
- ~~a) the financial position of the local government; and~~
  - ~~b) the results of the operation of the local government.~~

~~4.5 Audit Methodology and Approach~~

- ~~a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act* and the *Local Government (Audit) Regulations*.~~
- ~~b) An audit is to be carried out in accordance with the *Local Government Act* and various regulations, the Australian Auditing Standards and accompanying Auditing Guidance Statements adopted from time to time by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.~~
- ~~c) The auditor is to provide the local government with a general outline of his/her methodology.~~
- ~~d) The auditor is to provide the local government with a plan for the audit including:~~
  - ~~• timing of interim audit visits;~~
  - ~~• final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);~~
  - ~~• timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means; and~~
  - ~~• the method to be used to communicate with, and provide advice and information to, the local government.~~
- ~~e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act* and, if considered appropriate by the auditor, a management report.~~

~~4.6 Critical Matters to be Audited~~

~~The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the matter in which they have been maintained.~~

- ~~(i) Revenue~~
  - ~~• Rates Revenue~~
  - ~~• Government grants~~
  - ~~• User pays revenue~~
  - ~~• Profit on sale of non-current assets~~
  - ~~• Other income~~
- ~~(ii) Expenditure~~
  - ~~• Salary and wage costs~~
  - ~~• Depreciation~~
  - ~~• Materials and contract expenditure~~
  - ~~• Loss on sale of non-current assets~~
  - ~~• Insurances~~
  - ~~• Bad debts~~
  - ~~• Other expenditure~~
- ~~(iii) Current Assets~~
  - ~~• Bank and short term investments~~
  - ~~• Receivables and prepayments~~
  - ~~• Inventory~~
- ~~(iv) Non-current Assets~~
  - ~~• Property, plant, furniture and equipment~~
  - ~~• Infrastructure and depreciation~~



- ~~Other receivables~~
- (v) ~~Liabilities (Current and non-current)~~
  - ~~Creditors and accruals~~
  - ~~Loan borrowings including new loans raised~~
  - ~~Provision for annual and long service leave entitlements(vi)~~ ~~Reserve Funds~~
- (vii) ~~Contingent Liabilities~~
- (viii) ~~Capital Commitments~~
- (ix) ~~Accounting Policies and Notes to the Financial Statements~~
- (x) ~~Cash Flow Statement~~
- (xi) ~~The financial ratios required by the Local Government (Financial Management) Regulations.~~

#### 4.7 ~~Hours, fees and Expenditure~~

~~The auditor is to provide:~~

- ~~Estimate of the time to be spent on the audit.~~
- ~~Fees for completing the audit in accordance with this specification.~~
- ~~Nominated auditor(s) and registered company audit number(s).~~
- ~~Experience of the nominated auditors in completing local government audits.~~

~~The auditor is to provide a fee for any additional audit requested by Council.~~

#### 4.8 ~~Terms~~

~~Conditions to be noted by auditors:~~

- ~~The auditor shall not sub-contract to a third party.~~
- ~~The auditor shall not, and has no right to, assign the audit contract to third parties.~~
- ~~The auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit.~~
- ~~The auditor shall confirm that he or she has and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error or omission.~~

#### 4.9 ~~Termination of Appointment~~

~~The appointment as auditor is terminated if:~~

- a) ~~the auditor ceases to be a registered company auditor;~~
- b) ~~the auditor ceases to be an approved auditor under Section 7.5 of the Local Government Act;~~
- c) ~~the auditor is a disqualified person under Section 7.4(2) of the Local Government Act;~~
- d) ~~the auditor resigns by notice in writing to the Shire of Pingelly;~~
- e) ~~the Shire of Pingelly serves notice in writing to the auditor terminating the appointment.~~

### 5. ~~RELATED DOCUMENTATION / LEGISLATION~~

- ~~Australian Accounting Standards~~
- ~~Local Government Act~~
- ~~Local Government (Financial Management) Regulations~~

#### REVIEW DETAILS

<b>Review Frequency</b>	<del>Bi-Annually</del>
<b>Council Adoption</b>	<del>21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018</del>
<b>Previous Adoption</b>	<del>17 February 2010</del>



Council Policy Name: 1.5 Related Party Disclosures

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

- 3.1 For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

- An elected Council member
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Director
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will therefore be required to assess all transactions made with these persons or entities.

## 4. POLICY STATEMENT

### 4.1 Procedure For Related Party Disclosures

The scope of AASB 124 *Related Party Disclosures* was extended in July 2015 to include application by not- for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

### 4.2 Background

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.



#### 4.3 Identification of Related Parties

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

#### 4.4 Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting these criteria:

- Paying rates
- Fines
- Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire for licenses, approvals or permits
- Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement)
- Sale or purchase of any property owned by the Shire, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.



#### 4.5 Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a *Related Party Disclosures - Declaration* form for submission to financial services.

#### 4.6 Ordinary Citizen Transactions (OCTs)

For the purpose of this Policy, an Ordinary Citizen Transaction is one that occurs between the Shire and KMP and/or related parties which satisfy the following criteria. The transaction must:

- occur during the normal course of the City delivering its public service goals;
- be under the same terms that would be available to a member of the community;
- and
- belong to a class of transaction that an ordinary member of the community would normally transact with the Shire.

This includes for example facility hire, and the payment of rates and dog registrations.

There is no obligation to disclose Ordinary Citizen Transactions. Transactions between the City and Related Parties that would normally be considered Ordinary Citizen Transactions but where the terms and conditions differ from normal practice however, must be disclosed.

~~Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly *Related Party Disclosures - Declaration* form will be required.~~

- ~~• Paying rates~~
- ~~• Fines~~
- ~~• Use of Shire-owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)~~
- ~~• Attending council functions that are open to the public~~

~~Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.~~

#### 4.7 All other transactions

For all other transactions listed in point 4.6 2 above, elected Council members and KMP will be required to make a declaration ~~in the *Related Party Disclosures - Declaration* form.~~



#### 4.8 Frequency of Disclosures

Elected Council members and KMP will be required to complete a *Related Party Disclosures- Declaration* form every 6 months i.e. 30 June and 31 December every year.

Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election. Disclosures must be made immediately prior to the termination of employment of/by a KMP.

#### 4.9 Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

#### 4.10 Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

### 5. RELATED DOCUMENTATION / LEGISLATION

- *AASB 124 Related Party Disclosures Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- Associated Policies

### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	16 August 2017
<b>Previous Adoption</b>	16 August 2017



## 2. Administration





Council Policy Name: 2.1 Policy Manual  
Responsible Directorate: Chief Executive's Office

## 1. PURPOSE

- 1.1 The purpose of this Policy is to maintain a manual and up to date recording of the various policies of Council.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Additions, deletions and amendments to Council policy shall only be affected by an absolute majority of Council.

- 4.2 Biannual reviews of the Policy Manual shall be conducted in November immediately following the biannual elections, but nevertheless updated as and when a policy is varied by Council. Other than Policies relevant to Town Planning, all policies within the Policy Manual are to be reviewed by Council every 2 years as a minimum. Council may review an individual policy at any time before the next review date if it determines it to be necessary.

- 4.3 The Policy Manual shall be available for public inspection and comment free of charge at the Shire Administration Office. Copies will be made available for sale at a cost set by the Shire of Pingelly's current fees and charges.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 19 October 2011, 21 December 2011, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



~~Council Policy Name:~~                    ~~2.2 Annual Newsletter~~

~~Responsible Directorate:~~    ~~Corporate and Community Services~~

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**~~1. PURPOSE~~**

~~1.1 — The purpose of this Policy is to ensure a minimum yearly newsletter is sent out to ratepayers.~~

**~~2. SCOPE~~**

~~2.1 — This Policy is applicable to the Shire of Pingelly and its operations.~~

**~~3. DEFINITIONS~~**

~~N/A~~

**~~4. POLICY STATEMENT~~**

~~4.1 — A minimum of one newsletter per year shall be sent out to ratepayers.~~

~~4.2 — A newsletter is be sent out with the rate notices where possible.~~

**~~5. RELATED DOCUMENTATION / LEGISLATION~~**

~~Nil~~

**~~6. REVIEW DETAILS~~**

<del>Review Frequency</del>	<del>Bi-Annually</del>
<del>Council Adoption</del>	<del>17 June 2015, 17 May 2017, 18 July 2018</del>
<del>Previous Adoption</del>	<del>19 January 2005</del>



Council Policy Name: 2.6 Legal Advice  
Responsible Directorate: Chief Executive's Office

## **1. PURPOSE**

1.1 The purpose of this Policy is to obtain legal advice and opinion.

## **2. SCOPE**

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

4.1 The Chief Executive Officer is authorised to obtain from solicitors such legal advice and opinion as is deemed necessary to enable the proper legal administration of Council's business and in support of a report or submission to Council or a Committee on matters which require advice from legal authority.

## **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

## **6. REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 2.7 Risk Management

Responsible Directorate: Corporate Services

## **1. PURPOSE**

- 1.1 The purpose of this Policy is to demonstrate the Shire of Pingelly's commitment to the development of a culture of risk-based decision making directed towards the effective management of potential opportunities and reduction of potential impacts of risk.

## **2. SCOPE**

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

- 4.1 Risk management is defined in the International Standard (ISO 31000) as the coordinated activities to direct and control an organisation with regard to risk.
- 4.2 The Shire of Pingelly is committed to the effective management of risk and will implement a risk management framework based on the ISO 31000 Standard to achieve this. The Council recognises that adequate resources are needed to effectively manage risks.
- 4.3 The Council is responsible for:
- a) Ensuring that a Risk Management Policy has been developed and adopted;
  - b) Ensuring the Chief Executive Officer has implemented the risk management framework; and
  - c) Establishment of an Audit Committee to assist the Council in fulfilling its corporate governance, stewardship, leadership and control responsibilities in relation to risk management.
- 4.4 The Chief Executive Officer is responsible for:
- a) Communicating the Risk Management Policy throughout the Shire;
  - b) Establishing risk management processes across the Shire's operations; and
  - c) Reviewing the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance not less than once every 3 financial years and reporting the results of that review to the Audit Committee as per Regulation 17 of the Local Government (Audit) Regulations 1996.



## 5. RELATED DOCUMENTATION / LEGISLATION

- International Standard ISO 31000:2018 - Risk Management Guidelines
- Risk Management Framework
- Local Government (Audit) Regulations 1996

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Three yearly
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	21 February 2007, 21 April 2010, 11 December 2014, 17 June 2015, 17 May 2017



Council Policy Name:	2.8 Misconduct, Fraud and Corruption
Responsible Directorate:	Corporate Services

## 1. PURPOSE

- 1.1. The purpose of this Policy is to communicate the Shire's commitment to a zero-tolerance approach to misconduct, fraud and corruption.
- 1.2. This Policy acknowledges the Shire's commitment to maintaining high standards of professional and ethical conduct by supporting strategies that prevent, detect and respond to misconduct, fraud and corruption.

## 2. SCOPE

- 2.1. This Policy is applicable to the Shire of Pingelly and its Elected Members and employees.

## 3. DEFINITIONS

- 3.1 Corruption means dishonest activity that is contrary to the interests of the entity and abuses a person's position/s of trust in order to achieve some personal gain or advantage for themselves or for another person or entity.
- 3.2 Fraud means dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property and where deception is used immediately before or immediately following the activity.
- 3.3 Misconduct means behaviour which is improper, and which adversely affects the honest and impartial performance of the functions of an Elected Member or employee, and which may also constitute a form of misconduct as defined within applicable legislation, including (but not limited to) the *Local Government Act 1995*, the *Local Government (Rules of Conduct) Regulations 2007* and the *Corruption and Crime Commission Amendment (Misconduct) Act 2014*.
- 3.4 Policy means this Shire of Pingelly Council policy entitled "Misconduct, Fraud and Corruption".

## 4. POLICY STATEMENT

- 4.1. The Shire is committed to providing and promoting ethical and accountable leadership and decision making.
- 4.2. The Shire is committed to providing all Elected Members and employees with education and training in misconduct prevention policies and strategies as they are developed, to ensure that responsibilities and obligations are understood.



- 4.3. This Policy, the Shire's Codes of Conduct, organisational values, and risk management framework, all work together to prevent, detect and respond to potential or actual misconduct, fraud and corruption.
- 4.4. In dealing with allegations of suspected misconduct, fraudulent and/or corrupt activities the Shire is obliged to report and deal with such allegations through the appropriate channels.
- 4.5. The Shire may seek to recover any losses incurred from misconduct, fraud or corruption activities, after considering all relevant issues.
- 4.6. The Shire is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*.
- 4.7. The Shire will maintain high standards of professional and ethical conduct by receiving disclosures of public interest information in accordance with the requirements and provisions of the *Public Interest Disclosure Act 2003*.

## 5. RELATED DOCUMENTATION / LEGISLATION

- *Local Government Act 1995*
- *Local Government (Rules of Conduct) Regulations 2007*
- *Public Interest Disclosure Act 2003*
- *Corruption and Crime Commission Amendment (Misconduct) Act 2014*
- Standards Australia – AS8001 - 2008

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Three yearly
<b>Council Adoption</b>	19/02/2020
<b>Previous Adoption</b>	



# 3. Community





Council Policy Name: 3.1 Community Use of Council Chambers

Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to determine the Community use of the Council Chambers.

## 2. SCOPE

3.

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 4. DEFINITIONS

N/A

## 5. POLICY STATEMENT

5.1 Community groups may use the Council Chambers at no cost to hold meetings if a Council representative is appointed to the committee and attends the meetings to take responsibility for the security of the building.

5.2 In addition, use of the Chambers may be at the Chief Executive Officer's discretion.

~~5.3 Groups wishing to use the Council Chambers must book in advance.~~

## 6. RELATED DOCUMENTATION / LEGISLATION

Nil

## 7. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



**Council Policy Name:** ~~3.2 Hiring of Furniture and Other Equipment~~

**Responsible Directorate:** ~~Corporate and Community Services~~

## **~~1. PURPOSE~~**

~~1.1 The purpose of this Policy is to clarify what is included when hiring a Shire building.~~

## **~~2. SCOPE~~**

~~2.1 This Policy is applicable to the Shire of Pingelly and its operations.~~

## **~~3. DEFINITIONS~~**

~~N/A~~

## **~~4. POLICY STATEMENT~~**

~~4.1 Where a Shire of Pingelly managed building has been hired, the hire shall also include the use of furniture, fittings or effects, crockery, cutlery, glassware etc normally located in the building. Such items are not to be removed from the premises except when permitted in writing by Chief Executive Officer.~~

## **~~5. RELATED DOCUMENTATION / LEGISLATION~~**

~~Nil~~

## **~~6. REVIEW DETAILS~~**

<b><del>Review Frequency</del></b>	<del>Bi-Annually</del>
<b><del>Council Adoption</del></b>	<del>21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018</del>
<b><del>Previous Adoption</del></b>	<del>19 January 2005</del>



**Council Policy Name:** 3.3 Deposits for Cleaning and/or Repairs

**Responsible Directorate:** Corporate Services

## **1. PURPOSE**

1.1 The purpose of this Policy is to outline the process for deposits for cleaning and / or repairs.

## **2. SCOPE**

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

4.1 The hiring of any Shire of Pingelly managed facility is conditional upon a bond being paid to safeguard against the cost of repairs of any damage caused to the building or its contents, including crockery. The bond shall also cover any major cleaning by the caretaker, above normal duties, after the function.

4.2 All costs of major cleaning and repairs are to be deducted from bond monies. Any costs over and above the amount of the bond are to be recovered from the persons or group having hired the facility.

4.3 The bond is not to be returned until the premises have been checked for damage by Staff.

## **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

## **6. REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 3.4 Liquor on Shire of Pingelly Property

Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to clarify the rules for liquor on Shire of Pingelly property.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- a. No liquor of any type shall be permitted to be stored or consumed on Shire of Pingelly controlled public property without the consent of the Chief Executive Officer.
- b. Clubs may apply for seasonal consent to consume liquor with all dates to be shown on the letter of consent.

~~6.1 If liquor is to be sold, a liquor permit from the Clerk of Courts must be obtained.~~

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	1 January 2005



Council Policy Name: 3.5 Public Buildings – Time Limits

Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to clarify the time limits for the use of public buildings.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 The maximum time for which all Shire of Pingelly public buildings are allowed to remain open and in use shall be 2:30am. All lights shall be turned off by this time and all doors closed and locked.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



~~Council Policy Name:~~                    ~~3.7 Decorations in Halls~~

~~Responsible Directorate:~~    ~~Corporate and Community Services~~

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~~1. PURPOSE~~

~~1.1 — The purpose of this Policy is to clarify the Shire's rules on decorations in halls.~~

~~2. SCOPE~~

~~2.1 — This Policy is applicable to the Shire of Pingelly and its operations.~~

~~3. DEFINITIONS~~

~~N/A~~

~~4. POLICY STATEMENT~~

~~4.1 — The fixing of posters, decorations or any other object to furnishings or fixtures within any Shire of Pingelly managed public building is prohibited except to specific fittings provided for that purpose.~~

~~5. RELATED DOCUMENTATION / LEGISLATION~~

~~Nil~~

~~6. REVIEW DETAILS~~

<del>Review Frequency</del>	<del>Bi-Annually</del>
<del>Council Adoption</del>	<del>21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018</del>
<del>Previous Adoption</del>	<del>19 January 2005</del>



Council Policy Name: 3.8 Swimming Pool Season

Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to clarify the swimming pool opening season.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Having regard to prevailing weather conditions, the season will normally commence in the first week of November each year and close in the first week of April of the following year.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 3.9 Swimming Pool - Supervision

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to ensure appropriate supervision is maintained at the Shire of Pingelly Swimming Pool.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 No child under 10 years of age shall be admitted unless accompanied by a person aged 16 years or older. The Swimming Pool Manager is to enforce this Policy.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005





Council Policy Name: 3.10 Caravan Park - Dogs

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the Shire's rules on keeping dogs at the Shire Caravan Park.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Dogs will be permitted in the caravan park if kept in a caravan or on a leash at all times. If a dog kept in a caravan park becomes a problem through excessive noise, lack of hygiene or misbehaviour, it must be removed.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



# 4. Elected Members



Council Policy Name: 4.1 Ordinary Meetings of Council

Responsible Directorate: Chief Executive's Office

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the details of when Ordinary Meetings of Council are held.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Ordinary meetings of Council shall be held on the third Wednesday of each month, except for January and December. The Ordinary Meeting of the Council in December shall be held on the second Wednesday of the month. [No Ordinary Meeting of Council will be held in January.](#)

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 29 October 2014, 17 June 2015, 4 November 2015, 17 May 2017, 18 July 2018, 17 April 2019, 18 September 2019
<b>Previous Adoption</b>	19 January 2005



~~Council Policy Name:~~                    ~~4.2 Council Agendas~~

~~Responsible Directorate:~~           ~~Chief Executive's Office~~

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## ~~1. PURPOSE~~

- ~~1.1 — The purpose of this Policy is to clarify the process involved in producing and distributing the Council meeting agendas.~~

## ~~2. SCOPE~~

- ~~2.1 — This Policy is applicable to the Shire of Pingelly and its operations.~~

## ~~3. DEFINITIONS~~

~~N/A~~

## ~~4. POLICY STATEMENT~~

- ~~4.1 — All documents in agendas, including the maps and financials, wherever possible, be printed in no less than the Arial font size 11.~~

~~Ordinary Council meeting Agendas shall be distributed on Friday prior to the relevant Ordinary Council meeting to the following persons:~~

- ~~• Councillors;~~
- ~~• Chief Executive Officer;~~
- ~~• Deputy Chief Executive Officer;~~
- ~~• Manager of Works; and~~
- ~~• Environmental Health Officer/Building Surveyor.~~

~~Additionally, a copy is to be distributed to the Public Library.~~

~~That subject to individual Councillors discretion the CEO cause the Notice of Meetings, agendas including all confidential items, other information bulletins and corporate discussion papers be hand delivered to the abodes of the elected members.~~

- ~~4.2 — Agenda items requiring a decision to be made by Council are to be submitted in writing to the Chief Executive Officer by close of business on the Tuesday, eight days before the meeting.~~
- ~~4.3 — Councillors are to forward a list of meetings attended since the previous Council meeting Agenda to the Chief Executive Officer by close of business on the Tuesday, eight days before the meeting.~~

## ~~5 RELATED DOCUMENTATION / LEGISLATION~~

~~Nil~~



## REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 21 March 2012, 19 December 2012, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	20 April 2005



Council Policy Name: 4.3 Media Statements and Public Reactions

Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the process for media statements and public relations.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

Nil

## 4. POLICY STATEMENT

4.1 Publicity of Shire of Pingelly activities through the media will be by the authority of the President or, where the President agrees, the Chief Executive Officer. Media releases and statements are to be confirmed by the President before distribution. [Changed?](#)

4.2 A press release file shall be maintained for reference purposes.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005



Council Policy Name: 4.4 Council Dinner  
Responsible Directorate: Chief Executive's Office

## 1. PURPOSE

1.1 The purpose of this Policy is to clarify the attendees of the post election dinner, if held.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Following any election Council may host a dinner with invitations being extended to (together with their partners):

- Councillors;
- Chief Executive Officer and Senior Staff;
- Immediate past Councillors; and
- Others as determined by the President.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil.

## 6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005



Council Policy Name: 4.5 Conference and Meeting Expenses

Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to clarify the payment of expenses.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Where a Councillor is authorised to attend a conference, meeting, course or other Council business, the Shire of Pingelly will pay for:

- fees;
- travel; and
- Councillor's accommodation, meals and other incidentals with these expenses.

4.2 Additionally, the Shire of Pingelly will pay for spouses to attend any official partner programme connected with the conference.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005





~~Council Policy Name:~~                    ~~4.6 Honour Board~~

~~Responsible Directorate:~~    ~~Chief Executive's Office~~

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**~~1. PURPOSE~~**

~~1.1 The purpose of this Policy is to clarify the process of updating the Shire's Honour Boards.~~

**~~2. SCOPE~~**

~~2.1 This Policy is applicable to the Shire of Pingelly and its operations.~~

**~~3. DEFINITIONS~~**

~~N/A~~

**~~4. POLICY STATEMENT~~**

~~4.1 The Honour Board is to be updated after elections or as necessary.~~

~~Details to be listed are surname, initials, the year of election/commencement and retirement/termination, including titles but excluding honours, for:~~

- ~~(a) each Councillor, for each period of service;~~
- ~~(b) Presidential service; and~~
- ~~(c) each Chief Executive Officer appointed.~~

**~~5. RELATED DOCUMENTATION / LEGISLATION~~**

~~Nil~~

**~~6. REVIEW DETAILS~~**

<b><del>Review Frequency</del></b>	<del>Bi-Annually</del>
<b><del>Council Adoption</del></b>	<del>21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018</del>
<b><del>Previous Adoption</del></b>	<del>29 January 2005</del>



Council Policy Name: 4.7 Recognition of Service

Responsible Directorate: Chief Executive's Office

## 1. PURPOSE

- 1.1 The purpose of this Policy is to ensure retiring Councillors are recognised for their service to Council.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 On the completion of eight years of service, and upon retirement from office, Council may request the Minister for Local Government to award a Councillor the Certificate of Appreciation.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 4.8 Consultation and Communication  
Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the processes for consultation and communication.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations and external stakeholders.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 The Shire of Pingelly is committed to communicating and consulting with all internal and external stakeholders. The organisation welcomes all feedback from stakeholders. Any negative feedback, or constructive criticism is perceived as valuable information and will be addressed under the continuous improvement programme of Shire of Pingelly. The internal stakeholders will be consulted on their feedback and they will form part of the improvement teams to address any of the negative issues identified.
- 4.2 The Shire of Pingelly will also celebrate the positive feedback from internal and external stakeholders and will celebrate individual staff achievements and any performance awards that they receive.
- 4.3 External stakeholders will be actively consulted on all major decisions of Shire of Pingelly, their input and perceptions will be included in the decision-making processes.
- 4.4 For non-statutory public consultation the matrix is to be used as a guide

HEADING	DESCRIPTION
<b>Local Paper</b>	Advertise minimum 14 or 21 days
<b>State Paper</b>	Advertise minimum 14 or 21 days
<b>Shire Web Page</b>	Main page well defined links
<b>Written Notice</b>	Minimum 14 or 21 days prior to closing date Could be either to the ratepayer or to set group of contacts
<b>Community Information Session</b>	Advertise minimum 14 or 21 days held at time most suitable to community not those delivering it
<b>Focus Group</b>	Minimum 14 or 21 days' notice held at time that suits focus group



HEADING	DESCRIPTION
Target Groups	Small consultation process only affecting targeted groups
Minor Projects	Localised interest
Major/Strategic Projects	Projects which affect majority of residents

	Advertise in Local Paper	Shire Web Page	Direct Mail	Community Information Session	Focus Group
Target Groups			X		X
Minor Projects	X	X			X
Major/Strategic Projects	X	X		X	

4.5 The Shire of Pingelly will actively promote the values of whole organisation and where appropriate will encourage outlying staff to participate on organisational committees or continuous improvement teams. Likewise the Shire of Pingelly is committed to building strong partnerships with the community and government agencies.

4.6 The Shire of Pingelly will comply with the requirement of the relevant Acts in its communications with the community and the external stakeholders as well as the consultation and communications requirements of the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*.

## Responsibilities

**CEO** is responsible for:

- ensuring that there is active communications both up and down the organisation.
- ensuring response to perceived issues, and ensuring that they are addressed in a timely manner
- ensuring communications with all external stakeholders and taking action where appropriate.
- ensuring response to customer complaints in a timely manner.
- building strong relationships with communities and government agencies.

**Senior Managers/Line Managers/Supervisors** are responsible for:

- communicating organisational issues to their staff on a regular basis
- responding to staff issues
- responding to customer complaints
- building strong relationships with internal and external customers.

**Employees are responsible for:**

- reporting any hazards, complaints and risks associated with their workplace.

## Application

The following communications and consultative processes will be adopted throughout Shire of Pingelly:



### **Internal communication and consultation systems:**

- Schedule of all organisational meetings displayed.
- Fully documented meeting minutes that can be accessed by all staff as approved by management.
- Email communications to staff.
- Specific Council debriefing to all staff.
- Toolbox talks to engineering and works staff.
- Induction Manuals for all new staff and contractors.
- Organisational charts display the chain of command in the organisation.
- Specific staff meetings; Senior Staff weekly meetings, Internal staff monthly meetings, Depot monthly meetings and outer lying centres monthly. All of the organisation staff meetings twice a year. All meetings will be documented and staff have access to all minutes.
- Internal audit schedule. for OSH and Risk Management program.
- Electronic access to all organisation policies and procedures.
- Position descriptions and annual performance appraisal feedback for all staff.
- Occupational Health and Safety Committee access through safety officers and management.
- Internal and on the job training programs.
- Internal newsletter or equivalent with Risk Management News section.
- Organisational wide planning documents
- Staff workshops for risk identification and organisational planning process.
- Continuous Improvement Teams to work on risk treatment options.
- Ensuring EEO options English as a second language, communicating for those employees with disabilities.
- Presentations to Council – reports and monthly management information reports, access to all staff.
- Social events.

### **External Communication Consultation Options**

- Ensure Council election information complies with the *Local Government Act 1995*.
- Council meetings - public access to meetings
- Minutes of all Council meetings and their sub committees, all minutes are available for public access.
- Advertising of Council meetings, tenders, positions vacant, expressions of interest and public notices.
- Central emails to and from community groups.
- Community forums.
- Community focus groups.
- Internet Website.
- Customer service and complaint register.
- Special public meetings
- Community surveys
- Supplier surveys
- Community service liaison staff
- Government grant application assistance to community groups
- Government partnerships
- Tendering process and transparency
- Customer Service Charter



- Newsletters
- Letter drops
- Availability of plans for public comment
- Input into the strategic planning process
- Published plans and reports for access by community
- Published financial statements and annual reports

## 5. RELATED DOCUMENTATION / LEGISLATION

- Local Government Act 1995
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4360: 2004 Risk Management

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	20 February 2013, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 February 2007



Council Policy Name: 4.9 Chamber Seating Order

Responsible Directorate: Chief Executive's Office

## 1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the process for allocating seating in the Shire Chambers.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 That prior to the first meeting following the bi-annual elections the CEO conduct a random ballot to determine the new Council seating allocation for the forthcoming two years. Further, that should an extra-ordinary election result in the change of a Councillor, the new Councillor is to take the vacant seat. Further, that should an extra-ordinary election result in the change of more than one Councillor, the CEO conduct a random ballot between the vacant seats to determine the seating allocation.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 December 2011



Council Policy Name: 4.10 Councillor Training Policy

Responsible Directorate: Chief Executive's Office

## 1. PURPOSE

To provide access to training and development for Councillors in order to enhance their knowledge, representation and decision-making.

## 2. SCOPE

This Policy is applicable to Shire of Pingelly Elected Members (Councillors).

## 3. DEFINITIONS

"Event" means conferences, seminars, forums, workshops, courses, information training sessions and other like events.

## 4. POLICY STATEMENT

### 4.1 Eligible Events

Events to which this policy applies will generally be limited to those coordinated and/or run by either:

- a) The Western Australian Local Government Association (WALGA).
- b) The major professional bodies associated with local government.
- c) Accredited organisations offering training relating to the role and responsibilities of Councillors.

### 4.2 Mandatory Training

- a) Councillors are required to complete the Council Member Essentials training modules prescribed by Regulation 35, Local Government (Administration) Regulations 1996 within the first 12 months of their election to Council.
- b) The cost of completing the training modules will be funded from the Councillors annual allocation for training activities.

### 4.3 Request for Attendance

- a) Any approval for conference, seminar or training program attendance is always subject to budgetary funds being available.
- b) The Chief Executive Officer may approve Councillors attending the WALGA Convention, the Council Member Essentials training modules, and a training request where there is a specific budget provision and all Councillors have been offered the opportunity to attend.
- c) Requests for course participation or conference attendance may be initiated by the Council Member and should be forwarded to the Chief Executive Officer in a reasonable time prior to enrolment or registration.

### 4.4 Councillor Induction

Following their election, new Councillors will be given an induction by the Shire President and Chief Executive Officer. Part of that induction will include information and recommendations on which training course they are required to attend.





#### 4.5 Reporting

A report will be included in each year's Annual Report, and maintained on the Shire of Pingelly website, advising the attendance of elected members at events during the year and the total number of mandatory training modules completed by each elected member.

- 4.6 All costs associated with attendance at training activities will be paid by Council in accordance with Policy 4.5 Conference and Meeting Expenses

### 5 RELATED DOCUMENTATION / LEGISLATION

- Part 5, Division 10 of the *Local Government Act 1995*
- Part 10 of the *Local Government (Administration) Regulations 1996*
- Sections 5.126, 5.127 and 5.128 of the *Local Government Act 1995*
- Regulation 35, *Local Government (Administration) Regulations 1996*
- Regulation 36, *Local Government (Administration) Regulations 1996*

### 6 REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018, 20 May 2020
Previous Adoption	16 July 2014



Council Policy Name: 4.11 Attendance at Events Policy

Responsible Directorate: Chief Executive's Office

## 1. PURPOSE

- 1.1 The purpose of this policy is to establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or Shire representatives or not.

## 2. SCOPE

- 2.1 This policy applies to Elected Members and the Chief Executive Officer of the Shire of Pingelly.

## 3. DEFINITIONS

- 3.1 In accordance with section 5.90A of the Local Government Act, an event includes, but is not limited to the following:
- a concert
  - a conference
  - a function
  - a sporting event
  - occasions prescribed by the Local Government (Administration) Regulations 1996

## 4. POLICY STATEMENT

- 4.1 Elected members and the Chief Executive Officer attend events to fulfil their leadership role in the community. Elected Members and/or the Chief Executive Officer will receive tickets or invitations to attend events to represent the Shire. The event may be a paid event or a ticket/invitation may be gifted in kind.

Attendance is approved for the following events by Elected Members and the Chief Executive Officer:

- a) Advocacy lobbying or Ministerial briefings
- b) Meetings of clubs or organisations within the Shire of Pingelly
- c) Any free event held within the Shire of Pingelly
- d) Australian or West Australian Local Government events
- e) Local Government Professionals Association (WA) events
- f) Events hosted by Clubs or Not for Profit Organisations within the Shire of Pingelly to which the Shire President, an Elected Member or the Chief Executive Officer has been officially invited
- g) Shire hosted ceremonies and functions
- h) Shire hosted events with employees
- i) Shire run tournaments or events
- j) Shire sponsored functions or events
- k) Community art exhibitions
- l) Cultural events/festivals
- m) Events run by a Local, State or Federal Government
- n) Events run by schools and universities within the Shire of Pingelly
- o) Major professional bodies associated with local government at a local, state and federal level
- p) Opening or launch of an event or facility within the Shire of Pingelly
- q) Recognition of Service events
- r) RSL events
- s) Where Shire President, Elected Member or Chief Executive Officer representation has been formally requested



t) Free public events

All Elected Members and the Chief Executive Officer are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event, the fee, will be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under an alternative Council Policy.

If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets.

If an elected member (or Chief Executive Officer) is unable or does not wish to attend the event to which the invitation relates, the member is to advise the event organiser of their unavailability, or may distribute it to another elected member (or member of staff) of their choosing, if the event organiser agrees. Otherwise, it is at the sole discretion of the event organiser, whether the invitation, or tickets, can be redistributed.

#### 4.2 Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event as follows:

- Events for the Shire President may be approved by the Deputy Shire President
- Events for Councillors may be approved by the Shire President
- Events for the Chief Executive Officer may be approved by the Shire President

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval
- The benefit to the Shire of the person attending
- Alignment to the Shire's Strategic Community Plan
- The number of Shire representatives already approved to attend

Where an Elected Member has an event approved through this process, and there is a fee associated with the event, then the cost of the event, will be reimbursed on request.

Where the Chief Executive Officer has an event approved through this process, and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget allocation.

#### 4.3 Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally, is considered a non-approved event.

- If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than \$300 for Elected Members and the CEO.



#### 4.4 Conferences and Other Training Activities

The Shire supports Elected Members and the Chief Executive Officer in attending conferences. Conferences encourage development and networking opportunities. Council maintains various policies which apply to conference and training activities of elected members.

##### **Procedures**

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Elected Member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted Invitations / Offers or Tickets that are provided to the Shire without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.

#### **5. RELATED DOCUMENTATION / LEGISLATION**

- Local Government Act 1995 – Section 5.90A
- Local Government (Administration) Regulations 1996 r.34B

#### **6. REVIEW DETAILS**

Review Frequency	3 yearly		
Council Adoption Date	19 February 2020	Resolution #	12803



# 5. Finance



Council Policy Name:	5.1 Bank Account Signatories and Payments
Responsible Directorate:	Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to designate a hierarchy of signatories for Shire bank and investment accounts.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 ~~The Shire of Pingelly shall maintain the following bank accounts:~~

~~(a) Municipal Account~~

~~(b) Trust Account~~

~~Reserve Account~~

~~(d) Investment accounts where surplus funds and reserves are being held~~

All bank transactions are to be authorised by two signatures, with at least one signatory being from an Authorised Primary Signatory. This includes payments by cheque, electronic funds transfer, transfers between accounts, payroll payments and investment of surplus and reserve funds.

Where an officer has been involved in the preparation of a payment batch, the payment will be approved by two other signatories.

Authorised and Secondary Signatories.

1. Authorised Primary signatories are the Chief Executive Officer, the Executive Manager Corporate ~~Community~~ Services, and the Executive Manager ~~Engineering Development~~ Technical Services ~~and the Shire President~~.
2. ~~The~~ Authorised Secondary signatories ~~is~~ are the Senior Finance Officer, ~~the Finance Officer, and all Councillors with the exception of the Shire President who is a Primary Signatory.~~

~~The Bank Account Signatory and Payment Policy will be reviewed at least annually and revised in the event of legislative changes.~~

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 18 March 2015, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005



Council Policy Name: 5.2 Investment of Surplus Funds

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is so 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.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 **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.
- 4.2 **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.
- 4.3 **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;
  - 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.
- 4.4 **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.



#### 4.5 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.~~

### 5. RELATED DOCUMENTATION / LEGISLATION

- 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
- Shire of Pingelly Policy 2.7 Risk Management

### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010
<b>Previous Adoption</b>	20 May 2015, 17 June 2015, 17 May 2017, 18 July 2018





Council Policy Name: 5.5 Donations  
Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to clarify the Council's process around donations.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Council may sponsor members of the community or provide financial assistance to community organisations for the provision of services that are of benefit to the community.

4.2 Requests for financial assistance ~~will be invited in March and~~ are to be in writing for consideration by Council ~~at the April meeting~~ through the Council meeting process.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005



Council Policy Name: 5.6 Sundry Debtors Recovery

Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the process for debt recovery.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 After 30 days from the raising of the invoice, a statement is to be issued.
- 4.2 After 60 days from the issuing of the statement, a letter of demand for payment of debt in full within 21 days is to be issued.
- 4.3 At the end of the 21 days, the Chief Executive Officer may authorise a Notice of Intent to Summons if the debt is not paid in full within 14 days.
- 4.4 At the end of 14 days the Chief Executive Office may authorise the issue of a summons.
- 4.5 The Chief Executive Officer is authorised to negotiate with debtors unable to pay sundry debts, an extension of time or a repayment plan. Where conditions of the extension are not complied with, the Chief Executive Officer is authorised to give 14 days' notice of intent to commence legal action and institute recovery proceedings.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 5.7 Rates Recovery

Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the process for rates recovery.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Raising of the Rates is to occur as soon as practical, but no later than 5 working days after the adoption of the budget.
- 4.2 Rate are due 35 days after the date of issue of the rate notice.
- 4.3 Instalment options are available, if the first instalment is made within the 35 day payment period.
- 4.4 If a discount is available on rates, payment in full is to be received at the Shire Office within the 35 day payment period as indicated on the rate notice.
- 4.5 A letter of demand for payment of rates in full within 21 days is to be issued 7 days after the end of the 35 day payment period.
- 4.6 At the end of the 21 days, the Chief Executive Officer may authorise a Notice of Intent to Summons if rates are not paid in full within 14 days.
- 4.7 At the end of 14 days the Chief Executive Office may authorise the issue of a summons.
- 4.8 The Chief Executive Officer is authorised to negotiate with ratepayers unable to pay rates, an extension of time or a repayment plan. Where conditions of the extension are not complied with, the Chief Executive Officer is authorised to give 14 days' notice of intent to commence legal action and institute recovery proceedings.
- 4.9 Properties with rates outstanding for more than 3 years (other than eligible pensioner properties) are to be reported to Council for consideration of sale for non-payment of rates.
- 4.10 Council will not approve refunds of rubbish charges unless the building served is demolished or special circumstances warranting a refund are demonstrated.



## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



**Council Policy Name:** 5.8 Self Supporting Loans

**Responsible Directorate:** Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the process for applications for self supporting loans.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Each request for self supporting loans will be considered on its merits and the organisation will be asked to provide financial statements together with guarantors or other acceptable security.

In the event of Council agreeing to make funds available on a self supporting basis to any district organisation, Council reserves the right to control and/or to carry out any of the following:

- The preparation of the plans and specifications of the proposed works;
- The calling of tenders for the proposed works;
- The letting of the Contract;
- The preparation of the contract documents;
- Sole supervision of the proposed works; and
- Sole authorisation of the expenditure of funds for the proposed works.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



**Council Policy Name:** 5.9 Advances to Community Organisations  
**Responsible Directorate:** Corporate Services

## **1. PURPOSE**

- 1.1 The purpose of this Policy is to clarify the process of granting advances to community organisations.

## **2. SCOPE**

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

- 4.1 Council may agree to provide “bridging” or temporary finance for a community organisation, or to guarantee commitments made by the organisation.
- 4.2 Council may charge interest until the debt is completely repaid, at the current bank overdraft rate plus 0.5%.
- 4.3 Council may ask for the latest financial statements of the organisation.

## **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

## **6. REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name:	5.10 Pensioner and Seniors Concession on Non-Residential Properties
Responsible Directorate:	Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to clarify pensioner and seniors concession on non residential properties.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 When a pensioner or senior is eligible for a rates concession on a commercial or farming property the “minimum rate” method is to be applied.
- 4.2 Eligible persons to apply via the *Rates and Charges (Rebates and Deferments) Act 1992* to determine if the concession/rebate is available.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 5.11 Purchasing Policy

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*.
- 1.2 To deliver a best practice approach and procedures to internal purchasing for the Shire of Pingelly.
- 1.3 To ensure consistency for all purchasing activities that integrates within all the Shire of Pingelly operational areas.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1

### **WHY DO WE NEED A PURCHASING POLICY?**

~~The Shire of Pingelly is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:~~

- ~~1. Provides the Shire of Pingelly with a more effective way of purchasing goods and services.~~
- ~~2. Ensures that purchasing transactions are carried out in a fair and equitable manner.~~
- ~~3. Strengthens integrity and confidence in the purchasing system.~~
- ~~4. Ensures that the Shire of Pingelly receives value for money in its purchasing.~~
- ~~5. Ensures that the Shire of Pingelly considers the environmental impact of the procurement process across the life cycle of goods and services.~~
- ~~6. Ensures the Shire of Pingelly is compliant with all regulatory obligations.~~
- ~~7. Promotes effective governance and definition of roles and responsibilities.~~
- ~~8. Uphold respect from the public and industry for the Shire of Pingelly's purchasing practices that withstand probity.~~

### **ETHICS & INTEGRITY**

All officers and employees of the Shire of Pingelly shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Pingelly.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

1. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
2. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Pingelly policies and code of conduct;
3. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;





5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
6. Any information provided to the Shire of Pingelly by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

#### VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Pingelly. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

1. All relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
2. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
3. Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
4. A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

#### SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Pingelly is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Pingelly's sustainability objectives.

Practically, sustainable procurement means the Shire of Pingelly shall endeavour at all times to identify and procure products and services that:

1. Have been determined as necessary;
2. Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
3. Demonstrate environmental best practice in water efficiency.
4. Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
5. Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
6. For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
7. For new buildings and refurbishments – where available use renewable energy and technologies.



## LOCAL AND REGIONAL PRICE PREFERENCE POLICY

Where possible goods and services should be sourced locally, taking into consideration value for money, price, quantity and availability.

Local Price Preference – For suppliers located within the Shire of Pingelly

- 10% - where the contract is for goods and services up to a value of \$20,000.
- 5% - where the contract is for goods and services between the values of \$20,001 to \$40,000.

Regional Price Preference – For supplies located within a 60km radius of the Shire of Pingelly

- 5% - where the contract is for goods and services up to a value of \$20,000.

In addition to this, the Shire shall consider the following as part of any value for money decision, and the benefits of purchasing goods and services from local suppliers:

1. More timely delivery with shorter supply lines;
2. The opportunity for local product demonstrations and references, with consequentially reduced risk in the decision making process;
3. More convenient communications and liaison;
4. Better knowledge of local conditions; and
5. Benefits to the Shire from local employment and economic spin-offs.

## Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amended Amount of Purchase	Policy 5.11
<b>Less than \$3,000</b>	Professional discretion of market in accordance with the objective of this Purchasing Policy.
<b>\$3,001 to \$15,000</b>	Obtain at least two verbal quotes where practical.
<b>\$15,001 to \$50,000</b>	Obtain at least two written quotations.
<b>\$50,001 to \$70,000</b>	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
<b>\$70,001 - \$2449,999</b>	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
<b>\$2450,000 and above</b>	Conduct a public tender process; or Source from a WALGA Preferred Supplier or supplier subject to a WA Department Finance Common User Agreement (CUA).

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$2450,000 threshold (excluding GST). Where the tender process is used, steps must be taken to ensure compliance with the Local Government (Functions and General) Regulations 1996 s3.57.



## ORDERING THRESHOLDS

The following officers are authorised to ~~sign orders~~ make purchases on behalf of the Council within the limits stated, provided such proposed purchases are contained within the budget ~~and are within the officer's area of activity~~.

Officer	Order Limit (\$)
Chief Executive Officer	Unlimited
<del>Director</del> <u>Executive Manager</u> Corporate and Community Services	\$50,000
<del>Director</del> <u>Executive Manager</u> Technical Services	\$50,000
Works Supervisor	\$15,000
Executive Assistant	\$1,000
Senior Mechanic	\$3,000
Administration Officer Technical	\$3,000
<u>Engineering Technical Officer</u>	<u>\$3,000</u>
<u>Community Development Officer</u>	<u>\$1,000</u>

**NOTE:** The general principles relating to written quotations are;

1. An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
2. The request for written quotation should include as a minimum:
  - a. Written Specification
  - b. Selection Criteria to be applied
  - c. Price Schedule
  - d. Conditions of responding
  - e. Validity period of offer
  - f. Shire of Pingelly OSH requirements for Contractors
3. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
4. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
5. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
6. Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

## REGULATORY COMPLIANCE

### Records Management

For Tenders and formal Request for Quotations (RFQ)

All records associated with the procurement process shall be recorded and retained as official Council records including:

1. All tender or RFQ documentation
2. Internal documentation
3. Evaluation documentation
4. All correspondence including enquiry and response documentation
5. Notification and award documentation



For direct procurement

All records that are required under this policy must be attached to any purchase order, including:

1. Quotation documents
2. Internal documentation
3. Order forms

#### Verbal Quotations

Where a verbal quotation is required under this policy then a written record must be made of both the quotation and any submission of quotation. The written record shall include:

1. Details of the goods and services required
2. Name of any supplier who has been requested to provide a quotation and the date on which it was requested
3. Name of any supplier who submitted a quotation, the amount of the quotations

This information is to be recorded in the pre-printed verbal quotation section on the Office Copy Purchase Order.

#### Written Quotations

Where a written quotation is required under this policy then the written request for quotation and any submission of quotations must be attached to the Office Copy Purchase Order.

#### Tender Exemption

In the following instances, public tenders or quotation procedures are not required (regardless of the value of expenditure):

1. Purchases of Goods and/or Services under;
  - Current Western Australian Local Government Association (WALGA) Preferred Supplier Contracts
  - Current WA Department Finance Common Use Agreements (CUA's) Procurements made under CUA or WALGA preferred supplier contracts shall be checked for currency of contract at the time of quotation. The contract number of the CUA or WALGA Preferred Supplier contracts must be quoted at the time of quote sourcing and ordering in order to identify Council to the supplier as party to the contract pricing structure.
2. Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made.

Written confirmation of this must be made in accordance with the record management section of this policy.

Note: The application of provision "sole source of supply" should only occur in limited cases and experience indicates that generally more than one supplier is able to provide the requirements.

3. An emergency situation as defined by the Local Government Act 1995.
4. The purchase is under public auction which has been authorised by Council.



5. The purchase is for petrol, oil or other liquid or gas used for internal combustion engines.
6. Shelf acquired non bulk Grocery, Alcohol, Sundry Hardware and Stationery

No quotations are required for the procurement of non-bulk fixed price retail grocery, alcohol, sundry hardware and stationery products to be sourced off the shelf from retail stores that are open to the public. It is considered that the non-negotiable pricing together with strong competition within the sector is sufficient to provide best pricing.

#### 7. Software Support/Maintenance

No quotations are required for contracts for the provision, maintenance or support of software where;

The value of the contract is less than or equal to \$150,000 and;

The responsible office has good reason to believe that because of the unique nature of the software support and maintenance required, or for any other reason, it is unlikely that there is more than one potential supplier.

8. Any of the other exclusions listed under Regulation 11 of the Functions and Generals Regulations apply.
9. Chief Executive Officers or Director Discretion  
The Chief Executive Officer or Director may at their discretion, waive the requirements in writing to obtain the necessary quotations providing that written justifiable reasons for such waiver are provided by the responsible purchasing officer to the Chief Executive Officer, or their Director in the following situations;
10. The responsible officer has sought required quotations, but has only received less than the required responses that met the quotation specifications; or
11. The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a Local Government or a Regional Local Government.

#### Anti-Avoidance

The Shire of Pingelly shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

### 5. RELATED DOCUMENTATION / LEGISLATION

- *Local Government Act 1995*
- *Local Government Act (Functions and General) Regulations 1996.*

### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 21 May 2014, 18 February 2015, 17 June 2015, 4 November 2015, 18 November 2015, 15 June 2016, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 February 2007



**Council Policy Name:** 5.12 Minimum Rate Assessments on Shire Boundary

**Responsible Directorate:** Corporate Services

## **1. PURPOSE**

- 1.1 The purpose of this Policy is to outline the process for minimum rate assessments on Shire Boundaries.

## **2. SCOPE**

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

- 4.1 That contiguous rating of land zoned "General Agriculture" be effected where common ownership land is situated across a Shire boundary and that a minimum rate assessment would otherwise be levied but where if contiguously rated for the whole property, a minimum rate assessment would not be levied.

## **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

## **6. REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	17 March 2010



Council Policy Name: 5.13 Asset Management

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to provide clear direction in the provision and management of all Shire of Pingelly's assets that ensures sustainable outcomes and appropriate levels of service, for present and future stakeholders.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.
- 2.2 This Policy applies to all physical assets and their components with a useful life of more than one year, and a replacement value of greater than \$1,000, which require management by the Shire.

Physical assets are:

- Land;
- Buildings;
- Infrastructure;
- Plant & equipment; and
- Cultural collections.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 The Shire of Pingelly will undertake to provide the appropriate service levels for its assets, in a whole-of-life and economically, environmentally and socially sustainable manner. In providing and managing assets, the Shire will take into account an appropriate balance between service delivery, risk, reliability, safety and cost.

Budgeting priority will be given to the operation, maintenance and renewal of existing assets and services, and adequate resources will be provided to manage them in a cost effective manner.

### **The Asset Life Cycle (Whole of Life)**

Lifecycle asset management involves the decisions made at each stage of an asset's life, from planning to disposal. The decisions made at one stage will affect the asset's performance in others.





## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	21 March 2012, 17 June 2015, 17 May 2017





Council Policy Name: 5.14 Corporate Credit Cards

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to provide details for the use, allocation, control and safe custody of corporate credit cards.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

### 4.1 Objective

To meet changing circumstances for goods and services purchased with electronic transactions, credit cards are required in the organisation. Credit cards require a high level of security and this must be managed appropriately.

### 4.2 Area of Application

Employees classified as the Chief Executive Officer and Director Corporate and Community Services.

### 4.3 Policy Measures

“Credit Card” is defined as a facility allowing the cardholder to pay for goods and services on credit.

“Business Expense” is defined as any expense necessary to the conduct of the business or for the benefit of the Shire of Pingelly, or is under the terms of the employee’s contract of employment with the Shire of Pingelly or relevant Council policies.

“Personal Expense” is defined as any expense not of a business nature.

The following policy statement governs the issue and use of corporate credit cards.

1. Credit cards may be issued to the following members of staff:

- (a) The Chief Executive Officer, ~~and Director Corporate and Community Services~~ Executive Manager Corporate Services, and Executive Manager Technical Services.
- (b) The use of credit cards by Officers is restricted to business expenses only. The use of corporate credit cards for any item of personal expenditure is expressly disallowed;
- (c) All credit card receipts are to be handed to the accounts department for reconciliation and allocation purposes;
- (d) Any staff member who needs to use a corporate credit card to purchase goods and services must provide an invoice, or documentation to support their request, to the relevant senior staff member cardholder before any payment is made via credit card;
- (e) Officers utilising the credit card are to do so only with the prior authorisation of the Chief Executive Officer.



- (f) Corporate credit cards are issued with a credit limit of \$10,000 for the Chief Executive Officer and \$5,000 for ~~Director Corporate and Community Services~~ Executive Managers.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	20 February 2019
<b>Previous Adoption</b>	18 June 2014, 17 June 2015, 17 May 2017, 18 July 2018



Council Policy Name: 5.15 Community Grant Scheme

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 To provide financial assistance to community groups to build an engaged and vibrant community that delivers benefits to the local community and or the local economy.

## 2. SCOPE

- 2.1 Funding is for incorporated bodies undertaking projects and programs within the Shire of Pingelly or that provide benefit to residents and visitors of the Shire of Pingelly. Projects will be expected to meet priority areas identified within the Shire's Community Strategic Plan. These will be the priority areas for funding, and include, but are not limited to the following areas:
- building capacity within local community groups, volunteers and residents;
  - supporting our young people;
  - supporting our older people;
  - providing opportunity to be healthy and promote wellbeing;
  - supporting and encouraging cultural diversity and inclusion;
  - developing and attracting art projects and increasing participation; and
  - generally building the strength, engagement and cohesion of the community.

## 3. DEFINITIONS

- 3.1 Community – refers to the people that live, work or recreate within the Shire of Pingelly;
- 3.2 Eligible Organisations – Incorporated associations (or auspiced through an incorporated association with written acknowledgement) and that do not have outstanding grant acquittals;
- 3.3 Application Form – refers to the Community Grant Scheme Application form and all of its attachments. It also includes the option to provide a separate Income and Expenditure statement relevant to the project.

## 4. POLICY STATEMENT

- 4.1 Applications will be accepted twice per year with the funding pool being determined in the annual Shire budget. Applications must be from an eligible organisation and be for no more than \$3,000 in any single financial year. The funding will support up to 75% of total project costs. In-kind services and volunteer labour are eligible components of the total project costs. Successful projects will meet at least one priority area identified within the above scope or have clearly identified and evidenced the need for the project.

For applications to proceed to assessment they must:

- Be lodged on time;
- Be submitted on the appropriate form;
- Include the required information, including insurance and financial details;
- Include agreement from the applicant to acknowledge the Shire if funding is successful;
- Ensure the applicant demonstrates its ability to manage the project;
- Not be due to commence until after the notification date.



## 4.2 Assessment

Applications will be assessed according to:

- The level of community benefit;
- The level to which it addresses an evidenced need;
- Long term sustainability;
- Appropriateness of the project financial statement;
- Partnerships, collaborations, community engagement and involvement or other funding sources that have been secured;
- Capacity to deliver the project.

Where projects are evidenced to support additional outcomes identified within the Shire's Strategic Community Plan, the project will be highly regarded. This could include, but not limited to projects that:

- Encourage tourism and increase visitation
- Activate local businesses and main streets
- Improve, conserve and promote heritage

Some projects, either in their entirety or elements of the project may not be eligible for funding. They are:

- Projects that have already commenced;
- Recurrent maintenance or operating costs;
- Projects that are considered to be private, commercial, individual or state government core responsibility;
- Elements that may be considered offensive;
- Fundraising, political or loan repayments.

## 4.3 Additional Information

- Applicants will be able to seek assistance prior to finalising their application, but the assessment process will occur based on the information provided and must therefore be sufficient and concise;
- Council reserves the right to request copies of quotes or audited financial information;
- It may be appropriate to redirect applicants to more appropriate sources of funding prior to considering the project funding application;
- Successful applications will be required to sign a grant agreement which will detail any relevant conditions necessary to minimise risk, meet Shire protocols or maximise and safe guard the project outcomes. Conditions will also include the need to acknowledge the Shire's funding and submit an acquittal form as agreed with photographic and promotional evidence.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil



## 6. REVIEW DETAILS

<b>Review Frequency</b>	Three Yearly
<b>Council Adoption</b>	17 May 2017, 19 July 2017, 18 July 2018, 18 March 2020
<b>Previous Adoption</b>	16 April 2014



Council Policy Name: 5.16 Sponsorship Policy

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to maximise financial and in-kind assistance to Shire activities, events, assets and services, to the mutual benefit of both parties

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

**Overview** The Shire of Pingelly actively seeks financial and/or in-kind sponsorship from time to time from organisations, bodies, companies or individuals to support specific promotions, events, services, assets and other activities. This Sponsorship Policy adopted by the Pingelly Shire Council is aimed to ensure that probity and accountability is maintained in the selection or appointment of sponsors and in managing those sponsorships.

**Objectives** The Sponsorship Policy

1. To heighten awareness of probity and accountability issues within Council and protect Council, Councillors and staff from being compromised.
2. To reduce the risk of corrupt conduct and provide a useful starting point for potential commercial sponsors.
3. To ensure a consistent corporate approach to seeking sponsorship opportunities.
4. To set rules for entering into sponsorship agreements.
5. To clearly identify responsibility and accountability levels.

**Sponsorship** What is Sponsorship?  
Sponsorship is the purchase of the right to associate the sponsor's name, products and/or services with the Shire's service, product or activity in return for agreed benefits. Sponsorship rights can be purchased through financial contributions or the provision of in-kind goods or services. Sponsorship is not a grant or donation. Sponsorship is a business relationship in which both the Sponsor as well as the Shire should benefit.



## Policy

1. When this Policy applies: Sponsorship of the Shire of Pingelly's assets or events.

This Policy applies only when a Shire of Pingelly ("the Shire") project, event or asset funded/owned or managed by the Shire receives the sponsorship. The Chief Executive Officer (CEO) of the Shire will sign any Sponsorship Agreement, or Sponsorship Letter with the Sponsor in accordance with this policy.

2. Determining whether to have Sponsorship

Sponsorship benefit for an event may be in the form of assistance in funding the cost of holding an event, where the Sponsorship involves cash. Alternatively, it may be in the form of in-kind services for which payment would otherwise be required. Sponsorship may also take the form of participants at an event receiving products or services that are desirable or useful to the participants.

Sponsorship benefit for an asset may be in the form of assistance in funding the asset or its ongoing maintenances/costs, where the Sponsorship involves cash. Alternatively, it may be in the form of in kind services or products which would otherwise have had to be paid for, e.g. equipment or labour.

A decision should be made in regards to each Event/Asset about:

- whether or not to seek/accept Sponsorship.
- the identity of acceptable Sponsors.
- the benefits of the Sponsorship to the Shire and the Sponsor.
- the form of any Sponsorship.
- the resources required and obligations upon the Shire as a result of the Sponsorship.
- any risks to the Shire or Sponsor associated with the Sponsorship.

A Sponsorship Proposal outlining the above details will be completed for each Event/Asset. Any Event sponsorship over \$5,000 or Asset sponsorship shall be endorsed by Council prior to the signing of any Sponsorship Agreements or Sponsorship Letters.

3. Decision making framework

In making a decision about Sponsorship, the following framework will be considered.

### **Guideline 1: Identity of Sponsor**

The Sponsor must be a responsible and reputable organisation whose name and identity would enhance the Sponsored Event.

Organisations that sell or promote tobacco or alcohol shall not be considered as potential sponsors.



## **Guideline 2: Shire's reputation and standing**

The Sponsorship should enhance the public image of the Shire, and its reputation and standing. There should not be any risk to the Shire's reputation and standing arising from the Sponsor's identity, the identity of its affiliates, or the Sponsorship.

## **Guideline 3: No conflict of interest**

There should not be any conflict of interest, nor any perceived conflict of interest between the Sponsor and the Shire. Sponsorship arrangements should be avoided where there is clearly a conflict between the objectives and mission of the Shire and its respective activities and those of the Sponsor.

## **Guideline 4: No negative impact.**

Sponsorship arrangements shall not be entered into which could limit the Shire's ability to carry out its functions fully and impartially.

All sponsorship agreements will positively state that the Shire's functions will continue to be carried out fully and impartially, notwithstanding the existence of a sponsorship arrangement. Sponsorship agreements will clearly describe the process and possible consequences of any sponsorship related impacts on Shire's responsibilities (including, a statement to the effect that any attempted influence of the sponsored functions will result in an automatic review and/or termination of the sponsorship arrangement).

## **Guideline 5 – No explicit endorsement**

Sponsorship of the Shire activities, events or assets will not involve explicit endorsement of the sponsor or the sponsor's products. Strong implicit endorsement of a sponsor's product will be avoided. Sponsorship agreements shall specifically state where the Sponsor's product(s) or name can be used.

## **Guideline 6: Benefit of Sponsorship**

The specific sponsorship that is proposed should benefit the Pingelly community and the Sponsored Event. It is inappropriate for any Councillors or employee of the Shire to receive a personal benefit from a sponsor/sponsorship.

Where a benefit is provided by a sponsor on a corporate basis (such as cash payment for, or in-kind provision of hospitality at a conference), there shall be no perception of personal benefit being given to a member of Staff or Council as an individual.

## **Guideline 7: Appropriateness of Obligations**

The specific obligations that the Shire will have as a result of the Sponsorship need to be assessed, including:

1. Does the Shire have the capacity and capability to complete the obligations?
2. Will the Shire have the resources to complete the obligations?
3. What are the risks to the Shire in relation to the obligations, and how will they be mitigated?





#### **Guideline 8: Local preference; No favouritism**

The Shire will endeavour to offer local organisations the opportunity to be a sponsor before extending the offer to other organisations. Excluding local preference; the Shire must not favour a sponsor in a particular industry sector to the exclusion of its competitors, but will use reasonable efforts to offer the opportunity to sponsor fairly without favouritism.

#### **Guideline 9: A Business Approach**

The Shire will apply a business approach to offering sponsorship opportunities, and to the negotiation of the commercial terms of sponsorship. The sponsorship benefits to be received by the Sponsor should correspond with the level of benefit which is received by the Shire from the Sponsor.

#### **4. Operational Matters**

A sponsorship arrangement is a formal business agreement and should be described in an appropriate written form. Sponsorship agreements constitute contracts and should only be administered by an Executive staff member.

Only sponsorship arrangements up to the value of \$5,000 being a cash payment for, or in-kind provision of hospitality at a conference or participants at an event receiving products or services that are desirable or useful to the participants are able to be approved by the CEO.

Sufficient resources must be made available to enable the promised sponsor benefits to be delivered.

Sufficient information should be collected and provided to enable the sponsor to evaluate the outcomes of the sponsorship.

The benefits which are provided should match the level of sponsorship.

#### **5. Assessing/Approving Sponsorship Proposals**

All Sponsorship Proposals must be appropriately documented outlining the benefits accruing to any potential sponsor and shall contain the following information:

- Type of event/asset.
- Amount/type of sponsorship.
- Sponsor's details.
- Responsibilities of the Shire.
- Conditions of the sponsorship, inc. any requirements – location, timing, expectations.
- Period of the sponsorship.

Where two or more sponsors are interested in sponsoring the same event/conference and the sponsorship needs to be exclusive, one sponsor will be selected and submitted to the CEO for endorsement. The request for endorsement will detail on what grounds the sponsor was selected.



All Sponsorship Proposals over \$5,000 must be approved by the CEO, endorsed by the Council and will be in compliance with the requirements of the sponsorship policy.

A formal offer of sponsorship will then be made in writing, specifying in detail the sponsorship and its outcomes to ensure there is no disagreement between the Shire's and the sponsor's expectations.

#### 6. Sponsorship Agreements

There is no required format for a sponsorship agreement. Sponsorship agreements could vary to be in the form of a letter outlining the Shire's requirements and conditions, or, for larger amounts, could consist of a detailed legal contract. It may also be a requirement of the Sponsor who may stipulate and supply an agreement to be signed. Depending on the complexity of the sponsorship project, consideration will need to be given by the recommending officer as to the form of agreement that should be used. All sponsorship agreements need to state essential information as provided in this Policy.

#### 7. Information on Sponsorship Agreements

All information about the full nature and extent of sponsorship agreements will be made available to the public upon request without disclosing any commercial in-confidence information.

#### 8. Naming Rights

Where a Sponsor is seeking naming rights for a Shire project, asset or event, the Sponsorship Agreement, in addition to the initial Sponsorship Proposal must be endorsed by Council.

#### 9. Signage

Where a Sponsor is seeking to erect permanent or temporary signage in the Shire, the Sponsorship Agreement or Sponsorship Letter must state the maximum size of the signage and specify the location of each sign.

### 5. RELATED DOCUMENTATION / LEGISLATION

Nil

### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	21 September 2017



Council Policy Name: 5.17 Correct Usage of Shire Fuel Cards Policy

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to ensure that all purchases made on Shire's Fuel Cards are correctly accounted and recorded.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.
- 2.2 This policy applies to all Shire employees and associated parties with Shire issued Fuel Cards.

## 3. DEFINITIONS

- 3.1 To provide an alternative mechanism for the purchase of fuel for Shire supplied vehicles and relevant associated parties (e.g. Bushfire Service), employees and associates are away from Pingelly or on weekends. (Employees are required to fuel up at sites only accepting the Shire issued fuel Card).
- 3.2 To ensure that only goods and services obtained are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records.
- 3.3 To ensure that all fuel dockets not relating to the fuel card for the designated vehicle are to be forwarded onto Council's Accounting Staff in a timely manner (Once a week).

## 4. POLICY STATEMENT

### 4.1 Procedures

Employees driving a Shire supplied vehicle, where required will be issued with a Shire owned Fuel Card.

- a) Ensure that the fuel cards are only used for Unleaded Fuel, Diesel or Gas.
- b) As a minimum employees must provide the following information to the console operator after fuelling the vehicle:
  - Card PIN and or signature if required.
- c) If the Plant or Registration is not printed on the fuel docket the driver is required to write the information on the docket.
- d) The fuel card dockets must be sent to Shire's Accounting Staff in a timely manner (once a week) this is preferably the next working day. However, an acceptable time will be within 5 working days of returning to work. Fuel docket not relating to the designated vehicle should have the plant number written on it and be signed by the employee or associate using the vehicle.
- e) Accounting Staff will then verify that all fuel dockets have been received and will then process the fuel card statement for authorisation by the Director of Corporate and Community Services.



- f) The Accounting Staff will maintain a register of all employees and associates who have been issued with Shire Fuel Cards.
- g) All employees must ensure that they adhere to the requirements of the policy. Otherwise they may forfeit the use of the Fuel Card.

#### 4.2 Risk Management and Fraud Control

- a) Employees are to use the fuel card for the purchase of fuel relating to Shire business and for authorised private usage.
- b) All employees issued with a fuel card will be required to sign a document acknowledging their compliance with the fuel card policy once adopted by Council.
- c) Annual reviews of the usage of the fuel card will be conducted by the Director of Corporate and Community Services. A report will be submitted to the Executive Management Team as required detailing any issues on the use of the fuel cards.
- d) Where a card is lost, stolen or damaged the holder must notify the Director of Corporate and Community Services immediately. Steps will then be taken to cancel the card and reissuing a new fuel card.
- e) Appropriate measures will be taken to ensure cardholders adherence to the Policy. These measures may include cancellation of the fuel card, or any other measures deemed necessary by the Chief Executive Officer. This could include disciplinary action.
- f) It is the responsibility of the cardholder to return the fuel card to the Finance department on resignation or termination from the Shire of Pingelly. The Shire's Senior Finance Officer will follow up on any cards that are not returned.
- g) Other methods of payment, such as cash are only to be used in exceptional circumstances. An example of this is where there are no service stations that accept a Shire operated fuel card. The employee or associate must make every effort to seek out a service station that accepts a Shire operated fuel card. In the case of using cash to pay for fuel purchases, the reimbursement of the fuel payment must be authorised by the Director of Corporate and Community Services or Chief Executive Officer.

### 5. RELATED DOCUMENTATION / LEGISLATION

- Acknowledgement and Acceptance of Conditions of Use of Fuel Card.
- Local Government (Financial Management) Regulation 1996.

### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	16 May 2018
<b>Previous Adoption</b>	16 May 2018



# 6. Fire Control



Council Policy Name: 6.1 Firebreaks – Installation, Inspection and Prosecution

Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the requirements of the installation, inspection and prosecution of firebreaks in the Shire of Pingelly.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Firebreaks must be installed by the date required in the Firebreaks Order ~~adopted by Council each year.~~
- 4.2 The inspection of townsite firebreaks is to commence no later than seven days after the required date.
- ~~4.3 The inspection of townsite firebreaks is to be carried out by the Town Brigade Captain or Foreman together with the Chief Executive Officer (or a member of Staff nominated by the Chief Executive Officer). No warning or advice is to be given of the inspection.~~
- ~~4.4 Fire Control Officers are to report any rural firebreaks not in compliance with the Firebreaks Order to the Chief Executive Officer, as soon as possible, for action.~~
- 4.5 ~~Those persons~~The owners whose properties are found not to comply with the Firebreaks Order, are to be ~~automatically~~ issued with an infringement, and a further Order to comply with the ~~Firebreak Order~~ within 107 clear days of the inspection.
- ~~4.6 A second inspection is to be carried out, after sufficient time for compliance has passed.~~
- 4.7 Where, ~~after the second~~ a minimum of 10 days following the first inspection, ~~inspection~~ any property still does not comply with the Firebreak Order, the Chief Executive Officer is authorised to ~~issue an infringement notice, order the carrying out of works and/or~~ arrange for the carrying out of works so that the property complies. The property owner is to be responsible for all costs associated with the compliance works.
- ~~4.8 Firebreaks that have been installed after inspections and/or prosecution and/or Order must pass inspection by the Chief Executive Officer (or a member of Staff nominated by the Chief Executive Officer) or the Chief Bushfire Control Officer (or his nominee) or the Town Brigade Captain (or his nominee).~~

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil



## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017



Council Policy Name: 6.2 Firebreaks on Road and Railway Reserves

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to clarify the rules for firebreaks on road and railway reserves.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Council does not permit the installation of firebreaks on road reserves nor burning of the railway reserve other than by authority of ~~Westnet Rail~~ [the Public Transport Authority](#) within the Shire of Pingelly.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017





Council Policy Name: 6.3 Road Verge Burning

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the process for road verge burning.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Approval may be given by the Chief Executive Officer for the burning of road verges.

4.2 All applications for burning of road verges are to be made in writing.

4.3 Applications must demonstrate that the verge constitutes a fire hazard and positive protection is to be given to areas of natural vegetation.

4.4 During restricted burning periods, the normal procedures apply.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017



Council Policy Name:	6.4 Annual Bushfire Advisory Committee Meeting
Responsible Directorate:	Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is in accord with S 67 of the *Bush Fires Act 1954*, a Bushfire Advisory Committee meeting is to be held in April each year.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Notices of meetings will be sent to all Brigade Secretaries and Fire Control Officers as well as advertised in local newspaper.
- 4.2 ~~FESA Officers~~ A DFES representative is to be invited to attend.
- 4.3 All Brigades are to be encouraged to hold their annual meetings prior to the Advisory meeting.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017



Council Policy Name: 6.5 Fire Control Officers Appointment

Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process of appointing [the Chief and Deputy Chief](#) Fire Control Officers.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Council will consider the appointments of officers recommended by the Bushfire Advisory Committee meeting at its next Ordinary Council meeting.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017



Council Policy Name: 6.6 Fire Control Officers Training  
Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the requirements for Fire Control Officers training.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 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 [FESA-DFES](#) within the previous ten years. Proof of satisfactory completion of the course is required.

4.2 It is desirable that Dual Fire Control Officers nominated by neighbouring Shires have completed a Fire Control Officer's training course certified by [FESA-DFES](#) within the previous five years. The Chief Executive Officer is to seek training status details from the nominating Shire.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	19 January 2005, 21 April 2010, 20 April 2011, 17 June 2015, 17 May 2017



Council Policy Name: 6.7 Harvest and Vehicle Movement Bans

Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the process involved with harvest and vehicle movement bans.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 The Chief Fire Control Officer, Deputy Chief Fire Control Officer, a Hotham Fire Control Officer, a Milton Fire Control Officer, Chief Executive Officer and Deputy Chief Executive Officer are authorised to issue and lift harvest and vehicle movement bans pursuant to Section 39 of the Bush Fires Act.
- 4.2 The decision to initiate or lift a Harvest and Vehicle Movement Ban is to be determined by a Fire Weather Reading from within the Shire of Pingelly using the Kestrel Weather Meter and the McArthur Grassland Meter Fire Danger Index. The Harvest Ban Calculation Instructions for the Kestrel Weather Meter are to be used for readings.
- 4.3 In the event that the Fire Danger Index reaches 32 or more, a Harvest and Vehicle Movement Ban is to be imposed over the whole of the Shire of Pingelly.
- 4.4 Once issued, a Harvest and Vehicle Movement Ban will remain in force until such time as is lifted.
- 4.5 For the purpose of Media Releases relating to the issue of Harvest and Vehicle Movement Bans, the following wording will be utilised at all times:
- “A Harvest and Vehicle Movement Ban is in effect over the whole of the Shire of Pingelly until further notice”
- OR
- “Currently there are no Harvest or Vehicle Movement Ban within the Shire of Pingelly”.
- 4.6 The issue of a Harvest and Vehicle Movement Bans is to be recorded onto the telephone hotline and publicised through the local media together with an SMS to registered mobile telephones.



## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017



Council Policy Name: 6.8 Movement of Vehicles During Harvest Bans

Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's policy on movement of vehicles during harvest bans.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

- 3.1 **Laneway/Roadway (non gazetted)**  
A laneway/roadway is defined as having a trafficable surface, free of all inflammable material, a minimum of 4m wide. Overhanging vegetation has to be pruned back so as not to come into contact with parts of a vehicle.
- 3.2 **Yard**  
A yard is defined as an area, more than four metres wide, with a constructed, trafficable surface, free from all inflammable trees save live standing trees.

