

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

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 up to and including \$20,000.
- 5% - where the contract is ~~for goods and services~~ between the values of \$20,000 ~~and~~ up to and including \$50,000.

Regional Price Preference – For suppliers located in a Shire sharing a common boundary with the Shire of Pingelly, plus suppliers located in the Shire of Narrogin: within a 60km radius of the Shire of Pingelly

- 5% - where the contract is for ~~goods and services up to~~ a value of up to and including \$20,000.
- 2.5% where the contract is between the values of \$20,000 and \$50,000.

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
Less than \$3,000	Professional discretion of market in accordance with the objective of this Purchasing Policy.
\$3,001 to \$15,000	Obtain <u>Seek</u> at least two verbal quotes where practical.
\$15,001 to \$50,000	Obtain <u>Seek</u> at least two written quotations.
\$50,001 to \$70,000	Obtain <u>Seek</u> at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$70,001 - \$249,999	Obtain <u>Seek</u> at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$250,000 and above	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 \$250,000 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 make purchases on behalf of the Council within the limits stated, provided such proposed purchases are contained within the budget.

Officer	Order Limit (\$)
Chief Executive Officer	Unlimited
Executive Manager Corporate Services	\$50,000
Executive Manager Technical Services	\$50,000
Works Supervisor Coordinator	\$15,000
Executive Assistant	\$1,000
Senior Mechanic	\$3,000
Administration Officer Technical	\$3,000
Community Development Officer	\$1,000

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 Exemptions

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-Executive Manager Discretion
The Chief Executive Officer or Director-Executive Manager 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-Executive Manager in the following situations;
 - a) The responsible officer has sought required quotations, but has only received less than the required responses that met the quotation specifications; or
 - b) 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 \$~~2~~450,000, thereby avoiding the need to publicly tender.

5. RELATED DOCUMENTATION / LEGISLATION

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

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	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, 15 July 2020
Previous Adoption	21 February 2007



PINGELLY MEMORIAL PARK

CONCEPT DESIGN

DECEMBER 2020



| LANDSCAPE ARCHITECTS



PINGELLY MEMORIAL PARK
EXISTING MEMORIAL PARK

Shire of Pingelly – Ordinary Meeting of Council Agenda – 9 December 2020

JOB NO. 2009301
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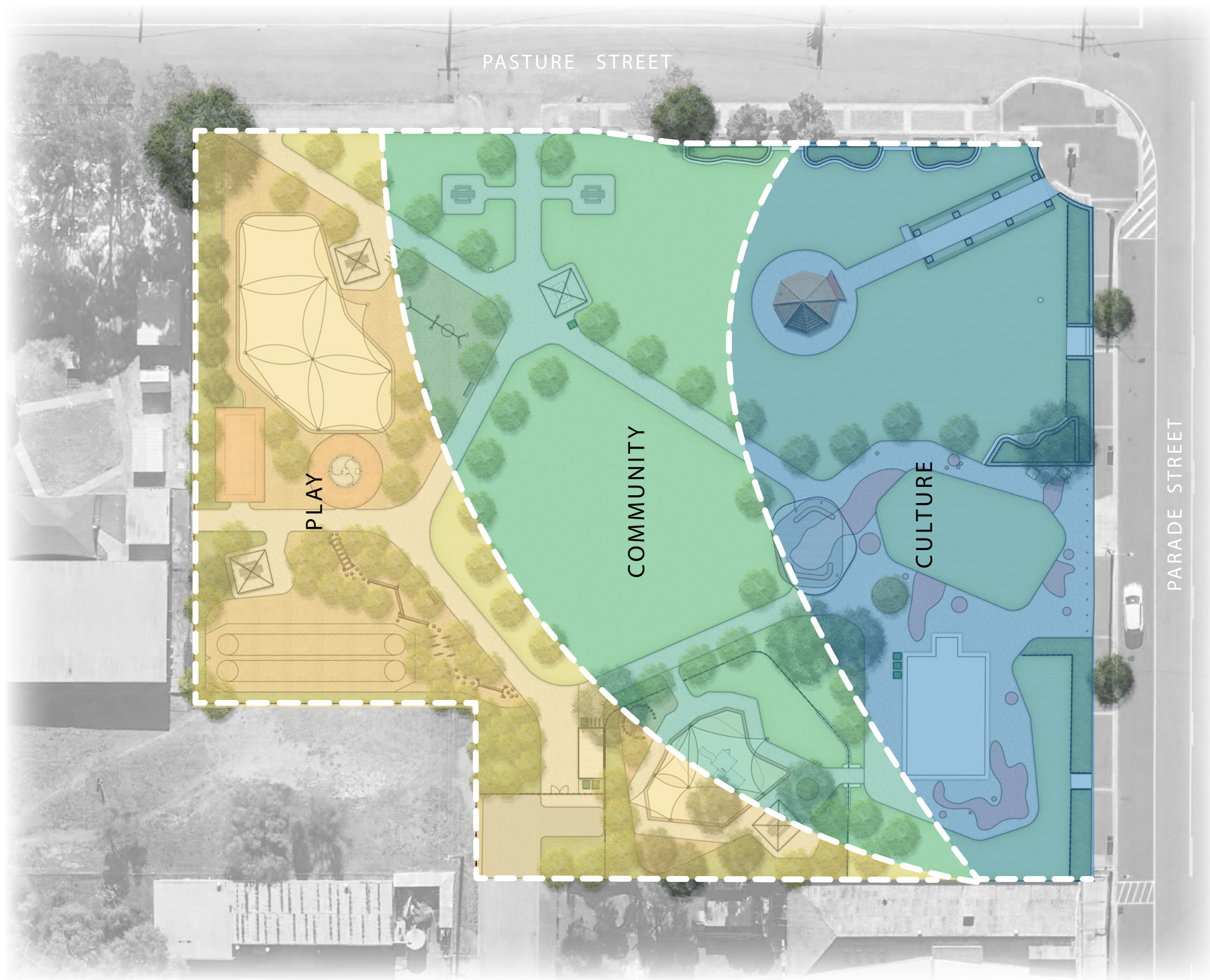
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LANDSCAPE ARCHITECTS
414 ROKEBY RD SUBIACO WA 6008
T: (08) 9388 9566 E: mail@plane.com.au





