



17 Queen Street, Pingelly
Western Australia 6308
Telephone: 9887 1066
admin@pingelly.wa.gov.au

Council Agenda

Shire of Pingelly

Ordinary Council Meeting

Wednesday 18 February 2026

DISCLAIMER

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

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



Shire of Pingelly

Notice of Meeting

Notice is given that a meeting of the Council will be held in the Council Chambers, 17 Queen Street on Wednesday the 18 February 2026, commencing at 2pm.

Your attendance is respectfully requested.

Disclaimer

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations. The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

A handwritten signature in black ink, appearing to read "A" followed by a cursive signature.

Andrew Dover
Chief Executive Officer

PUBLIC QUESTION TIME INFORMATION

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

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

Questions may be submitted by e-mail to admin@pingelly.wa.gov.au.

Risk Framework

Consequence Rating

Impact	Health	Financial	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant	Negligible injuries	Less than \$2,000	No material service interruption	No noticeable regulatory / statutory impact	Low impact, single complaint, low profile or 'no news' item	Inconsequential or no damage	Contained, reversible impact managed on site response
Minor	First aid injuries	\$2,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliance	Low impact, a small number of complaints	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate	Medical type injuries <5 days	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Public embarrassment, moderate impact, low or moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major	Lost time injury >5 days	\$50,001 - \$200,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic	Fatality, permanent disability	More than \$200,000	Indeterminate prolonged interruption – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages	Public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution. Complete loss of property	Uncontained, irreversible impact

Likelihood Rating

	Description
Almost Certain	The event is expected to occur in most circumstances > once per year > 90% chance of occurring
Likely	The event will probably occur in most circumstances At least once per year 60% - 90% chance of occurring
Possible	The event should occur at some time At least once in 3 years 40% - 60% chance of occurring
Unlikely	The event could occur at some time At least once in 3 years 10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances Less than once in 15 years < 10% chance of occurring

Risk Matrix

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	M (5)	H (10)	H (15)	E (20)	E (25)
Likely	L (4)	M (8)	H (12)	H (16)	E (20)
Possible	L (3)	M (6)	M (9)	H (12)	H (15)
Unlikely	L (2)	L (4)	M (6)	M (8)	H (10)
Rare	L (1)	L (2)	L (4)	L (4)	M (5)

Risk Acceptance Criteria

	Description	Criteria	Responsibility
Low (L)	Acceptable	Acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Staff Member
Moderate (M)	Monitor	Acceptable with adequate controls, managed by specific procedures, subject to semi-annual monitoring	Senior Manager
High (H)	Urgent action	Acceptable with effective controls, managed by senior management, subject to monthly monitoring	Senior Manager
Extreme (E)	Unacceptable	Only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by the CEO and subject to continuous monitoring	CEO

TABLE OF CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	6
2. ACKNOWLEDGEMENT OF COUNTRY	6
3. ANNOUNCEMENTS BY THE PRESIDING MEMBER	6
4. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	6
5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	6
6. PUBLIC QUESTION TIME.....	8
7. APPLICATIONS FOR LEAVE OF ABSENCE	8
8. DISCLOSURES OF INTEREST	8
9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	9
9.1. Confirmation of Minutes from Previous Meetings – 10 December 2025	9
9.2. Confirmation of Minutes from Previous Meetings – 21 January 2026	9
10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	9
11. ITEMS BROUGHT FORWARD DUE TO PERSONS ATTENDING	9
12. REPORTS OF COMMITTEES	10
12.1. Reports of Committees of Council	10
12.2. Reports of Council Delegates on External Committee	10
13. REPORTS OF COUNCILLORS	11
13.1. Reports of President	11
13.2. Memorials	11
13.3. Celebrations	11
14. OFFICE OF THE CHIEF EXECUTIVE OFFICER	12
14.1. Draft Pingelly Accommodation Action Plan.....	12
14.2. Pingelly Heritage Grant Program 2026	37
14.3. Scheme Amendment No. 9 to the Shire of Pingelly Local Planning Scheme No. 3: Submitted for Adoption.....	46
15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES	109
15.1. Monthly Statement of Financial Activity – December 2025	109
15.2. Monthly Statement of Financial Activity – January 2026.....	140
15.3. Accounts Paid by Authority – December 2025	171
15.4. Accounts Paid by Authority – January 2026	193
16. DIRECTORATE OF WORKS	210
16.1. Road Prioritisation Policy	210
17. ELECTED MEMBERS MOTIONS WITH PREVIOUS NOTICE	217
18. NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING	217
19. MATTERS FOR WHICH THE MEETING MAY BE CLOSED	217
19.1. Confidential Item – 2025 / 2026 Community & Events Grant Scheme Round 2.....	217
19.2. Confidential Item – Fee Waiver	217
19.3. Confidential Item – Tender 02-2025	217
19.4. Confidential Item – Tender 03-2025	217
20. CLOSURE OF MEETING	218

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman to declare the meeting open.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Please turn your mobile phones to silent, any calls are to be taken outside of the Chambers.
Thank you.

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

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Response to questions taken on notice at the 10 December 2025 Ordinary Council Meeting.

Ms Lee Steel:

Q2: Do you Madam President and your fellow Councillors recognise that Remplan Tools are planning tools and can assist with potential outcome reporting but should not be the sole source of information?

R: The short answer to this is yes, I am aware of that. The REMPLAN program uses empirical data from Tourism Research Australia, Australian Bureau of Statistics and other reliable sources. This program is part funded by the Department of Primary Industries and Regional Development as is used by most local governments and the State government due to the scientific nature of the data produced and its ability to reveal total spend as well as secondary expenditure. The scientific approach provided by REMPLAN is preferred to anecdotal information that will be incomplete and inaccurate.

Q3: Madam President and fellow Councillors, assuming you are aware of what assumptions were used in the process to generate the report you are replying on, can you please explain how you see the reported dollars being reflected into our local economy / businesses?

R: As stated, the REMPLAN program is the most accurate information available and is used by many local governments including larger local governments as the best source of this information.

Q4: Will Council reconsider the decision to depend solely on online reporting of outcomes now knowing that industry does indeed see the need to collect local economic data as important for accurate reporting?

R: The scientific approach provided by REMPLAN is preferred to anecdotal information that will be incomplete and inaccurate. Manually collecting local economic data does not have the rigor necessary and therefore is extremely inaccurate and paints an incomplete picture.

Q11: Has Council gone back to previous records to consider alternative funding and management options for accommodation in the PRACC area? (did you find the base onsite accommodation project projections for the building of units that underpinned the potential for private funding)

R: We certainly did look at those. So those ones that you presented to us at the last meeting. Council is aware of these options and the processes undertaken to date.

Q12: Can you tell me if you have or intend to formally close Pemberton Street where the pump track is?

R: A portion of Pemberton Street has been closed to traffic, a decision has not yet been made regarding formally closing the road reserve.

Ms Corina Clarke:

Q13: Around the world conservation agencies have documented cases where sensitive wildlife areas were damaged after going viral on social media. Sudden increases in visitation, driven by posts highlighting particular species, photogenic spots, or 'secret locations' have resulted in habitat trampling, disturbance to threatened fauna, trail braiding, litter, soil borne pathogen spread, and illegal wildlife collection, which is an activity that I have personally noted with reptiles in Boyagin, Tutanning, and other nearby reserves. I have provided some copies of articles and documents that can easily be found online (links supplied).

Recent data from Dryandra Woodland National Park show rise in visitation in recent years, illustrating how quickly public attraction can translate into documented crowding around numbat dens and disturbing habitat to get images. There are other incidents I am aware of that have not reached the media. These examples highlight the very real risk that Pingelly's own promoted reserves could face if increased visitation is not managed carefully.

Given that the Shire actively promotes Boyagin and Tutanning Nature Reserves through tours, social media, and branding, what formal risk management policies or procedures are in place to minimise harm to wildlife and sensitive habitats?

Specifically, how does the Shire ensure that promotional activities, events, or guided access do not unintentionally encourage harmful behaviour, rather than relying solely on reactive responses after damage has occurred?

R: The Shire of Pingelly ensures that the information provided is consistent with the information provided by DBCA as the land manager. DBCA encourages visitors to explore Boyagin Nature Reserve, provided that visitors comply with the 'Leave No Trace' principles. The Shire of Pingelly has worked closely with DBCA and other stakeholder in the past to develop walking trails and appropriate signage within Boyagin Nature Reserve. This includes consideration of DBCA's conservation management plans and protection of native flora and fauna. The Shire has formed a productive working relationship with DBCA where any concerns arising from tourism or other activities can be raised. Any advice that the Shire receives in the future will be considered on a case-by-case basis at that time.

Q14: In reference to the summary of submissions and the changes made in response to the Pingelly Community Plan Review 2025, Item 18 – the summary of my submission noted a 'concern that use of the numbat as a symbol will increase inappropriate interactions and disturbance'. The Shire's recommendation in reply stated:

'Clarification that the use of the numbats as a symbol does not translate to marketing "seeing a numbat". This is similar to Dwellingup's use of the vulnerable Karri Cockatoo and Collie's Phascogale. Both symbols were initiated by DBCA'.

While the Shire has stated that the numbat symbol does not translate to marketing "seeing a numbat" and has compared this approach to Dwellingup and Collie's use of the Karri Cockatoo and Phascogale, those examples involve large DBCA managed parks (State and National parks) with established visitor controls. In Pingelly, the numbat is being used or planned to be used in multiple ways. The symbol is already appearing in Pingelly branded material, creating general association between the species and our town. Examples include: Numbat artwork at the town entrances; a planned large iconic piece of play equipment and public art in the shape of a numbat; the 'Shire of Pingelly Save the Numbats Local Law' campaign and media coverage, a recent Facebook post for World numbat Day stating that Boyagin is home of the numbat; and promotional badges featuring a numbat with the word 'Pingelly' attached. Considering the cumulative effects of these promotional activities, how does the shire ensure that this does not inadvertently encourage public to seek out or visit numbat habitat, particularly Boyagin Nature Reserve, an A-Class conservation area with high ecological Sensitivity and limited tourism infrastructure?

Furthermore, if no formal environmental or visitor impact assessment has been conducted regarding these cumulative effects, on what scientific or risk-assessment basis is the shire confident that increased branding and promotion will not escalate visitation pressure on such sensitive habitats?

R: The numbat has been the symbol of Pingelly for many decades including on the Shire's previous logo, entrance statements, the Pingelly Primary School, Bowling Club etc. Promotional pins, similar to the promotional badges have also been sold for 50+ years. Some of these now have historical value.

The Shire has been one of the main advocates to protect the numbat, including the Save the Numbat Local Law. The historic use of the numbat as the symbol of Pingelly have not previously been taken as an invitation to seek out numbats and there is no evidence that this will change.

Q15: In response to my submission on the Pingelly Community Plan Review 2025, the Shire stated, and I quote, “*The Tutanning Wildflower Walk celebrated its 62nd Annual Event in 2025. This event, endorsed by DBCA, provides valuable education to visitors through guided tours. These guides ensure that visitors remain on the existing designated paths and respect the native flora and fauna*”

I wish to clarify that while the Percy Marshall Research Hut at Tutanning was constructed around 1963 (approximately 62 years ago) I can find no documented evidence that the wildflower walk itself has been held annually since that time. Based on my own experience, and my long-standing connection with the family of the late Mrs Dawn Box, who at times assisted with organising earlier walks, my understanding is that the event was not consistently annual in past decades. Could the Shire therefore provide records or other documentation to substantiate the claim of 62 consecutive annual events? Furthermore, there are photos posted on social media from walks held in recent years (screenshots of which I have supplied) showing a participant handling three lizards, as well as echidna at very close range that had been flipped onto its back. This is behaviour that may cause significant stress and potential injury to wildlife.

As visitation potentially increases through Shire promotion, and as images of this behaviour circulate publicly on social media, the risk of such interactions becoming normalised, and increasingly repeated, also escalates.

What formal supervision, training, and enforcement mechanisms are currently in place to prevent this type of wildlife interaction from occurring during Shire endorsed events?

Further, if wildlife is stressed, injured, or disturbed during a Shire promoted event, can the Shire clearly state where legal and ethical responsibility lies – with the Shire, the guide, or DBCA?

R: These events are sanctioned by Department of Biodiversity, Conservation and Attractions. DBCA have not expressed any concern relating to these events. The Shire of Pingelly carries no liability for promoting an external event. For further information on these walks, please contact the Pingelly Tourism Group as the organisation responsible. The Pingelly Tourism Group advertised the 60th annual Tutanning Wildflower Walk in 2023, 2 years ago. This was the source of the information provided that this was the 62nd Annual Event in 2025.

6. PUBLIC QUESTION TIME

Please see Public Question Time Information on page 3.

7. APPLICATIONS FOR LEAVE OF ABSENCE

8. DISCLOSURES OF INTEREST

Councillors/Staff are reminded of the requirements of s5.65 of the *Local Government Act 1995*, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the Shire's Code of Conduct for Council Members, Committee Members and Candidates and the Code of Conduct for Employees.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1. Confirmation of Minutes of Previous Meetings – 10 December 2025

Statutory Environment:

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

Voting Requirements:

Simple Majority

Recommendation:

That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 10 December 2025 be confirmed.

Moved: _____ Seconded: _____

9.2. Confirmation of Minutes of Previous Meetings – 21 January 2026

Statutory Environment:

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

Voting Requirements:

Simple Majority

Recommendation:

That the Minutes of the Special Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 21 January 2026 be confirmed.

Moved: _____ Seconded: _____

10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

11. ITEMS BROUGHT FORWARD DUE TO PERSONS ATTENDING

12. REPORTS OF COMMITTEES

12.1. Reports of Committees of Council

• Audit, Risk and Improvement Committee	Full Council
• Bush Fire Advisory Committee	Member – Cr Hotham Member – Shire President Deputy – Deputy President
• CEO Performance Review Committee	Member – Shire President Member – Deputy President Member – Cr Hotham

12.2. Reports of Council Delegates on External Committee

• Central Country Zone of WALGA	Delegate – Shire President Delegate – Deputy President Observer – Cr Howell Observer – Cr Summers
• Hotham-Dale Regional Road Sub-Group	Delegate – Deputy President Deputy – Cr Trethewey Alternate Deputy – Cr Hotham
• Pingelly Recreation & Cultural Centre Board	Member – Shire President
• Development Assessment Panel	Delegate – Cr Cheney Delegate – Cr Summers Deputy – Cr Howell Deputy – Cr Trethewey
• Pingelly Tourism Group	Delegate – Cr Hotham Deputy – Cr Trethewey
• Shires of Pingelly and Wandering Joint Local Emergency Management Committee	Delegate – Shire President Delegate – Deputy President Deputy – Cr Cheney
• Pingelly Early Years Network	Delegate – Cr Summers Deputy – Shire President
• Pingelly Community Wellbeing Plan Working Group	Delegate – Shire President Deputy – Cr Howell
• Pingelly Museum and Historical Group	Delegate – Cr Hotham Deputy – Cr Trethewey Deputy – Cr Summers

13. REPORTS OF COUNCILLORS

13.1. Reports of President

DECEMBER

17th Pingelly Primary School End of Year Awards Night
18th Shire of Pingelly Audit Exit Meeting
18th Party on the Oval

JANUARY

14th Heritage Festival Committee Meeting
14th Regular Meeting with CEO
15th Shire of Pingelly Seniors Lunch
19th Teams Meeting with Minister Beazley
21st Heritage Festival Committee Meeting
21st Audit Risk and Improvement Committee Meeting
21st Special Council Meeting
26th Shire Pingelly Australia Day Award and Breakfast
28th Regular Catch-up Meeting with CEO
28th Heritage Festival Committee Meeting

FEBRUARY

3rd Executive CCZ Meeting
10th Meeting with Matthew Irving, Great Southern Grammar School
10th Meeting with CEO
11th Heritage Festival Committee Meeting
11th Regular catch-up meeting with CEO and Deputy
17th YAG Information Session and First Meeting
18th Corporate Discussion
18th Shire Pingelly Ordinary Council Meeting
18th Shire Pingelly Annual Electors Meeting

13.2. Memorials

The Chairman to ask Councillors if there are any memorials to be noted in the minutes.

13.3. Celebrations

The Chairman to ask Councillors if there are any commemorations to be noted in the minutes.

14. OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1. Draft Pingelly Accommodation Action Plan

File Reference: ADM0640
Location: Pingelly Townsite
Applicant: Not Applicable
Author: Chief Executive Officer
Disclosure of Interest: Nil
Attachments: Pingelly Accommodation Action Plan
Previous Reference: Nil

Summary

Council is requested to consider adopting the Draft Pingelly Accommodation Action Plan for the purposes of public advertising.

Background

The Shire of Pingelly is experiencing significant and worsening accommodation and housing pressures. The current shortage of both short-term tourist accommodation and long-term residential housing is limiting the Shire's ability to attract and retain workers, support local businesses, and accommodate visitors during events and peak periods.

In response to these challenges, Shire staff have prepared the Draft Pingelly Accommodation Action Plan. The Plan identifies twelve actions across the spectrum of tourist accommodation, residential housing, workers accommodation, aged housing, and homelessness, addressing both immediate needs and long-term housing supply.

Comment

The Draft Pingelly Accommodation Action Plan (the Plan) is attached. The Plan proposes the following twelve actions:

- Action 1 – Premium Tourist Park: Develop a premium tourist park at Review Street, replacing the existing caravan park. Stage 1 provides 10 powered ensuite sites at an estimated cost of \$100,000.
- Action 2 – Tourist Cabins: Construct two high-quality self-contained tourist cabins at the new tourist park site at an estimated cost of \$80,000.
- Action 3 – Residential Park: Convert the existing caravan park site into a residential park of up to 20 lots for tiny homes and cabins, leased at approximately \$150 per week.
- Action 4 – Overflow Camping: Establish formal overflow camping at the Pingelly Tourism Group Headquarters to accommodate groups of 10 or more caravans at an estimated cost of \$35,000.
- Action 5 – Density Recoding: Amend the Local Planning Scheme to increase residential density coding townsite-wide, enabling greater subdivision and infill development at minimal cost.
- Action 6 – Old Hospital Site: Develop a 16-lot residential subdivision at 34 Stratford Street. An application has been submitted to the Regional Housing Support Fund (RHSF).
- Action 7 – Quartz Street Park: Develop the rear portion of Quartz Street Park for eight residential lots in a mews-style configuration. An application will be submitted to the Regional Development Assistance Program (RDAP).
- Action 8 – Bodey Street: Rezone 1 Bodey Street to residential and develop larger lifestyle lots. An application will be submitted to the Regional Development Assistance Program (RDAP).
- Action 9 – Seniors Housing: Continue development of Pingelly Aged Appropriate Accommodation (PAAA) housing in conjunction with the Pingelly Somerset Alliance when funding becomes available.
- Action 10 – State Lots: Advocate for the immediate release and sale of approximately six to eight State Government-owned serviced residential lots in Pingelly.
- Action 11 – Dickens Street Lots: Construct four transportable residential houses on Shire-owned lots on Dickens Street at an estimated cost of \$480,000.
- Action 12 – Homelessness: Investigate partnership opportunities with community housing providers and homelessness services to address housing insecurity in Pingelly.

It is proposed that the Plan be advertised for public comment for a period of not less than 21 days. Following the advertising period, submissions will be collated and presented to Council for consideration prior to final adoption.

Consultation

Internal consultation has been undertaken in preparing the Plan including workshops with Council. As a result of these workshops, staff have carried out consultation on targeted questions to inform this Plan. This includes discussions and correspondence with various stakeholders including the PRACC, Brookton-Pingelly Football Club, Pingelly Hockey Club, Cricket Club and public consultation with regard to the location of the tourist cabins at the PRACC. This public consultation was placed on social media and in the Pingelly Times 15 December 2025 and 03 February 2026. The below is a summary of the public consultation:

- A. Most indicated their preferred location – which is location ‘1’ at the old velodrome. This was followed by location ‘6’ between the swimming pool and the oval.
- B. There also was commentary regarding the impact that the tourist cabins may have on the existing accommodation available in town. The Shire also has received two letters to this effect.
- C. There were some questioning the demand for tourist cabins, citing their perceived lack of tourist activities within the region.
- D. A number of people stated that tree removal should be limited, particular at location ‘4’ near the cricket nets.

The following actions respond to the above feedback:

- A. The tourist cabins are located at location ‘1’ at the old velodrome;
- B. Limits any impact on businesses:
 - Limit the number of cabins to 2 initially to determine if this will impact existing accommodation businesses;
 - Position the cabins in the premium accommodation bracket (approx. \$220 per night similar to those at Brookton) to ensure that this accommodation is targeted to tourists rather than workers;
 - Only allow bookings of 1 week or less to ensure that this accommodation is targeted to tourists rather than workers;
- C. Limit the number of cabins to 2 initially to demonstrate demand through a high occupancy rate (40% or above).
- D. No trees are proposed to be removed.



Upon adoption for advertising, the draft Plan will be made available for public viewing at the Shire Office and online. Community members and stakeholders will be invited to provide submissions during the advertising period. The consultation will include an advertised community drop in discussion at the Shire office.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The Pingelly Accommodation Action Plan identifies actions with a combined estimated Shire-funded capital cost of approximately \$815,000 across all stages, subject to funding availability. Several actions are proposed to be funded through external grant programs including the Regional Housing Support Fund (RHSF) and the Regional Development Assistance Program (RDAP). The Plan does not commit Council to any expenditure at this stage. Individual actions will be brought to Council for separate consideration and budget allocation as they are progressed.

Strategic Implications

The Plan directly supports the following priorities of the Pingelly Community Plan:

Outcome 6. A great place to live	
6.1. Provide responsible planning and development.	6.1.1. Review the Local Planning Framework to ensure adequate land supply to meet growing and changing land use needs
6.2 Facilitate access to diverse and affordable housing	6.2.1. Seek funding to leverage affordable housing schemes run by the State and Federal governments when opportunities arise 6.2.1. Seek funding to leverage affordable housing schemes run by the State and Federal governments when opportunities arise 6.2.4. Advocate for State and Federal governments to build more community housing for older people 6.2.5. Investigate options for grants or direct contributions to headworks to enable private subdivisions of land to alleviate the housing pressure. 6.2.6. Develop a pipeline of Shire-owned service residential land for sale on the open market. 6.2.7. Investigate options for build-to-live opportunities for additional PAAA Units
Outcome 9. Visitor numbers are growing.	
9.1. Improve tourism infrastructure, accommodation, services and experiences.	9.1.5. Design and cost the development a tourist caravan park including cabins near the PRACC/Swimming Pool.

Risk Implications

Risk:	Failure to proactively address Pingelly's accommodation shortage may constrain community growth and sustainability and may lead to reputational damage if the actions in the Pingelly Community Plan are not carried out.		
Consequence Theme:	Reputational	Impact:	Minor
Consequence:	Low impact, a small number of complaints.		
Likelihood Rating:	Possible	Risk Matrix:	Medium (6)
Action Plan:	Adoption and advertising of the Pingelly Accommodation Action Plan mitigates this risk by establishing a clear and coordinated framework for addressing accommodation needs		

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council adopts the Pingelly Accommodation Action Plan for the purposes of public advertising for a period of not less than 21 days.

Moved: _____ Seconded: _____

PINGELLY ACCOMMODATION ACTION PLAN

Meeting Current Needs • Preparing for Future Growth

ACCOMMODATION ACTION PLAN

① TOURIST PARK  Premium Park on Review Street 22 bays • <i>Ensuite</i> s • <i>Landscaping</i> Stage 1 - \$100,000	② TOURIST CABINS  Premium accommodation 2 <i>cabins</i> • \$200+/night \$80,000	③ RESIDENTIAL PARK  Low-barrier entry housing 20 <i>lots</i> • \$150/week lease Stage 1 - \$20,000
④ OVERFLOW CAMPING  PTG HQ large groups 10+ <i>caravan capacity</i> \$35,000	⑤ DENSITY RECODING  Unlock latent supply <i>Townsite-wide increase</i> Minimal	⑥ OLD HOSPITAL SITE  34 Stratford Street 16 <i>lots</i> RHSF funded
⑦ QUARTZ ST PARK  Mews-style subdivision 8 <i>lots</i> RDAP funded	⑧ BODEY STREET  Rezone & develop <i>Larger Lots</i> RDAP funded	⑨ SENIORS HOUSING  PAAA with PSA <i>Housing cascades</i> Grant Funded
⑩ STATE LOTS  Serviced & ready now <i>Advocacy</i> • <i>Immediate</i> Nil	⑪ DICKENS ST LOTS  Construct alternative dwellings 2-4 <i>units</i> • <i>Shire-owned</i> 1st Dwelling - \$120,000	⑫ HOMELESSNESS  Advocacy & partnerships <i>Investigate, Facilitate, Advocate</i> Nil

Implementation Plan

ACTION	LEAD AGENCY	DEPENDENCY
① TOURIST PARK	Shire of Pingelly	Funding
② TOURIST CABINS	Shire of Pingelly	Funding
③ RESIDENTIAL PARK	Shire of Pingelly	Funding
④ OVERFLOW CAMPING	Pingelly Tourism Group	Funding
⑤ DENSITY RECODING	Shire of Pingelly	Approvals
⑥ OLD HOSPITAL SITE	Regional Housing Support Fund	Approvals
⑦ QUARTZ ST PARK	Regional Development Assistance Program	Approvals
⑧ BODEY STREET	Regional Development Assistance Program	Approvals
⑨ SENIORS HOUSING	Shire of Pingelly and Pingelly Somerset Alliance	Funding
⑩ STATE LOTS	Department of Lands	Approvals
⑪ DICKENS ST LOTS	Shire of Pingelly	Funding
⑫ HOMELESSNESS	Department of Communities	Advocacy

STRATEGIC CONTEXT

Existing Housing and Accommodation Challenges

Pingelly currently faces significant accommodation and housing demand that limit economic growth and community sustainability. The need for additional houses and housing lots is demonstrated by:

- The very few houses available for purchase or lease
- The speed at which houses for purchase or lease are snapped up – many of which do not even make it to the open market
- The number of permanent residents at the caravan park
- The number enquiries received by the Shire for vacant housing and housing lots from both private individuals and businesses
- The waiting list for PAAA housing

This unmet demand impacts Pingelly's ability to attract and retain workers, support local businesses, accommodate visitors during events, and provide housing pathways for residents. The permanent residents at the caravan park also affects tourism potential—grey nomads and touring visitors currently are unable to stay in Pingelly. This represents significant lost tourism revenue and missed opportunities to capture the growing regional tourism market.

Current Short Term Accommodation Inventory

Facility	Rooms/Sites
Pingelly Motel	12
Exchange Tavern	14
Pingelly Hotel	17
Airbnb Properties	2
Caravan Park (Powered)	17 sites
Caravan Park (unpowered)	5 sites
Free RV Park (72 Hours)	Open
TOTAL COMMERCIAL ROOMS/SITES	67

Note: The Free RV Park will be retained without change.

Additional Pressure: Narrogin Renewable Energy Zone

These existing accommodation pressures will be significantly intensified by the emerging Narrogin Renewable Energy Zone. The NREZ represents over \$18 billion in proposed renewable energy investment within a 45-minute radius of Narrogin, as below:

	Estimated Cost	Construction Jobs (Peak)	Permanent Jobs
Narrogin Wind Farm	\$650M	250	15
Narrogin Solar Farm & BESS	\$400M	150	5
Narrogin BESS Project	\$400M	150	5
Narrogin Biodiesel Plant	\$400M	150	30
Narrogin East Wind, Solar & BESS	\$800M	450	8
Bellwether Wind Farm	\$6,000M	750	40
Ambrosia Wind Farm	\$1,200M	350	20
Dardadine Wind Farm	\$2,400M	400	15
West Arthur Wind Farm	\$2,000M	350	12
North Williams Wind Farm	\$1,800M	300	10
State Transmission Lines (within NREZ)	\$2,000M	TBD	TBD
Total	\$18,050M	3,300	160

Construction periods typically last 12-24 months. The concentration of multiple overlapping projects will create sustained accommodation demand. While a number of these projects are more than 1 hour from Pingelly, the demand will far exceed Narrogin's capacity, inevitably creating overflow pressure on surrounding communities including Pingelly. Without proactive planning, Pingelly risks being unable to accommodate this demand while simultaneously failing to address its existing housing shortfall—missing both the economic opportunities and the community development imperatives.

1

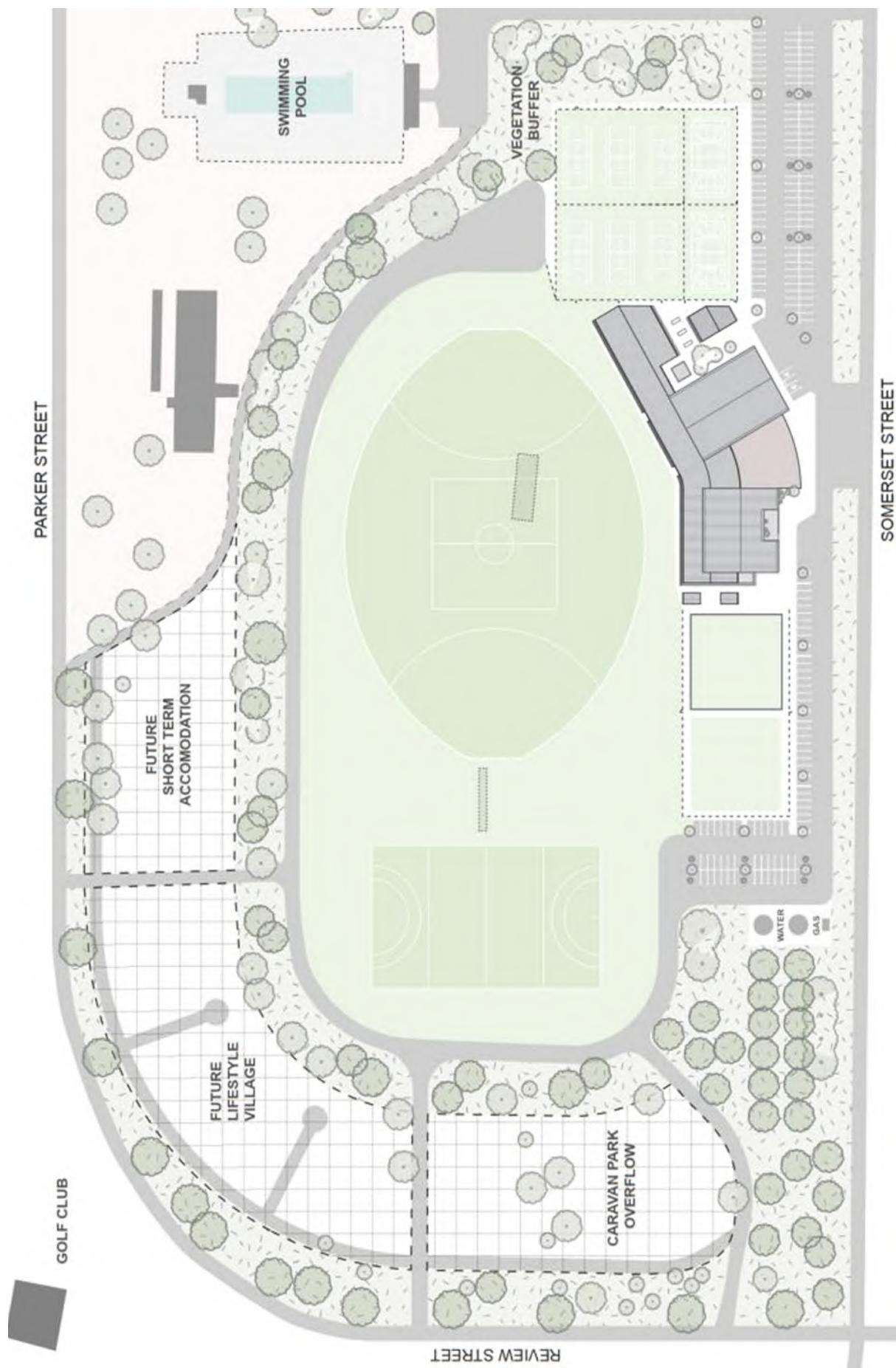
Action 1: Premium Tourist Park

Description	Develop a Premium Tourist Park at Review Street replacing the existing caravan park
Rationale	The new site offers a larger footprint allowing for improved layout with generous spacing between sites, landscaping, shade vegetation, and amenity upgrades. This premium facility will attract grey nomads and quality-seeking tourists who currently bypass Pingelly due to lack of suitable accommodation.
Capacity	Stage 1: 10 powered sites with ensuite facilities. (page 8) Stage 2: 12 powered sites with ensuite facilities if demand requires.
Features	<ul style="list-style-type: none">Individual ensuite facilities rather than central amenity blockExtensive landscaping and vegetation and generous spacing between sites for a premium feelLocation away from main street attracts tourists seeking a peaceful getawayMaximum stay of 2 weeks
Management	Managed by the Craft Shop and Visitors Centre
Estimated Cost	Stage 1: \$10,000 per bay x 10 bays = \$100,000 Stage 2: \$10,000 per bay x 12 bays = \$120,000 Fees are estimated at \$40 for the first night and \$30 for subsequent nights. At an occupancy rate of 40% (146 days per year), a \$30 capital return per night, the return on investment will be 2 years 4 months.

The current central location limits expansion potential and constrains the facility to basic amenities that do not meet contemporary tourist expectations. By relocating to Review Street, the Shire can develop a destination tourist park that attracts discretionary tourist spending rather than simply providing utilitarian accommodation. The larger site allows for individual ensuite facilities—a key drawcard for grey nomads and touring families who increasingly expect hotel-standard amenities. Generous spacing between sites, mature vegetation for shade, and landscaped surrounds create an appealing environment that encourages longer stays and repeat visitation.

The Review Street location (marked ‘Caravan Park Overflow’) offers strategic proximity to existing recreational infrastructure including the golf course and PRACC facility, creating opportunities for packaged experiences that enhance Pingelly’s tourism value proposition. This is in accordance with the original PRACC Masterplan and Business Plan.

PRACC Masterplan 2015



Description	Construct two high-quality cabins at the new tourist park site suitable for families of 4 people.
Rationale	These premium, accessible cabins target the tourist market and fill a significant gap in Pingelly's accommodation offering. Tourists seeking cabin accommodation currently travel to the neighbouring towns—this development will capture that market segment locally.
Capacity	Initial development: 2 premium tourist cabins. Design allows for expansion if required. A decision on expansion can consider any impact on existing accommodation options in Pingelly and the cabin's occupancy rate.
Features	<ul style="list-style-type: none"> • Priced at \$200+ per night to differentiate from worker accommodation (approx. \$125 per night) and align with Airbnb and neighbouring town's pricing. • Suitable for families of 4 people to differentiate from worker accommodation.
Management	Managed by the PRACC to align with various events occurring at that facility and to provide an additional income stream. This creates operational synergies e.g. shared cleaning.
Estimated Cost	<p>\$40,000 per cabin x 2 cabins = \$80,000</p> <p>At an occupancy rate of 40% (146 days per year), a 50% capital return (\$100 per night), the return on investment will be 2 years 9 months.</p>

Premium cabin accommodation represents the fastest-growing segment of regional tourism accommodation, appealing to visitors who want the outdoor experience of tourist park environments but prefer fixed accommodation with hotel-standard amenities. Neighbouring towns have successfully captured this market, demonstrating clear demand in the Wheatbelt region. At \$200+ per night, these cabins generate significantly higher revenue per guest than traditional caravan sites while requiring minimal ongoing operational input once constructed.

This development diversifies Pingelly's accommodation offering, providing options for visitors across different budget levels and preferences. The initial two cabin development allows market testing with minimal risk aligned with minimal capital investment. If the occupancy rate is 40% or higher and there is no demonstrated impact on existing accommodation options in Pingelly more cabins can be built.

Premium Tourist Park and Tourist Cabin Concept Plan

The below plan is an indicative concept plan for the premium tourist park and two tourist cabins at the location marked 'Caravan Park Overflow' on the PRACC Masterplan 2015 (page 6).

The historical velodrome is articulated by a circular track. This is intersected by an access track coming from the south linking to Somerset Street and turning towards the east linking to Review Street. South of this access track there is a Communal Area, with opportunity for a camp kitchen and games area at a later date. It is intended that there will be substantial tree planting and landscaping across the whole site to provide shade and a pleasant environment for tourists.

The tourist park north of the access track is Stage 1, south of the access track is Stage 2. The camping areas (grey rectangles) shown are spaced widely apart, each adjacent to an ensuite (black square) containing an accessible toilet and shower and access to power.

The two tourist cabins (red rectangles) are approximately 28m² and are located close to the entrance off Review Street for easy access. If additional cabins are to be constructed, these can be located between the Swimming Pool and Oval. This provides a choice for tourists between the cabins at this location and those near the Swimming Pool.



Description	Subdivide the existing caravan park site into small lots suitable for tiny homes and cabins. Each lot will be fully serviced (power, water, sewer) and leased for 5-year terms.
Rationale	This development is intended as a low-barrier entry point for people wanting to live in Pingelly, with the expectation that residents will transition to conventional housing when available.
Capacity	This will be staged to have 2-3 lots available (total 20 lots).
Features	<ul style="list-style-type: none"> Only tiny homes/cabins permitted (no caravans or RVs) Each dwelling must have its own ablution and kitchen facilities Each dwelling must comply with the definition of 'Park Home' or Class 1A building. All lots fully serviced with utilities
Management	<p>Managed directly by the Shire of Pingelly. Leases are approx. \$150/week including utilities. Leases are provided under <i>Residential Parks (Long-stay Tenants) Act 2006</i></p> <p>Lease options:</p> <p>Option 1: Build & Live - 5-year lease (lessee builds and occupies dwelling for up to 5 years)</p> <p>Option 2: Build & Rent - 15-year lease (lessee builds dwelling and rents it out for max 5 years per tenant)</p>
Estimated Cost	To be determined based on detailed site assessment and service extension requirements

The residential park addresses a critical gap in Pingelly's housing continuum—the absence of low-barrier entry options for people wanting to establish residence. At \$150 per week, these lots provide an affordable pathway for workers, young families, and others who cannot access traditional housing due to limited rental availability or deposit requirements. The 5-year lease terms offer security of tenure while the serviced lots allow residents to establish a genuine home base. The restriction of a maximum of 5 years for any one tenant (in both Build & Live and Build & Rent options) ensures that the residential park retains its purpose and does not devolve into a long-term accommodation solution. This model has proven successful in other regional communities facing similar housing constraints.

The multi-stage development approach (20 lots total) creates accommodation capacity equivalent to a substantial residential subdivision in the near term. Long-term residents currently occupying the existing caravan park can transition to this purpose-built facility, freeing the new Review Street tourist park to focus on tourism. The requirement for tiny

homes/cabins with individual ablutions ensures appropriate amenity standards while the prohibition on caravans/RVs maintains the development's residential character.

This development also supports workforce attraction and retention for renewable energy projects—workers can establish Pingelly residence through the residential park, then transition to conventional housing as availability permits, supporting long-term community sustainability rather than transient workforce churn.



✗ Caravans	✓ Tiny Homes on Wheels	✗ Permanent Houses
✗ Camper Trailers	✓ Tiny Homes without Wheels	✗ Tourists
✗ RVs	✓ Transportable Cabins	✓ Workers

Description	Establish a formal overflow camping park at the Pingelly Tourism Group Headquarters (PTG HQ)
Rationale	To accommodate large groups of caravans, particularly during events, caravan clubs, or peak tourism periods.
Capacity	Designed to accommodate groups of 10+ caravans
Management	This facility will be managed by the Pingelly Tourism Group
Estimated Cost	\$35,000 to provide powered sites. This funding is the primary responsibility of the PTG, although grants and other funding may be available. Ablutions can be brought to site for events if needed.

Large group travel represents a significant but currently unserviced market segment for Pingelly. Caravan clubs, grey nomad convoys, and organized tour groups often travel in groups of 10-20 vehicles, requiring facilities that can accommodate the entire group together. Without suitable overflow capacity, these groups bypass Pingelly entirely, representing substantial lost tourism revenue from meals, fuel, supplies, and local spending. The PTG HQ location offers sufficient space for large groups while leveraging existing infrastructure.



Description	Amend the Local Planning Scheme to increase low residential density coding in select locations throughout Pingelly, enabling more efficient use of existing residential land as below: <ul style="list-style-type: none"> • Recode R2.5/5 land to R5/10 • Recode R10/20 land to R12.5/25
Rationale	Enables subdivision of existing lots and higher-density development options, increasing housing supply without requiring new land release. This change will provide landowners the option to subdivide their land or build an additional dwelling on the land. Alternatively, landowners can continue to enjoy their land without change.
Management	This density increase will have no impact on the landowner's rates, unless subdivided or an addition dwelling is constructed.
Estimated Cost	This cost is minimal and can be absorbed in the current budget.

Residential density coding directly constrains housing supply by limiting subdivision and development options on existing residential land. The Shire has received a number of enquiries regarding subdividing parcels of land currently zoned R2.5/5 and R10/20. Increasing density coding from R2.5/5 to R5/10 and R10/20 to R12.5/25 enables existing landowners to subdivide large lots, creating new residential allotments without requiring Shire investment in new infrastructure or land acquisition.

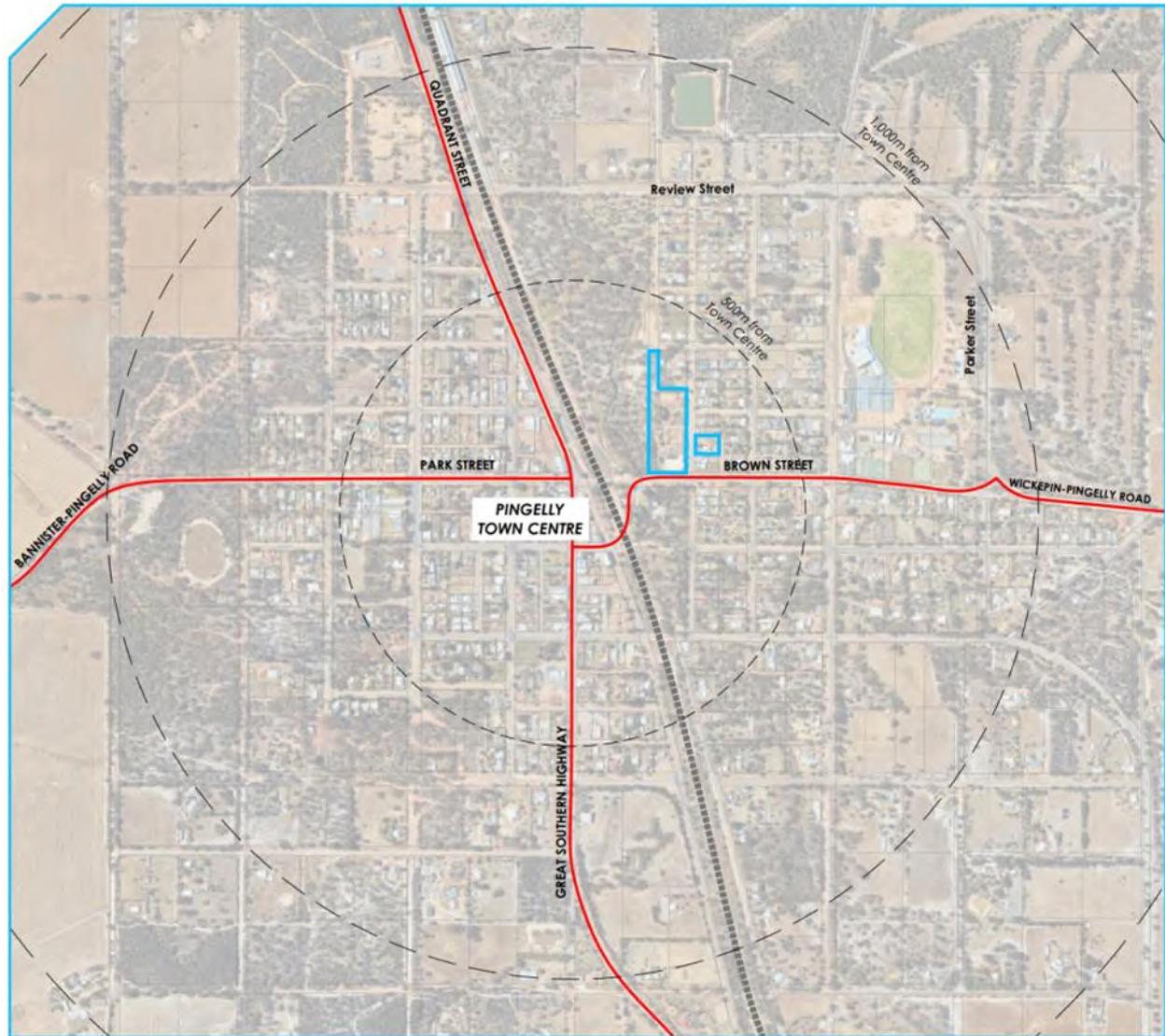
This regulatory reform multiplies the effectiveness of all other actions in this plan—new subdivisions at higher densities yield more lots per hectare, existing residents can downsize by subdividing and selling portions of their land, and developers find projects more financially viable due to improved lot yield. The Local Planning Scheme amendment process requires State government approval but involves minimal cost compared to infrastructure-intensive initiatives. This action represents high-impact, low-cost intervention that unlocks latent housing supply across the townsit.

Description	Develop a 16-lot residential subdivision on the old hospital site at 34 Stratford Street. The site is owned freehold by the Shire and is suitable for residential development.
Rationale	This subdivision is intended to directly tackle Pingelly's housing needs.
Capacity	16 lots ranging between 500m ² and 800m ² . It is estimated that this subdivision will take a minimum of 2 years. It is likely that this will be a staged subdivision with the lots accessed directly from Stratford St released first.
Features	Services are available to the site boundaries.
Management	This will be developed by the Shire of Pingelly and sold as vacant serviced lots.
Estimated Cost	Application submitted to the Regional Housing Support Fund (RHSF)

The old hospital site represents Pingelly's most significant opportunity for immediate residential land supply expansion. It is the largest freehold land owned by the Shire and therefore is uniquely suitable for residential development. The 16-lot configuration at 500-800m² lot sizes aligns with contemporary housing preferences—sufficiently large for family homes while avoiding the land inefficiency of traditional quarter-acre blocks. This scale of development provides meaningful housing supply increase in the context of Pingelly's limited market.



The Regional Housing Support Fund specifically targets projects with a feasibility gap—enabling regional communities to address housing shortfalls that constrain economic development and population growth. The 16-lot development creates opportunities for both new home construction and land investment, potentially attracting builders and developers who can deliver housing stock. Even if lots are purchased but not immediately built upon, the existence of available residential land sends important market signals that Pingelly is growth-ready, supporting business investment and worker recruitment for renewable energy projects and other economic opportunities.



Description	Develop the rear portion of Quartz Street Park for residential lots in a mews-style configuration. Homes will face onto the park, providing passive surveillance and reducing the overall park footprint while creating new housing stock.
Rationale	This subdivision will directly tackle Pingelly's housing needs.
Capacity	8 residential lots of between 400m ² and 700m ² each
Features	Water, sewer, and power are located close to the site boundary, facilitating cost-effective connection
Management	This will be developed by the State Government and sold as vacant serviced lots.
Estimated Cost	Application to the Regional Development Assistance Program (RDAP) for State government delivery

The development enhances the park's amenity while creating valuable residential lots. Homes facing onto the underused park provide passive surveillance, improving safety and activation of the public space.

