

Shire of Pingelly

Attachments

Ordinary Council Meeting
18 May 2016

Attachment 1

14.2 Extraordinary Election

Extraordinary Election Timeline



Elections Timetable Template

Local Government Ordinary/Extraordinary and Other Elections

Enter election date>> 29/07/2016

Note: Please manually adjust dates in the 'Date' column which fall on a public holiday to the next business day.

| | Days from Polling Day | Election Activities or Events | Relevant Act sections or Regulations | Day | Date |
|----------------------|--|---|--|------------------------|--------------------------|
| | 273 to 92 | If an elected member's office becomes vacant on or between these days, the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled until the ordinary election. | LGA s4.16(4) LGA s4.17(2) | Fri to Thu | 30/10/2015 to 28/04/2016 |
| | 91 | If an elected member's office becomes vacant on or after this day the vacancy will remain unfilled until the ordinary election. | LGA s4.16(2)(3) LGA s4.17(1) | Fri | 29/04/2016 |
| | 80 | Last day for local governments to gain agreement from the Electoral Commissioner to conduct the election (compulsory if intent is to hold a postal election). | LGA s4.20 (2)(3)(4) LGA s4.61 (2)(4) | Tue | 10/05/2016 |
| | 80 | A decision for the Electoral Commissioner to conduct the election cannot be rescinded after this day. | LGA s4.20(6) LGA s4.61(5) | Tue | 10/05/2016 |
| | 70 to 56 | Between these days, the CEO of the local government is to give Statewide public notice of the closing date and time for elector enrolments. | LGA s4.39(2) | Fri to Fri | 20/05/2016 to 3/06/2016 |
| | 56 | Last day for the local government's CEO to advise the Electoral Commissioner of the need to prepare an updated residents roll. | LGA s4.40(1) | Fri | 3/06/2016 |
| Close of Rolls | 56 | Advertising may begin for council nominations from 56 days, and no later than 45 days, before election day. | LGA s4.47(1) | Fri | 3/06/2016 |
| | 50 | Close of Rolls – 5.00pm | LGA 4.39(1) | Thu | 9/06/2016 |
| Nominations Open | 45 | Last day for advertisement to be placed calling for council nominations. | LGA s4.47(1) | Tue | 14/06/2016 |
| | 44 | Nominations Open First day for candidates to lodge completed nomination papers, in the prescribed form, with the Returning Officer. Nominations are open for 8 days. | LGA s4.49(a) | Wed | 15/06/2016 |
| Close of Nominations | 38 | If a candidate's nomination is withdrawn not later than 4.00pm on this day, the candidate's deposit is to be refunded. | LGA s4.50 Reg. 27(5) | Tue | 21/06/2016 |
| | 37 | Close of Nominations – 4.00pm | LGA 4.49(a) | Wed | 22/06/2016 |
| | 36 | Last day for the Electoral Commissioner to prepare an updated residents roll for the election. Last day for the local government's CEO to prepare an owners and occupiers roll. | LGA s4.40(2) LGA s4.41(1) | Thu | 23/06/2016 |
| | 36 | Returning Officer to give Statewide public notice of the election as soon as practicable but no later than 19 days before election day. | LGA s4.64(1) | As soon as practicable | |
| | 22 | The preparation of any consolidated roll (combined roll of residents, owners and occupiers) under regulation 18(1) is to be completed on or before this day. | LGA s4.38(1) Reg. 18(1)(2) | Thu | 7/07/2016 |
| | 19 | Last day for the Returning Officer to give Statewide public notice of the election. | LGA s4.64(1) | Sun | 10/07/2016 |
| | 4 | Close of absent voting and close of postal vote applications for 'voting in person' elections – 4.00pm. | LGA s4.68(1)(c) Reg. 37(3)(4) | Mon | 25/07/2016 |
| Election Day | 1 | Close of early voting for 'voting in person' elections – 4.00pm. | LGA s4.71(1)(e) Reg. 59(2) | Thu | 28/07/2016 |
| | 0 | Election Day Close of poll – 6.00pm. | LGA s4.7 LGA s4.68(1)(e) | Fri | 29/07/2016 |
| | 2 | Election results declared and published. | LGA s4.77 | As soon as practicable | |
| | 2 - 14 | Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election. (See Online 'Form 20' at www.dlqc.wa.gov.au) | LGA s4.79(1)(2) Reg. 81 | As soon as practicable | |
| | Within 28 days of result publication | An invalidity complaint can be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election. | LGA s4.81(1) | As applicable | |
| | Within 2 months of result declaration | Newly elected members to make their declarations of office. | LGA s2.29(1)(2) LGA s2.32(c) LGA s2.34(1)(c) | As soon as practicable | |
| | Within 3 months of members making declarations | Newly elected members to lodge their Primary Returns with the local government's CEO. | LGA s5.75(1) | As soon as practicable | |

* All Act sections refer to the *Local Government Act 1995*. All regulations refer to the *Local Government (Elections) Regulations 1997*.

Attachment 2

15.1 Monthly Statement of Financial Activity

**Monthly Statements of Financial Activity for the period
1 July 2015 to 30 April 2016**

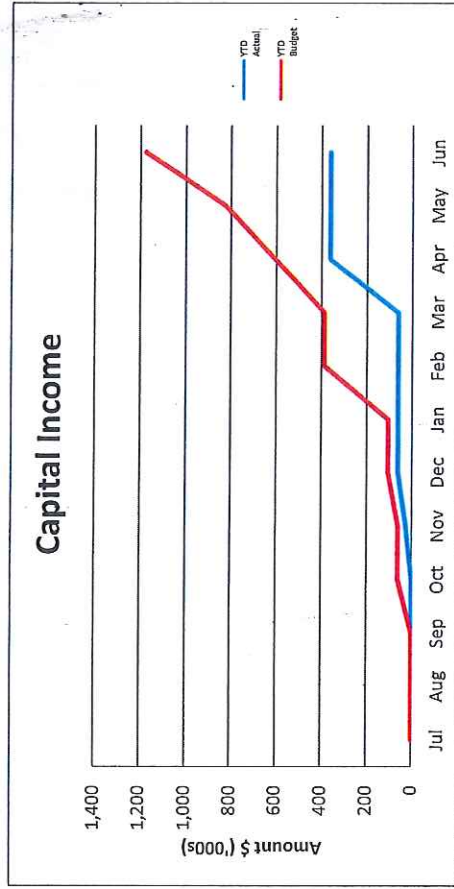
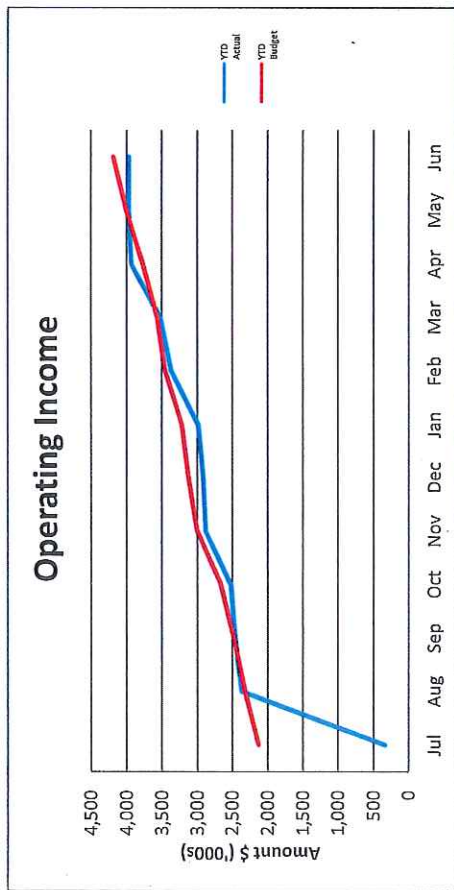
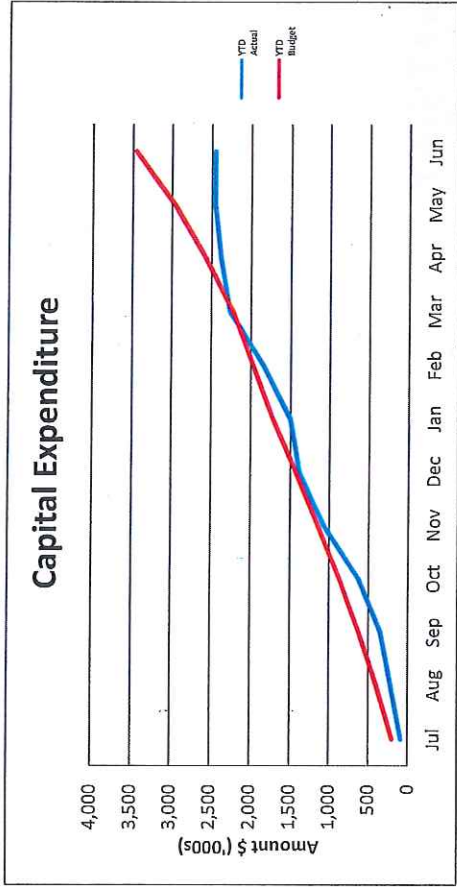
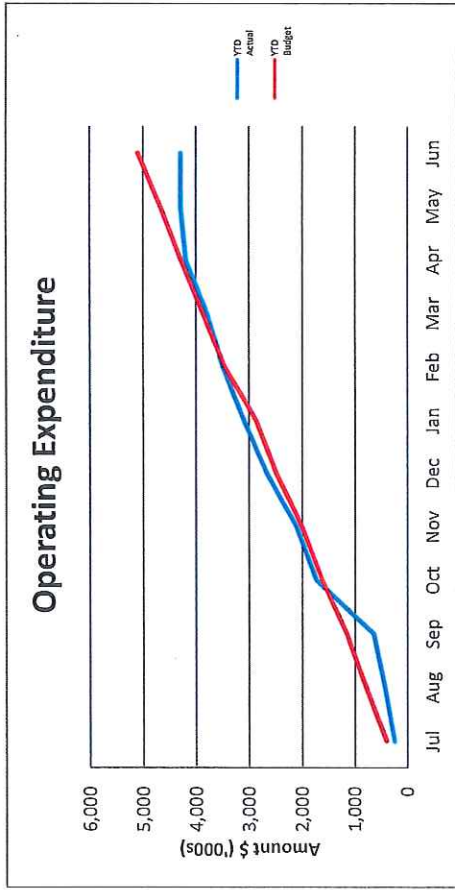


SHIRE OF PINGELLY
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 April 2016

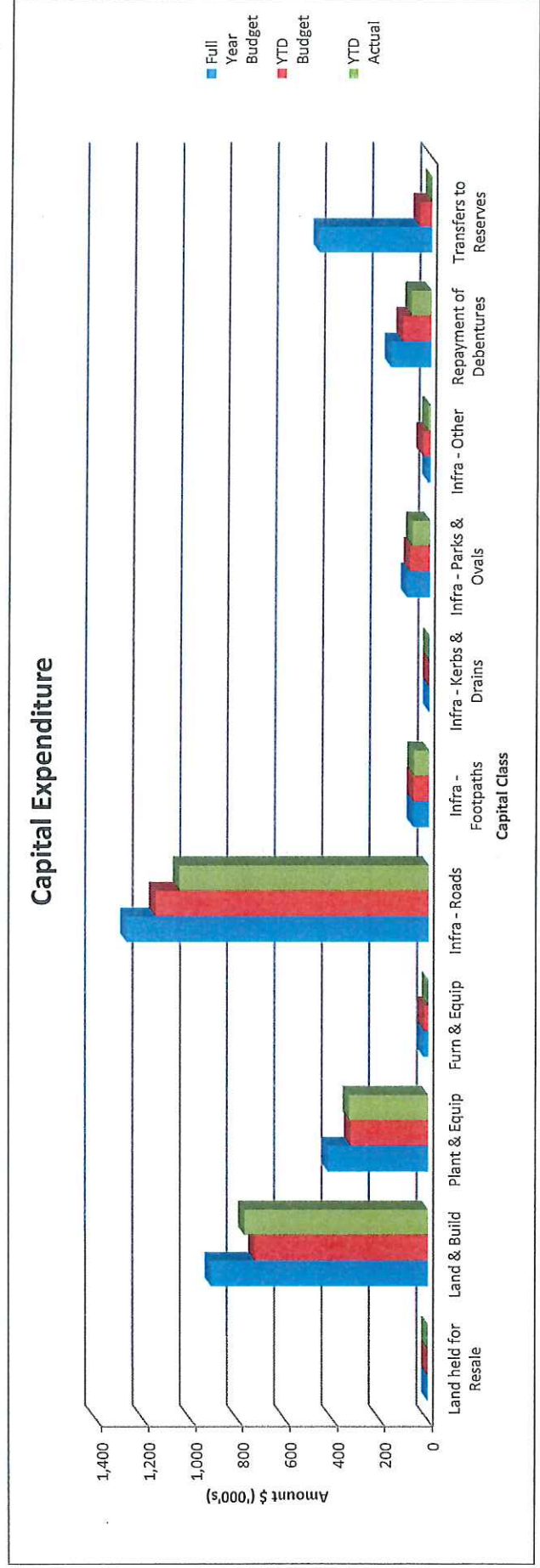
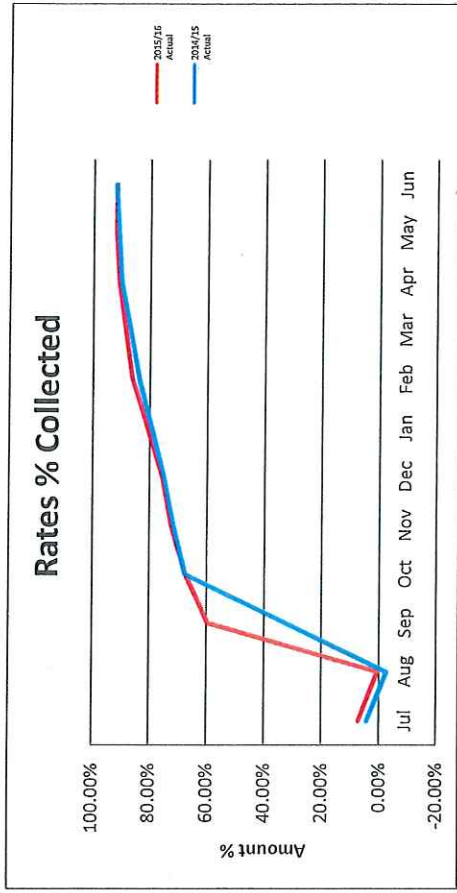
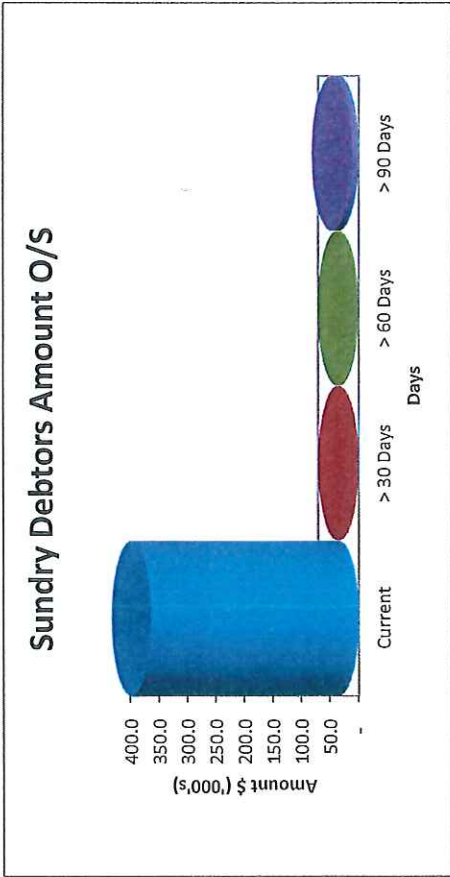
TABLE OF CONTENTS

| | Page |
|--|-------------|
| Graphical Analysis | 1 to 2 |
| Report Balancing Integrity | 3 |
| Statement of Financial Activity | 4 |
| Report on Significant Variances | 5 |
| Notes to and Forming Part of the Statement | |
| 1 Acquisition of Assets | 6 to 7 |
| 2 Disposal of Assets | 8 |
| 3 Information on Borrowings | 9 |
| 4 Reserves | 10 to 11 |
| 5 Net Current Assets | 12 |
| 6 Rating Information | 13 |
| 7 Trust Funds | 14 |
| 8 Operating Statement | 15 |
| 9 Statement of Financial Position | 16 |
| 10 Financial Ratios | 17 |
| Restricted Funds Summary | 18 |