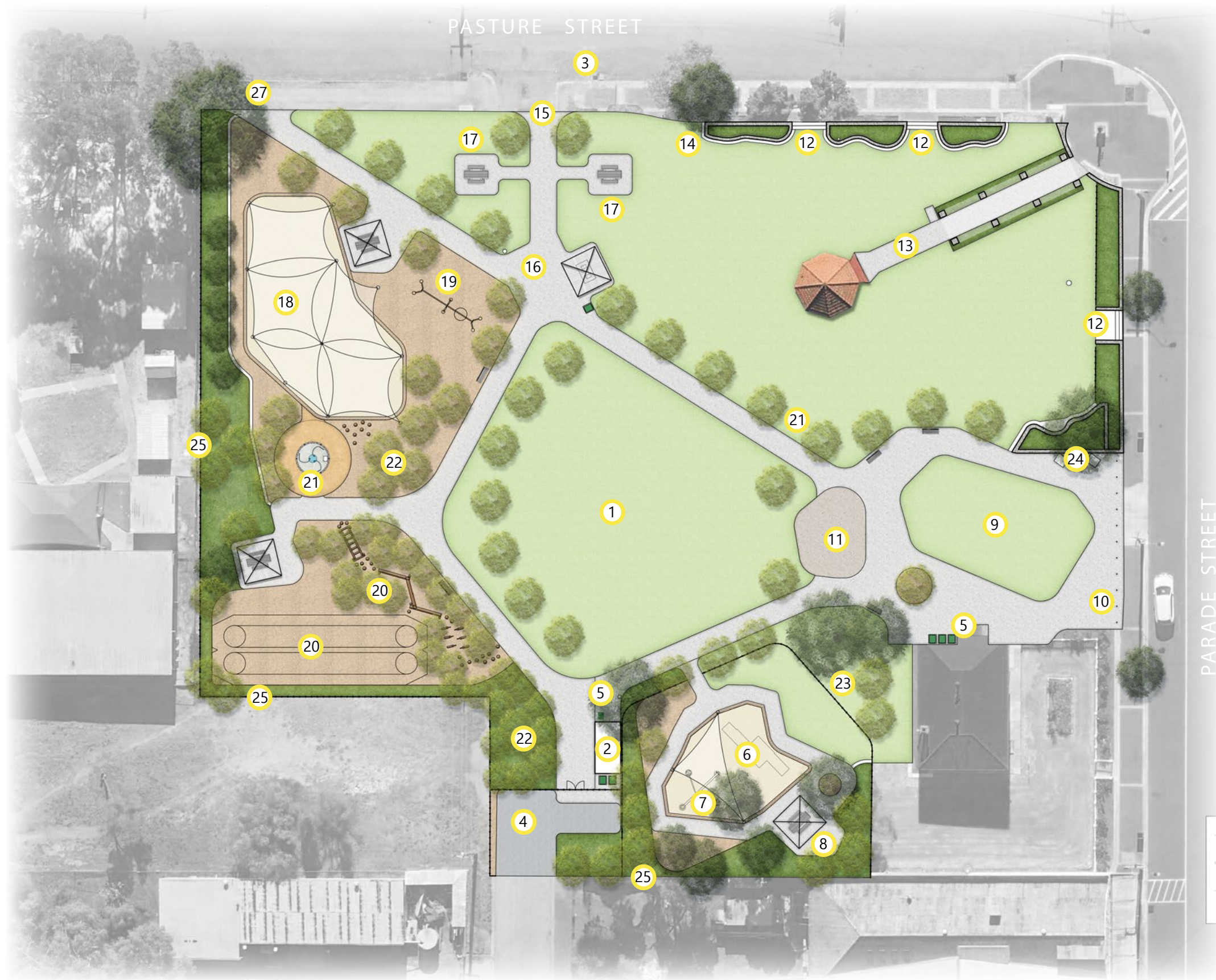
PINGELLY MEMORIAL PARK
COMMUNITY USE ZONES





PINGELLY MEMORIAL PARK
CONCEPT PLAN PRECINCTS





- 1 NEW AMPHITHEATRE / COMMUNITY GATHERING SPACE
- 2 NEW TOILET BLOCK AND SURROUNDS INCLUDING WATER REFILL STATION
- 3 ACCESSIBLE VEHICLE PARKING (2 NO. BAYS) - BY OTHERS
- 4 NEW FENCE AND SERVICE ACCESS GATE. NEW BITUMEN SURFACE TO SCUDD'S LANE / VEHICLE TURN-AROUND - BY OTHERS
- 5 RUBBISH BIN WITH ARTWORK
- 6 NEW INFANT / JUNIOR PLAY SPACE (0 - 5 YEARS) WITH PERIMETER FENCE, INFANT PLAY FORT, WATER PLAY AND SHADE SAIL
- 7 INFANT BASKET SWING SET
- 8 SHELTER AND TABLE
- 9 NEW MULTI-USE EVENT / MARKET SPACE WITH BENCH SEATING AND POWER OUTLETS
- 10 NEW MAIN PARK ENTRY - NEW PAVEMENT
- 11 NEW PERFORMANCE SPACE WITH POWER OUTLETS
- 12 RETAIN EXISTING PAVEMENT AND STAIR CONSTRUCTION
- 13 RETAIN EXISTING PAVEMENT TO MEMORIAL WALKWAY AND ROTUNDA (SURROUNDS)
- 14 STREETScape ENHANCEMENT - EXISTING WALLS AND GARDENS
- 15 NEW PARK ENTRY
- 16 PASSIVE RECREATION AND BARBECUE FACILITIES WITH SHELTER, AND RUBBISH BIN (WITH ARTWORK ENCLOSURE)
- 17 TABLE SETTING WITH 1200 MM WIDE UNIVERSAL ACCESS PATH
- 18 EXISTING PLAY SPACE UPGRADE (5 - 12 YEARS) - NEW SAND, PLAYGROUND EDGE, SHELTER AND TABLE SETTING
- 19 INCLUSIVE 4 - WAY SWING
- 20 NEW ADVENTURE / NATURE PLAY SPACE (ALL AGES) WITH FLYING FOX, LOGS, ROCKS, TABLE AND SHELTER, AND NATURE PLAY ELEMENTS
- 21 ALL ACCESSIBLE TURN TABLE SPINNER
- 22 NEW TREE PLANTING THROUGHOUT PARK
- 23 EXISTING TREES RETAINED WHERE PRACTICABLE
- 24 RETAINED TELEPHONES
- 25 NEW BOUNDARY FENCING AND ACCESS GATE

PINGELLY MEMORIAL PARK

CONCEPT PLAN - FUNDED WORKS





FARM SCENE

PLAYGROUND CENTRE



INFANT BASKET SWING SET

MODUPLAY



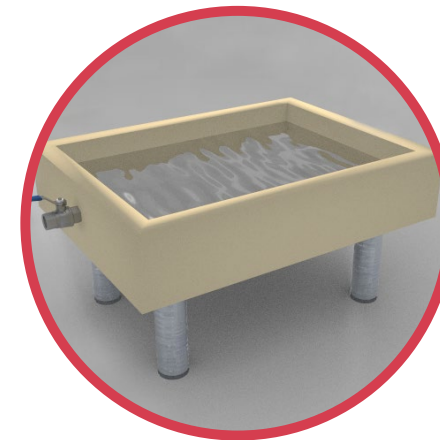
WATER PUMP WITH
RESERVOIR

LYPA



WATER TROUGH

LYPA



WATER PLAY TROUGH

LYPA



SHADE SAILS

JUNIOR PLAYSPACE 0-5 YEARS

PINGELLY MEMORIAL PARK
PROPOSED FURNITURE & FITTINGS





STILT WALKERS
PLAYWORKS



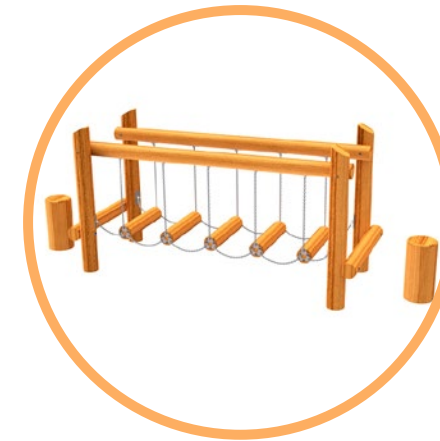
LOG STEPPERS
PLAYWORKS



WOBBLY LOG BRIDGE
PLAYWORKS



LOG BALANCE TRAIL
PLAYWORKS



SUSPENDED LOG BRIDGE
PLAYWORKS



DOUBLE FLYING FOX
ADVENTURE +

NATURE PLAYSPACE (ALL AGES)



INCLUSIVE 4 WAY SWING
PLAYWORKS



ALL ABILITIES ACCESS
TURNTABLE / SPINNER
MODUPLAY

EXISTING PLAYGROUND UPGRADE (5-12 YEARS)