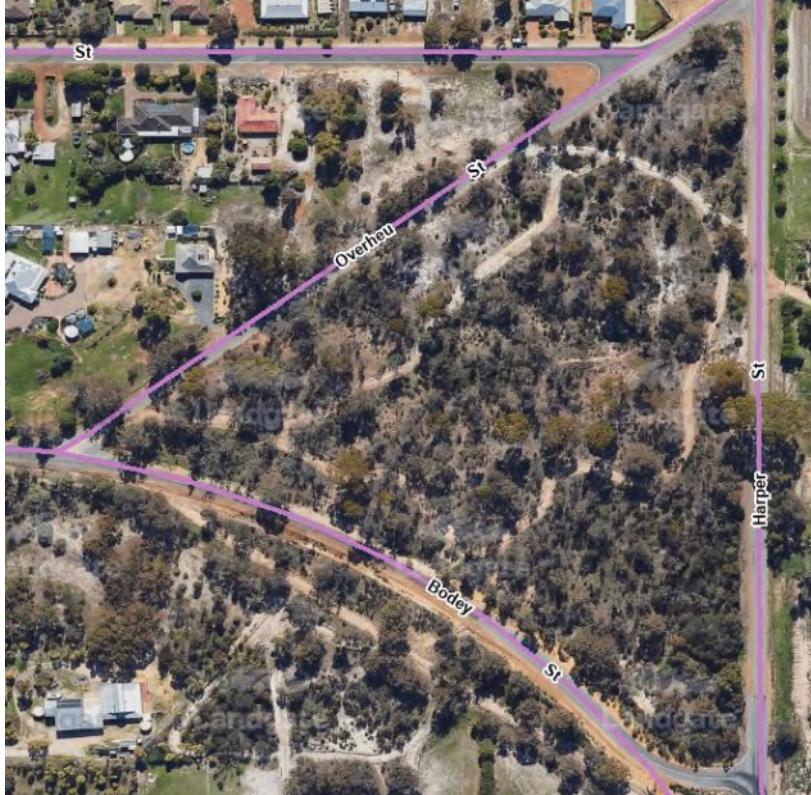
This design approach is recognized in urban planning as superior to parks with rear boundaries, which often become neglected. The reduction in overall park size is offset by improved quality and usage of the remaining space.



The RDAP pathway offers potential for State government delivery, reducing financial burden on the Shire while still achieving the housing supply objective.

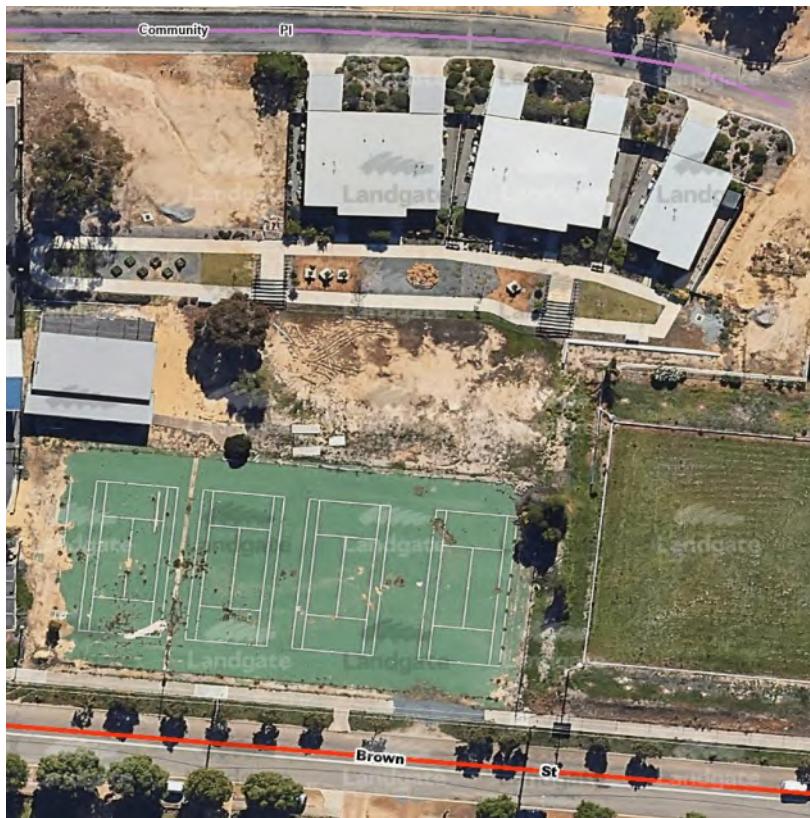
Description	Rezone 1 Bodey Street to residential and develop for large residential lots.
Rationale	This subdivision will directly tackle Pingelly's housing needs.
Capacity	Unknown
Features	<p>Water, sewer, and power are located close to the site boundary, facilitating cost-effective connection</p> <p>The site has significant trees which must be retained, while managing the bushfire risk. These issues may be managed by creating larger lifestyle lots, however these lots have increased servicing cost per lot.</p>
Management	This will be developed by the State Government and sold as vacant serviced lots.
Estimated Cost	Application to the Regional Development Assistance Program (RDAP) for State government delivery

This site represents additional residential land supply potential, further diversifying Pingelly's housing options. Like the Quartz Street Park development, the site benefits from proximity to existing services, minimizing infrastructure investment required. Rezoning and development through the RDAP process leverages State government resources and expertise, providing professional subdivision design and delivery without exhausting limited Shire capacity.



Description	Continue development of Pingelly Aged Appropriate Accommodation (PAAA) housing in conjunction with the Pingelly Somerset Alliance (PSA) when funding becomes available.
Rationale	Provide age-appropriate housing for seniors, enabling downsizing and freeing up larger family homes for rental or purchase by working families
Features	Significant capacity for additional units adjacent to current PAAA units.
Management	Managed by Pingelly Somerset Alliance (PSA)
Estimated Cost	Subject to funding availability

Age-appropriate housing development addresses a critical but often overlooked component of regional housing systems. Many seniors occupy large family homes suitable for working families but cannot access appropriate downsizing options due to lack of suitable smaller dwellings. This creates housing market gridlock—seniors remain in oversized homes while families seeking larger properties find none available. PAAA housing breaks this logjam by providing quality age-appropriate accommodation that enables seniors to downsize while remaining in their community.



The partnership with PSA leverages established management expertise and community trust, ensuring PAAA housing is professionally managed with appropriate support services. While subject to funding availability, PAAA housing represents strategic investment in housing system efficiency rather than simply adding gross housing numbers.

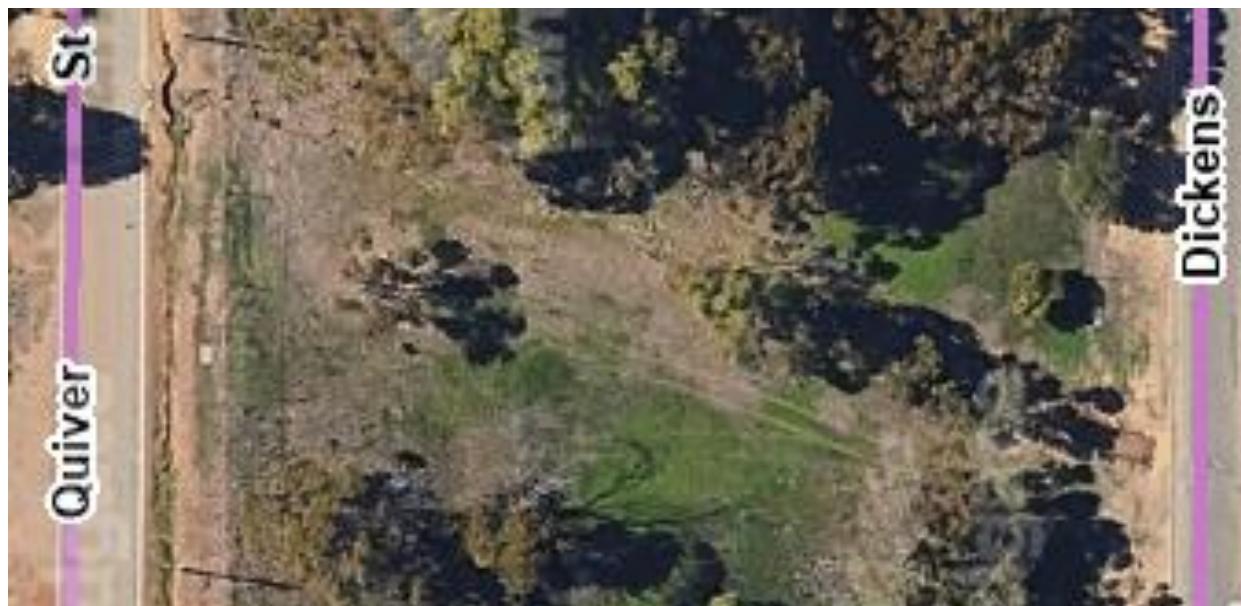
Description	Advocate for the release and sale of existing State Government-owned residential lots in Pingelly.
Rationale	These lots, estimated to be approx. 6 – 8 in total are currently serviced and ready for development but remain held by the State, representing immediate housing supply that requires no subdivision or infrastructure investment.
Capacity	Formal advocacy to Department of Planning, Lands and Heritage and relevant ministers requesting immediate release of State-owned residential lots to the market
Management	These vacant lots will be identified and sold by the State Government
Estimated Cost	Nil (advocacy only)

State Government land holdings in regional towns often include serviced residential lots that remain undeveloped for extended periods, constraining housing supply while publicly-owned, ready-to-build land sits idle. These lots are fully serviced with power, water, and sewer connections already in place, representing the fastest possible pathway to increase housing availability. Unlike subdivision projects requiring planning, infrastructure investment, and construction timelines measured in years, State Government lot release can provide immediate market availability once administrative processes are completed.

The release of State-owned lots demonstrates government commitment to addressing regional housing shortages through concrete action. For Pingelly, these lots represent 'shovel-ready' housing opportunities that can respond to immediate demand from renewable energy workers and families.

Description	Construct transportable 4 residential houses on Shire-owned lots on Dickens Street.
Rationale	These units will provide immediate rental or affordable purchase housing options and demonstrate alternative building methods.
Capacity	2 residential houses on each of the 2 lots on Dickens Street. These lots are dual frontage with Quiver Street. Drainage is a significant consideration for these sites.
Management	1 house will be developed initially as a proof of concept for alternative transportable/modular houses, followed by the remaining houses.
Estimated Cost	The funding for this action has not been secured. \$120,000 X 4 houses = \$480,000

Direct construction of residential units on Shire-owned land increases the return on investment compared with simply selling the land. The construction of alternative transportable/modular houses reduces the overall price and speeds delivery, compared with traditional building methods. In addition, the use of these methods, if successful, will give confidence to others, facilitating investment and innovation. Upon completion, the houses can be used for staff accommodation, leased or sold.



Description	Investigate partnership opportunities with community housing providers and homelessness services to jointly address homelessness and housing insecurity in Pingelly.
Rationale	Engage with the professionals in this space to
Capacity	<ul style="list-style-type: none"> • Encourage and facilitate a local organisation to become community housing provider • Investigate options to partner with organisations such as Foundation Housing or Southern Aboriginal Corporation to facilitate community housing programs (e.g. peppercorn lease arrangements) • Advocate to State Government for regional crisis accommodation funding servicing Pingelly
Management	Facilitation, advocacy, and coordination only. No direct service delivery or capital construction.
Estimated Cost	Nil (staff time for advocacy and coordination only)

Regional homelessness is often invisible—people couch-surfing, living in vehicles, or in unsafe temporary arrangements. Pingelly currently has no dedicated crisis accommodation or homelessness services.

The Shire's role is facilitation and advocacy, not direct service delivery. Community housing providers, homelessness services, and support organizations have specialized expertise, funding access, and service delivery capacity that Shires lack.

By facilitating partnerships with organizations like Foundation Housing, St Vincent de Paul, or Ruah Community Services, the Shire can enable solutions and support services without capital investment or operational responsibility

Persistent advocacy positions regional homelessness as a State Government responsibility requiring funding and coordination, particularly given the scale of renewable energy development transforming the Wheatbelt.

14.2. Pingelly Heritage Grant Program 2026

File Reference:	ADM0712
Location:	Shire of Pingelly
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Pingelly Heritage Grant Guidelines & Application Form 2026
Previous Reference:	Nil

Summary

Council is requested to adopt the Pingelly Heritage Grant Program 2026 and authorise the Chief Executive Officer to distribute funding to compliant applications on a first-come, first-served basis, up to a total pool of \$10,000.

Background

The Shire of Pingelly has allocated once-off funding of \$10,000 in the 2025–2026 budget to support heritage conservation within the district. This funding recognises the important role that heritage buildings and places play in Pingelly’s identity, tourism offering, and community character.

The Shire’s Municipal Heritage Inventory identifies a number of heritage places within the townsite and broader district, many of which are privately owned and maintained. Heritage conservation works on private property often present a financial barrier for owners, particularly where buildings require structural, roofing, or façade works to prevent further deterioration.

To facilitate conservation activity and maximise the number of heritage places benefiting from this funding, the Heritage Grant Program has been developed with a maximum grant of \$2,500 per applicant and a co-contribution requirement for most applicant categories. This structure is designed to leverage additional private investment alongside the Shire’s contribution.

Comment

The Heritage Grant Guidelines and Application Form are attached. Key features of the program are as follows:

- **Total funding pool:** \$10,000 (once-off allocation)
- **Maximum grant per applicant:** \$2,500
- **Eligible applicants:** Owners and managers of heritage items listed on the Shire’s Municipal Heritage Inventory, the State Register of Heritage Places
- **Co-contribution requirements:** Standard applicants must provide a dollar-for-dollar (50%) match; not-for-profit community organisations must provide at least 25% co-contribution; seniors, pensioners, and self-funded retirees are exempt from the co-contribution requirement
- **Eligible works:** Conservation and maintenance works, restoration, structural repairs, roof and facade works, window and door restoration, external painting in heritage colour schemes.
- **Project completion deadline:** 31 December 2026
- **Acquittal deadline:** 28 February 2027

It is proposed that funding be distributed to compliant applications on a first-come, first-served basis rather than through a competitive assessment process. Given the modest total funding pool and the straightforward eligibility criteria, a first-come, first-served approach will ensure a simple and transparent process for applicants and reduce the administrative burden on Shire staff. Applications will be assessed for compliance with the eligibility criteria and funding conditions set out in the Guidelines. The Chief Executive Officer is authorised to approve compliant applications until the funding pool is exhausted.

Applications will open on 23 February 2026 and close on 1 May 2026, or earlier if the funding pool is exhausted prior to that date.

Note: The Guidelines and Application Form reference different maximum grant amounts (\$2,500 in the Guidelines and \$5,000 in the Application Form Budget Summary). It is recommended that Council confirm the maximum grant amount of \$2,500 per applicant as set out in the Guidelines. The Application Form will be updated accordingly prior to release.

Consultation

Internal consultation has been undertaken in developing the Heritage Grant Guidelines. No external consultation is required prior to the program being opened for applications. The program will be publicly advertised through the Shire's website, social media channels, and local media.

Statutory Environment

Nil

Policy Implications

The Heritage Grant Program is consistent with the Shire's Local Planning Policy 13.15 – Heritage Listed Places, which forms the basis for the Heritage Impact Matrix required as part of the grant application.

Financial Implications

Total grant funding of \$10,000 has been allocated in the 2025–2026 adopted budget. No additional funding is required. Individual grants will not exceed \$2,500 per applicant, meaning a minimum of four grants may be awarded. The co-contribution requirements will leverage at least an equivalent amount of private investment in heritage conservation across the district.

Strategic Implications

The Plan directly supports the following priorities of the Pingelly Community Plan:

Outcome 8. Sustainable economic growth with decent learning opportunities and work for all.	
8.2. Activate the town centre.	8.2.1. Investigate and implement a program to restore the historical facades on the main street to encourage and support main street businesses and property owners to beautify the area and fill empty shops.

Risk Implications

Risk:	Failure to assess the applications in accordance with the Pingelly Heritage Grant Guidelines and Application Form 2026		
Consequence Theme:	Reputational	Impact:	Minor
Consequence:	Low impact, a small number of complaints.		
Likelihood Rating:	Unlikely	Risk Matrix:	Low (4)
Action Plan:	Mitigated by clear, proactive communication of program terms and funding limits. Managed by routine administrative procedures.		

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council:

- 1. Adopts the Pingelly Heritage Grant Program 2026 and the associated Heritage Grant Guidelines and Application Form as attached, subject to the maximum grant per applicant being confirmed at \$2,500; and**
- 2. Authorises the Chief Executive Officer to distribute the once-off heritage grant funding pool of \$10,000 to compliant applications on a first-come, first-served basis, in accordance with the Heritage Grant Guidelines.**

Moved: _____ Seconded: _____

Shire of Pingelly

Heritage Grant Guidelines

Deadline: 1 May 2026

Mail	Shire of Pingelly 17 Queen Street, Pingelly 6308
Email	admin@pingelly.wa.gov.au
In person	17 Queen Street, Pingelly

1. OBJECTIVE

The Shire of Pingelly has allocated once-off funding to facilitate heritage conservation within the district. The objectives of this Heritage Grant are to:

- Facilitate the conservation and maintenance of heritage places
- Provide financial support to owners of heritage places
- Provide financial assistance to owners of heritage places for Building Code of Australia upgrades (fire, service and access) for ongoing and new uses
- Promote and celebrate Pingelly's unique heritage character

These Guidelines outline the framework and procedures the Shire will follow in administering this once-off heritage grant funding. These guidelines apply to the Shire, Council staff and the community

2. DEFINITIONS

Heritage Place means a place listed in the Shire of Pingelly Local Heritage Survey

3. WHO CAN APPLY FOR THIS ONCE-OFF HERITAGE GRANT?

Eligible applicants include:

- Owners of heritage places within the Shire of Pingelly
- Managers of heritage places located in heritage conservation areas
- Community organisations responsible for heritage buildings or sites
- Not-for-profit organisations managing heritage assets

Ineligible applicants:

- State Government agencies (may be involved as project partners)
- Federal Government agencies

4. PROJECTS THAT CAN BE FUNDED

Projects must involve:

- A heritage item listed on the Shire's Municipal Heritage Inventory, or
- A property listed on the State Register of Heritage Places, or
- A property included in a heritage conservation area or precinct, or
- Be supported by the Shire's heritage advisor as being of heritage significance

The types of projects which can be funded include (but are not limited to):

- Conservation works and maintenance works
- Adaptive re-use projects
- Heritage building restoration works
- Structural repairs to heritage buildings
- Roof repairs and replacement (using heritage-appropriate materials)
- Window and door restoration
- External painting (using heritage colour schemes)
- Verandah and façade restoration\
- Heritage interpretation projects
- Conservation management plans
- Heritage impact assessments
- Archival recording and documentation

4. PROJECTS THAT CANNOT BE FUNDED

The following projects are NOT eligible for funding:

- New buildings or new additions to heritage buildings (including new internal fittings such as kitchens and bathrooms)
- New commemorative monuments or works
- Purchasing heritage buildings
- Purchasing equipment
- Routine maintenance (e.g., lawn mowing, gutter cleaning, carpet cleaning)
- The relocation of a heritage building or work on a relocated building
- Projects where adequate funding is available from other sources
- Private headstones, unless there is no possibility of descendant support
- Floodlighting of heritage buildings
- Where substantial assistance has been previously provided
- Where the applicant has yet to complete another assisted project
- Work on a government-owned building still used for a government purpose

IMPORTANT: Retrospective work will not be funded. All work must commence after grant approval.

6. FUNDING REQUIREMENTS

Total Available Funding: \$10,000

Maximum Grant per Applicant: \$2,500

Co-contribution Requirements:

- Standard applicants: Must provide at least 50% co-contribution (dollar-for-dollar match)
- Seniors (over 65), pensioners, and self-funded retirees: No co-contribution required, eligible for up to 100% funding
- Not-for-profit community organisations: Must provide at least 25% co-contribution

7. ASSESSMENT CRITERIA

Applications will be assessed and prioritised according to the following criteria:

- Heritage significance and prominence of the place
- Ability to complete the project by 31 December 2026
- Public benefit and enjoyment from the proposal
- Urgency of works to prevent further deterioration or damage
- Ability of the project to promote heritage conservation and encourage conservation of other heritage places
- Alignment with the Shire's heritage objectives

8. TIMELINE

- Applications Open: 23 February 2026
- Application Deadline: 01 May 2026
- Applications Considered: 20 May 2026
- Funding Paid: 1 June 2026
- Project Completed: 31 December 2026
- Acquittal Due: 28 February 2027

10. FUNDING AGREEMENT AND CONDITIONS

Submitting an application is the agreement to abide by the following conditions of the grant funding:

- Payment of the funds will be made following approval of the grant funding
- Any remaining funds will be repaid to the Shire of Pingelly if unspent by 31 December 2026
- Submit a final project report with photographs and receipts
- Any significant variations to the approved project must be submitted in writing for Shire approval before implementation.
- Obtain all necessary approvals before commencing works
- Use qualified and experienced tradespeople/consultants
- Ensure works are completed in accordance with heritage best practice
- Complete works by 31 December 2026
- Acknowledge the Shire's support at least on 1 social media and newspaper article and in any other publicity
- Permit Shire officers to inspect works during and after completion

11. IMPORTANT NOTES

- This is a once-off grant program with limited funding
- Funding is allocated on a first come basis
- Meeting eligibility criteria does not guarantee funding
- The Shire reserves the right to reject any application
- The Shire's decision is final
- No correspondence will be entered into regarding unsuccessful applications
- Applicants are encouraged to apply early as funding may be exhausted before the closing date

Shire of Pingelly

Heritage Grant Application Form

Deadline: 1 May 2026

Mail	Shire of Pingelly 17 Queen Street, Pingelly 6308
Email	admin@pingelly.wa.gov.au
In person	17 Queen Street, Pingelly

Applicant Details

Name/Organisation	
ABN	
Heritage Property Address	
Postal Address	
Contact Person	
Position	
Phone	
Email	
Applicant Type	<input type="checkbox"/> Individual <input type="checkbox"/> Organisation <input type="checkbox"/> Not-for-profit <input type="checkbox"/> Business
Registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No

Heritage Item Details

Heritage Item Name	
Year Built (approx.)	
Current Use	
Heritage Listing	<input type="checkbox"/> Municipal Inventory <input type="checkbox"/> State Register <input type="checkbox"/> Other
Brief Heritage Significance	

Project Details

Project Name	
Project Category	<input type="checkbox"/> Conservation/Maintenance <input type="checkbox"/> Restoration <input type="checkbox"/> Structural Repair <input type="checkbox"/> Roof/Window/Door <input type="checkbox"/> Painting <input type="checkbox"/> Verandah/Façade <input type="checkbox"/> Interpretation <input type="checkbox"/> Assessment/Plan <input type="checkbox"/> Other: _____
Project Summary	
Grant Funds Usage	
Heritage Conservation Benefit	
Start Date	
Completion Date	

Budget Summary

Maximum grant: \$2,500. Standard applicants must match dollar-for-dollar. Seniors/pensioners/self-funded retirees: no match required. Not-for-profits: 25% co-contribution.

Budget Item	Amount
Heritage Grant (requested)	\$
Applicant Contribution (cash)	\$
In-kind Contribution (if any)	\$
Other Funding Source (specify): _____	\$
TOTAL PROJECT INCOME	
TOTAL PROJECT EXPENDITURE	
BALANCE (must equal \$0)	

Required Attachments Checklist

Tick to confirm each required attachment is included:

- Completed Heritage Impact Matrix from LPP13.15 Heritage List Places
- Photographs of heritage place and areas requiring work (minimum 4)
- At least 2 quotes

Declaration

I declare that:

- I have read and understand the Heritage Grant Guidelines
- I am authorised to submit this application and sign legal documents
- All information provided is true, correct and complete
- I understand false statements may result in application rejection
- I will submit an acquittal report within 30 days of project completion
- I understand this is an application only and funding is not guaranteed
- I will acknowledge the Shire's support if funding is approved

Name:	Signature:	Date:
_____	_____	_____
_____	_____	_____

Office Use Only

Application No.	
Received Date	
Council Decision	

**14.3. Scheme Amendment No. 9 to the Shire of Pingelly Local Planning Scheme No. 3:
Submitted for Adoption**

File Reference:	ADM0101
Location:	Applies throughout the district
Applicant:	Not Applicable
Author:	Chief Executive Officer & Consultant Planner
Disclosure of Interest:	Edge Planning & Property receive payment for Planning advice to the Shire and declare a Financial Interest (section 5.70 of the Local Government Act 1995)
Attachments:	14.3.1 Scheme amendment documentation 14.3.2 WAPC Planning Bulletin 115/2024 Short-Term Rental Accommodation 14.3.3 WAPC Position Statement: Planning for Tourism and Short-term Rental Accommodation 14.3.4 Extract of Planning and Development (Local Planning Schemes) Regulations 2015

Summary

It is recommended that Council formally commence the process of amending the *Shire of Pingelly Local Planning Scheme No. 3*, through adopting Scheme Amendment No. 9, to implement the State Government's planning reforms for short-term rental accommodation.

Background

As Councillors are aware, LPS3 provides the statutory basis for Council regulating development and land use matters and proposals.

The purpose of Amendment No. 9 is to modify LPS3 to implement the State Government's planning reforms for STRA. The Amendment is required to ensure alignment with the new 'deemed' and 'model' land use classes introduced into the State Planning Framework through the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*.

The Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of the LPS regulations have been made to facilitate the necessary planning changes of the State Government's STRA reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

- New 'deemed' land use classes of 'hosted short-term rental accommodation' and 'un-hosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;
- New 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;
- A new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate various existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;

- A state-wide development approval exemption for ‘hosted short-term rental accommodation’ (this includes ancillary dwellings); and
- A 90-night (cumulative) exemption within a 12-month period for ‘un-hosted’ short-term rental accommodation in the Perth metropolitan area.

With the introduction of the new deemed land use classes into planning schemes associated with STRA, this Amendment relates to the introduction, modification and deletion of various land use and general definitions to the Shire’s planning scheme. The new exemptions are also ‘deemed’ and as such are already operative, however this Amendment does include changes to the Zoning Table to reflect the hosted STRA exemption as a permitted use.

Most significantly, it includes amendments to reflect deemed land use classes for ‘hosted short term rental accommodation’ and ‘un-hosted short term rental accommodation,’ along with the removal of superseded land uses.

The scope of changes contained in Amendment No. 9 (see Attachment 14.3.1) are broadly summarised as follows:

1. Delete superseded land use terms;
2. Insert new land use terms for short-term rental accommodation;
3. Update Zoning Table accordingly; and
4. Insert new clauses to address unintended implications of new land use terms.

The Shire administration has audited LPS3 to determine which provisions are now superseded by the deemed provisions. This standard amendment is now pursued to remove provisions which have been replaced by the deemed provisions.

The Western Australian Planning Commission’s (WAPC) *Planning Bulletin 115/2024 Short-Term Rental Accommodation* and the WAPC’s *Position Statement: Planning for Tourism and Short-term Rental Accommodation* are set out in Attachments 14.3.2 and 14.3.3. These documents provide background to the Amendment.

Attachment 14.3.4 is an extract from the *Planning and Development (Local Planning Schemes) Regulations* which sets out procedural matters relating to scheme amendments.

Comment

It is recommended that Council resolves to adopt Scheme Amendment No. 9 as outlined in Attachment 14.3.1 to formally commence the process of amending LPS3.

The amendment is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- The amendment is not considered a complex or basic amendment.

Based on the *Environmental Protection Amendment Regulations 2024* (the EP Regulations), in particular Part 9A of the EP Regulations, set out prescriptions as to when scheme amendments are not required to be referred to the EPA. Furthermore, section 81(2) of the *Planning and Development Act 2005* has removed the statutory requirement to refer ‘prescribed’ scheme amendments to the EPA.

Regarding STRA amendments, it is understood that these meet the prescriptions of clause 33C(2)(d) of EP Regulations (Part 9a) which is ‘*amendment to include or alter a definition of a landuse category if the WAPC considers the amendment will not materially impact the operation of the scheme*’, and as such does not require referral to or assessment by the EPA.

Subject to the Council's decision, the documentation will be forwarded to the WAPC to assess its suitability for advertising and approval to advertise. Should approval to advertise be granted then the Shire will publicly advertise the amendment for 6 weeks by writing to stakeholders, placing notices in local papers, placing details on the Shire's website and Facebook page and having information available at the Shire office.

Following the close of the consultation period, the matter will again be considered by the Council to determine whether to support final adoption of the scheme amendment. After this, the WAPC will assess the scheme amendment request with the final decision made by the Minister for Planning.

The Council has the following options:

- Proceed with the Amendment without modification; or
- Proceed with the Amendment with modification; or
- Defer and seek additional information; or
- Not to proceed with the Amendment.

Consultation

Subject to Council's decision, public comment will be invited on the Scheme amendment for 42 days.

Statutory Environment

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and LPS3

Policy Implications

Nil. In-time, it is expected a Local Planning Policy will be prepared for Council consideration relating to STRA.

Financial Implications

There are costs associated with advertising and the Government Gazette notice.

Strategic Implications

Outcome 6. A Great Place to Live	
Objective 6.1 Provide responsible planning and development.	
Objective 6.2 Facilitate access to diverse and affordable housing	

Risk Implications

Risk:	Gaining agency, stakeholder and landowner support.		
Consequence Theme:	Reputational	Impact:	Moderate
Consequence:	Public embarrassment, moderate impact, low or moderate news profile		
Likelihood Rating:	Possible	Risk Matrix:	Moderate (9)
Action Plan:	Acceptable with adequate controls, managed by specific procedures, subject to semi-annual monitoring.		

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council:

1. Agrees to adopt an amendment to the *Shire of Pingelly Local Planning Scheme No. 3*, pursuant to section 75 of the *Planning and Development Act 2005* as outlined in Attachment 14.3.1, to implement the State Government's planning reforms for short-term rental accommodation.
2. Determines that Amendment No. 9 is a standard amendment in accordance with Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:
 - a) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
 - b) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
 - c) The amendment is not a complex or basic amendment.
3. Note there is no requirement to refer Scheme Amendment No. 9 to the Environmental Protection Authority based on the [Environmental Protection Amendment Regulations 2024](#).
4. Submits Scheme Amendment No. 9 to the Western Australian Planning Commission for approval to advertise in accordance with Section 83A of the *Planning and Development Act 2005*.
5. Advertises Scheme Amendment No. 9 in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, Section 47(2) for a period of 42 days.
6. Authorises the Chief Executive Officer to progress and address matters with the Department of Planning, Lands and Heritage and the Western Australian Planning Commission.

Moved:

Seconded:

Shire of Pingelly

Local Planning Scheme No. 3

Amendment No. 9

Update scheme text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for short-term rental accommodation.

Planning and Development Act 2005

**RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME**

Shire of Pingelly Local Planning Scheme No. 3

Amendment No. 9

RESOLVED that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. In Table 3 'Zoning Table', delete all references to:
 - A. bed and breakfast;
 - B. holiday accommodation;
 - C. holiday house; and
 - D. motel.
2. In Table 3 'Zoning Table' insert in alphabetical order the following land uses and permissibility:
 - A. *Hosted short term rental accommodation*; designate as 'P' in Commercial, Mixed Use, Residential, Rural Residential and Rural zones and 'X' in the General Industry zone.
 - B. *Un-hosted short-term rental accommodation*; designate as 'D' in Commercial, Mixed Use and Rural zones, 'A' in the Residential and Rural Residential zones and 'X' in the General Industry zone.
 - C. *Tourist and visitor accommodation*; designate as 'A' in Commercial, Mixed Use and Rural zones and 'X' in the Residential, Rural Residential and General Industry zones.
3. In part 6 - Division 1, 'Terms Used':
 - A. Delete the definition for '*short-term accommodation*'.
 - B. Amend the general definition for *cabin* to:

means a building that –

 - (a) *is an individual unit other than a chalet; and*
 - (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*

and

- (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*

C. Amend the general definition for *chalet* to:
means a building that —

- (a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
- (b) *forms part of —*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*

and

- (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

4. In part 6 - Division 2, 'Land Use Terms Used':

A. Delete the definitions for:

- *bed and breakfast;*
- *holiday accommodation;*
- *holiday house;*
- *motel; and*
- *serviced apartment.*

B. Insert the definition for '*tourist and visitor accommodation*' as per Schedule 1 – Model Provisions.

5. Modify the term '*short-term accommodation*' to '*short-term rental accommodation*' throughout.
6. Insert any additional consequential scheme modifications as required.
7. Undertake any other administrative and formatting edits as required.

The amendment is **standard** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
2. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
3. The amendment is not considered a complex or basic amendment.

Dated this _____ day of _____ 20_____

(Chief Executive Officer)

CONTENTS

PART 1 – INTRODUCTION	5
PART 2 – BACKGROUND.....	5
PART 3 – STATE PLANNING FRAMEWORK	5
PART 4 – LOCAL PLANNING FRAMEWORK	6
PART 5 – PROPOSED AMENDMENT	7
PART 6 – CONCLUSION	8

SCHEME AMENDMENT REPORT

1. Introduction

The purpose of this Amendment is to modify the *Shire of Pingelly Local Planning Scheme No. 3* to implement the State Government's planning reforms for short-term rental accommodation.

This Amendment is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the State Planning Framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'un-hosted short-term rental accommodation', along with removal of superseded land uses. This report provides further detail and background information on these changes, including specific implications for the Shire of Pingelly.

2. Background

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Shire to amend its scheme, aim to provide greater consistency across the State in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

3. State Planning Framework

The key elements of the statutory environment in relation to Amendment 9 are set out in the *Planning and Development Act 2005 (the Act)* and the *Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)*. Amendment 9 has been prepared having regard to the Act and the Regulations, and the Model and Deemed Provisions contained therein.

The State Government's planning reforms for STRA are being implemented predominantly through the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), which in turn have been informed by policy direction provided through the Position Statement.

Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for un-hosted STRA within the Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

LPS Regulations

The LPS Regulations are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of the LPS regulations have been made to facilitate the necessary planning changes of the State Government's STRA reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

- New 'deemed' land use classes of 'hosted short-term rental accommodation' and 'un-hosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;
- New 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;
- A new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;
- A state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and
- a 90-night (cumulative) exemption within a 12-month period for 'un-hosted' short-term rental accommodation in the Perth metropolitan area.

The implications for these changes to the Shire of Pingelly are detailed further in the following sections of this report.

4. Local Planning Framework

The *Shire of Pingelly Local Planning Strategy* sets out the long term planning direction for the Pingelly district and provides strategic rationale for appropriately applied decisions relating to orderly and proper planning. The Strategy recognises the economic importance of tourism to the district. The Strategy also provides support for appropriately sited, designed and managed tourist accommodation, consistent with the existing nature and amenity of these areas. The

Strategy encourages tourism proposals which suitably address relevant planning, bushfire, environmental assets, landscape qualities and compatibility with adjoining land uses.

On average, the Shire receives less than one STRA per year.

5. Proposed Amendment

The purpose of Amendment No. 9 is to implement the State Government's planning reforms for STRA. The Amendment is required to ensure alignment with the new 'deemed' and 'model' land use classes introduced into the State Planning Framework through the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*.

With the introduction of the new deemed land use classes into planning schemes associated with STRA, this Amendment relates to the introduction, modification and deletion of various land use and general definitions to the Shire's planning scheme. The new exemptions are also 'deemed' and as such are already operative, however this Amendment does include changes to the Zoning Table to reflect the hosted STRA exemption as a permitted use.

Most significantly, it includes amendments to reflect deemed land use classes for 'hosted short term rental accommodation' and 'unhosted short term rental accommodation,' along with the removal of superseded land uses.

While noting there is a tight housing market, the Council does not consider that un-hosted STRA is currently an issue in the Pingelly townsite and surrounds.

The scope of changes contained in Amendment 9 are broadly summarised as follows:

1. Delete superseded land use terms;
2. Insert new land use terms for short-term rental accommodation;
3. Update Zoning Table accordingly; and
4. Insert new clauses to address unintended implications of new land use terms.

Deemed Short-Term Rental Accommodation Land Use Classes

Whilst the new 'deemed' land use classes are automatically read into the Shire's scheme through the LPS Regulations, along with the previously mentioned exemptions, these uses are proposed to be incorporated into the Scheme Zoning Table to ensure clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within the Shire's planning framework.

To implement the required changes, this Amendment deletes all references to the land use classes of *bed and breakfast* and *holiday house*, replaced with the new 'deemed' definitions of *hosted short-term rental accommodation* and *un-hosted short-term rental accommodation*. This includes amending the Zoning Table and Definitions schedules of the scheme text accordingly.

In addition to the LPS Regulations, the Position Statement and Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes from a permissibility standpoint. To reflect these requirements, this Amendment proposes the following designations for these new land use classes:

- 'Hosted short-term rental accommodation' is proposed as a 'P' (permitted) use in Commercial, Mixed Use, Residential, Rural Residential and Rural zones, and 'X' (not permitted) in the General Industry zone;

- ‘Un-hosted short-term rental accommodation’ is proposed to be designated as follows:
 - ‘D’ in Commercial, Mixed Use and Rural zones;
 - ‘A’ in Residential and Rural Residential zones; and
 - ‘X’ in General Industry zone.
- ‘Tourist and visitor accommodation’ is proposed to be designated as follows:
 - ‘A’ in Commercial, Mixed Use and Rural zones; and
 - ‘X’ in the Residential, Rural Residential and General Industry zones.

Aside from the above, where the uses of bed and breakfast and holiday house are referenced in other sections of the scheme text, these are to be cross-referenced accordingly.

Model ‘Tourist and Visitor Accommodation’ Land Use

A new model land use class of ‘Tourist and Visitor Accommodation’ has been introduced to supersede various traditional accommodation land use types (excluding ‘hotel’) and provide a clearer delineation between these uses and ‘short-term rental accommodation’. In the context of the Shire’s scheme, the motel and holiday accommodation uses will be deleted through this change.

New and Revised Land Use and General Definitions

As part of the LPS Regulations changes, amendments to some other model definitions were also introduced so as to not cause confusion or conflict with the new STRA land use terms. These include deletion of the definition for ‘short-term accommodation’, which has been removed to avoid confusion with new terms relating to ‘short-term rental accommodation’. This has consequentially resulted in modifications to the general model terms of ‘cabin’ and ‘chalet’. The new model terms are proposed to be introduced into the scheme text through this Amendment.

Through deletion of the general term ‘short term accommodation’ it is proposed to insert into the scheme text the deleted model definition in-full wherever referenced, to replicate the changes made in the model provisions, this being:

accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than 3 months in any 12-month period.

There are various additional administrative changes required throughout the Scheme arising from changing land use definitions and permissibility. This includes to parking and signage.

6. Conclusion

Amendment No. 9 has been drafted to align with the STRA framework.

Planning and Development Act 2005

**RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME**

Shire of Pingelly Local Planning Scheme No. 3

Amendment No. 9

RESOLVED that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. In Table 3 'Zoning Table', delete all references to:
 - A. bed and breakfast;
 - B. holiday accommodation;
 - C. holiday house; and
 - D. motel.
2. In Table 3 'Zoning Table' insert in alphabetical order the following land uses and permissibility:
 - A. *Hosted short term rental accommodation*; designate as 'P' in Commercial, Mixed Use, Residential, Rural Residential and Rural zones and 'X' in the General Industry zone.
 - B. *Un-hosted short-term rental accommodation*; designate as 'D' in Commercial, Mixed Use and Rural zones, 'A' in the Residential and Rural Residential zones and 'X' in the General Industry zone.
 - C. *Tourist and visitor accommodation*; designate as 'A' in Commercial, Mixed Use and Rural zones and 'X' in the Residential, Rural Residential and General Industry zones.
3. In part 6 - Division 1, 'Terms Used':
 - A. Delete the definition for '*short-term accommodation*'.
 - B. Amend the general definition for *cabin* to:

means a building that –

 - (a) *is an individual unit other than a chalet; and*
 - (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*

and

(c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period;*

C. Amend the general definition for *chalet* to:
means a building that —

- (a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
- (b) *forms part of —*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*

and
- (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

4. In part 6 - Division 2, 'Land Use Terms Used':

A. Delete the definitions for:

- *bed and breakfast;*
- *holiday accommodation;*
- *holiday house;*
- *motel; and*
- *serviced apartment.*

B. Insert the definition for '*tourist and visitor accommodation*' as per Schedule 1 – Model Provisions.

5. Modify the term '*short-term accommodation*' to '*short-term rental accommodation*' throughout.

6. Insert any additional consequential scheme modifications as required.

7. Undertake any other administrative and formatting edits as required.

The amendment is **standard** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
2. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
3. The amendment is not considered a complex or basic amendment.

Dated this _____ day of _____ 20_____

(Chief Executive Officer)

COUNCIL ADOPTION

This standard Amendment was adopted by resolution of the Council of the Shire of Pingelly at the Ordinary Meeting of the Council held on the _____ day of _____, 20_____.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Shire of Pingelly at the Ordinary Meeting of the Council held on the _____ day of _____, 20_____, proceed to advertise this Amendment.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for support by resolution of the Shire of Pingelly at the Ordinary Meeting of the Council held on the _____ day of _____, 20____ and the Common Seal of the Shire of Pingelly was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
**DELEGATED UNDER S.16 OF
THE P&D ACT 2005**

DATE.....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....



Planning Bulletin 115/2024

Short-Term Rental Accommodation (STRA) – Guidance for local government

18 September 2024

1. Purpose

The *Planning & Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) have been amended to facilitate planning changes for short-term rental accommodation (STRA). Alongside the state-wide Registration Scheme, which will be mandatory for all STRA as of 1 January 2025, the amended LPS Regulations are a key part of the State Government's commitment to ensure there is fair and consistent regulation and management of STRA across the State's planning system.

Local government will play an important role in implementing these changes through local planning frameworks. Most significantly, new 'deemed' land use classes for STRA have taken effect and are automatically read into every local planning scheme to which they apply.

Amendments to local planning schemes are needed to incorporate the new 'deemed' land uses into zoning tables, as well as remove any superseded land uses where relevant.

Local governments are encouraged to incorporate other new and revised 'model' land use classes and general definitions, that relate to tourism development, into their schemes where practicable.

This Planning Bulletin has been updated from a previous version released in November 2023. It provides a summary of the local planning scheme expectations resulting from these changes, as well as clarifying interpretation matters and outlining next steps for implementation.

2. Background

With the rising emergence of online booking platforms, there has been a lack of clarity on how STRA should be approached, including whether it should be a stand-alone land use class. This has led to inconsistency

between local government areas as well as challenges in those areas where tourism accommodation and local housing issues require more strategic consideration.

In November 2023, the Western Australian Planning Commission (WAPC) released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement). Along with associated Guidelines, it outlines the WAPC's position for clearer, more consistent regulation of STRA in planning frameworks.

The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*.

Information relating to the full suite of reforms, including the state-wide STRA Register and Incentive Scheme administered by the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS), can be accessed via the [Short-Term Rental Accommodation Initiatives website](#).

The Position Statement foreshadowed a series of amendments to Schedules 1 and 2 of the LPS Regulations, which as of September 2024 are in force. These include:

- new 'deemed' general and land use definitions to ensure hosted and unhosted short-term rental accommodation are considered as dedicated land use classes in planning schemes;
- new 'model' land use class of 'tourist and visitor accommodation' to supersede and consolidate a number of land use terms for traditional accommodation, as well as other changes to general definitions;

- a state-wide development approval exemption for 'hosted short-term rental accommodation' (includes ancillary dwellings); and
- a 90-night (cumulative) exemption within a 12-month period for 'unhosted short-term rental accommodation' in the Perth metropolitan area.

Local governments and other key stakeholders were consulted on these changes to the LPS Regulations in April and May 2024, with feedback received incorporated into the final amended LPS Regulations.

3. Objectives

To outline the steps and timeframes for implementing recent changes to the LPS Regulations for STRA.

4. Amending Local Planning Schemes

Amendments to local planning schemes to complement and align with new 'deemed' land use classes for short-term rental accommodation will need to be initiated as soon as possible and should ideally be completed by mid-2025, to allow for development approvals to be obtained by **1 January 2026**.

To assist local government in meeting these timeframes, all scheme amendments relating to STRA will be processed as a priority once submitted to the WAPC for assessment.

Appendices 1 and 2 provide an overview of planning framework changes arising from the STRA regulatory changes, including indicative timeframes and contacts for further information.

Scheme Amendments – 'Deemed' STRA Land Uses

To ensure consistency across local planning schemes as well as alignment with the *Short-Term Rental*

Accommodation Act 2024 (STRA Act 2024), all local governments shall incorporate two new ‘deemed’ STRA land use classes into the zoning table of their local planning scheme by either:

- including ‘hosted short-term rental accommodation’ and ‘unhosted short-term rental accommodation’ where no uses of a similar nature have existed previously; or
- deleting superseded uses – in most cases ‘bed and breakfast’ and ‘holiday house’ – and replacing these with ‘hosted short-term rental accommodation’ and ‘unhosted short-term rental accommodation’.

In all schemes, both metropolitan and regional, ‘hosted short-term rental accommodation’ should be listed as P use in all zones where any type of dwelling is capable of approval, reflecting the state-wide development approval exemption in the LPS Regulations.

For local governments within the boundaries of the Metropolitan Region Scheme (MRS), ‘unhosted short-term rental accommodation’ should be listed as a D or A use in zones where any type of dwelling is capable of approval, a P use in Tourism zones and an X use within all other zones, reflecting the direction set in the Position Statement.

The State Government is aware of a small number of local governments within the boundaries of the MRS who currently exempt STRA from the requirement to obtain development approval. These exemptions will need to be removed to achieve consistency with the amended LPS Regulations and Position Statement.

Local governments in regional areas, (i.e. outside of the MRS area), may designate ‘unhosted short-term rental accommodation’ as they see fit within each scheme zone to suit local tourism, housing or other relevant conditions.

Scheme Amendments – ‘Model’ Definitions

The changes also introduce a new ‘model’ land use class of ‘tourist and visitor accommodation’, which supersedes traditional accommodation uses including ‘holiday accommodation’, ‘motel’, ‘serviced apartment’, ‘tourist development’ and similar. This new definition sits separately to the retained ‘hotel’ use class and is also intended to include farm stays and larger bed and breakfast

style accommodation that do not fall within the definition for ‘hosted short-term rental accommodation’.

While ‘tourist and visitor accommodation’ is not a ‘deemed’ definition, it is strongly encouraged to be included in local planning schemes going forward, ensuring a clearer differentiation between STRA and traditional accommodation uses. This new use, and deletion of relevant superseded uses, may be incorporated into schemes as part of the same amendment as the above-mentioned STRA uses.

This new model use class is not intended to replace other accommodation types such as lodging houses. These are not considered STRA or traditional accommodation for the purposes of these changes. Such land uses will continue to be classed as ‘residential buildings’.

Further to this, revised general definitions of ‘cabin’ and ‘chalet’ and the amended land use definition of ‘road house’ can be introduced, along with deletion of the general definition for ‘short-term accommodation’.

