



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

Council Minutes

Shire of Pingelly

Ordinary Council Meeting

Wednesday 20 May 2026

Pingelly, positive by nature. Let's grow together!

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.....	4
2. ACKNOWLEDGEMENT OF COUNTRY	4
3. ANNOUNCEMENTS BY THE PRESIDING MEMBER	4
4. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	4
5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
6. PUBLIC QUESTION TIME	5
7. APPLICATIONS FOR LEAVE OF ABSENCE	6
8. DISCLOSURES OF INTEREST	6
9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	7
9.1. Confirmation of Minutes from Previous Meetings – 15 April 2026.....	7
10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	7
11. ITEMS BROUGHT FORWARD DUE TO PERSONS ATTENDING	7
12. REPORTS OF COMMITTEES	8
12.1. Reports of Committees of Council	8
12.1.2 Bush Fire Advisory Meeting 8 April 2026	8
12.1.3 CEO Performance Review Committee	12
12.2. Reports of Council Delegates on External Committee	13
13. REPORTS OF COUNCILLORS	14
13.1. Reports of President.....	14
13.2. Memorials	14
13.3. Celebrations	15
14. OFFICE OF THE CHIEF EXECUTIVE OFFICER.....	16
14.1. Pingelly Arts and Craft Hub Management Agreement	16
14.2. Interconnecting Wheatbelt Rail Trails	29
14.3. Policy Manual Annual Review	63
15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES	239
15.1. Monthly Statement of Financial Activity – April 2026	239
15.2. Accounts Paid by Authority – April 2026.....	270
16. DIRECTORATE OF WORKS	284
16.1 Proposed Outbuilding Lot 1 (No. 23) Eliot Street, Pingelly.....	284
16.2 Scheme Amendment No. 10 to Shire of Pingelly Local Planning Scheme No. 3...	303
17. ELECTED MEMBERS MOTIONS WITH PREVIOUS NOTICE	236
18. NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING	236
19. MATTERS FOR WHICH THE MEETING MAY BE CLOSED	236
20. CLOSURE OF MEETING	236

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 02.12pm.

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.

The Shire President extended best wishes to Councillor Bryan Hotham for a successful surgical procedure and wished him a speedy recovery.

The Shire President formally thanked the Chief Executive Officer for attending the meeting while on approved sick leave and acknowledged his commitment to Council.

The Shire President recognised World Volunteer Week (WOW) Wednesday and acknowledged the valuable contribution of emergency service volunteers and all volunteers who help keep the community safe, resilient and connected.

Council was advised that ABC Radio will be conducting an outside broadcast from Memorial Park, Pingelly, on Wednesday of the following week, with members of the community encouraged to attend and support the event.

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

Members Present

Cr J McBurney	President
Cr P Wood	Deputy President
Cr C Cheney	
Cr R Howell	
Cr D Summers	
Cr A Trethewey	

Staff in Attendance

Mr A Dover	Chief Executive Officer
Mr M Hudson	Executive Manager Works
Mr L Beretta	Manager Finance
Mrs S Nyssen	Governance and Executive Officer

Public Members

Ms Jeanette Jeffreys

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

Please see Public Question Time Information on page 3.

Council welcomes Ms Jeanette Jeffreys to the podium.

Ms Jeanette Jeffreys:

Q1: Will the Shire consider investigating measures to strengthen community food security and emergency preparedness in the event of prolonged disruptions to transport, power, communications or essential services within the Pingelly district?

R: Thank you for your question and thank you for your concern. The Shire of Pingelly is well connected through main roads and through local government roads to all of our Major ports and distribution centres. The provision of those essential services will be the responsibility of the state government. So at this stage, we probably don't see that as realm of Local Government.

Q2: Has the Shire considered the feasibility of establishing an emergency food storage and distribution facility to support the community during extended emergency situations?

R: Because of what I said for question one, the answer to that is no. We haven't considered that feasibility.

Q3: Will Council consider including community-level food security and emergency resilience initiatives within future strategic planning and budget deliberations?

R: We can certainly discuss that possibility, particularly low-cost options, to examine what that food security would actually look like for our community.

Q4: So basically, you're leaving everything up to the WA government?

R: In certain areas that is their realm, not the realm of local government.

Ms Jeanette Jeffresys thanks Council and returns to her seat.

Council thanks Ms Jeanette Jeffreys for her questions.

7. APPLICATIONS FOR LEAVE OF ABSENCE

13726 Cr Angela Trethewey moved, Cr Danielle Summers seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

That Council approve the leave of absence for Councillor Bryan Hotham for the 20 May 2026 Ordinary Council Meeting.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

8. DISCLOSURES OF INTEREST

Name	Item No.	Nature of Interest
Cr Danielle Summers	16.1	Impartiality.
Cr Danielle Summers	16.2	Impartiality.
CEO Andrew Dover	12.1.3	Financial.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1. Confirmation of Minutes of Previous Meetings – 15 April 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.

13727 Cr Robert Howell moved, Cr Danielle Summers seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 15 April 2026 be confirmed.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

11. ITEMS BROUGHT FORWARD DUE TO PERSONS ATTENDING

Nil

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 |

12.1.2 Bush Fire Advisory Meeting 8 April 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.

13728 Deputy President Peter Wood moved, Cr Danielle Summers seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

That Council receive the minutes of the Bush Fire Advisory Committee Meeting held on 8 April 2026.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

13729 Cr Angela Trethewey moved, Cr Robert Howell seconded	
Voting Requirements: Simple Majority	
Recommendation and Council Decision:	
Moved: Brett Blechynden Seconded: Adam Watts	
That Council reappoint the Fire Control Officers appointed in 2025 to their respective offices with the following changes:	
1. Remove Peter Narducci (Pingelly Central/VRFS) - Retired 2. Add Travis Hodges (Pingelly Central) 3. Add Callum Smith (VFRS) - training required. 4. Add Andrew Marshall (Shire) – training completed.	
Carried Unanimously 6 votes to 0	
For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

Fire Control Officers
East Pingelly Brigade

Jeffrey Bernard Edwards
Robert John Lee
Brett Scott Blechynden
Sam MacNamara

Moorumbine -
Noonebin Brigade

Rodney Leonard Shaddick
Scott Cunningham
Brodie Cunningham

West Pingelly Brigade

Simon Parsons
Anthony Turton
Adam Lindsay Watts
Richard Campbell (training pending)

VFRS

Callum Smith (training pending)

Pingelly Central

Travis Hodges (training pending)

CESM

Shire of Pingelly

Andrew Dover (CEO)
Mike Hudson (Executive Manager Works)
Sheryl Frances Squiers (Shire Administration)
Alan Arnold
Andrew Marshall

Fire Weather Officers
(Gazetted under the Act through

Rodney Leonard Shaddick

Commissioner)	Graeme Alex Watts Sam MacNamara
Dual Fire Control Officers	
Brookton:	Rodney Leonard Shaddick Sam MacNamara Jeffrey Bernard Edwards Brodie Cunningham Robert John Lee Richard Campbell Adam Lindsay Watts
Wickepin:	Rodney Leonard Shaddick Brodie Cunningham Robert John Lee Brett Blechynden Sam MacNamara
Cuballing:	Rodney Leonard Shaddick Simon Parsons Anthony Turton Brodie Cunningham Sam MacNamara Brett Blechynden
Corrigin:	Rodney Leonard Shaddick Brodie Cunningham Jeffrey Bernard Edwards Robert John Lee Sam MacNamara
Wandering:	Rodney Leonard Shaddick Brodie Cunningham Sam MacNamara Simon Parsons Anthony Turton Adam Lindsay Watts Richard Campbell

13730 Deputy President Peter Wood moved, Cr Danielle Summers seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

That Council modify the 2026/27 Fire Break Order to specify that:

When using multiple gear in paddocks such as two headers there is to be a compliant fire unit in close proximity of each header or chaser bin with a minimum of an extra 2000L water available in paddock.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

13731 Deputy President Peter Wood moved, Cr Angela Tretheway seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

That Council adopt the 2025/26 Fire Break Order wording for 2026/27 Fire Break Order as modified.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

12.1.3 CEO Performance Review Committee

CEO Andrew Dover exits the Council Chambers at 02.32pm

13732 Deputy President Peter Wood moved, Cr Clinton Cheney seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

That Council:

- 1. Notes that Mr. Dover's performance review in his role as Chief Executive Officer for the Shire of Pingelly for 2024/25 has been undertaken;**
- 2. Endorses that Mr. Dover Achieved the KPI's for 2024/25 Satisfactorily and to a very High Standard.**
- 3. Schedules the next review of the CEO's performance to be completed by 31 September 2026;**
- 4. Endorses the KPI's for the 2025/26 review period.**
- 5. Reviews Mr. Dover's remuneration, and offer the maximum cash component (salary) in line with the Salaries and Allowances Tribunal determination 2025 for Local Government Chief Executive Officers, Band 4 (Shire of Pingelly).**

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

CEO Andrew Dover returns to the Council Chambers at 02.37pm

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

APRIL

17th CCZ meeting in Cuballing
18th Pingelly Heritage Festival
18th Pingelly Grand Heritage Ball
19th Pingelly Heritage Festival
22nd Regular catch-up Meeting with CEO and Deputy President
22nd Audit Entrance Meeting
25th ANZAC Day Service

MAY

6th Regional State Council Meeting in Pingelly
6th Afternoon excursion and dinner with Regional State Council
7th Regional State Council Meeting in Pingelly
13th Regular Catch-up Meeting with relieving CEO and Deputy President
13th PRACC Board Meeting
14th Seniors Lunch with Advocare
14th Forget Me Not Café celebrations
19th Communi-Tea Volunteer thank you Community Garden
20th Corporate Discussion
20th Ordinary Council Meeting

13.2. Memorials

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

- Council sends their condolences to the friends and family of Mr Ron Whitelaw
- Council sends their condolences to the friends and family of Mr Brian Turvey

13.3. Celebrations

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

- The Shire President acknowledged and congratulated Mr Mike Hudson (EMW) and the Shire of Pingelly Depot team for their outstanding work in preparing the Community Garden and Accessibility Garden. The President noted the positive feedback received from the Pingelly Community Garden Group regarding the team's assistance, professionalism, and willingness to support the project, which contributed to the successful official opening of the Accessibility Garden.
- The Shire President acknowledged and celebrated the Pingelly Community Garden Group for their work on the Accessibility Garden and for successfully hosting Curtin University medical students through the Therapeutic Garden Project. The President noted that, through discussions with several students, they indicated that experiences such as this project encourage them to consider working in rural communities and pursuing a career as a rural doctor.
- Council congratulate Mr Peter Narducci on his retirement following long service to the Pingelly Bush Fire Brigade. Approx 50 years of volunteer service in the Fire Services.
- Council congratulated Amy Rankin and Shire staff for their hard work in hosting and delivering the Heritage Festival 2026. It was noted that feedback from both locals and visitors was very positive, and appreciation was extended to all staff involved in the successful delivery of this significant event.
- The Shire CEO expressed appreciation to Councillors and staff for the vegetable basket and kind wishes received during recovery from knee surgery.
- The Shire CEO acknowledged and congratulated the Shire President, Jackie, for her significant contribution and dedication to the Shire. It was noted that the volume of meetings, commitments, and responsibilities undertaken over the past few months exceeded what would typically be expected of a part-time role and was approaching a full-time workload. Council expressed its appreciation and applauded her efforts.
- Council congratulated the Shire of Williams on receiving the National Overall Australian Tidy Towns Award.

14. OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1 Pingelly Arts and Craft Hub Management Agreement

File Reference: ADM0499
Location: 25 Parade Street, Pingelly WA 6308
Applicant: Not Applicable
Author: Chief Executive Officer
Disclosure of Interest: Nil
Attachments: Pingelly Arts and Craft Hub Management Agreement
Previous Reference: Nil

Summary

Council is requested to approve the execution of a Management Agreement between the Shire of Pingelly and the Pingelly Arts and Craft Group Inc for the management of the Pingelly Arts and Craft Hub at 25 Parade Street, Pingelly, in accordance with the attached draft agreement.

Background

The Shire of Pingelly has established the Pingelly Arts and Craft Hub at 25 Parade Street as a dedicated community facility for all forms of arts and creative activity. The facility replaces the previous arrangement under which the Pingelly Arts and Craft Group occupied the former RSL Hall at Lot 141 Parade Street under a lease agreement commencing 1 January 2017.

The new facility has been designed as an inclusive, all-arts hub open to the full breadth of creative disciplines and the wider community. The Pingelly Arts and Craft Group Inc is proposed as the managing body of the facility, responsible for day-to-day operations, community activation, booking and scheduling of external hirers, and general maintenance.

The Hub directly delivers on Action 1 of the Pingelly Culture and Arts Framework 2023/24–2025/26 (CAF), adopted by Council following extensive community engagement in 2022–23. The CAF identified 25 Parade Street as the community's preferred location for an integrated arts and crafts hub, with the Pingelly Arts and Craft Group identified as a key stakeholder and signatory to the Framework. The CAF vision — *to honour the past and create the future* — is given operational effect through the Hub's establishment as an inclusive, all-arts facility in the Pingelly town centre.

The Pingelly Arts and Craft Group will operate as the umbrella organisation for arts and creative activity at the Hub, with the various arts disciplines — including visual arts, craft, ceramics, textiles, photography, performing arts, music, digital arts, creative writing, and others — operating under the one banner. This approach consolidates Pingelly's arts community under a single, inclusive identity centred on the Hub, while ensuring all disciplines have equitable access to the facility.

Comment

The draft Management Agreement gives effect to the CAF's whole-of-community, collective impact approach by appointing the Arts and Craft Group as managing body with full responsibility for operations, community activation, and external hire, consistent with the group's role as a CAF signatory and its longstanding presence in the Pingelly arts community. The all-arts, inclusive character of the Hub is central to reclaiming Pingelly's place as a centre of creativity in the Wheatbelt, as envisaged in the CAF and the Shire's Strategic Community Plan 2020–2030.

A central feature of the agreement is the appointment of the Pingelly Arts and Craft Group as the umbrella organisation for all arts activity at the Hub. Rather than individual disciplines or groups operating independently, all arts practice at the facility is brought together under the

Pingelly Arts and Craft Group banner, with the Group responsible for facilitating access and ensuring the Hub remains open and welcoming to all creative disciplines equally.

The draft Management Agreement reflects the following key arrangements:

- The agreement commences 1 July 2026 and runs to 30 June 2029, with provision for renewal by mutual agreement.
- The Pingelly Arts and Craft Group Inc manages the facility on a nil rental basis, retaining external hire fees as revenue for operations and maintenance.
- The Arts and Craft Group is required to manage the facility as an inclusive, all-arts space, welcoming all disciplines and ensuring no single group or practice has exclusive or preferential access.
- The Arts and Craft Group is responsible for booking and scheduling, key management, general maintenance, cleaning, and quarterly reporting to the Shire.
- The Shire retains ownership and responsibility for structural maintenance, building insurance, rates, and compliance. The Shire reserves the right of entry to the Premises at any time for any purpose.
- The Arts and Craft Group must maintain its incorporation under the Associations Incorporation Act 2015 (WA) for the duration of the agreement.
- The agreement is subject to an annual review between the parties.

Consultation

The draft agreement has been developed in consultation with the Pingelly Arts and Craft Group Inc.

Statutory Environment

Local Government Act 1995 (WA) — Section 3.58 (Disposing of property) does not apply as this is a management agreement rather than a lease or disposal of property.

Policy Implications

Nil

Financial Implications

The agreement is a nil rental arrangement. The Shire retains responsibility for structural maintenance, building insurance, rates, and compliance costs associated with the facility. The Arts and Craft Group retains all external hire fees as revenue for operations and general maintenance. There are no direct financial implications for the Shire's operating budget arising from this agreement beyond existing facility ownership costs.

Strategic Implications

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

Outcome 1. Pingelly is an acclaimed hub of creativity, culture and heritage in the Wheatbelt	
1.1. Grow community and visitor involvement in art, crafts and community events	1.1.3. Support the Arts and Crafts Hub Establishment Committee to progress concept design, planning and operations for Pingelly's new Arts and Crafts Hub

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:	Thorough community engagement has been invited and every opportunity provided for consultation to take place.		

13733 Cr Robert Howell moved, Deputy President Peter Wood seconded

Voting Requirements:
Simple Majority

Council Decision:

That Council Suspend Standing Orders.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

13734 Deputy President Peter Wood moved, Cr Robert Howell seconded

Voting Requirements:

Simple Majority

Council Decision:

That Council:

1. Approves the execution of a Management Agreement between the Shire of Pingelly and the Pingelly Arts and Craft Group Inc for management of the Pingelly Arts and Craft Hub at 25 Parade Street, Pingelly, in general accordance with the draft agreement attached to this agenda item, with the amendments as noted below:
 - Fee for equipment may be charged; and
2. Authorises the Chief Executive Officer and the Shire President to execute the agreement on behalf of the Shire.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

13735 Cr Robert Howell moved, Cr Clinton Cheney seconded

Voting Requirements:

Simple Majority

Council Decision:

That Council Reinstate Standing Orders.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

MANAGEMENT AGREEMENT

Shire of Pingelly
and
Pingelly Arts and Craft Group Inc

Pingelly Arts and Craft Hub
27 Parade Street, Pingelly

Commencing
XX June 2026

TABLE OF CONTENTS

1.0 AGREEMENT.....	3
2.0 INTERPRETATION.....	3
3.0 PREMISES	3
3.1 Description of Premises	3
3.2 Permitted Usage	3
3.4 Purposes for which Premises are to be Used	4
3.3 Not Permitted Usage.....	4
4.0 SHIRE TERMS.....	4
4.1 Quiet Enjoyment.....	4
4.2 Building Insurance.....	5
4.3 Equipment Insurance.....	5
4.4 Maintenance Costs.....	5
4.5 Booking System.....	5
4.6 Access and Keys.....	5
4.7 Shire Right of Entry	5
5.0 ORGANISATION TERMS.....	6
5.1 Incorporation.....	6
5.2 Public Liability.....	6
5.3 Indemnity.....	6
5.4 Alterations / Additions.....	6
5.5 Insurance of Assets.....	6
5.6 Water, Electricity, and Services.....	6
5.7 Cleaning.....	6
5.8 Maintenance and Repair	7
5.9 Emergency Exits and Procedures.....	7
5.10 Community Activation and All-Arts Obligations.....	7
6.0 NOTICES.....	8
7.0 FINANCIAL CONSIDERATION.....	8
8.0 REVIEW.....	8
9.0 TERMINATION OF AGREEMENT	8
10.0 DISPUTES.....	9
11.0 EXECUTION.....	9

1.0 AGREEMENT

This document represents a Management Agreement made BETWEEN THE Shire of Pingelly of 17 Queen Street, Pingelly, Western Australia, 6308 ("the Shire")

AND ("the Arts and Craft Group") Pingelly Arts and Craft Group Inc

Addressing the responsibility for maintenance, management, and administration of the Premises by the Arts and Craft Group for a period, subject to the agreed terms contained in this Agreement. The Premises are designated as the Pingelly Arts and Craft Hub — a shared creative space open to all forms of artistic practice and the broader arts community. The Arts and Craft Group is appointed as the managing body of the Arts and Craft Hub and is responsible for all bookings, scheduling, and day-to-day operations, programming, and maintenance of the facility.

2.0 INTERPRETATION

Definitions used in this Agreement:

"Arts and Craft Group" means the Pingelly Arts and Craft Group Inc, which by this Agreement manages and maintains the Pingelly Arts and Craft Hub for the benefit of the whole arts community;

"Equipment" means the items of equipment listed in Schedule 11.3 and each of them;

"Pingelly Arts and Craft Hub" means the Shire-owned facility at 25 Parade Street designated as a shared creative space for all arts disciplines and the wider community;

"Premises" means the land described in Schedule 11.1, together with all buildings and improvements thereon, being the Pingelly Arts and Craft Hub at 25 Parade Street, Pingelly;

"Shire" includes its successors and assigns;

3.0 PREMISES

3.1 Description of Premises

27 Parade Street, Pingelly, Western Australia, 6308, together with all buildings and improvements thereon, being the Pingelly Arts and Craft Hub.

3.2 Permitted Usage

By this Agreement the Arts and Craft Group is permitted to:

- Manage and maintain the Premises as the Pingelly Arts and Craft Hub for the benefit of all arts disciplines and the community
- Use the Premises for Pingelly Arts and Craft Group Inc meetings, activities, exhibitions, and events
- Facilitate free access to the Premises for community members, arts groups, and individuals participating in activities under the Pingelly Arts and Craft Group banner
- Establish, operate, and administer a booking and scheduling system for the hire of the Premises by external parties, including visiting artists, exhibitors, workshop facilitators, and other hirers

- Coordinate and promote a diverse program of arts activities including (but not limited to) visual arts, craft, performing arts, music, dance, digital arts, creative writing, and community cultural activities
- Conduct arts education, workshops, and outreach activities
- Undertake routine maintenance and repairs as specified in this Agreement
- Install appropriate signage and promotional materials reflecting the all-arts nature of the Hub, with prior written approval of the Shire
- Coordinate and manage key and access arrangements

3.3 Purpose for Which Premises are to be Used

The Premises are managed by the Arts and Craft Group as the Pingelly Arts and Craft Hub for:

- Use of the commercial kitchen for food preparation activities including preserves, jams, and produce for community markets and events
- Visual arts, craft, and making activities
- Performing arts, music, dance, and theatre
- Digital arts and creative media
- Creative writing and literary arts
- Arts education, workshops, and community programs
- Exhibitions and public arts events
- Meetings and activities of the Pingelly Arts and Craft Group Inc
- Cultural and heritage arts activities
- Other community benefit activities with an arts or creative focus

3.4 Not Permitted Usage

The Arts and Craft Group is not permitted to:

- Use the Premises or permit them to be used for any purpose inconsistent with the Premises' character as an inclusive, community-facing arts and craft hub
- Effect any structural alterations, improvements or additions to the Premises without the express prior written consent of the Shire
- Sell or dispense alcohol from the Premises without obtaining all necessary licences and the prior written consent of the Shire
- Sell arts or craft works from the Premises except where such sales occur as part of an exhibition or event held at the Premises.
- Permit any person to live on the Premises or use the Premises as living accommodation
- Assign, mortgage, or part with management of the Premises or any part thereof without prior written approval of the Shire
- Operate the booking system in a manner that favours any particular arts discipline, group, or individual over others

4.0 SHIRE TERMS

Under the terms of this Agreement the Shire agrees to:

4.1 Quiet Enjoyment

Grant the Arts and Craft Group quiet enjoyment and management of the Premises without unreasonable interruption by the Shire or authorised officer, subject to the provisions in this Agreement.

4.2 Building Insurance

Ensure all buildings and improvements, of an insurable nature, erected on the Premises are insured against loss or damage by fire, storm, tempest, earthquake and any other normal insurable risks. The Shire will be responsible for any excess as a result of a claim on insurances.

4.3 Equipment Insurance

Insure and keep insured all Shire-owned Equipment that is set out in the schedule as being on the Asset Register of the Shire.

4.4 Maintenance Costs

The Shire will be responsible for:

- Repair/replace defective light globes and switches
- Repair/replace minor plumbing fixtures (taps, washers)
- Maintain internal painting in keeping with the arts and craft hub environment
- Maintain the grounds in a neat and tidy condition
- Maintain locks and security systems
- Maintenance (including servicing) of exit lights, fire extinguishers and fire equipment
- Council, sewer and water rates
- Cost of termite inspections
- Structural maintenance and major repairs beyond routine maintenance
- Compliance with relevant building codes and regulations
- Compliance with public building regulations

4.5 Booking Information

The Arts and Craft Group is solely responsible for establishing and operating booking and scheduling. The Shire retains the right to use the Premises for any purpose without payment of a hire fee, with coordination to the Arts and Craft Group where practicable.

4.6 Access and Keys

The Shire will provide the Arts and Craft Group with appropriate keys and access to the Premises. Key management is the responsibility of the Arts and Craft Group:

- Is responsible for all key management, including the issue of keys or access
- Maintains a current register of all key holders
- Is responsible for the security of the Premises and ensuring keys are retrieved after use

4.7 Shire Right of Entry

The Shire reserves the right to enter and access the Premises at any time and for any purpose, including but not limited to inspection of the Premises and its condition, maintenance, repair or works to the building or grounds, compliance inspections or audits, emergency response, or any other purpose the Shire considers necessary in its capacity as owner of the Premises.

The Shire will make best efforts to inform Arts and Craft Group of any works that are occurring on the Premises.

5.0 ORGANISATION TERMS

Under the terms of this Agreement the Arts and Craft Group agrees to:

5.1 Incorporation

The Arts and Craft Group must maintain its incorporation under the Associations Incorporation Act 2015 (WA) for the duration of this Agreement. The Arts and Craft Group must notify the Shire immediately if its incorporation lapses, is cancelled, or is subject to any action that may affect its incorporated status. Failure to maintain incorporation will constitute grounds for immediate termination of this Agreement by the Shire.

5.2 Public Liability

The Arts and Craft Group shall effect and maintain at the Arts and Craft Group's expense a policy or policies of public risk insurance in respect of the Premises to the amount of at least twenty million dollars (\$20,000,000.00). A copy of the policy noting the Shire as an interested party shall be delivered to the Shire upon the expiry of the current Public Liability Insurance and within seven (7) days of each renewal date during the currency of this Agreement.

5.3 Indemnity

The Arts and Craft Group agrees to indemnify the Shire in respect of all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Shire or which the Shire may suffer or incur in respect of any damage to property or injury to or death of any person (including employees of the Shire) arising out of the exercise of the rights granted by this Agreement or the management of the Premises by the Arts and Craft Group.

5.4 Alterations / Additions

Not to make any alterations or additions to the Premises without first obtaining the written consent of the Shire.

5.5 Insurance of Assets

Should the Arts and Craft Group bring any of its own equipment on to the Premises and install it there, then the equipment will be the responsibility of the Arts and Craft Group and must be insured as such. The Shire accepts no liability for any damage or loss that may occur to the Arts and Craft Group's equipment.

5.6 Water, Electricity, and Services

Pay the below amounts to the Shire every 2 months for water and electricity used at the Premises:

- Water - \$50
- Power - \$200

The Shire will pay the balance of these services. The water, electricity and services will be part of the annual review to ensure equitable payment is maintained.

5.7 Cleaning

Keep the Premises in a clean and tidy condition. Ensure that all users of the facility leave the Premises in a clean and tidy condition after each use. The Arts and Craft Group shall coordinate with hirers and arts users to ensure cleaning standards are maintained, including the proper disposal of art materials.

5.8 Maintenance and Repair

The Arts and Craft Group agrees to undertake routine building maintenance and is responsible for maintaining the building in good condition. The Arts and Craft Group's maintenance responsibilities include:

- Maintain the interior of the building in a neat and tidy condition
- Report any structural issues or major maintenance requirements to the Shire immediately
- Report any damage to locks and security systems
- Repair any damage caused by hirers or activities at the Premises

5.9 Emergency Exits and Procedures

Ensure that all emergency exits are kept clear, all exit signs are maintained in good working order, and that emergency procedures are clearly displayed at the Premises. The Arts and Craft Group must coordinate with hirers to ensure all emergency procedures are understood and followed.

5.10 Community Activation and All-Arts Obligations

The Arts and Craft Group is appointed as the steward of the Pingelly Arts and Craft Hub and acknowledges that the Premises are held and managed for the benefit of all arts and the whole community. In managing the Arts and Craft Hub, the Arts and Craft Group agrees to:

All-Arts Inclusion:

- Actively welcome and facilitate all forms of artistic practice, including but not limited to visual arts, commercial kitchen, craft, ceramics, textiles, photography, digital art, sculpture, performing arts, music, dance, theatre, creative writing, and community cultural activities
- Manage the Premises under the unified "Pingelly Arts and Craft Group" banner, promoting a shared identity that embraces all arts disciplines equally
- Ensure no single group or discipline is given exclusive or preferential use of the facility to the detriment of other arts users
- Actively encourage cross-disciplinary collaboration and participation across the arts community

Community Access:

Use of the Premises by those participating in activities under the Pingelly Arts and Craft Group banner is free of charge. The Arts and Craft Group must not charge fees for community use of this nature. For the avoidance of doubt, this clause does not prevent the Arts and Craft Group from charging membership fees or fees for equipment usage in accordance with its own constitution and rules. This reflects the primary purpose of the facility as a community arts space.

External Hire and Scheduling:

- Establish, operate, and maintain a booking and scheduling system for the use of the Premises, including diverse art types, visiting artists, exhibitors, workshop facilitators, and other hirers
- Maintain a fair, transparent, and equitable approach to considering external hire applications
- Hire fees and charges apply where the Premises are hired by external parties for specific purposes, including visiting artists holding exhibitions or selling works, external workshop facilitators, commercial or semi-commercial operators, and other hirers using the facility outside of general community access. The Arts and Craft Group has discretion to set and vary hire fees for external hirers.
- The Arts and Craft Group is responsible for collecting all external hire fees directly from hirers. The Arts and Craft Group retains all hire fees as revenue for facility operations and maintenance. The Arts and Craft Group will maintain accurate records of all fees collected and include a summary in its quarterly reports to the Shire.

Programming and Activation:

- Organise and promote events, exhibitions, workshops, and programs that reflect the breadth of arts activity at the Hub
- Work with the Shire to promote community awareness of the facility and its all-arts character
- Maintain the Premises in a condition suitable for regular and varied community use

Reporting:

- Provide quarterly reports to the Shire on facility usage, bookings, programming, and any maintenance issues
- Include in quarterly reports a summary of arts disciplines and community groups that have utilised the facility

6.0 NOTICES

Any notice which either party may be required or authorised by this Agreement to give to the other may be given either personally or by posting it by certified mail addressed to the recipient party at its address stated in this Agreement. Any notice shall be deemed to be effectively served, if delivered personally, at the time and date of such delivery, and if posted by certified mail, on the third business day following the date upon which such notice was posted.

7.0 FINANCIAL CONSIDERATION

The Agreement is a nil rental agreement. Community use of the facility is provided free of charge as the primary purpose of the Hub. The Arts and Craft Group manages, maintains, and operates the facility, administers the external hire system, and retains all external hire fees collected as revenue for the Arts and Craft Group's operations and maintenance of the Premises.

8.0 REVIEW

The Shire and the Arts and Craft Group will annually review the operation of this Agreement. The review will consider facility usage, maintenance, insurance currency and costs, ongoing premises costs, and any other matters either party wishes to raise.

9.0 TERMINATION OF AGREEMENT

This Agreement may be terminated:

- By the Shire at any time by giving ninety (90) days' notice in writing to the Arts and Craft Group
- By the Arts and Craft Group at any time by giving ninety (90) days' notice in writing to the Shire
- Immediately by the Shire if the Arts and Craft Group is in breach of any covenant or condition in this Agreement and has not remedied such breach within thirty (30) days of receiving notice from the Shire
- Immediately by the Shire if the Arts and Craft Group's public liability insurance is not current
- Immediately by the Shire if the Arts and Craft Group fails to uphold its obligations under clause 5.9 to manage the Premises as an inclusive all-arts facility and has not remedied such breach within thirty (30) days of receiving notice from the Shire
- On 30 June 2029, unless renewed by mutual agreement in writing

10.0 DISPUTES

Should a dispute arise between the parties as to the interpretation, operation, or alleged breach of this Agreement, such dispute shall be resolved in the following manner:

- The parties shall, in the first instance, attempt to resolve the dispute by agreement between themselves
- If the dispute is not resolved within sixty (60) days of notification of the dispute, either party may refer the matter to mediation
- The parties agree to share equally in the cost of mediation
- If the dispute remains unresolved after mediation, either party may pursue other legal remedies available

11.0 EXECUTION

THIS AGREEMENT is executed as a deed:

SHIRE OF PINGELLY	PINGELLY ARTS AND CRAFT GROUP INC
Chief Executive Officer	President
Date:	Date:
Shire President	Secretary
Date:	Date:

SCHEDULE 1 – EQUIPMENT SCHEDULE

14.2. Interconnecting Wheatbelt Rail Trails

File Reference:	ADM0744
Location:	Shires of Beverley, Brookton, Pingelly, Cuballing and Narrogin
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	14.1.1. Beverley–Narrogin Transport Trail – Volume 1: Strategic Plan 14.1.2. Beverley–Narrogin Transport Trail–Volume 2: Feasibility Study 14.1.3. Interconnecting Wheatbelt Rail Trails Report 14.1.4. Infographic – Interconnecting Wheatbelt Rail Trails
Previous Reference:	Nil

Executive Summary

Council is requested to endorse the Beverley–Narrogin Transport Trail – Volume 1: Strategic Plan; Beverley–Narrogin Transport Trail–Volume 2: Feasibility Study; and Interconnecting Wheatbelt Rail Trails concept and advocate to the State Government for funding to progress the 250+ km regional cycling and walking network.

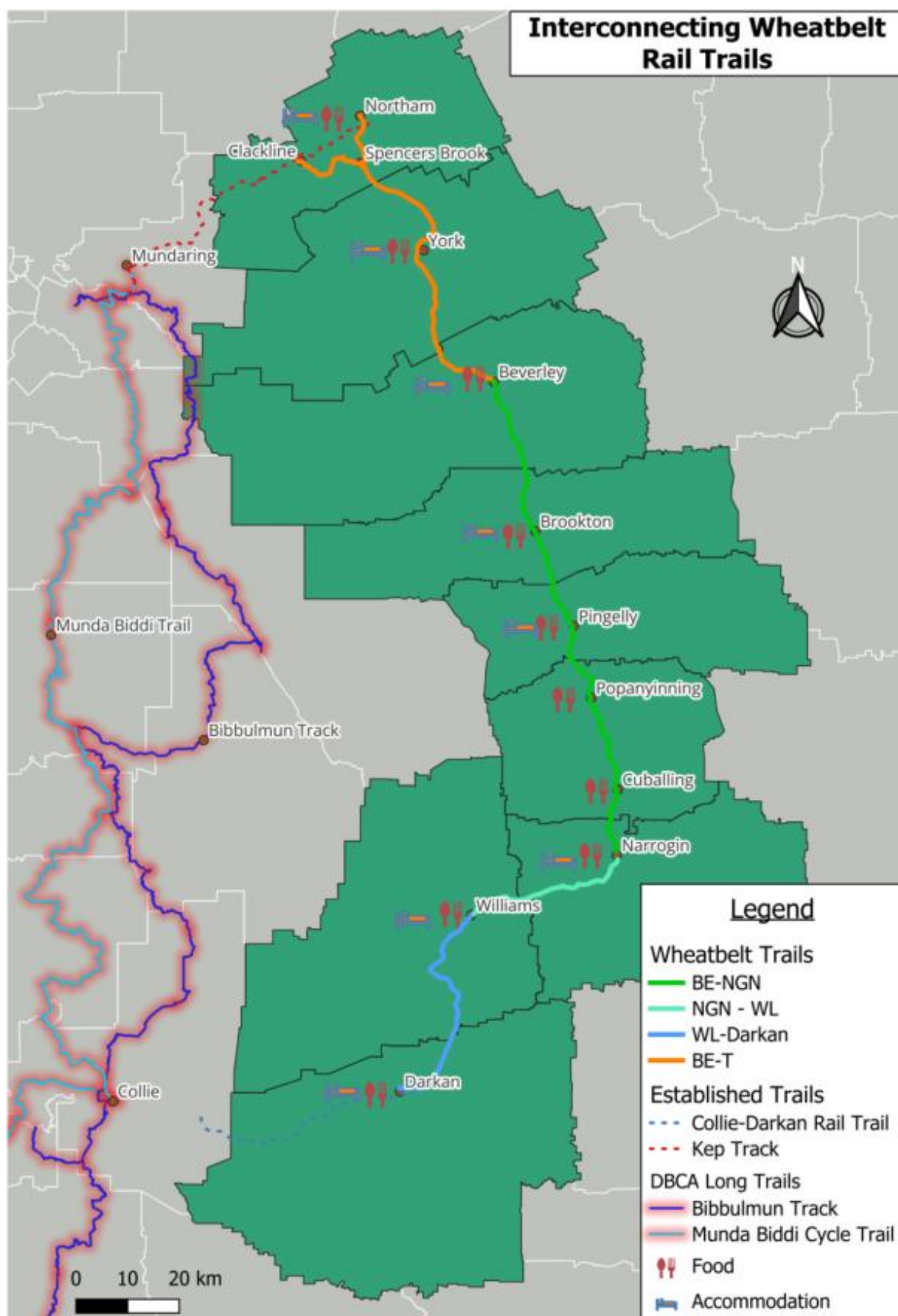
Background

The Shires of Beverley, Brookton, Pingelly, Cuballing and Narrogin jointly applied and were successful for the WA Bicycle Network Grants Program to develop the Beverley–Narrogin Transport Trail Feasibility Study. This project was led by the Shire of Pingelly and was facilitated by consultants Mike Haliburton Associates and Transplan Pty Ltd. Representatives of each local government formed a project team to progress the project.

The Feasibility Study found the project to be technically feasible and recommended it be pursued. It defines two complementary trail experiences between Beverley and Narrogin: the Green Route, a 101 km off-road trail running alongside the Great Southern Railway and suitable for families, walkers and cyclists of all abilities; and the Orange Route, a 213 km on-road cycle touring route using scenic backroads through the Wheatbelt, including a link to Dryandra Woodland National Park. Trailheads are proposed at Beverley (Apex Park), Brookton (Pioneer Park), Pingelly (Pioneer Park), Cuballing (Youth and Community Park) and Narrogin (Visitor Information Centre).

The Beverley–Narrogin Transport Trail (Green Route) fits into a higher-level vision with future stages extending to Beverley-York-Northam and Narrogin-Williams-Darkin to form a 250+ km trail across nine Local Governments. This trail links to the Kep Track at Northam to the north and the Collie-Darkin Rail Trail and the Munda Biddi and Bibbulmun Track at Darkin to the south, forming a ~500km loop trail starting from Mundaring.

In April 2026, Broadview Consult prepared the Interconnecting Wheatbelt Rail Trails report. That report consolidates the Beverley–Narrogin studies with three earlier rail trail studies (Narrogin–Williams 2024, Darkan–Williams 2008, and Avon Central Coast 2050 Cycling Strategy 2023) to present a unified investment case for a connected Wheatbelt Rail Trail network. The report is presented to Council as an attachment to this item.



Comment

The Feasibility Study confirms there is a viable route for both trails. The Green Route will be constructed primarily on road reserves alongside the railway reserve, with over 81 km of new trail required as ARC Infrastructure's rail maintenance track is not currently available for shared recreational use. The Orange Route requires no new construction – only directional signage at intersections along existing country roads. The Study identifies the key engineering challenges on the Green Route as watercourse crossings (including two 10 m bridges over the Hotham River in the Pingelly section), seasonal inundation requiring boardwalk sections, and the need to cross the Great Southern Highway at multiple locations using existing controlled crossings.

Under conservative assumptions, the Feasibility Study projects approximately 12,645 users per year, injecting an estimated \$1,798,850 annually into local economies across the five shire towns. Local use alone is estimated at 7,285 residents per year. The Study identifies the trail's key markets as gravel riders, bike packers, the 'cruiser' family market, and walkers, with the trail particularly well-positioned given the growing popularity of e-bikes and the lack of comparable long-distance cycling infrastructure in the Wheatbelt.

The Beverley–Narrogin trail forms a strategic link in the regional trails network, connecting directly to proposed trails to the north (York–Northam via the Avon Central Coast 2050 Cycling Strategy) and to the south (Narrogin–Williams Rail Trail and the Darkan–Williams Rail Trail, which in turn connects to the existing Collie–Darkan Rail Trail). The Broadview Consult report consolidates these connections into a unified investment case for State Government, estimating the full interconnected network at approximately \$20M capital and projecting \$6.3M per year in annual revenue across nine shires. Endorsement of the trail concept and advocacy to the State Government represents the next logical step in progressing this initiative.

The articulation of the strategic vision that create a long loop trail from Mundaring, near Perth provides a solid argument for funding. The concept of long trails originating in Perth has been demonstrated by the success of the Mundi Biddi and Bibbulmun Track.

Consultation

Extensive community consultation was undertaken as part of the Beverley–Narrogin Transport Trail Feasibility Study in 2025, including five Public Open Houses across the corridor towns and an online survey that received 375 responses. Of respondents, 95% indicated they would use the trail and 65% said they would use both routes. Councillors from the five partner Local Governments attended Open Houses and expressed informal support for the project. In addition, broad support for the concept was articulated through social media.

Formal engagement with landholders, ARC Infrastructure, the Public Transport Authority, Noongar Traditional Owners and other key stakeholders has been undertaken by the consultant and the views expressed have been integrated into the Strategic Plan and Feasibility Study where possible. No further public consultation is required prior to Council endorsing the trail concept and advocacy position.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are no financial implications arising from this report. This resolution commits the Shire to no capital or operational expenditure. Any future financial commitments, including contributions to project resourcing, grant applications, detailed design or construction, will be the subject of separate reports and Council resolutions.

Study	Distance (KM)	CAPEX	OPEX	ROI	Revenue Annual
<i>AVON Central Cost 2050 Cycling Strategy Northam-Beverley Only</i>	~70	\$ 5,474,521	\$172,550	<2 yrs	\$ 2,669,100
<i>Beverley-Narrogin Transport Trail*</i>	~101.1	\$ 8,865,215	\$249,211.5	<5 yrs	\$ 1,779,400
<i>Narrogin - Williams Rail Trail</i>	~34	\$ 3,988,860	\$83,810.0	<4 yrs	\$ 996,295
<i>Darkan-Williams Rail Trail</i>	~47	\$ 1,387,500	\$115,855.0	<2 yrs	\$889,700
Totals	~250km	~\$20_m	~\$0.6_m	<4 yrs	\$6.3M

**Beverley-Narrogin Transport Trail capital costs are estimated to reduce by ~\$7.3M if ARC were to support access along the entire corridor and existing maintenance tracks could be utilised.*

Strategic Implications

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

Outcome 3. A strong, diversified and growing economy	
3.1 Support and promote tourism	3.1.1 Develop and promote tourism infrastructure and experiences to grow visitor numbers and length of stay
3.2 Facilitate economic development and attract investment	3.2.1 Advocate for and support regional infrastructure investment that strengthens the local economy
Outcome 5. An active and healthy community	
5.1 Provide recreational facilities and opportunities for active living	5.1.1 Develop and maintain trails and cycling infrastructure that support physical activity for residents and visitors of all ages and abilities

Risk Implications

Risk:	Loss of regional momentum if Council does not endorse the unified program approach alongside partner Local Governments. ARC Infrastructure declines corridor access, significantly increasing Stage 1 capital cost.		
Consequence Theme:	Reputational	Impact:	Moderate
Consequence:	Low impact, a small number of complaints.		
Likelihood Rating:	Possible	Risk Matrix:	Medium (6)
Action Plan:	Risk is manageable through early coordinated governance and State Government engagement.		

13736 Cr Robert Howell moved, Cr Angela Trethewey seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

That Council:

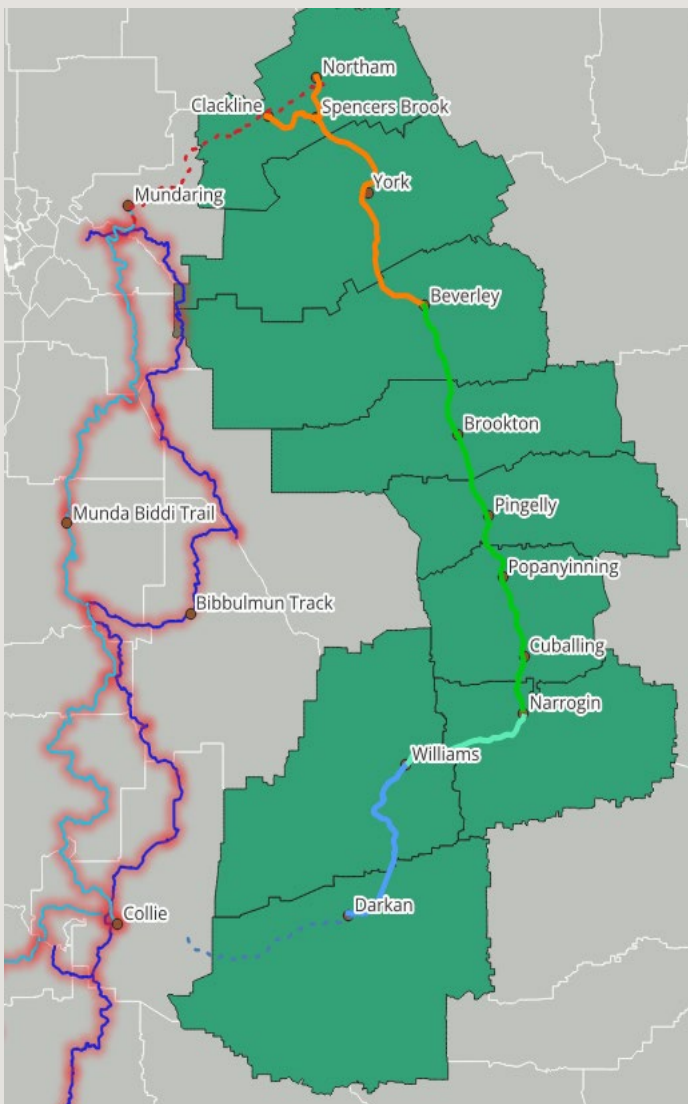
1. Adopts the Beverley–Narrogin Transport Trail Strategic Plan and Feasibility Study;
2. Adopts the Interconnecting Wheatbelt Rail Trails report;
3. Partners with the Shires of Beverley, Brookton, Cuballing and Narrogin to progress the actions contained in these reports, subject to no financial commitment being made without further Council resolution; and
4. Advocates to the State and Federal Governments for funding to progress the Interconnecting Wheatbelt Rail Trails project.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

2026

Interconnecting Wheatbelt Rail Trails



Contents

Report Figures	2
Report Tables	2
Report Version Control.....	2
1 Executive Summary.....	3
2 Project Background	5
3 Investment Business Case.....	5
3.1 Business Case	5
3.2 Funding Case Summary	6
3.3 Strategic Alignment	6
3.3.1 Supporting Strategies	6
3.3.2 Supporting Frameworks and Methodology.....	7
3.4 Regional Benefits	8
3.5 Metropolitan Benefits	9
3.6 What This Means for Western Australia	9
4 Study comparison	10
4.1 Comparative Summary.....	10
4.2 Shared study benefits.....	11
4.3 Risks and constraints	12
4.4 Opportunities for Further Development.....	13
4.5 Benchmarking and Lessons Learnt	13
4.5.1 Evidence of demand from comparable trails.....	13
4.5.2 Lessons to Apply in the Wheatbelt Context.....	14
5 Stage 1 - Beverley to Narrogin	15
6 Estimated Financials	16
6.1 Project Cost – Capital (CAPEX) and Operational (OPEX)	16
6.2 Project Cost Assumptions	17
6.3 Established Trails Annual Revenue	18
7 Stakeholder Summary.....	19
8 Key Review Findings	20
9 Proposed Next Steps and Timeline	21
9.1 Phase 1 - Establish Foundations and Support.....	21

9.2	Phase 2 - Build the Investment Case and Program Pipeline.....	22
9.3	Phase 3 – Prepare for Delivery	22
9.4	Project Timeline	23
9.5	Phase 4 – Build Commencement	23
10	Conclusion – Why the project is worth doing	24
11	Supporting Documents	25
12	References	25

Report Figures

Figure 1 Interconnecting Wheatbelt Rail Trails - Combined Study Proposal.....	4
Figure 2 Project Timeline.....	23

Report Tables

Table 1 Cross Study Comparison.....	10
Table 2 Identified Opportunities for Further Development	13
Table 3 Estimate Project CAPEX, OPEX, ROI (Return on Investment) and Annual Revenue per Section	16
Table 4 Estimate Interconnecting Wheatbelt Rail Trails Project Estimated Financials ...	16
Table 5 Estimate Project Variance based on utilisation of ARC Infrastructure Maintenance Corridors.....	16
Table 6 Estimated Figures Assumptions	17
Table 7 Estimated Established Trails enhancement with establishing the Wheatbelt Rail Trails.....	18
Table 8 Project Stakeholders	19
Table 9 Phase 1 Recommended Next Steps	21
Table 10 Phase 2 Recommended Next Steps	22
Table 11 Recommended Phase 3 Next Steps	22

Report Version Control

Report Name	Version	Date Submitted	Author
Interconnecting Wheatbelt Rail Trails	V0 Draft	23 rd March 2026	Gemma Bassett
Interconnecting Wheatbelt Rail Trails	V1 Final	11 th April 2026	Gemma Bassett

1 Executive Summary

This report presents a clear, forward-looking strategy to progress an interconnected Wheatbelt Rail Trail Network, consolidating the findings of four studies completed across 2008 to 2025, and translates them into a unified investment pathway.

The evidence across the studies is consistent, the Wheatbelt network represents a high-value, manageable opportunity to create a region defining tourism and active transport asset. The Beverley–Narrogin corridor is identified as the network backbone, proposed Stage 1, connecting the strongest trail towns and enabling staged expansion to Narrogin–Williams, Darkan–Williams and York–Northam.