Income and Expenditure Graphs to 30 April 2016



Other Graphs to 30 April 2016



SHIRE OF PINGELLY

Summary of Balancing Contained Within The Monthly Reports

| | 2015/16 Adopted Budget \$ | 2015/16 Revised Budget \$ | April 2016 Y-T-D Budget \$ | April 2016 Actual \$ |
|--|------------------------------------|------------------------------------|-------------------------------------|-------------------------------|
| Finance Statement | | | | |
| <u>Balancing to Rating Note</u> | | | | |
| Rates Balance per Finance Statement | 1,675,739 | 1,675,749 | 1,675,719 | 1,677,477 |
| Balance per Note 6 (Rating Information) | 1,675,739 | 1,675,749 | 1,675,719 | 1,677,481 |
| Variance | 0 | 0 | 0 | (4) |
| <u>Balancing of Closing Position</u> | | | | |
| Closing Balance per Finance Statement | 963 | 12,703 | 435,928 | 580,636 |
| Closing Balance per General Fund Summary | 963 | 12,702 | 435,928 | 580,638 |
| Variance | 0 | 1 | 0 | (2) |
| <u>Balancing of Operating Income</u> | | | | |
| Operating Income per Finance Statement | 4,224,770 | 4,184,289 | 3,764,558 | 3,930,298 |
| Operating Income per General Fund Summary | 4,224,770 | 4,184,289 | 3,764,558 | 3,930,298 |
| Variance | 0 | 0 | 0 | (0) |
| <u>Balancing of Operating Expenditure</u> | | | | |
| Operating Expense per Finance Statement | (5,230,773) | (5,098,026) | (4,282,379) | (4,187,666) |
| Operating Expense per General Fund Summary | (5,230,773) | (5,098,026) | (4,282,379) | (4,187,667) |
| Variance | 0 | 0 | 0 | 1 |
| <u>Balancing of Capital Income</u> | | | | |
| Capital Income per Finance Statement | 1,260,247 | 1,260,247 | 682,650 | 402,970 |
| Capital Income per General Fund Summary | 1,260,247 | 1,260,247 | 682,650 | 402,970 |
| Variance | 0 | 0 | 0 | 0 |
| <u>Balancing of Capital Expenditure</u> | | | | |
| Capital Expense per Finance Statement | (3,497,488) | (3,557,716) | (2,651,292) | (2,539,816) |
| Capital Expense per General Fund Summary | (3,497,488) | (3,557,717) | (2,651,292) | (2,539,817) |
| Variance | 0 | 1 | 0 | 1 |

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.

The Materiality variances adopted by Council are:

Actual Variance to YTD Budget up to 5%:

Actual Variance exceeding 10% of YTD Budget

Actual Variance exceeding 10% of YTD Budget and a value greater than \$5,000:

Don't Report

Use Management Discretion

Must Report

REPORTABLE OPERATING REVENUE VARIATIONS

Education and Welfare - Variance below budget expectations 345% ↑

Advance grant received from WAHCS

Economic Services 11% ↓

Revenue from Caravan park - Less than anticipated for this reporting period

Building Licenses - Less than anticipated - Income based on previous year

Other Property and Services 38% ↓

Private Works - Less than anticipated - Income based on previous year

Sale of Scrap - Less than anticipated for this period

Reimbursement Drum Muster and Rbates - Less than anticipated for this reporting period

REPORTABLE OPERATING EXPENSE VARIATIONS

Governance 25% ↓

Audit Expenses - Will be paid upon Compliance Audit in June 2016

Councillors Training & Conference Expenses - yet to be paid

Integrated Planning Expenditure - Purchase Order issued - Yet to be paid

Phone System - Purchase Order issued. Upgrade scheduled for 25th May 2016

Law, Order, Public Safety 11% ↓

Fire Fighting Expenditure - Less than anticipated

Purchase of Weather Stations - Purchase Order issued

Animal Control Expenditure - Less than anticipated

Transport 13% ↑

Wickepin/Chopping/Pingelly/Yealering Roads - Additional earth work and drainage works due to Road safety

Depot Tank & Depot Grounds Maintenance - Higher than anticipated

Traffic counters & Digital two way Radio Network - Higher than anticipated

Economic Services 47% ↓

Caravan Park Building, Drainage & Information Bay Maintenance - Less than anticipated

Building Inspections - Less than anticipated

Other Property and Services - 67% ↓

Insurance - Works schedule - Under budgeted

Variation on Plant Operation and Public Works Overheads - Recurring issue. Budget was not set with correct percentage. Measurers will be in place to mitigate/resolve this issue.

Parts, Rpairs and Consumables - Less than anticipated for this period

REPORTABLE NON-CASH VARIATIONS

(Profit)/Loss on Asset Disposals

No disposal for this reporting period

Depreciation on Assets

Depreciation - Higher than anticipated for this reporting period - timing variance

Inventories

Recurring issue on negative amount carried forward from July 2016. Investigation has commenced and not progressed since last reporting period.

REPORTABLE CAPITAL REVENUE VARIATIONS

Purchase of Land Furniture and Plant Equipment

All Capital Revenue and expenditure are marginally under/over anticipated for this reporting period

Purchase of Infrastructure Assets

All Capital purchase under expectation for this reporting period.

Transfers from Reserve

Timing Variance - Transactions are usually done before end June or when reserve utilised

SHIRE OF PINGELLY

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 April 2016

| | NOTE | 2015/16 Adopted Budget \$ | 2015/16 Revised Budget \$ | April 2016 Y-T-D Budget \$ | April 2016 Actual \$ | Variances Actuals to Budget \$ | Variances Actual Budget to Y-T-D % | |
|--|------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------|---|--|---|
| Operating | | | | | | | | |
| Revenues/Sources | | | | | | | | |
| Governance | | 102,100 | 112,823 | 95,900 | 96,299 | 399 | 0.42% | |
| General Purpose Funding | | 741,132 | 741,132 | 511,250 | 487,800 | (23,450) | (4.59%) | |
| Law, Order, Public Safety | | 80,439 | 83,613 | 71,920 | 75,609 | 3,689 | 5.13% | |
| Health | | 12,900 | 12,900 | 10,740 | 10,758 | 18 | 0.17% | |
| Education and Welfare | | 46,196 | 16,196 | 8,698 | 309,386 | 300,688 | 3456.98% | ▲ |
| Housing | | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Community Amenities | | 196,140 | 192,420 | 180,870 | 165,550 | (15,320) | (8.47%) | |
| Recreation and Culture | | 99,050 | 85,283 | 72,137 | 65,188 | (6,949) | (9.63%) | |
| Transport | | 1,119,454 | 1,119,454 | 1,016,744 | 953,334 | (63,410) | (6.24%) | |
| Economic Services | | 74,020 | 65,120 | 54,270 | 48,121 | (6,149) | (11.33%) | ▼ |
| Other Property and Services | | 77,600 | 79,599 | 66,310 | 40,772 | (25,538) | (38.51%) | ▼ |
| | | <u>2,549,031</u> | <u>2,508,540</u> | <u>2,088,839</u> | <u>2,252,817</u> | <u>163,978</u> | <u>7.85%</u> | |
| (Expenses)/(Applications) | | | | | | | | |
| Governance | | (655,193) | (676,585) | (554,119) | (417,169) | 136,950 | 24.71% | ▼ |
| General Purpose Funding | | (141,296) | (141,296) | (114,810) | (116,366) | (1,556) | (1.36%) | |
| Law, Order, Public Safety | | (243,654) | (233,683) | (199,637) | (178,549) | 21,088 | 10.56% | ▼ |
| Health | | (133,856) | (129,856) | (107,724) | (104,176) | 3,548 | 3.29% | |
| Education and Welfare | | (77,548) | (47,548) | (35,196) | (31,903) | 3,293 | 9.36% | |
| Housing | | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Community Amenities | | (374,681) | (343,020) | (281,709) | (260,876) | 20,833 | 7.40% | |
| Recreation & Culture | | (1,081,451) | (1,032,897) | (850,383) | (826,434) | 23,949 | 2.82% | |
| Transport | | (2,079,217) | (2,089,789) | (1,768,664) | (2,005,158) | (236,494) | (13.37%) | ▲ |
| Economic Services | | (409,552) | (409,990) | (370,360) | (198,019) | 172,341 | 46.53% | ▼ |
| Other Property and Services | | (34,325) | 6,638 | 223 | (49,016) | (49,239) | 22103% | ▼ |
| | | <u>(5,230,773)</u> | <u>(5,098,026)</u> | <u>(4,282,379)</u> | <u>(4,187,666)</u> | <u>94,713</u> | <u>(2.21%)</u> | |
| Net Operating Result Excluding Rates | | (2,681,742) | (2,589,486) | (2,193,540) | (1,934,849) | 258,691 | (11.79%) | |
| Adjustments for Non-Cash | | | | | | | | |
| (Revenue) and Expenditure | | | | | | | | |
| (Profit)/Loss on Asset Disposals | 2 | 179,870 | 179,870 | 179,870 | 929 | (178,941) | 99.48% | ▼ |
| Movement in Deferred Pensioner Rates/ESL | | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Movement in Employee Benefit Provisions | | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Adjustments in Fixed Assets | | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Rounding | | 0 | 0 | 0 | 1 | 1 | 0.00% | |
| Depreciation on Assets | | 1,800,200 | 1,808,998 | 1,507,480 | 1,738,967 | 231,487 | (15.36%) | ▲ |
| Capital Revenue and (Expenditure) | | | | | | | | |
| Purchase Land Held for Resale | 1 | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Purchase of Land and Buildings | 1 | (1,000,160) | (1,014,415) | (811,200) | (873,523) | (62,323) | (7.68%) | |
| Purchase of Furniture & Equipment | 1 | (12,000) | (20,800) | (17,340) | 0 | 17,340 | 100.00% | ▼ |
| Purchase of Plant & Equipment | 1 | (457,460) | (420,763) | (325,610) | (376,670) | (51,060) | (15.68%) | ▲ |
| Purchase of Infrastructure Assets - Roads | 1 | (1,212,898) | (1,273,768) | (1,151,686) | (1,050,636) | 101,050 | 8.77% | |
| Purchase of Infrastructure Assets - Footpaths | 1 | (64,250) | (64,250) | (64,250) | (62,795) | 1,455 | 2.26% | |
| Purchase of Infrastructure Assets - Kerbs & Drains | 1 | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Purchase of Infrastructure Assets - Parks & Ovals | 1 | (79,500) | (94,500) | (82,000) | (73,315) | 8,685 | 10.59% | ▼ |
| Purchase of Infrastructure Assets - Other | 1 | (34,500) | (32,500) | (31,326) | (21,058) | 10,268 | 32.78% | ▼ |
| Works in progress - Recreation centre | 1 | | | | | | | |
| Proceeds from Disposal of Assets | 2 | 585,500 | 585,500 | 585,500 | 61,608 | (523,892) | (89.48%) | ▼ |
| Repayment of Debentures | 3 | (165,510) | (165,510) | (118,249) | (81,819) | 36,430 | 30.81% | ▼ |
| Proceeds from New Debentures | 3 | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Self-Supporting Loan Principal Income | | 83,747 | 83,747 | 77,368 | 41,362 | (36,006) | (46.54%) | ▼ |
| Transfers to Restricted Assets (Reserves) | 4 | (471,210) | (471,210) | (49,631) | 0 | 49,631 | 100.00% | ▼ |
| Transfers from Restricted Asset (Reserves) | 4 | 591,000 | 591,000 | 19,782 | 300,000 | 280,218 | 1416.53% | ▲ |
| Transfers to Restricted Assets (Other) | | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Transfers from Restricted Asset (Other) | | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| ADD Net Current Assets July 1 B/Fwd | 5 | 1,264,137 | 1,235,041 | 1,235,041 | 1,235,041 | 0 | 0.00% | |
| LESS Net Current Assets Year to Date | 5 | 963 | 12,703 | 435,928 | 580,636 | 144,708 | (33.20%) | |
| Amount Raised from Rates | | (1,675,739) | (1,675,749) | (1,675,719) | (1,677,477) | (1,758) | 0.10% | |