## 4. POLICY STATEMENT

- 4.1 A Total Harvest and Vehicle Movement Ban requires a ban on the movement of all vehicles and machinery and the operation of internal combustion engines within the Shire during the time specified in the notice or broadcast (Reg 38A & B) with the exception of the movement of vehicles and machinery on made gazetted roads, laneways/roadways and yards.

The following activities are permitted provided these comply with specified conditions:

### Regulated Activities

1. Loading and offloading of grain, fertiliser and feed is only permitted on sites which are approved and registered by the Shire of Pingelly on an annual basis and which are clear of all inflammable material save live standing trees to a radius of at least 30m. A mobile fire fighting unit shall be in attendance at all times the site is in use during the ban period.
2. Water carting for stock and domestic purposes provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications (this also requires the retention of 400L of water at all times).
3. All necessary travel to, from and within piggeries, sheep or cattle feed lots, provided this is undertaken in a vehicle with a mobile fire fighting unit attached.
4. All necessary carting of livestock provided that such a vehicle is accompanied by a mobile firefighting unit.
5. Activities which received specific exemptions from Council or the Chief Fire Control Officer.



- 4.2 All other activities or operations may only be undertaken during Total Vehicle and Machinery Movement Bans and Bans on the Operation of Internal Combustion Engines, after approval has been granted by the Chief Bushfire Control Officer or the CEO. Approval has to be sought on an individual basis. Approval may be subject to specified conditions. It should be noted that approval may not be granted.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017





Council Policy Name: 6.9 Use of Shire Vehicles on Harvest Ban Days  
Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the use of Shire vehicles on harvest ban days.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 During the currency of Total Harvest and Vehicle Movement bans any Fire Control Officer is authorised to order the operator of any Shire plant to cease work or a particular kind of work, between times specified if, in the opinion of the Fire Control Officer, the continued operation of the plant should constitute a serious fire hazard.

4.2 The Fire Control Officer exercising this authority shall inform the Chief Executive Officer or Manager of Works of his action.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017



Council Policy Name: 6.10 Fire Fighter Attire

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's process for fire fighter attire at a fire.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 The person in charge of a fire shall order away those not wearing adequate and appropriate attire, especially footwear.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017



Council Policy Name:	6.11 Bushfire Brigades Standing Orders
Responsible Directorate:	Technical Services

## **1. PURPOSE**

- 1.1 The purpose of this Policy is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

## **2. SCOPE**

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

### **4.1 Organisation And Maintenance Of Bush Fire Brigades**

#### **4.1.1 Officers to be supplied with Act**

The local government is to supply each brigade captain with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

### **4.2. Chief Bush Fire Control Officer**

#### **4.2.1 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

#### **4.2.2 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

#### **4.2.3 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include -

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

### **4.3 Annual General Meetings Of Bush Fire Brigades**

#### **4.3.1 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of March/April/May each year.



4.3.2 Nomination of bush fire brigade delegates to Bush Fire Advisory Committee  
Members of Brigades shall appoint a member annually to represent their respective Brigade on the Shire of Pingelly Bush Fire Advisory Committee and those members appointed shall be entitled to have voting rights on the Committee. Brigades shall appoint a proxy member for attendance should the elected representative be unable to attend such meetings. All existing fire control officers are delegates to the Bush Fire Advisory Committee.

4.3.3 Bush Fire Advisory Committee members  
Department of Environment and Conservation and FESA officers shall be entitled to representation in an advisory capacity at meetings except that such representation shall not incur voting rights on the Shire of Pingelly Bush Fire Advisory Committee.

4.3.4 Nomination of bush fire control officers to Bush Fire Advisory Committee  
At the annual general meeting of a bush fire brigade, at least one brigade member, with the minimum qualifications and experience required to perform the role as set by the local government, is to be recommended to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next annual general meeting.

4.3.5 Minutes to be tabled before the Bush Fire Advisory Committee  
The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Executive Officer within one month after the meeting.

Minutes of a bush fire brigade's annual general meeting are to be tabled at the next meeting of the Bush Fire Advisory Committee and Council.

#### 4.4. Bush Fire Advisory Committee

4.4.1 Functions of Advisory Committee  
The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act.

4.4.2 Bush Fire Advisory Committee to nominate bush fire control officers  
As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to recommend to the local government from the persons nominated by each bush fire brigade a person or persons for the position(s) of a bush fire control officer for the brigade area.

4.4.3 Local government to have regard to nominees  
When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.



#### 4.4.4 Bush Fire Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades or issues requested to be considered by the local government.

### 4.5 Meetings - Notice And Business

#### 4.5.1 Notice of Meetings - Members to Receive Notice

Before any meeting of the Bush Fire Advisory Committee, a notice signed by the Chief Executive Officer (or his nominee), stating the place, date and hour of holding the meeting and specifying the business to be transacted with an agenda and supporting electronic means (so long as it is capable of being printed out in its entirety), by post, or otherwise left or delivered to each Brigade Secretary, at least 7 days before the meeting, at the usual or last known place of abode or business.

#### 4.5.2 Emergency Meetings

A meeting of the Bush Fire Advisory Committee for the purpose of dealing with an emergency situation may be called by the Chief Fire Control Officer, or in their absence, any three members. The Chief Executive Officer, or a person authorised by him or her, shall either personally or by telephone, facsimile or other electronic means or otherwise leave or deliver to each Brigade Secretary details of the nature of the emergency and the date, time place and purpose of the emergency meeting. Decisions made at this meeting must be by absolute majority.

#### 4.5.3 Business to be Specified on Notice Paper

No business shall be transacted at any meeting other than that specified in the notice without the approval of the Chairman or if there is dissent by any Member to the Chairman's ruling, with approval of the majority of Member's present determined by vote, except;

- (a) matters which the Act permits to be dealt with without notice,
- (b) matters which this local law (clause 5.5) permits to be dealt with without notice.

### 4.6 Meetings - Quorum

#### 4.6.1 Quorum at Meetings

The number of members necessary to form a quorum for any meeting shall be:

- (a) for the Bush Fire Advisory Committee meetings – five.
- (b) for bush fire brigades' meetings:
  - (i) where the total number of offices of member (whether vacant or not) is an even number, 50% plus one;
  - (ii) where the total number of officers of member (whether vacant or not) is an odd number, the integer nearest to, but greater than, one half of that total.

#### 4.6.2 Count-out/Adjournment

- 4.6.2.1 If a quorum has not been established within the 30 minutes after a meeting is due to begin then the meeting shall be adjourned,



4.6.2.2 At any time during any meeting of the Bush Fire Advisory Committee any member or the Chief Executive Office may call the attention of the Chairman to the fact that a quorum is not present. The Chairman shall immediately suspend the proceedings of the meeting for a period of five minutes. If a quorum is not present at the end of this period, the meeting shall be deemed to have been counted out, and the Chairman shall adjourn it to a later hour of the same day or to any other time, not more than seven days from the date of adjournment.

4.6.2.3 Absence of Quorum - Record in Minutes

At all meetings of the Bush Fire Advisory Committee when the meeting is counted out, and an absence of a quorum noted, the circumstances, together with the names of the Member present, shall be recorded in the Minute Book.

4.7. Meetings – Minutes

4.7.1 Recording of Minutes

The Chairman of the meeting of the Bush Fire Advisory Committee is to cause minutes to be kept of the meeting's proceedings.

4.7.1.1 Recording of Votes

That all meetings of the Bush Fire Advisory Committee have the number of votes for and against each motion recorded.

4.7.2 Confirmation of Minutes

Reading of the minutes of a previous meeting of the Bush Fire Advisory Committee may be dispensed with provided that a copy of those minutes has been supplied to each Brigade Secretary at least 72 hours prior to the date of the meeting at which they are presented for confirmation.

The minutes of any preceding meeting or meetings of the Bush Fire Advisory Committee not previously confirmed, shall be submitted for confirmation to the next ordinary meeting of the Bush Fire Advisory Committee and no discussion of them shall be permitted except as to their accuracy as a record of the proceedings. The last page of the minutes must be signed and dated by the person presiding at the meeting certifying that the minutes have been confirmed.

Copies of unconfirmed minutes of each Bush Fire Advisory Committee meeting shall be made available for inspection at the Shire Office, Shire Library and such other publicly accessible places as determined by the Chief Executive Officer, for inspection by members of the public.

4.8 Meetings - Order Of Business

4.8.1 Ordinary Meeting - Order of Business

The order of business at meetings of the Bush Fire Advisory Committee, unless altered by resolution to that effect, shall be as nearly as practicable as follows:

- (a) apologies and leave of absence;
- (b) confirmation of minutes of previous meeting(s);
- (c) receipt of minutes or reports and consideration of adoption of recommendations from meetings held since the previous Committee meeting;
- (d) appointment of Office Bearers;



- (e) Chief Fire Control Officer's Report;
- (f) other reports - Brigade Reports & Agency Reports;
- (g) motions of which notice has been given;
- (h) urgent business.

#### 4.8.2 Order of Business at Special Meeting

The order of business at any special meeting shall be the order in which that business stands in the notice of the meeting unless the Bush Fire Advisory Committee, by resolution, alters the order of business to that effect.

#### 4.8.3 Unacceptable Business

If the Chairman is of the opinion that any motion or business proposed to be made or transacted at a meeting is disrespectful, he or she may, either before or after the matter is brought forward at any meeting, declare that the motion or business shall not be entertained. Any Member may move dissent from such a declaration made by the Chairman and in the event of the dissent being carried by a majority of the Members present, the business referred to shall then be considered immediately, but if the motion is lost, the ruling of the Chairman shall stand.

#### 4.8.4 Business at Adjourned Meeting

At an adjourned meeting of the Bush Fire Advisory Committee, no business shall be transacted other than such as shall have been specified on the notice of the meeting of which it is an adjournment and which remains indisposed of at the adjourned meeting shall have the precedence at such ordinary meeting of the Bush Fire Advisory Committee.

#### 4.8.5 Urgent Business

A Member may move a motion involving urgent business that is not included in the notice paper for that meeting provided that the Chairman has agreed to the business being raised and the Chairman considers that either;

- (a) the urgency of the business is such that the business cannot wait inclusion in the notice paper for the next meeting of the Bush Fire Advisory Committee;
- (b) the delay in referring the business to the next meeting of the Bush Fire Advisory Committee could have adverse legal or financial implications for the Bush Fire Advisory Committee.

Any Member may move without notice a procedural motion of dissent in respect of the Chairman's ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the meeting by the majority of Members present, the business must then be included as a matter of urgent business.

### 4.9 Meetings - Public Conduct

#### 4.9.1 Admission and Removal of the Public

The public is admitted to Bush Fire Advisory Committee meetings on the basis that no expression of dissent or approval, conversation or interruption to the proceedings of the Bush Fire Advisory Committee shall take place. In the event of any such interruption, the Chairman may use discretion and without a vote of the Bush Fire Advisory Committee, require those interrupting to withdraw.



The person or persons concerned shall immediately withdraw from the meeting. This direction by the Chairman may not be challenged by moving dissent with the ruling and the Chairman's ruling is final.

#### 4.10 Notice Of Motion

##### 4.10.1 Notices of Motion to be in Writing

A Member may only bring forward at a meeting such business as is referred to in this clause in the form of a motion of which notice has been given, in writing, to the Secretary.

##### 4.10.2 Notice of Motion

Notice of motion shall be given to the Chief Executive Officer either:

- (a) at the last previous Bush Fire Advisory Committee meeting, or
- (b) at least ten clear days before the meeting at which it is to be brought forward.

## 5. RELATED DOCUMENTATION / LEGISLATION

- Bushfires Act 1954

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	16 June 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	28 June 2001





Council Policy Name: 6.12 Permits to Burn – Public Holidays and Sundays

Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the process of issuing permits to burn on public holidays and Sundays.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 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

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	16 March 2011, 20 May 2015, 17 June 2015, 17 May 2017



# 7. General



Council Policy Name: 7.1 Australia Day Celebrations

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to support the following Australia Day celebrations (with the stated conditions).

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Hosting of Australia Day Breakfast.

- 4.2 Tournaments : Pingelly Tennis Club  
Pingelly Bowling Club

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

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017



Council Policy Name: 7.2 Council Awards  
Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the process of Council awards.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

Each year, Council may present the following awards:

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

4.1 Nominations are to be advertised from October and ~~close the first Friday of December~~ presented to the Ordinary Meeting of Council in December.

4.2 The nominee must accept the nomination prior to it being submitted.

4.3 Presentations to the award winners shall be made as part of the Australia Day celebrations.

4.4 Invitations to the Award nominees are to be issued by the Shire President and/or Chief Executive Officer to the Australia Day breakfast each year.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	19 January 2005, 21 April 2010, 16 March 2011, 20 March 2013, 17 June 2015, 17 May 2017, 21 March 2018



~~Council Policy Name:~~                      ~~7.3 Citizenship Ceremonies~~

~~Responsible Directorate:~~              ~~Chief Executive's Office~~

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~~1. PURPOSE~~

~~1.1 The purpose of this Policy is to outline the process for holding Citizenship Ceremonies.~~

~~2. SCOPE~~

~~2.1 This Policy is applicable to the Shire of Pingelly and its operations.~~

~~3. DEFINITIONS~~

~~N/A~~

~~4. POLICY STATEMENT~~

~~4.1 The President is to conduct citizenship ceremonies. The CEO shall arrange formalities for the ceremony. Suitable refreshments are to be provided for the ceremony and a book on Australia is to be presented to the recipient.~~

~~5. RELATED DOCUMENTATION / LEGISLATION~~

~~Nil~~

~~6. REVIEW DETAILS~~

<del>Review Frequency</del>	<del>Bi-Annually</del>
<del>Council Adoption</del>	<del>21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018</del>
<del>Previous Adoption</del>	<del>19 January 2005</del>

~~Council Policy Name:~~                      ~~7.4 WA Week Celebrations~~

~~Responsible Directorate:~~              ~~Corporate and Community Services~~

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~~1. PURPOSE~~

~~1.1 The purpose of this Policy is to outline the process for WA Week celebrations.~~

~~2. SCOPE~~

~~2.1 This Policy is applicable to the Shire of Pingelly and its operations.~~

~~3. DEFINITIONS~~



N/A

#### **4. POLICY STATEMENT**

4.1 Council may donate to sporting club fixtures during WA Week.

#### **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

#### **6. REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 7.5 Pingelly Primary School - Trophies

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for issuing trophies to the Pingelly Primary School.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Council will meet the cost of "Sports Star of the Year" trophies for presentation to students in early December each year.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



<b>Council Policy Name:</b>	<b>7.6 Buildings Owned by the Shire of Pingelly</b>
<b>Responsible Directorate:</b>	<b>Technical Services</b>

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the conditions that apply when hiring out a Shire building to a community group.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

In the event that the use of Shire of Pingelly owned buildings is granted to a community group, the following conditions shall apply:

- 4.1 All electricity, water charges etc. are to be met by the community group.
- 4.2 Satisfactory insurance cover for contents being carried by the community group.
- 4.3 Alterations and repairs to be approved by the Chief Executive Officer prior to work being carried out.
- 4.4 Cost of alterations to be met by the community group.
- 4.5 Cost of repairs may be equally apportioned between the Shire of Pingelly and the community group subject to prior consultation.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005





Council Policy Name: 7.8 Political Posters

Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's regulations on political posters.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Political posters will not be permitted on road reserves within the Shire of Pingelly or on Shire of Pingelly owned property.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 7.9 Grazing of Reserves and Road Reserves  
Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the Shire's policy on grazing of reserves and road reserves.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Council does not permit the grazing of reserves and road reserves under its control.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



<b>Council Policy Name:</b>	<b>7.10 Permit Vehicle Movement Approval</b>
<b>Responsible Directorate:</b>	<b>Technical Services</b>

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for permit vehicle movement approval.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Main Roads WA is authorised to permit oversize vehicles up to 27.5m in length on all roads outside the Pingelly townsite and within the Shire of Pingelly except:

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

- 4.2 Main Roads WA is authorised to permit oversize vehicles up to 27.5m on the townsite streets of:

- Park Street from Naylor Street to Paragon Street
- Paragon Street from Park Street to Review Street
- Review Street from Paragon Street to Parker Street
- Parker Street from Review Street to Brown Street
- Aldersyde Pingelly Road from Review Street to the town boundary
- Brown Street from Parker Street to Wickepin Pingelly Road
- Harper Street from Brown Street to Yenellin Road and onwards to the town boundary
- Vinicombe Street from Review Street to the fuel depot.

Information to be passed onto Main Road WA for inclusion in the Central Register.

## 5. RELATED DOCUMENTATION / LEGISLATION

See sketch map - \00179\2011-11-17 MRWA - Heavy Vehicle Routes.

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 16 November 2011, 21 March 2012, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	Unknown



Council Policy Name:	7.11 Pingelly Museum Collection Management
Responsible Directorate:	Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the collection management policy for the Pingelly Museum.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

- 3.1 By *museum* we mean a non-profit making, permanent institution, in the service of society and its development, and open to the public, which acquires, conserves, researches, communicates and exhibits, for purpose of study, education and enjoyment, material evidence of people and their environment<sup>1</sup>.
- 3.2 By *best practice* we mean establishing and maintaining minimum standards for the full range of museological functions to provide a framework for the development and growth of the museum. This would include a high degree of innovation to maximise limited resources.

<sup>1</sup> Standard International Congress of Museums definition.

## 4. POLICY STATEMENT

- 4.1. **Origins**  
The Museum of Pingelly was established through a partnership between the Pingelly Shire Council and the Pingelly Museum group, now under the umbrella of the Pingelly Development Association. The Museum building was originally built in 1898 as a School and operated as such until 1906. It then served a number of roles until 1977, most notably as a courthouse. The building is owned by the Pingelly Shire Council and operated by the Museum group.
- 4.2 **Mission Statement**  
To serve the Shire of Pingelly and local districts through the establishment and operation of a best practice museum.
- 4.3 **Management**  
Management of the collection and the carrying out of functions set out in this policy are the responsibility of the Pingelly Museum group, a sub committee of the Pingelly Development Association Inc.
- 4.4 **Ownership of Collection**  
All material at the Museum shall be deemed the property of the Pingelly Shire and subject to management by the curatorial staff of the Pingelly Museum.
- 4.5 **Review of Policy**  
Periodic reviews of the Collection, its policy and its operating procedures may be initiated by Council, acting either alone or on advice from staff responsible for the collection (ie at least once every five years).

Such reviews will normally be conducted by a committee, including members with relevant curatorial experience and museum staff.



4.6 Authority for this Policy

This policy was adopted by the Shire of Pingelly on the 17 September 2008. It shall provide the framework in which the Museum collection operates, and remain in force until it is withdrawn or amended following an expert review as provided in clause 5 above.

4.7 Geographic Area

Shire of Pingelly local government area, plus districts including Popanyinning and Pumphreys Bridge. Material offered to the Museum from surrounding Shires not relevant to our collection to be referred to the appropriate museum or historical society in those Shires eg Brookton, should the items on offer fall within their boundaries. All other items to be referred to place of origin.

4.8 Themes and Types of Objects

All themes which relate to the history and development of Pingelly and its people.

Two priorities to be maintained:

- (a) record and maintain an archive of oral histories focused on significant items within the collection.
- (b) Make use of environmental themes to integrate the existing collection when planning new exhibitions and educational activities.

Acceptance of material will be conditional upon the Museum being able to adequately care for the items through proper documentation and storage.

Note: The immediate priority is to care for the existing collection.

Generally, allowing for notable exceptions, the Museum will **not** collect the following:

- Moved buildings or items of moveable heritage that should be left in situ;
- Large agricultural machinery or parts of such machinery;
- Items which have no provenance to the Shire of Pingelly;
- Books, periodicals, magazines or documents unless they are directly linked to an item in the collection and add value to that item;
- Whole private collections of oddments which do not relate to the themes of the Museum;
- Cars, trucks, engines and other large mechanical items or parts of such machinery;
- Parts of demolished buildings;
- Firearms and explosive devices;
- Newspaper collections;
- Large medical equipment;
- Textiles which require specialised conservation;
- Skeletal remains.

4.9 Desirable Themes/Items for the Collection

When seeking new material the Museum would generally give priority to the following types of records:

- Oral Histories about the people, places and events of Pingelly
- Personal military material relating to Pingelly men and women at war;
- Diaries from people living in Pingelly;
- Historical photographs, albums and films relating to Pingelly;
- Pingelly businesses and industries;
- Products made in Pingelly;
- Pingelly sporting material.



#### 4.10 How the Museum will Collect

- 4.10.1 The Museum will acquire material through donation, bequest, purchase or transfer.
- 4.10.2 The only time the Museum will accept material on loan is for specialised exhibitions with designated time periods.
- 4.10.3 No item(s) will be accepted with conditions attached eg a stipulation that item(s) must be placed on permanent display.
- 4.10.4 The Museum retains the right to refuse material which does not comply with the Collection Criteria.

An Acquisition Committee will determine whether an item is to be accepted into the Museum's collection (items which do not meet the **basic** selection criteria (i.e. 4.11.1, 4.11.2, and 4.11.3 listed below) are **not** to be forwarded to the Committee for a decision).

#### 4.11 Collection Selection Criteria

Selection criteria for accepting material into the Museum's collection:

- 4.11.1 The donor or vendor has legal title to offer the item(s) to the Museum.
- 4.11.2 The item(s) relate to the Shire of Pingelly, its history, development and people in a significant way.
- 4.11.3 The item(s) have a good story that would enhance its historical value.
- 4.11.4 The item(s) is in a good original condition, complete and unmodified.
- 4.11.5 The item(s) is not duplicated in the collection.
- 4.11.6 The item(s) appears on the desirable list in point 9 of this policy.
- 4.11.7 The Museum has adequate storage space to house the item(s).
- 4.11.8 The Museum staff has sufficient time to document the item(s).
- 4.11.9 There are no restrictions whether legal, cultural or conservation which would prevent the item(s) being placed on display.
- 4.11.10 The item(s) is best suited for our collection and not that of another institution.

The minimum requirement for accepting new material into the collection is compliance with points 4.11.1, 4.11.2, and 4.11.3 above.

Should the item(s) meet the selection criteria, adequate information will be recorded in order to write a Significance Statement.

#### 4.12 Declining Item(s)

When declining item(s) offer appropriate alternatives to donors:

- Keep the item(s) in the family or among friends.
- The item(s) may be better suited to another museum or collection etc.
- If the item fulfils the selection criteria, the donor retain the item until such time as we are in a position to properly care for it.
- If the item relates to another town, city or region, has a good story and is in good condition, offer it to a Museum in that town, city or region.
- Consider selling the item if they are comfortable doing so.
- Offer the item to a charitable organisation eg St Vincent de Paul's or Salvation Army.
- Discard the item(s) as a last resort i.e. disposal, recycle.



#### 4.13 Care of the Collection

This section details collection management activities for processing material once accepted into the collection and management issues relating to items in the existing collection (accessioned and non-accessioned).

##### 4.13.1 Documentation - Existing Collection:

The first priority is to document the existing collection using MOSAIC software.

Note: This will require an extended period of time as there is a backlog of material and in many instances rudimentary record keeping.

Where existing material is accessioned (ie written in accession register, allocated number and present in collection) this information be incorporated into MOSAIC.

If a previously accessioned item cannot be located in the collection the information is not to be incorporated in MOSAIC.

Where existing items have not being previously accessioned (ie not written in register and not allocated an accession number) the selection criteria be applied to these objects to determine whether they should be formally accepted for the registered collection.

If items do not meet the selection criteria they will be put aside to determine their fate in discussion and agreement with the Pingelly Museum group. Where such items relate to other towns or shires, they will be considered for transfer to museums in these localities after consultation and agreement with the Museum group, donors (if known) and those individual museums. Where such items cannot be conveniently relocated they will be put aside for an appropriate form of disposal in consultation and agreement with the Shire of Pingelly (See disposal procedures Section 15).

##### 4.13.2 Documentation - New Material

With regard to new material accepted into the collection the following procedures to be followed:

- A receipt listing the name, address and contact numbers of the donor as well as a description of the item(s) to be issued on acceptance of material. Staff to use the receipt template created for this purpose. Receipt to be dated and issued in duplicate and both copies to be signed by both.
- As much information and history about the item(s) to be recorded on a separate form on acceptance. (In some instances the donor will have to be contacted again to supply further information.)

Note: Acquiring detailed information about an item in order to fulfil Selection and Significance Criteria is an extremely important part of the acceptance process.

- The item(s) to be assigned an accession number (the Museum's number system includes the year followed by a number in chronological order of acceptance ie 02/01, 02/02, 02/03 etc.
- The item(s) to be written into the Accession Register listing the date of acceptance, accession number assigned to an item, name and address of donor, brief description of item, location in Museum.
- The item(s) to be physically marked with their accession number (the application of the number not to damage item).



- The item(s) to be catalogued completing the information fields in MOSAIC software.
- The item(s) to be placed in an appropriate storage box and storage space with a printed copy of its Object Record printed out from MOSAIC and placed with it.
- A Significance Statement should be written for the item(s) using the Significance Criteria as a guideline.
- It is extremely important that when an object is moved its new location is recorded on MOSAIC software.

#### 4.14. Conservation & Storage

The Museum will make a determined commitment and effort to provide the best possible physical care for the collection. The first priority is the existing collection and includes:

- Wrap or insert items in suitable material (tissue paper, bubble plastic, mylar sleeves, calico jackets, hanging files). pack them in boxes or storage cabinets and/or place them on shelving in a secure storeroom.
- Storeroom(s) to be kept dry, clean and free of pests and ultra-violet light.
- Large agricultural items to be kept under cover in outbuildings or sheds.
- Location of item(s) to be recorded and kept up to date on MOSAIC in order to facilitate locating items.

#### 4.15. Deaccessioning

Deaccessioning is the administrative process whereby an item is removed from the collection. It is distinct from disposal which is the physical act of disposing an item.

##### 4.15.1 Deaccessioning Criteria

Criteria for assessing whether an item should be considered for deaccessioning are:

- The item(s) is not from Pingelly but comes from another town, city or region.
- The item(s) lacks local significance ie there is an absence of supporting information to enable proper identification or relevance to the collection.
- The item(s) is in a poor physical condition ie irrevocably damaged or deteriorated beyond repair.
- The item(s) falls outside the scope of the Museum's collection policy.
- The item(s) is duplicated in the collection and of a lesser quality.
- The item(s) is not original ie a replica, copy or fake.
- The item(s) is subject to a substantiated claim by indigenous people for the restitution of sacred material.

##### 4.15.2 Deaccessioning Procedure

The Museum shall prepare written documentation for each item being deaccessioned giving a reasoned recommendation stating why the item(s) should be formally removed from the collection (using the above deaccessioning criteria as a guide). The documentation includes the Museum's recommendation on disposal.

The Museum's recommendation(s) to be forwarded to the Pingelly Shire Council for approval.

Staff at the Museum (including casual staff and voluntary workers) and members of the Museum Advisory Committee, Councillors of the Pingelly Shire Council or their families, are prohibited from acquiring any deaccessioned item.





#### 4.15.3 Disposal of Deaccessioned Material

Once items are deaccessioned a decision must be made on an appropriate form of disposal ie sale, gift, transfer, exchange, alternative internal use (eg educational tool) or destruction. It is essential to make sure that deaccessioned material is free of any conditions which would interfere with their disposal i.e. check the record keeping. As an additional safeguard a minimum period of one year should elapse between the approval for deaccessioning and disposal of an item, at which time it would be reviewed by the Museum. The review task should take place during September of each year.

The preferred form of disposal for material from another area would be to an institution (ie Museum, Library, Archive or Historical Society) from where the item came). In the event of an item being sold ie through auction, the funds received be used for caring for the collection.

Deaccessioned material to be destroyed only in rare and extreme circumstances ie item irreparably damaged, diseased, is no longer of historical, aesthetic, social or economic value or because it is dangerous to keep.

Details of deaccessioned material must be kept using the appropriate fields in MOSAIC.

#### 4.16. Loans

There are two types of loans: incoming and outgoing. In both instances the Museum would only consider accepting loans or granting loans if they are for exhibition purposes or bona fide research purposes with prescribed time periods.

When dealing with Outgoing or Incoming Loans the Museum use its standard loan agreements. Permanent or long term loans to be avoided.

### 5. RELATED DOCUMENTATION / LEGISLATION

Nil

### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	16 June 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	17 September 2008

~~Council Policy Name:~~            ~~7.12 Good Neighbour~~

~~Responsible Directorate:~~    ~~Technical Services~~

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## ~~1. PURPOSE~~

- ~~1.1 The purpose of this Policy is to assist tenants to live in peace and harmony with their neighbours.~~

## ~~2. SCOPE~~

- ~~2.1 This Policy is applicable to the Shire of Pingelly and its operations.~~

## ~~3. DEFINITIONS~~

~~N/A~~

## ~~4. POLICY STATEMENT~~

~~For incorporation into the tenancy agreements for the Sharow Street Joint Venture property.~~

### ~~4.1 Preamble~~

- ~~4.1.1 The purpose of this policy is to assist tenants to live in peace and harmony with their neighbours.~~
- ~~4.1.2 The Shire will manage the tenant mix in a locality to reduce the potential for conflict.~~
- ~~4.1.3 The Shire will require all tenants to sign an Acceptable Behaviour Agreement.~~
- ~~4.1.4 The Good Neighbour Policy aims to foster:~~
  - ~~• harmonious living environments for public housing tenants;~~
  - ~~• secure, long term public housing tenancies;~~
  - ~~• successful integration of public housing into the general community;~~
  - ~~• sound management of large estates in partnership with relevant external agencies; and~~
  - ~~• sound tenancy management practices.~~
- ~~4.1.5 The Shire encourages tenants to sort out their own problems with other tenants between themselves or, through mediation. Tenants will be referred to various community services for assistance when required.~~
- ~~4.1.6 The Shire will work in partnership with agencies such as the WA Police Service, the Office of Mental Health and Shire for Community Development to assist in creating and sustaining a peaceful environment for our tenants.~~
- ~~4.1.7 If a tenant has breached the Tenancy Agreement the Shire has the right to take action against that person's tenancy. The action taken will depend on the seriousness of the breach. If warranted, the Shire may seek to terminate the Tenancy Agreement immediately.~~
- ~~4.1.8 The Shire will only take eviction action when all other reasonable options have been exhausted, unless the breach has been extremely serious.~~
- ~~4.1.9 The Shire will reserve the right to impose fixed term Tenancy Agreements for tenants with a history of antisocial behaviour.~~

#### 4.2 What is antisocial behaviour?

4.2.1 The Shire defines antisocial behaviour as an ongoing pattern of aggressive, threatening or disruptive behaviour, which substantially interferes with one or more neighbours use or enjoyment of their premises. Examples include but are not restricted to regular episodes of antisocial behaviour in or around the premises, including but not restricted to:

- loud music;
- aggressive, threatening or obscene language or behaviour;
- drunken behaviour;
- uncontrollable parties;
- fighting;
- acts of physical violence; and
- unwanted entry onto neighbouring properties.

4.2.2 It may involve serious damage to the tenanted property, adjoining premises or any part of a common property.

4.2.3 When the Shire conducts an investigation into a complaint it will follow the rules of Procedural Fairness.

#### 4.3. How the Shire handles complaints

4.3.1 Complaints against tenants often start with a minor issue that escalates into more serious conflict if not addressed in the early stages. The Shire will act quickly whenever a complaint relating to a breach of the tenancy agreement is made and will endeavour to investigate within 24 hours.

— Steps taken when Complaints are received

4.3.2 Complaint is received. If the complaint is in writing, a copy of the allegation is filed. If the complaint is received verbally the person receiving the complaint will write down the allegations and contact details of the person complaining on the tenant's file.

4.3.3 The person receiving the complaint will advise the Housing Services Officer within one working day.

4.3.4 Preliminary Decision: The Housing Services Officer will next decide whether the complaint is of a type that requires discussion with the tenant. In that regard, the Shire will not get involved with minor disputes and disruptions that are considered to be a part of day to day life and within ordinary tolerance levels.

— Some activities are easily recognisable as producing unreasonable noise, but some can be difficult to determine. For example, if a tenant turned on a radio after 10pm on a weeknight and a neighbour could hear it — and it bothered them — it would be considered unreasonable noise. If a tenant turned on the radio at 10am it may not be unreasonable noise because people are generally awake at that time. It could still be considered unreasonable if it was excessively loud or continued for too long.

— The Shire will not intervene or investigate allegations of actions that are not breaches of the Tenancy Agreement. However, the Shire may find it appropriate to respond with an action that does not target individual tenants. For example, installing of 'Tenant Parking Only', signs to encourage compliance by all residents.

— It is not the Shire's role to carry out criminal investigations. However, the Shire will liaise with the WA Police Service in cases involving alleged criminal activity. The Housing Services Officer may need to assist the Police in a criminal investigation.

- If the Housing Services Officer decides that the matter is not of concern to the Shire, the complainant is advised in writing and mediation services are offered. An updated list of mediation services will be available to Housing Services Officers.
- If the Housing Services Officer decided that the matter is of concern, go to investigation stage.

#### 4.3.5 Housing Services Officer Investigations:

4.3.5.1 Interview the complainant to determine the details of the complaint and whether they have tried to resolve the allegation on their own or undertaken any other action. If abatement has occurred, the Housing Services Officer will report what actions have or have not occurred.

4.3.5.2 Interview the tenant being complained about to substantiate the complaint. This includes giving the tenant details of the time and date of the incident, who was involved and what was alleged to have happened. The tenant will be given the opportunity to present their side of the incident and allowed to respond in writing if they wish to do so.

— If it is considered appropriate in the circumstances, the Housing Services Officer will discuss with the tenant whether assistance is required to resolve any of the issues that are resulting in antisocial behaviour. If the tenant agrees that support is required, then the most appropriate support will be discussed and the relevant information supplied to the tenant. This may include referral to the Supported Housing Assistance Program (SHAP).

— If needed, the Housing Services Officer will use translation/interpreter services to make sure language barriers do not interfere with the resolution of a problem.

4.3.5.3 Confidentiality is maintained in regard to the source of the complaint, unless the complainant has given their permission to the Housing Services Officer to divulge them as the source. Should the matter proceed to court, the complainant may be required to testify as a witness against the tenant. However, if the complainant is concerned about any risk involved in revealing their identity, the Shire will consider other sources of evidence.

4.3.6 Secondary Decision: Following investigations, the Housing Services Officer will then decide whether the complaint is substantiated, having regard to the version of events of both parties and any police report, if the police were involved. Where the tenant denies the alleged incident or offers a different perspective, a further decision will be made whether to accept the tenant's explanation or to seek the views of a neighbour not involved in the original complaint or the police if they were involved. If additional views are sought these will be restricted to the extent that they relate to the alleged incident.

~~4.3.7 If the complaint is substantiated the following steps will be followed:~~

- ~~a) The incident is recorded on the tenant's file as an antisocial incident.~~
- ~~b) The complaint has resulted in the requirement for an official warning and an explanation of the decision is given to the tenant in writing. Where the tenant has low literacy levels and the Housing Services Officer is aware of this, then steps need to be taken to ensure that the tenant understands what is written in the letter. The letter will be in a standard format which states:
  - ~~i. The allegations;~~
  - ~~ii. The investigations conducted;~~
  - ~~iii. The decision made;~~
  - ~~iv. The obligations under the Tenancy Agreement; and~~
  - ~~v. What will happen if further complaints are received.~~~~
- ~~c) An explanation of the decision is given to the complainant in writing. This letter would need to explain that the tenant has been given a warning not to let the behaviour occur again. The complainant will also be advised of the steps to follow should the behaviour occur again.~~

~~4.3.8 If the complaint is unsubstantiated because the investigation has convinced the Housing Services Officer that the incident did not take place as stated, or if it did take place, it was either not the responsibility of the tenant or was only a minor dispute or disruption, then the following steps will be taken:~~

- ~~a) In this case the complaint cannot be regarded as an antisocial incident. It will be recorded on the file that the complaint was unsubstantiated.~~
- ~~b) A written explanation must be sent to both the tenant and the complainant. This letter will be a standard format which states:
  - ~~• the allegations;~~
  - ~~• the investigations conducted; and~~
  - ~~• the decision made.~~~~

~~4.4. When antisocial behaviour becomes a breach of the Tenancy Agreement~~

~~4.4.1 Tenants will breach the Tenancy Agreement on the grounds of antisocial behaviour if they or anybody they allow onto the property:~~

- ~~• persistently or intentionally causes a nuisance that interferes with the peace, comfort and privacy of neighbours;~~
- ~~• intentionally or recklessly causes serious damage to the residential premises; and~~
- ~~• intentionally or recklessly causes injury to the Shire's staff or agent, or any person occupying or permitted on adjoining or adjacent premises.~~

~~4.4.2 If the antisocial behaviour has resulted in a breach of the Tenancy Agreement, and the behaviour has not improved since the Shire issued a warning letter, the Shire will give notice of breach of Tenancy Agreement. The Notice of Breach of Tenancy will specify the grounds that the tenant has breached the Tenancy Agreement and will give not less 14 days to rectify the problem. If the Breach is not rectified within the specified timeframe, or it is substantiated that there has been persistent breaches of the Tenancy Agreement over a three month period, a "Notice of Termination" will be issued.~~

~~4.4.3 If the tenant does not vacate the property, the Shire will then apply to the court for a termination of the tenancy and possession of the property.~~

~~4.4.4 Depending on the nature of the breach, the Shire will also seek immediate termination and possession of the property. This will be the case if a tenant has intentionally or recklessly caused or permitted, or is likely to intentionally or recklessly cause or permit, serious damage to the premises or injury to an Shire officer or any person in occupation of or permitted on adjacent premises. In this instance the Shire would immediately request a court hearing and would not issue the standard breach and termination notices to the tenant first as is required in all other circumstances.~~

#### ~~4.5. Appealing Decisions or Actions~~

~~4.5.1 A tenant may appeal a decision by the Shire not to approve re-housing on grounds of previous tenancy history, such as nuisance, annoyance, account maintenance, property care etc.~~

~~— The Shire's tenants have the right to appeal most decisions made about their tenancy, except:~~

- ~~• which has been or is being considered by the State Ombudsman or the Minister for Housing; or~~
- ~~• where legal action is being or has been taken; or~~
- ~~• which is of general application e.g. decision to increase all Shire rents; or~~
- ~~• disposition of assets, including property.~~

~~4.5.2 If a tenant believes that the Shire did not take proper action about a nuisance or annoyance complaint, they can raise the matter with the Chief Executive Officer of the Shire, their local State Member of Parliament.~~

~~4.5.3 The Shire's Appeals Mechanism consists of a two-tier process:~~

~~— First Tier – Review by a Shire officer not involved in the original decision. An adverse decision will automatically be reviewed by a Senior Officer prior to the Shire sending any correspondence to the tenant or applicant.~~

~~— Second Tier – Review by the Chief Executive Officer of the Shire. Tenants and applicants not satisfied with the outcome of the First Tier review may proceed to the Second Tier.~~

~~— Decisions excluded from review by the First and Second Tiers are those, which are or have been the subject of Court action or inquiry to the State Ombudsman or Minister. A review of a decision to evict will not be made after a Notice of Termination is issued.~~

#### ~~4.6. Tenant's responsibilities~~

~~Tenants are responsible for their own conduct as well as for the behaviour of other occupants and visitors to their property. By signing the Residential Tenancy Agreement, the tenant agrees to sustain a successful tenancy and to meet all their tenancy obligations, this includes:~~

~~4.6.1 Not to allow antisocial behaviour in or around the premises, including but not restricted too loud music, aggressive, threatening or obscene language or behaviour, drunken behaviour, uncontrollable parties, fighting, acts of physical violence and unwanted entry onto neighbouring properties.~~

~~4.6.2 Not to use the premises or allow the premises to be used by any other person for any illegal purpose or in any way, which causes a nuisance to any other person.~~

~~4.6.3 Not to keep any unlicensed or un-roadworthy vehicle on the premises or park any vehicle other than where permitted.~~

~~4.6.4 Not to leave the premises for more than one month without written consent.~~

~~4.6.5 Not to intentionally damage the premises.~~

~~4.6.6 Not to injure or threaten anyone from the Shire or any adjoining neighbour.~~



- ~~4.6.7 Not to obstruct or allow any other person to obstruct any part of the common areas.~~
- ~~4.6.8 Not intentionally or recklessly cause or allow any object or substance to fall, be thrown, be fired or otherwise be ejected from any window or door in the premises or common areas including throwing objects into neighbours' properties.~~
- ~~4.6.9 The tenant will comply with the requirements of the Shire as to the maximum number of people who shall reside in the premises.~~

## ~~5. RELATED DOCUMENTATION / LEGISLATION~~

~~Nil~~

## ~~6. REVIEW DETAILS~~

<del>Review Frequency</del>	<del>Bi-Annually</del>
<del>Council Adoption</del>	<del>17 June 2015, 17 May 2017, 18 July 2018</del>
<del>Previous Adoption</del>	<del>17 November 2010</del>





Council Policy Name:	7.13 CCTV
Responsible Directorate:	Corporate Services

## **1. PURPOSE**

- 1.1 The purpose of this Policy is to clarify the ownership, control, organisation, role and purpose of the Shire's CCTV operations.

## **2. SCOPE**

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

### **4.1 Ownership And Control Of CCTV Operations**

- The CCTV Operation is owned by and is the sole property of the Shire of Pingelly;
- The Shire of Pingelly will conduct CCTV Operations in accordance with approved CCTV Management Practices and Authorised Personnel will abide by the Code of Conduct, provided in the CCTV Management and Operations Manual.
- The Shire of Pingelly Duty Surveillance Officer has delegated control over the CCTV Operation.
- The Shire of Pingelly CCTV Organisational Policy establishes the purpose, key functions, and control parameters set by the Shire of Pingelly, in order to achieve the following:
  1. Maintain best practice and standards with reference to the Western Australian CCTV Guidelines, available at [www.crimeprevention.wa.gov.au](http://www.crimeprevention.wa.gov.au).
  2. Manage CCTV Operations in compliance with Australian Standards 4802:2006, Parts 1 – 4, and future or superseding standards.
  3. Manage CCTV Operations in compliance with Commonwealth and Western Australia legislation and amendments which may affect the use of CCTV and recorded material. The relevant and primary areas of compliance are privacy laws, camera fields of view and recording parameters, data storage, access control, and freedom of information provisions.
  4. Operate, use and maintain CCTV Operations in accordance with the Code of Conduct, acknowledged and signed annually by Authorised Personnel.
  5. Operate, use and maintain CCTV Operations to maintain effective oversight of Monitoring, Review, Auditing and Reporting.





#### 4.2 Role And Purpose Of CCTV Operations

The Shire of Pingelly conducts CCTV Operations in order to:

1. Deter, detect and respond to criminal offences against person or property;
2. Facilitate and support an effective response by Shire of Pingelly Authorised Personnel, WA Police Officers or other emergency services personnel to situations of concern or interest; and
3. Manage and maintain community safety for residents, traders, retailers, workers, visitors and Shire of Pingelly staff.

#### 4.3 Organisation Policy For CCTV Operations

The Shire of Pingelly's CCTV Policy provides for the manner in which the CCTV Operation will be operated, managed and the reporting protocols to the Shire of Pingelly's Chief Executive Officer ('CEO') and WA Police.

CCTV Management Practices will ensure CCTV Operations will be conducted in accordance to the following policy statements:

1. The CCTV System will be operated within applicable law, and for the ethical and beneficial purposes for which it is established or which are subsequently agreed in accordance with these approved policy statements.
2. The CCTV System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.
3. The public interest in CCTV Operations will be recognised by ensuring the security and integrity of recorded material.
4. All Stakeholders and Authorised Personnel will act in accordance with the CCTV Operation's Code of Conduct.
5. Access to Designated Surveillance Areas will be restricted to Authorised Personnel.
6. The Shire of Pingelly will be accountable to its Stakeholders for the effective management and control of CCTV Operations.
7. CCTV Operations will be monitored and evaluated to ensure compliance.
8. The Shire of Pingelly will make public annual reports in relation to CCTV Operations.
9. Recorded material released to Stakeholders shall be verified for accuracy, relevance and must not exceed that necessary to fulfil the purposes of the written request.
10. The retention of, and access to any recorded material will be only for the purposes provided by CCTV Policy Statement 4(Role and Purpose).
11. Recorded material will be retained for thirty one (31) days unless otherwise specified or required in relation to an approved police operation or the investigation of crime or events for court or formal review proceedings by the Shire of Pingelly. Recorded material, hard copy or electronic will then be erased, deleted or destroyed, with released material destroyed following written confirmation on the original release request.
12. Contact and exchange of information between the Shire of Pingelly and WA Police will be conducted in accordance with a signed Memorandum of Understanding.
13. Legitimate access may be allowed to live CCTV images which may be required by Shire Works personnel to view public areas for convenient public area familiarisation or reviewing, monitoring or verifying Shire of Pingelly maintenance services and public works.



14. CCTV Operations will make all reasonable attempts to serve the interests of all who may be affected by public space surveillance with a focus on community safety and crime prevention, and not be confined to the interests of the Shire of Pingelly or operational needs of the WA Police.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	27 June 2013



Council Policy Name:	7.14 Communications and Social Media
Responsible Directorate:	Corporate Services

## 1. PURPOSE

- 1.1 This Policy establishes protocols for the Shire of Pingelly's official communications with community to ensure the Shire of Pingelly is professionally and accurately represented and to maximise a positive public perception of the Shire.

## 2. SCOPE

- 2.1. This Policy applies to:
1. Communications initiated or responded to by the Shire of Pingelly; and
  2. Elected Members when making comment in either their Shire of Pingelly role or in a personal capacity.

## 3. DEFINITIONS

Nil

## 4. POLICY STATEMENT

### 4.1 Official Communications

The purposes of the Shire of Pingelly's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Pingelly events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire of Pingelly.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire of Pingelly's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council.

The Shire of Pingelly will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire of Pingelly positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.



#### 4.2. Speaking on behalf of the Shire of Pingelly

The Shire President and the Chief Executive Officer are authorised as the official spokespersons for the Shire of Pingelly and may represent the Shire in official communications, including; speeches, print, electronic and social media. In general, the Shire President will communicate in relation to strategic matters, and the Chief Executive Officer will communicate in relation to high level operational matters.

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.

Communications by Elected Members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Pingelly into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- imply the Shire's endorsement of personal views, or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Pingelly.

Elected member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

#### 4.3. Responding to Media Enquiries

All enquiries from the Media for an official Shire of Pingelly comment, whether made to an individual Elected Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO to make an official response on behalf of the Shire of Pingelly.

Elected members may make comments to the media in a personal capacity – refer to clause 4.6 below.

#### 4.4. Website

The Shire of Pingelly will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

#### 4.5. Social Media

The Shire of Pingelly uses Social Media to facilitate interactive information sharing and to provide responsive feedback to the community. The use of Shire of Pingelly social media accounts is to specifically authorised by the CEO, or by persons authorised by the CEO.

The Shire of Pingelly may post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

When using social media, Elected Members should:

- avoid making personal comments about other Elected Members, staff or members of the community;
- encourage direct contact with the Shire where requests for service or official feedback has been posted, to enable the matter to be dealt with;
- encourage the original poster to make contact with the Shire for clarification, where misinformation or factually incorrect information is posted;



- remember that liking, sharing or reacting to a post on Social Media is generally taken to be an endorsement of that material, as if you had created it yourself, and may be seen by a wider audience than intended

#### 4.6. Elected Member Statements on Shire Matters

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Pingelly.

Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Pingelly.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Elected Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member;
9. observe confidentiality;
10. remember Council decision making is by majority, and while there may be decisions that are disagreed with, alternative points of view should be made respectfully and constructively;
11. not make public statements expressing their opinion on matters before the Council that would indicate a predetermined voting position.

Comments which become public and which breach this Policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

## 5. RELATED DOCUMENTATION / LEGISLATION

- Local Government Act 1995
- Local Government (Rules of Conduct) Regulations 2007

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Three Yearly
<b>Council Adoption</b>	
<b>Previous Adoption</b>	18 March 2020



# 8. Health and Building



Council Policy Name: 8.4 Temporary Accommodation

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's policy on temporary accommodation.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 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 licence has been issued by the Shire of Pingelly.

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

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

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

1. A building licence 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 licence 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 licence 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.

4.5 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 licence 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*.

## 5. RELATED DOCUMENTATION / LEGISLATION

- Caravan Parks and Camping Ground Regulations 1997
- Building Code of Australia.



## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005





Council Policy Name: 8.5 Footpath Protection

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's policy on footpath protection.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Where a building licence is issued for the construction of a new building and site access for heavy traffic may be required, the landowner is to be made aware of the requirements concerning the adequate protection and care of the road verge (footpaths, trees, etc).

4.2 Where it is viewed necessary by the Chief Executive Officer a bond of \$500 may be required as part to safeguard the Shire of Pingelly's interests prior to the issue of a building licence for the work.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



# 9. Record Keeping



Council Policy Name:	9.1 Management of Council Records
Responsible Directorate:	Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Recordkeeping Policy is to define the principles that underpin the Shire of Pingelly's recordkeeping function and the roles and responsibilities of those individuals who manage or perform recordkeeping processes on behalf of the Shire. This policy establishes a framework for the reliable and systematic management of Shire's records in accordance with legislative requirements and best practice standards.

## 2. SCOPE

- 2.1 This policy applies to all government records created or received by a Shire of Pingelly employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire of Pingelly, regardless of their physical format, storage location or date of creation.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

### 4.1 Custodianship of Records

The Shire of Pingelly recognises its records as a government-owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire of Pingelly.

### 4.2 Roles and Responsibilities of Recordkeeping

**Elected Members:** All Elected Members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Pingelly in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping. Originals or copies thereof shall be delivered to the Chief Executive Officer for recording and safe keeping by the Shire of Pingelly. Party political and personal records of Elected Members are exempt.

**Chief Executive Officer:** The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.

**Managers:** All Managers are to ensure recordkeeping policy and procedures are known and adhered to in their area of responsibility.

**All Staff:** All staff (including contractors) are to create, collect and retain records relating to Shire of Pingelly business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Recordkeeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping.

### 4.3 Creation of Records

All Elected Members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.



#### 4.4 Capture and Control of Records

All records created and received in the course of Shire of Pingelly business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

#### 4.5. Security and Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

#### 4.6. Access to Records

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and Shire policy. Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

#### 4.7 Appraisal, Retention & Disposal of Records

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

### 5. RELATED DOCUMENTATION / LEGISLATION

- Recordkeeping Procedures Manual

### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



# 10. Staff



## **1. PURPOSE**

1.1 The purpose of this Policy is to outline the Shire's process for industrial representation.

## **2. SCOPE**

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

4.1 In industrial disputes, the Shire of Pingelly's interests shall be represented by its appointed Industrial Advocate.

4.2 The Chief Executive Officer is given standing authority to authorise Council's appointed industrial service to act for the Shire of Pingelly in any particular industrial dispute, provided that should the Chief Executive Officer not be satisfied that the Shire of Pingelly's appointed industrial service's proposed actions are in the Shire of Pingelly's interest, the matter is referred to the next Ordinary Council meeting.

## **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

## **6. REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name:	10.3 Senior Staff Designation and Appointment of Acting Chief Executive Officer
Responsible Directorate:	Chief Executive's Office

## 1. PURPOSE

- 1.1 To designate Senior Employees in accordance with Section 5.37 (1) of the Local Government Act 1995.
- 1.2 To provide for the appointment of a Senior Employee as Acting Chief Executive Officer during periods of leave, such that the continuous and efficient execution of the Shire's functions are maintained.

## 2. SCOPE

- 2.1 This policy applies to the role of Chief Executive Officer and those employees designated as Senior Employees.

## 3. DEFINITIONS

- 3.1 Act means Local Government Act 1995
- 3.2 Council means the Council of the Shire of Pingelly
- 3.3 Leave means annual, long service or personal leave

## 4. POLICY STATEMENT

- 4.1 In accordance with Section 5.37(1) of the Act, a local government may designate employees or persons belonging to a class of employees to be Senior Employees.
- 4.2 In accordance with Section 5.37(2) of the Act, the Chief Executive Officer is to inform the Council of each proposal to employ or dismiss a Senior Employee.
- 4.3 The Senior Employees of the Shire are designated as:
  - a. ~~Director Corporate and Community Services~~ Executive Manager Corporate Services; and
  - b. ~~Director~~ Executive Manager Technical Services.
- 4.4 Council recognises that the appointment of Senior Employees to the role of Acting Chief Executive Officer is an effective succession planning strategy, providing Senior Employees with valuable exposure to and experience in the functions of a Chief Executive Officer.
- 4.5 In accordance with the requirements of the Local Government Act 1995, section 5.36(2)(a), the Council has determined that the persons appointed as the permanent incumbent to the position of a Director are suitably qualified to perform the role of Acting Chief Executive Officer.
- 4.6 The Chief Executive Officer may take leave during periods that are approved by the Shire President in writing. Senior Employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer subject to performance and dependent on availability and operational requirements.
- 4.7 Appointment of a Senior Employee to the role of Acting Chief Executive Officer will be determined by Council resolution:
  - a. for any period exceeding four continuous weeks; or
  - b. in the event that the Chief Executive Officer is incapacitated or otherwise unable to make an appointment under paragraph 4.6.



## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June, 2015, 16 September 2015, 17 May 2017, 18 July 2018, 20 November 2019
<b>Previous Adoption</b>	19 January 2005





<b>Council Policy Name:</b>	<b>10.4 Corporate Uniform – Administration Staff</b>
<b>Responsible Directorate:</b>	<b>Corporate Services</b>

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for obtaining uniforms for administration staff.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

Unless as specifically authorised by the Chief Executive Officer, or as negotiated in a salary package, the Shire of Pingelly will provide administrative employees with a subsidised corporate uniform.

- 4.1 Full-time Administration staff will be provided with subsidised uniforms to the value of \$500 per annum from the Local Government Corporate Collection.
- 4.2 Staff are entitled to the uniform subsidy after a qualifying period of three months.
- 4.3 Unused uniform subsidy may not be accrued.
- 4.4 Staff leaving Council's employ within three months of receiving the subsidy are required to repay 50% and those that leave between three and six months after receiving the subsidy, 25% of Council's contribution.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 10.5 Protective Clothing – Outside Staff  
Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for obtaining protective clothing for outside staff.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

Outside staff are to be issued with protective clothing and equipment appropriate to their duties.

- 4.1 Protective clothing issues may include the following:  
(a) Annually – work clothing, safety boots or shoes; and  
(b) As necessary – sunscreen, water bottles, safety vests and wet weather gear.
- 4.2 Upon cessation of employment with the Shire of Pingelly for whatever reason within 8 weeks of commencement, the employee concerned shall return to the Manager of Works such protective clothing and footwear which has been issued or make arrangements with the Chief Executive Officer to produce the items.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 10.6 Employer Contributions to Superannuation  
Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's policy on contributing to employee's superannuation funds.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 The Shire of Pingelly will match employee superannuation contributions up to maximum of 5%.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	16 March 2005



Council Policy Name: 10.7 Shire Housing – Water Usage

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's policy on water usage in Shire housing.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 To ensure maintenance of gardens etc, the Shire of Pingelly will subsidise the usage of water in all Shire of Pingelly owned houses to a maximum of \$75 per Water Corporation of WA billing period.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 10.8 Gratuity Payments to Employees  
Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's policy on gratuity payments to employees.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

The Shire of Pingelly will only pay a gratuity to those employees whose employment with the Shire of Pingelly is terminating.

~~4.1 The use of this policy is at Council's discretion and does not automatically allow payments to be made to employees.~~

~~4.2 Council reserves the right to give this gratuity as a cash payment or as a gift.~~

~~4.34.1~~ The gratuity will not exceed \$~~2550~~ for every completed year of service to a maximum payment of \$~~5004,000~~.

~~4.4 In special circumstances, Council may make a payment greater than that specified by this Policy. If Council exercises this right, local public notice is to be given in accordance with Section 5.50(2) of the Local Government Act 1995.~~

## 5. RELATED DOCUMENTATION / LEGISLATION

- Local Government Act 1995

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



**Council Policy Name:** ~~10.9 Rostered Days Off~~

**Responsible Directorate:** ~~Corporate and Community Services~~

## **~~1. PURPOSE~~**

~~1.1 The purpose of this Policy is to outline the process of staff Rostered days off.~~

## **~~2. SCOPE~~**

~~2.1 This Policy is applicable to the Shire of Pingelly and its operations.~~

## **~~3. DEFINITIONS~~**

N/A

## **~~4. POLICY STATEMENT~~**

~~4.1 Rostered Days Off (RDOs) are to be taken within the fortnight they fall due. RDOs can only be accrued if approved by the Chief Executive Officer.~~

~~4.2 No more than three (3) RDOs can be accrued at any one time once approved by the Chief Executive Officer.~~

~~4.3 Accrued RDOs can only be taken at a time mutually agreed to by the employee and the Director once approved by the Chief Executive Officer.~~

~~4.4 The objective of accrued RDOs is for employees to take these RDOs during the Christmas and New Year period or for other purposes as approved at the Chief Executive Officer's discretion.~~

## **~~5. RELATED DOCUMENTATION / LEGISLATION~~**

Nil

## **~~6. REVIEW DETAILS~~**

<b><del>Review Frequency</del></b>	<del>Bi-Annually</del>
<b><del>Council Adoption</del></b>	<del>21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 17 October 2018</del>
<b><del>Previous Adoption</del></b>	<del>19 January 2005</del>

~~Council Policy Name: 10.10 Staff Leave~~

~~Responsible Directorate: Corporate and Community Services~~

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#### ~~1. PURPOSE~~

~~1.1 The purpose of this Policy is to outline the Shire's policy on staff leave.~~

#### ~~2. SCOPE~~

~~2.1 This Policy is applicable to the Shire of Pingelly and its operations.~~

#### ~~3. DEFINITIONS~~

~~N/A~~

#### ~~4. POLICY STATEMENT~~

~~4.1 All employees are to be provided with up to date calculations of accrued annual leave, leave loading, personal leave and long service leave entitlements twice each year, a month prior to Easter and a month prior to Christmas.~~

~~4.2 Employees are to take annual leave annually.~~

~~1. Annual leave is not paid in advance.~~

~~2. Where one year's annual leave entitlement has accrued, employees are to extinguish that accrual within the following six months where possible.~~

~~3. Personal leave is not paid in advance.~~

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

~~5. Production of reasonable evidence of reason for personal leave by employees when required.~~

~~4.3 Employees undertaking study for an initial qualification relevant to local government as approved by the Chief Executive Officer or further qualification as approved by Council, may be granted paid time off to attend study courses.~~

~~1. Where the study requires time to be taken off during established working hours, approval needs to be obtained in advance and will only be granted if no after hours course is available.~~



~~2. Staff participating in examinations of subjects from an approved course will be entitled to time off with pay to sit for examinations that are scheduled during normal working hours.~~

~~4.4 Staff members absent on required Defence Force Reserve Leave will continue to be paid at half their usual rate of pay.~~

## ~~5. RELATED DOCUMENTATION / LEGISLATION~~

~~Nil~~

## ~~6. REVIEW DETAILS~~

<del>Review Frequency</del>	<del>Bi-Annually</del>
<del>Council Adoption</del>	<del>21 April 2010, 21 December 2011, 17 June 2015, 17 May 2017, 18 July 2018</del>
<del>Previous Adoption</del>	<del>19 January 2005</del>





Council Policy Name:	10.11 Injury Management and Rehabilitation
Responsible Directorate:	Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the process for injury management and rehabilitation.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 Taken from the "Municipal Workcare Scheme Injury Management Policy and Procedural Manual 2006".

Of the Employer:

- To make provision for the injury management and rehabilitation of all workers who have sustained a compensable work related illness, injury or disability.
- To treat all workers with dignity and respect.
- To guarantee that all information is treated with sensitivity and confidentiality.
- To return the injured worker to the fullest capacity for gainful employment of which they are capable.

With this in mind the "Key Principles of Injury Management", as identified by WorkCover, will be adopted. They are:

- Recognition that employers and injured workers are the primary stakeholders within the workers' compensation system.
- Maintenance in or a safe return to work is the expected outcome.
- Medical practitioners and employers play a central decision making role in the return to work of injured workers.
- The focus of all services should be workplace based.
- The injury management process should be transparent, cost efficient and effective.
- Early intervention and pro-active injury management is critical in achieving return to work goals.
- When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision-making.

To assist in the timely and effective injury management of employees, the employer has appointed an employee to the role of Workplace Injury Management Coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures. This appointment is in the knowledge that Municipal WorkCare Scheme employs a dedicated Injury Management Advisor to assist and guide this individual.

Further to this, the Scheme's claims Team Leader, appointed to the employer, is available to discuss any issues related to the management of the worker's claim.

## 5. RELATED DOCUMENTATION / LEGISLATION

- Municipal Workcare Scheme Injury Management Policy and Procedural Manual 2006



## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 February 2007



<b>Council Policy Name:</b>	10.12 Noise
<b>Responsible Directorate:</b>	Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to identify and reduce all noise hazards in the workplace.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 The Shire of Pingelly is committed to identifying and reducing all noise hazards in the workplace. The Organisation will, so far as is practicable, ensure that noise to which a person is exposed at the workplace does not exceed the exposure standard for noise (Occupational Safety and Health Regulation 3.46), namely an exposure equivalent to 85 dB(A) for 8 hours a day or a peak noise of 140 dB(C). If there is an exposure to machinery and equipment over 85dB(A) there shall be a regularly updated and maintained "Noise Exposure (Machinery and Equipment) Register".
- 4.2 It is mandatory to refer to the "Noise Procedure" for the Management of noise in the workplace.
- 4.3 It is mandatory that everyone exposed to high noise levels at the workplace shall have a base line hearing test at time of employment and annual testing thereafter, and recorded on their personal file, which is stored in a secured location.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 February 2007



Council Policy Name:	10.13 Health, Safety & Environment
Responsible Directorate:	Corporate Services

## **1. PURPOSE**

- 1.1 The purpose of this Policy is to enable the Shire of Pingelly to minimise risk to its employees, the general public and the environment through the adoption of safe practices and compliance with relevant legislation.

## **2. SCOPE**

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

- 4.1 The Shire of Pingelly seeks to efficiently provide a wide range of vital services to residents and visitors to our region. We are an equal opportunity employer committed to providing and maintaining an environmentally conscious, safe and healthy workplace for all employees and those who may be affected by our work operations. This commitment is consistently demonstrated through the behaviours of our management and employees at the workplace.
- 4.2 Responsibilities for addressing safety, health and environmental concerns are shared by everyone at the Shire of Pingelly. Our management representatives acknowledge specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety, health and environmental obligations. Employees assist our management team to fulfil obligations through actively ensuring their own safety and that of others in the workplace.
- 4.3 All workers engaged with the Shire of Pingelly are required to report in a timely manner any incident, hazard or issues that are identified as posing a risk to health, safety or to the environment. These are promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.
- 4.4 At the Shire of Pingelly, we are monitoring our environmental impact and we are committed to continually improving our environmental performance through the prevention of pollution, efficient use of resources, waste minimisation, reuse and recycling practices. Our environmental intent is to ensure that our operations are conducted in a manner that contributes to the overall environmental sustainability of Australia.
- 4.5 We are proud of our excellent workplace safety and environmental record and are committed to continuously improving our workplace safety and health performance aimed at the elimination of workplace injury through the achievement of the specific targets and objectives which are documented in our Safety, Health and Environmental Management Plan.
- 4.6 Our Safety, Health and Environmental Management Plan is supported by a procedural framework intended to guide our employees and subcontractors to work safely and in an environmentally conscious manner including, but not limited to, compliance with all applicable legislative regulatory requirements, relevant Australian Standards and with all other requirements to which our organisation subscribes.



- 4.7 This Safety, Health and Environmental Policy and our supporting management systems documentation are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	{Insert}
<b>Previous Adoption</b>	19 November 2014



~~Council Policy Name: 10.15 Training and Development~~

~~Responsible Directorate: Chief Executive's Office~~

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## ~~1. PURPOSE~~

~~1.1—The purpose of this Policy is to outline the Shire's policy on training and development.~~

## ~~2. SCOPE~~

~~2.1—This Policy is applicable to the Shire of Pingelly and its operations.~~

## ~~3. DEFINITIONS~~

~~N/A~~

## ~~4. POLICY STATEMENT~~

~~People are the major asset of the Shire of Pingelly and Training Policy aims to invest in your development to ensure the continuing success of the business.~~

~~The Shire of Pingelly Training Policy is founded on the following principles:~~

- ~~• You have a major role in determining your specific training and development needs~~
- ~~• Your line Manager has a primary responsibility for ensuring your training is directly linked to the Shire of Pingelly business objectives and plans.~~
- ~~• There will a Training Co-ordinator to oversee training activities to ensure implementation of training plans and maintain training records.~~
- ~~• A performance review system operates to ensure your training and development needs are discussed annually to ensure your skills are kept up to date.~~
- ~~• A comprehensive training system operates, which is reviewed annually using internal and external trainers.~~
- ~~• To encourage you to become professionally qualified, there is appropriate financial assistance and study leave (see section on Educational Expenses).~~

### ~~4.1—Induction:~~

~~As a new employee you will be taken through an induction programme. The aim of the programme is to introduce you to the structure of the Shire of Pingelly, where you sit within it and take you through all the basic things you need to know about life in your new position.~~

~~If for any reason you do not get taken through all the sections on the induction in your first few days do not be afraid to ask your Supervisor to complete the process.~~

### ~~4.2—Employee Development Plan:~~

~~When you get towards the end of your probationary period your Manager will take you through your final Progress Review. An important part of the Progress Review is the "Employee Development Plan". The purpose of this is to identify areas of training, either to build on your strengths or to cover those elements of your job that you may have limited experience. The training needs will be put in writing and will form the basis of your individual training plan for the period until your next review.~~



~~Your next review will be your annual Performance Appraisal and it will also have an "Employee Development Plan" for the next 12 months.~~

~~The Shire of Pingelly is committed to creating a "learning culture". The Shire of Pingelly will continue to succeed because we recognise that the business environment is constantly changing and that we need to acquire knowledge and expertise to keep us ahead of the game.~~

#### ~~4.3 Training Co-ordinators:~~

~~The role of your Training Co-ordinator is to initiate and co-ordinate training and to keep the Human Resources Department informed of any training needs. He/she will also be able to advise you on the type of training available and any assistance the Shire of Pingelly provides to help you with your career development. The Training Coordinator is responsible for maintaining your training records on an electronic or manual training register.~~

#### ~~4.4 Professional/Vocational Qualifications:~~

~~The Shire of Pingelly recognises that there are many professional skills required to ensure that the Shire of Pingelly is successful. Graduate and professional qualifications in such areas as Occupational Health and Safety, Risk Management, Accountancy, Information Technology and Human Resources are valued.~~

~~Subject to prior agreement with your Manager, the fees for relevant professional education will be met or subsidised by the Shire of Pingelly.~~

#### ~~4.5 Proviso:~~

~~Reimbursement of fees for non-obligatory courses is on the proviso that you undertake to remain with the Shire of Pingelly for a period of at least one year from successful completion of the course. You will be asked to sign an undertaking to repay fees should you leave within 12 months, including giving the Shire of Pingelly the right to deduct such monies from final salary and outstanding holiday pay.~~

~~Having regard to changing Government policy on student contribution towards the cost of study, the Shire of Pingelly will keep its policy on reimbursement of educational expenses under review.~~

#### ~~4.6 Study Leave:~~

~~It is the Policy of the Shire of Pingelly to encourage staff to undertake external courses of study relevant to their vocation. If it is necessary for staff to have time off to attend classes and/or examinations they may do so, provided the study is considered of benefit to the staff member in their career with the Shire of Pingelly. Approval for such absence must be obtained from the Supervisor and/or Manager.~~

~~Normally staff are allowed half a day study leave in the week prior to an exam and half a day for each exam. Any need for extended study leave should be discussed with your Supervisor/Manager in conjunction with the Human Resources Co-ordinator.~~

#### ~~4.7 Professional and Representative Bodies:~~

~~If you are a member of an appropriate professional body which is recognised by the Shire of Pingelly, your subscription fee will be reimbursed.~~



**5. RELATED DOCUMENTATION / LEGISLATION**

Nil

**6. REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 February 2007





<b>Council Policy Name:</b>	<b>10.16 Chief Executive Officer Annual Performance Review</b>
<b>Responsible Directorate:</b>	<b>Chief Executive's Office</b>

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for the annual Chief Executive Officer performance review.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 At least once annually the performance of the Chief Executive Officer is to be reviewed by a Committee of the President and two Councillors appointed by Council.
- 4.2 Prior to review all Councillors and the Chief Executive Officer are to complete the performance indicators sheet.
- 4.3 The review is to be conducted in a manner described in the relevant Contract of Employment.
- 4.4 Council is to be informed of the result of the review at the next Council Meeting. Council is then required to accept the review, with or without modification or to reject the review. (Regulation 18D – *Local Government Administration Regulations*).

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	17 May 2006



Council Policy Name: 10.18 Staff Housing

Responsible Directorate: Corporate Services

## **1. PURPOSE**

1.1 The purpose of this Policy is to outline the process for senior staff annual performance reviews.

## **2. SCOPE**

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

4.1 At least once annually the performance of designated Senior Staff members are to be reviewed by a Committee of the Chief Executive Officer, President and one Councillor appointed by Council.

4.2 Prior to review all Councillors, the Chief Executive Officer and the Senior Staff member are to complete the performance indicators sheet.

4.3 The review is to be conducted in a manner described in the relevant Contract of Employment.

4.4 Council is to be informed of the result of the review at the next Council Meeting. Council is then required to accept the review, with or without modification or to reject the review.

## **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

## **6. REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	17 May 2006



## **1. PURPOSE**

- 1.1 The purpose of this Policy is to offer staff housing as part of the salary package to employees with essential qualifications, experience and other position skills that are unlikely to be met from local recruitments.

## **2. SCOPE**

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

### **4.1 General**

- 4.1.1 Prior to an employee occupying a Shire owned residence, the employee and the Shire of Pingelly are to enter into a formal tenancy agreement for the period of their employment, or a lesser period as determined by the Chief Executive Officer.
- 4.1.2 The tenancy agreement will contain a condition regarding the rent payable. There shall be a condition on the Tenancy Agreement that the Agreement shall cease on termination of the tenant's contract of employment with the Shire of Pingelly or at some other time as agreed between the parties.
- 4.1.3 The form of agreement will be in accordance with the Residential Tenancies Act 1987.
- 4.1.4 The maximum number of people, including both adults and children, permitted to reside at the residence shall be specified in the tenancy agreement to a maximum of the number bedrooms plus one or the number of persons in the employee's immediate family, being his/her spouse and their children if the residence is able to support such numbers at the discretion of the Chief Executive Officer.
- 4.1.5 The tenancy agreement shall specify that only members of the employee's family, including defacto spouses and their children, are permitted to reside in the property. Any other people wishing to reside other than those mentioned above is restricted to three months in any 12 month period at the Shire owned residence unless otherwise specifically approved in writing by the Chief Executive Officer on the basis of personal hardship or special circumstances.



#### 4.2 Bond

4.2.1 It is a requirement of the agreement that tenants will pay a bond to the equivalent amount of two weeks rent to be paid in advance.

4.2.2 A pet bond of \$100 is applicable under this agreement to be paid in advance where applicable.

The bond will be reimbursed to the employee if the employee:

- Leaves the premises in a clean and tidy condition as per the signed property condition report;
- Has had the carpets professionally cleaned and provide the Shire with proof of the carpet cleaning;
- Made the necessary repairs to all areas of the property that has sustained damage during the tenancy agreement not associated with acceptable general wear and tear;
- Has replaced all light globes within the property that no longer work;
- Unless otherwise specified has transferred the Western Power account back into the name of the Shire of Pingelly;
- Has returned all keys to the premises to the Administration Technical Officer; and
- Has complied with all terms contained within the Residential Tenancy Agreement.

4.2.3 If an employee leaves the property without complying with any of the items mentioned above, then the Shire shall have the right to withhold the bond to the equivalent of the cost associated with completing any of the above items.

