



Shire of Pingelly

Attachments

Ordinary Council Meeting
19 June 2019

Attachment 1



SHIRE OF PINGELLY

REGISTER OF DELEGATIONS

**By
Council to Chief
Executive Officer**

Last Updated: 27 June 2018
Last Reviewed: 28 May 2019

[illegible]

SHIRE OF PINGELLY**Register of Delegations**

This document is the Register of Delegations for the Shire of Pingelly, and meets the requirements of Section 5.46(l) of the *Local Government Act 1995*.

This Register outlines those functions which have been specifically delegated by the Council to the Chief Executive Officer and sets out the conditions applying to the exercise of the delegation.

Sections 5.42 and 5.43 of the *Local Government Act 1995* quantifies the power to delegate, the limits of those delegations and in the main reflects those powers and duties which require either an absolute, or special, majority vote. Actual decisions relating to the matter delegated shall be made by the person nominated in the delegation, notwithstanding that other staff may undertake research and technical work relating to that delegation.

Adequate record is to be kept of the exercise of the delegation through the recording of the delegation reference number, the date of the decision in regard to the delegation, and the people of whom are affected by the decision. The following pro-forma may be used as an attachment to relevant documentation.

Delegations Register Number	
Date decision exercised	
Those affected	
Details of decision	
Action required to be taken	

BACKGROUND

The *Local Government Act 1995* requires local governments to review their delegation of powers/authority to the Chief Executive Officer at least once in every twelve months and then for the Chief Executive Officer to review his delegation of authority within the same review period.

STATUTORY IMPLICATIONS

Section 5.42 provides that:

- (1) A local government may delegate (by Absolute Majority) to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Section 5.43 provides that a local government cannot delegate to a Chief Executive Officer any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

Section 5.44 provides that:

- (1) A Chief Executive Officer may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive Officer's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the Chief Executive Officer under section 5.42, but in the case of such a power or duty —
 - (a) the Chief Executive Officer's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the Chief Executive Officer's delegate,are subject to any conditions imposed by the local government on its delegation to the Chief Executive Officer.
- (4) Subsection (3)(b) does not limit the Chief Executive Officer's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) "conditions" includes qualifications, limitations or exceptions.

Section 5.45 provides that:

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
 - (a) a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
 - (b) a Chief Executive Officer from performing any of his or her functions by acting through another person.

Section 5.46(2) provides that:

- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

Section 17(10) of the *Bush Fires Act* provides that a local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).

Section 48 of the *Bush Fires Act* provides that:

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1)—
 - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
 - (b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to sub delegate.
- (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.

Section 17(7)(a) provides that subject to paragraph (b), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised *CALM Act* officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by —

- (i) shortening, extending, suspending or reimposing a period of prohibited burning times; or
 - (ii) imposing a further period of prohibited burning times.
- (b) A variation of prohibited burning times shall not be made under this subsection if that variation would have the effect of shortening or suspending those prohibited burning times by, or for, more than 14 successive days.

Section 17(8) provides that where, under subsection (7), a local government makes a variation to the prohibited burning times in respect of its district or a part of its district the following provisions shall apply —

- (a) the local government —
 - (i) shall, by the quickest means available to it and not later than 2 days before the first day affected by the variation, give notice of the variation to any local government whose district adjoins that district;
 - (ii) shall, by the quickest means available to it, give particulars of the variation to the Authority and to any Government department or instrumentality which has land in that district under its care, control and management and which has requested the local government to notify it of all variations made from time to time by the local government under this section or section 18;
 - (iii) shall, as soon as is practicable publish particulars of the variation in that district;
- (b) the Minister, on the recommendation of the Authority, may give notice in writing to the local government directing it —
 - (i) to rescind the variation; or
 - (ii) to modify the variation in such manner as is specified in the notice;
- (c) on receipt of a notice given under paragraph (b) the local government shall forthwith —
 - (i) rescind or modify the variation as directed in the notice; and
 - (ii) publish in that district notice of the rescission or particulars of the modification, as the case may require.

Section 374AAB of the *Local Government (Miscellaneous Provisions) Act* provides:

- (1) The authority to approve or refuse to approve —
 - (a) plans and specifications submitted under section 374; or
 - (b) unauthorised building work under section 374AA,
may be delegated by a local government to a person, but if the plans and specifications so submitted conform, or the unauthorised building work conforms, to —
 - (c) all local laws in force in the relevant district or part of a district in respect of building matters, and the local government's pre-determined policy in respect of building matters; and
 - (d) all local laws and schemes in force in the relevant district or part of a district in respect of town and regional planning matters, and the local government's pre-determined policy in respect of town and regional planning matters,
- the delegate must not refuse to approve the plans and specifications or the unauthorised building work without first obtaining the consent of the local government.

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C1: To Call Tenders

Delegated to the Chief Executive Officer the authority to call tenders of any kind prescribed within the Tender Regulations under which another person is to supply goods and/or services for all budgeted items. The Chief Executive Officer may accept tenders to a value of \$149,999 in accordance with the Shire of Pingelly's Purchasing Policy.

Objective: To expedite the purchase of goods and services.

Reference: *Local Government Act 1995* sections 3.57 & 5.42.
Local Government (Functions and General) Regulations regulation 11.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C2: Issue of Building Permits

Delegated to the Chief Executive Officer the authority to approve or refuse to approve plans and specifications for Class 1 and 10 buildings, but where a plan and specification so submitted conforms to:

- all Local Laws and Regulations in force within the district or part of the district in respect of building matters, and the Council's pre-determined policy in respect of building matters; and
- all Local Laws and schemes in force within the district or part of the district in respect of town and regional planning matters, and the Council's predetermined policy in respect of town and regional planning matters.

the Chief Executive Officer shall not refuse to approve that plan or those specifications without first obtaining the consent of the Council.

Further, the issuing of a building licence under Section 374(1) of the *Local Government Act (Miscellaneous Provisions) 1960* may be subject to such conditions as the Chief Executive Officer considers appropriate.

Objective: To expedite the issue of building approvals.

Reference: *Local Government Act 1995* section 5.42(1).
Local Government (Miscellaneous Provisions) Act 1960 section 374(1b).
Local Government (Miscellaneous Provisions) Act 1960 section 374AAB.
Shire of Pingelly Town Planning Scheme No. 3.

Adopted Date: 20 June 2018 20 June 2018

Reviewed / Amended Date: 20 June 2018

C3: Building Licence Extension

Delegated to the Chief Executive Officer the authority to approve an extension of an initial building licence where it was not possible to complete the building within the period specified in the building licence for a further 6 months to allow completion of construction.

Objective: To expedite building control and regulation.

Reference: *Local Government (Miscellaneous Provisions) Act 1960* section 374(1b).

Adopted Date: 20 June 2018 20 June 2018

Reviewed / Amended Date: 20 June 2018

C4: Uncompleted Buildings

Delegated to the Chief Executive Officer the authority to serve the appropriate notices and orders referred to in Section 409A of the *Local Government (Miscellaneous Provisions) Act 1960* and to take all other appropriate actions to obtain compliance with Section 409A of the legislation

Objective: To expedite building control and regulation.

Reference: *Local Government (Miscellaneous Provisions) Act 1960* section 409A.

Adopted Date: 20 June 2018 20 June 2018

Reviewed / Amended Date: 20 June 2018

C5: Buildings - Certain Actions after Conviction

Delegated to the Chief Executive Officer the authority to serve the appropriate notices referred to in Section 411 of the *Local Government (Miscellaneous Provisions) Act 1960*.

Objective: To expedite building control and regulation.

Reference: *Local Government (Miscellaneous Provisions) Act 1960* section 411.

Adopted Date: 20 June 2018 20 June 2018

Reviewed / Amended Date: 20 June 2018

C6: Building Notices

Delegated to the Chief Executive Officer the authority to issue notices pursuant to Part XV of the *Local Government (Miscellaneous Provisions) Act 1960*.

Objective: To expedite building control and regulation.

Reference: *Local Government Act 1995* section 3.25
Local Government (Miscellaneous Provisions) Act 1960 section 374(1b).

Adopted Date: 20 June 2018 20 June 2018

Reviewed / Amended Date: 20 June 2018

C7: Demolition License

Delegated to the Chief Executive Officer the authority to approve the issue of a demolition license to take down a building or a part of a building and impose conditions as considered appropriate for the safe and proper execution of the work.

Objective: To expedite building control and regulation.

Reference: *Local Government (Miscellaneous Provisions) Act 1960* section 374A.

Adopted Date: 20 June 2018 20 June 2018

Reviewed / Amended Date: 20 June 2018

C8: Issue of Section 401 Notices

Delegated to the Chief Executive Officer the authority to issue notices pursuant to Section 401 of the *Local Government (Miscellaneous Provisions) Act 1960* where a breach of building requirements is considered to be of a magnitude sufficient to warrant issue of a notice.

Objective: To expedite building control and regulation.

Reference: *Local Government (Miscellaneous Provisions) Act 1960* section 401.

Adopted Date: 20 June 2018 20 June 2018

Reviewed / Amended Date: 20 June 2018

C9: Stop Work Orders

Delegated to the Chief Executive Officer the authority to issue stop work notices where a breach of building requirements is considered to be of a magnitude sufficient to warrant issue of a notice and to withdraw stop work notices where the breach for which the notice has been issued is corrected.

Objective: To expedite building control and regulation.

Reference: *Local Government Act 1995* section 5.42(1).
Local Government (Miscellaneous Provisions) Act section 401A.

Adopted Date: 20 June 2018 20 June 2018

Reviewed / Amended Date: 20 June 2018

C10: Dangerous Buildings

Delegated to the Chief Executive Officer the authority, where a building is in a dangerous state, to:

- Issue a certificate which states that the subject building is in a dangerous state.
- Shore up or otherwise secure the building, as well as providing a hoarding or fence around the building to protect the public from danger.
- Serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.

Objective: To expedite building control and regulation to ensure public safety.

Reference: *Local Government (Miscellaneous Provisions) Act 1960* section 403.

Adopted Date: 20 June 2018 20 June 2018
Reviewed / Amended Date: 20 June 2018

C11: Removal of Neglected and Dilapidated Buildings

Delegated to the Chief Executive Officer the authority to serve upon the owners and occupiers of neglected and dilapidated buildings the written notices required by Sections 408 and 409 of the *Local Government (Miscellaneous Provisions) Act 1960*.

Objective: To expedite building control and regulation.

Reference: *Local Government (Miscellaneous Provisions) Act 1960* sections 408-409.

Adopted Date: 20 June 2018 20 June 2018

Reviewed / Amended Date: 20 June 2018

C12: Certificates of Classification of Buildings

Delegated to the Chief Executive Officer the authority to issue Certificates of Classification of Buildings.

Objective: To expedite building control and regulation.

Reference: *Local Government (Miscellaneous Provisions) Act 1960.*

Adopted Date: 20 June 2018 20 June 2018
Reviewed / Amended Date: 20 June 2018

C13: Licence to Deposit Materials on or Excavate Adjacent to a Street

Delegated to the Chief Executive Officer the authority to, after satisfying him or herself that the proposed activity will not create undue interference with the operation of the street, way or public place, issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place. Licences are to be issued subject to the conditions detailed in Section 377 of *the Local Government (Miscellaneous Provisions) Act 1960* and such other conditions as considered relevant.

Objective: To expedite building control and regulation.

Reference: *Local Government (Miscellaneous Provisions) Act 1960* section 377.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C14: Bond Refunds

Delegated to the Chief Executive Officer the authority to refund bond monies where all bonded conditions of approval have been met, with the aggrieved applicant having a right of appeal to Council.

Objective: To expedite the approvals process.

Reference: *Local Government Act 1995* section 5.42(1).

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C15: Undertaking Private Works

Delegated to the Chief Executive Officer the authority to use his/her absolute discretion in accepting or rejecting private works.

Objective: To facilitate the Works Programme.

Reference: *Local Government Act 1995* section 5.42(1).

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C16: Plant & Equipment

Delegated to the Chief Executive Officer the authority to approve the use of Shire of Pingelly plant and equipment in accordance with Policy 12.8.

Objective: To facilitate correct management and control of plant and equipment.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C17: Plant & Equipment Hire

Delegated to the Chief Executive Officer the authority to give permission to hire Shire of Pingelly plant, equipment and building's equipment and exchange equipment between buildings.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C18: Replacement Plant Hire

Delegated to the Chief Executive Officer the authority to hire replacement plant and equipment as deemed necessary to meet the operational or emergency requirements of the Shire.

Reference: *Local Government Act 1995* section 5.42.

Objective: To maintain and improve productivity.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C19: Rigid and Articulated Vehicle Movements

Delegated to the Chief Executive Officer the authority to approve rigid and articulated vehicle movements, up to a maximum 37.5m.