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

Material Variances Symbol

Above Budget Expectations Greater than 10% and \$5,000 ▲

Below Budget Expectations Less than 10% and \$5,000 ▼

SHIRE OF PINGELLY
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 April 2016

| 1. ACQUISITION OF ASSETS | 2015/16 Adopted Budget \$ | 2015/16 Revised Budget \$ | 2015/16 YTD Budget \$ | April 2016 Actual \$ |
|---|------------------------------------|------------------------------------|--------------------------------|-------------------------------|
| The following assets have been acquired during the period under review: | | | | |
| By Program | | | | |
| Governance | | | | |
| <i>Other Governance</i> | | | | |
| Additional Female Toilet | 2,000 | 2,000 | 2,000 | 0.00 |
| Office Carpark And Line Marking | 62,600 | 5,000 | 4,170 | 0.00 |
| Phone System | 12,000 | 14,000 | 11,670 | 0.00 |
| Admin Plant Purchases | 79,000 | 44,705 | 37,250 | 44,705.19 |
| Law, Order & Public Safety | | | | |
| <i>Fire Prevention</i> | | | | |
| Plant Purchase - Weather Stations X 3 | 29,000 | 29,000 | 29,000 | 83.71 |
| <i>Animal Control</i> | | | | |
| Dog/Cat Pound Upgrade | 15,000 | 0 | 0 | 0.00 |
| Dog Transport Trailer | 5,500 | 5,500 | 5,500 | 251.13 |
| Health | | | | |
| <i>Other Health</i> | | | | |
| Furniture & Equipment Purchase - Schedule 7 | 0 | 6,800 | 5,670 | 0.00 |
| Community Amenities | | | | |
| <i>Sanitation - household Refuse</i> | | | | |
| Land Acquisition | 80,000 | 80,000 | 0 | 0.00 |
| Refuse Facility Monitoring Bores | 18,500 | 18,500 | 18,498 | 10,979.97 |
| Refuse Site Buildings | 20,000 | 23,545 | 19,620 | 23,926.72 |
| Recreation and Culture | | | | |
| <i>Other Recreation & Sport</i> | | | | |
| Outdoor Gym Equipment | 19,500 | 19,500 | 19,500 | 0.00 |
| Dam Cleaning | 60,000 | 75,000 | 62,500 | 73,314.74 |
| New Mower Trailer | 10,230 | 10,230 | 10,230 | 251.13 |
| Spray Tank & Equipment | 21,200 | 22,052 | 18,380 | 22,992.00 |
| Project Manager Vehicle | 39,000 | 39,000 | 0 | 38,037.73 |
| Recreation & Cultural Centre Development | 100,000 | 100,000 | 83,330 | 102,145.57 |
| Project Officer - Recreation & Cultural Centre | 95,265 | 95,265 | 77,225 | 83,977.48 |
| Tennis Court Construction | 499,205 | 572,705 | 491,095 | 574,878.26 |
| Transport | | | | |
| <i>Construction - Roads, Bridges, Depots</i> | | | | |
| Rural Roads Construction | | | | |
| Wickepin Pingelly/Chopping Road Failure | 31,890 | 10,500 | 8,750 | 9,428.73 |
| Wickepin Pingelly Road 1 Km South Of Chopping | 46,970 | 30,000 | 25,000 | 33,234.59 |
| Bullaring Road Failure East Of South Kweda | 44,950 | 25,000 | 20,840 | 21,264.01 |
| Yealering Road Construction 3.8-4.3 Slk | 109,804 | 109,804 | 109,804 | 122,886.04 |
| Yealering-Pingelly Road Construction 2.0-3.8 Slk | 272,102 | 272,102 | 272,102 | 280,552.98 |
| North Wandering Road 9.00-13.00 Slk | 51,410 | 51,410 | 25,700 | 0.00 |
| Wickepin Pingelly Slk 7.9-9.0 | 122,915 | 245,000 | 204,170 | 241,436.68 |
| Survey North Wandering Road | 10,200 | 10,200 | 10,200 | 2,372.00 |
| Crsf Jingaring Road Gravel Resheeting | 218,254 | 218,254 | 218,254 | 205,249.02 |
| Crsf Moorumbine Road Gravel Sheeting | 69,653 | 69,653 | 34,600 | 6,139.20 |
| Town Streets Construction | | | | |
| Johnson Street | 0 | 0 | 0 | 0.00 |
| Quadrant Street Improvements | 65,000 | 65,000 | 64,986 | 30,911.99 |
| Parking Bays Parade St | 35,990 | 40,000 | 33,340 | 17,908.94 |
| Shaddick Street Drainage | 18,155 | 35,000 | 32,095 | 5,695.49 |
| Johnston St | 42,890 | 42,890 | 42,890 | 40,230.44 |
| Paragon St Reseal | 23,760 | 0 | 0 | 0.00 |
| Johnston Street Upgrade | 48,955 | 48,955 | 48,955 | 33,325.64 |
| Footpaths Construction | | | | |
| Footpath Upgrade - Pioneer Park | 41,250 | 41,250 | 41,250 | 39,737.29 |
| Footpath Access Ramps | 23,000 | 23,000 | 23,000 | 23,058.20 |
| Building Purchase - Schedule 12 | | | | |
| Depot Tank | 9,000 | 7,000 | 5,830 | 10,011.04 |
| Depot Wash Down Bay | 2,000 | 2,000 | 2,000 | 67.41 |
| Depot Fence | 24,690 | 19,000 | 17,260 | 12,817.57 |
| Depot Showers | 4,900 | 2,400 | 2,000 | 1,653.50 |
| Depot Bund Pipe And Fuel Tank | 6,000 | 6,000 | 6,000 | 0.00 |
| Records Sea Container | 0 | 18,000 | 18,000 | 0.00 |
| Communications Tower - Depot | 10,500 | 10,500 | 10,500 | 5,460.00 |
| Road Plant Purchases | | | | |
| Traffic Counters And Tubing | 0 | 0 | 0 | 0.00 |
| Digital Two Way Radio Network | 40,000 | 52,500 | 43,760 | 52,573.32 |
| Light Truck | 68,530 | 67,927 | 56,610 | 67,927.27 |
| Backhoe | 165,000 | 149,848 | 124,880 | 149,848.39 |
| Economic Services | | | | |
| <i>Tourism & Area Promotion</i> | | | | |
| Caravan Park Drainage | 5,000 | 5,000 | 4,998 | 0.00 |
| <i>Other Economic Services</i> | | | | |
| Purchase Of Land | 80,000 | 80,000 | 80,000 | 68,664.31 |
| | <u>2,860,768</u> | <u>2,920,997</u> | <u>2,483,412</u> | <u>2,457,997.68</u> |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 April 2016

| 1. ACQUISITION OF ASSETS (Continued) | 2015/16 Adopted Budget \$ | 2015/16 Revised Budget \$ | 2015/16 YTD Budget \$ | April 2016 Actual \$ |
|--------------------------------------|------------------------------------|------------------------------------|--------------------------------|-------------------------------|
| <u>By Class</u> | | | | |
| Land Held for Resale - Current | 0 | 0 | 0 | 0.00 |
| Land Held for Resale - Non Current | 0 | 0 | 0 | 0.00 |
| Land | 160,000 | 160,000 | 80,000 | 68,664.31 |
| Buildings | 840,160 | 854,415 | 731,200 | 804,859.10 |
| Furniture & Equipment | 12,000 | 20,800 | 17,340 | 0.00 |
| Plant & Equipment | 457,460 | 420,763 | 325,610 | 376,669.87 |
| Work in Progress - PPE | 0 | 0 | 0 | 0.00 |
| Infrastructure - Roads | 1,212,898 | 1,273,768 | 1,151,686 | 1,050,635.75 |
| Infrastructure - Footpaths | 64,250 | 64,250 | 64,250 | 62,795.49 |
| Infrastructure - Kerbs & Drains | 0 | 0 | 0 | 0.00 |
| Infrastructure - Parks & Ovals | 79,500 | 94,500 | 82,000 | 73,314.74 |
| Infrastructure - Other | 34,500 | 32,500 | 31,326 | 21,058.42 |
| Work in Progress - Recreation Centre | 0 | 0 | 0 | 0.00 |
| | <u>2,860,768</u> | <u>2,920,997</u> | <u>2,483,412</u> | <u>2,457,997.68</u> |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 April 2016

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) | |
|----------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|
| | 2015/16 Budget \$ | April 2016 Actual \$ | 2015/16 Budget \$ | April 2016 Actual \$ | 2015/16 Budget \$ | April 2016 Actual \$ |
| Governance | | | | | | |
| 1015 - 16 Eliot St | 143,550 | 0.00 | 140,000 | 0.00 | (3,550) | 0.00 |
| 10182 - 16 Eliot St (land) | 38,000 | 0.00 | 35,000 | 0.00 | (3,000) | 0.00 |
| PCEO14 - CEO Car | 28,820 | 38,715.36 | 40,000 | 35,018.83 | 11,180 | (3,696.53) |
| 5 Webb St | 32,000 | 0.00 | 25,000 | 0.00 | (7,000) | 0.00 |
| Transport | | | | | | |
| PT8 Dyna II 4500 Single Cab | 3,800 | 0.00 | 7,000 | 0.00 | 3,200 | 0.00 |
| PT18 Fuso 918 Crew Cab Tip Truck | 29,200 | 0.00 | 38,000 | 0.00 | 8,800 | 0.00 |
| PBH2 John Deere Backhoe | 24,000 | 23,821.28 | 20,000 | 26,589.00 | (4,000) | 2,767.72 |
| PMR3 Pacific Roller | 15,000 | 0.00 | 500 | 0.00 | (14,500) | 0.00 |
| Economic Services | | | | | | |
| Industrial Shed | 396,000 | 0.00 | 225,000 | 0.00 | (171,000) | 0.00 |
| Land - Industrial Shed | 55,000 | 0.00 | 55,000 | 0.00 | 0 | 0.00 |
| | 765,370 | 62,536.64 | 585,500 | 61,607.83 | (179,870) | (928.81) |

| By Class of Asset | Written Down Value | | Sale Proceeds | | Profit(Loss) | |
|----------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|
| | 2015/16 Budget \$ | April 2016 Actual \$ | 2015/16 Budget \$ | April 2016 Actual \$ | 2015/16 Budget \$ | April 2016 Actual \$ |
| Plant & Equipment | | WDd | | | | |
| PCEO14 - CEO Car | 28,820 | 38,715.36 | 40,000 | 35,018.83 | 11,180 | (3,696.53) |
| PT8 Dyna II 4500 Single Cab | 3,800 | 0.00 | 7,000.00 | 0.00 | 3,200.00 | 0.00 |
| PT18 Fuso 918 Crew Cab Tip Truck | 29,200 | 0.00 | 38,000 | 0.00 | 8,800 | 0.00 |
| PBH2 John Deere Backhoe | 24,000 | 23,821.28 | 20,000 | 26,589.00 | (4,000) | 2,767.72 |
| PMR3 Pacific Roller | 15,000 | 0.00 | 500 | 0.00 | (14,500) | 0.00 |
| Land & Buildings | | | | | | |
| 1015 - 16 Eliot St | 143,550 | 0.00 | 140,000 | 0.00 | (3,550) | 0.00 |
| 10182 - 16 Eliot St (land) | 38,000 | 0.00 | 35,000 | 0.00 | (3,000) | 0.00 |
| 5 Webb St | 32,000 | 0.00 | 25,000 | 0.00 | (7,000) | 0.00 |
| Industrial Shed | 396,000 | 0.00 | 225,000 | 0.00 | (171,000) | 0.00 |
| Land - Industrial Shed | 55,000 | 0.00 | 55,000 | 0.00 | 0 | 0.00 |
| | 765,370 | 62,536.64 | 585,500 | 61,607.83 | (179,870) | (928.81) |

Summary

| | | |
|---------------------------|------------------|-----------------|
| Profit on Asset Disposals | 23,180 | 2,767.72 |
| Loss on Asset Disposals | (203,050) | (3,696.53) |
| | <u>(179,870)</u> | <u>(928.81)</u> |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 April 2016

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Principal 1-Jul-15 | New Loans | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|---|-----------------------|-------------------|-------------------|-------------------------|-------------------|--------------------------|-------------------|------------------------|-------------------|
| | | 2015/16 Budget | 2015/16 Actual | 2015/16 Budget | 2015/16 Actual | 2015/16 Budget | 2015/16 Actual | 2015/16 Budget | 2015/16 Actual |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Law, Order & Public Safety | 525,821 | 0 | 0 | 70,991 | 35,086 | 454,830 | 490,735 | 23,385 | 9,839 |
| Loan 122 - SSL DFES | | | | | | | | | |
| Education & Welfare | 222,558 | 0 | 0 | 12,756 | 6,277 | 209,802 | 216,281 | 14,376 | 7,964 |
| Loan 120 - SSL Pingelly Cottage Homes | | | | | | | | | |
| Recreation & Culture | 2,500,000 | 0 | 0 | 81,763 | 40,456 | 2,418,237 | 2,459,544 | 106,585 | 61,153 |
| Loan 123 - Recreation and Cultural Centre | | | | | | | | | |
| | 3,248,379 | 0 | 0 | 165,510 | 81,819 | 3,082,869 | 3,166,560 | 144,346 | 78,956 |

(*) 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 2015 TO 30 April 2016

| | 2015/16 Adopted Budget \$ | April 2016 Actual \$ |
|--|------------------------------------|-------------------------------|
| 4. RESERVES | | |
| Cash Backed Reserves | | |
| (a) Leave Reserve | | |
| Opening Balance | 160,807 | 160,807 |
| Amount Set Aside / Transfer to Reserve | 4,063 | 0 |
| Amount Used / Transfer from Reserve | <u>0</u> | <u>0</u> |
| | <u>164,870</u> | <u>160,807</u> |
| (b) Plant Reserve | | |
| Opening Balance | 292,214 | 292,214 |
| Amount Set Aside / Transfer to Reserve | 7,384 | 0 |
| Amount Used / Transfer from Reserve | <u>(136,000)</u> | <u>0</u> |
| | <u>163,598</u> | <u>292,214</u> |
| (c) Building and Recreation Reserve | | |
| Opening Balance | 735,067 | 735,066 |
| Amount Set Aside / Transfer to Reserve | 443,573 | 0 |
| Amount Used / Transfer from Reserve | <u>(455,000)</u> | <u>(300,000)</u> |
| | <u>723,640</u> | <u>435,066</u> |
| (d) Electronic Equipment Reserve | | |
| Opening Balance | 1,016 | 1,016 |
| Amount Set Aside / Transfer to Reserve | 5,026 | 0 |
| Amount Used / Transfer from Reserve | <u>0</u> | <u>0</u> |
| | <u>6,042</u> | <u>1,016</u> |
| (e) Community Bus Reserve | | |
| Opening Balance | 5,786 | 5,786 |
| Amount Set Aside / Transfer to Reserve | 4,556 | 0 |
| Amount Used / Transfer from Reserve | <u>0</u> | <u>0</u> |
| | <u>10,342</u> | <u>5,786</u> |
| (f) Swimming Pool Reserve | | |
| Opening Balance | 42,619 | 42,619 |
| Amount Set Aside / Transfer to Reserve | 1,077 | 0 |
| Amount Used / Transfer from Reserve | <u>0</u> | <u>0</u> |
| | <u>43,696</u> | <u>42,619</u> |
| (g) Joint Venture Housing Reserve | | |
| Opening Balance | 48,720 | 48,719 |
| Amount Set Aside / Transfer to Reserve | 5,531 | 0 |
| Amount Used / Transfer from Reserve | <u>0</u> | <u>0</u> |
| | <u>54,251</u> | <u>48,719</u> |
| Total Cash Backed Reserves | <u><u>1,166,439</u></u> | <u><u>986,227</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 2015 TO 30 April 2016

| | 2015/16 Adopted Budget \$ | April 2016 Actual \$ |
|---|------------------------------------|-------------------------------|
| 4. RESERVES (Continued) | | |
| Cash Backed Reserves (Continued) | | |
| Summary of Transfers To Cash Backed Reserves | | |
| Transfers to Reserves | | |
| Leave Reserve | 4,063 | 0 |
| Plant Reserve | 7,384 | 0 |
| Building and Recreation Reserve | 443,573 | 0 |
| Electronic Equipment Reserve | 5,026 | 0 |
| Community Bus Reserve | 4,556 | 0 |
| Swimming Pool Reserve | 1,077 | 0 |
| Joint Venture Housing Reserve | 5,531 | 0 |
| | <u>471,210</u> | <u>0</u> |
| Transfers from Reserves | | |
| Leave Reserve | 0 | 0 |
| Plant Reserve | (136,000) | 0 |
| Building Reserve | (455,000) | (300,000) |
| Electronic Equipment Reserve | 0 | 0 |
| Community Bus Reserve | 0 | 0 |
| Swimming Pool Reserve | 0 | 0 |
| Joint Venture Housing Reserve | 0 | 0 |
| | <u>(591,000)</u> | <u>(300,000)</u> |
| Total Transfer to/(from) Reserves | <u>(119,790)</u> | <u>(300,000)</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