4.2.4 If the bond is not sufficient enough to reimburse the costs associated with covering the items mentioned above then the Shire, under the terms of this policy, shall be able to withhold the equivalent amount under the employee's termination payment to cover such expenses. The provision shall be included as an express term under the employee's contract of employment prior to commencement.

#### 4.3 Maintenance

4.3.1 The tenants shall keep the premises in a reasonable state of cleanliness, repair and free of damage. The Administration Technical Officer is to be notified as soon as practicable but within three days of any damage to the premises.

4.3.2 The tenant shall not intentionally or negligently cause or permit damage to the premises.



- 4.3.3 The Shire of Pingelly is responsible for carrying out regular maintenance on the air conditioning systems, fire extinguishers and smoke alarms and half yearly pest control treatments. Urgent repair work will be carried out as reasonably possible by the Shire.
- 4.3.4 Any repairs required to be completed by the Shire or by an external contractor, where such repair is required due to damage caused by the occupants and not acceptable general wear and tear or damage caused by natural occurring conditions such as weather, the employee will be liable to reimburse the Shire of such expense.
- 4.3.5 Employees shall pay the utility costs when occupying the Shire's housing as specified in their Tenancy Agreements or Contract of Employment.
- 4.3.6 The Shire of Pingelly offers an allowance of up to \$300 on an annual basis to tenant in Shire housing, to assist in establishing gardens and/or improving existing gardens. The allowance will only be payable upon an inspection of the work by the Administration Technical Officer and upon presentation of receipts. Claims for annuals or vegetable gardens will not be approved.

#### 4.4 Permanent Fixtures

##### 4.4.1 Permanent fixtures to be installed are as follows:

- Hot water system
- Clothes line
- Authorised air-conditioning units (inbuilt ducted systems or wall mounted units installed and owned by Council)
- Floor coverings
- Window treatments
- Light fittings (except globes)
- TV Aerial appropriate to local BHF television broadcast services
- Stove
- Dishwasher

- 4.4.2 Costs associated with maintaining and replacing the permanent fixtures shall be the responsibility of the Shire.

#### 4.5 Tenancy Conditions

- 4.5.1 The tenants shall not affix any fixture or make any renovation, alternation of addition to the residential premises, without the prior written consent of the Chief Executive Officer.
- 4.5.2 Employees allocated staff housing shall have included in their contract of employment with Council the provision that the housing is provided as a benefit only while the employee remains employed by the Shire and that on termination of employment the Tenancy Agreement shall cease.



4.5.3 Prior to the handing back of the premises, the tenant is responsible for ensuring the following items are carried out:

- Organise an inspection with the Administration Technical Officer.
- Leave the premises in a clean and tidy condition as per the signed property condition report.
- Have the carpets professionally cleaned at the cost to the employee and provide the Shire with proof of the carpet cleaning.
- Unless otherwise specified the tenant is to have the Western Power account transferred back into the name of the Shire of Pingelly.
- Unless otherwise specified in the agreement, the tenant is to have the phone disconnected.
- Return all keys to the premises to the Administration Technical Officer.

#### 4.6 Allocation

4.6.1 The allocation of staff housing to particular positions is at the discretion of the Chief Executive Officer.

4.6.2 Positions generally offered staff housing as part of the salary package are those requiring essential qualifications, experience and other position requirements that are unlikely to be met from local recruitment.

4.6.3 If the Council supplied house is deemed not to be suitable to the employee they may elect to receive a monetary allowance. Only under exceptional circumstances at the discretion of the Chief Executive Officer and where possible the Shire will offer alternative housing to an employee where the previously offered housing is not suitable.

4.6.4 Where any employee (including his or her family / partner) currently resides in a property that is owned by the Shire as part of their contract of employment, the Chief Executive Officer is authorised to offer the employee the opportunity to accept a monetary allowance in lieu of receiving subsidised housing supplied by the Shire.

4.6.5 Where an employee agrees to forfeit their right to subsidised housing supplied by the Shire they shall be eligible to receive an allowance up to \$8,000 per annum.

4.6.6 Any such agreement is required to be in writing and the monetary allowance will be paid to the employee on a pro-rata basis every pay period and will be subject to PAYG tax.

4.6.7 Any employee agreeing to accept a monetary allowance in lieu of subsidised housing supplied by the Shire is required to vacate the premises at a time suitable convenient to both parties once suitable alternative housing can be found.

4.6.8 If an existing employee is currently provided with housing as an expressed term of their contract of employment, then the Shire will not be able to provide the employee with a monetary allowance in lieu of the housing unless agreement can be reached in writing.



- 4.6.9 An employee that has accepted and agreed to leave the property and receive a monetary allowance in lieu shall ensure that the provisions contained within the Termination of Tenancy clause above are complied with or the appropriate penalties may apply.
- 4.6.10 Once an employee has elected to receive the monetary housing allowance in lieu of subsidised housing supplied by the Shire, the employee is not eligible to reverse their decision and receive the subsidised housing as opposed to the allowance unless agreed to, at the discretion of the Chief Executive Officer.
- 4.6.11 Employees who are not entitled to receive subsidised housing shall not be eligible to receive the Housing Allowance.

## 5 RELATED DOCUMENTATION / LEGISLATION

Nil

## 6 REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 May 2014



# 11. Subdivisions





Council Policy Name: 11.1 Road Design Standards

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to clarify the road design standards of the Shire.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Road within any subdivision within the Shire of Pingelly are to be constructed to the standard as detailed in Council Policy 12.1 relevant to their appropriate zoning.

4.2 Prospective applicants for subdivisions are to be made aware of the Shire of Pingelly's Road construction requirements.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



# 12. Works, Services and Plant



Council Policy Name:	12.2 Road Making Materials (Acquisition, Compensation, Pit Rehabilitation)
Responsible Directorate:	Technical Services

## **1. PURPOSE**

- 1.1 The purpose of this Policy is to outline the Shire's Policy for road making materials.

## **2. SCOPE**

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations where the required quantity, quality or type of material is not available from Shire of Pingelly controlled areas and the material may be available from private properties, the following procedure is to be adhered to where possible.

## **3. DEFINITIONS**

N/A

## **4. POLICY STATEMENT**

- 4.1 Request permission to search for materials from the owner. Entry powers to be used only as a last resort.
- 4.2 Calculate approximate requirement for the project or yearly requirement of material from the proposed pit, and the expected life of the pit.
- 4.3 If suitable material is located, a written agreement is to be reached with the owner as to compensation for materials removed.
- 4.4 Priority must be given at all times to reasonable negotiation to reach an amicable agreement mutually acceptable to the Shire of Pingelly and the private property owner.
- 4.5 Should agreement for the removal of road making materials not be reached with the landholder, procedures to resume an area sufficient for immediate and future needs may be instituted.
- 4.6 Compensation is to be made for the acquisition of road making materials from private land. Compensation (up to the value of the royalty) may take the form of:
1. Works on the owner's property such as grading, gravel sheeting, drainage works on works to enlarge or improve entrances.
  2. Resumption of the portion of land on which the materials are located at a mutually acceptable rate.
  3. Payment of royalty calculated on the volume of material extracted.



- 4.7 Works to rehabilitate the gravel pit once materials have been removed shall take place and will take the form of such works agreed on before material extraction takes place.

Rehabilitation works may include:

1. fencing,
2. tree planting,
3. deep ripping,
4. levelling,
5. stockpiling of original topsoil and spreading after extraction is completed,
6. creation of a dam site and roaded catchments, etc.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 12.4 Private Works

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the process for private works within the Shire.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 All private works shall be subject to a written agreement on the Private Works Application form, supported by a Local Purchase Order where appropriate e.g. Western Power, Telstra.

4.2 All private works for non-ratepayers shall be prepaid unless a Local Purchase Order is supplied.

4.3 All private works exceeding a total estimated cost of \$5,000 are to be prepaid, or progress payments made as determined by the Chief Executive Officer.

4.3.1. Minor private works may be carried out on the Manager of Works' authorisation.

4.3.2. Major works are defined as those exceeding a total estimated cost of \$15,000 and are to be referred to the Chief Executive Officer for acceptance or rejection.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name:	12.6 Crossovers
Responsible Directorate:	Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to confirm the Shire's definition of crossovers.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

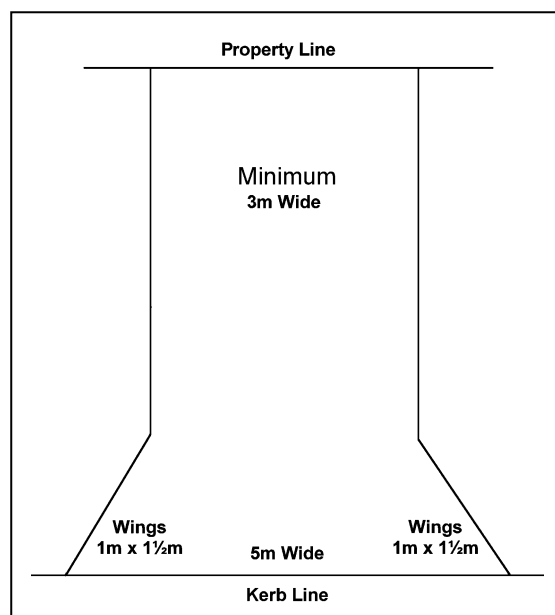
## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 **Access To Property On Land Outside Of The Townsite Boundary:**  
An appropriate crossover access will be provided from the Shire of Pingelly road network to location boundaries within the Shire and outside of the townsite boundary, where it is considered necessary, appropriate or practicable. Only one access per location will be provided. Any additional access required on a location or on locations that are contiguous to a location where a crossover has been provided, will be at the owner's expense.
- 4.2 **Access To Property On Land Within The Town Boundary:**  
An appropriate crossover access will be provided from the Shire of Pingelly road network to lot boundaries within the townsite, where it is considered necessary, appropriate or practicable. Only one access per lot will be provided subject to an approved building being constructed (or planning approval and building license issued) on the lot. Any additional access required will be at the owner's expense.
- 4.3 **Townsite Lot Crossovers:**  
On application by the owner of land adjoining a Shire of Pingelly network road in the Pingelly townsite a contribution of 50% of the cost of the construction of standard crossover will be reimbursed, subject to the following:
- the standard crossover is deemed to be constructed to a maximum width of 8m to a hot mix seal standard or equivalent.
  - All standard crossovers are to be constructed such that the level at the property line is higher than the road surface at the kerb line or if un-kerbed, the crown of the road.
  - Crossover to be constructed from the edge, or as near as practicable to the edge of a sealed road or the anticipated edge in the event the road is unsealed, to the owner's property boundary.
  - Any extra width required on the crossover to be at the owner's expense.
  - Additional cost for crossovers being constructed in brick paving, concrete or other similar material to be at the cost of the owner.
  - Contribution will only be made towards one crossover per lot.
  - Reimbursement will not be made for crossovers constructed to lots without an approved building being constructed (or planning approval and building license issued).

See Local Government (Uniform Local Provisions) Regulations 1996 Regs 12-16



## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 12.7 Rural Driveways - Grading

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the process for grading of rural driveways.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Upon request of the occupier, the main driveway to each residence in the General Farming Zone may be graded once per year, free of charge, during the course of maintenance operations, and subject to roadworks priorities.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005





**Council Policy Name:** ~~12.8 Private Use of Depot and Plant~~

**Responsible Directorate:** ~~Technical Services~~

## **~~1. PURPOSE~~**

~~1.1 The purpose of this Policy is to outline the process for private use of depot and plant.~~

## **~~2. SCOPE~~**

~~2.1 This Policy is applicable to the Shire of Pingelly and its operations.~~

## **~~3. DEFINITIONS~~**

N/A

## **~~4. POLICY STATEMENT~~**

~~4.1 There is to be no private use of the depot, workshop or workshop based equipment without the specific approval of the Chief Executive Officer.~~

~~4.1.1 All private vehicles are to park in the approved areas only.~~

~~4.1.2 The depot telephone is for work purposes only.~~

~~4.1.3 Private use of plant and vehicles is at the Chief Executive Officer's discretion:~~  
~~(a) having regard to the appropriateness and duration of proposed use and its operational cost; and~~  
~~(b) is subject to such terms and conditions as is deemed appropriate, and provided the proposed use is for, and by, the employee, for personal and non-commercial use.~~

## **~~5. RELATED DOCUMENTATION / LEGISLATION~~**

Nil

## **~~6. REVIEW DETAILS~~**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 12.10 Annual Town Clean Up

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the process for the annual town clean up.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Following advertisement each year, the works crew are to carry out a general town clean-up in March to assist residents to clear rubbish that is not normally removed, or rubbish that they are unable to dispose of.

4.2 Where the rubbish is of such size or quantity that a loader is required, application must be made to the Shire Office prior to the day before the clean-up, and the Chief Executive Officer may determine that a charge be levied.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 12.12 Laying of Water Pipes Under Roads  
Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the process of laying water pipes under roads.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Applications to lay water pipe under the road shall be in writing and may be approved by the Chief Executive Officer.

4.2 The approval shall take the following form:

### PERMISSION TO LAY WATER PIPES

Permission is hereby granted for you to lay a water pipe under the road between locations \_\_\_\_\_ to \_\_\_\_\_, subject to:

1. the pipe being enclosed in a pipe of larger dimensions where the pipe passes under the road;
2. the water pipe being installed 375mm below the road and table drain;
3. a sign on either side of the road being erected for each water pipe, employing 65mm lettering being black on a white background reading WATER PIPE; and
4. pavement being reinstated to the satisfaction of the Chief Executive Officer.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005



Council Policy Name: 12.13 Painted House Numbers on Street Kerbs  
Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for painting house numbers on street kerbs.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 House numbers painted on street kerbs within the Pingelly townsite boundary shall be 140mm high in accordance with Series D numerical forms as per AS 1744-1975.
- 4.2 Numbers shall be painted in reflective yellow on a matt royal blue background. The background shall extend 30mm clear of all numerals.
- 4.3 Staff shall ensure that only the correct house number is painted on the kerb.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	19 January 2005



Council Policy Name: 12.15 Volunteer Management

Responsible Directorate: Corporate Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's Policy on volunteer management.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.
- 2.2 This policy applies to all management, employees, councillors and volunteers working on Shire of Pingelly activities or Shire of Pingelly committees.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 The Shire of Pingelly recognises the responsibility to ensure that the following points apply to the management of volunteers in the organisation.
- 4.2 The Shire of Pingelly will maintain a register of volunteers to ensure they are covered by the organisation's insurance policy.
- 4.3 The Shire of Pingelly will comply with the national standards for volunteer involvement which represent and explain the tenets of best practice in the management of volunteers.
- 4.4 The following points identify policy considerations for volunteering involving organisations and can be addressed as part of the process to implement the national standards.
- interview and employ volunteer staff in accordance with anti-discrimination and equal opportunity legislation;
  - provide volunteer staff with orientation and training;
  - provide volunteer staff with a healthy and safe workplace;
  - provide appropriate and adequate insurance coverage for volunteer staff;
  - not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs;
  - differentiate between paid and unpaid roles;
  - define volunteer roles and develop clear job descriptions;
  - provide appropriate levels of support and management for volunteer staff;
  - provide volunteers with a copy of policies pertaining to volunteer staff;
  - ensure volunteers are not required to take up additional work during Industrial disputes or paid staff shortage;
  - provide all volunteers with information on grievance and disciplinary policies and procedures;
  - acknowledge the rights of volunteer staff;



- ensure that the work of volunteer staff complements but does not undermine the work of paid staff;
- offer volunteer staff the opportunity for professional development;
- reimburse volunteer staff for out of pocket expenses incurred on behalf of the organisation;
- treat volunteer staff as valuable team members, and advise them of the opportunities to participate in agency decisions;
- acknowledge the contributions of volunteer staff.

4.5 A register of volunteers will be kept. Volunteers between the ages of 16 and 80 are covered for personal accident insurance. If volunteers are outside this age group, contact will be made with Local Government Insurance Services to seek approval for insurance cover.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 February 2007



Council Policy Name: 12.16 Visitor Management  
Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's visitor management policy.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 The Shire of Pingelly is committed to ensuring that visitors to workplaces are not exposed to hazards. Severe penalties apply under the *Occupational Safety and Health Act 1984*, if visitors to workplaces are injured through not being appropriately cared for.
- 4.2 All visitors who wish to enter workplaces or specified locations of a workplace shall obtain the prior permission of the Supervisor.
- 4.3 Visitors are not permitted to wander around workplaces unaccompanied. All visitors are to report to the front counter (where applicable) or to the appropriate supervisor before entering any workplaces/sites.
- 4.4 Prior to being authorised to enter a workplace, all visitors must be provided with workplace specific induction on the nature of hazards within the workplace and must be instructed in emergency evacuation procedures. It is important that the promotion of a safety culture within the workplace is transferred to the visitor by way of instruction and induction training.
- 4.5 Staff members are to accompany all visitors at all times.
- 4.6 Visitors are restricted from entering all high hazard areas.
- 4.7 It is essential to ensure that the work environment allows safe access/egress of visitors at all times. This can be achieved by ensuring that all walkways remain clear of obstacles.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 February 2007



<b>Council Policy Name:</b>	<b>12.17 Road Name Sign Design</b>
<b>Responsible Directorate:</b>	<b>Technical Services</b>

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline Shire's Policy on road name sign design.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

Road Name signs comply with the following standard:

### 4.1 Shape and Size

- Sign blade depth 150mm
- Minimum length 500mm
- Maximum length 1200mm for a single post end mounted sign, 1800mm for a centre-mounted sign and 2000mm for a two post mounted sign
- Single mounted post signs to have a cutaway end

### 4.2 Background and Lettering ( refer to attached art work below)

- Background to be yellow in colour class 1 reflectorized material.
- Text to be nikalite or royal blue in colour non reflectorized material
- Text height 100mm

### 4.3 Street Name Sign Posts

- Street name post are to be frangible 60mm NB pipe
- Pingelly Town Site – Posts are to be powered coated nikalite or royal blue in colour.
- Shire of Pingelly rural areas – Posts are to be plain galvanized finish

## 5. RELATED DOCUMENTATION / LEGISLATION

- Works, Services and Plant Procedure

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 August 2005
<b>Previous Adoption</b>	14 November 2014, 17 June 2015, 17 May 2017, 18 July 2018



Council Policy Name: 12.18 Street Trees Plan

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's street trees plan.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1 Generally Red Flowering Gums are to be planted on the same side of the street as the power lines and that Jacarandas be planted where they will not interfere with power lines. *Lagerstroemia* – Indian Summer Crepe Myrtle are to be used in Parade Street CBD.

The Plan in detail is (SSR=South Side of Road, NSR=North Side of Road etc):

Street	Existing Plants	Proposed Plants
Park Street (Balfour St to Stone St)	Very few, natives from seeds.	Leave as is - rocky outcrops prevent street trees.
Park Street (Stone St to Paragon St)	NSR - Red Flowering Gums. SSR–Nil.	NSR –Leave as is. SSR –Leave as is.
Park Street (Paragon St to Queen St)	NSR - Red Flowering Gums. SSR - Jacarandas.	NSR–Leave as is. SSR–leave as is.
Park Street (Queen Quadrant) to	NSR - Red Flowering Gums SSR –Jacarandas.	NSR - Leave as is. SSR - Leave as is.
Park Street (Railway Line to Stratford St)	NSR - Red Flowering Gums. SSR - Red Flowering Gums.	NSR - Red Flowering Gums SSR – Remove low scrub.
Brown Street (Stratford St to Raglan St)	NSR – Red Flowering Gums. SSR – Mixed natives. SSR – Peppercorns.	NSR –Leave as is. SSR - Replace with Jacarandas. SSR – Leave existing Peppercorns.
Brown Street (Raglan St to Somerset St)	NSR – Red Flowering Gums. SSR - Plums, Jacarandas and natives. SSR – Peppercorns.	NSR - Plant 4 Plums opposite existing Plums on SSR. SSR - Replace with Jacarandas except where Plums trees already exist. SSR – Leave existing Peppercorns.



Street	Existing Plants	Proposed Plants
Brown Street (Somerset St to end)	NSR – Red Flowering Gums to Parker Street. SSR – Box Trees	NSR – Plant Red Flowering Gums from Parker Street to end SSR – Replace with Jacarandas.
Review Street (Realm St to Aldersyde Rd)	WSR - Some Natives.  Golf Club Side – Natives.	WSR – Replace with Red Flowering Gums on the inside of the fence line of the oval reserve Golf Club Side – Leave as is.
Stratford Street	WSR – Jacarandas, mixed natives Bottlebrushes, Coral Gums, Box Trees ESR – Large Sugar Gums, Bottlebrushes.	WSR – Replace with Jacarandas.  ESR – Remove all large Sugar Gums replace with Red Flowering Gums, complete drainage work.
Quadrant Street (Aviation St to Review St)	WSR - Red Flowering Gums planted behind planted natives. ESR – Red Flowering Gums	WSR and ESR - Clear native vegetation and plant Flowering Red Gums to Aviation St.
Quadrant Street Review to Park	WSR – Red Flowering Gums. ESR – Planted trees and shrubs.	WSR – Leave as is. ESR – Leave as is
Parade Street (Sharow St to Pitt St)	WSR – Red Flowering Gums planted from Sharow to Taylor Streets. ESR – Bottlebrushes.	WSR – Continue planting Red Flowering Gums from Taylor to Pitt Streets. ESR – Replace existing plants with Red Flowering Gums
Parade Street (Pitt St to town entrance)	WSR – Gums, planted natives and bush. ESR – Gums, planted natives and bush.	WSR – Plant Red Flowering Gums. Leave planted natives. ESR - Plant Red Flowering Gums. Leave planted natives.
Paragon Street (Pasture St to Palm St)	WSR – Red Flowering Gums. ESR – Natives and bush.	WSR - Leave as is ESR - Jacarandas.
Raglan St (Brown St to Shire St)	ESR – Peppercorns.	ESR – Leave existing Peppercorns.
Sharow St (Somerset St to Raglan St)	NSR – Red Flowering Gums. SSR – Red Flowering Gums.	NSR - Leave as is SSR – Leave as is
Sharow St (Raglan St to Stratford St)	NSR – Natives and bush. SSR – Red Flowering Gums	NSR - Jacarandas. SSR - Leave as is.



Street	Existing Plants	Proposed Plants
Stone Street (Prestige St to Park St)	WSR – Flowering Red Gums. ESR – Natives and bush.	WSR - Leave as is. ESR - Jacaranda trees.
Somerset Street Review St to Brown St)	WSR - Red Flowering Gums ESR – Natives and bush.	WSR - Leave as is. ESR - Plant Jacaranda trees.
Murdoch Street (paragon St. to Stone St.)	NSR – Red Flowering Gums SSR – Natives and bush.	NSR - Leave as is. ESR - Jacarandas.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 November 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	20 October 2010



Council Policy Name: 12.19 Roadside Memorials

Responsible Directorate: Corporate Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's Policy on roadside memorials.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

3.1 A roadside memorial can be described as an object or image constructed, erected, planted, painted or placed within the road reserve in honour of family or friends whose lives have been lost on the road or road reserve.

## 4. POLICY STATEMENT

### OVERVIEW

Every year, too many people lose their lives on Western Australian roads. Frequently, family and friends have chosen to honour their memories by erecting some type of roadside memorial.

Memorials at fatal crash sites provide a means for assisting people to grieve for their loved ones as well as serving as a visual deterrent to road users, delivering a powerful road safety message. The Shire of Pingelly respects the need for people to erect roadside memorials, but it must also provide a safe and efficient road network to all road users to meet its obligations under the *Main Roads Act 1930*. To do this the Shire of Pingelly needs to consider potential safety hazards including visual distractions to motorists, physical objects that could harm road users and the possible movement of personal items onto the road. The Shire of Pingelly also needs to consider the safety of pedestrians in close proximity to fast moving vehicles.

The Shire of Pingelly's overall objective is to respect people's grief and ensure the road environment is safe for all road users. This policy has been developed in consultation with the community and various interest groups. It has been prepared to inform the public and contractors of the types of roadside memorials approved and supplied by the Shire of Pingelly on local roads throughout the Shire of Pingelly. It also outlines how the Shire of Pingelly will arrange the installation and ongoing management of road side memorials.

### STATEMENT OF POLICY

The Shire of Pingelly has an obligation to provide a safe and efficient road network. The Shire of Pingelly will:

- Be considerate and respectful of the needs of persons wishing to install roadside memorials;
- Approve the placement of roadside memorials;
- Supply roadside memorials (as defined in section 4.3);
- Install or assist in the installation of roadside memorials at suitable locations as detailed in the guidelines attached to this policy;
- Not accept responsibility for the security or maintenance of roadside memorials;
- Remove any roadside memorials not conforming to this policy;
- Not approve or provide roadside memorials for animals; and
- Will only approve or provide roadside memorials for accident sites where fatalities have occurred.



#### 4.1 Requests for Roadside Memorials

When touched by tragedy, family and friends find a roadside memorial can help comfort and heal, as it provides a tangible record of a life lived and serves as a reminder to the community to drive carefully. Where requests are received, the Shire of Pingelly can provide support to family and friends by assisting them to understand the requirements of this policy and install or assist in the installation of a suitable roadside memorial at the safest location. It should be noted that this policy is intended to provide guidance to Shire of Pingelly Staff and each case should be dealt with on an individual basis.

The Shire of Pingelly's foremost concern is that all road users are provided with a safe road environment and that family and friends and the road user are safe whilst a road side memorial is being erected, visited, or is being maintained. It is important that family and friends park their vehicles safely and clear of the road while attending the roadside memorial.

#### 4.2 Recording Requests for Roadside Memorials

The Shire of Pingelly will maintain a record of requests for roadside memorials. The details will be documented so the person/s responsible for the roadside memorial can be contacted if necessary.

#### 4.3 Memorial Requirements to Maximise Road Safety

The Shire of Pingelly will approve, supply and assist with the installation of a cross, paver, or decal as per the specifications in section 4.3.1, depending on the family and/or friends preference. Alternatively, the applicant may purchase a plant compliant with the Shire of Pingelly's guidelines and the Shire of Pingelly will subsidise the purchase up to \$50 and assist with the installation.

##### 4.3.1 Roadside Memorials – Types and Structure

In consideration of safety to all, the following specifications are recommended. If unsure, please contact the Shire of Pingelly.

Note: These specifications should be used as a guide only. Common sense should prevail when assessing specific locations for placement of roadside memorials.

##### 4.3.1.1 Cross

Crosses are constructed from timber and are:

- 850mm long (600mm out of the ground) and 400mm wide;
- Built from pieces 40mm x 18mm; and
- Painted white and are non-reflective.

Crosses shall be located:

- No closer than 3 metres from the edge of any bitumen/road seal;
- No closer than 1 metre from behind the line of guideposts; and
- No closer than 1 metre from the edge of any shared path.

Crosses shall not be located:

- Where they may interfere with the role of any traffic control item;
- In close proximity to residential dwellings where they may cause concern to the occupants;



#### 4.3.1.2 Paver

Pavers are of grey concrete and are 600mm long and 300mm wide. Pavers should be flush with the existing surface and shall be located:

- No closer than 1 metre from behind the line of guideposts;
- No closer than 3 metres from the edge of any bitumen/road seal;
- No closer than 1 metre from the edge of any shared path;
- On control of access highways and freeways; and
- On traffic islands and medians where the landscaping permits.
- Pavers shall not be located:
  - Within the area which is regularly graded during shoulder grading or drain maintenance;
  - In close proximity to residential dwellings where they may cause concern to the occupants;
  - On landscaped verges; and
  - On roundabouts.

#### 4.3.1.3 Decal

Decals are adhesive labels, 160mm long and 130mm wide, which display a white cross on a black background. Decals shall be located:

- At the base of traffic signal poles; and
- At the base of street light columns.
- Decals shall not be located:
  - On any traffic signs; and
  - On street name signs.

#### 4.3.1.4 Plant

Plants must comply with the Shire of Pingelly vegetation placement guidelines in regards to trunk size and setback distance. The requested plant type must be stated as part of the application/approval process and the Shire of Pingelly will verify the appropriateness of the plant type for the location.

Examples of locally occurring plants that would be suitable for rural areas are:

- Geraldton Wax; and
- Albany Woollybush.

Other plants that are typical from other regional areas would also be considered if the plant is of special significance to the family. (For further information Shire of Pingelly Staff should be contacted).

Plants shall be located:

- Outside of the maintenance clearing zone;
- No closer than 1 metre from the edge of any shared path;

Plants shall not be located:

- Where they may interfere with the role of any traffic control item;
- In close proximity to residential dwellings where they may cause concern to the occupants; and
- On landscaped verges.



#### 4.3.1.5 Memorial Options

If a cross is not suitable, please contact the Shire of Pingelly to discuss alternative options.

#### 4.3.1.6 Memorabilia and Personalisation

The Shire of Pingelly understands that personalising a memorial may provide comfort to families and friends of people who have lost their lives on the road. In the interest of preserving safety for all, items such as flowers, toys and other personal effects must be firmly secured to the memorial. Where possible, memorabilia should not exceed the dimensions outlined in the memorial requirements, the reason being that such items may be a visual distraction to road users. Physical objects could harm road users and the possible movement of personal items onto the road could be a potential road safety hazard. Only one (1) roadside memorial shall be allowed per life lost.

Some items that are a safety hazard and should not be used include:

- Reflective material such as foil and cellophane
- Solar lights
- Rocks, bricks or other non-frangible items

Personalisation of crosses should be limited to non-reflective material.

#### 4.3.2 Installation of Roadside Memorials

A Shire of Pingelly representative will assist in the installation of approved road side memorials as detailed in section 4.3.1. The Shire of Pingelly will ensure its placement is in accordance with the Shire of Pingelly's standards and requirements and most importantly take into consideration the safety of road users. The Shire of Pingelly will consider safety issues such as where the road geometry is less than optimum i.e. road crests, bends and high-speed locations.

#### 4.3.3 Maintenance of Roadside Memorials

The road reserve is maintained by the Shire of Pingelly. The Shire of Pingelly does not accept responsibility for the loss or damage of roadside memorials that may occur due to vandalism. The Shire of Pingelly, will as part of its regular maintenance program, report on memorials on its network which have been subject to vandalism or are in a significant state of disrepair.

If the condition of a memorial has deteriorated, or after a period of five years, the Shire of Pingelly will endeavour to contact the owners of a memorial to discuss its condition and to confirm their wish for the memorial to remain in place.

#### 4.3.4 Visiting a Roadside Memorial

The Shire of Pingelly is concerned for the safety of people who visit roadside memorials. They may expose themselves and other road users to safety risks. If people visit road side memorials they must understand that roadsides can be hazardous locations and take appropriate precautions. The Shire of Pingelly can provide advice as to what precautionary steps may be taken to maintain a safe environment.





#### 4.4 Roadworks / Maintenance Near Approved Roadside Memorials

The Shire of Pingelly will continue to perform all construction and maintenance works required within road reserves that contain roadside memorials.

Where works are required to the ground on which an approved roadside memorial is located, the memorial will be carefully shifted away from the work area for the duration of works and then re-installed as close as practical to the original location at the conclusion of works unless otherwise advised by the memorial owner. Care will be taken to minimise damage to the roadside memorial.

For unregistered memorials, the Shire of Pingelly will make every effort to locate the owners of the memorial before the removal, which may include placing a notice on the memorial prior to removal for roadworks to take place. The Shire of Pingelly will store these removed memorials for 4 months or the period of the road works (whichever is the greater).

#### 4.5 Roadside Memorial Removal Procedure

One of the Shire of Pingelly's key objectives is to maximise road safety on Western Australian roads. Any roadside memorial presenting a safety hazard will be removed without notice. Every effort will be made to contact the responsible person/s regarding the removal of the roadside memorial.

Person/s responsible for roadside memorials that comply with section 4.3 but require removal because of their poor state of repair or concerns raised by the local community, shall be contacted by the Shire of Pingelly. If the Shire of Pingelly is unsuccessful in contacting the appropriate person, a notice will be attached to the memorial asking the person who has placed, or requested the placement of the memorial, to contact the Shire of Pingelly within 60 days.

If the Shire of Pingelly is not contacted within the given timeframe, the roadside memorial will be removed. The Shire of Pingelly will store the removed roadside memorial for a period of 4 months.

#### 4.6 Existing Memorials

The Shire of Pingelly will treat all existing roadside memorials in a sensitive manner and will address each one on an individual basis with the aim of making all road side memorials compliant with this policy.

### 5. RELATED DOCUMENTATION / LEGISLATION

Nil

### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	18 May 2011





# 13. Building and Planning



Council Policy Name: 13.1 Commercial Tree Plantations

Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to assist Council in determining applications for commercial tree plantations within the Scheme Area by setting out the minimum standards and requirements for applications to establish plantations under the *Shire of Pingelly Local Planning Scheme No 3*. Also to set out standard conditions that will be considered by the Shire of Pingelly in its assessment of plantation applications.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

Commercial Tree Plantation means a continuous area of three hectares or more on private land, used for the purpose of planting commercial quantities and species of softwood/hardwood trees, with the intent of harvesting the wood grown for fibre or products but does not mean a continuous area planted to trees for the specific purposes of:

- shelter belts or windbreaks,
- areas planted for the purposes of:
  - i) the prevention of soil erosion,
  - ii) maintaining water quality,
  - iii) landscape protection,
  - iv) improving water balance and the hydrology system,and not intended to be harvested.

## 4. POLICY STATEMENT

The Aims of the Policy are:

- To encourage a balanced and integrated approach to Commercial Tree Plantations.
- To reduce potential adverse impacts from inappropriate siting and development of commercial tree plantations, with respect to existing agriculture, horticulture, aquaculture, viticulture and natural resources with community consultation.
- To encourage the integration of commercial tree plantations in conjunction with traditional (eg. grazing) rural uses and the use of plantation timbers to improve water quality.
- To protect and enhance native vegetation, wetlands and water courses, and prevent salinity.
- To encourage the preparation of sound environmental assessment and management plans for commercial tree plantations.

Council recognises that commercial plantations provide a viable diversification for farmers within suitable areas.



The Code of Practice for Timber Plantations in WA sets out goals and guidelines for specific areas, including management plans, plantation location, planning and design, plantation roads, weed and pest control, waterway protection, drainage, harvesting, fire prevention and control, research and development, safety and investment. The goals and guidelines will be the minimum acceptable standard.

Sustainable plantations depend upon careful and responsible management. It is essential that plantation practice is compatible with a range of environmental values and responsible land management. The Code is intended to complement related Acts, regulations, management plans, other codes of practice, local government planning schemes and State and national statements that relate directly or indirectly to plantations.

Some of the standard conditions set out below in this Policy have been extracted from the Code, therefore their compliance should be an acceptable practice for the plantation industry.

#### 4.1 Applications – Minimum Requirements

All plantation applications require Planning Approval under the requirements of the *Shire of Pingelly Local Planning Scheme No 3*. An Application for Planning Consent must be lodged with each application and the applicable fee paid.

Plantations should be developed according to environmental assessment and plantation management plans prepared specifically for the purpose.

A Plantation Management Plan will contain sections for different aspects of plantation management, including a:

- Plantation establishment plan
- Plantation tending plan
- Fire management plan
- Harvesting Plan

The Code of Practice suggests that a timber-harvesting plan be submitted at the application stage as part of the Plantation Management Plan. A detailed harvesting plan is also required to be submitted 2 years prior to the anticipated harvesting date.

Details of local production/use of the plantation timber should be included.

The detail required to be stipulated in these plans is contained in Attachment 1 to this policy statement, and applicants are encouraged to submit the Plantation Management Plan in its entirety.

#### 4.2 Standard Conditions

The following conditions will be considered at the application assessment stage for all plantation applications:

- Compliance with the Shire of Pingelly's Fire Control Order.
- Planting to be in accordance with submitted plan. Council recognises that variations to the existing plan may be required. Variations to planting areas of less than 5% of the planting area need not be resubmitted to council for approval. Variations greater than 5% will require specific approval.
- In all cases an *as planted* plan is required to be provided at the completion of planting.



- That where evidence of declared weeds exist, a control program is to be conducted prior to planting. Spraying procedures for declared weeds are to be conducted in accordance with the *Code of Practice for Timber Plantations in WA* and other applicable statutes.
- It is encouraged that Plantations be integrated on farms in conjunction with approval and other rural uses, (i.e. shelterbelts), rather than whole of farm plantations. Where whole of farm plantations are proposed, it is encouraged that a minimum of 100ha is maintained as the homestead block including sheds and dwellings.
- If found to be suitable, Council will support the creation of homestead or agricultural lots, or alternatively Council will support the landholder or tree company retaining habitable dwellings within suitable buffer zones to allow for Council approved and other rural uses.
- To maintain water quality and to protect the ecological values of waterways and their foreshore areas, and to prevent erosion and sediment movement, a buffer zone will be required to be maintained between any waterway and a plantation. The following minimum buffer width guidelines may be required for watercourses on private land where the end use is not for public water supply:
  - water courses – permanent water 50m
  - water courses – seasonally flowing 30m
  - water courses – flow in response to specific event 10m

The above buffers may be used as a minimum guide, and an analysis of slope, soil, drainage and fringing vegetation may require greater and/or variable buffer widths.

Measurements should be made from the edge of riparian vegetation or the edge of the 1 in 100 year floodway where the floodplain is wide.

This matter is to be addressed in the applicant's Plantation Establishment Plan.

In accordance with relevant statutes, any clearing of vegetation will be referred to the Environmental Protection Authority and the Department of Agriculture & Food for comment and assessment.

The buffer zone should not contain cultivated land, firebreaks or vehicle access (other than at creek crossings) as a consequence of the plantation.

The replanting of these buffer zones may be required if clearing has taken place.

A waterway is described as those that are shown on a 1:50,000 cadastral plan.

#### 4.3

##### Statutes

Commercial tree farming proposals must comply with the relevant statutes and requirements of State Government Agencies including:

- the Department of Agriculture & Food (clearing of remnant vegetation)
- Waters & Rivers Commission (catchment management, protection of water resources – rivers and streams)
- Western Power (power lines through tree farms)
- Main Roads WA (access to main roads)
- Department of Environment and Conservation (proposals next to reserves eg. fire protection and control)
- DEP/EPA (environmental issues)



As part of the determination process for commercial plantation forestry, the Shire of Pingelly reserves the right to refer any proposal to, or consult with any government agency it deems relevant, including those listed above, and may seek public comment on any proposal prior to making a decision.

4.4 Remnant Vegetation

Generally, to prevent erosion, Council does not support the clearing of any remnant vegetation for the establishment of commercial tree plantations. Clearing of remnant vegetation will be referred to the relevant government agencies for assessment.

4.5 Water

All permanent dams and water points within the plantation are to be connected by the internal roads and trafficable firebreaks within the plantation. Where an abundance of such dams exist in a plantation compartment only one dam or water point per compartment will require connection to the internal road network. This condition will only be imposed if deemed necessary after inspection.

4.6 Streams

Where there is no native vegetation adjacent to a stream, plantations may be established and harvested provided that buffer areas as per condition 5 are complied with, where appropriate, and water quality values are not compromised.

Where it is necessary for a road to cross a stream or drainage line, it must be by means of a bridge, culvert or ford designed to meet the transport needs, minimise impacts on water quality and riparian vegetation, and designed to cater for unusual flood events without damage to the structure or to the immediate environment.

4.7 Signage

All internal roads and trafficable firebreaks within the plantation are to be adequately signposted for direction to water points and plantation exits.

4.8 Spraying

To protect sensitive industries and the general health of residents within the district, applicants will be required to develop a Spraying Protocol Plan and an operational plan, in accordance with attachment 1, addressing how spraying controls and spray drift will be managed.

Aerial spraying of insecticides for pest control is not permitted, without consultation with adjoining landowners and within the guidelines of the protocol for spraying agreement with strict rate controls as per material data sheet.

4.9 Contribution to Road Repairs

The Shire of Pingelly may require the applicants to pay a contribution to cover the cost of road repairs due to excessive wear or damage to the local road network as a result of vehicles involved with the harvesting of commercial trees. The contribution will be based on road conditions prior to and after harvesting. An audit of the local road system to be used will be undertaken prior to and after harvesting and recover the cost to repair excessive wear or damage to the local road network as a result of vehicles involved in the harvesting of commercial tree farms.



Consideration will also be given to the Timber Industry Road Evaluation Strategy (TIRES) to establish procedures for the maintenance of roads to be used for the haulage of timber products.

Applicants are required to identify gravel supplies that are located on their land within the Plantation Establishment Plan at the initial application stage.

It is recommended that plantation owners not plant an area of identified gravel supply and that access be provided to that unplanted area in the event that gravel is required to maintain and/or upgrade the haulage route in a safe condition, once harvesting commences.

In selecting a suitable area of gravel supply, it is recommended that the plantation owner consult with Shire of Pingelly Staff.

#### 4.10 Infestation

Measures to prevent possible invasion of plantation timber into surrounding bushland must be undertaken. If there is substantial evidence that an infestation is the result of a neighbouring plantation then the plantation owner shall be required to contribute to its removal.

#### 4.11 Conclusion

The above conditions will not be automatically imposed on all plantation applications. Rather they will be considered for imposition during the application assessment process including site inspection.

It should also be noted that under the *Shire of Pingelly Local Planning Scheme No 3*, "Tree Plantations" are not a use specifically mentioned in the Zoning Table, therefore Council may [Clause 4.2.2]:

"determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of Clause 9.4 in considering an Application for Planning Consent."

Clause 9.4 requires, among other things, a 14-day advertising period.



## **Attachment 1 – Matters to be addressed in Plans**

A plantation management plan is prepared to provide the relevant information in respect of the way in which plantations are developed and managed and, to demonstrate the means by which the principles of environmental care and objectives of silviculture and protection are achieved.

The components of a plantation management plan will be prepared in advance of the operation and available before operations commence.

Maps and descriptions should detail the following information:

### **Land Information**

- Area
- Locality plan and access roads
- Natural features:
  - Streams, rivers, lakes, ponds, swamps, drains, and proclaimed groundwater areas or viable water reserves/aquifers
  - Principal soil types
  - Areas of native vegetation with high natural integrity
  - Areas of remnant vegetation with low natural integrity
  - Significant landscape, cultural and heritage values
- Improvements
  - Buildings
  - Roads, bridges, creek crossings
  - Fences, gates, powerlines, dams
- Area left for traditional rural use
- Gravel supplies.

These features should be included for a distance of 50 metres on adjoining properties

### **Plantation Establishment Plan**

- Areas of native vegetation, including paddock trees to be cleared (first rotation)
- Management of logging residue (second rotation)
- Control of vermin and declared weeds
- Areas to be planted, compartment sizes
- Species to be planted and source of seedlings
- Direction of planting lines in relation to contours, natural drainage, watercourses and proclaimed groundwater areas or viable water reserves/aquifers
- Description of soil preparation methods
- Description of weed control methods, including rate of herbicides application and buffer zones
- Planting techniques
- Access roads and firebreaks
- Compliance with existing relevant statutes.

### **Plantation Tending Plan**

- Grazing strategy
- Pruning and thinning schedule
- Fertilising schedule



### Harvesting Plan

- Proposed year/years of harvesting
- Agree to undertake a revision of harvesting plan 2 years prior to anticipated harvesting date and then annual harvesting plans
- Local production / use to create employment opportunities

### Fire Management Plan

- Complying with Council's Fire Break Order
- Marking of tracks to water and exit points
- Fire suppression equipment available

### Spraying Protocol Plan

- Development of a property plan that includes an awareness zone chart. The chart will identify and locate all sensitive or potentially sensitive areas in an awareness zone of 5km from the target area for aerial spraying, and within an awareness zone of 1km for ground spraying.
- The submission of a pre spray report to Council, by the Chemical User/Plantation Owner, in accordance with attachment 2 prior to any spraying being conducted, which also details how spray drift will be managed/minimised.
- The submission of an operational report to Council in accordance with attachment 3 after the spraying program has been completed by the Chemical User/Plantation Owner.

### Pre Spray Report

TASK	TICK	NOTES ON ACTION TAKEN
Chemical users Name		
Land Owner		
Location		
Area to be Sprayed		
Nature of pest problem		
Are there any alternative methods to spraying		
Consult an up to date Awareness Zone Chart		
Sensitive areas within Awareness Zone		
Communication with neighbours		
Check user training credentials		

Detail how Spray drift will be Managed:





## Operational Report

APPLICATION	TICK	NOTES ON ACTION TAKEN
Equipment in proper working order and calibrated?		
Spray Equipment to be used		
Nozzle Type (If applicable)		
Nozzle Number (If applicable)		
Droplet Size (If applicable)		
Settings (If applicable)		
Spray Pressure (If applicable)		
Product Label and MSDS read and understood?		
Check wind direction – away from sensitive areas?		
Wind Direction at spraying time		
Wind speed at commencement of spraying		
Temperature at commencement of spraying		
Relative Humidity at commencement of spraying		
Cloud Cover at commencement of spraying (1/8ths)		
Approximate stability Class (unstable, neutral, stable)		
Is there a ground surface temperature inversion?		
Are weather parameters within acceptable limits?		
Is the chemical user wearing correct PPE for Job?		
Date		
Time of Start Spraying		
Time of End Spraying		
Description of Chemical Type(s) used		
Product Application Rate (L/ha)		
Bulk Volume Rate (L/ha)		
Amount of Product used		
Treated area (ha)		
In crop or other buffer used?		
POST SPRAY EVALUATION	TICK	NOTES ON ACTION TAKEN
Were results satisfactory?		
Could there be any improvements?		
Copy of spray records kept by landowner and user?		

Name of Chemical User: \_\_\_\_\_ Date: \_\_\_\_\_

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



## 5. RELATED DOCUMENTATION / LEGISLATION

- Shire of Pingelly Local Planning Scheme No 3

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 April 2010



Council Policy Name:	13.2 Outbuildings
Responsible Directorate:	Technical Services

## 1. PURPOSE

- 1.1 This policy provides direction and guidance on the area and height of outbuildings and the like that Council will permit within the Shire boundaries. Outbuildings and structures that comply with the following requirements may be approved by Council's Building Surveyor without having the need to be submitted to an Ordinary Meeting of Council.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

- 3.1 **Outbuilding** is an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.
- 3.2 **Carport** is a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side and being without a door.
- 3.3 **Garage** is any enclosed and roofed structure, other than a carport, designed to accommodate one or more motor vehicles.
- 3.4 **Patio** is a roofed shade structure either attached to a dwelling or free standing is required to be open on fifty percent of its sides.
- 3.5 **Pergola** is a light weight shade structure that does not have a solid roof. It may be attached to a dwelling or can be free standing.
- 3.6 **Statutory Powers:** This policy has been prepared in conjunction with the requirements of the *Residential Design Codes of Western Australia*, i.e. The performance criteria relative to outbuildings (Clause 5.4.3) states:  
*"Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties."*

## 4. POLICY STATEMENT

### Policy Intention

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

Buildings are to comply with any local planning policy made under the Scheme in respect of the design of carports and garages, including the colour, scale, materials and roof pitch of buildings. This policy provides design requirements for carports and garages, however it does not interfere with any other requirement of the *Residential Design Codes* relating to carports and garages.

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

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



4.1 In any residential zone with an R10 code or above in the Shire:

- a. Non-masonry construction, where the total non-masonry outbuilding area does not exceed 60m<sup>2</sup> and the total outbuilding area does not exceed 75m<sup>2</sup>;
- b. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 75m<sup>2</sup> and no parapet wall is greater in length than 8m;
- c. Wall height of any outbuildings not to exceed 3m. This height limitation also applies to parapet walls. In the case of gable roof construction, the maximum building height is not to exceed 4.2m;
- d. Prior to considering a parapet wall construction over 8m in length, the applicant will present Council with written agreement to the same by any affected adjoining landowner;
- e. No planning consent or building licence approval will be granted or issued for any outbuildings, on any Residential zoned lot, which does not contain a residence;
- f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Shire's operative Local Planning Scheme;
- g. Any development application which does not comply with the above, shall be referred to Council for consideration.

4.2 In any residential zone with an R code below R10, the rural residential zone of the Shire and on farming zoned lots which have an area of 2ha or less

- a. Non-masonry zincalume construction, where the total zincalume outbuilding area does not exceed 75m<sup>2</sup> and the total outbuilding area does not exceed 200m<sup>2</sup>, or
- b. Non-masonry colorbond construction, where the total colorbond outbuilding area does not exceed 150m<sup>2</sup> and the total outbuilding area does not exceed 200m<sup>2</sup>;
- c. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 200m<sup>2</sup>;
- d. Wall height of any outbuilding not to exceed 4m. In the case of a gable roof construction, the maximum building height is not to exceed 5m;
- e. No planning consent or building licence approval will be granted or issued, for any outbuildings on a residential or rural residential zoned lot where a building licence has not been issued for a residence and / or where an outbuilding is not located at least 4m from any boundary of the lot;
- f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for purposes permitted within the zone in which it is located under the provisions of the Shire's operative Local Planning Scheme;
- g. Any development application which does not comply with the above shall be referred to Council for consideration.



#### 4.3 Distance from boundaries on any residential zoned lot with an R code of 10 or above:

- a. Garages, shed, pergolas and patios - brick construction
  - i. Attached to house - 1m from side boundaries. Eaves not closer than 750mm measured from the outer edge of the gutter.
  - ii. Detached from house - Must be 1.8m clear of house with either parapet wall on boundary or walls 1m from boundary with eaves 750mm clear of boundary.
- b. Garages, sheds, pergolas, and patios - steel framed construction - Detached from house only - Must be at the rear of the residence 1.8m clear of the residence, leach drains and septic tanks and 1.2m clear of side and rear boundaries.
- c. Carports - Columns of brick (350mm x 350mm) or steel may be erected on a boundary provided no more than 4 columns are used and roofing including guttering is at least 750mm clear of the boundary. Beams must be of steel within 750mm of a boundary and a dividing fence forming a side wall of the carport must not be higher than 1.8m. Timber framed carports must be sited 1.2m clear of boundaries.
- d. On corner lots - Where an outbuilding is constructed in brick or clad in colorbond, Council will permit a setback of 3.75m to the minor street. Where an outbuilding is clad in zincalume a setback of 7.5m to the minor street will apply.

#### 4.4 Distance from boundaries in any residential zone with an R code below R10 and the rural residential zone of the Shire and on farming zoned lots which have an area of 2 hectares or less

- a. Detached outbuildings - To be at the rear or the residence on-site, at least 1.8m clear of the residence, leach drains and septic tanks. All boundary setbacks to be as laid down in the Shire of Pingelly's operative Local Planning Scheme.
- b. On corner lots - The setback to the minor street to be the same as the frontage setback laid down in the Shire of Pingelly's operative Local Planning Scheme.
- c. Garden sheds - Under this policy, Council will without the need for planning consent or building permit approval, permit the erection of one only garden shed per lot which has a maximum area of up to 10m<sup>2</sup>. The garden shed is to be located on the lot in a position and in a manner agreed to in writing by the Shire's Building Surveyor and such shed is in addition to any other shed permitted under this "Policy".

### 5. RELATED DOCUMENTATION / LEGISLATION

- Residential Design Codes of Western Australia,

### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	15 November 2017



Council Policy Name: 13.3 Sea Containers

Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire of Pingelly's development standards in regards to the location and use of sea containers within the Shire and to support the provisions of the *Shire of Pingelly Town Planning Scheme No 3* specifically 5.10.2.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

It is Council's objective to regulate the use of sea containers within the Shire of Pingelly so as to ensure that they do not detract from the amenity of the area.

The Policy does not address the placement of transportable dwellings, relocated dwellings, railway carriages, or transportable offices, or the type of building commonly referred to as "Dongas".

For the purpose of this Policy, a sea container is a metal transportable structure designed for the storage and transport of goods from one location to another by road and sea, but can be used generally in 4 different ways:

- a) Road and Sea Transport: Used by transport and shipping companies to transport and store goods or are temporarily used for storage on private or public property.
- b) Temporary storage of owner's furniture or personal items whilst a house is being built.
- c) Temporary storage of building materials or tools on a building site.
- d) Conversion to a building for personal or commercial storage on a property.

- 4.1 Only one sea container up to 30m<sup>2</sup> in area will be permitted on properties within the town site boundaries (zoned Residential).

- 4.2 An application is required prior to siting a sea container on a property within the townsite or rural residential zoned properties and the following details shall be submitted:

- 4.2.1 A completed Application for Planning Consent and payment of the appropriate fee, if the sea container is to be located on a permanent basis. If approval is granted then a building license will need to be obtained.
- 4.2.2 A neatly drawn and scaled site plan showing the proposed location of the sea container and detailing setbacks to boundaries. The site plan shall also include other buildings, access ways, watercourses and vegetation on the property.
- 4.2.3 The proposed size and use of the sea container and if approval is being sought for a temporary period (state time period) or on a permanent basis.
- 4.2.4 The CEO is delegated the authority to issue temporary permits without the need for such applications to go to Council.
- 4.2.5 Evidence by photos that the sea container is structurally sound and can be upgraded externally to a standard acceptable to Council if it is to be relocated on a permanent basis.

- 4.3 Sea containers are permitted in General Agriculture zoned properties subject to the issuing of a Building License. Sea containers are defined as “Outbuildings” i.e. an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.

- 4.3.1 The Building Surveyor may approve the temporary use of a sea container for a period of 12 months to enable an owner to store furniture or other personal items whilst a dwelling is being erected. Such approval will only be considered if a building license has been issued for the dwelling.

Upon application approval may be extended for a further period subject to satisfactory building progress being made on the dwelling.

- 4.3.2 In all zones, a sea container may be placed on a property to store building materials while construction of a dwelling or commercial building is being carried out on the property, without requiring town planning approval or a building license. A sea container must not be placed on the property prior to the issue of a building license for the above structures and must be removed immediately upon completion of construction or expiry of the building license.

- 4.3.3 An application to permanently place a sea container on a property will not be supported unless the following criteria are met:

- i. planning approval and a building license will need to be obtained and the sea container will be assessed as though it was an “out building”.
- ii. the sea container must not be used for habitable purposes.
- iii. the sea container must be located and set back from boundaries as per the requirements of the Residential Design Codes and/or Town Planning Scheme 3. (also see (vi) below).
- iv. all sea containers within the town boundaries are required to be externally reclad with new colorbond sheeting so that the unit has the appearance of a new shed. (see below (b)).
- v. a maximum of one sea container per property shall be permitted.
- vi. a sea container must not be located forward of a dwelling in the town centre.

- 4.3.4 Conditions of approval shall be applicable as deemed necessary by the Building Surveyor. Without limiting the generality of the foregoing, approvals are to contain the following conditions:

- a. The development is to occur in accordance with the plans and specifications as submitted and approved and these shall not be altered or modified without the prior written approval of Council.
- b. The exterior of the sea container shall be upgraded to blend with the surrounding development or landscape in terms of colour and finish within three months of being placed on site to the satisfaction of Town Planner.
- c. The sea container is permitted to be used for storage purposes only and shall not be used for habitable purposes.
- d. In the case of a permanent siting then if the sea container is not upgraded to the satisfaction of the Building Surveyor within the three month period then the unit is to be removed forthwith unless a further extension of time has been given.



### **Advice to Applicant**

1. Planning approval and a building license is required prior to the placement of the sea container permanently on site and consideration needs to be given to how the sea container will be bide down structurally.
2. Approval will not be considered for sea containers to be located in the area zoned as “Town Centre” on a permanent basis.
3. Only one sea container will be allowed on residential properties within the “town site” boundaries and with the maximum size permitted being 30m<sup>2</sup>.
4. Consideration will be given to more than one sea container being located on lots zoned “Industry”, “Mixed use” or “Development” within the town site boundary and lots zoned as “Rural Residential”, but such proposals will need to be submitted to Council for planning approval.

### **5. RELATED DOCUMENTATION / LEGISLATION**

- Shire of Pingelly Town Planning Scheme No 3

### **6. REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	22 April 2009





Council Policy Name: 13.4 Relocated Second Hand Houses

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's Policy on relocated second hand houses.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N  
/A

## 4. POLICY STATEMENT

- 4.1 In addition to plans and specifications, the application for planning approval and for a building licence, for the relocation of second hand houses shall include:
1. recent photographs of the building.
  2. an Engineers Certificate stating the building is suitable for relocation and that it can be made to comply with the *Building Code of Australia*.
- 4.2 The Building Surveyor may make arrangements for an inspection of the building prior to its removal and will issue a report in regard to any defects to be rectified as a condition of a building licence.
- 4.3 Where a second hand dwelling proposed to be relocated contains asbestos materials, such material is to be removed from the building prior to its transportation. All asbestos is to be disposed of in accordance with the *Health Asbestos Regulations 1992 and the Environmental Protection (Control of Waste) Regulations 2001*. Should it become necessary it is the applicant's responsibility to provide technical evidence that the house does not contain asbestos.
- 4.4 The building must comply with the *Building Code of Australia* and all other State and local government legislation applicable to Class 1A Structures (i.e. Dwellings).
- 4.5 Where possible, connection to the sewerage scheme is compulsory. Where connection to the sewerage scheme is not possible, a complete new septic installation must be installed to the requirements of the *Health Act 1911*.
- 4.6 Verandas will generally be required to be added to the front and rear of relocated houses. This will however depend on the size of the house in question and will be applied in accordance with Section 5.10.1 of the *Shire of Pingelly Local Planning Scheme No. 3*, which takes into account the design and location of the building and the amenity of the locality.



- 4.7 The applicant may be required to paint the building externally and all external defects rectified within 6 months of the building being positioned on its new site. This may be extended by written application stating reasons for extension. Extension may be for another 6 month period.
- 4.8 The dwelling shall not be occupied until the following have been completed to the satisfaction of the Chief Executive Officer and a letter certifying the house is suitable for occupancy has been issued:
- external appearance of the building;
  - connection to the sewerage system or installation of a septic system and issue of the necessary certifications;
  - all rubbish and building rubble removed from the site;
  - all planning conditions complied with;
  - all requirements of the building licence complied with.

The following deposits are required to be paid by the applicant prior to building licence issue:

- inspection deposit if required – this will be levied in accordance with the Shire of Pingelly's fees and charges based on mileage travelled and time spent by Staff (Non – Refundable);
- satisfactory completion deposit \$5,000 (Refundable).

(NOTE: The house must be fully completed in accordance with all approvals prior to the completion deposit being refunded. Part refunds of the deposit will not be considered at an intermediate stage of completion.

## 5. RELATED DOCUMENTATION / LEGISLATION

- Shire of Pingelly Local Planning Scheme No. 3.
- Building Code of Australia
- Health Act 1911
- Health Asbestos Regulations 1992
- Environmental Protection (Control of Waste) Regulations 2001

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 October 2009



Council Policy Name: 13.5 Application for Planning Consent

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the process for planning consent.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

4.1. Applications for planning consent made in accordance with Part 9 of the Scheme shall be in the form of Schedule 6.

4.2 Unless the Shire of Pingelly waives any particular requirement every application for planning consent shall be accompanied by:

- a. a plan or plans to scale, showing:
  - i. street name, lot number(s), north point and the dimensions of the site,
  - ii. the location and proposed use of any existing buildings to be retained and the location and use of buildings proposed to be erected on the site,
  - iii. the existing and proposed means of access for pedestrians and vehicles to and from the site,
  - iv. the location, number, dimensions and layout of all car parking spaces intended to be provided,
  - v. the location and dimensions of any area proposed to be provided for the loading or the unloading of vehicles carrying goods or commodities to or from the site and the means of access to and from those areas, and
  - vi. the location, dimensions and design of any landscaped, open storage, or trade display area and particulars of the manner in which it is proposed to develop those areas;
- b. details of development and uses of lots immediately surrounding the subject land; and
- c. any other plan or information that may reasonably be required to enable the application to be determined.

4.3 The Chief Executive Officer is authorised to waive any particular requirement, or to require additional information as is deemed necessary in order for the application to be determined.

4.4 The notice of an application for planning consent advertised in accordance with Part 9 of the Scheme shall be in the form of Schedule 6 with such modifications as circumstances require.

4.5 The decision regarding an application for planning consent shall be notified in the form of Schedule 9.



- 4.6 The Chief Executive Officer is authorised to determine and approve planning consent where the proposed development:
- is permitted under the Scheme;
  - is consistent with the provisions of the Scheme and all relevant Planning Policies;
  - is to be constructed of all new materials.
- 4.7 The Chief Executive Officer shall refer any application not complying with the delegated authority to Council for determination.

## 5. RELATED DOCUMENTATION / LEGISLATION

- Shire of Pingelly Local Planning Scheme No. 3

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 July 2018
<b>Previous Adoption</b>	17 June 2015, 17 May 2017



Council Policy Name: 13.6 Pingelly Town Centre Landscaping

Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Pingelly Town Centre Townscape.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

- 4.1 When considering an application for planning consent within the Town Centre zone, consideration will be given for the need to conserve the turn of the century streetscape and ensure that all infill and new developments match the scale, form and physical character of the turn of the century buildings in the area.
- 4.2 Any reconstruction of original facades should only be to those elements which are considered to be essential to the streetscape, or where additions to the older buildings are contemplated.
- 4.3 Scale and Form
- a. Scale of new buildings should be based on existing building elements.
  - b. Limit height of any new buildings to two stories.
  - c. Verandas should be located on road edges and include the reinstatement of timber or metal posts.
  - d. Shop windows / doors should be of similar heights to the turn of the century type.
- 4.4 Materials
- a. Walls / parapets to be brick, either painted or fairfax brickwork of appropriate colour. Modern coloured bricks are not appropriate.
  - b. Roofs to buildings / verandas should be corrugated iron.
  - c. Veranda posts and framing should be either timber or steel in proportion to the original verandas and include detailing and decoration where appropriate.
  - d. Windows and doors to existing buildings should be retained in timber, as aluminium and other contemporary materials are not really appropriate.
  - e. Windows and doors to new buildings could be either aluminium or a contemporary material as long as sections are similar in thickness to timber joinery.
- 4.5 Colours
- Colour schemes which were fashionable at the turn of the century provide a large variation in colour selections. It is important to recreate the building tones and to highlight areas and elements which enforce and enhance the original building's character. Each building should have its own colour scheme which relates to its particular architectural style.



The colours of adjoining and newly constructed buildings should be in similar colours and toning as the historic buildings.

- a. Building colours should preferably follow themes used at the turn of the century.
- b. Original materials such as brickwork and stucco should be highlighted, not painted over.
- c. Original colours can be found by scraping the site.
- d. Painting a group of individual buildings in one colour scheme should be discouraged.

#### 4.6 Signs / Sign Writing

- a. Old sign types should be encouraged. Where possible, appropriate turn of the century lettering should be used. The range offers numerous variations for individual businesses to express their advertisements.
- b. Signs painted over the whole facade should be prohibited. New signs should be positioned in appropriate places such as parapets, verandas, on panels above the shop windows, or as hanging signs under verandas.
- d. Components to be discouraged:
  - i. covering up historic facades;
  - ii. construction of blank facades;
  - iv. use of modern materials ie. acrylic sheets; and
  - v. construction of pseudo colonial verandas with turned posts and lacework.

### 5. RELATED DOCUMENTATION / LEGISLATION

Nil

### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 May 2017
<b>Previous Adoption</b>	17 June 2015, 21 April 2010



Council Policy Name: 13.7 Rural Residential Development

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's policy on rural residential development.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

Any rural residential development proposal, and subsequent rezoning and / or subdivision, must take account of the following:

- 4.1 Except in special circumstances, development will not be considered in locations where servicing and management requirements cannot be met at reasonable cost to the community.
- 4.2 Areas suitable for future urban use and having reasonable likelihood of being developed, are to be avoided.
- 4.3 Special attention must be given to the protection of the environment in site selection and design.
- 4.4 Fire hazard must be given particular consideration. Areas in which fire control measures cannot be practically met are to be avoided. Details of bush fire evaluation and / or mitigation measures which have been or will be undertaken, may be required, and must be to the satisfaction of FESA and the Shire of Pingelly. The *Guidelines for Planning for Better Bush Fire Protection* should be taken into account.
- 4.5 Lots may be created for specific rural activities (eg. rural industry) provided that residential development is restricted by town planning scheme provisions.
- 4.6 A subdivisional concept plan, including proposed staging, is to be provided at the rezoning stage to guide future subdivisions within the area of development.
- 4.7 Particular care must be taken in determining the availability of water supplies and in conserving available water resources.
- 4.8 Except in special circumstances, lots under five hectares in size are to be provided with reticulated water, and a hydrant installed.



- 4.9 In general, where reticulated water is not available, a 92kL rain water tank or other potable water supply shall be provided for domestic use, upon application for a building licence. Where small holdings lots are designed for uses in addition to, or other than residential, an appropriate secondary water supply should be demonstrated to be available. The advice of the Hydrological Section of the Geological Survey Division of the Mines Department, or other appropriate authority, should be obtained regarding water availability and applied in determining lot sizes and land use appropriate for the water supply limitations.
- 4.10 Provisions must be included to advise prospective purchasers of the facilities they will be required to provide (eg. water, waste disposal) and of special conditions, such as water supply or clearing controls, with which they will need to comply.
- 4.11 Where land use and servicing restrictions are severe, a memorial is to be placed on new titles advising prospective purchasers to contact the local authority for advice.
- 4.12 Areas for public open space should be identified where:
  - a. the land constitutes an important landscape feature or conservation area;
  - b. the land is an integral part of the development's purpose;
  - c. the proposed development will be primarily residential or the land is required to achieve a linear open space system; and
  - d. there is a need for incidental local open space.
- 4.13 As far as practicable, direct access from new subdivisions and development will not be permitted onto a main road or highway. Where such access is proposed, advice from the Main Roads Department must be sought.
- 4.14 At point of sale, all lots are to:
  - a. be completely fenced around the perimeter to a minimum standard of either:
    - i. 6 strand prefabricated fence (*Ringlock* type) with one plain and one barbed or two plain strands, using steel posts to a maximum of 10m apart, or
    - ii. 7 strand prefabricated fence (*Ringlock* type) with one plain or one barbed strand, using steel posts a maximum of 10m apart, or
    - iii. an equivalent fence approved by Council;
  - b. comply with the Shire of Pingelly Firebreak Order; and
  - c. be separated and clearly identified by owner, and by lot and / or street number in some permanent manner.
- 4.15 Roads are to be constructed to a standard satisfactory to the Shire at the developer's cost and vested in the Shire of Pingelly.
- 4.16 Street lighting is to be provided at developer's cost if required.
- 4.17 All lots are to be sold as freehold title.

## 5. RELATED DOCUMENTATION / LEGISLATION

Development Control Policy Manual of the State Planning Commission.





## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 April 2010



Council Policy Name: 13.9 Home Occupations

Responsible Directorate: Technical Services

## 1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's policy for home occupations.

## 2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

The "Home Occupation" use allows for home based businesses which do not lead to adverse impacts on local amenities. For example, primary land use in the residential zone is residential, and a home occupation should not lead to a diminution of the agreeable features that make the area a pleasant place to live.

4.1 This Policy is to be read in conjunction with Town Planning Scheme No. 3, specifically clause 5.1.5 (Home Occupation).

4.2 This Policy shall apply to all home occupations, subject to the individual conditions imposed or variations permitted.

4.3 All approvals to conduct a home occupation shall lapse on 30 June each year.

4.4 An initial application for approval to conduct a home occupation shall consist of an application for planning consent in accordance with Town Planning Scheme No. 3 clause 5.1.5;

4.5 On receipt of an initial application, the Shire shall advertise the details in accordance with Town Planning Scheme No. 3 clause 9.4, prior to consideration of the application.

4.6 In considering an initial application, regard is to be given to the following:

- a. desirability of the business proposed;
- b. effect on existing businesses in appropriately zoned areas;
- c. amenity of the surrounding area, including traffic and parking;
- d. the comments, if any, received during the submission period; and
- e. any other factor considered pertinent.

4.7 A renewal application shall be accompanied by:

- a. a declaration in the form of Schedule 9B; and
- b. the renewal fee of \$20.



- 4.8 A renewal application:
- a. may be approved by the Chief Executive Officer, subject to:
    - i. there being no significant alteration to details, and
    - ii. there being no variation to the conditions imposed on the initial application; and
  - b. shall be referred to Council in all other instances.
- 4.9 Council may approve with or without conditions, or reject an initial or renewal application. (Note: A right of appeal does exist under the Town Planning Scheme.)
- 4.10 The applicant shall be advised of approval or refusal in the Form of Schedule 1C - Decision on Application for Planning Consent.
- 4.11 Where an application is refused by Council, the fee paid is to be refunded to the applicant.
- 4.12 A home based business shall not:
- a. display a sign exceeding 0.6m<sup>2</sup> in area;
  - b. display a sign which is not of a suitable standard of presentation;
  - c. conduct business before 8:00am nor after 6:00pm daily; and
  - d. display or offer for sale, motor vehicles, machinery or like products (other than those manufactured or serviced on the premises).
- 4.13 Where the conditions of approval to conduct a home occupation are breached, the approval may be revoked.
- 4.14 Where approval is not renewed or is revoked, the business shall cease trading within fourteen days, or be liable to prosecution.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010
<b>Previous Adoption</b>	17 June 2015, 17 May 2017, 18 July 2018



Council Policy Name: 13.12 Dog Kennels / Dog Keeping

Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's policy on the keeping of dogs and dog kennels.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

- 3.1 For the purposes of this policy, dog keeping and kennels are considered to be a commercial operation and excludes the maintenance of a kennel for private purposes.

- 3.2 Kennels may be "Breeding Kennels" or "Boarding Kennels".

### Breeding Kennel

- 3.3 A "Breeding Kennel" is a formal establishment for the propagation of purebred dogs, whether or not the animals are actually housed in a separate shed, garage, a state of the art facility or the family dwelling.

"Breeding Kennels" are heavily regulated and must follow rules laid down by the breed club, the Kennel Council and relevant legislation.

### Boarding Kennel

- 3.4 A "Boarding Kennel" is a place where dogs are temporarily housed for a fee. Many kennels offer grooming and training in addition to boarding. Day boarding is when a dog is housed during the day only and not overnight.

- 3.5 For the purposes of this policy, dog keeping or dog kennels includes:
- the keeping of a significant number of dogs (ie. more than two);
  - dog keeping in confined accommodation (ie. in a kennel, shelter or pound);
  - involving a boarding or racing or training establishment or dog breeding for commercial, show or private purposes.

## 4. POLICY STATEMENT

- Dog Kennels are not permitted in the Shire of Pingelly except in the "General Farming" zones where they are an "A" use in the *Shire of Pingelly Local Planning Scheme No. 3 (LPS)*.
- An "A" use is one that is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with Clause 9.4 of the LPS.
- Clause 9.4 outlines the process by which the proposal is to be advertised and the opportunities for public submissions to be made.
- The Shire of Pingelly shall not permit the establishment or maintenance of a kennel establishment in any area if in its opinion such a kennel would adversely affect the environment, be a nuisance to or in any way be detrimental or prejudicial to adjoining residents and land.



- Furthermore, the owner or occupier of any land within the Shire of Pingelly shall not, unless the premises have been granted exemption under Section 26 (3) of the *Dog Act 1976*, keep, or permit to keep more than two dogs over the age of three months and the young of those dogs under that age within a townsite or four dogs over the age of 3 months and the young of those dogs under that age, if the premises are situated outside the townsite, unless such premises are:
  - situated within the zone approved for the establishment of a kennel under the LPS; and
  - is a kennel establishment approved under the LPS.
  - The Shire of Pingelly considers that dogs licensed as dogs used for droving or tending to stock under the *Dog Regulations (1976)* (commonly referred to as ‘working dogs’) up to a maximum of 6 dogs as an exemption under Section 26 (3) of the *Dog Act (1976)* provided they are located on premises in the “General Farming” zone of LPS No. 3.
- Nothing in this policy precludes compliance with the relevant State Government Legislation eg. the *Dog Act 1976*, this includes the issuing of a licence for a kennel establishment under the *Shire of Pingelly Dogs Local Law* as well as obtaining planning approval.
- The applicant is reminded of his/her general environmental responsibilities, as required by the *Environment Protection Act 1986*, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes or may cause environmental harm.

#### 4.1 Purpose

The purpose of the Policy is:

- 4.1.1 To provide guidance to applicants who wish to keep dogs or seek to establish kennels on their property.
- 4.1.2 To guide the Shire of Pingelly in determining the appropriateness and adequacy of proposed kennel development in the “General Farming” zone.
- 4.1.3 The policy has been adopted by Council as a Local Planning Policy in accordance with the provision of Part 2 of *Local Planning Scheme No. 3*.
- 4.1.4 Under sub clauses 2.3.2 and 10.2 of the Scheme, the Shire of Pingelly shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme.