PINGELLY MEMORIAL PARK PROPOSED FURNITURE & FITTINGS



BOARDWALK BENCH SEAT
(BACK REST)
(COMPOSITE BATTENS)
COX URBAN FURNITURE



BOARDWALK BENCH SEAT
UNIVERSALLY ACCESSIBLE
(COMPOSITE BATTENS)
COX URBAN FURNITURE



PARKLINE 240L BIN
ENCLOSURE WITH ARTWORK PANEL
(DARK CHARCOAL)
COX URBAN FURNITURE



GABLE DDA SHELTER
(MANOR RED ROOF,
SURF MIST POLES)
EXTERIA



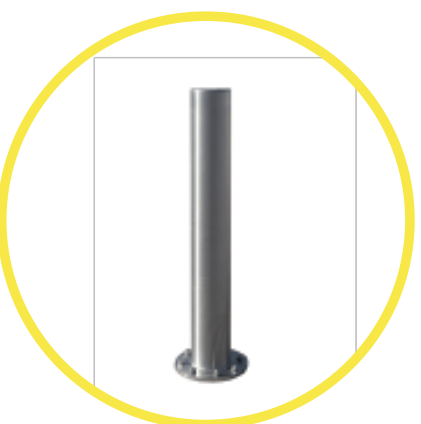
CONTEMPORARY
COMMUNITY SHELTER
WITH AMENITIES



SLIMLINE DRINK FOUNTAIN
WITH DOG BOWL
(DARK CHARCOAL)
EXTERIA



'A' SERIES DOUBLE BBQ
COOKTOP UNIVERSALLY
ACCESSIBLE
DA CHRISTIE



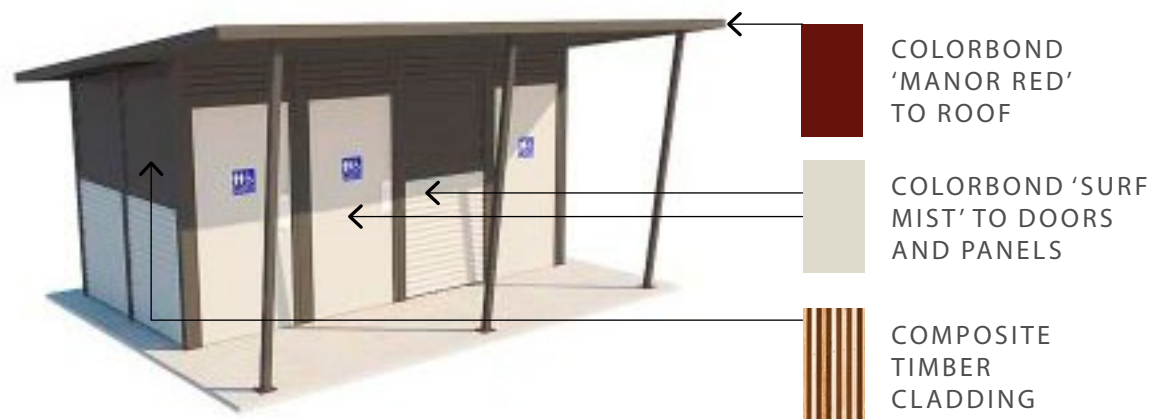
BASSO BOLLARD
(STAINLESS STEEL)
EXTERIA



TITAN POWER BOLLARD
(STAINLESS STEEL)
LED A



INSITU TRAFFICABLE
CONCRETE PAVEMENT
(EUCALYPTUS EXPOSED)
GEOSTONE



THE **YARRA 3** IS A PREFABRICATED STYLISH, ROBUST AND LOW MAINTENANCE TOILET BLOCK DESIGNED WITH THE FOLLOWING:

- 1 UNIVERSAL ACCESS CUBICLE WITH BABY CHANGE FACILITIES
- 1 AMBULANT TOILET WITH BABY STEEL GRAB RAILS
- 1 STANDARD TOILET

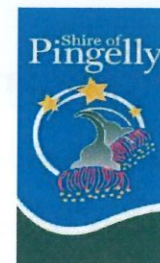
THE SKILLION STYLE ROOF LINE PROJECTS OVER THE CUBICLE ENTRANCE PROVIDING PROTECTION FROM THE ELEMENTS. TRAFFICABLE INSITU CONCRETE AND WATER REFILL STATION IS



PINGELLY MEMORIAL PARK
PROPOSED PREFABRICATED TOILET BLOCK - YARRA 3

Community Grant Scheme Application Form 2020-21

SHIRE OF PINGELLY	
FILE	ADMO542
DATE	09 NOV 2020
Officer	CDO, CEO
Copy to	IFM201903



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 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

In person

17 Queen Street, Pingelly

Eligibility

<p>The Applicant is:</p> <ul style="list-style-type: none"> an incorporated organisation; or a group auspiced through an incorporated organisation (with written acknowledgement) 	<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"> 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. 	<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"> 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; and not be due to commence until after the notification date. 	<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 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	-
Mobile	0417 918 959
Email	john.timms63@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 INC - PROJECT RAILWAY

Provide a summary of the project

The completed restoration of the building means that we can now open the building to individuals and community groups to enjoy. Costs to maintain the building are totally dependant on grants, sponsorship, fundraising, donations, membership fees and volunteer labour.
--

Clearly identify what the grant funds will be used for in the project

Refer "Budget Details"
The item would be used to enhance the building for community use - for members, individuals and groups for events and fundraising.

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

Various community groups are now utilising the building for various activities. The grant items that have been requested would make the building more comfortable and user friendly.

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).

Inquiries and bookings have been made by groups such as Pingelly Tourism Group, Community Resource Centre, Ageism and Dementia meetings, Shire of Pingelly as well as individuals.

Anticipated commencement date

December 2020

Anticipated completion date

December 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 on social media. The Shire of Pingelly logo is on the sponsor board at the Railway 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	\$1000.00
Donations	100.00
Total Project Income	1100.00
In Kind Contributions	
In Kind Items	Amount
Volunteer hours - March 9 to 31 October 2020 -	1140.00
Membership fees 39 @ \$15/head.	585.00
Television (to enhance events)	300.00
Crockery	50.00
Total In Kind Contributions	2075.00
Expenditure	
Expenditure Items	Amount
Block out blinds for 10 windows.	2190.00
Total Project Expenditure	2190.00
Total Project Cost (Total In Kind + Total Expenditure)	3175.00

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
2020	\$2200	Refrigerator, Dishwasher Microwave	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2019	\$3700	Public Liability Insurance Retaining wall	<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 Kettle and Udon and tables.	\$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	9/11/20

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)

**FRIEND OF PINGELLY RAILWAY STATION****Quote No 139956017****PINGELLY 6308****Phone** 0417 918 959**Fax****Work/Mobile****Request Fit Date****Email** johtimms63@bigpond.com**Customer Ord No****Payment Method**

Cash on delivery

Client to Remove Fittings

No

ABN 32 674 982 699**Instructions** Quoted from customers measurements. Westral takes no responsibility for mis-measure. Pick up from Canning Vale. Country orders to be paid in full.

#	Location	Qty.	Width	Drop	Product	Description	Total
751	XXXX	10	1200	2100	Roller Blind	Acclaim Chiffon Silk, Left Hand Control - Cream, Clear Anodised Oval Bottom Rail, Back Roll, TG Single brackets, fitted in reveal, Child Safe, Made in WA for WA conditions	2,190

Total Qty

10

Total Investment including GST**\$2,190****Please sign here to accept order**

(I understand and agree that this order cannot be cancelled). These quotes are strictly subject to checking. Westral is not liable for any loss caused by delays. Westral reserves the right to charge the customer any costs incurred for recovery of overdue monies. The goods shall remain the property of Westral until full payment is received. Email used for communication purposes only. All prices valid for 30 days. Current estimated installation times as of 31 October 2020: Blinds 5 weeks. The installations department will contact you once the products are manufactured to confirm an installation date. Delivery times can be subject to change due to unforeseen circumstances.

Deposit **\$2,190** Balance on delivery **\$0** To be paid to installer on completion of installation.**Credit Card No.**

-

-

-

Expiry Date

/

Direct Debit To Westral BSB: 086-136 ACCOUNT: 24 696 1813 REF:**Code****Use C/Card For Deposit Yes**(VISA or Mastercard only)
Pay online at payments.westral.com.au**SHOW** CANNING VALE Cnr Bannister Rd and Sherman St
ROOMS BALCATTa 79 Erindale Rd, PO Box 1477, Canning Vale 6970
Mon-Fri 8.30am to 5.30pm Sat 8.30am to 1.00pm**Telephone: 9455 1555****Facsimile: 9455 2664**Email: sales@westral.com.auWeb: www.westral.com.au

Licensed Security Agents No. SAO 2249

Members of Security Agents Institute

50 598

31-Oct-2020

E. & O.E.

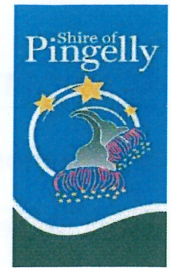
Page 1 of 1

Office Staff / 94551555/ sales@westral.com.au (jean.rodricks)

Community Grant Scheme

Application Form 2020-21

SHIRE OF PINGELLY	
FILE	ADmos42
DATE	20 NOV 2020
Officer	CDO
Copy to	IFM 201947



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 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

In person

17 Queen Street, Pingelly

Eligibility

The Applicant is: <ul style="list-style-type: none"> an incorporated organisation; or a group auspiced through an incorporated organisation (with written acknowledgement) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Projects meets priority areas identified within the Shire's Community Strategic Plan, and include, but are not limited to the following areas: <ul style="list-style-type: none"> 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. 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
For applications to proceed to assessment they must: <ul style="list-style-type: none"> 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; and not be due to commence until after the notification date. 	<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 Youth group inc
Postal Address	Avon Street - pimberton street pingelly
ABN	96 500 662 714
Registered for GST	<input type="checkbox"/> Yes <input checked="" 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	Tracie Skinn
Position	Chair person
Telephone	
Mobile	0423 079 442
Email	Jessie.c1515@gmail.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

Pingelly Youth Jump and Splash

Provide a summary of the project

Facilitating youth group sessions at the pingelly swimming pool. Incorporating general play / team building activities to support young people.
--

We are proposing three events one per month over January February and March.

Specific dates will be confirmed when pool staff and youth group volunteer availability is known

The intention is to provide safe spaces for young people to be physically active and supervised.

Sessions 6.30 to 8.30pm

Clearly identify what the grant funds will be used for in the project

- Contact aquatics additional staff hours
- Food and beverages
- Equipment (For the pool)
 - pool noodles
 - balls
 - kickboard

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) Volunteers

provide support to parents with respite to focus on their own wellbeing

To provide young people with the unique experience to look forward to.

Describe how the project will benefit those participating and the community of Pingelly

Facilitating a social outlet that is safe, secure and supervised.

Developing water safety skills, knowledge and confidence.