The project aligns strongly with multiple State strategies, frameworks and priorities for regional development, active transport, tourism and community wellbeing.

Indicative estimates show Stage 1, Beverley–Narrogin, at approximately \$8.9M CAPEX and ~\$0.25M OPEX per year. The full Interconnecting Wheatbelt Rail Trail is estimated at ~\$20M CAPEX and ~\$0.62M annual OPEX. If ARC¹ maintenance trails were accessible, Stage 1 costs may reduce by up to 80% (~\$7.3M CAPEX). By adding new regional loops, the Wheatbelt rail trail strengthens the Kep Track, Bibbulmun Track and Munda Biddi Trail and increases visitation. A 10% usage uplift is estimated to deliver ~\$6.7M per year.”

To progress the project, this report recommends a staged, coordinated approach:

- **Phase 1 Establish Foundations** - Build unified cross-shire support, establish governance and program resourcing, and address early risks. Develop the ARC access case and create a consistent trail brand to position the project for coordinated progress.
- **Phase 2 Build the Investment Case** - Prepare a decision-ready funding package for targeted ministers, advance ARC access through a unified shire position, consolidate risks, and define the long-term network vision. Develop a staged funding pipeline aligned to State processes and investment pathways.
- **Phase 3 Build the Delivery Pipeline** - Coordinate engagement across agencies and partners, progress approvals and corridor access, and sequence delivery. Validate engineering, strengthen the economic case, and define long-term operations and maintenance to prepare for staged construction.

A clear decision is now sought from participating Shires to endorse a unified program approach and governance model, and from the State to support corridor negotiations and establish a funding pathway for staged delivery.

¹ ARC Infrastructure is a private company that leases, manages and operates WA’s rail network.

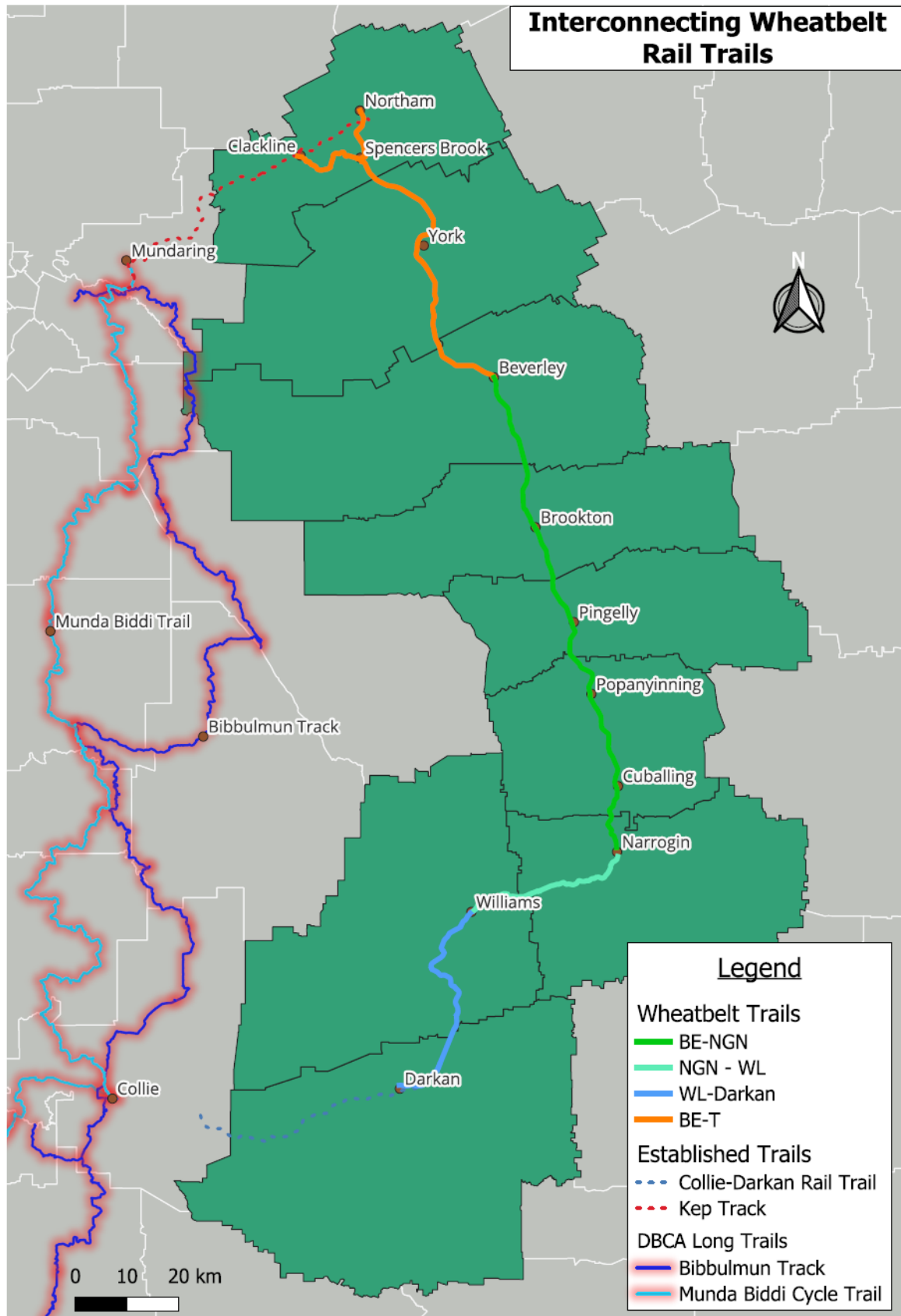


Figure 1 Interconnecting Wheatbelt Rail Trails - Combined Study Proposal

2 Project Background

This report consolidates three rail-trail studies and one cycling network strategy completed between 2008 and 2025 to provide a unified, evidence-based case for major State Government investment to establish an Interconnected Wheatbelt Rail Trail Network.

The studies reviewed include:

- **Avon Central Coast 2050 Cycling Strategy** (August 2023)
- **Narrogin–Williams Rail Trail Feasibility Study** (October 2024)
- **Beverley–Narrogin Transport Trail – Strategic Plan (Vol. 1)** (October 2025)
- **Beverley–Narrogin Transport Trail – Feasibility Study (Vol. 2)** (October 2025)
- **Darkan–Williams Rail Trail Feasibility Study** (November 2008)

The analysis identifies common themes, opportunities for development, indicative costs and emerging risks across the studies, with a focus on the Beverley–Narrogin rail-aligned (green) corridor and its role within the broader regional network.

It strengthens the regional development, economic, tourism, health and community benefits of both the Beverley–Narrogin corridor and the wider network, alongside the key constraints and opportunities for progressing cross-shire collaboration.

The report presents a clear, high-level funding case for State Government consideration and outlines the stakeholders required to advance a coordinated, multi-shire trail initiative.

3 Investment Business Case

3.1 Business Case

The Interconnecting Wheatbelt Rail Trail Network presents a significant opportunity to create a region-defining tourism and active-transport asset. By bringing together the findings of four cycling and rail-trail studies (2008–2025), this review demonstrates strong strategic need and clear regional and metropolitan benefits.

The Beverley–Narrogin corridor offers the potential to activate town centres, strengthen regional economies, and position the Wheatbelt as a nationally and internationally competitive cycling destination. The broader network (Avon Region) described across the studies further enhances regional connectivity, community wellbeing, and long-term economic resilience.

This business case establishes the strategic rationale for progressing a coordinated, cross-shire trail initiative that aligns with State priorities for tourism, regional development, active transport and community health.

3.2 Funding Case Summary

The project presents a compelling case for State investment, offering a high-value, low-risk opportunity to deliver a region-shaping tourism asset with strong metropolitan access and measurable economic uplift across multiple towns.

A staged delivery approach, beginning with the Beverley–Narrogin corridor, provides the fastest, most cost-effective pathway to establishing a connected Wheatbelt Rail Trail network. This stage delivers immediate visibility, strong visitor demand potential, and clear alignment with State strategies for active transport, regional development, and the visitor economy.

The funding case highlights the value for money, the scalability of the network, and the key stakeholders required to advance a coordinated, multi-shire investment program.

3.3 Strategic Alignment

This project aligns strongly with six key State and Regional Strategies for cycling, regional development, health, tourism and destination management. It is further supported by three statewide frameworks, and one state commissioned methodology, that reinforce the value of safe, connected, nature-based regional trail networks.

3.3.1 Supporting Strategies

1. **Department of Transport's Long Term Cycle Network (LTCN)**
 - Delivers a designated Transport Trail linking six towns in Stage 1.
 - Strengthens the Avon Central Coast 2050 Cycling Strategy spine.
 - Provides a safe, accessible long-distance cycling corridor.
2. **Department of Local Government, Sport and Cultural Industries (DLGSC) Strategic Plan 2024–2029**
 - Strongly supports three of the five priorities – Connected communities, Prosperous Industries and Sectors, and Healthy Living:
 - Builds connected communities through shared recreation infrastructure.
 - Stimulates prosperous regional industries and tourism.
 - Promotes healthy living through active recreation.
3. **Department of Creative Industries, Tourism and Sports (CITS) WAVES 2033 – Western Australia Visitor Economy Strategy**
 - Creates a new nature-based hero experience for the Wheatbelt–Avon region.
 - Drives regional dispersal and multi-day visitation.
 - Supports tourism industry capability and new business opportunities.
4. **Wheatbelt Development Commission – Wheatbelt Regional Tourism Development Strategy 2023–2033**
 - Prioritises nature-based tourism, trails, and regional touring routes as key growth drivers.
 - Strengthens regional connectivity, visitor movement, and cross-shire collaboration.
 - Aligns with the region's 10-year goals for experience development, infrastructure investment, and industry capability.

5. **WestCycle (with DLGSC & Department of Biodiversity, Conservation and Attractions (DBCA)) – WA Mountain Bike Strategy 2022–2032**
 - Supports the development of sustainable off-road cycling infrastructure across WA.
 - Strengthens WA’s position as a national and international trail-based tourism destination.
 - Encourages regional trail networks that connect communities and diversify visitor experiences.
 - Aligns with State priorities for trail governance, environmental sustainability, and industry capability.
6. **Regional Development Australia (RDA) Strategic Plan – Wheatbelt 2025–2028**
 - Strengthens regional connectivity, liveability and economic diversification.
 - Supports cross-shire collaboration and region-shaping infrastructure.
 - Aligns with priorities for tourism development, active transport, and community wellbeing.
 - Reinforces the value of projects that enhance amenity, attract workforce, and stimulate local business.

3.3.2 Supporting Frameworks and Methodology

7. **WA Strategic Trails Blueprint 2022–2027 (DBCA & DLGSC)**
 - Provides the statewide vision for safe, connected, multi-day regional trail networks.
 - Reinforces the need for coordinated governance, consistent standards, and region-shaping trail experiences.
8. **More People More Active Outdoors (DLGSC, 2019)**
 - Defines the health, wellbeing, community and economic benefits of accessible outdoor recreation.
 - Supports investment in safe, inclusive, off-road infrastructure such as the Green Route.
9. **Australia’s Golden Outback Strategic Plan 2021–2026 (AGO)**
 - Prioritises nature-based tourism, regional dispersal and multi-day touring experiences.
 - Supports cross-shire collaboration and experience development across the Wheatbelt.
10. **DLGSC – Concentric Circles - Guidance for Trails Tourism Close to Perth (2024)**
 - A State-commissioned, evidence-based method for understanding how Perth residents choose trail destinations.
 - Uses travel-time bands, ‘concentric circles’ to identify where trail investment delivers the strongest visitation uplift.
 - Identifies travel time as the strongest predictor of trail use, particularly for day-trip and short-break markets.

- Demonstrates that trails located 60–120 minutes from Perth generate the highest tourism and recreation return on investment, such as the Wheatbelt Rail Trails.
- Highlights the importance of regional trail hubs with accommodation, hospitality and visitor services to support uptake.
- Emphasises the need for multi-shire coordination to avoid duplication and create coherent, market-ready trail networks.
- Identifies long-distance, signature experiences (including rail trails) as priority investment categories for attracting new markets.

The recommended staging approach commences with the Beverley–Narrogin **Green Route** because it:

- Delivers the safest, most inclusive off-highway corridor, directly supporting the LTCN, DLGSC recreation priorities, and statewide outdoor activity frameworks.
- Connects the largest cluster of towns, maximising early regional benefit, tourism dispersal and economic uplift.
- Provides the strongest strategic alignment across all State and regional strategies, including tourism, cycling, health, regional development and destination management.
- Establishes the governance, approvals and delivery model required for subsequent corridors, reducing risk and accelerating future stages.
- Aligns directly with the Concentric Circles methodology, sitting squarely within the high-value 60-120 minute Perth travel band and linking the region's most established trail towns, making it the highest-return corridor for early investment.

Further detail is provided in the 'Beverley to Narrogin' section of this report.

3.4 Regional Benefits

The Wheatbelt–Avon Regional Trail Network connects five Shires in Stage 1, and Nine Shires upon project completion. It strengthens regional tourism and small business growth, improves community health through accessible recreation, and supports local employment.

By transforming under-utilised rail corridors into vibrant public spaces and linking town centres via a safe, low-gradient cycling route, the project positions the Wheatbelt as a metro-accessible nature and heritage destination.

Each town can develop short loops, trailheads and local experiences that support daily community use and small business activation, complementing the broader regional tourism uplift.

Beverley, Brookton and Narrogin consistently emerge as the corridor's strongest tourism and service towns. With existing accommodation, hospitality and visitor services, they are natural hubs for early trail activation. Delivering Stage 1 along the Beverley–Narrogin corridor strengthens these towns first, enabling immediate regional spend and supporting small business growth.

3.5 Metropolitan Benefits

The trail delivers significant metropolitan benefits despite being in regional WA. It is purpose-built for strong Perth uptake, offering a safe, low-gradient, family-friendly cycling and walking experience within easy day-trip reach of the city. It supports physical activity, nature-based recreation, and short-break tourism, while funnelling metropolitan visitation and spending into regional town centres and strengthening WA's portfolio of accessible outdoor experiences. The strong Perth usage of the Mundaring Trails network demonstrates the metropolitan demand for rail-trail and nature-based activities.

This network effectively opens the Wheatbelt and Avon to Perth in a way not previously possible. It creates a safe, inclusive, nature-based corridor where families, older adults, e-bike users, adventure cyclists, schools, and community groups can step into the bush for a day or overnight. It brings the regions closer to the city.

There is also a future opportunity for the proposed network to interface with Perth's Principal Shared Path (PSP) system as a high-quality, off-road metropolitan gateway. This would require separate planning, approvals and funding, and is not dependent on any on-road cycling connections.

The Concentric Circles framework confirms that Perth-accessible trails within 60–120 minutes deliver the highest visitation and participation uplift. The Wheatbelt Rail Trail corridor sits directly within this band, offering a safe, low-gradient, family-friendly experience that is uniquely positioned to attract strong metropolitan day-trip and short-break demand.

3.6 What This Means for Western Australia

An Interconnected Wheatbelt Rail Trail network delivers a high-value, low-risk return for Western Australia, stronger regional economies, increased metropolitan visitation, improved health and wellbeing outcomes, and a region-defining nature-based tourism product aligned with State strategies.

It positions WA as a national leader in accessible, long-distance cycling experiences.

4 Study comparison

4.1 Comparative Summary

Table 1 Cross Study Comparison

Study	Shires	Distance (KM)	Scope & Purpose	Core Product
Avon Central Coast 2050 Cycling Strategy (2023)	Beverley York Northam Toodyay Chittering Gingin Dandaragan	~337 (via Road if completely linked)	Regional cycling network plan identifying primary/secondary routes, transport trails, and tourism corridors	Strategic framework for northern connections (Beverley–York–Northam–Toodyay–Perth Hills–Coastal Connections)
Beverley–Narrogin Transport Trail V1 Strategic & V2 Feasibility (2025)	Beverley Brookton Pingelly Cuballing Narrogin	~101.1	Long-distance off-road transport trail linking six towns, Green (rail-aligned) + Orange (backroads) routes	Central Wheatbelt spine, major tourism and transport corridor
Narrogin–Williams Rail Trail Feasibility (2024)	Narrogin Williams	~34	Conversion of disused rail corridor into high-quality rail trail	Southern link with strong economic case and short payback period
Darkan–Williams Rail Trail Feasibility (2008)	Williams West Arthur	~47	Conversion of disused rail corridor into rail trail linking Williams to Collie–Darkan network*	Western link completing Collie–Williams–Narrogin loop

*Note Darkan–Collie Trail already exists. This Linkage would essentially expand the current 63km easy (class 2) Trail, composed of Course gravel and compact earth.

4.2 Shared study benefits

Across all four studies, a consistent set of benefits emerged. The below distils these shared findings into the key themes, evidence and strategic implications relevant to the proposed Interconnected Wheatbelt Rail Trail network.

1. Tourism & Visitation

- All studies identify strong tourism potential.
- BE-NGN survey shows 95% of respondents would use the trail.
- NGN-WL forecasts 7,645 users per year, BE-NGN forecasts a conservative 12,645 users per year

Implication - High-value tourism product with strong metro-accessible demand.

2. Economic Impact

- All studies identify strong economic uplift and increased tourism demand.
- Economic benefits are quantified in the Estimated Financials section.

Implication - Strong ROI, supports small business, hospitality and accommodation.

3. Health & Community

- Studies emphasise safe, off-road recreation.
- Suitable for families, older riders and e-bikes.
- Provides accessible recreation across multiple shires.

Implication - Broad community benefit and improved health and wellbeing.

4. Regional Development

- Studies highlight the importance of cross-shire connectivity and the opportunity to develop the region through strong collaboration.
- Strong support for town-to-town links and regional cohesion.

Implication - Creates a unified Wheatbelt-Avon regional network.

5. Environmental & Cultural

- Opportunities for Noongar interpretation and cultural storytelling.
- Supports heritage tourism and nature-based experiences.
- Encourages environmental stewardship and low-impact recreation.

Implication - Strengthens and builds cultural tourism and environmental values.

4.3 Risks and constraints

The five key risk categories identified across the studies are:

1. Corridor and tenure (ARC Infrastructure / PTA²)

- Requires early coordinated corridor negotiations, clear approvals pathway and consistent access policy.

2. Cost escalation and engineering complexity (including flooding and watercourse crossings)

- Favours a single funding program and early engineering validation on high-risk segments, with climate-aware design and staging to avoid scope creep and reactive rebuilds.

3. Governance and long-term maintenance

- Supports a regional governance and maintenance model (whole-of-life planning, consistent design/operations, and dedicated resourcing).

4. Landholder and community interface

- Requires a consistent engagement approach and mitigation measures (fencing/crossings, rules, reporting/enforcement) across shires

5. Fire and emergency response

- Requires early DFES³ engagement and a funded fire management and emergency response plan so responsibilities do not fall onto overstretched volunteers

These risks are manageable if addressed early through a coordinated corridor access and approvals pathway, targeted engineering validation of high-cost segments, a funded whole-of-life governance and maintenance model, consistent landholder and community engagement, and DFES-led emergency response planning.

² Public Transport Authority

³ Department of Fire and Emergency Services

4.4 Opportunities for Further Development

The review identified several system-wide and study-specific opportunities to strengthen a Wheatbelt Rail Trail Network and enhance its readiness as a unified, region-wide program. The table below summarises the key development opportunities.

Table 2 Identified Opportunities for Further Development

Opportunity Category	Cross-study summary
Governance and delivery model	No defined regional governance or asset-management model for a continuous Wheatbelt–Avon network.
Safety, emergency and risk planning	No assessment of fire risk, climate-driven fire behaviour, or system impacts on WA's volunteer firefighting capacity. Emergency response planning is undeveloped.
Brand, visitor experience and activation	No single Wheatbelt/Avon trail brand, marketing strategy, or visitor-journey design across the network.
Benefits and evaluation	No quantifiable health savings, physical activity uplift, or mental health benefits, benefits are largely qualitative. Believed data does not exist.
Digital infrastructure and data	No digital mapping, wayfinding, or data-collection strategy is defined across the program.
Economic case	No economic modelling of a connected, multi-day Interconnected Wheatbelt Rail Trail, modelling is corridor-specific or absent.
Market analysis	Limited analysis of Perth families, e-bike users, adventure cyclists, price sensitivity or seasonal patterns.
Climate, environment and resilience	Limited design framework for climate resilience, heat mitigation, shade and water access

4.5 Benchmarking and Lessons Learnt

Successful long-distance rail trails such as New Zealand's Great Rides, the Otago Central Rail Trail, the Great Victorian Rail Trail and WA's Wadandi Track demonstrate strong demand for town-to-town riding, clear economic uplift, and the importance of coordinated governance and consistent standards. These precedents confirm the viability and value of an Interconnected Wheatbelt Rail Trail Network.

4.5.1 Evidence of demand from comparable trails

1. Town-to-town riding is a proven drawcard

- Established networks consistently show that multi-town itineraries and strong trail-to-town interfaces drive overnight stays, higher visitor spend and repeat visitation.

2. WA has an existing long-distance trail market

- The Bibbulmun Track, Mundaring Network of Trails, including Kep Track, and Munda Biddi confirm strong local and visitor appetite for multi-day trail experiences.

3. International precedent reinforces the opportunity

- New Zealand's Great Rides / NZ Cycle Trail network shows how coordinated governance, consistent standards and destination activation can scale a national trail product and attract significant domestic and international use.

4. Recent State investment signals policy appetite

- The \$17.5 million commitment to the Wadandi Track illustrates that long-distance trail infrastructure is already a recognised State priority when governance, staging and narrative are clear.

4.5.2 Lessons to Apply in the Wheatbelt Context

Lessons from other regional trail networks provide clear guidance on how to reduce delivery risk and maximise long-term value in the Wheatbelt. These include:

1. Prioritise Governance

- Successful networks establish a lead entity, clear roles and a maintenance/asset plan before major capital delivery.

2. Experience investment drives uptake

- Wayfinding, shade and water access, rest nodes, interpretation and safe crossings materially influence user satisfaction and repeat use.

3. Tackle the most complex sections early

- Prioritising the highest-risk or most technically challenging segments upfront provides the blueprint for resolving similar issues elsewhere. If these constraints cannot be overcome, it is better to identify this early before investing in lower-complexity sections that cannot ultimately connect.

4. Brand and Activation

- A coherent network identity, events calendar and industry partnerships increase visibility and spend per visitor.

5. A transport-trail model broadens the market

- Compared with adventure-oriented products like the Munda Biddi, the proposed Wheatbelt network offers gentle gradients, town-to-town riding and accessibility for families, older riders and e-bike users. There is current opportunity in the market which an Interconnected Wheatbelt Rail Trail can fulfil.

6. Cultural interpretation as a core experience layer

- The Concentric Circles framework highlights a significant opportunity to embed Aboriginal cultural interpretation into trail experiences. Integrating Noongar language, stories and cultural landscapes into the Wheatbelt Rail Trail network strengthens authenticity, deepens visitor engagement and aligns with State priorities for cultural tourism.

5 Stage 1 - Beverley to Narrogin

The Beverley–Narrogin studies offer two complementary experiences:

- Green Route - a safe, separated, rail-aligned corridor suitable for families, older adults, e-bike users and walkers,
- Orange Route - a scenic backroads touring experience appealing to gravel riders and bike packers.

The Green Route provides the safest, most inclusive and strategically aligned foundation for Stage 1 and is the basis for this review.

Beverley, Brookton and Narrogin consistently emerge across all studies as the corridor's strongest trail towns, with multiple existing accommodation, hospitality and visitor services. Connecting these towns first delivers the highest early demand, maximises Perth-proximate visitation and establishes a strong foundation for a multi-day regional trail product.

The Beverley–Narrogin Green Route forms the network's spine, converting separate concepts into a connected, metro-accessible town-to-town experience and establishing the governance, design and delivery model for future stages.

It is recommended for Stage 1 because it:

1. **Connects the strongest tourism towns** - enabling early use and immediate regional spend.
2. **Unlocks the wider network** - linking directly to Narrogin–Williams, Darkan–Williams and Collie–Darkan, and interfacing with northern connections through the Avon Central Coast 2050 Cycling Strategy.
3. **Establishes a replicable delivery model** - by resolving the most complex approvals, tenure gaps and engineering challenges early.
4. **Demonstrates strong early demand** - with the largest Perth-proximate catchment and multiple towns suited to overnight itineraries.
5. **Delivers the strongest strategic alignment** - with DLGSC, WAVES 2033, the Long-Term Cycle Network and the Avon Central Coast 2050 Cycling Strategy.
6. **Positions WA as a national leader** - by launching a flagship long-distance transport trail and a credible pathway to a broader Wheatbelt–Avon network.

Stage 1 should commence with the Beverley–Narrogin Green Route. It delivers the network spine, captures early tourism value, resolves the highest-risk constraints first and sets the blueprint for all remaining corridors.

6 Estimated Financials

6.1 Project Cost – Capital (CAPEX) and Operational (OPEX)

Table 3 Estimate Project CAPEX, OPEX, ROI (Return on Investment) and Annual Revenue per Section

Study	No. Shires	Distance (KM)	CAPEX	OPEX	ROI	Annual Revenue
AVON Central Cost 2050 Cycling Strategy Northam – Beverley Only	3	~70	\$ 5,474,521	\$172,550	<2 yrs	\$ 2,669,100
Beverley-Narrogin Transport Trail*	5	~101.1	\$ 8,865,215	\$249,211.5	<5 yrs	\$ 1,779,400
Narrogin - Williams Rail Trail	2	~34	\$ 3,988,860	\$83,810.0	<4 yrs	\$ 996,295
Darkan-Williams Rail Trail	2	~47	\$ 1,387,500	\$115,855.0	<2 yrs	\$889,700

* This has been based on the adoption of the Green Route, without access to ARC infrastructure / existing railway maintenance tracks.

Table 4 Estimate Interconnecting Wheatbelt Rail Trails Project Estimated Financials

Interconnecting	Distance	CAPEX (M)	OPEX (M)	ROI	Annual Revenue (M)*
Wheatbelt Rail Trail Totals	~250km	~\$20	~\$.6	<4 yrs	\$6.3M

The study indicates that approximately 80% (81 km) of the Beverley–Narrogin Green Route would require full new construction because ARC Infrastructure does not currently permit rail-adjacent access. If ARC were to support access along the entire corridor and existing maintenance tracks could be utilised, Stage 1 capital costs are estimated to reduce by ~\$7.3M, primarily by avoiding new earthworks, fencing, drainage reconstruction and road-reserve deviations. Publicly available data indicates that approximately 20 trains per year operate on the Beverley–Narrogin line at an average speed of 42 km/h, indicating low usage.

Table 5 Estimate Project Variance based on utilisation of ARC Infrastructure Maintenance Corridors

Stage 1 Cost Variance BE- NGN Study	Distance (KM)	CAPEX	OPEX	ROI	Annual Revenue
Beverley-Narrogin Transport Trail* WITHOUT ARC Infrastructure	~101.1	\$ 8,865,215	\$ 249,212	<5 yrs	\$ 1,779,400
Beverley-Narrogin Transport Trail* WITH ARC Infrastructure	~101.1	\$ 1,571,970	\$ 249,212	<1 yrs	\$ 1,779,400
Estimated Variance		\$ 7,293,245	\$ -**	4 yrs	\$ -

**Opportunities to reduce OPEX through shared maintenance track costs, yet to be quantified.

6.2 Project Cost Assumptions

Not all studies provided cost estimates for CAPEX, OPEX, annual revenue or ROI. Where data was available, these figures have been used and extrapolated across the relevant trail sections. The table below outlines the source or method used for each estimate.

All figures are indicative only, extrapolated from the Beverley–Narrogin Transport Trail Volume 2: Feasibility Study, and assume minimal upgrades to existing ARC track conditions. Further investigation and refinement will be required

Table 6 Estimated Figures Assumptions

Study	Distance	CAPEX	OPEX	ROI	Annual Revenue* *
AVON Central Cost 2050 Cycling Strategy	Est trail distance BE-N with Rail Trail Alignment**	Est Distance * \$78207 (average km/ CAPEX per BE-NGN-WL-AW) WITHOUT Arc Infrastructure	Utilise BE-NGN report reference \$2465/yr per KM	CAPEX / Annual Revenue	Utilise BE-NGN report reference \$254.2/day per visitor est 10,500 – 3x increase due to proximity to Kep Trail & Metro
Beverley-Narrogin Transport Trail	Report	Report	Report est \$2465/yr per KM Gov Maintenance	CAPEX / Annual Revenue	Report
Narrogin - Williams Rail Trail	Report	Report	Utilise BE-NGN report reference \$2465/yr per KM	CAPEX / Annual Revenue	Report
Darkan-Williams Rail Trail	Report	Report figure * 1.5 for CPI	Utilise BE-NGN report reference \$2465/yr per KM	CAPEX / Annual Revenue	Utilise BE-NGN report reference \$254.2/day per visitor est 3500 – consistent with BE-NGN & NGN-WL est. visitor numbers.

**The Beverley–Northam distance reflects only the direct York–Northam link. If the additional spur from Spencers Brook to Clackline is included (shown on the Map), a further 15 km is added, increasing loop options between the established Kep Track and the proposed Wheatbelt Rail Trails.

Including this spur increases the Beverley–Northam estimated costs to approximately CAPEX ~\$6.6M, OPEX ~\$0.2M and ROI ~2.5 years, representing a variance of +\$1.2M CAPEX, +\$0.04M OPEX and an additional 0.5 years on ROI.

***Annual Revenue is based on overnight stays, no cost estimate on increased revenue from additional employment opportunities such as creation of Trail Tours.

6.3 Established Trails Annual Revenue

Multiple authoritative sources, including Rail Trails Australia, and the DLGSC Concentric Circles guidance, consistently state that looped or connected routes increase visitor appeal, support higher repeat visitation, strengthen commercial viability, and increase annual revenue generation.

The Table below provides context, a 10% increase in usage across the established Bibbulmun and Mundaring Trails would generate an estimated additional \$6.7 million in annual revenue.

Table 7 Estimated Established Trails enhancement with establishing the Wheatbelt Rail Trails

Trail	Distance	Type	Annual Revenue	Annual Revenue WITH Wheatbelt Rail Trails	Variance 10%
<i>Bibbulmun</i>	~1,000KM	Walking	\$ 39M	\$ 42.9M	\$ 3.9M
<i>Mundaring Trails</i>	Various Loops, 1-41km	Mixed-Use Network	\$ 27.8M	\$ 30.6M	\$ 2.8M
<i>Totals</i>			\$ 66.8M	\$ 73.5M	\$ 6.7M

7 Stakeholder Summary

The studies have a broad and diverse stakeholder landscape, with several stakeholders appearing consistently, and others unique to specific corridors, highlighting the need for a coordinated, region-wide approach. Some stakeholders not identified in the studies have been within this review and incorporated below.

Table 8 Project Stakeholders

Stakeholder Category	Stakeholders Identified Across the Studies
State Government	PTA (Public Transport Authority), ARC Infrastructure, Department of Transport (DoT), DLGSC, Tourism WA, DBCA (Parks & Wildlife), DFES (not previously engaged, but should be), Main Roads WA
Local Government	Shires of Beverley, Brookton, Pingelly, Cuballing, Narrogin, Williams, West Arthur, Northam and York.
Traditional Owners	Noongar groups (Ballardong, Wiilman, Gnaala Karla Booja depending on corridor)
Landholders & Industry	Adjacent farmers, pastoralists, freight operators, utilities (Western Power, Water Corp), private property owners
Community & User Groups	Local residents, trail users (walkers, cyclists, e-bike users, schools, sporting clubs)
Tourism & Business	Local tourism associations, visitor centres, accommodation providers, cafes, pubs, retail, regional tourism organisations
Environmental & Heritage	Local Natural Resource Management groups, conservation volunteers, historical societies, river care groups
Emergency Services	Volunteer Bushfire Brigades (not previously engaged, but essential), St John Ambulance, WA Police, DFES (not previously engaged, but essential)
Project Delivery Partners	Consultants, engineers, surveyors, trail builders, community working groups and (recommended) Project Steering Committee

8 Key Review Findings

The review highlights a consistent set of strategic considerations that shape the case for progressing a connected, cross-shire trail network.

1. **Beverley–Narrogin corridor as the network backbone**

- The Beverley–Narrogin route emerges as the essential spine of the wider network, with early delivery enabling staged expansion across multiple shires.

2. **High metropolitan demand with strong regional returns**

- The network is well positioned to attract Perth day-trip and short-break users while directing visitor spend into Wheatbelt towns and services.

3. **Clear alignment with State priorities**

- The project aligns strongly with multiple State strategies around cycling, tourism, health and community strategies, and presents a future (currently out-of-scope) opportunity to interface with the Perth PSP network.

4. **Cost and delivery complexity concentrated in infrastructure constraints**

- Major cost drivers include crossings, drainage, fencing, tenure limitations and agency requirements. A staged delivery approach is the most feasible pathway.

5. **Manageable risks with early intervention**

- Key risks relate to corridor access and tenure, landholder confidence, governance and maintenance responsibilities, and emergency response planning. All are manageable if addressed early.

6. **Progress depends on coordinated leadership and dedicated resourcing**

- Moving forward requires an agreed governance model and a funded project resource to drive cross-shire collaboration, resolve corridor access and standards, sequence delivery, and prepare a whole-of-network investment case.

9 Proposed Next Steps and Timeline

To progress the Wheatbelt Regional Trail Network from strategy and feasibility to a fundable, staged delivery program, the following steps are recommended. These actions establish the governance, documentation and evidence base required to secure State and Local Government investment. They are structured into four phases:

1. Phase 1 – Establish Foundations and Support
2. Phase 2 – Build the Investment case and Program Pipeline
3. Phase 3 – Prepare for Delivery
4. Phase 4 – Commence Build

9.1 Phase 1 - Establish Foundations and Support

The recommended next steps have an estimated timeframe of 6-8 months, pending endorsement turnaround.

Table 9 Phase 1 Recommended Next Steps

Action	Purpose / Why It Matters	Key Activities / Detail
Council Endorsement Pack	Build unified cross-shire support and messaging	Prepare councillor-facing brief, align LGAs, confirm shared position
Cross-Shire Governance	Establish leadership and decision-making structure	Confirm lead agency, roles, responsibilities, Operations and Maintenance approach e.g MoU / Project Steering Group
Program Resourcing	Ensure dedicated capacity to drive the program	Secure Program/Project Lead and specialist support
Risk Mitigation Strategy	Address the highest-impact risks early	Agree approach to corridor/tenure, engineering, multi-shire delivery, Orange vs. Green Route
Build ARC Justification Framework	Present clear, evidence-based rationale for access	Comparative visuals, cost logic, shared briefing note/memo.
Establish Trail Brand	Create a unified, professional identity for funding readiness	Develop logo, palette, style guide and sample applications

9.2 Phase 2 - Build the Investment Case and Program Pipeline

Phase 2 recommended next steps have an estimated timeframe of 6-8 months.

Table 10 Phase 2 Recommended Next Steps

Action	Purpose / Why It Matters	Key Activities / Detail
Ministerial/Treasury Briefing Pack	Build a decision-ready funding case	Strategic alignment, approvals pathway, investment narrative, costs
Elevate ARC Access Request	Build political support for preferred alignment	Ministerial briefing, unified shire position, utilise justification framework
Consolidated Risk Register	Create a single risk management framework	Safety, fire/emergency, landholder interface, mitigation measures
Long-Term Network Vision	Show how the full network connects	Map, narrative, regional interfaces, future PSP opportunity, established trails linkage
Funding Submission Pipeline	Prepare investment-ready proposals	Package staged submissions aligned to State pathways

9.3 Phase 3 – Prepare for Delivery

Phase 3 recommended next steps have an estimated timeframe of 12 months.

Table 11 Recommended Phase 3 Next Steps

Action	Purpose / Why It Matters	Key Activities / Detail
Stakeholder Engagement Plan	Coordinate engagement across all partners	State agencies, TOs, landholders, utilities, user groups, tourism groups
Program Staging Plan	Sequence delivery identification and manage complexity	Quick wins and parallel workstreams for complex segments identified.
Approvals & Corridor Access	Secure access and compliance requirements	ARC/PTA engagement, fencing, crossings, insurance, corridor rules
Engineering Validation	Reduce cost uncertainty and escalation risk	Targeted design on high-cost segments
Economic & Benefits Model	Strengthen the ROI case	Consistent model, sensitivity testing, quantified benefits available
Operations & Maintenance Model	Define long-term responsibilities and costs	OPEX forecast, asset ownership, service standards

9.4 Project Timeline

Based on the key recommendations and critical tasks, the image below illustrates a plausible project timeline.

Figure 2 Project Timeline



9.5 Phase 4 – Build Commencement

Phase 4 timeframe would be quantified throughout Phases 1-3.

Action	Purpose / Why It Matters	Key Activities / Detail
Phase 4 – Build Commences	Commence Staged Build	Commence Staged Build – Detail to be clarified through Phase 1-3.

10 Conclusion – Why the project is worth doing

The combined evidence from the strategic and feasibility studies demonstrates that establishing an interconnected Wheatbelt–Avon regional trail network, anchored by the Beverley–Narrogin corridor, directly supports multiple State priorities across transport, tourism, health, regional development and active recreation.

Recent State investment in long-distance trail infrastructure provides a clear precedent and confirms Western Australia’s appetite and capability to deliver nationally significant trail assets where governance, staging and strategic alignment are clear.

Delivering the Beverley–Narrogin corridor presents known challenges, including negotiated rail-adjacent access with ARC Infrastructure, resolution of higher-cost watercourse crossings, and coordinated delivery and maintenance across multiple local governments. These risks are well understood and manageable. Indicative estimates place Stage 1 at approximately \$8.9 million CAPEX with annual OPEX of around \$0.25 million, while the full interconnected Wheatbelt Rail Trail network is estimated at approximately \$20 million CAPEX and \$0.6 million per year OPEX. Importantly, access to existing ARC maintenance corridors has the potential to reduce Stage 1 capital costs by up to \$7.3 million, significantly improving value for money.

The Beverley–Narrogin corridor provides the essential spine of the wider network. It delivers a safe, low-gradient, town-to-town transport trail linking six communities, captures strong metropolitan day-trip and short-break demand, and establishes the platform for staged expansion across the Wheatbelt–Avon region. It also sets the governance, delivery and operational model required to de-risk and accelerate future corridors.

With early State-led corridor negotiations, disciplined staging, and the governance and resourcing steps outlined in this report, the project is both achievable and strategically positioned to become a region-defining tourism and recreation asset for Western Australia.

This report recommends progressing the Beverley–Narrogin corridor as Stage 1 of the Interconnecting Wheatbelt Rail Trails program, securing participating Shires’ endorsement for a unified program approach and governance model, and engaging the State to support corridor negotiations and establish a clear funding pathway for staged delivery.

11 Supporting Documents

- PDF - Infographic Summarising ‘Interconnecting Wheatbelt Rail Trails’ Report
- PDF - Wheatbelt Rail Trails **map showing the proposed trail**
- PDF - Wheatbelt Rail Trails **map showing trail, accommodation & food options**

12 References

Trail Reports

Beverley Narrogin Transport Trail Volume 1: Strategic Plan, November 2025, Mike Hailburton Associates, Transplan Pty Ltd.

Beverley Narrogin Transport Trail Volume 2: Feasibility Study, November 2025, Mike Hailburton Associates, Transplan Pty Ltd.

Narrogin Williams Rail Trail, Feasibility Study, October 2024, Mike Hailburton Associates, Transplan Pty Ltd. [Narrogin Williams Rail Trail Feasibility Study copy](#)

Darkan – Williams Rail Trail Feasibility Study, November 2008, Transplan Pty Ltd.

Strategic Plans

Wheatbelt Regional Tourism Development Strategy 2023-2033, [WHEATBELT-RTDS.pdf](#)

WA Government – DLGSC Strategic Plan 2024-2029, [dlgsc-strategic-plan-24-29.pdf](#)

[Western Australian Mountain Bike Strategy, Mountain Biking and Off-Road Cycling in Western Australia 2022-2023](#)

Avon Central Coast 2050 Cycling Strategy, [Avon Central Coast 2050 Cycling Strategy](#)

Long Term Cycle Network (LTCN), [Long-term cycle network | Transport WA](#)

Western Australian Bicycle Network Plan 2014-2031 (WABN Plan) [WA Bicycle Network Plan | Transport WA](#)

Tourism WA: Western Australia Visitor Economy Strategy 2033, [Tourism WA: Western Australia Visitor Economy Strategy 2033](#)

Western Australia Visitor Economic Strategy 2033, [waves2033.pdf](#)

Supporting Data

Rail Trails Australia, [Collie – Darkan Rail Trail – Rail Trails Australia](#)

Wadandi Track Investment - [WA Government commits \\$17.5m to completing the Wadandi Track – Rail Trails Australia](#)

Rail Trails Australia, [Wadandi Track – Rail Trails Australia](#)

O’Halloran, Mary (2016). *The Sustainability of Rural Volunteer Bush Fire Brigades in Western Australia*. [Volunteering and Essential Service Delivery in Rural Communities: An Investigation into the Sustainability of Volunteer Bushfire Brigades in Western Australia](#)

O’Halloran, M., & Davies, A. (2020). *A shared risk: volunteer shortages in Australia’s rural bushfire brigades*. [A shared risk: volunteer shortages in Australia’s rural bushfire brigades: Australian Geographer: Vol 51 , No 4 - Get Access](#)

Rail freight: Train count and tonnage, [Freight Train Interactive Maps | National Freight Data Hub](#)

Concentric Circles - Guidance for Trails Tourism Close to Perth, [perth-trail-concentric-circles-final-24-06-2024-1.pdf](#)

Casino to Eltham, Northern Rivers Rail Trail Business Case, April 2019,

[d5bcc1584f9c9e24f3bec34f63791893_Casino-to-Eltham-Northern-Rivers-Rail-Trail-Business-Case.pdf](#)

Interconnecting Wheatbelt Rail Trails



01.

What's the Project?

A 250+ km, multi-shire, town-to-town cycling and walking network connecting Beverley, Brookton, Pingelly, Cuballing, Narrogin, Williams, Darkan, York and Northam.

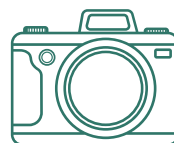


02.

Why This Project Matters

Tourism

High-demand, metro-accessible, new long-distance trail, strengthens existing trail utilisation



Economy



Strong ROI, immediate boost to local economy, opportunity to grow and establish new small businesses

Community

Safe, off-road, low-gradient recreation for all ages, connecting town centres



Health



Provides outdoor recreational areas, improving physical and mental wellbeing

Regional Development

Connects 9 shires and strengthens town to town connectivity



Perth Market



Sits within the 60-120mins high return travel band



03. State Strategic Alignment

What does the project align with?



6 WA Strategies

Long Term Cycle Network
DLGSC Strategic Plan
WAVES 2033
Wheatbelt Development
Tourism Strategy
WA Mountain Bike
Strategy
RDA Wheatbelt Plan

Frameworks

3

WA Trails Blueprint
More People More Active
Outdoors
Australia's Golden
Outback Plan

1 Methodology

Concentric Circles

Interconnecting Wheatbelt Rail Trails



01. Network Est. Cost

~\$20M Capital \$ 

 Annual ~\$0.6M
Operational \$

~\$6.3M Annual Revenue

02. Stage 1 Est. Cost

~\$8.9M Capital \$ 

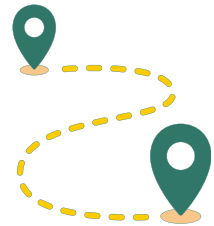
 Annual ~\$0.25M
Operational \$

~\$1.8M Annual Revenue

03. What Stage 1 Delivers

101km

of connected trail



6 Towns
linked



5 Shires collaborating



Stage 1 is the backbone for the full network

04. Creates Links



To the **Bibbulmun Track, Mundaring Network Trails - Kep Track & Munda Biddi Cycle Trail**

05. What needs Solving?

Governance Model & Resourcing



Corridor access (ARC/PTA)

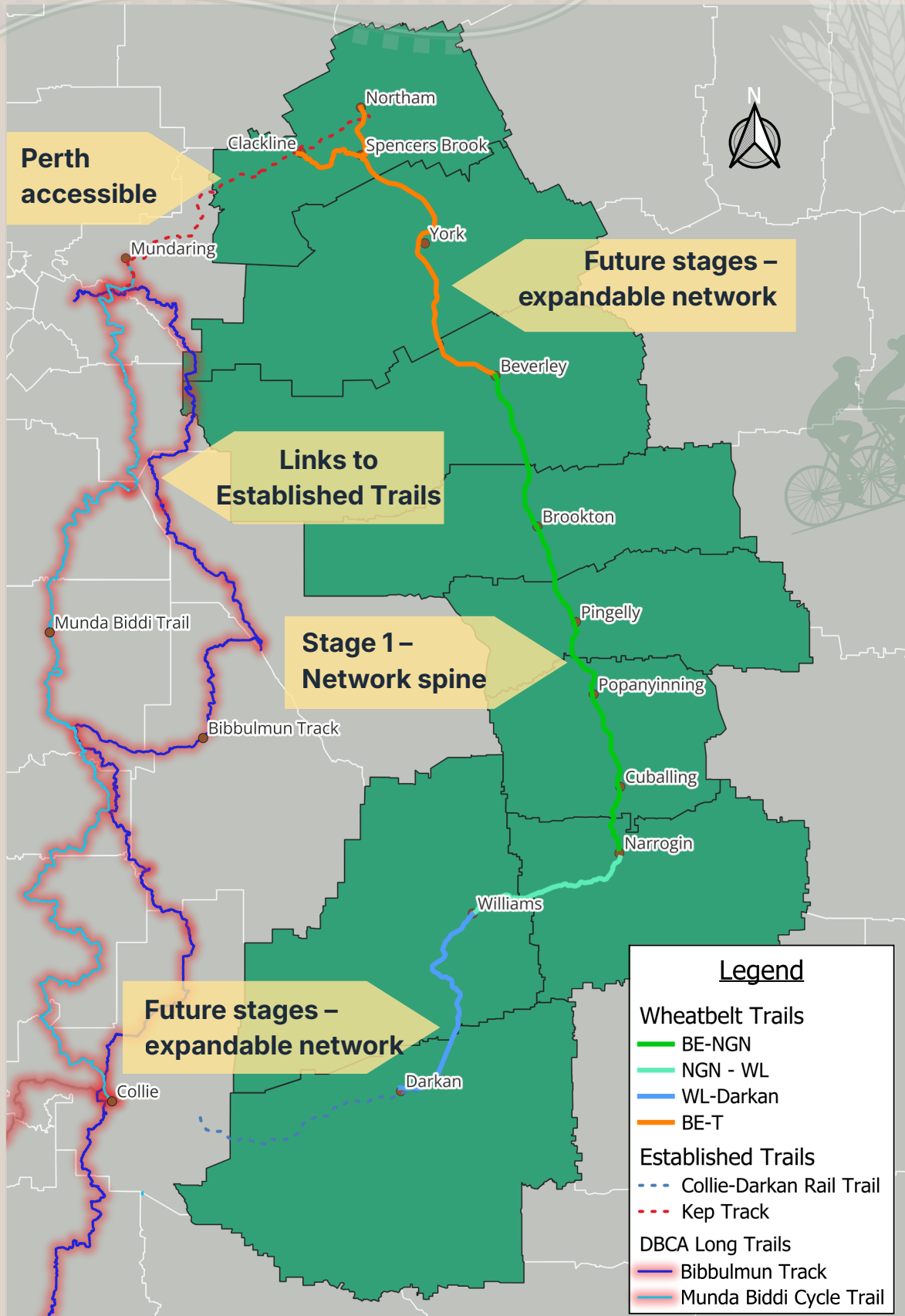
06.

What is Needed to Progress

*Endorse Beverley–Narrogin as Stage 1,
Progress the Interconnecting Wheatbelt
Rail Trails as a Unified,
Staged Program*



Interconnecting Wheatbelt Rail Trails



14.3 Policy Manual Annual Review

File Reference:	ADM0487
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Shire of Pingelly Policy Manual 2026 (annotated) Council Policy 4.12 Complaint Handling
Previous Reference:	Resolution 13426, 15 May 2024

Summary

Council is requested to endorse the review of the Shire of Pingelly Policy Manual including the addition of Council Policy 4.12 Complaint Handling.

Background

The Shire's Policy Manual provides guidelines covering a wide range of topics and issues, and enables the community to be aware of Council's approach and reasoning in certain matters and decisions. The Local Government Act s.2.7(2)(b) prescribes that Council determine its policies and review them at least every 3 years. It is considered good governance to ensure policies are reviewed 1-2 years to ensure they remain clear and concise and meet the Shire's strategic direction. The Policy Manual was last reviewed by Council in May 2024.

Comment

A Policy is a concise statement of strategic objectives or principles that give effect to the local government's obligations or objectives, minimise risk, guide subsequent decisions and actions and ensure that the community is served in an open, accountable, consistent and sustainable manner.

The review of the Shire's Policy Manual is a comprehensive and ongoing process, which addresses issues in terms of consistency, relevance and any outdated material. A comprehensive review of all policies is carried out every 2 years while individual policies are reviewed as required. In order to maintain the effectiveness of policies established by Council, it is important that they be kept up to date and reflect current objectives and Council's response to community issues as part of its community leadership.