Reference: *Local Government Act 1995* section 5.42.

Objective: Expedite the approval process.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C20: Temporary Road Closure

Delegated to the Chief Executive Officer the authority to temporarily close roads during adverse weather conditions or to ensure public safety.

Objective: To minimise damage to roads and ensure public safety.

Reference: *Local Government Act 1995* section 3.50.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C21: Temporary Closure of Roads for Public Events

Delegated to the Chief Executive Officer the authority to determine applications for the temporary closure of roads for public events. The determination shall be in accordance with provisions of the *Road Traffic (Events on Roads) Regulations 1991* and the *Local Government Act 1995* and shall, when approved by the Chief Executive Officer, contain the following conditions:

- The closure is to be advertised in a local newspaper.
- Arrangements are to be made for appropriate signposting to effect the closure.
- The applicant is to take out a Public Risk Insurance policy which indemnifies the Shire against any damages claims and a copy of the Policy is to be provided to the Shire.
- The applicant is to notify the Police and Emergency Services and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services.

The Chief Executive Officer may determine other conditions to be imposed on any approvals issued.

Objective: To ensure public safety and expedite the approval process.

Reference: *Local Government Act 1995* section 3.50.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C22: Liquor Permits

Delegated to the Chief Executive Officer the authority to determine applications for the consumption and sale of liquor on property under the care, control and management of the Shire of Pingelly.

Objective: To expedite the approvals process.

Reference: *Local Government Act 1995* section 5.42(1).
Liquor Licensing Act 1988 sections 59 & 119.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C23: Impounding

Delegated to the Chief Executive Officer the authority to exercise power in relation to the removal and impoundment of any goods which are involved in any contravention that can lead to impoundment, and to use reasonable force in the exercise of this power.

Objective: To expedite good governance.

Reference: *Local Government Act 1995* section 3.39 and Part 3.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C24: Small Outstanding Balances

Delegated to the Chief Executive Officer the authority to write off uncollectable or economically uncollectable debts up to \$50.00.

Objective: To provide a cost effective collection action.

Reference: *Local Government Act 1995* sections 5.42 & 6.12(c).

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018 18 April 2012

C25: Control of Fires

Delegated to the Chief Executive Officer the functions of the Shire of Pingelly as described in section 13(4) of the Bush Fires Act 1954 for use in an emergency situation and only in conjunction with the Chief Bush Fire Control Officer.

Objective: To allow the control of a fire to be transferred to a DFES officer without the need of calling a Council Meeting.

Reference: *Local Government Act 1995* section 5.42(1).
Bush Fires Act 1954 sections 13(4), 48.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C26: Harvest Bans

Delegated to the Chief Executive Officer the authority to impose harvest and vehicle movement bans when none of the Fire Weather Officers are available.

Reference: *Local Government Act 1995* section 5.42.
Bush Fire Regulations 1954 regulations 38A, 38C, 39A & 39B.
Policy 6.8.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C27: Prohibited & Restricted Burning Times

Delegated to the Chief Executive Officer the authority in pursuant to sections 48 of the Bush Fires Act, the power to vary prohibited and restricted burning periods pursuant to section 17(7a) of the Bush Fires Act in joint consultation with the Chief Bush Fire Officer.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.
Bush Fire Act 1954 sections 17(7)(a), 17(8), 17(10) & 18(5)(a).
Bush Fire Regulations 1954 regulation 15C.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C28: Fires at Refuse Disposal Site

Delegated to the Chief Executive Officer the authority to permit persons to set fire to the green waste at the refuse disposal site.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C29: Fire Breaks

Delegated to the Chief Executive Officer the authority, in liaison with the Chief Bush Fire Control Officer, to resolve fire hazard problems, including where considered necessary, to forward letters demanding the construction of fire breaks and where not complied with, the engaging of a contract for the construction of the break at the land owner's expense.

Objective: To expedite the approval process ensuring public safety.

Reference: *Local Government Act 1995* section 5.42.
Bush Fires Act 1954 sections 33 & 48.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C30: Infringements

Delegated to the Chief Executive Officer the authority to issue infringement notices pursuant to section 9.16 of the *Local Government Act 1995*.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 9.16.
Bush Fires Act 1954.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C31: Signing of Purchase Orders

Delegated to the Chief Executive Officer the authority to sign purchase order forms for the purchase of goods and services within the constraints of the Budget and Purchasing Policy.

Objective: To expedite the purchasing process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C32: Common Seal

Delegated to the Chief Executive Officer the authority to affix Common Seal (witnessed by President and Chief Executive Officer) to documents to be executed by the Shire of Pingelly where such documents are consistent and in accord with resolutions of Council or subject to Council being notified of executed documents in a timely manner.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* sections 5.42, 9.49A(2) & 9.49A(4).

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C33: Legal Advice

Delegated to the Chief Executive Officer the authority to appoint legal counsel and obtain advice, assistance and opinions as the Chief Executive officer deems necessary in the exercise of the management of the Shire of Pingelly with relevant legal advice received to be made available at the next Council meeting.

Objective: To ensure correct and factual outcomes are achieved.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C34: Administration Centre

Delegated to the Chief Executive Officer the authority to permit the use of rooms and areas within the Shire of Pingelly Administration Centre to individuals or organisations having an involvement with local government and/or working towards the betterment of the Shire of Pingelly.

Objective: To assist the community and maximise the use of the building.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C35: Administration of Local Laws

Delegated to the Chief Executive Officer the authority to administer the Shire of Pingelly Local Laws and initiate action if considered necessary.

Objective: To expedite the process.

Reference: *Local Government Act 1995* sections 3.18 & 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C36: Enter Land in Emergencies

Delegated to the Chief Executive Officer the authority to enter land in emergencies and grant authority to sign and issue notice of entry and exercise force to gain entry.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C37: Tree Safety

Delegated to the Chief Executive Officer the authority to issue an order to make a tree safe on private land and to enter that property to make a tree safe.

Objective: To expedite the approval process and ensure public safety.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C38: Notices

Delegated to the Chief Executive Officer the authority to issue notices under the *Health (miscellaneous provisions) Act 1911* and the *Public Health Act 2016* to owners and occupiers of land requiring certain actions to be done by the owner or occupier of that land.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 3.25.
Health (Miscellaneous Provisions) Act 1911 Parts IV, V, VI, VII, VIIA, VIII, IX, XV.
Public Health Act 2016.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C39: Renewing Licences

Delegated to the Chief Executive Officer the authority to renew all licences provided the circumstances of the original licence have not substantially altered.

Objective: To expedite the approval process.

Reference: *Local Government (Miscellaneous Provisions) Act 1960.*

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C40: Administration of Health

Delegated to the Chief Executive Officer the authority to exercise and discharge the powers and functions of the Shire of Pingelly under the relevant *Health Act* relating to:

- forming of opinions and making of declarations;
- the granting and issue of licenses, permits, certificates and approval;
- the issue of notices, orders and requisitions and the carrying out and putting into effect of notices, orders and requisitions;
- the ordering and authorisation of legal proceedings for breaches of the Health Act, all regulations and local laws.

Reference:

- *Health (Miscellaneous Provisions) Act 1911.*
- *Health Act 2016.*

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C41: Development Applications

Delegated to the Chief Executive Officer the authority to issue planning consent to development applications which comply with the Shire of Pingelly's Town Planning Scheme.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C42: Subdivision Clearance

Delegated to the Chief Executive Officer the authority to endorse subdivision referral pro-formas and to certify the compliance with subdivision conditions when satisfied that suitable arrangements have been made.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.
Town Planning and Development Act 1928 part III Sections 20 and 24.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C43: Second Hand Fencing

Delegated to the Chief Executive Officer the authority to approve the use of second-hand material for fencing.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C44: Private Swimming Pools

Delegated to the Chief Executive Officer the authority to issue notices as required on the owners or occupiers of the land on which there is a swimming pool not complying with the statutory requirements for a barrier to prevent access to the swimming pool by children.

Objective: To ensure public safety.

Reference: *Local Government (Miscellaneous Provisions) Act 1960* section 245(a).

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C45: Licences, Signs and Hoardings

Delegated to the Chief Executive Officer the authority to approve the erection and/or licensing of signs and hoardings that comply with the Local Laws of the Council. Where an application for a sign or hoarding does not comply with the Local Laws of the Council the application is to be refused.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C46: Wildflower & Native Seed Permits

Delegated to the Chief Executive Officer the authority to permit wildflower picking and native seed collection on Shire of Pingelly property and reserves vested in or under the control of the Shire of Pingelly, subject to and in accordance with conditions set by the Department of Environment and Conservation.

Note: Permissions to use flora licences on Unallocated Crown Land (UCL)

To take flora on Crown land, a person requires either a Scientific or Other Prescribed Purposes (SOPP) licence, or a Commercial Purposes (CP) licence issued by the Department of Biodiversity, Conservations and Attractions under the *Wildlife Conservation Act 1950*.

If additional information is required contact the Department of Biodiversity Conservations and Attractions.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C47: Payment of Accounts

Delegated to the Chief Executive Officer the authority to pay accounts subject to a list of accounts paid being presented to the next Ordinary meeting and included in the minutes of that meeting. The vouchers, supporting invoices and other relevant documents be made available for inspection by elected members at the next Ordinary Council Meeting.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.
Local Government (Financial Management) Regulations 1996 regulation 12.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C48: Credit Card / Fuel Card

Delegated to the Chief Executive Officer the authority to use the Shire of Pingelly's Credit Card and Fuel Card within the constraints of the Budget or as otherwise directed by Council in accordance with the credit card and fuel card policies.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.
Local Government (Financial Management) Regulations regulation 11(1)(a).

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C49: Investing Surplus Funds

Delegated to the Chief Executive Officer the authority to invest surplus funds, Trust funds, Loan funds and Reserve funds after ensuring that sufficient working capital is to be retained within the Shire's operating accounts.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42, 6.14.
Local Government (Financial Management) Regulations regulation 19.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C50: Electronic Funds Transfer (EFT)

Delegated to the Chief Executive Officer the authority to EFT between bank accounts and to pay creditor accounts by EFT.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995 s 5.42.*
Local Government (Financial Management) Regulations regulation 11.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C51: Employers Warrant

Delegated to the Chief Executive Officer the authority to sign an employer's warrant for representation on industrial awards and to appear on the Shire of Pingelly's behalf.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* sections 5.42-5.44.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C52: Appointment of Authorised Persons – Enforcement and Legal Proceedings

Delegated to the Chief Executive Officer the authority to appoint:

- under section 3.24 of the *Local Government Act 1995* any person to exercise the powers given to a local government under Subdivision 2 of Division 3 of Part 3 of the Act.
- under section 3.39 of the *Local Government Act* any person to exercise the powers given to a local government under subdivision 4 of Division 3 of Part 3 of the Act.
- under section 9.10 of the *Local Government Act 1995* persons or classes of persons to be authorised for the purposes of performing particular functions under sections 9.11, 9.13, 9.16, 9.17, 9.19 and 9.20 of the Act.
- persons pursuant to section 9.29 of the *Local Government Act 1995*, to represent the Shire of Pingelly generally in proceedings in the court of petty sessions and Local Court.
- persons or classes of persons in relation to enforcement and legal proceedings under the *Local Government (Miscellaneous Proceedings) Act 1960*, *Litter Act 1979*, *Control of Vehicles (Off Road Areas) Act 1978*, *Dog Act 1976*, *Bush Fires Act 1954*, *Health (Miscellaneous Provisions) Act 1954*, *Health Act 2016* and Council Local Laws.

Objective: To expedite proceedings as required.

Reference: *Local Government Act 1995* section 9.16.
Dog Act 1976.
Bush Fires Act 1954.
Health (Miscellaneous Provisions) Act 1911.
Local Laws.
Cat Act 2011.
Health Act 2016.
Litter Act 1979.
Control of Vehicles Act 1978.

Delegation amended 20 November 2013 Ordinary Council to include the Cat Act 2011.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C53: Execution of Documents

Delegated to the Chief Executive Officer the authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of the contract documents where:

- the Council has authorised entering into a formal contract, or
- a formal contract is authorised under a delegated authority from the Council, or
- a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Shire of Pingelly.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C54: Destruction of Records

Delegated to the Chief Executive Officer the authority to destroy old accounting books and records in accordance with statutes and *State Records Act 2000*.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.
State Records Act 2000.
State Records Office's General Disposal Authority for Local Government Records.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C55: Cost Recovery

Delegated to the Chief Executive Officer the authority to instigate proceedings to recover costs in Court or via debt collections third party.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C56: Rate Book

Delegated to the Chief Executive Officer the authority to:

- discharge the obligations specified in Section 6.39(1) of the *Local Government Act 1995*.
- serve Notices of Valuation and Rates referred to in Section 6.41(1) of the *Local Government Act 1995*.
- determine the time allowed for the payment of the rate before it becomes in arrear in accordance with section 6.50(2) of the *Local Government Act 1995*.
- exercise the powers conferred in Section 6.40 of the *Local Government Act 1995*.
- exercise discretion in regard to granting of any extension of time for service of objections to the Rate Book, Section 6.76(4) of the *Local Government Act 1995*.
- recover rates by complaint or action pursuant to the provisions of Section 6.56(1) of the *Local Government Act 1995*.
- enter into an agreement in accordance with Section 6.49 of the *Local Government Act 1995*.
- require a lessee to pay rent to the Shire of Pingelly in satisfaction of rates or service charges due and payable in accordance with Section 6.60(2) of the *Local Government Act 1995*.