#### 4.2 Planning Considerations

- 4.2.1 Dog keeping, which may include the use of dog kennels, can have minimal social and environmental impact if it is located in an appropriate area and sited, designed and managed property.
- 4.2.2 The main impacts are noise, visual impact, loss of productive agricultural land and compatibility with adjoining uses.

#### 4.2.3 The following information is required by the Shire of Pingelly to undertake an adequate assessment:

- number of kennels
- survey of surrounding properties to establish separation distances from residential or other sensitive receivers
- air quality protection measures
- noise mitigation measures
- water demand and use
- water and soil protection measures including:
  - wastewater containment and disposal
  - chemical storage and work areas
  - stormwater pollution prevention
  - solid waste storage and disposal.
- Experience of applicants in dog management.

### 4.3 Management Measures

#### 4.3.1 Noise

- The potential for noise may be increased where animals are kept in close proximity to other animals or to sites where other animals are kept (e.g. one dog barking may lead to other dogs barking in the same, or nearby, kennels). Therefore, the more dogs kept on the premises the greater the potential for noise impact and complaint. Strategies to reduce nuisance noise may need to be implemented, such as citronella collars or advice from a qualified noise consultant or both.
- Boarding kennels in particular may give rise to noise problems because of the large numbers of dogs, the range of different breeds and the stress experienced by the dogs in unfamiliar conditions.
- The number of dogs (including pups over the age of four months) kept on the site may therefore need to be limited to a specific number.
- A minimum separation distance of 500 metres from sensitive receptors (i.e. houses on neighbouring properties) is recommended unless it can be demonstrated that management measures can be put in place to ameliorate the noise impact.
- Noise disturbance should be minimised by:
  - locating and constructing kennels and other facilities to visually screen dogs from external stimuli such as other dogs, animals, traffic or passers-by.
  - Use of earth banks and/or vegetation and/or manually constructed sound barriers. Barriers should have no gaps.
  - Management regimes that minimise opportunities for noise generated external stimuli. Some kennels may need to be fully enclosed or acoustically buffered at a ratio of 1:15 for particularly noisy animals (electronic masking noise devices to reduce audible stimuli to the dogs).
  - Restriction of feeding to within hours of 7am – 6pm where practicable.
  - Exercise of dogs to be performed between the hours of 9am and 5pm.

- Appropriate construction materials for kennels which reduces the impact of noise. Use of sound absorption materials (eg. glass, fibre or wool) on the side of the barrier facing the noise source can help to reduce noise levels by reducing noise reflections.
- Ventilation needs to be considered in conjunction with any noise insulation work – air conditioning if installed should ensure that external units are located so as to avoid any impact on neighbours.
- Buffers appropriate to the size of the facility and based on the requirements for ongoing compliance with the above noise controls, be largely provided within the boundaries of the property.

#### 4.3.2 Waste Management

- Attention to the cleanliness of the kennels and effective waste management will minimise the potential for odour nuisance. Kennels should be cleaned daily. All faecal matter, old bones and uneaten food must be collected from the kennels and yards at least twice a day and temporarily stored in lined and sealed containers prior to removal from the site so that odour does not cause a nuisance beyond the boundaries of the site. Such waste must be disposed of to a licensed waste depot, by an appropriate waste disposal service.
- All kennels must have an impervious floor draining to an appropriately sized septic tank and subsurface soakage system designed and constructed to meet the Shire of Pingelly's public health standards.
  - Materials should be selected for ease of maintenance and cleaning, durability and non-toxicity. Floors of animal housing areas of kennels must be made of an impervious materials to assist clearing and drainage. Wood, brick, dirt or grass floors are not acceptable.
  - The internal surfaces of the external walls of kennels must be constructed of impervious, solid, washable materials optimally curved at the wall/floor junctions to facilitate cleaning and disinfection.
  - Kennel floors must be sloped to enable wastes and water to run off. A collection drain must be provided to take away water after cleaning.
  - Owner to ensure land is free from excrement, food waste and all other matter likely to become or create a nuisance. Land must be free from excrement, food waste so that it cannot attract or breed pests.

#### 4.3.3 Water Quality

- Pollutants from dog kennels have the potential to contaminate water resources unless the facilities are properly designed and managed. Pollutants may include dog faeces, veterinary products, food additives, disinfectants and other chemicals. The long-term impact of intensive dog keeping can be detrimental to the soil and may lead to groundwater pollution and odour issues if waste is not managed properly.



- Liquid wastes from kennels and yards should be drained to a septic tank and subsurface soakage type system designed and constructed to meet public health standards. Compliance with these standards should avoid potential insanitary conditions and water pollution.
- Stormwater from roofs should be collected and kept separate from kennel runoff and effluent systems, and reused where practicable (eg. yard washdown). Rain falling outside the kennel area must be directed away from dog yard areas and the kennel effluent system.

#### 4.3.4 Mortalities

- Mortalities must be dealt with on day they occur. They can be taken to a vet for disposal, buried on site in an approved mortality pit or taken to a waste depot licensed by the Environment Protection Authority (EPA) to take such wastes.
- A mortality pit must:
  - be greater than 50 metres away from any watercourse;
  - not exceed 1.2 metres in depth; and
  - be backfilled with a minimum of 600 millimetres of earth, slightly mounded and compacted to control odour, vermin and fly breeding.Lime should be added at the time of deposition to assist decomposition.

#### 4.3.5 Public Liability

- All boarding establishments must carry a minimum of \$10,000,000 Public Liability Cover.
- All animals entering boarding establishments must be identified and all reasonable and special requirements in particular relating to vaccination must be complied with.
- The proponent (or nominated manager) of a kennel establishment is responsible for the operation of the kennel in accordance with these guidelines.

### 4.4 Animal Husbandry

#### 4.4.1 Nutrition

- All dogs must have a permanent supply of fresh, clean water and must be fed at least once per day.
- Food and water containers must be non spillable and of a design that can be easily cleaned and does not cause injury to the dogs.
- Pests including fleas, ticks, flies, mosquitoes and rodents must be effectively controlled. Chemicals used for pest control must be either prescribed by a registered veterinarian and/or registered by the Australian Pesticides and Veterinary Medicines Authority (APVMA) under the Agricultural and Veterinary Chemicals Code (Commonwealth) and used only in accordance with manufacturer's instructions.





#### 4.4.2 Pen sizes

- All adult dogs must be housed one to a pen unless the owner(s) has given permission in writing for dogs to be housed together, the dogs are compatible and are normally housed together at home.

Guidelines for pen sizes are as follows:

Size of Dog	Height of dog at shoulder (cm)	Minimum floor area * (m <sup>2</sup> )	Minimum width (cm)	Minimum height (cm)	Increased floor area for each additional dog (m <sup>2</sup> )
Large	> 70	3.5	120	180	1.7
Medium	40-70	2.4	90	180	1.2
Small	< 40	1.5	90	180	1.0

\* The minimum pen sizes are for one adult dog (older than 16 weeks).

- Dogs demonstrating aggressive tendencies can only be admitted if they are housed separately from other animals. Facilities must be available to house problem dogs separate from other dogs.
- Ideally new dogs should be placed in an introductory run next to main enclosures for assessment prior to being placed in group enclosures.

#### 4.5 Enclosures

- 4.5.1 Fencing between enclosures (both internal & external) must prevent dogs from escaping from one enclosure to another and must be in such condition that they prevent injury.

Guidelines for enclosure sizes are:

Size of Dog	Minimum Width (m)	Minimum Height (m)	Minimum floor area (1 dog) (m <sup>2</sup> )	Additional space per dog (m <sup>2</sup> )	Maximum No. of dogs per enclosure	Maximum No. large dogs per enclosure
Enclosures	2	1.2	10	3.5	17	8
Rest areas	2	1.2	4	2	5	5

For example if a total of 17 dogs are kept in an enclosure, only 8 can be large dogs and the enclosure would need to be at least 66m<sup>2</sup> in size.

- 4.5.2 Suitable rest areas must be provided (as per above table) where more than 6 dogs are being boarded at any one time. Rest areas are not to be included as parts of the enclosure floor area but are in addition to minimum requirements for enclosure size. ie if 17 dogs are being housed a minimum enclosure of 66m<sup>2</sup> must be provided plus the rest area (as per above table).



- 4.5.3 An area suitable to isolate animals must be provided which is physically separated from other animal housing areas and caters for the animal's welfare. Animals may only be housed in such areas for short periods to allow them to be claimed by owner or transport arranged for animal to vet

#### 4.6 Security

- 4.6.1 Kennels must be able to be securely locked to prevent unauthorised entry.
- 4.6.2 Each individual kennel, module or colony pen must be fitted with a secure closing device that cannot be opened by the dogs.
- 4.6.3 Any security methods used must allow for ready access to dogs and ready exit for staff and animals from the premises in the event of an emergency.
- 4.6.4 All boarding establishments must have an external perimeter fence surrounding the establishment to prevent the escape of dogs.

Boundary perimeter fencing must:

- be a minimum height of 1.8m and must be constructed of:
    - brick, concrete, timber, iron or similar solid material;
    - chain mesh manufactured from 3.15mm wire to form a uniform 50mm mesh or
    - 4mm weld mesh wire with a maximum mesh spacing of 50mm
  - be maintained in a manner which prevents a dog from being able to dig out;
  - have self-closing and self-locking gates or doors;
  - be designed to prevent a person from climbing into the enclosure.
- 4.6.5 The external walls of the facility may serve as the perimeter fence if it prevents a dog from escaping from its pen or cage.
- 4.6.6 There must be a minimum of two gates between animal and escape.
- 4.6.7 Design and materials used must ensure the security of the facility.
- 4.6.8 Dogs when boarded should be safe from attack, stress or injury and their behavioural needs should be met.

#### 4.7 Facilities

- 4.7.1 Each animal boarding establishment must provide an area for reception, records storage, and include washing and toilet facilities for staff.
- 4.7.2 Boarding facilities must be designed, constructed, serviced and maintained in a way that ensures the good health and well-being of the animals, whilst preventing escape or injury to humans.
- 4.7.3 Pens may be separated by either solid partitions, galvanised chain wire or weld mesh wire dividers. Pens must be completely enclosed having either a solid or wire roof or have an overhang of 700mm at an angle of 35 degrees to the horizontal.



- 4.7.4 All kennels must be provided with a weatherproof sleeping area containing raised beds.
- 4.7.5 Where dog kennels are constructed indoors, temperature, humidity and ventilation must be considered. Ventilation must be adequate to keep animal housing areas free of dampness, noxious odours and draughts. Cage or pen areas must have an ample supply of fresh air.
- 4.7.6 Suitable facilities for bathing, drying and grooming animals must be available and must be hygienically maintained. These facilities may be provided by a grooming service provided that the boarding establishment has a business agreement with the service.
- 4.7.7 Housing must provide protection from the weather (wind, rain, sun and extremes of climate), vermin and harassment from other animals.
- 4.7.8 Facilities must have appropriate fire extinguishers or other fire protection.

#### 4.8 Exercise

- 4.8.1 The proprietor (or nominated manager) must ensure that dogs housed in pens of the minimum recommended size for more than two weeks are exercised daily.
- 4.8.2 Dogs in enclosures larger than 20m<sup>2</sup> do not require additional exercise unless they are boarded for longer than four weeks. Care must be taken to ensure that dogs being exercised cannot escape and are not in danger of attack or other injury.
- 4.8.3 Exercise areas must be well maintained, not muddy or bare and dusty. Health and hygiene of both animals and humans must be taken into consideration.

Exercise can be provided by:

- allowing dogs access to an exercise area for at least 10 minutes twice daily; and/or
- walking dogs on a lead for at least 10 minutes twice daily.

Very active or old dogs may require more or less exercise than specified.

- 4.8.4 Dogs can also be exercised/socialised during daylight hours in the same manner as for day boarding establishments provided all requirements for day boarding are met including supervision levels and the owner has given written permission for this to occur.
- 4.8.5 Dogs must not be walked on roads but confined within the premises for safety reasons unless:
  - they are on a lead at all times;
  - they are under the supervision of a competent person who is 17 years of age or older;
  - no more than two dogs are being walked by the one person;
  - they are on a leash at all times including in areas designated as off-lead; and
  - the owner has given written approval for this to occur.



## 4.9 Supervision

4.9.1 Where enclosures are separated by physical barrier (ie different room) a staff member must be in visual and audible range of animals in each enclosure at all times.

4.9.2 Staff numbers and animals per enclosure at facility must at least meet the requirements below:

No. of dogs at facility	Minimum No. Staff	Maximum of dogs per enclosure/minimum staff number
1-17	1	6
18-30	2	12
30-40	3	17
For every 10 dogs over 40	Add 1 extra staff member	

4.9.3 For example if there is one staff member at the facility there can be no more than 17 dogs boarded and they must be separated into at least 3 separate enclosures with no more than 6 dogs per enclosure.

4.9.4 At least one staff member must be on call to come in and assist where necessary. It is recommended that if more than 10 dogs are booked in for a day an extra staff member is present particularly during main check in and check out times.

## 4.10 Information Requirements from Applicant

- 4.10.1 An application must be supported with the following information, to the satisfaction of the Shire of Pingelly, as appropriate:
- A fully dimensioned site context plan showing adjoining land and the closest residences.
  - A detailed site layout plan, including elevations, drawn to an appropriate scale showing the location of all proposed pens, runs and buildings on the site.
  - Full details of all landscaping, including the type and location of all plants and the type of ground surface treatment (ie. lawn, sand, concrete, gravel etc).
  - Details of the height, style and location of all fences.
  - Details of lighting.
  - Materials of construction of all kennels and buildings associated with the use including type and method of insulation.
  - A site stormwater management plan.
  - A management plan to include the following:
    - Number of dogs kept on the site and the proposed number of litters per year.
    - Details of exercising and training which will occur on the site.
    - Method of waste collection, storage and disposal.
    - Details as to whether boarding of dogs not belonging to the operator will take place, including the number and frequency of turnover.
    - Details of day to day operations of the facility to include such items as exercising times and feeding times and visiting procedure.
  - Response to the relevant Environmental Protection Authority guidelines.
  - A Noise Impact Assessment, undertaken by a qualified acoustic consultant, may be required for applications for the keeping or training of six or more dogs.



- 4.10.2 An application for planning approval must be accompanied by information in the form of Schedule 1 of the *Shire of Pingelly Dogs Local Law*, in order for a licence to be issued in accordance with the Local Law's requirements and must be lodged with the Shire of Pingelly together with –
- (a) plans and specifications of the kennel establishment, showing the specifications of the kennels, modules and yards and including a site plan as detailed above which shows the distances between the proposed development to property boundaries and the nearest residences;
  - (b) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the Shire of Pingelly, sufficiently close to the premises so as to control the dogs and ensure their health and welfare;
  - (c) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs which may be nominated from time to time by the Shire of Pingelly.

#### 4.11 Determination of the Application

- 4.11.1 In determining an application for a planning approval, the Shire of Pingelly is to have regard to –
- (a) any written submissions received on the proposed use of the premises;
  - (b) any economic or social benefits which may be derived by any person in the district if the application for a planning approval is approved;
  - (c) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
  - (d) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
  - (e) whether or not the imposition of and compliance with appropriate conditions of an approval will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

#### 4.12 Standard Conditions of Approval

- 4.12.1 This approval relates to the plans..... date stamped.....
- 4.12.2 The number of dogs (including pups over the age of four months) kept on the site at any time must not exceed X in total.
- 4.12.3 All kennels must have an impervious floor draining to an appropriately sized septic tank and subsurface soakage system designed and constructed to meet the Shire of Pingelly's public health standards.
- 4.12.4 Stormwater from kennel roofs must be collected for use on the property with overflow directed away from the kennel or yard wastewater treatment and disposal system in a manner that does not result in soil erosion.
- 4.12.5 Solid waste from the kennels or yards must be collected and contained in sealed bins, prior to removal off site, so that odour does not cause a nuisance beyond the boundaries of the site.



- 4.12.6 The facility must be inspected daily by the owner or operator for any mortalities. Any mortalities must be removed from the kennels on the say day as occurrence and disposed via one of the following means:
- taken to a veterinary surgery for disposal;
  - buried on site in an approved mortality pit; or
  - disposed of at a waste depot licensed by the EPA to take such waste.
- 4.12.7 The kennels and yards must be cleaned at least daily to ensure that there is no accumulation of wastes and the generation of offensive odours is minimised.
- 4.12.8 This approval may be for a prescribed period and if in the option of the Shire of Pingelly is causing a nuisance or annoyance to adjoining land owners or occupiers, the Shire of Pingelly may refuse, withdraw or not renew the approval.
- 4.12.9 Standard requirements relating to the construction of kennels are contained in Schedule No. 2. of the *Shire of Pingelly Dogs Local Law* and will form part of a licence issued under the *Shire of Pingelly Dogs Local Law*.

## 5 RELATED DOCUMENTATION / LEGISLATION

- Shire of Pingelly Local Planning Scheme No. 3.
- Dog Act 1976
- Shire of Pingelly Dogs Local Law
- Environment Protection Act 1986

## 6 REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 June 2015, 17 May 2017, 18 July 2018
<b>Previous Adoption</b>	21 November 2011



Council Policy Name:	13.13 Street Walls and Front Fences in Residential Areas
Responsible Directorate:	Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to provide clear direction as to circumstances under which the local government may approve street walls and fences in accordance with the Performance Criteria P4 of Clause 5.2.4 of the Residential Design Codes.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

For the purpose of this Policy and as defined in the R-Codes:

- 3.1 “Frontage” means the width of a lot at the primary street setback line, provided that in the case of a battleaxe or other irregularly shaped lots, it shall be as determined by the decision-maker.
- 3.2 “Natural ground level” means the levels on a site which precede the proposed development, excluding any site works unless approved by the decision-maker or established as part of subdivision of the land preceding development.
- 3.3 “Primary street” unless otherwise designated by the local government, means the sole or principle public road that provides access to the major entry (front door) of the dwelling.
- 3.4 “Secondary street” in the case of a site that has access from more than one public road, a road that is not the primary street but which intersects with or adjoins that road.
- 3.5 “Setback” is the horizontal distance between a wall at any point and an adjacent lot boundary, measured at right angles (90 degrees) to the boundary.
- 3.6 “Street setback” means the horizontal distance between the street alignment and a building, measured at right angles (90 degrees) to the street alignment.
- 3.7 “Street setback area” is the area between the street alignment and the street setback line as set out in Tables 1 and 4 or as established in a particular case in accordance with the provisions of design element 5.2 or 6.2. (NB: Tables and elements are in the R-Codes.)
- 3.8 “Visually permeable” in reference to a wall, gate door or fence, that the vertical surface has:
- continuous vertical or horizontal gaps of at least 50mm or greater width occupying not less than one third of the total surface area;
  - continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or
  - a surface offering equal or lesser obstruction to view;
- as viewed directly from the street.

## 4. POLICY STATEMENT

- 4.1 Background
- 4.1.1 The erection of front fences and street walls Residential zones is regulated by the State Planning Policy 3.1 – Residential Design Codes (or R-Codes). In other zones, they are regulated by the provisions of the Shire of Pingelly Local Planning Scheme No. 3 (or LPS3).





- 4.1.2 Clause 5.2.4 of the R-Codes generally requires fences higher than 1.2m to be visually permeable aiming to permit surveillance and enhance streetscape. The exceptions to this principle are where a dwelling fronts onto a road carrying high traffic volumes (protection from noise and headlight glare), or where a wall is desirable to provide privacy to an outdoor living area.
- 4.1.3 Clause 5.2.5 of the R-Codes generally requires walls, fences and other structures to be truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences and other structures adjoin vehicle access points where a driveway meets a public street and where two streets intersect.
- 4.1.4 Clause 5.13.3 of LPS3 also requires fences or other forms of visual obstruction greater than 0.75m in height to be truncated.

## 4.2 Scope

- 4.2.1 Clause 3 of the Planning and Development (Local Planning Schemes) Regulations 2015 provides for the preparation of local planning policies to apply generally or to a particular class or classes of matters and throughout the Scheme area or in one or more parts of the Scheme area.
- 4.2.2 This policy will apply to the construction of street walls and fences on Residential zoned land throughout the Scheme area (i.e. the whole of the Shire of Pingelly).
- 4.2.3 A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.
- 4.2.4 It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment.
- 4.2.5 The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances, the local government is open to considering (and encourages) well-presented cases having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.
- 4.2.6 This Policy when adopted will supersede any previous policies regulating street walls and fences in the Shire of Pingelly in accordance with Clause 3(4) of the Planning and Development (Local Planning Schemes) Regulations 2015.

## 4.3 Exempt Development

The following development is exempt from this Policy and therefore does not require development approval:

- Street wall and fencing proposals that comply with the requirements of State Planning Policy 3.1 – Residential Design Codes.
- 'Like for like' repairs and maintenance to existing street walls and fencing.





#### 4.4 Development Requirements Residential zone – R10 Coding or higher

##### 4.4.1 Objective

To establish an appropriate regulatory framework for the construction of street walls and fencing in Residential zones with a density coding of R10 or higher.

##### 4.4.2 Residential Design Codes

The acceptable development criteria for street walls and fences on R-Coded land is set out in Clauses 5.2.4 as follows:

*“C4 Front fences within the primary street setback area that are visually permeable above 1.2m of natural ground level, measured from the primary street side of the front fence.”*

Clause 5.2.5 relating to sight lines also applies to the construction of street walls and fences as follows:

*“C5 Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, other structures adjoin vehicle access points where a driveway meets a public street and where two streets intersect.”*

Where a proposed development for street walls and fencing does not comply with the acceptable development criteria of the R-Codes, a development can be assessed against the performance criteria.

The Performance Criteria of Clause 5.2.4 for street walls and fencing states:

*“P4 Front fences are low or restricted in height to permit surveillance (as per Clause 5.2.3) and enhance streetscape (as per clause 5.1.2), with appropriate consideration to the need:*

- for attenuation of traffic impacts where the street is designated as a primary or district distributor or integrator arterial; and*
- for necessary privacy or noise screening for outdoor living areas where the street is designated as a primary or district distributor or integrator arterial.”*

Additionally, the Performance Criteria of Clause 5.2.5 must be considered:

*“P5 Unobstructed sight lines provided at vehicle access points to ensure safety and visibility along vehicle access ways, streets, rights-of-way, communal streets, crossovers, and footpaths.”*

##### 4.4.3 General Criteria

If the proposed street wall or fence meets the following criteria, it is considered that the proposal meets the performance criteria of Clause 5.2.4 of the R-Codes and accordingly, does not require development consent:

- (a) Does not exceed 1.8 metres in height;
- (b) has contrasting forms of construction (eg. brick piers with contrasting infill or landscaping recesses) or be finished in an acceptable colour so that in the opinion of the local government the wall or fence enhances (or at the very least does not detract) from the streetscape;
- (c) has a length of no more than 50% of the total frontage of the lot and is located from one side only (ie. no ‘middle’ fencing);
- (d) is located so that at least one habitable room window of the dwelling has a clear view of the street; and
- (e) complies with the acceptable development criteria for truncation as specified in clause 5.2.5 of the R-Codes.



#### 4.5 Setbacks

As per provisions of the State Planning Policy 3.1 – Residential Design Codes.  
Residential zone – R5 Coding or less

##### 4.5.1 Objective

To establish an appropriate regulatory framework for the construction of street walls and fencing in Residential zones with a density coding of R5 or less.

##### 4.5.2 General Criteria

Given the location of this area on the periphery of the townsite, and the general sense of openness that is associated with 'larger' lot sizes, it is considered inappropriate that front walls and fences should be built higher than 1.2m.

Protection from noise and headlight glare is not applicable in these areas and the size of the lots ensures that there will always be alternatives for outdoor living areas not to be located in the front setback.

*NOTE: Should there be any conflict between this Policy and the Shire of Pingelly Local Planning Scheme No. 3, the Local Planning Scheme shall prevail.*

## 5. RELATED DOCUMENTATION / LEGISLATION

Shire of Pingelly Local Planning Scheme No 3

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 May 2017, 18 July 2018
<b>Previous Adoption</b>	15 June 2016



Council Policy Name: 13.14 Sticking Rates and Keeping of Large Animals

Responsible Directorate: Technical Services

## 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's policy on stocking rates and keeping of large animals.

## 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

## 3. DEFINITIONS

Unless the context otherwise requires, words and expressions used in this Policy have the same meaning as they have in the Scheme.

The following are definitions that relate directly to the application of this policy:

- 3.1 "*Council*" means the Council of the Shire of Pingelly;
- 3.2 "*Large Animal*" means an adult horse, cow, camel or similar sized animal;
- 3.3 "*Livestock*" means any animal determined as livestock by the Stock (Identification and Movement) Act 1970 as amended and shall include all cattle, horses, pigs, sheep, goats, camels, alpaca, llama and other breeds as determined by this Act;
- 3.4 "*Lot*" has the same meaning as in the Planning and Development Act 2005, but does not include a strata or survey strata lot;
- 3.5 "*Previously Cleared Land*" means land lawfully cleared of natural vegetation;
- 3.6 "*Property*" has the same meaning as "Lot"
- 3.7 "*Scheme*" means Shire of Pingelly Town Planning Scheme No.3;
- 3.8 "*Shire*" means the Shire of Pingelly;
- 3.9 "*Stock*" has the same meaning as "Livestock".

## 4. POLICY STATEMENT

### 4.1 Objective

- To encourage sustainable community;
- To accommodate animals commensurate with the carrying capacity of the land;
- To protect the natural vegetation and water quality;
- To lessen the likelihood of soil erosion and land degradation; and
- To maintain the rural character of the Shire.

### 4.2 Background

- 4.2.1 The Shire of Pingelly is primarily an agricultural district, with the majority of its land used for rural, particularly pastoral, purposes.



- 4.2.2 While primarily rural, the Shire is also located within 1.5 hours from the Perth metropolitan area and could undergoing a rapid influx of people, particularly those seeking a semi -urban lifestyle, where they can live with their animals. The keeping of stock can be a rewarding hobby or occupation for many small landowners and occupiers within the Shire. However, even small stock numbers, particularly horses, have the potential to cause environmental damage and can present a nuisance to adjoining neighbours, for this reason, the Council wishes to promote responsible management practices, which are environmentally sustainable and sympathetic to the needs and attitudes of the broader community.
- 4.2.3 Whatever the cause, guidelines on stocking rates and land management for the keeping of animals are desirable to prevent environmental degradation. There is no intention to interfere with normal agricultural practices within the Shires General Agriculture Zone. Stocking rates that are specified for small lots that can be increased in individual cases where management plans are prepared. It is possible to temporarily accommodate young and old animals, whose impacts are generally less, above and beyond specified stocking rates, within the specified policy.
- 4.2.4 This policy interprets the requirements of the Scheme and has been created to help small property holders, the Council, developers and land owners achieve the sustainable keeping of stock and other animals, in a manner that preserves the rural character of the Shire.
- 4.3 Interpretation
  - Statutory Context
  - 4.3.1. Town Planning Scheme (TPS) No. 3 refers to land and management under clauses 4.2 of the Scheme.
  - 4.3.2 The Shire makes this Local Planning Policy regarding Stocking Rates and Keeping of Large Animals (Policy) with the Pingelly Town Site under Part 2 of the Scheme.
  - 4.3.3 If any provision of this policy is inconsistent with the Scheme then the Scheme prevails. This Policy is not part of the Scheme and shall not bind the Shire in any respect of an application for Planning Approval. The Shire shall, however, have due regard to the provisions of this Policy and the objectives that this Policy is designed to achieve before making its decision.
  - 4.3.4 This policy applies to all zoned land with the Pingelly Town Site only. It applies to all animals but not poultry, pigeons, reptiles, crustaceans, fish or bees, some of which are covered by the Shire's Health Local Laws.



#### 4.4 Policy General Requirements

##### 4.4.1 Within the Town Site of Pingelly Zone:

- a) planning consent is required for the keeping of any animal in Town of Pingelly Zone unless exempted (see below);
- b) Council may refer any application for keeping of livestock to appropriate Government agencies for advice and in determining the application will have regard to that advice;
- c) applications for planning consent for livestock and other animals may be dealt with by the Chief Executive Officer under delegation issued by Council in accordance with Section 5.42 of the Local Government Act;
- d) as a condition of planning consent the Council may require the landowner or occupier to undertake a replanting program or remedial works to the Council's satisfaction;
- e) as a condition of planning consent the Council may require fencing to exclude the keeping of animals from watercourses, areas of natural vegetation, areas liable to flooding and/or land where soil erosion or other land degradation may occur;
- f) all animals shall be kept secure within the confines of the property by fences or other means;
- g) a stable or any other structure used for housing stock shall be located a minimum distance of 15 metres from any dwelling on a property, in accordance with the Shire's Health Local Laws;
- h) no grazing animals are permitted in areas of uncleared natural vegetation without approval in writing of the Council;
- i) where trees with a diameter greater than 50mm occur within horse yards, where goats graze or where they are likely to be subjected to ringbarking by any animal, they are to be fitted with guards to prevent damage;
- j) all animals shall be kept in such a way as not to cause nuisance;
- k) where in the opinion of the Council at its absolute discretion land or vegetation is considered degraded or animals are causing a nuisance, a landowner or occupier may be ordered to reduce the number of animals on the lot and undertake other remedial action as is considered appropriate; and
- l) notwithstanding the number of animals permitted by this policy, special circumstances such as poor soils, the occurrence of declared rare flora, excessive land slope or wetland conditions, may reduce or totally preclude the number of animals permitted.

##### 4.4.2 Rural Residential and Residential Light Industry Zones

In the Rural Residential and Residential Industry Zones:

- a) Subject to the General Requirements of the Policy and the requirements of this clause, the keeping of animals is permitted
  - (i) in accordance with the Shire's Local Laws
  - (ii) with the planning consent of the Council, which may include advertising in accordance with Part 9 of the Scheme;



- b) Pigs are prohibited;
- c) Where large animals can be accommodated, planning consent is deemed to have been granted for one large animal for each hectare of cleared site area;
- d) Other animals can be accommodated in lieu of large animals at the rate of 5 dry sheep equivalents for each hectare of cleared site area, as shown in Schedule 2.
- e) Where a Property Management Plan is prepared in accordance with Schedule 1, and it can be demonstrated that the method of management proposed (e.g. irrigated pasture, supplemental feeding) is unlikely to result in degradation of land and vegetation, Council may grant approval for the stocking rates to be increased above the specified in points c) and d) above, provided that the minimum lot size on which a large animal may be kept is 10,000m<sup>2</sup> or 1Ha,
- f) Planning consent is not required for:
- g) dogs over the age of 3 months and the young of those dogs
- h) up to 3 cats over the age of 3 months.



Schedule 1: Format of PROPERTY MANAGEMENT PLAN FOR .....

Title Page

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- 1.0 Introduction - purpose of plan, lot number and area, zoning, site location, district context (including similar uses nearby), (Map 1: Location Plan showing the position of the property in relation to the town site or estate, with lot boundaries, roads, major water courses);
- 2.0 Site Plan - physical features of property, such as soil type, vegetation, particularly the occurrence of un-cleared bush, water courses, existing land use, buildings and water supply, condition of property at time of purchase or prior to development (Map 2: Existing Property e.g. contours, vegetation (bush, pasture), site features, existing improvements, fire breaks, access roads);
- 3.0 The Proposal - location of any proposed house, sheds, stables/shelter, yards, arena, tree plantings (windbreaks and decorative), access ways, fences, number and type of animals, pasture, water and feed supply, chemical storage and use, waste collection and disposal, special equipment/lighting, any stages of development, duration of use if temporary (Map 3: Property Management Plan showing existing and proposed improvements, any buildings to be removed or land to be cleared and measures to protect the environment);
- 4.0 Environmental Risk - potential for damage to soils and water quality (ground and surface water), loss of natural vegetation, possibility of flies, noise, odour, dust, weeds, fire risk, disease risk;
- 5.0 Management Plan - ways of reducing hazards of bushfire, waste disposal, conserving soil, preventing erosion, preserving trees, preventing nutrients getting into water, control of sediments, dust, flies.
- 6.0 Summary - why proposal is acceptable, owner/operator's Responsibilities.
- Appendices - additional information as required e.g. letter of support from Department of Agriculture or specialist consultant.

Endorsement Page – CEO

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

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

Dated: \_\_\_\_\_



Schedule 2: COMPARISON OF DRY SHEEP EQUIVALENTS (DSES) FOR VARIOUS GRAZING ANIMALS

<b>Species</b>	<b>Average Annual DSE Rating</b>	<b>No of Animals permitted at 5 DSE per hectare on a cleared 1ha site without a management plan 9to be taken to nearest whole number for each property)</b>
Alpaca	1	10
Camel	10	1
Cattle / Cow	10	1
Deer	2	5
Donkey	8	1.25
Emu	4	2.5
Goat	1.5	6.66
Horse	10	1
Horse or pony 4.4 hands and under	6	1.66
Horse, miniature	2	5
Kangaroo	0.5	20
Llama	2	5
Mule	8	1.25
Ostrich	4	2.5
Sheep	1	10
Sheep, Pregnant or Lactating	2	5

With a property management plan at a stocking rate of 10 dry sheep per hectare, the following could be accommodated on a previously cleared two hectare site:

2 large horses, or 3 ponies, or  
 1 large horse and 1 cow, or 1 cow and 10 sheep, or  
 1 large horse, 1 deer, 1 llama, 2 goats and 3 sheep or  
 20 sheep etc.





### Schedule 3: TYPICAL PLANNING APPROVAL

(Appropriate conditions are to be based on the following list)

“Council grants planning approval to the owner of (lot number, road, locality) for (the proposal, e.g. keeping of 2 [two] horses), subject to the following conditions:

1. Development shall generally occur in accordance with the Property Management Plan submitted with the application for planning approval (Planning Application No.); or
2. The applicant to prepare a property management plan in accordance with Schedule 1 of Local Planning Policy 1 - Stocking Rates, addressing the following issues to the satisfaction of the Chief Executive Officer:
3. Stable design, including drainage controls of manure;
4. Manure handling and disposal to avoid odour and flies;
5. Manure management to prevent nutrient export from the site;
6. Fencing of appropriate design;
7. Pasture management to prevent soil erosion;
8. (Natural vegetation/wetlands/watercourses) shall be fenced to exclude livestock to the satisfaction of the Chief Executive Officer;
9. No livestock shall be permitted in areas of un-cleared natural vegetation without approval in writing of the Council;
10. All trees with a diameter greater than 50mm that occur where livestock are kept are to be fitted with approved guards to prevent damage;
11. Land shall be managed in a sustainable manner and where in the opinion of the Council at its absolute discretion land or vegetation is considered degraded or animals are causing a nuisance, the landowner or occupier may be ordered to reduce the number of animals on the lot and/or undertake other remedial action as is considered appropriate;
12. Perennial pasture shall be established before livestock are introduced to the site, to prevent soil damage and wind erosion;
13. The applicant shall undertake a vegetation replanting program of (describe location and amount), comprising native species, to the satisfaction of the Chief Executive Officer;
14. Fencing shall be of a minimum rural standard capable to retain the livestock on the property;
15. Manure shall be collected daily, in accordance with the Shire's Health Local Laws, 5.18 Manure Receptacle and disposed of (off-site or to the satisfaction of the Chief executive Officer);
16. Prior to the issue of a building licence there shall be approved for the development:
17. Waste Management Plan, describing the collection, storage and disposal of wastes;
18. Complacence with the Planning in Bush Fire Prone Areas as part of the Building Code of Australia;
19. If the development, the subject of this approval, is not substantially commenced within a period of two years from the date of the approval, the approval shall lapse and be of no further effect. Where an approval has lapsed, no further development shall be carried out without the further approval of Council having first been sought and obtained.
20. Breach of conditions may result in cancellation of this approval.



Notes:

1. This approval does not constitute a building licence;
2. The applicant should refer to the publication on Environmental Guidelines for Horse Facilities and Activities, published by the Water and Rivers Commission, 2002.
3. The applicant is encouraged to contact the Department of Water's Swan Avon Region office to discuss water management options.
4. Should an Applicant be aggrieved by a decision of Council, the State Administrative Tribunal can be requested to review the decision. Such a request should be lodged within twenty-eight (28) days of Council's decision.
5. *Should there be any conflict between this Policy and the Shire of Pingelly Local Planning Scheme No. 3, the Local Planning Scheme shall prevail.*

## 5. RELATED DOCUMENTATION / LEGISLATION

- Shire of Pingelly Local Planning Scheme No 3

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 May 2017, 18 July 2018
<b>Previous Adoption</b>	15 February 2017

## **14.2 Adoption of Corporate Business Plan 2020 - 2024**

<b>File Reference:</b>	<b>ADM0310</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Corporate Business Plan 2020 - 2024</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary**

Council is requested to adopt the Corporate Business Plan 2020 – 2024 in order to guide the strategic priorities over the next four years.

### **Background**

In accordance with Section 5.56 of the *Local Government Act 1995* all local governments in Western Australia are required to effectively plan for the future as outlined in the Integrated Planning Framework. The intent of the framework is to ensure that priorities and services provided by local government are aligned with community needs and aspirations, and in doing so, facilitate a shift from a short-term resource focus to long-term value creation.

The Corporate Business Plan (CBP) is responsible for activating the strategic direction of the Shire, articulated within the Strategic Community Plan, into specific priorities and actions at an operational level to inform the annual budget. The CBP also draws together actions contained within the Long Term Financial Plan, Asset Management Plans and the Workforce Plan.

The Corporate Business Plan maps the Shire's key priorities, projects, services and actions over four years. It provides the detail for the first years of the Strategic Community Plan 2020 - 2030, as well as outlining business as usual service delivery. It is developed on a four yearly cycle and reviewed annually to re-prioritise projects and services.

### **Comment**

The review of the Corporate Business Plan allows an assessment of all the existing Shire's strategies. The linkages contained within the Plan ignite the relationships that exist between these strategies, as well as the workforce, infrastructure and financial plans that underpin them.

The Shire of Pingelly Corporate Business Plan would ordinarily be informed by an externally facilitated workshop, however, due to the COVID-19 impact, this Plan was developed in house, with the process for review involving:

- A draft document being framed, taking into consideration the existing Strategic Community Plan, Corporate Business Plan 2019 – 2023, and the draft 2020/21 Budget.
- A discussion with elected members and staff, to consider the highest priorities for the Shire of Pingelly.
- Costing of each of the key priorities.
- Inclusion of each of the key priorities in the Long Term Financial Plan.
- The Executive Team evaluating and recommending the Corporate Business Plan for Council consideration and approval.

The progress of the Corporate Business Plan will be reported on a quarterly basis to Council.

### **Consultation**

The Corporate Business Plan priorities have been based on the strategies outlined in the Strategic Community Plan, which was developed following significant community and key stakeholder engagement.

## Statutory Environment

Section 5.56(1) and (2) of the *Act* requires that each local government is to plan for the future of the district, by developing plans in accordance with the regulations. Regulations specify what a 'plan for the future' should involve. In particular, local governments are required to develop and adopt a strategic community plan and a corporate business plan.

The new regulations also require each local government to include in its Annual Report any changes to either of the above plans.

## Policy Implications

Nil

## Financial Implications

There are no specific financial implications from the adoption of this Plan, although many of the priorities will require an injection of both financial and workforce resources.

## Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.7	Customer service and other corporate systems are of a high quality and effective
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed.

## Risk Implications

Risk	The Corporate Business Plan interacts with informing strategies in the Long Term Financial Plan, Infrastructure Asset Management Plan and the Workforce Plan as part of the Integrated Planning and Reporting Framework. The CBP is a critical part of this framework and in itself mitigates business risk through links across Councils infrastructure, finances and workforce.  As this Plan is a legislative requirement, failure to adopt a Corporate Business Plan would result in non-compliance with the Local Government Act.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

## Voting Requirements

Absolute Majority

## Recommendation

**That Council adopts the Shire of Pingelly Corporate Business Plan 2020 - 2024.**

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



# Corporate Business Plan 2020 - 2024





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Innovation, Leadership and  
Governance

This document can be made available in alternative formats on request.



## Message from the CEO



I am pleased to present the Corporate Business Plan covering the period 2020 to 2024. This Plan provides clarity around the initiatives that the Shire is working towards over the next four years in order to deliver Council's Strategic Community Plan 2020 - 2030.

The Shire of Pingelly is continuing to evolve as it proves to be a desirable place to live, work and play. As a community, we can look forward to a promising future of prosperity, health, economic growth and sustainability.

The past few years have been an exciting time for the Shire of Pingelly, with the completion of major projects including the award winning Pingelly Recreation and Cultural Centre and the Pingelly Age Appropriate Accommodation units. Investing in significant infrastructure brings its own set of challenges and the Shire is entering a period of consolidation and planning for the next phase of its exciting future.

The Corporate Business Plan 2020 - 2024 gives us clear direction for delivering the services and programs our community needs in order to prosper. Long-term financial sustainability and affordability of the Shire's commitments remain a primary focus moving forward, as we advance the future for Pingelly and its people.

The Shire is excited to play its role, with its many partners, to ensure Pingelly continues to be a great place to live, work and play – and ultimately towards us all enjoying well designed, managed and beneficial shared spaces and places, and the very best quality of life. I would like to thank the community for joining us on this exciting journey.

Julie Burton  
**Chief Executive Officer**



# Western Australian Local Government Integrated Planning and Reporting Framework

**The purpose of Integrated Planning and Reporting is to ensure that Council decisions deliver the best results for the community with the available resources.**

**The Strategic Community Plan sets the scene for the whole framework – it expresses the community's vision and priorities for the future and shows how the Council and community intend to make progress over a ten-year period. The Plan is reviewed every two years, alternating between a minor review and a major review, keeping a ten-year horizon.**

**The Corporate Business Plan shows detailed implementation actions for the next four years. Achieving the community's vision and the Shire's strategic objectives requires development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required due to limited resources. This planning process is formalised in this Corporate Business Plan which articulates the Strategic Community Plan into action through the Annual Budget, and is reviewed annually to assess the progress of projects and realign actions and priorities with current information and available funding. Actions requiring funding will only be undertaken once approved within the statutory budget and associated funding availability is confirmed.**

**Along with achieving the community aspirations and objectives the Corporate Business Plan draws upon information from the following strategic documents. The "Informing Strategies" – particularly the Long Term Financial Plan, Asset Management Plans and Workforce Plan – show how the Plan will be managed and resourced.**



*Figure 1 - The Integrated Planning Framework*



# The Planning Phases

## 1. Identify Community Need

Strategic Community Plan 2020-30

- Shire vision, aspirations & priorities

## 2. Develop Strategic Response

Long Term Financial Plan

- Provide tangible strategic pathways to achieve community priorities

Corporate Business Plan

- Detail community priorities, outcomes and strategies

State Government Requirements

- Ensure Shire complies with Integrated Planning Framework

## 3. Determine and Implement Operational Priorities

Annual Operational Plans

- Guide departmental priorities and deliverables

Annual Budget

- Guide resourcing

## 4. Inform About Performance

Quarterly performance reports

- Assess progress of Corporate Business Plan

Annual report

- Reviews performance for the year



# Strategic Direction

## Our Vision: Growing, Inclusive and Resilient

Our vision lies at the heart of the community's intentions for the Shire's future. Each aspect is interconnected. For example, an inclusive community which pulls together is more likely to be resilient in the face of change, or to encourage people to move to, or invest in. This broad statement has some specific aspects:

**Growing:** To achieve population and economic growth that enables the community we want, including a healthy economy, and the services and quality of life we desire

**Inclusive:** To be a community designed for all

**Resilient:** To have a resilient and adaptable community and economy, with an asset base which is fit for purpose, now and for the future

Each aspect shapes more detailed goals, desired outcomes and strategies which are outlined in a later section.

Sitting under our broad vision, is a focus on continuing the momentum we have achieved over the last few years, maintaining the key assets that support our community and setting new priorities for improvement over the next ten years.

This vision also shapes the identification of the strategic priorities which have been identified by the Council for emphasis over the next ten years, and especially over the next four years. These priorities will drive thinking and action, and will be regularly reviewed through the formal minor and major strategic review processes.



# Goals, Outcomes and Strategies

The Corporate Business Plan provides the link between sustainable stakeholder and community interests and is informed by five themes, identified in the 2020-2030 Strategic Community Plan:

## **Goal 1: Economic**

The local economy is strong and resilient, embraces opportunities, and delivers local business growth and jobs.

## **Goal 2: Community**

Quality of life is good, people feel they have a positive future, they enjoy their community, and can live easily in the Shire over their lifetime.

## **Goal 3: Built Environment**

The physical environment is attractive and accessible, and accommodates new residents and businesses, in a way that protects local character and valued places.

## **Goal 4: Natural Environment**

Natural areas and systems are healthy and thriving, and sustainable use is made of natural resources.

## **Goal 5: Innovation, Leadership and Governance**

The Shire of Pingelly is an innovative, responsive partner to its community, an effective advocate, and a trusted steward of community assets. The organisation achieves good practice in all that it undertakes.



# Economy

*The local economy is strong and resilient, embraces opportunities, and delivers local business growth and jobs.*



## Outcome 1.1

The Shire experiences significant new business growth and employment and is known widely as an innovative and collaborative community which is attracting new population and investment

**Strategy 1.1.1** Work with community groups, local business and other partners to explore and leverage opportunities for business development around the PRACC

Project and Activities	2020/21	2021/22	2022/23	2023/24
1.1.1.1 Continue to foster a strong relationship with the PRACC Board and Management Team	\$80,000	\$80,000	\$70,000	\$60,000
1.1.1.2 Finalise the PRACC carparking spaces	\$53,943	\$160,000		

**Strategy 1.1.2** Continue to build relationships with tertiary research institutions (e.g. UWA), local business and other partners which bring collaboration on key projects and support Pingelly's vision for the future

Project and Activities	2020/21	2021/22	2022/23	2023/24
1.1.2.1 Collaborate with UWA Future Farm around opportunities to strengthen Pingelly	x	x	x	x
1.1.2.2 Nurture the strong partnership with the Community Resource Centre	x	x		

**Strategy 1.1.3** Support the development and promotion of key messages for use by the community, the Shire and businesses, to convey Pingelly's economic and community vision, the steps being taken to achieve it, and the benefits of living, working, investing in, or visiting, the area

Project and Activities	2020/21	2021/22	2022/23	2023/24
1.1.3.1 Develop a promotional package for Pingelly			\$5,000	
1.1.3.2 Review the Town Entry Statements	x			

**Strategy 1.1.4** Support business and community tourism promotion initiatives

Project and Activities	2020/21	2021/22	2022/23	2023/24
1.1.4.1 Develop a Tourism Strategy	x			
1.1.4.2 Implement initiatives from the Tourism Strategy	\$3,411	\$3,500	\$5,000	\$5,000
1.1.4.3 Develop a tourism website		\$2,000		

**Strategy 1.1.5** Participate positively in key regional and other networks in a way that builds collaboration and benefit for the community and local economy

Project and Activities	2020/21	2021/22	2022/23	2023/24
1.1.5.1 Work with business networks to develop and promote businesses	x	x	x	x

## Outcome 1.2

A truly working Main Street which symbolises a confident local economy, and results in people spending more locally

**Strategy 1.2.1** Encourage the return of a fully active commercial frontage filled with businesses, with retail gaps filled, and the best of friendly, country service

Project and Activities	2020/21	2021/22	2022/23	2023/24
1.2.1.1 Develop an Economic Development Strategy		\$10,000		
1.2.1.2 Review the local price preference policy	x			
1.2.1.3 Develop a Business Incentive Package to attract businesses to Town		x		
1.2.1.4 Deliver a façade refurbishment project for main street businesses	x	\$5,000	\$5,000	\$5,000

**Strategy 1.2.2** Further develop the town centre as an attractive environment which supports business investment, and community and visitor use

Project and Activities	2020/21	2021/22	2022/23	2023/24
1.2.2.1 Deliver the redevelopment of Memorial Park project	\$1m			



Project and Activities	2020/21	2021/22	2022/23	2023/24
1.2.2.3 Reviw the functionality of the existing Wi-Fi in the central business area	x			

**Strategy 1.2.3** Encourage local pride and community support for local business

Project and Activities	2020/21	2021/22	2022/23	2023/24
1.2.3.1 Implement and support the Pingelly Gift Card Scheme	\$250	\$250	\$250	\$250
1.2.3.2 Promote the 'buy local' message	x	x	x	x

### Outcome 1.3

The right resources and infrastructure are in place to support business development, including an increase in visitors and visitor spend in the Shire

**Strategy 1.3.1** Support local tourism infrastructure development

Project and Activities	2020/21	2021/22	2022/23	2023/24
1.3.1.1 Develop a short stay accommodation strategy	x			
1.3.1.2 Develop a masterplan for the Pingelly Caravan Park	x			

**Strategy 1.3.2** Advocate for adequate broadband, water and power supply capacity

Project and Activities	2020/21	2021/22	2022/23	2023/24
1.3.2.1 Undertake advocacy with major utilities providers to ensure provision of services is maintained or increased	x	x	x	x

**Strategy 1.3.3** Ensure industrial land is available for new businesses and actively work to achieve take-up of sites

Project and Activities	2020/21	2021/22	2022/23	2023/24
1.3.3.1 Continue negotiations with DevelopmentWA to understand potential of industrial sites within Pingelly	x	x		





# Community

*Quality of life is good, people feel they have a positive future, they enjoy their community, and can live easily in the Shire over their lifetime.*





## Outcome 2.1

Social services and facilities are designed and delivered in a way that fits community needs and aspirations

**Strategy 2.1.1** Continue to support the development of and access to core aged care and health services and facilities, e.g. PAAA, Medical Centre

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.1.1.1 Support the retention of General Practitioner services in Pingelly	\$98,000	\$99,000	\$100,000	\$101,000

**Strategy 2.1.2** Regularly review needs and develop community driven tactics, including advocacy, to secure needed social services, facilities and support (e.g. child care services)

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.1.2.1 Undertake an analysis of current services within the region and identify gaps through a needs analysis			x	x

**Strategy 2.1.3** Explore and promote development of innovative education choices and opportunities in the Shire

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.1.3.1 Support the delivery of vocational training in Pingelly		x		

## Outcome 2.2

Community groups function well with strong volunteer effort and feel supported by the community

**Strategy 2.2.1** Publicise and celebrate the contribution of groups and volunteers to the community

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.2.1.1 Deliver an event celebrating the contributions of volunteers	\$2,500	\$2,500	\$2,500	\$2,500
2.2.1.2 Facilitate the Australia Day awards	\$250	\$250	\$250	\$250

**Strategy 2.2.2** Support the capacity of clubs and groups to develop

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.2.2.1 Deliver the Community Grant Scheme	\$15,000	\$15,000	\$15,000	\$15,000
2.2.2.2 Provide and support training opportunities to local sporting clubs	x	x	x	x

## Outcome 2.3

People feel that their community is safe for all, free of nuisance and protected from risk of damage

**Strategy 2.3.1** Protect public health and amenity

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.3.1.1 Develop and review of Pingelly Community Safety and Crime Prevention Plan				\$1,000
2.3.1.2 Prepare a Public Health Plan	x			
2.3.1.3 Implement community education programs related to ranger services	x	x	x	x

**Strategy 2.3.2** Act to reduce the risk of bush fire, and be prepared in case of bush fire in terms of emergency response and disaster recovery

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.3.2.1 Prepare a Bushfire Risk Mitigation Plan in conjunction with DFES	x			
2.3.2.2 Deliver mitigation activities	x	x	x	x
2.3.2.3 Support the joint employment of a Community Emergency Services Manager	x	\$35,000	\$35,000	\$35,000
2.3.1.3 Update current Emergency Management Arrangements and Recovery Plan	x			

**Strategy 2.3.3** Ensure buildings and structures are safe and provide a healthy living and working environment

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.3.3.1 Inspect public buildings annually	x	x	x	x

**Strategy 2.3.4** People and property are protected from flood damage and risk to a specified level

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.3.4.1 Review GIS townsite flood plain mapping data to determine risk			x	

## Outcome 2.4

People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life

**Strategy 2.4.1** Provide a range of community facilities and associated services in a way that maximises use and community activity

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.4.1.1 Develop a management plan for the Pingelly Swimming Pool to identify renewal and upgrade requirements			\$5,000	
2.4.1.2 Support the continued provision of library services	\$22,000	\$22,000	\$22,000	\$22,000

**Strategy 2.4.2** Continue to develop the PRACC as a focal point for recreation and cultural activities

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.4.2.1 Progress the Astrofest in conjunction with the PRACC, UWA and other stakeholders	x		x	

**Strategy 2.4.3** Provide parks and gardens which can be enjoyed by all, including easy to access, good quality and interesting play area for children,

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.4.3.1 Develop a Playground Strategy			x	
2.4.3.2 Investigate replacement tree planting in main street to increase shade		x		

**Strategy 2.4.4** Celebrate key annual national events and support a range of local community events

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.4.4.1 Support the RSL to hold ANZAC Day / Remembrance Day celebrations	x	x	x	x
2.4.4.2 Deliver an Australia Day celebration event	\$3,500	\$3,500	\$3,500	\$3,500

## Outcome 2.5

The young, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment



Project and Activities	2020/21	2021/22	2022/23	2023/24
2.5.1.1 Implement the Disability Access and Inclusion Plan	x	\$1,000	\$1,000	\$1,000
2.5.1.2 Review and Implement the Age Friendly Communities Plan		\$1,500	\$1,500	\$1,500

**Strategy 2.5.2** Advocate for and facilitate provision of services and resources to address issues experienced by young people and seniors

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.5.2.1 Support the Pingelly Somerset Alliance to deliver the ageing in place project	x	x		
2.5.2.2 Develop a Youth Strategy	\$2,500			
2.5.2.3 Implement initiatives to increase the health and wellbeing of young people	\$1,000	\$2,500	\$2,500	\$2,500

## Outcome 2.6

The Aboriginal community and the Shire see each other as genuine partners for change and progress

### Strategy 2.6.1 Completion of the Reconciliation Action Plan

Project and Activities	2020/21	2021/22	2022/23	2023/24
2.6.1.1 Develop a Reconciliation Action Plan	x	\$5,000		
2.6.1.2 Investigate the implementation of a multicultural celebration to be held during Harmony Week and/or NAIDOC Week		x	\$3,000	\$3,000







# Built Environment

*The physical environment is attractive and accessible, and accommodates new residents and businesses, in a way that protects local character and valued places.*



## Outcome 3.1

Pingelly is 'housing ready' for new population growth, and has appropriate housing choice available to the community

**Strategy 3.1.1** Continue to advocate for and collaborate on housing options for older people (e.g. age appropriate housing) and people with disability which enables them to stay in the Pingelly community during their lives

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.1.1.1 Support the planning for the future development of the Pingelly Aged Precinct	x	x	x	x
3.1.1.2 Investigate options for innovative housing solutions			x	

**Strategy 3.1.2** Ensure that town planning provisions enable a range of housing design and solutions, for different household types – e.g. single person households, seasonal workers, families

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.1.2.1 Ensure that town planning provisions enable a range of housing design and solutions, for different household types – e.g. single person households, seasonal workers, families	x			

## Outcome 3.2

New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town.

**Strategy 3.2.1** Encourage new developments to be designed and built in a way that reduces pressure on and demand for resources (e.g. energy efficiency and water conservation), and gives priority to development/ infill of currently zoned land

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.2.1.1 Review Town Planning Policies		\$5,000	x	

**Strategy 3.2.2** Ensure that new developments are designed for or contribute to public open space and have attractive streetscapes

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.2.2.1 Develop a Land Asset Strategy to maximise strategic use of Shire owned land		x		

**Strategy 3.2.3** Plan for appropriate location of activities within the Shire, in a way that is consistent with the community's vision for the future

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.2.3.1 Review the Town Planning Scheme	\$5,000	\$2,000		

## Outcome 3.3

The town of Pingelly has attractive streetscapes with fully integrated footpath and road design, street tree provision and management, street lighting, seating and landscaping

**Strategy 3.3.1** Develop a streetscape design, development and management strategy to drive the asset investment and relevant service delivery

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.3.1.1 Commence a Town Centre revitalisation strategy			\$5,000	\$20,000

**Strategy 3.3.2** Provide services to reduce litter and manage verges

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.3.2.1 Review the potential of an annual vergeside collection program	x			

## Outcome 3.4

It is easy and safe to move around and in and out of the district.

**Strategy 3.4.1** Provision of a road network with service levels that meet the needs of industry and residents

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.4.1.1 Develop a rural roads strategy	x			
3.4.1.2 Deliver the annual road program	\$1,549,490	\$908,062	\$993,318	\$966,924

**Strategy 3.4.2** Maintain and develop the footpath network according to the direction set out by the Shire's streetscape strategy

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.4.2.1 Prepare and maintain a footpath renewal program		x	x	x
3.4.2.2 Deliver major pathway project - link school to PRACC	\$237,673			

**Strategy 3.4.3** Provide street lighting at a level which facilitates vehicle and pedestrian safety, and confidence to access facilities and events at night

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.4.3.1 Undertake quarterly street light inspections	x	x	x	x
3.4.3.2 Undertake an audit of street lighting		x		

## Outcome 3.5

An alternative truck route which avoids the town's Main Street is in place

**Strategy 3.5.1** Explore further alternative truck route design and advocate for provision as required

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.5.1.1 Investigate Pingelly Heavy Haulage Route options		x		

## Outcome 3.6

The Shire's heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity

**Strategy 3.6.1** Continue to list valued heritage sites and encourage restoration and maintenance of the Shire's built heritage

Project and Activities	2020/21	2021/22	2022/23	2023/24
3.6.1.1 Review and update the Municipal Heritage Inventory and Heritage List		x		







# Natural Environment

*Natural areas and systems are healthy and thriving, and sustainable use is made of natural resources.*



## Outcome 4.1

Maximised resource recovery from waste and safe disposal of residual waste

**Strategy 4.1.1** Provide people with the ability to reduce their waste and deal with residual waste appropriately

Project and Activities	2020/21	2021/22	2022/23	2023/24
4.1.1.1 Ensure effective recycling streams are readily available to the community	x	x	x	x
4.1.1.2 Publish recycling information quarterly	x	x	x	x

**Strategy 4.1.2** Ensure the Shire's waste disposal facilities can appropriately handle all solid and liquid waste

Project and Activities	2020/21	2021/22	2022/23	2023/24
4.1.2.1 Prepare a Site Management Plan for the Pingelly Waste Management Facility			\$5,000	
4.1.2.2 Ensure compliance with DWER Licence conditions	x	x	x	x
4.1.2.3 Develop a Post Closure Management Plan for the Pingelly Waste Management Facility				x

## Outcome 4.2

Water conservation and water harvesting opportunities are actively pursued

**Strategy 4.2.1** Invest in water harvesting (including extension of the relevant parts of the drainage system) for use on the oval

Project and Activities	2020/21	2021/22	2022/23	2023/24
4.2.1.1 Undertake planning for an expansion of existing water harvesting mechanisms		\$10,000		

4.2.1.2 Seek funding to increase dam/s storage capacity and future drought proofing projects	x	x	x	x
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**Strategy 4.2.2** Provide water conservation information to the community

Project and Activities	2020/21	2021/22	2022/23	2023/24
4.2.2.1 Publish water conservation information to the community	x	x	x	x

## Outcome 4.3

The Shire's valued natural areas and systems are protected and enhanced

**Strategy 4.3.1** Support or directly undertake targeted environmental projects where external funding is available and/or opportunities for community partnerships exist.

Project and Activities	2020/21	2021/22	2022/23	2023/24
4.3.1.1 Facilitate revegetation projects			\$5,000	x

**Strategy 4.3.2** Ensure proper land management practices are observed which result in protection and care of the natural environment

Project and Activities	2020/21	2021/22	2022/23	2023/24
4.3.2.1 Carry out environmental impact assessments of planned capital works	\$2,000	\$2,000	\$2,000	\$2,000

**Strategy 4.3.3** Undertake relevant Shire services in a way that has regard for protection of bush and habitat

Project and Activities	2020/21	2021/22	2022/23	2023/24
4.3.3.1 Provide employees with training in best practice vegetation management	x	x	x	x



**Strategy 4.3.4** Use, wherever possible, locally sourced seed and plants

Project and Activities	2020/21	2021/22	2022/23	2023/24
4.3.4.1 Consult with the Wheatbelt Natural Resource Management Inc. to develop endemic species list		x		
4.3.4.2 Identify potential suppliers of endemic species		x		

## Outcome 4.4

Energy is used efficiently and there is an increased use of renewable energy in the Shire.

**Strategy 4.4.1** Continued inclusion of energy efficient design and systems, and solar energy systems in Council buildings and other key facilities

Project and Activities	2020/21	2021/22	2022/23	2023/24
4.4.1.1 Investigate and implement energy efficient designs and systems for Council facilities	\$20,000	x	x	x



# Innovation, Leadership and Governance

*The Shire of Pingelly is an innovative, responsive partner to its community, an effective advocate, and a trusted steward of community assets. The organisation achieves good practice in all that it undertakes.*



## Outcome 5.1

The Shire's community feels community involvement and engagement is working well

**Strategy 5.1.1** The community is provided with opportunities to engage on strategic, corporate, asset and financial plans, and other major plans and issues

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.1.1.1 Ensure continued community consultation and engagement on key projects and strategies	x	x	x	x

**Strategy 5.1.2** Continue to develop the successful Pingelly community involvement model, including in the design and development of key community facilities and initiatives

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.1.2.1 Develop a Community Engagement Strategy		x		

**Strategy 5.1.3** Ensure that there is good communication between the Shire of Pingelly and the community via a range of methods

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.1.3.1 Continue to provide information to the community through a variety of print, electronic and social media	x	x	x	x
5.1.3.2 Develop a Communications Plan	x			

## Outcome 5.2

The Shire is a successful advocate for resources and facilities which support the vision for the future

**Strategy 5.2.1** The Council and community continue to work together to advocate for change

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.2.1.1 Prepare advocacy information about key issues and projects	x	x	x	x

## Outcome 5.3

The Shire of Pingelly is known to be an inclusive employer, and has the capacity and skills to deliver identified services and strategies over time

**Strategy 5.3.1** Manage the Council workforce to provide for employee development and health and safety, and to allow the Shire to deploy resources to fit strategic direction

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.3.1.1 Monitor and improve OSH practices	x	x	x	x
5.3.1.2 Implement an annual training program	\$12,000	\$12,000	\$12,000	\$12,000

**Strategy 5.3.2** An active approach to Shire workforce planning, including promotion of workforce diversity

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.3.2.1 Review the Workforce Plan	x			\$5,000

## Outcome 5.4

The value of community owned assets is maintained.

**Strategy 5.4.1** Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels



Project and Activities	2020/21	2021/22	2022/23	2023/24
5.4.1.1 Review Asset Management Plans	\$10,000	\$10,000	\$10,000	\$10,000
5.4.1.2 Maintain relevant asset data to optimise the management of Shire assets	x	x	x	x
5.4.1.3 Manage the Shire's plant replacement program	\$294,500	\$500,433	\$481,065	\$477,353

**Strategy 5.4.2** Projects are well-planned and delivered on time and on budget, with effective and thorough risk management and reporting

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.4.2.1 Implement a Project Management Framework		x		

## Outcome 5.5

Financial resources are effectively managed

**Strategy 5.5.1** Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting), and long-term financial planning requirements

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.5.1.1 Undertake a review of Financial Management Systems	\$10,000	x	x	\$10,000
5.5.1.2 Undertake a review of Risk Management Systems	\$7,000	x	x	\$7,000
5.5.1.3 Prepare the Annual Financial Report	x	x	x	x

## Strategy 5.5.2 Ensure financial sustainability

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.5.2.1 Review the Long Term Financial Plan	\$5,000	\$5,000	\$5,000	\$5,000
5.5.2.2 Identify sources of gravel to fulfill future need	x	x	x	x
5.5.2.3 Prepare the annual Budget	x	x	x	x
5.5.2.4 Undertake a review of exempt properties for rating purposes		x	x	x

## Outcome 5.6

Customer service and other corporate systems are of a high quality and effective

**Strategy 5.6.1** The Shire strives for a best practice in its customer service and continually seeks ways to improve delivery where needed.

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.6.1.1 Actively seek feedback on customer service	x	x	x	x
5.6.1.2 Redevelop the Shire website		\$5,000		

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**Strategy 5.6.2** Probity, risk management and associated reporting systems, and underpinning corporate IT systems are effective and efficient

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.6.2.1 Develop an Information Communication Technology Strategy	\$3,000			
5.6.2.2 Review the Business Continuity Plan	\$2,000			
5.6.2.3 Develop and monitor the Shire's risk management register	x	x	x	x
5.6.2.4 Develop a Disaster Recovery Plan		\$2,000		

## Outcome 5.8

A strong corporate governance framework is maintained.

**Strategy 5.8.1** Maintain strategic and corporate planning documents as outlined in the Integrated Planning and Reporting Framework

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.8.1.1 Review the Strategic Community Plan	\$2,000			\$20,000
5.8.1.2 Develop the Corporate Business Plan	\$5,000	\$5,000	\$5,000	\$5,000

**Strategy 5.8.2** Ensure compliance with legislative requirements and excellence in business performance

Project and Activities	2020/21	2021/22	2022/23	2023/24
5.8.2.1 Review the Recordkeeping Plan	x			
5.8.2.2 Deliver training to Councillors in accordance with State Government requirements and best practice	\$5,000	\$15,000	\$15,000	\$15,000
5.8.2.3 Develop the Annual Report	x	x	x	x
5.8.2.4 Undertake the annual review of delegations	x	x	x	x
5.8.2.5 Review Council policies	x	x	x	x









### **14.3 Adoption of Long Term Financial Plan 2020**

<b>File Reference:</b>	<b>ADM0075</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Long Term Financial Plan 2020</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to adopt the Long Term Financial Plan 2020 in order to guide the allocation of resources over the next ten years.

#### **Background**

The Long Term Financial Plan (LTFP) is a ten-year rolling plan that aligns with the Corporate Business Plan to activate the Strategic Community Plan priorities. From these processes, annual budgets that are aligned with strategic objectives are developed. The purpose of a LTFP is to guide the future direction of Council in a financially sustainable manner. It is designed as a 'high-level' summarised document focusing on the future planning of Council's financial operations, particularly in relation to key components such as rate increases, service levels to the community, asset renewal, reserves and loans.

The LTFP provides direction for both the Shire's long term capital investment planning and its operating capacity, indicating long-term financial sustainability and allowing early identification of financial issues and their longer-term impacts. It also shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community.

Forecasting a long-term financial position helps to quantify the future impacts of current decisions and identify the available options to close the gap between revenues and expenditure. It informs decision-making and priority setting, and assists in the management of the local government's response to community growth. It also assists the management of cashflow and funding requirements, as well as community assets and financial risk.

#### **Comment**

The LTFP relies on the most current information available for known revenue and expenditure. Future forecasting processes use estimates carefully, to be as accurate, reliable and easily understood as possible. The level of accuracy from assumptions within the LTFP is more likely in the first four years. Later years (5-10) will have a higher reliance on assumptions and subjectivity to variables. The ability to accurately forecast over a long period is likely to be hampered by uncertainties such as the availability of grant funding, fluctuating interest rates, economic trends, as well as demographic change.

The following assumptions and key items are included within the Plan:

- CPI forecasts at an average of 2.0% in the medium term, have been applied across relevant expenditure and income categories.
- Employee expenses have been increased in line with the current Enterprise Bargaining Agreement for Years 1-3 of the Plan with the indexation from Year 3 onwards being set at 2% per annum.
- Increases in rates over the 10 years, from a base of 0% in Year 1, increasing to 4.5% in years 2 – 4, then gradually decreasing from this level over the remaining years of the Plan.
- No new loans are proposed over the 10 years, with capacity to borrow unlikely to exist for the first 5 years.



The Plan demonstrates, that with prudent financial planning, monitoring of rating capacity, and careful assessment of priorities, the Shire of Pingelly will be able to achieve and maintain a sound financial position in the long term.

The Plan will be reviewed on an annual basis to accommodate any changes in economic forecasts, strategies, community aspirations and organisational requirements. It will be a live document, which will assist in predicting the future capacity of the organisation to accommodate increases in infrastructure and service levels.

### Consultation

The development of the LTFP is in reference to the required community consultation undertaken through the establishment of the Shire's Strategic Community Plan. The LTFP developed, aims to achieve funding which activate the community's identified aspirations and goals.

### Statutory Environment

Section 5.56(1) and (2) of the Local Government Act requires that each local government is to plan for the future of the district.

### Policy Implications

Nil

### Financial Implications

The Plan outlines a clear approach for the delivery of services into the future. Year 1 of the Long Term Financial Plan provides the basis for the development of the draft 2020/21 Budget.

### Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.7	Customer service and other corporate systems are of a high quality and effective
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed.

### Risk Implications

Risk	The annual review and update of the Long Term Financial Plan along with the key underpinning assumptions, addresses the risk associated with changes to Council's financial sustainability. This review considers changing external and internal impacts and enables Council to consider any changes necessary.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

**Voting Requirements**

Simple Majority

**Recommendation**

**That Council adopts the Shire of Pingelly Long Term Financial Plan 2020 as attached.**

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



# Long Term Financial Plan 2020





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## Introduction

The Integrated Planning and Reporting Framework requires every WA Local Government to undertake strategic planning that is based on community engagement and ensures that its activities are informed by long term plans for their finances, assets and workforces.

The Integrated Planning and Reporting Framework is designed so that the Council and community both have a clear picture of:

1. Where we want to go (Strategic Community Plan);
2. How we plan to get there (Corporate Business Plan, Long Term Financial Plan, Annual Budget, Asset Management Plan, Workforce Plan and Information Communication Technology Plan); and
3. How we will measure our progress (quarterly and annual reporting).

The planning and reporting process ensures that Council's planning is aligned with the community's vision for the future, and that the planning process and the implementation of the Corporate Business Plan is transparent.

The Long Term Financial Plan (LTFP) is an important part of Council's strategic planning process. The LTFP is where Council projects the financial implications of delivering the community's vision for the future. It outlines the pressures and economic drivers behind Council's expected financial future. Expected growth rates are aligned with community expectations of service delivery and community projects, and the social outcomes outlined in the Community Strategic Plan.

The LTFP must be for a minimum of 10 years and is updated annually as part of the development of the Corporate Business Plan. It will also be reviewed in detail as part of the four-yearly review of the Strategic Community Plan.

The objectives of the Shire of Pingelly LTFP are to:

- Respond to the changing aspirations and needs of the community, particularly as they are identified and prioritised in the Strategic Community Plan;
- Reflect the true financial position based on the current service levels;
- Ensure the financial sustainability of Council's services for the community;
- Support the implementation of the Strategic Community Plan and Corporate Business Plan as an integral component of Council's resource allocation;
- Guide the future Corporate Business Plan and to determine the ability to invest in new services and infrastructure, and maintain existing assets; and
- Address the legislative requirements for integrated planning and reporting.

## Longer Term Financial Position

The Shire of Pingelly has historically adopted balanced budgets each year. This has ensured a sound financial position for the Shire on a year to year approach. Capital expenditure on new infrastructure has been at significant levels in previous years, placing some pressure on the operating budget.

The Shire is currently generating underlying operating deficits. One of the main objectives of creating a LTFP is to see a movement towards a small operating surplus over the longer term. The operating

deficit position has been highlighted by a move to fair value accounting, as the current depreciation expense that is contained within the operating statement is now based on fair value costs. The increase in depreciation has directly impacted the operating statement.

The Shire is currently heavily reliant upon operational and capital grant funding. In the 2019/20 Budget external grants accounted for approximately 54% of total income. A large portion of capital expenditure is reliant upon external funding to assist in the capital works program. Programs such as Roads to Recovery and Regional Road Group are integral to the road network. Any removal or decrease in these external grants will have a direct effect on service levels that the Shire currently undertakes.

The Shire employs 31 staff to maintain service levels. Local Governments are in a competitive employment environment with other employers and need to ensure remuneration and working conditions are comparable.

The Long Term Financial Plan highlights the challenges ahead for Council in order to achieve financial sustainability. The goals of the 2020 LTFP are:

- The provision of current service levels and, where appropriate, increased service levels to meet community expectations
- Reduce the infrastructure renewal backlog
- Achieve a gradual reduction of debt level over the first five years of the Plan in order to provide the ability to utilise loan funding, if needed, in the later years
- Build up appropriate levels of cash reserves for future projects and asset renewal
- Ensure appropriate investment in the maintenance of assets

## Assumptions

The assumptions used in the preparation of the Long Term Financial Plan can significantly influence the outcome of the plan. Information as to the major financial assumptions has been included to provide context around how the plan was developed. In seeking to project future financial position outcomes, the development of the LTFP has been built on some underlying indexation factors as detailed below.