Supporting the personal development of young people to develop team building, caring, respect, inclusive values.

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).

- Contract aquatics / staff time to manage pool outside of normal hours.
- Shire of Pingelly
- Pingelly SES for life towers
- Moorditj Youth Foundation Aboriginal Corporation - culture sensitivity and awareness, Aboriginal engagement.

Anticipated commencement date

January 2021

Anticipated completion date

March 2021

How will you acknowledge the Shire of Pingelly's contribution to the project?

Pingelly Times
Pingelly youth group facebook page
men's shed notice board
Shire of pingelly banner's
Flyers and advertising

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	\$ 751.87
Pingelly youth group Contribution	\$ 250.63
Total Project Income	\$ 1002.50
In Kind Contributions	
In Kind Items	Amount
Shire of pingelly promoting Support	\$ 90
pingelly ses volunteer time	\$ 90
moorditj youth foundation	\$ 90
Total In Kind Contributions	\$ 270
Expenditure	
Expenditure Items	Amount
\$ 55 / hour x 2 x 3 events (pool staff hours)	\$ 330
Pool equipment	\$ 300
Food and beverages x 3	\$ 240
Transport (pingelly community bus) \$35/hire fee + \$1.30 per K	\$ 132.50
Total Project Expenditure	
Total Project Cost (Total In Kind + Total Expenditure)	\$ 1002.50
	x 25%
	x 3
	\$ 1272.50

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
—	—	—	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A
—	—	—	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A

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
No	—	<input type="checkbox"/> Confirmed <input type="checkbox"/> Pending
No	—	<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	TRACIE SKINN	Position	CHAIR PERSON
Signature	Tracie Skinn	Date	19-11-2020

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)
- N/A - BANK BALANCE (Pilot Year) N/A



SHIRE OF PINGELLY

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

TABLE OF CONTENTS

Graphical Analysis

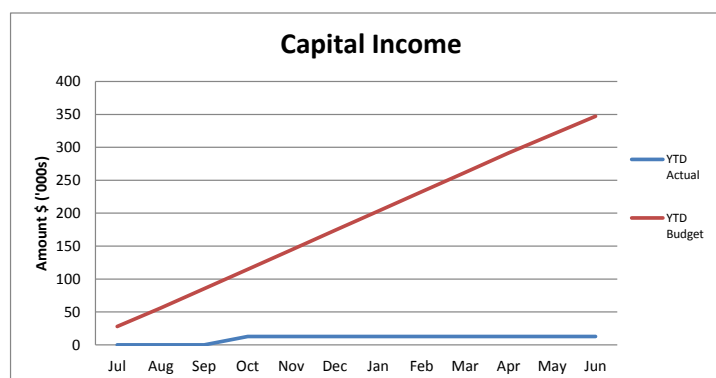
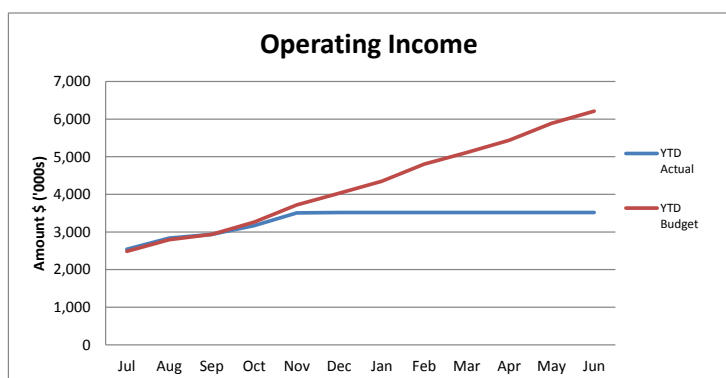
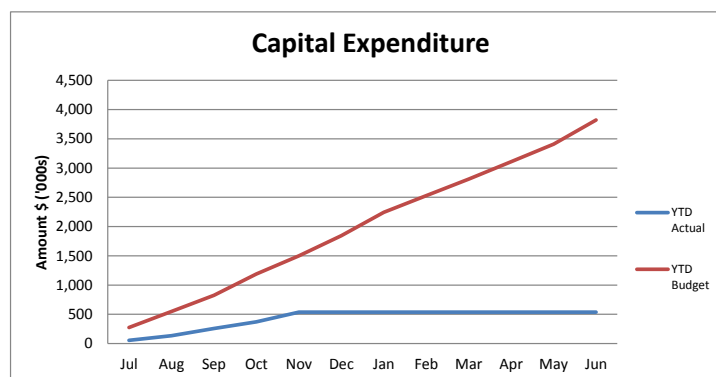
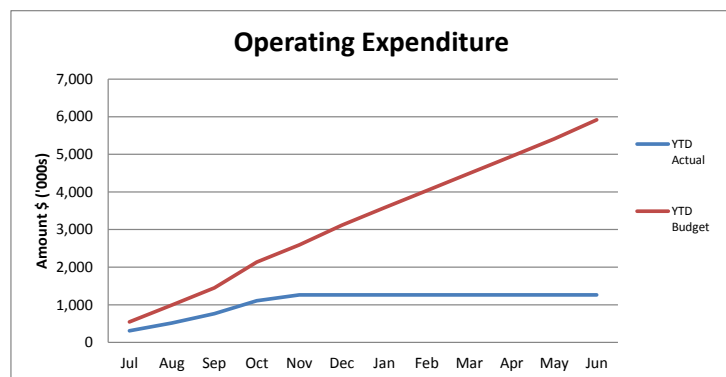
Statement of Financial Activity

Report on Significant Variances

Notes to and Forming Part of the Statement

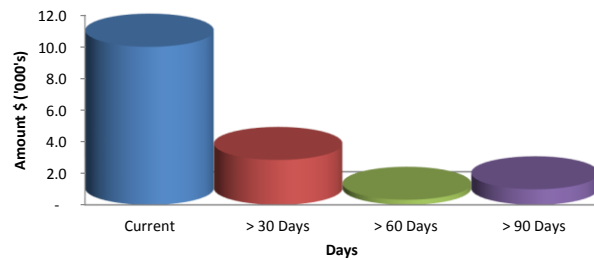
- 1 Acquisition of Assets
 - 2 Disposal of Assets
 - 3 Information on Borrowings
 - 4 Reserves
 - 5 Net Current Assets
 - 6 Rating Information
 - 7 Municipal Funds Restricted Cash - Bonds and Deposits
 - 8 Operating Statement
 - 9 Statement of Financial Position
 - 10 Financial Ratios
- Restricted Funds Summary