The following minor changes have been made to the Policy Manual:

Policy Name	May 2026
3.8 Swimming Pool	Adds in section 4.4 formalises Swimming Pool Manager responsibilities.
4.5 Conference and Meeting Expenses	Adds 'domestic partners' in addition to 'spouses'
5.11 Purchasing Policy	Increases upper limit of obtaining two quotations from \$70,000 to \$100,000 and increasing Executive Manager Works and Manager Finance order limits to \$100,000.
5.18 Pingelly Industry Attraction Programme	Adds grants as an eligible item in the Business Planning Fund
6.13 Bushre Fire Brigade Training 6.14 Use of Fire Fighting Appliances	Correct the name of the Shire of Pingelly Bushfire Local Law 2023
Various	Replace Executive Manager Corporate Services with Manager Finance
12.7 Rural Driveways – Grading	Introduce a maximum of 500m free grading.

In addition, Council Policy 4.12 Complaint Handling has been drafted. This policy is a concise, high-level document that sits above the internal operational practice document, which continues to operate as the procedural instrument beneath it. The policy establishes Council's commitment to a fair, accessible and accountable complaint handling system

Consultation

Nil

Statutory Environment

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

Policy Implications

Policy 2.1 Policy Manual

Financial Implications

Nil

Strategic Implications

Nil

Risk Implications

Risk:	In order to maintain transparency and to facilitate appropriate decision-making processes, it is imperative that policy statements reflect the current position of Council and work practices at the Shire as well as best practice approaches.		
Consequence Theme:	Reputational	Impact:	Minor
Consequence:	Low impact, a small number of complaints.		
Likelihood Rating:	Possible	Risk Matrix:	Medium (6)
Action Plan:	Thorough community engagement has been invited and every opportunity provided for consultation to take place.		

13737 Cr Danielle Summers moved, Cr Angela Trethewey seconded

Voting Requirements:

Simple Majority

Council Decision:

That Council Suspend Standing Orders.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

13738 Cr Clinton Cheney moved, Deputy President Peter Wood seconded

Voting Requirements:

Absolute Majority

Council Decision:

That Council endorse the amended Policy Manual including the addition of Council Policy 4.12 Complaint Handling as attached. Noting further amendments including:

- **Policy 3.8, the Aquatic Facility Regulations are to be updated.**
- **Policy 5.11, the word 'Executive' deleted in error in 2 locations. This word is to be reinstated.**
- **Policy 10.3, the word 'Executive' was deleted in error. This word is to be reinstated.**

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

13739 Cr Clinton Cheney moved, Deputy President Peter Wood seconded

Voting Requirements:

Simple Majority

Council Decision:

That Council Reinstate Standing Orders.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil



SHIRE OF PINGELLY

POLICY MANUAL

Comprehensive Review May 2026

Policy Manual

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

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

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

AMENDMENT LOG

Policy No.	Title	Action	Date updated

Table of Contents

Table of Contents	2
1. Accounting	- 5 -
1.1 Fixed Assets Valuation, Capitalisation and Depreciation	6
1.2 Related Party Disclosures	8
2. Administration.....	12
2.1 Policy Manual	13
2.6 Legal Advice.....	14
2.7 Risk Management	16
2.8 Misconduct, Fraud and Corruption.....	18
3. Community	23
3.1 Community Use of Council Buildings	24
3.8 Swimming Pool.....	25
3.10 Caravan Park - Pets	26
3.11 Town Hall Usage	27
4. Elected Members	30
4.1 Ordinary Meetings of Council	33
4.5 Conference and Meeting Expenses.....	34
4.7 Recognition of Service.....	35
4.8 Public Consultation and Communication	36
4.9 Chamber Seating Order	36
4.10 Councillor Training Policy	37
4.11 Attendance at Events Policy	39
5. Finance	42
5.1 Bank Account Signatories and Payments	43
5.2 Investment of Surplus Funds	46
5.6 Sundry Debtors Recovery.....	48
5.7 Rates Recovery	53
5.8 Self Supporting Loans	55
5.10 Pensioner and Seniors Concessions on Non-Residential Properties	56
5.11 Purchasing Policy	57
5.12 Minimum Rate Assessments on Shire Boundary	64
5.13 Asset Management.....	65
5.14 Corporate Credit Cards	66
5.15 Community & Events Grants	68
5.16 Sponsorship Policy	71
5.17 Fuel Cards.....	74
5.18 Pingelly Industry Attraction Programme.....	75
5.19 Rates Incentive Sponsorship Policy.....	80
6. Fire Control.....	82

6.1	Firebreaks – Installation, Inspection and Prosecution	83
6.2	Firebreaks on Road and Railway Reserves	76
6.3	Road Verge Burning	77
6.4	Bushfire Advisory Committee Meetings	78
6.7	Harvest and Vehicle Movement	79
6.8	Movement of Vehicles During Harvest Bans	80
6.9	Use of Shire Plant and Equipment on Harvest Ban Days	82
6.10	Fire Fighter Attire	86
6.12	Permits to Burn During Easter	87
6.13	Bush Fire Brigade Training	88
6.14	Use of Fire Fighting Appliances	89
7.	General	91
7.1	Australia Day Celebrations	92
7.2	Council Awards	96
7.5	Pingelly Primary School - Trophies	97
7.6	Property Leased to Community Groups	98
7.8	Political Posters	100
7.9	Grazing of Reserves and Road Reserves	101
7.11	Pingelly Museum Management	102
7.13	CCTV	105
7.14	Communications and Social Media	108
7.15	Christmas Closure	112
7.17	Flag Use and Shire Office	113
7.18	Pingelly Primary School Policy	114
7.19	Walk of Fame	115
8.	Health and Building	117
8.5	Footpath Protection	118
8.6	Minimum Access Standards	119
9.	Record Keeping	130
9.1	Management of Council Records	131
10.	Staff	133
10.3	Senior Staff Designation & Appointment of Acting Chief Executive Officer	134
10.4	Corporate Uniform – Administration Staff	136
10.5	Protective Clothing – Outside Staff	137
10.8	Gratuity Payments to Employees	138
10.9	Injury Management and Rehabilitation	139
10.13	Health, Safety and Environment	141
10.16	Chief Executive Officer Annual Performance Review	143
10.18	Staff Housing	144
10.19	CEO Recruitment, Performance and Termination	146

10.20 Elected Member and Employee Assistance Policy.....	151
12. Works, Services and Plant	141
12.2 Purchase of Road Making Materials	142
12.4 Private Works	144
12.6 Crossovers	145
12.7 Rural Driveways – Grading.....	147
12.10 Townsite Bulk Waste Collection	148
12.12 Laying of Water Pipes Under Roads	149
12.15 Volunteer Management.....	150
12.16 Visitor Management.....	152
12.17 Road Name Sign Design.....	153
12.18 Street Trees Plan	154
12.19 Roadside Memorials	157
12.20 Verge Treatments	162

1. Accounting

1.1 Fixed Assets Valuation, Capitalisation and Depreciation

1. PURPOSE

- 1.1 To meet legislative requirements with regard to valuation, capitalisation and depreciation of fixed assets held by the Shire of Pingelly.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The current written down values of non-current assets are to be recognised at Fair Value in line with AASB13 on a three-year revaluation cycle as per *Local Government (Financial Management) Regulations 1996*.
- 4.2 Assets with a value of over \$ 5,000 are to be capitalised and added to the asset register.
- 4.3 Where appropriate, assets valued at less than \$5,000 may be entered into a Minor Tool register for control purposes.
- 4.4 Asset depreciation rates are set by classification and are as follows:
- | | |
|--|----------------------|
| Land | not depreciated |
| Buildings – non-specialised | 5-60 years |
| Buildings – specialised | 5-50 years |
| Furniture and Equipment | 1–10 years |
| Plant and Equipment | 2-50 Years |
| Sealed roads and streets | |
| • Subgrade and Formation | not depreciated |
| • Pavement | 50-80 years |
| • Seal (bituminous and asphalt) | 2-24 years |
| Gravel roads | |
| • Subgrade and Formation | not depreciated |
| • Pavement | 50-80 years |
| • Footpaths - slab | 20-80 years |
| Sewerage piping | 75 years |
| Water supply piping and drainage systems | 17-75 years |
| Infrastructure – other | up to 75 years |
| Bridges | 10-65 years |
| Right of Use (Plant and Equipment) | Remaining lease term |
- 4.5 The assets residual values and useful lives are reviewed and adjusted if appropriate, annually.
- 4.6 The asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

- 4.7 When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

5. RELATED DOCUMENTATION / LEGISLATION

*Local Government (Financial Management)
Regulations 1996*
*Policy 5.13 Asset
Management*
The Asset Management Plan (AMP)

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 15 November 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

1.2 Related Party Disclosures

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

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

- 3.1.1 An elected Council member
- 3.1.2 Key management personnel (KMP) being a person employed under section 5.37 of the Local Government Act 1995 in the capacity of Senior Employee, and the Chief Executive Officer.
- 3.1.3 Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- 3.1.4 Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

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

4. POLICY STATEMENT

- 4.1 For Related Party Disclosures

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

- 4.2 Background

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

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

4.3 Identification of related party transactions

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

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

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

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

4.4 Disclosure Requirements

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

4.5 Ordinary Citizen Transactions (OCTs)

4.5.1 For the purpose of this Policy, an Ordinary Citizen Transaction is one that

occurs between the Shire and/or related parties which satisfy the following criteria. The transaction must:

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

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

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

4.6 All other transactions

4.6.1 For all other transactions listed in point 4.6 above, elected Council members and KMP will be required to make a declaration.

4.7 Frequency of Disclosures

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

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

4.8 Confidentiality

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

4.9 Materiality

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

5. RELATED DOCUMENTATION / LEGISLATION

AASB 124 Related Party Disclosures Local Government Act 1995
Local Government (Financial Management) Regulations 1996

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 August 2017, 15 July 2020, 18 May 2022, 15 May 2024

2. Administration

2.1 Policy Manual

1. PURPOSE

- 1.1 To maintain an up-to-date recording of the various policies of Council.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Additions, deletions and amendments to Council policy shall only be affected by an absolute majority of Council.
- 4.2 Other than Policies relevant to Town Planning, all policies within the Policy Manual are to be reviewed by Council every 2 years as a minimum. Council may review an individual policy at any time before the next review date if it determines it to be necessary.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 19 October 2011, 21 December 2011, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

2.6 Legal Advice

1. PURPOSE

1.1 To obtain legal advice and opinion.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

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

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

2.7 Risk Management

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

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

5. RELATED DOCUMENTATION / LEGISLATION

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

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 February 2007, 21 April 2010, 11 December 2014, 17 June 2015, 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

2.8 Misconduct, Fraud and Corruption

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

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

4. POLICY STATEMENT

- 4.1. The Shire is committed to providing and promoting ethical and accountable leadership and decision making.
- 4.2. The Shire is committed to providing all Elected Members and employees with education and training in misconduct prevention policies and strategies as they are developed, to ensure that responsibilities and obligations are understood.
- 4.3. This Policy, the Shire's Codes of Conduct, organisational values, and risk management framework, all work together to prevent, detect and respond to potential or actual misconduct, fraud and corruption.
- 4.4. In dealing with allegations of suspected misconduct, fraudulent and/or corrupt activities the Shire is obliged to report and deal with such allegations through the appropriate channels.
- 4.5. The Shire may seek to recover any losses incurred from misconduct, fraud or corruption activities, after considering all relevant issues. The Shire is committed

to the aims and objectives of the *Public Interest Disclosure Act 2003*.

- 4.6. The Shire will maintain high standards of professional and ethical conduct by receiving disclosures of public interest information in accordance with the requirements and provisions of the *Public Interest Disclosure Act 2003*.

5. RELATED DOCUMENTATION / LEGISLATION

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Public Interest Disclosure Act 2003

Corruption and Crime Commission Amendment (Misconduct) Act 2014

Standards Australia – AS8001 - 2008

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 Feb 2020, 15 July 2020, 18 May 2022, 15 May 2024

3. Community

3.1 Community Use of Council Buildings

1. PURPOSE

- 1.1 To determine the Community use of Council Buildings

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Community groups may use Council Buildings at no cost to hold meetings if a Council representative is appointed to the committee and attends the meetings to take responsibility for the security of the building. Use of Council Chambers may be at the Chief Executive Officer's discretion.
- 4.2 In the absence of a Council representative, a bond may be requested to safeguard against the cost of repairs of any damage caused to the building or its contents, including crockery. The bond shall also cover any major cleaning by the caretaker, above normal duties, after the function.
- 4.3 Any costs over and above the amount of the bond are to be recovered from the persons or group having hired the facility.
- 4.4 The bond is not to be returned until the premises have been checked for damage by Staff.
- 4.5 No liquor of any type shall be permitted to be stored or consumed on Shire of Pingelly controlled public property without the consent of the Chief Executive Officer except where the leasee is in possession of an appropriate liquor licence.
- 4.6 The maximum time for which all Shire of Pingelly public buildings are allowed to remain open and in use shall be 2:30am. All lights shall be turned off by this time and all doors closed and locked.

5. RELATED DOCUMENTATION / LEGISLATION

Council Policy 3.11 Use of the Town Hall

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

3.8 Swimming Pool

1. PURPOSE

- 1.1 To clarify the swimming pool opening season and appropriate supervision is maintained.

2. SCOPE

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

3. DEFINITIONS

Swimming Pool Manager means the person or organisation engaged by the Shire of Pingelly to manage and operate the Pingelly Swimming Pool, whether as an employee or under a contracted management arrangement.

4. POLICY STATEMENT

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

- 4.2 The season may be extended at the discretion of the Chief Executive Officer.

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

- 4.4 The Swimming Pool Manager must ensure:

4.1.1 compliance with the Aquatic Facilities Act 2022 and associated regulations;

4.1.2 maintenance of appropriate lifeguard and first aid qualifications;

4.1.3 public liability and other insurance requirements;

4.1.4 facility maintenance standards and reporting obligations; and

4.1.5 child safety, including supervision requirements consistent with applicable legislation.

5. RELATED DOCUMENTATION / LEGISLATION

Aquatic Facilities Act 2022

Work Health and Safety Act 2020

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

3.10 Caravan Park - Pets

1. PURPOSE

1.1 To clarify the Shire's rules on keeping pets at the Shire Caravan Park.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Pets will be permitted in the caravan park if kept in a caravan or under effective control and/or on a leash at all times. If a pet kept in a caravan park becomes a problem through excessive noise, lack of hygiene or misbehaviour, it must be removed.

5. RELATED DOCUMENTATION / LEGISLATION

Dog Act 1976

Cat Act 2011

Health Local Law

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

1. PURPOSE

- 1.1 To guide the multi-use of the Town Hall and minimise any disagreement between the various users of the building.

2. SCOPE

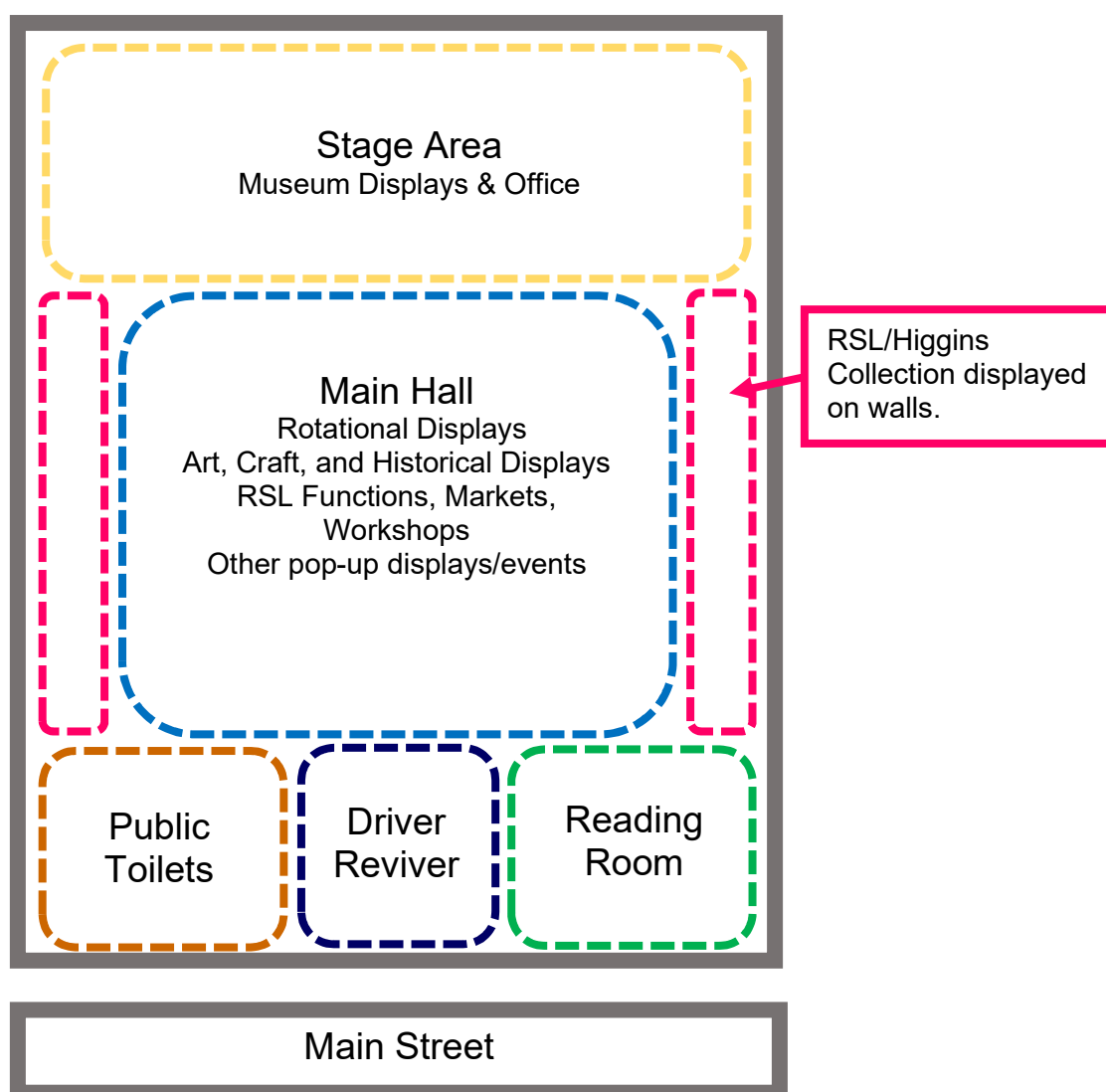
- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The below diagram is a key to indicate the usage and names of the different sections within the Pingelly Town Hall.



Public Toilets

- 4.2 This section is generally available to the public during daylight hours, with the exception of Christmas Day. The Shire is responsible for opening, closing and cleaning the public toilets.

Driver Reviver

- 4.3 This section is open to the public whenever the public toilets are open. Free coffee, tea, milk, and sugar are available. The Shire is responsible for opening, closing, cleaning, and restocking the Driver Reviver facility.

Reading Room

- 4.4 This section is to be utilised as a relaxing communal space for visitors, meetings, and community groups.
- 4.5 It is envisaged that this room will be used by community groups operating as a Driver Reviver location, selling high quality coffee in a relaxing environment as a fundraising initiative.
- 4.6 Community groups and individuals must book the use of the Reading Room with the Shire. The key is available at the Shire office.
- 4.7 There is no fee for community groups to provide driver reviver services.
- 4.8 Community groups or others holding meetings in this room will be charged a fee as per the Shire of Pingelly adopted Fees and Charges. This may be waived at the discretion of the Chief Executive Officer.
- 4.9 All users of this section must ensure that they leave the room clean and tidy, and replace any consumables used including tea, coffee, stationary etc.
- 4.10 All users of this section must report any damage or maintenance issues to the Shire as soon as possible.
- 4.11 Items, including furniture, brochures, or reading materials must not be permanently added or removed from this room without the prior approval of the Chief Executive Officer.

Main Hall

- 4.12 This section is for the rotational displays, such as art exhibits, historical exhibitions, workshops/markets and other pop-up events. These displays may remain in situ for an extended period of time as required. This section operates separately from the stage area and may have different opening times and arrangements.
- 4.13 If this section is used by a community group or others (e.g. artist as an art gallery), the Shire will enter into a usage agreement with the group or individual with regard to the duration of agreement, any costs associated with the use, uncleaning, opening, closing and any other relevant matter.
- 4.14 Access through the main hall to the stage will be retained at all times for the purpose of viewing the Shire's Museum Collection, unless otherwise agreed.
- 4.15 The RSL/Higgins Collection of commemorative frames is to be displayed and retained on the side and rear walls of the main hall unless another more suitable location is found.

Stage & Rear Office

- 4.16 This section is to house the Shire's Museum Collection, with management delegated to a community organisation in accordance with *Council Policy 7.11 Pingelly Museum Management*.
- 4.17 This community organisation is responsible for cleaning, opening, closing and minor repair/upgrades as required with the express approval of the Chief Executive Officer and under supervision by Shire staff.

Undercroft

- 4.18 This section (not shown on the map) underneath the stage and rear office is designated for storage of the Shire's Museum Collection. This area is closed to the public.

- 4.19 The community organisation delegated in accordance with *Council Policy 7.11 Pingelly Museum Management* is responsible for cleaning, and minor repair/upgrades as required with the express approval of the Chief Executive Officer and under supervision by Shire staff.

General Provisions

- 4.20 Repairs, replacements, modifications or upgrades must not be undertaken without the prior approval of the Chief Executive Officer and under supervision by Shire staff.
- 4.21 All major work will be carried out by the Shire.
- 4.22 The building will be keyed alike, accessible with the Shire's master key. No alternative or additional locks may be placed on any access points.

5 RELATED DOCUMENTATION / LEGISLATION

- 5.1 *Council Policy 3.1 Community Use of Council Buildings*
- 5.2 *Council Policy 7.11 Pingelly Museum Management*
- 5.3 *Shire of Pingelly Fees and Charges*

6 REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	20 March 2024, 15 May 2024

4. **Elected Members**

4.1 Ordinary Meetings of Council

1. PURPOSE

1.1 To outline the details of when Ordinary Meetings of Council are held.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Ordinary meetings of Council shall be held on the third Wednesday of each month, except for January and December. The Ordinary Meeting of the Council in December shall be held on the second Tuesday of the month. No Ordinary Meeting of Council will be held in January.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 29 October 2014, 17 June 2015, 4 November 2015, 17 May 2017, 18 July 2018, 17 April 2019, 18 September 2019, 15 July 2020, 18 May 2022, 15 May 2024

4.5 Conference and Meeting Expenses

1. PURPOSE

1.1 To clarify the payment of expenses.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

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

4.1.6 Fees;

4.1.7 Travel; and

4.1.8 Councillor's accommodation, meals and other incidentals with these expenses.

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

5 RELATED DOCUMENTATION / LEGISLATION

Nil

6 REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

4.7 Recognition of Service

1. PURPOSE

1.1 To ensure retiring Councillors are recognised for their service to Council.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

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

4.2 On the completion of eight years of service, and upon retirement from office, Council may provide a gift of up to \$500 and \$250 for every additional 4 years of service.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

4.8 Public Consultation and Communication

1. PURPOSE

- 1.1 To outline the processes for consultation and communication.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Shire of Pingelly is committed to communicating and consulting with all stakeholders. The organisation welcomes all feedback from stakeholders. Any negative feedback, or constructive criticism is perceived as valuable information and will be addressed under the continuous improvement principles of Shire of Pingelly. Stakeholders will be consulted on their feedback, and they will form part of the improvement teams to address any of the negative issues identified.
- 4.2 The Shire of Pingelly will also celebrate the positive feedback from all stakeholders.
- 4.3 Stakeholders will be actively consulted on all major decisions of Shire of Pingelly; their input and perceptions will be included in the decision-making processes.
- 4.4 For non-statutory public consultation can be advertised in public forums such as local or state papers, the shire's website, a written notice or community information session and the period for feedback is intended to be 14-21 days as a guide.
- 4.5 The Shire of Pingelly will comply with the requirement of the relevant Acts in its communications with the community and the external stakeholders as well as the consultation and communications requirements of the Work Health and Safety Act 2020.

5. RELATED DOCUMENTATION / LEGISLATION

Local Government Act 1995
Work Health and Safety Act 2020
AS/NZS 4360: 2004 Risk Management
Shire of Pingelly Communication Plan

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	20 February 2013, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

4.9 Chamber Seating Order

1. PURPOSE

1.1 To clarify the process for allocating seating in the Shire Chambers.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

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

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

4.10 Councillor Training Policy

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

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

4. POLICY STATEMENT

4.1 Eligible Events

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

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

4.2 Mandatory Training

- 4.2.1 Councillors are required to complete the Council Member Essentials training modules prescribed by Regulation 35, Local Government (Administration) Regulations 1996 within the first 12 months of their election to Council.

- 4.2.2 The cost of completing the training modules will be funded from the Councillors annual allocation for training activities.

4.3 Request for Attendance

- 4.3.1 Any approval for conference, seminar or training program attendance is always subject to budgetary funds being available.

- 4.3.2 The Chief Executive Officer may approve Councillors attending the WALGA Convention, the Council Member Essentials training modules, and a training request where there is a specific budget provision and all Councillors have been offered the opportunity to attend.

- 4.3.3 Requests for course participation or conference attendance may be initiated by the Council Member and should be forwarded to the Chief Executive Officer in a reasonable time prior to enrolment or registration.

4.4 Councillor Induction

- 4.4.1 Following their election, new Councillors will be given an induction by

the Shire President and Chief Executive Officer. Part of that induction will include information and recommendations on which training course they are required to attend.

4.5 Reporting

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

4.5.2 Each time an Elected Member has completed a training module, the Elected Member must send this to the Governance and Executive Officer for recording and storage.

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

5 RELATED DOCUMENTATION / LEGISLATION

Part 5, Division 10 of the Local Government Act 1995

Part 10 of the Local Government (Administration) Regulations 1996

Sections 5.126, 5.127 and 5.128 of the Local Government Act 1995

Regulation 35, Local Government (Administration) Regulations 1996

Regulation 36, Local Government (Administration) Regulations 1996

6 REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018, 20 May 2020, 15 July 2020, 18 May 2022, 15 May 2024

4.11 Attendance at Events Policy

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

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

4. POLICY STATEMENT

- 4.1 Elected Members and the Chief Executive Officer attend events to fulfil their leadership role in the community. Elected Members and/or the Chief Executive Officer will receive tickets or invitations to attend events to represent the Shire. The event may be a paid event, or a ticket/invitation may be gifted in kind. Gifts exceeding \$300 need to be included in the gift register.
- 4.2 Attendance by Elected Members and the Chief Executive Officer is approved for the following events:
- 4.2.1 Advocacy lobbying or Ministerial briefings
 - 4.2.2 Meetings of clubs or organisations within the Shire of Pingelly
 - 4.2.3 Any free event held within the Shire of Pingelly
 - 4.2.4 Australian or West Australian Local Government events
 - 4.2.5 Local Government Professionals Association (WA) events
 - 4.2.6 Events hosted by Clubs or Not for Profit Organisations within the Shire of Pingelly to which the Shire President, an Elected Member or the Chief Executive Officer has been officially invited
 - 4.2.7 Shire hosted ceremonies and functions
 - 4.2.8 Shire hosted events with employees
 - 4.2.9 Shire run tournaments or events

- 4.2.10 Shire sponsored functions or events
 - 4.2.11 Community art exhibitions
 - 4.2.12 Cultural events/festivals
 - 4.2.13 Events run by a Local, State or Federal Government
 - 4.2.14 Events run by schools and universities within the Shire of Pingelly
 - 4.2.15 Major professional bodies associated with Local Government at a Local, State and Federal level
 - 4.2.16 Opening or launch of an event or facility within the Shire of Pingelly
 - 4.2.17 Recognition of Service events
 - 4.2.18 RSL events
 - 4.2.19 Where Shire President, Elected Member or Chief Executive Officer representation has been formally requested
 - 4.2.20 Free public events
- 4.3 All Elected Members and the Chief Executive Officer are entitled to attend pre-approved events. If there is a fee associated with the pre-approved event, the fee, will be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under an alternative Council Policy.
- 4.4 If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets.
- 4.5 If an Elected Member (or Chief Executive Officer) is unable or does not wish to attend the event to which the invitation relates, the member is to advise the event organiser of their unavailability or may distribute it to another elected member (or member of staff) of their choosing if the event organiser agrees. Otherwise, it is at the sole discretion of the event organiser, whether the invitation, or tickets, can be redistributed.
- 4.6 Approval Process
- 4.6.1 Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event as follows:
 - a) Events for the Shire President and Deputy Shire President do not need approval
 - b) Events for Councillors may be approved by the Shire President
 - c) Events for the Chief Executive Officer may be approved by the Shire President
 - 4.6.2 Considerations for approval of the event include:
 - a) Any justification provided by the applicant when the event is submitted for approval
 - b) The benefit to the Shire of the person attending
 - c) Alignment to the Shire's Strategic Community Plan
 - d) The number of Shire representatives already approved to attend

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

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

4.7 Non-Approved Events

4.7.1 Any event that is not pre-approved, is not submitted through an approval process, or is received personally, is considered a non-approved event. If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement, then no action is required.

4.7.2 If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the Chief Executive Officer) if the discount or free value is greater than \$300 for Elected Members and the Chief Executive Officer.

4.8 Conferences and other Training Activities

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

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

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

5. RELATED DOCUMENTATION / LEGISLATION

Local Government Act 1995 – Section 5.90A

Local Government (Administration) Regulations 1996 r.34B

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 February 2020, 15 July 2020, 18 May 2022, 15 May 2024

5. Finance

5.1 Bank Account Signatories and Payments

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 All bank transactions are to be authorised by two signatories. This includes payments by cheque, electronic funds transfer, transfers between accounts, payroll payments and investment of surplus and reserve funds.
- 4.2 Where an officer has been involved in the preparation of a payment batch, the payment will be approved by two other signatories.
- 4.3 Authorised signatories are the Chief Executive Officer, the Executive Manager / Manager **Community and Corporate Services Finance**, Executive Manager Works, **Accountant** and Senior Finance Officer.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 18 March 2015, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024, 19 February 2025

5.2 Investment of Surplus Funds

1. PURPOSE

- 1.1 So that the Chief Executive Officer may invest monies held in any Shire of Pingelly Fund not required for immediate use, by fixed deposit or other short-term authorised Trustee investments, provided that sufficient working funds are retained for operating expenses during the term of investment.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Prudent Person Standard

- 4.1.1 The investment will be managed with the care, diligence and skill that a prudent person would exercise. Staff are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

4.2 Ethics and Conflicts of Interest

- 4.2.1 Staff shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires staff to disclose any conflict of interest to the Chief Executive Officer.

4.3 Approved Investments

- 4.3.1 Without approval by resolution of Council, investments are limited to:
- a) State/Commonwealth Government Bonds;
 - b) Interest bearing deposits such as bank accounts and term deposits;
 - c) Bank accepted/endorsed bank bills;
 - d) Bank negotiable Certificate of Deposits;
 - e) Investments to be with recognised trustees who invest in AAA – BBB institutions; and
 - f) Investments placed for a term of less than 12 months.

4.4 Prohibited Investments

- 4.4.1 This investment policy prohibits any investment carried out for speculative purposes including:

- a) Derivative based instruments;
- b) Principal only investments or securities that provide potentially nil or negative cash flow;
- c) Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;
- d) This policy also prohibits the use of leveraging (borrowing to invest) of an investment; and
- e) Investments for a period of more than 12 months.

4.5 Reporting and Review

- 4.5.1 A summary of investments is to be presented to each Ordinary meeting of Council.

5. RELATED DOCUMENTATION / LEGISLATION

Local Government 1995 – Section 6.14

Trustees Act 1962 Part III Investments

Local Government (Financial Management) Regulations – Regs 19, 28 and 49

Australian Accounting Standards

Shire of Pingelly Policy 2.7 Risk Management

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	20 May 2015, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

5.6 Sundry Debtors Recovery

1. PURPOSE

1.1 To outline the process for debt recovery.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 After 30 days from the raising of the invoice, a statement is to be issued.

4.2 After 30 days from the issuing of the statement, a letter of demand for payment of debt in full within 21 days is to be issued.

4.3 At the end of the 21 days, the Chief Executive Officer or delegated officer may authorise a Notice of Intent to Summons if the debt is not paid in full within 14 days.

4.4 At the end of 14 days the Chief Executive Office may authorise the issue of a summons.

4.5 The appropriate designated officer is authorised to negotiate with debtors unable to pay sundry debts, an extension of time or a repayment plan. Where conditions of the extension are not complied with, the **Executive Manager Corporate Services Manager Finance** is authorised to give 14 days' notice of intent to commence legal action and institute recovery proceedings.

5. RELATED DOCUMENTATION / LEGISLATION

Rates and Charges **(Rebates and Deferments)** Act 1992

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

5.7 Rates Recovery

1. PURPOSE

- 1.1 To outline the process for rates recovery.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Raising of the Rates is to occur as soon as practical after the adoption of the budget. Only where the balance outstanding is under \$10.00 per assessment will interest not be calculated.
- 4.2 Rates are due 35 days after the date of issue of the rate notice.
- 4.3 Instalment options are available, if the first instalment is made within the 35 day payment period.
- 4.4 If a discount is available on rates, payment in full is to be received at the Shire Office within the 35 day payment period as indicated on the rate notice.
- 4.5 A letter of demand for payment of rates in full within 21 days is to be issued 7 days after the end of the 35 day payment period.
- 4.6 At the end of the 21 days, the Chief Executive Officer or delegated officer may authorise a Notice of Intent to Summons if rates are not paid in full within 14 days.
- 4.7 At the end of 14 days the Chief Executive Office or delegated officer may authorise the issue of a summons.
- 4.8 The Chief Executive Officer or delegated officer is authorised to negotiate with ratepayers unable to pay rates, an extension of time or a repayment plan. Where conditions of the extension are not complied with, the Chief Executive Officer or delegated officer is authorised to give 14 days' notice of intent to commence legal action and institute recovery proceedings.
- 4.9 Properties with rates outstanding for more than 3 years (other than eligible pensioner properties) are to be reported to Council for consideration of sale for non-payment of rates.
- 4.10 The Chief Executive Officer will not approve refunds of rubbish charges unless the building served is demolished or special circumstances warranting a refund are demonstrated.

5. RELATED DOCUMENTATION / LEGISLATION

Rates and Charges Act 1992

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 21 September 2022, 15 May 2024

5.8 Self Supporting Loans

1. PURPOSE

1.1 To outline the process for applications for self-supporting loans.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

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

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

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

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

5.10 Pensioner and Seniors Concessions on Non-Residential Properties

1. PURPOSE

1.1 To clarify pensioner and seniors' concession on non-residential properties.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 When a pensioner or senior is eligible for a rates concession on a commercial or farming property the "minimum rate" method is to be applied.

4.2 Eligible persons to apply via the *Rates and Charges (Rebates and Deferments) Act 1992* to determine if the concession/rebate is available.

5. RELATED DOCUMENTATION / LEGISLATION

Rates and Charges (Rebates and Deferment) Act 1992

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

5.11 Purchasing Policy

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Ethics and Integrity

- 4.1.1 All officers and employees of the Shire of Pingelly shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Pingelly.
- 4.2 The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:
 - 4.2.1 Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
 - 4.2.2 All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Pingelly policies and code of conduct;
 - 4.2.3 Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
 - 4.2.4 All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
 - 4.2.5 Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
 - 4.2.6 Any information provided to the Shire of Pingelly by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4.3 Value for Money

- 4.3.1 Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Pingelly. It is important to note that compliance with the specification

is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

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

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

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

4.4 Sustainable Procurement

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

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

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

- a) Have been determined as necessary;
- b) Demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- c) Demonstrate environmental best practice in water efficiency.
- d) Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- e) Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.

- f) For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- g) For new buildings and refurbishments – where available use renewable energy and technologies.

4.5 Local and Regional Price Preference

- 4.5.1 Where possible goods and services should be sourced locally, taking into consideration value for money, price, quantity and availability.
- 4.5.2 Local Price Preference – For suppliers located within the Shire of Pingelly:
 - a) 10% - where the contract is for a value of up to and including \$20,000.
 - b) 5% - where the contract is between the values of \$20,000 and \$50,000.
- 4.5.3 Regional Price Preference – For suppliers located in a Shire sharing a common boundary with the Shire of Pingelly, plus suppliers located in the Shire of Narrogin:
 - a) 5% - where the contract is for a value of up to and including \$20,000.
 - b) 2.5% where the contract is between the values of \$20,000 and \$50,000.
- 4.5.4 In addition to this, the Shire shall consider the following as part of any value for money decision, and the benefits of purchasing goods and services from local suppliers:
 - a) More timely delivery with shorter supply lines;
 - b) The opportunity for local product demonstrations and references, with consequentially reduced risk in the decision-making process;
 - c) More convenient communications and liaison;
 - d) Better knowledge of local conditions; and
 - e) Benefits to the Shire from local employment and economic spin-offs.

4.6 Purchasing Thresholds

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

Amended Amount of Purchase	Policy 5.11
Less than \$3,000	Professional discretion of market in accordance with the objective of this Purchasing Policy.
\$3,001 to \$15,000	Seek at least two verbal quotes where practical.
\$15,001 to \$50,000	Seek at least two written quotations.
\$50,001 to \$70,000 \$100,000	Seek at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$100,001 \$70,001 - \$249,999	Seek at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$250,000 and above	Conduct a public tender process; or sourced from a WALGA Preferred Supplier or supplier subject to a WA Department Finance Common User Agreement (CUA).

4.6.2 Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). Where the tender process is used, steps must be taken to ensure compliance with the Local Government (Functions and General) Regulations 1996 s3.57.

4.6.3 A regular check on all procurement will occur to ensure that staff are always completing the details of relevant quote information.

4.7 Ordering thresholds

4.7.1 The following officers are authorised to make purchases on behalf of the Council within the limits stated, provided such proposed purchases are contained within the budget.

Officer	Order Limit (\$)
Chief Executive Officer	Unlimited
Executive Manager Corporate Services Manager Finance	\$50,000 \$100,000
Executive Manager Works	\$50,000 \$100,000

4.8 The general principles relating to written quotations are;

4.8.1 An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.

4.8.2 The request for written quotation should include as a minimum:

- a) Written Specification
- b) Selection Criteria to be applied
- c) Price Schedule
- d) Conditions of responding
- e) Validity period of offer
- f) Shire of Pingelly OSH requirements for Contractors
- g) Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- h) Offer to all prospective suppliers at the same time any new

information that is likely to change the requirements.

- i) Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- j) Respondents should be advised in writing as soon as possible after the final determination is made and approved.
- k) The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

4.9 Records Management

4.9.1 Tenders and Request for Quotations (RFQ).

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

- a) All tender or RFQ documentation
- b) Internal documentation
- c) Evaluation documentation
- d) All correspondence including enquiry and response documentation
- e) Notification and award documentation

4.9.2 Direct Procurement

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

- a) Quotation documents
- b) Internal documentation
- c) Order forms

4.9.3 Verbal Quotations

Where a verbal quotation is required under this policy then a written record must be made of both the quotation and any submission of quotation. This information is to be recorded in the pre-printed verbal quotation section on the Office Copy Purchase Order. The written record shall include:

- a) Details of the goods and services required
- b) Name of any supplier who has been requested to provide a quotation and the date on which it was requested
- c) Name of any supplier who submitted a quotation, and the amount.

4.9.4 Written Quotations

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

4.9.5 Regular checks on all procurement are completed to ensure staff always complete the details of the relevant quote information.

4.10 Exemptions

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

4.10.1 Purchases of Goods and/or Services under:

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

4.10.2 Sole Source of Supply (Monopoly Suppliers)

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

4.10.3 An emergency situation as defined by the Local Government Act 1995.

4.10.4 The purchase is under public auction which has been authorised by Council.

4.10.5 The purchase is for petrol, oil or other liquid or gas used for internal combustion engines.

4.10.6 Shelf acquired non bulk Grocery, Alcohol, Sundry Hardware and Stationery.

4.10.7 Software Support/Maintenance

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

- a) The value of the contract is less than or equal to \$150,000 and;
- b) The responsible Officer has good reason to believe that because of the unique nature of the software support and maintenance required, or for any other reason, it is unlikely that there is more than one potential supplier.

4.10.8 Any of the other exclusions listed under Regulation 11 of the Functions and Generals Regulations apply.

4.10.9 Chief Executive Officer or Executive Manager Discretion

The Chief Executive Officer or Executive Manager may, at their discretion, waive the requirements in writing to obtain the necessary quotations providing that written justifiable reasons for such waiver are provided by the responsible purchasing officer to the Chief Executive Officer, or their Executive Manager in the following situations;

- a) The responsible officer has sought required quotations, but has only

received less than the required responses that met the quotation specifications; or

- b) The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a Local Government or a Regional Local Government.

4.11 Anti-Avoidance

- 4.11.1 The Shire of Pingelly shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000, thereby avoiding the need to publicly tender.

5. RELATED DOCUMENTATION / LEGISLATION

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

Local Government (Financial Management) Regulations 1996

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 21 May 2014, 18 February 2015, 17 June 2015, 4 November 2015, 18 November 2015, 15 June 2016 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

5.12 Minimum Rate Assessments on Shire Boundary

1. PURPOSE

1.1 To outline the process for minimum rate assessments on Shire Boundaries.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

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

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

5.13 Asset Management

1. PURPOSE

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

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.
- 2.2 This Policy applies to all physical assets and their components with a useful life of more than one year, and a replacement value of greater than \$5,000, which require management by the Shire.

3. DEFINITIONS

- 3.1 **Physical Assets** are any land, buildings, infrastructure, plant and equipment, and cultural collections.

4. POLICY STATEMENT

- 4.1 The Shire of Pingelly will undertake to provide the appropriate service levels for its assets, in a whole-of-life and economically, environmentally and socially sustainable manner. In providing and managing assets, the Shire will take into account an appropriate balance between service delivery, risk, reliability, safety and cost. This will be achieved by the development and maintenance by a Shire Asset Management Strategy and a single AMP containing all classes of assets. These plans will be linked to the LTFP.
- 4.2 Budgeting priority will be given to the operation, maintenance and renewal of existing assets and services, and adequate resources will be provided to manage them in a cost-effective manner.
- 4.3 **The Asset Life Cycle (Whole of Life)**
Lifecycle asset management involves the decisions made at each stage of an asset's life, from planning to disposal. The decisions made at one stage will affect the asset's performance in another.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 March 2012, 17 June 2015, 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

5.14 Corporate Credit Cards

1. PURPOSE

- 1.1 To provide details for the use, allocation, control and safe custody of corporate credit cards.

2. SCOPE

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

3. DEFINITIONS

- 3.1 **Credit Card** is defined as a facility allowing the cardholder to pay for goods and services on credit.
- 3.2 **Business Expense** is defined as any expense necessary to the conduct of the business or for the benefit of the Shire of Pingelly or is under the terms of the employee's contract of employment with the Shire of Pingelly or relevant Council policies.
- 3.3 **Personal Expense** is defined as any expense not of a business nature.

4. POLICY STATEMENT

- 4.1 To meet changing circumstances for goods and services purchased with electronic transactions, credit cards are required in the organisation. Credit cards require a high level of security, and this must be managed appropriately.
- 4.2 Credit cards may be issued to the following members of staff:
- The Chief Executive Officer; and
 - Executive Managers
- 4.3 The use of credit cards by staff is restricted to business expenses only. The use of corporate credit cards for any item of personal expenditure is expressly disallowed. Tax invoices, receipts or in their absence a statutory declaration must be provided for each transaction and a credit card use form completed.
- 4.4 Corporate credit cards are issued with a credit limit of \$10,000 for the Chief Executive Officer and \$5,000 for Executive Managers.
- 4.4 Credit card expenditure is to be reconciled at the end of every month and the Executive Managers' statement approved by Chief Executive Officer and the Chief Executive Officer's statement approved by the Shire President.
- 4.6 Credit card expenditure is to be presented to Council as part of the Accounts Paid Presented for Endorsement within 2 months of expenditure.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 June 2014, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

5.15 Community & Events Grants

1. PURPOSE

- 1.1 To outline the Shire's approach to providing financial assistance to individuals, community groups, organisations and businesses to build an engaged and vibrant community that delivers benefits to the local community and or the local economy.

2. SCOPE

- 2.1 Funding is for Individuals, Groups, Organisations or businesses undertaking events, projects and programs within the Shire of Pingelly or that provide benefit to residents and visitors of the Shire. Projects will be expected to meet at least one priority area identified within the Shire's Community Strategic Plan. These will be the priority areas for funding, and include, but are not limited to the following areas:
 - 2.1.1 Building capacity within local community groups, volunteers and residents;
 - 2.1.2 Supporting our young people;
 - 2.1.3 Supporting our older people;
 - 2.1.4 Providing opportunity to be healthy and promote wellbeing;
 - 2.1.5 Supporting and encouraging cultural diversity and inclusion;
 - 2.1.6 Developing and attracting art projects and increasing participation; and
 - 2.1.7 Generally building the strength, engagement, and cohesion of the community.
 - 2.1.8 Public Events – available to the whole community
 - 2.1.9 Activate streets and businesses
 - 2.1.10 Promote heritage and tourism

3. DEFINITIONS

- 3.1 **Community** refers to the people that live, work or recreate within the Shire of Pingelly;
- 3.2 **Eligible applicants** means Individuals, Groups, Organisations and Businesses that do not have outstanding grant acquittals;
- 3.3 **Application Form** refers to the Community Grant Scheme Application form and all of its attachments. It also includes the option to provide a separate Income and Expenditure statement relevant to the project.

4. POLICY STATEMENT

- 4.1 Applications will be accepted twice per year with the funding pool being determined in the annual Shire budget.
- 4.2 Applications for events will be accepted at any time during the year and be 16 considered at the next practicable Ordinary Council Meeting.
- 4.3 Applications must be from an eligible organisation and be for no more than \$5,000 in any single financial year. Applications for events must be for no more than

- \$3,000 per event.
- 4.4 The funding will support up to 75% of total project costs. In-kind services and volunteer labour are eligible components of the total project costs.
- 4.5 Successful projects will meet at least one priority area identified within the above scope or have clearly identified and evidenced the need for the project.
- 4.6 For applications to proceed to assessment they must:
- 4.6.1 Be lodged on time;
 - 4.6.2 Be submitted on the appropriate form;
 - 4.6.3 Include the required information, including insurance and financial details;
 - 4.6.4 Include agreement from the applicant to acknowledge the Shire if funding is successful;
 - 4.6.5 Ensure the applicant demonstrates its ability to manage the project;
 - 4.6.6 Not be due to commence until after the notification date.
- 4.7 Applications will be assessed according to:
- 4.7.1 The level of community benefit;
 - 4.7.2 The level to which it addresses an evidenced need;
 - 4.7.3 Long term sustainability;
 - 4.7.4 Appropriateness of the project financial statement;
 - 4.7.5 Partnerships, collaborations, community engagement and involvement or other funding sources that have been secured;
 - 4.7.6 Capacity to deliver the project.
- 4.8 Where projects are evidenced to support additional outcomes identified within the Shire's Strategic Community Plan, the project will be highly regarded. This could include, but not limited to projects that:
- 4.8.1 Encourage tourism and increase visitation
 - 4.8.2 Activate local businesses and main streets
 - 4.8.3 Improve, conserve and promote heritage
- 4.9 Some projects, either in their entirety or elements of the project may not be eligible for funding. They are:
- 4.9.1 Projects that have already commenced;
 - 4.9.2 Recurrent maintenance or operating costs;
 - 4.9.3 Projects that are considered to be private, commercial, individual or State Government core responsibility;
 - 4.9.4 Elements that may be considered offensive;
 - 4.9.6 Fundraising, political or loan repayments.
- 4.10 Applicants will be able to seek assistance prior to finalising their application, but the assessment process will occur based on the information provided and must therefore be sufficient and concise;

- 4.11 Council reserves the right to request copies of quotes or audited financial information;
- 4.12 It may be appropriate to redirect applicants to more appropriate sources of funding prior to considering the project funding application;
- 4.13 Successful applications will be required to sign a grant agreement which will detail any relevant conditions necessary to minimise risk, meet Shire protocols or maximise and safeguard the project outcomes.
- 4.14 Successful applicants will be required to acknowledge the Shire's funding and submit an acquittal form as agreed with photographic and promotional evidence.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 May 2017, 19 July 2017, 18 July 2018, 18 March 2020, 15 July 2020, 18 May 2022, 19 July 2023, 15 May 2024, 16 July 2025

5.16 Sponsorship Policy

1. PURPOSE

- 1.1 To outline the Shire's approach to maximise financial and in-kind assistance for Shire activities, events, assets and services, and to ensure that probity and accountability is maintained in the selection or appointment of sponsors and in managing those sponsorships.

2. SCOPE

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

3. DEFINITIONS

- 3.1 **Sponsorship** is the purchase of the right to associate the sponsor's name, products and/or services in return for agreed benefits.