Objective: To expedite the approval process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C57: Assistance to Community Organisations and Events

Delegated to the Chief Executive Officer the authority to determine the level of assistance provided to community organisations and events. The assistance may be financial (within Budget allocations) or by waiving fees and may include the use of Shire buildings, plant and machinery or the use of employees. In exercising this delegation, the Chief Executive Officer shall have regard to any existing Council policies.

Objective: To enhance community activities.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C58: Debt Collection

Delegated to the Chief Executive Officer the authority to collect outstanding debts against the Shire of Pingelly, including entering into collection arrangements, within normal commercial parameters.

Objective: To fast track debt recovery.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C59: Sale of Surplus Equipment, Materials and Scrap

Delegated to the Chief Executive Officer the authority to sell, by calling for tenders or expressions of interest, holding of a surplus goods sale at the Shire of Pingelly Works Depot, or any other fair means, items of the Shire of Pingelly, being surplus equipment, materials, tools, etc which are no longer required, or are outmoded, or are no longer serviceable.

Objective: To expedite the approval process and reduce the collection of surplus items.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C60: Conferences, Seminars & Training Courses

Delegated to the Chief Executive Officer the authority to approve the attendance of Elected Members and staff at conferences, seminars and training courses where, in the opinion of the Chief Executive Officer, attendance will enhance the professional development of the Elected Members or Officer, provide benefits to the Shire of Pingelly and is relevant to the duties and responsibilities of the Elected Member or Officer. The Chief Executive Officer, in exercising the delegation, shall have regard to any Council Policy in place from time to time and to the availability of appropriate funding in the Budget.

Objective: To further develop Elected Members and Staff.

Reference: *Local Government Act 1995* section 5.42.

18/8/2010 Item 10.1 – Amended to include Councillors.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C61: Street Appeals

Delegated to the Chief Executive Officer the authority to determine all applications for street appeals, having regard to any Council Policy relating to street appeals or any upcoming capital improvement works.

Objective: To expedite the approvals process.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C62: Travel and Accommodation Arrangements

Delegated to the Chief Executive Officer the authority to determine all travel and accommodation arrangements for Elected Members and Staff while on official Council or Shire business. In exercising this delegation, the Chief Executive Officer shall have regard to Council Policy and the availability of appropriate funding in the Budget and the possible availability of the Shire vehicles during work hours (8.00am-5.00pm).

Objective: To increase productivity.

Reference: *Local Government Act 1995* section 5.42.

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

C63: Food Act Authorised Officers

Delegate the Chief Executive Officer the authority to administer the following:

- The Environmental Health Officer be appointed the Authorised Officer for the Shire of Pingelly under provisions of Sections 38 and 122(b).
- The Authorised Officer be the designated officer for the purpose of issuing infringement notices under the provisions of Section 126(2) and (3).
- The Chief Executive Officer be delegated the authority to issue prohibition notices.
- The Chief Executive Officer be appointed as the designated officer to extend and revoke infringement notices under the provisions of Section 126(6) and (7).
- The Chief Executive Officer be appointed as the designated officer to receive payment from infringement notices under provisions of Section 126(3) and (13).

Objective: To expedite the approval process.

Reference: *Food Act 2008.*

Adopted Date: 20 June 2018

Reviewed / Amended Date: 20 June 2018

Attachment 2

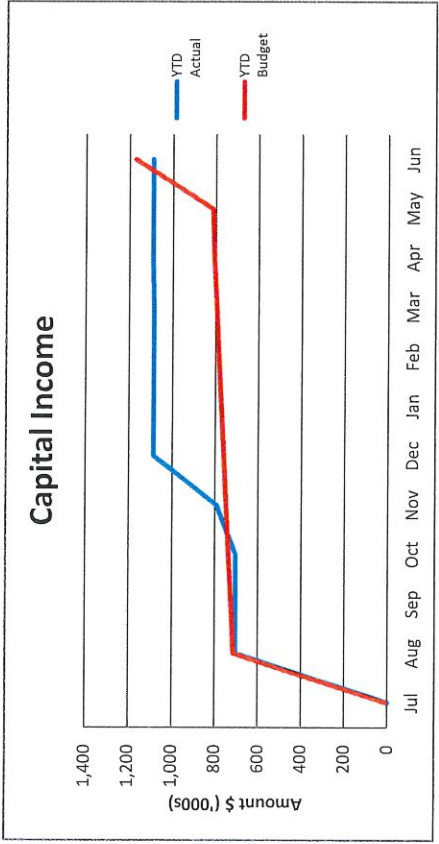
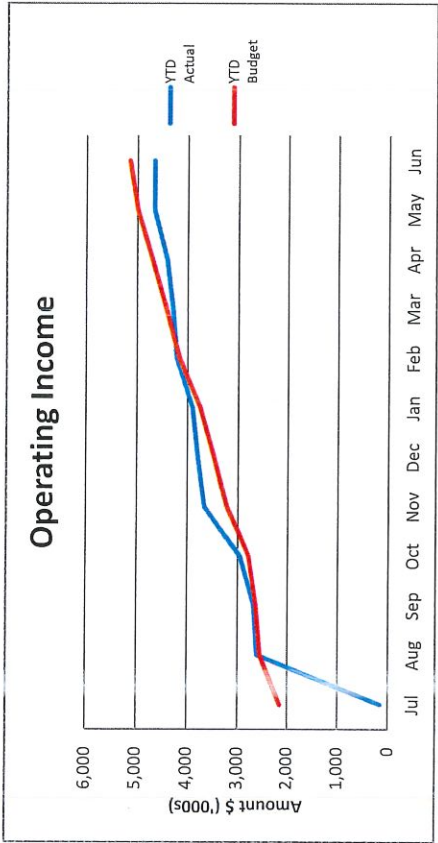
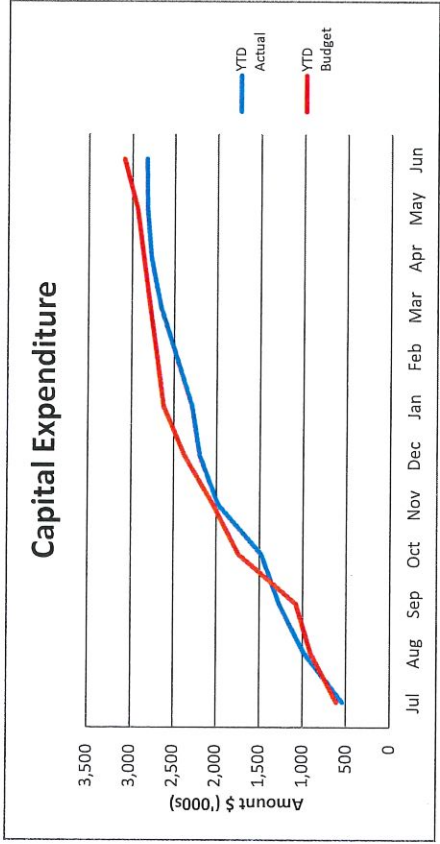
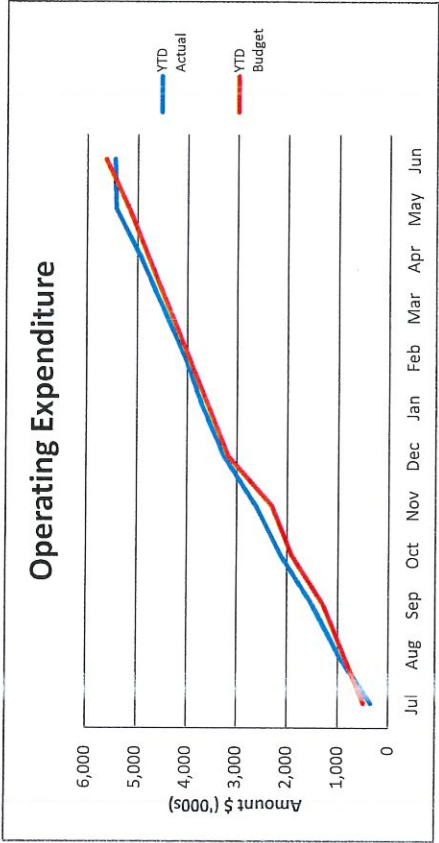


SHIRE OF PINGELLY
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019

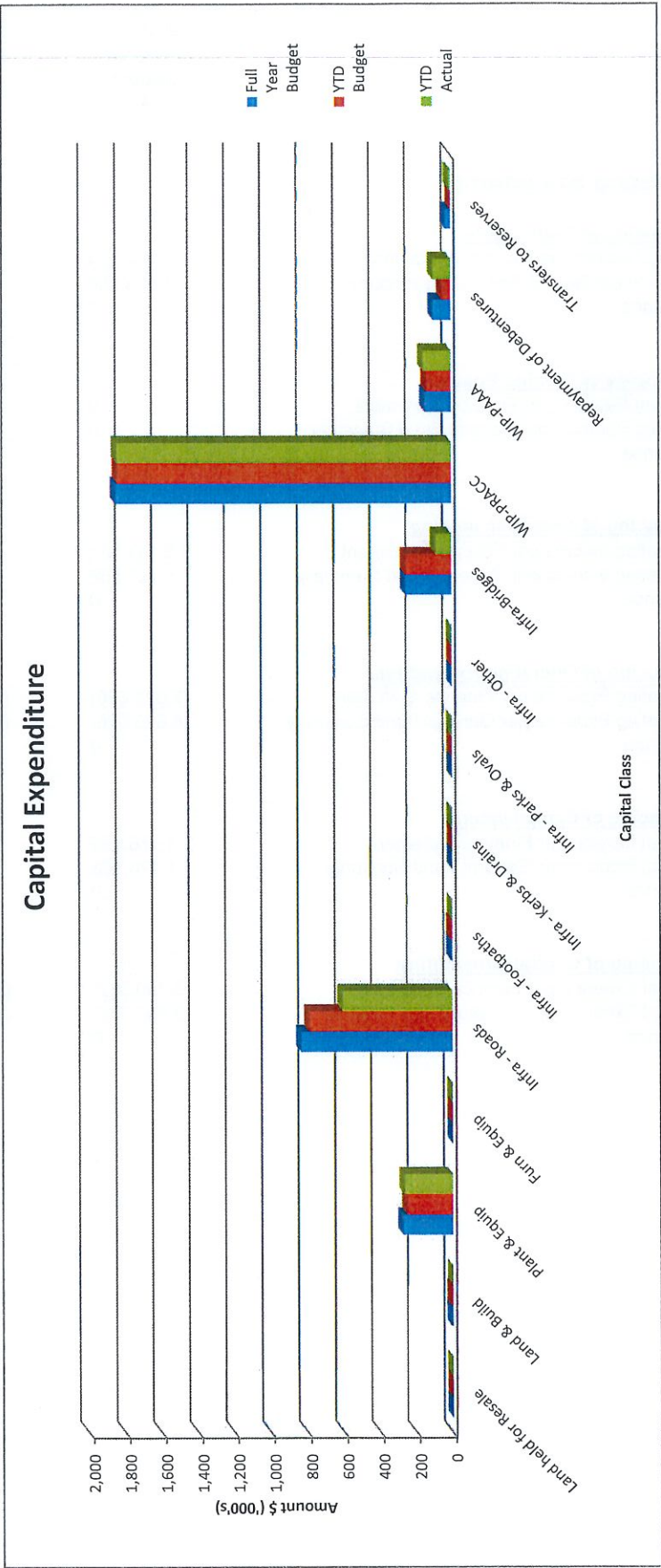
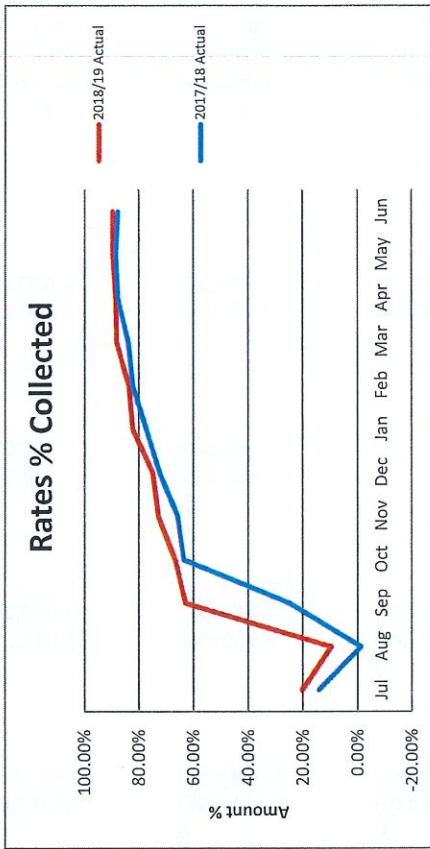
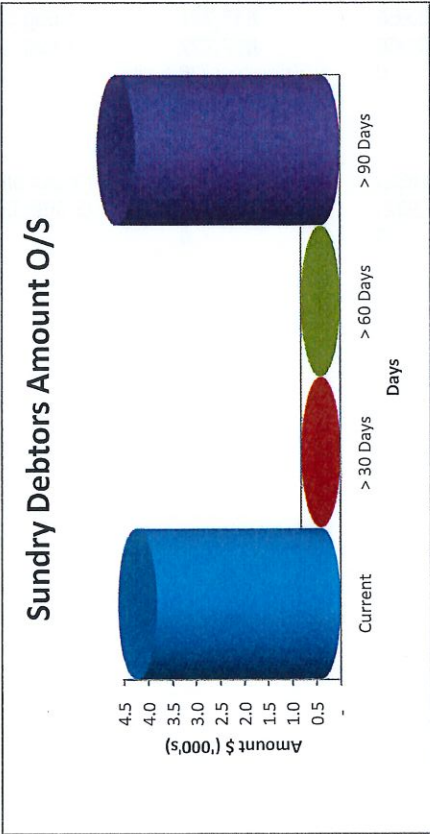
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Income and Expenditure Graphs to 31 May 2019