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 April 2016

| | 2014/15 B/Fwd Per 2015/16 Budget \$ | 2014/15 B/Fwd Per Financial Report \$ | April 2016 Actual \$ |
|--|--|--|-------------------------------|
| 5. NET CURRENT ASSETS | | | |
| Composition of Estimated Net Current Asset Position | | | |
| CURRENT ASSETS | | | |
| Cash - Unrestricted | 1,100,789 | 440,550 | 416,048 |
| Cash - Restricted Unspent Grants | 0 | 660,239 | 8,822 |
| Cash - Restricted Unspent Loans | 2,500,000 | 2,500,000 | 2,500,000 |
| Cash - Restricted Reserves | 1,286,229 | 1,286,228 | 986,228 |
| Receivables (Budget Purposes Only) | 395,534 | 0 | 0 |
| Rates Outstanding | 0 | 143,505 | 182,353 |
| Sundry Debtors | 0 | 123,966 | 375,286 |
| Provision for Doubtful Debts | 0 | 0 | 0 |
| Gst Receivable | 0 | 40,029 | 72,448 |
| Accrued Income/Payments In Advance | 0 | 4,287 | 0 |
| Investments | 0 | 0 | 0 |
| Inventories | 3,966 | 3,966 | (14,317) |
| | <u>5,286,518</u> | <u>5,202,770</u> | <u>4,526,868</u> |
| LESS: CURRENT LIABILITIES | | | |
| Payables and Provisions (Budget Purposes Only) | (152,405) | 0 | 0 |
| Sundry Creditors | 0 | (74,323) | (366,040) |
| Accrued Interest On Loans | 0 | (4,580) | 0 |
| Accrued Salaries & Wages | 0 | (57,458) | 0 |
| Income In Advance | 0 | 0 | 0 |
| Gst Payable | 0 | (9,269) | (62,541) |
| Payroll Creditors | 0 | (497) | (497) |
| Accrued Expenses | 0 | (10,883) | 0 |
| PAYG Liability | 0 | (24,064) | (30,125) |
| Other Payables | 0 | (427) | (801) |
| Current Employee Benefits Provision | (165,510) | (159,005) | (159,005) |
| Current Loan Liability | (125,798) | (165,510) | (83,692) |
| | <u>(443,713)</u> | <u>(506,016)</u> | <u>(702,701)</u> |
| NET CURRENT ASSET POSITION | 4,842,805 | 4,696,754 | 3,824,167 |
| Less: Cash - Reserves - Restricted | (1,286,229) | (1,286,228) | (986,228) |
| Less: Cash - Unspent Grants/Loans - Fully Restricted | (2,500,000) | (2,500,000) | (2,500,000) |
| Less: Current Loans - Clubs / Institutions | (83,747) | 0 | 0 |
| Add Back : Component of Leave Liability not Required to be Funded | 165,510 | 159,005 | 159,005 |
| Add Back : Current Loan Liability | 125,798 | 165,510 | 83,692 |
| Adjustment for Trust Transactions Within Muni | 0 | 0 | 0 |
| ESTIMATED SURPLUS/(DEFICIENCY) C/FWD | <u>1,264,137</u> | <u>1,235,041</u> | <u>580,636</u> |

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 April 2016

6. RATING INFORMATION

| RATE TYPE | Rate in \$ | Number of Properties | Rateable Value \$ | 2015/16 Rate Revenue \$ | 2015/16 Interim Rates \$ | 2015/16 Back Rates \$ | 2015/16 Total Revenue \$ | 2015/16 Budget \$ |
|---|------------|----------------------|-------------------|-------------------------|--------------------------|-----------------------|--------------------------|-------------------|
| General Rate | | | | | | | | |
| GRV - Residential | 11.149600 | 310 | 3,042,404 | 339,216 | 593 | 0 | 339,809 | 339,216 |
| GRV - Rural Residential | 11.149600 | 65 | 679,968 | 75,814 | 0 | 0 | 75,814 | 75,814 |
| GRV - Commercial/Industrial | 11.149600 | 30 | 432,514 | 48,224 | 0 | 0 | 48,224 | 48,224 |
| GRV - Townsites | 11.149600 | 12 | 128,960 | 14,379 | 0 | 0 | 14,379 | 14,379 |
| UV - Broadacre Rural | 1.017900 | 254 | 105,462,510 | 1,073,502 | (1,283) | 0 | 1,072,219 | 1,073,501 |
| Sub-Totals | | 671 | 109,746,356 | 1,551,135 | (690) | 0 | 1,550,445 | 1,551,134 |
| Minimum Rates | | | | | | | | |
| GRV - Residential | 835 | 66 | 0 | 55,110 | 0 | 0 | 55,110 | 54,275 |
| GRV - Rural Residential | 835 | 24 | 0 | 20,040 | 0 | 0 | 20,040 | 18,370 |
| GRV - Commercial/Industrial | 835 | 12 | 0 | 10,020 | 0 | 0 | 10,020 | 10,020 |
| GRV - Townsites | 835 | 6 | 0 | 5,010 | 0 | 0 | 5,010 | 5,010 |
| UV - Broadacre Rural | 835 | 44 | 0 | 36,740 | 0 | 0 | 36,740 | 36,740 |
| Sub-Totals | | 152 | 0 | 126,920 | 0 | 0 | 126,920 | 124,415 |
| Ex Gratia Rates | | | | | | | | |
| Movement in Excess Rates | | | | | | | | |
| Total Amount of General Rates Specified Area Rates | | | | | | | | |
| | | | | | | | 1,677,281 | 1,675,549 |
| | | | | | | | 200 | 190 |
| | | | | | | | 0 | 0 |
| | | | | | | | 1,677,481 | 1,675,739 |
| | | | | | | | 0 | 0 |
| Total Rates | | | | | | | 1,677,481 | 1,675,739 |

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 2015/16 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 2015 TO 30 April 2016

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-15 \$ | Amounts Received \$ | Amounts Paid (\$) | Balance \$ |
|--------------------------------------|-------------------------------------|------------------------------------|----------------------------------|-----------------------|
| Transport Licensing | 3,837 | 329,365 | (332,294) | 908 |
| BCITF Levy | 0 | 0 | 0 | 0 |
| Rates | 200 | 0 | (200) | 0 |
| Funds Held on Behalf of Groups | 80 | 0 | (80) | 0 |
| Unclaimed Monies | 0 | 100 | 0 | 100 |
| Builders Registration Board | 0 | 0 | 0 | 0 |
| Nomination Deposits | 0 | 960 | (960) | 0 |
| Bond Monies (Including Key Deposits) | 4,210 | 14,525 | (6,160) | 12,575 |
| | <u>8,327</u> | <u>344,950</u> | <u>(339,694)</u> | <u>13,583</u> |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 April 2016

8. OPERATING STATEMENT

| | April 2016 Actual \$ | 2015/16 Adopted Budget \$ | 2014/15 Actual \$ |
|---|---|--|----------------------------------|
| OPERATING REVENUES | | | |
| Governance | 96,299 | 102,100 | 93,276 |
| General Purpose Funding | 2,165,281 | 2,416,871 | 3,415,613 |
| Law, Order, Public Safety | 75,609 | 80,439 | 111,177 |
| Health | 10,758 | 12,900 | 36,186 |
| Education and Welfare | 309,386 | 46,196 | 20,604 |
| Housing | 0 | 0 | 0 |
| Community Amenities | 165,550 | 196,140 | 215,818 |
| Recreation and Culture | 65,188 | 99,050 | 62,230 |
| Transport | 953,334 | 1,119,454 | 683,363 |
| Economic Services | 48,121 | 74,020 | 83,251 |
| Other Property and Services | <u>40,772</u> | <u>77,600</u> | <u>121,577</u> |
| TOTAL OPERATING REVENUE | 3,930,298 | 4,224,770 | 4,843,097 |
| OPERATING EXPENSES | | | |
| Governance | 417,169 | 655,193 | 879,959 |
| General Purpose Funding | 116,366 | 141,296 | 96,490 |
| Law, Order, Public Safety | 178,549 | 243,654 | 215,706 |
| Health | 104,176 | 133,856 | 158,176 |
| Education and Welfare | 31,903 | 77,548 | 49,999 |
| Housing | 0 | 0 | 0 |
| Community Amenities | 260,876 | 374,681 | 328,788 |
| Recreation & Culture | 826,434 | 1,081,451 | 816,282 |
| Transport | 2,005,158 | 2,079,217 | 1,678,170 |
| Economic Services | 198,019 | 409,552 | 235,080 |
| Other Property and Services | <u>49,016</u> | <u>34,325</u> | <u>199,460</u> |
| TOTAL OPERATING EXPENSE | 4,187,666 | 5,230,773 | 4,658,111 |
| CHANGE IN NET ASSETS RESULTING FROM OPERATIONS | <u>(257,368)</u> | <u>(1,006,003)</u> | <u>184,986</u> |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 April 2016

9. STATEMENT OF FINANCIAL POSITION

| | April 2016 Actual \$ | 2014/15 Actual \$ |
|--------------------------------------|-------------------------------|-------------------------|
| CURRENT ASSETS | | |
| Cash and Cash Equivalents | 3,911,098 | 4,887,017 |
| Investments | 5,000 | 5,000 |
| Trade and Other Receivables | 672,473 | 395,534 |
| Inventories | (14,317) | 3,966 |
| TOTAL CURRENT ASSETS | <u>4,574,254</u> | <u>5,291,517</u> |
| NON-CURRENT ASSETS | | |
| Other Receivables | 664,631 | 664,631 |
| Inventories | 0 | 0 |
| Property, Plant and Equipment | 10,831,230 | 10,012,221 |
| Infrastructure | 70,437,856 | 70,600,286 |
| TOTAL NON-CURRENT ASSETS | <u>81,933,717</u> | <u>81,277,138</u> |
| TOTAL ASSETS | <u>86,507,971</u> | <u>86,568,655</u> |
| CURRENT LIABILITIES | | |
| Trade and Other Payables | 460,003 | 181,501 |
| Long Term Borrowings | 83,692 | 165,510 |
| Provisions | 159,005 | 159,005 |
| TOTAL CURRENT LIABILITIES | <u>702,700</u> | <u>506,016</u> |
| NON-CURRENT LIABILITIES | | |
| Trade and Other Payables | 0 | 0 |
| Long Term Borrowings | 3,082,868 | 3,082,868 |
| Provisions | 24,210 | 24,210 |
| TOTAL NON-CURRENT LIABILITIES | <u>3,107,078</u> | <u>3,107,078</u> |
| TOTAL LIABILITIES | <u>3,809,778</u> | <u>3,613,094</u> |
| NET ASSETS | <u>82,698,193</u> | <u>82,955,561</u> |
| EQUITY | | |
| Trust Imbalance | 0 | 0 |
| Retained Surplus | 25,996,266 | 25,953,634 |
| Reserves - Cash Backed | 986,228 | 1,286,228 |
| Revaluation Surplus | 55,715,699 | 55,715,699 |
| TOTAL EQUITY | <u>82,698,193</u> | <u>82,955,561</u> |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 April 2016

10. FINANCIAL RATIOS

| | 2016 YTD | 2015 | 2014 | 2013 |
|-------------------------|---------------------|-------------|-------------|-------------|
| Current Ratio | 1.99 | 2.44 | 5.35 | 4.43 |
| Operating Surplus Ratio | (0.70) | (0.22) | (0.91) | 0.28 |

The above ratios are calculated as follows:

| | |
|---------------|--|
| Current Ratio | $\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$ |
|---------------|--|

| | |
|-------------------------|--|
| Operating Surplus Ratio | $\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$ |
|-------------------------|--|

SHIRE OF PINGELLY
RESTRICTED CASH RECONCILIATION
30 April 2016

| Restricted Grants/Funds Received | Projects | GL/Job Account | Total Restricted Funds | Actual Expenditure Previous Years | Actual Expenditure 2015/16 | Restricted Funds Remaining |
|--|---|---------------------------------------|--|--|--|--|
| Royalties for Regions 2012/13 (Individual) | Dam Clean/Tanks Netball/Basketball Footpaths Tennis Courts Recreation & Cultural Centre | R4R01 CT01 FP001/FP002 R4R03 | 60,000.00 91,530.00 80,000.00 90,000.00 2,500,000.00 | 0.00 91,530.00 71,178.00 0.00 | 60,000.00 0.00 0.00 90,000.00 | 0.00 0.00 8,822.00 0.00 2,500,000.00 |
| Unspent Loan 123 | | | | | | |
| Sub Total | | | | | | 2,508,822.00 |
| Total Restricted Grant Funds | | | | | | |
| Available Cash | | | Interest Rate | Term | Maturing | |
| Municipal Bank | | 0111 | Variable | Ongoing | N.A. | 81,758.34 |
| Municipal Term Deposit 1 | | 0108 | | | | 0.00 |
| Municipal Term Deposit 2 | | 0109 | | | | 0.00 |
| Municipal Term Deposit CLGFR | | 0812 | | | | 0.00 |
| Municipal On Call Account | | 0811 | Variable | Ongoing | N.A. | 335,217.41 |
| Municipal Term Deposit 155081136 | Unspent Loan 123 | TD01 | 2.95% | 1 year | 30-Jun-16 | 2,000,000.00 |
| Municipal Term Deposit 155081144 | Unspent Loan 123 | TD02 | 2.85% | 6 months | 30-Jun-16 | 507,144.52 |
| Total Cash | | | | | | 2,924,120.27 |
| Less Restricted Cash | | | | | | (2,508,822.00) |
| Total Unrestricted Cash | | | | | | 415,298.27 |

Attachment 3

16.1 Bush Fire Advisory Committee Minutes

Minutes



Shire of Pingelly

Minutes

Bushfire Advisory Committee Meeting
12 April 2016

Minutes of the Bushfire Advisory Committee Meeting of the Shire of Pingelly held in the Council Chambers, 17 Queen Street, Pingelly on 8 April 2015.