4. POLICY STATEMENT

- 4.1 The Shire actively seeks financial and/or in-kind sponsorship from time to time from organisations, bodies, companies or individuals to support specific promotions, events, services, assets and other activities.
- 4.2 The Shire will apply a business approach to offering sponsorship opportunities, and to the negotiation of the commercial terms of sponsorship. The benefits to be received by the Sponsor should correspond with the level of benefit which is received by the Shire.
- 4.3 The Sponsor must be a responsible and reputable organisation whose name and identity would enhance the Sponsored Event. Organisations that sell or promote tobacco or alcohol shall not be considered as potential sponsors.
- 4.4 The Sponsorship should enhance the public image of the Shire, and its reputation and standing. There should not be any risk to the Shire's reputation and standing arising from the Sponsor's identity, the identity of its affiliates, or the Sponsorship
- 4.5 There should not be any conflict of interest, nor any perceived conflict of interest between the Sponsor and the Shire. Sponsorship arrangements should be avoided where there is clearly a conflict between the objectives and mission of the Shire and its respective activities and those of the Sponsor.
- 4.6 Sponsorship arrangements shall not be entered into which could limit the Shire's ability to carry out its functions fully and impartially.
- 4.6 The Shire will endeavour to offer local organisations the opportunity to be a Sponsor before extending the offer to other organisations. Excluding local preference; the Shire must not favour a sponsor in a particular industry sector to the exclusion of its competitors but will use reasonable efforts to offer the opportunity to sponsor fairly without favouritism.
- 4.7 All Sponsorship Proposals must be appropriately documented outlining the benefits accruing to any potential sponsor and shall contain the following information:

- 4.7.1 Type of event or asset;
 - 4.7.2 Amount/type of sponsorship;
 - 4.7.3 Sponsor's details;
 - 4.7.4 Responsibilities of the Shire;
 - 4.7.5 Conditions of the sponsorship, inc. any requirements – location, timing, expectations; and
 - 4.7.6 Period of the sponsorship.
- 4.7 A Sponsorship Proposal outlining the above details will be completed for each Event/Asset.
- 4.8 Where two or more sponsors are interested in sponsoring the same event/conference and the sponsorship needs to be exclusive, one sponsor will be selected and submitted to the Chief Executive Officer for endorsement. The request for endorsement will detail on what grounds the sponsor was selected.
- 4.9 All Sponsorship Proposals over \$5,000 must be approved by the Chief Executive Officer, endorsed by the Council and must meet the requirements of the sponsorship policy prior to the signing of any Sponsorship Agreements or Sponsorship Letters.
- 4.9 All information about the full nature and extent of sponsorship agreements will be made available to the public upon request without disclosing any commercial in-confidence information.
- 4.11 Where a Sponsor is seeking naming rights for a Shire project, asset or event, the Sponsorship Agreement, in addition to the initial Sponsorship Proposal must be endorsed by Council.
- 4.12 Where a Sponsor is seeking to erect permanent or temporary signage in the Shire, the Sponsorship Agreement or Sponsorship Letter must state the maximum size of the signage and specify the location of each sign.

5. RELATED DOCUMENTATION / LEGISLATION

Sponsorship Reference Document (next page)

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

Sponsorship Reference Document

Guideline 1: Identity of Sponsor

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

Guideline 2: Shire's reputation and standing

The Sponsorship should enhance the public image of the Shire, and its reputation and standing. There should not be any risk to the Shire's reputation and standing arising from the Sponsor's identity, the identity of its affiliates, or the Sponsorship. Organisations that sell or promote tobacco or alcohol shall not be considered as potential sponsors.

Guideline 3: No conflict of interest

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

Guideline 4: No negative impact.

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

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

Guideline 5 – No explicit endorsement

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

Guideline 6: Benefit of Sponsorship

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

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

Guideline 7: Appropriateness of Obligations

The Shire's obligations because of the Sponsorship need to be assessed, including:

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

Guideline 8: Local preference; No favouritism

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

Guideline 9: A Business Approach

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

5.17 Fuel Cards

1. PURPOSE

- 1.1 To ensure adequate controls exist for purchases made on Shire Fuel Cards.

2. SCOPE

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

3. DEFINITIONS

- 3.1 **Cardholders** means employees to which a Shire fuel card has been issued.

4. POLICY STATEMENT

- 4.1 Employees driving a Shire supplied vehicle, where required, will be issued with a Shire fuel card.
- 4.2 Cardholders must ensure that the fuel cards are only used for the fuel requirements of the vehicle associated with the fuel card.
- 4.3 Employees are to use the fuel card for the purchase of fuel relating to Shire business only, or in accordance with their employment contract. Tax invoices, receipts or in their absence a statutory declaration must be provided for each transaction.
- 4.4 Employees must ensure that they adhere to the requirements of the policy, otherwise they may forfeit the use of the fuel card and be subject to disciplinary action.
- 4.5 All employees issued with a fuel card will be required to sign a document acknowledging their compliance with the fuel card policy.
- 4.6 Fuel card expenditure is to be presented to Council as part of the Accounts Paid Presented for Endorsement within 2 months of expenditure.

5. RELATED DOCUMENTATION / LEGISLATION

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

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 May 2018, 15 July 2020, 10 December 2020, 18 May 2022, 15 May 2024

5.18 Pingelly Industry Attraction Programme

1. PURPOSE

- 1.1 To encourage, promote and support investment, industry and employment opportunities in the Shire of Pingelly. The Shire of Pingelly recognises its role and importance in supporting business and taking actions to stimulate the local Pingelly economy. This includes the attraction of new industries, businesses and services to Pingelly, and the growth of existing services located within the Shire.
- 1.2 The Pingelly Industry Attraction Programme is designed to attract and establish new businesses and the growth of existing businesses across both industrial and commercial sectors within the Shire of Pingelly.

2. SCOPE

- 2.1 This Policy applies to allocations and management of Council funding under the Pingelly Industry Attraction Programme.

3. DEFINITIONS

- 3.1 **Applicant** means an individual, business or company that has made a formal application to the Shire of Pingelly for the purposes of the Pingelly Industry Attraction Programme.
- 3.2 **Business Plan** means a document that outlines the current position of any new or existing business, and any proposed action or initiative that a business plans to undertake in the Shire of Pingelly. The document will outline the associated capital and operational costs, identify the location of operations, list proposed and expected revenue streams, financial forecasts, undertake risk and opportunity analysis, and highlight any existing and additional staffing required for the proposal.
- 3.3 **FTE** means Full Time Equivalent employee calculated on the basis of 38 hours per week.
- 3.4 **Grant Agreement** means a binding financial agreement between the Shire of Pingelly and the legal entity who has received financial support through the Pingelly Industry Attraction Programme.
- 3.5 **RTO** means Registered Training Organisation registered through the Training Accreditation Council of Western Australia.
- 3.6 **Shire** means the Shire of Pingelly
- 3.7 **Town Centre** refers to the any area zoned Town Centre Zone in the current Pingelly Town Planning Programme

4. POLICY STATEMENT

Pingelly Industry Attraction Programme:

- 4.1 The Shire will budget \$50,000 each financial year in addition to any liabilities carried over from a previous Grant Agreement for the purposes of the Pingelly Industry Attraction Programme.

- 4.2 The Pingelly Industry Attraction Programme is divided into two funding categories:
- 4.2.1 **Investment Proposal Fund** – 50% of eligible costs matched up to a maximum of \$50,000 for the purposes of attracting and setting up new business or industry within the Shire of Pingelly, excluding any in-kind contributions.
 - 4.2.2 **Business Planning Fund** – 80% of eligible costs up to a maximum of \$4,000 for the purposes of employing consultancy services to develop grants, business plans, viability and market assessments, or engineering solutions where necessary or required for the nature of the business or industry proposal.
- 4.3 All funding categories are open indefinitely.
- 4.4 Retrospective applications will not be accepted.
- 4.5 To be eligible, an applicant must:
- 4.5.1 be a legal entity capable of entering into a legally binding and enforceable Grant Agreement with the Shire;
 - 4.5.2 have an Australian Company Number (ACN), or an Australian Business Number (ABN) and be solvent (if existing businesses); and
 - 4.5.3 have an account with an authorised deposit-taking institution (an Australian financial institution or bank) registered with Australian Prudential Regulation Authority.
- 4.6 All funding allocations must be formally adopted by Council and the recipient must enter a Grant Agreement with the Shire with any conditions appropriate to the proposal and level of financial support offered as determined by Council resolution including:
- 4.6.1 specific conditions to be met prior to any release of funding;
 - 4.6.2 reporting requirements and any expected frequency;
 - 4.6.3 financial audit requirements on the expenditure of funding;
 - 4.6.4 demonstrate evidence of increased employment;
 - 4.6.5 that all media releases, opening days, or announcements related to the funding or business proposal be communicated to and include the Shire prior to public release, subject to any other requirements from any other funding agreement or Government bodies.

Investment Proposal Fund:

- 4.7 Applications for this fund are by invitation only following the preparation of a suitable Business Plan and discussions with Shire staff.
- 4.8 A business may be eligible for between \$4,000 and \$50,000 on a matched funding basis (excluding in-kind contributions) for costs associated with the establishment or expansion of a business within Pingelly.
- 4.9 All applications must include or demonstrate the following:
- 4.9.1 a current Business Plan;
 - 4.9.2 show evidence of planning for increased employment opportunities within the Shire;

- 4.9.3 demonstrate evidence of current solvency (if existing businesses),
 - 4.9.4 include details required funding assistance, its use, and be able to demonstrate matched funding or contributions, including any funds leveraged from other sources; and
 - 4.9.5 demonstrate that the funding is necessary or is a major contributing factor to the decision for the business to be undertaken in Pingelly.
- 4.10 Eligible funded activities include:
- 4.10.1 costs associated with the establishment or expansion of a business to the Shire of Pingelly
 - 4.10.2 training of staff through an RTO.
- 4.11 Funding exclusions:
- 4.11.1 purchase of land or bond contributions;
 - 4.11.2 relocation of an existing business already located within the Shire of Pingelly without expansion to carry out existing operations;
 - 4.11.3 any staffing costs or expenses, excluding training;
 - 4.11.4 any retrospective costs;
 - 4.11.5 any financial liabilities or debt reduction;
 - 4.11.6 any activities undertaken in the normal course of business.
- 4.12 Council will assess applications and any contribution made based on the following guidelines:
- 4.12.1 if the business activity may be construed as competing directly with businesses already located within Pingelly;
 - 4.12.2 that in the opinion of Council the proposal is likely to proceed without financial assistance from the Pingelly Industry Attraction Programme;
 - 4.12.3 an indicative funding contribution of \$5,000 per each additional FTE added to the Pingelly economy demonstrated as in the Business Plan;
 - 4.12.4 the Shire may also elect to increase its financial contribution where the proposal can demonstrate value in addition to new employment including any of the following:
 - a) value to other industries already located within the Shire of Pingelly including through retail or wholesale supply, services or demonstrating partnerships with existing businesses;
 - b) demonstrate strong capacity for growth of further employment in the near future (3-5 years);
 - c) increasing retail and commercial activity in the Pingelly Town Centre;
 - d) supply or support Shire operations;
 - e) demonstrate viability for a new or unique industry not currently found in the surrounding region, with higher weight placed on emerging industries or with qualities marketable to tourists and visitors; or
 - f) other factors as determined by Council as being of value to the economy or community.

Business Planning Fund:

- 4.13 This fund is open for applications from individuals and businesses following discussions with Shire staff relating to:
- 4.13.1 the details on the proposal,
 - 4.13.2 capacity to carry or pursue the business if successful, for example work history or experience operating a similar business etc.,
 - 4.13.3 demonstrate potential for increased employment opportunities within the Shire;
 - 4.13.4 evidence of current solvency (if existing business),
 - 4.13.5 at least one quotation from a qualified consultant for what purpose you intend to utilise the funding,
 - 4.13.6 demonstrate that the business activity will take place in Pingelly.
- 4.14 Shire staff to document discussions to prepare an agenda item for the Chief Executive Officer.
- 4.15 The Chief Executive Officer will assess support for applications based on the following factors:
- 4.15.1 if the business activity may be construed as competing directly with businesses already located within Pingelly;
 - 4.15.2 that the business activity is feasible for the region and aligns with Pingelly's identity and values;
 - 4.15.3 that in the opinion of the Chief Executive Officer the proposal is likely to proceed without financial assistance from the Pingelly Industry Attraction Programme,
 - 4.15.4 value to other industries already located within the Shire of Pingelly including through retail or wholesale supply, services or demonstrating partnerships with existing businesses;
 - 4.15.5 demonstrate strong capacity for growth of further employment in the near future (3-5 years);
 - 4.15.6 increasing retail and commercial activity in the Town Centre;
 - 4.15.7 supply or support Shire operations;
 - 4.15.8 demonstrate viability for a new or unique industry not currently found in the surrounding region, with higher weight placed on emerging industries or with qualities marketable to tourists and visitors; or
 - 4.15.9 other factors as determined by the Chief Executive Officer as being of value to the economy or community.
- 4.16 The following condition will apply to all Grant Agreements:
- “All documents and copies produced through funding contributed through the Business Planning Fund of the Pingelly Industry Attraction Programme must be provided to the Shire and will be the sole intellectual property of the Shire of Pingelly until the Applicant has commenced normal operations of the proposed business activity.”*
- 4.17 The Chief Executive Officer has delegation to approve Business Planning Grants in accordance with this policy.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-annually
Council Adoption	21 September 2022, 15 May 2024

5.19 Rates Incentive Sponsorship Policy

1. PURPOSE

- 1.1 To provide a consistent and fair approach to the Early and Reliable Rates Incentive Sponsorship.

2. SCOPE

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

3. DEFINITIONS

- 3.1 **Early Rates Incentive** is a cash or other incentive to a ratepayer who has paid on time and in full, chosen on a random basis through draws.
- 3.2 **Reliable Rates Incentive** is a cash or other incentive to a ratepayer who has paid their rates in full on 30 June, chosen on a random basis through draws.
- 3.3 **Sponsorship** is the purchase of the right to associate the sponsor's name, products and/or services in return for agreed benefits.

4. POLICY STATEMENT

- 4.1 The Shire conducts Early Rates Incentive prize draws to select first, second, third and alternatives to encourage ratepayers to pay their rates on time and in full for the year.
- 4.2 Only ratepayers who have paid their rates early and in full are eligible for the Early Rates Incentive prizes.
- 4.3 The Shire also conducts a Reliable Rates Incentive prize draw including an alternative, to encourage ratepayers to pay their rates on time.
- 4.4 Only ratepayers who have a \$0 or credit balance as at 30 June of the last full financial year are eligible for the Reliable Rates Incentive prizes.
- 4.5 The Early and Reliable Rates Incentive prizes are determined by Council at the adoption of the budget or shortly thereafter.
- 4.6 The value of Early and Reliable Rates Incentive prizes may be aligned to individual sponsors, or a combination of sponsors.
- 4.7 The Early and Reliable Rates Incentive will be funded through sponsorship from local businesses and the Shire.
- 4.8 The Shire will advertise for expressions of interest for sponsors for the Early and Reliable Rates Incentive at least every 3 years.
- 4.9 Sponsorship levels are:

Levels	Benefits	Cost
Platinum	- Tri-folded A4 or DL flyer or business card in the envelope alongside Rates Notice - Short description and business contact details on Rates Notice - Acknowledgement and Logo on Rates Notice	\$1,000
Gold	- Business card in the envelope alongside Rates Notice - Short description and business contact details on Rates Notice - Acknowledgement and Logo on Rates Notice	\$500
Silver	- Short description and business contact details on Rates Notice - Acknowledgement and Logo on Rates Notice	\$300
Bronze	Acknowledgement and Logo on Rates Notice	\$200

- 4.10 Flyers and business cards are to be provided by the sponsor.
- 4.11 The Shire will select suitable sponsors in accordance with the *Shire of Pingelly Sponsorship Policy 5.16*
- 4.12 Sponsors are to be local businesses only.

5. RELATED DOCUMENTATION / LEGISLATION

Shire of Pingelly Sponsorship Policy 5.16

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 April 2023, 15 May 2024

6. Fire Control

6.1 Firebreaks – Installation, Inspection and Prosecution

1. PURPOSE

- 1.1 To outline the requirements of the installation, inspection and prosecution of firebreaks in the Shire of Pingelly.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Firebreaks must be installed by the date required in the Firebreaks Order.
- 4.2 The inspection of townsite firebreaks is to commence no later than seven days after the required date.
- 4.3 The owners whose properties are found not to comply with the Firebreaks Order, are to be issued with an infringement, and a further Order to comply with the within 10 days of the inspection.
- 4.4 Where, after a minimum of 10 days following the first inspection, any property still does not comply with the Firebreak Order, the Chief Executive Officer is authorised to arrange for the carrying out of works so that the property complies. The property owner is to be responsible for all costs associated with the compliance works.

5. RELATED DOCUMENTATION / LEGISLATION

Bush Fires Act 1954
Bushfire Brigade Local Law 2023

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

6.2 Firebreaks on Road and Railway Reserves

1. PURPOSE

1.1 To clarify the rules for firebreaks on road and railway reserves.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Council does not permit the installation of firebreaks on road reserves nor burning of the railway reserve other than by authority of the Public Transport Authority within the Shire of Pingelly.

5. RELATED DOCUMENTATION / LEGISLATION

Bush Fires Act 1954
Bushfire Brigade Local Law 2023

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 January 2005, 21 April 2010, 17 June 2015 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

6.3 Road Verge Burning

1. PURPOSE

1.1 To outline the process for road verge burning.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

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

4.2 All applications for burning of road verges are to be made in writing to the Chief Executive Officer.

4.3 Applications must demonstrate positive protection is to be given to areas of natural vegetation.

4.4 During restricted burning periods, the normal procedures apply.

5. RELATED DOCUMENTATION / LEGISLATION

Bush Fires Act 1954

Bush Fire Risk Management Plan

Bushfire Brigade Local Law 2023

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 January 2005, 21 April 2010, 17 June 2015 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

6.4 Bushfire Advisory Committee Meetings

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Notices of meetings will be sent to all Brigade Secretaries and Fire Control Officers as well as advertised in local newspaper.
- 4.2 A DFES representative is to be invited to attend.
- 4.3 All Brigades are to be encouraged to hold their annual meetings prior to the Advisory meetings.
- 4.4 Council will consider the appointments of Fire Control Officers recommended by the Bushfire Advisory Committee meeting at its next Ordinary Council meeting.
- 4.5 Council may appoint a person as a Fire Control Officer subject to completing a Fire Control Officer's training course certified by DFES within the required time.
- 4.6 Council will not reappoint a person as a Fire Control Officer unless they have completed a Fire Control Officer's training course certified by DFES within the previous ten years. Proof of satisfactory completion of the course is required.
- 4.7 It is desirable that Dual Fire Control Officers nominated by neighbouring Shires have completed a Fire Control Officer's training course certified by DFES within the previous ten years. The Chief Executive Officer is to seek training status details from the nominating Shire.

5. RELATED DOCUMENTATION / LEGISLATION

Bush Fires Act 1954
Bushfire Brigade Local Law 2023

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 January 2005, 21 April 2010, 17 June 2015 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

6.7 Harvest and Vehicle Movement

1. PURPOSE

- 1.1 To clarify the process involved with harvest and vehicle movement bans.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Chief Fire Control Officer, Deputy Chief Fire Control Officer, or nominated delegate and Chief Executive Officer are authorised to issue and lift harvest and vehicle movement bans pursuant to Section 39 of the Bush Fires Act.
- 4.2 The decision to initiate or lift a Harvest and Vehicle Movement Ban is to be determined by a reliable Fire Weather reading.
- 4.3 In the event that the Fire Behaviour Index reaches 40 or more, a Harvest and Vehicle Movement Ban is to be imposed over the whole of the Shire of Pingelly.
- 4.4 Once issued, a Harvest and Vehicle Movement Ban will remain in force until such time as is lifted.
- 4.5 For the purpose of Media Releases relating to the issue of Harvest and Vehicle Movement Bans, the following wording will be utilised at all times:
- 4.5.1 "A Harvest and Vehicle Movement Ban is/will be in effect for the Shire of Pingelly from {Day} {Date} from {Time} until further notice" OR
- 4.5.2 "The Harvest or Vehicle Movement Ban has been lifted within the Shire of Pingelly".
- 4.6 The issue of a Harvest and Vehicle Movement Bans is to be posted on social media, placed on the Digital Information Screen and an SMS sent to registered mobile telephones.

5. RELATED DOCUMENTATION / LEGISLATION

Bush Fires Act 1954
Bushfire Brigade Local Law 2023

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 January 2005, 21 April 2010, 17 June 2015 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

6.8 Movement of Vehicles During Harvest Bans

1. PURPOSE

- 1.1 To outline the Shire's policy on movement of vehicles during harvest bans.

2. SCOPE

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

3. DEFINITIONS

- 3.1 **Laneway/Roadway (non-gazetted)** is defined as having a trafficable surface, free of all inflammable material, a minimum of 4m wide with no overhanging vegetation which could come into contact with parts of a vehicle.
- 3.2 **Yard** is defined as an area, more than four metres wide, with a constructed, trafficable surface, free from all inflammable trees save live standing trees.

4. POLICY STATEMENT

- 4.1 A Total Harvest and Vehicle Movement Ban requires a ban on the movement of all vehicles and machinery and the operation of internal combustion engines within the Shire during the time specified in the notice or broadcast (Reg 38A & B) with the exception of the movement of vehicles and machinery on made gazetted roads, laneways/roadways and yards.
- 4.2 The following activities are permitted provided these comply with specified conditions:
- 4.2.1 Loading and offloading of grain, fertiliser and feed is only permitted on sites which are approved and registered by the Shire of Pingelly on an annual basis, and which are clear of all inflammable material save live standing trees to a radius of at least 30m. A mobile firefighting unit shall be in attendance at all times the site is in use during the ban period.
- 4.2.2 Water carting for stock and domestic purposes provided it is accompanied by a mobile firefighting unit, or alternatively, the water carting vehicle acts as the mobile firefighting unit and meets minimum specifications (this also requires the retention of 400L of water at all times).
- 4.2.3 All necessary travel to, from and within piggeries, sheep or cattle feed lots, provided this is undertaken in a vehicle with a mobile firefighting unit attached.
- 4.2.4 All necessary carting of livestock provided that such a vehicle is accompanied by a mobile firefighting unit.
- 4.2.5 Activities which received specific exemptions from the Chief Executive Officer or a Fire Weather Officer.
- 4.2.6 All other activities or operations may only be undertaken during Total Vehicle and Machinery Movement Bans and Bans on the Operation of Internal Combustion Engines, after approval has been granted by the

Chief Bushfire Control Officer or the Chief Executive Officer. Approval has to be sought on an individual basis. Approval may be subject to specified conditions. It should be noted that approval may not be granted.

5. RELATED DOCUMENTATION / LEGISLATION

Bush Fires Act 1954

Bushfire Brigade Local Law 2023

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

6.9 Use of Shire Plant and Equipment on Harvest Ban Days

1. PURPOSE

1.1 To outline the use of Shire plant and equipment on harvest ban days.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 The Works Supervisor and Executive Manager Works are required to conduct a risk assessment of any work areas during Total Harvest and Vehicle Movement bans prior to any work commencing. Should conditions alter significantly, a fresh risk assessment is required.

4.2 Risk assessments and mitigation measures must be documented prior to any work commencing.

5. RELATED DOCUMENTATION / LEGISLATION

Bush Fires Act 1954

Bushfire Brigade Local Law 2023

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 January 2005, 21 April 2010, 17 June 2015 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

6.10 Fire Fighter Attire

1. PURPOSE

1.1 To outline the Shire's process for fire fighter attire at a fire.

2. SCOPE

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

3. DEFINITIONS

3.1 **Operational Member** are those members who take an active part in the ongoing operations of the fire brigade and includes auxiliary members. They must be 16 years or over.

4. POLICY STATEMENT

4.1 An operational member may not attend an active fire without the correct Personal Protective Equipment and Personal Protective Clothing.

5. RELATED DOCUMENTATION / LEGISLATION

Bush Fire Act 1954

Shire of Pingelly Bush Fire Local Law 2023

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

6.12 Permits to Burn During Easter

1. PURPOSE

1.1 To clarify the process of issuing permits to burn during Easter.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Permits to Burn may not be issued during the Easter long weekend.

5. RELATED DOCUMENTATION / LEGISLATION

Bush Fires Act 1954

Bushfire Brigade Local Law 2023

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 March 2011, 20 May 2015, 17 June 2015, 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

6.13 Bush Fire Brigade Training

1. PURPOSE

- 1.1 To outline the standards of training which are required for bushfire volunteers, including those volunteers with experience.

2. SCOPE

- 2.1 This Policy is applicable to all Operational Members of a Shire of Pingelly bushfire brigade.

3. DEFINITIONS

- 3.1 **Operational Members**, as defined by the Shire of Pingelly Bushfire Local Law **2022 2023**, are those persons aged being at least 16 years of age who undertake all normal brigade activities and have completed the required training qualification as determined by the local government.

4. POLICY STATEMENT

- 4.1 Following the introduction of the Work Health and Safety Act 2020 on 31 March 2022, the Shire of Pingelly now requires all Operational Members of the Shire's bushfire brigades to receive formal training.
- 4.2 To reflect the significant experience of existing Operational Members, volunteers who are Operational Members on or before 31 March 2022, are required to complete the Rural Fire Awareness training or equivalent before 30 April 2024.
- 4.3 New Operational Members are required to complete the Fire Fighter Safety and Awareness and Firefighting Skills training or equivalent before attending any fires as a member of a Shire of Pingelly Bushfire Brigade.
- 4.4 All Operational Members (both new and existing) are required to complete at least 2 training sessions, which may be formal or informal per year. Formal training may include the training specified in sections 4.2 and 4.3. Informal training may include training held by the brigade.
- 4.5 Volunteers who do not complete the training specified in sections 4.2 or 4.3 and also 4.4 are no longer defined as Operational Members, however, are eligible to become Operational Members once they complete the required training.

5. RELATED DOCUMENTATION / LEGISLATION

Work Health and Safety Act 2020
Work Health and Safety Regulations 2022

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 May 2022, 21 February 2024, 15 May 2024

6.14 Use of Fire Fighting Appliances

1. PURPOSE

- 1.1. To outline the requirements for individuals utilising the Shire's Fire Fighting Appliances.

2. SCOPE

- 2.1. This Policy is applicable to all Operational Members of a Shire of Pingelly bushfire brigade.

3. DEFINITIONS

- 3.1 **Operational Members**, as defined by the Shire of Pingelly Bushfire Local Law **2022** **2023**, are those persons aged being at least 16 years of age who undertake all normal brigade activities and have completed the required training qualification as determined by the local government.

4. POLICY STATEMENT

- 4.1. The Bushfire Brigade Executive Committee is responsible for developing a roster for the fair private use of their Fire Fighting Appliance(s) as they see fit. This Committee may exclude any person from this roster if that person has acted irresponsibly with the appliance or other equipment in the past or for any other reason.
- 4.2. Persons seeking to utilise the Shire's Fire Fighting Appliances must be:
- 4.2.1. An Operational Member of the Shire of Pingelly bushfire brigade from which the appliance is sought;
 - 4.2.2. Have the required (bushfire and driving) training, experience and licences as required and deemed appropriate by the Captain or Fire Control Officer of the relevant bushfire brigade; and
 - 4.2.3. Have the express permission of the Captain or Fire Control Officer of the relevant bushfire brigade.
- 4.3. The person permitted to use the Appliance is responsible for the following:
- 4.3.1. To ensure the Appliance is used appropriately;
 - 4.3.2. To ensure the Appliance is kept in a ready state, full of fuel, water and cleaned;
 - 4.3.3. To return the Appliance when agreed;
 - 4.3.4. To keep the Bushfire Brigade Executive Committee informed of any damage that may occur to the Appliance;
 - 4.3.5. To keep the Bushfire Brigade Executive Committee informed of the location of the Appliance;

4.3.6. To provide access for brigade members to use the Appliance in an emergency;

4.3.7. To obtain and comply with a Permit to Burn if required; and

4.3.8. Not to loan the Appliance to a 3rd party.

4.4. The Shire's Fire Fighting Appliances must not be used for a commercial purpose.

5. RELATED DOCUMENTATION / LEGISLATION

Bush Fires Act 1954

Bushfire Brigade Local Law 2023

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 October 2023, 15 May 2024

7. General

7.1 Australia Day Celebrations

1. PURPOSE

1.1 To support the following Australia Day celebrations (with the stated conditions).

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 The Shire will host an Australia Day Breakfast.

4.2 The Shire will donate trophies including engraving of medallions as appropriate to the Pingelly Tennis Club and Pingelly Bowling Club.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017, 15 July 2020, 18 May 2022, 15 May 2024

7.2 Council Awards

1. PURPOSE

1.1 To outline the process of Council awards.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Each year, Council may present the following awards:

4.1.1 Community Member of the Year

4.1.2 Community Group of the Year

4.2 Nominations are to be advertised from October and presented to the Ordinary Meeting of Council in December.

4.3 Nominations can be submitted without the nominee's knowledge. Nominations must include 2 references.

4.4 Nominees will be contacted via phone or email for consent prior to being presented to Council for consideration

4.5 Short lists of nominations will be released to the public prior to the Australia Day event.

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

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

4.8 Any Councillor or Shire staff member nominated will not participate in the assessment and selection of the winner.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 January 2005, 21 April 2010, 16 March 2011, 20 March 2013, 17 June 2015, 17 May 2017, 21 March 2018, 15 July 2020, 18 May 2022, 20 July 2022, 15 May 2024, 17 September 2025

7.5 Pingelly Primary School - Trophies

1. PURPOSE

1.1 To outline the process for issuing trophies to the Pingelly Primary School.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Council will meet the cost of "Sports Star of the Year" trophies for presentation to students in early December each year, on condition of appropriate acknowledgement of the sponsorship by the Pingelly Primary School.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

7.6 Property Leased to Community Groups

1. PURPOSE

- 1.1 To outline the conditions that apply when leasing or licencing Shire land or buildings to a community group.

2. SCOPE

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

3. DEFINITIONS

- 3.1 Community Group means a group whether incorporated or not which operate on a not for profit basis, located in Pingelly for the benefit of the people of Pingelly, excluding government agencies, departments and organisations.

4. POLICY STATEMENT

- 4.1 Property leases are defined as 'disposal of property' within s3.58 of the *Local Government Act 1995*. Therefore, a tender process to lease a property is required, unless exempt under the *Local Government (Functions and General) Regulations 1996*.

- 4.2 The Shire leases and licenses land and buildings at its discretion to local community groups on a cost neutral basis to the Shire. As such, the lease or licence agreement should include the following:

4.1.1 Lease establishment fee to partially cover legal costs in the development of the lease agreement of \$250.

4.1.2 Utility (water, electricity etc). charges, waste collection rates and emergency services levy are to be met by the community group.

4.1.3 Satisfactory insurance cover for contents of the building, public liability and other relevant insurance for activities being carried by the community group.

4.1.4 The Shire will provide building insurance for the structure.

4.1.5 Cost of repairs and alterations are to be met by the community group to ensure that the building is kept in the same or better condition than at the start of the lease.

- 4.2 Any alterations and repairs to any leased building must to be approved by the Chief Executive Officer prior to work being carried out.

5. RELATED DOCUMENTATION / LEGISLATION

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

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 18 August 2022, 15 May 2024

7.8 Political Posters

1. PURPOSE

1.1 To outline the Shire's regulations on political posters.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

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

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

7.9 Grazing of Reserves and Road Reserves

1. PURPOSE

1.1 To clarify the Shire's policy on grazing of reserves and road reserves.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Grazing of reserves and roads is not permitted without approval of the Chief Executive Officer or the Executive Manager Works.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

7.11 Pingelly Museum Management

1. PURPOSE

- 1.1 To outline the management for the Pingelly Museum.

2. SCOPE

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

3. DEFINITIONS

- 3.1 **Accessioning** is the administrative process whereby an item is added to the collection.
- 3.2 **Deaccessioning** is the administrative process whereby an item is removed from the collection. It is distinct from disposal which is the physical act of disposing an item.

4. POLICY STATEMENT

- 4.1 The day-to-day operation of the Museum is delegated through an MOU with a community organisation. This organisation is overseen by the Shire and must comply with this policy.
- 4.2 All volunteers must be inducted and trained appropriately including Safe Handling Procedures.
- 4.3 All items at the Museum are the property of the Shire of Pingelly and must be managed in accordance with this policy.
- 4.4 The purpose of the Museum is the history and development of Pingelly and its people.
- 4.5 The priorities of the Museum are the recording, collection, documentation, preservation and display of the collection and associated history.
- 4.6 The display of objects will include a permanent display which is well researched and interpreted with local stories using a range of interpretive strategies.
- 4.7 Rotational displays including touring exhibitions should be exhibited whenever possible. These displays should be themed appropriately (e.g. current events, dates of significance etc.) and are not required to relate to the overall theme of the Museum.
- 4.8 The Shire will accept or accession the following materials in accordance with this purpose:
- 4.8.1 Oral Histories about the people, places and events of Pingelly;
 - 4.8.2 Personal military material relating to Pingelly men and women at war;
 - 4.8.3 Diaries from people living in Pingelly;
 - 4.8.4 Historical photographs, albums and films relating to Pingelly;
 - 4.8.5 Pingelly businesses and industries;
 - 4.8.6 Products made in Pingelly; and
 - 4.8.7 Pingelly sporting material.

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

4.9 Council may by resolution, accept or refuse to accept the following items:

- 4.9.1 Moved buildings or items of moveable heritage that should be left in situ;
- 4.9.2 Large agricultural machinery or parts of such machinery;
- 4.9.3 Items which have no provenance to the Shire of Pingelly;
- 4.9.4 Books, periodicals, magazines or documents unless they are directly linked to an item in the collection and add value to that item;
- 4.9.5 Material which do not relate to the theme of the Museum;
- 4.9.6 Cars, trucks, engines and other large mechanical items or parts of such machinery;
- 4.9.7 Parts of demolished buildings;
- 4.9.8 Firearms and explosive devices;
- 4.9.9 Newspaper collections;
- 4.9.10 Large medical equipment;
- 4.9.11 Materials which require specialised conservation or restoration; and
- 4.9.12 Skeletal remains.

Council may accept these materials as part of a separate collection or as a part of the museum collection.

4.10 The Shire is under no obligation to accept material for any reason including material:

- 4.10.1 On loan;
- 4.10.2 With stipulated conditions
- 4.10.3 Duplicates;
- 4.10.4 Damaged or destroyed;
- 4.10.5 Whose ownership cannot be verified;
- 4.10.6 Without historical significance including through documented or oral history; and
- 4.10.7 Not in accordance with the purpose of the Museum.

4.11 All new items accepted into the collection are to be recorded in the accession register and a receipt provided to the seller/donor. As much relevant information and history about the item should be recorded as possible and a Statement of Significance written.

4.12 All items in the collection are to be catalogued using the MOSAIC software. This includes all items that are recorded in the accession register and are present in the collection.

4.13 Each item in the collection must be considered to determine the most appropriate method of preservation within the reasonable capacity of the Shire. Items that cannot be suitably preserved must be deaccessioned to a more suitable location.

4.14 Any conservation treatment should be done in such a way that retains the significance, patina of age and evidence of use of the item. Wherever possible, conservation treatments should be reversible.

4.15 The Shire will deaccession items that are currently in the collection, but are denominated at Sections 4.7 and 4.8 above, unless Council has received these items as part of a separate collection. In addition to these sections, the Shire will

deaccession items to individuals or groups that have a legitimate claim to their ownership including First Nations items.

4.16 Each item to be deaccessioned will be documented on an appropriate form including the reasons and intended disposal method of the item. Items may be disposed in order of preference by:

- 4.16.1 Transfer to another museum;
- 4.16.2 Return to original owner;
- 4.16.3 Alternative use (e.g. educational tool);
- 4.16.4 Sale through auction;
- 4.16.5 Gift to collector; or
- 4.16.6 Destruction.

4.17 Disposal must comply with the Local Government Act 1995.

4.18 Only the Chief Executive Officer (or their delegate) may approve the deaccession and disposal of an item from the collection.

4.19 Shire staff, volunteers, Councillors and their close friends and families are prohibited from acquiring any deaccessioned item.

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

4.21 The Shire will only consider loans (both incoming or outgoing loans) for exhibition purposes or bonafide research purposes with a prescribed time period of less than 3 months.

5. RELATED DOCUMENTATION / LEGISLATION

Local Government Act 1995

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 June 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024



1. PURPOSE

- 1.1 To clarify the ownership, control, organisation, role and purpose of the Shire's CCTV operations.

2. SCOPE

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

3. DEFINITIONS

- 3.1 **CCTV** means Closed Circuit Television

4. POLICY STATEMENT

4.1 Ownership And Control of CCTV Operations

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

4.2 Role And Purpose of CCTV Operations

4.2.1 The Shire of Pingelly conducts CCTV Operations in order to:

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

4.3 Organisation Policy for CCTV Operations

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

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

- a) The CCTV System will be operated within applicable law, and for the ethical and beneficial purposes for which it is established, or which are subsequently agreed in accordance with these approved policy statements.
- b) The CCTV System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.
- c) The public interest in CCTV Operations will be recognised by ensuring the security and integrity of recorded material.
- d) All Stakeholders and Authorised Personnel will act in accordance with the CCTV Operation's Code of Conduct.
- e) Access to Designated Surveillance Areas will be restricted to Authorised Personnel.
- f) The Shire of Pingelly will be accountable to its Stakeholders for the effective management and control of CCTV Operations.
- g) CCTV Operations will be monitored and evaluated to ensure compliance.
- h) The Shire of Pingelly will make public annual reports in relation to CCTV Operations.
- i) Recorded material released to Stakeholders shall be verified for accuracy, relevance and must not exceed that necessary to fulfil the purposes of the written request.
- j) The retention of, and access to any recorded material will be only for the purposes provided by CCTV Policy Statement 4 (Role and Purpose).
- k) Recorded material will be retained for thirty one (**31**) days unless otherwise specified or required in relation to an approved police operation or the investigation of crime or events for court or formal review proceedings by the Shire of Pingelly. Recorded material, hard copy or electronic will then be erased, deleted or destroyed,

with released material destroyed following written confirmation on the original release request.

- l) Contact and exchange of information between the Shire of Pingelly and WA Police will be conducted in accordance with a signed Memorandum of Understanding.
- m) Legitimate access may be allowed to live CCTV images which may be required by Shire Works personnel to view public areas for convenient public area familiarisation or reviewing, monitoring or verifying Shire of Pingelly maintenance services and publicworks.

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

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

7.14 Communications and Social Media

1. PURPOSE

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

2. SCOPE

- 2.1. This Policy applies to:

- 2.1.1 Communications initiated or responded to by the Shire of Pingelly;
- 2.1.2 Employees of the Shire of Pingelly; and
- 2.1.3 Elected Members when making comment in either their Shire of Pingelly role or in a personal capacity.

3. DEFINITIONS

Nil

4. POLICY STATEMENT

4.1 Official Communications

- 4.1.1 The purposes of the Shire of Pingelly's official communications include:
- a) Sharing information required by law to be publicly available.
 - b) Sharing information that is of interest and benefit to the Community.
 - c) Promoting Shire of Pingelly events and services.
 - d) Promoting Public Notices and community consultation / engagement opportunities.
 - e) Answering questions and responding to requests for information relevant to the role of the Shire of Pingelly.
 - f) Receiving and responding to community feedback, ideas, comments, compliments and complaints.
- 4.1.2 The Shire of Pingelly's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council.
- 4.1.3 The Shire of Pingelly will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:
- a) Website;
 - b) Advertising and promotional materials;
 - c) Media releases prepared for the Shire President, to promote specific Shire of Pingelly positions;
 - d) Social media; and
 - e) Community newsletters, letter drops, and other modes of

communications undertaken by the Shire's Administration at the discretion of the Chief Executive Officer.

4.2. Speaking on behalf of the Shire of Pingelly

- 4.2.1 The Shire President and the Chief Executive Officer are authorised as the official spokespersons for the Shire of Pingelly and may represent the Shire in official communications, including; speeches, print, electronic and social media. In general, the Shire President will communicate in relation to strategic matters, and the Chief Executive Officer will communicate in relation to high level operational matters.
- 4.2.2 Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.
- 4.2.3 Communications by Elected Members and Employees, whether undertaken in an authorised official capacity or as a personal communication, must not:
 - a) Bring the Shire of Pingelly into disrepute,
 - b) Compromise the person's effectiveness in their role with the Shire,
 - c) Imply the Shire's endorsement of personal views, or
 - d) Disclose, without authorisation, confidential information.
- 4.2.4 Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Pingelly.
- 4.2.5 Elected member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

4.3. Responding to Media Enquiries

- 4.3.1 All enquiries from the Media for an official Shire of Pingelly comment, whether made to an individual Elected Member or Employee, must be directed to the Chief Executive Officer or a person authorised by the Chief Executive Officer. Information will be coordinated to support the Shire President or Chief Executive Officer to make an official response on behalf of the Shire of Pingelly.
- 4.3.2 Elected members may make comments to the media in a personal capacity – refer to clause 4.6 below.

4.4. Website

- 4.4.1 The Shire of Pingelly will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

4.5. Social Media

- 4.5.1 The Shire of Pingelly uses social media to facilitate interactive information sharing and to provide responsive feedback to the community. The use of Shire of Pingelly social media accounts is to be specifically authorised by the Chief Executive Officer, or by persons

authorised by the Chief Executive Officer.

4.5.2 The Shire of Pingelly may post and contribute to social media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

4.5.3 When using social media, Elected Members and Employees should:

- a) Avoid making personal comments about other Elected Members, staff or members of the community;
- b) Encourage direct contact with the Shire where requests for service or official feedback has been posted, to enable the matter to be dealt with;
- c) Encourage the original poster to make contact with the Shire for clarification, where misinformation or factually incorrect information is posted;
- d) Remember that liking, sharing or reacting to a post on Social Media is generally taken to be an endorsement of that material, as if you had created it yourself, and may be seen by a wider audience than intended.

4.6. Elected Member/Employee Statements on Shire Matters

4.6.1 An Elected Member or Employee may choose to make a personal statement publicly on a matter related to the business of the Shire of Pingelly.

4.6.2 Any public statement made by an Elected Member or Employee, whether made in a personal capacity or in their Local Government capacity, must:

- a) Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Pingelly.
- b) Be made with reasonable care and diligence;
- c) Be lawful, including avoiding contravention of: copyright, defamation, discrimination or harassment laws;
- d) Be factually correct;
- e) Avoid damage to the reputation of the local government;
- f) Not reflect adversely on a decision of the Council;
- g) Not reflect adversely on the character or actions of another Elected Member or Employee;
- h) Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member;
- i) Observe confidentiality;
- j) Remember Council decision making is by majority, and while there may be decisions that are disagreed with, alternative points of view should be made respectfully and constructively;
- k) Not make public statements expressing their opinion on matters before the Council that would indicate a predetermined voting

position;

and

- I) Comments which become public, and which breach this Policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

5. RELATED DOCUMENTATION / LEGISLATION

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	15 July 2020, 18 May 2022, 15 May 2024

7.15 Christmas Closure

1. PURPOSE

- 1.1 To provide guidelines for the closure of the Administration Centre and Depot over the Christmas holiday period.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Shire of Pingelly operations, including the Administration and the Depot, will close annually for a period of no longer than 10 working days (2 calendar weeks) over the Christmas and New Year holiday period. The Chief Executive Officer has the discretion to determine the days of closure spanning Christmas and New Year's Day.
- 4.2 To ensure the community is aware of the closure, widespread advertising is to occur no later than the first week in December each year.
- 4.3 Suitable emergency contact persons are to be maintained to ensure a point of contact is available for urgent requests, and this information is to be provided to the Local Emergency Management Committee.
- 4.4 The ability to issue fire weather warnings and harvest ban information must be maintained during the period of closure.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 September 2020, 18 May 2022, 15 May 2024

7.17 Flag Use and Shire Office

1. PURPOSE

- 1.1 To ensure that that Shire's protocols and practice of flying and lowering flags to half-mast is exercised in a consistent, respectful and appropriate manner.

2. SCOPE

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

3. DEFINITIONS

Nil

4. POLICY STATEMENT

- 4.1 The Australian National Flag and the Aboriginal Flag is to be flown at the Shire Administration Office in ordinary working hours when the Shire is open to the public unless prohibited by weather conditions.
- 4.2 The Shire may fly flags at half-mast on specific occasions to commemorate a solemn occasion, including:
- 4.2.1 To coincide with national, state or regionally significant events (generally at the behest of the various levels of government protocol arrangements);
 - 4.2.2 When a current or former Elected Member passes away;
 - 4.2.3 When a current or former Citizen of the Year passes away;
 - 4.3.4 When a current Shire employee passes away;
 - 4.2.5 When a person is buried in the Pingelly and Mourambine Cemeteries; or
 - 4.2.6 If authorised by the Chief Executive Officer on the request of a member of the community as a sign of mourning.
- 4.3 If the occasion mentioned at Section 4.2 above occurs on a day other than an ordinary working day, the Shire may fly flags at half-mast on the day prior to the occasion when the Shire is open to the public.
- 4.4 Authorisation from a recognised local First Nations Elder should be obtained prior to flying the Aboriginal Flag at half-mast.

5. RELATED DOCUMENTATION / LEGISLATION

Local Government Act 1995
Australian Flags Act 1953

6. REVIEW DETAILS

Review Frequency	Bi-annually
Council Adoption	18 May 2022, 15 May 2024



1. PURPOSE

1.1 To invite the year 6 student to meet with Council on an annual basis.

2. SCOPE

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

3. DEFINITIONS

Nil

4. POLICY STATEMENT

4.1 An invitation to be sent to PPS to invite the year six students to attend a round table discussion with Councillors at some point during the year.

4.2 An invitation will also be sent the Pingelly Primary School to invite the Principal, Deputy Principal and Administrator for evening drinks and Council dinner.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-annually
Council Adoption	14 December 2022, 15 May 2024



1. PURPOSE

1.1 The purpose of this Policy is to establish a Walk of Fame to:

- Recognise renowned Pingelly people;
- Promote Pingelly outside of Pingelly and encourage tourists to visit;
- Foster community pride;

and provide clear guidance on the Eligibility Criteria by which nominations will be suggested and determined.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 A Walk of Fame will be established in Memorial Park.

4.2 The people honoured in this Walk of Fame will be recognised with the installation of star-shaped plaques detailing their name, date of recognition, achievements and QR code with further information.

4.3 Any person may write to the Chief Executive Officer, nominating a person to be recognised in the Walk of Fame. This suggestion must detail how the person complies with the Eligibility Criteria.

4.4 The Chief Executive Officer will make a report to a formal Council Meeting. Council has full discretion to determine if a person has or has not met the Eligibility Criteria to their satisfaction.

4.5 The Eligibility Criteria are:

4.5.1 The person must have a significant connection with Pingelly.
For example, childhood and formative years in Pingelly or more than 10 years residence within the Shire boundaries.

4.5.2 Sustained representation at the highest national level or recognition at the highest national level by respected and established national organisations.
For example, sustained representation in the Australian Football League or recognised through an Order of Australia Medal.

4.5.3 The person must have a national/international reputation.

4.5.4 The person must be of a good character who is considered unlikely to bring Pingelly into disrepute.

4.5.5 Any other matters that Council considers relevant.

- 4.6 Honours may be awarded up to 5 years posthumously.
- 4.7 Once Council has determined that the person has met the Eligibility Criteria the person is contacted to verify that the person is willing to accept this honour and arrange a Walk of Fame Ceremony to install the plaque.
- 4.8 The person must be present, or in the case of posthumous awards must be represented in person at the Walk of Fame Ceremony.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	12 December 2023, 15 May 2024

8. Health and Building

8.5 Footpath Protection

1. PURPOSE

1.1 To outline the Shire's policy on footpath protection.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Where a building permit is issued for the construction of a new building and site access for heavy traffic may be required, the landowner is to be made aware of the requirements concerning the adequate protection and care of the road verge (footpaths, trees, etc).

4.2 Where it is viewed necessary by the Chief Executive Officer, a bond of \$1000 may be required to safeguard the Shire of Pingelly's interests prior to the issue of a building permit for the work, unless exemption is given by the Chief Executive Officer or Executive Managers.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

8.6 Minimum Access Standards

1. PURPOSE

- 1.1 To progressively upgrade facilities to ensure equal access for all, regardless of ability.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 When building or redeveloping Shire owned buildings, the Minimum Access Standards at Appendix 1 should be considered at the design stage.
- 4.2 When constructing or renewing Shire owned public domain works, the Minimum Access Standards at Appendix 2 should be considered at the design stage.
- 4.3 If Appendices 1 and 2 do not provide guidance for a particular project, Shire should research and apply the 'best practice' standards within the industry for the project or scenario at hand. This may include consultation with experts in the field or people with lived experience.
- 4.4 The requirements at Appendices 1 and 2 should be considered alongside other relevant requirements. In the case of conflicting requirements, the Chief Executive Officer has the discretion to vary Appendices 1 and 2.
- 4.5 Should the cost of adopting a measure within this policy exceed 15% of the cost of the particular element, then this measure is deemed to constitute 'Unjustifiable Financial Hardship'. In this instance, the measure is not reasonable to be included in the design, unless it is to comply with specific legal requirements including the Building Code of Australia.