Other Graphs to 31 May 2019



SHIRE OF PINGELLY

Summary of Balancing Contained Within The Monthly Reports

	2018/19 Adopted Budget \$	2018/19 Revised Budget \$	May 2019 Y-T-D Budget \$	May 2019 Actual \$
Finance Statement				
<u>Balancing to Rating Note</u>				
Rates Balance per Finance Statement	1,994,784	1,994,784	1,994,834	2,000,888
Balance per Note 6 (Rating Information)	1,994,784	1,994,784	1,994,834	2,000,889
Variance	0	0	0	(1)
<u>Balancing of Closing Position</u>				
Closing Balance per Finance Statement	0	0	(33,520)	78,082
Closing Balance per General Fund Summary	0	0	(33,520)	78,082
Variance	0	0	(0)	(0)
<u>Balancing of Operating Income</u>				
Operating Income per Finance Statement	5,137,563	5,137,563	4,980,563	4,649,277
Operating Income per General Fund Summary	5,137,563	5,137,563	4,980,563	4,649,277
Variance	0	0	0	(0)
<u>Balancing of Operating Expenditure</u>				
Operating Expense per Finance Statement	(5,626,626)	(5,626,626)	(5,168,033)	(5,424,382)
Operating Expense per General Fund Summary	(5,626,626)	(5,626,626)	(5,168,033)	(5,424,382)
Variance	0	0	0	0
<u>Balancing of Capital Income</u>				
Capital Income per Finance Statement	1,176,966	1,176,966	817,727	1,096,307
Capital Income per General Fund Summary	1,176,966	1,176,966	817,727	1,096,307
Variance	0	0	0	(0)
<u>Balancing of Capital Expenditure</u>				
Capital Expense per Finance Statement	(3,490,962)	(3,490,962)	(3,327,053)	(3,062,081)
Capital Expense per General Fund Summary	(3,490,962)	(3,490,962)	(3,327,053)	(3,062,081)
Variance	0	0	0	0

FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019

Page 4

SHIRE OF PINGELLY
FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019
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

Governance - variance below budget expectations		(11,093)
Admin Reimbursements and rebates yet to be received as per budget forecast (Timing Difference)	(9,417)	
Transport Licensing commission yet to be paid. (Timing Difference)	112	
General Purpose Funding - variance below budget expectations		(70,602)
Payment of Federal Assistance Grants General Grant more than Budget Road Grant Less than Budget (Permanent Difference)	(12,469)	
Penalty Interest - YTD Budget more than YTD Actual (Timing Difference)	(428)	
Movement in Excess Rates - YTD Budget nil compared to YTD Actual (Permanent Difference) EOY adj	(44,826)	
Law Order and Public Safety - variance above budget expectations		42,655
ESL SES grants - YTD Higher than budgeted (Timing difference) received early Q1 Instal in June 17/18	8,060	
ESL BFB grants - YTD Actual Higher than YTD budget (Timing difference)	17,851	
DFES Grant Fire truck Appliance brought to account for GST	19,546	
Community Amenities		(120,838)
Waste Tipping Charges Pingelly Tip Site YTD Actuals less than YTD Budget (Old Hospital Demolition Waste) (Permanent Difference successful tenderer Brackovich all waste back to Perth)	(140,682)	
Transport - variance above budget expectations		(162,687)
Regional Road Group funding Actual YTD received less than budget YTD (Timing Difference)	(117,548)	
State Blackspot Funding Actual YTD more than YTD Budget (Timing Difference)	(26,514)	
MRWA Direct Road Grant Actual YTD more than YTD Budget (Permanent Difference) State Govt Agreement change.	5,125	
WANDRAA Funding Storm Damage - YTD Actual more than YTD Budget (Timing Difference)	(56,614)	
Other Property and Services - variance below budget expectations		(33,331)
Private Works - less than anticipated - Income based on previous year (Timing Difference)	(35,077)	
Fuel Tax Credits Actual YTD less than Budget YTD	(3,456)	

REPORTABLE OPERATING EXPENSE VARIATIONS

Governance - variance above budget expectations		144,160
Audit fees Budget YTD less than Actuals YTD (Timing Difference)	15,850	
Loss On Disposal Of Assets YTD Budget more than YTD Actual (Timing Difference)	382,383	
Administration Allocated Actual YTD less than YTD budget (Timing Difference)	(324,470)	
Refreshments - YTD Actual more than YTD Budget for this reporting period (Timing Difference)	6,039	
Admin Salaries and Wages Actual YTD less than budget YTD (Timing Difference)	(35,049)	
Depreciation YTD Actual less than YTD Budget (Timing Difference)	27,643	
General Purpose Funding - variance below budget expectations		51,482
Administration Allocated less YTD actual than YTD budget (Timing Difference)	25,950	
Health - variance below budget expectations		12,084
Other Health - Contract Health Services YTD actual less than YTD Budget (Timing difference).	10,000	
Education and Welfare - variances below budget expectations		51,453
Education - Depreciation YTD less than Budget YTD (Timing Difference)	18,141	
Transport - variance below budget expectations		(583,619)
Road Maintenance YTD Actual less than YTD Budget (Timing Difference)	99,769	
Townsite Maintenance YTD Actual more than YTD Budget (Timing Difference)	(2,973)	
Depreciation YTD Actual more than Budget YTD - (Permanent Difference) due to Infra revaluation increment.	(578,353)	
Economic Services - variance below budget expectations		32,219
Tourism and Area Promotion - YTD Actual more than YTD Budget (Timing Difference)	15,942	
OES - Community Grants Program YTD Actual less than YTD Budget (Timing Difference)	13,708	
OES Depreciation YTD Actuals less than YTD Budget - (Timing Difference)	(16,174)	
Other Property and Services - variance below budget expectations		(27,829)
Private Works - YTD Actual higher than YTD Budget (Timing Difference)	15,984	
Public Works O/heads - Allocated to Works & Svcs - YTD Actuals less than YTD Budget under allocated YTD (Timing Difference) Manual allocation required.	(41,169)	
Plant Op Costs - Allocated to Works & Services - YTD Actual less than YTD Budget under allocated (Timing Difference) Manual Allocation required.	(6,331)	
Plant Op Costs - Fuel and Oil YTD Actuals less than YTD Budget (Timing Difference)	(653)	
Plant Op Costs - Parts and Repairs YTD Actual less than YTD Budget (Timing Difference)	74,776	
Plant Op Costs - Depreciation YTD Actuals less than YTD Budget (Timing Difference)	30,529	
Salaries & Wages - Gross Salaries and Wages - YTD Actual less than YTD Budget (Timing Difference)	(37,834)	

REPORTABLE NON-CASH VARIATIONS

(Profit)/Loss on Asset Disposals - below budget expectations		
DTS Holden captiva sold at auction (Timing Difference) loss on sale to book Written Down Value	3,666	
Webb St Block not sold/disposed YTD (Timing Difference) waiting Settlement with Agent-Possible carryover to 2019/20	-	(388,121)
Handover of CRC and Joint Venture Housing not occurred yet (Timing Difference)-Possible carryover to 2019/20	-	
CAT Front end loader changed over with new CASE loader (Timing Difference) profit on sale to book WDV	(77,238)	
Depreciation on Assets - below budget expectations		543,807
Depreciation now run/calculated and assets rolled over after auditor's final audit in December 2018 (Timing difference) Revaluation of Infrastructure Assets resulted in larger level of Depn than expected in Budget.		

REPORTABLE CAPITAL EXPENDITURE VARIATIONS

Purchase of Road Infrastructure Assets - below budget expectations		182,763
Road Infrastructure YTD Actuals less than YTD Budget (Timing Difference)		
SBS01 Capex - Sbs Bodey Street And Harper Street (Timing Difference) postponed until 2019/20	70,576	
RRGA7 Capex - Rrg York Williams Rd Reseal & Regravel (Timing Difference)	(6,720)	
RRG09 Yenellin Road Upgrade Rrg (Timing Difference)	136,634	
RRG11 Capex - Rrg Review Street (Timing Difference)	(25,636)	
RRG12 Capex - Rrg Bullaring Road (Timing Difference)	(7,189)	
CRSF4 10 Shaddick Rd Realine & Regravel - Crsf Funding 2017/18 carry over funding - (Timing Difference)	15,097	
Purchase of Infrastructure Assets - Footpaths		5489
Apex Hill Footpath works YTD Actuals less than YTD Budget (possibly carry over project to 2019/20)		
Purchase of Infrastructure Assets Other - Variance below budget expectations.		
Purchase of Works in Progress Assets - PRACC - above budget expectations		(5,444)
PRACC Project Expenditure YTD Actuals more than YTD Budget - (Timing Difference)		
Purchase of Works in Progress Assets - PAAA - above budget expectations		(16,667)
PAAA Project Expenditure YTD Actuals more than YTD Budget - (Timing Difference)		
Repayment of Debentures - Variance below budget expectations.		(49,168)
YTD Actual more than YTD Budget (Timing Difference)		

REPORTABLE CAPITAL REVENUE VARIATIONS

Proceeds from Disposal of Assets - below budget expectations		
Proceeds from Disposal of assets YTD Actual less than YTD Budget - (Timing Difference) Possibly some assets disposal may carryover into 2019/20	(13,757)	(13,757)

SHIRE OF PINGELLY
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019

	2018/19 Adopted Budget \$	2018/19 Revised Budget \$	2018/19 YTD Budget \$	May 2019 YTD Actual \$
1. ACQUISITION OF ASSETS				
The following assets have been acquired during the period under review:				
<u>By Program</u>				
Education & Welfare				
<u>Other Aged & Disabled Services</u>				
Capex - Paaa Architects & Consultants	9,745	9,745	9,744	4,901.90
Capex - Paaa Building Construction	19,580	19,580	19,580	20,141.82
Capex - Paaa Utility Services	18,000	18,000	18,000	23,313.35
Capex - Paaa Construction Community	19,000	19,000	18,999	13,538.87
Capex - Paaa Landscaping Soft & Hard	7,000	7,000	6,998	7,112.37
Capex - Paaa Landscaping Sensory Garden	71,200	71,200	64,312	85,291.69
Recreation and Culture				
<u>Swimming Areas & Beaches</u>				
Swimming Pool Buildings Capital	5,000	5,000	4,576	0.00
<u>Works in Progress - Recreation Centre</u>				
Capex - Pracc Project Manager	76,900	76,900	69,795	40,228.01
Capex - Pracc Architects & Consultants	41,906	41,906	37,710	27,127.87
Capex - Praac Building Construction	1,079,802	1,079,802	1,079,802	1,080,157.16
Capex - Pracc Utility Services	4,300	4,300	3,870	3,298.23
Capex - Pracc Carpark And Drainage	56,025	56,025	56,025	72,066.49
Capex - Pracc Landscaping Soft & Hard	19,000	19,000	19,000	19,055.42
Capex - Pracc Playground	35,000	35,000	35,000	34,438.00
Capex - Pracc Opening & Promotion	2,500	2,500	2,500	2,921.26
Capex - Pracc Fit Out Furniture	15,000	15,000	15,000	12,806.02
Capex - Pracc Bowling Green	503,100	503,100	503,099	530,379.08
Capex - Pracc Footpaths	16,000	16,000	16,000	20,735.46