Charter (Item 10.6 – 17 March 2010):

Is to advise Council on all matters relating to:

- the prevention, controlling and extinguishing of bush fires;
- prosecutions for breaches of the Bush Fires Act;
- the formation and de-formation of bush fire brigades;
- the co-ordination of the efforts and activities of the bush fire brigades; and
- any other matter relating to bush fire control.

Membership

- Cr D Freebairn
- Brigade representative
- FCOs
- General Deputy – Vacant

Table of Contents

| | |
|--|-------------------------------------|
| 1. OPENING & ANNOUCEMENTS | 2 |
| 2. ATTENDANCE & APOLOGIES | 2 |
| 2.1 Attendance | 2 |
| 2.2 Observers & Visitors | 2 |
| 2.3. Apologies..... | 2 |
| 3. DECLARATIONS OF INTEREST | 2 |
| 4. CONFIRMATION OF MINUTES | 2 |
| 5. NOMINATION OF OFFICERS | 3 |
| 6. FIRE CONTROL ORDER 2015/16 | 8 |
| 7. REPORTS | 11 |
| 7.1 Chief Bushfire Control Officer’s Report | 11 |
| 7.2 Brigade Reports..... | 11 |
| 7.2.1 West Pingelly Brigade..... | 11 |
| 7.2.2 Moorumbine-Noonebin Brigade | 14 |
| 7.2.3 East Pingelly Brigade..... | 16 |
| 7.2.4 Pingelly Brigade..... | 16 |
| 7.3 DFES Report | 16 |
| 7.4 DPAW Report..... | 17 |
| 8. GENERAL BUSINESS | 19 |
| 8.1 Fire Breaks | Error! Bookmark not defined. |
| 8.2 Training..... | Error! Bookmark not defined. |
| 8.3 DPAW Prescribed Burns(00145)..... | Error! Bookmark not defined. |
| 8.4 Review Existing Brigade Members..... | 20 |
| 8.5 Auxiliary Members | 20 |
| 8.6 ESL Funding | 22 |
| 8.7 Replacement Equipment..... | 22 |
| 8.8 Servicing of Radios | 22 |
| 8.9 Bushfire-Prone Area Mapping Standard – Vegetation Key Review | 23 |
| 8.10 Replace of Old PPE | 23 |
| 8.11 Other General Business | 24 |
| 9. CLOSURE | 25 |

1. OPENING & ANNOUNCEMENTS

The CBFCO, Mr Rod Shaddick, declared the meeting open at 7.00 pm.

2. ATTENDANCE & APOLOGIES

2.1 Attendance

| | |
|---------------------|--|
| Council | Cr David Freebairn |
| West Pingelly | Mr Adam Watts Mr Anthony Turton |
| Moorumbine-Noonebin | Mr Rodney Shaddick (CBFCO) |
| East Brigade | Mr Andrew Marshall |
| Town | Mr Peter Narducci Mr Rob Kirk (DCBFCO) Mr Damien Spencer Mrs Sheryl Squiers (Admin FCO) Mr Barry Gibbs (DTS) |
| DFES | Mr Paul Blechynden |
| DPAW | Mr Greg Durrell |

2.2 Observers & Visitors

2.3. Apologies

Mr Gavin Pollock (CEO)
Mr Brodie Cunningham
Mr Andrew Pauley
Mr Sam MacNamara
Mr Russell Dyer (Works Supervisor)
Mr Aaron Morton – Resignation from Council

3. DECLARATIONS OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

Minutes of the Shire of Pingelly Bushfire Advisory Committee meeting held on 27 October 2015 have been circulated.

Statutory Environment:

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

Recommendation:

That the Minutes of the Shire of Pingelly Bushfire Advisory Meeting held in the Council Chamber on 27 October 2015 be confirmed.

11332 – Moved Peter Narducci, Seconded Barry Gibbs

That the Minutes of the Shire of Pingelly Bushfire Advisory Meeting held in the Council Chamber on 27 October 2015 be confirmed.

CARRIED

5. NOMINATION OF OFFICERS

Officers nominated at the meeting on 8 April 2015 and appointed by Council on 20 May 2015 were:

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

Corrigin: Rodney Leonard Shaddick
Robert Alexander Kirk
Jeffrey Bernard Edwards
Victor Arthur Lee

Wandering: Rodney Leonard Shaddick
Robert Alexander Kirk
Alan William Parsons
Anthony Turton
Adam Lindsay Watts
Malcolm Leslie Cunningham

be recommended for appointment to the various Offices.

CARRIED

Legislation:

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

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

- approved local government** means a local government approved under paragraph (b) by the Authority.
- (b) If it appears to the Authority that the standard of efficiency of a local government in fire prevention and control justifies the Authority doing so, the Authority, by notice published in the *Government Gazette* —
 - (i) may approve the local government as one to which this subsection applies; and
 - (ii) may from time to time cancel or vary any previous approval given under this paragraph.
 - (c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.
 - (ca) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by paragraph (h).
 - (cb) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
 - (cc) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under paragraph (cb) is, subject to paragraph (cd), entitled to act in the discharge of the duties of that office.
 - (cd) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under paragraph (cb) is available and able to discharge those duties.
 - (d) The local government shall give notice of an appointment made under paragraph (c) or (cb) to the Authority and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the Authority shall cause notice of the appointment to be published once in the *Government Gazette*.
 - (e) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under this subsection.
 - (f) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by paragraph (h), notwithstanding the advice and assistance tendered to him by the committee.
 - (g) The provisions of this subsection are not in derogation of those of any other subsection of this section.
 - (h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is “catastrophic”, “extreme”, “severe” or “very high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.
 - (i) This subsection does not authorise the burning of bush —
 - (i) during the prohibited burning times; or
 - (ii) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

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

- (1) At the request of a local government the Authority may appoint a member of staff (as defined in the *DFES Act*) to be the Chief Bush Fire Control Officer for the district of that local government.

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

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

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

Policy:

Council's Policy provides that:

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

Recommendation:

That a recommendation be made to Council nominating people to be appointed to the various Offices.

11333 – Moved Cr David Freebairn, Seconded Robert Kirk

That:

| | |
|--|--------------------------------|
| Chief Fire Control Officer | Rodney Leonard Shaddick |
| Deputy Chief Fire Control Officer | Robert Alexander Kirk |
| Training Officer/Organization | Shire of Pingelly |

Fire Control Officers

| | |
|------------------------------|---------------------------------|
| East Pingelly Brigade | Jeffrey Bernard Edwards |
| | Victor Arthur Lee |
| | Andrew Augustin Marshall |
| | Sam MacNamara |

| | |
|--|--------------------------------|
| Moorumbine - Noonebin Brigade | Rodney Leonard Shaddick |
| | Andrew Todd Pauley |
| | Brodie Cunningham |

| | |
|------------------------------|----------------------------------|
| West Pingelly Brigade | Alan William Parsons |
| | Anthony Turton |
| | Adam Lindsay Watts |
| | Malcolm Leslie Cunningham |

| | |
|--------------------------|---------------------------------------|
| Town Brigade/VFRS | Robert Alexander Kirk (DCBFCO) |
| | Peter Narducci |
| | Damien Spencer (Captain) |

**Barry Gibbs (DTS)
Russell Dyer (Works Supervisor)
Sheryl Frances Squiers (Shire Administration)**

**Fire Weather Officers
(Harvest & Vehicle movement ban)**

**Rodney Leonard Shaddick
Robert Alexander Kirk
Graeme Alex Watts
Sam MacNamara**

**Dual Fire Control Officers
Brookton:**

**Rodney Leonard Shaddick
Robert Alexander Kirk
Jeffrey Bernard Edwards
Victor Arthur Lee
Malcolm Leslie Cunningham
Adam Lindsay Watts**

Wickepin:

**Rodney Leonard Shaddick
Robert Alexander Kirk
Victor Arthur Lee
Andrew Augustin Marshall
Sam MacNamara**

Cuballing:

**Rodney Leonard Shaddick
Alan William Parsons
Anthony Turton
Robert Alexander Kirk
Andrew Augustin Marshall**

Corrigin:

**Rodney Leonard Shaddick
Robert Alexander Kirk
Jeffrey Bernard Edwards
Victor Arthur Lee
Sam MacNamara**

Wandering:

**Rodney Leonard Shaddick
Robert Alexander Kirk
Alan William Parsons
Anthony Turton
Adam Lindsay Watts
Malcolm Leslie Cunningham**

Be recommended for appointment to the various Offices.

CARRIED

6. FIRE CONTROL ORDER 2016/17

The 2015/16 Fire Control Order was:

Bush Fires Act 1954

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

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

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

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

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

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

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

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

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

Farming Land

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

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

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

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

Townsite Land

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

- a) where holding is under 2000m² clear by burning, all flammable material likely to be conducive to the outbreak, spread or extensions of a fire from the whole of the land, or
- b) have all flammable material likely to be conducive to the outbreak, spread or extension of fire removed, and the grass maintained to a height not greater than 10cm.
- c) where the holding is over 2000m² comply with the requirements of farming land.

Rural Residential Land

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

- a) farming land where the holding exceeds 10ha in area, or
- b) townsite land, where the holding does not exceed 2000m² in area.
- c) where the holding is 2,000m² to 10ha in area:
 - i clear by burning, all flammable material likely to be conducive to the outbreak, spread or extensions of a fire from the whole of the land, or
 - ii have all flammable material likely to be conducive to the outbreak, spread or extension of fire removed, and the grass maintained to a height not greater than 10cm; or
 - iii comply with the requirements for farming land.

Use of Mowers & Whipper Snippers/Slashers During the Prohibited Burning Period

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

Control of Operations Likely to Cause a Fire

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

For updates on Hot Works, Harvest and Movement of Machinery Bans please ring the information line on **(08) 9887 1265** (recorded message) or register with the SMS warning system with the Shire to receive a text when a ban is implemented.

Firebreaks on Road Reserves

Firebreaks are not permitted on a road reserve.

Fire Fighting Units

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

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

Clover Harvesting

Harvesting bans include the harvesting of clover.

Boyagin Rock Picnic Area

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

General

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

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

Recommendation:

That it be recommended that the 2016/17 Fire Break Order wording be reviewed based on the recommendations for 2015/16 Fire Break Order.

11334 – Moved Robert Kirk, Seconded Barry Gibbs

That it be recommended that the 2016/17 Fire Break Order wording be based on the 2015/16 Fire Break Order wording.

CARRIED

7. REPORTS

7.1 Chief Bushfire Control Officer's Report

Rod Shaddock, Chief Bushfire Control Officer

Fire Advisory Meeting 12 April 2016 Chief Bushfire Control Officers Report

The 2015/16 fire season has been fairly quiet with few harvest bans implemented and a few fires started by lightning strikes.

I attended all the Brigade AGM's.

Would like to thank DCBFCO Robert Kirk, all FCO's & the Pingelly VFRS for their assistance throughout the 2015/16 fire season.

Would also like to thank the Shire & Staff for their cooperation over the past 12 months especially to Barry Gibbs with getting SMS messages out promptly and to Sheryl Squiers for all the work she puts in.

Would like to acknowledge the support from Paul Blechynden – DFES and other agencies including DPAW.

7.2 Brigade Reports

7.2.1 West Pingelly Brigade

West Pingelly Volunteer Bushfire

Brigade Minutes of Annual General Meeting

31 March 2016

1. Attendance

Kane Page, Rod Shaddick, Sam Lange, Anthony Turton, Graeme Watts, Peter Narducci, Simon Parsons, Adam Watts, John Bostock, Chris Murphy, Malcolm Cunningham, Kane Page, Gary Page, Matthew Cunningham, Graeme Watts, Peter Narducci, Kim Parsons

2. Apologies

Richard Bostock, Bruce Sewell, Colin Page

3. Opening

Meeting opened by Alan Parsons at 7pm

4. Prior Year Minutes Read

Move Mark Sewell Sec Adam Watts

5. Correspondence

Inward

- a. 10/9/15 Email from Sheryl Squires on 10 September 2015 regarding departure by Ian O'Dea from district as 3rd Lieutenant and Des Morison moving to 3rd Lieutenant from 4th
- b. Correspondence in relation to fuel card scheme
- c. 3/11/15 Letter forwarded by shire in respect to jerry can stowage and use on light tankers

Outward

Nil

6. Office Bearers

| Position | Person/s Nominated | Moved | Sec | Carried |
|----------------------|--|----------------|--------------------|---------|
| Sec/Treasurer | Mark Sewell | Graeme Watts | Kane Page | Yes |
| Captain | Gary Page | Adam Watts | John Bostock | Yes |
| Lieutenants | Kim Hughes Luke Hardie Simon Parsons Des Morrison | Mark Sewell | Matthew Cunningham | Yes |
| FCOs | Malcolm Cunningham Anthony Turton | Graeme Watts | Gary Page | Yes |
| | Adam Watts Alan Parsons | | | |
| Fire Weather Officer | Graeme Watts | Mal Cunningham | John Bostock | Yes |

Moved Graeme Watts Sec: Simon Parsons

7. Reports

- a. Fire caused by lightning strike at Nimbedilling near Page Road on 9 December 2015 attended by Graeme Watts and Eric Booth
- b. Fire from lightning strike on Hotham Dale near Leon Road on 10 December 2015 attended by Adam Watts

8. Financial Statements

Opening Balance at 31 Jan 2015 \$938.50

Receipts – \$0.65 (interest)

Expenses – Donated

Closing Balance at 31 Jan 2016 \$939.15

Move: Mark Sewell Sec: Malcolm
Cunningham

9. Presentation by Peter Narducci re Peer Support Program

10. Presentation by Rod Shaddick

11. General Business

- a. People not included on list of registered list of brigade members who need to be added to list (if not also on the list of other brigades):
 - i. John Bostock
 - ii. Jaan Shaddick
 - iii. Kim Parsons
 - iv. Paul Bouwer
 - v. Gary Page
 - vi. Brock Page
- b. People on list of registered brigade members who can be removed:
 - i. Bronwyn Cunningham
 - ii. Reece Cunningham
 - iii. Kaylene Sewell
- c. Fuel card. Discussion regarding best use of disbursing \$2,000 per annum fuel card allowance to brigade. General discussion.
Motion: That the fuel card be used for the purchase of bulk fuel to be distributed at a pre harvest meeting. Moved: Anthony Turton Sec: Graeme Watts. Carried.
 - i. Equipment requirements: Simon Parsons overalls. These were ordered in previous years however he has not yet received. Mark Sewell to follow up.
 - ii. Jaan Shaddick requires overalls.
 - iii. Adam Watts requires a set of overalls for fast attack unit.
 - iv. Brock Page requires a set of overalls that may also fit seasonal worker
- d. Bushfire radios
 - i. Gary Page's radio has an issue transmitting.
 - ii. Malcolm Cunningham's needs new aerial.
- e. Map Books. Rod Shaddick asked whether the brigade had a map book. Adam Watts advised it was in the fast attach vehicle when the vehicle was replaced.