Classification of Scheme Amendments

The classification of amendments is at the discretion of the individual local government, however, the following provides a guide on scenarios where a ‘basic’ or ‘standard’ amendment stream might apply.

Scheme amendments that propose to replace superseded land use classes with the new STRA land uses, without changes to permissibility in the zoning table, can generally be processed as a ‘basic’ amendment.

If an amendment introduces or changes permissibility for new STRA and traditional accommodation uses, or introduces supplemental development standards or other scheme provisions, it will generally be progressed as a ‘standard’ amendment.

A model scheme amendment document has been prepared by the Department of Planning, Lands and Heritage (DPLH) and can be used by local governments in aligning their local planning schemes with the LPS Regulations and the Position Statement. If not already received, please contact your applicable schemes or area team at DPLH to obtain a copy of this amendment template.

5. ‘Deemed’ Development Approval Exemptions

Development Approval – New Exemptions

Amendments to the LPS Regulations have introduced two new ‘deemed’ development approval exemptions.

Hosted STRA

‘Hosted short-term rental accommodation’ is exempt state-wide and applies to all dwelling types with no time restrictions. The State Government’s position on this matter was set through the release of the Position Statement in November 2023.

It is important to note that ‘hosted short-term rental accommodation’ will still require registration with the STRA Register, ensuring regulatory oversight.

Ancillary dwellings (granny flats) are considered to be ‘hosted short-term rental accommodation’ when the ‘host’ resides on site in either the primary or ancillary dwelling. This is because, by definition, ancillary dwellings can only occur on the same site as another type of dwelling (i.e. single, grouped or multiple). This is further reinforced by the general deemed definition of ‘short-term rental arrangement’, which provides the ability for a dwelling, or part of a dwelling, to be used as STRA.

Unhosted STRA

‘Unhosted short-term rental accommodation’ within the Perth metropolitan area is exempt from requiring development approval for a period of up to 90-nights within a 12-month period from the date of registration. This exemption is intended for ad hoc situations in a person’s primary place of residence, such as when they are away on holidays. The exemption cannot be undone through a local planning policy.

The STRA Register will track booking events to monitor compliance with this exemption. Notifications will be sent to operators who are approaching the 90-night limit advising of the requirement to obtain development approval to continue the use beyond the exemption period. A change of use development application requirement is triggered once the 90-night exemption has been exhausted.

Development Assessment and Approval – Unhosted STRA

The assessment of development applications for changes of use to ‘unhosted short-term rental accommodation’ will generally be a matter for the local government to consider on a case-by-case basis, having regard to any local planning policies prepared (refer to Local Planning Policies section below).

It is prudent to note that the premises must first be classified as a type of ‘dwelling’ to enable the change of use, given reference to this term within the ‘deemed’ general definition for ‘short-term rental accommodation’.

In this regard, the Residential Design Codes (R-Codes) will, in most instances, continue to apply to works associated with a short-term rental accommodation proposal.

Local governments have the flexibility to condition occupancy numbers for ‘unhosted short-term rental accommodation’ through development approvals, should the maximum of 12 persons be considered inappropriate in relation to the size of the dwelling. Local planning policies can provide guidance on when and how occupancy numbers may be assessed and conditioned.

It should also be noted that in zones where a type of ‘dwelling’ is discretionary, it is possible for a site to have multiple active development approvals in-force at any one time allowing for changes of use between STRA and a ‘dwelling’ without the need to obtain further approval.

Where a development approval is required under a scheme for ‘unhosted short-term rental accommodation’, a local government can consider any relevant matter under clause 67 of the ‘deemed provisions’.

Bushfire Considerations

Changes to the State Government’s bushfire planning framework detail that a ‘vulnerable land use’ does not include a change of use in an existing single house or ancillary dwelling; including STRA. The proposed changes will also make clear that Part 10A of the ‘deemed provisions’ will be mostly concerned with the construction aspect of development (i.e. not changes to use).

The LPS Regulations amended for STRA also introduce a new ‘deemed’ clause 78B(1A), to ensure that exempt short-term rental accommodation proposals situated within bushfire prone areas, remain as such. This would apply in instances where the use is permitted in a zone, or otherwise exempt through cl. 61 of the ‘deemed provisions’.

A Good Host Pack for short-term rental accommodation owners has been prepared by DEMIRS, which includes information from the Department of Fire and Emergency Services (DFES), with messaging encouraging STRA operators to ensure they have a bushfire plan in place and to communicate this with their guests. Further information can also be found [via the DFES website](#).

Local governments may also include bushfire response considerations within local planning policies for STRA.

Local Planning Policies (LPPs)

The Position Statement encourages the development of LPPs to provide further guidance on the consideration of STRA proposals. Existing LPPs relating to STRA can continue to operate and be used for assessment purposes, except where they conflict with changes to the LPS Regulations or replicate the state-wide Registration Scheme.

Local government should update existing LPPs concurrently with scheme amendments, to ensure alignment with the amended LPS Regulations as well as the Position Statement and Guidelines.

To assist, a Local Planning Policy Guidance document has been prepared, in collaboration with the WA Local Government Association (WALGA). This document provides direction on a number of matters which can be considered when preparing local planning policies for the assessment of ‘unhosted short-term rental accommodation’. A copy of this policy guidance is available at the [WALGA website](#).

6. State-Wide STRA Register

The state-wide STRA Register, established by the STRA Act 2024, is now operational. Registration for all STRA will be mandatory by **1 January 2025**. The Register replaces any existing local government STRA

registers which may have been in place prior to proclamation of the STRA Act 2024.

All STRA are required to register prior to operation – regardless of whether they are ‘hosted’ or ‘unhosted’, or whether they qualify for a development approval exemption through the LPS Regulations. Registration is completed by either the STRA owner or tenant (with the owner’s consent) and is renewed annually.

Under the STRA Act 2024 and associated regulations, it is mandatory for applicants to enter either that a development approval is not required, or the status of their development approval at the point of registration. This includes whether an application has been approved (including their development approval number), submitted, refused, or not obtained.

STRA accommodation providers may register their premises without having first obtained a development approval, however they must comply with all relevant local planning scheme requirements.

Where a premises is being used for STRA unlawfully, local governments may take enforcement action under the *Planning and Development Act 2005*. A designated officer of the LGA may also provide the Commissioner for Consumer Protection with a certificate under section 29 of the STRA Act. Where considered appropriate to do so, the Commissioner may exercise their discretionary power to suspend or cancel registration based on the grounds listed in the STRA Act 2024.

Strategic Planning Implications

Registration data will, over time, allow local governments to make more informed strategic decisions based on the actual number, type and location of registered STRA premises within a particular municipality.

Any further action taken based on this data would need to be considered holistically in the context of a broader population and housing analysis undertaken through a local planning strategy review.

Further guidance on strategic planning considerations for STRA and tourism more broadly is provided in the Position Statement and Guidelines.

7. Communication and advice to STRA operators

Changes to planning schemes may create uncertainty for existing STRA operators who have not previously required development approval, or where such requirements have been unclear or not consistently enforced.

Local governments should consider how best to communicate relevant planning changes to their communities and/or existing STRA operators, to allow for development approvals to be obtained by 1 January 2026. STRA owners and operators may contact their local government seeking information about approval requirements that currently exist, or may be introduced in their area.

Any communication from local government on planning requirements should also make it clear that obtaining a development approval is a separate process to registration, which is to be done online through the [DEMIRS registration portal](#). Local governments undertaking 'standard' amendments to implement the new STRA and tourism land use classes may wish to consider communications approaches during the amendment consultation period.

To assist, a dedicated website [Short-Term Rental Accommodation Planning Reforms](#) has been established to provide information to STRA operators and other interested parties. The website includes various FAQs, as well as links to the Position Statement and Guidelines.

Further Information

Further information on the Position Statement and LPS Regulations changes can be obtained from tourism@dplh.wa.gov.au.

Technical enquiries regarding scheme amendments should be directed to the relevant schemes or area team for your local government area.

Further information on the technicalities of the register, including the local government dashboard, can be obtained via by contacting the STRA Registration Team at DEMIRS at straenquiries@demirs.wa.gov.au.

Appendix 1 – SUMMARY OF PLANNING FRAMEWORK CHANGES – SHORT TERM RENTAL ACCOMMODATION (STRA)

	INSTRUMENT	SUMMARY OF CHANGES	TIMEFRAME FOR CHANGES	CONTACT FOR FURTHER INFORMATION
STATE GOVERNMENT	LPS Regulations	<p>Schedule 1 – Model Provisions:</p> <ul style="list-style-type: none"> Revised general definitions for 'cabin' and 'chalet'; Consolidated land use class for 'tourist and visitor accommodation'; Deleted land use classes for various accommodation types; and Revised land use definition for 'road house'. <p>Schedule 2 – Deemed Provisions:</p> <ul style="list-style-type: none"> Land use definitions for 'hosted STRA' and 'unhosted STRA'; General STRA definitions linking to the <i>Short-Term Rental Accommodation Act 2024</i>; Development approval exemption for hosted STRA (state-wide); Development approval exemption for unhosted STRA operating up to 90-nights in a 12-month period within the Perth metropolitan area (i.e. where MRS applies); and Exemption for STRA within bushfire prone areas. <p>NOTE – Position Statement and Guidelines to provide direction on the above was previously released in November 2023.</p>	<p>In operation.</p> <p>Local Governments to amend schemes as per Part 4 and Appendix 2 of this bulletin.</p>	DPLH Tourism Team – tourism@dplh.wa.gov.au
LOCAL GOVERNMENT	Local Planning Strategies	<ul style="list-style-type: none"> Strategies should acknowledge the role and impacts of STRA in the local area (as appropriate), within tourism and housing sections. Data from the Short-Term Rental Accommodation Register, accessible by local governments, to be used as evidence to justify and inform strategic direction in conjunction with other findings applicable to tourism accommodation and housing supply. 	As required during periodic strategy review process.	DPLH Land Use Planning area or scheme team
	Local Planning Schemes	Refer Appendix 2		
	Local Planning Policies (LPPs)	<ul style="list-style-type: none"> Local governments may develop new or revised LPPs to address specific STRA planning issues in their area. These should align with the LPS Regulations Amendments as well as the WAPC's Position Statement Preparation should consider matters outlined in WALGA's STRA Local Planning Policy Guidance document. LPPs should be prepared for the purpose of guiding the assessment of development applications for unhosted STRA, given the state-wide exemption for hosted STRA. LPPs cannot undo cl. 61 exemptions for hosted and unhosted STRA. 	Policy development concurrent with scheme amendment (as above) is encouraged to ensure holistic consideration of planning framework changes.	DPLH Land Use Planning area team

Appendix 2 – SUMMARY OF LOCAL PLANNING SCHEME CHANGES – SHORT-TERM RENTAL ACCOMMODATION (STRA)

	SUMMARY OF CHANGES	TIMEFRAME FOR CHANGES	CONTACT FOR FURTHER INFORMATION
PERTH METROPOLITAN (i.e. within MRS)	<p>Mandatory Amendments – by 1 January 2026:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce new ‘hosted short-term rental accommodation’ deemed use class, to replace ‘bed and breakfast’ where applicable. Assign as a ‘P’ use in all zones where any type of dwelling is capable of approval, to reflect state-wide exemption. <input type="checkbox"/> Introduce new ‘unhosted short-term rental accommodation’ deemed use class, to replace ‘holiday house’ and similar where applicable. Assign as a ‘D’ or ‘A’ use in all zones where any type of dwelling is capable of approval, ‘P’ in Tourism zones and ‘X’ in remaining zones, to reflect direction in the WAPC’s Position Statement (November 2023). <p>Additional Amendments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace superseded model traditional and tourist accommodation land uses with new ‘tourist and visitor accommodation’ use (note – ‘hotel’ is retained). <input type="checkbox"/> Introduce revised general definitions of ‘cabin’ and ‘chalet’, revised land use definition of ‘road house’ and delete general definition for ‘short-term accommodation’. 	Amendments to be finalised preferably by mid-2025, and no later than 1 January 2026.	DPLH scheme team. Note - all scheme amendments relating to STRA will be processed as a priority.
REGIONAL (i.e. outside MRS)	<p>Mandatory Amendments – by 1 January 2026:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce new ‘hosted short-term rental accommodation’ deemed use class, to replace ‘bed and breakfast’ where applicable. Assign as a ‘P’ use in all zones where any type of dwelling is capable of approval, to reflect state-wide exemption. <input type="checkbox"/> Introduce new ‘unhosted short-term rental accommodation’ deemed use class, to replace ‘holiday house’ and similar where applicable. Assign in zoning tables as required to reflect local housing and tourism conditions. <p>Additional Amendments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace superseded model traditional and tourist accommodation land uses with new ‘tourist and visitor accommodation’ use (note – ‘hotel’ is retained). <input type="checkbox"/> Introduce revised general definitions of ‘cabin’ and ‘chalet’, revised land use definition of ‘road house’ and delete general definition for ‘short-term accommodation’. 	Amendments to be finalised preferably by mid-2025, and no later than 1 January 2026.	DPLH area team Note - all scheme amendments relating to STRA will be processed as a priority.

Disclaimer

This document has been published by the Western Australian Planning Commission. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the government, its employees and agents are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.

© State of Western Australia

Published by the
Western Australian Planning Commission
Gordon Stephenson House
140 William Street
Perth WA 6000

Locked Bag 2506
Perth WA 6001

Published September 2024

website: www.wa.gov.au/dplh
email: info@dplh.wa.gov.au

tel: 08 6551 8002
fax: 08 6551 9001
National Relay Service: 13 36 77

This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications Branch.

Position Statement:

Planning for Tourism and Short-term Rental Accommodation

November 2024

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of land and waterways across Western Australia. The Department is committed to reconciliation to improve outcomes for Aboriginal and Torres Strait Islander peoples and to work together to provide a culturally-safe and inclusive environment

Disclaimer

This document has been produced by the Department of Planning, Lands and Heritage on behalf of the Western Australian Planning Commission. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the Government, its employees and agents are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.

69

© State of Western Australia

Published by the
Western Australian Planning Commission
Gordon Stephenson House
140 William Street
Perth WA 6000
Locked Bag 2506
Perth WA 6001

Publication date: 24/09/2024
Operational date: 18/11/2024

website: wa.gov.au/dplh
email: info@dplh.wa.gov.au

tel: 08 6551 8002
fax: 08 6551 9001
National Relay Service: 13 36 77
This document is available in alternative
formats on application to the
Communications Branch.

1. Policy intent

The intent of this Position Statement is to guide the appropriate location and management of tourism and short-term rental accommodation land uses through the planning framework and:

- facilitate acceptable development of new and evolving tourism opportunities;
- provide a high-level of amenity in tourism areas; and
- deliver quality land use planning outcomes.

2. Planning for tourism in Western Australia

Western Australia's many natural and man-made features and attractions provide substantial opportunities for tourism, which is a significant contributor to the State and local economies, particularly in regional areas. Tourism encompasses an array of development types, sizes and locations, and includes accommodation, attractions, facilities, infrastructure and other ancillary services.

Appropriate planning and management of tourist areas and uses is necessary for their promotion and retention, to prevent encroachment from incompatible land uses,

to protect the amenity, environmental and landscape values of tourist areas, and to address potential land use conflict. In some areas demand for tourism infrastructure, particularly accommodation, can also come from other needs such as medical, business and educational travel.

Planning for tourism must be capable of adapting to changes in the sector and the consideration of value-add opportunities.

Local governments are encouraged to consult with Tourism Western Australia and other relevant State Government agencies, tourism associations, local operators and the local community when undertaking planning for tourism as described within this Position Statement.

3. Application of this Position Statement

This Position Statement applies to all tourism and short-term rental accommodation proposals within all regions of Western Australia and should be applied in conjunction with the *Planning for Tourism and Short-term Rental Accommodation Guidelines* (the Guidelines).

In this Position Statement the term 'tourist accommodation' refers to all traditional forms of tourist accommodation land uses provided within the Planning and Development (Local

Planning Schemes) Regulations 2015 (LPS Regulations), aside from those broad use types listed under Section 3.1 – Exclusions.

Similarly, the term 'short-term rental accommodation' refers to hosted or unhosted uses of this specific type which will be reflected in new land use definitions under the LPS Regulations.

3.1 Exclusions

This Position Statement is not intended to capture the following forms of short-term and temporary accommodation, which are often subject to either alternative guidance and legislation or approaches by local government (further information is available in section 4 of the Guidelines):

- lodgers and boarders;
- house swapping and housesitting;
- personal use of a holiday home or the sharing of a holiday home with the owner's family and friends;
- student exchange accommodation;
- workforce accommodation; and
- residential parks, park home parks, lifestyle villages.

4. Policy objectives

The policy objectives for planning for tourism and short-term rental accommodation are to:

- Provide a strategic approach to the sustainable development and management of tourism and short-term rental accommodation land uses by ensuring decision-making is guided by a local planning strategy which reflects the demand for local and regional tourism.
- Identify opportunities and protect locations, tourism precincts and sites (existing and potential) where demand for future tourism land use and development have been identified. The character, landscape, visual amenity, economic, social, cultural and environmental values of natural and/or built features that may have future tourism potential should be protected; any negative impacts minimised; and, where possible, values enhanced.
- Plan appropriate infrastructure and services necessary to support tourism development and ensure new and expanded tourism development has secure access to services/infrastructure.
- Recognise that the commercial sustainability of tourism may require flexibility in product mix, site design and risk mitigation approaches.

- Promote the co-location of complementary and compatible tourism land uses to create identifiable tourism precincts that benefit tourism amenity.
- Ensure land use impacts between tourism and short-term rental accommodation activities and other land uses (including residential areas) are appropriately managed.
- Manage the effects of tourism and short-term rental accommodation on local housing markets, including:
 - Demand for accommodation for tourism industry workers;
 - Impacts on housing supply; and
 - The availability of dwellings for long-term rental.

5. Policy measures

Local governments are best placed to plan for tourism and short-term rental accommodation within their communities, with local knowledge of tourism activity, opportunities, constraints, including potential impacts and what requirements should be placed on tourism or short-term rental accommodation proposals.

5.1 General measures

In general, strategic and statutory planning decisions should:

- Encourage a range of tourist accommodation, including short-term rental accommodation, choices and experiences as required.
- Encourage sustainable ecotourism that recognises and complements Western Australia's unique and sensitive natural environment, heritage and Aboriginal culture.
- Give effect to this Position Statement and Guidelines, and the *State Government Strategy for Tourism in Western Australia 2020* (as amended).
- Be consistent in the use of tourism land use and accommodation definitions contained in the LPS Regulations and State Planning Policy 7.3: Residential Design Codes.
- Promote the location of tourist accommodation in areas with the highest tourism amenity (for example beach access, views, facilities, availability of services) and adequate separation from, or management of, any interface with residential land uses.
- Ensure areas used exclusively for strategic tourism sites and precincts are zoned as Tourism or Special Use.
- Ensure that new and proposed caravan park sites are zoned to facilitate long-term security for continued use, preferably through a Tourism or Special Use/ Special Use – Caravan Park zone, while providing for a range of appropriate incidental uses and tourism accommodation types.
- Maintain and support existing tourism and special use sites. Rezoning should only be supported if it is demonstrated that a tourism site is unfeasible in the long-term because of a lack of tourism demand, sustainable tourism function and a long-term decline of all tourism activities and accommodation types in the region.

The inclusion of any land uses other than tourism land uses on tourism zoned land should be considered on a case-by-case basis. Consideration should include whether there is appropriate infrastructure and a planning framework that supports uses other than tourism on tourism zoned sites. The inclusion of permanent residential uses requires close consideration to ensure tourism remains the primary use of a site and a quality tourism outcome is achieved in conjunction with any residential component.

Where permitted, tourism uses on agricultural or rural land should be secondary to agricultural and/or rural uses to protect the primacy of the land for rural uses (for example farm stay, restaurant at vineyard, farm gate sales) as provided by *State Planning Policy 2.5: Rural Planning*. Proposals in areas subject to natural hazards (bushfire, coastal, cyclone and flood prone areas) are to meet the requirements set out in the relevant State planning policies (2.6: *State Coastal Planning*, draft 2.9: *Planning for Water*, 3.4: *Natural Hazards and Disasters* or 3.7: *Bushfire*).

Where coordination is required (for example across multiple sites, stages or for infrastructure provision), proposals within tourism precincts or sites should be informed by the preparation of a structure plan and/or local development plan as appropriate. These plans should be required prior to subdivision or development approval.

5.2 Local planning strategy considerations

The local planning strategy provides the long-term planning directions and actions to manage the change and development of a local government area. The local planning strategy also provides the line-of-sight between state-wide strategic planning and policy to the local framework and decision-making. Local governments are encouraged to address tourism as a planning issue/

opportunity to ensure strategic tourism needs are planned for. The extent to which tourism and short-term rental accommodation is examined within the local planning strategy should be proportionate to the significance of tourism to the community and local economy. The tourism component of the local planning strategy should:

- Reflect on the existing planning framework (including the local planning scheme and relevant local planning policies) and whether it is fit-for-purpose and achieving the tourism and short-term rental accommodation outcomes being sought.
- Discuss current and emerging tourism trends and issues, including the provision of information on existing tourism, aspirations for long-term tourism and existing problems related to tourism.
- Where tourism and/or short-term rental accommodation is significant to the locality or region, the local planning strategy should include substantial detail on issues such as accommodation supply and demand, the rationale for determining future land allocation (site size and location), suitable planning controls and anticipated tourism infrastructure needs.
- Identify suitable tourism sites and precincts in accordance with locational criteria developed by the local government and ensure these are

located appropriately to townsites and in proximity to the features and attractions they are intended to serve. Locations identified for tourism should be consistent with other existing policies.

- Outline suitable planning controls to guide and manage tourism and short-term rental accommodation uses that will need to be incorporated in the local planning scheme.
- Be consistent with this Position Statement.

5.2.1 Caravan parks

Caravan parks are a fundamental component of the tourism accommodation mix and can experience competing demands from tourists, long-stay tenants, temporary workers and people seeking alternatives to traditional rental accommodation. In addition, the demand for land in tourist locations has contributed to numerous caravan park closures throughout Western Australia.

Strategic planning for caravan parks should:

- ensure development and long-term retention of caravan parks as a form of short-stay (affordable) accommodation primarily for leisure tourists;
- recognise that the commercial sustainability of caravan parks requires some flexibility in product mix, site design and risk mitigation approaches; and



- ensure any new caravan parks are located appropriately for their context and intended market and function.

5.2.2 Short-term rental accommodation

Short-term rental accommodation is the collective name given to holiday homes, units or apartments offered for short-term letting, often through an online booking platform or management agent. Short-term rental accommodation is either hosted (where a permanent resident (host) is present) or unhosted (where guests have exclusive use of an entire house, unit or apartment). Commonly, they can be:

- a family holiday home, periodically offered as a short-term rental;
- a property purchased for the sole intent of operating a short-term rental operation; and
- spare bedrooms and areas within a home, offered to let on a short-term basis.

The success of online booking platforms offering short-term rental accommodation has seen a rapid increase in short-term rentals, with high concentrations occurring in popular tourist locations. Demand can also be high in localities attracting non-tourism related travel, such as medical, education and business travel. In some cases, the rapid

growth in the short-term rental market has placed management and compliance stress on local governments and can have a variety of negative flow on effects.

Local government should consider whether detailed attention needs to be given to short-term rental accommodation in the local planning strategy. In areas where short-term rentals are in low demand and do not cause significant community concern, addressing the topic within the local planning strategy may be unnecessary.

5.2.2.1 Supply, demand and pressures associated with short-term rental accommodation

To help understand current and emerging trends and issues, local governments are encouraged to undertake a short-term rental accommodation supply and demand analysis. A supply and demand analysis should include consideration of the short-term rental market, the relationship with permanent housing provisions and the traditional accommodation provision. This analysis could be undertaken as a sub-section of broader population and housing studies conducted as part of the local planning strategy, to ensure all relevant housing supply and demand matters are considered holistically.

Considerations may include:

- identification and assessment of current and future short-term rental demands informed by Tourism Western Australia data, the WA Government's short-term rental accommodation register, Australian Bureau of Statistics data, local government data as well as other planning documents;
- identification of short-term rental accommodation opportunities; and
- interaction between short-term rental accommodation demand and local housing objectives.

Evidence from other jurisdictions (and increasingly from tourism locations in the South West) indicates that a rapid growth in, or high supply of, short-term rentals may affect the availability of long-term rentals and housing choice for permanent residents of a community.

Local governments with areas subject to a high supply of short-term rental accommodation and relatively stable housing growth are encouraged to monitor the situation in their communities and adjust policy settings as appropriate.

5.2.2.2 Location of short-term rental accommodation

Short term rental accommodation should generally be a permitted use in tourism zones.

Outside tourism zones, consideration should be given to the appropriate location of short-term rental accommodation; specifically where it should be prioritised to further strategic planning objectives, enhance the tourism experience and avoid adverse impacts on surrounding land uses.

In seeking to guide the location of short-term rental accommodation outside Tourism zones, the following considerations may be relevant to the local government:

- Provision of, and access to, tourist amenity, proximity to social, cultural, and leisure attractions and accessibility to transport routes and public transport services.
- Localities where short-term rental accommodation may be particularly in demand for non-tourism needs, such as temporary workers accommodation and medical travel, and how these should be balanced with demand from tourism.
- Adequate standard of services and infrastructure necessary, for example reticulated or drinking water supply and service, capacity of on-site solutions.

5.3 Bushfire planning requirements

There are no requirements within State Planning Policy 3.7 Bushfire (SPP 3.7) and Planning for Bushfire Guidelines (the Guidelines) for hosted or unhosted short-term rental accommodation.

Where a regional local government determines that a development application for short-term rental accommodation is required, and the development site is within a bushfire prone area, then the local government will need to specify any relevant bushfire requirements in a local planning policy.

5.4 Statutory planning considerations

The local planning scheme and supporting local planning instruments (such as local planning policies) give effect to local strategic planning through statutory land use and development control.

Broadly speaking, local planning schemes and amendments should:

- include a range of tourism, special use and mixed-use zonings allowing for tourism development and the permissibility of land uses in each zone, to provide for a diverse tourism industry consistent with the direction provided in local planning strategy;
- utilise land use definitions as set out in and LPS Regulations for tourism and short-term accommodation uses, as applicable;
- provide clear guidance as to the permissibility of tourism and short-term rental accommodation land use types in all relevant zones via the zoning table, in accordance with the guidance provided in this Position Statement and accompanying guidelines.

Where planning scheme provisions are inconsistent with this Position Statement, local planning schemes must be updated. To complement local planning scheme provisions and guide the exercise of

discretion, local government may utilise local planning policies to inform land use and development decisions.

The Guidelines provide further guidance on statutory planning considerations and approaches.

5.4.1 Caravan parks

To support the policy objectives a local planning scheme should:

- zone caravan park sites to secure continuing use of the site for caravan park and appropriate incidental uses, having regard for local context (Tourism and Special Use/Special Use – Caravan Park zones are preferred for this purpose);
- designate caravan parks as a permitted (P) or discretionary (D) use in the Tourism zone or designate sites as Special Use/ Special Use – Caravan Park zones, and provide for a range of complementary incidental uses including additional tourism accommodation types where appropriate;
- consider designating caravan park as an Additional Use for specific sites outside the Tourism and Special Use/Special Use – Caravan Park zones where caravan and camping may be desired as a secondary offering to the primary use; and

- encourage the development and redevelopment of caravan parks in a manner that responds appropriately to the environment, economy and context.

The rezoning of Tourism or Special Use – Caravan Park zoned sites to residential, commercial or alike zones is generally considered inconsistent with the objectives of this Position Statement. However, if a rezoning is proposed it should be justified and assessed in the context of this Position Statement, the Guidelines and the relevant local planning strategy.

Where it can be demonstrated that a caravan park site is no longer required, and this is supported by the Western Australian Planning Commission (WAPC) in consultation with relevant stakeholders, including long-stay tenants, the WAPC may recommend that the Minister for Planning approve the rezoning; subject to all other relevant planning considerations.

5.4.2 Short-term rental accommodation

Short-term rental accommodation is considered a distinct land use class to traditional tourist accommodation and is divided into two categories: hosted and unhosted. Local planning schemes can manage the location of unhosted short-term rental accommodation through a combination of zoning and land use permissibility.

Development control measures can be set through local planning schemes and local planning policies to manage size, location, and potential amenity impacts. Short-term rental accommodation providers and decision-makers should also consider any broader legislative requirements that may apply such as smoke alarms, Residual Current Devices (RCDs), compliant barriers for private swimming pool and spas, food service requirements and requirements under the National Construction Code.

5.4.2.1 Hosted short-term rental accommodation

Hosted accommodation is considered a low-scale form of short-term rental accommodation because the host resides on the site and can manage any issues that may arise with respect to amenity, noise and other impacts. It may also be contended that the short-term rental accommodation use of the property is incidental to the permanent residential use.

It is intended that hosted accommodation, where the owner or occupier of the dwelling is present when guests are staying overnight, should not require a development approval, and should be represented as such in the zoning table.

5.4.2.2 Unhosted short-term rental accommodation

Local government should regulate unhosted short-term rental accommodation through its local planning framework to supplement broader State Government reforms on this matter.

It is acknowledged that there have traditionally been various approaches to the regulation of unhosted short-term rental accommodation currently undertaken across Western Australia. This Position Statement sets out considerations in both metropolitan and regional contexts. For the purposes of this section of the Position Statement, references to 'regional' areas includes the Peel region.

Perth Metropolitan Area

Within the context of the Perth Metropolitan Area, renting of a dwelling for 90 nights or less within a 12-month period, such as when the owner is on holidays from their primary place of residence, is considered to be low scale in impact and incidental to the primary use of the property. Therefore, short-term rental accommodation operators that let out their residence for 90 nights or less within a 12-month period will not need development approval.

This exemption will have effect wherever the Metropolitan Region Scheme applies and will be reflected in all applicable local planning schemes, via Schedule 2 'deemed provisions' of the LPS Regulations. It will also still apply within bushfire prone areas.

Where short-term rental accommodation is occurring as unhosted for more than 90 nights in a 12-month period, the intensity of the use and form of activity changes from a permanent residential dwelling. There is the potential for impacts on the locality, particularly in relation to residential amenity, as well as broader housing supply objectives. Accordingly, use of a dwelling as unhosted short-term rental accommodation for longer periods of time is considered a change of use from a residential dwelling.

For local governments within the Perth Metropolitan Area- zoning table provisions in all local planning schemes shall require development approval (i.e. a D or A use) for unhosted short-term rental accommodation uses outside of tourism zones exceeding 90 nights within a 12-month period.

This single set of rules for Perth will ensure greater consistency across the metropolitan area and will allow the local government to assess individual proposals on a case-by-case basis, allowing consultation to occur where deemed necessary.

Outside Perth Metropolitan Area (including Peel)

For local governments in regional areas (i.e., outside the Metropolitan Region Scheme) – zoning table and scheme provisions for unhosted short term rental accommodation will be at the discretion of the individual local government. This is in recognition of the need to provide greater flexibility for regional local governments, acknowledging that there are various approaches dependent on local community demographics, housing availability and tourism markets.

Local governments in regional areas are encouraged to update their schemes as soon as practicable to provide guidance on where short-term rental accommodation may or may not be acceptable within their municipality, and importantly where it would be beneficial for a development application to be received for these uses. Requiring a development approval will allow the local government to assess the impacts of a specific proposal on both the amenity of a locality and local housing markets, as well as the impacts on the local tourism economy of their area (if applicable). There should also be a focus on the use of a dwelling and how this relates to local planning objectives and amenity impacts.

General Local Planning Considerations

The regulatory and policy response of the local government toward unhosted short term rental accommodation should be proportional to the significance of the issues arising in a municipality, especially in regional areas.

In determining the appropriate way to further tailor unhosted short-term rental accommodation requirements, the following statutory planning mechanisms can be considered:

- Utilising the zoning table, and other scheme mechanisms to control the locations whereby unhosted short-term rental accommodation proposals may be designated. Short-term rental accommodation should only be prohibited (X) in areas with low residential amenity such as industrial zones. Guidance tailored to specific localities or planning considerations where short-term rental accommodation is discretionary can be provided through local planning policies or other appropriate scheme mechanisms.
- Capping guest numbers permitted within a short-term rental accommodation property through local planning policy and/or condition of a planning approval, to respond to constraints such as availability of vehicle parking, capacity of infrastructure (such

as onsite effluent disposal) or to maintain appropriate levels of amenity in line with expectations (such as concerns regarding “party houses”).

- Utilising a local planning policy to guide discretionary decision-making, which may include but not be limited to:

- locational factors which may assist in determining appropriate locations for unhosted forms of short-term rental accommodation within residential areas (refer to the Guidelines for further information);
- impact on local housing market, where this has been identified as an issue in the local planning strategy;
- limits to the number of guests and/or rooms;
- provision of car parking;
- minimum stay or booking requirements (e.g. 2 nights);
- minimum services such as potable water and reticulated sewerage;
- preparation and approval of a Management Plan;
- waste management;
- whether pets of guests (such as dogs) are permitted;
- managing for potential noise nuisance; and

- bushfire emergency procedures and options for evacuation.

If appropriate, initial development approval can be granted for a limited period (for example 12 months) and renewed on a longer basis (for example three to five years, or permanently) to ensure there is appropriate management of potential impacts on the amenity of neighbouring properties.

5.4.3 Other planning processes including structure plans, subdivisions and development applications

WAPC

Where appropriate, the WAPC will consider the application of this Position Statement in the assessment of structure plans, subdivision, strata, community titles and development applications on sites zoned for tourism purposes or where tourism or short-term rental accommodation uses can be considered.

In assessing proposals on land zoned for tourism purposes the WAPC will, among other things (including adopted plans and policies) consider whether the proposal will:

- Facilitate the development of a quality, sustainable tourism facility.

- Incorporate those facilities associated with tourist accommodation developments such as recreation, entertainment and integrated management.

- Provide for current and future tourism demand.
- Have the capacity to accommodate the necessary services, management and support facilities without compromising the character, development flexibility or tourism amenity of the site.
- Provide for the retention or enhancement of the strategic value of the site for tourism purposes, including the relationship between individual lots and areas of high tourism amenity and the potential to accommodate current and future tourism demand.
- Result in the subdivision of a large tourism lot (for example, to separate the residential component from the tourism). This may result in tourism lots remaining undeveloped and future pressure to approve further residential components to finance development.

In the case of subdivision of an existing caravan park, subdivision is generally not supported. Excising a portion of a caravan park site may be supported if the excised portion is proposed to be developed for a compatible tourism use. Strata or community

titling of caravan parks is not permitted as provided by the *Strata Titles Act 1985* and *Community Titles Act 2018*.

Local government

Local governments shall have regard to this Position Statement along with other relevant considerations in the assessment of development applications for tourism land uses and sites zoned for tourism purposes.



Department of Planning,
Lands and Heritage



Planning for Tourism and Short-term Rental Accommodation Guidelines

November 2024

STATEMENT ON TOURISM CONSIDERATIONS

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of land and waterways across Western Australia. The Department is committed to reconciliation to improve outcomes for Aboriginal and Torres Strait Islander peoples and to work together to provide a culturally-safe and inclusive environment.

Disclaimer

This document has been produced by the Department of Planning, Lands and Heritage on behalf of the Western Australian Planning Commission. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the Government, its employees and agents are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.

© State of Western Australia

Published by the
Western Australian Planning Commission
Gordon Stephenson House
140 William Street
Perth WA 6000

Locked Bag 2506
Perth WA 6001

Publication date: 24/09/2024
Operational date: 18/11/2024

website: wa.gov.au/dplh
email: info@dplh.wa.gov.au

tel: 08 6551 8002
fax: 08 6551 9001
National Relay Service: 13 36 77

This document is available in alternative formats
on application to the Department of Planning,
Lands and Heritage Communications Branch.

PURPOSE OF THESE GUIDELINES	1	1.8 Interim measures in the absence of a local planning strategy	6	4.3 Traditional accommodation	10
BACKGROUND – PLANNING FOR TOURISM IN WESTERN AUSTRALIA	1	1.9 Tourism resources	6	4.3.1 Caravan parks	10
1 LOCAL PLANNING STRATEGY CONSIDERATIONS	1	2 GENERAL STATUTORY PLANNING CONSIDERATIONS	6	4.3.2 Hotels	12
1.1 Tourism and short-term rental accommodation component of the local planning strategy	1	2.1 Zoning for tourism	6	4.4 Short-term rental accommodation	12
1.2 Scope and content	2	2.1.1 Land use considerations	6	4.4.1 Statutory considerations	13
1.2.1 Tourism objectives	2	2.2 Design of tourist development	7	4.4.2 Management plans	14
1.2.2 State and regional planning context	3	2.3 Tourism sites	7	4.4.3 Other local government considerations	14
1.2.3 Local tourism profile	3	2.4 Tourist development in non-tourism zones	7	5 STRATA AND COMMUNITY SCHEME DEVELOPMENT	15
1.2.4 Local planning scheme review	3	2.5 Non-tourist development in tourism zones	8	5.1 Short-term rental accommodation in residential strata and community titles scheme development	15
1.2.5 Registration of short-term rental accommodation	3	3 TOURISM USES	8	APPENDICES	
1.3 Siting and design of tourist development	4	3.1 Rural tourism	8	Appendix 1 – Mixed use residential development	17
1.3.1 Siting	4	3.1.1 Strategic considerations	8	Appendix 2 – Design assessment for proposed or redeveloped caravan parks	18
1.4 Tourism precincts	4	3.1.2 Statutory considerations	8		
1.5 Tourism sites	4	3.2 Eco-tourism	8		
1.6 Tourism facilities	4	3.2.1 Strategic considerations	8		
1.6.1 Tourist attractions, activities and amenities	4	3.2.2 Statutory considerations	9		
1.6.2 Tourism infrastructure and services	5	4 TOURIST ACCOMMODATION	9		
1.7 Heritage	5	4.1 Exclusions	9		
1.7.1 Historic (built) heritage	5	4.2 General strategic considerations for tourist accommodation	10		
1.7.2 Aboriginal heritage	5	4.2.1 Land supply	10		
		4.2.2 Site assessment	10	Table 1: Tourism sites – site selection	5
				Table 2: Tourism sites – criteria to inform detailed planning	7
				Table 3: Short-term rental accommodation zoning considerations	13

PURPOSE OF THESE GUIDELINES

These Guidelines should be read in conjunction with the *Position Statement: Planning for Tourism and Short-term Rental Accommodation* (the Position Statement).

They provide guidance on its implementation and aim to:

- provide context for planning and decision making on tourism and short-term rental accommodation development and land use;
- encourage strategic planning that considers local tourism and its wider context;
- assist local government in planning for tourism and short-term rental accommodation in its local planning strategy and local planning scheme;
- encourage a consistent approach to tourism and short-term rental accommodation in local planning frameworks; and
- encourage flexible and adaptive design of tourism and mixed use development suited to each local government area.

BACKGROUND – PLANNING FOR TOURISM IN WESTERN AUSTRALIA

Tourism is a significant contributor to the national and state economy, particularly in regional areas. Western Australia has a diverse natural and cultural landscape which offers an array of unique experiences. The provision of sustainable facilities and businesses that serve tourists and strengthen and diversify the Western Australian economy are crucial to economic development.

The *State Planning Strategy 2050* has additional information about tourism in Western Australia.

The planning system has an important role in facilitating investment in tourism in appropriate locations. Under or over supply of tourism facilities and accommodation (including short-term rental accommodation) may be detrimental to local communities as well as the attractions and features which draw tourists.

Where tourism is considered significant within a locality or region, detailed tourism planning is advised. Planning should be undertaken in consultation with Tourism Western Australia, State Government agencies, tourism associations, local operators and their local community, and take into consideration issues raised in the *State Planning Strategy 2050*, regional strategies, the Position Statement and these Guidelines.



1. LOCAL PLANNING STRATEGY CONSIDERATIONS

A local planning strategy provides the long-term planning directions and actions to manage the change and development of a local government area and informs the local planning scheme.

The strategy should be based on sound planning principles and provide the:

- rationale for future land allocation;
- intended planning controls; and
- infrastructure needs.

Where tourism and/or short-term rental accommodation is significant to a locality or region, a detailed component to address these uses should form part of the local planning strategy.

1.1 TOURISM AND SHORT-TERM RENTAL ACCOMMODATION COMPONENT OF THE LOCAL PLANNING STRATEGY

Further to section 5.2 of the Position Statement, local governments are encouraged to address tourism and short-term rental accommodation in the local planning strategy in a manner reflective of the importance of tourism in the municipality. Generally, tourism and visitor accommodation should be addressed as a planning issue/opportunity within the economy theme in keeping with the *Local Planning Strategy Guidelines*.

Information that should be provided includes:

- description of current and potential roles for tourism and short-term rental accommodation in the local government area;
- estimates of current and projected tourism and short-term rental accommodation demand for the local government area as well as how these affect local housing supply;
- aims, visions and objectives for tourism development and tourism/short-term rental accommodation land uses in the local government area;
- consideration, where appropriate, of existing and potential tourist zones, tourism precincts, tourism sites, tourism land requirements and opportunities for introducing new or specific tourism land uses;
- guidance for assessing tourism proposals, including character and design measures, to achieve aspirational tourism development at identified strategic locations;
- identification of existing and potential planning areas, tourism zones, tourism precincts and tourism sites through spatial/strategic mapping; and
- Planning Directions and Actions to achieve the desired tourism outcomes.

The local planning strategy should be informed by available tourism and housing data and may include:

- tourist visitation numbers;
- an inventory of existing tourism and short-term rental accommodation uses and developments;
- an inventory of the attractions and natural assets that draw tourists to an area;

- local tourism activities;
- actual and potential economic benefits of tourism to the local community;
- local housing and market data; and
- any impacts and proposed treatment of issues (such as noise and waste) associated with tourism.

The Local Planning Strategy Guidelines provide guidance on the preparation of local planning strategies and should be read in conjunction with these Guidelines.

1.2 SCOPE AND CONTENT

The tourism component of a local planning strategy should identify:

- tourism sites and assessment based on the capacity for quality, sustainable tourism, addressing current and future demands;
- a scope and process for additional detailed planning that may be required, to inform future local planning scheme amendments;
- criteria and principles to guide development of tourism precincts and strategic sites;
- appropriate planning mechanisms to be introduced into the local planning framework, including the local planning scheme, to achieve desired tourism and short-term rental accommodation outcomes. This may include local planning policies, special control areas, specific tourism zones, detailed planning requirements (for example requiring preparation of a structure plan or local development plan prior to subdivision or

development), or incentives (for example a plot ratio bonus to encourage development or an increased scale of tourism within mixed use development) - note that these specific matters may also be addressed through the Housing section of a strategy; and

- key gaps and opportunities for tourism in a locality that may be known or need to be identified in order to identify tourism precincts and sites.

Local governments should also consider the relationship between tourism and short-term rental accommodation needs and potentially competing needs, particularly local housing supply and protection of agricultural land. The background analysis should identify any crossover issues within the housing strategy and other planning issues/opportunities of relevance.

1.2.1 Tourism objectives

Tourism objectives should be consistent with the strategic vision to guide appropriate tourism development throughout the locality. In defining tourism objectives, the following may be addressed:

- the nature and importance of tourism to the local economy in strategic plans/policies;
- support for tourism and short-term rental accommodation through local planning scheme zones and provisions;
- facilitating a variety of holiday accommodation types including short-term rentals, caravan parks and camping grounds in preferred locations;
- protection of tourism precincts and sites for future tourism development to meet estimated demand, and from incompatible and/or conflicting land uses;





- encouraging innovative tourism and short-term rental accommodation and facilities that respond to market needs;
- tourism growth and development that reinforces unique and local tourism identity and features; and
- the impact of tourism uses and tourism and short-term rental accommodation on local housing supply.

A tourism objective should be clear, consistent with the goals and vision of the local government strategic plan, and responsive to the tourism characteristics of each locality.

1.2.2 State and regional planning context

A local planning strategy responds to the *State Planning Strategy 2050*, the *State Government Strategy for Tourism in Western Australia 2020* (as amended), and relevant regional and local factors. It should describe the role and importance of tourism and short-term rental accommodation in the area through analysis of existing State Government policy, assessment of local tourist attractions and features, and the contribution made to the local economy and any potential for expansion.

1.2.3 Local tourism profile

The local tourism profile should inform any proposed planning and recommendations for tourism and/or short-term rental accommodation in a local planning strategy. The profile may include an analysis of the characteristics of existing and potential tourism and identify the value of tourism to the local community. Existing, proposed and potential tourism development should be reviewed to establish tourism development needs.

This may include:

- identification of new types of tourism;
- justification for increasing the number of tourists accommodated overnight;
- the need for new or additional tourism facilities; and
- challenges facing the local tourism industry.

Visitor information statistics are helpful in determining the level of tourism that is occurring in a local government area. The following visitor information (where available) is recommended to be included in preparing the background analysis (Part 2) of the local planning strategy:

- average length of stay (per cent overnight visitors);
- purpose of visit (holiday, business, specific attraction/ event);
- accommodation selected (type, age, standard occupancy rates, peak periods/seasonality);
- mode of transport (to/from and within local area); and
- demographics (age, gender, international/interstate/ intrastate).

Tourism Western Australia and the Australian Bureau of Statistics are resources available to local governments for compiling visitor information.

1.2.4 Local planning scheme review

As part of preparing a local planning strategy, a review of the existing local planning scheme should occur and consider whether:

- the local planning scheme adequately protects tourism/tourist uses at risk from other land use planning or zoning pressures;
- the existing planning framework influences location, design and type of tourism development;
- existing planning provisions and policies support and encourage the development of tourism facilities;
- growth and/or development of tourist accommodation, attractions, and/or facilities are influenced by the presence or absence of tourism policy and/or zones; and
- the local planning scheme includes tourism zones, and, if so, are non-tourism uses permissible or discretionary within the zone and if this has affected the development of tourism zoned land.

1.2.5 Registration of short-term rental accommodation

The State Government is working towards implementing a registration scheme for hosted and unhosted short-term rental accommodation, which is expected to come into effect in 2024. The registration scheme will provide data on short-term rental accommodation. More information about the registration scheme is available on Consumer Protection WA's [website](#).



1.3 SITING AND DESIGN OF TOURIST DEVELOPMENT

Local governments have the opportunity to consider where tourism uses are best located and the amount of land required to service tourism through community consultation and the preparation or review of the local planning strategy, local planning scheme and local planning policies. The primary objective of a local planning strategy for tourism is the identification of tourism precincts and sites.

The tourism component of a local planning strategy may identify the locations which may be subject to future scheme amendments to cater for future tourism.

Tourism precincts and sites should be planned in locations which enhance the tourist experience and avoid or minimise interface/land use conflict with surrounding uses.

Selection and justification of potential tourism locations should consider the following:

- the demand for a proposed tourism use, informed by the local tourism profile;
- access for pedestrians, vehicles and/or public transport;
- provision and access to tourist amenity (for example landscape, views, proximity to attractions);
- compatibility of tourism development with surrounding land uses;
- land constraints (for example steep slopes, coastal setbacks, water courses);
- vulnerability to natural hazards (for example bushfire, cyclone, flood, erosion);
- scale of tourism development and location suitability;

- infrastructure availability to service the proposed tourism uses; and
- for eco-tourism proposals, the use of education and conservation measures, construction materials, waste management, and energy efficiency.