5. RELATED DOCUMENTATION / LEGISLATION

- 5.1 *Local Government Act 1995*
- 5.2 *Disability Discrimination Act 1992*
- 5.3 *Building Code of Australia*
- 5.4 *AS/NZS 2890.6-2009*
- 5.5 *AS 1428.1-2009*
- 5.6 *AS 1428.2-1992*
- 5.7 *AS 1428.3-1992*
- 5.8 *AS 1428.4-2002*
- 5.9 *AS 1428.5-2010*

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 April 2024, 15 May 2024

Appendix 1 – Minimum Access Standards Checklist – Buildings

a) Accessible Car Parking

✓ / ✗	Enhanced Design Measures – Accessible Car Parking	Applicable Technical Standard
	Provide elevated signs above designated accessible parking bay (DAPB) with blue international symbol.	AS / NZS 2890.6 – A3
	If elevated signs are not visible from car park entry, provide directional signs to the DAPB.	AS / NZS 2890.6 – A3
	Ensure that the vehicle path to the DAPB has a min. overhead clearance of 2500mm .	AS / NZS 2890.6 Cl. 2.4
	Ensure the DAPBs are adjacent to, or as near as possible, to the principal pedestrian entry of the building or facility.	N/A
	Ensure the area for the DAPB is well lit and the lighting is even.	AS 1428.2 Cl. 19
	If the DAPB is parallel (to the roadway / parking aisle), ensure it is a min. width of 3600mm with an appropriate 1600mm wide x 7800mm long connecting pathway.	AS / NZS 2890.6 Cl. 2.2
	Provide directional Tactile Ground Surface Indicators (TGSIs) on any pathway adjacent to a DAPB, where a kerb ramp is at a mid-block or where there is not a direct path of travel.	AS 1428.4.1 Cl. 3.1 (c) (i)

b) Change / Shower Facilities

✓ / ✗	Enhanced Design Measure – Change / Shower Facilities	Applicable Technical Standard
	Ensure the shower doorway has a min. clear opening width of 900mm	AS 1428.1 Cl. 13.2
	Ensure that taps are clearly identified as hot and cold (colour and text)	N/A
	Ensure access to the main internal area has a min. clear space of 2450 x 2450mm to allow circulation for a 360° wheelchair turn	AS 1428.2 Cl. 6.3
	Ensure appropriate clearance below washbasin suitable for wheelchair access for a child	AS 1428.3 Cl. 10.4 Obsolescent
	Ensure drink fountain controls are at appropriate heights that are easy to use for children of each age group	AS 1428.3 Cl. 12.1 Obsolescent
	Ensure taps are easy to operate for children of each age group	AS 1428.3 Cl. 12.3 Obsolescent
	Door closures to be used by children, are to have a force less than 2.9N to open from 0-90 degrees.	AS 1428.3 Cl. 12.1 /12.2 Obsolescent
	Accessible tables to be provided, at a height of 565-660mm for ambulant children with disabilities and at a height of 625- 770mm for children using wheelchairs	AS 1428.3 Cl. 13.2 Obsolescent

	Ensure there is a provision of accessible wheelchair circulation spaces, being a min. 1300mm long and 800mm wide, for a parallel wheelchair approach, adjacent to shelves and benches	AS 1428.2 24.2(a)
	Ensure the 1:14 ramps have landings every 2.2m (or 1:17 every 3.5m, or 1:22 every 4.2m) (note; requirements of changes in direction)	AS 1428.3 Cl. 7 Obsolescent
	Ensure handrails on the landings of ramps are at a height of 825mm and at a consistent height of 860mm on the ramp	AS 1428.3 Cl. 7 Obsolescent

c) Contrasts

✓ / ✗	Enhanced Design Measure - Contrasts	Applicable Technical Standard
	Provide a clear colour and luminance contrast between bollards (e.g. contrasting strip close to the top) and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between counter tops and supporting surface	N/A
	Provide a clear colour and luminance contrast between any cupboards and door handles	N/A
	Provide a clear colour and luminance contrast between emergency alarm buttons and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between equipment controls (fans, air conditioners, heaters etc) and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between exposed vertical building supports (posts, columns etc) and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between flushing controls on toilets and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between furniture and the floors	N/A
	Provide a clear colour and luminance contrast between grab and handrails and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between kerb ramps and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between lift buttons and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between light switches and the background and / or surrounding area	N/A

	Provide a clear colour and luminance contrast between lips and edges and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between path edges and pathways and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between poles and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between power points and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between ramp edges and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between shower doors and curtains and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between taps and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between vertical and horizontal connections (e.g. floor and wall) and the background and / or surrounding area	N/A
	Provide a clear colour and luminance contrast between window frames and the background and / or surrounding area	N/A

d) Customer Service Areas

✓ / ✗	Enhanced Design Measure – Customer Service Areas	Applicable Technical Standard
	Where there is a reception counter / ticket or tellers booth provide a wheelchair accessible section at a height of 830 – 870mm with leg clearance at a height of 800 – 840mm underneath, for a min. length of 900mm	AS 1428.2 Cl. 24.1.1
	Ensure that some of the seating provided in customer services is 450 – 520mm high, with armrests at a height of 220 – 300mm above the seat and a seat back	AS 1428.2 Cl. 27.2
	Ensure customer service area is appropriately lit, and the lighting is even	AS 1428.2 Cl. 19
	Ensure display and information stands are within common reach ranges (230 – 1350mm) for wheelchair users (Note: different angles of approach e.g. side approach)	AS 1428.2 Cl. 22

e) Entrances

✓ / ✗	Enhanced Design Measure – Entrances	Applicable Technical Standard
	Provide an electric automatic self-opening door that has an opening width of 900mm	N/A
	If the automatic door has a control push button ensure controls are a min. of 25mm dia., proud of the surface (activating door before the button becomes level with surrounding surface) and at a height between 900 -1200mm	AS 1428.1 Cl. 13.5.3 (b)
	If there is a doorbell, ensure that it is accessible and easy to operate, and located at a height between 900 – 1200mm	N/A
	Ensure there is appropriate lighting at the entry for nighttime use	N/A

f) Emergency Egress / Evacuation

✓ / ✗	Enhanced Design Measure – Emergency Egress / Evacuation	Applicable Technical Standard
	Provide an accessible (e.g. appropriate door handle, clear door opening width, opening force) emergency exit in addition to the main entry	N/A
	Provide clear, visible, accessible signage on emergency exits	N/A
	Ensure there is a continuous accessible path of travel from the building to any nominated assembly area (e.g. firm path, no steps or stairs, well lit)	N/A
	Ensure there is a continuous accessible path of travel from the building to any nominated assembly area (e.g. firm path, no steps or stairs, well lit)	N/A
	Provide audible emergency alarms in the building	N/A
	Provide visible emergency alarms in the building	N/A
	Provide refuge places for people with mobility difficulties on levels above the main entrance	N/A
	Provide audible security alarm at any security checkpoints	N/A
	Provide visible security alarm at any security checkpoints	N/A
	Ensure that any fire hoses and extinguishers are located at a height between 700 - 1200mm	N/A
	Ensure that the emergency management plan located at an accessible height in a public area in an accessible format (e.g. large print, tactile, Braille)	N/A

g) Hearing Augmentation

✓ / ✗	Enhanced Design Measure – Hearing Augmentation	Applicable Technical Standard
	Provide hearing augmentation in public accessible meeting rooms that have capacity for 15 or more participants	AS 1428.5 – 3
	Provide hearing augmentation in any lift to assist with communication in an emergency	AS 1428.5 – 3
	Ensure that any rooms where there are presentations, training or entertainment that any seating provides good lines of sight for lip reading	N/A
	Ensure there is effective lighting for lip reading and sign language interpreters	N/A
	Consider acoustic design elements to reduce noise (e.g. rubber tips on furniture legs, soft furnishings, low pile carpet, double glazing, quiet equipment etc.)	N/A

h) Kitchen/Dining/Canteen Areas

✓ / ✗	Enhanced Design Measure – Kitchen/Dining/Canteen Areas	Applicable Technical Standard
	Ensure any counters have a wheelchair accessible section at a height between 830 – 870mm for a min. length of 900mm and a leg clearance underneath at a height between 800 – 840mm for a min. length of 900mm	AS 1428.2 Cl. 24
	Ensure the sink / basin is accessible to people in wheelchairs at a height between 770 – 800mm with leg clearance height underneath between 640-650mm with appropriate unobstructed circulation space	AS 1428.2- A5
	If there is a canteen / servery window, ensure it has a wheelchair accessible section at a height between 830 – 870mm with a leg clearance underneath at a height of 800mm	AS 1428.2 Cl. 24
	Ensure any operative components of any vending machine for pre-packaged food and drink is accessible and at a height between 700 – 1200mm	AS 1428.2 Cl. 29
	If seating is available, ensure it is at a height of 450 – 520mm with armrests located at a height between 220 – 300mm above the seat and backs	AS 1428.2 Cl. 27.2
	If tea and coffee facilities are provided (other than vending machine), ensure the highest operable components are located at a height between 900 - 1100mm	N/A

i) Landscaping

✓ / ✗	Enhanced Design Measure – Landscaping	Applicable Technical Standard
	Ensure landscape designs, materials, plants, etc., that contribute to pedestrian safety	N/A
	Ensure any planter boxes are appropriately located clear of any pathway	N/A

j) Lifts-Passenger

✓ / ✗	Enhanced Design Measure – Lifts-Passenger	Applicable Technical Standard
	Provide appropriate wheelchair circulation space with floor size of 1700 x 1900mm	AS 1428.2 – Cl. 12
	Ensure any handrails have appropriate colour and luminance to the background and / or surrounding area	N/A
	Ensure walls in lift are of a not a reflective material	N/A
	Ensure emergency procedures in the event of a lift malfunction are in an accessible format	N/A

k) Stage / Assembly Spaces

✓ / ✗	Enhanced Design Measure –Stage / Assembly Spaces	Applicable Technical Standard
	Ensure there is some seating available which is 450 – 520mm high with armrests provided at a height of 220 – 300mm above the seat and back	AS 1428.2 Cl. 27.2
	Ensure boundaries of any stage or podium are defined by barriers or an appropriate contrast to the floor surface, (colour and texture)	AS 1428.2 Cl. 26.2
	Ensure all stage / podium controls are able to be operated by a person when seated	AS 1428.2 Cl. 26.2 (b) / 6.3
	Ensure there is appropriate lighting to the area Provide clear, concise signage, incorporating Braille and tactile components that identifies all elements e.g. toilet, emergency exits	N/A

l) Signage

✓ / ✗	Enhanced Design Measure –Stage / Assembly Spaces	Applicable Technical Standard
	Provide signage (including tactile and Braille) that is located at the main building entry, both inside and out, giving directional and general information about buildings and facilities including services and access for people with disabilities.	N/A

Appendix 2 – Minimum Access Standards Checklist – Public Domain Works

a) Pathways (accessways)

✓ / ✗	Enhanced Design Measure – Pathways (accessways)	Applicable Technical Standard
	Ensure pathway is a min. of 1800mm wide	AS 1428.1 Cl. 6.3
	Ensure that objects on pathway, such as seats, tables, drinking fountains, bins etc have luminance contrast (intensity of light reflected) of not less than 0.3 (30%) to background or surrounding surfaces	AS 1428.2 Cl. 27.1 (b)
	Ensure the edges of the pathways are in colour contrast to their background (e.g. colour strip or grass on same ground surface)	N/A
	Provide seating at a height between 450 – 520mm with armrests between 220 – 300mm above the seat with a back provided along the pathway at a minimum of every 60m along the pathway set back a minimum of 500mm	AS 1428.2 Cl. 27.1 (a)
	Ensure there is uniform appropriate lighting along length of pathway for nighttime use	N/A
	Install warning (hazard) TGSIs at changes in direction along the pathway	AS 14.28.4.1 Cl. 3.2/3.3
	If there is a childproof gate ensure that it has an accessible doorbell or intercom system, located at a height between 900 - 1200mm, which can be heard from inside the premises	N/A
	If the entrance / childproof gate is located within a continual height fence, ensure it is highlighted to assist recognition by a child or a person with vision impairment	N/A

b) Playgrounds

✓ / ✗	Enhanced Design Measure – Playgrounds	Applicable Technical Standard
	Provide designated accessible car parking in any onsite car park, close to the entry of the playground	N/A
	Provide a continuous accessible path of travel, with a min. width of 1800mm to the playground from the property boundary and accessible car park	N/A
	Provide a continuous accessible path of travel through the playground	N/A
	Provide a firm, slip resistant pathway with a surface texture that is traversable by a person using a wheelchair to and through the playground equipment	N/A

	Ensure appropriate directional and hazard TGSIs are provided where required on the pathways	N/A
	Ensure that objects along the pathways such as seats, tables, drinking fountains, bins etc. are set back a min. of 500mm	N/A
	Ensure that objects along the pathways, such as seats, tables, drinking fountains, bins etc. have an effective contrast to surrounding areas	N/A
	Ensure edges of pathways are in contrast to the surrounding / background area	N/A
	Provide clear lines of sight from any seating / viewing areas to and over the play equipment	N/A
	Provide shade / shelter over play equipment and seating	N/A
	Provide a variety of accessible play components including ground level and above ground components	N/A
	Provide appropriate seating for children and adults with backrests and armrests	N/A
	Provide accessible facilities e.g. drink fountains, toilets, change tables	N/A
	Ensure there is uniform appropriate lighting to the area	N/A
	Provide clear concise signage	N/A

c) Ramps

✓ / ✗	Enhanced Design Measure – Ramps	Applicable Technical Standard
	Ensure that ramp has a slope / gradient no steeper than 1:20	AS 1428.1 Cl. 10.3 (a) (b)
	Ensure ramp has an obstructed width of 1800mm in between handrails	AS 1428.1 Cl. 6.3 / 10.3 (e) / 12
	Ensure handrails have a consistent min. height of 900mm throughout the ramp and any landing	AS 1428.1 Cl. 12 (e)
	Ensure the edges of ramps have colour contrast to their background	AS 1428.2 Cl. 8.4.5
	Provide uniform lighting of the ramp for nighttime use	AS 1428.2 Cl. 19
	Ensure that handrails are of non-reflective material and are a contrasting colour to the background	N/A

d) Kerb Ramps

✓ / ✕	Enhanced Design Measure – Kerb Ramps	Applicable Technical Standard
	Ensure the openings of kerb ramps are a min. of 1500mm wide	AS 1428.1 Cl. 6.3
	Install TGSIs (hazard) indicators at kerb ramps on the accessway (width x 600 – 800mm, setback 300mm + 10mm)	N/A

e) Stairs

✓ / ✕	Enhanced Design Measure – Stairs	Applicable Technical Standard
	Ensure there is minimum clearance of 1200mm between handrails	AS 1428.1 Cl. 11.2 (b)
	Ensure tread heights are between 150 – 165mm and tread depth is between 275 -300mm	AS 1428.2 – Cl. 13.2
	Ensure there is appropriate, uniform lighting of the stairs for nighttime use	N/A
	Install handrails that are of a non-reflective material and that have a contrasting colour to the background	N/A

f) Tactile Ground Surface Indicators

✓ / ✕	Enhanced Design Measure – TGSIs	Applicable Technical Standard
	Install directional TGSIs on any pathway adjacent to where a kerb ramp is at a mid-block section or not on a direct path of travel	AS 1428.4.1 Cl 3.1 (c) (i)
	Install warning TGSIs at changes in direction in conjunction with directional TGSIs, along the pathway to the Principle Pedestrian Entrance	AS 1428.4. 1 Cl. 2.1 / 2.2 / 2.3
	Install hazard TGSIs prior to existing kerb ramps on the pathway (width x 600 – 800mm, setback 300mm + 10mm)	N/A
	Install directional TGSIs to provide direction to key elements such as bus stops, kerb ramps, street furniture, toilets, train platforms and road crossings	AS 1428.4. 1 App. D
	Ensure that TGSIs are used with consistent application throughout a given area	AS 1428.4. 1 App. A 3.1
	Ensure TGSIs are well maintained	N/A

g) Spectator facilities

✓ / ✗	Enhanced Design Measure – Spectator facilities	Applicable Technical Standard
	Provide an accessible storage area for mobility aids off any path of travel	N/A
	Install easy to grip handrails (hoop design or similar) on any stairs within a tiered grandstand or similar seating area	N/A

h) Accessible Toilets

✓ / ✗	Enhanced Design Measure – Accessible toilets	Applicable Technical Standard
	Install a sliding self-opening door with an opening width of 900mm or greater	AS1428.1 Cl. 13.2
	Install an emergency alarm in the cubicle for users requiring assistance	N/A
	Ensure the door handles or controls have a colour contrast to the background	N/A
	Provide appropriate lighting inside toilet	N/A
	Ensure taps are clearly identified as hot and cold (colour and text)	N/A
	Install a drop-down grab rail on transfer side of pan	N/A

9. Record Keeping

9.1 Management of Council Records

1. PURPOSE

- 1.1 To define the principles that underpin the Shire of Pingelly's recordkeeping function and the roles and responsibilities of those individuals who manage or perform recordkeeping processes on behalf of the Shire. This policy establishes a framework for the reliable and systematic management of Shire's records in accordance with legislative requirements and best practice standards.

2. SCOPE

- 2.1 This policy applies to all government records created or received by a Shire of Pingelly employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire of Pingelly, regardless of their physical format, storage location or date of creation.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Custodianship of Records

- 4.1.1 The Shire of Pingelly recognises its records as a government-owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire of Pingelly.

4.2 Roles and Responsibilities of Recordkeeping

- 4.2.1 Elected Members: All Elected Members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Pingelly in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping. Originals or copies thereof shall be delivered to the Chief Executive Officer for recording and safe keeping by the Shire of Pingelly. Party political and personal records of Elected Members are exempt.
- 4.2.2 Chief Executive Officer: The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.
- 4.2.3 Managers: All Managers are to ensure recordkeeping policy and procedures are known and adhered to in their area of responsibility.
- 4.2.4 All staff: All staff (including contractors) are to create, collect and retain records relating to Shire of Pingelly business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Recordkeeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping.

4.3 Creation of Records

- 4.3.1 All Elected Members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

4.4 Capture and Control of Records

- 4.4.1 All records created and received in the course of Shire of Pingelly business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

4.5 Security and Protection of Records

- 4.5.1 All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

4.6 Access to Records

- 4.6.1 Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and Shire policy. Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

4.7 Appraisal, Retention & Disposal of Records

- 4.7.1 All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

5. RELATED DOCUMENTATION / LEGISLATION

Freedom of Information Act 1992
State Records Act 2000
Recordkeeping Procedures Manual

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022

10. Staff

10.3 Senior Staff Designation & Appointment of Acting Chief Executive Officer

1. PURPOSE

- 1.1 To designate Senior Employees in accordance with Section 5.37 (1) of the Local Government Act 1995.
- 1.2 To provide for the appointment of a Senior Employee as Acting Chief Executive Officer during periods of leave, such that the continuous and efficient execution of the Shire's functions are maintained.

2. SCOPE

- 2.1 This policy applies to the role of Chief Executive Officer and those employees designated as Senior Employees.

3. DEFINITIONS

- 3.1 **Act** means *Local Government Act 1995*
- 3.2 **Council** means the Council of the Shire of Pingelly
- 3.3 **Leave** means annual, long service, parental or personal leave

4. POLICY STATEMENT

- 4.1 In accordance with Section 5.37(1) of the Act, a local government may designate employees or persons belonging to a class of employees to be Senior Employees.
- 4.2 In accordance with Section 5.37(2) of the Act, the Chief Executive Officer is to inform the Council of each proposal to employ or dismiss a Senior Employee.
- 4.3 The Senior Employees of the Shire are designated as:
 - 4.3.1 ~~Executive Manager Corporate Services~~ **Manager Finance**; and
 - 4.3.2 Executive Manager Works.
- 4.4 Council recognises that the appointment of Senior Employees to the role of Acting Chief Executive Officer is an effective succession planning strategy, providing Senior Employees with valuable exposure to and experience in the functions of a Chief Executive Officer.
- 4.5 In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the persons appointed as the permanent incumbent to the position of an Executive Manager are suitably qualified to perform the role of Acting Chief Executive Officer.
- 4.6 The Chief Executive Officer may take leave during periods that are approved by the Shire President in writing. Senior Employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer subject to performance and dependent on availability and operational requirements.
- 4.7 Appointment of a Senior Employee to the role of Acting Chief Executive Officer will be determined by Council resolution:
 - 4.7.1 For any period exceeding four continuous weeks; or

- 4.7.2 In the event that the Chief Executive Officer is incapacitated or otherwise unable to make an appointment under paragraph 4.6.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 16 September 2015, 17 May 2017, 18 July 2018, 20 November 2019, 15 July 2020, 18 May 2022, 15 May 2024

10.4 Corporate Uniform – Administration Staff

1. PURPOSE

1.1 To outline the process for obtaining uniforms for administration staff.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Unless as specifically authorised by the Chief Executive Officer, or as negotiated in a salary package, the Shire of Pingelly will provide administrative employees with a subsidised corporate uniform.
- 4.2 Full-time Administration staff will be provided with subsidised uniforms to the value of \$500 per annum from the Local Government Corporate Collection.
- 4.3 Staff are entitled to the uniform subsidy after a qualifying period of three months.
- 4.4 Unused uniform subsidy may not be accrued.
- 4.5 Staff leaving Council's employ within three months of receiving the subsidy are required to repay 50% and those that leave between three and six months after receiving the subsidy, 25% of Council's contribution.
- 4.6 PPE and PPC will be provided as necessary.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

10.5 Protective Clothing – Outside Staff

1. PURPOSE

1.1 To outline the process for obtaining protective clothing for outside staff.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Outside staff are to be issued with protective clothing and equipment appropriate to their duties.

4.3 Protective clothing issues may include the following:

4.3.1 Annually – work clothing, safety boots or shoes; and

4.3.2 As necessary – sunscreen, water bottles, safety vests and wet weather gear.

4.4 Upon cessation of employment with the Shire of Pingelly for whatever reason within 8 weeks of commencement, the employee concerned shall return to the Executive Manager Works such protective clothing and footwear which has been issued or make arrangements with the Chief Executive Officer to produce the items.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

10.8 Gratuity Payments to Employees

1. PURPOSE

1.1 To outline the Shire's policy on gratuity payments to employees.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 The Shire of Pingelly will only pay a gratuity to those employees whose employment with the Shire of Pingelly is ceasing.

4.15 The gratuity will be given at the discretion of the Chief Executive Officer and not exceed \$50 for every completed year of service to a maximum payment of \$500.

5 RELATED DOCUMENTATION / LEGISLATION

Local Government Act 1995

6 REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

10.9 Injury Management and Rehabilitation

1. PURPOSE

- 1.1 To clarify the process for injury management and rehabilitation.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 In the management of injury and rehabilitation it is the Shire's responsibility to:
- 4.1.1 Make provision for the injury management and rehabilitation of all workers who have sustained a compensable work-related illness, injury or disability;
 - 4.1.2 Treat all workers with dignity and respect;
 - 4.1.3 Guarantee that all information is treated with sensitivity and confidentiality; and
 - 4.1.4 To return the injured worker to the fullest capacity for gainful employment of which they are capable.
- 4.2 The key Principles of Injury Management, as identified by WorkCover, will be adopted. They are:
- 4.2.1 Recognition that employers and injured workers are the primary stakeholders within the workers' compensation system;
 - 4.2.2 Maintenance in or a safe return to work is the expected outcome;
 - 4.2.3 Medical practitioners and employers play a central decision-making role in the return to work of injured workers;
 - 4.2.4 The focus of all services should be workplace based;
 - 4.2.5 The injury management process should be transparent, cost efficient and effective;
 - 4.2.6 Early intervention and pro-active injury management is critical in achieving return to work goals; and
 - 4.2.7 When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision-making.
- 4.3 To assist in the timely and effective injury management of employees, the employer has appointed an employee to the role of Workplace Injury Management Coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures. This appointment is in the knowledge that Municipal WorkCare Scheme employs a dedicated Injury Management Advisor to assist and guide this individual.
- 4.4 Further to this, the Scheme's claims Team Leader, appointed to the employer, is available to discuss any issues related to the management of the worker's claim.

5. RELATED DOCUMENTATION / LEGISLATION

Municipal WorkCare Scheme Injury Management Policy and Procedural Manual 2006

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

10.13 Health, Safety and Environment

1. PURPOSE

- 1.1 To enable the Shire of Pingelly to minimise risk to its employees, the general public and the environment through the adoption of safe practices and compliance with relevant legislation.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Shire of Pingelly seeks to efficiently provide a wide range of vital services to residents and visitors to our region. We are an equal opportunity employer committed to providing and maintaining an environmentally conscious, safe and healthy workplace for all employees and those who may be affected by our work operations. This commitment is consistently demonstrated through the behaviours of our management and employees at the workplace.
- 4.2 Responsibilities for addressing safety, health and environmental concerns are shared by everyone at the Shire of Pingelly. Our management representatives acknowledge specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety, health and environmental obligations. Employees assist our management team to fulfil obligations through actively ensuring their own safety and that of others in the workplace.
- 4.3 All workers engaged with the Shire of Pingelly are required to report in a timely manner any incident, hazard or issues that are identified as posing a risk to health, safety or to the environment. These are promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.
- 4.4 At the Shire of Pingelly, we are monitoring our environmental impact, and we are committed to continually improving our environmental performance through the prevention of pollution, efficient use of resources, waste minimisation, reuse and recycling practices. Our environmental intent is to ensure that our operations are conducted in a manner that contributes to the overall environmental sustainability of Australia.
- 4.5 We are proud of our excellent workplace safety and environmental record and are committed to continuously improving our workplace safety and health performance aimed at the elimination of workplace injury through the achievement of the specific targets and objectives which are documented in our Safety, Health and Environmental Management Plan.
- 4.6 Our Safety, Health and Environmental Management Plan is supported by a procedural framework intended to guide our employees and subcontractors to work safely and in an environmentally conscious manner including, but not limited to,

compliance with all applicable legislative regulatory requirements, relevant Australian Standards and with all other requirements to which our organisation subscribes.

- 4.7 This Safety, Health and Environmental Policy and our supporting management systems documentation are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	15 July 2020, 18 May 2022, 15 May 2024

10.16 Chief Executive Officer Annual Performance Review

1. PURPOSE

- 1.1 To outline the process for the annual Chief Executive Officer performance review.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 At least once annually the performance of the Chief Executive Officer is to be reviewed by a Committee of the President and two Councillors appointed by Council.
- 4.2 Prior to review all Councillors and the Chief Executive Officer are to complete the performance indicators sheet.
- 4.3 The review is to be conducted in a manner described in the relevant Contract of Employment.
- 4.4 Council is to be informed of the result of the review at the next Council Meeting. Council is then required to accept the review, with or without modification or to reject the review. (Regulation 18D – *Local Government Administration Regulations*).

5. RELATED DOCUMENTATION / LEGISLATION

Local Government Act 1995 s5.38(1)

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

1. PURPOSE

- 1.1 To offer staff housing as part of the salary package to employees with essential qualifications, experience and other position skills that are unlikely to be met from local recruitments.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Shire will provide staff housing at the discretion of the Chief Executive Officer through either:

- 4.1.1 The Contract/Letter of Employment with the particular staff member; or
- 4.1.2 A tenancy arrangement under the *Residential Tenancy Act 1987*. This arrangement may be facilitated by a real estate agent to provide expert guidance and arm's length distance. The tenancy arrangement may provide for market rate or subsidised rent by agreement between the Shire.

- 4.2 Alteration of these agreements must be agreed in writing between the employee and the Shire, including the payment of a housing allowance in lieu of staff housing.

- 4.3 The Contract/Letter of Employment or tenancy arrangement must detail the employee's responsibility regarding maintenance, payment of utilities, and damage to the property.

- 4.4 The Contract/Letter of Employment must also include an express term relating to the payment of costs to the Shire from the employee's termination payment arising from the final inspection in relation to the employee's responsibilities at clause 4.2, professional cleaning, and any outstanding invoices.

- 4.5 To ensure maintenance of gardens etc, the Shire of Pingelly will subsidise the usage of water in all Shire of Pingelly owned houses to a maximum of \$100 per Water Corporation of WA billing period.

- 4.6 The tenancy arrangement must include the requirement for a bond to the equivalent amount of two weeks rent to be paid in advance for the payment of costs to the Shire arising from the final inspection in relation to the employee's responsibilities at clause 4.2, professional cleaning, and any outstanding invoices.

- 4.7 Staff housing arrangements cease on the termination of the employee's contract of employment with the Shire of Pingelly or at some other time as

agreed between the parties.

- 4.8 A property report is to be completed by the Shire and the employee prior to the occupation and within 2 weeks of vacation.
- 4.9 The Shire is responsible to ensure that the property is clean and in good working order prior to occupation and the employee is responsible for the same within 2 weeks of vacation.
- 4.10 Staff housing is for the use of staff and their families. Sub-letting or leasing all or a portion of the housing is not permitted.
- 4.11 The employee must keep the premises in a reasonable state of cleanliness, repair and free of damage. The Shire is to be notified as soon as practicable but within three days of any damage to the premises.
- 4.12 The Shire of Pingelly is responsible for carrying out regular maintenance on the air conditioning systems, fire extinguishers and smoke alarms and annual pest control treatments. Urgent repair work will be carried out as reasonably possible by the Shire.
- 4.13 Any repairs required are to be completed by the Shire or by an external contractor.
- 4.14 Where repairs are required due to damage caused by the employee, their family, or any visitors, excluding internal repainting; acceptable general wear and tear; or damage caused by natural occurring conditions such as weather, the employee is liable to reimburse the Shire of such expense.
- 4.15 The Shire undertakes to repaint the interior of staff housing every 5 years, or at the termination of the occupancy, whichever is greater.

5. RELATED DOCUMENTATION / LEGISLATION

Residential Tenancy Act 1987

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 18 August 2022, 15 May 2024

10.19 CEO Recruitment, Performance and Termination

1. PURPOSE

- 1.1 To set out standards for the Recruitment, Performance and Termination of the Chief Executive Officer.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly in regard to the Recruitment, Performance Review and Termination of the Chief Executive Officer.

3. DEFINITIONS

- 3.1 **Act** means the *Local Government Act 1995*;
- 3.2 **additional performance criteria** means performance criteria agreed by the local government and the Chief Executive Officer under clause 16(1)(b);
- 3.3 **applicant** means a person who submits an application to the local government for the position of Chief Executive Officer;
- 3.4 **contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the Chief Executive Officer;
- 3.5 **contractual performance criteria** means the performance criteria specified in the Chief Executive Officer's contract of employment as referred to in section 5.39(3)(b) of the Act;
- 3.6 **job description form** means the job description form for the position of Chief Executive Officer approved by the local government under clause 5(2);
- 3.7 **local government** means the Shire of Pingelly;
- 3.8 **selection criteria** means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;
- 3.9 **selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of Chief Executive Officer.
- 3.10 **independent person** means a person other than any of the following -
- 3.10.1 A council member;
 - 3.10.2 An employee of the local government;
 - 3.10.3 A human resources consultant engaged by the local government

4. POLICY STATEMENT

- 4.1 Recruitment of Chief Executive Officer
- 4.1.1 This applies to any recruitment and the selection process carried out by the Shire of Pingelly for the employment of a person in the position of Chief Executive Officer
 - 4.1.2 The Shire of Pingelly must determine the selection criteria for the position of Chief Executive Officer, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the

position of Chief Executive Officer of the local government.

- 4.1.3 The Shire of Pingelly must, by resolution of an absolute majority of the Council, approve a job description form for the position of Chief Executive Officer which sets out:
- a) The duties and responsibilities of the position; and
 - b) The selection criteria for the position determined in accordance with subclause (i)
- 4.1.4 If the position of Chief Executive Officer is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 15A.
- 4.1.5 If clause 13 applies, the local government must advertise the position of Chief Executive Officer in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 15A as if the position was vacant.
- 4.1.6 If a person requests the Shire of Pingelly to provide to the person a copy of the job description form, the Shire of Pingelly must -
- a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 15A(2)(da); or
 - b) if the person advises the Shire of Pingelly that the person is unable to access that website address-
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.
- 4.1.7 The Shire of Pingelly must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of Chief Executive Officer
- 4.1.8 The selection panel must comprise of:
- a) council members (the number of which must be determined by the Shire of Pingelly)
 - b) at least 1 independent person
- 4.1.9 Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- 4.1.10 Following the assessment referred to in subclause (1), the selection panel must provide to the local government -
- a) a summary of the selection panel's assessment of each applicant; and
 - b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of Chief Executive Officer.
- 4.1.11 If the selection panel considers that none of the applicants are suitable to be employed in the position of Chief Executive Officer,

the selection panel must recommend to the local government -

- a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
- b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

4.1.12 The selection panel must act in an impartial and transparent manner; and in accordance with the principles set out in section 5.40 of the Act.

4.1.13 The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has -

- a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
- b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
- c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- d) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

4.1.14 If the Shire of Pingelly accepts a recommendation by the selection panel that a new recruitment and selection process for the position of Chief Executive Officer be carried out these standards must be abided to unless the Shire of Pingelly considers that changes should be made to duties and responsibilities of the position or the selection criteria

4.1.15 Before making an applicant an offer of employment in the position of Chief Executive Officer, the Shire of Pingelly must, by resolution of an absolute majority of the council, approve:

- a) the making of the offer of employment to the applicant
- b) the proposed terms of the contract of employment to be entered into by the Shire of Pingelly and the applicant.

4.1.16 If the applicant who is made an offer of employment in the position of Chief Executive Officer negotiates with the Shire of Pingelly a contract of employment containing terms different to the proposed terms approved by the Shire of Pingelly, then a resolution of absolute majority of Council must approve the terms of the negotiated contract.

4.1.17 If a period of 10 or more consecutive years have elapsed since a recruitment and selection process for the position was carried out, the Shire of Pingelly must carry out a recruitment and selection process in accordance with this policy.

4.1.18 The Shire of Pingelly must ensure that information provided to, or

obtained by, the Shire of Pingelly in the course of a recruitment and selection process for the position of Chief Executive Officer is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

4.2 Review of Performance of Chief Executive Officer

- 4.2.1 The Shire of Pingelly and the Chief Executive Officer must agree on in writing:
 - a) the process by which the Chief Executive Officer's performance will be reviewed
 - b) any performance criteria to be met by the Chief Executive Officer that are in addition to the contractual performance criteria
- 4.2.2 A review of the performance of the Chief Executive Officer by the Shire of Pingelly must be carried out in an impartial and transparent manner.
- 4.2.3 The Shire of Pingelly must:
 - a) collect evidence regarding the Chief Executive Officer's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner;
 - b) review the Chief Executive Officer's performance against the contractual performance criteria and any additional performance criteria, based on that evidence
- 4.2.4 Following a review of the performance of the Chief Executive Officer, the Shire of Pingelly must, by resolution of an absolute majority of the council, endorse the review
- 4.2.5 After the Shire of Pingelly has endorsed a review of the performance of the Chief Executive Officer, the Shire of Pingelly must inform the Chief Executive Officer in writing of:
 - a) the results of the review
 - b) any performance issues identified and how the Shire of Pingelly proposes to address and manage those issues

4.3 Termination of Employment of Chief Executive Officer

- 4.3.1 The Shire of Pingelly must make decisions relating to the termination of the employment of a Chief Executive Officer in an impartial and transparent manner.
- 4.3.2 The Shire of Pingelly must accord a Chief Executive Officer procedural fairness in relation to the process for the termination of the Chief Executive Officer's employment, including -
 - a) informing the Chief Executive Officer of the Chief Executive Officer's rights, entitlements and responsibilities in relation to the termination process; and
 - b) notifying the Chief Executive Officer of any allegations against

- the Chief Executive Officer; and
 - c) giving the Chief Executive Officer a reasonable opportunity to respond to the allegations; and
 - d) genuinely considering any response given by the Chief Executive Officer in response to the allegations.
- 4.3.3 The Shire of Pingelly must not terminate the Chief Executive Officer's employment unless:
- a) in the course of carrying out the review of the Chief Executive Officer's performance or any other review of the Chief Executive Officer's performance, identified any issues related to the performance of the Chief Executive Officer; and
 - b) informed the Chief Executive Officer of the performance issues; and
 - c) given the Chief Executive Officer a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - d) determined that the Chief Executive Officer has not remedied the performance issues to the satisfaction of the Shire of Pingelly.
 - e) The Shire of Pingelly must not terminate the Chief Executive Officer's employment unless the Shire of Pingelly has, within the preceding 12-month period, reviewed the performance of the Chief Executive Officer under section 5.38(1) of the Act.
- 4.3.4 Any decision by the Shire of Pingelly to terminate the employment of a Chief Executive Officer must be made by resolution of an absolute majority of the council.
- 4.3.5 If the Shire of Pingelly terminates the employment of a Chief Executive Officer, the Shire of Pingelly must give the Chief Executive Officer notice in writing of the termination.
- 4.3.6 The notice must set out the Shire of Pingelly's reasons for terminating the employment of the Chief Executive Officer.

5. RELATED DOCUMENTATION / LEGISLATION

Local Government Act 1995

Local Government (Administration) Regulations 1996

6. REVIEW DETAILS

Review Frequency	Bi-annually
Council Adoption	18 May 2022, 15 May 2024

10.20 Elected Member and Employee Assistance Policy

1. PURPOSE

- 1.1 To provide Elected Members/Employees with support services (EAP) to promote their personal well-being.

2. SCOPE

- 2.1 This Policy relates to all Shire of Pingelly Councillors and employees.

3. DEFINITIONS

- 3.1 Qualified Counsellor means a person with relevant qualifications in counselling and/or a member of the Australian Counselling Association/Psychotherapy and Counselling Federation of Australia and also have a valid ABN for a counselling business.

4. POLICY STATEMENT

- 4.1 Each Elected Member/Employee is eligible for up to 4 hours of confidential counselling services by a qualified counsellor free of charge each financial year.
- 4.2 Each Elected Member/Employee is eligible for up to 4 additional hours of confidential counselling services if requested in writing by the counsellor. This request should not disclose any personal identifiable information about the Councillor or employee.
- 4.3 Counselling costs are capped at \$200 per hour.
- 4.4 Counselling may be for any reason, whether work-related or personal.
- 4.5 Counselling services are intended for Elected Member/Employee's only.
- 4.6 Elected Members and Employees may attend the counsellor of their choice, provided the counsellor meets the qualifications outlined in Section 3.1.
- 4.7 Elected Members/Employees should present the counsellor with the Elected Member/Employee Assistance Form. This form provides the counsellor with all the necessary information regarding the program.
- 4.8 Counsellors will submit the completed Elected Member/Employee Assistance Form and an accompanying invoice to the Shire. The invoice will be paid while retaining the confidentiality of the Elected Member/Employee.
- 4.9 Elected Member/Employee Assistance Forms are to be widely available for all Elected Members/Employees to access without requesting it.
- 4.10 All counselling services provided under this policy are strictly confidential. No information will be shared with the Shire of Pingelly without the express written consent of the Elected Member/Employee, except where required by law.

5. RELATED DOCUMENTATION / LEGISLATION

Nil.

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 October 2024

Shire of Pingelly

Elected Member/Employee Assistance Form

The Shire of Pingelly provides confidential counselling services to support the well-being of its Councillors and employees. This provided through the Councillor's/employee's preferred counsellor. Each person is eligible for up to 4 hours of free confidential counselling of a maximum of \$200 per hour, per financial year. Up to 4 additional hours may be requested if needed. Further information is provided at the Shire of Pingelly Policy Manual, 10.20 Support and Assistance Policy.

This form is a guarantee of payment. Please submit this form along with your invoice to the Shire of Pingelly at admin@pingelly.wa.gov.au

Counsellor Information

Name of Counsellor: _____

Qualifications: _____

Professional Association Membership: _____

ABN: _____

Counsellor Declaration

I declare that I provided an Elected Member/Employee of the Shire of Pingelly with 1 2 3 4 (please circle) hours of counselling.

Counsellor Signature: _____ Date: _____

Additional Hours Request (if applicable)

I request additional counselling hours for this client as per Section 4.2 of the policy.

Reason (no personal details): _____

Notes for Counsellors

1. This form should be submitted along with your invoice to the Shire of Pingelly.
2. Please ensure all fields are completed accurately.
3. Maintain client confidentiality at all times. Do not include any personally identifiable information about the client.
4. If requesting additional hours, please provide a brief, non-specific reason.
5. For any queries regarding this form or the Support and Assistance Policy, please contact admin@pingelly.wa.gov.au or 08 9887 1066.

(forms are numbered to prevent duplication) #100

12. Works, Services and Plant

12.2 Purchase of Road Making Materials

1 PURPOSE

- 1.1 To outline the Shire's Policy for road making materials.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Request permission to search for materials from the owner. Entry powers to be used only as a last resort.
- 4.2 Calculate approximate requirement for the project or yearly requirement of material from the proposed pit, and the expected life of the pit.
- 4.3 If suitable material is located, a written agreement is to be reached with the owner as to compensation for materials removed.
- 4.4 Priority must be given at all times to reasonable negotiation to reach an amicable agreement mutually acceptable to the Shire of Pingelly and the private property owner.
- 4.5 Should agreement for the removal of road making materials not be reached with the landholder, procedures to resume an area sufficient for immediate and future needs may be instituted.
- 4.6 Compensation is to be made for the acquisition of road making materials from private land. Compensation (up to the value of the royalty) may take the form of:
- 4.6.1 Works on the owner's property such as grading, gravel sheeting, drainage works on works to enlarge or improve entrances;
- 4.6.1 Resumption of the portion of land on which the materials are located at a mutually acceptable rate; or
- 4.6.2 Payment of royalty calculated on the volume of material extracted.
- 4.6.3 Works to rehabilitate the gravel pit once materials have been removed shall take place and will take the form of such works agreed on before material extraction takes place. Rehabilitation works may include:
- a) fencing,
 - b) tree planting,
 - c) deep ripping,
 - d) levelling,
 - e) stockpiling of original topsoil and spreading after extraction is completed,

- f) creation of a dam site and roaded catchments, etc.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024



1. PURPOSE

- 1.1 To outline the process for private works within the Shire.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations. This Policy does not include bushfire mitigation work performed on behalf of DFES or through grants.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 All private works shall be subject to a written agreement on the Private Works Application form, supported by a Local Purchase Order where appropriate e.g. Western Power, Telstra.
- 4.2 All private works for non-ratepayers shall be prepaid unless a Purchase Order is supplied.
- 4.3 All private works exceeding a total estimated cost of \$5,000 are to be prepaid, or progress payments made as determined by the Chief Executive Officer.
- 4.4 Minor private works may be carried out on the Manager of Works' authorisation.
- 4.5 Major works are defined as those exceeding a total estimated cost of \$15,000 and are to be referred to the Chief Executive Officer for acceptance or rejection.

5. RELATED DOCUMENTATION / LEGISLATION

Shire of Pingelly schedule of Fees and Charges

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024



1. PURPOSE

- 1.1 To confirm the Shire's definition of crossovers.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Access To Property on Land Outside of the Townsite Boundary:

An appropriate crossover access will be provided from the Shire of Pingelly's road network to location boundaries within the Shire and outside of the townsite boundary, where it is considered necessary, appropriate or practicable. Only one access per location will be provided. Any additional access required on a location or on locations that are contiguous to a location where a crossover has been provided, will be at the owner's expense.

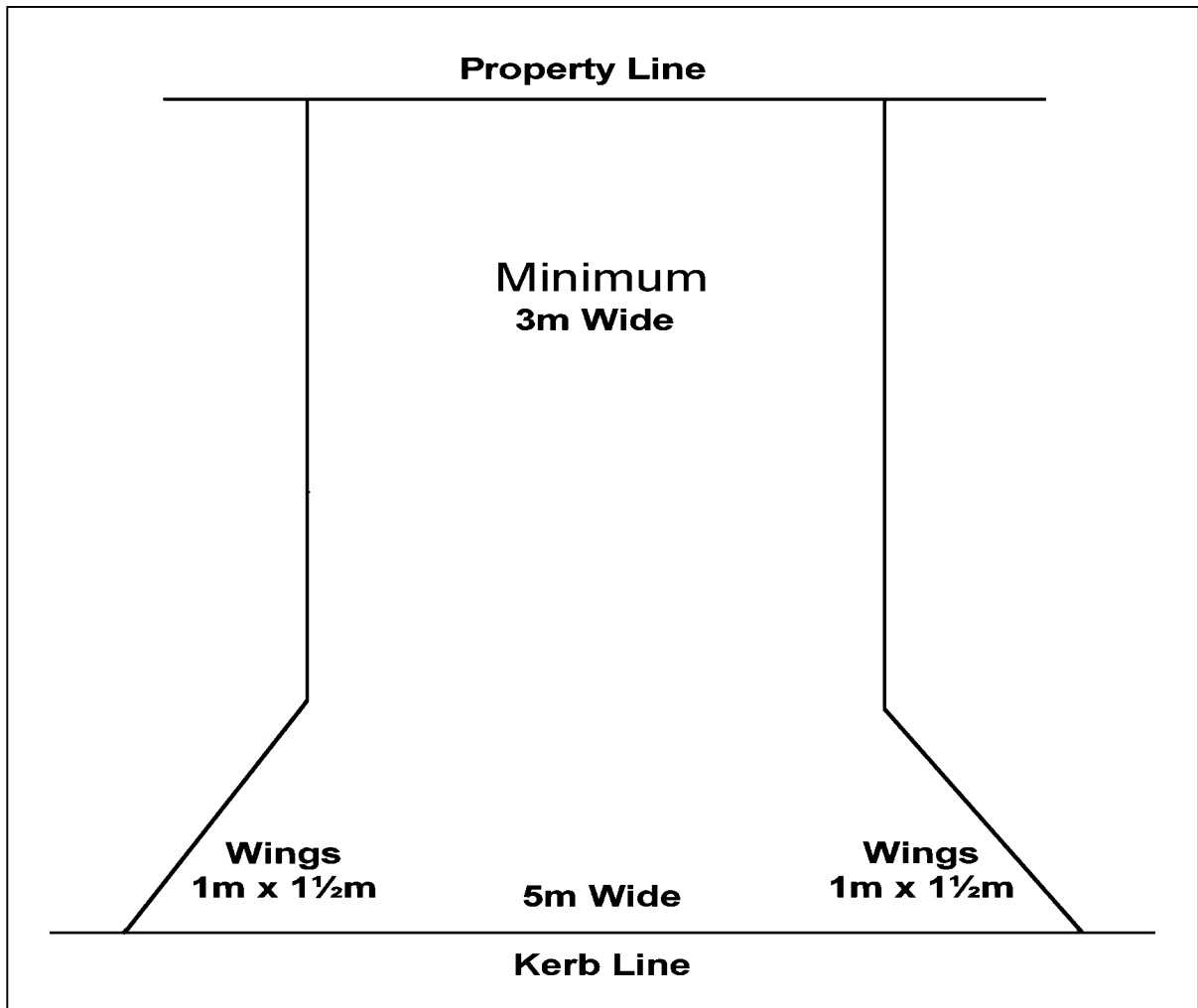
4.2 Access To Property on Land Within the Town Boundary:

An appropriate crossover access will be provided from the Shire of Pingelly's road network to lot boundaries within the townsite, where it is considered necessary, appropriate or practicable. Only one access per lot will be provided subject to an approved building being constructed (or planning approval and building permit issued) on the lot. Any additional access required will be at the owner's expense.

4.3 Townsite Lot Crossovers:

On application by the owner of land adjoining a Shire of Pingelly's road network in the Pingelly townsite a contribution of 50% of the cost of the construction of standard crossover will be reimbursed, subject to the following:

- 4.3.1 The standard crossover is deemed to be constructed to a maximum width of 8m to a hot mixseal standard or equivalent.
- 4.3.2 All standard crossovers are to be constructed such that the level at the property line is higher than the road surface at the kerb line or if un-kerbed, the crown of the road.
- 4.3.3 Crossover to be constructed from the edge, or as near as practicable to the edge of a sealed road or the anticipated edge in the event the road is unsealed, to the owner's property boundary.
- 4.3.4 Any extra width required on the crossover to be at the owner's expense.
- 4.3.5 Additional cost for crossovers being constructed in brick paving, concrete or other similar material to be at the cost of the owner.
- 4.3.6 Contribution will only be made towards one crossover per lot.
- 4.3.7 Reimbursement will not be made for crossovers constructed to lots without an approved building being constructed (or development approval and building permit issued).



5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

12.7 Rural Driveways – Grading

1. PURPOSE

1.1 To outline the process for grading of rural driveways.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Upon request of the occupier, the main driveway to each residence in the Rural Zone may be graded once per year, free of charge up to 500m, during the course of maintenance operations, and subject to roadworks priorities.

4.2 Driveways greater than 500m will be considered private works.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018 15 July 2020, 18 May 2022, 15 May 2024

12.10 Townsite Bulk Waste Collection

1. PURPOSE

1.1 To outline the process for the bulk waste collection service.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 A bulk waste collection trailer is available for properties within the Townsite and Pingelly Heights.

4.2 This trailer will be available for one week, once per year and will be delivered and collected by Shire staff free of charge.