Income and Expenditure Graphs to 30 November 2020

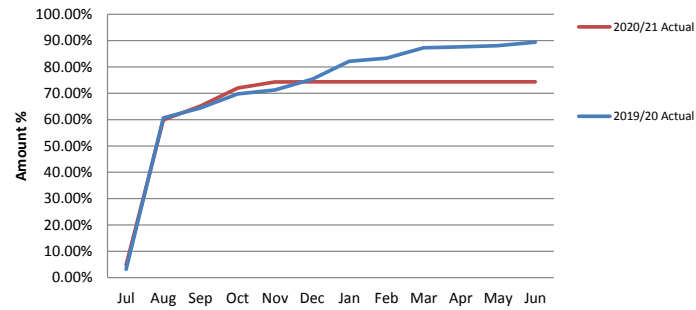


Other Graphs to 30 November 2020

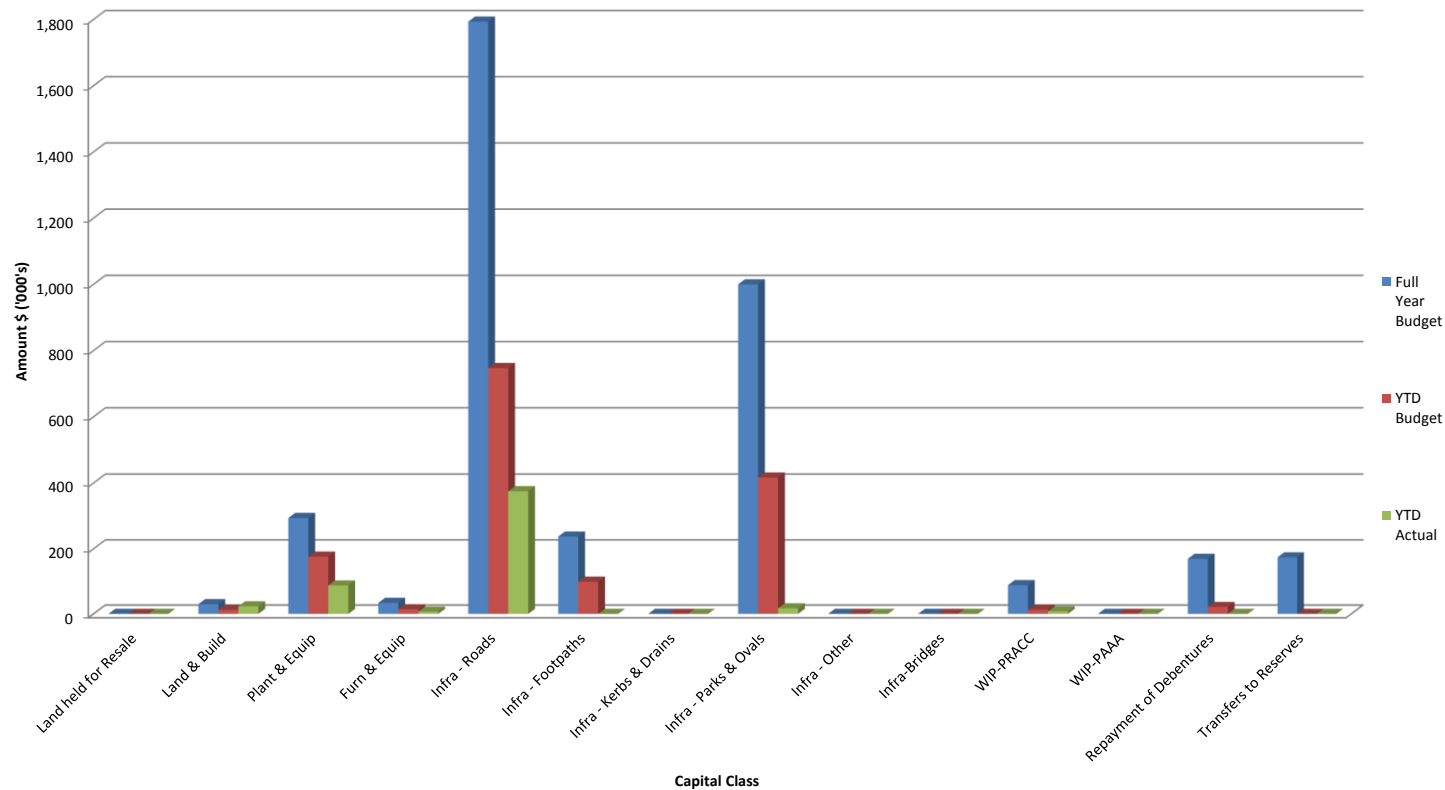
Sundry Debtors Amount O/S



Rates % Collected



Capital Expenditure



SHIRE OF PINGELLY

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

	NOTE	2020/21 Adopted Budget \$	November 2020 Y-T-D Budget \$	November 2020 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<u>Operating</u>							
Revenues/Sources							
General Purpose Funding		639,371	328,713	326,623	(2,090)	-1%	
Governance		38,685	16,020	27,205	11,185	70%	▲
Law, Order, Public Safety		59,829	17,290	38,855	21,565	125%	▲
Health		1,636	675	215	(460)	-68%	
Education and Welfare		13,713	5,165	8,844	3,679	71%	
Housing		0	0	0	0	0%	
Community Amenities		199,740	177,975	179,384	1,409	1%	
Recreation and Culture		1,030,290	428,220	149,562	(278,658)	-65%	▼
Transport		2,049,122	618,724	613,009	(5,715)	-1%	
Economic Services		45,550	18,970	42,930	23,960	126%	▲
Other Property and Services		40,227	16,750	31,616	14,866	89%	▲
		<u>4,118,163</u>	<u>1,628,502</u>	<u>1,418,243</u>	<u>(210,259)</u>	<u>-13%</u>	
(Expenses)/(Applications)							
General Purpose Funding		(149,696)	(61,135)	(57,973)	3,162	5%	
Governance		(519,278)	(246,241)	(209,338)	36,903	15%	▼
Law, Order, Public Safety		(204,950)	(96,379)	(82,194)	14,185	15%	▼
Health		(144,759)	(61,093)	(52,105)	8,988	15%	▼
Education and Welfare		(49,310)	(19,023)	(9,362)	9,661	51%	▼
Housing		0	0	0	0	0%	
Community Amenities		(379,875)	(143,274)	(136,830)	6,444	4%	
Recreation & Culture		(1,295,110)	(580,756)	(334,232)	246,524	42%	▼
Transport		(2,870,996)	(1,213,147)	(343,297)	869,850	72%	▼
Economic Services		(286,465)	(116,255)	(65,939)	50,316	43%	▼
Other Property and Services		(17,446)	(56,831)	28,407	85,238	150%	▼
		<u>(5,917,885)</u>	<u>(2,594,134)</u>	<u>(1,262,863)</u>	<u>1,331,271</u>	<u>-51%</u>	
Net Operating Result Excluding Rates		(1,799,722)	(965,632)	155,380	1,121,012	-116%	
<u>Adjustments for Non-Cash</u>							
<u>(Revenue) and Expenditure</u>							
(Profit)/Loss on Asset Disposals	2	(36,500)	(14,269)	3,251	17,520	123%	▼
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0%	
Movement in Employee Benefit Provisions		0	0	0	0	0%	
Changes in Accounting Policy		0	0	0	0	0%	
Adjustments in Fixed Assets		0	0	0	0	0%	
Rounding		0	0	0	0	0%	
Depreciation on Assets		2,577,232	1,073,830	0	(1,073,830)	100%	▼
<u>Capital Revenue and (Expenditure)</u>							
Purchase Land Held for Resale	1	0	0	0	0	0%	
Purchase of Land and Buildings	1	(30,000)	(12,500)	(23,333)	(10,833)	-87%	▲
Purchase of Furniture & Equipment	1	(34,081)	(14,200)	(6,753)	7,447	52%	▼
Purchase of Right of Use Asset - Furniture & Equipment	1	(40,187)	(16,740)	0	16,740	100%	▼
Purchase of Right of Use Asset - Plant & Equipment	1	(337,468)	(140,610)	0	140,610	100%	▼
Purchase of Right of Use Asset - Buildings	1	(21,279)	(8,865)	0	8,865	100%	▼
Purchase of Plant & Equipment	1	(294,500)	(175,995)	(87,299)	88,696	50%	▼
Purchase of WIP - PP & E	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Roads	1	(1,793,554)	(747,250)	(375,192)	372,058	50%	▼
Purchase of Infrastructure Assets - Footpaths	1	(237,673)	(99,020)	0	99,020	100%	▼
Purchase of Infrastructure Assets - Kerbs & Drains	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,000,000)	(416,665)	(17,204)	399,461	96%	▼
Purchase of Infrastructure Assets - Bridges	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Other	1	0	0	0	0	0%	
Purchase of WIP Recreation and Culture	1	(88,443)	(12,680)	(27,295)	(14,615)	-115%	▲
Proceeds from WIP Aged Accommodation	1	0	0	0	0	0%	
Proceeds from Disposal of Assets	2	195,000	80,750	12,727	(68,023)	-84%	▼
Repayment of Debentures	3	(169,320)	(21,280)	0	21,280	100%	▼
Proceeds from New Debentures	3	0	0	0	0	0%	
Proceeds from new Lease Liabilities	3	398,934	166,215	0	(166,215)	-100%	▼
Repayment of Leases	3	(96,540)	(40,215)	(8,538)	31,677	-79%	▼
Advances to Community Groups		0	0	0	0	0%	
Self-Supporting Loan Principal Income		17,539	0	0	0	0%	
Transfer from Restricted Asset -Unspent Grants		0	0	0	0	0%	
Transfers to Restricted Assets (Reserves)	4	(173,803)	0	0	0	0%	
Transfers from Restricted Asset (Reserves)	4	152,200	63,415	0	(63,415)	-100%	▼
Transfers to Restricted Assets (Other)		0	0	0	0	0%	
Transfers from Restricted Asset (Other)		0	0	0	0	0%	
ADD Net Current Assets July 1 B/Fwd	5	718,609	718,609	718,609	0	0%	
Net Current Assets - Unspent Grants		0	0	0	0	0%	
LESS Net Current Assets Year to Date	5	<u>0</u>	<u>1,510,547</u>	<u>2,435,643</u>	<u>925,096</u>	<u>-61%</u>	▼
Amount Raised from Rates		<u>(2,093,556)</u>	<u>(2,093,649)</u>	<u>(2,091,291)</u>	<u>2,358</u>	<u>0%</u>	

This statement is to be read in conjunction with the accompanying notes.

Material Variances Symbol

Above Budget Expectations
Below Budget Expectations

Greater than 10% and \$5,000
Less than 10% and \$5,000

▲
▼

SHIRE OF PINGELLY
FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020
Report on Significant variances Greater than 10% and \$5,000

Purpose

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date.
The material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$5,000.