# 10 Year Indexation Factors

Nature or Type	1	2	3	4	5	6	7	8	9	10
Rates	0%	4.5%	4.5%	4.5%	4.0%	4.0%	3.5%	3.5%	3.5%	3.5%
Operating grants and contributions	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Fees and charges	0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Service charges	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Other revenue	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Employee costs	0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Materials and contracts	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Utility charges	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Insurance expense	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Other expenditure	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%

The LTFP has been prepared using a high level grouping of operating income and expenditure accounts based upon a nature and type analysis. The information used was from the 2019/20 Annual Budget. Abnormal and carryover income and expenditure has been excluded from the accounts to form a “baseline” income and expenditure on which growth assumptions can then be calculated.

While the LTFP uses specific assumptions to calculate future years estimated operating income and expenditure, it will not remove the need for Council to continue to achieve operational efficiencies.

### Rates and Annual Charges

Rates and annual charges make up approximately 57% of the budgeted operating revenue for the Shire. Rates were projected to increase by 4.5% in 2020/21 to ensure the investment in large capital projects of previous years was sustainable, however, due to COVID-19 and the impact on business and the wider community, Council has made the decision to freeze the 2020/21 rates at the previous year levels. Similarly, waste charges have also been frozen at 2019/20 levels, and together these represent a significant saving for households.

### Investments and Interest on Investments

The downturn in the investment market will continue to place pressure on Council’s forecast investment revenues for some time.

### Grants and Contributions

Council relies on income from both grants and contributions. The Federal Government Financial Assistance and the Local Roads grant programs combined constitute approximately 22% of Councils total revenue.

The LTFP has been prepared with the assumption that the Federal Government Financial Assistance and the Roads grants will continue indefinitely based on the current arrangements.

### Employee Expenses

Employee costs make up 29% of the projected 2020/21 operating expenditure. This is reflective of the service-based nature of a significant proportion of Councils activities as well as the construction and maintenance of the considerable infrastructure owned and operated by Council.

Councils ability to engage the necessary workforce to achieve the community’s expectations is affected by internal and external forces. These include:

- Rising cost of employment
- Skills Shortage
- Staff turnover
- Attraction and retention of quality staff
- Projected superannuation increases
- Award salary increases above CPI
- Changes in service levels



Any significant changes in expenditure related to employee expenses will have a significant impact on the LTFP.

## Materials and Contracts

Local government expenditure usually includes relatively high levels of materials and contracts expenditure. Materials and contracts make up 17.5% of projected 2020/21 operating expenditure. This is reflective of the considerable number of assets maintained, and places the Shire under considerable pressure from variable material costs including fuel. Any major unplanned increases in these costs will also impact on the LTFP. In addition, any new assets constructed or acquired will also increase material and contracts expenditure due to increased maintenance requirements.

## Capital Works Program

The capital works program reflected in the LTFP is particularly sensitive to changes in the construction index. The construction index measures changes over time in the price of new construction, other than houses. Given that the renewal and construction of new infrastructure forms a substantial proportion of the budget any variations in the underlying pressures have the potential to significantly impact on Councils LTFP and / or the ability to deliver the capital works program.

## Financial Statements

The financial projections in this Long Term Financial Plan have been developed in a format that conforms to the Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. The Financial Statements provided are:

- Statement of Comprehensive Income by Nature or Type
- Statement of Comprehensive Income by Program
- Statement of Financial Position (Balance Sheet)
- Equity Statement

The Statement of Comprehensive Income shows what is expected to happen during the year in terms of revenue, expenses and other adjustments from all activities. The large deficits are expected to decrease over time, however, these are relatively significant due mainly to the increase in depreciation from revaluation of infrastructure that impacts the statement. Rates increases will decrease this deficit position, as well as a review of depreciation rates.

The Statement of Financial Position is a snap-shot of the expected financial position of the Shire at the end of each financial year. It reports what is expected to be owned (assets) and what is expected to be owed (liabilities). The net assets represents the net worth of the Council. The assets and liabilities are separated into current and non-current. Current means those assets or liabilities which will fall due in the next 12 months. Non-current refers to assets and liabilities that are recoverable or which fall due over a longer period than 12 months.

**Shire of Pingelly**  
**Forecast Statement of Comprehensive Income - *by Nature or Type***  
For the period 2020 - 2030

	1	2	3	4	5	6	7	8	9	10
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Revenues</b>										
Rates	2,084,298	2,178,091	2,276,105	2,378,530	2,473,671	2,572,618	2,662,660	2,755,853	2,852,308	2,952,139
Operating grants, subsidies and contributions	1,435,368	1,464,075	1,493,357	1,523,224	1,553,688	1,584,762	1,616,456	1,648,785	1,681,761	1,715,396
Fees and charges	304,826	306,347	315,536	325,004	334,756	344,800	355,144	365,799	376,774	388,079
Interest earnings	42,969	39,167	37,909	34,963	37,856	38,547	34,704	34,163	36,871	37,682
Other revenue	55,004	56,104	57,226	58,372	59,538	60,729	60,454	61,662	62,895	64,153
	3,922,465	4,043,784	4,180,133	4,320,093	4,459,509	4,601,456	4,729,418	4,866,262	5,010,609	5,157,449
<b>Expenses</b>										
Employee costs	( 1,693,361)	( 1,732,452)	( 1,782,532)	( 1,833,609)	( 1,885,708)	( 1,938,850)	( 1,977,627)	( 2,017,182)	( 2,057,527)	( 2,098,675)
Materials and contracts	( 1,021,398)	( 1,050,068)	( 1,057,190)	( 1,044,475)	( 1,041,224)	( 975,537)	( 983,296)	( 1,033,297)	( 1,004,486)	( 1,009,074)
Utility charges (electricity, gas, water etc.)	( 151,800)	( 155,601)	( 159,490)	( 163,478)	( 167,563)	( 171,753)	( 176,046)	( 180,448)	( 184,957)	( 189,583)
Depreciation on non-current assets	( 2,585,132)	( 2,652,994)	( 2,714,337)	( 2,778,659)	( 2,838,175)	( 2,903,907)	( 2,958,944)	( 2,992,798)	( 3,060,625)	( 3,105,752)
Interest expense	( 103,156)	( 97,327)	( 91,235)	( 82,179)	( 80,914)	( 71,269)	( 64,003)	( 56,838)	( 28,609)	( 47,318)
Insurance expense	( 183,638)	( 189,150)	( 194,823)	( 200,665)	( 206,685)	( 212,888)	( 219,276)	( 225,855)	( 232,631)	( 239,609)
Other expenditure	( 105,842)	( 107,114)	( 108,418)	( 109,711)	( 111,021)	( 112,246)	( 113,488)	( 114,617)	( 115,873)	( 117,196)
	( 5,844,327)	( 5,984,706)	( 6,108,025)	( 6,212,776)	( 6,331,290)	( 6,386,450)	( 6,492,680)	( 6,621,035)	( 6,684,708)	( 6,807,207)
	( 1,921,862)	( 1,940,922)	( 1,927,892)	( 1,892,683)	( 1,871,781)	( 1,784,994)	( 1,763,262)	( 1,754,773)	( 1,674,099)	( 1,649,758)
Non-operating grants, subsidies and contributions	1,575,071	787,280	866,658	707,313	1,155,780	870,780	1,155,780	1,194,780	1,000,780	1,155,780
Loss on Revaluation	0	0	0	0	0	0	0	0	0	0
Profit on disposal of assets	0	0	0	0	0	0	0	0	0	0
Loss on asset disposal	0	0	0	0	0	0	0	0	0	0
<b>NET RESULT</b>	( 346,791)	( 1,153,642)	( 1,061,234)	( 1,185,370)	( 716,001)	( 914,214)	( 607,482)	( 559,993)	( 673,319)	( 493,978)
<b>Other Comprehensive Income</b>	1,720,416	1,746,909	1,752,841	1,762,434	1,770,354	1,783,240	1,810,261	1,832,548	1,847,325	1,872,447
<b>TOTAL COMPREHENSIVE INCOME</b>	1,373,625	593,267	691,607	577,064	1,054,353	869,026	1,202,779	1,272,555	1,174,006	1,378,469

**Shire of Pingelly**  
**Forecast Statement of Comprehensive Income - by Program**  
For the period 2020 - 2030

	1	2	3	4	5	6	7	8	9	10
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Revenue</b>										
Governance	38,045	38,983	39,945	40,932	41,942	42,979	44,043	45,134	46,255	47,404
General purpose funding	3,427,097	3,543,167	3,666,527	3,793,145	3,918,864	4,046,743	4,161,750	4,283,789	4,412,930	4,544,153
Law, order, public safety	68,170	69,582	71,023	72,496	74,000	75,536	77,102	78,702	80,338	82,007
Health	1,587	1,635	1,684	1,734	1,787	1,841	1,896	1,953	2,011	2,072
Education and welfare	6,209	6,352	6,499	6,650	6,804	6,962	5,634	5,769	5,907	6,049
Community amenities	193,385	199,186	205,162	211,317	217,656	224,186	230,911	237,839	244,975	252,325
Recreation and culture	33,694	27,061	27,851	28,666	29,504	30,366	31,254	32,168	33,108	34,077
Transport	87,824	89,580	91,372	93,199	95,063	96,964	98,903	100,881	102,899	104,957
Economic services	26,134	26,917	27,724	28,556	29,413	30,296	31,206	32,143	33,107	34,100
Other property and services	40,320	41,321	42,346	43,398	44,476	45,583	46,719	47,884	49,079	50,305
	3,922,465	4,043,784	4,180,133	4,320,093	4,459,509	4,601,456	4,729,418	4,866,262	5,010,609	5,157,449
<b>Expenses Excluding Finance Costs</b>										
Governance	( 488,714)	( 508,630)	( 546,616)	( 524,883)	( 533,264)	( 559,958)	( 567,428)	( 616,406)	( 578,577)	( 594,401)
General purpose funding	( 154,750)	( 157,845)	( 161,001)	( 174,721)	( 167,715)	( 171,069)	( 174,491)	( 177,981)	( 192,041)	( 185,382)
Law, order, public safety	( 211,347)	( 216,089)	( 220,770)	( 225,586)	( 230,379)	( 235,378)	( 240,239)	( 244,752)	( 250,037)	( 254,946)
Health	( 144,011)	( 148,411)	( 152,909)	( 157,520)	( 162,238)	( 167,082)	( 171,944)	( 176,891)	( 180,463)	( 184,069)
Education and welfare	( 39,693)	( 40,667)	( 41,602)	( 42,570)	( 43,511)	( 44,513)	( 45,445)	( 46,224)	( 47,277)	( 48,168)
Community amenities	( 377,622)	( 385,349)	( 393,157)	( 401,134)	( 409,217)	( 417,508)	( 425,851)	( 434,143)	( 442,927)	( 451,653)
Recreation and culture	( 1,180,965)	( 1,207,594)	( 1,193,628)	( 1,209,657)	( 1,225,136)	( 1,241,681)	( 1,256,832)	( 1,269,059)	( 1,286,399)	( 1,300,605)
Transport	( 2,851,021)	( 2,920,301)	( 2,985,227)	( 3,052,744)	( 3,117,176)	( 3,095,576)	( 3,155,793)	( 3,200,961)	( 3,271,354)	( 3,325,607)
Economic services	( 275,436)	( 281,554)	( 287,622)	( 293,853)	( 300,077)	( 306,547)	( 312,799)	( 318,688)	( 325,439)	( 331,796)
Other property and services	( 17,612)	( 20,939)	( 34,258)	( 47,929)	( 61,663)	( 75,869)	( 77,855)	( 79,092)	( 81,585)	( 83,262)
	( 5,741,171)	( 5,887,379)	( 6,016,790)	( 6,130,597)	( 6,250,376)	( 6,315,181)	( 6,428,677)	( 6,564,197)	( 6,656,099)	( 6,759,889)
<b>Finance Costs</b>										
Education and welfare	( 9,414)	( 8,261)	( 7,032)	( 3,030)	( 7,019)	( 2,839)	( 1,256)	0	0	0
Recreation and culture	( 93,742)	( 89,066)	( 84,203)	( 79,149)	( 73,895)	( 68,430)	( 62,747)	( 56,838)	( 28,609)	( 47,318)
	( 103,156)	( 97,327)	( 91,235)	( 82,179)	( 80,914)	( 71,269)	( 64,003)	( 56,838)	( 28,609)	( 47,318)
<b>Non Operating Grants, Subsidies and Contributions</b>										
Transport	1,575,071	787,280	866,658	707,313	1,155,780	870,780	1,155,780	1,194,780	1,000,780	1,155,780
	1,575,071	787,280	866,658	707,313	1,155,780	870,780	1,155,780	1,194,780	1,000,780	1,155,780
<b>NET RESULT</b>	( 346,791)	( 1,153,642)	( 1,061,234)	( 1,185,370)	( 716,001)	( 914,214)	( 607,482)	( 559,993)	( 673,319)	( 493,978)
<b>Other Comprehensive Income</b>	1,720,416	1,746,909	1,752,841	1,762,434	1,770,354	1,783,240	1,810,261	1,832,548	1,847,325	1,872,447
<b>TOTAL COMPREHENSIVE INCOME</b>	1,373,625	593,267	691,607	577,064	1,054,353	869,026	1,202,779	1,272,555	1,174,006	1,378,469

**Shire of Pingelly**  
Forecast Statement of Financial Position  
For the period 2020 - 2030

	1	2	3	4	5	6	7	8	9	10
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>CURRENT ASSETS</b>										
Unrestricted Cash and Equivalents	( 122,745)	( 122,745)	( 122,745)	( 122,745)	( 122,745)	( 122,745)	( 122,745)	( 122,745)	( 122,745)	( 122,745)
Restricted Cash and Cash Equivalent	237,499	236,038	285,334	234,198	461,318	355,967	389,309	515,545	553,345	712,152
Non-Cash Investments	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Trade and Other Receivables	164,754	165,983	156,508	179,472	170,176	171,759	146,062	146,062	146,062	146,062
Inventories	8,744	8,744	8,744	8,744	8,744	8,744	8,744	8,744	8,744	8,744
<b>TOTAL CURRENT ASSETS</b>	<b>293,252</b>	<b>293,020</b>	<b>332,841</b>	<b>304,669</b>	<b>522,493</b>	<b>418,725</b>	<b>426,370</b>	<b>552,606</b>	<b>590,406</b>	<b>749,213</b>
<b>NON-CURRENT ASSETS</b>										
Other Receivables	176,286	156,365	145,919	112,509	88,395	62,698	62,698	62,698	62,698	62,698
Inventories	52,551	52,551	52,551	52,551	52,551	52,551	52,551	52,551	52,551	52,551
Property Plant and Equipment	19,925,760	20,355,338	20,775,722	21,248,681	21,633,107	22,034,337	22,380,799	22,631,380	23,128,185	23,417,022
Infrastructure	68,403,073	68,406,737	68,462,315	68,446,153	68,712,303	69,103,328	69,738,498	70,440,522	70,951,060	71,678,651
<b>TOTAL NON-CURRENT ASSETS</b>	<b>88,557,670</b>	<b>88,970,991</b>	<b>89,436,507</b>	<b>89,859,894</b>	<b>90,486,356</b>	<b>91,252,914</b>	<b>92,234,546</b>	<b>93,187,151</b>	<b>94,194,494</b>	<b>95,210,922</b>
<b>TOTAL ASSETS</b>	<b>88,850,922</b>	<b>89,264,011</b>	<b>89,769,348</b>	<b>90,164,563</b>	<b>91,008,849</b>	<b>91,671,639</b>	<b>92,660,916</b>	<b>93,739,757</b>	<b>94,784,900</b>	<b>95,960,135</b>
<b>CURRENT LIABILITIES</b>										
Trade and Other Payables	45,803	45,803	45,803	45,803	45,803	45,803	45,803	45,803	45,803	45,803
Current Portion of Long-term Liabilities	104,983	109,450	114,106	118,960	124,021	129,298	134,798	69,535	143,491	226,764
Provisions	329,150	329,150	329,150	329,150	329,150	329,150	329,150	329,150	329,150	329,150
<b>TOTAL CURRENT LIABILITIES</b>	<b>479,936</b>	<b>484,403</b>	<b>489,059</b>	<b>493,913</b>	<b>498,974</b>	<b>504,251</b>	<b>509,751</b>	<b>444,488</b>	<b>518,444</b>	<b>601,717</b>
<b>NON-CURRENT LIABILITIES</b>										
Long-term Borrowings	3,103,194	2,918,549	2,727,623	2,540,920	2,325,792	2,114,279	1,895,277	1,766,826	1,564,007	1,277,500
Provisions	96,091	96,091	96,091	96,091	96,091	96,091	96,091	96,091	96,091	96,091
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>3,199,285</b>	<b>3,014,640</b>	<b>2,823,714</b>	<b>2,637,011</b>	<b>2,421,883</b>	<b>2,210,370</b>	<b>1,991,368</b>	<b>1,862,917</b>	<b>1,660,098</b>	<b>1,373,591</b>
<b>TOTAL LIABILITIES</b>	<b>3,679,221</b>	<b>3,499,043</b>	<b>3,312,773</b>	<b>3,130,924</b>	<b>2,920,857</b>	<b>2,714,621</b>	<b>2,501,119</b>	<b>2,307,405</b>	<b>2,178,542</b>	<b>1,975,308</b>
<b>NET ASSETS</b>	<b>85,171,701</b>	<b>85,764,968</b>	<b>86,456,575</b>	<b>87,033,639</b>	<b>88,087,992</b>	<b>88,957,018</b>	<b>90,159,797</b>	<b>91,432,352</b>	<b>92,606,358</b>	<b>93,984,827</b>
<b>EQUITY</b>										
Retained Surplus	31,598,723	30,446,542	29,336,012	28,201,778	27,258,657	26,449,794	25,808,970	25,122,741	24,411,622	23,758,837
Reserves - Cash Backed	228,757	227,296	276,592	225,456	452,576	347,225	380,567	506,803	544,603	703,410
Asset Revaluation Surplus	53,344,221	55,091,130	56,843,971	58,606,405	60,376,759	62,159,999	63,970,260	65,802,808	67,650,133	69,522,580
<b>TOTAL EQUITY</b>	<b>85,171,701</b>	<b>85,764,968</b>	<b>86,456,575</b>	<b>87,033,639</b>	<b>88,087,992</b>	<b>88,957,018</b>	<b>90,159,797</b>	<b>91,432,352</b>	<b>92,606,358</b>	<b>93,984,827</b>

**Shire of Pingelly**  
**Forecast Statement of Changes in Equity**  
For the period 2020 - 2030

	1	2	3	4	5	6	7	8	9	10
	30 June 21	30 June 22	30 June 23	30 June 24	30 June 25	30 June 26	30 June 27	30 June 28	30 June 29	30 June 30
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>RETAINED SURPLUS</b>										
Opening Balance	31,974,205	31,598,723	30,446,542	29,336,012	28,201,778	27,258,657	26,449,794	25,808,970	25,122,741	24,411,622
Net Result	( 346,791)	( 1,153,642)	( 1,061,234)	( 1,185,370)	( 716,001)	( 914,214)	( 607,482)	( 559,993)	( 673,319)	( 493,978)
Amount transferred (to)/from Reserves	( 28,691)	1,461	( 49,296)	51,136	( 227,120)	105,351	( 33,342)	( 126,236)	( 37,800)	( 158,807)
Closing Balance	31,598,723	30,446,542	29,336,012	28,201,778	27,258,657	26,449,794	25,808,970	25,122,741	24,411,622	23,758,837
<b>RESERVES - CASH/INVESTMENT BACKED</b>										
Opening Balance	200,066	228,757	227,296	276,592	225,456	452,576	347,225	380,567	506,803	544,603
Amount transferred to/(from) Retained Surplus	28,691	( 1,461)	49,296	( 51,136)	227,120	( 105,351)	33,342	126,236	37,800	158,807
Closing Balance	228,757	227,296	276,592	225,456	452,576	347,225	380,567	506,803	544,603	703,410
<b>ASSET REVALUATION SURPLUS</b>										
Opening Balance	51,623,805	53,344,221	55,091,130	56,843,971	58,606,405	60,376,759	62,159,999	63,970,260	65,802,808	67,650,133
Total Other Comprehensive Income	1,720,416	1,746,909	1,752,841	1,762,434	1,770,354	1,783,240	1,810,261	1,832,548	1,847,325	1,872,447
Closing Balance	53,344,221	55,091,130	56,843,971	58,606,405	60,376,759	62,159,999	63,970,260	65,802,808	67,650,133	69,522,580
<b>TOTAL EQUITY</b>	85,171,701	85,764,968	86,456,575	87,033,639	88,087,992	88,957,018	90,159,797	91,432,352	92,606,358	93,984,827

## Appendix 2 - Plant Replacement Program

Asset	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
CEO Vehicle		\$55,000		\$55,000		\$55,000		\$55,000		\$55,000
EMCS Vehicle	\$45,000		\$45,000		\$45,000		\$45,000		\$45,000	
EMTS Vehicle	\$45,000		\$45,000		\$45,000		\$45,000		\$45,000	
WS Vehicle		\$40,000		\$40,000		\$40,000		\$40,000		\$40,000
Building Maintenance Ute			\$33,320							
Parks and Gardens Ute	\$33,500								\$33,500	
Grader Ute					\$37,300					
Mechanic Ute		\$34,000				\$34,000				
2008 Cat 120M Grader	\$360,000 (Lease)									
2014 Cat 120M Grader					\$360,000					
2018 Front End Wheel Loader									\$339,000	
2007 Cat Skid Steer Loader		\$100,000								
2007 Conplant Multi Tyre Roller		\$180,000								
2010 Bomag D-4 Roller				\$170,000						
2012 Bomag Multi Tyre Roller							\$185,000			
2007 Mitsubishi Tip Truck			\$270,000							
2008 Isuzu Tip Truck	\$45,000							\$45,000		
2009 Mitsubishi Tip Truck						\$275,000				
2010 Isuzu Crew Cab Tray Top	\$115,000							\$115,000		
2016 Isuzu Mtce Truck				\$73,000						
2016 Isuzu Dual Cab Tip Truck						\$79,400				
2005 John Deere Tractor		\$72,000								
2015 Komatsu Backhoe Loader										\$180,000
2014 Kubota F2880 Mower			\$45,000				\$45,000			
2014 Kubota Ride on Mower			\$15,000							\$15,000

### Appendix 3 - Electronic Equipment Replacement Program

Asset	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Admin Server	Lease over 5 years					\$36,750				
Phone System				\$12,000						
Mobile 1	\$850			\$850			\$850			\$850
Mobile 2	\$850			\$850			\$850			\$850
Mobile 3			\$850			\$850			\$850	
Mobile 4		\$850			\$850			\$850		
Mobile 5		\$850			\$850			\$850		
PC1		\$2,000				\$2,000				\$2,000
PC2				\$2,000				\$2,000		
PC3					\$2,000				\$2,000	
PC4			\$2,000				\$2,000			
PC5				\$2,000				\$2,000		
PC6	\$2,000				\$2,000				\$2,000	
PC7			\$2,000				\$2,000			
PC8		\$2,000				\$2,000				\$2,000
PC9			\$2,000				\$2,000			
PC10		\$2,000				\$2,000				\$2,000
PC11	\$2,000				\$2,000				\$2,000	
PC12				\$2,000				\$2,000		
PC13			\$2,000				\$2,000			
PC14				\$2,000				\$2,000		
PC15	\$2,000				\$2,000				\$2,000	
Toughpad		\$2,800					\$2,800			
Projector			\$2,000				\$2,000			
Main Photocopier	Lease (yr 2 of 4)			Lease				Lease		
<b>CCTV</b>										
Main Street			\$25,000					\$25,000		
Swimming Pool			\$2,000					\$2,000		
Admin Office		\$7,000					\$10,000			
Admin Office		\$13,500			\$10,000				\$10,000	
Works Depot		\$10,000					\$10,000			
PRACC					\$15,000					
PRACC				\$15,000			\$15,000			
<b>Network Printers</b>										
Printer 1				\$1,000				\$1,000		
Printer 2				\$1,000				\$1,000		
Printer 3	\$1,000				\$1,000				\$1,000	



## Appendix 4 - Financial Reserves

### Leave Reserve

To be used to fund annual and long service leave requirements

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
Nil – assessed on an annual basis to meet the minimum balance percentage.	<p>Goal to cash back 10% of the total of the annual leave current liability</p> <p><u>Plus</u></p> <p>Cash back 50% of the total of the long service current liability</p> <p><u>Plus</u></p> <p>50% of the personal leave current liability</p>	<p>Interest to be applied to the reserve each year.</p> <p>Where long service leave or annual leave is funded from reserve, that amount will only be utilised from reserve if the total salaries and wages expenditure is over budget for the year.</p> <p>Savings realised in salaries and wages to be used to increase reserve balance to a maximum of \$15,000 per year.</p>

### LTFP 2020 Leave Reserve Balances

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
\$ 26,270	\$ 26,833	\$ 27,409	\$ 27,997	\$ 28,598	\$ 29,211	\$ 29,838	\$ 30,478	\$ 31,132	\$ 31,800

### Electronic Equipment Reserve

To be used to fund the purchase of information technology hardware and software.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
<p>10 year Electronic Equipment Replacement Program</p> <p>ICT Strategy (to be developed)</p>	<p>An amount that provides the ability to fund the 10-year Electronic Equipment renewal program is to be accommodated by the reserve, plus \$10,000 to fund unplanned information Technology failure.</p> <p><u>Plus</u></p> <p>An amount that funds the ICT Strategy over the 10 years.</p>	<p>Interest to be applied to the reserve each year.</p> <p>Savings realised in salaries and wages to be used to increase reserve balance to a maximum of \$15,000 per year.</p>

### LTFP 2020 Electronic Equipment Reserve Balances

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
\$ 2,563	\$ 3,118	\$ 10,335	\$ 19,857	\$ 27,583	\$ 23,575	\$ 22,581	\$ 31,365	\$ 40,188	\$ 51,350

### Community Bus Reserve

To be used to fund the changeover of the community bus.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
<b>Plant Replacement Program</b>	An amount that funds the full changeover of the community bus every 10 years.	Interest to be applied to the reserve each year.  Annual budget allocation to achieve the changeover.

### LTFP 2020 Community Bus Reserve Balances

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
\$23,924	\$44,437	\$ 65,390	\$793	\$30,910	\$41,573	\$52,465	\$63,590	\$74,954	\$81,562

### Swimming Pool Reserve

To be used to fund the upgrading of the swimming pool complex.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
<b>Asset Management Plan (to be developed)</b>	An amount equal to the 10-year renewal and upgrades is to be accommodated by the reserve, plus \$25,000 to fund unplanned infrastructure failure.	Interest to be applied to the reserve each year.  Annual budget allocation to achieve the changeover.

### LTFP 2020 Swimming Pool Reserve Balances

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
\$59,250	\$65,521	\$71,926	\$78,469	\$85,152	\$91,979	\$98,952	\$106,075	\$113,350	\$120,781

#### Plant Reserve

To be used for the purchase of major plant.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
<b>10 year Plant Replacement Program</b>	<p>An amount that provides the ability to fund the 10-year Plant renewal program is to be accommodated by the reserve, plus \$80,000 to fund unplanned plant failure.</p> <p><small>*Note – full plant replacement program is contained within the 10 LTFP</small></p>	<p>Interest to be applied to the reserve each year.</p> <p>Annual budget allocation to achieve the minimum reserve balance level.</p>

#### LTFP 2020 Plant Reserve Balances

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
\$49,212	\$22,401	\$62,651	\$59,626	\$231,788	\$70,801	\$10,214	\$40,706	\$8,358	\$94,862

#### Refuse Site Rehab / Closure Reserve

To be used to facilitate the rehabilitation/closure of the town refuse site.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
<b>Waste Management Strategy (yet to be developed)</b>	To be determined based on future Waste Management Strategy.	<p>Interest to be applied to the reserve each year.</p> <p>Allocation of any savings from within the waste management operating budget to a maximum of \$5,000.</p> <p>Where the allocation of savings from waste management operating budget can not be achieved, the budget allocation of \$5,000 is to be transferred to the Reserve.</p>

#### LTFP 2020 Refuse Site Reserve Balances

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
\$ 16,275	\$16,624	\$16,981	\$17,345	\$17,717	\$23,097	\$28,592	\$34,205	\$39,939	\$45,796

#### **14.4 Adoption of Workforce Plan 2020**

<b>File Reference:</b>	<b>ADM0075</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Workforce Plan 2020</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to adopt the Workforce Plan 2020 in order to guide the priorities and resources for the Shire's workforce over the next four years.

#### **Background**

The Department of Local Government, Sport and Cultural Industries requires all local governments to prepare a Workforce Plan to support the Corporate Business Plan. The Workforce Plan is an internal planning tool that enables the Shire to determine the workforce requirements in relation to its operational priorities. Specifically, the Plan details the workforce requirements to support the services, operations and projects the local government will deliver within the next 4 years.

The Workforce Plan is a business planning tool that identifies the capacity and capability needs of the Shire to deliver the projects and activities mapped out in the Corporate Business Plan. The Plan highlights workforce strategies that help shape the workforce to deliver services, operations, projects and initiatives for a local government within a defined period. The Integrated Planning and Reporting Framework (IPRF), the overarching umbrella which encompasses the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and the Workforce Plan, is a set of strategic and operational documents that the Shire is required by legislation to prepare to plan for the future of its community.

#### **Comment**

Workforce planning is a term used to describe the planning process undertaken to ensure an organisation has the right people, with the right skills, at the right time. It is a process that documents the directions in which a work area is heading and provides a tool for making human resources now and into the future.

Planning human resource requirements is a significant challenge and takes into account not only the human resource factors, but ties it into overall strategic plans, environmental issues and legislative and governance obligations. Ultimately undertaking a workforce planning activity is a snapshot of what human resources are in place at a particular time, and what staffing requirements are required into the future.

The four year Workforce Plan has been created to help support leadership, inclusion, safety and learning for the current and future workforce at the Shire. The four main objectives are:

- Attract and retain outstanding people;
- Create a sustainable workplace with well-developed succession planning;
- Enhance the workplace safety culture; and
- Change management.

Workforce planning is about trying to predict the future demand for different types of staff, and can assist with anticipated staff and skill requirements for the future, and ensure the needs of the organisation and the community are achieved.

With a declining population and static rates base, it is anticipated that there will be no capacity to increase staffing levels. This will result in the requirement to refocus staff into new areas of activities and ensure the Shire is operating as efficiently as possible through process and technology efficiencies.

The Workforce Plan identifies a number of priorities for the coming 4 years, including:

- A need to continue focus on staff training
- Development of a values based behavioural framework to guide expectations of staff
- Under role reviews to identify efficiencies and improvements
- Inclusion of key performance indicators in performance reviews
- Gaps in the workforce to be defined and resourced, including asset management, human resources and governance.

### Consultation

Nil

### Statutory Environment

Section 5.56(1) and (2) of the *Act* requires that each local government is to plan for the future of the district, by developing plans in accordance with the regulations. Regulations specify what a 'plan for the future' should involve. In particular, local governments are required to develop and adopt a strategic community plan and a corporate business plan.

Whilst there is no specific legislation applicable to this item as it relates to the various informing strategies applicable under the integrated planning and reporting framework, the Strategic Community Plan and Corporate Business Plan are subject to section 5.56 of the Local Government Act 1995 and Division 3 of the Local Government (Administration) Regulations 1996.

### Policy Implications

Nil

### Financial Implications

There are no specific financial implications resulting from the adoption of this Plan.

### Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.7	Customer service and other corporate systems are of a high quality and effective
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed.

### Risk Implications

Risk	Failure to undertake workforce planning would lead to an inability for the Shire to be aware of, and plan for, the future needs and challenges relating to the workforce.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

### Voting Requirements

Simple Majority

### Recommendation

**That Council adopts the Shire of Pingelly Workforce Plan 2020.**

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



# Shire of Pingelly Workforce Plan 2020





# Workforce Plan | 2020

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## INTRODUCTION

The Integrated Planning and Reporting requirements of the Department of Local Government Sport and Cultural Industries, requires all Councils in WA to develop a long term Strategic Community Plan and a four year Corporate Business Plan. These are underpinned by informing plans such as this Workforce Plan that outlines current capacity and capability and outlines how Shire of Pingelly will affordably implement the priorities and strategies of its Corporate Business Plan taking into account the human and physical resources available.

Strategic workforce planning is an important aspect in the long term planning for an organisation. It's critical to ensuring that there are sufficient people to carry out the organisation's purpose – that there are the right people in the right place at the right time to build a strong, interconnected and sustainable organisation. The Shire's workforce is the most important asset we have. It is critical to build a strong, skilled, competent, engaged and highly productive team.

Workforce planning in Australia, particularly in rural Australia has a number of challenges;

- Ageing population / workforce;
- Generational change and expectations ;
- Change in patterns of work; and
- Skills shortages.

Workforce Planning is the key to forecasting future labour markets, but is also used for:

- Identifying staffing problems;
- Monitoring and containing workforce costs;
- Developing and highlighting existing and new workforce skills;
- Ensuring that there is adequate service delivery into the future.

## KEY FINDINGS IN THE WORKFORCE PLANNING PROCESS

While there are many things that are working well in the Shire, there are a number of short and long term challenges relating to the workforce, and in particular to achievement of the levels of service within the Corporate Business Plan.

These challenges include:

- An ageing labour force in some areas
- Being competitive in the employment market
- Ability to attract and retain skilled and qualified staff
- Meeting community service and infrastructure expectations with resources available
- Funding positions to meet increasing governance, organisational development, strategic planning and legislative compliance
- Constant changes in technology and machinery
- Responding to changing safety and health, risk management and other regulatory requirements and their potential impact on productivity and budget
- Addressing gaps and omissions in the human resource (HR) systems and processes with limited HR skills and capacity existing within the organisation
- Effectively addressing communication and staff satisfaction issues

This planning process has focused on comprehending the context of workforce planning, exploring the regional and local challenges, reviewing internal capacity and capability and outlining the responses that Shire of Pingelly will take to address gaps, omissions and challenges that may impact on the delivery of services.

The Plan will be reviewed every 4 years in line with the planning and review cycle of the Strategic Community Plan.

# INTEGRATED PLANNING AND REPORTING FRAMEWORK



## INFORMING PLANS

**The Strategic Community Plan (SCP)** – identifies the community’s main aspirations and priorities for the future and outlines strategies for achieving these goals

**The Corporate Business Plan (CP)** – describes the activities to be undertaken over the next four years to achieve the agreed short and long term goals and outcomes.

**The Long Term Financial Plan (LTFP)** – details the financial resources needed to enact the Corporate Business Plan in the first four years and potential revenues and expenses for at least the next six years of the plan. This plan serves to inform and resource all aspects of the integrated planning activities as appropriate.

**The Asset Management Plan (AMP)** – This plan identifies and records the asset register, service level, activities and strategies to ensure the physical assets and infrastructure of the Shire are appropriately managed and maintained over their lifecycle, and appropriately disposed of or replaced at the end of that lifecycle.

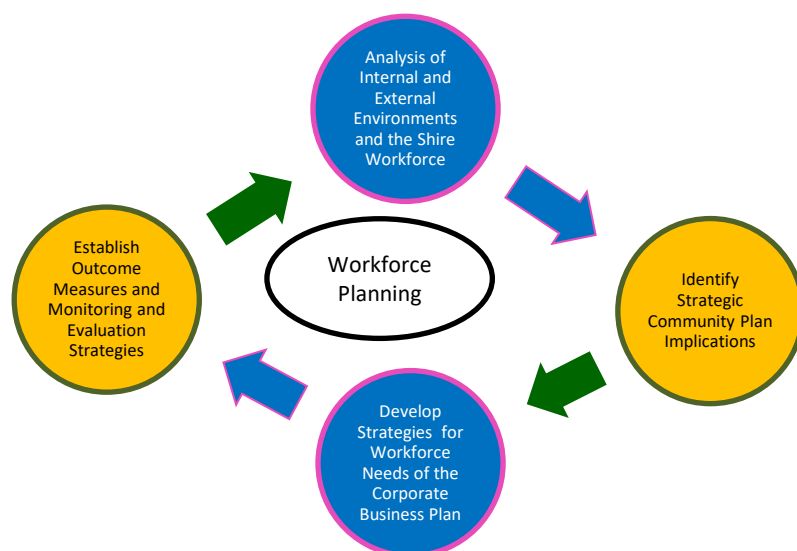
**The Workforce Plan (WFP)** - This plan identifies and reports on the internal capacity to meet current and future needs of the goals and objectives of the Shire and the Community, both in capacity and capability. It identifies the gaps or surplus in human, assets or financial resources, and identifies strategies to ensure there are the right people in the right place and at the right time to deliver on expectations. It also aims to build capacity and resilience to allow the Shire to respond to the changing environment and issues arising from external pressures and legislative compliance issues. It will address gaps between current and future workforce capability, identify areas of skills or capacity shortage, and outlines strategies to close them. This information will inform the LTFP and the Asset Management Plan to ensure the financial and physical resources of the workforce plan are included in planning activities.

## METHODOLOGY

The methodology used followed the practices and principles of the WA Department of Local Government's Workforce Planning Guidelines Toolkit that can be reviewed in the workforce planning section of their website:

<http://integratedplanning.dlg.wa.gov.au>

This workforce plan that has resulted from the above process will be used to guide recruitment, retention and workforce growth, development or changes over the term of its life.

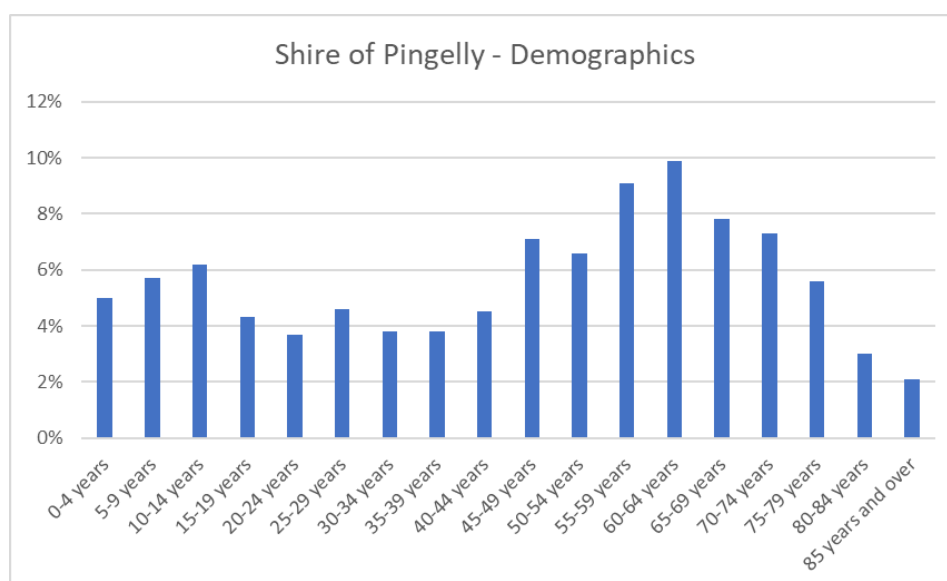


# SHIRE PROFILE AND DEMOGRAPHICS

The Shire of Pingelly is a Local Government Area in the Wheatbelt region of Western Australia, about 160km southeast of Perth. The Shire of Pingelly covers an area of 1,294km<sup>2</sup>, bounded by the Shires of Wandering, Brookton, Cuballing and Wickepin. The climate is Mediterranean with an average yearly rainfall of 453mm, which mainly falls during winter. The Shire, with the town sites of Pingelly, Moorumbine and Dattening, has a total population of 1,146 (ABS 2016), of which 50.7% were male and 49.3% were female. Indigenous people made up 12.4% of the total population. The median age of the population in 2016 was 50 years. The main economic activities of the region are agriculture and tourism. For agriculture, the focus is mainly on wheat, barley, oats, canola and lupins, sheep (wool and meat), pigs and beef cattle.

The full time labour force participation rate in the Pingelly local government area was recorded in ABS Census Data as 53.3% in 2016, 4.4% below the State average. This refers to the proportion of the population over 15 years of age that was employed or actively looking for work. In 2011, ABS census data indicated at that Pingelly was 4.5% lower than the State average. Part time labour force participation is 0.1% higher than the State average at 30.1% of available workforce. The size of the labour force resident in the Shire in 2016 was 491 persons of which 136 were employed part-time and 241 were full time workers.

The unemployment rate in Pingelly was 8.8%, which was 1% above the WA average. 7.7% of people indicated that they were currently away from work.



# THE SHIRE'S INTERNAL OPERATING ENVIRONMENT

## Governance and Management

The basic governance and management systems and policies are in place, but a significant body of work will be required to strengthen and systemise them to meet compliance and reporting requirements in the current environment of significant legislative change and increasing compliance requirements.

### HR Systems policies and procedures

While there is a high level of commitment to people and process management, the role of managing human resources in the Shires is absorbed, in the main, in the role of the CEO in the current structure.

There are recently reviewed and approved policies and procedures in place, but as in many smaller rural Shires some of these are not comprehensive enough to meet today's industrial relations and legislative requirements.

The current organisational policy manual review and approval process is in place and working well, with communication and implementation processes needing to be maintained at current levels or higher. In general, the policy drafting, procedure development and people management suffer from the constraints in skills knowledge and time, which impacts on the ability for them to be living documents and systems that are used as part of everyday operational practices.

An Occupational Safety and Health policy and procedure is in place and there is a demonstrated commitment to safety and health, but improvements could be made in this area with more focus and resources.

The structure and framework that supports the development, implementation, communication and enforcement of HR policy and procedure should be re-designed and further developed. The underpinning general organisational systems and processes are also not supporting efficiency, effectiveness and productivity as well as they could, but work is progressing to address this area.

### Frameworks, Policy and Plans that support the Policy Manual relating to HR Management

Many of these, listed below, are in place either formally or informally, but may need to be updated or developed as resources permit, and omissions addressed. There should also be a review of the policy and approval hierarchy as part of the continuous improvement process. The desired HR systems and plans include:

- Governance Framework including code of conduct / ethics policy (in place at a basic level)
- Operational Practice (policy) framework (under development)
- Workforce plan linked to long term financial plan (in place)
- Equal Opportunity Framework and Plan (in place)
- Risk Management Framework (in place)
- Fraud Control Plan (to be developed)
- Disability Access and Inclusion Plan (in place)

## Financial and Physical Resources

The Shire of Pingelly operates within tight constraints in relation to both financial and workforce resources, and high levels of focus need to be kept on improving service levels into the future while maintaining a healthy financial position. Significant challenges are faced in maintaining services at the current level, the Shire faces cost increases it cannot control of approximately 2 - 2.5% a year (Local Government Cost Index projections).

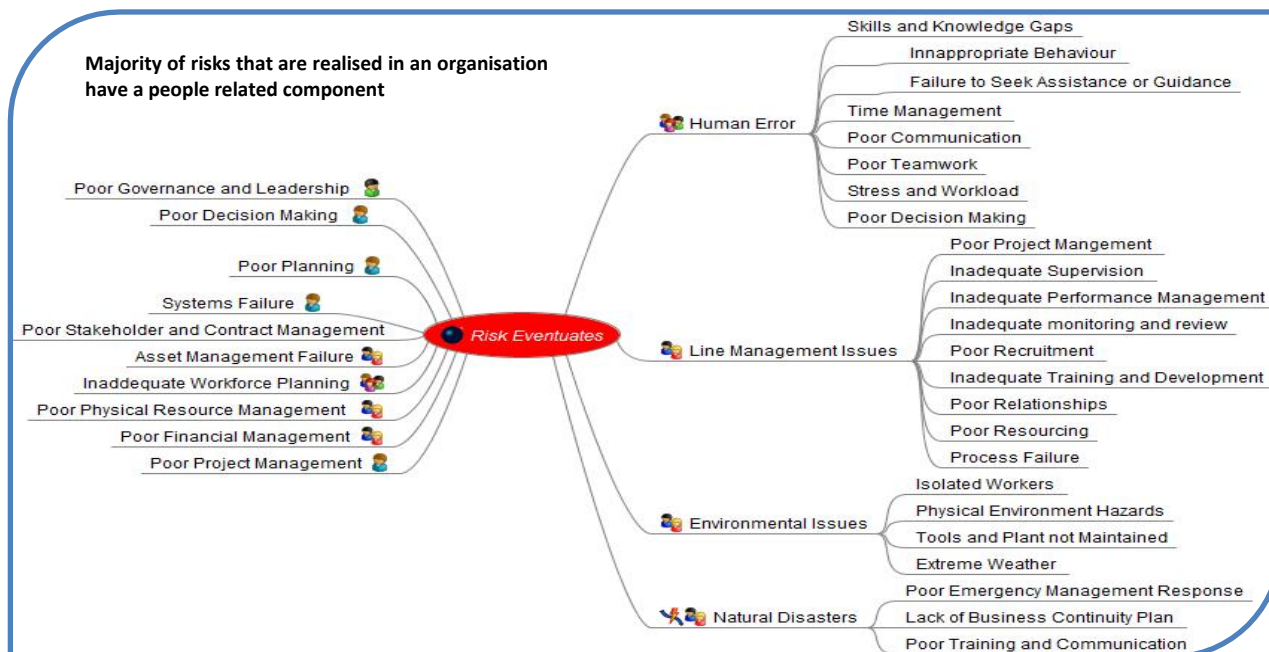
A review of the current and previous budgets indicates that operating grants are reducing, and grants for development of assets are being maintained, which would seem to indicate that there is a lot more work with a reducing internal capacity to facilitate it.

This includes grant writing and acquittal, tender/ procurement and project management activities. These skill sets are also not always available or easy to recruit for in a multi- skilled environment, increasing financial pressure on the budget and workload and stress impacts on the staff. Rates and charges are fairly static, which does not allow much room for growth in the employment budget to address these challenges, as well as the ones relating to increasing legislative compliance requirements and integrated planning needs.

In general, staff have a reasonable level of quality in fleet, plant, machinery and office equipment to carry out their tasks and duties, and physical surroundings and amenities are in good order.

## ORGANISATIONAL RISK FACTORS

The Shire demonstrates a basic, but evolving, approach to risk management, and the review process has indicated that the priority risk factor is in the planning, systems, policy and processes of human resource management. The capacity and capability to deliver safe, effective and efficient services and functions, rests with the skills and values of the staff and their supervisors, and their induction and ongoing training and development. If not addressed, this can have an impact on all facets of the business as demonstrated in the diagram below.

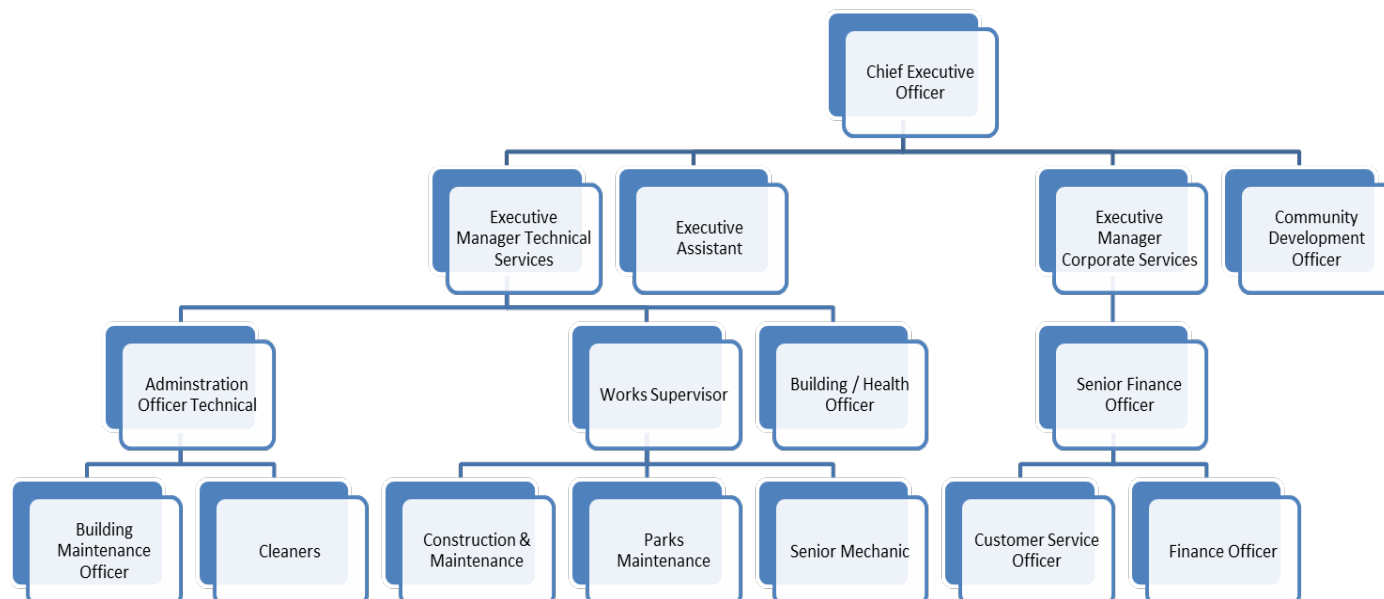


Having formal risk management systems mandated by policy, and underpinned by formal risk appetite and tolerance levels, will also build a risk management culture that will enhance current activities and provide a consistent approach to all risk assessments and treatments to increase legislative compliance and organisational confidence in decision making.

## THE CURRENT WORKFORCE PROFILE

### Organisational Structure as at July 2020

The current structure with the regulatory services being outsourced, reflects the size of the organisation and its community, as well as the difficulty in recruiting specialist skills due to availability and affordability. Multi skilling and multi-tasking are key features of most administration and management roles. The structure itself poses significant challenges in staff retention, continuity and sustainability of corporate knowledge.

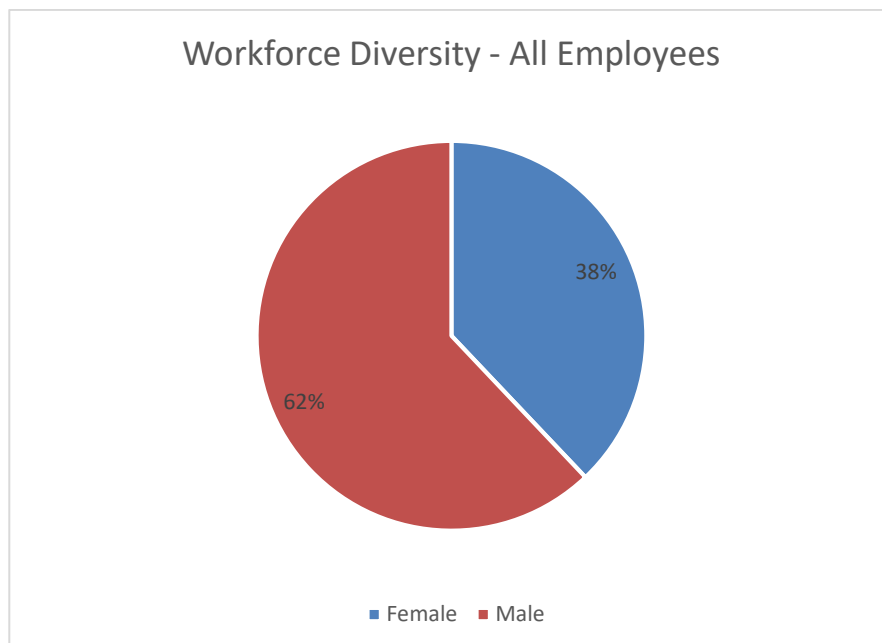


## KEY AREAS OF RESPONSIBILITY



## WORKFORCE PROFILE

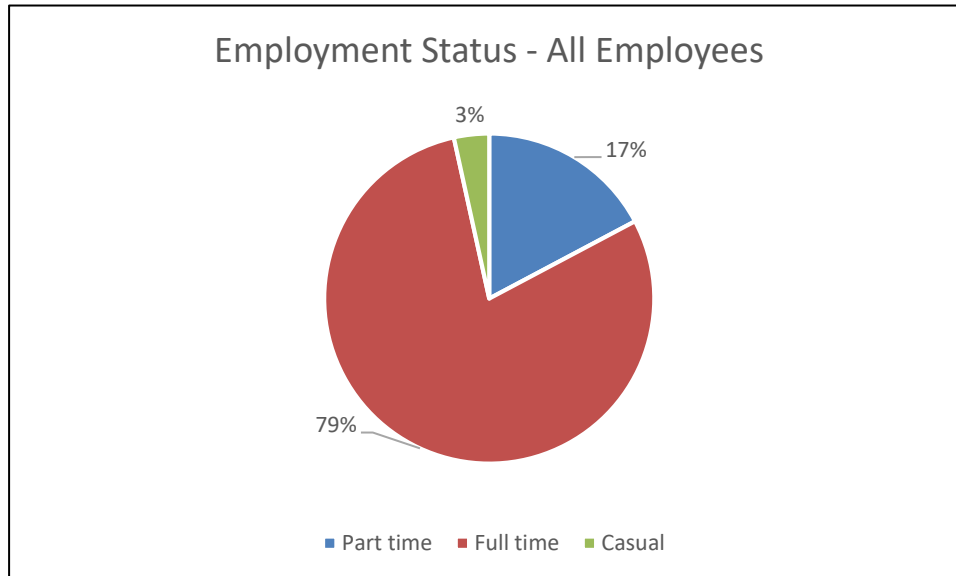
There are 18 male and 11 female staff, with the executive staff split in gender 2/3 male and 1/3 female. There are 30 employees (including 1 vacant position) in the Shire of Pingelly as at June 2020, with 79% employed full time, 17% part time, and 3% casual. The average age of employees is 48 years.





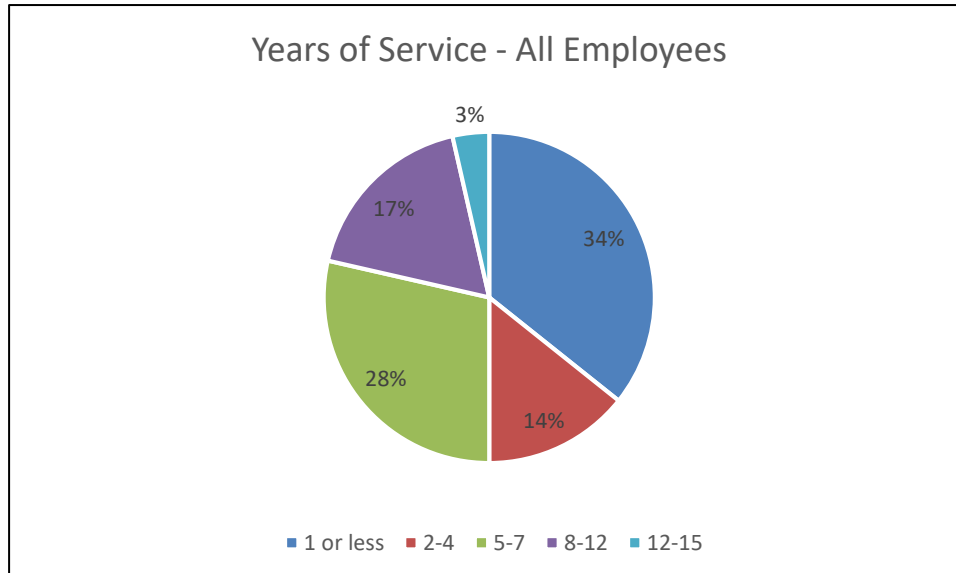
#### EMPLOYMENT TYPES

The Shire of Pingelly has traditionally favoured full time employment placements due to the nature of the business, and the workforce make up reflects this practice. There are some positions that are part time for a variety of reasons, and very little use of casual employees.



#### STAFF RETENTION

The workforce profile shows a relatively new employee base within the organisation, with in excess of one third of the workforce being at the Shire for 1 year or less. This represents both a challenge and an opportunity, due to the potential loss of corporate knowledge but also the ability to bring new and diverse ways of working into the organisation.



#### STAFF REPLACEMENT ISSUES

There have been historical issues in replacing senior works staff at times, due to inadequate skills and knowledge among the field of applicants and the level of remuneration offered. In addition, plant operators labourers are in high demand across both the local government and mining industry, which diminishes the pool of skilled workers applying for roles as they become vacant.

The Shire continues to attract administration and finance staff, and these roles often need additional mentoring and support in their development, which does however sometimes contribute to them leaving for career advancement, as the structure and size of the Shire does not lend itself internal promotion.

## LEAVE BALANCES

As at 30 June 2020, the Shire had 0% of its employees with more than 8 weeks of accrued annual leave. Leave balances need to be closely monitored, as excessive leave may indicate an issue with workforce resourcing levels. The Shire has established a process to report on leave balances to the Executive, which will assist in monitoring this on an ongoing basis.

The Shire will continue to work on creating a culture where the taking of leave is promoted as a way to maintain good health and wellbeing.

## WORKFORCE COSTS

The Shire's employment costs represent the largest percentage of annual expenditure. In the first four years of the Long Term Financial Plan, these employment costs are expected to rise modestly, in accordance with the Collective Agreement, however, no new staff are proposed.

2019/20 Budget	2020/21	2021/22	2022/23	2023/24
\$1,847,797	\$1,823,839	\$1,860,316	\$1,897,522	\$1,935,473

Employee costs have decreased from the levels of previous years, and due to this, a significant amount of pressure has been placed on existing staff to carry the load and address the changing requirements of local government.

## WORKFORCE MEASURES

The Shire continues to monitor factors that influence workforce outcomes. These are interrogated to inform and identify where the Shire can improve its existing workforce programs and processes or develop new approaches to emerging issues. The most significant methods used include:

- Employee Engagement Surveys
- Customer Satisfaction Surveys
- Corporate KPI's

Staff engagement surveys are a key source of information for the development of workforce plan strategies and initiatives as it helps direct the available resources needed to address any major issues that arise.

## EXIT INTERVIEWS

The Shire maintains information from exit interviews in order to analyse reasons employees are leaving the organisation. This allows the organisation to be agile and adapt to wider workforce needs, to strive to be an employer of choice.

## CURRENT WORKFORCE RISK PROFILE

A key risk to the Shire is the reducing ability to attract and retain the works supervisor position and plant operators in this highly competitive area, with pressure still coming intermittently from the mining and construction industries as well as from other local governments. This gives the staff a lot of options and choices, which leads to staff turnover and dilution of retained skills and local knowledge. This is a critical area of review, with analysis needed to determine the best method of attraction and retention.

There are many current works supervisors and staff in the sector reaching retirement age, and the skillsets of the next layer of supervision who would normally step up are often not skilled enough to address the increased focus on reporting, records management, advanced computer use, budget development and management. The integrated planning and asset management requirements of the Shire and Government legislation further compounds the skill gaps and desirability to move up to senior roles.

Capacity in the administration area will need to be closely monitored, as there is increasingly more to do with the same amount of resources. There is little time to work on the business while dealing with day to day and compliance issues. More review of this area relating to roles, functions and tasks needs to be undertaken to further define structure and roles and identify areas for improvement.

There is a pressing need to increase skills and capacity in the governance support area to address legislative changes and support the increased workload in integrated planning and reporting.

The use of technology is a key weakness, with systems implemented some years ago requiring a full review due to inbuilt inefficiencies in processes that are not in line with current practices. In small work teams, especially in the management and administration area, this has a great impact on productivity and service levels. Administration systems, communication processes and records management are critical areas for improvement to address these issues.

HR systems and processes need to be updated to reflect current legislative requirements and best practice, however there is little resource to effect this in the current staffing arrangements. Options to resource share high level HR support may provide for development and maintenance of relevant systems and processes. The ability to effectively recruit, manage and maintain staff in the shire is dependent on the robustness of consistent management of people and process, and the ability to deal with issues arising in a timely manner.

## STRATEGIC WORKFORCE IMPLICATIONS

The Workforce Plan aims to support the future needs of the Shire as well as the current services and service levels. As outlined in the Shire of Pingelly Strategic Community Plan, the following key goals and objectives need to be resourced and managed:

1. Economic
2. Community
3. Built Environment
4. Natural Environment
5. Innovation, Leadership and Governance

### CORPORATE BUSINESS PLAN ACTIVITIES AND PRIORITIES

Operational functions, services changes or expansions and new or ongoing projects outlined in the Corporate Business Plan 2020 - 2024 indicate key priorities and outcomes to be resourced over the next four years.

It is anticipated that resourcing in the construction phase and ongoing human resource needs will be included in individual project plans and the workforce plan updated accordingly once the projects are approved.

### WORKFORCE GAPS, ISSUES AND RISKS

- Governance support, economic and tourism development skills and capacity
- Asset management skills and capacity
- Resourcing capability to achieve substantial gains in efficiency, service improvements and record keeping
- Record keeping and Information Technology systems are not currently future proof in order to address knowledge management, process efficiency and compliance requirements, and require an upgrade or full review in the future
- HR systems and processes have gaps and omissions and many of those in place are in need of changes and improvements to meet legislative compliance and support for management in recruiting, managing and retaining staff.
- Roles in the administration area are multi-faced and to require further defining to address skills, capacity, efficiency, productivity and staff retention
- Systemic risk management business continuity and internal audit systems and processes not in place to meet compliance requirements of the recent changes to the Finance Regulations relating to Audit requirements - Part 7 of the Local Government Act and the Local Government ( Audit ) Regulations 1996.

### FUTURE WORKFORCE REQUIREMENTS

The Shire's population is forecast to remain relatively static, and as such, unless there are increasing requirements on local government to increase service levels, governance, compliance, or there are major projects undertaken, it is not expected that there will be an increase in staff numbers. Several areas are currently lacking in focus, and will need to be addressed, however, it is likely that these can be accommodated through position / role reviews, addressing operating inefficiencies, and utilising technology to a higher extent.

Position / Area	Comment
Asset Management	The Shire has no current resource to manage the asset management requirements of the integrated planning and reporting framework, and currently relies on consultants to undertake asset management planning. This will become an increasing focus in future years, and is likely to require allocation of a resource either through resource sharing with other local governments, or as a part of multi skilling arrangements in combination with an existing role.
Governance	Significant change is pending for local government with the review of the Local Government Act. Small local governments without a dedicated team or resource to governance, risk non-compliance with the legislative changes. This is considered to be a key weakness in terms of future resourcing for the Shire of Pingelly.
Human Resources	The Human Resources / OSH function requires an allocation of workforce resources to ensure the risk is managed around the recruitment, retention, onboarding and safety requirements of the workforce. Most local governments in Western Australia elect to come under the Federal Local Government Officer Award, however, pending changes will result in all of these local governments being required to move to the State Award. This will create a significant workload in this area. In addition OSH legislation is undergoing a change whereby the State system will be replaced by Commonwealth legislation and framework. This will both increase penalties and requirements on organisations.
Internal Audit	Currently, the Shire undertakes its three yearly review of risk management and financial management systems by way of a consultant (as is common practice). Due to the increased compliance regimes introduced by the office of the auditor general, many local governments are implementing a proactive approach and are appointing an internal auditor to staff. There is an option to reallocate the funds from the three yearly reviews of risk and financial management systems to a staff member, thereby creating additional value from the resourcing allocation. This position could be combined with an allocation towards the governance area.

#### THE CHANGING EMPLOYMENT LANDSCAPE AND TECHNOLOGY

It is well established that there have been major changes throughout the employment landscape in the last decade. This has not just occurred in the Local Government industry but also in the public sector and private industries.

According to the World Economic Forum in January 2020, technical skills continue to dominate the jobs of tomorrow. Emerging jobs require basic technical skills such as digital literacy, web development or graphic design. Other technical roles require disruptive technical skills like artificial intelligence and robotics. While they aren't growing as quickly as technical dominated roles, roles requiring more diverse skills sets, especially soft skills are among the fastest growing skill requirements. Demand for soft skills is likely to continue to increase as automation becomes more prevalent.

Another trend that is emerging is that there has been a clear push through the prominence of generations (Y and Z) entering the workplace market with regards to 'work life balance'. The career span of a typical employee has dramatically dropped with less loyalty connected to staying with a singular organisation. Employees now consider the ability to grow and change positions multiple times internally as a driver for long term employment. A higher focus on creating and nurturing internal opportunities of development and growth of all staff is needed to retain high quality employees.

The impact of COVID-19 on the workforce has brought to light the need to be flexible in how the Shire operates. Increased opportunity to work from home both increases employment satisfaction and operational efficiencies, as well as providing an increased level of business continuity risk mitigation.

## WORKFORCE PLAN ACTIONS

As part of the development of this workforce plan, some issues have been able to be addressed such as the baseline staff satisfaction survey, and review of the organisational structure. In considering the gaps, omissions and potential for continuous improvements in developing and managing the workforce the following strategies are proposed to address issues in the most cost effective manner.

# WORKFORCE PLAN IMPLEMENTATION ACTIONS

Strat #	Description	Accountability	Timeline	Performance Measures	Funding Requirement
1.	Review the Shire Values to ensure staff operate in a way that will deliver best outcomes for the community	CEO	2020/21	<ul style="list-style-type: none"> <li>Values Framework developed</li> </ul>	Within current training allocation
2.	HR Framework review	CEO	2020/21	<ul style="list-style-type: none"> <li>Implementation of a Staff Welcome Pack</li> <li>Implementation of induction program for new staff</li> </ul>	Nil
3.	Role definition, knowledge management and succession management systems and processes	Executive Staff	2022/23	<ul style="list-style-type: none"> <li>Roles and Tasks Defined</li> <li>Succession Plan developed</li> <li>Guidelines and procedure manuals</li> </ul>	Nil
4.	Staff attraction and retention plan developed and implemented	CEO /WFPC	2022/23	<ul style="list-style-type: none"> <li>Staff turnover – aim for &lt; 15% (5 staff or less) per year</li> </ul>	Nil
5.	Review of office accommodation to provide meeting space for staff and additional workspaces. Incorporate consideration of working from home / hotdesking arrangements.	CEO	2020/21	<ul style="list-style-type: none"> <li>Office space plan prepared</li> </ul>	TBD following plan development
6.	Review and update works structure and improve skills	CEO	2020/21	<ul style="list-style-type: none"> <li>Improved career paths</li> <li>Increased capability</li> </ul>	Nil
7.	Establish formal organisational training and development plan	CEO	2022/23	<ul style="list-style-type: none"> <li>Training plan in place</li> <li>Participation rate</li> <li>Staff satisfaction rate</li> </ul>	Nil
8.	OSH policy/ procedure review and update	EMCS	ongoing	<ul style="list-style-type: none"> <li>Review carried out</li> <li>Formal audit undertaken through LGIS</li> </ul>	Absorbed in current contract with LGIS
9.	Review of regional resource sharing processes and partners	CEO	2020/21	<ul style="list-style-type: none"> <li>Review carried out and findings implemented</li> </ul>	Absorbed in current FTEs
10.	Staff satisfaction survey to establish satisfaction baseline and address issues arising	CEO	Annually	<ul style="list-style-type: none"> <li>Annual survey results</li> </ul>	Nil
11.	Inclusion of KPIs in position descriptions and more effective performance appraisal tools implemented with training for appraisers	Executive Staff	2020/21	<ul style="list-style-type: none"> <li>KPIs included in Position Descriptions</li> <li>Annual appraisals</li> </ul>	Nil
12.	Identified new positions defined and resourced	CEO	20222	<ul style="list-style-type: none"> <li>Role and scope of role defined and assessed</li> </ul>	Absorbed in current FTE's
13.	Role reviews undertaken to look for efficiencies and improvements in all areas	Executive Staff	ongoing	<ul style="list-style-type: none"> <li>Service and Roles reviewed undertaken and recommendations reported.</li> </ul>	Nil

## IMPLEMENTATION PROCESS

Key process management issues are to be identified and addressed in a timely fashion using the following implementation processes:

1. COMMUNICATION AND CHANGE MANAGEMENT
  - Workforce plan to be communicated to staff and key stakeholders
  - The workforce strategies and actions are shared with relevant people and responsibility assigned and incorporated in annual Key performance indicators
  - Senior staff are to address change implications for individuals or teams in a timely and appropriate manner.
2. SUSTAINABILITY IN WORKFORCE PLANNING
  - Inclusion of responsibility for workforce planning in the position description of a key role in the organisation.
  - Ownership and accountability across the whole organisation
  - Embedding workforce planning in all relevant frameworks, systems, policies and processes,
  - Ongoing orientation and training
  - Demonstration of benefits at every opportunity
3. MONITORING AND EVALUATION OF OUTCOMES
  - Review of HR data and trends once HR data banks are established.
  - Review of staff and customer service survey results
  - Review of workforce planning processes, principles and practices included in annual planning
  - Review if workforce implications are being considered in Council decision making and project planning
  - Annual review of workforce and organisational key results areas and key performance indicators
  - Review of the HR risks and the effectiveness of their treatments annually
  - Inclusion of workforce planning outcomes in annual reports

## **14.5 Draft Tourism Strategy**

<b>File Reference:</b>	<b>ADM0051</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Tourism Strategy 2020</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary**

Council is requested to consider the Draft Pingelly Tourism Strategy 2020 for the purpose of seeking public comment, with the final document being referred back to Council for consideration.

### **Background**

The Shire of Pingelly Strategic Community Plan identifies the need for an increased focus on Tourism in order to diversify the Pingelly economy and ultimately support local business and a strong community. The development of a Tourism Strategy was seen to be the first step in providing direction for a thoughtful way forward, in order to maximise resources that would be allocated to tourism.

The Pingelly Tourism Group are currently progressing tourism initiatives for the Shire and operate under a Tourism Strategy which the Group developed in 2017. The Group was approached to determine their support for a joint Strategy, where actions could be assigned to a 'lead agency', and each be responsible for certain aspects of the holistic tourism outcome. Support for this approach was indicated.

### **Comment**

The Pingelly Tourism Strategy outlines a comprehensive approach in continuing the development of the tourism industry, and offers a strategic path for addressing issues associated with strengthening the tourism offerings.

In consideration of the limited amount of financial and workforce resources Pingelly has to allocate towards tourism initiatives, and considering this is the first Tourism Strategy to be adopted by Council, the actions contained within the Strategy are focused on what are both a priority and achievable.

The draft Strategy contains an evaluation of the Shire's current tourism product, identifies tourism opportunities within the Shire and considers the barriers to tourism development and growth. Pingelly's key advantages from a tourism perspective include nature, the award winning Pingelly Recreation and Cultural Centre, heritage and cultural experiences. The results of a SWOT analysis identify the Shire's strengths, weaknesses, opportunities and threats in the tourism sector.

The focus themes within the Strategy include:

1. Experience Development
2. Partnerships
3. Infrastructure
4. Marketing and Promotion
5. Events

Each theme is considered to be a significant contributor to tourism success, and many are co-dependant. The success of larger scale events, for example, rely on the availability of suitable infrastructure (short term accommodation).

### **Consultation**

A tourism workshop was held to allow any interested members of the community and business to have input into the priorities for tourism in Pingelly. Representatives from the Pingelly Tourism Group were present at this workshop, and further discussions with the Group will form a key aspect of the next phase of consultation.



## Statutory Environment

Nil

## Policy Implications

Nil

## Financial Implications

The Strategy is focussed on prioritising the low budget strategies, and as such, many of the actions have only workforce implications rather than financial. Estimated costs are provided to give an indication of the level of financial commitment, however, these will need to be firmed up as each action is commenced.

## Strategic Implications

Goal 1	The local economy is strong and resilient, embraces opportunities, and delivers local business growth and jobs
Outcome 1.3	The right resources and infrastructure are in place to support business development, including an increase in visitors and visitor spend in the Shire
Strategy 1.3.1	Support local tourism infrastructure development.

## Risk Implications

Risk	The primary risk to Council is ultimately not endorsing the Tourism Strategy which may lead to a lack of tourism focus for the Shire, and ultimately reduce the visitation to the region.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

## Voting Requirements

Simple Majority

## Recommendation

That Council endorses the advertising of the Draft Pingelly Tourism Strategy 2020, for the purpose of seeking public comment for a minimum period of 30 days, with the final Strategy to be presented to Council to consider any submissions and amendments.

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



# PINGELLY TOURISM STRATEGY 2020 - 2024



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## Overview

This Tourism Strategy has been developed to provide the framework for tourism planning, destination development and marketing of the Shire's tourism experience for a four year period.

Tourism is a key component of economic diversification and the future sustainability of Pingelly. The local economy is underpinned by the agricultural sector and the region has excellent potential for growth in the visitor economy, as this largely remains untapped.