4.3 The trailer can be booked on a 'first come' basis.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017 18 July 2018 15 July 2020, 18 May 2022, 15 May 2024

12.12 Laying of Water Pipes Under Roads

1. PURPOSE

1.1 To outline the process of laying water pipes under roads.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Applications to lay water pipe under the road shall be in writing and may be approved by the Chief Executive Officer.

4.2 The approval shall take the following form:

PERMISSION TO LAY WATER PIPES

Permission is hereby granted for you to lay a water pipe under the road between locations

_____ to _____, subject to:

1. The pipe being enclosed in a pipe of larger dimensions where the pipe passes under the road;
2. The water pipe being installed 375mm below the road and table drain;
3. A sign on either side of the road being erected for each water pipe, employing 65mm lettering being black on a white background reading WATER PIPE; and
4. Pavement being reinstated to the satisfaction of the Chief Executive Officer.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	19 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

12.15 Volunteer Management

1. PURPOSE

- 1.1 To outline the Shire's Policy on volunteer management.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.
- 2.2 This policy applies to all management, employees, councillors and volunteers working on Shire of Pingelly activities or Shire of Pingelly committees, excluding Bush Fire Brigade volunteers

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Shire recognises the responsibility to ensure that the following points apply to the management of volunteers in the organisation.
- 4.2 The Shire will maintain a register of volunteers to ensure they are covered by the organisation's insurance policy.
- 4.3 The Shire will comply with the national standards for volunteer involvement which represent and explain the tenets of best practice in the management of volunteers.
- 4.4 The Shire commits to the following:
- 4.4.1 Engage volunteers in accordance with anti-discrimination and equal opportunity legislation;
 - 4.4.2 Provide volunteer staff with orientation and training;
 - 4.4.3 Provide volunteer staff with a healthy and safe workplace;
 - 4.4.4 Provide appropriate and adequate insurance coverage for volunteers
Provide appropriate levels of support and management for volunteers;
 - 4.4.5 Acknowledge the rights of volunteers;
 - 4.4.6 Ensure that the work of volunteer staff complements but does not undermine the work of paid staff;
 - 4.4.7 Reimburse volunteer staff for agreed out of pocket expenses Incurred on behalf of the organisation; and
 - 4.4.8 Treat volunteer staff as valuable team members and acknowledge the contributions of volunteers.
- 4.5 Volunteers between the ages of 16 and 80 are covered for personal accident insurance. If volunteers are outside this age group, contact will be made with Local Government Insurance Services to seek approval for insurance cover.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024



1. PURPOSE

1.1 To outline the Shire's visitor management policy.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 The Shire of Pingelly is committed to ensuring that visitors to workplaces are not exposed to hazards. Severe penalties apply under the *Work Health and Safety Act 2020*, if visitors to workplaces are injured through not being appropriately cared for.

4.2 All visitors who wish to enter workplaces or specified locations of a workplace shall obtain the prior permission of the Supervisor.

4.3 Visitors are not permitted to wander around workplaces unaccompanied. All visitors are to report to the front counter (where applicable) or to the appropriate supervisor before entering any workplaces/sites.

4.4 Prior to being authorised to enter a workplace, all visitors must be provided with workplace specific induction on the nature of hazards within the workplace and must be instructed in emergency evacuation procedures. It is important that the promotion of a safety culture within the workplace is transferred to the visitor by way of instruction and induction training.

4.5 Staff members are to accompany all visitors at all times.

4.6 Visitors are restricted from entering all high hazard areas.

4.7 It is essential to ensure that the work environment allows safe access/egress of visitors at all times. This can be achieved by ensuring that all walkways remain clear of obstacles.

5. RELATED DOCUMENTATION / LEGISLATION

Work Health and Safety Act 2020

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

12.17 Road Name Sign Design

1. PURPOSE

1.1 To outline Shire's Policy on road name sign design.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Road Name signs comply with the following standard:

4.1.1 Shape and Size

- a) Sign blade depth 150mm;
- b) Minimum length 500mm;
- c) Maximum length 1200mm for a single post end mounted sign, 1800mm for a centre-mounted sign and 2000mm for a two post mounted sign; and
- e) Single mounted post signs to have a cutaway end.

4.1.2 Background and Lettering

Background to be yellow in colour class 1 reflectorized material;
Text to be nikalite or royal blue in colour non reflectorized material; and
Text height 100mm.

4.1.3 Street Name Sign Posts

- a) Street name post are to be frangible 60mm NB pipe;
- b) Shire of Pingelly– Posts are to be plain galvanized finish.

5. RELATED DOCUMENTATION / LEGISLATION

Works, Services and Plant Procedure

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	14 November 2014, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024



1. PURPOSE

1.1 To outline the Shire's Street trees plan.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Generally Red Flowering Gums are to be planted on the same side of the street as the powerlines and that Jacarandas be planted where they will not interfere with power lines. *Lagerstroemia* – Indian Summer Crepe Myrtle are to be used in Parade Street CBD.

4.2 The Plan in detail is (SSR=South Side of Road, NSR=North Side of Road etc):

Street	Existing Plants	Proposed Plants
Park Street (Balfour St to Stone St)	Very few, natives from seeds.	Leave as is - rocky outcrops prevent street trees.
Park Street (Stone St to Paragon St)	NSR - Red Flowering Gums. SSR–Nil.	NSR –Leave as is.SSR –Leave as is.
Park Street (Paragon St to Queen St)	NSR - Red Flowering Gums. SSR - Jacarandas.	NSR–Leave as is.SSR–leave as is.
Park Street (Queen Quadrant)	NSR - Red Flowering Gums SSR –Jacarandas.	NSR - Leave as is.SSR - Leave as is.
Park Street (Railway Line to Stratford St)	NSR - Red Flowering Gums. SSR - Red Flowering Gums.	NSR - Red Flowering Gums SSR – Remove low scrub.
Brown Street (Stratford St to Raglan St)	NSR – Red Flowering Gums. SSR – Mixed natives. SSR – Peppercorns.	NSR – Leave as is. SSR–Replace with Jacarandas. SSR –Leave existing Peppercorns.
Brown Street (Raglan St to Somerset St)	NSR – Red Flowering Gums. SSR - Plums, Jacarandas and natives. SSR – Peppercorns.	NSR - Plant 4 Plums opposite existing Plums on SSR. SSR - Replace with Jacarandas except where Plums trees already exist. SSR – Leave existing Peppercorns.

Brown Street (Somerset St to end)	NSR – Red Flowering Gums to Parker Street. SSR – Box Trees	NSR – Plant Red Flowering Gums from Parker Street to end SSR – Replace with Jacarandas.
Review Street (Realm St to Aldersyde Rd)	WSR - Some Natives. Golf Club Side – Natives.	WSR – Replace with Red Flowering Gums on the inside of the fence line of the oval reserve Golf Club Side – Leave as is.
Stratford Street	WSR – Jacarandas, mixed natives Bottlebrushes, Coral Gums, Box Trees ESR – Large Sugar Gums, Bottlebrushes.	WSR – Replace with Jacarandas. ESR – Remove all large Sugar Gums replace with Red Flowering Gums, complete drainage work.
Quadrant Street (Aviation St to Review St)	WSR - Red Flowering Gums planted behind planted natives. ESR – Red Flowering Gums	WSR and ESR - Clear native vegetation and plant Flowering Red Gums to Aviation St.
Quadrant Street Review to Park	WSR – Red Flowering Gums. ESR – Planted trees and shrubs.	WSR – Leave as is. ESR – Leave as is
Parade Street (Sharow St to Pitt St)	WSR – Red Flowering Gums planted from Sharow to Taylor Streets. ESR – Bottlebrushes.	WSR – Continue planting Red Flowering Gums from Taylor to Pitt Streets. ESR – Replace existing plants with Red Flowering Gums
Parade Street (Pitt St to town entrance)	WSR – Gums, planted natives and bush. ESR – Gums, planted natives and bush.	WSR – Plant Red Flowering Gums. Leave planted natives. ESR - Plant Red Flowering Gums. Leave planted natives.
Paragon Street (Pasture St to Palm St)	WSR – Red Flowering Gums. ESR – Natives and bush.	WSR - Leave as is ESR - Jacarandas.
Raglan St (Brown St to Shire St)	ESR – Peppercorns.	ESR – Leave existing Peppercorns.
Sharow St (Somerset St Raglan St)	NSR – Red Flowering Gums. SSR – Red Flowering Gums.	NSR - Leave as is SSR – Leave as is

Sharow St (Somerset St to Raglan St)	NSR – Red Flowering Gums. SSR – Red Flowering Gums.	NSR - Leave as is SSR – Leave as is
Sharow St (Raglan St to Stratford St)	NSR – Natives and bush. SSR – Red Flowering Gums	NSR - Jacarandas. SSR - Leave as is.
Stone Street (Prestige St to ParkSt)	WSR – Flowering Red Gums. ESR – Natives and bush.	WSR - Leave as is. ESR - Jacaranda trees.
Somerset Street Review St to BrownSt)	WSR - Red Flowering Gums ESR – Natives and bush.	WSR - Leave as is. ESR - Plant Jacarandatrees.
Murdoch Street (paragon St. to Stone St,)	NSR – Red Flowering Gums SSR – Natives and bush.	NSR - Leave as is. ESR - Jacarandas.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 November 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024

12.19 Roadside Memorials

1. PURPOSE

- 1.1 To outline the Shire's Policy on roadside memorials.
- 1.2 The Shire of Pingelly's overall objective is to respect people's grief and ensure the road environment is safe for all road users.

2. SCOPE

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

3. DEFINITIONS

- 3.1 A roadside memorial can be described as an object or image constructed, erected, planted, painted or placed within the road reserve in honour of family or friends whose lives have been lost on the road or road reserve.

4. POLICY STATEMENT

- 4.1 Every year, too many people lose their lives on Western Australian roads. Frequently, family and friends have chosen to honour their memories by erecting some type of roadside memorial.
- 4.2 Memorials at fatal crash sites provide a means for assisting people to grieve for their loved ones as well as serving as a visual deterrent to road users, delivering a powerful road safety message. The Shire of Pingelly respects the need for people to erect roadside memorials, but it must also provide a safe and efficient road network to all road users to meet its obligations under the *Main Roads Act 1930*. To do this the Shire of Pingelly needs to consider potential safety hazards including visual distractions to motorists, physical objects that could harm road users and the possible movement of personal items onto the road. The Shire of Pingelly also needs to consider the safety of pedestrians in close proximity to fast moving vehicles.
- 4.3 This policy has been developed in consultation with the community and various interest groups. It has been prepared to inform the public and contractors of the types of roadside memorials approved and supplied by the Shire of Pingelly on local roads throughout the Shire of Pingelly. It also outlines how the Shire of Pingelly will arrange the installation and ongoing management of roadside memorials.
- 4.4 The Shire of Pingelly has an obligation to provide a safe and efficient road network. The Shire of Pingelly will:
 - 4.4.1 Be considerate and respectful of the needs of persons wishing to install roadside memorials;
 - 4.4.2 Approve the placement of roadside memorials;
 - 4.4.3 Supply roadside memorials (as defined in section 4.3);
 - 4.4.4 Install or assist in the installation of roadside memorials at suitable locations as detailed in the guidelines attached to this policy;
 - 4.4.5 Not accept responsibility for the security or maintenance of roadside memorials;

- 4.4.6 Remove any roadside memorials not conforming to this policy;
- 4.4.7 Not approve or provide roadside memorials for animals; and
- 4.4.8 Will only approve or provide roadside memorials for accident sites where fatalities have occurred.

4.5 **Requests for Roadside Memorials**

When touched by tragedy, family and friends find a roadside memorial can help comfort and heal, as it provides a tangible record of a life lived and serves as a reminder to the community to drive carefully. Where requests are received, the Shire of Pingelly can provide support to family and friends by assisting them to understand the requirements of this policy and install or assist in the installation of a suitable roadside memorial at the safest location. It should be noted that this policy is intended to provide guidance to Shire of Pingelly Staff and each case should be dealt with on an individual basis.

- 4.6 The Shire of Pingelly's foremost concern is that all road users are provided with a safe road environment and that family and friends, and the road user are safe whilst a road side memorial is being erected, visited, or is being maintained. It is important that family and friends park their vehicles safely and clear of the road while attending the roadside memorial.

4.7 **Recording Requests for Roadside Memorials**

The Shire of Pingelly will maintain a record of requests for roadside memorials. The details will be documented so the person/s responsible for the roadside memorial can be contacted if necessary.

4.8 **Memorial Requirements to Maximise Road Safety**

The Shire of Pingelly will approve, supply and assist with the installation of a cross, paver, or decal as per the specifications in section 4.3.1, depending on the family and/or friends preference. Alternatively, the applicant may purchase a plant compliant with the Shire of Pingelly's guidelines and the Shire of Pingelly will subsidise the purchase up to \$50 and assist with the installation.

4.9 **Roadside Memorials – Types and Structure**

In consideration of safety to all, the following specifications are recommended. If unsure, please contact the Shire of Pingelly. These specifications should be used as a guide only. Common sense should prevail when assessing specific locations for placement of roadside memorials.

- 4.9.1 Cross. Crosses are constructed from timber and are:
 - a) 850mm long (600mm out of the ground) and 400mm wide;
 - b) Built from pieces 40mm x 18mm; and
 - c) Painted white and are non-reflective.

Crosses shall be located:

- a) No closer than 3 metres from the edge of any bitumen/road seal;
- b) No closer than 1 metre from behind the line of guideposts; and
- c) No closer than 1 metre from the edge of any shared path.

Crosses shall not be located where they may interfere with the role of any traffic control item **or close proximity to residential dwellings where they may cause concern to the occupants.**

- 4.9.2 Paver. Pavers are of grey concrete and are 600mm long and 300mm wide. Pavers should be flush with the existing surface and shall be located:
 - a) No closer than 1 metre from behind the line of guideposts;

- b) No closer than 3 metres from the edge of any bitumen/road seal;
- c) No closer than 1 metre from the edge of any shared path;
- d) On control of access highways and freeways; and
- e) On traffic islands and medians where the landscaping permits.
- f) Pavers shall not be located:
- g) Within the area which is regularly graded during shoulder.
- h) In close proximity to residential dwellings where they may cause concern to the occupants;
- i) On landscaped verges; and
- j) On roundabouts.

4.9.3 Decal. Decals are adhesive labels, 160mm long and 130mm wide, which display a white cross on a black background. Decals shall be located:

- a) At the base of traffic signal poles; and
- b) At the base of street light columns.
- c) Decals shall not be located:
- d) On any traffic signs; and
- e) On street name signs.

4.9.4 Plant. Plants must comply with the Shire of Pingelly vegetation placement guidelines in regards to trunk size and setback distance. The requested plant type must be stated as part of the application/approval process and the Shire of Pingelly will verify the appropriateness of the plant type for the location.

4.9.5 Examples of locally occurring plants that would be suitable for rural areas are:

- a) Geraldton Wax; and
- b) Albany Woollybush.

4.9.6 Other plants that are typical from other regional areas would also be considered if the plant is of special significance to the family. (For further information Shire of Pingelly Staff should be contacted).

4.9.7 Plants shall be located:

- a) Outside of the maintenance clearing zone;
- b) No closer than 1 metre from the edge of any shared path;

4.9.8 Plants shall not be located:

- a) Where they may interfere with the role of any traffic control item;
- b) In close proximity to residential dwellings where they may cause concern to the occupants; and
- c) On landscaped verges.

4.10 Memorial Options

If a cross is not suitable, please contact the Shire of Pingelly to discuss alternative options.

4.11 Memorabilia and Personalisation

The Shire of Pingelly understands that personalising a memorial may provide comfort to families and friends of people who have lost their lives on the road. In the interest of preserving safety for all, items such as flowers, toys and other personal effects must be firmly secured to the memorial. Where possible, memorabilia should not exceed the dimensions outlined in the memorial requirements, the reason being that such items may be a visual distraction to road

users. Physical objects could harm road users and the possible movement of personal items onto the road could be a potential road safety hazard. Only one (1) roadside memorial shall be allowed per life lost.

4.12 Some items that are a safety hazard and should not be used include:

- 4.12.1 Reflective material such as foil and cellophane
- 4.12.2 Solar lights
- 4.12.3 Rocks, bricks or other non-frangible items

4.13 Personalisation of crosses should be limited to non-reflective material.

4.14 Installation of Roadside Memorials

A Shire of Pingelly representative will assist in the installation of approved roadside memorials as detailed in section 4.3.1. The Shire of Pingelly will ensure its placement is in accordance with the Shire of Pingelly's standards and requirements and most importantly take into consideration the safety of road users. The Shire of Pingelly will consider safety issues such as where the road geometry is less than optimum i.e. roadcrests, bends and high-speed locations.

4.15 Maintenance of Roadside Memorials

The road reserve is maintained by the Shire of Pingelly. The Shire of Pingelly does not accept responsibility for the loss or damage of roadside memorials that may occur due to vandalism. The Shire of Pingelly will as part of its regular maintenance program, report on memorials on its network which have been subject to vandalism or are in a significant state of disrepair.

4.16 If the condition of a memorial has deteriorated, or after a period of five years, the Shire of Pingelly will endeavour to contact the owners of a memorial to discuss its condition and to confirm their wish for the memorial to remain in place.

4.17 Visiting a Roadside Memorial

The Shire of Pingelly is concerned for the safety of people who visit roadside memorials. They may expose themselves and other road users to safety risks. If people visit roadside memorials, they must understand that roadsides can be hazardous locations and take appropriate precautions. The Shire of Pingelly can provide advice as to what precautionary steps may be taken to maintain a safe environment.

4.18 Roadworks / Maintenance Near Approved Roadside Memorials

The Shire of Pingelly will continue to perform all construction and maintenance works required within road reserves that contain roadside memorials.

4.19 Where works are required to the ground on which an approved roadside memorial is located, the memorial will be carefully shifted away from the work area for the duration of works and then re-installed as close as practical to the original location at the conclusion of works unless otherwise advised by the memorial owner. Care will be taken to minimise damage to the roadside memorial.

4.20 For unregistered memorials, the Shire of Pingelly will make every effort to locate the owners of the memorial before the removal, which may include placing a notice on the memorial prior to removal for roadworks to take place. The Shire of Pingelly will store these removed memorials for 4 months or the period of the road works (whichever is the greater).

4.21 Roadside Memorial Removal Procedure

One of the Shire of Pingelly's key objectives is to maximise road safety on Western Australian roads. Any roadside memorial presenting a safety hazard will be

removed without notice. Every effort will be made to contact the responsible person/s regarding the removal of the roadside memorial.

4.22 Person/s responsible for roadside memorials that comply with section 4.3 but require removal because of their poor state of repair or concerns raised by the local community, shall be contacted by the Shire of Pingelly. If the Shire of Pingelly is unsuccessful in contacting the appropriate person, a notice will be attached to the memorial asking the person who has placed, or requested the placement of the memorial, to contact the Shire of Pingelly within 60 days.

4.23 If the Shire of Pingelly is not contacted within the given timeframe, the roadside memorial will be removed. The Shire of Pingelly will store the removed roadside memorial for a period of 4 months.

4.24 Existing Memorials

The Shire of Pingelly will treat all existing roadside memorials in a sensitive manner and will address each one on an individual basis with the aim of making all roadside memorials compliant with this policy.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018 15 July 2020, 18 May 2022, 15 May 2024

12.20 Verge Treatments

1. PURPOSE

1.1 The purpose of this policy is to:

- 1.1.1 Provide guidelines to what is a "Permissible Verge Treatment" within the verge area of local government roads within the Shire of Pingelly.
- 1.1.2 To provide guidelines of plantings and/or beautification and to outline the Shire's and residents' responsibilities.
- 1.1.3 Ensure that verges within the Shire are maintained at a safe level relative to that of the abutting road and/or footpath.
- 1.1.4 Establish the extent of the Shire's responsibility for maintenance and the removal of rubbish from road verges.

2. SCOPE

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

3. DEFINITIONS

- 3.1 **carriageway** means a portion of road that is improved, designed or ordinarily used for vehicular traffic
- 3.2 **footpath** means an area that is open to the public that is designated for, or has as one of its main uses, use by pedestrians;
- 3.3 **thoroughfare** means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end;
- 3.4 **verge** means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include a footpath;
- 3.5 **verge treatment** means any treatments approved by the local government as the standard verge treatments permitted by Council Policy and includes reticulation pipes and sprinklers.

4. POLICY STATEMENT

- 4.1 Any person who wishes to carry out any works on the verge shall do so in accordance with this policy, guidelines, specifications and the Shire of Pingelly - Activities in Thoroughfares and Public Places and Trading Local Law.
- 4.2 The Shire will encourage and assist where practicable owners/occupiers to maintain street verges in a way that retains and enhances the streetscape, whilst minimizing water usage.
- 4.3 The Shire will provide assistance with cleaning and maintenance of verges in accordance with the policy guidelines.
- 4.4 Owners/occupiers of land abutting a street verge may undertake works to beautify the verge. These guidelines apply to the design and installation of verge gardens and landscaping features.

- 4.5 Beautification of street verges carried out in line with these guidelines do not require approval from the Shire.
- 4.6 The Shire recommends you discuss your verge design with neighbours prior to commencing any works, to identify any potential issues that may arise.
- 4.7 Prior to commencing any work on the verge, it is advised to contact 'Dial Before You Dig' to ascertain what, if any services, including Telstra, Water Corporation, Western Power and NBN cables, are located within the verge and to ensure that the depth of the services is sufficient to carry out the proposed works safely.
- 4.8 Any works carried out on the verge by the resident, that results in damage or disruption to the services will need to be reinstated at the resident's full cost.
- 4.9 The Shire strongly encourages the use of Waterwise plants, in particular natives, for planting on verges due to their ability to survive hot dry summers with little to no supplementary water. This information is available on the Water Corporation of WA website – Waterwise Plants Directory.
- 4.10 Subject to budgetary constraints, Waterwise native plants can be purchased through the Shire at subsidised prices. Orders for native plant are to be forwarded to the Shire Natural Resource Management Officer by 1 April each year and further information can be obtained by contacting the Shire.
- 4.11 Plant species selected for the verge should not be prickly, have spines or be known to be poisonous or cause allergic reactions. Plants that bear fruit should be maintained and the fruit harvested to ensure excess or rotting fruit does not pose a hazard or nuisance to pedestrians, cyclists or motorists.
- 4.12 All plants should be maintained to ensure clear lines of sight for pedestrians, cyclists and motorists are provided at all times.
- 4.13 Turfing of verges is permitted however in the interests of saving our precious water resources and reducing fertiliser run-off, alternative options are encouraged. Should turfing be required, it is recommended that a hardy low maintenance turf developed for Australian conditions be laid.
- 4.14 In addition to verge gardens and lawn, there are a number of permissible landscaping features that may be installed within the verge. The installation of these features must be setback from and provide clear access to any infrastructure such as, power poles and underground services.
- 4.15 The installation must also maintain safe access for pedestrians and cyclists and must be setback from footpaths, kerbs and vehicular crossings in accordance with these guidelines so as to not obscure or intrude into sightlines and maintain safe access for pedestrians and cyclists.
- 4.16 Permissible verge landscaping features include:
 - 4.16.1 raised garden beds
 - 4.16.2 rocks/stones and/or logs
 - 4.16.3 compacted crushed gravel pathways
 - 4.16.4 paved pathways and/or bin stand areas
 - 4.16.5 seating or benches

- 4.16.6 decorations and lighting
 - 4.16.7 any other item (not listed above) may be considered at the discretion of the Executive Manager Works in accordance with the policy.
- 4.17 When installing and/or incorporating landscaping features on the verge, the following guidelines must be met:
- 4.17.1 Any landscaping feature installed on the verge must not obstruct clear lines of sight for any pedestrians, cyclists or motorists;
 - 4.17.2 Residents may incorporate a number of permissible verge landscaping features provided the specific guidelines for each feature are adhered to;
 - 4.17.3 Residents must ensure landscaping features are checked regularly and well maintained so that they meet and continue to meet the verge landscaping feature guidelines;
 - 4.17.4 If a verge landscaping feature is considered by the Shire to pose a safety hazard or does not meet the guidelines, the Shire may require the resident to remove/ revise part or all of the feature to comply with this policy and guidelines;
 - 4.17.5 Raised Garden Beds must be:
 - a) Constructed of durable material, securely installed with no sharp edges, corners or fixtures;
 - b) The raised garden bed (built structure) height shall not exceed 0.5 metres unless approved by the Shire;
 - c) Provide a minimum 0.5 metre setback from any street tree to maintain the health of the tree;
 - c) Provide a minimum 0.5 metre setback from the face of the kerb.
 - 4.17.6 Rocks, Stones and Logs must:
 - a) Maintain clear access for parked vehicles at all times;
 - b) Be of a size and installed securely so as to not be easily moved;
 - c) Compacted Gravel Pathways must provide a minimum 0.5 metre setback from any street trees to maintain the health of the street tree.
 - 4.17.7 Paved Pathways and Bin Stands must:
 - a) Finished level to be flush with the adjacent footpath, driveway, kerb and verge soil level so as to not create a trip hazard;
 - b) Provide a minimum 0.5 metre setback from street trees to maintain the health of the street tree.
 - c) The above guidelines apply to verge paving for non-parking purposes only.
 - 4.17.8 Seating or Benches
 - a) Constructed of durable material, securely installed with no sharp edges, corners or fixtures;
 - b) Provide a minimum 0.5 metre setback from any street tree to maintain the health of the tree;
 - c) Maintain clear access for parked cars at all times;
 - d) Decorations and Lighting;
 - e) Constructed of durable material, securely installed with no sharp edges, corners or fixtures;
 - f) Maintain clear access for parked cars at all times;

- g) Provide a minimum 0.5 metre setback from any street tree to maintain the health of the tree;
 - h) Only solar lighting is permitted in the verge area.
- 4.18 The Shire encourages the installation of Waterwise verge gardens that conserve water eliminating the need for permanent reticulation. If reticulation is to be installed, sub-surface drip irrigation is recommended as the most water efficient reticulation type suited to the exposed conditions typical on the verge area.
- 4.19 If required, slow release fertilisers are recommended for use on all verge beautification treatments, however their use should be carefully monitored and particular care should be undertaken when applying fertiliser to ensure that granules or residues do not enter the local drainage system.
- 4.20 Mulching of the verge area is encouraged to reduce plant stress, suppress weed growth and reduce moisture evaporation from the soil.
- 4.21 Mulch should be installed approximately 5-10cm thick and the finished level must sit just below the adjoining kerbs, footpaths and crossovers. This will prevent the mulch from spreading beyond the verge area, flowing into drainage systems and/or creating a hazard.
- 4.22 The Shire reserves the right to remove any verge beautification treatment or landscaping feature at any time if the Shire considers the installation is contrary to this policy or poses a hazard to or interference with persons or property.
- 4.23 Any damage to the footpath, kerb and road reserve whilst undertaking works will need to be made good by the resident, to the Shire's satisfaction.
- 4.24 Although due care will be taken, the Shire will not be held responsible for any damage that occurs to verge gardens and landscaping features as a result of the Shire's regular maintenance programs or capital works projects.
- 4.25 Where the level of a kerb or footpath has been changed or the level of the verge is considered to pose a safety problem the Shire will:
- 4.25.1 Establish a properly levelled verge by undertaking the grading or filling of verges evenly between the property line and street kerb;
 - 4.25.2 Take all reasonable actions to replace any lawns and/or plants where the level has been changed by the Shire.
 - 4.25.3 Where the level of a kerb has not been changed the Shire will establish a properly levelled verge by undertaking the grading or filling of verges evenly between the property line and the street kerb. Where it is necessary to remove or cover lawn to affect the levelling, the lawn will not be replanted by the Shire. Such work will only be undertaken after written request from the adjoining property owner.
 - 4.25.4 The service is not provided as a top dressing for street lawns, nor will the Shire assist with excavating verges below the kerb level to facilitate paving of verges.
- 4.26 Verges along all Shire roads shall be maintained/mowed by the adjacent owner/occupier. The shire may direct the adjacent owner/occupier to conduct additional maintenance, where in the opinion of the Chief Executive Officer, the verge represents either a:

- 4.26.1 Fire hazard;
 - 4.26.2 Visibility problem;
 - 4.26.3 Safety issue; or
 - 4.26.4 In a neglected state.
- 4.27 Cleaning of litter and removal of the build-up of leaves and grass clippings not associated with shire owned property from the verge is the responsibility of the adjacent owner/occupier
- 4.28 The Shire will assist with the removal of litter and general rubbish from verges only in the following circumstances:
- 4.28.1 Accidents;
 - 4.28.2 Storm damage;
 - 4.28.3 Where the responsibility for placing litter on a verge cannot be determined;
- 4.29 Where responsibility for placing litter on the verge can be determined, the Shire will direct the person responsible to remove the litter and will enforce the *Litter Act 1979* and Regulations.
- 4.30 Placement of plant containers on or obstructing the footpath in commercial and retail precincts within the Shire need to consider public safety, practical and aesthetic considerations, with a view to preserving and enhancing the streetscape.
- 4.31 Containers shall be of an appropriate scale in relation to other elements of the streetscape, and easily seen by pedestrians.
- 4.32 The design of the planters including materials, colour and finish - should be in keeping with the surrounding streetscape and to the satisfaction of the Executive Manager Works.
- 4.33 Plant species are to be approved by the Executive Manager Works and must not exceed a height of 1.2 metres above ground level. Alternatively, trees in pots may be approved where the bottom of the canopy has a minimum 1.5m clearance to the footpath and is not more than 300mm wider than the container and should not obstruct parking signs. The plants must be maintained in a healthy, tidy condition at all times, and all maintenance is the responsibility of the property owners/occupants. No drainage or other discharges from the containers are to flow across the footpath or stain the pavement in any way. No poisonous, prickly or other harmful plants are to be used and maintenance procedures should not interfere with pedestrians at any time.
- 4.34 Plant containers must:
- 4.34.1 not obstruct pedestrian crossing points, public utilities or other public facilities;
 - 4.34.2 be located to provide, at all times, free and unobstructed access of not less than 1.5 metres for pedestrians and other users of the footpath or paved area.
- 4.35 The Shire's approval is not required for plant containers that comply with the

requirements of this Part 6. The Shire reserves the right to request owners to remove the containers at any time.

- 4.36 The applicant shall be responsible for the cleaning of the area immediately adjacent to and under the container.
- 4.37 All costs associated with the application, purchase of containers and plants and installation are to be borne by the applicant.
- 4.38 Notwithstanding the granting of approval, the Shire reserves the right to remove the containers at any time, and applicants should ensure that the Shire is indemnified against all claims resulting from the installation of plant containers.
- 4.39 Any damage to footpath, verge or other street furniture caused by the planter or its movement shall be the responsibility of the applicant.
- 4.40 The Shire will consider on its merits any application for a memorial plaque or slab to be included in a footpath within the Shire. The criteria to be considered shall include:
- 4.40.1 The person or event, subject of the memorial, shall have made a significant contribution to the development of the Shire or the State, or some major contribution to a social welfare or community or public organisation.
- 4.40.2 Comments received from the Heritage Council, West Australian Historical Society or other relevant organisation.
- 4.41 The sponsor may be identified either by words or a logo, provided that this identification does not exceed an area of 75mm by 25mm.
- 4.42 The location of the plaque or slab shall be at the discretion of the Shire which may consider in considering the application, the nature of work undertaken by the person, subject of the memorial. The memorial plaque shall be cast in bronze or other approved material and of such design and of such dimensions as determined by the Shire at the time of application.

5. RELATED DOCUMENTATION / LEGISLATION

Shire of Pingelly - Activities in Thoroughfares and Public Places and Trading Local Law

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 May 2022, 15 May 2024

4.12 COMPLAINT HANDLING

1. PURPOSE

- 1.1 The purpose of this policy is to establish Council's commitment to a fair, accessible and accountable complaint handling system that supports continuous improvement in the delivery of services to the Shire of Pingelly community.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.
- 2.2 This policy applies to all complaints received from members of the public, ratepayers, residents and stakeholders.

3. DEFINITIONS

"Complaint" means an expression of dissatisfaction with a process, decision, product or service offered by the Shire, where the person expects a response or resolution.

Note: This does not include dissatisfaction with a lawful Council decision, statutory appeals, freedom of information requests, infringement appeals, disputes between community members, or complaints involving behavioural, conduct or specified breaches by Elected Members under the *Local Government Act 1995*.

"Vexatious Complaint" means a complaint made primarily to harass, intimidate or cause detriment to the Shire or its staff, where the complainant lacks reasonable grounds, has no direct interest in the matter, or persistently refuses to accept reasonable resolution attempts.

4. POLICY STATEMENT

- 4.1 Council recognises the right of all persons to make a complaint and is committed to managing complaints in a manner that is accessible, timely, confidential, and free from reprisal.
- 4.2 The Shire will acknowledge all complaints, investigate them impartially, and provide complainants with a written response.
- 4.3 All complaint records will be managed in accordance with the *State Records Act 2000*.
- 4.4 Complaint trends will be monitored by the Chief Executive Officer to drive service improvement.
- 4.5 Complaints that are considered vexatious will not be investigated. The decision not to investigate a vexatious complaint rests with the Chief Executive Officer.

5. RELATED DOCUMENTATION / LEGISLATION

Local Government Act 1995
Local Government (Model Code of Conduct) Regulations 2021
OP006 Complaint Handling Operational Practice
Customer Service Charter
Employee Code of Conduct

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	

15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

15.1. Monthly Statement of Financial Activity – April 2026

File Reference:	ADM0075
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Manager Finance
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 April 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 30 April 2026.

Operating revenue is below year-to-date budget by 2.47% or \$98,567 and operating expenditure against the year-to-date budget is down by 0.33% or \$21,831.

A comparative cash position against last year is shown below:

	30/04/2026	30/04/2025
Current Position	1,947,134	3,294,358
Municipal Bank	688,148	2,153,017
Reserve Bank	1,258,986	1,141,341
 Rates Collected	 2,792,255	 2,716,757

Capital expenditure is lower 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.		

13740 Cr Danielle Summers moved, Cr Robert Howell seconded

Voting Requirements:
Simple Majority

Recommendation and Council Decision:

That with respect to the Monthly Statements of Financial Activity for the month ending 30 April 2026 be accepted and material variances be noted.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

SHIRE OF PINGELLY

MONTHLY FINANCIAL REPORT

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

For the period ended 30 April 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 30 APRIL 2026

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	2,617,583	2,617,583	2,614,396	(3,187)	(0.12%)	
Grants, subsidies and contributions	1,530,310	1,133,995	1,269,674	135,679	11.96%	▲
Fees and charges	438,360	403,220	414,527	11,307	2.80%	
Interest revenue	107,839	100,871	58,509	(42,362)	(42.00%)	▼
Other revenue	89,750	75,310	77,655	2,345	3.11%	
Profit on asset disposals	18,000	18,000	15,043	(2,957)	(16.43%)	
	4,801,842	4,348,979	4,449,804	100,825	2.32%	
Expenditure from operating activities						
Employee costs	(2,301,955)	(1,879,114)	(1,829,695)	49,419	2.63%	
Materials and contracts	(1,752,231)	(1,469,547)	(1,561,665)	(92,118)	(6.27%)	
Utility charges	(224,575)	(189,170)	(159,700)	29,470	15.58%	▲
Depreciation	(3,303,900)	(2,751,742)	(2,800,203)	(48,461)	(1.76%)	
Finance costs	(87,746)	(46,882)	(46,881)	1	0.00%	
Insurance	(241,847)	(241,847)	(247,693)	(5,846)	(2.42%)	
Other expenditure	(78,981)	(73,043)	(55,994)	17,049	23.34%	▲
Loss on asset disposals	(18,522)	(18,522)	0	18,522	100.00%	▲
	(8,009,757)	(6,669,867)	(6,701,831)	(31,964)	(0.48%)	
Non cash amounts excluded from operating activities	2(c) 3,304,422	2,752,264	2,776,709	24,445	0.89%	
Amount attributable to operating activities	96,507	431,376	524,682	93,306	21.63%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	1,678,828	1,678,828	566,089	(1,112,739)	(66.28%)	▼
Proceeds from disposal of assets	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%	
	1,765,027	1,708,693	592,997	(1,115,696)	(65.30%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	5 (1,178,350)	(1,178,350)	(676,407)	501,943	42.60%	▲
Acquisition of infrastructure	5 (2,304,782)	(2,304,785)	(905,077)	1,399,708	60.73%	▲
	(3,483,132)	(3,483,135)	(1,581,484)	1,901,651	54.60%	
Amount attributable to investing activities	(1,718,105)	(1,774,442)	(988,487)	785,955	44.29%	
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)	(74,281)	(74,281)	0	0.00%	
Repayment of borrowings	10 (241,805)	(119,396)	(119,396)	0	0.00%	
Transfer to reserves	(41,499)	0	(20,935)	(20,935)	0.00%	
	(361,593)	(193,677)	(214,612)	(20,935)	(10.81%)	
Amount attributable to financing activities	(67,593)	(193,677)	(214,612)	(20,935)	(10.81%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 1,831,907	1,831,907	1,813,033	(18,874)	(1.03%)	
Amount attributable to operating activities	96,507	431,376	524,682	93,306	21.63%	▲
Amount attributable to investing activities	(1,718,105)	(1,774,442)	(988,487)	785,955	44.29%	▲
Amount attributable to financing activities	(67,593)	(193,677)	(214,612)	(20,935)	(10.81%)	▼
Surplus or deficit after imposition of general rates	142,716	295,164	1,134,615	839,451	284.40%	▲

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 30 APRIL 2026

	Actual 30 June 2025	Actual as at 30 April 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	2,760,522	1,980,384
Trade and other receivables	982,873	1,146,766
Other financial assets	85,414	73,549
Inventories	5,637	51,054
TOTAL CURRENT ASSETS	3,834,446	3,251,753
NON-CURRENT ASSETS		
Trade and other receivables	72,645	72,645
Property, plant and equipment	29,172,907	29,151,794
Infrastructure	85,195,935	84,032,775
Right-of-use assets	306,228	271,782
TOTAL NON-CURRENT ASSETS	114,747,715	113,540,861
TOTAL ASSETS	118,582,161	116,792,614
CURRENT LIABILITIES		
Trade and other payables	344,004	405,164
Contract liabilities	294,117	308,023
Capital grant/contributions liabilities	64,540	79,540
Lease liabilities	78,232	3,951
Borrowings	241,504	122,108
Employee related provisions	251,808	251,808
TOTAL CURRENT LIABILITIES	1,274,205	1,170,594
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	3,068,414
NET ASSETS	115,410,136	113,724,200
EQUITY		
Retained surplus	31,535,892	29,829,021
Reserve accounts	1,238,050	1,258,985
Revaluation surplus	82,636,194	82,636,194
TOTAL EQUITY	115,410,136	113,724,200

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 30 APRIL 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 30 April 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 POLICES

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 30 APRIL 2026

2 NET CURRENT ASSETS INFORMATION

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

	Adopted Budget Opening	Actual as at	Actual as at
Note	1 July 2025	30 June 2025	30 April 2026
	\$	\$	\$
Current assets			
Cash and cash equivalents	2,754,702	2,760,522	1,980,384
Trade and other receivables	1,147,600	982,873	1,146,766
Other financial assets	29,114	85,414	73,548
Inventories	5,637	5,637	51,054
	3,937,053	3,834,446	3,251,752
Less: current liabilities			
Trade and other payables	9 (131,631)	(344,004)	(405,164)
Other liabilities	(470,094)	(358,657)	(387,563)
Lease liabilities	11 (78,232)	(78,232)	(3,951)
Borrowings	10 (196,352)	(241,504)	(122,108)
Employee related provisions	(281,753)	(251,808)	(251,808)
	(1,158,062)	(1,274,205)	(1,170,594)
Net current assets	2,778,991	2,560,241	2,081,158
Less: Total adjustments to net current assets	2(b) (710,830)	(747,208)	(946,543)
Closing funding surplus / (deficit)	2,068,161	1,813,033	1,134,615

(b) Current assets and liabilities excluded from budgeted deficiency

Less: Reserve accounts	(1,238,050)	(1,238,050)	(1,258,985)
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	3,951
- Current portion of borrowings	241,504	241,504	122,108
- Current portion of employee benefit provisions held in reserve	201,805	201,805	205,218
Total adjustments to net current assets	2(a) (747,208)	(747,208)	(946,543)

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual
	30 June 2026	30 April 2026	30 April 2026
	\$	\$	\$
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	2,751,742	2,800,203
Movement in current employee provisions associated with restricted cash			3,413
Non-cash movements in non-current assets and liabilities:			
- Other provisions			(11,864)
Total non-cash amounts excluded from operating activities	3,304,422	2,752,264	2,776,709

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 30 APRIL 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			
Grants, subsidies and contributions	135,679	11.96%	▲
Timing - Budget is allocated against capital, actuals against operating			
Interest revenue	(42,362)	(42.00%)	▼
Timing - YTD budget of ledger accounts have not been profiled in accordance with expected interest revenue			
Expenditure from operating activities			
Utility charges	29,470	15.58%	▲
Timing - Town Hall Public toilets and Standpipe charges lower than anticipated YTD			
Other expenditure	17,049	23.34%	▲
Timing - Profiling for the Councillor sitting fees not in alignment with quarterly payment schedule			
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	(1,112,739)	(66.28%)	▼
Timing - Youth Precinct, Roads to Recovery and WSFN funds yet to be received			
Outflows from investing activities			
Acquisition of property, plant and equipment	501,943	42.60%	▲
Timing - two admin vehicles and community bus are yet to be purchased, grader lease payout			
Acquisition of infrastructure	1,399,708	60.73%	▲
Timing - capital road program is underway, however some projects have been slow to progress			
Surplus or deficit after imposition of general rates	839,451	284.40%	▲
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 30 APRIL 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.83 M	\$1.83 M	\$1.81 M	(\$0.02 M)
Closing	\$0.14 M	\$0.30 M	\$1.13 M	\$0.84 M
Refer to Statement of Financial Activity				

Cash and cash equivalents			Payables			Receivables		
	\$1.98 M	% of total		\$0.41 M	% Outstanding		\$0.91 M	% Collected
Unrestricted Cash	\$0.72 M	36.4%	Trade Payables	\$0.07 M		Rates Receivable	\$0.24 M	91.4%
Restricted Cash	\$1.26 M	63.6%	0 to 30 Days		16.9%	Trade Receivable	\$0.91 M	% Outstanding
			Over 30 Days		83.1%	Over 30 Days		13.9%
			Over 90 Days		51.8%	Over 90 Days		13.7%
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)	Var. \$ (b)-(a)
	\$0.10 M	\$0.43 M	\$0.52 M	\$0.09 M
Refer to Statement of Financial Activity				

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$2.61 M	% Variance	YTD Actual	\$1.27 M	% Variance	YTD Actual	\$0.41 M	% Variance
YTD Budget	\$2.62 M	(0.1%)	YTD Budget	\$1.13 M	12.0%	YTD Budget	\$0.40 M	2.8%
			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)	Var. \$ (b)-(a)
	(\$1.72 M)	(\$1.77 M)	(\$0.99 M)	\$0.79 M
Refer to Statement of Financial Activity				

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.02 M	%	YTD Actual	\$0.91 M	% Spent	YTD Actual	\$0.57 M	% Received
Adopted Budget	\$0.06 M	(75.1%)	Adopted Budget	\$2.30 M	(60.7%)	Adopted Budget	\$1.68 M	(66.3%)
Refer to 6 - Disposal of Assets			Refer to 5 - Capital Acquisitions			Refer to 5 - Capital Acquisitions		

Key Financing Activities

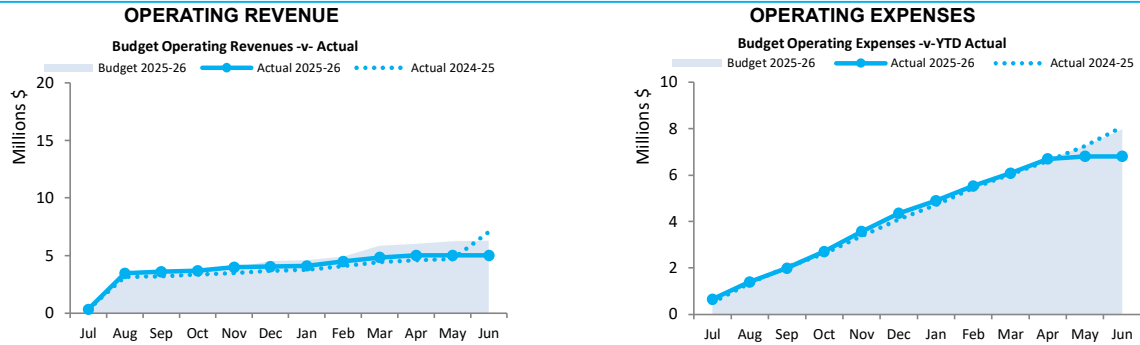
Amount attributable to financing activities				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
	(\$0.07 M)	(\$0.19 M)	(\$0.21 M)	(\$0.02 M)
Refer to Statement of Financial Activity				

Borrowings			Reserves			Lease Liability		
Principal repayments	(\$0.12 M)		Reserves balance	\$1.26 M		Principal repayments	(\$0.07 M)	
Interest expense	(\$0.04 M)		Net Movement	\$0.02 M		Interest expense	(\$0.00 M)	
Principal due	\$1.89 M					Principal due	\$0.02 M	
Refer to 10 - Borrowings			Refer to 4 - Cash Reserves			Refer to Note 11 - Lease Liabilities		

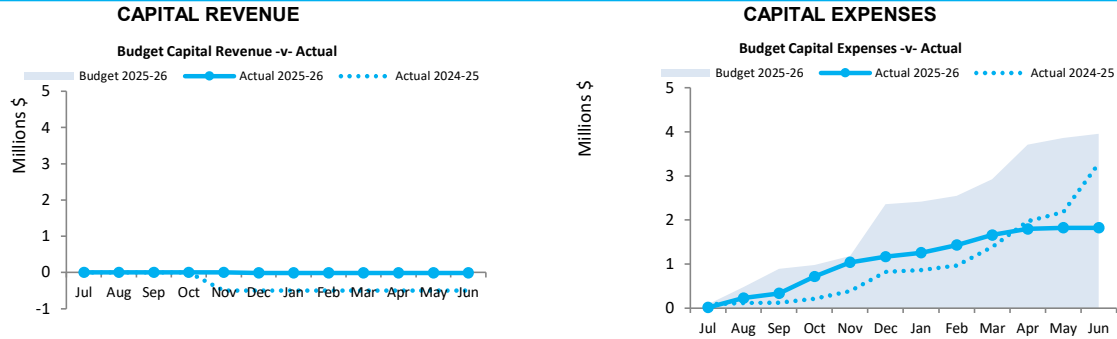
This information is to be read in conjunction with the accompanying Financial Statements and notes.