1.4 TOURISM PRECINCTS

A tourism precinct is a defined area that has potential for the co-location of tourist accommodation, attractions, activities and/or amenities. Tourism precincts should be vibrant, attractive and inviting, offering a variety of uses within an accessible area. A tourism precinct could be an entire town centre or a street block, however it should be walkable. They can support detailed planning for specific tourist accommodation sites, complementary and supporting land uses, and the integration of tourism infrastructure.

The location and scale of a tourism precinct should be informed by the following factors:

- proximity to tourist attractions and facilities;
- be compatible with existing land uses and infrastructure;
- existing and potential tourist accommodation opportunities;
- desired or existing character and amenity;
- visitation statistics for the locality;
- access including transport opportunities; and
- capacity to accommodate a mix of uses that complement tourism development.

The local planning strategy should identify further detailed planning, such as planning areas referred to by the Local Planning Strategy Guidelines, through the local planning scheme necessary to facilitate an identified tourism precinct.

1.5 TOURISM SITES

A tourism site may include an existing tourist development or non-tourism zoned land that has physical characteristics suited to tourism. Considerations for the selection and identification of tourism sites are provided in Table 1 of these Guidelines.

Future land use and development of tourism infrastructure can be introduced in a local planning strategy by identifying suitable tourism sites and detailing their significance to tourism. This will assist in determining the level of detailed planning to facilitate desired tourism development.

1.6 TOURISM FACILITIES

1.6.1 Tourist attractions, activities and amenities

The local planning strategy should include the following details on key tourist attractions, activities and amenities, including their size and the scale of the local tourism industry:

- details of the existing tourism market (for example events, cultural, sport, family, adventure, environmental, eco-tourism, health or agri-tourism based);
- potential new or extended tourist markets to be explored;



Table 1: Tourism sites - site selection

Criteria	Considerations
Accessibility	Adequate existing or proposed transport links
Uniqueness	A prominent and/or unique landmark of significance
Setting	The site's views, or outlook that encourages recreational tourism activities and/or tourism character
Tourism activities and amenities	The site has or is within easy access of attractions and amenities that promote tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops, or is capable of development for activities
Supply of land	The site represents a limited amount of land suitable for a significant tourism use

- list the types of attractions and experiences (this may include national parks, coastal environments, winery region, cultural and sporting events);
- type, capacity and number of tourism businesses and activities by tourism category (for example art galleries, breweries, theme parks);
- emerging tourism development opportunities (for example events and/or activities such as festivals, concerts, sporting events, underutilised areas of natural beauty, and adventure activities); and
- tourist amenity of public areas including town centres, streetscapes and public open space.

1.6.2 Tourism infrastructure and services

A local planning strategy should consider infrastructure and services including:

- identification of service capacity and infrastructure projects with potential to impact tourism growth or quality of visitor experience including access (for example roads, rail, airports), water, wastewater, telecommunications and power, as well as potential impacts to other land uses;
- consideration of tourist movement between accommodation and activities/attractions;
- access to and from tourist destinations; and
- identification of infrastructure improvements related to tourism in the local government area (for example improve/expand road networks, increased capacity at a local airport to increase tourism access).

1.7 HERITAGE

1.7.1 Historic (built) heritage

Tourism can play a key role in conserving historic heritage when initiated and managed appropriately. The development of heritage buildings and places for commercial tourism may offer a commercially viable option for securing their future. Heritage tourism can contribute to the rejuvenation of regional and urban areas and spread economic benefits across a wide geographical area, such as through themed trails and driving routes.

1.7.2 Aboriginal heritage

Western Australia's rich and diverse Aboriginal heritage gives the state a unique point of difference over other holiday destinations. Aboriginal heritage includes both site and non-site specific values, experiences and activities in urban and regional areas. Tourism, if managed appropriately, can help preserve Aboriginal heritage by encouraging cultural site protection, environmental conservation, and the transfer of intergenerational cultural knowledge.

Tourism also represents a significant opportunity for Aboriginal people to secure sustainable economic, social and job outcomes. An example is the [Camping with Custodians - Tourism Western Australia](#) touring experience for travellers, which provides income, employment and training opportunities for Aboriginal communities across the Pilbara and Kimberley.



1.8 INTERIM MEASURES IN THE ABSENCE OF A LOCAL PLANNING STRATEGY

Where a local government does not have an endorsed local planning strategy, the assessment of a scheme amendment or development application which proposes a non-tourism use on an existing tourism site should consider the Position Statement, these Guidelines, the Local Planning Strategy Guidelines and any relevant State and local policies.

For tourism sites within an existing or potential tourism precinct, assessment should consider issues and objectives relevant to the tourism precinct including the importance of tourism for the locality.

1.9 TOURISM RESOURCES

To inform economic development, environmental protection, resource management, housing provision and infrastructure (physical and social), liaison should be undertaken with relevant State agencies and the tourism industry. Tourism Western Australia offers various resources to assist planning for tourism and should be consulted if preparing a local planning strategy for an area where tourism is important. Appropriate consultation should ensure the local planning strategy is relevant and reflective of the local community, industry expectations and wider Western Australian context.

2. GENERAL STATUTORY PLANNING CONSIDERATIONS

2.1 ZONING FOR TOURISM

A variety of tourism development can be accommodated within tourism, mixed use and special use zones.

Uses permissible in each local planning scheme zone should reflect and be consistent with the intended tourism outcome. The *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) provide provisions for zones and land uses for the use of local government.

The objectives of the Tourism zone in the LPS Regulations are to:

- promote and provide for tourism opportunities;
- provide for a variety of holiday accommodation styles and associated uses, including retail and service facilities where those facilities are provided in support of the tourist accommodation and are of an appropriate scale where they will not impact detrimentally on the surrounding or wider area;
- allow limited residential uses where appropriate; and
- encourage the location of tourism facilities so that they may benefit from existing road services, physical service infrastructure, other tourist attractions, natural features and urban facilities.

In local government areas where tourism is economically significant, the local planning strategy may identify potential tourism zones for the local planning scheme where they do not already exist. Where a tourism site has different or additional objectives to the standard tourism and mixed use zone objectives, the site may be considered as a special use zone to enable specific objectives unique to the site or tourism use to be included in the objectives for that zone/site only (for example caravan park).

2.1.1 Land use considerations

The local planning scheme needs to determine appropriate use classes and permissibility of tourist development in each zone. Considerations may include the below:

- tourist development should be given priority in tourism zones. Local planning schemes that allow residential development or other non-tourism focused uses in tourism zones need to provide guiding objectives or principles to ensure development is consistent with the tourism purpose of the zone;
- in areas with a strong or developing tourism industry, a focus on tourism land use and development is necessary in the local planning scheme; and
- appropriate treatment of tourism uses outside of tourism zones, particularly tourism and short-term rental accommodation in residential areas.



2.2 DESIGN OF TOURIST DEVELOPMENT

The design principles supporting tourism development siting and design include:

- context and character;
- landscape quality;
- sustainability;
- functionality and build quality;
- community;
- amenity;
- legibility;
- built form and scale;
- safety; and
- aesthetics.

Key State policies that support design and assessment include:

- *Visual Landscape Planning in Western Australia – a manual for evaluation, assessment, siting and design (Visual Landscape Manual);*
- *State Planning Policy 7.0 Design of the built environment;*
- *State Planning Policy 7.3 Precinct Design; and*
- *State Planning Policy 7.3 Residential Design Codes.*

These documents are to be considered, where relevant, for tourism proposals and their assessment.

2.3 TOURISM SITES

Identification of tourism sites in the local planning scheme can facilitate long-term protection of land for tourism purposes.

Specific planning controls are encouraged for each tourism site and precinct to set parameters for future planning, such as a structure plan or objectives for development or redevelopment.

The design principles of tourist development listed in these Guidelines (section 2.2) should be considered during site selection and planning. In prioritising tourism sites and to inform detailed planning, the following specific site values may be considered in Table 2 of these Guidelines.

Table 2: Tourism sites – criteria to inform detailed planning

Criteria	Considerations
Suitability in a land use context	Is the tourism site located where potential tourism activity is likely to be limited by proximity to uses that might detract from the tourism character?
Capability	Is the site capable of being developed or expanded for tourism and associated servicing that will not impact its natural attributes or cause environmental damage (for example sewerage capacity, water supply and waste collection)? Preparing for climate change adaptation is important to the sustainability of many key tourism sites.
Size	Is the site of suitable size to sustain a proposed tourism development in terms of design, operation and function, without limiting future potential for expansion? Will development of the site contribute to the delivery of diversified and balanced tourism?
Function	Is the site suited to a particular type of tourist accommodation, certain tourism market needs or the desired range of tourist accommodation for the locality (e.g. beachfront caravan parks, school holiday camps, and Crown tourism leases)?

2.4 TOURIST DEVELOPMENT IN NON-TOURISM ZONES

A local planning scheme Tourism zone is provided for in the LPS Regulations. Prior to the introduction of this zone, tourist accommodation and development may have been approved on land not zoned for tourism, including in residential, mixed use, rural and town centre zones.

Where appropriate, the local planning strategy should identify opportunities to rezone these sites to tourism in the local planning scheme review. Tourism uses can be encouraged in mixed use and town centre zones as this may assist in providing a mix and scale of development attractive to both tourists and residents.



2.5 NON-TOURIST DEVELOPMENT IN TOURISM ZONES

Careful consideration is required for any proposal to develop tourism zoned land for non-tourist development, or to rezone tourism land to an alternate zone, given this may collectively lead to lost opportunities for quality tourism development in the most appropriate locations.

There is a need to consider applications and sites on an individual basis, taking into account particular locational issues, in addition to their potential strategic tourism value. Local government may consider developing assessment criteria to determine the significance of any proposed loss of tourism.

Some local governments have adopted a variety of approaches when dealing with non-tourist development and subdivision on tourism zoned land. Considerations include:

- residential development should be secondary to the tourism use (see Appendix 1 for further information);
- establishment of length of stay occupancy restrictions;
- proposals are to remain incidental to, and support, the proposed tourism use on the site;
- demonstration that non-tourist development will not compromise or adversely impact the tourism zone objectives or surrounding uses; and
- development to incorporate facilities normally associated with tourist accommodation development such as recreation, entertainment facilities and integrated management facilities.

3. TOURISM USES

3.1 RURAL TOURISM

There has been a long-term trend of increasing demand for tourist accommodation and short-term rental accommodation in rural areas, with significant variation in the preferred type and form throughout the state. For example, in pastoral regions there is higher demand for 'station stays' as well as 'adventure tourism', whilst in the South West the demand is for holiday houses in rural settings.

Tourism uses should be incidental to a primary agricultural use. *State Planning Policy 2.5: Rural Planning* provides guidance on land use planning in rural areas.

3.1.1 Strategic considerations

Rural tourism may be encouraged in areas with attractions, preferably with sealed road access. Opportunities may include small-scale nature based parks that are unlikely to compete with existing formal caravan parks as they offer a different experience, have minimal facilities, and are located outside of residential built-out areas.

Planning for rural tourism should be further informed by draft *State Planning Policy 2.9: Planning for Water*, *State Planning Policy 4.1: State Industrial Buffer Policy*, *Government Sewage Policy 2019*, Department of Health *Guidelines for separation of agricultural and residential land uses*, and *State Planning Policy 3.7 Bushfire* (SPP 3.7). The Planning for Bushfire Guidelines provides relevant information when planning for rural tourism.

3.1.2 Statutory considerations

Where appropriate, small-scale tourist accommodation should be either a discretionary (D) or a discretionary with advertising (A) use in the zoning table of a local planning scheme to minimise potential land use conflicts and maintain the primacy of rural land uses.

3.2 ECO-TOURISM

Western Australia's environment and landscape character creates a unique and attractive holiday destination and ecotourism is one of the State's key tourism markets. Eco-tourism attractions are popular with locals and visitors alike, and include the coastline and waterways, mountain ranges and ancient landforms, unique karri, tingle and jarrah forests and native wildlife, as well as a range of nature-based activities such as hiking, rock climbing, swimming, kite surfing, bushwalking, four-wheel driving and caving.

3.2.1 Strategic considerations

Many of the attractions that encourage tourism are located in regional and remote parts of the state. Some of these areas are prone to natural hazards, such as bushfires, flooding or waterlogging, coastal erosion or cyclones.

State Planning Policy 3.4: Natural Hazards and Disasters, SPP 3.7 and *State Planning Policy 2.6: State Coastal Planning* (SPP 2.6) provide detailed information on planning for vulnerable uses, such as tourist accommodation.



3.2.2 Statutory considerations

Where relevant, eco-tourism proposals should consider the following:

- bushfire management in accordance with SPP 3.7 and State bushfire guidance;
- consistency with relevant zone objectives;
- impact on natural landscape, environment and conservation values;
- appropriate servicing and infrastructure to accommodate the proposed use in an environmentally responsible manner;
- design guidelines and visual impact;
- coastal setbacks in accordance with relevant State planning policy;
- impact on social and cultural values of the area or site; and
- consistency with any relevant national, state and local policy and guidance.

4. TOURIST ACCOMMODATION

There are many different types of tourist accommodation available in Western Australia, and a variety of controls exist to manage their use. As referenced in section 3 of the Position Statement, the term tourist accommodation means short-term accommodation and includes traditional accommodation (for example a caravan park, chalet, serviced apartment, hotel) and short-term rentals (holiday house, holiday unit, holiday apartment, hosted accommodation).

4.1 EXCLUSIONS

Further to section 3.1 of the Position Statement, it is not intended to capture other forms of short-term and temporary accommodation which are:

- not associated with the issues resulting from short-term rental accommodation offered on a commercial basis; and/or
- subject to alternative guidance, legislation and approaches by local government.

The Position Statement and these Guidelines do not apply to the following forms of short-term and temporary accommodation:

- *House swapping and housesitting*

House swapping is a mutual arrangement made between owners of separate properties to 'swap' homes for a temporary period and is often for holiday accommodation purposes. House swapping is commonly organised through specialised websites.

Housesitting is a mutual arrangement whereby a person stays and cares for a property whilst the owner is away. Housesitting can be a commercial or non-commercial form of accommodation and is commonly arranged through specialised websites.

- *Lodgers and boarders*

A lodging house is defined under the *Health Act 1911* as any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than six persons, exclusive of the reward, not including the family or the keeper of the house. Common boarding arrangements include backpacker hostels, crisis accommodation, and student accommodation services.

The *Health Act 1911* requires boarding or lodging houses to be registered with a local government who may establish additional local laws for premises.

- *Personal use of a holiday home or the sharing of a holiday home with the owner's family and friends*

Informal and infrequent sharing between family and friends, and the personal use of private holiday homes is considered a non-commercial arrangement.

- *Student exchange accommodation*

This is temporary accommodation whereby students stay with a host family in their home whilst studying. These arrangements are commonly organised through student hosting organisations or educational establishments.

- *Workforce accommodation*

Refers to premises, such as modular or relocatable buildings, used for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis, and for any



associated catering, sporting and recreation facilities for the occupants and authorised visitors. Workforce accommodation is regulated by local government, except where the *Mining Act 1978* and *State Agreement Acts* prevail (refer to the Position Statement: Workforce accommodation for more information).

Residential parks, park home parks and lifestyle villages are also excluded from the Position Statement and these Guidelines as they are forms of long-stay accommodation defined as 'park home park' and are dealt with by other policy and legislation.

4.2 GENERAL STRATEGIC CONSIDERATIONS FOR TOURIST AND SHORT-TERM RENTAL ACCOMMODATION

The impact of tourist and short-term rental accommodation varies throughout the State depending on the importance and prevalence of tourism activity in the locality. The local circumstances should therefore guide management and control of the use. Areas that are known tourism 'hot spots', such as coastal locations, may need special attention to ensure the location continues to grow in a controlled manner as a tourist destination.

4.2.1 Land and housing supply

If land and housing supply pressures are evident or predicted in a local government area, the tourism component of the local planning strategy should be informed by an accommodation demand/supply study and analysis that forecasts future tourism growth, including likely demand for tourist and short term-rental accommodation and long-term (permanent and rental) housing supply.

The detail of the accommodation demand/supply analysis should reflect the extent and importance of local tourism and land use/land supply pressures in the locality.

Tourism accommodation sites are to be protected to ensure they cannot be developed exclusively as residential development. Refer to section 2.5 of these Guidelines for analysis considerations.

4.2.2 Site assessment

A local planning strategy should include identification of suitable land and an assessment of its availability for future tourist accommodation. It should note private, Crown, and local government land currently used for tourist accommodation, the type of accommodation, lease/management arrangements, and future development opportunities.

The following questions should inform the consideration of sites suitable for tourist accommodation:

- Is the site identified in a report/study as having potential for tourism?
- Does the site contain existing tourist accommodation development?
- Is the site located in an area of high tourist amenity and of adequate size to develop tourism facilities?

For short-term rental accommodation, the local planning strategy may identify localities/suburbs where this form of tourist accommodation may be suitable.

4.3 TRADITIONAL ACCOMMODATION

Traditional Accommodation refers to the following land uses:

- cabin;
- chalet;
- caravan park;
- hotel;
- motel;
- serviced apartment; and
- tourist development.

4.3.1 Caravan parks

These Guidelines support sections 5.2.1 and 5.4.1 of the Position Statement and provide direction on matters to be taken into consideration when planning for caravan parks, including the development of new, or redevelopment of existing parks.

Caravan parks provide a range of accommodation and facilities that contribute to the diversity of Western Australia's tourist accommodation, particularly in regional areas. They provide a comparatively affordable form of short-term accommodation serving caravanning and camping recreation and leisure needs. In recent times, demand for affordable local housing, workers accommodation, alternative tourist accommodation types and provision of small-scale services (for example convenience stores, leisure facilities) has seen some caravan parks under pressure to service competing markets.



Camping grounds, transit and informal camping sites are more likely to be in remote regional areas. Typically, these areas consist of cleared land with no or few facilities (for example toilets or bins). Transit sites may form part of a roadhouse or service station.

Separate to these Guidelines, the requirements of the *Caravan Parks and Camping Grounds Act 1995* and associated regulations, as administered by the Department of Local Government, Sport and Cultural Industries must be met.

Long-term residential occupancy of a caravan park (for example residential parks, park home parks, lifestyle villages, transient workforce accommodation parks, and transit parks) is not addressed in these Guidelines.

4.3.1.1 Strategic considerations

4.3.1.1.1 Existing situation

The local planning strategy should identify existing and potential transit and informal camping sites and provide local governments with a sound rationale for determining the future land allocation, planning controls and infrastructure needs for caravan parks. The retention and development of caravan parks as affordable tourist accommodation is encouraged and subject to the following strategic considerations:

- the commercial sustainability of caravan parks and flexibility in product mix;
- facilitation of growth in the caravan park industry;
- the suitable separation of short and long-stay uses within a caravan park;
- development and redevelopment of caravan parks that respond to the site context, environment and economy; and

- caravan park locations and function based on market analysis.

Caravan parks experience competing demands and face many challenges including short-stay and long-stay demands, redevelopment pressures, regulatory requirements, ageing infrastructure and changing market demands. These demands and challenges have contributed to closures throughout the state.

4.3.1.1.2 Considerations for the location and siting of caravan parks

The purpose and design of the caravan park should be justified in relation to its location and context.

The purpose for a caravan park may include a stop-over/transit caravan park, and/or a destination caravan park for tourists. Details of land tenure and lease agreements should inform any high-level planning.

The local planning strategy should identify potential future caravan park sites in tourism areas where high occupancy rates occur throughout the year. High level strategic planning should also consider strategies to encourage sites in public ownership be retained as such, to limit pressure for rezoning and redevelopment.

Where practical, caravan parks incorporating a long-stay site component should be located where there is access to urban facilities and amenities.

There is a prevailing judgement that caravan parks – comprised of long-stay sites – should not be located in areas of high tourism value because it is preferable that these sites/locations are secured for tourism purposes.

4.3.1.1.3 Topography, drainage, soils and vegetation

Caravan parks should not be located on flood prone or water-logged land, nor steep slopes unless suitable mitigation measures are demonstrated. Cleared sites are preferred and any clearing of vegetation for a caravan park development should be minimal and retain mature trees and vegetation.

Caravan parks are not supported in Priority 1 and Priority 2 water resource protection areas, however, may be considered in Priority 3 areas provided deep sewerage is available.

Acid sulphate soils and other soil types may not be suitable for development as they are susceptible to slipping and slumping.

4.3.1.1.4 Coastal or fire hazard constraints

Proposed new coastal caravan parks or the redevelopment of an existing caravan park adjacent to the coast must consider coastal processes, landform stability, coastal hazards, climate change and biophysical criteria as part of the application.

They may require a coastal hazard risk management and adaptation plan and a foreshore management plan. A bushfire hazard assessment and/or bushfire management plan may be required to inform caravan parks at risk from bushfire hazards. Refer to SPP 2.6 and SPP 3.7.

4.3.1.1.5 Visual impact

A proposed caravan park should consider impacts on the landscape character and visual amenity from scenic points to minimise visual impacts on high value public views (refer to the *Visual Landscape Planning in Western Australia – a manual for evaluation, assessment, siting and design*).



4.3.1.2 Statutory considerations

In addition to section 5.4.1 of the Position Statement, local planning schemes should address the following in relation to caravan parks and camping:

- facilitate the long-term retention of caravan parks and camping grounds as a form of affordable short-term accommodation primarily for leisure tourists;
- caravan parks should not be located on land at risk from natural hazards, for example steep slopes or coastal land, due to the temporary and vulnerable nature of accommodation typically found in caravan parks (for example tents, caravans, campervans);
- caravan parks should be flexibly designed to provide a range of accommodation options to facilitate long-term viability, however short-term accommodation options should be the predominant use;
- minimise potential for conflict between short-term and long-stay users of caravan parks through appropriate separation including separate facilities and access;
- park home parks should be identified as not permitted (X) in the Tourism or Special Use – Caravan Park zones;
- caravan parks should identify overflow areas for peak periods where additional space is likely to be required;
- suitable access and egress should be provided to ensure safety of pedestrians, vehicles and cyclists;
- caravan parks should be connected to appropriate services, such as electricity and wastewater supplies;
- the local planning strategy should identify existing and potential transit and informal camping sites; and

- green title subdivision of caravan parks is generally not supported to ensure retention of the caravan park use and avoid management issues associated with private park sites.

Appendix 2 provides further design considerations for local government when assessing proposals for new, or redevelopment of existing caravan parks.

4.3.1.2.1 Accommodation products and permanent structures

Caravan parks may provide a range of accommodation products to meet visitor demand such as powered and unpowered camp sites, minimal service recreational vehicle (RV) sites, on-site vans, cabins, chalets and eco/safari tents. Caravan parks may also provide permanent structures including, but not limited to caretaker's dwelling/manager's residence, shop/office, café, games/recreation room, ablution facilities, camp kitchen and camp laundry. It should also be noted that not all of these accommodation types may be permitted under the *Caravan Parks and Camping Grounds Act 1995* administered by the Department of Local Government, Sport and Cultural Industries.

For the purposes of these Guidelines, constrained areas refer to a specific portion of land that may have restrictions in use due to environmental factors (for example flood plains, coastal land, bushfire prone areas).

4.3.1.2.2 Redevelopment and reinvestment in caravan parks

If a caravan park is proposed to be redeveloped to cater for other forms of tourist accommodation, the range of existing facilities on offer should be retained. Converting entire caravan parks into other forms of tourist

accommodation is discouraged. The local planning strategy may suggest a local development plan be prepared when significant changes are proposed for caravan parks. Refer to Appendix 2 Design assessment for proposed or redeveloped caravan parks.

4.3.2 Hotels

Hotel developments are one of the more expensive tourist accommodation ventures and take a significant length of time to obtain a return on investment. Therefore, if a local government seeks to encourage development of a hotel in a tourism precinct or a particular tourism site, incentives to attract developers or measures to promote viability of a hotel or reduce costs may assist in drawing interest. Planning incentives may include plot ratio bonuses, facilitation of mixed use outcomes and floor space and height inducements. Hotel developments also require other statutory approvals in addition to a development approval (for example liquor licence).

4.4 SHORT-TERM RENTAL ACCOMMODATION

Short-term rentals are the common name given to holiday homes, units or apartments (usually built for traditional residential purposes in areas zoned for residential use) offered for short-term letting, usually through an online booking platform. The prevalence of residential properties being let as short-term rental accommodation in residential areas has increased rapidly in Western Australia since the emergence of online e-commerce booking platforms.

Depending on the type and scale of the short-term rental accommodation proposed, a variety of controls may be applicable to manage the use. These Guidelines propose



tailoring of local planning schemes, alongside preparation of local planning policies, to address the specific issues encountered by individual local governments in relation to short-term rental accommodation.

Local government is responsible for managing local regulatory frameworks to manage short-term rental accommodation, reflecting these Guidelines where relevant, and for carrying out ongoing management and enforcement from a compliance perspective.

In addition to local government framework considerations for metropolitan and regional local governments, addressed in section 5.2.2 of the Position Statement, the following statutory considerations will assist local governments to address short-term rental accommodation in their locality.

4.4.1 Statutory considerations

4.4.1.1 Local planning schemes

Table 3: Short-term rental accommodation planning scheme considerations

Criteria	Considerations
Location	<p>Locational considerations may include:</p> <ul style="list-style-type: none"> areas of current or future tourism amenity (e.g. access to facilities, transport and availability of services); natural hazards (e.g. bushfire, cyclone and floods); and potential for land use conflict or impact on local housing supply and infrastructure in residential areas.
Land Use Permissions	<p>Hosted Accommodation (State-wide)</p> <ul style="list-style-type: none"> Permitted (P) use in all zones where residential uses are capable of approval, or otherwise addressed through a local planning scheme exemption. <p>Unhosted Accommodation (Perth metropolitan area)</p> <ul style="list-style-type: none"> In Tourism zones – designate a permitted (P) use. In zones which provide for residential development (such as Residential or Mixed Use): <ul style="list-style-type: none"> Where unhosted short-term rental accommodation is proposed to be undertaken for more than 90 nights in a 12-month period (ie is not exempt), it should be designated discretionary (D or A) in zones where dwellings are capable of approval, unless the local planning strategy supports the use being not permitted (X). The same permissibility may apply to all forms of unhosted short-term rental accommodation or be differentiated by scale and potential impact. For example, accommodation offering sleeping arrangements for 6 or less could be D use, while accommodation for 7 or more could be an A use to allow for advertising. Short-term rental accommodation may be designated not permitted (X) within Residential, Rural Residential or Rural zones where it can be demonstrated that the use is likely to have an undue impact on the amenity or viability of primary uses in the locality, having regard for the direction set in the local planning strategy. In zones where residential development is designated as not permitted (X), such as many Industry zones, short-term rental accommodation should also be designated as such. In all other zones – designated discretionary (D or A) or not permitted (X) having regard for the zone objectives and local planning strategy, and for the benefits of requiring a planning assessment and development approval for the use.



4.4.1.2 Local planning policies

Local planning policies can be prepared to inform land use and development control. Please refer to section 5.4.2 of the Position Statement for specific guidance on preparing local planning policies to outline local government's approach to short-term rental accommodation.

4.4.2 Management plans

As referenced in section 5.4.2.2 of the Position Statement, where appropriate, local government may require the applicant to prepare a management plan to address potential amenity impacts arising from short-term rental accommodation and necessary emergency protocols.

A management plan could form a condition of development approval and might include, but not be limited to the following:

- *Mitigation plan*

To control anti-social behaviour, noise and any other potential conflicts a mitigation plan may be appropriate. Anti-social behaviour should be dealt with by local government/police in the same manner as a property being used as a residential dwelling.

- *Complaints management procedure*

The manager of short-term rental accommodation should be contactable in the event that a complaint is made. The guest should have 24-hour access to the manager via phone, email or an online app. Some local governments may want the operator to provide a record of complaints made against short-term rentals and this should be reflected/included in the complaints management procedure.

- *Guest check-in and check-out procedures*

Clear check-in and check-out procedures should be outlined in the management plan.

- *Health and safety protocols*

Other legislation and standards govern the need to provide and maintain appropriate health and safety requirements in short-term rental accommodation. Local government may wish to advise short-term rental operators of these requirements in the management plan.

- *Management and provision of car parking*

On-site parking provision should be considered to accommodate additional vehicles within the property boundary and should align with existing local government parking policies.

- *Waste management*

Must specify the requirements of general waste and recycling, bin collection days and location of bins for collection.

4.4.3 Other local government considerations

Local governments may consider it appropriate to provide guidance to short-term rental accommodation operators on the variety of non-planning requirements necessary for the operation of short-term rental accommodation. This section outlines some non-planning requirements which may be relevant.

Note: The Department of Mines, Industry Regulation and Safety and the Real Estate Institute of Western Australia provide information for owners, real estate agents, property managers and purchasers, to

address public health and safety, taxation, insurance and amenity requirements, as well as due-diligence processes for short-term rental operations. Further information is available at www.dmirswa.gov.au

4.4.3.1 National Construction Code requirements

Short-term rental accommodation is provided for in a range of classifications used in the National Construction Code available at www.ncc.abcb.gov.au

4.4.3.2 Insurance and liability

As many residential public liability insurance policies exclude the use of premises for short-term rentals, it is recommended that landowners/managers check this matter with their insurance provider.

4.4.3.3 Health and safety standards

Other health and safety requirements may be applicable to the operation, including standards for the serving of food, maintenance of aquatic facilities such as pools and spas, and safety requirements such as smoke alarms and RCDs.



5. STRATA AND COMMUNITY SCHEME DEVELOPMENT

Under the *Strata Titles Act 1985* and *Community Titles Act 2018* strata and community schemes are comprised of by-laws; the scheme plan (depicting lots); and upon registration, the strata company or community corporation.

The *Strata Titles Act 1985* requires subdivision approval by the Western Australian Planning Commission (WAPC) prior to the registration of a strata plan to create a strata titles scheme. Section 32(2)(a) of the *Strata Titles Act 1985* and section 37(2)(a) of the *Community Titles Act 2018* allow a scheme plan to legally restrict uses on the scheme land.

In strata titles and community titles schemes, the strata company or community corporation for the scheme can make by-laws for its scheme to allow or restrict uses within its scheme. Scheme by-laws are invalid to the extent that they are inconsistent with a restricted use condition on the scheme plan. Scheme by-laws are also invalid to the extent they are inconsistent with the *Strata Titles Act 1985* and the *Community Titles Act 2018* respectively, or any other written law. It is important when drafting any proposed scheme by-laws that the relevant planning scheme (local or regional) is considered.

The *Community Titles Act 2018* requires WAPC approval of the community development statement, which governs the subdivision and development of land subject to a community scheme, and subdivision. Sections 25 and 43 of the *Community Titles Act 2018* allow a community titles scheme plan to legally restrict uses on community titled land or development.

5.1 SHORT-TERM RENTAL ACCOMMODATION IN RESIDENTIAL STRATA AND COMMUNITY TITLES SCHEME DEVELOPMENT

The use of a residential strata or community titles scheme property (for example apartment, unit, villa, flat, townhouse) for tourist accommodation has additional obligations to a single house on a freehold lot.

Strata and community titles scheme complexes could be more susceptible to the potential negative impacts of short-term rental accommodation due to:

- the proximity of neighbours
- the reliance on shared facilities
- the high proportion of whole-premise short-term rental accommodation (unhosted accommodation)..

Strata companies and community corporations have several tools to manage short-term rental accommodation including restrictions on use on plans (requiring approval of the WAPC), appropriate resolutions and by-laws. In the case of resolutions and by-laws these must not be unfairly prejudicial or discriminatory, oppressive or unreasonable otherwise they may be overturned by the State Administrative Tribunal. These tools can be used both at development and during the life of a scheme.

If the standard governance and conduct by-laws set out in Schedule 1 and 2 of the *Strata Titles Act 1985* apply to a strata/survey strata scheme, there is no prohibition or restrictions on short-term rental. Under section 119(1) of the *Strata Titles Act 1985*, the objective of a strata company in performing its statutory functions is to implement processes and achieve outcomes that are not, having

regard to the use and enjoyment of lots and common property in the scheme:

- unfairly prejudicial to or discriminatory against a person, or
- oppressive or unreasonable.

A resolution of a strata company may be overturned for failure to meet this objective. Pursuant to section 119(2) of the *Strata Titles Act 1985*, the fact that a person has chosen to become the owner of a lot in a scheme does not prevent that person from challenging the performance of a function for failure to meet this objective. Equivalent provisions are set out in section 105 of the *Community Titles Act 2018*.

Under current strata laws, strata companies can adopt standard by-laws which enable them to:

- manage some of the impacts that may arise from uses such as short-term rental accommodation, including management of common property; and
- require that an owner/occupier must notify the strata company of a change of use of that lot including if it is to be used for short-term rental accommodation.

Strata companies and community corporations can also formulate their own by-laws to help manage the behaviour of owners/occupiers and invitees, noise, vehicle parking, the appearance of a lot and waste disposal.

The requirements of the *Strata Titles Act 1985* and *Community Titles Act 2018* must be observed in all circumstances. If strata or community scheme by-laws do not permit a use and the strata company has not approved the use, the use remains illegal under the *Strata*



Titles Act 1985 and *Community Titles Act 2018*. A planning approval does not override the need for an approval of the strata company or community corporation. Where it is proposed to use a strata or community titles property for short-term rental accommodation (or other form of tourist accommodation) the onus is on the owner to confirm the permissibility of the use under the relevant by-laws.

Landgate has prepared guidance to assist strata companies in managing short-term rentals in strata schemes. The Guide to Strata Titles is available at www.landgate.wa.gov.au.



APPENDIX 1: MIXED USE RESIDENTIAL DEVELOPMENT

Factors to consider in determining the proportion of mixed use and/or residential development in areas of primary tourism.

- What are the tourism values of the site?
- What site, precinct and location factors support residential or mixed use of the tourism site?
- Is the site sufficiently large enough to cater for a residential component in addition to the intended sustainable tourism use?
- Is the proposed residential development appropriate and sustainable in the broader planning context?
- Isolated and new residential settlements should not be supported.
- What tourist accommodation facilities exist or are proposed in the area? Has the capacity for new tourism development and the projected demand and range of tourist accommodation been identified for the tourism site, precinct, locality and region?
- Residential development should complement tourism development.
- Tourism uses should be located in areas of the greatest tourism amenity within a site (for example beachfront), not proposed residential uses.
- Residential dwellings should be designed and integrated into the tourism use and its management.
- Has a structure plan been prepared? Or should it be? to integrate residential and tourism uses ensuring the proposed tourism use is enhanced and avoids potential land use conflict (for example noise from tourist accommodation impacting permanent residential amenity)?
- Do proposed residential lot sizes reflect and enhance the desired tourism use?
- Should length of stay residential occupancy restrictions be implemented?

- Are non-tourism land uses and development, and proposed tourism uses compatible in terms of proposed lot sizes, building heights, scale and character of development?
- Are there potential impacts to surrounding areas from combining tourism and residential uses?
- Relevant state and local government policies and guidelines should be considered in assessment.
- The design of the overall proposal should ensure ease of access in and around the site for tourists.
- Tourism uses should incorporate recreation, entertainment and integrated management traditionally provided in tourist accommodation (for example swimming pool, lookout area, cycle paths, barbecue area).
- Separate staging of tourism and mixed use/residential development is discouraged.
- By-laws made by strata companies or community corporations for mixed use residential and tourist accommodation can be restricted to short-term use, prohibit use as permanent accommodation and preferably include on-site management.
- Proposing the inclusion of permanent residential accommodation into an existing tourism development should only be supported where it is demonstrated as facilitating a quality tourism outcome or benefit (for example major refurbishment of tourism use, increased capacity of tourist accommodation, renovation or development of new public space, new pool and restaurant facilities).



APPENDIX 2: DESIGN ASSESSMENT FOR PROPOSED OR REDEVELOPED CARAVAN PARKS

Caravan parks should separate short stay sites from long-stay sites to reduce risk of noise and anti-social behaviour. Separate facilities and access for long and short-term sites is encouraged.

Small portions of long-term sites may be considered in caravan parks provided that short-term sites (tourist accommodation) is located in areas where the highest tourism amenity occurs (for example the beachfront, proximity to shared ablution blocks).

Where relevant, overflow caravan parking locations should be included in caravan park proposals. Local governments endorse the provision of overflow facilities as part of licences required under the *Caravan Parks and Camping Grounds Act 1995*.

Design should consider:

- (a) **Access** – Suitable access and egress must be demonstrated in proposals to ensure traffic, cyclist and pedestrian safety within the caravan park. Secondary or alternative access routes should be included in proposals to cater for emergency evacuation (for example fire or flood). Internal roads should be designed to minimise potential conflict between pedestrians and vehicles and allow manoeuvring space for recreational vehicles and vehicles towing caravans.
- (b) **Amenity** – Vegetation and landscape plans that integrate the proposed caravan park into the surrounding landscape should be included and assessed as part of any application. Design minimising opportunity for crime, the use of complementary structure styles, colours, materials, suitable fencing, and separate recreational areas (for example playgrounds and pools) and quiet activity areas should be considered in proposals and their assessment.
- (c) **Services** – Utility services such as electricity, landline telephone or mobile phone network accessibility, demonstrable water supply and the proposed system for wastewater treatment should form part of any proposal. Written confirmation by service providers of the availability and capacity of services, particularly in peak season, is to be submitted with applications for proposed caravan parks.

If reticulated sewerage is not available, on-site wastewater disposal must be proposed and provided to the satisfaction of the Department of Health.

Caravan parks used for short-term accommodation must have facilities that accept waste from caravans. Known as chemical toilet dump points, they should be located away from accommodation in areas with no tourism amenity. If seeking an exemption from providing a dump point in the proposed caravan park, access to an alternative off-site dump point must be identified as part of the application.

Waste from mobile toilet and sanitation fixtures is not permitted in dump points as it will interfere with the efficient operation of conventional onsite water disposal systems. Further information is available from the Department of Health.

If a caravan park is proposed to cater for both long and short-term sites consideration should be given to the provision of additional services and infrastructure. Long-term caravan park sites must be fitted with individual meters for electricity and water tap or connection.



Western Australia

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

As at 03 Nov 2024
[PCO 00-s0-00]

Official Version
Published on www.legislation.wa.gov.au

46. Minister or authorised person may direct modifications to complex amendment be advertised

(1A) This regulation applies if —

- (a) a proposed complex amendment is submitted for approval under section 87 of the Act; and
- (b) the local government proposes, the Commission recommends, or the Minister is otherwise considering, modifications to the proposed amendment as it was advertised under regulation 38.

(1) Before a decision is made under section 87 of the Act in relation to the proposed complex amendment, the Minister or an authorised person may direct the local government to advertise any of the modifications that the Minister or authorised person considers are significant.

(2) The direction must include details of the process to be followed in respect of the advertisement including timeframes for —

- (a) the making and consideration of submissions on the modifications; and
- (b) providing recommendations to the Minister or authorised person following the advertisement.

(3) If a local government is given a direction under subregulation (1) the local government must advertise the modifications as directed by the Minister or authorised person.

[Regulation 46 amended: SL 2024/25 r. 32.]

Division 3 — Process for standard amendments to local planning scheme

46A. Resolution to seek approval to advertise standard amendment and provision of amendment to Commission

(1) After completing the preparation of a proposed standard amendment to a local planning scheme or the consideration of a

proposed standard amendment to a local planning scheme proposed by an owner of land in the scheme area, the local government must resolve —

- (a) to proceed to seek approval to advertise the proposed amendment, without modification, under section 83A of the Act; or
- (b) to proceed to modify the proposed amendment and to seek approval to advertise the modified proposed amendment under section 83A of the Act; or
- (c) not to proceed with the proposed amendment.

(2) Within 21 days, or such longer period as the Commission allows, after the day on which a resolution is made under subregulation (1), the local government must —

- (a) in the case of a resolution under subregulation (1)(a) — provide the proposed standard amendment to the Commission; or
- (b) in the case of a resolution under subregulation (1)(b) — modify the proposed standard amendment and provide the modified proposed amendment to the Commission; or
- (c) in the case of a resolution under subregulation (1)(c) — provide a copy of the resolution to the Commission.

[Regulation 46A inserted: SL 2024/25 r. 33.]

46B. Submission of standard amendment for advertising approval

(1) The Commission must —

- (a) consider a proposed standard amendment provided to it under regulation 46A(2)(a) or (b); and
- (b) make a recommendation as to whether the Minister should —
 - (i) under section 83A(2)(a) of the Act, approve the proposed amendment for advertising; or

- (ii) under section 83A(2)(b) of the Act, require the local government to modify the proposed amendment in a specified manner and to resubmit the proposed amendment under section 83A(1) of the Act; or
- (iii) under section 83A(2)(c) of the Act, refuse approval for the proposed amendment to be advertised;

and

- (c) submit the proposed amendment to the Minister on behalf of the local government in accordance with section 83A(1) of the Act, together with the recommendation.

(2) Subject to sections 81 and 82 of the Act (if applicable) having been complied with, the Commission must comply with subregulation (1) within —

- (a) 42 days after the day on which the proposed standard amendment provided under regulation 46A(2)(a) or (b) is received; or
- (b) a longer period approved by the Minister or an authorised person.

[Regulation 46B inserted: SL 2024/25 r. 33.]

46C. Modifications to standard amendment submitted for approval to advertise

If the Minister under section 83A(2)(b) of the Act requires the local government to modify a proposed standard amendment submitted for approval to advertise, the local government must —

- (a) modify the proposed amendment as required; and
- (b) resubmit the modified proposed amendment to the Minister in accordance with section 83A of the Act.

[Regulation 46C inserted: SL 2024/25 r. 33.]

47. Advertisement of standard amendment

- (1) As soon as reasonably practicable after the Minister under section 83A(2)(a) of the Act approves a proposed standard amendment to a local planning scheme for advertising under section 84 of the Act, the local government must prepare a notice in a form approved by the Commission giving details of —
 - (a) the purpose of the proposed amendment; and
 - (b) how the proposed amendment is to be made available to the public in accordance with regulation 76A; and
 - (c) the manner and form in which submissions may be made; and
 - (d) the period under subregulation (3) for making submissions and the last day of that period.
- (2) On completion of the preparation of the notice, the local government must advertise the proposed standard amendment to a local planning scheme as follows —
 - (a) publish in accordance with regulation 76A —
 - (i) the notice; and
 - (ii) the proposed amendment;
 - [(b) deleted]*
 - (c) give a copy of the notice to each public authority that the local government considers is likely to be affected by the amendment;
 - [(d) deleted]*
 - (e) advertise the proposed amendment in any other way the local government considers appropriate.
- (3) The period for making submissions on a proposed standard amendment to a local planning scheme is —
 - (a) the period of 42 days after the day on which the notice is first published under subregulation (2)(a)(i); or

(b) a longer period approved by the Commission.

[(4) deleted]

[Regulation 47 amended: SL 2020/252 r. 20; SL 2024/25 r. 34.]

48. Land owner may be required to pay costs of publication

The local government may require a person to pay the cost of the publication of a notice under regulation 47(2) if —

- (a) the notice relates to a proposed standard amendment to a local planning scheme in respect of land owned by the person; and
- (b) the person proposed the amendment to the local planning scheme.

[Regulation 48 amended: SL 2024/25 r. 35.]

49. Submissions on standard amendment

- (1) A submission on a proposed standard amendment to a local planning scheme must —
 - (a) be made in writing to the relevant local government in a form approved by the Commission; and
 - (b) state the name and address of the person making the submission; and
 - (c) include a statement about the capacity in which the person makes the submission.
- (2) A local government must acknowledge in writing the receipt of each submission received by it.

[Regulation 49 amended: SL 2024/25 r. 36.]

50. Consideration of submissions on standard amendments

(1) In this regulation —

consideration period, in relation to a proposed standard amendment to a local planning scheme, means the period ending on the latest of the following days —

- (a) the day that is 60 days after the end of the submission period for the proposed amendment;
- (b) the day that is 21 days after the receipt of a statement in respect of the proposed amendment delivered under section 48F(2)(a) of the EP Act;
- (c) the day that is 21 days after the receipt of a statement in respect of the proposed amendment delivered under section 48G(3) of the EP Act if that statement is in response to a request by the local government made under section 48G(1) of the EP Act before the later of the days set out in paragraphs (a) and (b);
- (d) a day approved by the Commission;

submission period, in relation to a proposed standard amendment to a local planning scheme, means the period for making submissions that applies under regulation 47(3).

(2) The local government —

- (a) must consider all submissions in relation to a proposed standard amendment to a local planning scheme lodged with the local government within the submission period; and
- (b) may, at the discretion of the local government, consider submissions in relation to the proposed amendment lodged after the end of the submission period but before the end of the consideration period.

(3) Before the end of the consideration period for a proposed standard amendment to a local planning scheme, or a later date

approved by the Commission, the local government must pass a resolution —

- (a) to support the proposed amendment without modification; or
- (b) to support the proposed amendment with proposed modifications to address issues raised in the submissions; or
- (c) not to support the proposed amendment.

(4) If no submissions have been received within the submission period, the resolution referred to in subregulation (3) must be passed as soon as is reasonably practicable after the end of the submission period.

[Regulation 50 amended: SL 2020/252 r. 21; SL 2024/25 r. 37.]

51. Local government may advertise proposed modifications to standard amendment

- (1) The local government may decide to advertise a proposed modification to a proposed standard amendment to a local planning scheme if —
 - (a) the local government proposes the modification to address issues raised in submissions made on the proposed amendment; and
 - (b) the local government is of the opinion that the proposed modification is significant.
- (2) If a local government makes a decision under subregulation (1) the local government must take any steps the local government considers appropriate to advertise the proposed modification to the proposed standard amendment.
- (3) A proposed modification to a proposed standard amendment to a local planning scheme may not be advertised on more than one occasion without the approval of the Commission.

- (4) Any advertisement of a proposed modification to a proposed standard amendment to a local planning scheme must include a notice specifying —
 - (a) the proposed modification to be made to the advertised proposed amendment to the local planning scheme; and
 - (b) details of how the proposed modification is made available to the public; and
 - (c) the manner and form in which submissions may be made; and
 - (d) the period under subregulation (5) for making submissions and the last day of that period.
- (5) The period for making submissions on the proposed modification is —
 - (a) the period of 21 days after the day on which the notice under subregulation (4) is first advertised; or
 - (b) a longer period approved by the Commission.
- (6) A person may make a submission on a proposed modification to a proposed standard amendment to a local planning scheme that has been advertised in accordance with subregulation (2) —
 - (a) in the manner and form specified in the notice; and
 - (b) within the period specified in the notice.
- (7) If a proposed modification to a proposed standard amendment to a local planning scheme is advertised in accordance with this regulation, the local government —
 - (a) must consider all submissions on the proposed modification made to the local government within the period specified in the notice; and
 - (b) may, at the discretion of the local government, consider submissions on the proposed modification made to the local government after the period specified in the notice; and

- (c) must make a recommendation in respect of each submission considered.

[Regulation 51 amended: SL 2020/252 r. 22; SL 2024/25 r. 38.]

52. Incorporation of environmental conditions

If a local government receives a statement in respect of a proposed standard amendment to a local planning scheme delivered under section 48F(2) of the EP Act before complying with regulation 53, the local government must amend the proposed amendment —

- (a) to incorporate the conditions set out in the statement; or
- (b) if as the result of a request by the local government under section 48G(1) of the EP Act a statement is delivered to the local government under section 48G(3) of the EP Act, to incorporate the conditions set out in that later statement.