A holistic approach to destination development will be required – from marketing and positioning, through to the physical environment, and developing positive, tangible experiences unique to the region.



## Context

The Shire of Pingelly is a Local Government Area in the Wheatbelt Region of Western Australia, located about 160km southeast of Perth. It covers an area of 1,294 km<sup>2</sup> and is bounded by the Shires of Wandering, Brookton, Cuballing and Wickepin. The climate is Mediterranean with an average yearly rainfall of 439.7mm which mainly falls during winter. The main localities are the townsites of Pingelly, Moorumbine and Datteneng.

Pingelly's population of 1,146 (2016 census) is projected to remain relatively stable over the next 10 years. Farming is the primary economic activity within the district, and this is likely to continue, however, if the population is to prosper, business and job creation activities need to be explored. These may be either linked to or complement farming activity – with tourism recognised as a significant opportunity.



## Tourism Partnership

### Shire of Pingelly

The Shire of Pingelly (SoP) has relied heavily on the Pingelly Tourism Group (PTG) to develop and deliver tourism initiatives in the past. The review of the Tourism Strategy has provided an opportunity to recalibrate this partnership between the SoP and PTG to enable tourism opportunities to be assigned and resourced adequately.

### Pingelly Tourism Group

The PTG is a volunteer group which has been the lead for progressing tourism initiatives within Pingelly. Until 2014 the group operated under the umbrella of the Pingelly Development Association (PDA) as one of the many community volunteer groups striving to make a difference to the Pingelly community. In 2014, the PTG had gathered sufficient momentum to operate as an independent group, with the incorporation of the Group occurring in 2014.

Since incorporation, the PTG have focused on projects and issues which had already been identified as beneficial to the local community and directly relating to tourism. Some of these projects include:

- Boyagin Rock
- Tutanning Wildflowers
- Bush Schools Project
- Arts, Craft and Culture Weekend
- Historical Town Walk

In 2017 the PTG identified the need to develop a Strategic Plan in order to build support and credibility toward its stated objectives. This would also provide alignment with strategies established by the Shire of Pingelly and the wider community, including the Wheatbelt Development Commission (WDC) in its Economic Development Blueprint. The Strategic Plan has provided a base for the development of the Pingelly Tourism Strategy 2020.



## Strategy Development

The principles of ownership, collaboration and engagement have been at the heart of the Strategy's development process. To ensure the Strategy is reflective of the values and aspirations of the local community, an engagement program was designed to provide the opportunity for community input and ideas to be considered with a whole of Council approach. An engagement session was held early in the Strategy development process with participants from the business sector, community groups, and tourism organisations.

The draft Strategy was circulated throughout the community for final comment prior to endorsement by the PTG and the SoP Council.

## Issues and Trends

### Global

The international market for inbound visitors will continue to fluctuate based on currency and security issues, however, there is large scope for development of nature based, cultural, and food and beverage experiences. 2020 has provided unique challenges for the global market due to the Coronavirus effect – with significant travel restrictions implemented that are likely to continue to have impacts for several years.

### Interstate and Intrastate

The 'drive tourism' market consists of visitors who use a vehicle to travel for leisure. Tourism is an important contributor to regional economies, offering opportunities not only for tourism focused businesses, but for supporting businesses who receive visitor spend as they pass through communities.

The Family Market conventionally consists of two adults and their children, who live together in the same household, travel together and look for short stays (1-3 nights) which are quick, cheap and easy. These three aspects have proven to be a vital selling point for many family holidays with the increasing importance placed on having an enriching and connecting experience as a whole family, before returning back to the demands of work and life. Many families are now choosing

to do multiple small holidays throughout the year rather than the traditional once a year longer break. Pingelly is ideally positioned as a day or weekend destination due to its proximity to the metropolitan area.

## Key growth areas in Australia for drive and family tourism

### Camping and Caravans

- 11.7million caravan and camping overnight trips Australia wide
- 88% of 55+yrs drive tourists travel to rural Australia
- A growing family market

### Heritage and Cultural tourism

- Visitor expenditure in heritage / cultural tourism exceeds \$14million
- High area of growth over next 5 years

### Festivals and events – sports and culture

- Events play an important role in drive and family tourism and supporting local economies

### Rural Tourism

- Rural tourism encompasses all forms of tourism that showcase the rural life, art, culture and heritage of rural locations





## Tourism Context

### Federal

Tourism Australia is the Australian Federal Government agency responsible for attracting international visitors to Australia, both for leisure and business. It is active in 15 key areas including advertising, public relations, trade shows and industry programs, online communications and consumer promotions and research. In 2010, Tourism Australia released a national strategy entitled “Tourism 2020” - a whole-of-government and industry long-term strategy designed to build the resilience and competitiveness of Australia’s tourism industry and grow its economic contributions. The strategy focuses on improving performance by pursuing new opportunities for growth and increased consumer spending and addressing supply-side factors. The primary goal of “Tourism 2020” is to achieve more than \$115 billion in overnight spend by 2020 (up from \$70 billion in 2009).

### State

Tourism WA is the State Government agency responsible for developing tourism in WA and promoting it as an extraordinary tourism destination. It works in partnership with industry, private sector and government to develop and promote WA’s tourism experiences, attract events to the State, and help the tourism industry thrive, including providing funding, strategic direction, domestic marketing, research and other resources. In response to “Tourism 2020”, Tourism WA published WA Tourism 2020 Strategy in 2012, which describes 7 strategic ‘pillars’ of growth (Brand; Infrastructure; Business Travel; Regional Travel; Indigenous Tourism; Events; Asia) linked by ongoing operations, to deliver a goal of doubling tourism spend from \$6 billion in 2010 to \$12 billion by 2020.

Tourism Council WA is the peak body representing tourism businesses, industries and regions in WA. It promotes the value of tourism, facilitates sustainable tourism development and advocates industry policy on behalf of members, comprising more than 1,500 private and public sector organisations including aviation,

accommodation, venues, hospitality, tours, attractions and events sectors. The Council is also the peak body for WA regional and industry tourism associations.

Tourism makes an increasingly significant contribution to the WA economy. In 2016-2017, Tourism WA reported that the tourism industry employed over 7.7% of the WA workforce and was valued at \$11.8 billion by Gross State Product (GSP) – a rise of 0.9% from the previous year and over \$3 billion in 4 years (2012-2013 \$8.6 billion GSP). However, whilst 2017-2018 saw an increase of 7.4% in overnight and daytrip visitors to or within WA, visitor spend declined by 5.2%, largely due to reduced length of stays by interstate and international visitors and declining daily spend of intrastate visitors.

### Local

Within WA, there are 5 Government funded regional tourism organisations who work both independently and in partnership with Tourism Australia, Tourism Western Australia, the tourism industry and key local stakeholders to promote tourism across the State. The Shire of Pingelly sits within the Golden Outback region, which captures around 10% of visitors to the State.



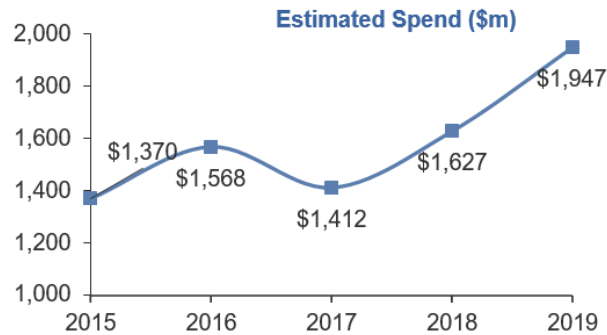


## Total interstate overnight visitors to Western Australia

### SPEND

+19.7%

- \$1,947 million in spend
- Average daily spend: \$132
- Average spend per visitor: \$1,049
- 6.7% of interstate spend in Australia



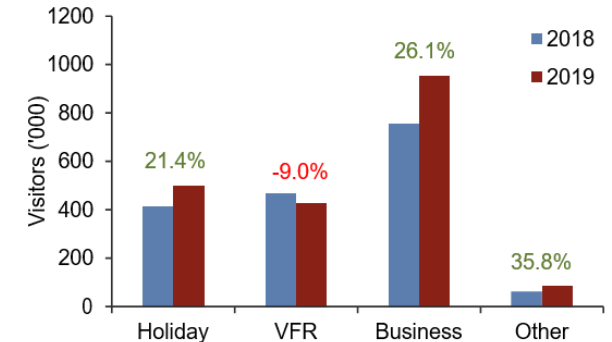
### VISITORS

+14.5%

- 1.9 million interstate visitors
- 5.1% of interstate visitors to Australia



### PURPOSE OF VISIT

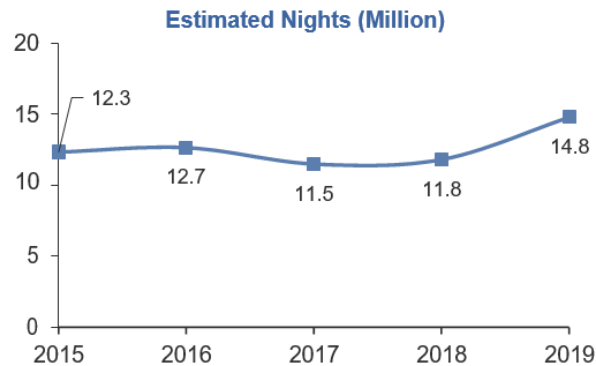


Note: \*Estimates are based on a sample size of 751 and must be considered with the following confidence intervals: Visitors  $\pm 8.0\%$ , Nights  $\pm 8.5\%$ , Spend  $\pm 9.2\%$

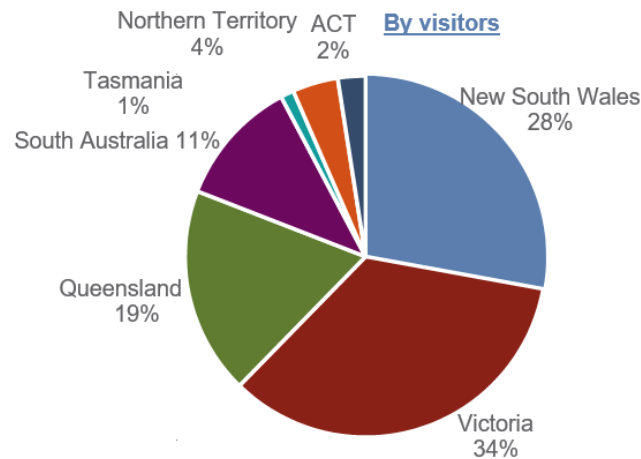
### VISITOR NIGHTS

+25.1%

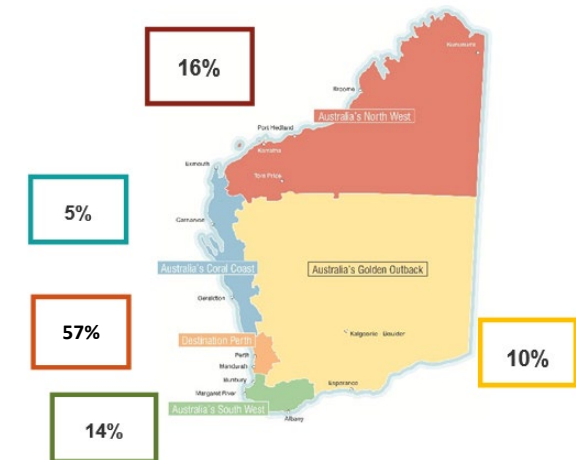
- 14.8 million nights
- Average length of stay: 8.0 nights
- 9.5% of interstate visitor nights in Australia



### SOURCE



### REGIONAL DISPERSAL

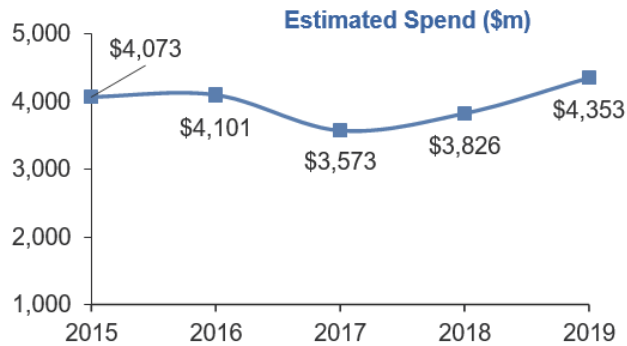


## Total intrastate overnight visitors in Western Australia

### SPEND

+13.8%

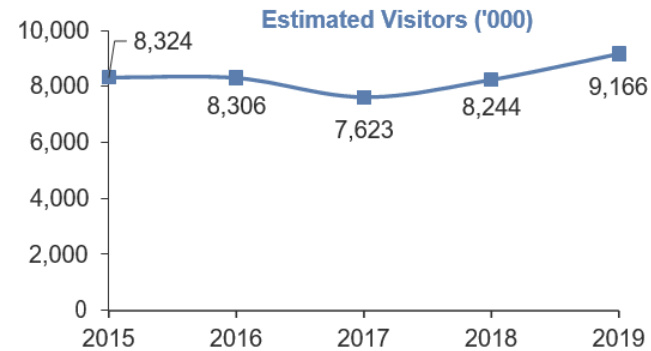
- \$4,353 million in spend
- Average daily spend: \$123
- Average spend per visitor: \$475



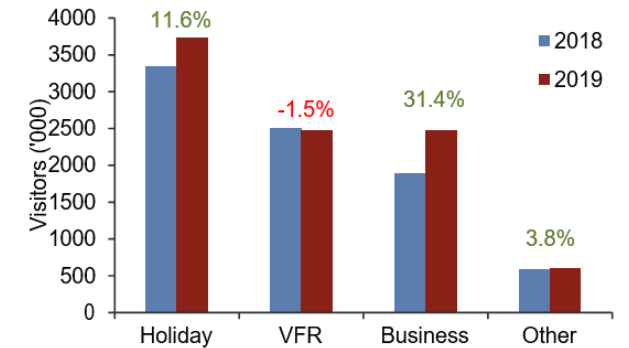
### VISITORS

+11.2%

- 9.2 million intrastate visitors



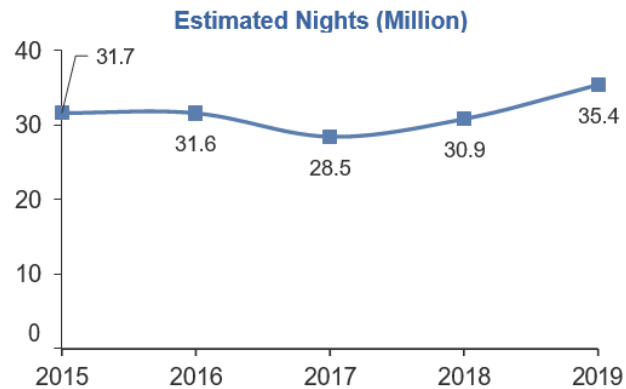
### PURPOSE OF VISIT



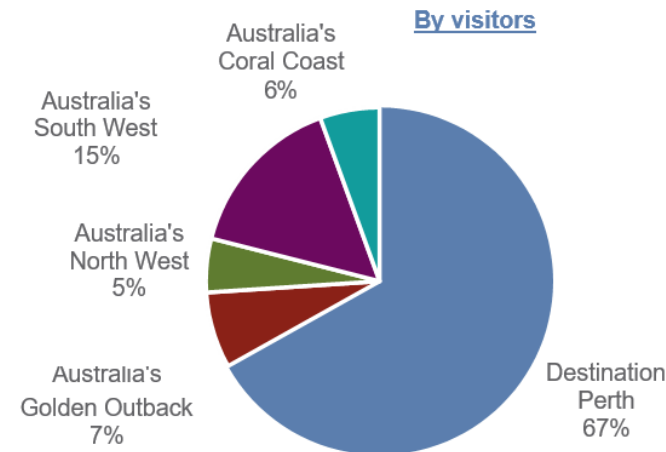
### VISITOR NIGHTS

+14.8%

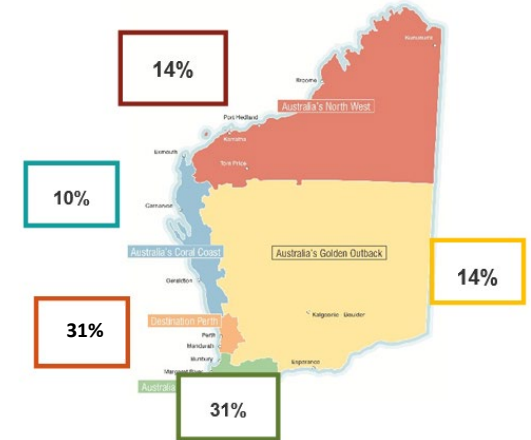
- 35.4 million nights
- Average length of stay: 3.9 nights



### SOURCE



### REGIONAL DISPERSAL



## DOMESTIC VISITATION TO/IN WESTERN AUSTRALIA

### KEY FACTS | YEAR ENDING DECEMBER 2019

- The number of interstate visitors to Western Australia increased (+) 14.5% to 1.86 million visitors in 2019.
- Interstate spend in WA increased by (+) 19.7% to \$1.95 billion as a result of an increase from both leisure and business visitors, as well as an increase in their average length of stay.
- WA's market share of interstate visitors grew by 0.1% points to 5.1% whilst share of spend grew by 0.4% points to 6.7%.
- Positively, WA received 501,100 interstate holiday visitors, an increase of 21.4% compared to the previous year. Interstate holiday visitor spend increased by (+) 30.4% to \$857 million.
- WA's market share of interstate holiday visitors grew by 0.4% points to 4.0% whilst share of holiday spend grew by 0.8% to 5.9%.
- West Australians took more overnight trips within the State compared to the previous year, increasing (+) 11.2% to 9.17 million intrastate overnight visitors.
- Intrastate spend in WA increased by (+) 13.8% to \$4.35 billion as a result of increases in visitation from both leisure and business, as well as an increase in their average length of stay.
- The number of intrastate holiday trips grew by (+) 11.6% to 3.74 million overnight visitors, whilst intrastate holiday visitor spend increased by (+) 5.4% to \$2.13 billion dollars.
- The number of daytrips taken intrastate increased (+) 20.1% to 24.2 million daytrips, driven by growth across all purpose of visits.

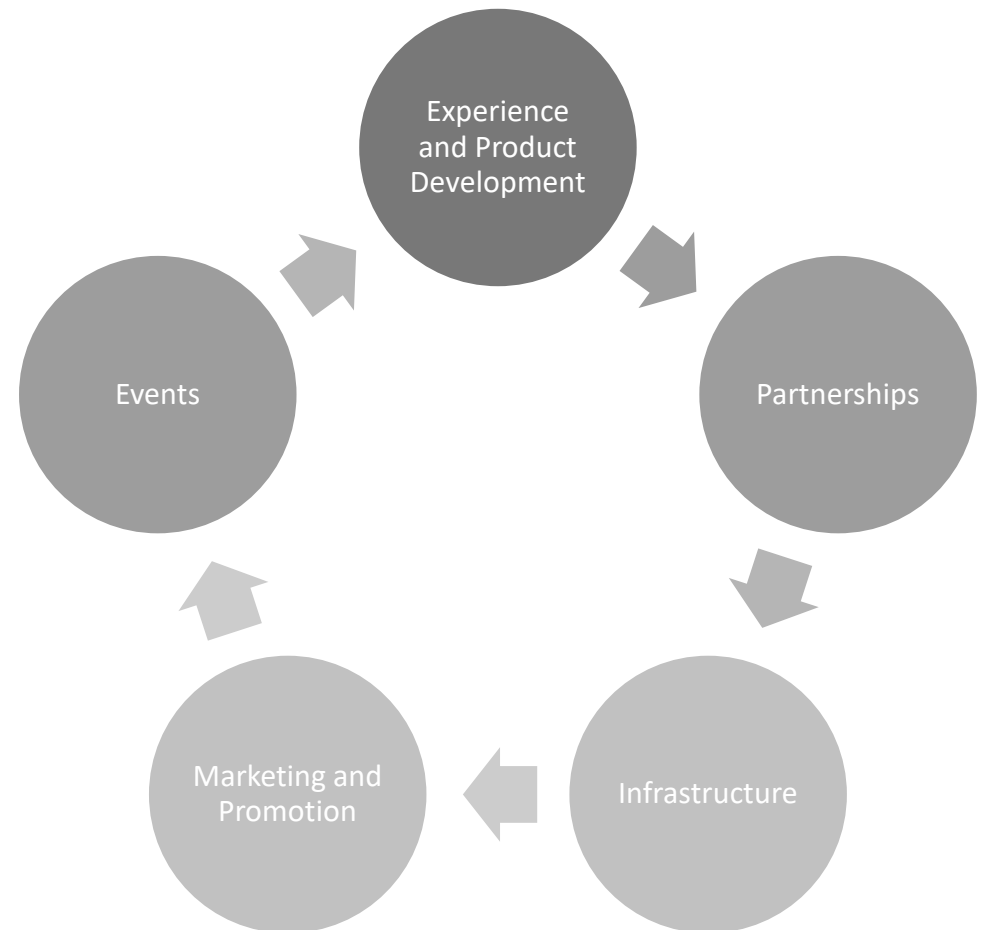


## SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Nucleus of multiple transport corridors for regional traffic to/from Perth, Mandurah, Bunbury, Albany, Esperance and Kalgoorlie.</li> <li>• En route to Wave Rock</li> <li>• Proximity to Perth (day trips)</li> <li>• Proximity to Bibbulmun Track and Munda Biddi Track</li> <li>• Well-connected local road network within region</li> <li>• Strong cultural and heritage tourism products</li> <li>• Balance between built form and natural assets</li> <li>• Nature and ecotourism, i.e. Boyagin Rock, Tutanning Reserve, Dryandra</li> <li>• Telecommunication infrastructure which is improving</li> <li>• PTG and SoP collaboration</li> <li>• PRACC facility can house large events</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of active promotion of the southern Wheatbelt as a destination and/or stopover.</li> <li>• Poor online presence and lack of co-ordinated approach.</li> <li>• Poor signage</li> <li>• Little current collaboration between LGAs.</li> <li>• Limited image as a destination.</li> <li>• Local perception of tourism investment is divided.</li> <li>• Lack of resources (financial and workforce) dedicated to tourism development</li> <li>• Inadequate accommodation – quality and variety</li> <li>• Fractured groups</li> <li>• Lack of activity for families, 10 – 16 year old age group</li> <li>• Accessibility to Museum</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>• Shifting trends in tourism demand, particularly growth in the day-tripper and weekender segments.</li> <li>• Marketing and Communications – develop a tourism website</li> <li>• Information Technology, i.e. Free Wi-Fi, QR Codes</li> <li>• Tour operations</li> <li>• Improving collaboration across the region</li> <li>• Job creation and economic development for participating communities</li> <li>• Hallmark event</li> <li>• Untapped tourism market</li> <li>• Astro Tourism</li> <li>• Develop Agritourism – i.e. Farm stay, Farm tours</li> <li>• Further develop heritage offerings - both Aboriginal and European</li> <li>• Develop better camping areas</li> <li>• Develop more tracks, running, bikes, orienteering</li> <li>• Develop Chalet style accommodation</li> <li>• More self-drive routes</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of consistency with Main Roads signage and detail</li> <li>• Deterioration of natural assets due to fires or uncontrolled dumping.</li> <li>• Competition from other regions, i.e. York, Northam.</li> <li>• Operational service delivery is provided by external tourism bodies which may be open to varying standards of service quality.</li> </ul>



## Key Focus Areas





## 1. Experience and Product Development

Pingelly's proximity to Perth, vast agricultural landscape and wide open spaces, make it an ideal location for visitors of all age groups. Pingelly's diverse natural environment, with a number of significant state assets located within the Shire, offers a unique experience to visitors. Many attractions already exist, including Tutanning, Moorumbine, Boyagin and their associated unique flora and fauna. A focus needed on linking these together, as well as introducing additional experiences that will increase the visitation 'product'.

Development of tourism experiences around the agricultural sector fits well with the Pingelly brand, and opportunities such as an agricultural museum would create a unique experience for visitors. The close ties with large agricultural handling companies creates a tangible opportunity to progress this in the short to medium term.

Significant opportunity also exists to develop Aboriginal cultural experiences to promote the heritage of the region's first people. Cultural tourism includes Indigenous tourism as well as elements of history and heritage, to museums and galleries, to elements of food and art trails. Both Australian and European cultural experiences are in high demand, with Pingelly having a fascinating story to tell. This history, the associated heritage buildings, and the modern architecturally significant Pingelly Recreation and Cultural Centre, provide a surprising and pleasing element for tourists visiting the area.



Actions		Lead Agency	Est. Cost	Timeline
1.1	Investigate the potential of an agricultural museum within Pingelly	SoP	Nil	2021
1.2	Develop a self-drive trail that links key attractions such as Moorumbine, Boyagin, Tutanning and the Pingelly Recreation and Cultural Centre	PTG and SoP	\$1,500	2021
1.3	Explore opportunities for Astrotourism	SoP	Nil	2022
1.4	Support local Aboriginal organisations and individuals to develop cultural experiences, such as tours, interpretive information, displays of artworks and artefacts, etc.	SoP	Nil	2022
1.5	Investigate opportunities for bike/walk/run/equestrian trails	SoP	Nil	2023
1.6	Develop a heritage walk / drive trail	PTG and SoP	\$1,500	2023
1.7	Develop a wildflower itinerary throughout the Shire	PTG and SoP	\$1,500	2023
1.8	Investigate options to facilitate walking tours of the Pingelly townsite	PTG and SoP	Nil	2024

## 2. Partnerships

Successful partnerships are key to a strong collective tourism experience and ultimate success. Opportunities exist for regional tourism development which will require collaborative approaches with other Shires and organisations involved in tourism to explore alternative ways of expanding and promoting regional tourism initiatives. The key partners identified through the development of this Strategy include:

- Pingelly Tourism Group
- Caravan Clubs
- Tourism WA
- Golden Outback
- Pingelly Community Groups
- RDA Wheatbelt
- WAITOC
- Regional Shires
- Pingelly Aboriginal Progress Association
- Wheatbelt Development Commission
- Tourism Council
- Schools / Universities
- Wheatbelt Tourism WA
- TRANSWA
- Local Businesses
- Heritage WA
- Farmers / Producers
- Visitor Centres
- Emergency Services
- Motorbike Clubs

To fulfil our growth potential we need a collaborative industry, empowered by leadership from across Government, business and community. Collaboration and contribution from all stakeholders will allow the Shire of Pingelly and the Pingelly Tourism Group to better pool their resources and insights, agree on shared priorities and leverage the opportunities for driving growth.



Actions		Lead Agency	Cost	Timeline
2.1	Nurture a strong relationship between the Shire of Pingelly and the Pingelly Tourism Group	PTG and SoP	Nil	All years
2.2	Participate in opportunities with the Wheatbelt Development Commission to develop and promote regional tourism	SoP	Nil	All years
2.3	Partner with regional local governments to develop the southern Wheatbelt as a destination	SoP	Nil	All years
2.4	Develop a strong relationship with Caravan Clubs to understand their needs and offering to Pingelly	PTG	Nil	2021
2.5	Continue to undertake promotional activities with the Golden Outback, and explore opportunities for increased focus on Pingelly.	SoP	\$1,500	All years



### 3. Infrastructure

The quality and quantity of short term accommodation has been identified as a significant weakness for Pingelly's economy. This lack of accommodation has several implications for Pingelly including the inability to secure larger events and functions as there is insufficient accommodation of a high enough quality for attendees. Potential opportunities in this area need to be actively explored to allow longer trips for visitors, and are considered to be a key enabler of tourism growth.

A small caravan park exists in a central location, with some upgrades required to attract longer stays. 2 dump points exist within the townsite, and one free 72 hour parking area allocated for recreational vehicles was established in early 2020. Over the past 15 years, the caravan, motor home and camping industry has been the fastest growing domestic tourism sector in Australia. Successful parks have responded to consumer demand for better standards and facilities by transforming from traditional transit parks (having very basic facilities and are used as overnight accommodation when travelling between two destination) to a holiday park featuring a combination of caravan/camping sites and camp kitchens as well as chalets and children's entertainment. There Pingelly Caravan Park would benefit from master planning (to maximise the use of the area) and an upgrade to facilitate longer periods of visitation.



There is currently a lack of directional signage, which is crucial to encourage visitation to places of interest, walks and trails (such as heritage and cultural walks). It is important to consider that better signposting of Pingelly's natural attractions could also potentially encourage visitors and the community to make better use of these facilities for activities including walking, cycling and picnicking. There is also currently a lack of interpretive signage at entry points to Pingelly, at key attractions, and sites of significance. There is a need to develop a signage program to ensure there is a uniform approach to directional and interpretive signage throughout the Shire.

Actions		Responsibility	Est. Cost	Timeline
3.1	Explore options to utilise the Town Hall for a tourism purpose	SoP	Nil	2020
3.2	Maintain RV Friendly accreditation and facilities that support increases in RV visitation	SoP	\$500 pa	ongoing
3.3	Improve tourism signage throughout the Pingelly townsite, including signage for attractions, services e.g. fuel and medical, caravan parking, and trails	SoP	\$2,000 pa	ongoing
3.4	Develop a Short Term Accommodation Strategy that identifies the potential opportunities to support tourism	SoP	Nil	2021
3.5	Upgrade the Pingelly Caravan Park to include self-contained accommodation options and improve the overall level of service	SoP	\$750,000	2021+
3.6	Improve playground facilities / activity areas throughout the Shire	SoP	TBD	2021
3.7	Review the ability for businesses to use footpaths for displays, with a view to encouraging this to create an interesting and vibrant streetscape	SoP	Nil	2021

## 4. Marketing and Promotion

The aim of marketing and promotion relevant to Pingelly tourism is twofold:

1. Increasing awareness of the region, the Shire and the attractions within; and
2. Using modern technology to attract new visitors and stimulate a desire to travel to the area.

A core aspect of the approach is the development of a brand template for new brochures, signage and the tourism website. The lack of a tourism website is considered a key weakness, and has been allocated a high priority. Such a site will contain a wealth of knowledge for potential and current touring visitors, particularly those who fit into the 'Drive Tourism' market.

The town entry signage is considered an important opportunity for improvement, having a dual role of welcoming visitors and marketing Pingelly's most significant tourism assets. The design and construction elements together represent a substantial investment for the Shire.



Actions		Responsibility	Cost	Timeline
4.1	Establish a modern brand template for new brochures and signage to promote iconic experiences	SoP	\$1,000	2021
4.2	Develop a Pingelly Tourism website	SoP	\$2,000	2021
4.3	Maintain RV Friendly accreditation and promote facilities that support increases in RV visitation	SoP	Nil	ongoing
4.4	Review and upgrade the town entry signage	SoP	\$2,000 + \$25,000	2021 2022
4.5	Implement a placement and restocking of brochure stands at accommodation facilities, key events and specific businesses throughout the Shire	PTG	\$1,000	2022
4.6	Explore social media opportunities to promote tourism, including Facebook and Instagram	SoP	Nil	2023

## 5. Events

Tourism Events play a key role in fostering regional tourism and economic development. They are an ideal way to build brand awareness and a key driver for regional visitation.

The most popular event categories are food and wine, music related, garden and botanical, sport and art exhibitions. Research by Tourism Research Australia suggests that events in natural settings are gaining popularity. The findings suggest that event participation is strongly influenced by word of mouth recommendations, with events in natural settings such as local food and drink events being more likely to be recommended than others.



Events are a key trip driver - three-quarters of event attendees surveyed would not have gone to the destination on this occasion if not for the event. This highlights the enormous potential events have for regional tourism. Local food and drink events have broad mainstream appeal and potential to drive overnight trips. Sporting competition events have a strong niche appeal and are key trip drivers having the ability to drive trips further from home. Events appeal to visitors for a variety of reasons with key drivers including opportunities for once in a lifetime experiences, natural settings and opportunities to participate.

High profile events and festivals help grow awareness of destinations as a diverse and attractive places to visit, and as a result, can directly drive visitation to the Shire of Pingelly, giving potential visitors a reason to visit. Utilising events to create reasons to visit Pingelly across the whole year, and strengthen the quieter seasons, is a core aim. It should be noted that events and festivals have a role across all of the previously outlined Priority Action Areas and should be treated in a coordinated way. While growing the size and number of events, the challenge is to encourage visitors to stay longer and add more touring options, which ultimately leads to greater visitor expenditure in the region, and to create repeat visitation.

Actions		Responsibility	Cost	Timeline
5.1	Prepare a Pingelly Events Plan to guide the Events Program allowing focus of scarce financial and people resources	PTG and SoP	Nil	2020
5.2	Support existing events to expand through capacity building, strong event planning and innovative marketing.	PTG and SoP	Nil	ongoing
5.3	Reconsider the rebranding of the Pingelly Community Markets to attract day trippers and improve the visitor experience.	PTG	Nil	2020
5.4	Support local community groups and event organisers to establish new events during gaps in the annual calendar that meet market demands and expectations.	PTG and SoP	Nil	2021
5.5	Undertake an audit of event facilities and infrastructure within Pingelly to allow the Shire to be added to national event programming.	SoP	\$27,500	2022

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

### **15.1 Monthly Statement of Financial Activity – June 2020**

**File Reference:** ADM0075  
**Location:** Not Applicable  
**Applicant:** Not Applicable  
**Author:** Director Corporate & Community Services  
**Disclosure of Interest:** Nil  
**Attachments:** Monthly Statements of Financial Activity for the period 1 July 2019 to 30 June 2020  
**Previous Reference:** Nil

#### **Summary**

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

The Monthly Statements of Financial Activity for the month of June 2020 are attached for Council consideration and adoption. This report now incorporates new Australian Accounting Standards Board (AASB) requirements effective from 1 July 2019. AASB 15 Revenue from Contracts with Customers (IFRS 15), AASB 1058 Income for Not-for Profit Entities, AASB 16 Lease replaces AASB 117 (IFRS 16).

#### **Background**

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

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

#### **Consultation**

Nil

#### **Statutory Environment**

*Local Government Act 1995*;

*Local Government (Financial Management) Regulations 1996*

Section 34: Financial Reports to be Prepared

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

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

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

### Policy Implications

There are no policy implications.

### Financial Implications

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

### Strategic Implications

There are no known significant strategic implications.

### Risk Implications

Risk	Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

**Voting Requirements**

Simple Majority

**Recommendation**

**That with respect to the Monthly Statements of Financial Activity for the month ending 30 June 2020 be accepted and material variances be noted.**

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



# **SHIRE OF PINGELLY**

## **MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

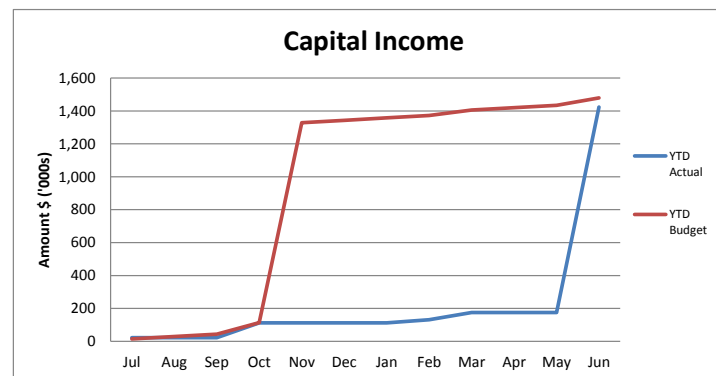
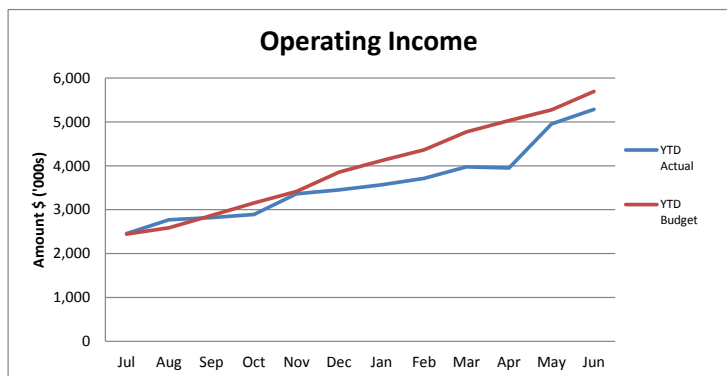
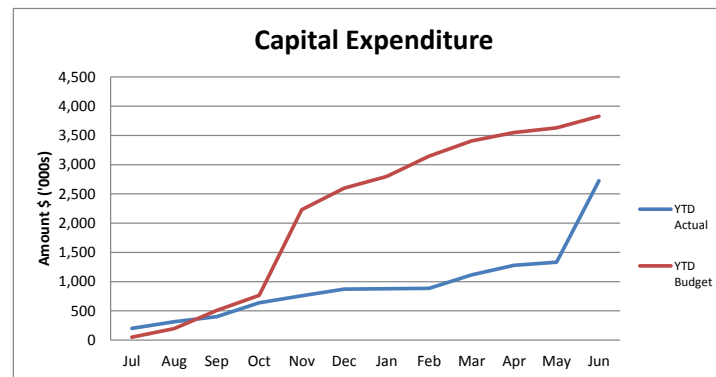
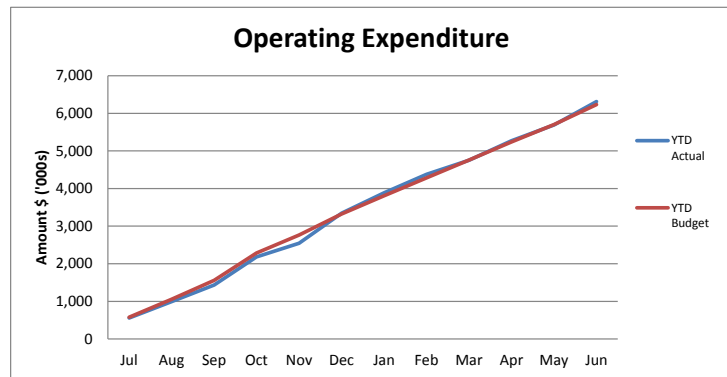
### **FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020**

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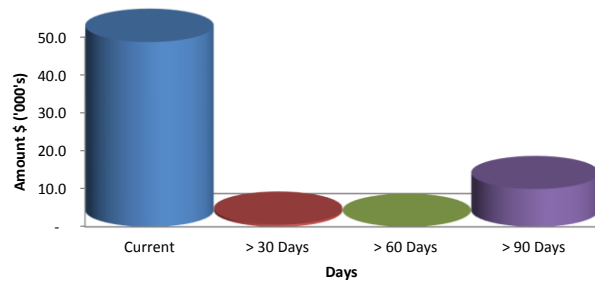


## Income and Expenditure Graphs to 30 June 2020

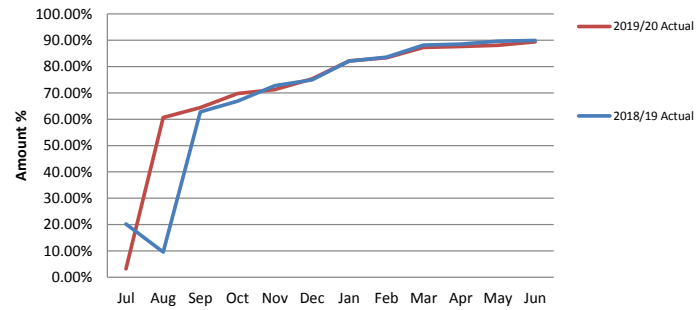


## Other Graphs to 30 June 2020

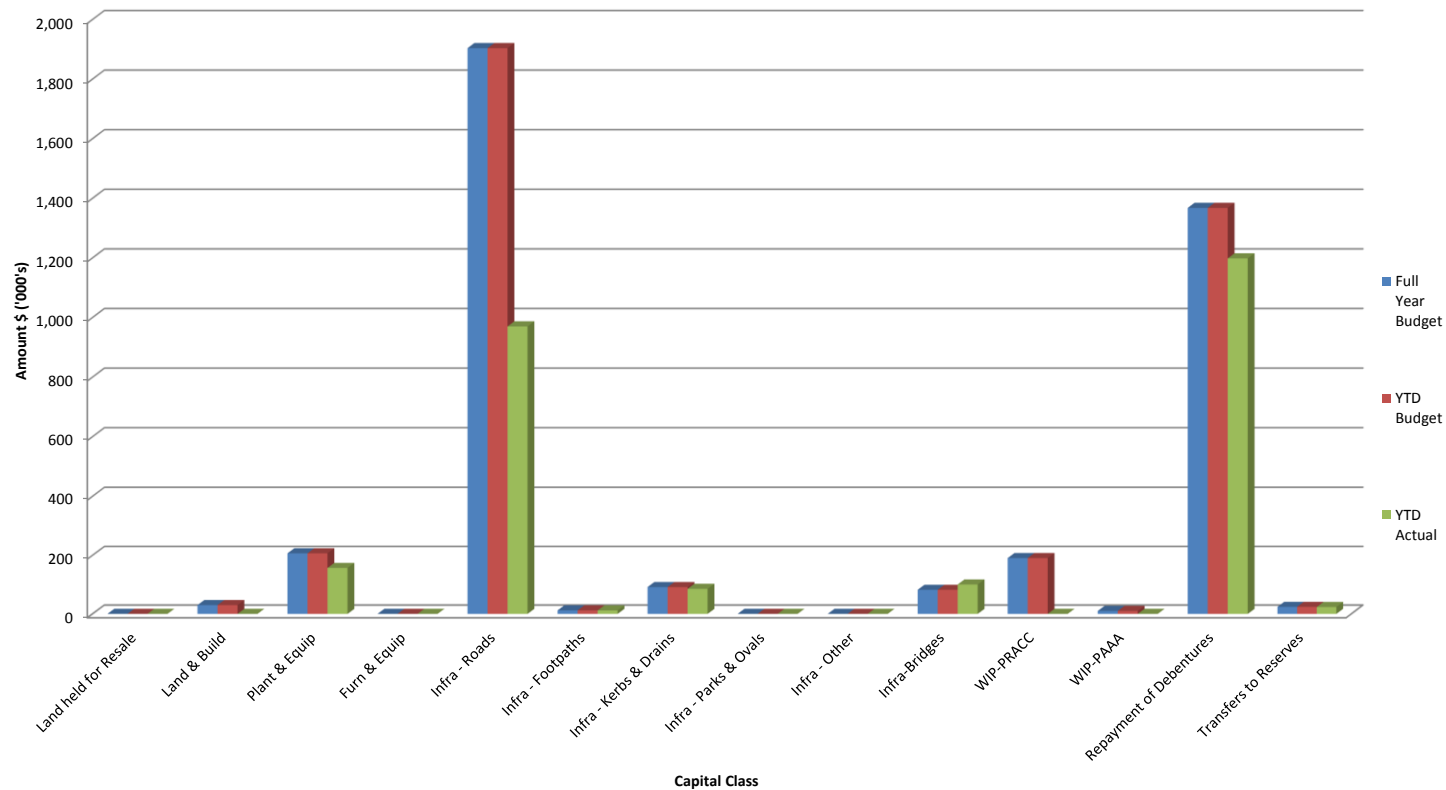
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



## Summary of Balancing Contained Within The Monthly Reports

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	June 2020 Y-T-D Budget \$	June 2020 Actual \$
<b>Finance Statement</b>				
<b><u>Balancing to Rating Note</u></b>				
Rates Balance per Finance Statement	2,084,298	2,084,298	2,084,538	2,094,891
Balance per Note 6 (Rating Information)	2,084,298	2,084,298	2,084,538	2,094,891
Variance	0	0	0	0.36
<b><u>Balancing of Closing Position</u></b>				
Closing Balance per Finance Statement	0	120,677	165,657	718,736
Closing Balance per General Fund Summary	(0)	120,677	165,657	718,736
Variance	0	0	0	0
<b><u>Balancing of Operating Income</u></b>				
Operating Income per Finance Statement	5,584,572	5,694,024	5,694,024	5,285,290
Operating Income per General Fund Summary	5,584,572	5,694,024	5,694,024	5,285,289
Variance	0	0	0	1.49
<b><u>Balancing of Operating Expenditure</u></b>				
Operating Expense per Finance Statement	(6,325,500)	(6,233,965)	(6,233,965)	(6,313,220)
Operating Expense per General Fund Summary	(6,325,500)	(6,233,965)	(6,233,965)	(6,313,219)
Variance	0	0	0	(1.38)
<b><u>Balancing of Capital Income</u></b>				
Capital Income per Finance Statement	1,409,380	1,503,380	1,457,380	1,447,845
Capital Income per General Fund Summary	1,409,380	1,503,380	1,457,380	1,447,845
Variance	0	0	0	(0)
<b><u>Balancing of Capital Expenditure</u></b>				
Capital Expense per Finance Statement	(3,808,527)	(3,938,549)	(3,938,549)	(2,877,686)
Capital Expense per General Fund Summary	(3,808,527)	(3,938,549)	(3,938,549)	(2,877,686)
Variance	0	0	0	0.15

## SHIRE OF PINGELLY

Ordinary Council Meeting 15 July 2020

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

	NOTE	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	June 2020 Y-T-D Budget \$	June 2020 Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
General Purpose Funding		657,947	675,504	675,504	1,367,782	692,278	102.48%	▲
Governance		38,385	68,683	68,683	90,759	22,076	32.14%	▲
Law, Order, Public Safety		70,802	71,264	71,264	42,604	(28,660)	(40.22%)	▼
Health		1,636	1,636	1,636	1,776	140	8.56%	
Education and Welfare		28,425	28,425	28,425	22,338	(6,087)	(21.41%)	▼
Community Amenities		211,850	199,640	199,640	197,523	(2,117)	(1.06%)	
Recreation and Culture		57,285	70,487	70,487	50,563	(19,924)	(28.27%)	▼
Transport		2,336,897	2,396,800	2,396,800	1,326,421	(1,070,379)	(44.66%)	▼
Economic Services		45,820	45,820	45,820	52,250	6,430	14.03%	▲
Other Property and Services		51,227	51,227	51,227	38,383	(12,844)	(25.07%)	▼
		3,500,274	3,609,486	3,609,486	3,190,399	(419,087)	(11.61%)	
<b>(Expenses)/(Applications)</b>								
General Purpose Funding		(198,531)	(198,531)	(198,531)	(196,491)	2,040	1.03%	
Governance		(669,607)	(634,768)	(634,768)	(639,695)	(4,927)	(0.78%)	
Law, Order, Public Safety		(236,557)	(236,557)	(236,557)	(236,514)	43	0.02%	
Health		(140,955)	(145,955)	(145,955)	(141,730)	4,225	2.89%	
Education and Welfare		(119,363)	(128,363)	(128,363)	(133,366)	(5,003)	(3.90%)	
Community Amenities		(417,533)	(416,833)	(416,833)	(392,607)	24,226	5.81%	
Recreation & Culture		(1,383,936)	(1,366,116)	(1,366,116)	(1,480,401)	(114,285)	(8.37%)	
Transport		(2,817,866)	(2,829,541)	(2,829,541)	(2,764,104)	65,437	2.31%	
Economic Services		(314,988)	(314,988)	(314,988)	(301,461)	13,527	4.29%	
Other Property and Services		(26,164)	37,687	37,687	(26,851)	(64,538)	171%	▼
		(6,325,500)	(6,233,965)	(6,233,965)	(6,313,220)	(79,255)	1.27%	
<b>Net Operating Result Excluding Rates</b>		(2,825,226)	(2,624,479)	(2,624,479)	(3,122,821)	(498,342)	18.99%	
<b>Adjustments for Non-Cash</b>								
<b>(Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals	2	385,719	397,219	397,219	376,612	(20,607)	5.19%	
Movement in Deferred Pensioner Rates/ESL		0	-	0	3,227	3,227	0.00%	
Movement in Employee Benefit Provisions		0	-	0	32,216	32,216	0.00%	
Movement in LG House Trust-Non Cash					(864)			
Movement due to changes in Acc Std Excess rates					(26,037)			
Changes in Accounting Policy		0	-	0	(90,981)	0	0.00%	
Adjustments in Fixed Assets		0	-	0	0	0	0.00%	
Rounding		0	-	0	0	0	0.00%	
Depreciation on Assets		2,472,000	2,472,000	2,472,000	2,564,785	92,785	(3.75%)	
<b>Capital Revenue and (Expenditure)</b>								
Purchase Land Held for Resale	1	0	-	0	0	0	0.00%	
Purchase of Land and Buildings	1	0	(30,000)	(30,000)	(27,264)	2,736	9.12%	
Purchase of Furniture & Equipment	1	0	-	0	0	0	0.00%	
Purchase of Right of Use Asset - Furniture & Equipment	1	0	-	0	0	0	0.00%	
Purchase of Right of Use Asset - Plant & Equipment		0	-	0	0	0	0.00%	
Purchase of Right of Use Asset - Buildings		0	-	0	0	0	0.00%	
Purchase of Plant & Equipment	1	(126,900)	(206,900)	(206,900)	(156,868)	50,032	24.18%	▼
Purchase of WIP - PP & E	1	0	-	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(1,903,851)	(1,903,851)	(1,903,851)	(970,075)	933,776	49.05%	▼
Purchase of Infrastructure Assets - Footpaths	1	(12,000)	(12,000)	(12,000)	(11,761)	239	1.99%	
Purchase of Infrastructure Assets - Kerbs & Drains	1	(91,588)	(91,588)	(91,588)	(85,538)	6,050	6.61%	
Purchase of Infrastructure Assets - Parks & Ovals	1	0	-	0	0	0	0.00%	
Purchase of Infrastructure Assets - Bridges	1	(101,888)	(82,186)	(82,186)	(100,368)	(18,182)	(22.12%)	▲
Purchase of Infrastructure Assets - Other	1	0	-	0	0	0	0.00%	
Purchase of WIP Recreation and Culture	1	(148,464)	(190,605)	(190,605)	(109,863)	80,742	42.36%	▼
Proceeds of WIP Aged Accommodation	1	0	(10,000)	(10,000)	(4,965)	5,035	50.35%	▼
Proceeds from Disposal of Assets	2	120,430	166,430	120,430	122,082	1,652	1.37%	
Repayment of Debentures	3	(1,389,880)	(1,367,697)	(1,367,697)	(1,367,697)	0	0.00%	
Proceeds from New Debentures	3	1,200,000	1,200,000	1,200,000	1,200,000	0	0.00%	
Repayment of Leases	3	0	(19,766)	(19,766)	(19,767)	(1)	0.00%	
Advances to Community Groups		0	-	0	0	0	0.00%	
Self-Supporting Loan Principal Income		24,300	24,300	24,300	24,300	0	0.00%	
Transfer from Restricted Asset - Unspent Loans		0	-	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	4	(23,956)	(23,956)	(23,956)	(23,520)	436	1.82%	
Transfers from Restricted Asset (Reserves)	4	64,650	112,650	112,650	101,463	(11,187)	(9.93%)	
Transfers to Restricted Assets (Other)		0	-	0	0	0	0.00%	
Transfers from Restricted Asset (Other)		0	-	0	0	0	0.00%	
ADD Net Current Assets July 1 B/Fwd	5	282,356	226,568	317,548	317,548	35,192	0.00%	
Net Current Assets - Unspent Grants		0	-	0	0	0	0.00%	
LESS Net Current Assets Year to Date	5	0	120,677	165,657	718,736	553,079	(333.87%)	▼
<b>Amount Raised from Rates</b>		(2,084,298)	(2,084,538)	(2,084,538)	(2,094,891)	(10,353)	0.50%	

This statement is to be read in conjunction with the accompanying notes.

**Material Variances Symbol**

Above Budget Expectations Greater than 10% and \$5,000 ▲  
Below Budget Expectations Less than 10% and \$5,000 ▼

**SHIRE OF PINGELLY**  
**FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020**  
**Report on Significant variances Greater than 10% and \$5,000**

**Purpose**

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

**REPORTABLE OPERATING REVENUE VARIATIONS**

<b>Governance - variance below budget expectations</b>		22,076
Members Reimbursements and rebates YTD Actual more than Budget YTD (Permanent Difference)	21,598	
Lighthouse Project Grant not budgeted for YTD Actual higher than YTD Budget.(Permanent Difference)	9,000	
<b>General Purpose Funding - variance below budget expectations</b>		692,278
Advance Payment of Federal Assistance Grants in May 2020 General Purpose Grant \$475,100, Roads Grant \$212,644 = Total \$687,744 2020/21 allocation	687,744	
<b>Law Order and Public Safety - variance above budget expectations</b>		(28,660)
ESL SES grants - YTD Higher than budgeted (Timing difference)	(14,278)	
ESL BFB grants - YTD Higher than budgeted (Timing difference)	(10,722)	
<b>Education and Welfare - Variance below budget expectations</b>		(6,087)
Reimbursements Cottage Homes Administration - YTD Actuals less than YTD Budget (Permanent difference)		
PAAA Power and water billed direct to Somerset Alliance and no longer reimbursed to Shire.	(5,591)	
<b>Recreation and Culture - variance below budget expectations</b>		(19,924)
Insurance Rebate - Good Driver rebate above budget expectations (Permanent Difference)	3,006	
Recreation Centre Reimbursements Income YTD Actuals less than YTD Budget - PRACC usage of LPG bulk gas below budget expectations (Permanent difference)	(13,207)	
Community Event Program Income YTD Actuals less than YTD Budget - Fervor event postponed	(10,400)	
<b>Transport - variance below budget expectations</b>		(1,070,379)
Regional Road Group funding Actual YTD received less than budget YTD (Timing Difference) Project Wickepin Pingelly Road - RRG05 to be carried over into 2020/21 budget along with unclaimed RRG funding \$108,000.	(180,000)	
Main Roads Grants funding Actual YTD less than YTD Budget (Permanent Difference) Commodity Route project CRSF5 Wickepin Pingelly Road unclaimed funding \$442,860 to be carried over into 2020/21 Budget.	(708,956)	
Roads to Recovery funding Actual YTD less than budget YTD (Permanent Difference) Advice from R2R reduced allocation with advance priority payment of \$90,934 in 2020/21.	(84,669)	
WANDRAA Funding Storm Damage - Actual YTD less than YTD Budget (Permanent Difference) claim before November 2020 Contract Asset at 30 June 2020 \$180K	(97,481)	
<b>Economic Services - variance above budget expectations</b>		6,430
Reimbursement for Community Car changeover YTD Actual more than YTD Budget (Timing Difference)	6,760	
<b>Other Property and Services - variance below budget expectations</b>		(12,844)
Workers Compensation - Reimbursements for WorkCare YTD Actual More than YTD Budget	737	
Private Works - revenue less than anticipated - Income based on previous year (Permanent Difference)	(22,274)	
Fuel Tax Credits Actual YTD more than Budget YTD	1,666	
Reimbursement Drum Muster and Rebates - More than anticipated for this reporting period	4,352	

**REPORTABLE OPERATING EXPENSE VARIATIONS**

<b>Other Property and Services - variance above budget expectations</b>		( 64,538)
Private Works - YTD Actual higher than YTD Budget (Timing Difference)	(13,922)	
Plant Op Costs - Fuel and Oil YTD Actuals more than YTD Budget (Timing Difference)	7,075	
Plant Op Costs - Parts and Repairs YTD Actual more than YTD Budget-Grader Major repair early in year	15,342	

**REPORTABLE NON-CASH VARIATIONS**

Nil

**REPORTABLE CAPITAL EXPENDITURE VARIATIONS**

<b>Purchase of Plant &amp; Equipment - below budget expectations</b>		50,032
Purchase of Plant & Equipment YTD Actuals less than YTD Budget (Timing difference) Did not changeover final CEO vehicle	50,032	
<b>Purchase of Road Infrastructure Assets - below budget expectations</b>		933,776
Road Infrastructure YTD Actuals less than YTD Budget (Timing Difference)		
Wickepin Pingelly Slk 7.9-9.0 YTD Actuals less than YTD Budget (Timing Difference) carryover 2020/21		
RRG05 budget	229,220	
CRSF5 Capex - Wickepin Pingelly Road - Crsf Funding (Timing Difference) carryover 2020/21 budget	708,956	
<b>Purchase of Works in Progress Assets - PRACC - below budget expectations</b>		(80,742)
PRACC Project Expenditure YTD Actuals less than YTD Budget - (Timing Difference)	(80,742)	
<b>Purchase of Works in Progress Assets - PAAA - above budget expectations</b>		(5,035)
PAAA Project Expenditure YTD Actuals less than YTD Budget - (Timing Difference)	(5,035)	

**REPORTABLE CAPITAL REVENUE VARIATIONS**

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020**

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	June 2020 YTD Actual \$
<b>1. ACQUISITION OF ASSETS</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program</u></b>				
<b>Governance</b>				
<u>Other Governance</u>				
Capex - Admin Plant Purchases	80,000	160,000	160,000	109,546.73
<b>Education &amp; Welfare</b>				
<u>Other Aged &amp; Disabled Services</u>				
Capex - Paaa Construction Community	9,000	9,000	9,000	4,965.45
Capex - Paaa Landscaping Sensory Garden	1,000	1,000	1,000	0.00
<b>Recreation and Culture</b>				
<u>Swimming Areas &amp; Beaches</u>				
Swimming Pool Buildings Capital	0	30,000	30,000	27,263.64
<u>Works in Progress - Recreation Centre</u>				
Capex - Pracc Architects & Consultants	4,000	15,600	15,600	6,405.22
Capex - Praac Building Construction	15,192	15,192	15,192	6,700.08
Capex - Pracc Utility Services	0	7,952	7,952	5,367.62
Capex - Pracc Earth Works	15,772	15,772	15,772	0.00
Capex - Pracc Carpark And Drainage	25,000	25,000	25,000	17,126.44
Capex - Pracc Landscaping Soft & Hard	30,000	30,000	30,000	14,550.32
Capex - Pracc Playground	0	12,000	12,000	10,405.88
Capex - Pracc Opening & Promotion	0	0	0	344.00
Capex - Pracc Bowling Green	23,500	29,500	29,500	5,804.67
Capex - Pracc Footpaths/Cricket Nets	35,000	39,589	39,589	43,158.75

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	June 2020 Actual \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>				
<b>Transport</b>				
<i>Construction - Roads, Bridges, Depots</i>				
<b>Bridges Purchase - Schedule 12</b>				
Capex - Bridge - Replace Box Culverts	101,888	82,186	82,186	100,367.82
<b>Roads Construction</b>				
Capex - Sbs Bodey Street And Harper Street	167,000	167,000	167,000	167,228.79
Capex - Rrg Yenellin Road Upgrade	126,235	126,235	126,235	127,309.96
Capex - Rrg Bullaring Road	64,500	64,500	64,500	64,500.01
Capex - Aldersyde Pingelly Road - Roads	96,016	96,016	96,016	96,016.00
Capex - Milton Road	198,000	198,000	198,000	198,000.00
Capex - Rrg Wickepin Pingelly Slk 7.9-9.0	270,000	270,000	270,000	40,779.72
Capex - Wickepin Pingelly Road - Crsf	738,100	738,100	738,100	29,144.48
Capex - Zig Zag Road - Crsf Funding	244,000	244,000	244,000	247,096.51
Footpaths - Construction	12,000	12,000	12,000	11,760.94
Paragon Street Drainage	0	0	0	1,706.31
Rennet Street Drainage Flume	91,588	91,588	91,588	83,831.62
<i>Road Plant Purchases</i>				
Capex - Purchase Traffic Counters	0	0	0	0.00
Digital Two Way Radio Network	0	0	0	0.00
Capex - Hitachi Compactor Zv350Pr-De	0	0	0	0.00
Capex - Water Tank Spray Bar Upgrade	0	0	0	0.00
Capex - Pt18 Pn437 Mitsubishi Fuso 918	0	0	0	0.00
Capex - Pt15 Upgrade Truck Tip Tray	0	0	0	0.00
Capex - Front End Loader	0	0	0	0.00
Capex - Grader Driver Ute	0	0	0	0.00
Capex - Fuel Pods	2,500	2,500	2,500	2,495.44
Right Of Use Asset - P & E	0	0	0	0.00
<b>Economic Services</b>				
<i>Other Economic Services</i>				
Plant Purchase - Schedule 13	44,400	44,400	44,400	44,826.05
	<u>2,394,691</u>	<u>2,527,130</u>	<u>2,527,130</u>	<u>1,466,702.45</u>
<b>By Class</b>				
Land Held for Resale - Current	0	0	0	0.00
Land Held for Resale - Non Current	0	0	0	0.00
Lease Repayments	0	0	0	0.00
Land	0	0	0	0.00
Buildings	0	30,000	30,000	27,263.64
Furniture & Equipment	0	0	0	0.00
Right of Use Asset - F & E	0	0	0	0.00
Right of Use Asset - P & E	0	0	0	0.00
Right of Use Asset - Buildings	0	0	0	0.00
Plant & Equipment	126,900	206,900	206,900	156,868.22
Work in Progress - PPE	0	0	0	0.00
Infrastructure - Roads	1,903,851	1,903,851	1,903,851	970,075.47
Infrastructure - Footpaths	12,000	12,000	12,000	11,760.94
Infrastructure - Kerbs & Drains	91,588	91,588	91,588	85,537.93
Infrastructure - Parks & Ovals	0	0	0	0.00
Infrastructure - Bridges	101,888	82,186	82,186	100,367.82
Infrastructure - Other	0	0	0	0.00
Works in Progress - Recreation Centre	148,464	190,605	190,605	109,862.98
Works in Progress - Aged Care Accommodation	10,000	10,000	10,000	4,965.45
	<u>2,394,691</u>	<u>2,527,130</u>	<u>2,527,130</u>	<u>1,466,702.45</u>



SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

Asset No	By Program	Written Down Value			Sale Proceeds			Profit(Loss)		
		2019/20		June 2020 Actual \$	2019/20		June 2020 Actual \$	2019/20		June 2020 Actual \$
		Budget \$	Revised Budget		Budget \$	Revised Budget		Budget \$	Revised Budget	
	<b>Governance</b>									
1037	5 Webb St (Land)	23,000	23,000	23,000.00	20,000	20,000	20,000.00	(3,000)	(3,000)	(3,000.00)
PCEO18	PCEO18 - CEO Vehicle	40,000	40,000	34,895.42	39,000	39,000	35,958.82	(1,000)	(1,000)	1,063.40
PCEO19	PCEO19 - CEO Vehicle	40,000	40,000	32,585.19	39,000	39,000	35,588.82	(1,000)	(1,000)	3,003.63
PCEO20	PCEO20 - CEO Vehicle	0	40,000	0.00	0	39,000	0.00	0	(1,000)	0.00
DCCS01	DCCS01 - DCCS Vehicle	0	17,500	17,486.82	0	7,000	8,181.82	0	(10,500)	(9,305.00)
10180	CRC Lot 2 (18) Parade Street-Spec Building	230,600.00	230,600	221,028.69	0	0	0.00	(230,600)	(230,600)	(221,028.69)
10191	CRC Lot 2 (18) Parade Street-Land	16,000.00	16,000	16,000.00	0	0	0.00	(16,000)	(16,000)	(16,000.00)
10173	Lot 602 (38) Sharow St Land	4,753	4,753	4,752.80	0	0	0.00	(4,753)	(4,753)	(4,752.80)
10174	Lot 603(36) Sharow St Land	4,753	4,753	4,752.80	0	0	0.00	(4,753)	(4,753)	(4,752.80)
10289A	Lot 602 (38) and Lot 603 (4 Units only)	115,043	115,043	111,451.72	0	0	0.00	(115,043)	(115,043)	(111,451.72)
	<b>Economic Services</b>									
PCOM1	Community Car	32,000	32,000	32,740.77	22,430	22,430	22,352.73	(9,570)	(9,570)	(10,388.04)
		506,149	563,649	498,694.21	120,430	166,430	122,082.19	(385,719)	(397,219)	(376,612.02)

Asset No	By Class of Asset	Written Down Value			Sale Proceeds			Profit(Loss)		
		2019/20		June 2020 Actual \$	2019/20		June 2020 Actual \$	2019/20		June 2020 Actual \$
		Budget \$	Revised Budget		Budget \$	Revised Budget		Budget \$	Revised Budget	
	<b>Plant &amp; Equipment</b>									
PCEO18	PCEO18 - CEO Vehicle	40,000	40,000	34,895.42	39,000	39,000	35,959	(1,000)	(1,000)	1,063.40
PCEO19	PCEO19 - CEO Vehicle	40,000	40,000	32,585.19	39,000	39,000	35,589	(1,000)	(1,000)	3,003.63
PCEO20	PCEO20 - CEO Vehicle	0	40,000	0.00	0	39,000	0	0	(1,000)	0.00
DCCS01	DCCS01 - DCCS Vehicle	0	17,500	17,486.82	0	7,000	8,182	0	(10,500)	(9,305.00)
PCOM1	Community Car	32,000	32,000	32,740.77	22,430	22,430	22,353	(9,570)	(9,570)	(10,388.04)
	<b>Land &amp; Buildings</b>									
10180	CRC Lot 2 (18) Parade Street-Spec Building	230,600	230,600	221,028.69	0	0	0	(230,600)	(230,600)	(221,028.69)
10191	CRC Lot 2 (18) Parade Street-Land	16,000	16,000	16,000.00	0	0	0	(16,000)	(16,000)	(16,000.00)
10173	Lot 602 (38) Sharow St Land	4,753	4,753	4,752.80	0	0	0	(4,753)	(4,753)	(4,752.80)
10174	Lot 603(36) Sharow St Land	4,753	4,753	4,752.80	0	0	0	(4,753)	(4,753)	(4,752.80)
10289A	Lot 602 (38) and Lot 603 (4 Units only)	115,043	115,043	111,451.72	0	0	0	(115,043)	(115,043)	(111,451.72)
1037	5 Webb St (Land)	23,000	23,000	23,000.00	20,000	20,000	20,000.00	(3,000)	(3,000)	(3,000.00)
		506,149	563,649	498,694.21	120,430	166,430	122,082.19	(385,719)	(397,219)	(376,612.02)

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2019/20		June 2020 Actual \$
Adopted Budget \$	Revised Budget \$	
0	0	4,067.03
(385,719)	(397,219)	(380,679.05)
(385,719)	(397,219)	(376,612.02)

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans		Principal Repayments			Principal Outstanding			Interest Repayments		
		2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$
<b>Education &amp; Welfare</b>												
Loan 120 - SSL Pingelly Cottage Homes *	174,120	0	0	24,300	24,300	24,300	149,820	149,820	149,820	16,129	16,129	10,490
<b>Recreation &amp; Culture</b>												
Loan 123 - Recreation and Cultural Centre	2,198,286			143,397	143,397	143,397	2,054,889	2,054,889	2,054,889	135,845	135,845	92,380
Loan 124 - Recreation and Cultural Centre		1,200,000	1,200,000	22,183	0	0	1,177,817	1,200,000	1,200,000	17,820	0	0
WATC Short Term Facility	1,200,000		0	1,200,000	1,200,000	1,200,000	0	0	0	29,440	29,440	15,217
	3,572,406	1,200,000	1,200,000	1,389,880	1,367,697	1,367,697	3,382,526	3,404,709	3,404,709	199,234	181,414	118,087

(\*) Self supporting loan financed by payments from third parties.  
All other loan repayments were financed by general purpose revenue.

3. INFORMATION ON LEASES

(b) Lease Repayments

Particulars	Principal 1-Jul-19	New Lease		Lease Principal Repayments			Lease Principal Outstanding			Lease Interest Repayments		
		2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$
<b>Administration</b>												
Photocopier Lease	77,269	0	0	0	19,766	19,767	0	57,503	57,503	0	2,041	2,041
	77,269	0	0	0	19,766	19,767	0	57,503	57,503	0	2,041	2,041

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

	2019/20		June 2020 Actual
	Adopted Budget \$	Revised Budget \$	\$
<b>4. RESERVES</b>			
<b>Cash Backed Reserves</b>			
<b>(a) Leave Reserve</b>			
Opening Balance	35,203	35,203	35,203
Amount Set Aside / Transfer to Reserve	515	515	858
Amount Used / Transfer from Reserve	(10,000)	(10,000)	0
	<u>25,718</u>	<u>25,718</u>	<u>36,061</u>
<b>(b) Plant Reserve</b>			
Opening Balance	65,722	65,722	65,722
Amount Set Aside / Transfer to Reserve	961	961	1,255
Amount Used / Transfer from Reserve	0	(18,000)	(18,000)
	<u>66,683</u>	<u>48,683</u>	<u>48,977</u>
<b>(c) Building and Recreation Reserve</b>			
Opening Balance	3,747	3,747	3,747
Amount Set Aside / Transfer to Reserve	20,006	20,006	20,061
Amount Used / Transfer from Reserve	0	0	0
	<u>23,753</u>	<u>23,753</u>	<u>23,808</u>
<b>(d) Electronic Equipment Reserve</b>			
Opening Balance	3,190	3,190	3,190
Amount Set Aside / Transfer to Reserve	4	4	52
Amount Used / Transfer from Reserve	0	0	0
	<u>3,194</u>	<u>3,194</u>	<u>3,242</u>
<b>(e) Community Bus Reserve</b>			
Opening Balance	11,618	11,618	11,618
Amount Set Aside / Transfer to Reserve	56	56	189
Amount Used / Transfer from Reserve	0	0	0
	<u>11,674</u>	<u>11,674</u>	<u>11,807</u>
<b>(f) Swimming Pool Reserve</b>			
Opening Balance	51,988	51,988	51,988
Amount Set Aside / Transfer to Reserve	1,123	1,123	847
Amount Used / Transfer from Reserve	0	(30,000)	(30,000)
	<u>53,111</u>	<u>23,111</u>	<u>22,835</u>
<b>(g) Joint Venture Housing Reserve</b>			
Opening Balance	53,463	53,463	53,463
Amount Set Aside / Transfer to Reserve	1,187	1,187	0
Amount Used / Transfer from Reserve	(54,650)	(54,650)	(53,463)
	<u>0</u>	<u>0</u>	<u>0</u>
<b>(h) Refuse Site Rehab/Closure Reserve</b>			
Opening Balance	15,829	15,829	15,829
Amount Set Aside / Transfer to Reserve	104	104	258
Amount Used / Transfer from Reserve	0	0	0
	<u>15,933</u>	<u>15,933</u>	<u>16,087</u>
<b>Total Cash Backed Reserves</b>	<u><b>200,066</b></u>	<u><b>152,066</b></u>	<u><b>162,817</b></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

	Adopted Budget \$	2019/20	June 2020 Actual \$
<b>4. RESERVES (Continued)</b>			
<b>Cash Backed Reserves (Continued)</b>			
<b>Summary of Transfers To Cash Backed Reserves</b>			
<b>Transfers to Reserves</b>			
Leave Reserve	515	515	858
Plant Reserve	961	961	1,255
Building and Recreation Reserve	20,006	20,006	20,061
Electronic Equipment Reserve	4	4	52
Community Bus Reserve	56	56	189
Swimming Pool Reserve	1,123	1,123	847
Joint Venture Housing Reserve	1,187	1,187	0
Refuse Site Rehab/Closure Reserve	104	104	258
	<b>23,956</b>	<b>23,956</b>	<b>23,520</b>
<b>Transfers from Reserves</b>			
Leave Reserve	(10,000)	(10,000)	0
Plant Reserve	0	(18,000)	(18,000)
Building Reserve	0	0	0
Electronic Equipment Reserve	0	0	0
Community Bus Reserve	0	0	0
Swimming Pool Reserve	0	(30,000)	(30,000)
Joint Venture Housing Reserve	(54,650)	(54,650)	(53,463)
Refuse Site Rehab/Closure Reserve	0	0	0
	<b>(64,650)</b>	<b>(112,650)</b>	<b>(101,463)</b>
<b>Total Transfer to/(from) Reserves</b>	<b>(40,694)</b>	<b>(88,694)</b>	<b>(77,943)</b>

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Leave Reserve**

- to be used to fund annual and long service leave requirements.

**Plant Reserve**

- to be used for the purchase of major plant.

**Building and Recreation Reserve**

- to be used to fund the renovation/purchase of Shire of Pingelly buildings and Recreation Infrastructure.

**Electronic Equipment Reserve**

- to be used to fund the purchase of administration computer system equipment.

**Community Bus Reserve**

- to be used to fund the change-over of the community bus.

**Swimming Pool Reserve**

- to be used to fund the upgrading of the swimming pool complex

**Joint Venture Housing Reserve**

- to be used for the future maintenance of the Joint Venture units

**Refuse Site Rehab/Closure Reserve**

- to be used to facilitate the rehabilitation/closure of the town refuse site.