12. Meeting Closed at 8.23pm Alan thanked Rod Shaddick and brigade members very much for attending.

7.2.2 Moorumbine-Noonebin Brigade

Moorumbine — Noonebine BFB AGM 18/03/2016

Meeting opened 5:20pm

Present: B Cunningham, L Johns, G Townend, B Cunningham, C Shaddick, C Draper, L Draper, R Shaddick, A Hassell, C Davis, E Blechynden, R Overington, B Eva, and M Cunningham.

Apologies: S Leake, A Pauley, L & M Smith, J Overington, A Cunningham and S

Higgins Minutes Read and accepted by L Johns and L Draper.

Election of Officers: Moved as a block moved by A Hassell seconded B

Cunningham. Officers are,

Captain: R

Overington

Secretary: L Johns

1st Lt: L Smith

2nd Lt: E Blechynden:

FCO's: R Shaddick B Cunningham and A

Pauley. Meeting closed at 5:20pm

Moorumbine — Noonebine BFB General Meeting

18/03/2016 Meeting opened at 5:25pm

Present and Apologies as AGM:

Minutes Read and Accepted by C Shaddick and A Hassell.

Business arising: Nil.

Correspondence in: Read and accepted by A Hassell and R

Overington. Treasures Report: \$353.53 in bank account. Accepted L

Johns and R Shaddick.

Captains Report: All fires well attended. Received paper work about a fuel card from the government for \$2000 a year for the next 3 years, Ricky to follow up.

FCO Report: A couple of lightning strikes, well

attended. General Business:

- Australian Charities still trying to sort out.
- Need to get new signatories for the bank account at the Bendigo bank Lindsay to follow up.

- DFES sometimes request crews to go to major incidents.
- Maybe talk to Damien to get the Bush Fire truck out and have a look over it.
- Fast attack turned up in February at Boyagin.
- Burning under permit at the moment probably not issued Thursday before Easter.
- Permits may be extended until a general rain across the Shire.
- Government are trying to bring new standards for permits in the whole grain growing area.
- Bring Fire units to the next meeting.
- Next meeting to be held at A Hassell's 14/10/2016
- Need to order Gloves and Goggles.

Meeting closed at 6:35pm

Moorumbine — Noonebine BFB Meeting 16/10/2015

Present: G Townend, L Johns, J Overington, B Jennings, B Eva, A Pauley, R Shaddick, C Shaddick, R Leake, L Smith, M Smith, C Davis, B Cunningham, C Draper, R Overington, C Cunningham, M Cunningham, S Cunningham, L Draper, A Hassell, G Hassell, S Kolbe.

Apologies: E Blechynden, A Cunningham, S Leake, S Higgins.

Meeting opened 5:21pm:

Minutes Read and accepted by L Draper and A Hassell.

Business arising:

- Motion was discussed at Bush Fire Advisory meeting it was too late for this meeting maybe next year.

Correspondence in: Read and accepted by L Smith and J Overington.

Treasures Report: \$353.53 in bank account accepted R Shaddick and A Pauley.

Captains Report: Nil

FCO Report: Ricky Brodie and Rod attended FCO course in Popo in

September General Business:

- The fast fill trailer has been serviced by the Shire.
- Wednesday night at Stephen's we will go over the fast fill trailer.
- Fire Breaks need to be installed by the 1st of November.
- Next October meeting bring your fire units.
- Make sure fire units are ready (ropes).
- Please try to carry wetter for mopping up.
- Permits will now be issued on Sundays and public holidays but not over Easter if it falls in the restricted burning period.
- Ring 000 in case of fire but keep information coming through so Shire can send out SMS with more information as it comes to hand.

Meeting closed at 6.15pm

Next meeting Friday the 18th March 2016 At Bob Eva's

7.2.3 East Pingelly Brigade

East Pingelly Bush Fire Brigade Meeting.

Held on 2nd March 2016 at Walton's Shearing Shed.

Meeting Opened at 5.10 pm.

Present: C. Walton, G. Poultney, A. Marshall, S. McNamara, D. Squires, B. Gibbs (Executive Manager), R. Shaddick (Chief FCO), R. Marshall, G. Smith, M. Walton, L. Corke.

Apologies: S. Blechynden, B. Blechynden, A. Fairhead, L. Marshall.

Minutes of the previous meeting were read and tabled as true and correct.

Moved A. Marshall 2nd R. Marshall.

Business Arising: Work on Fire Truck is completed and foam working.

Fast Fuel Pump has been serviced and is residing at Sam's.

FCO's have done their training.

Decisions on Weather Stations still up in the air.

Telstra Towers will be at Yealering and Bulyee.

Shire has \$6000 funding left.

Hobby Farmers have been alerted to Harvest ban rules and are now adhering to them.

Correspondence Inwards:

Fuel Card.

Letter from Colin Barnett.

Notification revoking Tutanning's ACNC.

Correspondence Outwards:

Fuel Card Application.

General Business:

1. Discussed about \$2000 Fuel Card. Resolved that we share among volunteers.
2. B. Gibbs said Shire has requested Light Truck (4x2) for West Pingelly and (4x4) for Mourumbine and replacing the town truck is in the budget. Our truck is at least 3 years away from replacement.
3. Chief FCO Rodney talked of safety changes to most of the trucks. Luckily ours is too old for this. 16 years is the age when they are decommissioned.
4. Barry will make sure AGM dates will be text to all members as well as put in the shire notes.
5. Rodney talked about the 2 big fires at Esperance and Yarloop and that we are probably in no better position to stop them than we were at the Pingelly fire 20 years ago. Highlighting the fact that we need to put them out early. We have a better rapport with our local Calm Officers and this should help in making early decisions to control a fire. We need to use local knowledge more and the Ferguson Inquiry won't change much.
6. Burning is allowed on Sundays and Public Holidays except Easter and no burning will be permitted from Easter Thursday through to Monday.
7. Calm will be doing some protective burning in autumn in Tutanning.

Brigade Positions

President: C. Walton.

Secretary: G. Poultney.

FCO'S: V. Lee, A. Marshall, J. Edwards, S. McNamara.

Captain: C. Walton.

Lieutenant's: B. Blechynden, M. Page.

Nominated by R. Marshall 2nd A. Marshall

Meeting Closed at 6.20pm.

7.2.4 Pingelly Brigade

Pingelly VFRS/ Pingelly Town BFB.

- 3.4R has been booked into Southwest Fire Appliances, Collie to have electric hose reels fitted. This should be completed within the next month.
- Darren Hepple, Foreman Pingelly VFRS has moved to Brookton and relinquished his position as Foreman. This position has been taken up by Rob Kirk in an acting capacity until the next AGM in June 2016.
- Callouts to date, 16. This number includes VFRS and BFB callouts.
- Hazard Reduction Burns for bushland areas as indicated in the 7 year program will commence with two Autumn burns. One burn will be to reduce the hazard in the gravel reserve west of Eliot and Park Street. The other burn will be to reduce the hazard near the Pingelly Refuse Site. The Spring Hazard Reduction Burns will continue as per the program.
- Residential town lots Hazard Reduction Burns. This is being assessed from the point of view that landowners should be more responsible for the maintenance of the land with respect to weed control, etc. It proposed to meet with Barry and Sheryl to investigate ways of engaging landowners to be more proactive.

Wellness / Peer Support Notes.

- A review of Wellness Branch service availability to volunteers found that BFB volunteers were being overlooked. This was an unfortunate oversight. 30 extra Peer Support Officers have been added to the original pool of 60. The Great Southern Region has 6 Peer Support Officers. The next phase of the Peer Support program is currently underway with the appointment of Peer Support Team Leaders for each region.
- BFB volunteers and spouses/partners are now able to access all the Wellness/Peer Support services, if and when required.
- Local Peer Support Officers Peter Narducci and Deb. Hopper have been visiting VFRS, BFB and SES Units in the region to deliver the Wellness/Peer Support program so that all volunteers are up to speed with the function of the Wellness Branch.

7.3 DFES Report **2015/16 Bushfire Season**

As everyone is aware, the 2015/16 bushfire season started early with fires in November across the state particularly the Esperance fires and closer to home the Mount Solus fire.

The season continued with a number of significant fires across the state notably the significant fires in the Shires of Waroona and Murray.

A number of fire reviews have been released including the Lower Hotham & Northcliffe Fire Review and the Esperance Fires review with the Waroona (Yarloop) Public Inquiry due to be released in May 2016.

Thank you to everyone who assisted with these fires directly or provided additional coverage to neighbours during these times.

Training:

1. The Fire Control Officers Course held in Popanyinning in 2016 went very well with very good numbers and a busy day fitting 1 ½ days training into the single day.
2. An Introduction to Fire Fighting Course was held at the Pingelly Volunteer Fire and Rescue Station in mid-2015, with the Bush Fire Fighting course held soon after in Brookton.
3. A number of training courses were run in the last year that involved volunteers assisting in delivery, particularly CBFCOs sharing their knowledge / expectations.
4. The current DFES training calendar has been sent out to all shires to consider training opportunities for their members, please note that these dates may vary (please give me a call to confirm courses) we are also looking to arrange Ground

Controller training in Boddington & Brookton in August 2016, Places will be limited so there may be a need for shires to be selective about who they nominate with priority going to those shires with greater involvement with water bombers.

5. I am keen to discuss any future training needs for the Pingelly Shire if this was to be raised at the BFAC or later on. The current training catalogue and training calendar is attached if the committee is interested.

High Season Light Tanker:

Unfortunately the delivery of this appliance was delayed. This is understood to be due largely to the unit being sent to the major bushfire incidents in the period between being released from the north and being delivered to Pingelly

7.4 DPAW Report

DPAW are to conduct further fuel reduction burns this off-season.



Report for Pingelly Shire Bushfire Advisory Committee

12th April 2016

Fires

It has been a relatively quiet bushfire season for Parks and Wildlife in the Wheatbelt with only 6 fires effecting DPaW estate with the majority being caused by lightning in November. None in the Pingelly Shire.

Staff and crews have been very busy attending fires at Esperance, Mount Solis, Waroona and Collie etc. On several occasions most Parks and Wildlife resources have been deployed out of the region only leaving a light unit in each work centre.

There has been rumours circulating again that Parks and Wildlife will prosecute anyone that enters a Reserve or National Park with machinery to extinguish a bushfire. I can assure the committee that this is not the case and FCO's are protected under the bushfires Act. As an Agency all we ask is that the FCO rings the on-call Duty Officer so payment of hired machinery can be authorised and Parks and Wildlife assistance provided.

Prescribed Fire

The Autumn burn program consists of 10 burns in the Great Southern including 3 in the Pingelly Shire as shown in the agenda.

Burning commenced last week with 3 burns being completed including GSN_017 in Tutanning. We hope to resume burning again next week depending on the weather.

Fire Access Tracks

We have applied for Bushfire Mitigation funding for next financial year to do some track upgrade and maintenance at Tutanning and Boyagin. This work would include the use of mulcher to remove over hanging trees and a grader for erosion repair etc. value of the works is \$20,000.

Discussions from Reports

Paul Blechynden responded to a query about the fuel cards and explained that they were issued to all emergency services groups from a R4R grant. The cards will be issued for 3 years at this stage and any unspent funds will carry over in the first year, but will not after that.

Sheryl Squiers will deal with any issues brought up in Brigades minutes.

Fire hose reels on Shire of Pingelly of 3.4R are due for replacement, Barry has suggested to delay the fitting of these until August/September as the season has broken there is no urgency.

Discussion on training/experience for volunteer firefighters with DPAW when they do their prescribed burns. Greg Durell is happy for this to happen especially for the VFRS members to gain some firefighting experience.

8. GENERAL BUSINESS

8.1 Request for Notification of Bushfire Brigade Meetings by SMS

The East Pingelly Brigade has put in a request to the Shire for an SMS message be sent to relevant brigades to remind members of the meeting date.

Discussion Was held and it was agreed that this would be done starting next season with respective brigades notifying Shire at least a week prior to when their AGM will be held and for her to send an SMS to their members.

Recommendation:

That the Shire send SMS messages for each Brigade meeting prior to meetings to give members a reminder meeting coming up.

11335 - Moved Barry Gibbs, Seconded Adam Watts.

CARRIED

8.2 DPAW Prescribed Burns & Permission to Burn Road Reserve



Government of Western Australia
Department of Parks and Wildlife
Wheatbelt Region

Your ref:
Our ref: GSN_023
Enquiries: Mitchell Davies
Phone: 0427 193 656
Email: Mitchell.Davies@dpaw.wa.gov.au

Mr Gavin Pollock
Chief Executive Officer
Shire of Pingelly
17 Queen Street
PINGELLY WA 6308

| | |
|-------------------|-------------|
| SHIRE OF PINGELLY | |
| FILE | 00400 |
| DATE | 04 MAR 2016 |
| Officer | ACT |
| Copy to | |

Dear Gavin

Permission To Burn Road Reserve (Tutanning Road)

The Department of Parks and Wildlife is planning to undertake a prescribed burn in Tutanning Nature Reserve ↑25555 adjacent to Tutanning Road this Autumn.

To facilitate this burn we are seeking permission to burn a section of Tutanning Road Reserve (see map attached) which is managed by the Shire of Pingelly.

The burn is being undertaken with the assistance of the Tutanning fire brigade and appropriate road signage will be installed on the day to warn motorists of smoke and other hazards.

Once the burn is completed the road reserve will be walked by an appropriately experienced Parks and Wildlife staff member to ensure no hollow butts or other hazards are left that could impact the road.

If you require any clarification on any of the above matters please contact District Fire Coordinator, Mitchell Davies, on 0428 215 921.