[Regulation 52 amended: SL 2024/25 r. 39.]

53. Provision of standard amendment and documents to Commission

- (1) After passing a resolution under regulation 50(3) the local government must provide the advertised proposed standard amendment (incorporating any conditions required under regulation 52) to the Commission together with the following —
 - (a) a schedule of submissions made on the proposed amendment;
 - (b) the response of the local government in respect of the submissions;
 - (c) particulars of any modifications to the proposed amendment proposed by the local government in response to the submissions;

- (d) if any proposed modification to the proposed amendment was advertised —
 - (i) an explanation of the reasons for advertising the modification; and
 - (ii) particulars of how the modification was advertised; and
 - (iii) a schedule of submissions made on the proposed modifications; and
 - (iv) the recommendation of the local government in accordance with regulation 51(7)(c) in respect of each submission;
- (e) a copy of the resolution passed under regulation 50(3);
- (f) if that resolution was a resolution under regulation 50(3)(c) — a summary of the reasons why the local government does not support the proposed amendment;
- [(g) deleted]*
- (h) details of any provision in the local planning scheme as it will be amended that supplements a provision set out in Schedule 2;
- (i) any relevant maps, plans, specifications and particulars required by the Commission.

(2) A schedule of submissions referred to in subregulation (1)(a) or (d)(iii) must include the following in relation to each submission —

- (a) the name and address of the person making the submission;
- (b) where it is relevant, a description of the property that is the subject of the submission;
- (c) the submission or a summary of the submission.

- (3) In the case of a resolution under regulation 50(3)(a) or (c), the local government must comply with subregulation (1) within —
 - (a) 21 days after the day on which the local government passes the resolution; or
 - (b) a longer period approved by the Commission.
- (4) In the case of a resolution under regulation 50(3)(b), the local government must comply with subregulation (1) within —
 - (a) 21 days after —
 - (i) if the local government decides not to advertise any of the proposed modifications — the day on which the local government passes the resolution; or
 - (ii) otherwise — the day on which the local government complies with regulation 51(7);
 - or
 - (b) a longer period approved by the Commission.

[Regulation 53 amended: SL 2024/25 r. 40.]

[54. Deleted: SL 2024/25 r. 41.]

55. Commission to submit standard amendment and documents to Minister

The Commission must, within 60 days after the day on which it receives the proposed standard amendment and additional documents under regulation 53(1), or within such longer period as the Minister or an authorised person allows —

- (a) consider the proposed amendment and additional documents; and
- (b) make any recommendations to the Minister in respect of the proposed amendment that the Commission considers appropriate; and
- (c) endorse a copy of the proposed amendment; and

15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

15.1. Monthly Statement of Financial Activity – December 2025

File Reference: ADM0075
Location: Not Applicable
Applicant: Not Applicable
Author: Finance Manager
Disclosure of Interest: Nil
Attachments: 15.1 (i) Monthly Statement of Financial Activity.
15.1 (ii) Variances at Sub Program Level
15.1 (iii) 2025 2026 Rates Levied
Previous Reference: Nil

Summary

In Accordance with the *Local Government Act 1995* Section 5.25 (1) and *Local Government (Financial Management) Regulations 1996*, Monthly Financial Statements are required to be presented to Council, in order to ensure that income and expenditure is in keeping with budget forecasts.

The Monthly Statement of Financial Activity for the month of December 2025 is attached for Council consideration and adoption. This report now incorporates new Australian Accounting Standards Board (AASB) requirements effective from 1 July 2019. AASB 15 Revenue from Contracts with Customers (IFRS 15), AASB 1058 Income for Not-for Profit Entities, AASB 16 Lease replaces AASB 117 (IFRS 16).

Background

In order to prepare the monthly statements, the following reconciliations have been completed and verified:

- Reconciliation of assets, payroll and taxation services;
- Reconciliation of all shire's bank accounts, including term deposits;
- Reconciliation of rates, including outstanding debtors;
- Reconciliation of sundry creditors and debtors;

Comment

The Monthly Financial report has been prepared in accordance with statutory requirements and provides council with their financial position as at 31 December 2025.

Operating Revenue is below YTD budget by 1.38% or \$49,270 and Expenditure against the YTD budget is down by 0.03% or \$1,103.

A comparative cash position against last year is shown below:

	31/12/2025	31/12/2024
Current Position	2,423,127	4,526,172
Municipal Bank	1,164,560	3,386,407
Reserve Bank	1,258,567	1,139,765
Rates Collected	2,135,898	2,070,819

Capital expenditure is less than anticipated YTD, please refer to Note 5 for further information.

Consultation

Nil

Statutory Environment

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996

Section 34: Financial Reports to be prepared

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
- (b) Budget estimates to the end of the month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) The net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing -

- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
- (c) Such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown -

- (a) According to nature and type classification;
- (b) By program; or
- (c) By business unit.

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -

- (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
- (b) Recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

Policy Implications

There are no policy implications.

Financial Implications

The report and Officer recommendation is consistent with Council's adopted Budget 2025/26.

Strategic Implications

Business as usual.

Risk Implications

Risk:	Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.		
Consequence Theme:	Reputational / Compliance	Impact:	Minor
Consequence:	Low impact, a small number of complaints. Some temporary non-compliance		
Likelihood Rating:	Unlikely	Risk Matrix:	Low (4)
Action Plan:	Risk is acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.		

Voting Requirements:

Simple Majority

Officers Recommendation:

That with respect to the Monthly Statements of Financial Activity for the month ending 31 December 2025 be accepted and material variances be noted.

Moved: _____ Seconded: _____

SHIRE OF PINGELLY

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 December 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of financial activity	2
Statement of financial position	3
Note 1 Basis of preparation	4
Note 2 Net current assets information	5
Note 3 Explanation of variances	6

SHIRE OF PINGELLY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2025

Note	Adopted		YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.				
	Budget Estimates (a) \$	Budget Estimates (b) \$								
OPERATING ACTIVITIES										
Revenue from operating activities										
General rates	2,617,583	2,617,583	2,617,461	(122)	(0.00%)					
Grants, subsidies and contributions	1,423,690	773,631	760,003	(13,628)	(1.76%)					
Fees and charges	438,360	330,668	346,851	16,183	4.89%					
Interest revenue	107,839	49,253	41,756	(7,497)	(15.22%)					
Other revenue	89,750	50,826	44,381	(6,445)	(12.68%)					
Profit on asset disposals	18,000	18,000	15,043	(2,957)	(16.43%)					
	4,695,222	3,839,961	3,825,495	(14,466)	(0.38%)					
Expenditure from operating activities										
Employee costs	(2,301,955)	(1,203,286)	(1,282,975)	(79,689)	(6.62%)					
Materials and contracts	(1,692,581)	(971,806)	(982,899)	(11,093)	(1.14%)					
Utility charges	(236,575)	(118,302)	(62,184)	56,118	47.44%	▲				
Depreciation	(3,303,900)	(1,665,528)	(1,689,077)	(23,549)	(1.41%)					
Finance costs	(87,746)	(45,720)	(45,332)	388	0.85%					
Insurance	(241,847)	(241,847)	(247,693)	(5,846)	(2.42%)					
Other expenditure	(78,981)	(32,971)	(27,134)	5,837	17.70%					
Loss on asset disposals	(18,522)	(18,522)	0	18,522	100.00%	▲				
	(7,962,107)	(4,297,982)	(4,337,294)	(39,312)	(0.91%)					
Non cash amounts excluded from operating activities	2(c)	3,304,422	1,666,050	1,665,514	(536)	(0.03%)				
Amount attributable to operating activities		37,537	1,208,029	1,153,715	(54,314)	(4.50%)				
INVESTING ACTIVITIES										
Inflows from investing activities										
Proceeds from capital grants, subsidies and contributions		1,478,828	681,948	210,395	(471,553)	(69.15%)	▼			
Proceeds from disposal of assets	6	60,500	18,000	15,043	(2,957)	(16.43%)				
Proceeds from financial assets at amortised cost - self supporting loans		25,699	11,865	11,865	0	0.00%				
		1,565,027	711,813	237,303	(474,510)	(66.66%)				
Outflows from investing activities										
Acquisition of property, plant and equipment	5	(1,288,350)	(1,071,350)	(624,693)	446,657	41.69%	▲			
Acquisition of infrastructure	5	(2,314,782)	(1,101,847)	(350,388)	751,459	68.20%	▲			
		(3,603,132)	(2,173,197)	(975,081)	1,198,116	55.13%				
Amount attributable to investing activities		(2,038,105)	(1,461,384)	(737,778)	723,606	49.52%				
FINANCING ACTIVITIES										
Inflows from financing activities										
Transfer from reserves	4	294,000	0	0	0	0.00%				
		294,000	0	0	0	0.00%				
Outflows from financing activities										
Payments for principal portion of lease liabilities	11	(78,289)	(19,373)	(19,373)	0	0.00%				
Repayment of borrowings	10	(241,805)	(119,396)	(119,396)	0	0.00%				
Transfer to reserves		(41,499)	0	(20,517)	(20,517)	0.00%				
		(361,593)	(138,769)	(159,287)	(20,517)	(14.79%)				
Amount attributable to financing activities		(67,593)	(138,769)	(159,287)	(20,517)	(14.79%)				
MOVEMENT IN SURPLUS OR DEFICIT										
Surplus or deficit at the start of the financial year										
Surplus or deficit at the start of the financial year	2(a)	2,068,161	2,068,161	1,813,033	(255,128)	(12.34%)	▼			
Amount attributable to operating activities		37,537	1,208,029	1,153,715	(54,314)	(4.50%)				
Amount attributable to investing activities		(2,038,105)	(1,461,384)	(737,778)	723,606	49.52%	▲			
Amount attributable to financing activities		(67,593)	(138,769)	(159,287)	(20,517)	(14.79%)	▼			
Surplus or deficit after imposition of general rates		0	1,676,037	2,069,684	393,647	23.49%	▲			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF PINGELLY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 DECEMBER 2025

	Actual 30 June 2025	Actual as at 31 December 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,760,522	2,452,060
Trade and other receivables	982,873	1,475,128
Other financial assets	85,414	73,549
Inventories	5,637	27,456
TOTAL CURRENT ASSETS	3,834,446	4,028,193
NON-CURRENT ASSETS		
Trade and other receivables	72,645	72,645
Property, plant and equipment	29,172,907	29,383,293
Infrastructure	85,195,935	84,293,962
Right-of-use assets	306,228	283,819
TOTAL NON-CURRENT ASSETS	114,747,715	114,045,584
TOTAL ASSETS	118,582,161	118,073,777
CURRENT LIABILITIES		
Trade and other payables	344,004	249,792
Contract liabilities	294,117	308,117
Capital grant/contributions liabilities	64,540	76,540
Lease liabilities	78,232	58,859
Borrowings	241,504	122,108
Employee related provisions	251,808	251,808
TOTAL CURRENT LIABILITIES	1,274,205	1,067,224
NON-CURRENT LIABILITIES		
Lease liabilities	18,881	18,881
Borrowings	1,769,849	1,769,849
Employee related provisions	109,090	109,090
TOTAL NON-CURRENT LIABILITIES	1,897,820	1,897,820
TOTAL LIABILITIES	3,172,025	2,965,044
NET ASSETS	115,410,136	115,108,733
EQUITY		
Retained surplus	31,535,892	31,213,972
Reserve accounts	1,238,050	1,258,567
Revaluation surplus	82,636,194	82,636,194
TOTAL EQUITY	115,410,136	115,108,733

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

SHIRE OF PINGELLY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 December 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF PINGELLY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Current assets

	Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 December 2025
Cash and cash equivalents		\$ 2,754,702	\$ 2,760,522	\$ 2,452,060
Trade and other receivables		1,147,600	982,873	1,475,128
Other financial assets		29,114	85,414	73,549
Inventories		5,637	5,637	27,456
		3,937,053	3,834,446	4,028,193

Less: current liabilities

Trade and other payables	9	(131,631)	(344,004)	(249,792)
Other liabilities		(470,094)	(358,657)	(384,657)
Lease liabilities	11	(78,232)	(78,232)	(58,859)
Borrowings	10	(196,352)	(241,504)	(122,108)
Employee related provisions		(281,753)	(251,808)	(251,808)
		(1,158,062)	(1,274,205)	(1,067,224)
Net current assets		2,778,991	2,560,241	2,960,969
Less: Total adjustments to net current assets	2(b)	(710,830)	(747,208)	(891,285)
Closing funding surplus / (deficit)		2,068,161	1,813,033	2,069,684

(b) Current assets and liabilities excluded from budgeted deficiency

Less: Reserve accounts		(1,238,050)	(1,238,050)	(1,258,567)
Less: Financial assets at amortised cost - self supporting loans		(25,699)	(25,699)	(13,834)
- Other liabilities Investment		(5,000)	(5,000)	(5,000)
- Current portion of lease liabilities		78,232	78,232	58,859
- Current portion of borrowings		241,504	241,504	122,108
- Current portion of employee benefit provisions held in reserve		201,805	201,805	205,149
Total adjustments to net current assets	2(a)	(747,208)	(747,208)	(891,285)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

	Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 31 December 2025	YTD Actual 31 December 2025
	\$	\$	\$
Less: Profit on asset disposals	(18,000)	(18,000)	(15,043)
Add: Loss on asset disposals	18,522	18,522	0
Add: Depreciation	3,303,900	1,665,528	1,689,077
Movement in current employee provisions associated with restricted cash			3,344
Non-cash movements in non-current assets and liabilities:			
- Other provisions			(11,864)
Total non-cash amounts excluded from operating activities	3,304,422	1,666,050	1,665,514

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF PINGELLY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Utility charges Timing - staff shortages has resulted in processing delays of utility direct debits	56,118	47.44%	▲
Loss on asset disposals Timing - assets yet to be traded	18,522	100.00%	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Timing - Heavy Vehicle Rest Area & WSFN Grants yet to be claimed	(471,553)	(69.15%)	▼
Outflows from investing activities			
Acquisition of property, plant and equipment Timing - two admin vehicles and community bus are yet to be purchased, grader lease payment remains outstanding	446,657	41.69%	▲
Acquisition of infrastructure Timing - capital works program is underway, however some projects have been slow to progress	751,459	68.20%	▲
Surplus or deficit at the start of the financial year Surplus was more than anticipated	(255,128)	(12.34%)	▼
Surplus or deficit after imposition of general rates Result of variances above	393,647	23.49%	▲

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
TABLE OF CONTENTS

1	Key information	2
2	Key information - graphical	3
3	Cash and financial assets	3
4	Reserve accounts	5
5	Capital acquisitions	6
6	Disposal of assets	8
7	Receivables	9
8	Other current assets	10
9	Payables	11
10	Borrowings	12
11	Lease liabilities	13
12	Other current liabilities	14
13	Grants and contributions	15
14	Capital grants and contributions	16
15	Trust fund	17
16	Budget Amendments	18

BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.07 M	\$2.07 M	\$1.81 M	(\$0.26 M)
Closing	\$0.00 M	\$1.68 M	\$2.07 M	\$0.39 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$2.45 M	% of total
Unrestricted Cash	\$1.17 M	47.7%
Restricted Cash	\$1.28 M	52.3%

Refer to 3 - Cash and Financial Assets

Payables

	\$0.25 M	% Outstanding
Trade Payables	\$0.02 M	
0 to 30 Days		43.8%
Over 30 Days		56.2%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables

	\$0.81 M	% Collected
Rates Receivable	\$0.67 M	76.2%
Trade Receivable	\$0.81 M	% Outstanding
Over 30 Days		93.3%
Over 90 Days		92.2%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.04 M	\$1.21 M	\$1.15 M	(\$0.05 M)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$2.62 M	% Variance
YTD Budget	\$2.62 M	(0.0%)

Grants and Contributions

YTD Actual	\$0.76 M	% Variance
YTD Budget	\$0.77 M	(1.8%)

Refer to 13 - Grants and Contributions

Fees and Charges

YTD Actual	\$0.35 M	% Variance
YTD Budget	\$0.33 M	4.9%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.04 M)	(\$1.46 M)	(\$0.74 M)	\$0.72 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.02 M	%
Adopted Budget	\$0.06 M	(75.1%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	\$0.35 M	% Spent
Adopted Budget	\$2.31 M	(84.9%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	\$0.21 M	% Received
Adopted Budget	\$1.48 M	(85.8%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.07 M)	(\$0.14 M)	(\$0.16 M)	(\$0.02 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	(\$0.12 M)
Interest expense	(\$0.04 M)
Principal due	\$1.89 M

Refer to 10 - Borrowings

Reserves

Reserves balance	\$1.26 M
Net Movement	\$0.02 M

Refer to 4 - Cash Reserves

Lease Liability

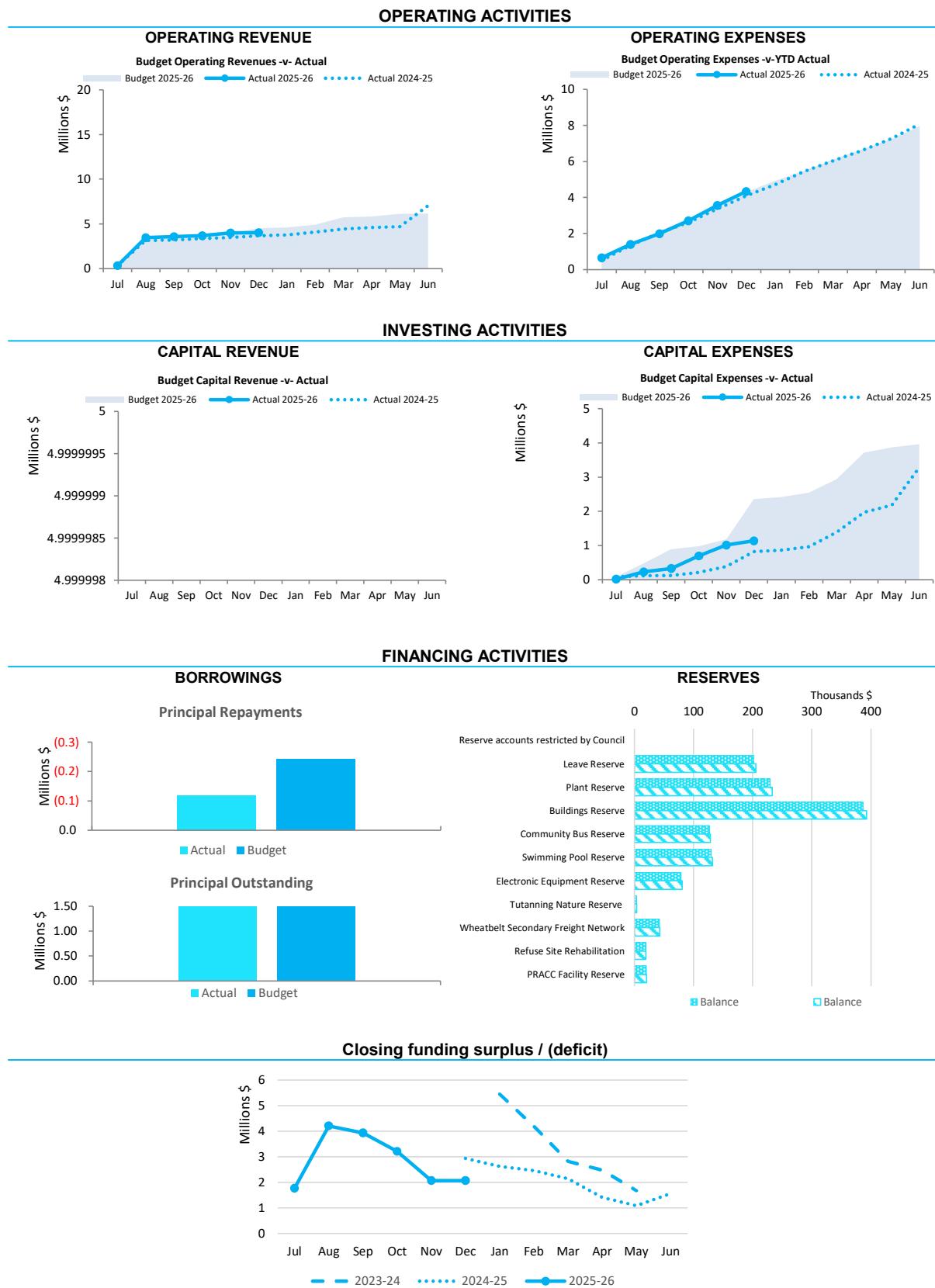
Principal repayments	(\$0.02 M)
Interest expense	(\$0.00 M)
Principal due	\$0.08 M

Refer to Note 11 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

2 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
Cash at Municipal Bank	Cash and cash equivalents	\$ (167,351)	\$	\$ (167,351)				
Municipal Cash Management Account	Cash and cash equivalents	832,200		832,200				
Till Float SES	Cash and cash equivalents	50		50				
Till Float Office	Cash and cash equivalents	200		200				
Petty cash on hand - office	Cash and cash equivalents	300		300				
Reserve Fund Bank	Financial assets at amortised cost	0	1,258,567	1,258,567				
Trust fund bank - Other	Cash and cash equivalents	0		23,383	23,383	Bendigo	3.00%	30/06/2026
Shares	Cash and cash equivalents	5,000		5,000				
Muni Term Deposit	Cash and cash equivalents	499,711		499,711				
Total		1,170,110	1,258,567	2,452,060	23,383			
Comprising								
Cash and cash equivalents		1,170,110	0	1,193,493	23,383			
Financial assets at amortised cost		0	1,258,567	1,258,567	0			
		1,170,110	1,258,567	2,452,060	23,383			

KEY INFORMATION

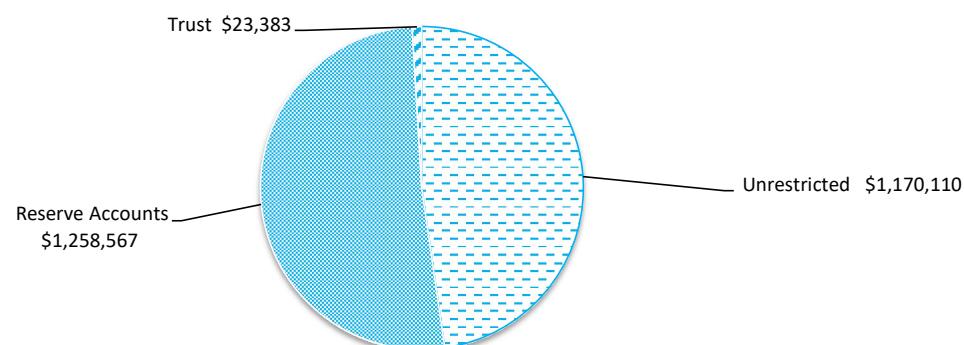
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Leave Reserve	201,805	3,260		205,065	201,805	3,344	0	205,149
Plant Reserve	229,344	3,705		233,049	229,344	3,801	0	233,145
Buildings Reserve	386,269	6,240	(250,000)	142,509	386,269	6,401	0	392,670
Community Bus Reserve	126,700	2,045	(44,000)	84,745	126,700	2,100	0	128,800
Swimming Pool Reserve	129,981	2,100		132,081	129,981	2,154	0	132,135
Electronic Equipment Reserve	79,133	1,278		80,411	79,133	1,311	0	80,444
Tutanning Nature Reserve	3,760	61		3,821	3,760	62	0	3,822
Wheatbelt Secondary Freight Network	42,257	683		42,940	42,257	700	0	42,957
Refuse Site Rehabilitation	18,801	304		19,105	18,801	312	0	19,113
PRACC Facility Reserve	20,000	21,823		41,823	20,000	331	0	20,331
	1,238,050	41,499	(294,000)	985,549	1,238,050	20,517	0	1,258,567

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted			
	Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Buildings - specialised	130	512,000	315,000	292,516 (22,484)
Furniture and equipment	132	56,350	36,350	16,577 (19,773)
Plant and equipment	134	720,000	720,000	315,600 (404,400)
Acquisition of property, plant and equipment		1,288,350	1,071,350	624,693 (446,657)
Infrastructure - Roads	136	1,817,433	614,495	112,856 (501,639)
Infrastructure - Footpaths	165	10,000	0	0 0
Infrastructure - Parks & Ovals	169	407,349	407,352	198,995 (208,357)
Infrastructure - Other	138	80,000	80,000	38,537 (41,463)
Acquisition of infrastructure		2,314,782	1,101,847	350,388 (751,459)
Total capital acquisitions		3,603,132	2,173,197	975,081 (1,198,116)
Capital Acquisitions Funded By:				
Capital grants and contributions		1,478,828	681,948	210,395 (471,553)
Other (disposals & C/Fwd)		60,500	18,000	15,043 (2,957)
Reserve accounts				
Buildings Reserve		250,000		0 0
Community Bus Reserve		44,000		0 0
Contribution - operations		1,769,804	1,473,249	749,643 (723,606)
Capital funding total		3,603,132	2,173,197	975,081 (1,198,116)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

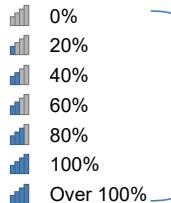
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

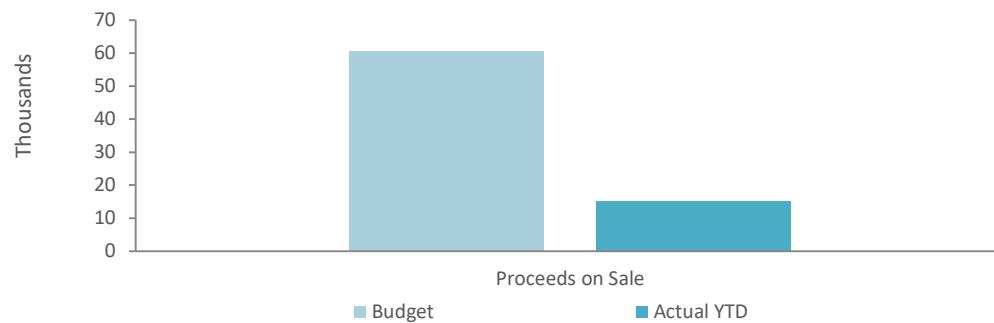
Job	Job Description	Adopted			Variance (Under)/Over
		Budget	YTD Budget	YTD Actual	
Buildings					
BU020	Solar Footpath Lighting	15,000	15,000	0	15,000
11CH	Craft Hub Upgrade	97,000	0	660	(660)
BFB02	West Pingelly Fire Shed - Grant Funded	0	0	501	(501)
BFB03	East Pingelly Fire Shed - Grant Funded	0	0	2,075	(2,075)
BU023	Renew Pool Bowl	300,000	300,000	289,279	10,721
BU045	Purchase 17 Parade Street	100,000	0	0	0
		512,000	315,000	292,516	22,484
Furniture & Equipment					
0491	New Phone System, Replacement Laptops	30,000	22,000	0	22,000
0591	CCTV Cameras	12,000	0	0	0
1091	Cemetery Records Software	14,350	14,350	16,577	(2,227)
		56,350	36,350	16,577	19,773
Plant & Equipment					
4APE	Admin Plant Purchases	116,000	116,000	0	116,000
COM1	Community Bus	99,000	99,000	0	99,000
EP001	PRACC Generator	0	0	20,600	(20,600)
EP020	Truck 24/25 Budget	320,000	320,000	295,000	25,000
EP021	Grader	185,000	185,000	0	185,000
		720,000	720,000	315,600	404,400
Infrastructure - Roads					
CA152	North Bannister Road	43,048	0	0	0
CC11	Moorumbine Road - Council Construction	93,870	0	41,768	(41,768)
CC160	Heavy Vehicle Rest Area	285,416	285,416	30,979	254,437
CC25	Bulyee Road - Council Construction	765,497	0	2,797	(2,797)
CC3	Aldersyde-Pingelly Road - Council Construction	77,850	77,850	0	77,850
CC8	Jingaring Road - Council Construction	164,423	0	13,957	(13,957)
RRG09	RRG Yenellin Road Upgrade	127,100	0	0	0
RRG10	RRG North Bannister Pingelly Road	162,451	162,451	9,032	153,419
RRG25	RRG Bulyee Road	0	0	1,088	(1,088)
CC131	Balfour Street - Council Construction	97,778	88,778	13,236	75,542
		1,817,433	614,495	112,856	501,639
Footpaths					
FP999	Footpath Annual Allocation	10,000	0	0	0
		10,000	0	0	0
Infrastructure - Parks & Ovals					
IP014	Memorial Park	15,000	15,000	0	15,000
IP008	Youth Precinct	392,349	392,352	198,995	193,357
		407,349	407,352	198,995	208,357
Infrastructure - Other					
1093	Oval Flood Lights	70,000	70,000	0	70,000
SS001	Mini Pump & Skills Track	10,000	10,000	38,537	(28,537)
		80,000	80,000	38,537	41,463
		3,603,132	2,173,197	975,081	1,198,116

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

OPERATING ACTIVITIES

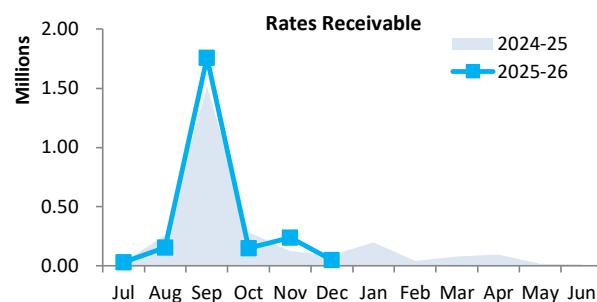
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
PROM7	2014 Kubota F2880 & 2014 Kubota GR2120-54A	5,840	1,500	0	(4,340)			0	0
PCOM2	Hyundai Santa Fe 7S Elite 2.2D Auto	27,847	15,000	0	(12,847)			0	0
PDTS01	Holden Colorado LS Crew Cab Chassis	0	18,000	18,000	0	0	15,043	15,043	0
EMT1	2020 Toyota Fortuner - CEO	27,337	26,000	0	(1,337)			0	0
		61,024	60,500	18,000	(18,524)	0	15,043	15,043	0



7 RECEIVABLES

Rates receivable	30 Jun 2025	31 Dec 2025
Opening arrears previous year	\$ 86,176	\$ 187,050
Levied this year	2,516,380	2,617,461
Less - collections to date	(2,415,506)	(2,135,898)
Net rates collectable	187,050	668,613
% Collected	92.8%	76.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(560)	3,338	451	0	38,220	41,449
Percentage	(1.4%)	8.1%	1.1%	0.0%	92.2%	
Balance per trial balance						
Trade receivables						41,449
GST receivable						147,528
Accrued Income						602,673
Prepayments						2,616
SSL Current						12,249
Total receivables general outstanding						806,515

Amounts shown above include GST (where applicable)

KEY INFORMATION

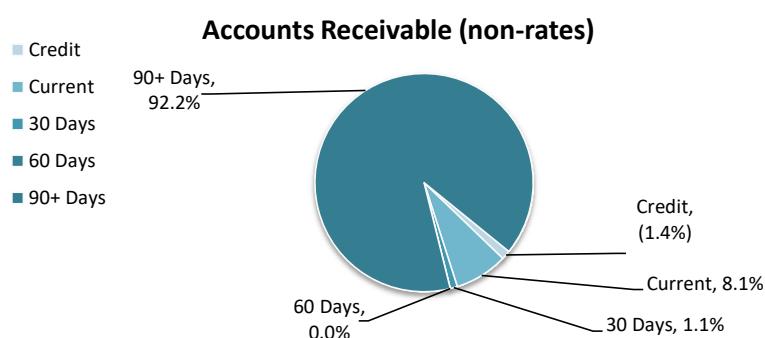
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

	Opening Balance	Asset Increase	Asset Reduction	Closing Balance
	1 July 2025			31 December 2025
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost	59,715	0	0	59,715
Financial assets at amortised cost - self supporting loans	25,699	0	(11,865)	13,834
Inventory				
Fuel	5,637	21,819	0	27,456
Total other current assets	91,051	21,819	(11,865)	101,005

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025**

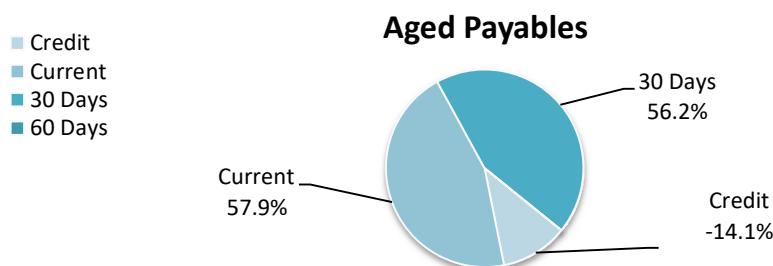
OPERATING ACTIVITIES

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Payables - general	\$ (2,645)	\$ 10,878	\$ 10,549	\$ 0	\$ 0	\$ 18,782
Percentage	(14.1%)	57.9%	56.2%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						18,782
Accrued salaries and wages						50,352
ATO liabilities						127,250
ESL Liability						235
Accrued Expenses						0
Accrued Interest on Loans						0
Bonds and Deposits						23,383
Other Payables						3,855
Prepaid Rates Liability						25,935
Total payables general outstanding						249,792
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Recreation & Cultural Centre	123	\$ 1,506,692	0	0	(\$61,365)	(\$124,021)	\$ 1,445,327	\$ 1,382,671	\$ (31,716)
Transport Fleet Replacement	125	454,848	0	0	(46,166)	(93,369)	408,682	361,479	(10,217)
		1,961,540	0	0	(107,531)	(217,390)	1,854,009	1,744,150	(41,932)
Self supporting loans									
Pingelly Cottage Homes	120	49,813	0	0	(11,865)	(25,699)	37,948	24,114	(1,612)
		49,813	0	0	(11,865)	(25,699)	37,948	24,114	(1,612)
Total		2,011,353	0	0	(119,396)	(243,089)	1,891,957	1,768,264	(43,544)
Current borrowings		243,089					122,108		
Non-current borrowings		1,768,264					1,769,849		
		2,011,353					1,891,957		

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

FINANCING ACTIVITIES

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No. 1 July 2025	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Photocopier	6,007			(870)	(4,008)	5,137	1,999	(132)	(265)
Server Lease	5,047			(2,508)	(5,144)	2,539	-97	(64)	(96)
CCTV Server Lease	3,538			(1,046)	(3,645)	2,492	-107	(169)	(107)
Grader Lease	44,035			(10,924)	(44,548)	33,111	-513	(213)	(512)
Loader Lease	38,487			(4,025)	(20,944)	34,462	17,543	(1,210)	(2,390)
Total	97,114	0	0	(19,373)	(78,289)	77,740	18,825	(1,788)	(3,370)
Current lease liabilities	78,232					58,859			
Non-current lease liabilities	18,881					18,881			
	97,113					77,740			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	1 July 2025	Opening Balance	Liability transferred from/to)	Liability	Liability	31 December 2025
			\$	\$	\$	\$	
Other liabilities							
Contract liabilities		294,117		0	14,000	0	308,117
Capital grant/contributions liabilities		64,540		0	12,000	0	76,540
Total other liabilities		358,657		0	26,000	0	384,657
Employee Related Provisions							
Provision for annual leave		179,830		0			179,830
Provision for long service leave		71,978		0			71,978
Total Provisions		251,808		0	0	0	251,808
Total other current liabilities		610,465		0	26,000	0	636,465

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Dec 2025	Current Liability 31 Dec 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
General Purpose Grant FAGS (LGGC)						803,390	401,696	365,489
Local Roads Grant FAGS (LGGC)						318,620	159,310	139,501
ESL Grant - BFB						108,000	45,706	54,000
ESL Grant - SES						33,680	8,419	16,840
MRWA Direct Grant						137,000	137,000	134,233
Reimbursements Others						3,000	1,500	3,108
Grants, Reimbursements & Contributions						20,000	20,000	18,182
Other Culture - Income						0	0	27,650
Small Grants Income SCH 11						0	0	1,000
	0	0	0	0	0	1,423,690	773,631	760,003

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Dec 2025	Current Liability 31 Dec 2025	Adopted Budget	YTD Budget	YTD Revenue Actual
		\$	\$			\$	\$	\$
Capital grants and subsidies								
Grants, Contributions & Subsidies						70,000	0	0
Youth Precinct Income - LRCI						357,639	0	0
Regional Road Group Funding						343,132	343,132	142,395
Roads to Recovery						369,241	0	0
Other Grants (No GST)						235,416	235,416	0
Wheatbelt Secondary Freight Network						103,400	103,400	0
Government Grants - Main Roads Special						0	0	68,000
	0	0	0	0	0	1,478,828	681,948	210,395

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

15 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2025	Received	Paid	31 December 2025
	\$	\$	\$	\$
Dept of Transport Licensing	2,301	188,262	(190,062)	501
Bonds	12,578	3,647	(1,443)	14,782
Sundry Trust	7,500	0	0	7,500
Nomination Deposits	0	600	0	600
	22,379	192,509	(191,505)	23,383

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

16 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						0
Grants, Reimbursements & Contributions	13613	Operating revenue		20,000		20,000
Giants Amongst Us	13613	Operating expenses		(20,000)		0
				0	0	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED, 31 DECEMBER 2025**

Variance Reported at Sub Program Level

Operating Income

Prog	Code	Name	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Comments
			\$	\$	\$	\$	%	
03	01	RATE REVENUE	2,648,883.00	2,642,388.00	2,642,908.70	521	0%	
03	02	GENERAL PURPOSE FUNDING	1,126,510.00	565,258.00	509,304.78	(55,953)	(10%)	
03	03	OTHER GENERAL PURPOSE INCOME	100,000.00	39,387.00	29,005.53	(10,381)	(26%)	▼ Term Deposits longer than budgeted for
04	04	MEMBERS OF COUNCIL	250.00	126.00	0.00	(126)	(100%)	
05	06	FIRE PREVENTION	109,750.00	46,582.00	54,750.00	8,168	18%	
05	07	ANIMAL CONTROL	6,600.00	5,296.00	4,505.75	(790)	(15%)	
05	08	OTHER LAW,ORDER,PUBLIC SAFETY	53,680.00	28,419.00	35,021.82	6,603	23%	
07	14	HEALTH INSP AND ADMINISTRATION	2,200.00	664.00	556.00	(108)	(16%)	
07	17	OTHER HEALTH	500.00	252.00	472.00	220	87%	
08	21	OTHER AGED & DISABLED SERVICES	9,339.00	8,111.00	9,992.46	1,881	23%	
10	25	SANITATION-HOUSEHOLD REFUSE	181,200.00	181,200.00	185,950.00	4,750	3%	
10	26	OTHER SANITATION	58,200.00	44,700.00	40,646.41	(4,054)	(9%)	
10	30	TOWN PLANNING & REG DEVELOPMNT	2,500.00	1,248.00	2,183.00	935	75%	
10	31	OTHER COMMUNITY AMENITIES	20,500.00	10,254.00	12,864.41	2,610	25%	
11	32	PUBLIC HALLS.CIVIC CENTRES	7,500.00	3,750.00	5,772.66	2,023	54%	
11	33	SWIMMING AREAS AND BEACHES	9,000.00	6,132.00	2,721.38	(3,411)	(56%)	
11	34	OTHER RECREATION AND SPORT	430,139.00	1,248.00	3,671.35	2,423	194%	
11	36	OTHER CULTURE	10,600.00	5,800.00	36,841.24	31,041	535%	▲ Unbudgeted Grant Amendment Required
12	37	CONST. STS,RDS,BRIDGES,DEPOTS	1,188,189.00	818,948.00	344,628.20	(474,320)	(58%)	▼ Grant received earlier
12	38	MTCE STS,RDS,BRIDGES,DEPOTS	2,200.00	0.00	0.00	0		
12	39	ROAD PLANT PURCHASES	0.00	0.00	0.00	0		
13	45	TOURISM AND AREA PROMOTION	59,500.00	29,748.00	37,959.82	8,212	28%	
13	46	BUILDING CONTROL	6,000.00	3,000.00	6,796.27	3,796	127%	
13	49	OTHER ECONOMIC SERVICES	10,000.00	4,998.00	5,661.52	664	13%	
04	4A	ADMINISTRATION	106,310.00	62,154.00	47,004.56	(15,149)	(24%)	▼ Sundry Debtors credit note relating to last FY
14	52	PUBLIC WORKS OVERHEADS	2,500.00	1,248.00	0.00	(1,248)	(100%)	
14	56	UNCLASSIFIED	22,000.00	10,998.00	13,248.16	2,250	20%	
			4,297,112.00	3,562,383.00	3,513,113.45	(49,270)	(1.38%)	

Operating Expenditure

Prog	Code	Name	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Comments
			\$	\$	\$	\$	%	
03	01	RATE REVENUE	(140,087.00)	(70,044.00)	(63,746.49)	6,298	9%	
03	02	GENERAL PURPOSE FUNDING	(135,814.00)	(67,908.00)	(67,362.04)	546	1%	
04	04	MEMBERS OF COUNCIL	(418,805.00)	(213,597.00)	(195,850.10)	17,747	8%	
04	05	OTHER GOVERNANCE	(1,500.00)	(750.00)	(4,768.18)	(4,018)	(536%)	
05	06	FIRE PREVENTION	(168,945.00)	(96,087.00)	(107,893.77)	(11,807)	(12%)	▼ Expenditure higher than YTD budget
05	07	ANIMAL CONTROL	(26,520.00)	(13,933.00)	(28,009.94)	(14,077)	(101%)	▼ Labour Overheads
05	08	OTHER LAW,ORDER,PUBLIC SAFETY	(306,633.00)	(164,367.00)	(185,638.80)	(21,272)	(13%)	▼ Depreciation higher than anticipated
08	09	EDUCATION	(38,423.00)	(19,679.00)	(38,950.52)	(19,272)	(98%)	▼ Old Pre Primary
07	14	HEALTH INSP AND ADMINISTRATION	(21,025.00)	(10,901.00)	(11,222.90)	(322)	(3%)	
07	15	PREVENTIVE SVES - PEST CONTROL	(100.00)	(48.00)	0.00	48	100%	
07	16	PREVENTIVE SERVICES - OTHER	(500.00)	(500.00)	0.00	500	100%	
07	17	OTHER HEALTH	(201,164.00)	(101,139.00)	(99,373.08)	1,766	2%	
08	21	OTHER AGED & DISABLED SERVICES	(11,983.00)	(9,907.00)	(7,862.62)	2,044	21%	
08	22	OTHER WELFARE	(67,906.00)	(33,954.00)	(33,153.91)	800	2%	
10	25	SANITATION-HOUSEHOLD REFUSE	(182,465.00)	(91,565.00)	(112,817.80)	(21,253)	(23%)	▼ Refuse Site Mtce
10	26	OTHER SANITATION	0.00	0.00	(4,462.02)	(4,462)		
10	29	PROTECTION OF ENVIRONMENT	(37,563.00)	(19,212.00)	(31,963.91)	(12,752)	(66%)	▼ Profiling
10	30	TOWN PLANNING & REG DEVELOPMNT	(68,430.00)	(34,212.00)	(42,422.49)	(8,210)	(24%)	
10	31	OTHER COMMUNITY AMENITIES	(148,500.00)	(74,640.00)	(66,862.89)	7,777	10%	
11	32	PUBLIC HALLS.CIVIC CENTRES	(251,489.00)	(182,232.00)	(187,258.93)	(5,027)	(3%)	
11	33	SWIMMING AREAS AND BEACHES	(201,077.00)	(119,951.00)	(82,092.69)	37,858	32%	▲ Under expended as per budget
11	34	OTHER RECREATION AND SPORT	(628,795.00)	(328,877.00)	(291,033.27)	37,844	12%	▲ Under expended as per budget
11	35	LIBRARIES	(22,500.00)	(11,250.00)	(10,327.07)	923	8%	
11	36	OTHER CULTURE	(810,160.00)	(433,705.00)	(420,781.38)	12,924	3%	
12	38	MTCE STS,RDS,BRIDGES,DEPOTS	(3,386,328.00)	(1,721,610.00)	(1,884,893.47)	(163,283)	(9%)	
12	39	ROAD PLANT PURCHASES	0.00	0.00	0.00	0		
13	45	TOURISM AND AREA PROMOTION	(166,286.00)	(88,639.00)	(66,291.26)	22,348	25%	▲ Pingelly Trail Development yet to commence
13	46	BUILDING CONTROL	(71,735.00)	(36,199.00)	(36,050.34)	149	0%	
13	49	OTHER ECONOMIC SERVICES	(433,022.00)	(210,764.00)	(162,934.63)	47,829	23%	▲ Under expended as per budget
04	4A	ADMINISTRATION	0.00	(67,841.54)	(76,526.52)	(8,685)	(13%)	
14	50	PRIVATE WORKS	(14,000.00)	(7,006.00)	(1,903.83)	5,102	73%	
14	52	PUBLIC WORKS OVERHEADS	0.00	(37,564.00)	31,857.19	69,421	185%	▲ Will pan out over time
14	53	PLANT OPERATION COSTS	0.00	(29,542.00)	(4,594.35)	24,948	84%	▲ Will pan out over time
14	56	UNCLASSIFIED	(352.00)	(352.00)	(1,681.40)	(1,329)	(378%)	
			(7,962,107.00)	(4,297,975.54)	(4,296,873.41)	1,102.13	0.03%	

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2025

General rate revenue	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			YTD Actual					
				Rate Revenue	Reassessed Rate Revenue	Total Revenue	Rate Revenue	Reassessed Rate Revenue	Total Revenue			
RATE TYPE												
<i>Gross rental value</i>												
GRV General	0.121946	379	4,528,011	552,173		552,173	552,191		552,191			
GRV Rural Residential	0.121946	84	1,016,860	124,002		124,002	124,006		124,006			
GRV Commercial Industrial	0.121946	40	399,780	48,752		48,752	48,753		48,753			
GRV Townsites	0.121946	21	178,100	21,719		21,719	21,719		21,719			
<i>Unimproved value</i>												
UV Broadacre Rural	0.005074	296	330,190,999	1,675,389		1,675,389	1,675,389		1,675,389			
Sub-Total		820	336,313,750	2,422,034	0	2,422,034	2,422,059	0	2,422,059			
Minimum payment												
<i>Gross rental value</i>												
GRV General	1,123.00	58	93,316	65,134		65,134	65,134		65,134			
GRV Rural Residential	1,123.00	17	61,550	19,091		19,091	19,091		19,091			
GRV Commercial Industrial	1,123.00	16	82,795	17,968		17,968	17,968		17,968			
GRV Townsites	1,123.00	8	15,685	8,984		8,984	8,984		8,984			
<i>Unimproved value</i>												
UV Broadacre Rural	1,123.00	75	9,228,311	84,225		84,225	84,225		84,225			
Sub-total		137	9,481,657	195,402	0	195,402	195,402	0	195,402			
Total general rates			345,795,407	2,617,436	0	2,617,436	2,617,461	0	2,617,461			

15.2. Monthly Statement of Financial Activity – January 2026

File Reference:	ADM0075
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Finance Manager
Disclosure of Interest:	Nil
Attachments:	15.2 (i) Monthly Statement of Financial Activity. 15.2 (ii) Variances at Sub Program Level 15.2 (iii) 2025 2026 Rates Levied
Previous Reference:	Nil

Summary

In Accordance with the *Local Government Act 1995* Section 5.25 (1) and *Local Government (Financial Management) Regulations 1996*, Monthly Financial Statements are required to be presented to Council, in order to ensure that income and expenditure is in keeping with budget forecasts.