2 KEY INFORMATION - GRAPHICAL

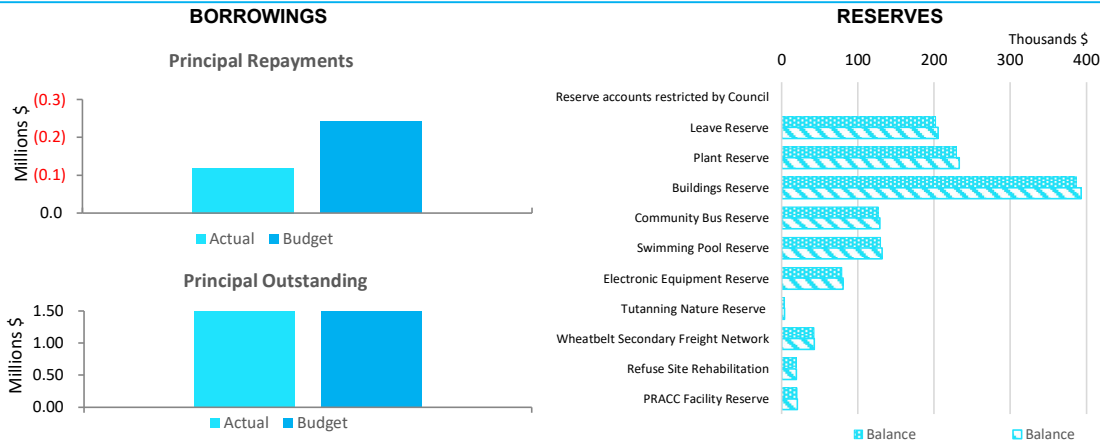
OPERATING ACTIVITIES



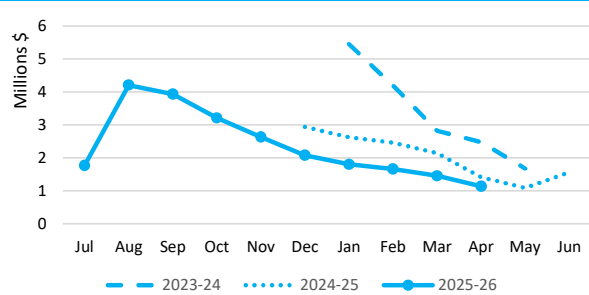
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 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	76,856		76,856				
Municipal Cash Management Account	Cash and cash equivalents	611,292		611,292				
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	1,258,986	1,258,986		Bendigo	3.00%	30/06/2026
Trust fund bank - Other	Cash and cash equivalents	27,700		27,700	27,700			
Shares	Cash and cash equivalents	5,000		5,000				
Muni Term Deposit	Cash and cash equivalents	0		0				
Total		721,398	1,258,986	1,980,384	27,700			
Comprising								
Cash and cash equivalents		721,398	0	721,398	27,700			
Financial assets at amortised cost		0	1,258,986	1,258,986	0			
		721,398	1,258,986	1,980,384	27,700			

KEY INFORMATION

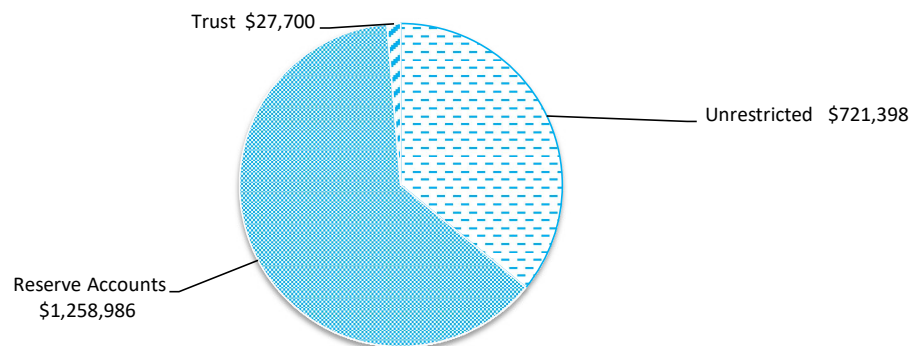
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 30 APRIL 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	3,413	0	205,218
Plant Reserve	229,344	3,705		233,049	229,344	3,878	0	233,222
Buildings Reserve	386,269	6,240	(250,000)	142,509	386,269	6,532	0	392,801
Community Bus Reserve	126,700	2,045	(44,000)	84,745	126,700	2,143	0	128,843
Swimming Pool Reserve	129,981	2,100		132,081	129,981	2,198	0	132,179
Electronic Equipment Reserve	79,133	1,278		80,411	79,133	1,338	0	80,471
Tutanning Nature Reserve	3,760	61		3,821	3,760	64	0	3,824
Wheatbelt Secondary Freight Network	42,257	683		42,940	42,257	715	0	42,972
Refuse Site Rehabilitation	18,801	304		19,105	18,801	318	0	19,119
PRACC Facility Reserve	20,000	21,823		41,823	20,000	338	0	20,338
	1,238,050	41,499	(294,000)	985,549	1,238,050	20,935	0	1,258,985

5 CAPITAL ACQUISITIONS

Capital acquisitions		Adopted		YTD Actual	YTD Variance
		Budget	YTD Budget		
		\$	\$	\$	\$
Buildings - specialised	130	412,000	412,000	319,020	(92,980)
Furniture and equipment	132	46,350	46,350	25,427	(20,923)
Plant and equipment	134	720,000	720,000	331,960	(388,040)
Acquisition of property, plant and equipment		1,178,350	1,178,350	676,407	(501,943)
Infrastructure - Roads	136	1,817,433	1,817,433	550,567	(1,266,866)
Infrastructure - Footpaths	165	10,000	10,000	0	(10,000)
Infrastructure - Parks & Ovals	169	407,349	407,352	296,363	(110,989)
Infrastructure - Other	138	70,000	70,000	58,147	(11,853)
Acquisition of infrastructure		2,304,782	2,304,785	905,077	(1,399,708)
Total capital acquisitions		3,483,132	3,483,135	1,581,484	(1,901,651)
Capital Acquisitions Funded By:					
Capital grants and contributions		1,678,828	1,678,828	566,089	(1,112,739)
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		1,449,804	1,786,307	1,000,352	(785,955)
Capital funding total		3,483,132	3,483,135	1,581,484	(1,901,651)

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

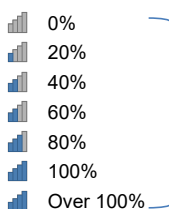
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

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

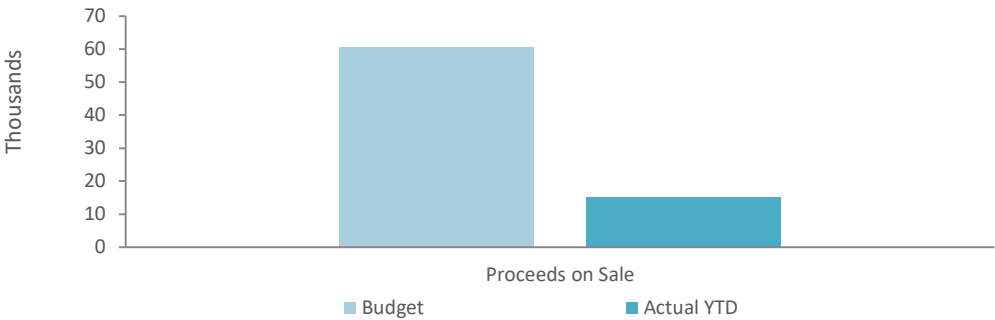


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Job	Job Description	Adopted		YTD Actual	Variance (Under)/Over
		Budget	YTD Budget		
		\$	\$	\$	\$
Buildings					
BU020	Solar Footpath Lighting	15,000	15,000	0	15,000
11CH	Craft Hub Upgrade	97,000	97,000	26,366	70,634
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	290,079	9,921
BU045	Purchase 17 Parade Street	0	0	0	0
		412,000	412,000	319,020	92,980
Furniture & Equipment					
0491	New Phone System, Replacement Laptops	20,000	20,000	8,850	11,150
0591	CCTV Cameras	12,000	12,000	0	12,000
1091	Cemetery Records Software	14,350	14,350	16,577	(2,227)
		46,350	46,350	25,427	20,923
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	36,960	(36,960)
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	331,960	388,040
Infrastructure - Roads					
CA152	North Bannister Road	43,048	43,048	22,529	20,519
CC11	Moorumbine Road - Council Construction	93,870	93,870	43,232	50,638
CC160	Heavy Vehicle Rest Area	285,416	285,416	85,608	199,808
CC25	Bulyee Road - Council Construction	765,497	765,497	246,152	519,345
CC3	Aldersyde-Pingelly Road - Council Construction	77,850	77,850	3,333	74,517
CC8	Jingaring Road - Council Construction	164,423	164,423	121,428	42,995
RRG09	RRG Yenellin Road Upgrade	127,100	127,100	0	127,100
RRG10	RRG North Bannister Pingelly Road	162,451	162,451	10,497	151,954
RRG25	RRG Bulyee Road	0	0	1,088	(1,088)
CC131	Balfour Street - Council Construction	97,778	97,778	16,700	81,078
		1,817,433	1,817,433	550,567	1,266,866
Footpaths					
FP999	Footpath Annual Allocation	10,000	10,000	0	10,000
		10,000	10,000	0	10,000
Infrastructure - Parks & Ovals					
IP014	Memorial Park	15,000	15,000	0	15,000
IP008	Youth Precinct	392,349	392,352	296,363	95,989
		407,349	407,352	296,363	110,989
Infrastructure - Other					
1093	Oval Flood Lights	70,000	70,000	19,610	50,390
SS001	Mini Pump & Skills Track	0	0	38,537	(38,537)
		70,000	70,000	58,147	11,853
		3,483,132	3,483,135	1,581,484	1,901,651

6 DISPOSAL OF ASSETS

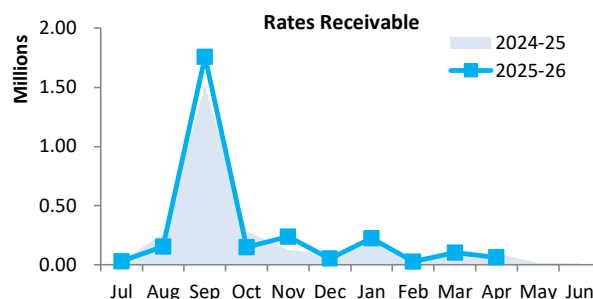
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
PROM7	2014 Kubota F2880 & 2014 Kubota GR2120-54A	5,840	1,500	0	(4,340)			0	0
PCOM2	Hyundai Santa Fe 7S Elite 2.2D Auto	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 June 2025	30 Apr 2026
	\$	\$
Opening arrears previous year	86,176	187,050
Levied this year	2,516,380	2,614,396
Less - collections to date	(2,415,506)	(2,561,138)
Net rates collectable	187,050	240,308
% Collected	92.8%	91.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,234)	695,765	1,888	0	110,200	806,619
Percentage	(0.2%)	86.3%	0.2%	0.0%	13.7%	

Balance per trial balance

Trade receivables						806,619
GST receivable						87,472
Accrued Income						0
Prepayments						118
SSL Current						12,249
Total receivables general outstanding						906,458

Amounts shown above include GST (where applicable)

KEY INFORMATION

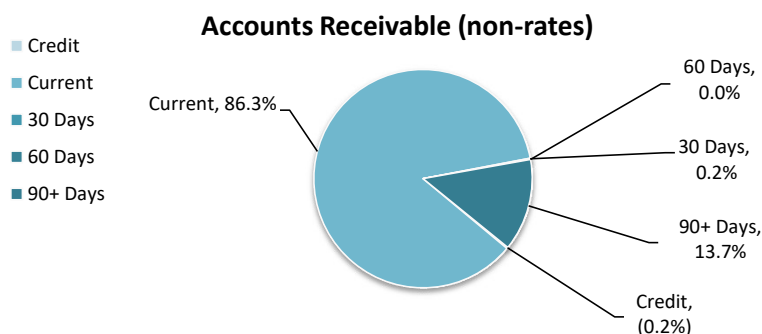
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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			30 April 2026
	\$	\$	\$	\$
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	45,417	0	51,054
Total other current assets	91,051	45,417	(11,865)	124,603
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.

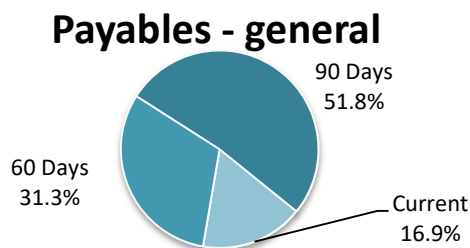
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	12,089	(24)	22,479	37,183	71,727
Percentage	0.0%	16.9%	0.0%	31.3%	51.8%	
Balance per trial balance						
Sundry creditors						71,727
Accrued salaries and wages						50,352
ATO liabilities						194,411
ESL Liability						19
Accrued Expenses						0
Accrued Interest on Loans						0
Bonds and Deposits						27,769
Other Payables						4,432
Prepaid Rates Liability						56,454
Total payables general outstanding						405,164
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.

■ Credit
■ Current
■ 30 Days
■ 60 Days



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	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation & Cultural Centre	123		1,506,692	0	0	(61,365)	(124,021)	1,445,327	1,382,671	(31,716)	(39,792)
Transport Fleet Replacement	125		454,848	0	0	(46,166)	(93,369)	408,682	361,479	(10,217)	(14,013)
			1,961,540	0	0	(107,531)	(217,390)	1,854,009	1,744,150	(41,932)	(53,805)
Self supporting loans											
Pingelly Cottage Homes	120		49,813	0	0	(11,865)	(25,699)	37,948	24,114	(1,612)	(2,839)
			49,813	0	0	(11,865)	(25,699)	37,948	24,114	(1,612)	(2,839)
Total			2,011,353	0	0	(119,396)	(243,089)	1,891,957	1,768,264	(43,544)	(56,644)
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.

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases		New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Photocopier		6,005			(3,107)	(4,008)	2,898	1,997	(233)	(265)
Server Lease		5,048			(5,048)	(5,144)	0	(96)	(96)	(96)
CCTV Server Lease		3,538			(3,538)	(3,645)	0	(107)	(107)	(107)
Grader Lease		44,035			(44,035)	(44,548)	0	(513)	(512)	(512)
Loader Lease		38,487			(18,553)	(20,944)	19,934	17,543	(2,390)	(2,390)
Total		97,113	0	0	(74,281)	(78,289)	22,832	18,824	(3,337)	(3,370)
Current lease liabilities		78,232					3,951			
Non-current lease liabilities		18,881					18,881			
		97,113					22,832			

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

		Opening Balance	Liability transferred from/(to)	Liability	Liability	Closing Balance
	Note	1 July 2025	Non Current	Increase	Reduction	30 April 2026
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		294,117	0	13,906	0	308,023
Capital grant/contributions liabilities		64,540	0	15,000	0	79,540
Total other liabilities		358,657	0	28,906	0	387,563
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	28,906	0	639,371

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.

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2025	Liability	Liability	30 Apr 2026	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Grants and subsidies								
General Purpose Grant FAGS (LGGC)						767,848	602,544	548,233
Local Roads Grant FAGS (LGGC)						242,132	238,965	209,252
ESL Grant - BFB						108,000	107,979	111,125
ESL Grant - SES						33,680	25,257	36,491
MRWA Direct Grant						137,000	137,000	202,233
Reimbursements Others						3,000	2,250	5,509
Grants, Reimbursements & Contributions						20,000	20,000	18,182
Other Culture - Income						10,000	0	37,650
Small Grants Income SCH 11						32,650	0	1,000
Tourism Grant Revenue						0	0	100,000
Fire Mitigation Activity Fund						146,000	0	0
East & West Pingelly Fire Shed contribution						30,000	0	0
TOTALS	0	0	0	0	0	1,530,310	1,133,995	1,269,674

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2025	Liability	Liability	30 Apr 2026	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	Actual
Capital grants and subsidies								
Off-Road Vehicle Redevelopment Contributions & Subsidies						100,000	100,000	100,000
Grants, Contributions & Subsidies						70,000	70,000	0
Youth Precinct Income - LRCI						357,639	357,639	0
Regional Road Group Funding						343,132	343,132	410,720
Roads to Recovery						369,241	369,241	0
Other Grants (No GST)						235,416	235,416	0
Wheatbelt Secondary Freight Network						103,400	103,400	0
Tourism Grant Revenue				0		100,000	100,000	27,500
Capital Grant - DFES				0		0	0	27,869
	0	0	0	0	0	1,678,828	1,678,828	566,089

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 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	30 April 2026
	\$	\$	\$	\$
Dept of Transport Licensing	2,301	272,248	(269,431)	5,118
Bonds	12,578	3,951	(2,047)	14,482
Sundry Trust	7,500	0	0	7,500
Nomination Deposits	0	600	0	600
	22,379	276,799	(271,478)	27,700

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 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						0
Grants, Reimbursements & Contributions	13613	Operating revenue		20,000		20,000
Giants Amongst Us	13613	Operating expenses		(20,000)		0
General Purpose Grant FAGS (LGGC)	13716	Operating revenue			(35,542)	(35,542)
Local Roads Grant FAGS (LGGC)	13716	Operating revenue			(76,488)	(112,030)
Furniture & Equipment Purchase - Schedule 4	13716	Capital expenses			10,000	(102,030)
Financial Services	13716	Operating expenses		(27,000)		(129,030)
Small Grants Income SCH 11	13716	Operating revenue		32,650		(96,380)
Off-Road Vehicle Redevelopment Contributions & Subsidies	13716	Operating revenue		100,000		3,620
Other Culture - Income	13716	Operating revenue		10,000		13,620
Tourism Grant Revenue	13716	Operating revenue		100,000		113,620
Public Standpipe Maintenance	13716	Operating expenses			12,000	125,620
Capex Off-Road Vehicle Redevelopment	13716	Capital expenses		(100,000)		25,620
Street Alive Team Towns Grant Expenditure	13716	Capital expenses		(100,000)		(74,380)
Heritage Council - Enlarged Festival Grant	13716	Operating expenses		(13,800)		(88,180)
Youth Engagements Annual Grant Program	13716	Operating expenses		(5,000)		(93,180)
Age Friendly Community Grant	13716	Operating expenses		(13,850)		(107,030)
Fire Mitigation Activity Fund Grant	13724	Operating revenue		146,000		38,970
West & East Pingelly Fire Shed Contribution	13724	Operating revenue		30,000		68,970
Purchase of 17 Parade St - deferred to 26/27	13724	Capital expenses		(100,000)		(31,030)
Mini Pump & Skills Track - deferred to 26/27	13724	Operating expenses		(10,000)		(41,030)
Opening Surplus Adjustment (interim)	13724	Opening surplus(deficit)			2,620	(38,410)
				49,000	(87,410)	(38,410)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED, 30 APRIL 2026**

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	2,646,724	2,646,968	244	0%	
03	02	GENERAL PURPOSE FUNDING	1,014,480	845,929	761,948	(83,981)	(10%)	
03	03	OTHER GENERAL PURPOSE INCOME	100,000	93,169	41,749	(51,420)	(55%)	▼ Interest on Municipal Funds lower than anticipated
04	04	MEMBERS OF COUNCIL	250	210	0	(210)	(100%)	
05	06	FIRE PREVENTION	109,750	109,439	139,744	30,305	28%	▲ DFES Grant
05	07	ANIMAL CONTROL	6,600	6,160	5,691	(469)	(8%)	
05	08	OTHER LAW,ORDER,PUBLIC SAFETY	53,680	45,257	54,673	9,416	21%	
07	14	HEALTH INSP AND ADMINISTRATION	2,200	2,200	1,878	(322)	(15%)	
07	17	OTHER HEALTH	500	420	472	52	12%	
08	21	OTHER AGED & DISABLED SERVICES	9,339	8,111	9,992	1,881	23%	
10	25	SANITATION-HOUSEHOLD REFUSE	181,200	181,200	186,050	4,850	3%	
10	26	OTHER SANITATION	58,200	53,700	44,788	(8,912)	(17%)	
10	30	TOWN PLANNING & REG DEVELOPMNT	2,500	2,080	2,984	904	43%	
10	31	OTHER COMMUNITY AMENITIES	20,500	17,090	19,700	2,610	15%	
11	32	PUBLIC HALLS.CIVIC CENTRES	7,500	6,250	7,074	824	13%	
11	33	SWIMMING AREAS AND BEACHES	9,000	9,000	3,406	(5,594)	(62%)	
11	34	OTHER RECREATION AND SPORT	562,789	529,719	104,220	(425,499)	(80%)	▼ Youth Precinct grant not received
11	36	OTHER CULTURE	20,600	8,750	52,442	43,692	499%	▲ Unbudgeted grant received
12	37	CONST. STS,RDS,BRIDGES,DEPOTS	1,188,189	1,188,189	612,953	(575,236)	(48%)	▼ HV Rest Area, R2R & WSNF grants not received
12	38	MTCE STS,RDS,BRIDGES,DEPOTS	2,200	0	0	0		
12	39	ROAD PLANT PURCHASES	0	0	0	0		
13	45	TOURISM AND AREA PROMOTION	159,500	149,580	189,755	40,175	27%	▲ Trails grant received, caravan park income higher
13	46	BUILDING CONTROL	6,000	5,000	8,659	3,659	73%	
13	49	OTHER ECONOMIC SERVICES	10,000	8,330	11,341	3,011	36%	
04	4A	ADMINISTRATION	106,310	90,890	81,953	(8,937)	(10%)	
14	52	PUBLIC WORKS OVERHEADS	2,500	2,080	0	(2,080)	(100%)	
14	56	UNCLASSIFIED	22,000	18,330	20,346	2,016	11%	
			4,185,082	3,992,519	3,893,952	(98,567)	(2.47%)	

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)	(116,740)	(96,689)	20,051	17%	▲ Debt Collection costs lower against YTD budget
03	02	GENERAL PURPOSE FUNDING	(135,814)	(113,180)	(102,707)	10,473	9%	
04	04	MEMBERS OF COUNCIL	(418,805)	(329,622)	(351,214)	(21,592)	(7%)	
04	05	OTHER GOVERNANCE	(1,500)	(1,250)	(5,186)	(3,936)	(315%)	
05	06	FIRE PREVENTION	(168,945)	(144,647)	(136,244)	8,403	6%	
05	07	ANIMAL CONTROL	(26,520)	(21,757)	(53,918)	(32,161)	(148%)	▼ Labour Overheads not budgeted
05	08	OTHER LAW,ORDER,PUBLIC SAFETY	(306,633)	(258,859)	(297,296)	(38,437)	(15%)	▼ SES and depreciation
08	09	EDUCATION	(38,423)	(32,021)	(57,377)	(25,356)	(79%)	▼ Old Pre Primary building maintenance & depreciation
07	14	HEALTH INSP AND ADMINISTRATION	(21,025)	(17,126)	(17,128)	(2)	(0%)	
07	15	PREVENTIVE SVES - PEST CONTROL	(100)	(80)	0	80	100%	
07	16	PREVENTIVE SERVICES - OTHER	(500)	(500)	0	500	100%	
07	17	OTHER HEALTH	(201,164)	(167,803)	(149,443)	18,360	11%	▲ Contract Health Services lower than budgeted YTD
08	21	OTHER AGED & DISABLED SERVICES	(11,983)	(10,475)	(8,872)	1,603	15%	
08	22	OTHER WELFARE	(67,906)	(56,590)	(50,444)	6,146	11%	
10	25	SANITATION-HOUSEHOLD REFUSE	(182,465)	(150,221)	(202,879)	(52,658)	(35%)	▼ Refuse Site Mtce higher than budgeted
10	26	OTHER SANITATION	0	0	(7,404)	(7,404)		
10	29	PROTECTION OF ENVIRONMENT	(37,563)	(31,424)	(41,980)	(10,556)	(34%)	▼ Old Roads Board Building Maintenance
10	30	TOWN PLANNING & REG DEVELOPMNT	(68,430)	(57,020)	(61,828)	(4,808)	(8%)	
10	31	OTHER COMMUNITY AMENITIES	(148,500)	(123,156)	(120,647)	2,509	2%	
11	32	PUBLIC HALLS.CIVIC CENTRES	(251,489)	(226,948)	(241,759)	(14,811)	(7%)	
11	33	SWIMMING AREAS AND BEACHES	(201,077)	(185,311)	(181,847)	3,464	2%	
11	34	OTHER RECREATION AND SPORT	(628,795)	(496,221)	(442,049)	54,172	11%	▲ Administration Allocated & Loss on Asset Disposal
11	35	LIBRARIES	(22,500)	(17,000)	(16,207)	793	5%	
11	36	OTHER CULTURE	(810,160)	(689,050)	(719,479)	(30,429)	(4%)	
12	38	MTCE STS,RDS,BRIDGES,DEPOTS	(3,386,328)	(2,797,357)	(2,776,606)	20,751	1%	
12	39	ROAD PLANT PURCHASES	0	0	0	0		
13	45	TOURISM AND AREA PROMOTION	(166,286)	(141,573)	(107,635)	33,938	24%	▲ Trail Development, Tourist Committee, Area Promotion
13	46	BUILDING CONTROL	(71,735)	(59,367)	(55,726)	3,641	6%	
13	49	OTHER ECONOMIC SERVICES	(421,022)	(356,901)	(272,744)	84,157	24%	▲ Depreciation, ABCs & Standpipe
04	4A	ADMINISTRATION	(27,000)	(12,983)	(115,686)	(102,703)	(791%)	▼ Contract services, building maintenance, depreciation
14	50	PRIVATE WORKS	(14,000)	(11,318)	(1,904)	9,414	83%	
14	52	PUBLIC WORKS OVERHEADS	0	(18,460)	90,173	108,633	588%	▲ Currently overallocated, to be reviewed
14	53	PLANT OPERATION COSTS	0	(24,545)	(41,432)	(16,887)	(69%)	▼ Review
14	56	UNCLASSIFIED	(352)	(352)	(3,868)	(3,516)	(999%)	
			(7,977,107)	(6,669,857)	(6,648,025)	21,831	0.33%	

SHIRE OF PINGELLY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 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
<i>RATE TYPE</i>				\$	\$	\$	\$	\$	\$
Gross rental value									
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	(850)	47,903
GRV Townsites	0.121946	21	178,100	21,719		21,719	21,719		21,719
Unimproved value									
UV Broadacre Rural	0.005074	296	330,190,999	1,675,389		1,675,389	1,675,389	(1,091)	1,674,298
Sub-Total		820	336,313,750	2,422,034	0	2,422,034	2,422,059	(1,941)	2,420,117
Minimum payment	Minimum Rate								
Gross rental value									
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
Unimproved value									
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	(3,064)	2,614,396

15.2. Accounts Paid by Authority – April 2026

File Reference: ADM0066
Location: Not Applicable
Applicant: Not Applicable
Author: Finance Officer
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference:

Summary

Council is requested to receive the list of accounts paid by authority for the month of April 2026.

Background

In accordance with *Local Government (Financial Management) Regulations 1, 96 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:

- (2) A payment may only be made from the municipal fund or the trust fund —
 - (b) 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:

- (3) 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 —
 - (b) the payee's name;
 - (b) the amount of the payment;
 - (b) the date of the payment; and
 - (b) sufficient information to identify the transaction.
- (3) A list of accounts for approval to be paid is to be prepared each month showing —
 - (b) for each account which requires council authorisation in that month —
 - (iii) the payee's name;
 - (iii) 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 —

- (b) presented to the Council at the next ordinary meeting of the council after the list is prepared; and 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.		

13741 Cr Danielle Summers moved, Cr Robert Howell seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

That Council receive the Accounts for Payments for April 2026 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:

To 30 April 2026:

Municipal Account	\$251,123.62
Trust Account	\$552.00

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

SHIRE OF PINGELLY

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2026

EFT NUMBER	DATE	CREDITOR	INVOICE DESCRIPTION	BANK CODE	INVOICE AMOUNT	TOTAL
EFT13105	10/04/2026	GOLDSTONE MECHANICAL PTY LTD	MECHANICAL SERVICES	1		3,426.60
INV 0021	27/03/2026	GOLDSTONE MECHANICAL PTY LTD	CHECK A/C, GENERAL SERVICE, AIR CON SERVICE - VARIOUS SHIRE VEHICLES		3,426.60	
EFT13106	10/04/2026	RED DUST LANDSCAPE SUPPLIES PTY LTD	MATERIALS FOR JOB	1		660.00
INV 0071	16/03/2026	RED DUST LANDSCAPE SUPPLIES PTY LTD	2 PACKS SILVER PAVERS - CRAFT HUB		660.00	
EFT13107	10/04/2026	RAPID METAL DEVELOPMENTS	TETRASHOR EQUIPMENT HIRE	1		70.65
INV 51058844	28/02/2026	RAPID METAL DEVELOPMENTS AUSTRALIA PTY LTD	12 WEEK HIRE PERIOD, TEX10020 - TETRASHOR JACK SPINDLE & COLLAR ASSEMBLY, TEX10060 - TETRASHOR TILT PLATE 90MM , TEX10010 - TETRASHOR JACK ADAPTER, TEX10040 - TETRASHOR JACK DOME, TEX10050 - TETRASHOR PIN 30 X 180MM, TEX10050 - TETRASHOR PIN 30 X 180MM SPRING CLIP		70.65	
EFT13108	10/04/2026	BOC GASES AUSTRALIA LIMITED	CONTAINER SERVICE	1		175.20
INV 4041205518	19/03/2026	BOC GASES AUSTRALIA LIMITED	OXYGEN MEDICAL C SIZE		175.20	
EFT13109	10/04/2026	HERSEY'S SAFETY PTY LTD	STAFF PPE	1		184.80
INV 5128	19/03/2026	HERSEY'S SAFETY PTY LTD	ASSORTED STAFF PPE AND UNIFORM		184.80	
EFT13111	10/04/2026	BUNNINGS BUILDING SUPPLIES	ASSORTED CONSUMABLES/TOOLS/MATERIALS	1		648.57
INV 2182/00351682	16/03/2026	BUNNINGS BUILDING SUPPLIES	STRUCTURAL PINE AND SCREWS - CRAFT HUB		116.35	
INV 2182/00354158	19/03/2026	BUNNINGS BUILDING SUPPLIES	GAP FILLER - CRAFT HUB		18.90	
INV 2440/00826743	21/03/2026	BUNNINGS BUILDING SUPPLIES	TILES, FILLER, GROUT - CRAFT HUB		177.13	
INV 2440/00826745	21/03/2026	BUNNINGS BUILDING SUPPLIES	DOOR MATS - CRAFT HUB		34.20	
INV 2182/99812577	27/03/2026	BUNNINGS BUILDING SUPPLIES	DRILL HAMMER MAKITA SKIN - REPLACEMENT EQUIPMENT		199.00	
INV 2182/00360542	27/03/2026	BUNNINGS BUILDING SUPPLIES	BOLT EYE PINNACLE, WIRE ROPE, CUT OFF WHEEL, HAND SAW, TENSION SAW - PRACC & CARAVAN PARK		53.86	

INV 2440/0111518 6	29/03/2026	BUNNINGS BUILDING SUPPLIES	TARPS, BOLT EYE PINNACLES - PRACC		49.13	
EFT13112	10/04/2026	BS & JM BLECHYNDEN	REIMBURSEMENT WELFARE SUPPLIES	1		63.80
INV 190326 REIMBURSE	19/03/2026	BS & JM BLECHYNDEN	BUSHFIRE TRAINING - REIMBURSEMENT WELFARE SUPPLIES		63.80	
EFT13113	10/04/2026	SYNERGY	SYNERGY ACCOUNT CHARGES	1		20,592.37
INV SYN - JAN 26 TO MAR 26	27/03/2026	SYNERGY	VARIOUS SHIRE PROPERTIES		20,424.76	
INV SYN - JAN 26 TO MAR 26	27/03/2026	SYNERGY	VARIOUS SHIRE PROPERTIES		167.61	
EFT13114	10/04/2026	DC & SF SQUIERS	TRAVEL EXPENSES REIMBURSEMENT	1		91.52
INV REIM - 130326	13/03/2026	DC & SF SQUIERS	TRAVEL EXPENSES REIMBURSEMENT - ATTENDANCE TO CCAWA SEMINAR		91.52	
EFT13115	10/04/2026	NUTRIEN AG SOLUTIONS	ASSORTED CONSUMABLES	1		2,191.51
INV 914114096	05/03/2026	NUTRIEN AG SOLUTIONS	WIAU ELECTRODE & WIRE - DEPOT WORKSHOP		163.90	
INV 914154630	13/03/2026	NUTRIEN AG SOLUTIONS	PART FOR SPRAY UNIT - PSM01 HOLDEN COLORADO		312.40	
INV 914154631	13/03/2026	NUTRIEN AG SOLUTIONS	WATER HOSE FITTINGS - SMALL PLANT		45.76	
INV 914177818	18/03/2026	NUTRIEN AG SOLUTIONS	AGRR BANJO POLY PUMP - BULYEE ROAD		1,340.00	
INV 914173477	18/03/2026	NUTRIEN AG SOLUTIONS	DEGREASER - PLANT CONSUMABLES		115.50	
INV 914173478	18/03/2026	NUTRIEN AG SOLUTIONS	CAMLOCK FITTINGS - BULYEE ROAD		213.95	
EFT13116	10/04/2026	FUEL DISTRIBUTORS OF WA PTY LTD	PURCHASE OF BULK DIESEL	1		18,984.00
INV 53105185	31/03/2026	FUEL DISTRIBUTORS OF WA PTY LTD	6000L DIESEL DELIVERED TO DEPOT		18,984.00	
EFT13117	10/04/2026	ELLENBY	ULMUS PARVIFOLIA - INSPIRE CHINESE ELM '75-100L', METROSIDEROS THOMASII '75-100L	1		1,186.02
INV 60439	06/03/2026	ELLENBY	ULMUS PARVIFOLIA - INSPIRE CHINESE ELM '75-100L', METROSIDEROS THOMASII '75-100L, CREDIT NOTE		1,186.02	
EFT13118	10/04/2026	DELTA AGRIBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	ASSORTED CONSUMABLES	1		348.79
INV DI25047639	20/03/2026	DELTA AGRIBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	SHADE SAIL REQUISITES, MDF, TOILET SEAT - VARIOUS SHIRE BUILDINGS		244.21	
INV DI25047736	23/03/2026	DELTA AGRIBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	TILE ADHESIVE, ROOF & GUTTER, PADBOLT & GRATE - CRAFT HUB		83.38	
INV DI25047832	26/03/2026	DELTA AGRIBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	SHOWERHEAD - CARAVAN PARK		21.20	

EFT13119	10/04/2026	TOCOJEP PTY LIMITED T/AS T-QUIP	BL11 PEP05030031 HAMMER-HD (SLOTTED HOLE)	1		1,306.74
INV 148125	20/03/2026	TOCOJEP PTY LIMITED T/AS T-QUIP	BL11 PEP05030031 HAMMER-HD (SLOTTED HOLE)		1,306.74	
EFT13120	10/04/2026	ELDERS RURAL SERVICES	CONSUMABLES	1		32.91
INV 6226- 10011000309	05/01/2026	ELDERS RURAL SERVICES	HOSE CLAMPS - TOWN PARKS		32.91	
EFT13121	10/04/2026	AUTOPRO NORTHAM	PLANT CONSUMABLES	1		42.74
INV 1285975	30/03/2026	AUTOPRO NORTHAM	WIPER BLADES - ISUZU DMAX PC24		42.74	
EFT13122	10/04/2026	BROOKTON 24/7 TOWING AND FREIGHT	TOWING OF VEHICLES	1		770.00
INV 170226-01	17/02/2026	BROOKTON 24/7 TOWING AND FREIGHT	REMOVAL OF ABANDONED CAR AT CEMETERY TOILETS, REMOVAL OF ABANDONED CAR AT SOMERSET STREET OUTSIDE MEDICAL CENTRE		770.00	
EFT13123	10/04/2026	STATEWIDE TRAFFIC (WA) PTY LTD	HIRE & DELIVERY OF PORTABLE TRAFFIC LIGHTS TO SITE ON BULYEE ROAD EAST PINGELLY	1		3,589.28
INV 2020	28/02/2026	STATEWIDE TRAFFIC (WA) PTY LTD	HIRE & DELIVERY OF PORTABLE TRAFFIC LIGHTS TO SITE ON BULYEE ROAD EAST PINGELLY - 18/02/2026 TO 28/02/2026		2,489.28	
INV 2042	12/03/2026	STATEWIDE TRAFFIC (WA) PTY LTD	HIRE & DELIVERY OF PORTABLE TRAFFIC LIGHTS TO SITE ON BULYEE ROAD EAST PINGELLY - 01/03/2026 TO 08/03/2026		1,100.00	
EFT13124	10/04/2026	SHERRIN RENTALS PTY LTD	PLANT HIRE	1		9,627.75
INV 5238474	28/02/2026	SHERRIN RENTALS PTY LTD	16000 LTR WATER TRUCK HIRE 16 WORKING DAYS, 16000 LTR WATER TRUCK TRANSPORT COST		9,627.75	
EFT13125	10/04/2026	DUFFY ELECTRICS	ELECTRICAL SERVICES	1		676.50
INV 0862	23/03/2026	DUFFY ELECTRICS	CALL OUT OT SOLAR PUMP NOT WORKING		676.50	
EFT13126	10/04/2026	RED DUST REMOTE PLUMBING AND PUMPS	PLUMBING SERVICES	1		278.30
INV 00000425	28/03/2026	RED DUST REMOTE PLUMBING AND PUMPS	REPAIR TOILET IN MALE ABLUTIONS AT SWIMMING POOL		278.30	
EFT13127	10/04/2026	XAV GROUP PTY LTD T/A CONTRACT AQUATIC	SWIMMING POOL MANAGEMENT FEE	1		12,650.00
INV INV-0124	15/03/2026	XAV GROUP PTY LTD T/A CONTRACT AQUATIC	PINGELLY POOL - APRIL 2026		12,650.00	
EFT13128	10/04/2026	CIVIL PRODUCTS WA	ASSORTED CONSUMABLES	1		1,640.65

INV 00009258	27/03/2026	CIVIL PRODUCTS WA	TRC-700 ORBLBWS TRAF. CONE 700 ORANGE BLKBASE WS, SIG-STICKERBR-TRC TRAF.CONE BRANDING STICKER, SIG-REG1-40 40KM SPEED SIGN, SIG-REG1-60 60KM SPEED SIGN, SIG-D4-6A HAZARD MARKER CHEVRON - CL400 BLK ON YELL - 600X750X2AL - POST HOLES - UV REQ, SIG-RURAL-AP RURAL ADDRESS PLATE - 240X150X2AL - BRUNSWICK GREEN - SHIRE SPEC, SIG- RURAL NUMBERS CL 400 BLK ON WHT UV REQ 5690 X 2 APPLY TO RURAL PLATES D/SID, SIG-RURAL-AP RURAL ADDRESS PLATE - 240X150X2AL - BRUNSWICK GREEN - SHIRE SPEC, SIG- RURAL NUMBERS CL 400 BLK ON WHT UV REQ 376 X 2 APPLY TO RURAL PLATES D/SID, SIG-SNP-DS-150 STREET BLADE D/SID - CL400 BLUE ON YELLOW - SHIRE OF PINGELLY SPEC - LTSx150 SNP SCALLOPED - POWDER COAT FRENCH BLUE - UV REQ - DHUS RD, SIG-SNP-DS-150 STREET BLADE D/SID - CL400 BLUE ON YELLOW - SHIRE OF PINGELLY SPEC - LTSx150 SNP SCALLOPED - POWDER COAT FRENCH BLUE - UV REQ - WOYERLING RD, SIG-SNP-DS-150 STREET BLADE D/SID - CL400 BLUE ON YELLOW - SHIRE OF PINGELLY SPEC - LTSx150 SNP SCALLOPED - POWDER COAT FRENCH BLUE - UV REQ - POWELLS RD, SIG-SNP-DS-150 STREET BLADE D/SID - CL400 BLUE ON YELLOW - SHIRE OF PINGELLY SPEC - LTSx150 SNP SCALLOPED - POWDER COAT FRENCH BLUE - UV REQ - BALFOUR ST, SIGCUSCF-600X600 X CORFLUTE - PARK CLOSED - CL400 BLK ON YELL, , 600X600XCORFLUTE - CAUTION SPRAYING IN PROGRESS - CL400 RED/BLK ON WHT, SIG-Q/S SIGN ALUM 600MM SIGN QUAD 600X600X1.6 AL, CP-QUADST 600 QUAD STAND 600MM		1,640.65	
EFT13131	17/04/2026	MARION LE CRAYON	ENTERTAINMENT - HERITAGE FESTIVAL	1		1,925.00
INV 647	06/04/2026	MARION LE CRAYON	CARICATURE SERVICES		1,925.00	
EFT13132	17/04/2026	THE CENTRAL DISTRICTS AXEMEN'S ASSOCIATION INC	ENTERTAINMENT - HERITAGE FESTIVAL	1		3,430.00
INV 176	27/03/2026	THE CENTRAL DISTRICTS AXEMEN'S ASSOCIATION INC	PROVIDE LOG CHOP SERVICES		3,430.00	
EFT13133	17/04/2026	REBECCA LOUISE COUSINS	REIMBURSEMENT - HERITAGE FESTIVAL	1		478.70
INV 150426	15/04/2026	REBECCA LOUISE COUSINS	FAIRY SUPPLIES AND ENTERTAINMENT FOR HERITAGE FESTIVAL		478.70	
EFT13134	24/04/2026	SLIM JIM ENTERPRISES PTY LTD	LIVE ENTERTAINMENT - PINGELLY HERITAGE FESTIVAL	1		5,500.00
INV 33281	17/04/2026	SLIM JIM ENTERPRISES PTY LTD	LIVE ENTERTAINMENT - PINGELLY HERITAGE FESTIVAL		5,500.00	
EFT13135	24/04/2026	ADMEDIA AUSTRALIA	PINGELLY HERITAGE FESTIVAL CAMPAIGN	1		1,056.00
INV 20443	04/03/2026	ADMEDIA AUSTRALIA	X30SEC TV COMMERCIAL FROM SUPPLIED IMAGES AND GRAPHICS FOR PENGILLY HERITAGE FESTIVAL		1,056.00	
EFT13136	24/04/2026	PROTRAXX PTY LTD ATF PROCTOR FAMILY TRUST	CONSULTANCY SERVICES	1		7,600.00
INV 0722	15/03/2026	PROTRAXX PTY LTD ATF PROCTOR FAMILY TRUST	PINGELLY ORV MOTOCROSS TRACK JOB		7,600.00	
EFT13137	24/04/2026	CWA PUMPHREYS BRIDGE	CATERING SERVICES	1		400.00
INV 91892958	18/03/2026	CWA PUMPHREYS BRIDGE	CATERING - MARCH 2026 COUNCIL MEETING DINNER		400.00	
EFT13138	24/04/2026	NARROGIN CARPETS & CURTAINS	MATERIALS FOR HERITAGE FESTIVAL	1		5,335.00

INV BO13125	17/03/2026	NARROGIN CARPETS & CURTAINS	SUPPLY OF VINYL 10M X 4M PLUS CARDBOARD POLES FOR ROLLING UP - EVENT FLOORING		5,335.00	
EFT13139	24/04/2026	THE WEST AUSTRALIAN	ADVERTISING	1		940.00
INV 102803512025	31/12/2025	THE WEST AUSTRALIAN	NARROGIN OBSERVER - 11/12/2025 TENDER SALE OF SCRAP METAL RFT 01/2025		257.40	
INV 102803512025	31/12/2025	THE WEST AUSTRALIAN	THE NARROGIN OBSERVER 18/12/2025 - RFT02/2025		280.80	
INV 102803512025	31/12/2025	THE WEST AUSTRALIAN	THE NARROGIN OBSERVER 18/12/2025 - RFT 03/2025		280.80	
INV 102803512025	31/12/2025	THE WEST AUSTRALIAN	SHIRE OF PINGELLY END OF YEAR SEASONS GREETING MESSAGE		121.00	
EFT13141	24/04/2026	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	INTRO TO MANAGING BUSINESS RECORDS IN LOCAL GOVERNMENT	1		6,654.03
INV SI-017928	07/04/2026	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	INTRODUCTION TO MANAGING BUSINESS RECORDS IN LOCAL GOVERNMENT		6,654.03	
EFT13142	24/04/2026	PINGELLY GOLF CLUB INC.	COMMUNITY GRANT SCHEME 2025/2026	1		3,000.00
INV 1	27/03/2026	PINGELLY GOLF CLUB INC.	RECIPIENT OF COMMUNITY GRANT ROUND 2 2025/2026		3,000.00	
EFT13143	24/04/2026	SHIRE OF BROOKTON	REIMBURSEMENT OF CESM WAGES & ON COSTS	1		8,531.86
INV 12605	09/03/2026	SHIRE OF BROOKTON	SALARY, ON COSTS, ICT COSTS, VEHICLE COSTS - OCT 25 TO DEC 25		8,531.86	
EFT13144	24/04/2026	SUPAGAS PTY LTD	ACCOUNT FEE	1		13.00
INV C638219-2-2026	28/02/2026	SUPAGAS PTY LTD	ACCOUNT FEE		13.00	
EFT13145	24/04/2026	PINGELLY GP UNITY TRUST	PROVISION OF MEDICAL SERVICES	1		30,978.48
INV 91462	02/03/2026	PINGELLY GP UNITY TRUST	PROVISION OF MEDICAL SERVICES - 01/01/2026 TO 31/03/2026		30,813.48	
INV 91596	10/03/2026	PINGELLY GP UNITY TRUST	PRE EMPLOYMENT MEDICAL		165.00	
EFT13146	24/04/2026	PINGELLY TOURISM GROUP INC	COMMUNITY GRANT SCHEME 2025/2026, HIRE OF PLANT	1		3,030.00
INV 2026-03	28/01/2026	PINGELLY TOURISM GROUP INC	HIRE OF COMMUNITY BBQ - AUSTRALIA DAY		30.00	
INV 2026-06	09/04/2026	PINGELLY TOURISM GROUP INC	SUCCESSFUL APPLICANT - COMMUNITY GRANT PROGRAM ROUND 2 2025/2026		3,000.00	
EFT13147	24/04/2026	BRYAN HOTHAM	COUNCILLOR SITTING FEES - JAN TO MAR 2026	1		1,255.00
INV 13042026	13/04/2026	BRYAN HOTHAM	COUNCILLOR SITTING FEES - JAN TO MAR 2026		1,150.00	
INV 23042026	23/04/2026	BRYAN HOTHAM	CORRECTION FOR PAYMENTS MADE FROM JULY 2025 TO MARCH 2026		105.00	
EFT13148	24/04/2026	PETER WOOD	DEPUTY PRESIDENT ALLOWANCE AND SITTING FEES - JAN TO MAR 2026	1		1,402.00
INV 13042026	13/04/2026	PETER WOOD	DEPUTY PRESIDENT ALLOWANCE - JAN TO MAR 2026, DEPUTY PRESIDENT SITTING FEES - JAN TO MAR 2026		1,375.00	

INV 23042026	23/04/2026	PETER WOOD	CORRECTION FOR PAYMENTS FROM JULY 2025 TO MARCH 2026, ALLOWANCE - -\$85.50, CORRECTION FOR PAYMENTS FROM JULY 2025 TO MARCH 2026, SITTING FEES - \$112.50		27.00	
EFT13149	24/04/2026	JACKIE MCBURNEY	PRESIDENTIAL ALLOWANCE AND SITTING FEES - JAN TO MAR 2026	1		3,358.75
INV 13042026	13/04/2026	JACKIE MCBURNEY	PRESIDENTIAL ALLOWANCE - JAN TO MAR 2026, PRESIDENTIAL SITTING FEES - JAN TO MAR 2026		3,025.00	
INV 23042026	23/04/2026	JACKIE MCBURNEY	CORRECTION FOR PAYMENTS FROM JULY 2025 TO MARCH 2026 - ALLOWANCE, CORRECTION FOR PAYMENTS FROM JULY 2025 TO MARCH 2026 - SITTING FEES		333.75	
EFT13150	24/04/2026	JH COMPUTER SERVICES PTY LTD	IT SERVICES	1		24,018.50
INV 006887-D01	30/09/2025	JH COMPUTER SERVICES PTY LTD	MICROSOFT 365 BUSINESS PREMIUM - SEPTEMBER 2025		869.00	
INV 006879-D01	31/10/2025	JH COMPUTER SERVICES PTY LTD	4X ADOBE ACROBAT SUBSCRIPTIONS - OCTOBER 2025		132.00	
INV 007283-D01	31/12/2025	JH COMPUTER SERVICES PTY LTD	IT CONTRACT CHARGES - DECEMBER 2025, DATTO SERVER BACKUP, DATTO SAAS PROTECTION, ADOBE DC SUBSCRIPTION, CYBER SECURITY PACKAGE, BFB INTERNET, STARLINK EAST & WEST BUSH FIRE SHEDS		7,312.80	
INV 007419-D01	31/01/2026	JH COMPUTER SERVICES PTY LTD	IT CONTRACT CHARGES - JANUARY 2026, DATTO SERVER BACKUP, DATTO SAAS PROTECTION, ADOBE DC SUBSCRIPTION, CYBER SECURITY PACKAGE, BFB INTERNET, STARLINK EAST & WEST BUSH FIRE SHEDS		7,383.20	
INV 007555-D01	28/02/2026	JH COMPUTER SERVICES PTY LTD	IT CONTRACT CHARGES - FEBRUARY 2026, DATTO SERVER BACKUP, DATTO SAAS PROTECTION, ADOBE DC SUBSCRIPTION, CYBER SECURITY PACKAGE, BFB INTERNET, STARLINK EAST & WEST BUSH FIRE SHEDS		7,272.10	
INV 007556-D01	28/02/2026	JH COMPUTER SERVICES PTY LTD	210899 SHIRE OMFic rPolSNoGftE 3L6L5Y Business Premium Monthly, 21983 SHIRE OMF IPCIRNOGSEOLLFYT OFFICE 365 BUSINESS BASIC - MONTHLY, 21133 SHIRE (PLANNER AND PROJECT PLAN 3, 21950 PINGELLY MICROSOFT 365 COPILOT, 21120 PINGELLY MICROSOFT OFFICE 365 E3		1,049.40	
EFT13151	24/04/2026	SNAP MANDURAH	PRINTING OF BUSINESS CARDS	1		230.89
INV F140-23512	10/02/2026	SNAP MANDURAH	BUSINESS CARDS - SHIRE RANGER		230.89	
EFT13152	24/04/2026	COMMON GROUND TRAILS PTY LTD	CONSTRUCTION OF PINGELLY PUMP TRACK	1		9,754.25
INV 182103	04/12/2025	COMMON GROUND TRAILS PTY LTD	PINGELLY PUMP TRACK - RETENTION CLAIM AT END OF PRACTICAL COMPLETION 50%		9,754.25	
EFT13153	24/04/2026	JELCOBINE FARMS	FLORAL ARRANGEMENTS	1		1,100.00
INV 228	19/04/2026	JELCOBINE FARMS	FLOWERS FOR HERITAGE FESTIVAL 2026		1,100.00	
EFT13154	24/04/2026	PINGELLY COMMUNITY GARDEN	GRANT FUNDING, CONSUMBALES	1		3,120.00
INV 14	26/02/2026	PINGELLY COMMUNITY GARDEN	JAMS FOR THANK YOU HAMPERS - HERITAGE FESTIVAL HOME OPENS		120.00	
INV 15	01/04/2026	PINGELLY COMMUNITY GARDEN	GRANT FUNDING - COMMUNITY GARDEN KITCHEN UPGRADE		3,000.00	
EFT13155	24/04/2026	CLINTON JAMES CHENEY	COUNCILLOR SITTING FEES - JAN TO MAR 2026	1		1,255.00
INV 13042026	13/04/2026	CLINTON JAMES CHENEY	COUNCILLOR SITTING FEES - JAN TO MAR 2026		1,150.00	
INV 23042026	23/04/2026	CLINTON JAMES CHENEY	PAYMENTS FROM JULY 2025 TO MARCH 2026		105.00	
EFT13156	24/04/2026	ANGELA TRETHEWEY	COUNCILLOR SITTING FEES - JAN TO MAR 2026	1		1,255.00