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019

	2018/19 Adopted Budget \$	2018/19 Revised Budget \$	2018/19 YTD Budget \$	May 2019 Actual \$
1. ACQUISITION OF ASSETS (Continued)				
Transport				
<i>Construction - Roads, Bridges, Depots</i>				
Bridges Purchase - Schedule 12				
Capex - Bridge - Replace Box Culverts	252,000	252,000	251,998	87,166.26
Roads Construction				
Capex - Sbs Bodey Street And Harper Street	77,000	77,000	70,576	0.00
Capex - Rrg York Williams Rd Reseal & Regravel	172,500	172,500	172,500	179,220.33
Capex - Rrg Yenellin Road Upgrade	140,635	140,635	140,634	4,000.00
Capex - Rrg Review Street	273,500	273,500	250,701	276,336.72
Capex - Rrg Bullaring Road	67,000	67,000	61,391	68,579.24
10 Shaddick Rd Realine & Regravel - Crsf	102,937	102,937	94,336	79,238.85
Footpath - Upgrade Apex Hill	6,000	6,000	5,489	0.00
<i>Road Plant Purchases</i>				
Capex - Front End Loader	243,000	243,000	222,750	240,840.00
Capex - Flail Mower	30,000	30,000	27,500	22,951.50
	<u>3,363,630</u>	<u>3,363,630</u>	<u>3,277,885</u>	<u>2,955,878.12</u>
By Class				
Land	0	0	0	0.00
Buildings	5,000	5,000	4,576	0.00
Furniture & Equipment	0	0	0	0.00
Plant & Equipment	273,000	273,000	250,250	263,791.50
Work in Progress - PPE	0	0	0	0.00
Infrastructure - Roads	833,572	833,572	790,138	607,375.14
Infrastructure - Footpaths	6,000	6,000	5,489	0.00
Infrastructure - Kerbs & Drains	0	0	0	0.00
Infrastructure - Parks & Ovals	0	0	0	0.00
Infrastructure - Bridges	252,000	252,000	251,998	87,166.26
Infrastructure - Other	0	0	0	0.00
Works in Progress - Recreation Centre	1,849,533	1,849,533	1,837,801	1,843,245.22
Works in Progress - Aged Care Accommodation	144,525	144,525	137,633	154,300.00
	<u>3,363,630</u>	<u>3,363,630</u>	<u>3,277,885</u>	<u>2,955,878.12</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019

2. DISPOSALS OF ASSETS

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

By Program		Written Down Value		Sale Proceeds		Profit(Loss)	
		2018/19 Budget \$	May 2019 Actual \$	2018/19 Budget \$	May 2019 Actual \$	2018/19 Budget \$	May 2019 Actual \$
Asset No							
	Governance						
1037	5 Webb St (Land)	32,000	0.00	20,000	0.00	(12,000)	0.00
EMCCS02	EMEDS02 - DTS Vehicle PN725	10,500	10,335.22	7,600	6,669.09	(2,900)	(3,666.13)
10180	CRC Lot 2 (18) Parade Street-Spec Building	230,600.00	0.00	0	0.00	(230,600)	0.00
10191	CRC Lot 2 (18) Parade Street-Land	16,000.00	0.00	0	0.00	(16,000)	0.00
10173	Lot 602 (38) Sharow St Land	4,753	0.00	0	0.00	(4,753)	0.00
10174	Lot 603(36) Sharow St Land	4,753	0.00	0	0.00	(4,753)	0.00
10289A	Lot 602 (38) and Lot 603 (4 Units only)	115,043	0.00	0	0.00	(115,043)	0.00
	Transport						
PL5	2003 CAT Front End Loader-PN430	8,000	8,762.21	86,000	86,000.00	78,000	77,237.79
		421,649	19,097.43	113,600	92,669.09	(308,049)	73,571.66

By Class of Asset		Written Down Value		Sale Proceeds		Profit(Loss)	
		2018/19 Budget \$	May 2019 Actual \$	2018/19 Budget \$	May 2019 Actual \$	2018/19 Budget \$	May 2019 Actual \$
Asset No							
	Plant & Equipment						
EMCCS02	EMEDS02 - DTS Vehicle PN725	10,500	10,335.22	7,600	6,669	(2,900)	(3,666.13)
PL5	2003 CAT Front End Loader-PN430	8,000	8,762.21	86,000	86,000.00	78,000	77,237.79
	Land & Buildings						
10180	CRC Lot 2 (18) Parade Street-Spec Building	230,600	0.00	0	0	(230,600)	0.00
10191	CRC Lot 2 (18) Parade Street-Land	16,000	0.00	0	0	(16,000)	0.00
10173	Lot 602 (38) Sharow St Land	4,753	0.00	0	0	(4,753)	0.00
10174	Lot 603(36) Sharow St Land	4,753	0.00	0	0	(4,753)	0.00
10289A	Lot 602 (38) and Lot 603 (4 Units only)	115,043	0.00	0	0	(115,043)	0.00
1037	5 Webb St (Land)	32,000	0.00	20,000	0.00	(12,000)	0.00
		421,649	19,097.43	113,600	92,669.09	(308,049)	73,571.66

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2018/19 Adopted Budget \$	May 2019 Actual \$
78,000	77,237.79
(386,049)	(3,666.13)
(308,049)	73,571.66

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments			Principal Outstanding			Interest Repayments		
		2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2017/18 Revised Budget	2018/19 Actual \$	2018/19 Budget \$	2017/18 Revised Budget	2018/19 Actual \$	2018/19 Budget \$	2017/18 Revised Budget	2018/19 Actual \$
Education & Welfare												
Loan 120 - SSL Pingelly Cottage Homes	181,717	0	0	7,598	7,598	7,598	174,119	174,119	174,119	5,879	5,879	5,814
Recreation & Culture												
Loan 123 - Recreation and Cultural Centre	2,289,025		0	90,738	90,738	90,738	2,198,287	2,198,287	2,198,287	95,423	95,423	46,982
Loan 124 - Recreation and Cultural Centre			700,000	0	0	0	1,200,000	1,200,000	1,200,000	28,320	28,320	4,335
WATC Short Term Facility												
	2,970,742	700,000	700,000	98,336	98,336	98,336	3,572,406	3,572,406	3,572,406	129,622	129,622	57,131

(*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019

	2018/19 Adopted Budget \$	May 2019 Actual \$
4. RESERVES		
Cash Backed Reserves		
(a) Leave Reserve		
Opening Balance	113,223	113,223
Amount Set Aside / Transfer to Reserve	2,430	1,688
Amount Used / Transfer from Reserve	(80,000)	(80,000)
	<u>35,653</u>	<u>34,911</u>
(b) Plant Reserve		
Opening Balance	246,256	246,256
Amount Set Aside / Transfer to Reserve	5,285	3,672
Amount Used / Transfer from Reserve	(186,500)	(184,840)
	<u>65,041</u>	<u>65,088</u>
(c) Building and Recreation Reserve		
Opening Balance	31,202	31,202
Amount Set Aside / Transfer to Reserve	20,185	465
Amount Used / Transfer from Reserve	(28,000)	(28,000)
	<u>23,387</u>	<u>3,667</u>
(d) Electronic Equipment Reserve		
Opening Balance	6,280	6,280
Amount Set Aside / Transfer to Reserve	7	94
Amount Used / Transfer from Reserve	(3,200)	(3,200)
	<u>3,087</u>	<u>3,174</u>
(e) Community Bus Reserve		
Opening Balance	11,419	11,419
Amount Set Aside / Transfer to Reserve	25	170
Amount Used / Transfer from Reserve	0	0
	<u>11,444</u>	<u>11,589</u>
(f) Swimming Pool Reserve		
Opening Balance	51,095	51,095
Amount Set Aside / Transfer to Reserve	495	762
Amount Used / Transfer from Reserve	(5,000)	0
	<u>46,590</u>	<u>51,857</u>
(g) Joint Venture Housing Reserve		
Opening Balance	52,544	52,544
Amount Set Aside / Transfer to Reserve	523	784
Amount Used / Transfer from Reserve	(53,068)	0
	<u>(1)</u>	<u>53,328</u>
(h) Refuse Site Rehab/Closure Reserve		
Opening Balance	15,556	15,556
Amount Set Aside / Transfer to Reserve	46	232
Amount Used / Transfer from Reserve	0	0
	<u>15,602</u>	<u>15,788</u>
Total Cash Backed Reserves	<u><u>200,803</u></u>	<u><u>239,402</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 JULY 2018 TO 3 MAY 2019

	2018/19 Adopted Budget \$	May 2019 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	2,430	1,688
Plant Reserve	5,285	3,672
Building and Recreation Reserve	20,185	465
Electronic Equipment Reserve	7	94
Community Bus Reserve	25	170
Swimming Pool Reserve	495	762
Joint Venture Housing Reserve	523	784
Refuse Site Rehab/Closure Reserve	46	232
	<u>28,996</u>	<u>7,867</u>
Transfers from Reserves		
Leave Reserve	(80,000)	(80,000)
Plant Reserve	(186,500)	(184,840)
Building Reserve	(28,000)	(28,000)
Electronic Equipment Reserve	(3,200)	(3,200)
Community Bus Reserve	0	0
Swimming Pool Reserve	(5,000)	0
Joint Venture Housing Reserve	(53,068)	0
Refuse Site Rehab/Closure Reserve	0	0
	<u>(355,768)</u>	<u>(296,040)</u>
Total Transfer to/(from) Reserves	<u>(326,772)</u>	<u>(288,173)</u>

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 2018 TO 3 MAY 2019

	2017/18 B/Fwd Per 2018/19 Budget \$	2017/18 B/Fwd Per Financial Report \$	May 2019 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	631,596	631,595	(309,554)
Cash - Restricted Unspent Grants	229,139	229,139	215,774
Cash - Restricted Unspent Loans	(314,353)	(314,353)	0
Cash - Restricted Reserves	527,575	527,575	239,402
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	220,559	220,559	199,337
Sundry Debtors	100,719	100,719	9,914
Provision for Doubtful Debts	(3,519)	(3,519)	(3,519)
Gst Receivable	151,014	151,014	18,406
Loans - clubs/institutions	7,598	7,598	0
Accrued Income/Payments In Advance	1,958	1,958	0
Investments	0	0	0
Inventories	8,380	8,380	5,285
	<u>1,560,666</u>	<u>1,560,666</u>	<u>375,043</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(113,407)	(113,407)	(237)
Accrued Interest On Loans	(49,507)	(49,507)	0
Accrued Salaries & Wages	(19,658)	(19,658)	0
Income In Advance	0	0	0
Gst Payable	(50,973)	(50,973)	(8,349)
Payroll Creditors	0	0	0
Accrued Expenses	(15,733)	(15,733)	0
PAYG Liability	(32,720)	(32,720)	(43,043)
Other Payables	(3,487)	(3,487)	(5,930)
Current Employee Benefits Provision	(303,871)	(303,871)	(303,871)
Current Loan Liability	(98,336)	(98,336)	(1,200,000)
	<u>(687,692)</u>	<u>(687,691)</u>	<u>(1,561,430)</u>
NET CURRENT ASSET POSITION	872,974	872,976	(1,186,387)
Less: Cash - Reserves - Restricted	(527,575)	(527,575)	(239,402)
Less: Cash - Unspent Grants/Loans - Fully Restricted		0	(0)
Less: Current Loans - Clubs / Institutions	(7,598)	(7,598)	0
Less: Investments	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	303,871	303,871	303,871
Add Back : Current Loan Liability	98,336	98,336	1,200,000
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>740,010</u>	<u>740,010</u>	<u>78,082</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019

6. RATING INFORMATION

RATE TYPE

General Rate	Rate in \$	Number of Properties	Rateable Value \$	2018/19 Rate Revenue \$	2018/19 Interim Rates \$	2018/19 Back Rates \$	2018/19 Total Revenue \$	2018/19 Budget \$
GRV - Residential	0.130220	321	3,135,172	408,262	5,053	53.46	413,368	407,247
GRV - Rural Residential	0.130220	69	719,124	93,644	535	53	94,233	93,644
GRV - Commercial/Industrial	0.130220	33	463,424	60,249	13	3	60,266	60,249
GRV - Townsites	0.130220	12	128,440	16,725	900	0	17,625	16,725
UV - Broadacre Rural	0.010469	250	123,477,000	1,292,681	(1,484)	(0)	1,291,196	1,292,478
Sub-Totals		685	127,923,160	1,871,562	5,017	110	1,876,688	1,870,343
Minimum Rates	Minimum \$							
GRV - Residential	900	58	121,945	52,200	0	0	52,200	52,200
GRV - Rural Residential	900	20	69,600	18,000	0	0	18,000	18,000
GRV - Commercial/Industrial	900	8	28,385	7,200	0	0	7,200	7,200
GRV - Townsites	900	7	20,270	6,300	0	0	6,300	6,300
UV - Broadacre Rural	900	45	2,709,500	40,500	0	0	40,500	40,500
Sub-Totals		138	2,949,700	124,200	0	0	124,200	124,200
Ex Gratia Rates								
Movement in Excess Rates							2,000,889	1,994,543
							233	241
							(44,826)	0
Total Amount of General Rates Specified Area Rates							1,956,296	1,994,784
							0	0
Total Rates							1,956,296	1,994,784