The Monthly Statement of Financial Activity for the month of January 2026 is attached for Council consideration and adoption. This report now incorporates new Australian Accounting Standards Board (AASB) requirements effective from 1 July 2019. AASB 15 Revenue from Contracts with Customers (IFRS 15), AASB 1058 Income for Not-for Profit Entities, AASB 16 Lease replaces AASB 117 (IFRS 16).

Background

In order to prepare the monthly statements, the following reconciliations have been completed and verified:

- Reconciliation of assets, payroll and taxation services;
- Reconciliation of all shire's bank accounts, including term deposits;
- Reconciliation of rates, including outstanding debtors;
- Reconciliation of sundry creditors and debtors;

Comment

The Monthly Financial report has been prepared in accordance with statutory requirements and provides council with their financial position as at 31 January 2026.

Operating Revenue is below YTD budget by 1.57% or \$56,710 and Expenditure against the YTD budget is down by 1.95% or \$95,913.

A comparative cash position against last year is shown below:

	31/01/2026	31/01/2025
Current Position	2,386,503	4,430,631
Municipal Bank	1,127,936	3,290,456
Reserve Bank	1,258,567	1,140,175
Rates Collected	2,362,709	2,271,795

Capital expenditure is less than anticipated YTD, please refer to Note 5 for further information.

Consultation

Nil

Statutory Environment

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996

Section 34: Financial Reports to be prepared

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
- (b) Budget estimates to the end of the month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) The net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing -

- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
- (c) Such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown -

- (a) According to nature and type classification;
- (b) By program; or
- (c) By business unit.

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -

- (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
- (b) Recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

Policy Implications

There are no policy implications.

Financial Implications

The report and Officer recommendation is consistent with Council's adopted Budget 2025/26.

Strategic Implications

Business as usual.

Risk Implications

Risk:	Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.		
Consequence Theme:	Reputational / Compliance	Impact:	Minor
Consequence:	Low impact, a small number of complaints. Some temporary non-compliance		
Likelihood Rating:	Unlikely	Risk Matrix:	Low (4)
Action Plan:	Risk is acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.		

Voting Requirements:

Simple Majority

Officers Recommendation:

That with respect to the Monthly Statements of Financial Activity for the month ending 31 January 2026 be accepted and material variances be noted.

Moved: _____ Seconded: _____

SHIRE OF PINGELLY

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 January 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of financial activity	2
Statement of financial position	3
Note 1 Basis of preparation	4
Note 2 Net current assets information	5
Note 3 Explanation of variances	6

SHIRE OF PINGELLY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2026

Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance*	Variance*	Var. ((c) - (b))/(b) %				
				\$	%					
OPERATING ACTIVITIES										
Revenue from operating activities										
General rates	2,617,583	2,617,583	2,616,338	(1,245)	(0.05%)					
Grants, subsidies and contributions	1,423,690	798,617	795,423	(3,194)	(0.40%)					
Fees and charges	438,360	350,905	364,467	13,562	3.86%					
Interest revenue	107,839	71,402	50,481	(20,921)	(29.30%)	▼				
Other revenue	89,750	56,947	46,487	(10,460)	(18.37%)	▼				
Profit on asset disposals	18,000	18,000	15,043	(2,957)	(16.43%)					
	4,695,222	3,913,454	3,888,239	(25,215)	(0.64%)					
Expenditure from operating activities										
Employee costs	(2,301,955)	(1,368,618)	(1,442,000)	(73,382)	(5.36%)					
Materials and contracts	(1,692,581)	(1,120,050)	(1,057,094)	62,956	5.62%					
Utility charges	(236,575)	(138,019)	(85,783)	52,236	37.85%	▲				
Depreciation	(3,303,900)	(1,946,133)	(1,972,685)	(26,552)	(1.36%)					
Finance costs	(87,746)	(46,342)	(45,332)	1,010	2.18%					
Insurance	(241,847)	(241,847)	(247,693)	(5,846)	(2.42%)					
Other expenditure	(78,981)	(50,594)	(27,172)	23,422	46.29%	▲				
Loss on asset disposals	(18,522)	(18,522)	0	18,522	100.00%	▲				
	(7,962,107)	(4,930,125)	(4,877,759)	52,366	1.06%					
Non cash amounts excluded from operating activities	2(c)	3,304,422	1,946,655	1,949,122	2,467	0.13%				
Amount attributable to operating activities		37,537	929,984	959,602	29,618	3.18%				
INVESTING ACTIVITIES										
Inflows from investing activities										
Proceeds from capital grants, subsidies and contributions	1,478,828	681,948	210,395	(471,553)	(69.15%)	▼				
Proceeds from disposal of assets	6 60,500	18,000	15,043	(2,957)	(16.43%)					
Proceeds from financial assets at amortised cost - self supporting loans	25,699	11,865	11,865	0	0.00%					
	1,565,027	711,813	237,303	(474,510)	(66.66%)					
Outflows from investing activities										
Acquisition of property, plant and equipment	5 (1,288,350)	(1,109,350)	(624,693)	484,657	43.69%	▲				
Acquisition of infrastructure	5 (2,314,782)	(1,110,847)	(425,510)	685,337	61.69%	▲				
	(3,603,132)	(2,220,197)	(1,050,203)	1,169,994	52.70%					
Amount attributable to investing activities		(2,038,105)	(1,508,384)	(812,900)	695,484	46.11%				
FINANCING ACTIVITIES										
Inflows from financing activities										
Transfer from reserves	4 294,000	0	0	0	0.00%					
	294,000	0	0	0	0.00%					
Outflows from financing activities										
Payments for principal portion of lease liabilities	11 (78,289)	(19,373)	(19,373)	0	0.00%					
Repayment of borrowings	10 (241,805)	(119,396)	(119,396)	0	0.00%					
Transfer to reserves	(41,499)	0	(20,517)	(20,517)	0.00%					
	(361,593)	(138,769)	(159,287)	(20,517)	(14.79%)					
Amount attributable to financing activities		(67,593)	(138,769)	(159,287)	(20,517)	(14.79%)				
MOVEMENT IN SURPLUS OR DEFICIT										
Surplus or deficit at the start of the financial year										
Amount attributable to operating activities	2(a) 2,068,161	2,068,161	1,813,033	(255,128)	(12.34%)	▼				
Amount attributable to investing activities	37,537	929,984	959,602	29,618	3.18%					
Amount attributable to financing activities	(2,038,105)	(1,508,384)	(812,900)	695,484	46.11%	▲				
Surplus or deficit after imposition of general rates		(67,593)	(138,769)	(159,287)	(20,517)	(14.79%)				
		0	1,350,992	1,800,449	449,457	33.27%				

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF PINGELLY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2026

	Actual 30 June 2025	Actual as at 31 January 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,760,522	2,429,863
Trade and other receivables	982,873	1,271,446
Other financial assets	85,414	73,549
Inventories	5,637	17,358
TOTAL CURRENT ASSETS	3,834,446	3,792,216
NON-CURRENT ASSETS		
Trade and other receivables	72,645	72,645
Property, plant and equipment	29,172,907	29,314,444
Infrastructure	85,195,935	84,158,101
Right-of-use assets	306,228	280,043
TOTAL NON-CURRENT ASSETS	114,747,715	113,837,098
TOTAL ASSETS	118,582,161	117,629,314
CURRENT LIABILITIES		
Trade and other payables	344,004	283,050
Contract liabilities	294,117	308,117
Capital grant/contributions liabilities	64,540	76,540
Lease liabilities	78,232	58,859
Borrowings	241,504	122,108
Employee related provisions	251,808	251,808
TOTAL CURRENT LIABILITIES	1,274,205	1,100,482
NON-CURRENT LIABILITIES		
Lease liabilities	18,881	18,881
Borrowings	1,769,849	1,769,849
Employee related provisions	109,090	109,090
TOTAL NON-CURRENT LIABILITIES	1,897,820	1,897,820
TOTAL LIABILITIES	3,172,025	2,998,302
NET ASSETS	115,410,136	114,631,012
EQUITY		
Retained surplus	31,535,892	30,736,251
Reserve accounts	1,238,050	1,258,567
Revaluation surplus	82,636,194	82,636,194
TOTAL EQUITY	115,410,136	114,631,012

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

SHIRE OF PINGELLY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 January 2026

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources.

Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF PINGELLY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 January 2026
	\$	\$	\$
Current assets			
Cash and cash equivalents	2,754,702	2,760,522	2,429,863
Trade and other receivables	1,147,600	982,873	1,271,446
Other financial assets	29,114	85,414	73,549
Inventories	5,637	5,637	17,358
	3,937,053	3,834,446	3,792,216
Less: current liabilities			
Trade and other payables	9 (131,631)	(344,004)	(283,050)
Other liabilities	(470,094)	(358,657)	(384,657)
Lease liabilities	11 (78,232)	(78,232)	(58,859)
Borrowings	10 (196,352)	(241,504)	(122,108)
Employee related provisions	(281,753)	(251,808)	(251,808)
	(1,158,062)	(1,274,205)	(1,100,482)
Net current assets	2,778,991	2,560,241	2,691,734
Less: Total adjustments to net current assets	2(b) (710,830)	(747,208)	(891,285)
Closing funding surplus / (deficit)		2,068,161	1,813,033
			1,800,449

(b) Current assets and liabilities excluded from budgeted deficiency

Less: Reserve accounts	(1,238,050)	(1,238,050)	(1,258,567)
Less: Financial assets at amortised cost - self supporting loans	(25,699)	(25,699)	(13,834)
- Other liabilities Investment	(5,000)	(5,000)	(5,000)
- Current portion of lease liabilities	78,232	78,232	58,859
- Current portion of borrowings	241,504	241,504	122,108
- Current portion of employee benefit provisions held in reserve	201,805	201,805	205,149
Total adjustments to net current assets	2(a) (747,208)	(747,208)	(891,285)

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual
	30 June 2026	31 January 2026	31 January 2026
	\$	\$	\$

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals	(18,000)	(18,000)	(15,043)
Add: Loss on asset disposals	18,522	18,522	0
Add: Depreciation	3,303,900	1,946,133	1,972,685
Movement in current employee provisions associated with restricted cash			3,344
Non-cash movements in non-current assets and liabilities:			
- Other provisions			(11,864)
Total non-cash amounts excluded from operating activities	3,304,422	1,946,655	1,949,122

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF PINGELLY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Interest revenue	(20,921)	(29.30%)	▼
Timing - YTD budget of ledger accounts have not been profiled in accordance with expected interest revenue			
Other revenue	(10,460)	(18.37%)	▼
Permanent - a credit note relating to no longer recoupable long service leave from last financial year, is the cause of this variance			
Expenditure from operating activities			
Utility charges	52,236	37.85%	▲
Timing - staff shortages have resulted in processing delays of utility direct debits			
Other expenditure	23,422	46.29%	▲
Timing - Councillor sitting fees for the second quarter of the financial year remain outstanding to be paid			
Loss on asset disposals	18,522	100.00%	▲
Timing - assets yet to be traded			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(471,553)	(69.15%)	▼
Timing - Heavy Vehicle Rest Area & WSFN Grants yet to be claimed			
Outflows from investing activities			
Acquisition of property, plant and equipment	484,657	43.69%	▲
Timing - two admin vehicles and community bus are yet to be purchased, grader lease payment remains outstanding			
Acquisition of infrastructure	685,337	61.69%	▲
Timing - capital works program is underway, however some projects have been slow to progress			
Surplus or deficit at the start of the financial year	(255,128)	(12.34%)	▼
Surplus was more than anticipated			
Surplus or deficit after imposition of general rates	449,457	33.27%	▲
Result of variances above			

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
TABLE OF CONTENTS

1	Key information	2
2	Key information - graphical	3
3	Cash and financial assets	3
4	Reserve accounts	5
5	Capital acquisitions	6
6	Disposal of assets	8
7	Receivables	9
8	Other current assets	10
9	Payables	11
10	Borrowings	12
11	Lease liabilities	13
12	Other current liabilities	14
13	Grants and contributions	15
14	Capital grants and contributions	16
15	Trust fund	17
16	Budget Amendments	18

BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Opening	\$2.07 M	\$2.07 M	\$1.81 M
Closing	\$0.00 M	\$1.35 M	\$1.80 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables	Receivables
	\$2.43 M	% of total	\$0.28 M	% Outstanding
Unrestricted Cash	\$1.17 M	48.2%	Trade Payables 0 to 30 Days	\$0.44 M
Restricted Cash	\$1.26 M	51.8%	Over 30 Days	84.3%
			Over 90 Days	Trade Receivable Over 30 Days
				Over 90 Days

Refer to 3 - Cash and Financial Assets

Refer to 9 - Payables

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$0.04 M	\$0.93 M	\$0.96 M

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions	Fees and Charges
YTD Actual	\$2.62 M	% Variance	YTD Actual	\$0.80 M
YTD Budget	\$2.62 M	(0.0%)	YTD Budget	\$0.80 M
Refer to 13 - Grants and Contributions				

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	(\$2.04 M)	(\$1.51 M)	(\$0.81 M)

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition	Capital Grants
YTD Actual	\$0.02 M	%	YTD Actual	\$0.21 M
Adopted Budget	\$0.06 M	(75.1%)	Adopted Budget	\$2.31 M

Refer to 6 - Disposal of Assets

Refer to 5 - Capital Acquisitions

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	(\$0.07 M)	(\$0.14 M)	(\$0.16 M)

Refer to Statement of Financial Activity

Borrowings		Reserves	Lease Liability
Principal repayments	(\$0.12 M)	Reserves balance	Principal repayments
Interest expense	(\$0.04 M)	Net Movement	Interest expense
Principal due	\$1.89 M		Principal due

Refer to 10 - Borrowings

Refer to 4 - Cash Reserves

Refer to Note 11 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

2 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
Cash at Municipal Bank	Cash and cash equivalents	\$ 119,965	\$	\$ 119,965				
Municipal Cash Management Account	Cash and cash equivalents	500,609		500,609				
Till Float SES	Cash and cash equivalents	50		50				
Till Float Office	Cash and cash equivalents	200		200				
Petty cash on hand - office	Cash and cash equivalents	300		300				
Reserve Fund Bank	Financial assets at amortised cost	0	1,258,567	1,258,567		Bendigo	3.00%	30/06/2026
Trust fund bank - Other	Cash and cash equivalents	37,810		37,810	37,810			
Shares	Cash and cash equivalents	5,000		5,000				
Muni Term Deposit	Cash and cash equivalents	507,361		507,361				
Total		1,171,296	1,258,567	2,429,863	37,810			
Comprising								
Cash and cash equivalents		1,171,296	0	1,171,296	37,810			
Financial assets at amortised cost		0	1,258,567	1,258,567	0			
		1,171,296	1,258,567	2,429,863	37,810			

KEY INFORMATION

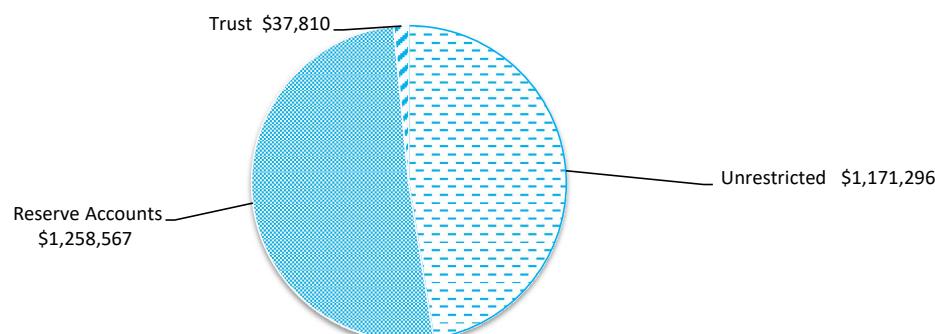
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Leave Reserve	201,805	3,260		205,065	201,805	3,344	0	205,149
Plant Reserve	229,344	3,705		233,049	229,344	3,801	0	233,145
Buildings Reserve	386,269	6,240	(250,000)	142,509	386,269	6,401	0	392,670
Community Bus Reserve	126,700	2,045	(44,000)	84,745	126,700	2,100	0	128,800
Swimming Pool Reserve	129,981	2,100		132,081	129,981	2,154	0	132,135
Electronic Equipment Reserve	79,133	1,278		80,411	79,133	1,311	0	80,444
Tutanning Nature Reserve	3,760	61		3,821	3,760	62	0	3,822
Wheatbelt Secondary Freight Network	42,257	683		42,940	42,257	700	0	42,957
Refuse Site Rehabilitation	18,801	304		19,105	18,801	312	0	19,113
PRACC Facility Reserve	20,000	21,823		41,823	20,000	331	0	20,331
	1,238,050	41,499	(294,000)	985,549	1,238,050	20,517	0	1,258,567

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted			
	Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Buildings - specialised	130	512,000	345,000	292,516 (52,484)
Furniture and equipment	132	56,350	44,350	16,577 (27,773)
Plant and equipment	134	720,000	720,000	315,600 (404,400)
Acquisition of property, plant and equipment		1,288,350	1,109,350	624,693 (484,657)
Infrastructure - Roads	136	1,817,433	623,495	152,578 (470,917)
Infrastructure - Footpaths	165	10,000	0	0 0
Infrastructure - Parks & Ovals	169	407,349	407,352	234,395 (172,957)
Infrastructure - Other	138	80,000	80,000	38,537 (41,463)
Acquisition of infrastructure		2,314,782	1,110,847	425,510 (685,337)
Total capital acquisitions		3,603,132	2,220,197	1,050,203 (1,169,994)
Capital Acquisitions Funded By:				
Capital grants and contributions		1,478,828	681,948	210,395 (471,553)
Other (disposals & C/Fwd)		60,500	18,000	15,043 (2,957)
Reserve accounts				
Buildings Reserve		250,000		0 0
Community Bus Reserve		44,000		0 0
Contribution - operations		1,769,804	1,520,249	824,765 (695,484)
Capital funding total		3,603,132	2,220,197	1,050,203 (1,169,994)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

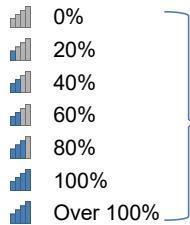
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

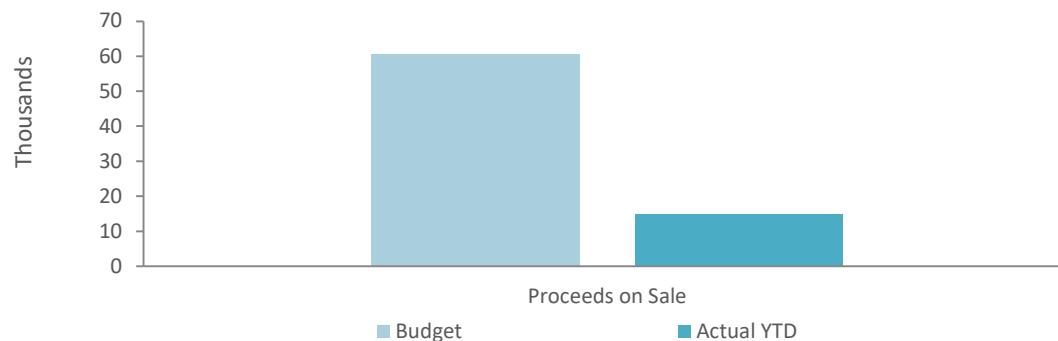
Job	Job Description	Adopted			Variance (Under)/Over
		Budget	YTD Budget	YTD Actual	
Buildings					
BU020	Solar Footpath Lighting	15,000	15,000	0	15,000
11CH	Craft Hub Upgrade	97,000	30,000	660	29,340
BFB02	West Pingelly Fire Shed - Grant Funded	0	0	501	(501)
BFB03	East Pingelly Fire Shed - Grant Funded	0	0	2,075	(2,075)
BU023	Renew Pool Bowl	300,000	300,000	289,279	10,721
BU045	Purchase 17 Parade Street	100,000	0	0	0
		512,000	345,000	292,516	52,484
Furniture & Equipment					
0491	New Phone System, Replacement Laptops	30,000	30,000	0	30,000
0591	CCTV Cameras	12,000	0	0	0
1091	Cemetery Records Software	14,350	14,350	16,577	(2,227)
		56,350	44,350	16,577	27,773
Plant & Equipment					
4APE	Admin Plant Purchases	116,000	116,000	0	116,000
COM1	Community Bus	99,000	99,000	0	99,000
EP001	PRACC Generator	0	0	20,600	(20,600)
EP020	Truck 24/25 Budget	320,000	320,000	295,000	25,000
EP021	Grader	185,000	185,000	0	185,000
		720,000	720,000	315,600	404,400
Infrastructure - Roads					
CA152	North Bannister Road	43,048	0	0	0
CC11	Moorumbine Road - Council Construction	93,870	0	41,768	(41,768)
CC160	Heavy Vehicle Rest Area	285,416	285,416	30,979	254,437
CC25	Bulyee Road - Council Construction	765,497	0	3,699	(3,699)
CC3	Aldersyde-Pingelly Road - Council Construction	77,850	77,850	0	77,850
CC8	Jingaring Road - Council Construction	164,423	0	53,004	(53,004)
RRG09	RRG Yenellin Road Upgrade	127,100	0	0	0
RRG10	RRG North Bannister Pingelly Road	162,451	162,451	9,032	153,419
RRG25	RRG Bulyee Road	0	0	1,088	(1,088)
CC131	Balfour Street - Council Construction	97,778	97,778	13,236	84,542
		1,817,433	623,495	152,807	470,688
Footpaths					
FP999	Footpath Annual Allocation	10,000	0	0	0
		10,000	0	0	0
Infrastructure - Parks & Ovals					
IP014	Memorial Park	15,000	15,000	0	15,000
IP008	Youth Precinct	392,349	392,352	234,395	157,957
		407,349	407,352	234,395	172,957
Infrastructure - Other					
1093	Oval Flood Lights	70,000	70,000	0	70,000
SS001	Mini Pump & Skills Track	10,000	10,000	38,537	(28,537)
		80,000	80,000	38,537	41,463
		3,603,132	2,220,197	1,050,431	1,169,766

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

OPERATING ACTIVITIES

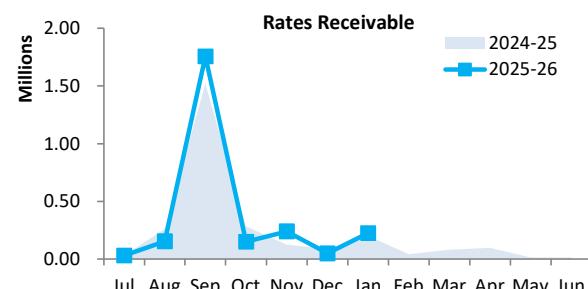
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		(Loss)		Net Book		(Loss)	
		Value	Proceeds	Profit	\$	Value	Proceeds	Profit	\$
Plant and equipment									
PROM7	2014 Kubota F2880 & 2014 Kubota GR2120-54A	5,840	1,500	0	(4,340)			0	0
PCOM2	Hyundai Santa Fe 7S Elite 2.2D Auto	27,847	15,000	0	(12,847)			0	0
PDT501	Holden Colorado LS Crew Cab Chassis	0	18,000	18,000	0	0	15,043	15,043	0
EMT1	2020 Toyota Fortuner - CEO	27,337	26,000	0	(1,337)			0	0
		61,024	60,500	18,000	(18,524)	0	15,043	15,043	0



7 RECEIVABLES

Rates receivable	30 June 2025	31 Jan 2026
Opening arrears previous year	\$ 86,176	\$ 187,050
Levied this year	2,516,380	2,616,338
Less - collections to date	(2,415,506)	(2,362,709)
Net rates collectable	\$ 187,050	\$ 440,679
% Collected	92.8%	84.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(760)	8,719	15,619	400	33,972	57,950
Percentage	(1.3%)	15.0%	27.0%	0.7%	58.6%	
Balance per trial balance						
Trade receivables						57,950
GST receivable						157,777
Accrued Income						602,673
Prepayments						118
SSL Current						12,249
Total receivables general outstanding						830,767

Amounts shown above include GST (where applicable)

KEY INFORMATION

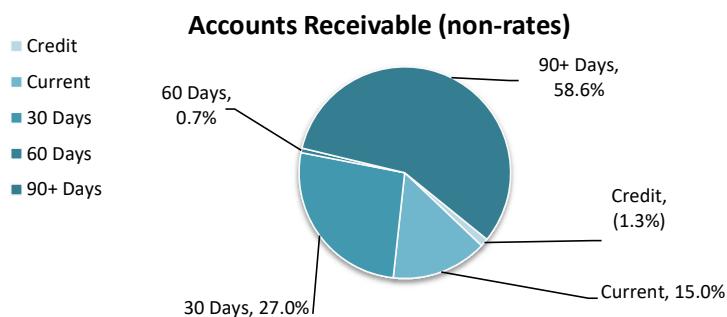
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

	Opening Balance	Asset Increase	Asset Reduction	Closing Balance
				31 January 2026
Other current assets				
	1 July 2025			
	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost	59,715	0	0	59,715
Financial assets at amortised cost - self supporting loans	25,699	0	(11,865)	13,834
Inventory				
Fuel	5,637	11,721	0	17,358
Total other current assets	91,051	11,721	(11,865)	90,907

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

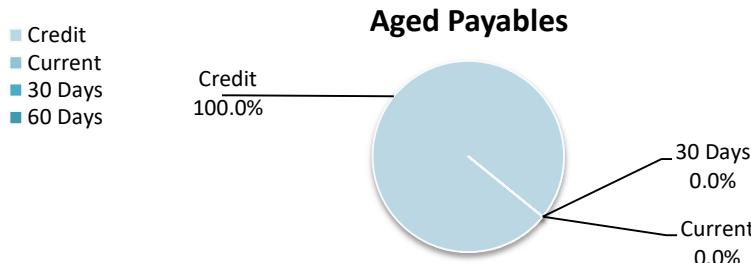
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Payables - general	\$ (2,425)	\$ 0	\$ 0	\$ 0	\$ 0	\$ (2,425)
Percentage	100.0%	0.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						(2,425)
Accrued salaries and wages						50,352
ATO liabilities						162,483
ESL Liability						235
Accrued Expenses						0
Accrued Interest on Loans						0
Bonds and Deposits						37,810
Other Payables						4,046
Prepaid Rates Liability						30,549
Total payables general outstanding						283,050

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Recreation & Cultural Centre	123	1,506,692	0	0	(61,365)	(124,021)	1,445,327	1,382,671	(31,716)
Transport Fleet Replacement	125	454,848	0	0	(46,166)	(93,369)	408,682	361,479	(10,217)
		1,961,540	0	0	(107,531)	(217,390)	1,854,009	1,744,150	(41,932)
Self supporting loans									
Pingelly Cottage Homes	120	49,813	0	0	(11,865)	(25,699)	37,948	24,114	(1,612)
		49,813	0	0	(11,865)	(25,699)	37,948	24,114	(1,612)
Total		2,011,353	0	0	(119,396)	(243,089)	1,891,957	1,768,264	(43,544)
Current borrowings		243,089					122,108		
Non-current borrowings		1,768,264					1,769,849		
		2,011,353					1,891,957		

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

FINANCING ACTIVITIES

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Photocopier		6,007			(870)	(4,008)	5,137	1,999	(132)	(265)
Server Lease		5,047			(2,508)	(5,144)	2,539	-97	(64)	(96)
CCTV Server Lease		3,538			(1,046)	(3,645)	2,492	-107	(169)	(107)
Grader Lease		44,035			(10,924)	(44,548)	33,111	-513	(213)	(512)
Loader Lease		38,487			(4,025)	(20,944)	34,462	17,543	(1,210)	(2,390)
Total		97,114	0	0	(19,373)	(78,289)	77,740	18,825	(1,788)	(3,370)
Current lease liabilities		78,232					58,859			
Non-current lease liabilities		18,881					18,881			
		97,113					77,740			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date.

The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

12 OTHER CURRENT LIABILITIES

	Note	1 July 2025	Opening	Liability	Liability	Closing
			Balance	transferred from/(to)		
Other current liabilities						
Other liabilities			\$	\$	\$	\$
Contract liabilities		294,117		0	14,000	0
Capital grant/contributions liabilities		64,540		0	12,000	0
Total other liabilities		358,657		0	26,000	0
Employee Related Provisions						
Provision for annual leave		179,830		0		179,830
Provision for long service leave		71,978		0		71,978
Total Provisions		251,808		0	0	251,808
Total other current liabilities		610,465		0	26,000	0
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	31 Jan 2026	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue
		\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
General Purpose Grant FAGS (LGGC)						803,390	401,696	365,489
Local Roads Grant FAGS (LGGC)						318,620	159,310	139,501
ESL Grant - BFB						108,000	62,273	54,000
ESL Grant - SES						33,680	16,838	52,260
MRWA Direct Grant						137,000	137,000	134,233
Reimbursements Others						3,000	1,500	3,108
Grants, Reimbursements & Contributions						20,000	20,000	18,182
Other Culture - Income						0	0	27,650
Small Grants Income SCH 11						0	0	1,000
	0	0	0	0	0	1,423,690	798,617	795,423

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jan 2026	Current Liability 31 Jan 2026	Adopted	YTD	YTD
						Budget	YTD Budget	Revenue Actual
Capital grants and subsidies								
Grants, Contributions & Subsidies	\$ 70,000			\$ 0	\$ 0			\$ 0
Youth Precinct Income - LRCI	357,639					0	0	0
Regional Road Group Funding	343,132			343,132		142,395		
Roads to Recovery	369,241					0	0	0
Other Grants (No GST)	235,416			235,416		0		
Wheatbelt Secondary Freight Network	103,400			103,400		0		
Government Grants - Main Roads Special	0			0		68,000		
	1,478,828			681,948		210,395		

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

15 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2025	Received	Paid	31 January 2026
Dept of Transport Licensing	\$ 2,301	202,637	(190,062)	\$ 14,876
Bonds	12,578	3,699	(1,443)	14,834
Sundry Trust	7,500	0	0	7,500
Nomination Deposits	0	600	0	600
	22,379	206,936	(191,505)	37,810

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

16 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						
Grants, Reimbursements & Contributions	13613	Operating revenue		20,000		20,000
Giants Amongst Us	13613	Operating expenses		(20,000)		0
				0	0	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED, 31 JANUARY 2026**

Variance Reported at Sub Program Level

Operating Income

Prog	Code	Name	Amended Annual	Amended YTD	YTD	Var. \$	Var. %	Comments
			Budget	Budget (a)	Actual (b)	(b)-(a)	(b)-(a)/(a)	
03	01	RATE REVENUE	\$ 2,648,883.00	\$ 2,643,472.00	\$ 2,643,301.28	\$ (171)	(0%)	
03	02	GENERAL PURPOSE FUNDING	1,126,510.00	565,300.00	509,343.45	(55,957)	(10%)	
03	03	OTHER GENERAL PURPOSE INCOME	100,000.00	62,077.00	36,656.31	(25,421)	(41%)	▼ Term Deposits invested longer than budgeted for
04	04	MEMBERS OF COUNCIL	250.00	147.00	0.00	(147)	(100%)	
05	06	FIRE PREVENTION	109,750.00	63,295.00	54,750.00	(8,545)	(14%)	
05	07	ANIMAL CONTROL	6,600.00	5,512.00	4,675.75	(836)	(15%)	
05	08	OTHER LAW, ORDER, PUBLIC SAFETY	53,680.00	36,838.00	70,441.82	33,604	91%	▲ Larger than anticipated ESL grant received
07	14	HEALTH INSP AND ADMINISTRATION	2,200.00	2,200.00	1,637.85	(562)	(26%)	
07	17	OTHER HEALTH	500.00	294.00	472.00	178	61%	
08	21	OTHER AGED & DISABLED SERVICES	9,339.00	8,111.00	9,992.46	1,881	23%	
10	25	SANITATION-HOUSEHOLD REFUSE	181,200.00	181,200.00	185,950.00	4,750	3%	
10	26	OTHER SANITATION	58,200.00	46,950.00	41,464.60	(5,485)	(12%)	
10	30	TOWN PLANNING & REG DEVELOPMNT	2,500.00	1,456.00	2,330.00	874	60%	
10	31	OTHER COMMUNITY AMENITIES	20,500.00	11,963.00	15,940.05	3,977	33%	
11	32	PUBLIC HALLS.CIVIC CENTRES	7,500.00	4,375.00	5,772.66	1,398	32%	
11	33	SWIMMING AREAS AND BEACHES	9,000.00	7,796.00	3,353.22	(4,443)	(57%)	
11	34	OTHER RECREATION AND SPORT	430,139.00	1,456.00	3,751.35	2,295	158%	
11	36	OTHER CULTURE	10,600.00	6,350.00	36,859.42	30,509	480%	▲ Unbudgeted Grant Amendment Required
12	37	CONST. STS,RDS,BRIDGES,DEPOTS	1,188,189.00	818,948.00	344,628.20	(474,320)	(58%)	▼ HV Rest Area & WSFN Capital grants not received
12	38	MTCE STS,RDS,BRIDGES,DEPOTS	2,200.00	0.00	0.00	0		
12	39	ROAD PLANT PURCHASES	0.00	0.00	0.00	0		
13	45	TOURISM AND AREA PROMOTION	59,500.00	34,706.00	44,278.00	9,572	28%	
13	46	BUILDING CONTROL	6,000.00	3,500.00	7,043.39	3,543	101%	
13	49	OTHER ECONOMIC SERVICES	10,000.00	5,831.00	6,135.13	304	5%	
04	4A	ADMINISTRATION	106,310.00	69,338.00	53,185.48	(16,153)	(23%)	▼ Sundry Debtor credit note relating to last FY
14	52	PUBLIC WORKS OVERHEADS	2,500.00	1,456.00	0.00	(1,456)	(100%)	
14	56	UNCLASSIFIED	22,000.00	12,831.00	13,248.16	417	3%	
			4,297,112.00	3,615,396.00	3,558,685.52	(56,710)	(1.57%)	

Operating Expenditure

Prog	Code	Name	Amended Annual	Amended YTD	YTD	Var. \$	Var. %	Comments
			Budget	Budget (a)	Actual (b)	(b)-(a)	(b)-(a)/(a)	
03	01	RATE REVENUE	(140,087.00)	(81,718.00)	(71,314.42)	10,404	13%	▲ Deb Collection costs lower against YTD budget
03	02	GENERAL PURPOSE FUNDING	(135,814.00)	(79,226.00)	(75,671.36)	3,555	4%	
04	04	MEMBERS OF COUNCIL	(418,805.00)	(250,231.00)	(209,822.70)	40,408	16%	▲ Sitting fees to be paid, election expenses lower
04	05	OTHER GOVERNANCE	(1,500.00)	(875.00)	(4,858.09)	(3,983)	(455%)	
05	06	FIRE PREVENTION	(168,945.00)	(108,227.00)	(118,404.66)	(10,178)	(9%)	
05	07	ANIMAL CONTROL	(26,520.00)	(15,889.00)	(34,206.95)	(18,318)	(115%)	▼ Labour Overheads
05	08	OTHER LAW, ORDER, PUBLIC SAFETY	(306,633.00)	(188,522.00)	(218,414.18)	(29,892)	(16%)	▼ Depreciation
08	09	EDUCATION	(38,423.00)	(22,825.00)	(43,441.49)	(20,616)	(90%)	▼ Old Pre Primary
07	14	HEALTH INSP AND ADMINISTRATION	(21,025.00)	(12,451.00)	(12,699.16)	(248)	(2%)	
07	15	PREVENTIVE SVES - PEST CONTROL	(100.00)	(56.00)	0.00	56	100%	
07	16	PREVENTIVE SERVICES - OTHER	(500.00)	(500.00)	0.00	500	100%	
07	17	OTHER HEALTH	(201,164.00)	(117,805.00)	(104,184.54)	13,620	12%	▲ Contract Health Services lower
08	21	OTHER AGED & DISABLED SERVICES	(11,983.00)	(10,049.00)	(8,201.82)	1,847	18%	
08	22	OTHER WELFARE	(67,906.00)	(39,613.00)	(37,283.87)	2,329	6%	
10	25	SANITATION-HOUSEHOLD REFUSE	(182,465.00)	(106,229.00)	(123,085.60)	(16,857)	(16%)	▼ Refuse Site Mtce
10	26	OTHER SANITATION	0.00	0.00	(4,462.02)	(4,462)		
10	29	PROTECTION OF ENVIRONMENT	(37,563.00)	(22,265.00)	(34,407.30)	(12,142)	(55%)	▼ Old Roads Board Building Maintenance
10	30	TOWN PLANNING & REG DEVELOPMNT	(68,430.00)	(39,914.00)	(45,591.57)	(5,678)	(14%)	
10	31	OTHER COMMUNITY AMENITIES	(148,500.00)	(86,853.00)	(79,768.45)	7,085	8%	
11	32	PUBLIC HALLS.CIVIC CENTRES	(251,489.00)	(193,411.00)	(196,727.96)	(3,317)	(2%)	
11	33	SWIMMING AREAS AND BEACHES	(201,077.00)	(138,930.00)	(103,185.81)	35,744	26%	▲ Swimming Pool Maintenance underexpended
11	34	OTHER RECREATION AND SPORT	(628,795.00)	(370,713.00)	(319,135.17)	51,578	14%	▲ Parks & Gardens Mtce underexpended YTD
11	35	LIBRARIES	(22,500.00)	(11,375.00)	(10,327.07)	1,048	9%	
11	36	OTHER CULTURE	(810,160.00)	(506,303.00)	(508,507.01)	(2,204)	(0%)	
12	38	MTCE STS,RDS,BRIDGES,DEPOTS	(3,386,328.00)	(1,996,227.00)	(2,109,608.50)	(113,382)	(6%)	
12	39	ROAD PLANT PURCHASES	0.00	0.00	0.00	0		
13	45	TOURISM AND AREA PROMOTION	(166,286.00)	(107,310.00)	(74,186.95)	33,123	31%	▲ Pingelly Trail Development & Tourist Committee
13	46	BUILDING CONTROL	(71,735.00)	(41,991.00)	(40,675.91)	1,315	3%	
13	49	OTHER ECONOMIC SERVICES	(433,022.00)	(263,169.00)	(186,995.57)	76,173	29%	▲ Community Grants Program & Utilities
04	4A	ADMINISTRATION	0.00	(47,321.07)	(86,040.66)	(38,720)	(82%)	▼ Contract services higher due to staff vacancies
14	50	PRIVATE WORKS	(14,000.00)	(8,084.00)	(1,903.83)	6,180	76%	
14	52	PUBLIC WORKS OVERHEADS	0.00	(32,788.00)	33,641.44	66,429	203%	▲ Will pan out over time
14	53	PLANT OPERATION COSTS	0.00	(28,896.00)	(1,375.67)	27,520	95%	▲ Will pan out over time
14	56	UNCLASSIFIED	(352.00)	(352.00)	(3,358.68)	(3,007)	(854%)	
			(7,962,107.00)	(4,930,118.07)	(4,834,205.53)	95,912.54	1.95%	

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2026

General rate revenue	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			YTD Actual					
				Rate Revenue	Reassessed Rate Revenue	Total Revenue	Rate Revenue	Reassessed Rate Revenue	Total Revenue			
RATE TYPE												
<i>Gross rental value</i>												
GRV General	0.121946	379	4,528,011	552,173		552,173	552,191		552,191			
GRV Rural Residential	0.121946	84	1,016,860	124,002		124,002	124,006		124,006			
GRV Commercial Industrial	0.121946	40	399,780	48,752		48,752	48,753		48,753			
GRV Townsites	0.121946	21	178,100	21,719		21,719	21,719		21,719			
<i>Unimproved value</i>												
UV Broadacre Rural	0.005074	296	330,190,999	1,675,389		1,675,389	1,675,389		1,675,389			
Sub-Total		820	336,313,750	2,422,034	0	2,422,034	2,422,059	0	2,422,059			
Minimum payment												
<i>Gross rental value</i>												
GRV General	1,123.00	58	93,316	65,134		65,134	65,134		65,134			
GRV Rural Residential	1,123.00	17	61,550	19,091		19,091	19,091		19,091			
GRV Commercial Industrial	1,123.00	16	82,795	17,968		17,968	17,968		17,968			
GRV Townsites	1,123.00	8	15,685	8,984		8,984	8,984		8,984			
<i>Unimproved value</i>												
UV Broadacre Rural	1,123.00	74	9,228,311	83,102		83,102	84,225	(1,123)	83,102			
Sub-total		137	9,481,657	194,279	0	194,279	195,402	(1,123)	194,279			
Total general rates			345,795,407	2,616,313	0	2,616,313	2,617,461	(1,123)	2,616,338			

15.3. Accounts Paid by Authority – December 2025

File Reference:	ADM0066
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Manager Finance
Disclosure of Interest:	Nil
Attachments:	List of Accounts for December 2025
Previous Reference:	Nil

Summary

Council is requested to receive the list of accounts paid by authority for the month of December 2025.

Background

In accordance with *Local Government (Financial Management) Regulations 1996 Clause 13*

- (1) schedules of all payments made through Council's bank accounts are presented to the Committee and to Council.

Comment

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2025/2026 Budget.

Consultation

Nil

Statutory Environment

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

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

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

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

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.

- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and

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

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

Policy Implications

There are no policy implications associated with this report.

Financial Implications

There are no known financial implications upon either the Council's current budget or long-term financial plan.

Strategic Implications

This is a statutory requirement.

Risk Framework

Risk:	Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit.		
Consequence Theme:	Reputational / Compliance	Impact:	Minor
Consequence:	Low impact, a small number of complaints. Some temporary non-compliance		
Likelihood Rating:	Unlikely	Risk Matrix:	Low (4)
Action Plan:	Risk is acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.		