REPORTABLE OPERATING REVENUE VARIATIONS

Governance	11,185	70% ▲
The variance relates to increased reimbursements and increase rental income webb street units		
Law Order and Public Safety	21,565	125% ▲
ESL SES and BFB grants YTD higher than budget due to timing difference		
Recreation and Culture	(278,658)	-65% ▼
There are a number of factors relating to the variance with the main driver being the Community Development Grant - Memorial Park Redevelopment (Timing Difference) not yet received		
Economic Services	23,960	126% ▲
The major variance relates to revenue for Mensshed - 2 Stone Street Pingelly		
Other Property and Services	14,866	89% ▲
The variance relates to reimbursement of salary & Wages for Workers Compensation claim		

REPORTABLE OPERATING EXPENSE VARIATIONS

Governance	36,903	15% ▼
The major variances relate to Depreciation not yet run for July - November along with integrated planning and IT expenses, due to budget profiling		
Law, Order, Public Safety	14,185	15% ▼
The variance relates to Depreciation not yet run for July - November		
Health	8,988	15% ▼
The variance relates to Contract Health Services, due to budget profiling		
Education and Welfare	9,661	51% ▼
The variance relates to Depreciation not yet run for July - November		
Recreation and Culture	246,524	42% ▼
There are a number of factors that relate to this variance with the main drivers being Community Development Grant - Memorial Park Redevelopment (Timing Difference) project not yet commenced, along with PRACC wage subsidy and swimming pool contract fees less than budget due to budget profiling		
Transport	869,850	72% ▼
There are a number of factors that relate to the variance with the main drivers being road construction and maintenance program less than YTD budget due to budget profiling & depreciation not yet run for July - November		
Economic Services	50,316	43% ▼
Major variances include Boyagin development not yet commenced and depreciation YTD Budget less than YTD Actuals due to depreciation not yet run for July - November		
Other Property and Services	85,238	150% ▼
There are a number of factors which relate to this variance with the main drivers being Salaries and Wages under budget, due to vacant Works Supervisor position along with depreciation not yet run for July - November		

REPORTABLE NON-CASH VARIATIONS

(Profit)/Loss on Asset Disposals	17,520	123% ▼
Plant replacement program not yet substantially commenced		
Depreciation on Assets	(1,073,830)	100% ▼
Depreciation YTD Budget less than YTD Actuals due to depreciation not yet run for July - October		

REPORTABLE CAPITAL EXPENDITURE VARIATIONS

Purchase of Land & Buildings	-10,833	-87% ▲
The variance relates to a timing issue on the purchase of Lot 856 - 2 Stone St Pingelly - Mensshed		
Purchase of Furniture & Equipment	7,447	52% ▼
The variance relates to a timing issue on the purchase of electronic device replacements, will self correct		
Purchase of Plant & Equipment	88,696	50% ▼
Purchase of Plant & Equipment YTD Actuals less than YTD Budget. Plant items not substantially commenced		
Purchase of Road Infrastructure Assets	372,058	50% ▼
Road Infrastructure YTD Actuals less than YTD Budget due to program not yet substantially commenced		
Purchase of Infrastructure Assets - Parks & Ovals	399,461	96% ▼
Memorial Park Re-Development not yet substantially commenced		
Purchase of WIP Recreation and Culture	-14,615	-115% ▲
The drivers which relate to variance include the PRACC flooring, garden lighting and bowling green shade shelter - Timing issue		
Proceeds from Disposal of Assets	-68,023	-84% ▼
The variance relates to a timing issue on the disposal of plant, will self correct		
Repayment of Leases	31,677	-79% ▼
The variance relates to the Server, Solar System and Grader Lease not yet entered into		

REPORTABLE CAPITAL REVENUE VARIATIONS

Transfers from Restricted Assets	(63,415)	-100% ▼
A portion of reserves will be transferred at the TDA maturity and the remainder to occur at the end of the financial year		

SHIRE OF PINGELLY
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	November 2020 YTD Actual \$
1. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
<u>By Program</u>			
Governance			
<u>Members</u>			
Furniture & Equipment - Schedule 4 Members	25,381	10,575	0
<u>Administration</u>			
Furniture And Equipment	8,700	3,625	6753
Right Of Use Asset - F & E	40,187	16,740	0
Right Of Use Asset - Buildings	21,279	8,865	0
Capex - Admin Plant Purchases	90,000	90,000	80499
Recreation and Culture			
<u>Other Recreation & Sport</u>			
Capex - Infra Parks & Ovals	1,000,000	416,665	17204
Capex - Gardener Vehicle	33,500	33,500	0
<u>Works in Progress - Recreation Centre</u>			
Capex - Praac Building Construction	14,500	4,350	14300
Capex - Pracc Landscaping Soft & Hard	0	0	5093
Capex - Pracc Bowling Green	20,000	8,330	7902

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	November 2020 Actual \$
1. ACQUISITION OF ASSETS (Continued)			
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads Construction			
Various Road Resheeting	267,597	111,495	0
North Banister Road - Rtr	89,320	37,210	0
Pasture Street - Council Constr	30,624	12,750	0
Bullaring Road	158,611	66,080	0
Capex - Milton Road	263,069	109,595	223014
Capex - Rrg Wickopin Pingelly Slk 7.9-9.0	229,221	95,500	0
Capex - Wickopin Pingelly Road - Crsf Funding	708,956	295,395	152178
Review Street - Rtr	46,156	19,225	0
Footpath Construction			
Footpaths - Construction	237,673	99,020	0
Footpath - Upgrade Apex Hill	0	0	0
Drainage Construction			
Paragon Street Drainage	0	0	0
Rennet Street Drainage Flume	0	0	0
<i>Road Plant Purchases</i>			
8Kva Genset	8,500	3,540	6800
Capex - Pt15 Upgrade Truck Tip Tray	45,000	0	0
Capex - Light Truck	115,000	47,915	0
Capex - Fuel Pods	2,500	1,040	0
Right Of Use Asset - P & E	337,468	140,610	0
Economic Services			
<i>Other Economic Services</i>			
Capex - Purchase Of Land	30,000	12,500	23333
	<u>3,877,185</u>	<u>1,644,525</u>	<u>537076</u>
By Class			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Lease Repayments	0	0	0
Land	30,000	12,500	23333
Buildings	0	0	0
Furniture & Equipment	34,081	14,200	6753
Right of Use Asset - F & E	40,187	16,740	0
Right of Use Asset - P & E	337,468	140,610	0
Right of Use Asset - Buildings	21,279	8,865	0
Plant & Equipment	294,500	175,995	87299
Work in Progress - PPE	0	0	0
Infrastructure - Roads	1,793,554	747,250	375192
Infrastructure - Footpaths	237,673	99,020	0
Infrastructure - Kerbs & Drains	0	0	0
Infrastructure - Parks & Ovals	1,000,000	416,665	17204
Infrastructure - Bridges	0	0	0
Infrastructure - Other	0	0	0
Works in Progress - Recreation Centre	88,443	12,680	27295
Works in Progress - Aged Care Accommodation	0	0	0
	<u>3,877,185</u>	<u>1,644,525</u>	<u>537076</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

Asset No	<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
		2020/21	November 2020	2020/21	November 2020	2020/21	November 2020
		Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$
PDOC8	Governance DCCS Vehicle PN761	15,000	15,977.89	12,000	12,727.27	(3,000)	(3,250.62)
PC13	Recreation & Culture PC13 - Parks & Gardener Ute PN172	0	0.00	7,000	0.00	7,000	0.00
PG6	Transport 2008 120M Motor Grader - PN398	60,000	0.00	110,000	0.00	50,000	0.00
PMOW12	2015 Mitsub Triton WS PN01	20,000	0.00	15,000	0.00	(5,000)	0.00
PT17	2010 Isuzu Crew Cab Tray Top PN483	19,000	0.00	14,000	0.00	(5,000)	0.00
PT15	2008 Isuzu Tip Truck PN66	14,500	0.00	7,000	0.00	(7,500)	0.00
	Economic Services Lot 856 (2) Stone Street Pingelly	30,000	0.00	30,000	0.00	0	0.00
		158,500	15,977.89	195,000	12,727.27	36,500	(3,250.62)