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 2018 TO 3 MAY 2019

7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-18 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Transport Licensing	0	393,288	(393,288)	0
BCITF Levy	0	0	0	0
Rates	0	0	0	0
Funds Held on Behalf of Groups	40	0	0	40
Unclaimed Monies	100	952	0	1,052
Builders Registration Board	0	0	0	0
Social Club	0	0	0	0
Nomination Deposits	80	0	(80)	0
Bond Monies (Including Key Deposits)	4,040	7,310	(4,100)	7,250
	4,260	401,550	(397,468)	8,342

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019

8. OPERATING STATEMENT

	May 2019 Actual \$	2018/19 Revised Budget \$	2018/19 Adopted Budget \$	2017/18 Actual \$
OPERATING REVENUES				
Governance	67,410	85,669	85,669	105,617
General Purpose Funding	2,621,118	2,691,085	2,691,085	3,174,924
Law, Order, Public Safety	93,692	65,902	65,902	454,910
Health	1,524	6,936	6,936	8,283
Education and Welfare	10,675	11,175	11,175	635,719
Housing	0	0	0	0
Community Amenities	207,283	343,650	343,650	174,268
Recreation and Culture	731,890	712,454	712,454	4,055,949
Transport	853,648	1,118,892	1,118,892	1,188,399
Economic Services	24,143	24,050	24,050	43,885
Other Property and Services	37,894	77,750	77,750	108,329
TOTAL OPERATING REVENUE	4,649,277	5,137,563	5,137,563	9,950,283
OPERATING EXPENSES				
Governance	509,849	677,507	677,507	556,517
General Purpose Funding	155,738	225,373	225,373	176,753
Law, Order, Public Safety	214,283	207,056	207,056	200,344
Health	98,971	121,072	121,072	109,345
Education and Welfare	55,520	119,003	119,003	42,882
Housing	0	0	0	0
Community Amenities	336,374	408,119	408,119	370,813
Recreation & Culture	1,144,070	1,338,540	1,338,540	949,218
Transport	2,625,856	2,225,141	2,225,141	1,796,546
Economic Services	211,493	264,077	264,077	231,661
Other Property and Services	72,228	40,738	40,738	87,172
TOTAL OPERATING EXPENSE	5,424,382	5,626,626	5,626,626	4,521,251
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>(775,105)</u>	<u>(489,063)</u>	<u>(489,063)</u>	<u>5,429,032</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019

9. STATEMENT OF FINANCIAL POSITION

	May 2019 Actual \$	2017/18 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	145,621	1,073,956
Investments Current	5,000	5,000
Trade and Other Receivables	224,137	478,330
Inventories	5,285	8,380
Trust at Bank	8,342	4,260
TOTAL CURRENT ASSETS	<u>388,385</u>	<u>1,569,926</u>
NON-CURRENT ASSETS		
Other Receivables	231,478	231,478
Inventories	0	0
Property, Plant and Equipment	20,278,420	18,436,371
Infrastructure	67,367,684	68,425,477
Investments Non Current	46,400	46,400
TOTAL NON-CURRENT ASSETS	<u>87,923,982</u>	<u>87,139,726</u>
TOTAL ASSETS	<u>88,312,367</u>	<u>88,709,652</u>
CURRENT LIABILITIES		
Trade and Other Payables	57,559	285,484
Long Term Borrowings	1,200,000	98,336
Provisions	303,871	303,871
Trust Liability	8,342	4,260
TOTAL CURRENT LIABILITIES	<u>1,569,772</u>	<u>691,951</u>
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	2,372,406	2,872,406
Provisions	53,186	53,186
TOTAL NON-CURRENT LIABILITIES	<u>2,425,592</u>	<u>2,925,592</u>
TOTAL LIABILITIES	<u>3,995,364</u>	<u>3,617,543</u>
NET ASSETS	<u>84,317,003</u>	<u>85,092,109</u>
EQUITY		
Retained Surplus	32,453,795	32,940,728
Reserves - Cash Backed	239,402	527,575
Revaluation Surplus	51,623,806	51,623,806
TOTAL EQUITY	<u>84,317,003</u>	<u>85,092,109</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 3 MAY 2019

10. FINANCIAL RATIOS

		2019 YTD	2018	2017	2016
Current Ratio	**	(0.05)	4.05	2.03	1.05
Operating Surplus Ratio		(0.78)	(0.26)	(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%)

The standard is met if the ratio is greater than 1:1 (100% or greater)

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.

Below Std
Std met

NB: Ratio is currently affected by \$1.2M Short Term Borrowing recorded as a current liability.

Adjusted Current Ratio adjusting for this figure is:

** (1.01)

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)

Basic Standard between 1% and 15% (0.01 and 0.15)

Advanced Standard greater than > 15% (>0.15).

Below Std
Basic Std
Adv Std

SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 31 May 2019								
Restricted Grants/Funds Received	Projects	GL/Job Account	Restricted Funds	Actual Expenditure previous year 2015/16	Actual Expenditure previous year 2016/17	Actual Expenditure current year 2017/18	Actual Expenditure current year 2018/19	Restricted Funds Remaining
WDC Community Chest Funding-Sensory Garden	Aged Approp Accom Units	0861	10,000.00	0.00	0.00	0.00	10,000.00	0.00
Lofteywest Grant-Aged Sensory Space	Aged Approp Accom Units	PAA02	50,000.00	0.00	0.00	8,861.32	41,138.68	0.00
WA Police Community Crime Prevention Funds	Pingelly Reach Program	GR001	19,500.00	0.00	0.00	0.00	8,676.00	10,824.00
National Stronger Regions Funds - final claim 4	Recreation & Cultural Centre	11PR/PR01	353,289.00	0.00	0.00	0.00	353,289.00	0.00
Dept of Sport & Rec \$350,000 - final claim 3 25%	Recreation & Cultural Centre	11PR/PR03	87,500.00	0.00	0.00	0.00	87,500.00	0.00
Bendigo Bank-Pingelly Community Financial Services	Recreation & Cultural Centre	11PR/PR04	150,000.00	0.00	0.00	100,000.00	50,000.00	0.00
Focus Group Grain contribution to PRACC	Recreation & Cultural Centre	11PR/PR07	4,323.00	0.00	0.00	0.00	4,323.00	0.00
CBH Contribution Grass Roots Fund -playground	Recreation & Cultural Centre	11PR/PR11	10,000.00	0.00	0.00	0.00	10,000.00	0.00
DSR CSRRF Grant Bowling Rink	Recreation & Cultural Centre	11PR/PR03	144,367.00	0.00	0.00	0.00	144,367.00	0.00
Pingelly Bowling Club contribution Bowling Rink	Recreation & Cultural Centre	11PR/PR10	70,000.00	0.00	0.00	0.00	70,000.00	0.00
WATC S/T Loan Facility PRACC claim 2-Bowls	Recreation & Cultural Centre	1704	200,000.00	0.00	0.00	0.00	200,000.00	0.00
WATC S/T Loan Facility PRACC claim 2-PRACC	Recreation & Cultural Centre	1704	500,000.00	0.00	0.00	314,353.36	185,646.64	0.00
Harper St Bodey St State Blackspot SBS01	Transport	1235	20,533.20	0.00	0.00	0.00	0.00	20,533.20
York Williams Rd Reseal & Regravel RRG07	Transport	1230	92,000.00	0.00	0.00	0.00	92,000.00	0.00
Yenellin Road Upgrade RRG09	Transport	1230	69,386.00	0.00	0.00	0.00	4,000.00	65,386.00
Review Street RRG11	Transport	1230	195,000.00	0.00	0.00	0.00	156,803.12	38,196.88
Bullaring Road RRG12	Transport	1230	45,000.00	0.00	0.00	0.00	45,000.00	0.00
Shaddick Rd Realine & Regravel-Crsf Funding 2017 2	Transport	1230	0.00	0.00	0.00	0.00	0.00	0.00
Main Roads Bullaring rd Bridge Funding 18/19 c/fwd	Transport	1250	168,000.00	0.00	0.00	0.00	87,166.26	80,833.74
Sub Total								215,773.83
Total Restricted Grant Funds								
Available Cash								215,773.83
Municipal Bank	Muni Fund Bank	GL/Job Account	Interest Rate	Term	Maturing			Balance
Municipal Bank	Till Float SES	0111	Variable	Ongoing	N.A.			(94,530.56)
Municipal Bank	Till Float	0112						50.00
Municipal Bank	Petty Cash on hand	0114						200.00
Total Cash								500.00
Less Restricted Cash								(93,780.56)
Total Unrestricted Cash								(215,773.83)
								(309,554.39)

Attachment 4

Brookton Pony Express Event Risk Management Plan

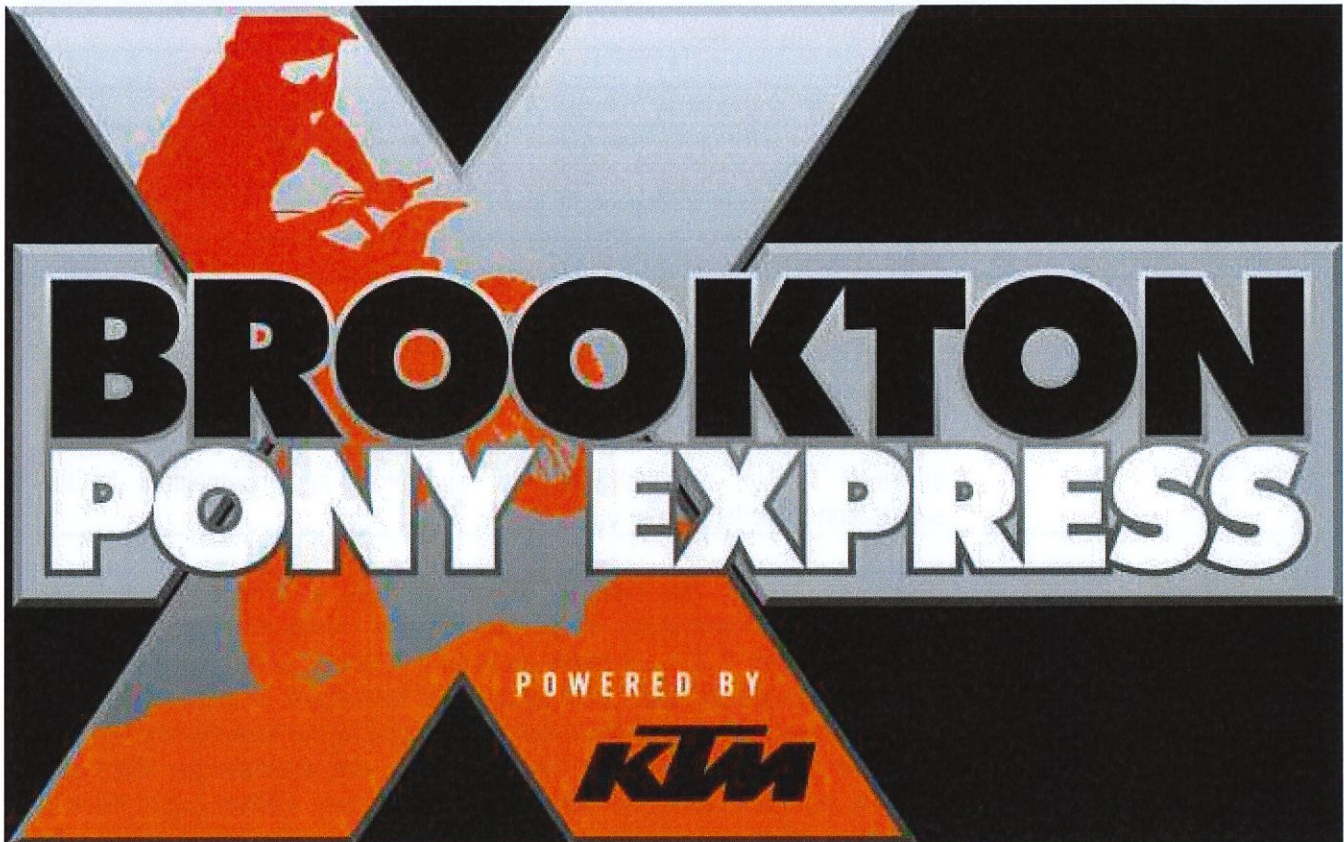


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Brookton Pony Express Event Risk Management Plan



Event Overview	
Name of Event	Brookton Pony Express
Event Dates and Locations	Saturday 06 th and Sunday 07 th July 2019 – Brooklands Park, Kweda Saturday 03 rd and Sunday 04 th August 2019 – Brookton Oval, Brookton Saturday 24 th and Sunday 25 th August 2019 – Eva's Farm, Brookton
Event Manager	Willie Thomson 81 Kowin Court, Cardup WA 6122 0438 360 570
Insurance	The event organizer is to ensure that adequate and comprehensive insurance coverage is provided for the event and all aspects of the event, including structural liability, personal injury for spectators and competitors to the satisfaction of the landowner or his agent.
Event Details	Held over 2 days, the event in Winter will take advantage of the lower temperatures to run a series of Off-road Dirt Bike events covering all classes' junior and senior. A 3 event series on three different properties each with their own particular terrain, riders from all over the state travel to these events that promote grass roots racing, the event is supported by the local community who provide a canteen and also by local musicians who entertain the riders and campers into the evening. As well as the daylight hours Enduro racing there is short track riding under lights in the early evening providing riders with a new experience at the family friendly event.