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council receive the Accounts for Payments for December 2025 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:

To 31 December 2025:

Municipal Account	\$680,972.03
--------------------------	---------------------

Moved: _____ Seconded: _____

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 1

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT				Bank	INV
No	Date	Name	Invoice Description	Code	Amount
EFT12780	02/12/2025	STEVE DAVIS	ACCOMMODATION AT STEVES GUEST HOUSE FOR STAFF 02/11/2025 - 22/11/2025	1	1,800.00
INV 271025	27/10/2025	STEVE DAVIS	ACCOMMODATION AT STEVES GUEST HOUSE FOR STAFF 02/11/2025 - 22/11/2025		1,800.00
EFT12781	04/12/2025	FLUIDRA GROUP AUSTRALIA PTY LTD	STAINLESS STEEL DOME COVERS, REPLACEMENT STEPS, RUBBER BUMPERS FOR LADDER	1	915.49
INV 0004666426/11/2025		FLUIDRA GROUP AUSTRALIA PTY LTD	STAINLESS STEEL DOME COVERS, REPLACEMENT STEPS, RUBBER BUMPERS FOR LADDER		915.49
EFT12782	04/12/2025	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	SEPTEMBER 2025 AMENDMENT	1	1,473.64
INV OCT 25	31/10/2025	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL OCTOBER 2025		113.30
INV SEPTEM	04/12/2025	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	SEPTEMBER 2025 AMENDMENT		1,360.34
EFT12783	04/12/2025	THE WEST AUSTRALIAN	BUSHFIRE DIRECTORY ADVERTISING IN NARROGIN OBSERVER	1	250.00
INV 1028035101/11/2025		THE WEST AUSTRALIAN	BUSHFIRE DIRECTORY ADVERTISING IN NARROGIN OBSERVER		250.00
EFT12784	04/12/2025	CHILD SUPPORT AGENCY	Payroll deductions	1	721.50
INV DEDUCT02/12/2025		CHILD SUPPORT AGENCY	Payroll deductions		721.50
EFT12785	04/12/2025	BUNNINGS BUILDING SUPPLIES	PAINT AND ACCESSORIES	1	738.83
INV 2707/002	26/10/2025	BUNNINGS BUILDING SUPPLIES	REPLACEMENT SPRINKLERS, KNEE PADS		126.25
INV 2182/003	02/11/2025	BUNNINGS BUILDING SUPPLIES	PAINT AND ACCESSORIES		261.21
INV 2444/012	03/11/2025	BUNNINGS BUILDING SUPPLIES	SECURITY CAMERAS		251.56
INV 2182/004	10/11/2025	BUNNINGS BUILDING SUPPLIES	SPRAY PAINT FOR PARKING BAY SIGN, CHROME ROD FITTINGS, PAINT ROLLER KIT & COVERS		41.33
INV 2182/004	12/11/2025	BUNNINGS BUILDING SUPPLIES	PAINTING SUPPLIES		58.48
EFT12786	04/12/2025	LGISWA	LGIS INSURANCE - 25/26 SECOND INSTALMENT	1	178,056.09
INV 100-1616	01/10/2025	LGISWA	LGIS INSURANCE - 25/26 SECOND INSTALMENT		178,056.09

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 2

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
EFT12787	04/12/2025	NARROGIN PACKAGING & MOTORCYCLES, NARROGIN HIRE & RETIC	SOLENOID	1		41.90
INV 000979651	3/11/2025	NARROGIN PACKAGING & MOTORCYCLES, NARROGIN HIRE & RETIC	SOLENOID		41.90	
EFT12788	04/12/2025	E & MJ ROSHER PTY LTD	BR3-FRONT KUBOTA K5698-34340 BLADE H28T K309	1		473.34
INV 1500823	06/11/2025	E & MJ ROSHER PTY LTD	BR3-FRONT KUBOTA K5698-34340 BLADE H28T K309		473.34	
EFT12789	04/12/2025	WA RETICULATION SUPPLIES	K 80920 POTTED LATCHING SOLENOID - 9V DC SUITS ALL RAIN BIRD VALVES, S OL-COIL-S3902 BERMAD STANDARD SOLENOID COIL 24VAC	1		523.70
INV Q1369	18/11/2025	WA RETICULATION SUPPLIES	K 80920 POTTED LATCHING SOLENOID - 9V DC SUITS ALL RAIN BIRD VALVES, S OL-COIL-S3902 BERMAD STANDARD SOLENOID COIL 24VAC		523.70	
EFT12790	04/12/2025	PINGELLY HOTEL	MORNING TEA DELIVERED TO SHIRE OFFICE FOR TUESDAY 18 NOVEMBER 2025	1		489.75
INV PING018	08/11/2025	PINGELLY HOTEL	MORNING TEA FOR TUESDAY 16 SEPTEMBER 2025 DELIVERED TO SHIRE OFFICE		217.50	
INV PING018	19/11/2025	PINGELLY HOTEL	MORNING TEA DELIVERED TO SHIRE OFFICE FOR TUESDAY 18 NOVEMBER 2025		272.25	
EFT12791	04/12/2025	JH COMPUTER SERVICES PTY LTD	COMPUTER UPGRADES X 3	1		5,362.50
INV 006745-D	13/10/2025	JH COMPUTER SERVICES PTY LTD	COMPUTER UPGRADES X 3		5,362.50	
EFT12792	04/12/2025	EPIC FIRE SOLUTIONS TRADING AS MCG FIRE SERVICES	FIRE EXTINGUISHER SERVICES	1		1,772.40
INV 5133	17/11/2025	EPIC FIRE SOLUTIONS TRADING AS MCG FIRE SERVICES	FIRE EXTINGUISHER SERVICES		1,772.40	
EFT12793	04/12/2025	DUFFY ELECTRICS	SUPPLY AND INSTALL 2 X 9.5KVA AIR CONDITIONERS	1		10,571.00
INV 0758	07/11/2025	DUFFY ELECTRICS	SUPPLY AND INSTALL 2 X 9.5KVA AIR CONDITIONERS		10,571.00	
EFT12794	04/12/2025	RED DUST REMOTE PLUMBING AND PUMPS	ANNUAL BACK FLOW DEVICE SERVICE PRACC	1		1,337.38
INV 00000323	12/11/2025	RED DUST REMOTE PLUMBING AND PUMPS	ANNUAL BACK FLOW DEVICE SERVICE PRACC		446.60	

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT				Bank Code	INV Amount	Amount
No	Date	Name	Invoice Description			
INV 00000324	12/11/2025	RED DUST REMOTE PLUMBING AND PUMPS	ANNUAL BACKFLOW DEVISE TESTING KUYLYALLING STANDPIPE		385.00	
INV 00000325	12/11/2025	RED DUST REMOTE PLUMBING AND PUMPS	BACKFLOW DEVISE TESTING SHIRE DEPOT STANDPIPE		330.00	
INV 00000326	13/11/2025	RED DUST REMOTE PLUMBING AND PUMPS	FILTERS FOR WATER FILTER		79.75	
INV 00000327	13/11/2025	RED DUST REMOTE PLUMBING AND PUMPS	WATER METER VALVE BOX		96.03	
EFT12795	04/12/2025	JEROME JEROME PTY LTD	PINGELLY 'GIANTS AMONG US' MURAL PROJECT FIRST 50%	1	20,350.00	
INV 0096	21/10/2025	JEROME JEROME PTY LTD	PINGELLY 'GIANTS AMONG US' MURAL PROJECT FIRST 50%		10,175.00	
INV 0097	22/10/2025	JEROME JEROME PTY LTD	PINGELLY 'GIANTS AMONG US' MURAL PROJECT FINAL 50%		10,175.00	
EFT12796	04/12/2025	LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	Payroll deductions	1	132.00	
INV DEDUCT18	11/2025	LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	Payroll deductions		66.00	
INV DEDUCT02	12/2025	LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	Payroll deductions		66.00	
EFT12797	04/12/2025	AUSTRALIAN SERVICES UNION OF WA	Payroll deductions	1	53.00	
INV DEDUCT18	11/2025	AUSTRALIAN SERVICES UNION OF WA	Payroll deductions		26.50	
INV DEDUCT02	12/2025	AUSTRALIAN SERVICES UNION OF WA	Payroll deductions		26.50	
EFT12798	05/12/2025	WETDECK POOLS	SWIMMING POOL REMEDIATION	1	99,000.00	
INV 0034	01/11/2025	WETDECK POOLS	SWIMMING POOL REMEDIATION		99,000.00	
EFT12799	10/12/2025	A.P.S.REWINDS & SALES	15KW PUMP & MOTOR	1	9,801.00	
INV 00012324	27/11/2025	A.P.S.REWINDS & SALES	15KW PUMP & MOTOR		9,801.00	
EFT12800	10/12/2025	RAPID METAL DEVELOPMENTS AUSTRALIA PTY LTD	BRIDGE SUPPORTS HIRE 1/10/2025 - 31/10/2025	1	243.32	

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 4

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT				Bank Code	INV Amount	Amount
No	Date	Name	Invoice Description			
INV IN51057731/10/2025		RAPID METAL DEVELOPMENTS AUSTRALIA PTY LTD	BRIDGE SUPPORTS HIRE 1/10/2025 - 31/10/2025		243.32	
EFT12801	10/12/2025	CWA PUMPHREYS BRIDGE	COUNCIL DINNERS X 11 19/11/2025	1	440.00	
INV 0918929519/11/2025		CWA PUMPHREYS BRIDGE	COUNCIL DINNERS X 11 19/11/2025		440.00	
EFT12802	10/12/2025	PINGELLY ARTS & CRAFTS GROUP INC	COUNCIL CATERING FOR THE 15 OCTOBER 2025 ORDINARY COUNCIL MEETING - 7X \$35 TOTAL \$245.00	1	245.00	
INV 68	26/10/2025	PINGELLY ARTS & CRAFTS GROUP INC	COUNCIL CATERING FOR THE 15 OCTOBER 2025 ORDINARY COUNCIL MEETING - 7X \$35 TOTAL \$245.00		245.00	
EFT12803	10/12/2025	H RUSHTON & CO	11 X M16 X 100 BOLTS	1	77.44	
INV 125248	27/11/2025	H RUSHTON & CO	11 X M16 X 100 BOLTS		77.44	
EFT12804	10/12/2025	KOMATSU PTY LTD	SERVICE 3500 HOURS	1	3,678.06	
INV 0043741521/10/2025		KOMATSU PTY LTD	SERVICE 3500 HOURS		3,678.06	
EFT12805	10/12/2025	NORTHSTAR ASSET TRUST T/A ARTISTRALIA	MOVIE LICENCE FOR CHICKEN RUN 24/10/2025 AT COMMUNITY GARDEN	1	924.00	
INV 0001345526/05/2025		NORTHSTAR ASSET TRUST T/A ARTISTRALIA	COPYRIGHT FOR SCREEN IOF RUN ON 30/5/25 AT PRACC		242.00	
INV 0001359028/09/2025		NORTHSTAR ASSET TRUST T/A ARTISTRALIA	COPYRIGHT FOR MONTHLY MOVIE - THE TUXEDO AT MEMORIAL PARK 26/5/25		242.00	
INV 0001358928/09/2025		NORTHSTAR ASSET TRUST T/A ARTISTRALIA	MOVIE LICENCE FOR CHICKEN RUN 24/10/2025 AT COMMUNITY GARDEN		440.00	
EFT12806	10/12/2025	BUNNINGS BUILDING SUPPLIES	SPRAY PAINT	1	546.12	
INV 2182/003 20/10/2025		BUNNINGS BUILDING SUPPLIES	PINE BOARD		82.39	
INV 2182/003 21/10/2025		BUNNINGS BUILDING SUPPLIES	PINE BOARD		23.64	
INV 2182/003 21/10/2025		BUNNINGS BUILDING SUPPLIES	SOCKET SET		39.85	
INV 2182/003 22/10/2025		BUNNINGS BUILDING SUPPLIES	ROLLER COVERS & WEEDEER, HEAT LAMP GLOBES		74.02	
INV 2440/007 25/10/2025		BUNNINGS BUILDING SUPPLIES	SPRAY PAINT		247.05	
INV 2182/003 26/10/2025		BUNNINGS BUILDING SUPPLIES	SPRAY PAINT		79.17	

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 5

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
EFT12807	10/12/2025	BIRD'S SILOS & SHELTERS	REPAIRS TO SHADE SAIL	1		462.00
INV 0000862019/11/2025		BIRD'S SILOS & SHELTERS	REPAIRS TO SHADE SAIL			462.00
EFT12808	10/12/2025	AMPAC DEBT RECOVERY PTY LTD	AMPAC RECOVERY FEES - \$1265	1		1,290.00
INV 122828	30/09/2025	AMPAC DEBT RECOVERY PTY LTD	DEBT COLLECTION FESS SEPTEMBER 2025			25.00
INV 124787	30/11/2025	AMPAC DEBT RECOVERY PTY LTD	AMPAC RECOVERY FEES - \$1265			1,265.00
EFT12809	10/12/2025	COUNTRY PAINT SUPPLIES	40L DULUX LEXICON HALF & CAULKING GUN	1		749.02
INV 4801031103/12/2025		COUNTRY PAINT SUPPLIES	40L DULUX LEXICON HALF & CAULKING GUN			749.02
EFT12810	10/12/2025	NUTRIEN AG SOLUTIONS	WATER PIPE FITTINGS	1		2,584.07
INV 9135540603/11/2025		NUTRIEN AG SOLUTIONS	WELD MESH			244.20
INV 9135540603/11/2025		NUTRIEN AG SOLUTIONS	WATER PIPE FITTINGS			126.67
INV 9136194115/11/2025		NUTRIEN AG SOLUTIONS	SGAS PROPANE CYLINDER 18KG			88.00
INV 9136423920/11/2025		NUTRIEN AG SOLUTIONS	CAMLOCK FITTINGS AND PIPE FOR TRAILER			518.10
INV 9136677225/11/2025		NUTRIEN AG SOLUTIONS	REDO COPPER SULPHATE 25KG			308.00
INV 9136677225/11/2025		NUTRIEN AG SOLUTIONS	WATER PIPE FITTINGS			957.00
INV 9136677125/11/2025		NUTRIEN AG SOLUTIONS	FITITNGS FOR SPRAY BAR			86.90
INV 9136677125/11/2025		NUTRIEN AG SOLUTIONS	CABLE TIES			145.20
INV 9136799927/11/2025		NUTRIEN AG SOLUTIONS	CABLE TIES			47.30
INV 9136799827/11/2025		NUTRIEN AG SOLUTIONS	CABLE TIES			62.70
EFT12811	10/12/2025	QUICKFIT WINDSCREENS	REPAIR BROKEN WINDOW	1		1,035.40
INV 0006561031/10/2025		QUICKFIT WINDSCREENS	REPAIR BROKEN WINDOW			1,035.40

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 6

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
EFT12812	10/12/2025	PATH WEST LABORATORY MEDICINE WA	PRE EMPLOYMENT DRUG & ALCOHOL SCREENING - PHOTO ID REQUIRED - NAMES OF ANY MEDICATION TAKEN IN THE LAST WEEK PRIOR TO TEST - TO ATTEND BETWEEN 10AM AND 2PM - TESTS ARE SUPERVISED	1		49.50
INV SOP2025	30/09/2025	PATH WEST LABORATORY MEDICINE WA	PRE EMPLOYMENT DRUG & ALCOHOL SCREENING - PHOTO ID REQUIRED - NAMES OF ANY MEDICATION TAKEN IN THE LAST WEEK PRIOR TO TEST - TO ATTEND BETWEEN 10AM AND 2PM - TESTS ARE SUPERVISED		49.50	
EFT12813	10/12/2025	PINGELLY HOTEL	STAFF FOOD & REFRESHMENTS	1		468.00
INV PING018	08/11/2025	PINGELLY HOTEL	STAFF FOOD & REFRESHMENTS		468.00	
EFT12814	10/12/2025	DELTA AGROBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	BROOMS, BUCKETS, DUSTPAN & BRUSH, MOP	1		237.36
INV DI25043510	10/10/2025	DELTA AGROBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	MOULD JOINER		28.80	
INV DI25043615	10/2025	DELTA AGROBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	SUPA COVER PVC		99.00	
INV DI25044927	11/2025	DELTA AGROBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	BROOMS, BUCKETS, DUSTPAN & BRUSH, MOP		109.56	
EFT12815	10/12/2025	PINGELLY SOMERSET ALLIANCE INC	WATER USAGE COMMUNITY PLACE - 14/7/25 TO 11/9/25	1		405.90
INV 0206	01/10/2025	PINGELLY SOMERSET ALLIANCE INC	WATER USAGE COMMUNITY PLACE - 14/7/25 TO 11/9/25		405.90	
EFT12816	10/12/2025	SNAP MANDURAH	BUSINESS CARDS	1		683.46
INV F140-23127	11/2025	SNAP MANDURAH	BUSINESS CARDS		683.46	
EFT12817	10/12/2025	EDGE PLANNING & PROPERTY	SCHEME AMENDMENT FOR OLD HOSPITAL SITE ON STRATFORD STREET	1		3,300.00
INV 3073	17/11/2025	EDGE PLANNING & PROPERTY	SCHEME AMENDMENT FOR OLD HOSPITAL SITE ON STRATFORD STREET		3,300.00	
EFT12818	10/12/2025	COMMON GROUND TRAILS PTY LTD	PINGELLY PUMP TRACK - CLAIM 3	1		119,154.59

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT			Invoice Description	Bank Code	INV Amount	Amount
No	Date	Name				
INV 182054	21/10/2025	COMMON GROUND TRAILS PTY LTD	PINGELLY PUMP TRACK - CLAIM 3			119,154.59
EFT12819	10/12/2025	INTERFIRE AGENCIES	3 X NTVB-COS-SML NAME TAB VELCRO BACKED - WHITE WITH RED TEXT AND MERROWED EDGE, 2 LINES TEXT, 100MM X 25MM	1		47.85
INV 24717	26/11/2025	INTERFIRE AGENCIES	3 X NTVB-COS-SML NAME TAB VELCRO BACKED - WHITE WITH RED TEXT AND MERROWED EDGE, 2 LINES TEXT, 100MM X 25MM			47.85
EFT12820	10/12/2025	TOOL KIT DEPOT	CIGWELD WELDSKILL 205 AC/DC TIG ELECTRIC WELDER HF - W1008205	1		1,399.00
INV SI316150	21/11/2025	TOOL KIT DEPOT	CIGWELD WELDSKILL 205 AC/DC TIG ELECTRIC WELDER HF - W1008205			1,399.00
EFT12821	10/12/2025	DUFFY ELECTRICS	ELECTRICAL WORK SO FAR FOR 2/10, 13/10, 16/10, 23/10 & 6/11 2025 FOR CRAFT HUB	1		10,517.52
INV 0768	07/11/2025	DUFFY ELECTRICS	EAST PINGELLY TRUCK BATTERY CHARGER WORK			667.36
INV 0763	07/11/2025	DUFFY ELECTRICS	ELECTRICAL WORK SO FAR FOR 2/10, 13/10, 16/10, 23/10 & 6/11 2025 FOR CRAFT HUB			6,971.47
INV 0762	07/11/2025	DUFFY ELECTRICS	HARD WIRE SECURITY CAMERA AT DEPOT			749.18
INV 0761	07/11/2025	DUFFY ELECTRICS	ELECTRICAL REPAIR WORK AT 7A WEBB ST			1,027.16
INV 0759	07/11/2025	DUFFY ELECTRICS	MOUNT TV AND CONNECT POWER AT PRACC			1,102.35
EFT12822	10/12/2025	ANGELA TRETHEWEY	PROGRESS PAYMENT - SAFE ROAD HOME PROJECT 2025 - MANUFACTURE OF SCULPTURE X 14	1		3,300.00
INV 2502	31/10/2025	ANGELA TRETHEWEY	PROGRESS PAYMENT - SAFE ROAD HOME PROJECT 2025 - MANUFACTURE OF SCULPTURE X 14			3,300.00
EFT12823	10/12/2025	RED DUST REMOTE PLUMBING AND PUMPS	INSTALLATION OF 125L ELECTRIC STORAGE HOT WATER SYSTEM AT 7B WEBB STREET PINGELLY	1		2,788.60
INV 0000034527	11/2025	RED DUST REMOTE PLUMBING AND PUMPS	EMERGENCY CALLOUT TO REPLACE TAP FITTINGS ON CARAVAN BAY			74.80
INV 0000034627	11/2025	RED DUST REMOTE PLUMBING AND PUMPS	REPAIR BENT TAP AT PIONEER PARK			135.30
INV 0000034427	11/2025	RED DUST REMOTE PLUMBING AND PUMPS	INSTALLATION OF 125L ELECTRIC STORAGE HOT WATER SYSTEM AT 7B WEBB STREET PINGELLY			2,578.50

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 8

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
EFT12824	10/12/2025	PICKLE CONTRACTING	LAWN MAINTENANCE	1		1,805.00
INV 000620	23/06/2025	PICKLE CONTRACTING	LAWN MAINTENANCE		140.00	
INV 000641	21/07/2025	PICKLE CONTRACTING	LAWN MAINTENANCE		415.00	
INV 000650	05/08/2025	PICKLE CONTRACTING	LAWN MAINTENANCE		140.00	
INV 000681	12/09/2025	PICKLE CONTRACTING	LAWN MAINTENANCE		415.00	
INV 000690	24/09/2025	PICKLE CONTRACTING	LAWN MAINTENANCE		415.00	
INV 000709	13/10/2025	PICKLE CONTRACTING	LAWN MAINTENANCE		140.00	
INV 000741	24/11/2025	PICKLE CONTRACTING	LAWN MAINTENANCE		140.00	
EFT12825	10/12/2025	BG COATINGS	20LTR CR SKY BLUE	1		709.50
INV CI00492111/11/2025		BG COATINGS	20LTR CR SKY BLUE		709.50	
EFT12826	10/12/2025	PINGELLY COMMUNITY CRAFT CENTRE	CARAVAN PARK COMMISSION - SEPT 2025	1		1,448.26
INV SEPT 20206/10/2025		PINGELLY COMMUNITY CRAFT CENTRE	CARAVAN PARK COMMISSION - SEPT 2025		1,448.26	
EFT12827	18/12/2025	SHERIDAN'S FOR BADGES	LASERED DESK PLATE INSERTS,CR NAME BADGES,STAFF NAME BADGE,ENGRAVED PLATES FOR HONOUR BOARD	1		427.01
INV INV-107204/12/2025		SHERIDAN'S FOR BADGES	LASERED DESK PLATE INSERTS,CR NAME BADGES,STAFF NAME BADGE,ENGRAVED PLATES FOR HONOUR BOARD		427.01	
EFT12828	18/12/2025	CHILD SUPPORT AGENCY	Payroll deductions	1		721.50
INV DEDUCT16/12/2025		CHILD SUPPORT AGENCY	Payroll deductions		721.50	
EFT12829	18/12/2025	CARDILE INTERNATIONAL FIREWORKS PTY LTD	FIREWORKS DISPLAY FOR PARTY ON THE OVAL 2025	1		10,495.00
INV 0000344004/12/2025		CARDILE INTERNATIONAL FIREWORKS PTY LTD	FIREWORKS DISPLAY FOR PARTY ON THE OVAL 2025		10,495.00	
EFT12830	18/12/2025	BUNNINGS BUILDING SUPPLIES	SCREWS AND BOLTS	1		105.77
INV 2182/004 30/10/2025		BUNNINGS BUILDING SUPPLIES	WALL PLUGS, SCREWS & PINE		49.81	

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 9

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT				Bank	INV
No	Date	Name	Invoice Description	Code	Amount
INV 2182/003	03/11/2025	BUNNINGS BUILDING SUPPLIES	SCREWS AND BOLTS		55.96
EFT12831	18/12/2025	PINGELLY TOURISM GROUP INC	EXPENSES FOR ANNUAL TUTANNING WILDFLOWER WALK	1	3,000.00
INV 2025-1	06/11/2025	PINGELLY TOURISM GROUP INC	EXPENSES FOR ANNUAL TUTANNING WILDFLOWER WALK		3,000.00
EFT12832	18/12/2025	JH COMPUTER SERVICES PTY LTD	CYBER SECURITY AND BACKUPS FOR OCTOBER 2025	1	20,898.90
INV 0068886	31/10/2025	JH COMPUTER SERVICES PTY LTD	CYBER SECURITY AND BACKUPS FOR OCTOBER 2025		7,945.30
INV 006888-D06	11/2025	JH COMPUTER SERVICES PTY LTD	MICROSOFT MONTHLY BILLING		869.00
INV 007007-D19	11/2025	JH COMPUTER SERVICES PTY LTD	LEXMARK BALCK TONER		275.00
INV 007008-D19	11/2025	JH COMPUTER SERVICES PTY LTD	QUOTE 0000002068-D01 - HP ZBOOK 8 LAPTOP - GRAPHICS LAPTOP FOR COMMUNITY DEVELOPMENT OFFICER		3,520.00
INV 007115-D30	11/2025	JH COMPUTER SERVICES PTY LTD	MICROSOFT MONTHLY BILLING		869.00
INV 007116-D30	11/2025	JH COMPUTER SERVICES PTY LTD	CYBER SECURITY AND BACKUPS FOR NOVEMBER 2025		7,420.60
EFT12833	18/12/2025	JELCOBINE FARMS	MEDIUM WREATHS FOR REMEBERANCE DAY	1	220.00
INV 0000014711	11/2025	JELCOBINE FARMS	MEDIUM WREATHS FOR REMEBERANCE DAY		220.00
EFT12834	18/12/2025	XAV GROUP PTY LTD T/A CONTRACT AQUATIC	INVOICE #30121 - POOL MANAGEMENT FEE MONTHLY - JANUARY 2026	1	16,500.00
INV INV-012115	12/2025	XAV GROUP PTY LTD T/A CONTRACT AQUATIC	INVOICE #30121 - POOL MANAGEMENT FEE MONTHLY - JANUARY 2026		16,500.00
EFT12835	18/12/2025	JAX MUSIC	MUSIC SET - 5PM - 7:30PM FOR PARTY ON THE OVAL	1	550.00
INV 000065	18/12/2025	JAX MUSIC	MUSIC SET - 5PM - 7:30PM FOR PARTY ON THE OVAL		550.00
EFT12836	18/12/2025	GAME TRUCK	HIRE OF 3 X INFLATABLES FOR PARTY ON THE OVAL WITH OPERATORS	1	5,880.00
INV XT126	24/10/2025	GAME TRUCK	HIRE OF GAME TRUCK FOR CHRISTMAS VILLAGE		2,580.00
INV PA.748ID11	11/2025	GAME TRUCK	HIRE OF 3 X INFLATABLES FOR PARTY ON THE OVAL WITH OPERATORS		3,300.00

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 10

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
EFT12837	18/12/2025	LISA MARIE PITMAN	ACCOMODATION FOR STAFF - SENIOR FINANCE OFFICER	1		300.00
INV 144765	05/11/2025	LISA MARIE PITMAN	ACCOMODATION FOR STAFF - SENIOR FINANCE OFFICER		300.00	
EFT12838	18/12/2025	LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	Payroll deductions	1		66.00
INV DEDUCT	16/12/2025	LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	Payroll deductions		66.00	
EFT12839	18/12/2025	AUSTRALIAN SERVICES UNION OF WA	Payroll deductions	1		26.50
INV DEDUCT	16/12/2025	AUSTRALIAN SERVICES UNION OF WA	Payroll deductions		26.50	
EFT12840	19/12/2025	KWIK KOPY	LETTERHEADS AS PER APPROVED PROOF - INCLUDING DELIVERY	1		759.57
INV 130924	31/10/2025	KWIK KOPY	LETTERHEADS AS PER APPROVED PROOF - INCLUDING DELIVERY		759.57	
EFT12841	19/12/2025	PINGELLY TIMES	PINGELLY TIMES 2026 SUBSCRIPTION 46 EDITIONS @ \$1.00 PER EDITION	1		46.00
INV 2026	01/01/2026	PINGELLY TIMES	PINGELLY TIMES 2026 SUBSCRIPTION 46 EDITIONS @ \$1.00 PER EDITION		46.00	
EFT12842	19/12/2025	H RUSHTON & CO	20L WHITE CEILING PAINT, 4L TURPS & ACCESSORIES	1		2,237.81
INV 125358	05/12/2025	H RUSHTON & CO	20L WHITE CEILING PAINT, 4L TURPS & ACCESSORIES		2,237.81	
EFT12843	19/12/2025	NARROGIN BEARING SERVICE	GEAR SHIFT SELECTOR BALL JOINTS	1		67.30
INV IN23459709/12/2025		NARROGIN BEARING SERVICE	GEAR SHIFT SELECTOR BALL JOINTS		67.30	
EFT12844	19/12/2025	BUNNINGS BUILDING SUPPLIES	CHRISTMAS LIGHTS, EXTENSION CORDS AND ACCESSORIES	1		1,763.27
INV 2160/096	15/11/2025	BUNNINGS BUILDING SUPPLIES	CHRISTMAS LIGHTS, EXTENSION CORDS AND ACCESSORIES		927.68	
INV 2160/094	23/11/2025	BUNNINGS BUILDING SUPPLIES	CHRISTMAS LIGHTS		398.24	
INV 2444/013	30/11/2025	BUNNINGS BUILDING SUPPLIES	SCREWDRIVER COMBO SET		261.46	

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 11

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT				Bank	INV
No	Date	Name	Invoice Description	Code	Amount
INV 2444/014	30/11/2025	BUNNINGS BUILDING SUPPLIES	MASONRY ANCHORS		120.79
INV 2444/014	30/11/2025	BUNNINGS BUILDING SUPPLIES	OUTDOOR POWER KIT		55.10
EFT12845	19/12/2025	HANCOCKS HOME HARDWARE	BOLTS & NUTS	1	55.75
INV 1003351626	11/2025	HANCOCKS HOME HARDWARE	SANDPAPER		22.15
INV 1003531610	12/2025	HANCOCKS HOME HARDWARE	BOLTS & NUTS		33.60
EFT12846	19/12/2025	PINGELLY QUALITY MEATS	SAUSAGES FOR PARTY ON THE OVAL 2025	1	765.00
INV 99	09/12/2025	PINGELLY QUALITY MEATS	SAUSAGES FOR PARTY ON THE OVAL 2025		765.00
EFT12847	19/12/2025	BEST OFFICE SYSTEMS	PRINT BILLING JOB FROM 20/09/2025 TO 20/10/2025	1	92.98
INV 652375	12/11/2025	BEST OFFICE SYSTEMS	PRINT BILLING JOB FROM 20/09/2025 TO 20/10/2025		92.98
EFT12848	19/12/2025	KEITH THE MAINTENANCE MAN PTY LTD	FIRE HAZARD REDUCTION WORK CARRIED OUT UNDER BUSH FIRE ACT 1954 - 18 STRATFORD ST	1	2,068.00
INV B1234	09/12/2025	KEITH THE MAINTENANCE MAN PTY LTD	FIRE HAZARD REDUCTION WORK CARRIED OUT UNDER BUSH FIRE ACT 1954 - 18 STRATFORD ST		396.00
INV B1235	09/12/2025	KEITH THE MAINTENANCE MAN PTY LTD	FIRE HAZARD REDUCTION WORK CARRIED OUT UNDER BUSH FIRE ACT 1954 - 18 STRATFORD ST		440.00
INV B1236	09/12/2025	KEITH THE MAINTENANCE MAN PTY LTD	FIRE HAZARD REDUCTION WORK CARRIED OUT UNDER BUSH FIRE ACT 1954 - 4 BARRON ST		220.00
INV B1237	09/12/2025	KEITH THE MAINTENANCE MAN PTY LTD	FIRE HAZARD REDUCTION WORK CARRIED OUT UNDER BUSH FIRE ACT 1954 - 5 BARRON ST		220.00
INV B1238	09/12/2025	KEITH THE MAINTENANCE MAN PTY LTD	FIRE HAZARD REDUCTION WORK CARRIED OUT UNDER BUSH FIRE ACT 1954 - 4 TAYLOR ST		264.00
INV B1239	09/12/2025	KEITH THE MAINTENANCE MAN PTY LTD	FIRE HAZARD REDUCTION WORK CARRIED OUT UNDER BUSH FIRE ACT 1954 - 6 TAYLOR ST		264.00
INV B1240	09/12/2025	KEITH THE MAINTENANCE MAN PTY LTD	FIRE HAZARD REDUCTION WORK CARRIED OUT UNDER BUSH FIRE ACT 1954 - 41 QUEEN ST		264.00
EFT12849	19/12/2025	PINGELLY COMMUNITY RESOURCE CENTRE	INVOICE #0291 - LIBRARY SERVICES FOR OCTOBER 2025 - DECEMBER 2025 - TOTAL \$5,628.39	1	5,628.39
INV 0291	01/10/2025	PINGELLY COMMUNITY RESOURCE CENTRE	INVOICE #0291 - LIBRARY SERVICES FOR OCTOBER 2025 - DECEMBER 2025 - TOTAL \$5,628.39		5,628.39

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT			Invoice Description	Bank Code	INV Amount	Amount
No	Date	Name				
EFT12850	19/12/2025	THE TRUSTEE FOR CANNINGTON AVIT NO.2 TRUST - HARVEY NORMAN	SAMSUNG GALAXY FOLD 7 256GB BLACK PRODUCT CODE 11901342098	1		2,498.00
INV 1104126117	17/12/2025	THE TRUSTEE FOR CANNINGTON AVIT NO.2 TRUST - HARVEY NORMAN	SAMSUNG GALAXY FOLD 7 256GB BLACK PRODUCT CODE 11901342098		2,498.00	
EFT12851	19/12/2025	FUEL DISTRIBUTORS OF WA PTY LTD	DIESEL 10,000L DELIVERED TO DEPOT	1		17,212.00
INV 5210351604	12/2025	FUEL DISTRIBUTORS OF WA PTY LTD	DIESEL 10,000L DELIVERED TO DEPOT		17,212.00	
EFT12852	19/12/2025	DELTA AGROBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	20L WHITE CEILING PAINT, 4L TURPS & ACCESSORIES	1		755.95
INV DI25045001	12/2025	DELTA AGROBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	WATER PIPE JOINERS		13.95	
INV DI25045210	12/2025	DELTA AGROBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	20L WHITE CEILING PAINT, 4L TURPS & ACCESSORIES		371.00	
INV DI25045210	12/2025	DELTA AGROBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	20L WHITE CEILING PAINT, 4L TURPS & ACCESSORIES		371.00	
EFT12853	19/12/2025	PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION	ANNUAL OPERATIONAL SUBSIDY PAYMENT - FINAL PAYMENT	1		26,000.00
INV 3020-FIN	19/09/2025	PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION	ANNUAL OPERATIONAL SUBSIDY PAYMENT - FINAL PAYMENT		26,000.00	
EFT12854	19/12/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR WATER SAMPLE	1		50.78
INV 0569-S65	16/12/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR WATER SAMPLE		50.78	
EFT12855	19/12/2025	PINGELLY SOMERSET ALLIANCE INC	INVOICE # 0342 - WATER USAGE COMMUNITY PLACE 11 SEPTEMBER 2025 TO 10 NOVEMBER 2025 - TOTAL \$243.95	1		243.95
INV INV-034209	12/2025	PINGELLY SOMERSET ALLIANCE INC	INVOICE # 0342 - WATER USAGE COMMUNITY PLACE 11 SEPTEMBER 2025 TO 10 NOVEMBER 2025 - TOTAL \$243.95		243.95	
EFT12856	19/12/2025	EDGE PLANNING & PROPERTY	TOWN PLANNING SERVICES FOR NOVEMBER 2025	1		2,061.67
INV 3089	15/12/2025	EDGE PLANNING & PROPERTY	TOWN PLANNING SERVICES FOR NOVEMBER 2025		2,061.67	
EFT12857	19/12/2025	PINGARNING PTY LTD - PROMPT SAFETY	WORK HEALTH & SAFETY SERVICE 10/11/2025 (WORKERS COMPENSATION)	1		1,210.00
INV 192	21/11/2025	PINGARNING PTY LTD - PROMPT SAFETY	WORK HEALTH & SAFETY SERVICE 10/11/2025 (WORKERS COMPENSATION)		1,210.00	

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 13

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT12858	19/12/2025	GERALDTON TRANSPORT	WORK HEALTH & SAFETY SERVICE 10/11/2025 (WORKERS COMPENSATION)	1		105.01
INV 58569	12/11/2025	GERALDTON TRANSPORT	WORK HEALTH & SAFETY SERVICE 10/11/2025 (WORKERS COMPENSATION)			105.01
EFT12859	19/12/2025	XAV GROUP PTY LTD T/A CONTRACT AQUATIC	CAL HYPO 10KG TUBS	1		8,253.76
INV INV-022609/10/2025		XAV GROUP PTY LTD T/A CONTRACT AQUATIC	CAL HYPO 10KG TUBS			6,438.76
INV INV-023412/11/2025		XAV GROUP PTY LTD T/A CONTRACT AQUATIC	SUPPLY AND INSTALL NEW FOOT VALVE			1,815.00
EFT12860	19/12/2025	FREEDOM FAIRIES PTY LTD	STORYTELLER FAIRY/ELFS FOR CHRISTMAS VILLAGE	1		1,155.00
INV INV-792321/10/2025		FREEDOM FAIRIES PTY LTD	STORYTELLER FAIRY/ELFS FOR CHRISTMAS VILLAGE			1,155.00
DD14588.1	02/12/2025	AWARE SUPER	Payroll deductions	1		7,625.54
INV SUPER	02/12/2025	AWARE SUPER	Superannuation contributions	1		5,774.91
INV DEDUCT	02/12/2025	AWARE SUPER	Payroll deductions	1		513.26
INV DEDUCT	02/12/2025	AWARE SUPER	Payroll deductions	1		400.00
INV DEDUCT	02/12/2025	AWARE SUPER	Payroll deductions	1		195.00
INV DEDUCT	02/12/2025	AWARE SUPER	Payroll deductions	1		183.97
INV DEDUCT	02/12/2025	AWARE SUPER	Payroll deductions	1		508.40
INV DEDUCT	02/12/2025	AWARE SUPER	Payroll deductions	1		50.00
DD14588.2	02/12/2025	WEST STATE SUPER AND GESB SUPER	Superannuation contributions	1		90.07
INV SUPER	02/12/2025	WEST STATE SUPER AND GESB SUPER	Superannuation contributions	1		90.07
DD14588.3	02/12/2025	BT PANORAMA SUPER	Superannuation contributions	1		438.46
INV SUPER	02/12/2025	BT PANORAMA SUPER	Superannuation contributions	1		438.46
DD14588.4	02/12/2025	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1		685.29

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 14

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT			Invoice Description	Bank Code	INV Amount	Amount
No	Date	Name				
INV DEDUCT	02/12/2025	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Payroll deductions	1	300.00	
INV SUPER	02/12/2025	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1	385.29	
DD14588.5	02/12/2025	MLC	Superannuation contributions	1		577.77
INV SUPER	02/12/2025	MLC	Superannuation contributions	1	577.77	
DD14588.6	02/12/2025	AUSTRALIAN SUPER	Superannuation contributions	1		588.83
INV SUPER	02/12/2025	AUSTRALIAN SUPER	Superannuation contributions	1	588.83	
DD14588.7	02/12/2025	PRIME SUPER	Superannuation contributions	1		317.81
INV SUPER	02/12/2025	PRIME SUPER	Superannuation contributions	1	317.81	
DD14588.8	02/12/2025	AMP SUPER FUND	Superannuation contributions	1		335.81
INV SUPER	02/12/2025	AMP SUPER FUND	Superannuation contributions	1	335.81	
DD14588.9	02/12/2025	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		977.11
INV SUPER	02/12/2025	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	977.11	
DD14599.1	16/12/2025	AWARE SUPER	Payroll deductions	1		8,161.71
INV SUPER	16/12/2025	AWARE SUPER	Superannuation contributions	1	6,100.67	
INV DEDUCT	16/12/2025	AWARE SUPER	Payroll deductions	1	510.27	
INV DEDUCT	16/12/2025	AWARE SUPER	Payroll deductions	1	400.00	
INV DEDUCT	16/12/2025	AWARE SUPER	Payroll deductions	1	195.00	
INV DEDUCT	16/12/2025	AWARE SUPER	Payroll deductions	1	718.60	
INV DEDUCT	16/12/2025	AWARE SUPER	Payroll deductions	1	187.17	
INV DEDUCT	16/12/2025	AWARE SUPER	Payroll deductions	1	50.00	
DD14599.2	16/12/2025	WEST STATE SUPER AND GESB SUPER	Superannuation contributions	1		118.21
INV SUPER	16/12/2025	WEST STATE SUPER AND GESB SUPER	Superannuation contributions	1	118.21	

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT			Invoice Description	Bank Code	INV Amount	Amount
No	Date	Name				
DD14599.3	16/12/2025	BT PANORAMA SUPER	Superannuation contributions	1		438.46
INV SUPER	16/12/2025	BT PANORAMA SUPER	Superannuation contributions	1		438.46
DD14599.4	16/12/2025	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1		635.29
INV DEDUCT	16/12/2025	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Payroll deductions	1		250.00
INV SUPER	16/12/2025	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1		385.29
DD14599.5	16/12/2025	MLC	Superannuation contributions	1		577.77
INV SUPER	16/12/2025	MLC	Superannuation contributions	1		577.77
DD14599.6	16/12/2025	AUSTRALIAN SUPER	Superannuation contributions	1		623.00
INV SUPER	16/12/2025	AUSTRALIAN SUPER	Superannuation contributions	1		623.00
DD14599.7	16/12/2025	PRIME SUPER	Superannuation contributions	1		317.81
INV SUPER	16/12/2025	PRIME SUPER	Superannuation contributions	1		317.81
DD14599.8	16/12/2025	AMP SUPER FUND	Superannuation contributions	1		317.81
INV SUPER	16/12/2025	AMP SUPER FUND	Superannuation contributions	1		317.81
DD14599.9	16/12/2025	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		1,015.78
INV SUPER	16/12/2025	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		1,015.78
DD14605.1	30/12/2025	AWARE SUPER	Payroll deductions	1		7,626.66
INV SUPER	30/12/2025	AWARE SUPER	Superannuation contributions	1		5,786.13
INV DEDUCT	30/12/2025	AWARE SUPER	Payroll deductions	1		521.68
INV DEDUCT	30/12/2025	AWARE SUPER	Payroll deductions	1		400.00
INV DEDUCT	30/12/2025	AWARE SUPER	Payroll deductions	1		195.00
INV DEDUCT	30/12/2025	AWARE SUPER	Payroll deductions	1		174.71

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT			Invoice Description	Bank Code	INV Amount	Amount
No	Date	Name				
INV DEDUCT	30/12/2025	AWARE SUPER	Payroll deductions	1	499.14	
INV DEDUCT	30/12/2025	AWARE SUPER	Payroll deductions	1	50.00	
DD14605.2	30/12/2025	WEST STATE SUPER AND GESB SUPER	Superannuation contributions	1		135.10
INV SUPER	30/12/2025	WEST STATE SUPER AND GESB SUPER	Superannuation contributions	1		135.10
DD14605.3	30/12/2025	BT PANORAMA SUPER	Superannuation contributions	1		438.46
INV SUPER	30/12/2025	BT PANORAMA SUPER	Superannuation contributions	1		438.46
DD14605.4	30/12/2025	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1		657.47
INV DEDUCT	30/12/2025	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Payroll deductions	1		250.00
INV SUPER	30/12/2025	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1		407.47
DD14605.5	30/12/2025	MLC	Superannuation contributions	1		577.77
INV SUPER	30/12/2025	MLC	Superannuation contributions	1		577.77
DD14605.6	30/12/2025	AUSTRALIAN SUPER	Superannuation contributions	1		623.00
INV SUPER	30/12/2025	AUSTRALIAN SUPER	Superannuation contributions	1		623.00
DD14605.7	30/12/2025	PRIME SUPER	Superannuation contributions	1		330.25
INV SUPER	30/12/2025	PRIME SUPER	Superannuation contributions	1		330.25
DD14605.8	30/12/2025	AMP SUPER FUND	Superannuation contributions	1		330.25
INV SUPER	30/12/2025	AMP SUPER FUND	Superannuation contributions	1		330.25
DD14605.9	30/12/2025	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		1,055.57
INV SUPER	30/12/2025	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		1,055.57
DD14625.1	14/12/2025	BENDIGO BANK CREDIT CARDS	CREDIT CARD RECONCILLIATION	1		4,012.14
INV NOV 2023	30/11/2025	BENDIGO BANK CREDIT CARDS	CREDIT CARD RECONCILLIATION	1		4,012.14

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 17

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
DD14629.1	14/12/2025	BENDIGO BANK CREDIT CARDS	EWM CREDIT CARD RECONCILIATION NOV 2025	1		110.70
INV NOV25	30/11/2025	BENDIGO BANK CREDIT CARDS	EWM CREDIT CARD RECONCILIATION NOV 2025	1		110.70
DD14631.1	14/12/2025	BENDIGO BANK CREDIT CARDS	EMCS CREDIT CARD RECONCILIATION NOV 2025	1		195.39
INV NOV 25	30/11/2025	BENDIGO BANK CREDIT CARDS	EMCS CREDIT CARD RECONCILIATION NOV 2025	1		195.39
DD14651.1	02/12/2025	WATER CORPORATION	WATER ACCOUNT CHARGES	1		2,166.51
INV NOV25	11/11/2025	WATER CORPORATION	WATER ACCOUNT CHARGES	1		2,166.51
WATER ACCOUNT CHARGES						
DD14653.1	01/12/2025	WATER CORPORATION	WATER ACCOUNT CHARGES	1		1,966.18
INV NOV25	14/11/2025	WATER CORPORATION	WATER ACCOUNT CHARGES	1		1,966.18
WATER ACCOUNT CHARGES						
DD14655.1	09/12/2025	WATER CORPORATION	WATER ACCOUNT CHARGES	1		2,704.78
INV NOV25	18/11/2025	WATER CORPORATION	WATER ACCOUNT CHARGES	1		2,704.78
WATER ACCOUNT CHARGES						
DD14657.1	08/12/2025	WATER CORPORATION	WATER ACCOUNT CHARGES	1		47.16
INV NOV25	17/11/2025	WATER CORPORATION	WATER ACCOUNT CHARGES	1		47.16
WATER ACCOUNT CHARGES						
DD14662.1	05/12/2025	WATER CORPORATION	WATER ACCOUNTS CHARGES	1		7,677.59
INV NOV25	14/11/2025	WATER CORPORATION	WATER ACCOUNTS CHARGES	1		7,677.59
WATER ACCOUNTS CHARGES						
DD14588.10	02/12/2025	HESTIA SUPERANNUATION	Superannuation contributions	1		305.58
INV SUPER	02/12/2025	HESTIA SUPERANNUATION	Superannuation contributions	1		305.58
Superannuation contributions						
DD14588.11	02/12/2025	MERCER	Superannuation contributions	1		265.53
INV SUPER	02/12/2025	MERCER	Superannuation contributions	1		265.53
Superannuation contributions						
DD14599.10	16/12/2025	HESTIA SUPERANNUATION	Superannuation contributions	1		305.58
INV SUPER	16/12/2025	HESTIA SUPERANNUATION	Superannuation contributions	1		305.58
Superannuation contributions						

Date: 12/02/2026
Time: 1:21:41PM

SHIRE OF PINGELLY

PAGE: 18

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT DECEMBER 2025

Cheque /EFT			Invoice Description	Bank Code	INV Amount	Amount
No	Date	Name				
DD14599.11	16/12/2025	MERCER	Superannuation contributions	1		301.08
INV SUPER	16/12/2025	MERCER	Superannuation contributions	1		301.08
DD14605.10	30/12/2025	HESTA SUPERANNUATION	Superannuation contributions	1		305.58
INV SUPER	30/12/2025	HESTA SUPERANNUATION	Superannuation contributions	1		305.58
DD14605.11	30/12/2025	MERCER	Superannuation contributions	1		317.81
INV SUPER	30/12/2025	MERCER	Superannuation contributions	1		317.81

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND	680,972.03
TOTAL		680,972.03

Credit card transactions for the current month

CEO

Date	Transaction	Description	Amount
4/12/2025	Claude Ai	Claude Pro Subscription	\$ 30.61
4/12/2025	International Transaction	Fee	\$ 0.92
6/12/2025	Pingelly Hotel	Meal Allowance - CEO & GEO	\$ 28.79
6/11/2025	Pingelly Hotel	Meal Allowance - CEO & GEO	\$ 12.63
10/12/2025	Narrogin Coles	Catering December OCM Meeting	\$ 514.47
10/12/2025	Vevor	Wheelchair Ramp Accessibility PRACC	\$ 419.99
11/12/2025	PRACC	Beverages - Council Chambers	\$ 259.33
18/12/2025	Foxit Software	Foxit Subscription	\$ 42.80
18/12/2025	International Transaction	Fee	\$ 1.28
20/12/2025	Wix	Website Domain - Shire Events	\$ 29.70
30/12/2025	Bendigo Bank	Credit Card Fee	\$ 4.00
Total December 2025			\$ 1,344.52

EMW

Date	Transaction	Description	Amount
3/12/2025	RJ Smith Engineering	Repairs to Swimming Pool Ladder	\$ 208.00
3/12/2025	Country Paint Supplies	Paint 7B Webb Street	\$ 68.85
9/12/2025	Ready Express	Fuel	\$ 50.22
15/12/2025	SMSBroadcast by SINC	Credit Top Up SMS Portal	\$ 666.60
30/12/2025	Bendigo Bank	Credit Card Fee	\$ 4.00
Total December 2025			\$ 997.67

MF

Date	Transaction	Description	Amount
1/12/2025	Ready Express	Fuel	\$ 54.58
3/12/2025	Nanutarra Roadhouse	Fuel	\$ 32.26
19/12/2025	Pingelly IGA	Party on the Oval 25 Event Supplies	\$ 81.90
19/12/2025	Pingelly IGA	Party on the Oval Sausage Sizzle Supplies	\$ 569.00
23/12/2025	Ready Express	Fuel	\$ 71.94
24/11/2025	Jollys Tyre Service	Replacement Tyre	\$ 138.69
30/12/2025	Bendigo Bank	Credit Card Fee	\$ 4.00
Total December 2025			\$ 952.37

Fuel Card Transactions for the current month

CEO	OPN	Litres	Amount
7/12/2025		66.77	\$ 130.85
13/12/2025		70.84	\$ 127.16
20/12/2025		56.07	\$ 97.84
23/12/2025		59	\$ 102.96
252.68			\$ 458.81

EWM	PN01		
12/12/2025		26.9	\$ 47.48
30/12/2025		40.29	\$ 71.11
		67.19	\$ 118.59

1/12/2025
7/12/2025
19/12/2025
20/12/2025
22/12/2025

27.31	\$ 47.60
32.77	\$ 57.84
21.81	\$ 39.29
18.5	\$ 31.44
25.24	\$ 50.83
125.63	\$ 227.00

Bush Fire Truck PN322

27/12/2025

104.82	\$ 182.91
0	\$ 182.91

INVOICE TOTAL

\$ 987.31

15.4. Accounts Paid by Authority – January 2026

File Reference: **ADM0066**
Location: **Not Applicable**
Applicant: **Not Applicable**
Author: **Manager Finance**
Disclosure of Interest: **Nil**
Attachments: **List of Accounts for January 2026**
Previous Reference: **Nil**

Summary

Council is requested to receive the list of accounts paid by authority for the month of January 2026.

Background

In accordance with *Local Government (Financial Management) Regulations 1996 Clause 13*

(1) schedules of all payments made through Council's bank accounts are presented to the Committee and to Council.

Comment

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2025/2026 Budget.

Consultation

Nil

Statutory Environment

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

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

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

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

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

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

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

- (a) for each account which requires council authorisation in that month —
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and

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

(6) A list prepared under sub regulation (1) or (2) is to be —

- (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Policy Implications

There are no policy implications associated with this report.

Financial Implications

There are no known financial implications upon either the Council's current budget or long-term financial plan.

Strategic Implications

This is a statutory requirement.

Risk Framework

Risk:	Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit.		
Consequence Theme:	Reputational / Compliance	Impact:	Minor
Consequence:	Low impact, a small number of complaints. Some temporary non-compliance		
Likelihood Rating:	Unlikely	Risk Matrix:	Low (4)
Action Plan:	Risk is acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.		