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

	2018/19 B/Fwd Per 2019/20 Budget \$	2018/19 B/Fwd Per Financial Report \$	June 2020 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	291,092	291,092	377,004
Cash - Restricted Unspent Grants			321,425
Cash - Restricted Unspent Loans	0	0	(0)
Cash - Restricted Bonds & Deposits	0	8,242	6,692
Cash - Restricted Reserves	240,760	240,760	162,817
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	180,395	180,395	203,378
Sundry Debtors	24,386	24,386	66,182
Provision for Doubtful Debts	0	0	(990)
Gst Receivable	21,955	21,955	24,008
Contract Asset	0	0	180,445
Loans - clubs/institutions	24,300	24,300	17,538
Accrued Income/Payments In Advance	0	0	11,489
Investments	5,000	5,000	5,000
Inventories	8,744	8,744	3,704
	<u>796,631</u>	<u>804,873</u>	<u>1,378,691</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	-
Sundry Creditors	127	127	(31,246)
Accrued Interest On Loans	(74,614)	(74,614)	(417)
Accrued Salaries & Wages	(23,698)	(23,698)	(15,193)
Bonds & Deposits Held	0	(8,242)	(6,692)
Income In Advance	(90,981)	0	-
Gst Payable	(9,832)	(9,832)	18,099
Payroll Creditors	0	0	-
Contract Liabilities	0	0	-
Performance Obligation Liability	0	0	(331,831)
Prepaid Rates Liability	0	0	(29,830)
Current Lease Liability	0	0	(20,366)
Accrued Expenses	(12,406)	(68,195)	(20,772)
PAYG Liability	(27,512)	(27,512)	(52,837)
Other Payables	(5,299)	(5,299)	(3,881)
Current Employee Benefits Provision	(282,570)	(329,149)	(374,554)
Current Loan Liability	<u>(1,367,697)</u>	<u>(1,367,697)</u>	<u>(169,320)</u>
	<u>(1,894,482)</u>	<u>(1,914,110)</u>	<u>(1,038,840)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>(1,097,851)</b>	<b>(1,109,238)</b>	<b>339,851</b>
Less: Cash - Reserves - Restricted	(240,760)	(240,760)	(162,817)
Less: Cash - Unspent Grants/Loans - Fully Restricted	0	0	0
Less: Current Loans - Clubs / Institutions	(24,300)	(24,300)	(17,538)
Less: Investments	(5,000)	(5,000)	(5,000)
Add Back : Component of Leave Liability not Required to be Funded	282,570	329,149	374,554
Add Back : Current Loan Liability	1,367,697	1,367,697	169,320
Add Back : Current Lease Liability	0	0	20,366
Adjustment in Accounting policies	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>282,356</b></u>	<u><b>317,548</b></u>	<u><b>718,736</b></u>

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

## 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2019/20 Rate Revenue \$	2019/20 Interim Rates \$	2019/20 Back Rates \$	2019/20 Total Revenue \$	2019/20 Budget \$
<b>General Rate</b>								
GRV - Residential	0.120060	322	3,678,844	441,682	3,515	(117)	445,080	439,884
GRV - Rural Residential	0.120060	66	816,816	98,067	841	14	98,922	98,067
GRV - Commercial/Industrial	0.120060	29	412,252	49,495	0	0	49,495	39,744
GRV - Townsites	0.120060	12	144,560	17,356	0	0	17,356	17,356
UV - Broadacre Rural	0.010340	247	130,804,500	1,352,519	(2,795)	0	1,349,724	1,352,447
Non Rateable		187				0	0	
<b>Sub-Totals</b>		863	135,856,972	1,959,119	1,561	(103)	1,960,577	1,947,498
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Residential	900	62	96,900	55,800	0	0	55,800	55,800
GRV - Rural Residential	900	23	52,909	20,700	0	0	20,700	20,700
GRV - Commercial/Industrial	900	11	36,200	9,900	0	0	9,900	12,600
GRV - Townsites	900	8	44,160	7,200	0	0	7,200	7,200
UV - Broadacre Rural	900	45	2,753,000	40,500	0	0	40,500	40,500
<b>Sub-Totals</b>		149	2,983,169	134,100	0	0	134,100	136,800
Ex Gratia Rates							2,094,677	2,084,298
Movement in Excess Rates							214	240
							0	0
<b>Total Amount of General Rates</b>							2,094,891	2,084,538
Specified Area Rates							0	0
<b>Total Rates</b>							2,094,891	2,084,538

All land except exempt land in the Shire of Pingelly is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2018/19 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

**SHIRE OF PINGELLY**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020**

**Municipal Funds Restricted Cash - Bonds and Deposits**

<b>Detail</b>	<b>Balance 01-Jul-19 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>Balance \$</b>
Transport Licensing	0	372,795	(372,795)	0
BCITF Levy	0	0	0	0
Rates	0	0	0	0
Funds Held on Behalf of Groups	40	0	0	40
Unclaimed Monies	1,052	0	0	1,052
Builders Registration Board	0	0	0	0
Social Club	0	0	0	0
Nomination Deposits	0	160	(160)	0
Bond Monies (Including Key Deposits)	7,150	1,180	(2,730)	5,600
	<u>8,242</u>	<u>374,135</u>	<u>(375,685)</u>	<u>6,692</u>



SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

8. OPERATING STATEMENT

	June 2020 Actual \$	2019/20 Revised Budget \$	2019/20 Adopted Budget \$	2018/19 Actual \$
<b>OPERATING REVENUES</b>				
Governance	90,759	68,683	38,385	80,098
General Purpose Funding	3,462,673	2,760,042	2,742,245	3,307,592
Law, Order, Public Safety	42,604	71,264	70,802	94,360
Health	1,776	1,636	1,636	1,526
Education and Welfare	22,338	28,425	28,425	12,737
Housing	0	0	0	0
Community Amenities	197,523	199,640	211,850	210,008
Recreation and Culture	50,563	70,487	57,285	735,338
Transport	1,326,421	2,396,800	2,336,897	938,651
Economic Services	52,250	45,820	45,820	25,394
Other Property and Services	38,383	51,227	51,227	48,273
<b>TOTAL OPERATING REVENUE</b>	<b>5,285,290</b>	<b>5,694,024</b>	<b>5,584,572</b>	<b>5,453,978</b>
<b>OPERATING EXPENSES</b>				
Governance	639,695	634,768	669,607	544,118
General Purpose Funding	196,491	198,531	198,531	174,790
Law, Order, Public Safety	236,514	236,557	236,557	232,566
Health	141,730	145,955	140,955	112,673
Education and Welfare	133,366	128,363	119,363	67,615
Housing	0	0	0	0
Community Amenities	392,607	416,833	417,533	380,608
Recreation & Culture	1,480,401	1,366,116	1,383,936	1,310,318
Transport	2,764,104	2,829,541	2,817,866	2,916,697
Economic Services	301,461	314,988	314,988	237,135
Other Property and Services	26,851	(37,687)	26,164	114,281
<b>TOTAL OPERATING EXPENSE</b>	<b>6,313,220</b>	<b>6,233,965</b>	<b>6,325,500</b>	<b>6,090,801</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>(1,027,930)</b>	<b>(539,941)</b>	<b>(740,928)</b>	<b>(636,823)</b>

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

## 9. STATEMENT OF FINANCIAL POSITION

	June 2020 Actual \$	2018/19 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	861,246	531,852
Investments Current	5,000	5,000
Trade and Other Receivables	502,050	251,036
Inventories	3,704	8,744
Restricted Cash - Bonds & Deposits	6,692	8,242
<b>TOTAL CURRENT ASSETS</b>	<b>1,378,692</b>	<b>804,874</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	198,513	219,278
Inventories	0	0
Property, Plant and Equipment	19,381,392	20,141,783
Infrastructure	66,692,594	67,451,711
Investments Non Current	53,416	52,551
<b>TOTAL NON-CURRENT ASSETS</b>	<b>86,325,915</b>	<b>87,865,323</b>
<b>TOTAL ASSETS</b>	<b>87,704,607</b>	<b>88,670,197</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	488,274	209,023
Long Term Borrowings	169,320	1,367,697
Provisions	374,554	329,149
Bonds & Deposits Liability	6,692	8,242
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,038,840</b>	<b>1,914,111</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	37,137	0
Long Term Borrowings	3,235,390	2,204,709
Provisions	82,901	96,091
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>3,355,428</b>	<b>2,300,800</b>
<b>TOTAL LIABILITIES</b>	<b>4,394,268</b>	<b>4,214,911</b>
<b>NET ASSETS</b>	<b>83,310,339</b>	<b>84,455,286</b>
<b>EQUITY</b>		
Retained Surplus	31,523,716	32,590,720
Reserves - Cash Backed	162,817	240,760
Revaluation Surplus	51,623,806	51,623,806
<b>TOTAL EQUITY</b>	<b>83,310,339</b>	<b>84,455,286</b>

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

## 10. FINANCIAL RATIOS

	2020 YTD	2019	2018	2017
Current Ratio	1.35	0.51	2.03	1.05
Operating Surplus Ratio	(0.84)	(0.74)	(0.60)	(0.72)

The above ratios are calculated as follows:

**Current Ratio**

$$\frac{(\text{Current Assets MINUS Restricted Assets})}{(\text{Current Liabilities MINUS Liabilities Associated with Restricted Assets})}$$

Purpose:

This is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past year's transactions.

Standards:

The standard is not met if the ratio is lower than 1:1 (less than 100%)

Below Std

The standard is met if the ratio is greater than 1:1 (100% or greater)

Std met

A ratio less than 1:1 means that a local government does not have sufficient assets that can be quickly converted into cash to meet its immediate cash commitments.

This may arise from a budget deficit from the past year, a Council decision to operate an overdraft or a decision to fund leave entitlements from next year's revenues.

**Operating Surplus Ratio**

$$\frac{(\text{Operating Revenue MINUS Operating Expense})}{(\text{Own Source Operating Revenue})}$$

Purpose:

This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes.

Standards:

Basic Standard is not met less than < 1% (< 0.01)

Below Std

Basic Standard between 1% and 15% (0.01 and 0.15)

Basic Std

Advanced Standard greater than > 15% (>0.15).

Adv Std

SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 30 June 2020								
Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure previous year 2016/17	Actual Expenditure current year 2017/18	Actual Expenditure current year 2018/19	Actual Expenditure current year 2019/20	Restricted Funds Remaining
Harper St Bodey St State Blackspot SBS01 Stage 1	Transport	1235	51,333.00	0.00	0.00	0.00	51,333.00	0.00
Harper St Bodey St State Blackspot SBS01 Stage 2	Transport	1235	114,624.00	0.00	0.00	0.00	114,624.00	0.00
Wickepin Pingelly Road 0156 - RRG05 and R2R	Transport	1230	106,515.00	0.00	0.00	0.00	40,779.72	65,735.28
Yenellin Road Upgrade RRG09	Transport	1230	213,465.00	0.00	119,561.93	14,400.00	79,503.07	0.00
Bullaring Road 0157 - RRG12	Transport	1230	53,626.00	0.00	0.00	0.00	53,626.00	0.00
Milton Road RRG14 and R2R	Transport	1230	198,000.00	0.00	0.00	0.00	198,000.00	0.00
Aldersyde Pingelly Road R2R	Transport	1230	15,791.00	0.00	0.00	0.00	15,791.00	0.00
Wickepin Pingelly Road CRSF5	Transport	1231	295,240.00	0.00	0.00	0.00	29,144.48	266,095.52
Zig Zag Road CRSF6 and R2R	Transport	1231	244,000.00	0.00	0.00	0.00	244,000.00	0.00
Rennet Street Drainage Flume-Water Corporation KD002	Transport	1250	63,094.00	0.00	0.00	0.00	63,094.00	0.00
Lighthouse Project Grant	Administration	0469	3,884.62	0.00	0.00	0.00	3,884.62	0.00
WA Bicycle Network Grant	Transport	1262	4,080.47	0.00	0.00	0.00	4,080.47	0.00
Main Roads Bullaring rd Bridge Funding 18/19 c/fwd	Transport	1250	252,000.00	0.00	0.00	170,720.40	81,279.60	0.00
<b>Sub Total</b>								321,424.91
<b>Total Restricted Grant Funds</b>								<b>321,424.91</b>
<b>Available Cash</b>		<b>GL/Job Account</b>	<b>Interest Rate</b>	<b>Maturing</b>				<b>Balance</b>
Municipal Bank	Muni Fund Bank	0111	Variable	N.A.				697,679.20
Municipal Bank	Till Float SES	0112						50.00
Municipal Bank	Till Float	0113						200.00
Municipal Bank	Petty Cash on hand	0114						500.00
Total Cash								698,429.20
Less Restricted Cash								(321,424.91)
<b>Total Unrestricted Cash</b>								<b>377,004.29</b>

## **15.2 Accounts Paid by Authority – June 2020**

**File Reference:** ADM0066  
**Location:** Not Applicable  
**Applicant:** Not Applicable  
**Author:** Senior Finance Officer  
**Disclosure of Interest:** Nil  
**Attachments:** List of Accounts  
**Previous Reference:** Nil

### **Summary**

Council endorsement is required for accounts made by authority for the month of June 2020.

### **Comment**

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2019/20 Budget.

### **Consultation**

Nil

### **Statutory Environment**

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

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

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

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

### Policy Implications

There are no policy implications arising from this amendment.

### Financial Implications

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

### Strategic Implications

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

### Risk Implications

Risk	Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit.
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

### Voting Requirements

Simple Majority

### Recommendation

That Council endorse the Accounts for Payments for June 2020 as presented:

<b>JUNE 2020</b>	
<b>MUNI - 117984856</b>	
EFT 7060 - 7177	\$273,878.52
CHEQUE 24775 - 24781	\$34,512.85
<b>TRUST ACCOUNTS</b>	
DEPT OF TRANSPORT – DD11349.1 – DD11399.1	\$42,363.30
TRUST FUND – 1980 - 1980	\$80.00
<b>DIRECT DEBIT -</b>	
DD11339.1 – DD11369.5 & EFT7083 – EFT7161 – Pay and Super	\$18,669.59
<b>CREDIT CARDS &amp; LOAN PAYMENTS</b>	
DD11345.1 – DD11395.1	\$107,135.31
<b>GRAND TOTAL</b>	<b>\$476,639.57</b>
<b>Notification</b>	<b>Explanation</b>
CHEQUE 1979 CANCELLED	PRINTING ERROR

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

### **15.3 2020-21 Community Grant Scheme - Round 1**

<b>File Reference:</b>	<b>ADM0542</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Community Development Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>2020-21 Community Grant Scheme Application Forms</b>
<b>Previous Reference:</b>	<b>Not Applicable</b>

#### **Summary**

Council is requested to consider funding applications for the first round of the 2020/21 Community Grant Scheme.

#### **Background**

The Shire's Community Grant Scheme provides financial assistance to community groups to build an engaged and vibrant community that delivers benefits to the local community and the local economy.

This is the first of two rounds for 2020/21, with a total of \$15,000 allocated in the 2020/21 Budget. Applications are invited from eligible organisations for no more than \$3,000 in any single financial year. The funding can support up to 75% of total project costs. In-kind services and volunteer labour are eligible components of the total project costs. Successful projects will meet at least one defined priority area or have clearly identified and evidenced the need for the project. Funding is for undertaking projects and programs within the Shire of Pingelly or that provide benefit to residents and visitors of the Shire of Pingelly:

- building capacity within local community groups, volunteers and residents;
- supporting our young people;
- supporting our older people;
- providing opportunity to be healthy and promote wellbeing;
- supporting and encouraging cultural diversity and inclusion;
- developing and attracting art projects and increasing participation;
- generally building the strength, engagement and cohesion of the community;
- encourage tourism and increase visitation;
- activate local businesses and main streets; and
- improve, conserve and promote heritage.

Applications will be assessed according to:

- the level of community benefit;
- the level to which it addresses an evidenced need;
- long term sustainability;
- appropriateness of the project financial statement;
- partnerships, collaborations, community engagement and involvement or other funding sources that have been secured;
- capacity to deliver the project.

Some projects, either in their entirety or elements of the project may not be eligible for funding. They are:

- projects that have already commenced;
- recurrent maintenance or operating costs;
- projects that are considered to be private, commercial, individual or state government core responsible;
- elements that may be considered offensive; and
- fundraising, political or loan repayments.



For applications to proceed to assessment they must:

- be lodged on time;
- be submitted on the appropriate form;
- include the required information, including insurance and financial details;
- include agreement from the applicant to acknowledge the Shire if funding is successful;
- ensure the applicant demonstrates its ability to manage the project;
- not be due to commence until after the notification date.

### Comment

The first round of Community Grant Scheme closed on 25 June 2020. Two applications were received, with a total request for funding of \$6,000. Applications were reviewed by the Community Development Officer, and the following recommendations represent compliance with the Community Grant Scheme Policy (updated 18 March 2020).

A summary of the applications is as follows.

<b>Applicant</b>	<b>Project</b>	<b>Requested Funding</b>	<b>Officer Recommendation</b>
Friends of Pingelly Railway Station Inc. (FOPRS).	Various items to facilitate activation and increase visitation	\$3,000 (9.8% of total project cost)	\$3,000

FOPRS is a not for profit community group dedicating to preserving and activating the Pingelly Railway Station for residents and visitors. Following the recent restoration of the Railway Station, FOPRS is requesting support to purchase several items to enhance the space as a community venue and tourism attraction. The items include an under-bench dishwasher, fridge/freezer, microwave and block out blinds (10). The building is intended to be used by various volunteer groups as a meeting venue and as a community hub for a series of social activities. The FOPRS is currently planning a calendar of events for 2020-21 to maximise use of the building by the community to support wellbeing and inclusion. The application aligns with several priority areas including:

- building capacity within local community groups, volunteers and residents;
- supporting our young people;
- supporting our older people;
- providing opportunity to be healthy and promote wellbeing;
- supporting and encouraging cultural diversity and inclusion;
- developing and attracting art projects and increasing participation;
- generally building the strength, engagement and cohesion of the community;
- encourage tourism and increase visitation; and
- improve, conserve and promote heritage.

Attendance by the FOPRS at the Shire's Community Grant Scheme Launch via Zoom webinar is to be commended. Prior to submitting the Application, a representative from FOPRS Inc. also met with the Community Development Officer to discuss the project and confirm the application's alignment with the funding priority areas.

<b>Applicant</b>	<b>Project</b>	<b>Requested Funding</b>	<b>Officer Recommendation</b>
Pingelly Development Association (PDA).	Insurance	\$3,000 (100% of total project cost)	Actual cost of insurance (up to \$3,000)

The PDA serves as an umbrella association by providing governance for several local voluntary groups which are supported to focus on their core business. Currently the PDA oversees Pingelly Men's Shed, Pingelly Hospital Ladies Auxiliary, Pingelly Museum Group, Townscape Group and Market Day coordination. At time of preparing this Agenda Item the Pingelly Men's Shed is awaiting approval to become their own incorporated body, and as a result may secede from the PDA. Approximately 50 volunteers make up the PDA Committee and subsequent groups.

In view of the Community Grant Scheme Policy and Guidelines there are various noncomplying elements in this Application:

- voluntary insurance is an operational expenditure item which is an ineligible project cost;
- 100% of funding is being sought where the Policy and Guidelines state the Shire's maximum contribution as 75% (with \$3,000 as the maximum amount);
- lack of commitment to acknowledge the Shire's of Pingelly's contribution; and
- absence of a financial statement which is required for project amounts over \$1,000.

A representative from the PDA had not met with the Community Development Officer prior to submitting their Application, however the Community Development Officer initiated contact to follow up the aforementioned items before the close of Applications. The PDA representative provided information about an arrangement made 20 years ago between the Shire and PDA whereby the Shire would always fund the PDA's insurance, however, there is no record of this correspondence on record. In addition, since this conversation:

- no in-kind contributions have been identified to support a 75:25 Shire-PDA contribution;
- no further information has been provided by the PDA's capacity to acknowledge the Shire's contribution; and
- no financial statement has been received to support the \$3,000 project cost (\$500 more than the 2018-19 and 2019-20 amount).

As a result, the options are:

- Council approve the \$3,000 amount requested on condition of receiving evidence of the cost.
- Council approve \$2,250 which is 75% of the amount requested on condition of receiving evidence of the cost.
- Council does not support the Application on the grounds of ineligibility, however, at the risk of compromising the financial sustainability of organisations under the PDA.

Given the historical arrangement, it is recommended that Council approve this application, up to the \$3,000, following provision of the actual insurance costs.

### **Consultation**

Community Groups were invited to join a launch of the refreshed 2020/21 Community Grant Scheme via a Zoom webinar. The Community Grant Scheme was advertised in the Shire News, Pingelly Times, as well as via the Shire of Pingelly's website and Facebook page.

### **Statutory Environment**

Local Government Act 1995 – Part 6 Financial Management

### **Policy Implications**

5.15 Community Grant Scheme Policy

### **Financial Implications**

Annual Budget allocation \$15,000

## Strategic Implications

Goal 1	Economy
Outcome 1.1	The Shire experiences significant new business growth and employment and is known widely as an innovative and collaborative community which is attracting new population and investment.
Strategy 1.1.4	Support business and community tourism promotion initiatives.
Outcome 1.2	A truly working Main Street which symbolises a confident local economy, and results in people spending more locally.
Strategy 1.2.2	Further develop the town centre as an attractive environment which supports business investment, and community and visitor use.
Goal 2	Community
Outcome 2.2	Community groups function well with strong volunteer effort and feel supported by the community
Strategy 2.2.2	Support the capacity of clubs and groups to develop.
Outcome 2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
Strategy 2.4.1	Provide a range of community facilities and associated services in a way that maximises use and community activity.

## Risk Implications

Risk	Failure to review and assess the Applications in accordance with the Community Grant Scheme as per Policy 5.15 results in a loss in integrity for the new process endorsed by Council in March 2020. Remaining too firm however, may pose a reputational risk for the Shire and be seen as insensitive in light of the social recovery from COVID-19.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Provide support for Applications received, but in correspondence reiterate operational expenditure may not be funded in future rounds of the Community Grant Scheme. This clarifies the purpose of the Community Grant Scheme in writing to ensure applications received in the future remain project-based, but still support their organisation's sustainability in the short-term while alternative source of funds can be explored for the next financial year.

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

## **Voting Requirements**

Simple Majority

## **Recommendation**

**Council is requested to approve the Community Grant Scheme Applications from:**

- 1. Friends of Pingelly Railway Station Inc. for \$3,000**
- 2. Pingelly Development Association for the actual cost of insurance, up to a maximum of \$3,000.**

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

SHIRE OF PINGELLY	
FILE	ADmos42
DATE	22 JUN 2020
Officer	CDO, CEO
Copy to	IFM 201570



# Community Grant Scheme Application Form 2020-21

**Deadline Round 1 4pm Thursday 25 June 2020**

**Deadline Round 2 4pm Thursday 25 November 2021**

Please read the Community Grant Scheme Guidelines carefully and speak to the Community Development Officer before completing an application.

Contact 9887 1066 or [admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au) for further information or assistance.

**Please submit this application via one of the following:**

**Mail**

Shire of Pingelly  
17 Queen Street, Pingelly 6308

**Email**

[admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au)

**In person**

17 Queen Street, Pingelly

## Eligibility

<p>The Applicant is:</p> <ul style="list-style-type: none"> <li>• an incorporated organisation; or</li> <li>• a group auspiced through an incorporated organisation (with written acknowledgement)</li> </ul>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Projects meets priority areas identified within the Shire's Community Strategic Plan, and include, but are not limited to the following areas:</p> <ul style="list-style-type: none"> <li>• building capacity within local community groups, volunteers and residents;</li> <li>• supporting our young people;</li> <li>• supporting our older people;</li> <li>• providing opportunity to be healthy and promote wellbeing;</li> <li>• supporting and encouraging cultural diversity and inclusion;</li> <li>• developing and attracting art projects and increasing participation; and</li> <li>• generally building the strength, engagement and cohesion of the community.</li> </ul>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>For applications to proceed to assessment they must:</p> <ul style="list-style-type: none"> <li>• be lodged on time;</li> <li>• be submitted on the appropriate form;</li> <li>• include the required information, including insurance and financial details;</li> <li>• include agreement from the applicant to acknowledge the Shire if funding is successful;</li> <li>• ensure the applicant demonstrates its ability to manage the project; and</li> <li>• not be due to commence until after the notification date.</li> </ul>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**If you answered 'No' to any of these questions, please contact the Community Development Officer.**

## Applicant Details

**Organisation Details** This is the group undertaking the project.

Legal Name of Organisation	PINGELLY DEVELOPMENT ASSOCIATION
Postal Address	P.O. Box 189, PINGELLY WA 6308
ABN	195 493 804 13
Registered for GST	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Not-for-profit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Incorporated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Organisation Contact** This is the person legally authorised to enter into contracts on behalf of the organisation. This is generally the president or chairperson.

Name	CHERYKE LEE
Position	PRESIDENT
Telephone	0428 879 023
Mobile	
Email	MARCVEE1@WESTNET.COM.AU

## Project Details

Which category best describes your community project?

- ☒ building capacity within local community groups, volunteers and residents
- ☒ supporting our young people
- ☒ supporting our older people
- ☐ providing opportunity to be healthy and promote wellbeing
- ☐ supporting and encouraging cultural diversity and inclusion
- ☐ developing and attracting art projects and increasing participation
- ☒ generally building the strength, engagement and cohesion of the community
- ☐ encourage tourism and increase visitation
- ☐ activate local businesses and main streets
- ☐ improve, conserve and promote heritage

Project name

VOLUNTEER INSURANCE
---------------------

Provide a summary of the project

VOLUNTEER INSURANCE
---------------------

PROVIDE VOLUNTEER INSURANCE FOR P.D.A. AND THE VOLUNTEER GROUPS UNDER THE ASSOCIATION .

P.D.A COMMITTEE

PINGELLY HOSPITAL LADIES AUX

MUSEUM GROUP

TOWNSCAPE GROUP

MARKET DAY .

MENS SHED .

APPROX 50 VOLUNTEERS .

Clearly identify what the grant funds will be used for in the project

VOLUNTEER INSURANCE .

Which are your main target groups?

- ☒ General community
- ☐ Children 0-10
- ☐ Youth 11-25
- ☐ Women
- ☐ Men
- ☐ Seniors
- ☐ Aboriginal or Torres Strait Islander people
- ☐ People with disabilities and/or carers
- ☐ Other (please specify) \_\_\_\_\_

Describe how the project will benefit those participating and the community of Pingelly

WITH THESE GROUPS COMING UNDER THE PDA. THIS ENABLES THESE GROUPS TO CONCENTRATE ON THEIR CORE BUSINESS WITHOUT THE BURDEN OF GOVERNANCE WHICH THE P.D.A PROVIDES .

Provide details of any collaborations/partnerships or community groups that will assist in the delivery of this project and outline how they will support the project (provide letters of support where relevant).

ENABLES SMALL BUT VALUABLE GROUPS TO OUR COMMUNITY TO HAVE VOLUNTEER INSURANCE .



Anticipated commencement date

JUNE 2020

Anticipated completion date

JUNE 2021

How will you acknowledge the Shire of Pingelly's contribution to the project?

## Budget Details

Use the table below to list the expenses your project will incur, detail the income and in-kind that will cover the expenses, and identify their source.

Please note Shire of Pingelly's contribution is limited to 75% of the total project, and no more than \$3,000.

Income	
Income Items	Amount
Shire of Pingelly Community Grant Scheme Funding	\$ 3,000.00
<b>Total Project Income</b>	
In Kind Contributions	
In Kind Items	Amount
<b>Total In Kind Contributions</b>	
Expenditure	
Expenditure Items	Amount
<b>Total Project Expenditure</b>	3,000.00
<b>Total Project Cost (Total In Kind + Total Expenditure)</b>	3,000.00

Has your organisation received any type of funding from the Shire of Pingelly in the last 2 years? If yes, please provide details below.

Year	Amount	Purpose	Fully Acquitted
2019-20	\$2,500-00	VOLUNTEER INSURANCE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2018-19	\$2,500-00	VOLUNTEER INSURANCE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Have you applied for grant funding from other sources for this project? If yes, please provide details below.

Funding Body/Program	Amount	Status of Application
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Pending
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Pending

## Declaration

- ☒ I declare the organisation has read and understands the Community Grant Scheme Guidelines.
- ☒ I declare I am the authorised person to submit this application on behalf of my organisation and are authorised to sign legal documents on behalf of the organisation.
- ☒ I declare the information provided in this application and attachments is to the best of my knowledge true, correct and discloses all estimates as accurate as possible.
- ☒ I understand false or misleading statements listed in this Community Grant Scheme Application can result in the application being rejected or the withholding of any funds that may be approved as result of this application.
- ☒ I declare the organisation applying for the grant funding will complete and submit a Community Grant Scheme Acquittal Form within 30 days following the project's completion.
- ☒ I declare the organisation submitting this form understands this is an application only.

Name	CHERYLE LEE	Position	PRESIDENT
Signature	<i>Cheryl Lee</i>	Date	4-6-2020

## Application Checklist

- ☐ Contacted the Community Development Officer to discuss the proposed project and application.
- ☒ Completed all questions in the application form
- ☐ Ensured any attached documents to your application are clearly marked and are in a clear and easy to understand format.
- ☐ Annual financial statement attached for project amounts over \$1,000
- ☐ Evidence of public liability insurance - SHIRE HAS COPY.
- ☐ Letters of support, including letter of support from auspice organisation (if applicable)

## Pingelly Development Association (PDA)

The PDA is the overall Governing body that covers local groups. The PDA holds the Incorporation with a constitution. It also holds the banking, if any, for these groups. The PDA also covers volunteers, through the Shire, with insurance. The PDA by doing this, facilitates the establishment of new groups and also makes it less arduous for established groups.

Each group is encouraged to submit an annual report at the AGM (September.)

The PDA Committee has a President, Vice President, Secretary and Treasurer and meets Bi Monthly

Each group may have Group Leaders.

Groups under the Pingelly Development Association are:

Townscape— town beautification, improving the look of Pingelly

Pingelly Hospital Ladies Auxiliary— second hand store. Funds are then returned to the community . Supporting Health and Health associated groups

Market Group—hold two markets per annum

Mens Shed—offer a workshop and company to men in community

Museum Group—upkeep and improve the museum

~~Report on the Pingelly Development Association~~

**PINGELLY DEVELOPMENT ASSOCIATION**

**List of Volunteers as at 1st October, 2019**

**PINGELLY DEVELOPMENT ASSOCIATION**

**Committee**

Cheryle Lee  
Rosalyn Ward  
Lee Steel  
Brian Hotham  
Elizabeth Trump  
Julie Plane  
Rex Cooper

**MUSEUM GROUP 2018**

Elizabeth Trump.  
Julie King.  
Peter Narducci  
Jan Overing  
Judy Hempsall  
Craig McLennan

**TOWNSCAPE GROUP**

Margret Stone  
Jack Stone

**MARKET DAY**

Julie Plane

**PINGELLY HOSPITAL LADIES AUX**

Elly Bond  
Lyn Young  
Cheryl Nottle  
Ann Whiting  
Sue Steele  
Helen Paterson  
Judy Palmer  
Linda Rogers  
Linda Allott  
Laurel Dann  
Derb Scott  
Christina Codogan  
Gerrie Graham  
Inga Rigby  
Natalie Ord

**MENS SHED**

Terry Page	Arthur Evans
John Timms	Gus Dimer
Des Day	Tony Narducci
Tony Robinson	John Holm
Jim Watts	Kevin Wiles
John Stone	Barry Dillon
Danny Kane	Graham Butler
Brian Fosbery	Brian Hotham
Danny Smith	Colin Page
Harley Websdale	Mick Dowdell
Les Pedlar	Grahame Iange
Joe Carlucci	
John Price	
Robert Griffiths	

SHIRE OF PINGELLY	
FILE	ADM 6542
DATE	23 JUN 2020
Officer	CDO, CEO
Copy to	IFM 201572



# Community Grant Scheme Application Form 2020-21

**Deadline Round 1 4pm Thursday 25 June 2020**

**Deadline Round 2 4pm Thursday 25 November 2021**

Please read the Community Grant Scheme Guidelines carefully and speak to the Community Development Officer before completing an application.

Contact 9887 1066 or [admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au) for further information or assistance.

**Please submit this application via one of the following:**

**Mail**

Shire of Pingelly  
17 Queen Street, Pingelly 6308

**Email**

[admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au)

**In person**

17 Queen Street, Pingelly

## Eligibility

<p>The Applicant is:</p> <ul style="list-style-type: none"> <li>an incorporated organisation; or</li> <li>a group auspiced through an incorporated organisation (with written acknowledgement)</li> </ul>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Projects meets priority areas identified within the Shire's Community Strategic Plan, and include, but are not limited to the following areas:</p> <ul style="list-style-type: none"> <li>building capacity within local community groups, volunteers and residents;</li> <li>supporting our young people;</li> <li>supporting our older people;</li> <li>providing opportunity to be healthy and promote wellbeing;</li> <li>supporting and encouraging cultural diversity and inclusion;</li> <li>developing and attracting art projects and increasing participation; and</li> <li>generally building the strength, engagement and cohesion of the community.</li> </ul>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>For applications to proceed to assessment they must:</p> <ul style="list-style-type: none"> <li>be lodged on time;</li> <li>be submitted on the appropriate form;</li> <li>include the required information, including insurance and financial details;</li> <li>include agreement from the applicant to acknowledge the Shire if funding is successful;</li> <li>ensure the applicant demonstrates its ability to manage the project; and</li> <li>not be due to commence until after the notification date.</li> </ul>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**If you answered 'No' to any of these questions, please contact the Community Development Officer.**



## Applicant Details

**Organisation Details** This is the group undertaking the project.

Legal Name of Organisation	FRIENDS OF PINGELLY RAILWAY STATION INC.
Postal Address	PO BOX 544 PINGELLY 6308
ABN	54 910 304 047
Registered for GST	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Not-for-profit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Incorporated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Organisation Contact** This is the person legally authorised to enter into contracts on behalf of the organisation. This is generally the president or chairperson.

Name	JOHN TIMMS
Position	CHAIRMAN
Telephone	} 0417 918 959
Mobile	}
Email	johntimms63@bigpond.com

## Project Details

Which category best describes your community project?

- ☒ building capacity within local community groups, volunteers and residents
- ☒ supporting our young people
- ☒ supporting our older people
- ☒ providing opportunity to be healthy and promote wellbeing
- ☒ supporting and encouraging cultural diversity and inclusion
- ☒ developing and attracting art projects and increasing participation
- ☒ generally building the strength, engagement and cohesion of the community
- ☒ encourage tourism and increase visitation
- ☐ activate local businesses and main streets
- ☒ improve, conserve and promote heritage

Project name

FRIENDS OF PINGELLY RAILWAY STATION INC —PROJECT RAILWAY
---

Provide a summary of the project

With the restoration of the railway station completed we now need to maintain the building and surrounds. The project is totally dependent on grants, sponsorship, fundraising, donations, membership fees and volunteers.
--

Clearly identify what the grant funds will be used for in the project

Refer Budget details.

Which are your main target groups?

- ☒ General community
- ☐ Children 0-10
- ☐ Youth 11-25
- ☐ Women
- ☐ Men
- ☐ Seniors
- ☐ Aboriginal or Torres Strait Islander people
- ☐ People with disabilities and/or carers
- ☐ Other (please specify) \_\_\_\_\_

Describe how the project will benefit those participating and the community of Pingelly

The completed restoration has brought in small groups to use for a variety of social occasions. Various items are required to make the venue more comfortable for the members of the group and the community.

Provide details of any collaborations/partnerships or community groups that will assist in the delivery of this project and outline how they will support the project (provide letters of support where relevant).

Prior to the Covid-19 pandemic there were bookings and enquiries from members of the community, the Pingelly Tourish Group, Community Resource Centre and the Shire of Pingelly



## Anticipated commencement date

July 2020

## Anticipated completion date

August 2020

How will you acknowledge the Shire of Pingelly's contribution to the project?

a statement of thanks and appreciation would be placed in the "Pingelly Times" and also on social media. The Shire of Pingelly Logo is currently on our sponsor board at the station

## Budget Details

Use the table below to list the expenses your project will incur, detail the income and in-kind that will cover the expenses, and identify their source.

Please note Shire of Pingelly's contribution is limited to 75% of the total project, and no more than \$3,000.

Income	
Income Items	Amount
Shire of Pingelly Community Grant Scheme Funding	\$ 3000.00
Donation (Lily Watman Trust)	2000.00
" Private (wish to remain anonymous)	800.00
" " "	500.00
" " (3 @ \$50)	150.00
<b>Total Project Income</b>	<b>6450.00</b>
In Kind Contributions	
In Kind Items	Amount
Volunteer hours July 1 <sup>st</sup> 2019 to March 6 <sup>th</sup> 2020	
850 hours @ \$30/hour	25500.00
Membership Fees 40 @ \$15	600.00
Fridge/Freezer (now not working)	100.00
Stack chairs (24)	240.00
<b>Total In Kind Contributions</b>	<b>26440.00</b>
Expenditure	
Expenditure Items	Amount
Under bench dishwasher	1399.00
Fridge/Freezer	1399.00
Microwave	199.00
Block out blinds (10)	900.00
<b>Total Project Expenditure</b>	<b>3897.00</b>
<b>Total Project Cost (Total In Kind + Total Expenditure)</b>	<b>30,337.00</b>



Has your organisation received any type of funding from the Shire of Pingelly in the last 2 years? If yes, please provide details below.

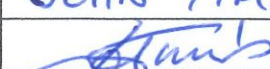
Year	Amount	Purpose	Fully Acquitted
2019	\$3700	Public Liability Insurance Retaining Wall	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2018	\$5000	Railings for pedestrian ramp	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Have you applied for grant funding from other sources for this project? If yes, please provide details below.

Funding Body/Program	Amount	Status of Application
Bendigo Bank for Urn, Tables and security Light (2020)	\$400	<input checked="" type="checkbox"/> Confirmed <input type="checkbox"/> Pending
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Pending

## Declaration

- ☒ I declare the organisation has read and understands the Community Grant Scheme Guidelines.
- ☒ I declare I am the authorised person to submit this application on behalf of my organisation and are authorised to sign legal documents on behalf of the organisation.
- ☒ I declare the information provided in this application and attachments is to the best of my knowledge true, correct and discloses all estimates as accurate as possible.
- ☒ I understand false or misleading statements listed in this Community Grant Scheme Application can result in the application being rejected or the withholding of any funds that may be approved as result of this application.
- ☒ I declare the organisation applying for the grant funding will complete and submit a Community Grant Scheme Acquittal Form within 30 days following the project's completion.
- ☒ I declare the organisation submitting this form understands this is an application only.

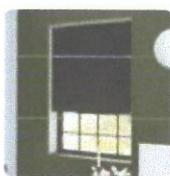
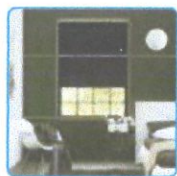
Name	JOHN TIMMS	Position	CHAIRMAN
Signature		Date	23/5/2020

## Application Checklist

- ☐ Contacted the Community Development Officer to discuss the proposed project and application.
- ☐ Completed all questions in the application form
- ☐ Ensured any attached documents to your application are clearly marked and are in a clear and easy to understand format.
- ☐ Annual financial statement attached for project amounts over \$1,000
- ☐ Evidence of public liability insurance
- ☐ Letters of support, including letter of support from auspice organisation (if applicable)



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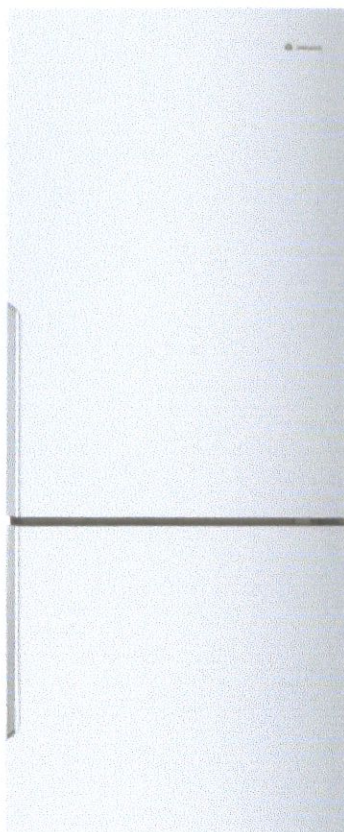
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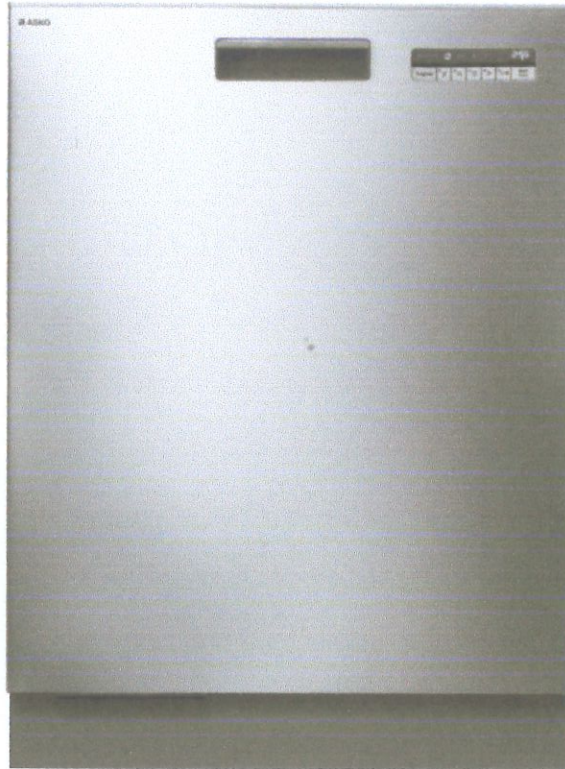


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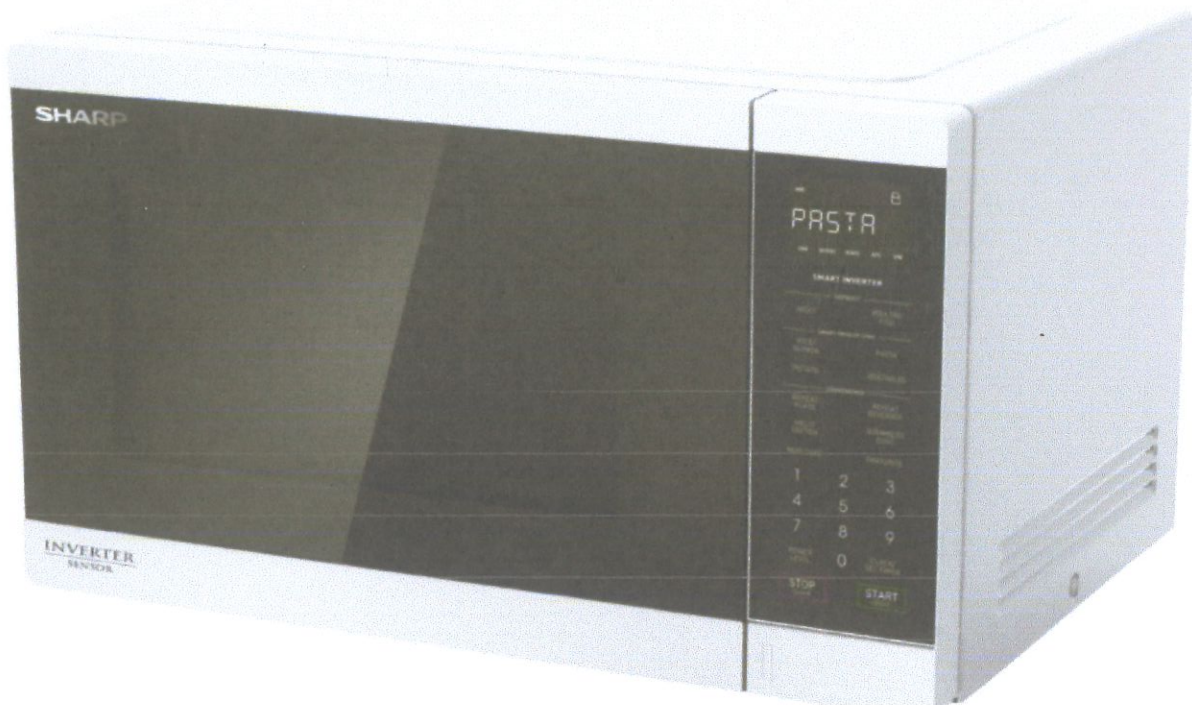
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Add style, functionality, and efficiency to your kitchen with the Asko Built-in 82cm Dishwasher. Sporting a sleek Stainless Steel finish and packed full of convenient features, this is the perfect addition to any busy kitchen.

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Powerful and versatile, the Sharp 1200W Midsize Inverter Microwave Oven lets you defrost, cook, and reheat different kinds of food hassle-free for meal variety during weekend lunches, family dinners, and other occasions. It comes with a 7-digit LED display to show more information when selecting functions or changing settings.

[READ MORE ...](#)**Specifications****Returns**

## **15.4 Adoption of 2020/21 Budget and Fees and Charges**

**File Reference:** ADM0067  
**Location:** Shire of Pingelly  
**Applicant:** Shire of Pingelly  
**Author:** Director Corporate and Community Services  
**Date:** 8 July 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Statutory Budget and Fees & Charges

### **Summary**

To adopt the 2020/21 Budget in accordance with the requirements of the *Local Government Act 1995* and other relevant legislation.

### **Background**

The *Local Government Act 1995* requires Councils by 31 August each financial year to prepare and adopt, in the form and manner prescribed a financial budget for its municipal fund for the financial year ending the next following June.

### **Comment**

The overall increase in rates raised for the year 2019/20 is 0% due to the COVID 19 pandemic. This year's budget will enable the Shire of Pingelly to complete its works programs and provide services required by the community and meet the compliance requirements of various governing agencies.

A capital works program amounting over \$3.85 million dollars is included in the budget, including upgrades and replacement of assets as required under the Shire of Pingelly Asset Management Plans. The major projects being undertaken in the 2020/21 budget are the extensive road construction program.

### **Consultation**

Nil

### **Statutory Environment**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

*Waste Avoidance and Resource Recovery Act 2007*

### **Policy Implications**

Nil

### **Financial Implications**

A balanced budget for the 2020/21 financial year.

### **Strategic Implications**

The budget documents Council's financial objectives for the next twelve months.

The draft 2020/21 budget has been developed based on the existing Community Strategic Plan and Integrated Planning documents prepared by the Shire of Pingelly.



## Quadruple Bottom Line Assessment

### A Healthy and Cohesive Community

- The draft 2020/21 budget delivers social outcomes identified in various planning and community supporting strategies that have previously been adopted by council. This includes support of medical services, aged care and primary health care services as well as community and sporting organisations and facilities.
- There has been extensive consultation with the community over the last few years as to the expectations of the community with regard to their needs and future development. A community survey was completed in 2018. The information obtained from the survey has been used to determine community needs and future planning.

### Prosperous and Sustainable Community

- The draft 2020/21 budget provides support for the community through an allocation of \$15,000 for the Community Grant Scheme. The disbursement of these funds will be presented to Council for each of the 2 rounds.
- Additionally, funds will be made available for the continued improvement of road and transport networks, including Commodity Route improvements.

### Effective Governance and Organisation

- Governance and compliance requirements continue to expand, with the Shire of Pingelly being subject to the same requirements as large metropolitan Councils. This represents a considerable impost on the Shire. The Shire of Pingelly has revised the Integrated Planning documents. There is a requirement for continual revision of these plans in future years, with these plans being the basis of decisions made by Council. Council have also adopted a training policy for Councillors to assist with decision making and to provide an understanding of their roles and responsibilities.
- Staff training is also funded acknowledging that experienced staff are difficult to source in regional areas. The training allows staff to attain a level of competency in an office where multiple complex tasks are undertaken by a small workforce. Works staff will also undertake training to ensure compliance with Worksafe requirements and to ensure competency in work undertaken. In addition, support services are sourced externally where expertise is not available locally.
- There are currently systems, policies and processes in place that are reviewed regularly to ensure the smooth and effective operation of the organisation.

### Risk Implications

Risk	Failure to prepare and Council adopt an Annual budget by 31 August each year.
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Statutory Compliance
Risk Action Plan (Controls or Treatment Proposed)	Preparation of the Annual Budget in a staged and planned process each year to be presented to Council before the 31 August each year for adoption.

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

## Recommendation

That:

### Part A – Municipal Fund Budget for 2020/21

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996* the Council adopt the Municipal Fund Budget as contained in the attachment to this agenda and the minutes for the Shire of Pingelly for the 2020/21 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page 2
- Statement of Comprehensive Income by Program on page 4
- Statement of Cash Flows on Page 6.
- Rate Setting Statement on page 7 showing an amount required to be raised from rates of \$2,093,429.
- Notes to and Forming Part of the Budget on pages 9 to 33.

### Absolute Majority Required

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

### Part B – General and Minimum Rates, Instalment Payment Arrangements

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum rates on Gross Rental and Unimproved Values.

#### 1.1 General Rates

Residential (GRV)	12.1390 cents in the dollar
Commercial (GRV)	12.1390 cents in the dollar
Industrial (GRV)	12.1390 cents in the dollar
Townsite (GRV)	12.1390 cents in the dollar
Broadacre Rural (UV)	0.9704 cents in the dollar

#### 1.2 Minimum Payments

Residential (GRV)	\$900
Commercial (GRV)	\$900
Industrial (GRV)	\$900
Townsite (GRV)	\$900
Broadacre Rural (UV)	\$900

2. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

- Full payment and 1st instalment due date 28 August 2020
- 2nd half instalment due date 7 January 2021
- 1st quarterly instalment due date 28 August 2020
- 2nd quarterly instalment due date 30 October 2020
- 3rd quarterly instalment due date 7 January 2021
- 4th quarterly instalment due date 8 March 2021

3. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.
4. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
5. Pursuant to section 6.51 (1) and subject to section 6.51 (4) of the *Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 8% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

**Absolute Majority Required**

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

**Part C – General Fees and Charges for 2020/21**

Pursuant to section 6.16 of the *Local Government Act 1995*, council adopts the Fees and charges included with the 2020/21 budget.

**Absolute Majority Required**

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

**Part D – Other Statutory Fees for 2020/21**

1. Pursuant to section 53 of the *Cemeteries Act 1986* council adopts the fees and charges for the Pingelly and Moorumbine cemeteries the 2020/21 budget.
2. Pursuant to section 245A (8) of the *Local Government (Miscellaneous Provisions) Act 1960* the council adopts a swimming pool inspection fee of \$58.45.
3. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, council adopt the following charges for the removal of domestic and commercial waste:
  - 3.1 Residential Premises including recycling 240L Refuse Bin Collected Weekly and 240L Recycling Bin Collected Fortnightly \$310 pa
  - 3.2 Commercial and Industrial Premises including recycling 240L Refuse Bin Collected Weekly and 240L Recycling Bin Collected Fortnightly \$310 pa
4. Pursuant to section 67 of the *Waste avoidance and Resources Recovery Act 2007*, and section 6.16 of the *Local Government Act 1995* council adopt the following charges for the deposit of domestic and commercial waste (inclusive of GST where applicable):

Refuse Site after Hours Access Fee (unsupervised)	\$120.00
Refuse Site after Hours Access Fee (supervised)	\$108.00
Burial of Hazardous Waste (per m <sup>3</sup> )	\$154.00
Building Rubble (per m <sup>3</sup> )	\$53.00

<b>Green Waste – Non-Residents (per m<sup>3</sup>)</b>	<b>\$12.50</b>
<b>Septic Waste (per m<sup>3</sup>) as per licence</b>	<b>\$24.00</b>
<b>Contaminated or unsorted mixed loads (per m<sup>3</sup>)</b>	<b>\$83.00</b>
<b>Oil Disposal – Non-residential or commercial (per litre)</b>	<b>\$3.00</b>

**Absolute Majority Required**

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

**Part E – Elected Members Fees and Charges**

1. Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fees for payment of elected members in lieu of individual meeting fees:

• President	<b>\$10,000</b>
• Deputy President	<b>\$4,400</b>
• Councillors	<b>\$4,000</b>

2. Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, Council adopts the following annual allowances for elected members:

- Phone, Fax, IT & Telecommunications **\$1,000**
- Childcare actual cost of \$25 per hour or whichever is the lesser

3. Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- President **\$1,200**

4. Pursuant to section 5.98A of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- Deputy President **\$300**

**Absolute Majority Required**

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

**Part F – Material Variance Reporting for 2020/21**

In accordance with regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2018/19 for reporting material variances shall be 10% and \$5,000, whichever is the greater.

**Absolute Majority Required**

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

## **Part G – Rates Exemption**

That pursuant to section 6.47 of the *Local Government Act*, and in keeping with past years, the 2020/21 rates on the following properties be waived:

- **Assessment A10364 – 13 Queen Street – Apex Club of Pingelly Inc**
- **Assessment A303 – Moorumbine RD – Church of England**
- **Assessment A9294 – 31-33 Park St – Church of England**
- **Assessment A8748 – Beverly Rd – Church of England**
- **Assessment A9023 – 33 Paragon St – Roman Catholic Church**
- **Assessment A8680 – 31 Sharow St – Pingelly Baptist Church**
- **Assessment A921 – 33 Sharow St – Pingelly Baptist Church**
- **Assessment A22567 – 39 Paragon St – Uniting Church in Australia**
- **Assessment A987 – 54 Shire Street – Pingelly Aged Persons Facility Inc**
- **Assessment A11033 – 24 Shire Street – Pingelly Cottage Homes**
- **Assessment A20103 – 29 Parade Street – Pingelly CRC**
- **Assessment A7641 – 18 Parade St – Pingelly CRC**
- **Assessment A20450 – Lot 14 Shire Street – Pingelly Cottage Homes**
- **Assessment A6051 – 33 Somerset Street – Pingelly Cottage Homes**
- **Assessment A1049 – 37-39 Brown Street – Pingelly Cottage Homes**
- **Assessment A20450 – Lot 14 Shire St – Pingelly Cottage Homes**
- **Assessment A9390 – 24 Shire Street – Pingelly Cottage Homes**
- **Assessment A6171 – 29 Review Street – Pingelly Golf Club**
- **Assessment A943 – 18 Brown St – Pingelly Bowling Club**
- **Assessment A10833 – Brown St – Pingelly Tennis Club**
- **Assessment A22422 – 47 Stratford Street – Pingelly Masonic Lodge Inc**
- **Assessment A8988 – 51-53 Stratford Street – St John Ambulance Association**
- **Assessment A3387 – 23 Paragon Street – Southern Aboriginal Corporation**
- **Assessment A4542 – 28 Pasture Street – Southern Aboriginal Corporation**
- **Assessment A6695 – 43 Park Street – Southern Aboriginal Corporation**
- **Assessment A6784 – 56 Pitt Street – Southern Aboriginal Corporation**
- **Assessment A7261 – 37 Somerset Street - Southern Aboriginal Corporation**

### **Absolute Majority Required**

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

## **Part H – Early Payment Incentive Prize**

That entry into the Early Payment of Rates competition be offered to ratepayers who have paid in full all rates and charges within 35 days of issue (28 August 2020) and that the draw be conducted at the 16 September 2020 Ordinary Council meeting following the close of the competition.

That entry into the Early Payment of Rates competition prizes offered be made up of:

- **First Prize**  
**\$500 Stephen & Dannielle Keatley of Keatley Wool and Livestock**
- **Second Prize**  
**A \$350 Savings Account from the Pingelly Brookton Community Bank**
- **Third Prize**  
**\$200 cash from Matthews Realty Pty Ltd**

### **Simple Majority Required**

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

**Terms and Conditions:**

*Ineligible ratepayers are owners of property that is not fully rated (subject to exemptions) and Shire of Pingelly Councillors or Staff (or partners of).*

*Sponsors materials be included in the envelope sent to ratepayers with the rate notices. Mention of the sponsors is to be made in the newsletter accompanying the rate notices.*

*Entry into the Early Payment of Rates competition be offered to eligible ratepayers who have paid in full all rates and charges (including arrears) within 35 days of issue and that the draw be conducted at the Ordinary Council Meeting following the close of the competition.*

*The Presiding Person at the meeting conducts the draw. The program Random Prize Draw be used to draw the winners. Staff to confirm the eligibility of the winners prior to the announcement of the winners.*

*Should the assessment drawn be ineligible, then another draw will be done until eligible winners have been selected. When winners are determined the name of the winners will be published in the Shire News as well as an acknowledgement of the provision of prizes by the sponsors.*

**SHIRE OF PINGELLY**  
**BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**LOCAL GOVERNMENT ACT 1995**

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**SHIRE'S VISION**

Pingelly, a sustainable community, where natural beauty and economic diversity provide opportunities for all.



## SHIRE OF PINGELLY

**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
<b>Revenue</b>				
Rates	1(a)	2,093,429	2,094,891	2,084,538
Operating grants, subsidies and contributions	10(a)	743,227	1,688,212	1,038,067
Fees and charges	9	319,818	279,738	333,001
Interest earnings	12(a)	36,447	50,739	45,285
Other revenue	12(b)	54,004	133,752	81,951
		3,246,925	4,247,332	3,582,842
<b>Expenses</b>				
Employee costs		(1,701,628)	(1,588,626)	(1,528,119)
Materials and contracts		(1,084,488)	(1,223,303)	(1,312,197)
Utility charges		(147,800)	(172,344)	(149,304)
Depreciation on non-current assets	5	(2,577,232)	(2,564,785)	(2,472,000)
Interest expenses	12(d)	(114,996)	(121,107)	(199,234)
Insurance expenses		(165,661)	(178,574)	(180,846)
Other expenditure		(105,580)	(83,802)	(98,081)
		(5,897,385)	(5,932,541)	(5,939,781)
<b>Subtotal</b>		(2,650,460)	(1,685,209)	(2,356,939)
Non-operating grants, subsidies and contributions	10(b)	2,907,667	1,033,027	2,001,730
Profit on asset disposals	4(b)	57,000	4,067	0
Loss on asset disposals	4(b)	(20,500)	(380,679)	(385,719)
Loss on revaluation of non current assets		0	0	0
Reversal of prior year loss on revaluation of assets		0	0	0
Fair value adjustments to financial assets at fair value through profit or loss		0	864	0
		2,944,167	657,279	1,616,011
<b>Net result</b>		<b>293,707</b>	<b>(1,027,930)</b>	<b>(740,928)</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>293,707</b>	<b>(1,027,930)</b>	<b>(740,928)</b>

This statement is to be read in conjunction with the accompanying notes.

# SHIRE OF PINGELLY

## FOR THE YEAR ENDED 30 JUNE 2021

### BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire of Pingelly controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to the budget.

### 2019/20 ACTUAL BALANCES

Balances shown in this budget as 2019/20 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

### CHANGE IN ACCOUNTING POLICIES

On the 1 July 2020 the following new accounting policies are to be adopted and may impact the preparation of the budget:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 is not expected to impact the annual budget. Specific impacts of AASB 2018-7 have not been identified.

### KEY TERMS AND DEFINITIONS - NATURE OR TYPE

#### REVENUES RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.

Excludes rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

### REVENUES (CONTINUED)

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### FEES AND CHARGES

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

### EXPENSES

#### EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**SHIRE OF PINGELLY**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
<b>Revenue</b>	1,9,10(a),12(a),12(b)	\$	\$	\$
Governance		38,685	86,692	38,385
General purpose funding		2,732,800	3,461,809	2,742,245
Law, order, public safety		59,829	42,604	70,802
Health		1,636	1,776	1,636
Education and welfare		13,713	22,338	28,425
Community amenities		199,740	197,523	211,850
Recreation and culture		23,290	25,700	36,618
Transport		91,455	318,257	355,834
Economic services		45,550	52,250	45,820
Other property and services		40,227	38,383	51,227
		3,246,925	4,247,332	3,582,842
<b>Expenses excluding finance costs</b>	4(a),5,12(c),(e),(f)			
Governance		(513,139)	(266,384)	(293,458)
General purpose funding		(149,696)	(196,491)	(198,531)
Law, order, public safety		(204,950)	(236,514)	(236,557)
Health		(144,759)	(141,730)	(140,955)
Education and welfare		(39,896)	(122,876)	(103,234)
Community amenities		(379,875)	(392,607)	(417,533)
Recreation and culture		(1,201,891)	(1,372,804)	(1,200,831)
Transport		(2,844,272)	(2,764,104)	(2,817,866)
Economic services		(286,465)	(291,073)	(305,418)
Other property and services		(17,446)	(26,851)	(26,164)
		(5,782,389)	(5,811,434)	(5,740,547)
<b>Finance costs</b>	,7,6(a),12(d)			
Governance		(3,139)	(3,020)	0
Education and welfare		(9,414)	(10,490)	(16,129)
Recreation and culture		(93,219)	(107,597)	(183,105)
Transport		(9,224)	0	0
		(114,996)	(121,107)	(199,234)
<b>Subtotal</b>		(2,650,460)	(1,685,209)	(2,356,939)
Non-operating grants, subsidies and contributions	10(b)	2,907,667	1,033,027	2,001,730
Profit on disposal of assets	4(b)	57,000	4,067	0
(Loss) on disposal of assets	4(b)	(20,500)	(380,679)	(385,719)
Fair value adjustments to financial assets at fair value through profit or loss		0	864	0
		2,944,167	657,279	1,616,011
<b>Net result</b>		<b>293,707</b>	<b>(1,027,930)</b>	<b>(740,928)</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>293,707</b>	<b>(1,027,930)</b>	<b>(740,928)</b>

This statement is to be read in conjunction with the accompanying notes.

## SHIRE OF PINGELLY

### FOR THE YEAR ENDED 30 JUNE 2021

#### KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

#### OBJECTIVE

##### GOVERNANCE

Effective leadership and governance

#### ACTIVITIES

Administration and operation of facilities and services to members of Council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not

##### GENERAL PURPOSE FUNDING

A financially sustainable Shire.

Rates, general purpose government grants and interest revenue.

##### LAW, ORDER, PUBLIC SAFETY

A safe community.

Fire prevention, animal control and assistance to emergency services.

##### HEALTH

Health and family support services that are accessible and meet the needs of the community.

Food quality control, provision of doctor services.

##### EDUCATION AND WELFARE

Quality of life for the aged and disabled.

Maintenance of a daycare centre and assistance to the provision of aged care accommodation.

Development and participation of young people.

##### COMMUNITY AMENITIES

Appropriate development which is diverse in nature and protects local heritage.

Rubbish and recyclables collection and disposal services, operation of the refuse site, administration of the town planning scheme, maintenance of the cemetery, maintenance of public toilets and maintenance of storm water drainage.

##### RECREATION AND CULTURE

Access to recreation, sporting and leisure opportunities.

Maintenance of the Town Hall, Pingelly Recreation and Cultural Centre, recreation ground, swimming pool complex, reserves, operation of the library together with support of cultural events.

##### TRANSPORT

Safe and reliable transport infrastructure.

Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets and depot maintenance.

##### ECONOMIC SERVICES

Support the promotion and marketing of local businesses and tourism initiatives.

The regulation and provision of building control, control of noxious weeds and vermin, standpipe water supplies and area promotion.

##### OTHER PROPERTY AND SERVICES

Provide support services for works and plant operations.

Private works operations, plant repairs and operation costs.

**SHIRE OF PINGELLY**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		2,113,429	2,075,135	2,034,538
Operating grants, subsidies and contributions		441,396	1,862,219	1,038,067
Fees and charges		319,818	279,738	333,001
Interest earnings		36,447	50,739	45,285
Goods and services tax		236,401	255,121	0
Other revenue		54,004	133,752	81,951
		3,201,495	4,656,704	3,532,842
<b>Payments</b>				
Employee costs		(1,701,628)	(1,579,791)	(1,528,119)
Materials and contracts		(744,043)	(1,407,889)	(1,393,178)
Utility charges		(147,800)	(172,344)	(149,304)
Interest expenses		(114,996)	(195,304)	(199,234)
Insurance expenses		(165,661)	(178,574)	(180,846)
Goods and services tax		(236,401)	(236,401)	0
Other expenditure		(105,580)	(83,802)	(98,081)
		(3,216,109)	(3,854,105)	(3,548,762)
<b>Net cash provided by (used in) operating activities</b>	3	(14,614)	802,599	(15,920)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	4(a)	(447,024)	(255,800)	(285,364)
Payments for construction of infrastructure	4(a)	(3,031,227)	(1,210,902)	(2,109,327)
Non-operating grants, subsidies and contributions		2,907,667	1,033,027	2,001,730
Proceeds from sale of plant and equipment	4(b)	195,000	122,082	120,430
Proceeds on financial assets at amortised cost - self supporting loans	6(a)	17,539	24,300	24,300
<b>Net cash provided by (used in) investing activities</b>		(358,045)	(287,293)	(248,231)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(169,320)	(1,367,697)	(1,389,880)
Principal elements of lease payments	7	(96,540)	(19,766)	0
Proceeds from new borrowings	6(b)	0	1,200,000	1,200,000
<b>Net cash provided by (used in) financing activities</b>		(265,860)	(187,463)	(189,880)
<b>Net increase (decrease) in cash held</b>		(638,519)	327,843	(454,031)
Cash at beginning of year		867,937	540,094	531,852
<b>Cash and cash equivalents at the end of the year</b>	3	<b>229,418</b>	<b>867,937</b>	<b>77,821</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF PINGELLY**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
Net current assets at start of financial year - surplus/(deficit)		718,736	317,548	282,356
Revenue from operating activities (excluding rates)		718,736	317,548	282,356
Governance		38,685	90,759	38,385
General purpose funding		639,371	1,367,782	657,707
Law, order, public safety		59,829	42,604	70,802
Health		1,636	1,776	1,636
Education and welfare		13,713	22,338	28,425
Community amenities		199,740	197,523	211,850
Recreation and culture		30,290	25,700	36,618
Transport		141,455	318,257	355,834
Economic services		45,550	52,250	45,820
Other property and services		40,227	38,383	51,227
		1,210,496	2,157,372	1,498,304
Expenditure from operating activities		(519,278)	(639,695)	(669,607)
Governance		(149,696)	(196,491)	(198,531)
General purpose funding		(204,950)	(236,514)	(236,557)
Law, order, public safety		(144,759)	(141,730)	(140,955)
Health		(49,310)	(133,366)	(119,363)
Education and welfare		(379,875)	(392,607)	(417,533)
Recreation and culture		(1,295,110)	(1,480,401)	(1,383,936)
Transport		(2,870,996)	(2,764,104)	(2,817,866)
Economic services		(286,465)	(301,461)	(314,988)
Other property and services		(17,446)	(26,851)	(26,164)
		(5,917,885)	(6,313,220)	(6,325,500)
Non-cash amounts excluded from operating activities	2 (a)(i)	2,540,732	2,858,958	2,857,719
<b>Amount attributable to operating activities</b>		(1,447,921)	(979,342)	(1,687,121)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	10(b)	2,907,667	1,033,027	2,001,730
Purchase land held for resale	4(a)	0	0	0
Purchase investment property	4(a)	0	0	0
Purchase property, plant and equipment	4(a)	(447,024)	(255,800)	(285,364)
Purchase and construction of infrastructure	4(a)	(3,031,227)	(1,210,902)	(2,109,327)
Proceeds from disposal of assets	4(b)	195,000	122,082	120,430
Proceeds from self supporting loans	6(a)	17,539	24,300	24,300
Advances of self supporting loans	6(a)	0	0	0
<b>Amount attributable to investing activities</b>		(358,045)	(287,293)	(248,231)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(169,320)	(1,367,697)	(1,389,880)
Principal elements of finance lease payments	7	(96,540)	(19,766)	0
Proceeds from new borrowings	6(b)	0	1,200,000	1,200,000
Transfers to cash backed reserves (restricted assets)	8(a)	(173,803)	(23,520)	(23,956)
Transfers from cash backed reserves (restricted assets)	8(a)	152,200	101,463	64,650
<b>Amount attributable to financing activities</b>		(287,463)	(109,520)	(149,186)
<b>Budgeted deficiency before general rates</b>		(2,093,429)	(1,376,155)	(2,084,538)
<b>Estimated amount to be raised from general rates</b>	1	2,093,429	2,094,891	2,084,538
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2 (a)(iii)	<b>0</b>	<b>718,736</b>	<b>0</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF PINGELLY**  
**INDEX OF NOTES TO THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

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SHIRE OF PINGELLY  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

1. RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2020/21 Budgeted rate revenue	2020/21 Budgeted interim rates	2020/21 Budgeted back rates	2020/21 Budgeted total revenue	2019/20 Actual total revenue	2019/20 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
<b>Differential general rate or general rate</b>									
<b>Gross rental valuations</b>									
GRV - Residential	0.121390	316	3,615,352	438,868	0	0	438,868	445,080	439,884
GRV - Rural Residential	0.121390	66	817,596	99,248	0	0	99,248	98,922	98,067
GRV - Commercial/Industrial	0.121390	29	412,252	50,043	0	0	50,043	49,495	39,744
GRV - Townsites	0.121390	12	144,560	17,548	0	0	17,548	17,356	17,356
<b>Unimproved valuations</b>									
UV - Broadacre Rural	0.009704	244	138,100,000	1,340,122	0	0	1,340,122	1,349,724	1,352,447
<b>Sub-Totals</b>		667	143,089,760	1,945,829	0	0	1,945,829	1,960,577	1,947,498
<b>Minimum</b>									
<b>Minimum payment</b>									
	\$								
<b>Gross rental valuations</b>									
GRV - Residential	900	62	86,871	55,800	0	0	55,800	55,800	55,800
GRV - Rural Residential	900	24	57,360	21,600	0	0	21,600	20,700	20,700
GRV - Commercial/Industrial	900	11	48,555	9,900	0	0	9,900	9,900	12,600
GRV - Townsites	900	8	17,185	7,200	0	0	7,200	7,200	7,200
<b>Unimproved valuations</b>									
UV - Broadacre Rural	900	59	3,895,500	53,100	0	0	53,100	40,500	40,500
<b>Sub-Totals</b>		164	4,105,471	147,600	0	0	147,600	134,100	136,800
		831	147,195,231	2,093,429	0	0	2,093,429	2,094,677	2,084,298
Movement in Excess Rates								0	
Ex-gratia rates							0	214	240
<b>Total amount raised from general rates</b>							2,093,429	2,094,891	2,084,538
Ex-gratia rates							220		
<b>Total rates</b>							2,093,649	2,094,891	2,084,538

All land (other than exempt land) in the Shire of Pingelly is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire of Pingelly.

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

## 1. RATES AND SERVICE CHARGES (CONTINUED)

### (b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
<b>Option one</b>				
Full Payment	28/08/2020			8.0%
<b>Option two</b>				
First Instalment	28/08/2020			8.0%
Second Instalment	7/01/2021	10	5.5%	8.0%
<b>Option three</b>				
First Instalment	28/08/2020			8.0%
Second Instalment	30/10/2020	10	5.5%	8.0%
Third Instalment	7/01/2021	10	5.5%	8.0%
Fourth Instalment	8/03/2021	10	5.5%	8.0%

	2020/21 Budget revenue	2019/20 Actual revenue	2019/20 Budget revenue
	\$	\$	\$
Instalment plan admin charge revenue	4,500	4,180	4,500
Instalment plan interest earned	7,500	7,941	6,800
Unpaid rates and service charge interest earned	12,180	17,868	17,000
ESL Penalty Interest	800	918	800
	24,980	30,907	29,100

## 1. RATES AND SERVICE CHARGES (CONTINUED)

### (c) Specified Area Rate

The Shire did not raise specified area rates for the year ended 30 June 2021.

### (d) Service Charges

The Shire did not raise service charges for the year ended 30 June 2021.

## 1. RATES AND SERVICE CHARGES (CONTINUED)

The Shire does not anticipate any waivers or concessions for the year ended 30 June 2021.