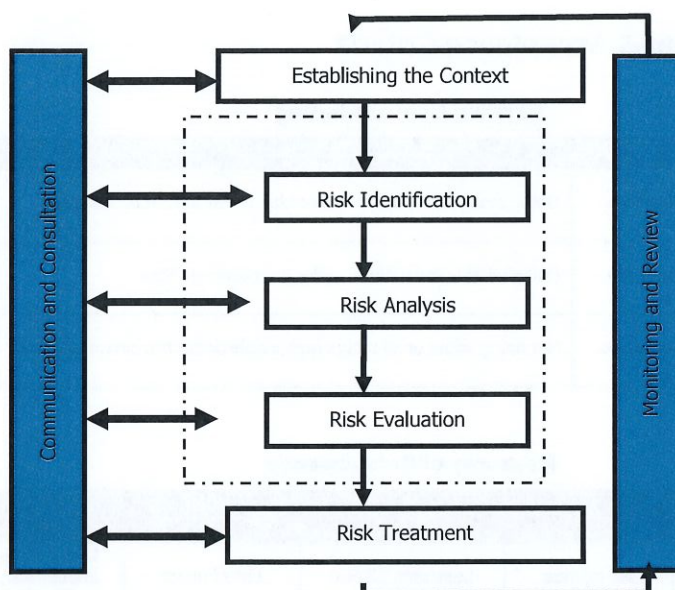
Stakeholders List			
Event Organisers	Willie Thomson	0438 360 570	Dirt High Promotions
	Decima Johns	0403 863 622	Dirt High Promotions
Shire Contact - Brookton	Kelly D'Arcy	08 9642 0208	Shire of Brookton
Shire Contact – Pingelly	Sheryl Squiers	08 9887 1066	Shire of Pingelly
Local Police - Brookton		08 9642 1000	Brookton Police
Local Police – Pingelly		08 9887 1008	
First Aid Provider	Stacey Johns	0400 988 989	First Aid Services for Riders
Property Owner	Jeff Edwards	0429 427 044	Brooklands Park
	Brookton Shire	08 9642 1106	Brookton Oval
	Daniel Bassett	0400 351 411	Bassetts Farm
	Ricky Takarangi	0488 669 413	Takarango Property
	Tom Weir	0418 929 081	Weir Property
	Murray Hall	0428 421 367	Hall Property
	Travis Eva	0428 421 642	Nyla Farm

Brookton Pony Express Event Risk Management Plan



Risk Management Process

Based on AS/NZS ISO 31000:2009 Risk Management and the WA Department of Health: Guidelines for Concerts, Events and Organised Gatherings the following process has been applied to identify, assess and treat risks for this event;



Step 1 Establishing the Context

- Identify event details
- Identify event stakeholders
- Identify event objectives and deliverables
- Define risk management process
- Determine risk assessment and acceptance criteria

Step 2 Identify Risk

- Identify potential material risks
- Log risks on risk register

Step 3 Analyse Risk

- Identify existing controls in place to manage the risks
- Determine overall control rating
- Determine consequences category and level of consequence if risk eventuates
- Determine likelihood of the risk eventuating to the determined level of consequence

Step 4 Evaluate Risks

- Identify level of risk
- Assign risk owner
- Make risk acceptable decision based on existing control rating, level of risk and event objectives

Step 5 Treat Risks

- For unacceptable risks identify risk treatment options to avoid, reduce or transfer risk
- Develop and implement suitable risk treatment plans
- Re-analyse and evaluate the risk to ensure risk is acceptable

Step 6 Monitor and Review

- Review and update risk management plan and appendices with emerging or change environment/conditions that may impact on the identified risk issues
- For regular on-going events conducts debriefs and include lessons learnt within risk management plan.

Brookton Pony Express Event Risk Management Plan



Risk Assessment & Acceptance Criteria

Existing Controls Rating

LEVEL	DESCRIPTOR	DESCRIPTION
E	Excellent	Doing more than what is reasonable under the circumstances
A	Adequate	Doing what is reasonable under the circumstances
I	Inadequate	Not doing some or all things reasonable under the circumstances

Measures of Consequence

LEVEL	DESCRIPTOR	HEALTH	FINANCIAL IMPACT	EVENT OPERATIONS	REPUTATION
1	Insignificant	No injuries	Less than \$2,500	Little impact	Unsubstantiated, low impact, low profile or 'no news' item
2	Minor	First aid treatment on site	\$2500 - \$25,000	Inconvenient delays	Substantiated, low impact, low news item
3	Moderate	Medical treatment on or off site	\$25,000 - \$100,000	Significant delays to event deliverables	Substantiated, public embarrassment, moderate impact, moderate news profile
4	Major	Extensive injuries or disablement	\$100,00 - \$250,000	Non-achievement of some event deliverables	Substantiated, public embarrassment, high impact, high news profile, third party actions
5	Catastrophic	Death or severe permanent disablement	More than \$250,000	Non-achievement of event objectives	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions

Measures of Likelihood

LEVEL	DESCRIPTOR	DETAILED DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	Greater than 90% chance of occurrence
4	Likely	The event will probably occur in most circumstances	60% - 90% chance of occurrence
3	Possible	The event should occur at some time	40% - 60% chance of occurrence
2	Unlikely	The event could occur at some time	10% - 40% chance of occurrence
1	Rare	The event may only occur in exceptional circumstances	Less than 10% chance of occurrence

Brookton Pony Express Event Risk Management Plan



Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	MODERATE	HIGH	HIGH	EXTREME	EXTREME
Likely	4	LOW	MODERATE	HIGH	HIGH	EXTREME
Possible	3	LOW	MODERATE	MODERATE	HIGH	HIGH
Unlikely	2	LOW	LOW	MODERATE	MODERATE	HIGH
Rare	1	LOW	LOW	LOW	LOW	MODERATE

Risk Acceptance Criteria

RISK RANK	DESCRIPTOR	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures	Area Supervisor
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures	Area Supervisor
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed and monitored by highest level of authority	Event Manager
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, continually managed and monitored by highest level of authority	Event Manager

Brookton Pony Express Event Risk Management Plan



RISK REGISTER

COMPILED BY: Decima Johns DATE: 05/03/2019

REVIEWED BY: Willie Thomson DATE: 05/03/2019

LEGEND: TREATMENT OWNER	
A	Amenities Provider
C	Competitor
D	Shire of Brookton, Shire of Pingelly
EO	Event Organiser
F	Fire Emergency Services
FA	First Aid – Stacey Johns First Aid Services
V	Food Vendors
W	WA Police

Brookton Pony Express Event Risk Management Plan



Establish the Context		Risk Identification		Risk Analysis			Risk Treatment		Treatment owner	Treatment Recommended (Y/N)
Ref No	Context	Risk Description	Existing Controls (Preventative)	Existing Controls (Response)	Consequence Category	Consequence	Likelihood	Level of Risk		
1	Buildings and Structures Temporary Sun Shades	Structure Collapse, Unsecured Structure	Adequate	Any structure greater than 25sqm, require Council approval prior to any works being carried out on the site. Structures which are constructed during the event will be portable sun shade type of structures. All structures must be firmly secured using pegs. All portable structures will be inspected prior to the running of the event and at regular intervals to ensure that the safety of people under or near them is not jeopardised.	Insignificant	1	1	Low	EO	Y
2.1	Camping	Fire	Excellent	As defined in specific incident related plans.	Major	4	1	Mod	EO	Y
2.2	Camping	Anti-Social Behavior	Excellent	Overnight camping by competitors may only be permitted if authorised by the event organisers.	Moderate	3	2	Mod	EO	Y
3	Competitors Safety	Injury	Excellent	Event competitors expect to operate in an environment as safe as practicable considering the nature of the event. It is the responsibility of the event organizers to ensure that adequate signage and barriers are provided to separate spectators from the competitors and competition areas. "Competitor only" areas are to be clearly sign posted and supervised All competitors will attend a riders briefing prior to the event where all rules and safety requirement will be explained in detail. All riders are required to wear approved safety equipment including but not limited to All motorcycles will be inspected prior to the event to ensure that they are in a satisfactory condition. All machine examiners shall have the required qualifications.	Major	4	4	High	C EO FA	Y

Brookton Pony Express Event Risk Management Plan



4	Dust Control	Dry Conditions	Excellent	Dust control measures will be undertaken, and will require the track and any competition area to be maintained in a damp condition as to reduce the creation of excess dust within the venue and any nearby roads or properties. A sufficient supply of water will be available through the property water supply and water trucks.	Minor	2	4	Mod	Maintain arena and competition areas in a state of dampness by providing a supply of water and an appropriate vehicle fitted with spray bars or watering devices	EO	Y
5	Electricity Supplies	Unsafe Practices Unsafe Installations Faulty Power Source Unsafe Behavior	Excellent	There is no mains power available at the venue. All power will be 240 volts supplied by generators which will be located within the venue.	Moderate	3	2	Mod	Compliance with safety standards. Compliance with manufacturer's specifications. Safe and appropriate location of power leads. Safe and appropriate location of power sources. All associated equipment and leads to be maintained in a safe and operable condition. Appropriate signage or warning labels to be displayed. All generators and appliances to be "in test" date. Generators to be shut down for refuelling. All portable electrical equipment to be inspected and tested as per AS3760:2003	EO	Y
6	Environmental Conditions	Land Degradation and Soil Erosion, Human Effluent Disposal	Excellent	Due to the location of the venue, nature of the event, topography of the land, prevailing weather conditions and soil type, consideration and implementation of environmental management conditions is required. On completion of the event, the event organiser shall ensure that the land is returned back to its previous condition so far as practicable.	Minor	2	2	Low	Restoration of land after the event, Sound Land use practices. In accordance to Toilet Facilities Risk Plan	AP EO	Y

Brookton Pony Express Event Risk Management Plan



7	Emergency Evacuation	Threat to Human life Death or Injury	Excellent	In the event that the property, site or venue needs to be evacuated, there is a need to provide guidelines for a safe and orderly evacuation from the site. A decision to evacuate the site will generally be made by the senior WA Police Officer on site, the Event Organisation or the senior member of a recognized Emergency Service Organisation such as FESA Fire Services or the State Emergency Service, or a combination of these agencies and individuals. The reason to evacuate will generally be in relation to an incident or event not directly linked with the event such as the site being under imminent threat from a Bush Fire or Severe Storm. There may be other reasons for evacuation as determined by the relevant Incident Controller or Hazard Management Authority. As displayed on the site plan, an evacuation will generally be made to the west of the site where Evacuation and Traffic Management can be more easily controlled and defined. The overall responsibility for Traffic management off site will be WA Police and Traffic Management on site will be undertaken by FESA SES or Fire Services personnel assisted by event staff. After all spectators have been evacuated from the site the highest priority should be given to evacuating all livestock and any other animal from the site Evacuation procedures shall be communicated to all personnel attending the event via the PA system provided for race commentary. The event organiser will ensure adequate lighting is available for personnel in attendance during the evenings.	Moderate	3	2	Mod	As per Evacuation plan Appendix C	EO F P	Y
8	Fencing, Gates, Lighting	Personnel Injury, Damage to Assets	Excellent	For the safety of spectators, staff and members of the public, there is a need to establish barriers to separate the public from competitors and some attractions, therefore the following requirements are to be established and maintained.	Insignificant	1	1	Low	Provide and maintain protective barriers, fencing and gates at least 3 meters from the competition area to separate spectators and competitors in accordance with recognized regulations and standards. Maintain all barriers, fences and gates as to a condition and standard as to separate spectators and competitors. All access gates to the competition area are to be manned and supervised during competition events. Portable lighting will be supplied and maintained to ensure all areas have adequate lighting.	EO	Y