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council receive the Accounts for Payments for December 2025 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:

To 31 January 2026:

Municipal Account	\$271,819.93
--------------------------	---------------------

Moved: _____ Seconded: _____

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 1

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT12861	06/01/2026	SYNERGY	SHIRE STREET LIGHT CHARGES	1		21,161.47
INV SYN - SE24/11/2025		SYNERGY	SYNERGY ACCOUNT CHARGES			10,548.75
INV 2002691415/12/2025		SYNERGY	SHIRE STREET LIGHT CHARGES			10,612.72
EFT12862	07/01/2026	PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION	LGIS CLAIM REF: PR0049469 - DATE OF INCIDENT: 12 JULY 2025 - TREADMILL REPAIRS & BIKE BEARINGS REPAIRS AS ORGANISED BY ANNA SQUIRES	1		1,677.28
INV 3115	07/01/2026	PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION	LGIS CLAIM REF: PR0049469 - DATE OF INCIDENT: 12 JULY 2025 - TREADMILL REPAIRS & BIKE BEARINGS REPAIRS AS ORGANISED BY ANNA SQUIRES			1,677.28
EFT12863	08/01/2026	STEVE DAVIS	PINGELLY SHIRE ACCOMODATION – STAFF DECEMBER 2025	1		1,080.00
INV 13/12/25	13/12/2025	STEVE DAVIS	PINGELLY SHIRE ACCOMODATION - STAFF DECEMBER 2025			1,080.00
EFT12864	14/01/2026	WK GARTRELL T/A JULWAY TRANSPORT	CLEAN CARPETS IN ADMINISTRATION BUILDING	1		1,375.00
INV 0919183031/12/2025		WK GARTRELL T/A JULWAY TRANSPORT	CLEAN CARPETS IN ADMINISTRATION BUILDING			1,375.00
EFT12865	14/01/2026	CWA PUMPHREYS BRIDGE	SHIRE OF PINGELLY 10 DECEMBER 2025 ORDINARY COUNCIL MEETING - COUNCILLOR CHRISTMAS DINNER - 3 COURSE MEAL FOR 16 PEOPLE AT \$55.00 PER HEAD - TOTAL \$880.00	1		880.00
INV 0918929509/12/2025		CWA PUMPHREYS BRIDGE	SHIRE OF PINGELLY 10 DECEMBER 2025 ORDINARY COUNCIL MEETING - COUNCILLOR CHRISTMAS DINNER - 3 COURSE MEAL FOR 16 PEOPLE AT \$55.00 PER HEAD - TOTAL \$880.00			880.00
EFT12866	14/01/2026	CHILD SUPPORT AGENCY	Payroll deductions	1		1,443.00
INV DEDUCT30/12/2025		CHILD SUPPORT AGENCY	Payroll deductions			721.50
INV DEDUCT13/01/2026		CHILD SUPPORT AGENCY	Payroll deductions			721.50
EFT12867	14/01/2026	KOMATSU PTY LTD	LHS DOOR GLASS	1		1,657.19
INV 0043931404/11/2025		KOMATSU PTY LTD	LHS DOOR GLASS			1,657.19

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 2

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
EFT12868	14/01/2026	CONSTRUCTION TRAINING FUND	BCITF COLLECTION PROJECT BP21/0470	1		299.42
INV 329965-F	16/12/2025	CONSTRUCTION TRAINING FUND	BCITF COLLECTION PROJECT BP21/0470			299.42
EFT12869	14/01/2026	AUSTRALIA POST	INVOICE #1014352012 - TOTAL SUPPLY OF POSTAGE FEES THIS PERIOD ENDING 31/10/2025 - TOTAL \$461.58	1		461.58
INV 1014352003	12/2025	AUSTRALIA POST	INVOICE #1014352012 - TOTAL SUPPLY OF POSTAGE FEES THIS PERIOD ENDING 31/10/2025 - TOTAL \$461.58			461.58
EFT12870	14/01/2026	OFFICEWORKS LTD	OFFICE SUPPLIES	1		844.17
INV 6248574810	11/2025	OFFICEWORKS LTD	OFFICE SUPPLIES			844.17
EFT12871	14/01/2026	SHIRE OF BROOKTON	CESM MOU REIMBURSEMENT	1		4,464.34
INV 12298	27/11/2025	SHIRE OF BROOKTON	CESM MOU REIMBURSEMENT			4,464.34
EFT12872	14/01/2026	SUPAGAS PTY LTD	RENTAL CHARGE LPG 2.50KL TANK	1		758.45
INV C638219-31	12/2025	SUPAGAS PTY LTD	RENTAL CHARGE LPG 2.50KL TANK			758.45
EFT12873	14/01/2026	NARROGIN PACKAGING & MOTORCYCLES, NARROGIN HIRE & RETIC	RICHDEL PLAIN VALVE	1		156.00
INV 0009834301	12/2025	NARROGIN PACKAGING & MOTORCYCLES, NARROGIN HIRE & RETIC	RICHDEL PLAIN VALVE			156.00
EFT12874	14/01/2026	PINGELLY GP UNITY TRUST	PROVISION OF MEDICAL SERVICES	1		30,813.48
INV 90073	24/11/2025	PINGELLY GP UNITY TRUST	PROVISION OF MEDICAL SERVICES			30,813.48
EFT12875	14/01/2026	CTI SECURITY SYSTEMS PTY LTD T/A SECURUS	PAYABLE IT SUPPORT	1		170.00
INV 141568	18/09/2025	CTI SECURITY SYSTEMS PTY LTD T/A SECURUS	PAYABLE IT SUPPORT			85.00
INV 142455	24/11/2025	CTI SECURITY SYSTEMS PTY LTD T/A SECURUS	PAYABLE IT SUPPORT			85.00
EFT12876	14/01/2026	CTI SECURITY SERVICES PTY LTD	INVOICE #CINS3193919 - ALARM MONITORING CHARGES FROM 01/12/2026 TO 31/03/2026 - TOTAL \$171.02	1		171.02
INV CINS319	12/2025	CTI SECURITY SERVICES PTY LTD	INVOICE #CINS3193919 - ALARM MONITORING CHARGES FROM 01/12/2026 TO 31/03/2026 - TOTAL \$171.02			171.02

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 3

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
EFT12877	14/01/2026	E & MJ ROSHER PTY LTD	2 X SETS OF BLADES K5617-34330 BLADE 54 H30T - 18MM CENTRE HOLE	1		390.66
INV 1503060	16/12/2025	E & MJ ROSHER PTY LTD	2 X SETS OF BLADES K5617-34330 BLADE 54 H30T - 18MM CENTRE HOLE		390.66	
EFT12878	14/01/2026	COUNTRY PAINT SUPPLIES	20LTR NATURAL STONE SEALER	1		398.31
INV 4899002113/11/2025		COUNTRY PAINT SUPPLIES	20LTR NATURAL STONE SEALER		398.31	
EFT12879	14/01/2026	AUSTRALIA'S GOLDEN OUTBACK	FULL PAGE ADVERT - SHIRE - AGO MAGAZINE	1		3,419.50
INV 004414	19/11/2025	AUSTRALIA'S GOLDEN OUTBACK	FULL PAGE ADVERT - SHIRE - AGO MAGAZINE		2,194.50	
INV 004417	01/12/2025	AUSTRALIA'S GOLDEN OUTBACK	PHOTOGRAPHER FOR PINGELLY CHRISTMAS VILLAGE		1,225.00	
EFT12880	14/01/2026	QUICKFIT WINDSCREENS	SUPPLY ONLY 6.38 CLEAR LAMINATED SAFETY GLASS AND 5MM CLEAR GLASS FOR THE LOWLITE	1		879.30
INV 0006553416/10/2025		QUICKFIT WINDSCREENS	REGLAZE LOWLITE WINDOW WITH 5MM CLEAR GLASS		149.40	
INV 0006554420/10/2025		QUICKFIT WINDSCREENS	ANOTHER REGLAZE LOWLITE WINDOW WITH 5MM CLEAR GLASS		145.72	
INV 0006561131/10/2025		QUICKFIT WINDSCREENS	SUPPLY ONLY 6.38 CLEAR LAMINATED SAFETY GLASS AND 5MM CLEAR GLASS FOR THE LOWLITE		391.93	
INV 0006561231/10/2025		QUICKFIT WINDSCREENS	SUPPLY AND FIT NEW SLIDING DOOR HANDLE		192.25	
EFT12881	14/01/2026	WANDERING SMASH REPAIRS	INSURANCE EXCESS FOR CLAIM NO: MO0084785 REGO: PN5353 MAKE: ISUZU TRUCK	1		300.00
INV 0000666704/12/2025		WANDERING SMASH REPAIRS	INSURANCE EXCESS FOR CLAIM NO: MO0084785 REGO: PN5353 MAKE: ISUZU TRUCK		300.00	
EFT12882	14/01/2026	SOUTHERN CROSS AUSTEROO PTY LTD	INVOICE #71874840 - RADIO ADVERTISING FOR THE SHIRE OF PINGELLY 2025 CHRISTMAS VILLAGE - TOTAL \$690.80	1		690.80
INV 7187484030/11/2025		SOUTHERN CROSS AUSTEROO PTY LTD	INVOICE #71874840 - RADIO ADVERTISING FOR THE SHIRE OF PINGELLY 2025 CHRISTMAS VILLAGE - TOTAL \$690.80		690.80	
EFT12883	14/01/2026	PINGELLY HOTEL	CATERING FOR FUNCTION	1		3,327.13
INV PING018	22/12/2025	PINGELLY HOTEL	CATERING COUNCIL MEETING		75.00	

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 4

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT				Bank	INV
No	Date	Name	Invoice Description	Code	Amount
INV PING018	31/12/2025	PINGELLY HOTEL	CATERING FOR FUNCTION		3,252.13
EFT12884	14/01/2026	DELTA AGRIBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	GLOSS ENAMEL PAINT FOR UNIT DOORS AND DOOR FRAMES	1	128.50
INV DI25045311/12/2025		DELTA AGRIBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	GLOSS ENAMEL PAINT FOR UNIT DOORS AND DOOR FRAMES		128.50
EFT12885	14/01/2026	NARROGIN FORD, NISSAN, MITSUBISHI, NARROGIN AUTO CENTRE	ENGINE REPAIRS TO PN172	1	887.00
INV 347571	25/11/2025	NARROGIN FORD, NISSAN, MITSUBISHI, NARROGIN AUTO CENTRE	ENGINE REPAIRS TO PN172		887.00
EFT12886	14/01/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR PPE	1	344.32
INV 0566-S65	19/10/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR PPE		58.76
INV 0567-S65	02/11/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR PPE		124.38
INV 0568-S65	09/11/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR PPE		35.35
INV 0570-S65	30/11/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR PPE		33.08
INV 0571-S65	14/12/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR WATER SAMPLES 22/10/2025 & 9/12/2025		92.75
EFT12887	14/01/2026	JH COMPUTER SERVICES PTY LTD	CYBER SECURITY AND BACKUPS FOR JULY 2025	1	7,232.50
INV 006187-D	31/07/2025	JH COMPUTER SERVICES PTY LTD	CYBER SECURITY AND BACKUPS FOR JULY 2025		7,232.50
EFT12888	14/01/2026	FARMARAMA PTY LTD	FERTILISER - AMESURF - 25 KG	1	3,014.00
INV 000450971	19/11/2025	FARMARAMA PTY LTD	FERTILISER - AMESURF - 25 KG		3,014.00
EFT12889	14/01/2026	TROPHY CHOICE	INVOICE #48292 - DONATION OF TROPHYS FOR THE PINGELLY PRIMARY SCHOOL - 2025	1	69.30
INV 00048292	09/12/2025	TROPHY CHOICE	INVOICE #48292 - DONATION OF TROPHYS FOR THE PINGELLY PRIMARY SCHOOL - 2025		69.30
EFT12890	14/01/2026	KOV & CO	750 CUBIC METRES OF GRAVEL @ \$2.75 CUBIC METRE	1	2,062.50
INV 202071	16/12/2025	KOV & CO	750 CUBIC METRES OF GRAVEL @ \$2.75 CUBIC METRE		2,062.50
EFT12891	14/01/2026	INTERFIRE AGENCIES	FACE RESPIRATORS	1	1,795.80

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 5

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
INV 24395	28/10/2025	INTERFIRE AGENCIES	FACE RESPIRATORS		1,795.80	
EFT12892	14/01/2026	NARKETTA CULTURAL CONSULTANCY & TRAINING SERVICES	AUSTRALIA DAY CATERING - KANGAROO BURGERS	1	2,722.50	
INV 83	05/01/2026	NARKETTA CULTURAL CONSULTANCY & TRAINING SERVICES	AUSTRALIA DAY CATERING - KANGAROO BURGERS		2,722.50	
EFT12893	14/01/2026	DUFFY ELECTRICS	REPAIRS AND ELECTRICAL SAFETY CHECKS ON CHRISTMAS TRAIN AND CARRIAGES	1	4,960.28	
INV 0803	28/12/2025	DUFFY ELECTRICS	REPAIRS AND ELECTRICAL SAFETY CHECKS ON CHRISTMAS TRAIN AND CARRIAGES		2,599.15	
INV 0806	28/12/2025	DUFFY ELECTRICS	POOL PUMP RECONNECTION		421.30	
INV 0807	28/12/2025	DUFFY ELECTRICS	ELECTRICAL WORK TO 7B WEBB STREET		1,939.83	
EFT12894	14/01/2026	ORIGO PTY LTD	ANNUAL SUPPORT FOR PERIOD FROM 7 DECEMBER 2025 TO 6 DECEMBER 2026 SLA XDASH MANAGED DEVICES 1-3 DEVICES, TOTAL FOR UP TO 3 DEVICES, INCL. DASHBOARD & DATABASE, ANNUAL. TELSTRA IOT 100MB PER MONTH DATA PLAN - ANNUAL PRICE	1	1,313.40	
INV OAS-260	11/12/2025	ORIGO PTY LTD	ANNUAL SUPPORT FOR PERIOD FROM 7 DECEMBER 2025 TO 6 DECEMBER 2026 SLA XDASH MANAGED DEVICES 1-3 DEVICES, TOTAL FOR UP TO 3 DEVICES, INCL. DASHBOARD & DATABASE, ANNUAL. TELSTRA IOT 100MB PER MONTH DATA PLAN - ANNUAL PRICE		1,313.40	
EFT12895	14/01/2026	RED DUST REMOTE PLUMBING AND PUMPS	REPLACEMENT OF WATER MAIN FEEDING PINGELLY SWIMMING POOL. THIS INCLUDES THE USE OF 50MM HDPE	1	1,716.00	
INV 381	08/01/2026	RED DUST REMOTE PLUMBING AND PUMPS	REPLACEMENT OF WATER MAIN FEEDING PINGELLY SWIMMING POOL. THIS INCLUDES THE USE OF 50MM HDPE		1,716.00	

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 6

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
EFT12896	14/01/2026	MIKE HALLIBURTON ASSOCIATES	INVOICE #0105 - BEVERLEY NARROGIN TRANSPORT TRAIL. MILESTONE #6 - SUBMISSION AND FINAL REPORT - TOTAL \$7480.00	1		7,480.00
INV 0105	17/12/2025	MIKE HALLIBURTON ASSOCIATES	INVOICE #0105 - BEVERLEY NARROGIN TRANSPORT TRAIL. MILESTONE #6 - SUBMISSION AND FINAL REPORT - TOTAL \$7480.00		7,480.00	
EFT12897	14/01/2026	LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	Payroll deductions	1		132.00
INV DEDUCT30/12/2025		LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	Payroll deductions		66.00	
INV DEDUCT13/01/2026		LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	Payroll deductions		66.00	
EFT12898	14/01/2026	AUSTRALIAN SERVICES UNION OF WA	Payroll deductions	1		53.00
INV DEDUCT30/12/2025		AUSTRALIAN SERVICES UNION OF WA	Payroll deductions		26.50	
INV DEDUCT13/01/2026		AUSTRALIAN SERVICES UNION OF WA	Payroll deductions		26.50	
EFT12899	20/01/2026	WK GARTRELL T/A JULWAY TRANSPORT	CLEAN CARPETS IN BOTH BEDROOMS 7B WEBB STREET	1		300.00
INV 0919183001/12/2025		WK GARTRELL T/A JULWAY TRANSPORT	CLEAN CARPETS IN BOTH BEDROOMS 7B WEBB STREET		300.00	
EFT12900	20/01/2026	RETECH RUBBER	SUPPLY AND INSTALL EPDM SOFT FALL RUBBER - DEPOSIT	1		38,940.00
INV 5677	16/01/2026	RETECH RUBBER	SUPPLY AND INSTALL EPDM SOFT FALL RUBBER - DEPOSIT		38,940.00	
EFT12901	20/01/2026	BEST OFFICE SYSTEMS	RICOH IMC6000LT COLOUR PHOTOCOPIER - PERIOD 20/10/2025 - 20/11/2025	1		1,537.44
INV 652076	24/10/2025	BEST OFFICE SYSTEMS	RICOH IMC6000LT COLOUR PHOTOCOPIER - PERIOD 20/09/2025 - 20/10/2025		385.79	
INV 653272	24/11/2025	BEST OFFICE SYSTEMS	RICOH IMC6000LT COLOUR PHOTOCOPIER - PERIOD 20/10/2025 - 20/11/2025		1,151.65	
EFT12902	20/01/2026	SHIRE OF KALAMUNDA	DR LSL REIMBERSMENT	1		6,689.91

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 7

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 38638	05/12/2025	SHIRE OF KALAMUNDA	DR LSL REIMBERSMENT		6,689.91	
EFT12903	20/01/2026	DEPARTMENT OF FIRE & EMERGENCY SERVICES AUTHORITY OF WA	2025/26 ESL INCOME LOCAL GOVERNMENT	1	4,575.19	
INV 156075CR	15/12/2023	DEPARTMENT OF FIRE & EMERGENCY SERVICES AUTHORITY OF WA	ESL INCOME - LOCAL GOVERNMENT OPT B - CREDIT		-220.83	
INV 160181	30/10/2025	DEPARTMENT OF FIRE & EMERGENCY SERVICES AUTHORITY OF WA	2025/26 ESL INCOME LOCAL GOVERNMENT		4,796.02	
EFT12904	20/01/2026	MARKETFORCE	ADVERTISEMENT IN THE 'THE WEST AUSTRALIAN' WEDNESDAY 17/12/2025	1	490.59	
INV 1909761	31/12/2025	MARKETFORCE	ADVERTISEMENT IN THE 'THE WEST AUSTRALIAN' WEDNESDAY 17/12/2025		490.59	
EFT12905	20/01/2026	JH COMPUTER SERVICES PTY LTD	MICROSOFT BILLING FOR THE SHIRE OF PINGELLY	1	869.00	
INV 007284-D	31/12/2025	JH COMPUTER SERVICES PTY LTD	MICROSOFT BILLING FOR THE SHIRE OF PINGELLY		869.00	
EFT12906	20/01/2026	SNAP MANDURAH	40X PRINTED COPIES OF THE PINGELLY COMMUNITY PLAN	1	1,193.50	
INV F140-2320	04/12/2025	SNAP MANDURAH	40X PRINTED COPIES OF THE PINGELLY COMMUNITY PLAN		1,193.50	
EFT12907	20/01/2026	XAV GROUP PTY LTD T/A CONTRACT AQUATIC	POOL MANAGEMENT FEE MONTHLY - DEC 25	1	16,500.00	
INV 119	15/11/2025	XAV GROUP PTY LTD T/A CONTRACT AQUATIC	POOL MANAGEMENT FEE MONTHLY - DEC 25		16,500.00	
EFT12908	20/01/2026	LG BEST PRACTICES PTY LTD	RATES SERVICES (01/10/25 TO 31/10/25)	1	16,324.00	
INV 23090	31/10/2025	LG BEST PRACTICES PTY LTD	RATES SERVICES (01/10/25 TO 31/10/25)		8,404.00	
INV 23119	30/11/2025	LG BEST PRACTICES PTY LTD	RATES SERVICES (01/11/25 TO 30/11/25)		5,676.00	
INV 23132	31/12/2025	LG BEST PRACTICES PTY LTD	RATES SERVICES (01/12/25 TO 31/12/25)		2,244.00	
EFT12909	20/01/2026	LANDGATE	UV INTERIM - RURAL AREAS - RURAL	1	219.76	
INV 77058425	25/11/2025	LANDGATE	UV INTERIM - RURAL AREAS - RURAL		193.92	
INV 77079054	27/11/2025	LANDGATE	GRV INTERIM VALUATION		25.84	

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 8

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
EFT12910	20/01/2026	PINGELLY COMMUNITY CRAFT CENTRE	9/11/25 - CARAVAN PARK TAKINGS OCTOBER 2025 \$1349.45	1		2,528.06
INV 165	09/11/2025	PINGELLY COMMUNITY CRAFT CENTRE				1,349.45
INV 166	01/12/2025	PINGELLY COMMUNITY CRAFT CENTRE	CARAVAN PARK TAKINGS NOVEMBER 2025			1,178.61
EFT12911	29/01/2026	NARROGIN PETS AND VETS	ANIMAL WELFARE CHECK	1		147.00
INV 1004759	06/01/2026	NARROGIN PETS AND VETS	ANIMAL WELFARE CHECK			147.00
EFT12912	29/01/2026	RAPID METAL DEVELOPMENTS AUSTRALIA PTY LTD	HIRE OF BRIDGE SUPPORTS 1/11/2025 - 30/11/2025	1		235.48
INV IN51058030/11/2025		RAPID METAL DEVELOPMENTS AUSTRALIA PTY LTD	HIRE OF BRIDGE SUPPORTS 1/11/2025 - 30/11/2025			235.48
EFT12913	29/01/2026	PINGELLY VOLUNTEER SES UNIT	SES REIMBURSEMENT	1		11,070.98
INV 379	10/01/2026	PINGELLY VOLUNTEER SES UNIT	SES REIMBURSEMENT			728.87
INV 378	10/01/2026	PINGELLY VOLUNTEER SES UNIT	SES REIMBURSMENT			4,372.36
INV 377	10/01/2026	PINGELLY VOLUNTEER SES UNIT	SES REIMBURSEMENT			4,775.26
INV 0380	10/01/2026	PINGELLY VOLUNTEER SES UNIT	SES REIMBURSEMENTS			1,194.49
EFT12914	29/01/2026	CHILD SUPPORT AGENCY	Payroll deductions	1		721.50
INV DEDUCT27/01/2026		CHILD SUPPORT AGENCY	Payroll deductions			721.50
EFT12915	29/01/2026	CLEVE COLIN HUMPHRIES	BAND AUSTRALIA DAY	1		2,500.00
INV 001	16/01/2026	CLEVE COLIN HUMPHRIES	BAND AUSTRALIA DAY			2,500.00
EFT12916	29/01/2026	BEST OFFICE SYSTEMS	INVOICE #- INVOICE# 653272 - ADMIN RICOH IMC6000LT COLOUR PHOTOCOPIER - PERIOD 20/11/2025 - 20/12/2025 - TOTAL \$589.47	1		589.47
INV 654580	22/12/2025	BEST OFFICE SYSTEMS	INVOICE #- INVOICE# 653272 - ADMIN RICOH IMC6000LT COLOUR PHOTOCOPIER - PERIOD 20/11/2025 - 20/12/2025 - TOTAL \$589.47			589.47
EFT12917	29/01/2026	SHIRE OF NARROGIN	1000L EMULSION	1		1,300.00

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 9

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT				Bank	INV
No	Date	Name	Invoice Description	Code	Amount
INV 579	18/12/2025	SHIRE OF NARROGIN	1000L EMULSION		1,300.00
EFT12918	29/01/2026	COUNTRY PAINT SUPPLIES	20LTR DULUX LEXICON HALF, PAINT BRUSHES AND PAINTINGF CONSUMABLES	1	483.63
INV 4801031418/12/2025		COUNTRY PAINT SUPPLIES	20LTR DULUX LEXICON HALF, PAINT BRUSHES AND PAINTINGF CONSUMABLES		483.63
EFT12919	29/01/2026	NUTRIEN AG SOLUTIONS	DAVE SEAL KIT SING IMPELLER 4WAY 5/8IN	1	256.36
INV 9137027102/12/2025		NUTRIEN AG SOLUTIONS	CABLE TIES AND STEEL POSTS		82.56
INV 9137934617/12/2025		NUTRIEN AG SOLUTIONS	CABLE TIES		19.80
INV 9137934619/12/2025		NUTRIEN AG SOLUTIONS	DAVE SEAL KIT SING IMPELLER 4WAY 5/8IN		154.00
EFT12920	29/01/2026	MCPEST PEST CONTROL	BRIDGE 3098 WICKEPIN-PINGELLY RD HOTHAM R DHUES	1	3,773.00
INV 144	25/11/2025	MCPEST PEST CONTROL	SPIDER SPRAYING INSIDE & OUTSIDE OF PRACC BUILDING		495.00
INV 165	06/12/2025	MCPEST PEST CONTROL	SPIDER SPRAYING 7A WEBB ST		1,430.00
INV 206	27/12/2025	MCPEST PEST CONTROL	BRIDGE 3098 WICKEPIN-PINGELLY RD HOTHAM R DHUES		1,848.00
EFT12921	29/01/2026	ITR PACIFIC PTY LTD	PG9 GRADER MAINTENANCE	1	2,671.50
INV 839403	11/11/2025	ITR PACIFIC PTY LTD	PG9 GRADER MAINTENANCE		2,671.50
EFT12922	29/01/2026	JH COMPUTER SERVICES PTY LTD	STARLINK HARDWARE AND INSTALLATION. ACER VERITON DESKTOP COMPUTER AND MONITOR FOR EAST PINGELLY FIRE SHED	1	7,799.00
INV 005828-D	12/06/2025	JH COMPUTER SERVICES PTY LTD	STARLINK HARDWARE AND INSTALLATION. ACER VERITON DESKTOP COMPUTER AND MONITOR FOR EAST PINGELLY FIRE SHED		7,799.00
EFT12923	29/01/2026	CORSIGN WA	BIDIRECTIONAL HAZARD BOARD 1600X400 B/W CL400 REFL 1.6ALI W/STRUTS	1	2,095.50
INV 99637	12/11/2025	CORSIGN WA	BIDIRECTIONAL HAZARD BOARD 1600X400 B/W CL400 REFL 1.6ALI W/STRUTS		2,095.50
EFT12924	29/01/2026	NARKETTA CULTURAL CONSULTANCY & TRAINING SERVICES	WELCOME TO COUNTRY AUSTRALIA DAY	1	750.00

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 10

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
INV 129	13/01/2026	NARKETTA CULTURAL CONSULTANCY & TRAINING SERVICES	WELCOME TO COUNTRY AUSTRALIA DAY		750.00	
EFT12925	29/01/2026	ASHMAN FINE CABINETS	MATERIALS FOR KITCHEN	1	8,800.00	
INV 2321	04/01/2026	ASHMAN FINE CABINETS	MATERIALS FOR KITCHEN		8,800.00	
EFT12926	29/01/2026	LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	Payroll deductions	1	66.00	
INV DEDUCT27/01/2026		LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	Payroll deductions		66.00	
EFT12927	29/01/2026	AUSTRALIAN SERVICES UNION OF WA	Payroll deductions	1	26.50	
INV DEDUCT27/01/2026		AUSTRALIAN SERVICES UNION OF WA	Payroll deductions		26.50	
DD14617.1	14/01/2026	BENDIGO BANK CREDIT CARDS	CEO CREDIT CARD RECONCILIATION - DECEMBER 2025	1	1,344.52	
INV 31/12/25	31/12/2025	BENDIGO BANK CREDIT CARDS	CEO CREDIT CARD RECONCILIATION - DECEMBER 2025	1	1,344.52	
DD14619.1	14/01/2026	BENDIGO BANK CREDIT CARDS	EMCS CREDIT CARD RECONCILIATION - DEC 2025	1	952.37	
INV DEC2025	31/12/2025	BENDIGO BANK CREDIT CARDS	EMCS CREDIT CARD RECONCILIATION - DEC 2025	1	952.37	
DD14621.1	13/01/2026	AWARE SUPER	Payroll deductions	1	7,878.16	
INV SUPER	13/01/2026	AWARE SUPER	Superannuation contributions	1	5,998.65	
INV DEDUCT13/01/2026		AWARE SUPER	Payroll deductions	1	521.68	
INV DEDUCT13/01/2026		AWARE SUPER	Payroll deductions	1	400.00	
INV DEDUCT13/01/2026		AWARE SUPER	Payroll deductions	1	195.00	
INV DEDUCT13/01/2026		AWARE SUPER	Payroll deductions	1	194.20	
INV DEDUCT13/01/2026		AWARE SUPER	Payroll deductions	1	518.63	
INV DEDUCT13/01/2026		AWARE SUPER	Payroll deductions	1	50.00	
DD14621.2	13/01/2026	WEST STATE SUPER AND GESB SUPER	Superannuation contributions	1	159.02	

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 11

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT				Bank	INV
No	Date	Name	Invoice Description	Code	Amount
INV SUPER	13/01/2026	WEST STATE SUPER AND GESB SUPER	Superannuation contributions	1	159.02
DD14621.3	13/01/2026	BT PANORAMA SUPER	Superannuation contributions	1	438.46
INV SUPER	13/01/2026	BT PANORAMA SUPER	Superannuation contributions	1	438.46
DD14621.4	13/01/2026	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1	559.19
INV DEDUCT	13/01/2026	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Payroll deductions	1	250.00
INV SUPER	13/01/2026	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1	309.19
DD14621.5	13/01/2026	MLC	Superannuation contributions	1	577.77
INV SUPER	13/01/2026	MLC	Superannuation contributions	1	577.77
DD14621.6	13/01/2026	AUSTRALIAN SUPER	Superannuation contributions	1	588.83
INV SUPER	13/01/2026	AUSTRALIAN SUPER	Superannuation contributions	1	588.83
DD14621.7	13/01/2026	PRIME SUPER	Superannuation contributions	1	336.47
INV SUPER	13/01/2026	PRIME SUPER	Superannuation contributions	1	336.47
DD14621.8	13/01/2026	AMP SUPER FUND	Superannuation contributions	1	330.25
INV SUPER	13/01/2026	AMP SUPER FUND	Superannuation contributions	1	330.25
DD14621.9	13/01/2026	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	826.81
INV SUPER	13/01/2026	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	826.81
DD14627.1	14/01/2026	BENDIGO BANK CREDIT CARDS	EWM CREDIT CARD RECONCILIATION DEC 2025	1	997.67
INV DEC25	31/12/2025	BENDIGO BANK CREDIT CARDS	EWM CREDIT CARD RECONCILIATION DEC 2025	1	997.67
DD14664.1	27/01/2026	AWARE SUPER	Payroll deductions	1	7,734.63
INV SUPER	27/01/2026	AWARE SUPER	Superannuation contributions	1	5,872.68
INV DEDUCT	27/01/2026	AWARE SUPER	Payroll deductions	1	525.22

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 12

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT				Bank	INV
No	Date	Name	Invoice Description	Code	Amount
INV DEDUCT	27/01/2026	AWARE SUPER	Payroll deductions	1	400.00
INV DEDUCT	27/01/2026	AWARE SUPER	Payroll deductions	1	195.00
INV DEDUCT	27/01/2026	AWARE SUPER	Payroll deductions	1	183.65
INV DEDUCT	27/01/2026	AWARE SUPER	Payroll deductions	1	508.08
INV DEDUCT	27/01/2026	AWARE SUPER	Payroll deductions	1	50.00
DD14664.2	27/01/2026	WEST STATE SUPER AND GESB SUPER	Superannuation contributions	1	202.65
INV SUPER	27/01/2026	WEST STATE SUPER AND GESB SUPER	Superannuation contributions	1	202.65
DD14664.3	27/01/2026	BT PANORAMA SUPER	Superannuation contributions	1	438.46
INV SUPER	27/01/2026	BT PANORAMA SUPER	Superannuation contributions	1	438.46
DD14664.4	27/01/2026	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1	508.55
INV DEDUCT	27/01/2026	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Payroll deductions	1	250.00
INV SUPER	27/01/2026	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1	258.55
DD14664.5	27/01/2026	MLC	Superannuation contributions	1	577.77
INV SUPER	27/01/2026	MLC	Superannuation contributions	1	577.77
DD14664.6	27/01/2026	AUSTRALIAN SUPER	Superannuation contributions	1	588.83
INV SUPER	27/01/2026	AUSTRALIAN SUPER	Superannuation contributions	1	588.83
DD14664.7	27/01/2026	PRIME SUPER	Superannuation contributions	1	317.81
INV SUPER	27/01/2026	PRIME SUPER	Superannuation contributions	1	317.81
DD14664.8	27/01/2026	AMP SUPER FUND	Superannuation contributions	1	317.81
INV SUPER	27/01/2026	AMP SUPER FUND	Superannuation contributions	1	317.81
DD14664.9	27/01/2026	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	836.59

Date: 12/02/2026
Time: 1:11:56PM

SHIRE OF PINGELLY

PAGE: 13

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JANUARY 2026

Cheque /EFT				Bank	INV
No	Date	Name	Invoice Description	Code	Amount
INV SUPER	27/01/2026	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	836.59
DD14621.10	13/01/2026	HESTAA SUPERANNUATION	Superannuation contributions	1	288.47
INV SUPER	13/01/2026	HESTAA SUPERANNUATION	Superannuation contributions	1	288.47
DD14621.11	13/01/2026	MERCER	Superannuation contributions	1	305.26
INV SUPER	13/01/2026	MERCER	Superannuation contributions	1	305.26
DD14664.10	27/01/2026	HESTAA SUPERANNUATION	Superannuation contributions	1	288.47
INV SUPER	27/01/2026	HESTAA SUPERANNUATION	Superannuation contributions	1	288.47
DD14664.11	27/01/2026	MERCER	Superannuation contributions	1	242.54
INV SUPER	27/01/2026	MERCER	Superannuation contributions	1	242.54

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND	271,819.93
TOTAL		271,819.93

Credit card transactions for the current month

CEO

Date	Transaction	Description	Amount
5/01/2026	Claude Ai	Claude Pro Subscription	\$ 30.01
5/01/2026	International Transaction	Fee	\$ 0.90
18/01/2026	Foxit Software	Foxit Subscription	\$ 42.80
18/01/2026	International Transaction	Fee	\$ 1.28
22/01/2026	Pingelly IGA	Catering Special Council & Audit Committee	\$ 89.72
25/01/2026	Amazon	Materials for Events Project	\$ 16.35
30/01/2026	You Flowers	Get Well Soon Flowers Staff Member	\$ 98.90
30/12/2026	Bendigo Bank	Credit Card Fee	\$ 4.00
Total January 2026			\$ 283.96

EMW

Date	Transaction	Description	Amount
15/01/2026	Telstra Prepaid	Ranger Phone Credit	\$ 39.00
24/01/2026	Autopro Northam	Solar Battery Charger For Tip	\$ 29.99
27/01/2026	Ready Express	Fuel	\$ 59.60
30/12/2026	Bendigo Bank	Credit Card Fee	\$ 4.00
Total January 2026			\$ 132.59

MF

Date	Transaction	Description	Amount
6/01/2026	Nanutarra Roadhouse	Fuel	\$ 38.52
6/01/2026	Liberty Karratha	Fuel	\$ 52.96
23/01/2026	Shire Pingelly	Registration For PN3031	\$ 25.55
28/01/2026	Nanutarra Roadhouse	Fuel	\$ 45.27
30/12/2026	Bendigo Bank	Credit Card Fee	\$ 4.00
Total January 2026			\$ 166.30

Fuel Card Transactions for the current month

CEO OPN

	Litres	Amount
3/01/2026	72.18	\$ 125.95
10/01/2026	71.54	\$ 143.39
17/01/2026	54.05	\$ 91.61
24/01/2026	70.53	\$ 130.86
31/01/2026	55.75	\$ 94.50
	324.05	\$ 586.31

EWM PN01

09/01/2026	37.62	\$ 65.65
15/01/2026	45.04	\$ 77.24
22/01/2026	39.78	\$ 68.22
30/01/2026	25.89	\$ 43.88
	148.33	\$ 254.99

MCCS PN761

3/01/2026	21.69	\$ 43.74
5/01/2026	23.93	\$ 41.04
5/01/2026	29.81	\$ 49.24

23/01/2026
24/01/2026
25/01/2026

30.42	\$ 52.17
31.04	\$ 50.01
25.65	\$ 51.65
162.54	\$ 287.85

Bush Fire Truck **PN322**

22/01/2026
23/01/2026

91.87	\$ 155.72
78.69	\$ 133.38
170.56	\$ 289.10

P100 **PN100**

5/01/2026

98.31	\$ 171.55
98.31	\$ 171.55

INVOICE TOTAL

\$ 1,589.80

16. DIRECTORATE OF WORKS

16.1. Road Prioritisation Policy

File Reference:	ADM0487
Location:	Shire of Pingelly
Applicant:	Not Applicable
Author:	Executive Manager Works & Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Road Prioritisation Policy 12.21
Previous Reference:	Nil

Summary

Council is requested to adopt Council Policy 12.21 – Road Prioritisation Policy.

Background

The Shire of Pingelly's road network is one of its most significant community assets, comprising urban roads within the Pingelly townsite and a substantial rural road network across the district. The management and maintenance of this network represents a significant proportion of the Shire's annual operational and capital expenditure.

Previously, road works programming has been guided by a succession of 10 Year Roads Plans. These plans were inflexible and resource intensive.

Comment

The Road Prioritisation Policy (Policy 12.21) is attached. The Policy establishes a framework for compiling the annual road works program, with the Road Prioritisation Matrix as its central mechanism. Key features of the Policy are as follows.

Unlike a fixed long-term road works plan, the Road Prioritisation Matrix responds directly to the current condition of roads. This means the annual program reflects actual need, not a predetermined schedule that may no longer accurately reflect condition on the ground. Roads that deteriorate unexpectedly can be advanced; roads that have held up well can be deferred. This responsiveness is a significant improvement over plan-based approaches and better protects the Shire against liability arising from known defects.

The Matrix methodology was developed by a community working group established and advertised by the Shire, working in conjunction with staff. This process has resulted in a methodology that has been subject to external input and is therefore more robust and community-supported than an internally developed policy alone.

The Policy distinguishes between urban and rural roads and applies appropriately different assessment methodologies to each:

- **Urban roads** are assessed using a Condition Rating based on the percentage of road surface area affected by defects, cross-referenced against the road's hierarchy classification (H1–H5) to determine the recommended action.
- **Rural roads** are assessed using a visual condition rating (Very Good to Very Poor and Unformed Gravel), cross-referenced against the road hierarchy to determine the recommended action.

Both urban and rural roads are classified under a common five-level road hierarchy (H1–H5) based on road type and function. This hierarchy ensures that higher-order roads receive proportionally greater attention when condition warrants it.

The completed Matrix and proposed annual road works program will be presented to Council at or prior to adoption of the annual budget. Council retains full oversight of the program through the budget process.

Consultation

A Roads Working Group was established and advertised to the community. The Working Group met in conjunction with Shire staff to develop the Road Prioritisation Matrix. This community consultation process informed the methodology and criteria underpinning Council Policy 12.21.

Statutory Environment

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

Section 6.2 of the *Local Government Act 1995* requires the local government to prepare an annual budget for each financial year. The road works program, which is produced using the Road Prioritisation Matrix, forms a component of the annual budget.

Policy Implications

Upon adoption, Policy 12.21 – Road Prioritisation Policy will be incorporated into the Shire's policy framework. The Policy complements the Shire of Pingelly Asset Management Policy 5.13.

Financial Implications

There are no direct financial implications from the adoption of this Policy. The Policy does not itself commit expenditure. The annual road works program produced by the Matrix will be presented to Council as part of the annual budget process, at which time Council will consider the financial implications of the proposed program.

Strategic Implications

The adoption of the Road Prioritisation Policy supports the following priorities of the Pingelly Community Plan:

Outcome 7. A great place to live	
7.2. Maintain a safe, efficient road network	7.2.5. Develop and implement a 10-year roads program for sealed roads

Risk Framework

Risk:	Without an adopted road prioritisation policy, road works programming may be perceived as ad hoc or politically influenced, increasing reputational and legal risk to the Shire.		
Consequence Theme:	Reputational	Impact:	Minor
Consequence:	Low impact, a small number of complaints.		
Likelihood Rating:	Possible	Risk Matrix:	Medium (6)
Action Plan:	Adoption of Policy 12.21 directly mitigates this risk by establishing a transparent, condition-based methodology.		

Voting Requirements:

Simple Majority

Officer's Recommendation:

That Council adopts Policy 12.21 – Road Prioritisation Policy as attached.

Moved: _____ Seconded: _____

12.21 Road Prioritisation Policy

1. PURPOSE

1.1 The purpose of this Policy is to clarify the process for determining the road program for the financial year.

2. SCOPE

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

3. DEFINITIONS

Urban Roads means roads within the Pingelly Townsite

Rural Roads means roads outside the Pingelly Townsite.

4. POLICY STATEMENT

4.1 The road prioritisation matrix is used to determine the annual road program with consideration of the funding that is available.

4.2 The annual road program will be presented to Council at or prior to the adoption of the annual budget.

4.3 Prioritisation is determined cross-referencing Condition Rating and Road Priority Classification to identify the recommended works action

4.4 The road hierarchy (for both urban and rural roads) is assigned based on road type and function as follows:

Road Hierarchy	Description
H1	Regional Distributor
	Roads 2040 (eligible for Main Roads grant funding)
	Secondary Freight
H2	Local Distributor
	Bus Route
H3	Local Distributor
	Higher Traffic Volume
H4	Access Route
	Medium Traffic Volumes
	RAV Route
H5	Access Route
	Road Rating 5
	All other roads

Urban Roads

4.5 The Condition Rating for Urban Roads is based on the percentage of the road surface area affected by defects as follows:

Urban Road Condition Assessment	
Condition	Condition Rating
No visible defects $0 < 10\%$	1
$10\% \leq \text{area affected} < 15\%$	2
$15\% \leq \text{area affected} < 20\%$	3
$20\% \leq \text{area affected} < 30\%$	4
Area affected $\geq 30\%$	5
Unsealed Urban Road	0

4.6 Once both ratings have been assigned, the recommended annual works program (urban) is identified using the following cross-reference matrix, where the condition rating is read across the rows and the road hierarchy across the columns:

Condition / Road Hierarchy	H1	H2	H3	H4	H5
1 — No visible defects ($<10\%$)	Routine maintenance	Routine maintenance	Routine maintenance	Routine maintenance	Routine maintenance
2 — $10\% \leq \text{area} < 15\%$	Preventative maintenance	Preventative maintenance	Preventative maintenance	Routine maintenance	Routine maintenance
3 — $15\% \leq \text{area} < 20\%$	Planned maintenance (short–medium term)	Planned maintenance (medium term)	Preventative maintenance	Preventative maintenance	Routine maintenance
4 — $20\% \leq \text{area} < 30\%$	Rehabilitation / reseal (short term)	Planned maintenance or rehabilitation	Planned maintenance (medium term)	Planned maintenance	Preventative maintenance
5 — Area $\geq 30\%$	Urgent — full rehabilitation or reconstruction	Priority rehabilitation or reconstruction	Major maintenance or rehabilitation	Planned rehabilitation	Planned maintenance or rehabilitation
0 — Unsealed	Sealing program — priority	Sealing program	Gravel maintenance / sealing consideration	Routine grading	Monitor

Rural Roads

4.7 The condition rating for rural roads is based on a condition inspection as follows:

Rating	Description	Typical Defects	Possible Action
Very Good	Excellent structural and surface condition. Smooth ride with no significant defects.	None or extremely minor cracking or wear.	Routine maintenance only
Good	Structurally sound with minor surface defects. Does not affect safety or comfort.	Slight cracking, light wear, isolated minor patches.	Preventative maintenance
Average	Moderate wear and deterioration. Still safe but ride quality reduced.	Noticeable cracking, minor rutting, patches, increased roughness.	Planned maintenance or rehabilitation in medium term
Poor	Significant defects impacting ride quality and potential safety concerns.	Extensive cracking, potholes, rutting, edge breaks, deformation.	Major maintenance or partial reconstruction
Very Poor	Structural failures. Road may become unsafe. Gravel depleted and poor drainage.	Widespread potholes, major cracking, deformation, loose material.	Full rehabilitation or complete reconstruction
Unformed Gravel	No formed road surface. Natural ground used as travel path.	Corrugation, erosion, boggy sections, undefined edges.	Grading, reshaping, or formation works as required

4.8 Once both ratings have been assigned, the recommended annual works program (rural) is identified using the following cross-reference matrix, where the condition rating is read across the rows and the road hierarchy across the columns:

Condition / Priority	H1	H2	H3	H4	H5
Very Good	Routine maintenance	Routine maintenance	Routine maintenance	Routine maintenance	Routine maintenance
Good	Preventative maintenance	Preventative maintenance	Preventative maintenance	Routine maintenance	Routine maintenance
Average	Planned rehabilitation (short term)	Planned rehabilitation (medium term)	Planned maintenance (medium term)	Preventative maintenance	Monitor
Poor	Priority works — major maintenance / reconstruction	Major maintenance or partial reconstruction	Planned maintenance or rehabilitation	Planned maintenance (medium term)	Preventative maintenance
Very Poor	Urgent works — full rehabilitation or reconstruction	Priority works — full rehabilitation or reconstruction	Major maintenance or rehabilitation	Planned maintenance or rehabilitation	Planned maintenance (medium term)
Unformed Gravel	Formation and sealing program	Formation or gravel sheeting program	Grading and reshaping	Grading as required	Grading as required

General

4.9 The cross-reference matrix provides a recommended action category. Staff shall use this outcome, together with available budget, to compile the urban and rural annual road works program for inclusion in the annual budget report to Council.

4.10 Notwithstanding the ranking produced by the Matrix, the following circumstances may result in a road being prioritised outside of its ranked position:

- An immediate or imminent safety risk requiring urgent intervention;
- Works required to maintain eligibility for, or to meet conditions of, an external funding grant or program; or
- An emergency event or natural disaster requiring road restoration works.

5. RELATED DOCUMENTATION / LEGISLATION

5.1 *Local Government Act 1995* (WA) – Section 6.2 (Annual Budget) and Section 6.8 (Expenditure from Municipal Fund)

5.2 *Road Traffic (Administration) Act 2008* (WA)

5.3 Shire of Pingelly Asset Management Policy 5.13

5.4 Roads to Recovery Program Guidelines (Australian Government)

5.5 Local Roads and Community Infrastructure Program Guidelines (Australian Government)

5.6 *Roads 2040 Guidelines and Criteria for the Identification of Significant Local Government Roads with Regional Importance*

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	

17. ELECTED MEMBERS MOTIONS WITH PREVIOUS NOTICE

Nil

18. NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

19. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Officers Recommendation:

That pursuant to Section 5.23 of the Local Government Act 1995 these items be dealt with, with the public excluded as the item deals with matters of a confidential nature.

Moved: _____ Seconded: _____

19.1. Confidential Item – 2025 / 2026 Community & Events Grant Scheme Round 2

Reasons for Confidentiality

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (b) the personal affairs of any person;
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

19.2. Confidential Item – Fee Waiver

Reasons for Confidentiality

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (b) the personal affairs of any person;

19.3. Confidential Item – Tender 02-2025

Reasons for Confidentiality

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

19.4. Confidential Item – Tender 03-2025

Reasons for Confidentiality

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

Officers Recommendation:

That the meeting be re-opened to the public.

Moved: _____

Seconded: _____

20. CLOSURE OF MEETING

The Chairman to declare the meeting closed.