Asset No	<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
		2020/21	November 2020	2020/21	November 2020	2020/21	November 2020
		Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$
PDOC8	Plant & Equipment DCCS Vehicle PN761	15,000	15,977.89	12,000	12,727	(3,000)	(3,250.62)
PC13	PC13 - Parks & Gardener Ute PN172	0	0.00	7,000	0	7,000	0.00
PG6	2008 120M Motor Grader - PN398	60,000	0.00	110,000.00	0.00	50,000	0.00
PMOW12	2015 Mitsub Triton WS PN01	20,000	0.00	15,000	0.00	(5,000)	0.00
PT17	2010 Isuzu Crew Cab Tray Top PN483	19,000	0.00	14,000	0.00	(5,000)	0.00
PT15	2008 Isuzu Tip Truck PN66	14,500		7,000		(7,500)	
	Land & Buildings Lot 856 (2) Stone Street Pingelly	30,000	0.00	30,000	0	0	0.00
		158,500	15,977.89	195,000	12,727.27	36,500	(3,250.62)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2020/21 Adopted Budget \$	November 2020 Actual \$
57,000	0.00
(20,500)	(3,250.62)
36,500	(3,250.62)

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2020/21 Budget	2020/21 Actual	2020/21 Budget	2020/21 Actual	2020/21 Budget	2020/21 Actual	2020/21 Budget	2020/21 Actual
		\$	\$	\$	\$	\$	\$	\$	\$
Education & Welfare									
Loan 120 - SSL Pingelly Cottage Homes *	149,819	0	0	17,539	0	132,280	149,819	9,414	(53)
Recreation & Culture									
Loan 123 - Recreation and Cultural Centre	2,054,890	0	0	100,699	0	1,954,191	2,054,890	85,462	(235)
Loan 124 - Recreation and Cultural Centre	1,200,000	0	0	51,082	0	1,148,918	1,200,000	7,757	(129)
	3,404,709	0	0	169,320	0	3,235,389	3,404,709	102,633	(417)

(*) 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-20	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments	
		2020/21 Budget	2020/21 Actual	2020/21 Budget	2020/21 Actual	2020/21 Budget	2020/21 Actual	2020/21 Budget	2020/21 Actual
		\$	\$	\$	\$	\$	\$	\$	\$
Administration									
Photocopier Lease	57,502	0	0	20,366	8,538	37,136	48,964	1,442	548
Solar System-Admin Office	0	21,279	0	5,084	0	16,195	0	580	0
Server Lease	0	40,187	0	7,566	0	32,621	0	1,117	0
Grader Lease	0	337,468	0	63,524	0	273,944	0	9,224	0
	57,502	398,934	0	96,540	8,538	359,896	48,964	12,363	548

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

	2020/21 Adopted Budget \$	November 2020 Actual \$
4. RESERVES		
Cash Backed Reserves		
(a) Leave Reserve		
Opening Balance	36,061	36,061
Amount Set Aside / Transfer to Reserve	799	0
Amount Used / Transfer from Reserve	(10,000)	0
	<u>26,860</u>	<u>36,061</u>
(b) Plant Reserve		
Opening Balance	48,977	48,977
Amount Set Aside / Transfer to Reserve	120,085	0
Amount Used / Transfer from Reserve	(133,500)	0
	<u>35,562</u>	<u>48,977</u>
(c) Building and Recreation Reserve		
Opening Balance	23,808	23,808
Amount Set Aside / Transfer to Reserve	348	0
Amount Used / Transfer from Reserve	0	0
	<u>24,156</u>	<u>23,808</u>
(d) Electronic Equipment Reserve		
Opening Balance	3,242	3,242
Amount Set Aside / Transfer to Reserve	35,006	0
Amount Used / Transfer from Reserve	(8,700)	0
	<u>29,548</u>	<u>3,242</u>
(e) Community Bus Reserve		
Opening Balance	11,807	11,807
Amount Set Aside / Transfer to Reserve	12,086	0
Amount Used / Transfer from Reserve	0	0
	<u>23,893</u>	<u>11,807</u>
(f) Swimming Pool Reserve		
Opening Balance	22,835	22,835
Amount Set Aside / Transfer to Reserve	5,320	0
Amount Used / Transfer from Reserve	0	0
	<u>28,155</u>	<u>22,835</u>
(g) Refuse Site Rehab/Closure Reserve		
Opening Balance	16,086	16,086
Amount Set Aside / Transfer to Reserve	159	0
Amount Used / Transfer from Reserve	0	0
	<u>16,245</u>	<u>16,086</u>
Total Cash Backed Reserves	<u><u>184,419</u></u>	<u><u>162,816</u></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 NOVEMBER 2020 TO 30 NOVEMBER 2020

	2020/21 Adopted Budget \$	November 2020 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	799	0
Plant Reserve	120,085	0
Building and Recreation Reserve	348	0
Electronic Equipment Reserve	35,006	0
Community Bus Reserve	12,086	0
Swimming Pool Reserve	5,320	0
Refuse Site Rehab/Closure Reserve	159	0
	173,803	0
Transfers from Reserves		
Leave Reserve	(10,000)	0
Plant Reserve	(133,500)	0
Building Reserve	0	0
Electronic Equipment Reserve	(8,700)	0
Community Bus Reserve	0	0
Swimming Pool Reserve	0	0
Refuse Site Rehab/Closure Reserve	0	0
	(152,200)	0
Total Transfer to/(from) Reserves	21,603	0

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 NOVEMBER 2020 TO 30 NOVEMBER 2020

	2019/20 B/Fwd Per 2020/21 Budget \$	2019/20 B/Fwd Per Financial Report \$	November 2020 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	698,429	698,429	1,676,141
Cash - Restricted Unspent Grants			192,653
Cash - Restricted Unspent Loans	0	0	(0)
Cash - Restricted Bonds & Deposits	6,692	6,692	11,437
Cash - Restricted Reserves	162,817	162,817	162,817
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	203,378	203,378	586,956
Sundry Debtors	66,182	66,182	16,096
Provision for Doubtful Debts	(990)	(990)	(990)
Gst Receivable	24,008	24,008	18,271
Contract Asset	180,445	180,445	180,445
Loans - clubs/institutions	17,538	17,538	17,538
Accrued Income/Payments In Advance	11,489	11,489	0
Investments	5,000	5,000	5,000
Inventories	3,704	3,704	11,004
	<u>1,378,691</u>	<u>1,378,691</u>	<u>2,877,368</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	-
Sundry Creditors	(31,374)	(31,374)	(9,232)
Accrued Interest On Loans	(417)	(417)	-
Accrued Salaries & Wages	(15,193)	(15,193)	-
Bonds & Deposits Held	(6,692)	(6,692)	(11,437)
Income In Advance	0	0	(13,000)
Gst Payable	(5,656)	(5,656)	(2,099)
Payroll Creditors	0	0	-
Contract Liabilities	0	0	-
Performance Obligation Liability	(331,831)	(331,831)	(179,653)
Prepaid Rates Liability	(29,830)	(29,830)	(12,621)
Current Lease Liability	0	0	(11,827)
Accrued Expenses	(20,772)	(20,772)	-
PAYG Liability	(29,082)	(29,082)	(25,814)
Other Payables	(3,881)	(3,881)	(2,513)
Current Employee Benefits Provision	(374,554)	(374,554)	(374,554)
Current Loan Liability	(169,320)	(169,320)	(169,320)
	<u>(1,018,601)</u>	<u>(1,018,601)</u>	<u>(812,071)</u>
NET CURRENT ASSET POSITION	360,090	360,090	2,065,297
Less: Cash - Reserves - Restricted	(162,817)	(162,817)	(162,817)
Less: Cash - Unspent Grants/Loans - Fully Restricted	0	0	0
Less: Current Loans - Clubs / Institutions	(17,538)	(17,538)	(17,538)
Less: Investments	(5,000)	(5,000)	(5,000)
Add Back : Component of Leave Liability not Required to be Funded	374,554	374,554	374,554
Add Back : Current Loan Liability	169,320	169,320	169,320
Add Back : Current Lease Liability	0	0	11,827
Adjustment in Accounting policies	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>718,609</u>	<u>718,609</u>	<u>2,435,643</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rates \$	2020/21 Back Rates \$	2020/21 Total Revenue \$	2020/21 Budget \$
General Rate								
GRV - Residential	0.121390	316	3,592,992	436,153	962	5	437,120	438,868
GRV - Rural Residential	0.121390	66	817,596	99,248	809	0	100,057	99,248
GRV - Commercial/Industrial	0.121390	29	412,252	50,043	(505)	(499)	49,039	50,043
GRV - Townsites	0.121390	12	144,560	17,548	0	0	17,548	17,548
UV - Broadacre Rural	0.009704	244	138,100,000	1,340,122	(301)	(112)	1,339,709	1,340,122
Non Rateable								
Sub-Totals		667	143,067,400	1,943,114	966	(606)	1,943,473	1,945,829
Minimum Rates	Minimum \$							
GRV - Residential	900	62	96,900	55,800	0	0	55,800	55,800
GRV - Rural Residential	900	24	52,909	21,600	0	0	21,600	21,600
GRV - Commercial/Industrial	900	11	36,200	9,900	0	0	9,900	9,900
GRV - Townsites	900	8	44,160	7,200	0	0	7,200	7,200
UV - Broadacre Rural	900	59	2,753,000	53,100	0	0	53,100	53,100
Sub-Totals		164	2,983,169	147,600	0	0	147,600	147,600
Ex Gratia Rates							2,091,073	2,093,429
Movement in Excess Rates							217	
				2,090,714			0	0
Total Amount of General Rates							2,091,290	2,093,429
Specified Area Rates							0	0
Ex Gratia Rates							0	220
Total Rates							2,091,290	2,093,649