## 2 (a). NET CURRENT ASSETS

### Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

Note	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
	\$	\$	\$
d			
4(b)	(57,000)	(4,067)	0
	0	0	0
	0	0	0
	0	(864)	0
ish	0	0	0
cash	0	32,214	0
		3,229	
	0	0	0
4(b)	20,500	380,679	385,719
	0	0	0
	0	(117,018)	0
5	2,577,232	2,564,785	2,472,000
	2,540,732	2,858,958	2,857,719

### (ii) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

### Adjustments to net current assets

Less: Cash - restricted reserves	3	(184,419)	(162,816)	(200,066)
Less: Current assets not expected to be received at end of year				
- current portion of self supporting loans receivable		(18,692)	(17,539)	0
- Financial assets at fair value through profit and loss		(5,000)	(5,000)	
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings		169,910	169,320	167,697
- Current portion of lease liabilities		20,366	20,366	0
- Employee benefit provisions		374,554	374,554	329,148
<b>Total adjustments to net current assets</b>		<b>356,719</b>	<b>378,885</b>	<b>296,779</b>

## 2 (a). NET CURRENT ASSETS (CONTINUED)

### EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Note	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
		\$	\$	\$
<b>(iii) Composition of estimated net current assets</b>				
<b>Current assets</b>				
Cash and cash equivalents- unrestricted	3	44,999	373,290	(122,245)
Cash and cash equivalents - restricted				
Cash backed reserves	3	184,419	162,816	200,066
Unspent grants, subsidies and contributions	10	0	331,831	0
Financial assets - unrestricted		23,692	22,539	0
Receivables		233,294	283,294	276,736
Contract assets		0	180,445	0
Inventories		3,704	3,704	8,744
		490,108	1,357,919	363,301
<b>Less: current liabilities</b>				
Trade and other payables		(281,997)	(121,997)	(163,234)
Contract liabilities		0	(331,831)	0
Lease liabilities		(20,366)	(20,366)	0
Long term borrowings		(169,910)	(169,320)	(167,697)
Provisions		(374,554)	(374,554)	(329,149)
		(846,827)	(1,018,068)	(660,080)
<b>Net current assets</b>		(356,719)	339,851	(296,779)
<b>Less: Total adjustments to net current assets</b>	2 (a)(ii)	356,719	378,885	296,779
<b>Closing funding surplus / (deficit)</b>		0	718,736	0

**2 (b). NET CURRENT ASSETS (CONTINUED)**

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Pingelly becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**CONTRACT ASSETS**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**PROVISIONS**

Provisions are recognised when the Shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**INVENTORIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Superannuation**

The Shire of Pingelly contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Pingelly contributes are defined contribution plans.

**LEASE LIABILITIES**

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

**TRADE AND OTHER RECEIVABLES**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

Provision is made for the Shire of Pingelly's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Pingelly's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire of Pingelly's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**LAND HELD FOR RESALE**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**CONTRACT LIABILITIES**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

### 3. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Cash at bank and on hand	229,418	867,937	77,821
	229,418	867,937	77,821
- Unrestricted cash and cash equivalents	44,999	373,290	(122,245)
- Restricted cash and cash equivalents	184,419	494,647	200,066
	229,418	867,937	77,821
The following restrictions have been imposed by regulation or other externally imposed requirements on cash and cash equivalents:			
Leave reserve	26,860	36,061	25,718
Plant reserve	35,562	48,977	66,683
Building reserve	24,156	23,808	23,753
Electronic Equipment reserve	29,548	3,242	3,194
Community Bus reserve	23,893	11,807	11,675
Swimming Pool reserve	28,155	22,835	53,111
Refuse Site Rehab/Closure reserve	16,245	16,086	15,932
Unspent grants, subsidies and contributions	10 0	331,831	0
	184,419	494,647	200,066
<b>Reconciliation of net cash provided by operating activities to net result</b>			
<b>Net result</b>	293,707	(1,027,930)	(740,928)
Depreciation	5 2,577,232	2,564,785	2,472,000
(Profit)/loss on sale of asset	4(b) (36,500)	376,612	385,719
Gain on revaluation of financial assets through P&L		(864)	
(Increase)/decrease in receivables	50,000	(53,331)	(50,000)
(Increase)/decrease in contract assets	180,445	(180,445)	0
(Increase)/decrease in inventories	0	5,040	0
Increase/(decrease) in payables	160,000	(95,268)	(171,962)
Increase/(decrease) in contract liabilities	(331,831)	214,813	0
Change in accounting policies transferred to retained surplus	0	0	90,981
Increase/(decrease) in employee provisions	0	32,214	0
Non-operating grants, subsidies and contributions	(2,907,667)	(1,033,027)	(2,001,730)
<b>Net cash from operating activities</b>	<b>(14,614)</b>	<b>802,599</b>	<b>(15,920)</b>

#### SIGNIFICANT ACCOUNTING POLICES

##### CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

##### FINANCIAL ASSETS AT AMORTISED COST

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.



**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**4. FIXED ASSETS**

**(a) Acquisition of Assets**

The following assets are budgeted to be acquired during the year.

Asset class	Reporting program											2020/21 Budget total	2019/20 Actual total	2019/20 Budget total
	Governance	General purpose funding	Law, order, public safety	Health	Education and welfare	Housing	Community amenities	Recreation and culture	Transport	Economic services	Other property and services			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<u>Property, Plant and Equipment</u>														
Land - freehold land										30,000		30,000	0	0
Land - vested in and under the control of council												0	0	0
Buildings - non-specialised												0	71,668	0
Buildings - specialised												0	27,264	0
Furniture and equipment	34,081											34,081	0	0
Plant and equipment	90,000							33,500	171,000			294,500	156,868	126,900
Works In Progress								88,443				88,443	0	158,464
	124,081	0	0	0	0	0	0	121,943	171,000	30,000	0	447,024	255,800	285,364
<u>Infrastructure</u>														
Infrastructure - roads									1,793,554			1,793,554	970,075	1,903,851
Infrastructure - footpaths									237,673			237,673	11,761	12,000
Other infrastructure Kerbs & Drains												0	85,538	91,588
Other infrastructure								1,000,000				1,000,000	43,160	0
Other infrastructure Bridges												0	100,368	101,888
	0	0	0	0	0	0	0	1,000,000	2,031,227	0	0	3,031,227	1,210,902	2,109,327
<u>Right of use assets</u>														
Right of use - land												0	0	0
Right of use - buildings	21,279											21,279	0	0
Right of use - plant and equipment									337,468			337,468		0
Right of use - furniture and fittings	40,187											40,187	0	0
	61,466	0	0	0	0	0	0	0	337,468	0	0	398,934	0	0
<b>Total acquisitions</b>	185,547	0	0	0	0	0	0	1,121,943	2,539,695	30,000	0	3,877,185	1,466,702	2,394,691

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

**SIGNIFICANT ACCOUNTING POLICIES**

**RECOGNITION OF ASSETS**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

SHIRE OF PINGELLY  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

#### 4. FIXED ASSETS

##### (b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	2020/21 Budget Net Book Value	2020/21 Budget Sale Proceeds	2020/21 Budget Profit	2020/21 Budget Loss	2019/20 Actual Net Book Value	2019/20 Actual Sale Proceeds	2019/20 Actual Profit	2019/20 Actual Loss	2019/20 Budget Net Book Value	2019/20 Budget Sale Proceeds	2019/20 Budget Profit	2019/20 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>By Program</b>												
Governance	15,000	12,000	0	(3,000)	465,953	99,729	4,067	(370,291)	474,149	98,000	0	(376,149)
Recreation and culture	0	7,000	7,000	0	0	0	0	0	0	0	0	0
Transport	113,500	146,000	50,000	(17,500)	0	0	0	0	0	0	0	0
Economic services	30,000	30,000	0	0	32,741	22,353	0	(10,388)	32,000	22,430	0	(9,570)
	158,500	195,000	57,000	(20,500)	498,694	122,082	4,067	(380,679)	506,149	120,430	0	(385,719)
<b>By Class</b>												
<i>Property, Plant and Equipment</i>												
Land - freehold land	30,000	30,000	0	0	48,506	20,000	0	(28,506)	48,506	20,000	0	(28,506)
Buildings - non-specialised	0	0	0	0	111,452	0	0	(111,452)	115,043	0	0	(115,043)
Buildings - specialised	0	0	0	0	221,029	0	0	(221,029)	230,600	0	0	(230,600)
Plant and equipment	128,500	165,000	57,000	(20,500)	117,707	102,082	4,067	(19,692)	112,000	100,430	0	(11,570)
	158,500	195,000	57,000	(20,500)	498,694	122,082	4,067	(380,679)	506,149	120,430	0	(385,719)

A detailed breakdown of disposals on an individual asset basis can be found in the supplementary information attached to this budget document

#### SIGNIFICANT ACCOUNTING POLICIES

##### GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

## 5. ASSET DEPRECIATION

### By Program

Governance
Law, order, public safety
Health
Education and welfare
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

### By Class

Buildings - non-specialised
Buildings - specialised
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - footpaths
Other infrastructure Kerbs & Drains
Other infrastructure
Other infrastructure Bridges
Right of use - buildings
Right of use - plant and equipment
Right of use - furniture and fittings

2020/21 Budget	2019/20 Actual	2019/20 Budget
\$	\$	\$
65,000.00	77,124	65,000
50,000.00	50,195	50,000
4,000.00	3,989	4,000
19,000.00	42,447	19,000
24,000.00	24,802	24,000
410,000.00	540,920	360,000
1,875,732.00	1,682,355	1,805,000
55,000.00	54,383	55,000
74,500.00	88,570	90,000
2,577,232.00	2,564,785	2,472,000
35,000.00	60,467	35,000
160,000.00	330,531	160,000
16,000.00	12,429	16,000
135,000.00	177,199	135,000
1,340,000.00	1,134,161	1,340,000
36,000.00	37,523	36,000
200,000.00	215,069	200,000
284,383.00	310,554	260,000
290,000.00	272,711	290,000
5,316.00	0	0
67,496.00	0	0
8,037.00	14,141	0
2,577,232.00	2,564,785	2,472,000

## SIGNIFICANT ACCOUNTING POLICIES

### DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - non-specialised	50 years
Buildings - specialised	50 years
Furniture and equipment	10 years
Plant and equipment	3 to 15 years
Works In Progress	not depreciated
Infrastructure - roads	40 years
Infrastructure - footpaths	40 years
Other infrastructure Kerbs & Drains	40 years
Other infrastructure	30 to 75 years
Other infrastructure Bridges	50 Years
Right of use - plant and equipment	Based on the remaining lease
Right of use - furniture and fittings	Based on the remaining lease
Intangible assets - rehabilitation costs	40 years

### AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**6. INFORMATION ON BORROWINGS**

**(a) Borrowing repayments**

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget Principal 1 July 2020	2020/21 Budget New Loans	2020/21 Budget Principal Repayments	Budget Principal outstanding 30 June 2021	2020/21 Budget Interest Repayments	Actual Principal 1 July 2019	2019/20 Actual New Loans	2019/20 Actual Principal Repayments	Actual Principal outstanding 30 June 2020	2019/20 Actual Interest Repayments	Budget Principal 1 July 2019	2019/20 Budget New Loans	2019/20 Budget Principal Repayments	Budget Principal outstanding 30 June 2020	2019/20 Budget Interest Repayments
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>																		
Recreation and Culture Centre	123	WATC	4.2%	2,054,890	0	(100,699)	1,954,191	(85,462)	2,198,287	0	(143,397)	2,054,890	(92,380)	2,198,287		(143,397)	2,054,890	(135,845)
S/T Loan		WATC	2.4%	0	0	0	0	0	1,200,000	0	(1,200,000)	0	(15,217)	1,200,000		(1,200,000)	0	(29,440)
Recreation and Culture Centre	124	WATC	0.7%	1,200,000		(51,082)	1,148,918	(7,757)	0	1,200,000	0	1,200,000	0	0	1,200,000	(22,183)	1,177,817	(17,820)
				3,254,890	0	(151,781)	3,103,109	(93,219)	3,398,287	1,200,000	(1,343,397)	3,254,890	(107,597)	3,398,287	1,200,000	(1,365,580)	3,232,707	(183,105)
<b>Self Supporting Loans</b>																		
<b>Education and welfare</b>																		
SSL Cottage Homes	120	WATC	6.5%	149,820	0	(17,539)	132,281	(9,414)	174,120	0	(24,300)	149,820	(10,490)	174,120	0	(24,300)	149,820	(16,129)
				149,820	0	(17,539)	132,281	(9,414)	174,120	0	(24,300)	149,820	(10,490)	174,120	0	(24,300)	149,820	(16,129)
				3,404,710	0	(169,320)	3,235,390	(102,633)	3,572,407	1,200,000	(1,367,697)	3,404,710	(118,087)	3,572,407	1,200,000	(1,389,880)	3,382,527	(199,234)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.  
The self supporting loan(s) repayment will be fully reimbursed.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**6. INFORMATION ON BORROWINGS**

**(c) Unspent borrowings**

The Shire had no unspent borrowing funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021.

**(d) Credit Facilities**

	<b>2020/21 Budget</b>	<b>2019/20 Actual</b>	<b>2019/20 Budget</b>
	\$	\$	\$
<b>Undrawn borrowing facilities</b>			
<b>credit standby arrangements</b>			
Bank overdraft limit	500,000	500,000	500,000
Bank overdraft at balance date	0	0	0
Credit card limit	15,000	15,000	15,000
Credit card balance at balance date	0	1,850	0
<b>Total amount of credit unused</b>	<b>515,000</b>	<b>516,850</b>	<b>515,000</b>
<b>Loan facilities</b>			
Loan facilities in use at balance date	3,235,390	3,404,710	3,382,527

**SIGNIFICANT ACCOUNTING POLICIES**

**BORROWING COSTS**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**7. LEASE LIABILITIES**

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Budget Lease Principal	2020/21 Budget New Leases	2020/21 Budget Lease Principal Repayments	Budget Lease Principal outstanding 30 June 2021	2020/21 Budget Lease Interest Repayments	Actual Principal 1 July 2019	2019/20 Actual New Leases	2019/20 Actual Lease Principal repayments	Actual Lease Principal outstanding 30 June 2020	2019/20 Actual Lease Interest repayments	Budget Principal 1 July 2019	2019/20 Budget New Leases	2019/20 Budget Lease Principal repayments	Budget Lease Principal outstanding 30 June 2020	2019/20 Budget Lease Interest Repayments
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>																			
Photocopier	001	Classic Funding Group	3.0%	5 yrs	57,503	0	(20,366)	37,137	(1,442)	77,269	0	(19,766)	57,503	(2,041)	0	0	0	0	0
Computer Server	002	Macquarie Finance	3.0%	5 yrs	0	40,187	(7,566)	32,621	(1,117)	0	0	0	0	0	0	0	0	0	0
Solar System - Admin	003	Macquarie Finance	3.0%	4 yrs	0	21,279	(5,084)	16,195	(580)	0	0	0	0	0	0	0	0	0	0
<b>Transport</b>																			
Motor Grader	004	Macquarie Finance	3.0%	5yrs	0	337,468	(63,524)	273,944	(9,224)	0	0	0	0	0	0	0	0	0	0
					57,503	398,934	(96,540)	359,897	(12,363)	77,269	0	(19,766)	57,503	(2,041)	0	0	0	0	0

**SIGNIFICANT ACCOUNTING POLICIES**

**LEASES**

At the inception of a contract, the Shire assesses whether the contract is, or contains, a lease.

A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and a lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

## 8. CASH BACKED RESERVES

### (a) Cash Backed Reserves - Movement

	2020/21 Budget Opening Balance	2020/21 Budget Transfer to	2020/21 Budget Transfer (from)	2020/21 Budget Closing Balance	2019/20 Actual Opening Balance	2019/20 Actual Transfer to	2019/20 Actual Transfer (from)	2019/20 Actual Closing Balance	2019/20 Budget Opening Balance	2019/20 Budget Transfer to	2019/20 Budget Transfer (from)	2019/20 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Leave reserve	36,061	799	(10,000)	26,860	35,203	858	0	36,061	35,203	515	(10,000)	25,718
(b) Plant reserve	48,977	120,085	(133,500)	35,562	65,722	1,255	(18,000)	48,977	65,722	961	0	66,683
(c) Building reserve	23,808	348	0	24,156	3,747	20,061	0	23,808	3,747	20,006	0	23,753
(d) Electronic Equipment reserve	3,242	35,006	(8,700)	29,548	3,190	52	0	3,242	3,190	4	0	3,194
(e) Community Bus reserve	11,807	12,086	0	23,893	11,618	189	0	11,807	11,619	56	0	11,675
(f) Swimming Pool reserve	22,835	5,320	0	28,155	51,988	847	(30,000)	22,835	51,988	1,123	0	53,111
(g) Joint Venture reserve	0	0	0	0	53,463	0	(53,463)	0	53,463	1,187	(54,650)	0
(h) Refuse Site Rehab/Closure reserve	16,086	159	0	16,245	15,828	258	0	16,086	15,828	104	0	15,932
	162,816	173,803	(152,200)	184,419	240,759	23,520	(101,463)	162,816	240,760	23,956	(64,650)	200,066

### (b) Cash Backed Reserves - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Leave reserve	Ongoing	- to be used to fund annual and long service leave requirements.
(b) Plant reserve	Ongoing	- to be used for the purchase of major plant.
(c) Building reserve	Ongoing	- to be used to fund the renovation/purchase of Shire of Pingelly buildings and Recreation Infrastructure.
(d) Electronic Equipment reserve	Ongoing	- to be used to fund the purchase of information technology hardware and software equipment.
(e) Community Bus reserve	Ongoing	- to be used to fund the change-over of the community bus.
(f) Swimming Pool reserve	Ongoing	- to be used to fund the upgrading of the swimming pool complex
(g) Joint Venture reserve	30/06/2020	- to be used for the future maintenance of the Joint Venture units
(h) Refuse Site Rehab/Closure reserve	Ongoing	- to be used to facilitate the rehabilitation/closure of the town refuse site.



SHIRE OF PINGELLY  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

9. FEES & CHARGES REVENUE

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Governance	18,300	20,547	18,000
General purpose funding	8,600	8,860	8,400
Law, order, public safety	4,575	4,322	4,520
Health	1,636	1,776	1,636
Education and welfare	2,000	2,000	3,000
Community amenities	199,740	200,217	211,850
Recreation and culture	19,190	11,395	31,518
Transport		0	0
Economic services	45,550	22,570	23,850
Other property and services	20,227	8,051	30,227
	319,818	279,738	333,001

10. GRANT REVENUE

Unspent grants, subsidies and contributions liability						Grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Total Liability 30 June 2021	Current Liability 30 June 2021	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$	\$	\$	\$	\$	\$
<b>By Program:</b>								
<b>(a) Operating grants, subsidies and contributions</b>								
Governance	0	0	0	0	0		9,182	
General purpose funding	0	0	0	0	0	593,518	1,478,762	609,951
Law, order, public safety	0	55,254	(55,254)	0	0	55,254	52,607	66,282
Education and welfare	0	1,000	(1,000)	0	0	1,000	1,595	1,000
Recreation and culture	0	2,000	(2,000)	0	0	2,000	8,000	5,000
Transport	0	0	0	0	0	91,455	137,811	355,834
Other property and services	0	0	0	0	0	0	255	0
	0	58,254	(58,254)	0	0	743,227	1,688,212	1,038,067
<b>(b) Non-operating grants, subsidies and contributions</b>								
Recreation and culture	0	1,000,000	(1,000,000)	0	0	1,000,000	24,863	20,667
Transport	331,831	1,662,190	(1,994,021)	0	0	1,907,667	1,008,164	1,981,063
	331,831	2,662,190	(2,994,021)	0	0	2,907,667	1,033,027	2,001,730
<b>Total</b>	<b>331,831</b>	<b>2,720,444</b>	<b>(3,052,275)</b>	<b>0</b>	<b>0</b>	<b>3,650,894</b>	<b>2,721,239</b>	<b>3,039,797</b>
<b>(c) Unspent grants, subsidies and contributions were restricted as follows:</b>				<b>Budget Closing Balance 30 June 2021</b>	<b>Actual Balance 30 June 2020</b>			
Unspent grants, subsidies and contributions				0	331,831			
				0	331,831			

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**11. REVENUE RECOGNITION**

**SIGNIFICANT ACCOUNTING POLICIES**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

## 12. OTHER INFORMATION

### The net result includes as revenues

#### (a) Interest earnings

Investments			
- Reserve funds	2,803	3,520	3,956
- Other funds	13,964	21,410	17,529
Late payment of fees and charges *	7,500	7,941	6,800
Other interest revenue (refer note 1b)	12,180	17,868	17,000
	36,447	50,739	45,285

\* The Shire has resolved to charge interest under section 6.13 for the late payment of any amount of money at 5.5%.

#### (b) Other revenue

Reimbursements and recoveries	54,004	133,752	81,951
	54,004	133,752	81,951

### The net result includes as expenses

#### (c) Auditors remuneration

Audit services	23,000	23,000	24,000
Other services	18,500	22,861	23,915
	41,500	45,861	47,915

#### (d) Interest expenses (finance costs)

Borrowings (refer Note 6(a))	102,633	118,087	199,234
Interest expense on lease liabilities	12,363	2,041	0
Other-Interest on Overdraft	0	979	0
	114,996	121,107	199,234

#### (e) Elected members remuneration

Meeting fees	38,400	37,400	38,400
Mayor/President's allowance	1,200	1,200	1,200
Deputy Mayor/President's allowance	300	300	300
Telecommunications allowance	1,000	0	1,000
	40,900	38,900	40,900

#### (f) Write offs

General rate	0	30	0
	0	30	0

### 13. MAJOR LAND TRANSACTIONS

It is not anticipated any major land transactions will occur in 2020/21.

#### 14. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

It is not anticipated the Shire will be party to any Major Trading Undertakings during 2020/21.

## 14. INTERESTS IN JOINT ARRANGEMENTS

It is not anticipated the Shire will be party to any joint venture arrangements during 2020/21.

### SIGNIFICANT ACCOUNTING POLICIES

#### INTERESTS IN JOINT ARRANGEMENTS

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire of Pingelly's interests in the assets liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

## 14. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

Detail	Balance 30 June 2020	Estimated amounts received	Estimated amounts paid	Estimated balance 30 June 2021
	\$	\$	\$	\$
Cash in Lieu of Public Open Space	0	0	0	0
	0	0	0	0



## 14. SIGNIFICANT ACCOUNTING POLICIES - OTHER INFORMATION

### GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

### CRITICAL ACCOUNTING ESTIMATES

The preparation of a budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

### COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

### BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

## 15. CHANGE IN ACCOUNTING POLICIES

Nil

## 16. BUDGET RATIOS

	2020/21 Budget	2019/20 Actual	2018/19 Actual	2017/18 Actual
Operating Surplus	(28.5393)	(23.0173)	(24.0600)	(0.4600)
Funds After Operations	23.2162	29.8144	40.9300	55.920
PPE	4.5078	1.5784	11.2100	46.770
Infrastructure	3.6269	2.2204	78.1000	2.7100
Cash Reserves	6.5082	13.0752	6.3400	13.9900
Borrowings	109.5090	86.0376	90.1300	87.3800
Debt Servicing	9.3947	7.2134	39.5200	21.9800
Average Rates (UV)	5,492	5,464	5,165	4,904
Average Rates (GRV)	1,432	1,424	1,348	1,259

The ratios are calculated as follows:

### OPERATIONS

Operating Surplus 
$$\frac{\text{Adjusted underlying surplus (or deficit)}}{\text{Adjusted underlying revenue}}$$

Funds After Operations 
$$\frac{\text{Funds remaining after operations}}{\text{General funds}}$$

### ASSET RATIOS

PPE 
$$\frac{\text{Closing WDV value of PPE less Opening WDV value of PPE}}{\text{Opening WDV value of PPE}}$$

Infrastructure 
$$\frac{\text{Closing WDV Infrastructure less Opening WDV infrastructure}}{\text{Opening WDV Infrastructure}}$$

### FINANCING RATIOS

Cash Reserves 
$$\frac{\text{Discretionary Reserve Balance}}{\text{General Funds}}$$

Borrowings 
$$\frac{\text{Principal outstanding}}{\text{General funds}}$$

Debt Servicing 
$$\frac{\text{Principal and interest due}}{\text{General funds}}$$

### RATES RATIOS

Average Rates 
$$\frac{\text{Rate revenue per category}}{\text{Number of properties per category}}$$

# SHIRE OF PINGELLY FEES AND CHARGES 2020/21

Account Code	Statutory/ Council	Particulars	2020/21	GST	2020/21 Total
		<b>SCHEDULE 4 - GOVERNANCE</b>			
		<b>PHOTOCOPYING FEES</b>			
		<b>Statutory Documents No GST</b>			
		<b>Other Customers Incl GST</b>			
104710	C	A3 (single sided) – Colour	\$3.00	\$0.30	\$3.30
104710	C	A3 (double sided) – Colour	\$3.36	\$0.34	\$3.70
104710	C	A4 (single sided) – Colour	\$1.64	\$0.16	\$1.80
104710	C	A4 (double sided) – Colour	\$2.27	\$0.23	\$2.50
104710	C	A3 (single sided) – Black	\$0.82	\$0.08	\$0.90
104710	C	A3 (double sided) – Black	\$1.27	\$0.13	\$1.40
104710	C	A4 (single sided) – Black	\$0.64	\$0.06	\$0.70
104710	C	A4 (double sided) – Black	\$0.73	\$0.07	\$0.80
104710	C	Community Service Groups (at CEO discretion)	50% rebate	At cost	50% rebate
104170	C	Sending Email:	0.95	\$0.10	\$1.05
104710	C	Facsimile Transmission:			
104710	C	Within Australia (per page excluding cover sheet)	\$4.09	\$0.41	\$4.50
104710	C	Overseas (per page excluding cover sheet)	\$5.00	\$0.50	\$5.50
104780	C	Safety Deposit Packets	\$64.55	\$6.45	\$71.00
104630	C	Rates & Requisitions Enquiry Fee (settlement agents) (EAS)	\$118.18	\$11.82	\$130.00
103100	C	Rates Instalment fee per instalment (first instalment No charge)	\$10.00	Nil	\$10.00
104710	C	Request for copies of old Rates notices (not current year) per notice.	\$10.00	Nil	\$10.00
104710	C	Electoral Roll	Cost of production	N	Cost of production
104710	C	Copy of Rate Book	Cost of production	N	Cost of production
104710	C	Policy Manual	Cost of production	N	Cost of production
104710	C	Council Agendas & Minutes	Cost of production	N	Cost of production
104710	C	Laminating A3	\$3.64	\$0.36	\$4.00
104710	C	Laminating A4	\$2.00	\$0.20	\$2.20
104710	C	Credit Card transaction fees (1.1% of transaction value) cost recovery only	1.1%	Yes	1.1%
104710	C	Recovery of legal fees ( Rates and Debtors)	at cost	Yes	at cost
104710	C	Dishonoured Cheque fee	at cost	Yes	at cost
		<b>PROFESSIONAL SERVICES (hourly rate)</b>			
		Note that this excludes all professional consultancy fees for building services, which are applied in accordance with the fees outlined in that section.		Fee for service	
104800	C	Chief Executive Officer	\$113.64	\$11.36	\$125.00
104800	C	Director / Project Manager	\$90.91	\$9.09	\$100.00
104800	C	Supervisor	\$81.82	\$8.18	\$90.00
104800	C	Team Leader	\$72.73	\$7.27	\$80.00
104800	C	Senior Officer / Plant Operator	\$60.91	\$6.09	\$67.00
104800	C	Officer / Labourer	\$50.00	\$5.00	\$55.00
104800	C	Ranger (includes travel for call outs)	\$113.64	\$11.36	\$125.00
		<b>FREEDOM OF INFORMATION ACT 1992 CHARGES</b>			
		<b>Statutory – Freedom of Information Regulations 1993 Sch 1</b>			
N/A	S	No fee to access application relating to personal information and amendment of personal information	Free	N	Free
104840	S	Application fee for other application (non-personal)	\$30.00	N	\$30.00
104840	S	Fees applicable for internal or external reviews	\$30.00	N	\$30.00
104840	S	Charge for time taken by staff dealing with the application – per hour or pro rata for a part of an hour	\$30.00	N	\$30.00
104710	S	Charge for photocopying – per hour or pro rata for a part of an hour of staff time	\$30.00 plus photocopy charges	N	\$30.00 plus photocopy charges
104710	S	Charge for photocopying – per page copy	\$0.20	N	\$0.20
104710	S	Charge for time taken by staff transcribing information from a tape or other device – per hour or pro rata for part of an hour	\$30.00	N	\$30.00
104710	S	Charge for duplicating tape, film or computer information	Actual Cost	Actual Cost	Actual Cost
104750	S	Charge for delivery, packaging and postage	Actual Cost	Actual Cost	Actual Cost
104750	S	Advanced Deposits 25% of estimated charges which will be payable in excess of the application fee	25%	Nil	25%
		<b>DESIGN AND CONTRACT SERVICES</b>			
104170	C	Tender specification documentation deposit (when applied)	\$216.36	\$21.64	\$238.00

# SHIRE OF PINGELLY FEES AND CHARGES 2020/21

Account Code	Statutory/ Council	Particulars	2020/21	GST	2020/21 Total
		<b>SCHEDULE 5 - LAW, ORDER AND PUBLIC SAFETY</b>			
		<b>PHOTOCOPYING FEES</b>			
		<b>Fire Maps:</b>			
105590	C	A3	\$7.27	\$0.73	\$8.00
105590	C	A4	\$2.73	\$0.27	\$3.00
105590	C	Binding – Spiral (each)	\$3.27	\$0.33	\$3.60
		<b>ANIMAL CONTROL</b>			
		<b>DOG REGISTRATION LICENSE FEES</b>			
		<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>			
105810	S	1 year – Unsterilised	\$50.00	N	\$50.00
105810	S	1 year – Sterilised	\$20.00	N	\$20.00
105810	S	3 years – Unsterilised	\$120.00	N	\$120.00
105810	S	3 years – Sterilised	\$42.50	N	\$42.50
105810	S	Lifetime – Unsterilised	\$250.00	N	\$250.00
105810	S	Lifetime – Sterilised	\$100.00	N	\$100.00
105810	S	Working Dog (A dog used for droving or caring for stock)	¼ of Registration Fee	N	¼ of Registration Fee
105810	S	Pensioner Concession (A person issued with a Pensioner Health Benefit Card ie Aged, Invalid, Widowed or Carers Pension)	½ of Registration Fee	N	½ of Registration Fee
		1. All Registrations expire on 31 October each year			
		2. Registrations paid after 31 May are discounted by 50%			
105810	C	Application Fee for exemption for more than two dogs	\$90.91	\$9.09	\$100.00
		<b>DOG IMPOUND FEES</b>			
		<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>			
105820	C	Seizure of Dog	\$81.82	\$8.18	\$90.00
105820	C	Sustenance of a dog per day impounded	\$13.64	\$1.36	\$15.00
105870	S	Unregistered Dog (s. 7(1)) - other than dangerous dog	\$200.00	N	\$200.00
105870	S	Unregistered Dog (s. 7(1)) - dangerous dog	\$400.00	N	\$400.00
105870	S	Failure to notify local government of new owner (s.16A(1))	\$200.00	N	\$200.00
105870	S	Registration tag, certificate offences (s.20(2)) - other than dangerous dog	\$200.00	N	\$200.00
105870	S	Registration tag, certificate offences (s.20(2)) - dangerous dog	\$400.00	N	\$400.00
105870	S	Unlawful application of sterilisation tattoo (s.20(2))	\$200.00	N	\$200.00
105870	S	Failure to ensure dog microchipped (s.21(1), (2))	\$200.00	N	\$200.00
105870	S	Failure to ensure dangerous dog microchipped (s.22(2))	\$400.00	N	\$400.00
105870	S	Failure to notify local government of microchip details (s.23(1))	\$200.00	N	\$200.00
105870	S	Removing, interfering with, dog's microchip (s.26A))	\$200.00	N	\$200.00
105870	S	Transfer of ownership to unmicrochipped dog (s.26B(1))	\$200.00	N	\$200.00
105870	S	Failure to notify microchip database company of new owner	\$200.00	N	\$200.00
	S	<b>DOG IMPOUND FEES (cont)</b>			
105870	S	Failure to notify local government, microchip database company of information changes (2.26D)	\$200.00	Nil	\$200.00
105870	S	Keeping more than the prescribed number of dogs - other than dangerous dog (s.26(4))	\$200.00	Nil	\$200.00
105870	S	Keeping more than the prescribed number of dogs - dangerous dog (s.26(4))	\$400.00	Nil	\$400.00
105870	S	Breach of kennel establishment licence (s.27(2))	\$200.00	Nil	\$200.00
105870	S	Dog not wearing collar with attached registration tag (s.30(2))	\$200.00	Nil	\$200.00
105870	S	Dog not held or tethered in certain public places (s.31(3))	\$200.00	Nil	\$200.00
105870	S	Dog in exercise areas, rural areas offences (s.32(4))	\$200.00	Nil	\$200.00
105870	S	Greyhound not muzzled (s.33(3))	\$200.00	Nil	\$200.00
105870	S	Dog in place without consent (s.33A(3)) - other than dangerous dog	\$200.00	Nil	\$200.00
105870	S	Dog in place without consent (s.33A(3)) - dangerous dog	\$400.00	Nil	\$400.00
105870	S	Dog attack or chase causing physical injury (s.33D(1))	\$400.00	Nil	\$400.00
105870	S	Dog attack or chase causing no physical injury (s.33D(2A)) - other than dangerous dog	\$200.00	Nil	\$200.00
105870	S	Dog attack or chase causing no physical injury (s.33D(2A)) - dangerous dog	\$400.00	Nil	\$400.00
105870	S	Dangerous dog not wearing prescribed collar with prescribed information (s.33GA(1))	\$400.00	Nil	\$400.00
105870	S	Not complying with dangerous dog enclosure requirement (s.33GA(2))	\$400.00	Nil	\$400.00
105870	S	Not complying with commercial security dog requirements - dangerous dog (s.33GA(4))	\$400.00	Nil	\$400.00

# SHIRE OF PINGELLY FEES AND CHARGES 2020/21

Account Code	Statutory/ Council	Particulars	2020/21	GST	2020/21 Total
	<b>S</b>	<b>DOG IMPOUND FEES (cont)</b>			
		<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>			
105870	<b>S</b>	Warning signs about dangerous dogs not displayed (s.33GA(5))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Dangerous dog not muzzled (s.33GA(5))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Dangerous dog not held or tethered (s.33GA(7))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Dangerous dog not controlled by capable person (s.33GA(8))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Dangerous dog in prohibited place (s.33GA(9))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Dangerous dog (restricted breed) or pup advertised (s.33GC (2))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Dangerous dog (restricted breed) or pup sold (s.33GC (3))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Dangerous dog (restricted breed) or pup transferred (s.33GC (4))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Buying or accepting ownership of dangerous dog (restricted breed) (s.33GD)	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Breeding, or breeding from, dangerous dog (restricted breed) (s.33GD)	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Dangerous dog (declared) sold or transferred to under 18 year old (s.33GE(2))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Failure to notify person of responsibilities under Part VI Div. 2 (s.33K(1))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Failure to notify local government of a dangerous dog event (s.33K(2))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Failure to notify new local government that dangerous dog kept in its district (s. 33K(3))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Failure to provide a notice to new owner about a dangerous dog (declared) (s.33K(4))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Failure to provide written notice to new owner about a dangerous dog (restricted breed) or dangerous dog (commercial security dog)	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Failure to notify local government of dangerous dog's new district or death (s.33K(5))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Failure to comply with a nuisance dog order - dog other than dangerous dog (s.38(5))	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105870	<b>S</b>	Failure to comply with a nuisance dog order - dangerous dog (s.38(5))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Failure to produce document when so required - dog other than dangerous dog (s.43(2))	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105870	<b>S</b>	Failure to produce document when so required - dangerous dog (s.43(2))	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>S</b>	Failure to give name, date of birth or address on demand - dog other than dangerous dog (s.43A)	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105870	<b>S</b>	Failure to give name, date of birth or address on demand - dangerous dog (s.43A)	<b>\$400.00</b>	<b>Nil</b>	<b>\$400.00</b>
105870	<b>C</b>	Disposal/Destruction of dog	<b>\$98.32</b>	<b>\$9.83</b>	<b>\$108.15</b>
		<b>CAT REGISTRATION FEES</b>			
105830		<b>Statutory - Cat Act 2011- Cat Regulations 2012</b>			
105830	<b>S</b>	Annual registration of a cat, unless concessional fees are applicable	<b>\$20.00</b>	<b>Nil</b>	<b>\$20.00</b>
105830	<b>S</b>	3 year registration period	<b>\$42.50</b>	<b>Nil</b>	<b>\$42.50</b>
105830	<b>S</b>	3 year registration period - Pensioners	<b>\$21.25</b>	<b>Nil</b>	<b>\$21.25</b>
105830	<b>S</b>	Lifetime registration period	<b>\$100.00</b>	<b>Nil</b>	<b>\$100.00</b>
105830	<b>S</b>	Lifetime registration period - Pensioners	<b>\$50.00</b>	<b>Nil</b>	<b>\$50.00</b>
105830	<b>S</b>	Registration after 31 May in any year, for that registration year	<b>50% of fee payable otherwise</b>	<b>Nil</b>	<b>50% of fee payable otherwise</b>
105830	<b>S</b>	Annual registration for approval or renewal of approval to breed cats (per cat)	<b>\$100.00</b>	<b>Nil</b>	<b>\$100.00</b>
105830	<b>C</b>	Application for exemption for more than three cats	<b>\$181.82</b>	<b>\$18.18</b>	<b>\$200.00</b>
		<b>CAT IMPOUND FEES</b>			
		<b>Statutory - Cat Act 2011- Cat Regulations 2012</b>			
105850	<b>C</b>	Seizure of cat	<b>\$85.45</b>	<b>\$8.55</b>	<b>\$94.00</b>
105850	<b>C</b>	Sustenance of a cat per day impounded	<b>\$14.55</b>	<b>\$1.45</b>	<b>\$16.00</b>
105850	<b>C</b>	Disposal/Destruction of cat	<b>\$94.54</b>	<b>\$9.45</b>	<b>\$104.00</b>
105840	<b>S</b>	Unregistered cat (s.5(1))	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Failure to ensure cat is wearing its registration tag in public (s.6(1))	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Removing, or interfering with, a cat's registration tag (s.7)	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Failure to ensure cat is microchipped (s.14(1))	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Removing, or interfering with, a cat's microchip (s.17)	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Failure to ensure cat is sterilised (s.18(1))	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Identifying a cat as sterilised that is not (s.19)	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Transfer of a cat that is not microchipped (and is not exempt) (s.23(1))	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Transfer of a cat that is not sterilised (and is not exempt) (s. 23(2))	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Failure to notify local government or microchip database company of a new owner (s.24)	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Failure to notify local government or microchip database company of a change of details (s.25)	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Breeding cats, not being an approved cat breeder (s.35(1))	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Cats not to be offered as prizes (s.41)	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
105840	<b>S</b>	Refusal by alleged offender to give information on request (s.50(2))	<b>\$200.00</b>	<b>Nil</b>	<b>\$200.00</b>
		<b>VEHICLE IMPOUNDMENT</b>			
105860	<b>C</b>	Impoundment of vehicle (plus collection and recovery costs)	<b>\$125.45</b>	<b>\$12.55</b>	<b>\$138.00</b>
105860	<b>C</b>	Collection of vehicle for impoundment	<b>Refer to plant hire charges</b>	<b>Yes</b>	<b>Refer to plant hire charges</b>
105860	<b>C</b>	Recovery by third party	<b>At cost</b>	<b>Yes</b>	<b>At cost</b>
		<b>OTHER APPLICATIONS</b>			
		<b>Activities in Thoroughfares and Public Places and Trading Local Law 2003</b>			
		<b>COMMERCIAL STALL HOLDERS PERMIT (EACH)</b>			
114840	<b>S</b>	Time and date authorised by CEO	<b>\$150.00</b>	<b>N</b>	<b>\$150.00</b>
		<b>Not</b> applicable to Non-profit organisations.	N/A	N/A	N/A

# SHIRE OF PINGELLY FEES AND CHARGES 2020/21

Account Code	Statutory/Council	Particulars	2020/21	GST	2020/21 Total
		<b>HEALTH AND INSPECTION FEES</b>			
		<b>Statutory - Food Act 2008, Food Regulations 2009</b>			
107500	C	Food Business - Notification (NB: Fees set by LG s140)	\$52.00	N	\$52.00
107500	C	Food Business - Registration & Surveillance (NB: Fees set by LG s140)	\$140.00	N	\$140.00
107500	C	Food Surveillance - Inspection per year	\$114.00	N	\$114.00
107500	C	Temporary Food Stall permit (each)	\$50.00	N	\$50.00
N/A	C	Temporary Food Stall Permit (community group)	Free	Free	Free
107500	C	Repeat/non-compliance inspections per visit (food business)	\$57.00	N	\$57.00
107500	C	Mobile Food Vendor License	\$100.00	N	\$100.00
107500	C	Mobile Food Vendor (Single Event)	\$52.00	N	\$52.00
107500	C	Hairdresser Inspection fee	\$114.00	N	\$114.00
		<b>Statutory - Building Act 2011, Building Regulations 2012, Australian Standard AS 1926.1-1993 Part 1: Fencing for swimming pools</b>			
107500	S	Private Swimming Pool Inspection Fee (NB: Fee set by Building Commission - Building Regulations 2012 Reg 53)	\$58.45	N	\$58.45
		<b>Statutory - Health Act 1911 - Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</b>			
107550	S	Septic Tank Application for the approval of an Apparatus by local government under regulation 4	\$118.00	N	\$118.00
		Application for the approval of an apparatus by the Chief Health Officer under regulation 4A -			
107550	S	with a local government report	\$56.00	N	\$56.00
107550	S	without a local government report under regulation 4A(4)	\$110.00	N	\$110.00
107550	S	Fee for the grant of or Issuing of a permit to use an Apparatus under regulation 10(2)	\$118.00	N	\$118.00
		<b>Local Government Act 1995</b>			
107540	C	Seizure of Assets Fee	\$51.82	\$5.18	\$57.00
107540	C	Daily Assets Seizure Fee	\$10.91	\$1.09	\$12.00
		<b>SCHEDULE 8 - EDUCATION AND WELFARE</b>			
		<b>BUILDING HIRE FEES</b>			
		<b>Playgroup Building</b>			
108620	C	Per Day	\$27.27	\$2.73	\$30.00
108620	C	Partial usage - per hour	\$10.91	\$1.09	\$12.00
		<b>SCHEDULE 10 - COMMUNITY AMENITIES</b>			
		<b>TOWN PLANNING FEES</b>			
		<b>Maximum set by Planning and Development Regulations 2009 (Part 7 - Local Government Planning Charges) Sch 2</b>			
		1. Determination of development application (other than for an extractive industry) Where the estimated cost of the development is -			
110740	S	a) not more than \$50,000	\$147.00	N	\$147.00
110740	S	b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development	N	0.32% of the estimated cost of development
110740	S	c) more than \$500,000 but not more than \$2.5 million	\$1,700+ 0.257% for every \$1.00 in excess of \$500,000	N	\$1,700+ 0.257% for every \$1.00 in excess of \$500,000
110740	S	d) more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1.00 in excess of \$2.5 million	N	\$7,161 + 0.206% for every \$1.00 in excess of \$2.5 million
110740	S	e) more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1.00 in excess of \$5 million	N	\$12,633 + 0.123% for every \$1.00 in excess of \$5 million
110740	S	f) more than \$21.5 million	\$34,196.00	N	\$34,196.00
110740	S	2. Determine a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus by the way of penalty, twice that fee	N	The fee in item 1 plus by the way of penalty, twice that fee.
110740	S	3. Determination of development application for an extractive industry where the development has not commenced or been carried out	\$739.00	N	\$739.00
110740	S	4. Determination of development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee	N	The fee in item 3 plus, by way of penalty, twice that fee
110740		5. Provision of a subdivision clearance -		N	
110740	S	a) not more than 5 lots	\$73.00 per lot	N	\$73.00 per lot
110740	S	b) more than 5 lots but not more than 195 lots	\$73.00 per lot for the first 5 lots and then \$35.00 per lot	N	\$73.00 per lot for the first 5 lots and then \$35.00 per lot
110740	S	c) more than 195 lots	\$7,393.00	N	\$7,393.00
110740	S	6. Determine an initial application for approval of a home occupation where the home occupation has not commenced	\$222.00	N	\$222.00
110740	S	7. Determine an initial application for approval of a home occupation where the home occupation has commenced	The fee in item 6 plus, by way of penalty, twice that fee	N	The fee in item 6 plus, by way of penalty, twice that fee
110740	S	8. Determining the application for the renewal of an approval of a home occupation where the application is made before the approval expires	\$73.00	N	\$73.00



# SHIRE OF PINGELLY FEES AND CHARGES 2020/21

Account Code	Statutory/ Council	Particulars	2020/21	GST	2020/21 Total
<b>TOWN PLANNING FEES (cont)</b>					
110740	S	9. Determining the application for the renewal of an approval of a home occupation where the application is made after the approval expires	The fee in item 8 plus, by way of penalty, twice that fee	N	The fee in item 8 plus, by way of penalty, twice that fee
110740	S	10. Determining an application for a change of use or for an alteration or extension or change of a non – conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out	\$295.00	N	\$295.00
110740	S	11. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply where the change or the alteration extension or change has commenced or been carried out	The fee in item 10 plus, by way of penalty, twice that fee	N	The fee in item 10 plus, by way of penalty, twice that fee
110740	S	12 Providing a zoning certificate	\$73.00	N	\$73.00
110740	S	13. Reply to a property settlement questionnaire	\$73.00	N	\$73.00
110740	S	14. Providing written planning advice	\$76.37	\$7.64	\$84.00
110740	S	Renewal of home occupation permit	\$73.00	N	\$73.00
110740	C	Minor Planning Fee (for Building Under 40m <sup>2</sup> )	\$50.00	N	\$50.00
<b>CEMETERY FEES</b>					
110730	C	Funeral Director's Licence (Annual)	\$108.00	N	\$108.00
110730	C	Single funeral permit	\$54.00	N	\$54.00
110730	C	Application for Monumental Mason's Licence	\$54.00	N	\$54.00
<b>Grave Digging to depth of 2.1m</b>					
110700	C	Persons 10 years and over *	\$1,081.82	\$108.18	\$1,190.00
110700	C	Child under 10 years *	\$436.36	\$43.64	\$480.00
110700	C	Each addition depth of 0.3m	\$179.09	\$17.91	\$197.00
110700	C	* Additional for Moorumbine Cemetery - due to hard digging (rock)	\$2,267.27	\$226.73	\$2,494.00
110700	C	Backfill only of grave by Shire Staff	\$213.64	\$21.36	\$235.00
110700	C	Fee to hand dig grave by Shire Staff	POA	POA	POA
110700	C	Administration Fee for Burials	POA	POA	POA
<b>Re-opening</b>					
110700	C	Person 10 years and over * (for second interment)	\$713.64	\$71.36	\$785.00
110700	C	Child under 10 years * (for second interment)	\$356.36	\$35.64	\$392.00
110700	C	Exhumation fee	\$433.64	\$43.36	\$477.00
110700	C	* Additional for Moorumbine Cemetery	\$270.00	\$27.00	\$297.00
<b>Purchase of Grant of Right of Burial - valid for 25 years</b>					
110700	C	2.4 x 1.2 metres	\$147.27	\$14.73	\$162.00
<b>Niche Wall</b>					
110700	C	Fee for interment of ashes - Wall or Rose Garden	\$109.09	\$10.91	\$120.00
110700	C	Memorial Plinth	\$109.09	\$10.91	\$120.00
<b>Reservation of Niche - valid for 25 years</b>					
110700	C	Single compartment reservation	\$147.27	\$14.73	\$162.00
110700	C	Double compartment reservation	\$245.45	\$24.55	\$270.00
110700	C	Single niche wall plaque and one standard inscription	POA	POA	POA
110700	C	Standard double	POA	POA	POA
110700	C	Double inscription extra	POA	POA	POA
110700	C	Ashes removal - Exhumation	\$140.91	\$14.09	\$155.00
110700	C	Additional for interment without notice	\$270.00	\$27.00	\$297.00
110700	C	Additional for interment on a weekend or a public holiday	\$358.18	\$35.82	\$394.00
110700	C	Interment of ashes in a grave	\$298.18	\$29.82	\$328.00
110700	C	Permission to erect any monument	\$60.00	\$6.00	\$66.00
110700	C	Erection of a grave number plate	\$60.00	\$6.00	\$66.00
110700	C	Re-installment of monument, headstone etc. after re-opening	\$298.18	\$29.82	\$328.00
110700	C	Filling of grave by hand (on families' request)	\$298.18	\$29.82	\$328.00
<b>REFUSE/RUBBISH DISPOSAL/ENVIRONMENT</b>					
110600	C	Rubbish Service Fees (residential per service per annum). Fee to be charged for all habitable properties	\$310.00	N	\$310.00
110620	C	Rubbish Service Fees (commercial/industrial per service per annum)	\$310.00	N	\$310.00
110660	C	Rubbish Tip Fee For After Hours - Supervised Access	\$98.18	\$9.82	\$108.00
110660	C	Rubbish Tip Fee For After Hrs-Unsupervised Access Annual Fee	\$109.09	\$10.91	\$120.00
T7		Key Bond for after hours access	\$50.00	N	\$50.00
110660	C	Burial of Hazardous Waste (per m3) (as per licence)	\$151.42	\$14.00	\$154.00
110660	C	Car body belonging to resident	Free	Free	Free
110660	C	Truck body belonging to resident	Free	Free	Free
110660	C	Building Rubble per m3	\$48.18	\$4.82	\$53.00
110660	C	Green Waste - Residents m3	Free	Free	Free
110660	C	Green Waste - Non Residents m3	\$11.37	\$1.14	\$12.50
110660	C	Uncontaminated sand and fill - residents and non residents	Free	Free	Free
110660	C	Septic Waste - m3 (as per landfill licence)	\$21.81	\$2.18	\$24.00
110660	C	Contaminated or unsorted mixed loads m3 (as per landfill licence) - residents and non residents	\$75.45	\$7.55	\$83.00
104800	C	Administration Fee for contaminated mixed Waste loads e.g. Hillside	\$31.82	\$3.18	\$35.00
104800	C	Administration Fee for other Commercial and Industrial waste loads	POA	POA	POA
110660	C	Oil Disposal - Non residential or commercial - per litre	\$2.73	\$0.27	\$3.00
110660	C	Passenger and Motorcycle Tyre	\$4.09	\$0.41	\$4.50
110660	C	Light truck and 4x4 vehicle Tyre	\$6.36	\$0.64	\$7.00
110660	C	Truck Tyre	\$16.82	\$1.68	\$18.50
110660	C	Super single Tyre	\$20.91	\$2.09	\$23.00
110660	C	Tyres with rims will be charges 100% on the cost of the tyre disposal cost	100% additional cost on the cost of tyre	100% additional cost on the cost of tyre	100% additional cost on the cost of tyre
110660	C	All other tyres as per WA Tyre Recovery Pricing	P.O.A	P.O.A	P.O.A

# SHIRE OF PINGELLY FEES AND CHARGES 2020/21

Account Code	Statutory/ Council	Particulars	2020/21	GST	2020/21 Total
		<b>SCHEDULE 11 - RECREATION AND CULTURE</b>			
		<b>LEASES</b>			
		<b>Pre School/Playgroup Building</b>			
108620	C	Narrogin Child Care Services \$500 per qtr or \$2,000p.a +GST	\$2,000.00	\$200.00	\$2,200.00
		<b>BUILDING HIRE FEES</b>			
		<b>Town Hall, Pavilion &amp; Community Centre Hire</b>			
1151/1150/1163	C	Town Hall – Major event/function, weddings, wakes, parties, shows etc.	\$208.18	\$20.82	\$229.00
1151/1150/1163	C	Local Community Groups <u>Major Event/Function</u> receive a 50% discount on venue hire as approved by CEO.			
1151/1150/1163	C	Town Hall Hire, Hourly Hire Rate (max 3 hours)	\$10.00	\$1.00	\$11.00
1151/1150/1163	C	Town Hall, Pavilion & Community Centre – Minor event/functions, displays, exhibitions, other community groups.	\$94.55	\$9.46	\$104.00
1151/1150/1163	C	Local Community Groups <u>Minor Event/Function</u> receive a 50% discount on venue hire as approved by CEO (max 3 hours hire)	\$46.82	\$4.68	\$51.50
1165	C	Chair Hire – per item per day	\$1.00	\$0.10	\$1.10
1165	C	Table Hire – per item per day	\$1.00	\$0.10	\$1.10
114760	C	Delivery charge	Refer to Plant Hire Charges - hourly	At Cost	Refer to Plant Hire Charges - hourly
		<b>Events</b>			
SA001/600/600	C	Concerts, performing arts events provided by the Shire as authorised by the CEO	CEO to approve event fee	Yes	CEO to approve event fee
SA001/600/600	C	Physical activity programs provided by the Shire are charged as authorised by the CEO	CEO to approve event fee	Yes	CEO to approve event fee
		<b>Bonds (Refundable)</b>			
T7	C	Key, each	\$50.00	Nil	\$50.00
T7	C	Key, maximum (multiple keys)	\$150.00	Nil	\$150.00
T7	C	Cleaning/Damage	\$150.00	Nil	\$150.00
T7	C	Cutlery/Crockery	\$200.00	Nil	\$200.00
T7	C	Liquor - Authorisation must be obtained from CEO (refer below)	\$150.00	Nil	\$150.00
		1. Deposits and hire charges are to be paid when keys are collected unless standing deposit held.			
		2. Claims for credit/refunds will not be considered unless notified by the end of the following month.			
		3. Deposits will be refunded once clearance is given by caretaker, or at close of season as appropriate.			
		4. The hirer of a public building is responsible for the first \$1,000.00 of damage incurred.			
		5. A License from the Clerk of Courts to sell liquor is required if liquor is to be sold or is included in the ticket price for a function.			
		6. Any consumption of liquor must be authorised by the CEO.			
T7	C	7. The CEO may authorise and implement an annual standing bond for community groups for the regular use of facilities and/or equipment.	\$500.00	Nil	\$500.00
		<b>RECREATION GROUND HIRE FEES</b>			
1164	C	Pingelly Shears (Shearing Shed Hire)	\$38.18	\$3.82	\$42.00
1164	C	Sheep sale yards and equipment	\$104.55	\$10.45	\$115.00
		<b>EQUIPMENT HIRE FEES</b>			
		<b>PA System</b>			
1165	C	Bond - refundable	\$150.00	Nil	\$150.00
1165	C	Day Hire	\$50.00	\$5.00	\$55.00
1165	C	Casual Hire – per hour	\$15.00	\$1.50	\$16.50
		<b>Piano / Electric Keyboard</b>			
1165	C	Bond	\$300.00	Nil	\$300.00
		<b>Small Animal Trap</b>			
Bonds T?	C	Bond	\$80.00	Nil	\$80.00
0580	C	Weekly Hire	\$10.91	\$1.09	\$12.00

# SHIRE OF PINGELLY FEES AND CHARGES 2020/21

Account Code	Statutory/ Council	Particulars	2020/21	GST	2020/21 Total
<b>PLANT HIRE FEES</b>					
<b>Community Bus (MR Class drivers license required)</b>					
1162	C	Hire (per/km) - plus fuel	\$1.18	\$0.12	\$1.30
1162	C	Minimum any hire - plus fuel	\$31.82	\$3.18	\$35.00
1162	C	Full Day hire rate - plus fuel	\$209.09	\$20.91	\$230.00
		Note: The hirer has the choice to hire the Community Bus by hiring per km or the full day hire rate if the hire will exceed the minimum any hire rate. The hirer will always be charged the lesser amount.			
1162	C	NB: If the hirer returns the bus not refuelled to full then the Shire will charge the cost of the fuel and staff time including an Administrative fee.	Cost of fuel and time + \$30 admin fees	Cost plus gst on admin fee of \$3	Cost of fuel and time plus Admin fee of \$33
1162	C	Minimum cleaning charge for the first hour	\$59.09	\$5.91	\$65.00
1162	C	Any additional cleaning requirements in addition to the first hour will be charged per 15 minute blocks at the rate of	\$21.82	\$2.18	\$24.00
T7	C	Bond	\$100.00	Nil	\$100.00
		Note: The hirer of the Community Bus is responsible for the first \$1,000 for any malicious damage caused.			
<b>SWIMMING POOL FEES</b>					
<b>Entry Fee</b>					
1156	C	Adult (18 years and over )	\$2.55	\$0.25	\$2.80
1156	C	Student (15 years and over)	\$1.55	\$0.15	\$1.70
1156	C	Child (Over 5 to 17 years)	\$1.55	\$0.15	\$1.70
1156	C	Child (under 5 years) Must be accompanied by paying adult)	Free	Free	Free
1156	C	Senior/Pensioner (over 60 years)	\$1.55	\$0.15	\$1.70
1156	C	Family (2 Adults + Max 4 dependent children under 12)	\$7.28	\$0.73	\$8.00
1156	C	Spectators	\$1.55	\$0.15	\$1.70
1156	C	Swimming classes (Vacation Swim Lessons only)	\$1.55	\$0.15	\$1.70
1156	C	Swimming school classes (In Term Ed Dept Lessons only)	N/C	N/C	N/C
		Free entry school holidays for all users as approved by the CEO			
		No pool entry fees (or usage fees) are to be charged for school swimming carnivals.			
<b>Season Tickets</b>					
1157	C	Child	\$18.18	\$1.82	\$20.00
1157	C	Adult	\$45.45	\$4.55	\$50.00
1157	C	Family	\$109.09	\$10.91	\$120.00
<b>Hire of pool (by arrangement)</b>					
1156	C	per hour (minimum 1 hour)	\$113.64	\$11.36	\$125.00
1156	C	maximum (3 hours)	\$336.36	\$33.64	\$370.00
<b>SCHEDULE 12 - TRANSPORT</b>					
<b>UNSEALED ROAD MAINTENANCE CONTRIBUTION</b>					
1226	C	This fee will only be applicable when Council has approved conditional business access to an unsealed road. Maintenance agreement with Council is per tonne/per kilometre or part thereof.	\$0.20	\$0.02	\$0.22
<b>SCHEDULE 13 - ECONOMIC SERVICES</b>					
<b>PHOTOCOPYING FEES</b>					
1353	C	Building Plan Search Fee (plus photocopy charges)	\$18.00	Nil	\$18.00
<b>BUILDING FEES</b>					
<b>Statutory - Building Services (Complaint Resolution and Administration) Act 2011 &amp; Regulations 2011</b>					
<b>APPLICATIONS FOR BUILDING / DEMOLITION</b>					
113310	S	Certified - Classes 1 and 10 (of declared value)	0.19% (min \$105.00)	Nil	0.19% (min \$105.00)
113310	S	Certified - Classes 2 to 9 (of declared value)	0.09% (min \$105.00)	Nil	0.09% (min \$105.00)
113310	S	Uncertified - Classes 1 and 10 (of declared value)	0.32% (min \$105.00)	Nil	0.32% (min \$105.00)
113310	S	Minimum Fee any class	\$105.00	Nil	\$105.00
113310	S	Application for Demolition Permit - Class 1 and 10	\$105.00	Nil	\$105.00
113310	S	Application for Demolition Permit - Class 2 to 9	\$105.00 per storey	Nil	\$105.00 per storey
113310	S	Application to extend time during which building or demolition permit has effect.	\$105.00	Nil	\$105.00
<b>Building Services Levy-Dept of Commerce</b>					
102220	S	Building Permit (Over \$45,000)	0.137% of work	Nil	0.137% of work value
102220	S	Building Permit (\$45,000 or less)	\$61.65	Nil	\$61.65
102220	S	Demolition Permit (Over \$45,000)	0.137% of work	Nil	0.137% of work value
102220	S	Demolition Permit (\$45,000 or less)	\$61.65	Nil	\$61.65
102220	S	Occupancy Permit or Building Approval Certificate (s.47,49, 50 or 52 of Building Act 2011)	\$61.65	Nil	\$61.65
102220	S	Occupancy Permit or Building Approval Certificate for Unauthorised Work (Over \$45,000 (s.51 of Building Act 2011 ))	0.274% of work value	Nil	0.274% of work value
102220	S	Occupancy Permit or Building Approval Certificate for Unauthorised Work (\$45,000 or less (s.51 of Building Act 2011 ))	\$123.30	Nil	\$123.30

# SHIRE OF PINGELLY FEES AND CHARGES 2020/21

Account Code	Statutory/ Council	Particulars	2020/21	GST	2020/21 Total
		<b>APPLICATION FOR OCCUPANCY PERMITS / BUILDING APPROVAL CERTIFICATES</b>			
		<b>Statutory – Building Regulations 2012 Schedule 2 Application for:</b>			
113310	S	Occupancy Permit for a completed building (s.46)	\$105.00	Nil	\$105.00
113310	S	Temporary Occupancy Permit for incomplete building (s.47)	\$105.00	Nil	\$105.00
113310	S	Modification of an Occupancy Permit for additional use of a building on temporary basis (s. 48)	\$105.00	Nil	\$105.00
113310	S	Replacement Occupancy Permit for permanent change of the building's use, classification (s.49)	\$105.00	Nil	\$105.00
113310	S	Occupancy Permit or Building Approval Certificate for registration of strata scheme, plan of re-subdivision	\$11.60 per strata unit (min. \$115.00)	Nil	\$11.60 per strata unit (min. \$115.00)
113310	S	Occupancy Permit for a building in respect of which unauthorised work has been done (s. 51(2))	0.18% of work value (min. \$105.00)	Nil	0.18% of work value (min. \$105.00)
113310	S	Building Approval Certificate for a building in respect of which unauthorised work has been done (s.51(3))	0.38% of work value (min. \$105.00)	Nil	0.38% of work value (min. \$105.00)
113310	S	Replacement Occupancy Permit for an existing building (s.52(1))	\$105.00	Nil	\$105.00
113310	S	Building Approval Certificate for an existing building where unauthorised work has not been done (s.52(2))	\$105.00	Nil	\$105.00
113310	S	Extension of time during which an occupancy permit or building approval certificate has effect (s.65(3)(a))	\$105.00	Nil	\$105.00
		<b>OTHER APPLICATIONS</b>			
103310	S	Application as defined in regulation 31 (for each building standard in respect of which declaration is sought)	\$2,160.15	Nil	\$2,160.15
102230	S	BCITF Levy (over \$20,000) (of declared value) (Statutory)	0.20%	Nil	0.20%
T7	C	Relocated Secondhand Dwelling Bond	\$5,000.00	Nil	\$5,000.00
103310	S	Local Government approval of battery powered smoke alarms -Building Regulations 2012 Reg 61(3)\$170 max	\$170.00	Nil	\$170.00
		<b>TOWN PLANNING FEES</b>			
113510	C	Rural Address Fee - supply and erection (Rural Road Number)	\$72.73	\$7.27	\$80.00
		<b>CARAVAN PARK FEES</b>			
		<b>Site utilising power, water or ablutions (including RVs and tents)</b>			
		<b>Powered Sites</b>			
113300	C	per night (up to 2 people)	\$30.91	\$3.09	\$34.00
113300	C	per week (up to 2 people) (stay for 7 nights pay for 6 nights)	\$152.73	\$15.27	\$168.00
113300	C	per week (permanent after 3 months)	\$136.36	Nil	\$136.36
113300	C	per night extra person (over 6 years of age)	\$11.36	\$1.14	\$12.50
113300	C	per week extra person (over 6 years of age)(stay for 7 nights pay for 6 nights)	\$68.18	\$6.82	\$75.00
113300	C	per night extra person (over 6 years of age) (permanent after 3 months)	\$11.50	Nil	\$11.50
113300	C	per day - Showers (itinerants) per person	\$9.09	\$0.91	\$10.00
		<b>CARAVAN PARK FEES (cont)</b>			
		<b>Unpowered Sites (including RVs and Tents)</b>			
113300	C	per night (up to 2 people)	\$25.45	\$2.55	\$28.00
113300	C	per week (up to 2 people)	\$90.91	\$9.09	\$100.00
113300	C	extra person (over 6 years of age)	\$5.91	\$0.59	\$6.50
113300	C	Showers (itinerants) per person	\$9.09	\$0.91	\$10.00
		<b>Oval Site Unpowered</b>			
113300	C	RV (Self Contained) only requiring dump site - No Power	\$10.91	\$1.09	\$12.00
		<b>Caravan Clubs / Group Bookings</b>			
113300	C	Site Only (Max number of sites 10)	\$78.18	\$7.82	\$86.00
		<b>STANDPIPE WATER CHARGE</b>			
113320	F	1 kL (per 1,000 Litres) (NB: minimum charge \$10.00) GST free	\$8.78	Nil	\$8.78
113320	C	Administration / Invoice Charge	\$31.82	\$3.18	\$35.00

# SHIRE OF PINGELLY FEES AND CHARGES 2020/21

Account Code	Statutory/ Council	Particulars	2020/21	GST	2020/21 Total
		<b>SCHEDULE 14 - OTHER PROPERTY AND SERVICES</b>			
		<b>ENGINEERING SERVICES</b>			
		<b>Engineering Private Works and wet hire of plant as approved by CEO</b>			
114700	C	Administration Charge per invoice - only apply to non residents and commercial works or contractors	\$160.00	\$16.00	\$176.00
		Wet plant hire (per hour, minimum of one hour)			
114700	C	- Front end loader	\$209.09	\$20.91	\$230.00
114700	C	- Tip truck - 10m3	\$181.82	\$18.18	\$200.00
114700	C	- Tip truck - 6m3	\$161.82	\$16.18	\$178.00
114700	C	- Tip truck - 3m3	\$125.45	\$12.55	\$138.00
114700	C	- Rollers	\$236.36	\$23.64	\$260.00
114700	C	- Tractor/Broom	\$181.82	\$18.18	\$200.00
114700	C	- Road patching maintenance truck (plus materials)	\$236.36	\$23.64	\$260.00
114700	C	- Sign truck (plus materials)	\$151.82	\$15.18	\$167.00
114700	C	- Water truck (large) (plus water)	\$172.73	\$17.27	\$190.00
114700	C	- Water truck (small) (plus water)	\$131.82	\$13.18	\$145.00
114700	C	- Tractor	\$113.64	\$11.36	\$125.00
114700	C	- Tractor and slasher	\$159.09	\$15.91	\$175.00
114700	C	- Tractor and mower	\$159.09	\$15.91	\$175.00
114700	C	- Grader/Loader	\$236.36	\$23.64	\$260.00
114700	C	- Backhoe	\$200.00	\$20.00	\$220.00
114700	C	- Bobcat (includes attachments)	\$160.00	\$16.00	\$176.00
114700	C	- Mowers with catchers	\$113.64	\$11.36	\$125.00
114700	C	- Out front ride on mower	\$113.64	\$11.36	\$125.00
114700	C	- Small ride on mower	\$80.91	\$8.09	\$89.00
		<b>Plant Hire (per hour, minimum of one hour):</b>			
114700	C	- SAM sign	\$122.73	\$12.27	\$135.00
114700	C	- Trailer box	\$13.64	\$1.36	\$15.00
114700	C	- Trailer large car	\$24.55	\$2.45	\$27.00
114700	C	- Trailer heavy plant	\$43.64	\$4.36	\$48.00
114700	C	- Spray unit and vehicle (excluding chemicals)	\$61.82	\$6.18	\$68.00
		<b>Plant Hire (per hour, minimum of one hour):</b>			
114700	C	- 4 x 4 ute (per day)	\$172.73	\$17.27	\$190.00
114700	C	- 4 x 4 ute (per hour)	\$111.82	\$11.18	\$123.00
114700	C	- 4 x 2 ute (per day)	\$140.91	\$14.09	\$155.00
114700	C	- 4 x 2 ute (per hour)	\$74.55	\$7.45	\$82.00
114700	C	- Small sedan (per hour)	\$69.09	\$6.91	\$76.00
114700	C	- Large sedan (per hour)	\$80.91	\$8.09	\$89.00
		<i>Note: all plant hire rates include operator labour costs as plant will not be dry hired unless approved by CEO for other local government use at agreed rates.</i>			
		1. All Plant hired (excluding Community Bus) to be operated by Shire of Pingelly Staff.			
		2. Minor Plant is not to be hired out unless specifically authorised by CEO.			
		3. Professional or skilled personal services only when not using plant refer to Schedule 4 for fees.			
		<b>SALE OF MULCH AND SAND</b>			
114760	C	Mulch m3	\$18.18	\$1.82	\$20.00
114760	C	Sand (yellow) m3	\$24.55	\$2.45	\$27.00
114760	C	Gravel m3	\$30.91	\$3.09	\$34.00
114760	C	Blue Metal m3	\$103.64	\$10.36	\$114.00
114760	C	Mixed Stone m3	\$36.36	\$3.64	\$40.00
		<u>Delivery Charge in town (includes Pingelly Heights):</u>	\$0.00		
114760	C	Large Truck (6m3 and above)	\$80.91	\$8.09	\$89.00
114760	C	Small Truck (any truck smaller than 6m3)	\$70.00	\$7.00	\$77.00
114760	C	Delivery charge out of town	Refer to Plant Hire Charges - hourly	At Cost	Refer to Plant Hire Charges - hourly
		<b>SALE OF PAVING AND SLABS</b>			
114760	C	Concrete Slabs 600 x 600 x 50mm (each)	\$4.00	\$0.40	\$4.40

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

### **16.1 Request for Review of Recycling Waste Bin Pick-up Rate**

<b>File Reference:</b>	<b>ADM0561</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Director Technical Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to approve a request from Great Southern Waste Disposal for an increase in the recycled waste rate due to the collapse of the market.

#### **Background**

In December 2019, Council awarded the contract for Kerbside Waste Collection and Recycling Collection Services to Great Southern Waste Disposal (GSWD).

In mid to late 2019, China started to reject recycling waste due to contamination issues that impacted their processing of the product. This action was soon followed by other countries, including Vietnam and Malaysia. This eventually led to a full import ban on all recycled waste by those countries, including recycling waste from Australia. These actions have had a negative impact on GSWD's cash flow. GSWD advised, that when quoting their contract rate for the recycling waste contract, the value of recyclables was taken into consideration. Since then, the value of recycled waste products has plummeted, affecting their income. GSWD claim that their costs in this area have remained fairly static, especially with the operation of their Materials Recycling Facilities, and therefore, they are seeking an increase to subsidise the recycling section of the operation.

GSWD have put their request in writing seeking Council's consideration of a review of the recycling waste collection rate, and have requested an increase of \$0.40 cents per bin lift, excl GST. If adopted, this would raise the recycling waste collection rate per lift, to \$3.20 (excl GST).

#### **Comment**

The request for an increase in payment for the collection of recycling waste has been initiated by the contractor due to the collapse of this market. Recyclable products such as glass are now worthless. Other recyclable products such as cardboard and plastics have had significant price reductions and are now worth only a fraction of their former value. When factoring in the cost of transport (to Perth), together with the operating cost of the Materials Recycling Facilities, the result is a net negative return.

In consideration of this matter Council has three options:

1. Do nothing, and pay the contractor in accordance with the previously quoted price;
2. Increase the recycling waste collection rate paid to the contractor but at a lower level than requested; or
3. Increase the recycling waste collection rate paid to the contractor at the rate requested.

Should Council agree to the request from GSWD it is suggested that option 3 be exercised for a period of 12 months, with a further review undertaken prior to adopting the 2021/2022 Budget.

In proceeding with option 3, Council would need to decide whether to pass on the full increase, a partial increase or to absorb the full cost within the 2020/21 budget. It should be noted that there has been discussion to keep fees and charges at a 0% increase due to the economic crisis, and the recommendation is in line with this discussion.

#### **Consultation**

Great Southern Waste

## Statutory Environment

Nil

## Policy Implications

Nil

## Financial Implications

Anticipated Annual Cost for the Recycled Waste collection applying the requested additional amount of \$0.44 per collection equates to \$4,888 excl. GST per annum.

If Council chooses to pass this cost on, the increase per household equates to \$11.44 per household per annum for 2020 / 2021.

## Strategic Implications

Goal 4	Natural areas and Systems are healthy and thriving, and sustainable use is made of natural resources
Outcome 4.1	Maximise resource recovery from waste and safe disposal of residual waste
Strategy 4.1.1	Provide people with the ability to reduce their waste and deal with residual waste appropriately

## Risk Implications

Risk	If Council does not agree to increase the payment to GSW, there is a potential of the company ceasing the service.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Operational
Risk Action Plan (Controls or Treatment Proposed)	The officer recommendation suitably mitigates the risk identified.

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

## Voting Requirements

Absolute Majority

## Recommendation

**That Council agree to adjust the charge of the recycling waste collection rate paid to Great Southern Waste, at an increase of \$0.40 excl. GST per recycled bin collected, for the 2020/21 financial year, due to the current state of the recycling market.**

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



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

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

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

**19. CLOSURE OF MEETING**

The Chairman to declare the meeting closed.