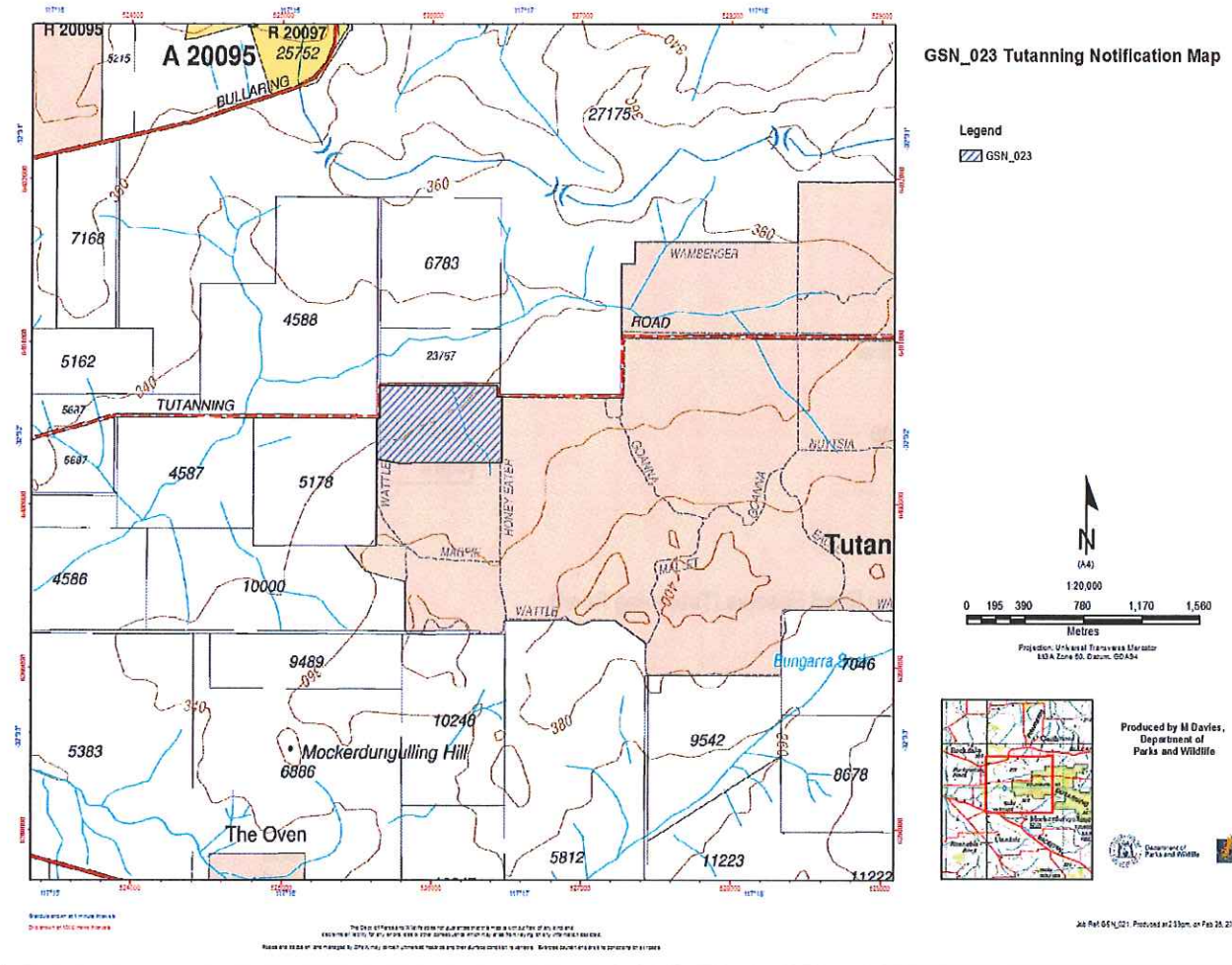
Yours sincerely,

Chris Stewart
A/District Manager

29 February 2016

Wheatbelt Regional Office
PO Box 100 / Wald St, Narrogin, Western Australia 6312
Phone: (08) 9881 9200 Fax (08) 9881 1645 Email: narrogin@dpaw.wa.gov.au
www.dpaw.wa.gov.au

11/16/16





Department of
Parks and Wildlife



FIRE 243
(04/07)

Local Ref:
Contact: Mitchell Davies
Phone: 0427 193 556
Fax: 9821 2633
Email: Mitchell.Davies@dpar.wa.gov.au

| | |
|-------------------|-------------|
| SHIRE OF PINGELLY | |
| FILE | 00400 |
| DATE | 18 MAR 2016 |
| Officer | DIS. / AOT |
| Copy to | |

To: Mr Gavin Pollock
CEO Shire of Pingelly
17 Queen Street
PINGELLY WA 6308

Dear Mr Pollock

Notification of Prescribed Burn

The Department of Parks and Wildlife is responsible for the management of fire in Western Australia's State Forests, National Parks and Nature Reserves.

The Department uses planned fire to manage these natural ecosystems in order to maintain the biological diversity of habitats and species richness, and to protect life, community assets and natural resources from damage by uncontrolled fire.

We intend to undertake three prescribed burns within the Shire of Pingelly in the near future, when suitable conditions allow. Please see attached maps.

Adjoining Neighbours and the CBFCO have also received written notification.

Should you require more specific information, or have any particular concerns about this burn and other burns programmed by the Department, please contact this office.

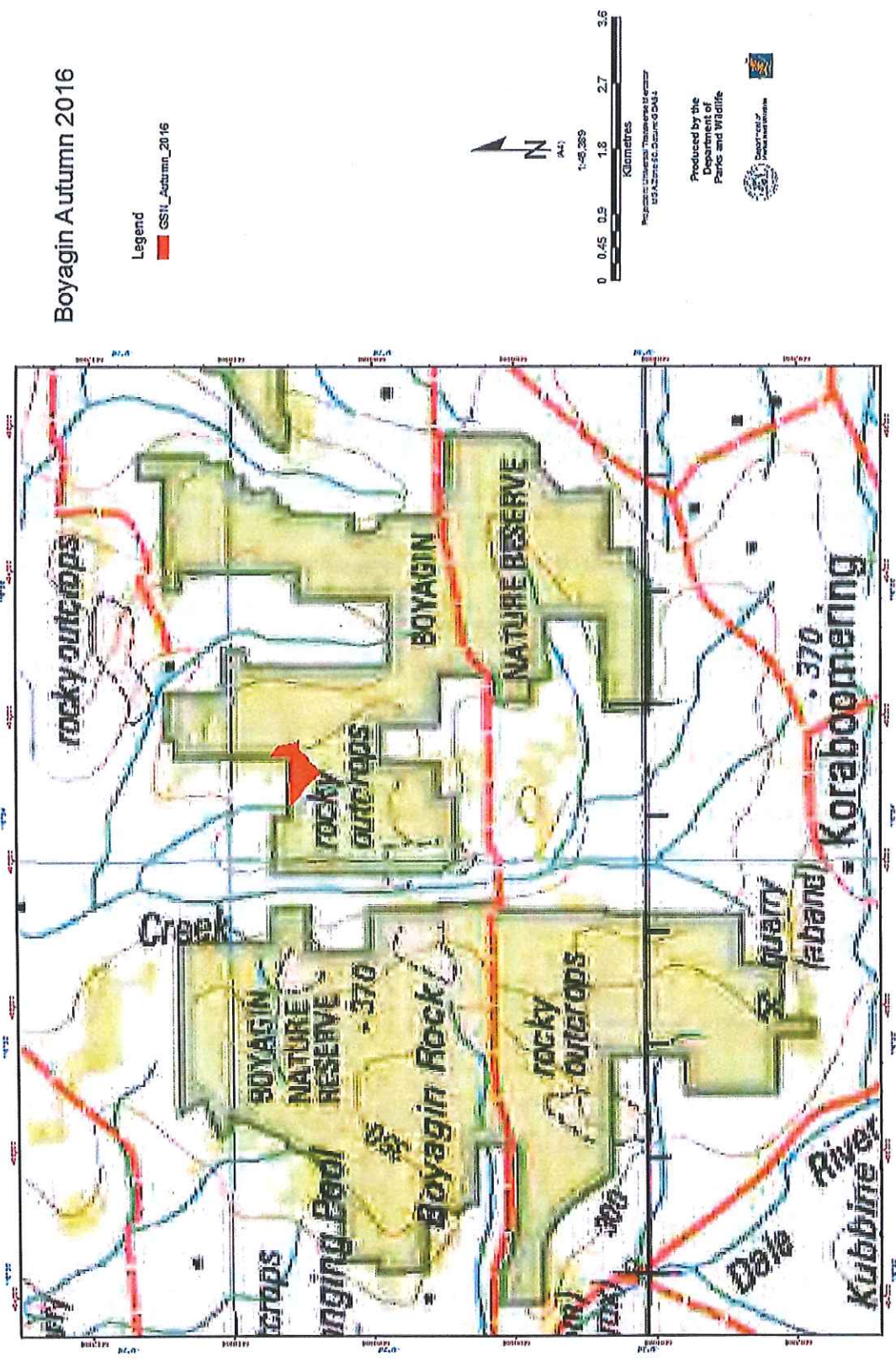
Yours sincerely

Greg Durell
District Manager

Date 14 March 2016
Enc. 1

Custodian: Principal Fire Planning Officer

Boyagin Autumn 2016

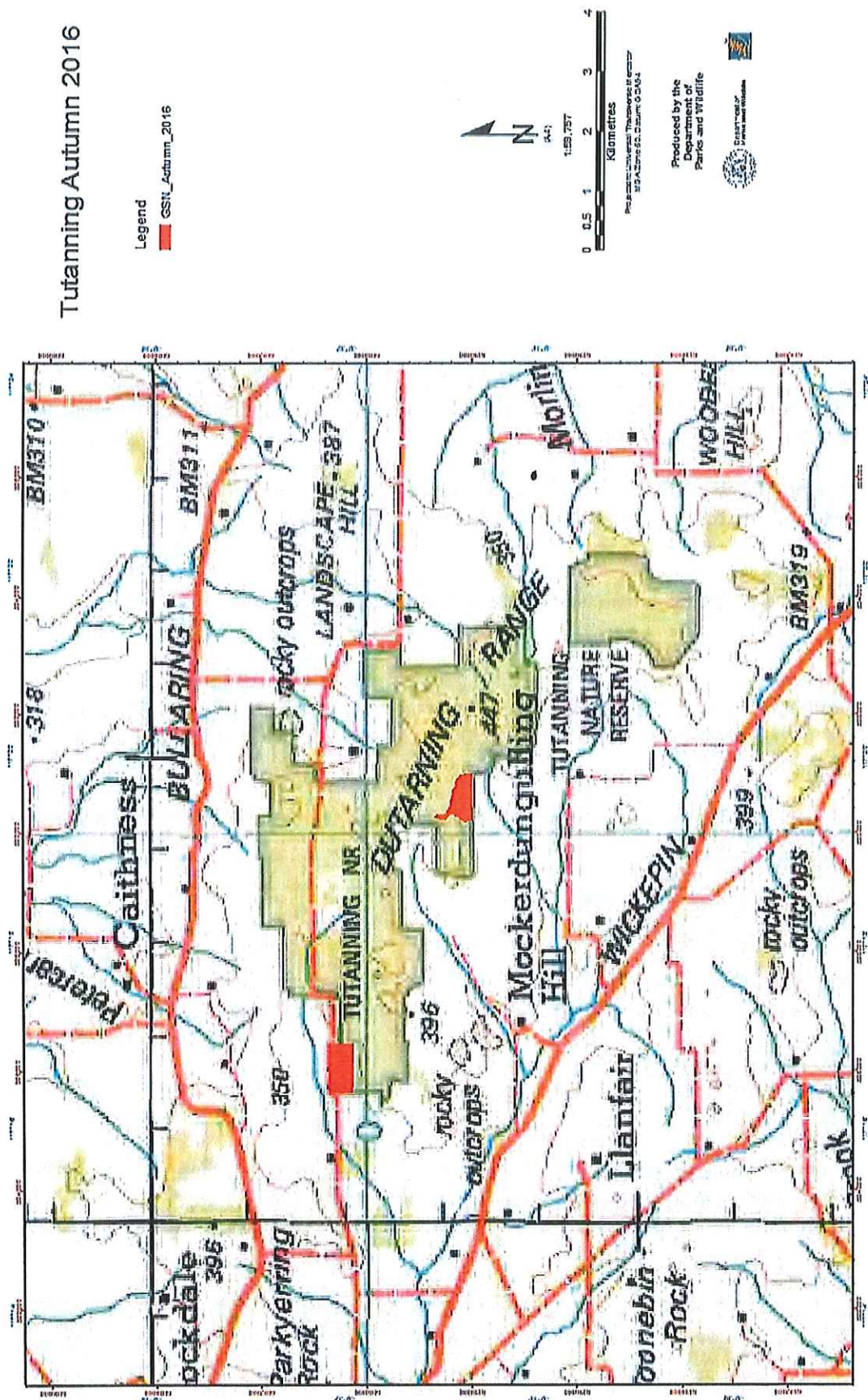


Produced by the Department of Parks and Wildlife

This map is based on the 2015 Bushfire Risk Assessment for the Boyagin Nature Reserve and is intended for general information only. It is not intended to be used as a basis for any legal or financial decisions. The Department of Parks and Wildlife is not responsible for any loss or damage arising from the use of this map.

Copyright © 2016 Department of Parks and Wildlife

Tutanning Autumn 2016



Legend
■ GSIT_Autumn_2016



0 0.5 1 2 3 4
Kilometres

Produced by the
Department of
Parks and Wildlife



Prepared at 12:27pm on 12 April 2016

Copyright © 2016 Shire of Pingelly. All rights reserved. This map is a reproduction of a map prepared by the Shire of Pingelly. It is not to be used for any other purpose without the written consent of the Shire of Pingelly.

Shire of Pingelly
12/04/2016 12:27 PM

The Shire has acknowledged the request from DPAW for permission to burn the road reserve on Tutanning Rd adjacent to Tutanning Reserve, a permit has been issued for this.

Discussion:

Information received. Anthony Turton asked the question on the requirement for a permit to burn on the road reserve, he was on the understanding DPAW owned road reserves. It was explained road reserves belong to the Shire and that an application to burn on a road reserved can be submitted to the Shire and a Permit will be issued.

8.3 Foam for Bush Fire Trucks

A discussion on the availability of foam for the Bush Fire Trucks following the last DOAC meeting.

Discussion:

Barry Gibbs asked the question of what happens when the foam for our trucks is used outside of our Shire how do we get reimbursed for it.

Paul Blechynden responded that if it was related a specific incident it would be replaced. With major fire incidents there is usually a stockpile of foam kept at the incident to be used. Alternatively there is a stockpile of drums of foam kept at DFES Narrogin depot which replacement drums may be taken from.