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 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 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 NOVEMBER 2020 TO 30 NOVEMBER 2020

8. OPERATING STATEMENT

	November 2020 Actual \$	2020/21 Adopted Budget \$	2019/20 Actual \$
OPERATING REVENUES			
Governance	27,205	38,685	90,759
General Purpose Funding	2,417,913	2,732,800	3,462,546
Law, Order, Public Safety	38,855	59,829	42,604
Health	215	1,636	1,776
Education and Welfare	8,844	13,713	22,338
Housing	0	0	0
Community Amenities	179,384	199,740	197,523
Recreation and Culture	149,562	1,030,290	50,563
Transport	613,009	2,049,122	1,326,421
Economic Services	42,930	45,550	52,250
Other Property and Services	31,616	40,227	38,383
TOTAL OPERATING REVENUE	3,509,533	6,211,592	5,285,161
OPERATING EXPENSES			
Governance	209,338	519,278	639,695
General Purpose Funding	57,973	149,696	196,491
Law, Order, Public Safety	82,194	204,950	236,514
Health	52,105	144,759	141,730
Education and Welfare	9,362	49,310	133,366
Housing	0	0	0
Community Amenities	136,830	379,875	392,607
Recreation & Culture	334,232	1,295,110	1,480,401
Transport	343,297	2,870,996	2,764,104
Economic Services	65,939	286,465	301,461
Other Property and Services	(28,407)	17,446	26,851
TOTAL OPERATING EXPENSE	1,262,863	5,917,885	6,313,219
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>2,246,670</u>	<u>293,707</u>	<u>(1,028,057)</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

9. STATEMENT OF FINANCIAL POSITION

	November 2020 Actual \$	2019/20 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,031,610	861,246
Investments Current	5,000	5,000
Trade and Other Receivables	818,316	502,050
Inventories	11,004	3,704
Restricted Cash - Bonds & Deposits	11,437	6,692
TOTAL CURRENT ASSETS	2,877,367	1,378,692
NON-CURRENT ASSETS		
Other Receivables	198,513	198,513
Inventories	0	0
Property, Plant and Equipment	19,510,094	19,381,392
Infrastructure	67,084,992	66,692,594
Investments Non Current	53,416	53,416
TOTAL NON-CURRENT ASSETS	86,847,015	86,325,915
TOTAL ASSETS	89,724,382	87,704,607
CURRENT LIABILITIES		
Trade and Other Payables	256,759	488,401
Long Term Borrowings	169,320	169,320
Provisions	374,554	374,554
Bonds & Deposits Liability	11,437	6,692
TOTAL CURRENT LIABILITIES	812,070	1,038,967
NON-CURRENT LIABILITIES		
Trade and Other Payables	37,137	37,137
Long Term Borrowings	3,235,390	3,235,390
Provisions	82,901	82,901
TOTAL NON-CURRENT LIABILITIES	3,355,428	3,355,428
TOTAL LIABILITIES	4,167,498	4,394,395
NET ASSETS	85,556,884	83,310,212
EQUITY		
Retained Surplus	33,770,259	31,523,589
Reserves - Cash Backed	162,817	162,817
Revaluation Surplus	51,623,806	51,623,806
TOTAL EQUITY	85,556,882	83,310,212

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

10. FINANCIAL RATIOS

	2020 YTD	2019
Current Ratio	5.76	0.89
Operating Surplus Ratio	0.73	0.12

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 November 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	Actual Expenditure current year 2020/21	Restricted Funds Remaining
			165,957.00						
Wickepin Pingelly Road 0156 - RRG05 and R2R	Transport	1230	106,515.00	0.00	0.00	0.00	40,779.72	0.00	65,735.28
Wickepin Pingelly Road CRSF5	Transport	1231	295,240.00	0.00	0.00	0.00	29,144.48	152,178.26	113,917.26
Live & Local Music	Recreation & Culture	1180	13,000.00	0.00	0.00	0.00	0.00	0.00	13,000.00
Sub Total									192,652.54
Total Restricted Grant Funds									192,652.54
Available Cash		GL/Job Account	Interest Rate	Maturing					Balance
Municipal Bank	Muni Fund Bank	0111	0	N/A					305,706.95
	Muni Fund Interest Bearing A/C	0111	0.05%	N/A					670,049.85
Municipal Bank - TDA	Muni Fund Bank TDA	0111	0.10%	26-Dec-20					892,486.25
Municipal Bank	Till Float SES	0112							50.00
Municipal Bank	Till Float	0113							200.00
Municipal Bank	Petty Cash on hand	0114							300.00
Total Cash									1,868,793.05
Less Restricted Cash									(192,652.54)
Total Unrestricted Cash									1,676,140.51

1. PURPOSE

- 1.1 The purpose of this Policy is to ensure adequate controls exist for purchases made on Shire Fuel Cards.

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

Cardholders Employees to which a Shire fuel card has been issued

4. POLICY STATEMENT

- 4.1 Employees driving a Shire supplied vehicle, where required, will be issued with a Shire fuel card.
- 4.2 Cardholders must ensure that the fuel cards are only used for the fuel requirements of the vehicle associated with the fuel card.
- 4.3 Employees are to use the fuel card for the purchase of fuel relating to Shire business only.
- 4.4 Employees must ensure that they adhere to the requirements of the policy, otherwise they may forfeit the use of the fuel card and be subject to disciplinary action.
- 4.5 All employees issued with a fuel card will be required to sign a document acknowledging their compliance with the fuel card policy

5. RELATED DOCUMENTATION / LEGISLATION

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

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 May 2018, 15 July 2020
Previous Adoption	16 May 2018

1. PURPOSE

- 1.1 The purpose of this Policy is to ensure ~~that all adequate controls exist for~~ purchases made on ~~Shire's~~ **Shire** 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~~ **Policy** applies to all Shire ~~employees~~ **Employees** and associated parties with Shire issued Fuel Cards.

3. DEFINITIONS

~~3.1 To provide an asdfsadllskjdf for the purchase of fuel for Shire supplied vehicles and relevant associated parties (e.g. Bushfire Service), when employees and associates are away from Pingellasdfasdfsadfy or on weekends. (Employees are required to fuel up at sites only accepting the Shire issuedfasdfd 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 dfasdfaStaff in a timely manner (Once a week).~~

Cardholders Employees to which a Shire fuel card has been issued

4. POLICY STATEMENT

4.1 ~~Procedures~~

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

- 4.2 Card Holders must ensure that the fuel cards are only used for ~~Unloaded Fuel, Diesel or Gas. b) As a minimum employees must provide the following information to the console operator after fuelling the~~ the fuel requirements of the vehicle:

- ~~• Card PIN and or signature if required.~~

~~e) If the Plant or Registration is not printed on the fuel docket the driver is required to write the information on the docket.~~

~~e) Accounting Staff to provide fuel card user associated with a Statement of usage for the month.~~

~~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.~~

~~d) Fuel card holders will check the fuel charged to their Plant/Vehicle on the Statement and will sign via personal signature or digital signature as their declaration that the expenditure was a true and correct record for their fuel card for the month.~~

~~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.~~

- e) ~~If any discrepancies are found by the fuel card holder, they will be followed up by the Accounting Staff.~~
 - f) ~~The Accounting Staff will maintain a register of all employees and associates who have been issued with Shire Fuel Cards.~~
 - g) ~~All employees~~4.3 ~~Employees are to use the fuel card for the purchase of fuel relating to Shire business only.~~
- 4.4 ~~Employees~~ must ensure that they adhere to the requirements of the policy. ~~Otherwise, otherwise~~ they may forfeit the use of the ~~Fuel Card~~fuel card and be subject to disciplinary action.

~~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)~~4.5 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.~~
- e) ~~Annual reviews of the usage of the fuel card will be conducted by the Director of Corporate and Community Services Executive Manager Corporate 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 Executive Manager Corporate 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 and Shire of Pingelly issued Corporate Credit Cards 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 Executive Manager Corporate Services or Chief Executive Officer. In the case of using a Corporate Credit Card, receipts must be handed to the accounts department as per Policy 5.14 Corporate Credit Cards.~~

5. RELATED DOCUMENTATION / LEGISLATION

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