Brookton Pony Express Event Risk Management Plan



9	Fire Management	Threat to Human life, Personnel Injury Damage to Assets	Excellent	The following plans and information are provided as an enforceable guideline. Under no circumstance will open fires be allowed during the duration of the event. The local fire service shall be available to ensure immediate control of any fire observed.	Major	4	3	High	As Per Evacuation plan Appendix B	EO F P	Y
10	Food Facilities	Food Poisoning	Excellent	There will be a food vendor operating on site during the event. these vendors will need to be identified to comply with all food safety and food standards requirements and other requirements as determined by the Health (Food Hygiene) Regulations and Councils Environmental Health Services.	Insignificant	1	2	Low	Ensure all food vendors are licensed and comply with all food safety standards and requirements.	DS EO V	Y
11	First Aid and Ambulance Support	Competitor Injury Spectator Injury	Excellent	The nature of this event has inherent risks, particularly to competitors, for the safety, medical wellbeing and health of all participants and competitors, there is a requirement to establish a first aid posts at the venue. There is also sun and heat related health risks, these are reduced by personnel protection precautions; however consideration by event organisers is also required.	Major	4	4	High	As Per Appendix D	EO FA	Y
12	Parking	Motor Vehicle Incidents Reduced parking Capacity Evacuation Access Points	Adequate	Spectator & Competitor parking areas and locations are identified on the site plan and are to be established and supervised in accordance with the site plan.	Insignificant	1	3	Low	Designated parking areas to be grazed or slashed and free of grasses or flammable materials above 10 centimetres in height. Vehicle parking to be in accordance with the approved site plan. Planned, co ordinate and supervised parking operations. Clear access to evacuation points to be maintained at all times.	EO P	Y

Brookton Pony Express Event Risk Management Plan



13	Security	Minor Low Level incidents Serious Incidents	Adequate	The event organiser is to ensure that adequate private security personnel are employed and will be responsible for crowd control, crowd behaviour and ensuring that spectators and visitors to the event behave in an orderly and safe manner. Security personnel will be responsible for the eviction of any person or persons determined as acting in a manner as to endanger the safety and wellbeing of others, disturbing the entertainment and amenity of other persons or as determined by the event organiser. WA Police are only to be called upon if an incident or situation is determined as serious or an incident is escalating beyond the control of organized security or management, or if a public officer or emergency services person is prevented from undertaking a statutory or regulatory duty.	Insignificant	1	3	Low	WA Police are to be advised of the event and briefed by the event organizer prior to the running of the event. Diffuse situation by peer group or security personnel. Request WA Police presence on site if it is anticipated that an incident will escalate beyond the control of event organizer, staff and private security.	EO ES W	Y
14	Spectators	Personnel Injury, Damage to Assets	Adequate	Motorcycling Competitions and associated events are generally a low risk activity for spectators, the predominant exposure to any risk will be from external or indirect sources such as, fire, traffic management incidents, which are covered in other areas of this plan. To assist and provide guidance in the area; Event organisers are to ensure adequate signage is provided to separate spectators from the competition arena. Competitors only" areas or any other area as determined by the event organizers or property owner as being an unacceptable or unnecessary risk to spectators or any other person. Spectators are to be advised and made aware that Motorcycling and associated sports may pose a risk and that all care and precautions should be taken, in particular: (1) Spectators are not permitted to enter any area marked as "Competitors" or Staff Only". (2) Parents must ensure children are supervised at all times (3) Hats, appropriate clothing and sunscreen should be used at all times during daylight hours to reduce the effects of sun & heat exposure and to reduce the chances of exposure to skin cancer. (4) Adequate supplies of water should be kept and consumed to avoid the effects of heat and sun. (5) Any person intoxicated or acting in a manner endangering other people or acting in a manner determined as "anti social behaviour" will be removed from the event and venue and may be dealt with by WA Police.	Minor	2	2	Low	Provision of adequate and appropriate signage Provision of adequate fencing and briefing to event staff members. Signage and supervision provided to exclude access by spectators to competition areas and other areas as required.	EO ES W	Y

Brookton Pony Express Event Risk Management Plan

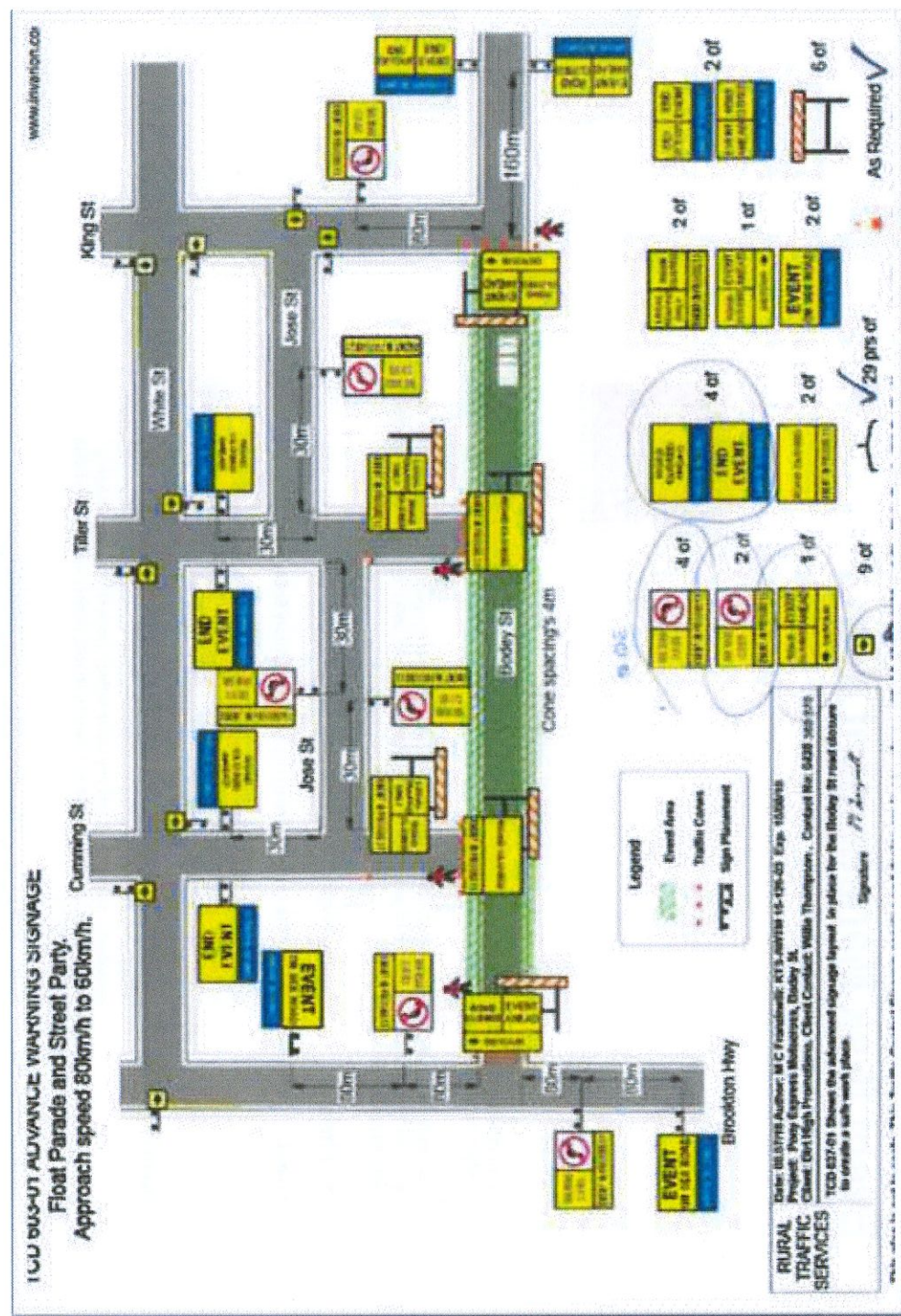


15	Toilet Facilities	Excessive numbers of people waiting to use facilities, Contamination of the land by Human Waste	Adequate	Portable toilet facilities will be provided for use by all personnel attending the event. Toilet facilities will be located for easy and safe access for all. Adequate toilet paper will be provided and maintained during the event. Toilets shall be maintained in a clean and hygienic conditioned as far as practicable.	Mon	2	3	Mod	Provide numbers of facilities appropriate to the numbers expected at the event. Ensure that the facilities are maintained to a hygienic and the manufacturer standards.	DS EO	Y
16	Traffic Management	Injury or loss of Life Property Damage Damage to assets	Adequate	Event organizers may establish a traffic management plan for the event. Access to the site by will be along direction will be provided to the spectator parking area where again the parking operation will be supervised.	Moderate	3	2	Mod	Provision of sufficient and clear signage.	EO	Y
17	Volunteer Track Marshalls	Injury or loss of Life	Excellent	To ensure the safety of track marshalls whilst carrying out their volunteer duties	Major	4	1	Low	Induction given to all marshals by Race Official Only safe infield areas allocated to corner marshals All marshals to wear Hi-Vis clothing	EO	Y
18	Waste Management	Litter	Adequate	To ensure that the venue remains clean, free of odours and vermin and relatively free of flies, the following waste management requirements are to be implemented and maintained throughout the event.	Insignificant	1	1	Low	Visitors are responsible for disposing of their rubbish and litter in the bins provided. The site is to be clear of all litter, rubbish, disused materials and rubbish receptacles within 48 hours of the completion of the event.	EO	Y
19	Water Supply	Dehydration of Spectators and Competitors Fire Management Dust Management	Adequate	An adequate supply of water is to be available at all times and maintained throughout the event.	Major	4	3	High	Ensure the availability of sufficient water supplies at all times during the event via food vendors. Identify all nearby bulk water supplies for fire fighting purposes. Ensure the availability of sufficient water supplies at all times during the event for fire fighting purposes. Ensure the availability of appliances to enable the ground to be maintained in a damp condition at all times during competition.	EO F	Y

Brookton Pony Express Event Risk Management Plan



Appendix A:



Brookton Pony Express Event Risk Management Plan



Certificate of Currency

In our capacity as Insurance Brokers to Motorcycling Australia Limited and its State/Territory Bodies, we hereby certify that the under mentioned insurance policy is current.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy detailed below, or assume continuity of the policy.

Policy Type:	Public & Products Liability Insurance						
Insured:	Motorcycling Australia Limited and its State/Territory Bodies: Motorcycling NSW Limited, Motorcycling Victoria, Motorcycling Queensland, Motorcycling South Australia Inc., Motorcycling Western Australia Inc., Motorcycling Tasmania Inc., Motorcycling Australia Northern Territory Inc.						
Nature of Business:	Principally but not limited to the administration, organising, preparation and conducting of motorcycle and quad bike race events, practice and training sessions, educational programmes and any other activity incidental thereto including nonmotor sport activity, property owners, lessors, lessees and any other club related activity.						
Period of Insurance:	From: 4.00 pm on 31 st December 2018 Local Standard Time To: 4.00 pm on 31 st December 2019 Local Standard Time						
Limit of Liability:	Combined limit of AUD\$50 million any one occurrence (including primary layer for \$2million via MA Insurance Limited) and in the aggregate during any one period of insurance based on various layers of coverage arranged <table><tr><td>Primary Layer</td><td>\$2,000,000 Insurer - MA Insurance Limited.</td></tr><tr><td>First Excess layer</td><td>\$8,000,000 over \$2,000,000 Primary layer. Insurers – certain Underwriters at Lloyds of London</td></tr><tr><td>Second Excess layer</td><td>\$40,000,000 over \$10,000,000 Primary and Excess Layers Insurers – certain Underwriters at Lloyds of London</td></tr></table>	Primary Layer	\$2,000,000 Insurer - MA Insurance Limited.	First Excess layer	\$8,000,000 over \$2,000,000 Primary layer. Insurers – certain Underwriters at Lloyds of London	Second Excess layer	\$40,000,000 over \$10,000,000 Primary and Excess Layers Insurers – certain Underwriters at Lloyds of London
Primary Layer	\$2,000,000 Insurer - MA Insurance Limited.						
First Excess layer	\$8,000,000 over \$2,000,000 Primary layer. Insurers – certain Underwriters at Lloyds of London						
Second Excess layer	\$40,000,000 over \$10,000,000 Primary and Excess Layers Insurers – certain Underwriters at Lloyds of London						
Interest Insured:	Subject to the terms, Definitions, Exceptions, Conditions, Provisions and Limits of						