Half a pallet of drums of foam was ordered prior to fire season 2015/16 and distributed to brigades with the majority of drums store at the Pingelly VFRS depot.

8.4 Weather Stations

Discussion on the progress in relation to the weather stations.

Discussion:

Original company changed hands and there was some doubt as to whether the weather stations would be able to be purchased. Negotiation with new company Aquamonix have gone well and the weather stations have been purchased with the proposed installation date by the end of June 2016.

The cost of each station was approximately \$7,000 and 3 will be purchased to be installed at the following properties:

Graeme Watts' – West Pingelly
Rod Shaddick's – Moorumbine, and
Sam MacNamara's – East Pingelly

These stations could be moved if required, but as the data can be accessed remotely this would probably not occur. Running costs are minimal as solar powered.

8.5 Bush Fire Incident Reports

These need to be submitted as soon as possible after the event.

Discussion:

Sheryl Squiers requested that fire incident reports be submitted to the Shire as soon as possible after the incident, so they may be submitted to DFES. Paul Blechynden also explained that submitting these reports or helps to the ESL funding received by the Shire.

General Business

Rod Shaddick talked about the proposed changes for issuing of permits. There has been a proposal to have the same conditions for the whole state on permits, there has been some opposition to this. It is suggested the permits need to suit areas with similar needs, e.g. heavily forested areas need to have different conditions to farming land.

Question asked about the issuing of permits to small landowners, and some of the FCO's are not familiar with a lot of these properties. It was suggested if they were not sure of the lay of the land maybe the property owner could issue the FCO with an aerial map of the property showing the terrain etc. It was also recommended that the FCO's ask the small land holder what equipment & resources they have to keep their burn under control.

A request for radio and fire ground training requirements to be held prior to 2016/17 bushfire season. Paul Blechynden will organize a date to suit and will come to Pingelly to do a combined session with the VFRS, BFB's & Shire staff. Possible date would be in August.

Damien Spencer asked if the crew cab fire protection for units fit outs are still going ahead in regards to the axle load of the vehicles. Paul Blechynden replied that there has been \$9.5m allocated for the fit outs and only a percentage of the trucks would be getting fitted approximately 600-700 of the fleet. Old trucks that are due for replacement or decommissioning will not be done.

The program for the refits will be over 2 years. The lifespan of the in cab air units is 10yrs and are single use canisters.

DPAW trucks are already up to specifications with the curtains fitted but not the in cab sir systems.

Peter Narducci talked about the Wellness Peer Support and that the first anniversary of the implementation of this support system was introduced. In the first 12 months there have been 200 people requesting assistance through this support group.

This support is for all emergency services personal and their families to cover any issues either work related or personal, not just at the time of a critical incident.

There were originally 60 peer support officers and the Bush Fire Brigades were not originally include, but are now under the DFES banner and this adds another 30 peer support officers. At the end of April team leaders will be appointed for each area.

Barry Gibbs stated that the application for the 2016/17 ESL funding has been submitted, it is also made aware to the brigades that any submission for the ESL funding needs to be submitted to the Shire by mid-March each year. Applications for hose reels, a light tanker for West Pingelly Brigade and a 4.4R for Moorumbine-Noonebin Brigade have been submitted. A review is also being done to include the servicing of the WAERN radios in the ESL funding, currently there is \$7,000 remaining in 2015/16 ESL account.

The Chairman to declare the meeting closed at 8.34pm.

Next meeting will be on Tuesday 11 October 2016 at 7.00pm.

These minutes were confirmed by the Committee at the Meeting held on 18 May 2016

Signed

Presiding Person at the meeting at which the minutes were confirmed.

Attachment 4

**Pingelly Primary Health Centre
Project User Group (PUG) Meeting**

Minutes



MINUTES

Page 1 of 8

**Pingelly Primary Health Centre
Project User Group (PUG) Meeting**

To be endorsed

Minutes of the regular meeting of the Pingelly Project User Group

Date Thursday 28th April 2016

Place Pingelly Health Centre

Chair Evan Hodges

Present

Shirley Lange (Shire of Pingelly rep), , Lee Steel (CRC rep), Kaye Watts (General Practice), Kylie Turton (Young families rep), Jenny Menasse (Operations Manager – Southern Wheatbelt), Karen Blakeley (Health Service Manager Pingelly), Sharon Blight (Administration Assistant Pingelly - Minutes).

Apologies: Evan Hodges (Chair and Bendigo Bank rep), Lesley Page (Somerset House), Cheryle Lee (Pingelly Development Association rep), Dee Hollett (Primary Health Manager – Southern Wheatbelt).

Cultural Acknowledgement

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

The PUG Chair opened the meeting at 10.15 hours.

| STD | ITEM NO | AGENDA ITEM | SPEAKER | DISCUSSION/DECISION | ACTION | WHO/WHEN |
|-----|-------------------|--|---------|---------------------|--------|----------|
| | 1 | Welcome | Chair | | | |
| | [Trim ref number] | Minutes and Actions Last Meeting (Items not covered in standard agenda) | | | | |
| 1 | 2 | The minutes and actions of the regular meeting of the PUG held on 24 th March 2016 were accepted as a true and accurate record. Endorsed by Kaye Watts, Seconded by Karen Blakeley. | | | | |



MINUTES

Page 1 of 8

**Pingelly Primary Health Centre
Project User Group (PUG) Meeting**

To be endorsed

| PINGELLY PUG ACTION ITEM LIST | | Who | When | Outcome |
|---|--|---------|---------|---|
| Action Items – ongoing | | | | |
| Representatives from WA Country Health Service provide updates on service delivery and engagement | | | | |
| - Nurse Practitioner – KB reported EB has attempted to contact Hillary | | TBC | Ongoing | |
| - Public Health – no report | | | | |
| - Shire survey results on health issues – not until next weekend, 7/5 community consultation | | | | |
| Identify local health topics on trend for inclusion in newspaper in Pingelly – | | PUG | Ongoing | Primary health usually provide this info |
| LS advise EB when letter of support from WACHS for community vehicle required. | | EB / LS | Ongoing | LS to confirm next meeting. Looking at next week. Looking for locations to house the vehicle. Query David Ford's shed |
| EB investigate local shade providers – shade sail and pergola to BBQ seating area and Play area. Provide quotes for PUG consideration | | EB | Ongoing | Not progressed. Agreed not to further this with the Aux until determined the priorities. |
| PUG Chair to contact Malcolm Jetta to nominate a local PUG member. | | KB | Ongoing | EB attempted to contact Malcolm Jetta many times, unsuccessful. Agreed to let him know he will be replaced. KB to email him to advise him. |
| KB inform local staff to contact LS regarding potential diabetic cooking classes at CRC | | KB | Ongoing | On hold |
| Action Items – 28/4/16 | | | | |
| Art Panel – need an aboriginal representative, Gloria Bennell to be approached by LS | | LS | 20/5/16 | |
| PUG provide SB with agenda items prior to meetings | | PUG | 25/5/16 | |
| KT to query Jan 29 th minutes and amended Minutes with EB | | KT | | |
| Dental promotion – SL to liaise with Dr Morgan | | SL | | |
| Summary or Issued Identified – JM to provide various feedback from action items | | JM | | |
| | | | | |



MINUTES

**Pingelly Primary Health Centre
Project User Group (PUG) Meeting**

To be endorsed

| STD | ITEM NO | AGENDA ITEM | SPEAKER | DISCUSSION/DECISION | ACTION | WHO/WHEN |
|-----|---------|-------------------------|---------------|--|--------|----------|
| | 3 | Community Group Reports | Lee Steel | <ul style="list-style-type: none"> CRC & Shire waiting for confirmation from Sean Conlan re: future use of existing building, LS had emailed Sean Conlan, but Sean thought Greame leveragington was dealing with it, so still waiting response. This has been detrimental and very disappointing that we have missed the UWA budget opportunity re: possible future use of building by UWA. Attempt to re-ignite if and when we get another opportunity. No specific feedback. Working with playgroups | | |
| | | | Kaye Watts | | | |
| | | | Kylie Turton | | | |
| | | | Shirley Lange | <ul style="list-style-type: none"> Colour of roof set – Slamon Gums, Roof – Surf Mist. Approved by Greame Leverington. Waiting for PDP approval by treasury, which we are told is imminent. | | |



MINUTES

**Pingelly Primary Health Centre
Project User Group (PUG) Meeting**

To be endorsed

| STD | ITEM NO | AGENDA ITEM | SPEAKER | DISCUSSION/DECISION | ACTION | WHO/WHEN |
|-----|---------|--|----------------|--|---|----------|
| | 4 | Health Service Reports | Karen Blakeley | <ul style="list-style-type: none"> Very disappointed that aboriginal DESMOND had to be cancelled. | Let the group know when the community are going to get this program | |
| | | | Jenny Menasse | <ul style="list-style-type: none"> Pingelly doing really well. A 9 hour night duty has been implemented to the roster, so that we have the most amount of staff on when the most presentations occur. It will decrease agency cost, no impact on community, it is just getting the most productive work when there are the most presentations. ETS is open to 11pm Shire of Pingelly Final Survey results - ongoing | | |
| | 5 | Presentations Service Reform - Work Plans | | To be tabled at next meeting | | |
| | 6 | Service Reform – Review group role | | <ul style="list-style-type: none"> The group are going to invite Irene Mills to next meeting 9am start, for her to give an overview of DHAG/LHAG, how the role of the group has changed, determine frequency of meetings JM gave an overview of the LHAD and DHAG bodies and structure. She advised it is an opportunity for the group to identify problems and solve if able, or if not, escalate up to DHAG level. Opportunity to work together with other parties, ie, invite Silver Chain, GP etc. | SB to email out terms of reference for LHAG from other sites to group members | |



MINUTES

**Pingelly Primary Health Centre
Project User Group (PUG) Meeting**

To be endorsed

| STD | ITEM NO | AGENDA ITEM | SPEAKER | DISCUSSION/DECISION | ACTION | WHO/WHEN |
|-----|---------|-----------------------------------|---------|---|---|----------|
| | 7 | Capital Reform Update | EB | <ul style="list-style-type: none"> • Emma Birch's report – tabled. • Guthrie testing – training resources here. • Brief intervention – training on hold • The group has an expectation for the Art meeting to be held in Pingelly. This expectation is based on that volunteers are not paid and should not have to drive to Perth. • Group expect reports from Emma • Funding from Auxiliary <p>Query from Jan 29th meeting's minutes (amended) and confirm that the correct minutes are filed with the amended document</p> | <p>SB to email EB re: this expectation</p> <p>SB to email EB advising that the group is pulling back until the needs of the health centre are determined.</p> <p>KT to clarify with EB</p> | |
| | 8 | Communication General Business | EB | <ul style="list-style-type: none"> • A community meeting was held today. A "summary of issued discussed" is to be included with the minutes for actions • Palliative Care: The group understands and have accepted that the health centre provides in home palliative care but the group want reassurance of commitment to ongoing in home community care. They also want acknowledgment that there is an existing gap as there is no alternative for out of home care which still needs to be addressed and a solution needed. In addition, the community are in full support of in home care as the Aux have agreed to purchase two portable beds to the value of \$5000 • Dental: The group would like to continue to provide service in the current health centre and have accepted that WACHS provide a single dental space to house the existing equipment. They have accepted use of mobile equipment at the new building. A discussion of use of mobile dental equipment to be considered once the budget finalised. The community propose that the | <p>LS to approach Somerset House</p> <p>SL to liaise with Dr Morgan re: promoting the service</p> <p>JM to speak with SC re: proposal by group</p> | |



MINUTES

**Pingelly Primary Health Centre
Project User Group (PUG) Meeting**

To be endorsed

| STD | ITEM NO | AGENDA ITEM | SPEAKER | DISCUSSION/DECISION | ACTION | WHO/WHEN |
|-----|---------|-------------|---------|---|---------------------|----------|
| | | | | <p>Art budget be used to purchase the mobile dental equipment as it is a higher priority than the Art budget.</p> <p><i>JM advised that she may be able to buy some out of operational budget.</i></p> <p><i>JM identified that the new public dental proposed for Narrogin may have an impact on Pingelly.</i></p> <p><i>The shire have a commitment to dental at Pingelly</i></p> <ul style="list-style-type: none"> Doctor's needs: The group would like an update on the cost for the use rooms by the doctor, by the 31st May 2016 so the shire can set their budget. Rooms How is WACHS going to deal with the shared spaces, is the budget set and the cost of the use of the spaces? Staff hours: the group want confirmation/affirmation that WACHS is going to maintain 24/7 and the commitment to continue this. <p><i>JM advised no desire to change from new current roster</i></p> <p><i>JM advised hope for ETS to go 24/7 in the future</i></p> <p><i>JM identified the possibility of delaying access to emergency treatment by stopping at Pingelly after 11pm at night.</i></p> <p><i>Community to be educated to ring an ambulance</i></p> <p><i>Karen advised that Drew – Paramedic advised that they need to go the nearest appropriate hospital</i></p> <ul style="list-style-type: none"> Rooms: Have WACHS come up with how the rooms are going to be utilised and what community pay versus commercial pay for rental/use. Management structure: What is the proposed final management structure and how will it change/vary from the current structure? What effect this will have on | <p>JM to ask SC</p> | |



MINUTES

Page 6 of 8

**Pingelly Primary Health Centre
Project User Group (PUG) Meeting**

To be endorsed

| STD | ITEM NO | AGENDA ITEM | SPEAKER | DISCUSSION/DECISION | ACTION | WHO/WHEN |
|-----|---------|---------------------|---------|---|---|----------|
| | | | | <p>long term staff?</p> <p><i>JM advised no staff will loose jobs. It has been identified in the Wheatbelt Strategic plan, HACCC coordination and services are being reviewed. The reporting is complex and time consuming and we need to ensure staff are available to provide direct care to clients. Organisational structure – There was a query if the management of Pingelly Health Centre would change to the Manager or Primary Health. JM advised that the Wheatbelt Director of Nursing and Midwifery had overarching responsibility for nursing and despite there being a Primary Health focus there is a commitment provide emergency care.</i></p> <ul style="list-style-type: none"> • Liaison Officer: Will there be a dedication for a shared working space? The community would like to see a community liaison officer, as there is on ongoing need. • Sign: When will the sign on the proposed site go up? Query main roads, • Approval of building: When it is approved, how is this going to be promoted or how is the community going to be made aware with timelines? • Savings: Is there a demolition budget? If the building is not demolished, can these savings be used for dental and the playgroup, so that the community don't have to pay for these? | <p>SB to email EB to see if she is responsible or if not who is?</p> <p>JM to follow up</p> | |
| | 9 | Next Meeting | | Next meeting 26 th May 2016. | | |

There being no further business the meeting closed at 12.15pm