INV 13042026	13/04/2026	ANGELA TRETHEWEY	COUNCILLOR SITTING FEES - JAN TO MAR 2026		1,150.00	
INV 23042026	23/04/2026	ANGELA TRETHEWEY	CORRECTION FOR PAYMENTS FROM JULY 2025 TO MARCH 2026		105.00	
EFT13157	24/04/2026	KELLEWAY WHELAN HOLDINGS PTY LTD T/A PERTH IS OK	ADVERTISING PACKAGE	1		8,671.41
INV 1650	12/03/2026	KELLEWAY WHELAN HOLDINGS PTY LTD T/A PERTH IS OK	PINGELLY HERITAGE FESTIVAL - ADVERTISING PACKAGE		8,671.41	
EFT13158	24/04/2026	EUROTECH GROUP PTY LTD	CONSUMABLES	1		157.15
INV 10042026	10/04/2026	EUROTECH GROUP PTY LTD	EVENT SIGNAGE, GENERAL CONSUMABLES, ROAD SIGN STANDS - AUSTRALIA DAY		157.15	
EFT13159	24/04/2026	ELLE SUSTAIN - DANI SUMMERS	COUNCILLOR SITTING FEES - JAN TO MAR 2026	1		1,255.00
INV 13042026	13/04/2026	ELLE SUSTAIN - DANI SUMMERS	COUNCILLOR SITTING FEES - JAN TO MAR 2026		1,150.00	
INV 23042026	23/04/2026	ELLE SUSTAIN - DANI SUMMERS	CORRECTION FOR PAYMENTS FROM JULY 2025 TO MARCH 2026		105.00	
EFT13160	24/04/2026	ROBERT ADRIAN HOWELL	COUNCILLOR SITTING FEES - JAN TO MAR 2026	1		1,255.00
INV 13042026	13/04/2026	ROBERT ADRIAN HOWELL	COUNCILLOR SITTING FEES - JAN TO MAR 2026		1,150.00	
INV 23042026	23/04/2026	ROBERT ADRIAN HOWELL	CORRECTION FOR PAYMENTS FROM JULY 2025 TO MARCH 2026		105.00	
EFT13161	24/04/2026	THE FUN DEPOT	RIDES & OPERATORS FOR HERITAGE FESTIVAL 2026	1		5,110.20
INV 41040	24/03/2026	THE FUN DEPOT	DEPOSIT RIDES & OPERATORS FOR HERITAGE FESTIVAL 2026		2,346.10	
INV 41040	24/03/2026	THE FUN DEPOT	FINAL PAYMENT RIDES & OPERATORS - HERITAGE FESTIVAL		2,346.10	
INV 42264	25/03/2026	THE FUN DEPOT	4 x PENNY FARTHING HIRE - PINGELLY HERITAGE FESTIVAL 2026		418.00	
TOTAL EFT						221,308.92

PAYROLL	DATE	CREDITOR	INVOICE DESCRIPTION	BANK CODE	INVOICE AMOUNT	TOTAL
EFT13110	10/04/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		721.50
EFT13129	10/04/2026	LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	PAYROLL DEDUCTIONS	1		44.00
EFT13130	10/04/2026	AUSTRALIAN SERVICES UNION OF WA	PAYROLL DEDUCTIONS	1		26.50
EFT13140	24/04/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		721.50

EFT13162	24/04/2026	LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	PAYROLL DEDUCTIONS	1		44.00
EFT13163	24/04/2026	AUSTRALIAN SERVICES UNION OF WA	PAYROLL DEDUCTIONS	1		26.50
DD14733.1	07/04/2026	AWARE SUPER	PAYROLL DEDUCTIONS	1		7,543.60
DD14733.2	07/04/2026	WEST STATE SUPER AND GESB SUPER	SUPERANNUATION CONTRIBUTIONS	1		135.10
DD14733.3	07/04/2026	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1		438.46
DD14733.4	07/04/2026	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		168.87
DD14733.5	07/04/2026	MLC	SUPERANNUATION CONTRIBUTIONS	1		577.77
DD14733.6	07/04/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		759.71
DD14733.7	07/04/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		317.81
DD14733.8	07/04/2026	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		317.81
DD14733.9	07/04/2026	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		128.83
DD14746.1	21/04/2026	AWARE SUPER	PAYROLL DEDUCTIONS	1		7,833.05
DD14746.2	21/04/2026	WEST STATE SUPER AND GESB SUPER	SUPERANNUATION CONTRIBUTIONS	1		191.39
DD14746.3	21/04/2026	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1		438.46
DD14746.4	21/04/2026	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		213.10
DD14746.5	21/04/2026	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		203.76
DD14746.6	21/04/2026	MLC	SUPERANNUATION CONTRIBUTIONS	1		577.77
DD14746.7	21/04/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		860.23
DD14746.8	21/04/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		317.81
DD14746.9	21/04/2026	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		317.81
DD14733.10	07/04/2026	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		452.93
DD14733.11	07/04/2026	HESTA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		288.47
DD14733.12	07/04/2026	MERCER	SUPERANNUATION CONTRIBUTIONS	1		305.26
DD14746.10	21/04/2026	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		322.07
DD14746.11	21/04/2026	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		427.81

DD14746.12	21/04/2026	HESTA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		288.47
DD14746.13	21/04/2026	MERCER	SUPERANNUATION CONTRIBUTIONS	1		317.81
TOTAL PAYROLL						25,328.16
DIRECT DEBIT	DATE	CREDITOR	INVOICE DESCRIPTION	BANK CODE	INVOICE AMOUNT	TOTAL
DD14767.1	14/04/2026	BENDIGO BANK CREDIT CARDS	CEO CREDIT CARD RECONCILIATION - MARCH 2026	1		2,720.95
INV 31032026	31/03/2026	BENDIGO BANK CREDIT CARDS	01/03/2026 AMAZON - AUDIO EQUIPMENT FOR EVENTS \$19.95, 01/03/2026 AMAZON - AUDIO EQUIPMENT FOR EVENTS \$19.99, 04/03/2026 STEALTH MODE THREE - HERITAGE FESTIVAL PROMOTIONAL ITEMS \$472.42, 04/03/2026 INTERNATIONAL TRANSACTION - FEE \$14.17, 04/03/2026 CLAUD AI - CLAUDE PRO SUBSCRIPTION, 02/03/2026 TO 02/04/2026 \$28.45, 04/03/2026 INTERNATIONAL TRANSACTION - FEE \$0.85, 05/03/2026 AMAZON - AUDIO EQUIPMENT FOR EVENTS \$165.98, 07/03/2026 ROYAL INDIAN RESTAURANT - CONFERENCE MEETING DINNER \$140.30, 13/03/2026 POP MAGIC - ENTERTAINMENT FOR SENIORS LUNCH EVENT \$698.50, 18/03/2026 PINGELLY HOTEL - REFRESHMENTS FOR COUNCIL KITCHEN \$45.45, 18/03/2026 FOXIT SOFTWARE - FOXIT PDF SUITE PRO FOR TEAMS YEARLY PLAN 16/03/2026 TO 16/04/2026 \$42.80, 18/03/2026 INTERNATIONAL TRANSACTION - FEE \$1.28, 18/03/2026 PINGELLY IGA - SUPPLIES FOR STAFF MEETING \$32.80, 18/03/2026 PINGELLY IGA - SUPPLIES FOR STAFF MEETING \$38.80, 18/03/2026 PINGELLY IGA - SUPPLIES FOR COUNCIL KITCHEN \$203.44, 18/03/2026 PINGELLY IGA - SUPPLIES FOR COUNCIL KITCHEN \$78.20, 21/03/2026 AMAZON - HERITAGE FESTIVAL DECORATIONS & SUPPLIES \$23.29, 23/03/2026 HOLIDAY INN - CEO CONFERENCE ACCOMMODATION & MEALS \$249.76, 25/03/2026 EASY SIGNS - HERITAGE FESTIVAL PROMOTIONAL ITEMS \$177.84, 30/03/2026 BENDIGO BANK - CREDIT CARD FEE \$4.00, 31/03/2026 ZOOM - WORKPLACE PRO ANNUAL SUBSCRIPTION 29/03/2026 TO 28/03/2027 \$246.29, 31/03/2026 INTERNATIONAL TRANSACTION - FEE \$7.39	1	2,720.95	
DD14769.1	14/04/2026	BENDIGO BANK CREDIT CARDS	EMW CREDITO CARD RECONCILIATION - MARCH 2026	1		750.54
INV 31032026	31/03/2026	BENDIGO BANK CREDIT CARDS	09/03/2026 SMS BROADCAST - TOP UP CREDITS ON SMS BROADCAST PORTAL \$666.60, 12/03/2026 REDDY EXPRESS - FUEL FOR EMW VEHICLE \$71.94, 27/03/2026 PINGELLY PHARMACY - BATTERIES FOR CAR REMOTE \$8.00, 30/03/2026 BENDIGO BANK - CREDIT CARD FEE \$4.00	1	750.54	
DD14771.1	14/04/2026	BENDIGO BANK CREDIT CARDS	MCCS CREDIT CARD RECONCILIATION - MARCH 2026	1		1,015.05

INV 31032026	31/03/2026	BENDIGO BANK CREDIT CARDS	05/03/2026 THING A ME BOBS - CONSUMABLES, NINJA PARK OPENING \$30.96, 05/03/2026 COLES - GIFT VOUCHERS, NINJA PARK OPENING \$14.00, 05/03/2026 COLES - GIFT VOUCHERS, NINJA PARK OPENING \$170.00, 05/03/2026 COLES - FOOD SUPPLIES, NINJA PARK OPENING \$40.89, 05/03/2026 COLES - FOOD SUPPLIES, NINJA PARK OPENING \$101.31, 05/03/2026 THE REJECT SHOP - CONSUMABLES, NINJA PARK OPENING \$42.40, 09/03/2026 HOLIDAY INN - EXECUTIVE CONFERENCE MEETING INCIDENTALS \$25.48, 10/03/2026 HOLIDAY INN - EXECUTIVE CONFERENCE MEETING INCIDENTALS \$15.23, 10/03/2026 HOLIDAY INN - EXECUTIVE CONFERENCE MEETING INCIDENTALS \$198.94, 13/03/2026 SHIRE OF PINGELLY - 12 MONTH VEHICLE REGISTRATION RENEWAL PN240 \$79.77, 13/03/2026 SHIRE OF PINGELLY - VEHICLE REGISTRATION RENEWAL RECORDING FEE \$9.50, 18/03/2026 PINGELLY POST OFFICE - STAFF FAREWELL GIFT \$5.95, 18/03/2026 PINGELLY POST OFFICE - STAFF FAREWELL GIFT \$250.00, 18/03/2026 PINGELLY POST OFFICE - STATIONERY ITEM \$1.00, 30/03/2026 BENDIGO BANK - CREDIT CARD FEE \$4.00, 31/03/2026 CHAT GBT - MONTHLY SUBSCRIPTION \$27.27, 31/03/2026 INTERNATIONAL TRANSACTION - FEE \$0.82	1	1,015.05	
TOTAL DD						4,486.54
TRUST NUMBER	DATE	CREDITOR	INVOICE DESCRIPTION	BANK CODE	INVOICE AMOUNT	TOTAL
EFT13103	10/04/2026	CRAIG STEWART CARDWELL	BOND REFUND - STANDPIPE KEY	7		52.00
INV T340	10/04/2026	CRAIG STEWART CARDWELL	STAND PIPE KEY BOND	7	52.00	
EFT13104	10/04/2026	ZOE MOULTON	BOND REFUND - PRIVATE HIRE OF COMMUNITY BUS	7		500.00
INV T343	10/04/2026	ZOE MOULTON	COMMUNITY BUS HIRE BOND \$500	7	500.00	
TOTAL TRUST						552.00
GRAND TOTAL						251,675.62

Credit card transactions for the current month

CEO

Date	Transaction	Description	Amount
2/04/2026	Pingelly IGA	Easter Eggs - Youth Group	\$ 38.00
4/04/2026	Claude Ai	Claude Pro Subscription	\$ 29.16
4/04/2026	International Transaction	Fee	\$ 0.87
10/04/2026	Pingelly Café	Catering	\$ 500.00
10/04/2026	Myer	Materials - Heritage Festival	\$ 587.90
12/04/2026	Officeworks	Salary Sacrificed Item	\$ 2,803.95
15/04/2026	Coles	Catering Supplies for Council Chambers	\$ 136.65
16/04/2026	Riley Maring Media	General Area Promotion	\$ 2,200.00
16/04/2026	Pingelly IGA	Consumables	\$ 25.65
18/04/2026	Foxit Software	Foxit PDF Suite Pro Subscription	\$ 42.80
18/04/2026	International Transaction	Fee	\$ 1.28
19/04/2026	JB HiFi	Radios for Events	\$ 99.00
22/04/2026	YACWA - Youth Affairs Council	Annual Membership	\$ 350.00
24/04/2026	Pingelly Café	Catering for Meeting	\$ 127.00
29/04/2026	Bendigo Bank	Credit Card Fee	\$ 4.00
Total April 2026			\$ 6,946.26

EMW

Date	Transaction	Description	Amount
3/04/2026	Ingot Hotel	Staff Accommodation	\$ 400.00
3/04/2026	Pingelly IGA	Consumables	\$ 6.29
3/04/2026	Pingelly IGA	Consumables	\$ 6.15
29/04/2026	Bendigo Bank	Credit Card Fee	\$ 4.00
Total April 2026			\$ 416.44

MCCS

Date	Transaction	Description	Amount
2/04/2026	PILA Group	Flag Pole Replacement Hooks	\$ 89.76
21/04/2026	Pingelly IGA	Consumables - Dog Food and Batteries	\$ 59.90
29/04/2026	Bendigo Bank	Credit Card Fee	\$ 4.00
Total April 2026			\$ 153.66

Fuel Card Transactions for the current month

CEO

OPN

	Litres	Amount
11/04/2026	65.06	\$ 207.87
15/04/2026	60.7	\$ 191.51
18/04/2026	55.02	\$ 168.09
25/04/2026	50.17	\$ 148.25
29/04/2026	41.64	\$ 118.88
272.59		\$ 834.60

EWM

PN01

2/04/2026	21.29	\$ 50.78
21.29		\$ 50.78

MCCS

PN761

24/04/2026	30.95	\$ 78.46
30.95		\$ 78.46

INVOICE TOTAL

\$ 963.84

16. DIRECTORATE OF WORKS

16.1 Proposed Outbuilding Lot 1 (No. 23) Eliot Street, Pingelly

File Reference:	A7343
Location:	Lot 1 – 23 Eliot Street
Applicant:	Complete Approvals
Author:	Steve Thompson (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:	16.1.1 Information from applicant 16.1.2 Extract from Planning and Development Local Planning Schemes Regulations 2015 16.1.3 Council's Outbuilding Policy
Previous Reference:	Nil

Summary

Council to consider an application for an outbuilding at Lot 1 (No. 23) Eliot Street, Pingelly.

Background

The applicant has submitted an application for development consent for a proposed outbuilding (shed) with an area of 240m² at Lot 1 Eliot Street. The proposed outbuilding is 10m long, 24m wide, has a 4.3m wall height and is 5.27m to the roof apex. The landowner is an avid car enthusiast and the applicant advises the proposed outbuilding will be used for a workshop and storage of vehicles as well as two lengthy trailers.

The outbuilding will be constructed in Colorbond materials and is proposed to be located behind the existing dwelling, well setback from Eliot Street. The proposed outbuilding will be setback 7m from the eastern boundary (laneway), 7.5m from the southern property boundary (laneway), and 9.14m from the western boundary.

The site is 2432m² in area and contains a dwelling, patio, carport and two outbuildings. The site has frontage to Eliot Street and two laneways. The applicant advises the larger existing outbuilding will be removed.

The site is zoned 'Residential R12.5/R25' under the *Shire of Pingelly Local Planning Scheme No. 3* and is partially located within the bushfire prone area.

This application is required to be considered by Council given the cumulative floor area of existing and proposed outbuildings is over 75m² on Residential zoned land coded R10 or above. Additionally, the wall height and maximum shed height are higher than set out in Council policy.

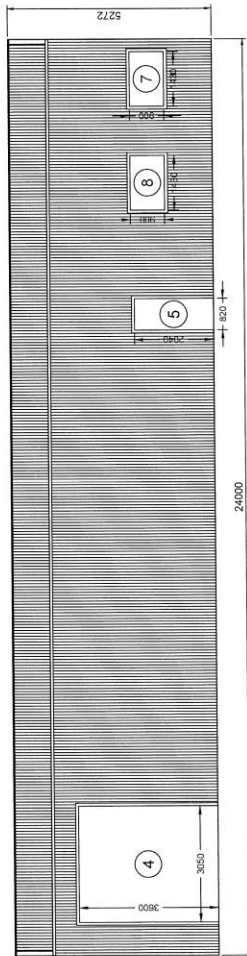
Comment

The proposed outbuilding combined with the existing outbuilding, to be retained, has a combined floor area of 250m². While larger than the cumulative floor area set in Council's Outbuilding Policy for the Residential zone for lots coded R10 or above, the Council has approved outbuildings over 150m² in area in the Residential zone.

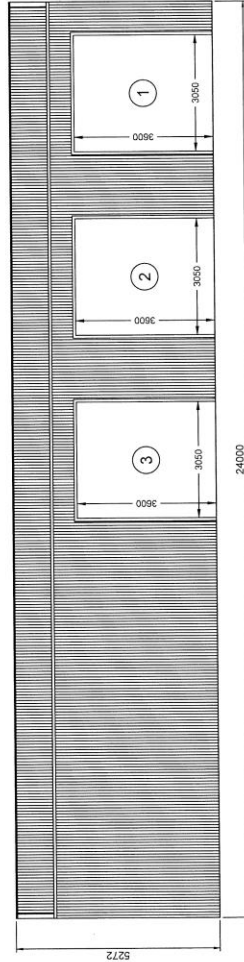
While noting the application is inconsistent with a component of Council's Outbuilding Policy, the Development Application is conditionally supported. This follows assessment against the planning framework, information provided by the applicant and the site characteristics. Conditional approval is recommended given:

- The application is considered consistent with Design Principle P3 Outbuildings from *State Planning Policy 7.3 - Residential Design Codes* which states ‘Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties.’ This includes that the proposed outbuilding is located to the rear of the site;
- The outbuilding will not detract from the streetscape or the visual amenity of the residents or neighbouring properties. This includes that the outbuilding is well setback from Eliot Street;
- The outbuilding is considered compatible with its setting in terms of height, bulk, scale, orientation and appearance;
- There are no overshadowing issues with neighbouring properties, particularly given the property is bound by 2 laneways;
- The property is generous in size compared to the cumulative area of the existing and proposed outbuildings;
- The site bounds three streets (including laneways) with proposed setbacks being consistent with expectations for outbuildings on a corner lot; and
- Recommended development conditions and advice can assist to control the use and management of the development.

The proposed outbuilding is recommended for approval, with conditions.

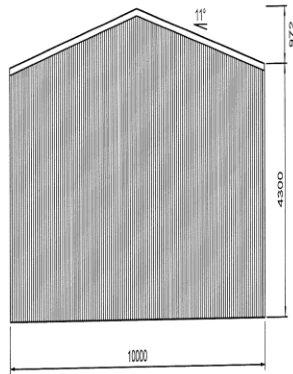


2 LEFT ELEVATION
2 SCALE: 1:100

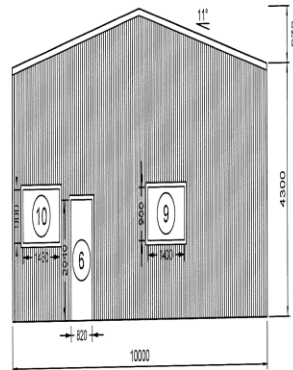


1 RIGHT ELEVATION
2 SCALE: 1:100

 151 Smeaton Grange Road, Smeaton Grange, NSW, 2557 Phone: 02 4648 7777 Fax: 02 4648 7700 Email: sales@bestsheds.com.au	 CIVIL & STRUCTURAL ENGINEERS COMMERCIAL - INDUSTRIAL - RESIDENTIAL - FORENSIC - STEEL DETAILING CAMILLO PINEDA MORENO Structural Engineer EMERALD ENGINEERING	Customer Name: [Redacted] Site Address: [Redacted] Date: 17.02.2026	DATE: 17-02-2026 JOB NO: 8331805669 SHEET: 2 of 10
---	---	--	---

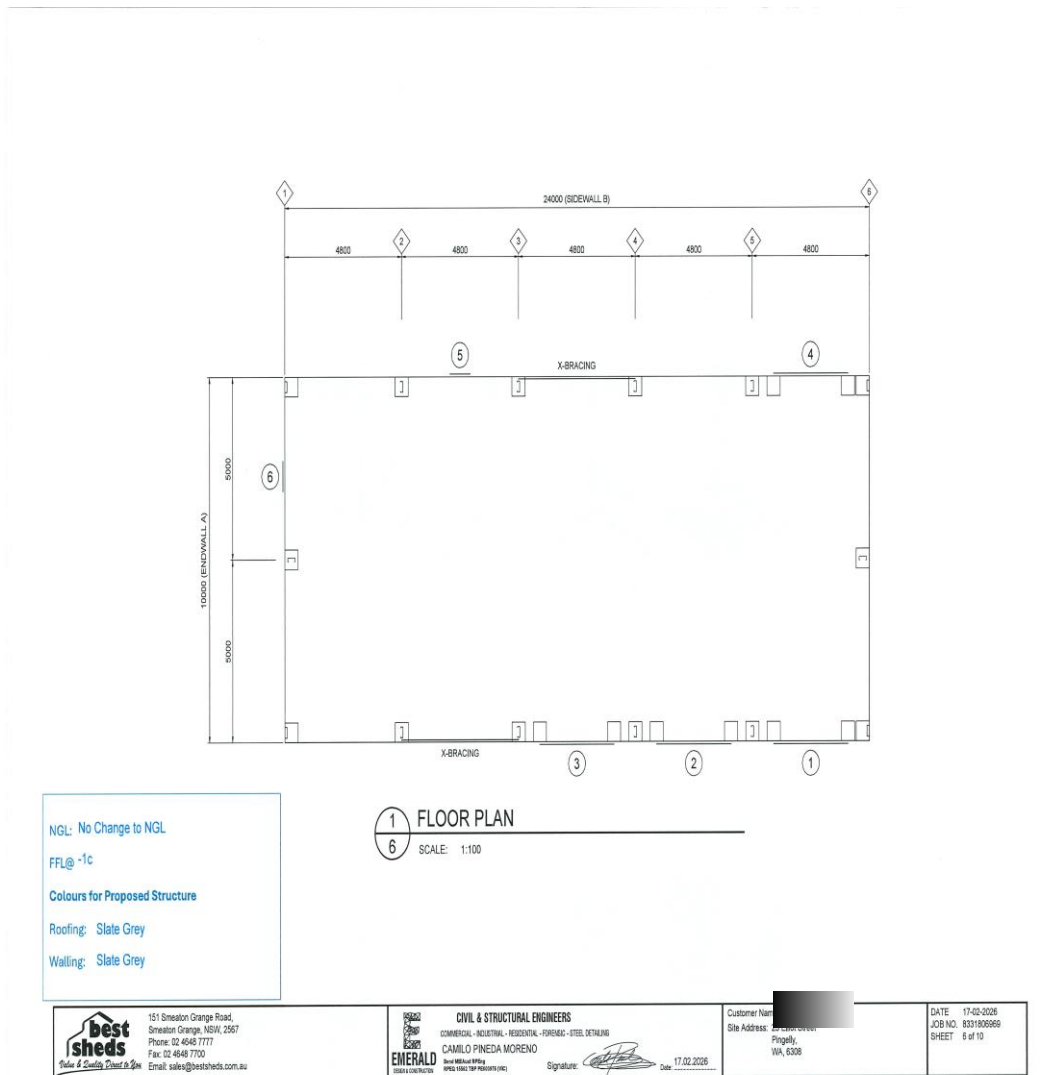


1 REAR ELEVATION
3 SCALE: 1:100



2 FRONT ELEVATION
3 SCALE: 1:100

 151 Smeaton Grange Road, Smeaton Grange, NSW, 2567 Phone: 02 4648 7777 Fax: 02 4648 7700 Email: sales@bestsheds.com.au	CIVIL & STRUCTURAL ENGINEERS COMMERCIAL - INDUSTRIAL - RESIDENTIAL - FORENSIC - STEEL DETAILING CAMILO PINEDA MORENO Best Shed Shedding RPEX (SINCE TOP PROFESSIONAL) (VIC) Signature:  Date: 17.02.2026	Customer Name:  Site Address: 23 Elliot Street Pingelly, WA, 6308	DATE: 17-02-2026 JOB NO.: 833180569 SHEET: 3 of 10
---	---	---	---



Consultation

Nil

Statutory Environment

The site is zoned 'Residential R12.5/25' in the Shire of Pingelly's Local Planning Scheme No.3.

Attachment 16.1.2 is an extract from the Planning and Development (Local Planning Schemes) Regulations 2015 which sets out matters to be considered by the local government in assessing a Development Application.

The proposed outbuilding is located outside of the designated bushfire prone area.

Policy Implications

Local Planning Policies are relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application.

The key Local Planning Policy is 13.2 Outbuildings which is provided in Attachment 16.1.3. This in part states:

'In any residential zone with an R10 code or above in the Shire:

- a. Non-masonry construction, where the total non-masonry outbuilding area does not exceed 60m² and the total outbuilding area does not exceed 75m²;
- b. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 75m² and no parapet wall is greater in length than 8m;
- c. Wall height of any outbuildings not to exceed 3m. This height limitation also applies to parapet walls. In the case of gable roof construction, the maximum building height is not to exceed 4.2m;
- d. Prior to considering a parapet wall construction over 8m in length, the applicant will present Council with written agreement to the same by any affected adjoining landowner;
- e. No planning consent or building licence approval will be granted or issued for any outbuildings, on any Residential zoned lot, which does not contain a residence;
- f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Shire's operative Local Planning Scheme;
- g. Any development application which does not comply with the above, shall be referred to Council for consideration.'

It is suggested that the Outbuildings Policy is reviewed to reflect community expectations and to address a changing planning framework.

Financial Implications

The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated costs.

Strategic Implications

Outcome 6	A great place to live.
Objective 6.1	Provide responsible planning and development.

Risk Framework

Risk:	The key risk arises with an outbuilding not complying with the Residential Design Codes and not consulting with neighbouring properties. For this application, the outbuilding complies with the Residential Design Codes with outbuilding setbacks and outbuilding height.		
Consequence Theme:	Reputational	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.		

13742 President Jackie McBurney moved, Cr Clinton Cheney seconded

Voting Requirements:

Simple Majority

Council Decision:

That Council Suspend Standing Orders.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

13743 Cr Angela Trethewey moved, Deputy President Peter Wood seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

That Council grant Development Approval for an outbuilding at Lot 1 on Plan 099605 (No. 23) Eliot Street, Pingelly pursuant to Schedule 2, Clause 68 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and subject to the following conditions and advice notes:

Conditions

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. The provision of details with the Building Permit application as to how stormwater will be addressed for the proposed development to the satisfaction of local government. The local government will require that all stormwater from the outbuilding shall be collected and retained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
3. The outbuilding is not used for industrial, commercial or habitable purposes.
4. The walls and roof are clad in Colorbond colours to the satisfaction of the local government.

Advice Notes

- A) The proponent is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- B) If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with *the Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil

13744 Cr Clinton Cheney moved, Cr Robert Howell seconded

Voting Requirements:

Simple Majority

Council Decision:

That Council Suspend Standing Orders.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil



Shire of PINGELLY

13th March 2026

RE: 23 Eliot Street, PINGELLY

To whom it may concern;

Justification for the proposed outbuilding as follows:

5.4.3 Outbuildings; The proposed outbuilding, with wall height 4.3m in lieu of 2.7m and ridge height 5.27m, will not detract from the streetscape or the visual amenity of residents or neighbouring properties as it is located behind the main dwelling and not visible from the primary street. The outbuilding will also have large side and rear setbacks reducing the visual impact on the neighbouring properties.

The proposed outbuilding has a floor area of 240m². Although this exceeds the maximum coverage permitted under the R-Codes, the shed is required for the owner's hobby workshop as they are an avid car enthusiast and has a valuable collection as well as two lengthy trailers. The proposed would ensure all vehicles and assets were secure and safe on the property.

Other oversized sheds in Pingelly recently built include,

21 Review Street, PINGELLY - 250sqm with a 5m wall height.

12 Somerset Street, PINGELLY

22 Stratford Street, PINGELLY

The outbuilding is proposed in a **Slate Grey** colour for wall and roof sheets, to complement the existing dwelling and surrounding area. The outbuilding will not be used or converted into a habitable/liveable space.

Should you require any further information, please contact the office on 6245 5505, or email at admin@completeapprovals.net.au



SCHEDULE 6 FORM OF APPLICATION FOR DEVELOPMENT APPROVAL

Shire of Pingelly Local Planning Scheme No. 3

Application for Development Approval

OWNER DETAILS:	
Name: [REDACTED]	
Address: 23 Eliot Street, PINGELLY Postcode: 6308	
Phone:	
Work:	Email: [REDACTED]
Mobile: [REDACTED]	
Contact Person: As above	
Signature: [REDACTED]	Date: 17/03/2026
Signature:	Date:
The signature of the owner(s) is required on all applications. This application will not proceed without that signature.	

APPLICANT DETAILS:	
Name: Complete Approvals	
Address: PO Box 93 BYFORD Postcode: 6122	
Phone:	
Work: 08 6245 5505	Email: admin@completeapprovals.net.au
Mobile:	
Contact Person for Correspondence: Kosoula Chase	
Signature: KChase	Date: 11/03/2026

Part 2

PROPERTY DETAILS:		
Lot No. 1	House/Street No: 23	Location No:
Diagram or Plan No: 99605	Certificate of Title Vol. No: 2186	Folio: 88
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: Eliot Street		Suburb: PINGELLY
Nearest Street Intersection: Stone Street		

EXISTING BUILDING/LAND USE:
Full detailed description of proposed development and/or use: New shed structure
Nature of any existing buildings and/or use: Residential
Approximate cost of proposed development: \$100,000
Estimated time of completion: April 2026

Office Use Only <i>Acceptance Officer's initials:</i> <i>Date Received:</i> <i>Local Government Reference No:</i>
--

DEVELOPMENT APPLICATION (DA) INFORMATION CHECKLIST

Please note that incomplete applications may not be accepted and may be returned. All applications are to be accompanied by:

- ☐ Application for Development Approval – completed and signed by all owners of the land.
- ☐ Planning application fee (as per the Shire of Pingelly schedule of fees and charges).
- ☐ A copy of the Certificate of Title for the lot, showing ownership, lot dimensions and indicating details of any restrictive covenant/s, easements or other notifications on the title.*
- ☐ Three (3) copies of the complete set of plan drawn 'to scale'.

The plans are to include the following information where applicable. Please note that applications for development of a minor nature such as garages, patios, carports, pergolas and fences are not required to submit the information followed by an Asterisk(*).

1. Site Plan

- ☒ Street number, lot number and street/road name (must be detailed enough to locate the property).
- ☒ North point
- ☒ proposed and existing building/s
- ☒ proposed and existing uses
- ☐ Natural and proposed ground levels (relative to a nominated datum point of AHD)
- ☒ Boundaries and lot dimensions including setbacks to all boundaries
- ☐ Detail and location of any fencing
- ☐ Location, layout and dimensions of any car parking areas
- ☐ Outline of all existing buildings/structures on adjoining properties*
- ☐ Existing areas of vegetation, rural/cultivation and/or landscaping and extent of any clearing
- ☐ the location of any existing and proposed crossover and driveway/s
- ☒ Location of any easements
- ☐ Street verge including – verge street trees, power poles, drainage pits, manholes, footpaths, and any other obstructions*
- ☐ the temporary or permanent change to any drainage areas of the site including flood plains, creek-lines, river, dam, wetlands etc

2. Floor Plan

- ☐ A plan of every storey with floor levels (RL or AHD)
- ☐ Indicate internal layout showing doors/windows etc, room names and/or use and their dimensions*
- ☐ Roof/eaves lines*
- ☐ Setbacks to all boundaries on all sides
- ☐ Total floor area in square metres

3. Elevations

- ☒ All four elevations are to be submitted with description/heading of each elevation (or 3 for minor developments)
- ☐ Natural and proposed ground and finish floor levels (relative to a nominated datum point or AHD)
- ☐ Over all height dimensions to be shown from the natural ground level to ridge

4. Demolition/Partial Demolition

- ☐ For proposals including partial demolition clearly show areas to be demolished on site plan.
- ☐ For proposals including full demolition please refer to a complete separate Demolition checklist.

Notes

- a) In addition to obtaining Development Approval, approvals or exemptions maybe required from other authorities to Council departments. Depending on the nature of your proposal, these may include food or health registrations, building permits or approval from FESA and other services authorities.
- b) Planning Approval must be obtained prior to the lodgement of a Building Permit Application.

Council Policy Name:	13.2 Outbuildings
Responsible Directorate:	Technical Services

1. PURPOSE

- 1.1 This policy provides direction and guidance on the area and height of outbuildings and the like that Council will permit within the Shire boundaries. Outbuildings and structures that comply with the following requirements may be approved by Council's Building Surveyor without having the need to be submitted to an Ordinary Meeting of Council.

2. SCOPE

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

3. DEFINITIONS

- 3.1 **Outbuilding** is an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.
- 3.2 **Carport** is a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side and being without a door.
- 3.3 **Garage** is any enclosed and roofed structure, other than a carport, designed to accommodate one or more motor vehicles.
- 3.4 **Patio** is a roofed shade structure either attached to a dwelling or free standing is required to be open on fifty percent of its sides.
- 3.5 **Pergola** is a light weight shade structure that does not have a solid roof. It may be attached to a dwelling or can be free standing.
- 3.6 **Statutory Powers:** This policy has been prepared in conjunction with the requirements of the *Residential Design Codes of Western Australia*, i.e. The performance criteria relative to outbuildings (Clause 5.4.3) states:
"Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties."

4. POLICY STATEMENT

Policy Intention

- To provide some flexibility in the requirements for outbuildings and the like in residential areas.
- To ensure that the provisions of the current *Residential Design Codes* are appropriately addressed.
- To improve customer service standards through the timely processing of planning and building applications for outbuildings.

Buildings are to comply with any local planning policy made under the Scheme in respect of the design of carports and garages, including the colour, scale, materials and roof pitch of buildings. This policy provides design requirements for carports and garages, however it does not interfere with any other requirement of the Residential Design Codes relating to carports and garages.

This policy does not alter or change in any way the acceptable development criteria of the *Residential Design Codes* currently in force.

Within all "Residential" and "Rural Residential" zoned areas of the Shire and on Farming zoned lots with an area of 2ha or less except as otherwise stated, planning consent for all outbuildings is required. If planning consent is granted, building approval will be issued for outbuildings which are appurtenant to a dwelling, provided all boundary setbacks and building separation requirements have been complied with, the building is of single storey construction, located behind any residence on-site and provided the proposed development complies with the following:

4.1 In any residential zone with an R10 code or above in the Shire:

- a. Non-masonry construction, where the total non-masonry outbuilding area does not exceed 60m² and the total outbuilding area does not exceed 75m²;
- b. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 75m² and no parapet wall is greater in length than 8m;
- c. Wall height of any outbuildings not to exceed 3m. This height limitation also applies to parapet walls. In the case of gable roof construction, the maximum building height is not to exceed 4.2m;
- d. Prior to considering a parapet wall construction over 8m in length, the applicant will present Council with written agreement to the same by any affected adjoining landowner;
- e. No planning consent or building licence approval will be granted or issued for any outbuildings, on any Residential zoned lot, which does not contain a residence;
- f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Shire's operative Local Planning Scheme;
- g. Any development application which does not comply with the above, shall be referred to Council for consideration.

4.2 In any residential zone with an R code below R10, the rural residential zone of the Shire and on farming zoned lots which have an area of 2ha or less

- a. Non-masonry zincalume construction, where the total zincalume outbuilding area does not exceed 75m² and the total outbuilding area does not exceed 200m², or
- b. Non-masonry colorbond construction, where the total colorbond outbuilding area does not exceed 150m² and the total outbuilding area does not exceed 200m²;
- c. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 200m²;
- d. Wall height of any outbuilding not to exceed 4m. In the case of a gable roof construction, the maximum building height is not to exceed 5m;
- e. No planning consent or building licence approval will be granted or issued, for any outbuildings on a residential or rural residential zoned lot where a building licence has not been issued for a residence and / or where an outbuilding is not located at least 4m from any boundary of the lot;
- f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for purposes permitted within the zone in which it is located under the provisions of the Shire's operative Local Planning Scheme;
- g. Any development application which does not comply with the above shall be referred to Council for consideration.



4.3 Distance from boundaries on any residential zoned lot with an R code of 10 or above:

- a. Garages, shed, pergolas and patios - brick construction
 - i. Attached to house - 1m from side boundaries. Eaves not closer than 750mm measured from the outer edge of the gutter.
 - ii. Detached from house - Must be 1.8m clear of house with either parapet wall on boundary or walls 1m from boundary with eaves 750mm clear of boundary.
- b. Garages, sheds, pergolas, and patios - steel framed construction - Detached from house only - Must be at the rear of the residence 1.8m clear of the residence, leach drains and septic tanks and 1.2m clear of side and rear boundaries.
- c. Carports - Columns of brick (350mm x 350mm) or steel may be erected on a boundary provided no more than 4 columns are used and roofing including guttering is at least 750mm clear of the boundary. Beams must be of steel within 750mm of a boundary and a dividing fence forming a side wall of the carport must not be higher than 1.8m. Timber framed carports must be sited 1.2m clear of boundaries.
- d. On corner lots - Where an outbuilding is constructed in brick or clad in colorbond, Council will permit a setback of 3.75m to the minor street. Where an outbuilding is clad in zincalume a setback of 7.5m to the minor street will apply.

4.4 Distance from boundaries in any residential zone with an R code below R10 and the rural residential zone of the Shire and on farming zoned lots which have an area of 2 hectares or less

- a. Detached outbuildings - To be at the rear of the residence on-site, at least 1.8m clear of the residence, leach drains and septic tanks. All boundary setbacks to be as laid down in the Shire of Pingelly's operative Local Planning Scheme.
- b. On corner lots - The setback to the minor street to be the same as the frontage setback laid down in the Shire of Pingelly's operative Local Planning Scheme.
- c. Garden sheds - Under this policy, Council will without the need for planning consent or building permit approval, permit the erection of one only garden shed per lot which has a maximum area of up to 10m². The garden shed is to be located on the lot in a position and in a manner agreed to in writing by the Shire's Building Surveyor and such shed is in addition to any other shed permitted under this "Policy".

5. RELATED DOCUMENTATION / LEGISLATION

- Residential Design Codes of Western Australia,

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018, 15 July 2020
Previous Adoption	15 November 2017

67. Consideration of application by local government

- (1) Development approval cannot be granted on an application for approval of —
 - (a) development that is a class X use in relation to the zone in which the development is located, unless —
 - (i) the development relates to land that is being used for a non-conforming use; and
 - (ii) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;
 - or
 - (b) development that otherwise does not comply with a requirement of this Scheme, unless —
 - (i) this Scheme gives the local government discretion to waive or vary the requirement or to grant development approval despite non-compliance with the requirement; or
 - (ii) the development is permitted under a provision of this Scheme in relation to non-conforming uses.
- (2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —
 - (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
 - (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
 - (c) any approved State planning policy;
 - (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
 - (e) any policy of the Commission;
 - (f) any policy of the State;
 - (fa) any local planning strategy for this Scheme endorsed by the Commission;
 - (g) any local planning policy for the Scheme area;
 - (h) any structure plan or local development plan that relates to the development;
 - (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
 - (k) the built heritage conservation of any place that is of cultural significance;
 - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
 - (m) the compatibility of the development with its setting, including —
 - (i) the compatibility of the development with the desired future character of its setting; and

- (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
 - (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
 - (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
 - (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
 - (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
 - (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
 - (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
 - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
 - (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
 - (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
 - (w) the history of the site where the development is to be located;
 - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
 - (y) any submissions received on the application;
 - (za) the comments or submissions received from any authority consulted under clause 66;
 - (zb) any other planning consideration the local government considers appropriate.
- (3) Subclause (1) has effect despite the zoning table for this Scheme.

[Clause 67 amended: SL 2020/252 r. 74.]

16.2 Scheme Amendment No. 10 to Shire of Pingelly Local Planning Scheme No. 3

File Reference:	ADM0101
Location:	Various properties in the Pingelly townsite
Applicant:	Not Applicable
Author:	Chief Executive Officer and 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 <i>Local Government Act 1995</i>)
Attachments:	16.2.1 Existing Scheme Map
	16.2.2 Proposed Zoning
	16.2.3 Scheme Amendment 10 documentation
	16.2.4 Extract from Local Planning Strategy

Summary

It is recommended that Council adopt Scheme Amendment No. 10 (omnibus amendment to Scheme Map), to formally commence the process of amending the *Shire of Pingelly Local Planning Scheme No. 3*, through:

- Recoding various Residential zoned properties as outlined on the Proposed Scheme Amendment Map;
- Rezoning the western section of Lot 510 Stone Street, Pingelly from 'Residential R12.5/25' to 'Public Open Space Reserve' and the eastern section of Lot 510 Stone Street, Pingelly from 'Public Open Space Reserve' to 'Residential 12.5/25' zone;
- Rezoning Reserve 9675 (Lot 3002) Bodey Street, Pingelly and Reserve 13582 (Lot 646) Bodey Street, Pingelly from 'Urban Development' zone to 'Residential R2' zone; and
- Amending the Scheme Map accordingly.

Background

As Councillors are aware, there is a need to facilitate and construct additional housing in the Pingelly townsite. To assist, it is proposed to amend the *Shire of Pingelly Local Planning Scheme No. 3* (LPS3) through increasing residential densities (recoding) in portions of the Pingelly townsite. Additionally, to amend the zoning of three properties.

In terms of the proposed recoding (increasing the R-Codes), the Amendment applies to large sections of the Pingelly townsite.

In terms of the rezoning, the Amendment proposes changes to three lots which are:

- Lot 510 on Deposited Plan 405624 Stone Street, Pingelly - 8934m², is largely vacant, with shade sails and playground equipment in the north-west section. There are some mature trees. Lot 510 is Reserve 10946 which is a Recreation Reserve with the Department of Planning, Lands and Heritage being the responsible agency;
- Lot 3002 on Deposited Plan 414147 (Reserve 9675) Bodey Street, Pingelly - 1.91ha, vacant and largely vegetated; and
- Lot 646 on Deposited Plan 84600 Bodey Street, Pingelly (Reserve 13582) - 2.26ha, vacant and largely vegetated.

The current zoning and R-Coding is shown in Attachment 16.2.1 while the proposed zoning and R-Coding are outlined in Attachment 16.2.2.

Scheme Amendment No. 10 documentation is set out in Attachment 16.2.3.

Comment

1. Overview

It is recommended that Council resolves to adopt Scheme Amendment No. 10 to commence the process of amending LPS3.

2. Increasing the R-Codes

There is planning merit in increasing residential densities in portions of the Pingelly townsite. The recoding encourages a greater mix of lot sizes and promotes affordability and choice in housing by encouraging a range of housing types.

The properties subject to recoding are already zoned Residential, they are close to the town centre and near other facilities, are or can be appropriately serviced, they have manageable bushfire risks and overall have minimal environmental assets. The Amendment retains the Residential zoning so land use compatibility, with adjoining and nearby development, is maintained.

3. Lot 510 Stone Street

There is an anomaly between the area which is reserved as Public Open Space (POS) in LPS3 compared to the Lot 510 (Reserve 10946) boundary.

The Amendment proposes to modify the location of the POS Reserve and the Residential 12.5/25 zoning to reflect on-the-ground improvements including the location of the playground and the developed POS. The Amendment focuses POS in the western section and focuses residential development in the eastern section. The existing POS Reserve is not well utilised in the current configuration and is considered more appropriate in the western section with increased passive surveillance.

The eastern section of Lot 510 Stone Street:

- Is largely cleared so environmental impacts are modest;
- Has low bushfire hazards. Any future residential development is required to be supported by a BAL assessment and connected to the town's fire hydrant system;
- It is compatible with adjoining and nearby development;
- Can readily be connected to water, sewer, electricity and telecommunication mains and it fronts a constructed public road; and
- The proposed residential lots can provide passive surveillance over the POS.

4. Lots 3002 and 646 Bodey Street

The Amendment proposes to change the zoning from Urban Development to Residential R2. The Urban Development zoning requires a Structure Plan which is an unnecessary and costly planning layer for a small property. The proposed R2 zoning will facilitate modest large residential lots (5000m²) to reflect the Local Planning Strategy. It is expected that key vegetation will be retained. There may be a need for building envelopes with clearing for development and an asset protection zone limited to the building envelope. It is suggested that servicing can be suitably addressed at the subdivision stage.

The proposed rezoning is expected to create less environmental impacts due to lower scale development rather than smaller residential lots.

5. Local Planning Strategy

Figure 25 of Council's Local Planning Strategy is outlined in Attachment 16.2.4. The Strategy supports a variety of choices for lots/lifestyles and a range of densities. Higher densities require development or subdivision to be connected to reticulated sewerage.

The proposed rezonings are consistent with the Strategy. In term of recoding, the Amendment is generally consistent with the Strategy. There are some increased densities to reflect more recent changes to the State planning framework including using urban land more efficiently and promoting opportunities for additional housing.

6. Process

The key stages in the amendment process are summarised below:

- The amendment to be referred to the Environmental Protection Authority (EPA) for assessment and upon approval, to proceed when their advice is received;
- The Western Australian Planning Commission (WAPC) determines whether to grant consent to advertise;
- Public consultation to be undertaken for at least 42 days;
- Reporting to Council following the close of the consultation period. The Council will then determine whether or not to support final adoption of the scheme amendment (with or without modifications); and
- The WAPC to assess the scheme amendment request with the final decision made by the Minister for Planning.

Consultation

No public consultation has yet occurred at this early stage of the planning process. Should Council adopt the scheme amendment, the EPA grant environmental clearance and the WAPC grant consent to advertise, the scheme amendment will be publicly advertised in accordance with the Regulations.

Statutory Environment

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

Based on the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Amendment is considered a 'standard' amendment.

Aims of LPS3 (clause 9) include 'Provide opportunities for planned, contained and sustainable settlements in accordance with regional settlement hierarchy' and 'Ensure that future subdivision and development within and near the Pingelly townsite provide a broad range of housing and lifestyle choices that enhance the environment and character of the townsite.'

Policy Implications

Nil in terms of Shire of Pingelly policies.

Various State Planning Policies have and will be given due consideration in relation to this Amendment including:

- *State Planning Policy No. 2.9: Water*
- *State Planning Policy No. 3: Urban Growth and Settlement*
- *State Planning Policy No. 3.7: Bushfire*
- *State Planning Policy No. 5.4: Road and Rail Noise*

Financial Implications

This amendment fits within the existing budget.

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

The Amendment is consistent with the Local Planning Strategy.

Recoding and rezoning the sites will assist to alleviate the housing crisis through enabling more housing and/or the creation of additional lots. Currently there are no housing lots available for development despite significant demand.

The Amendment proposes to recode a number of properties already zoned Residential. This will assist to facilitate additional housing land and the potential for a different choice of housing for people who are considering moving to or investing in Pingelly. The provision of a variety of lot sizes and housing types, that increasingly cater to the housing needs of the community, is consistent with the planning framework and assists to support local facilities and services.

Risk Framework

Risk:	Gaining agency, stakeholder and landowner support.		
Consequence Theme:	Reputational	Impact:	Moderate
Consequence:	Public embarrassment, moderate impact, low or moderate news profile		
Likelihood Rating:	Unlikely	Risk Matrix:	Low (4)
Action Plan:	Risk is acceptable with adequate controls, managed by specific procedures.		

13745 Deputy President Peter Wood moved, Cr Danielle Summers seconded

Voting Requirements:

Simple Majority

Recommendation and Council Decision:

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 16.2.3, by:

- a) Recoding various Residential zoned properties as outlined on the Proposed Scheme Amendment Map.**
- b) Rezoning the western section of Lot 510 Stone Street, Pingelly from 'Residential R12.5/25' to 'Public Open Space Reserve' and the eastern section of Lot 510 Stone Street, Pingelly from 'Public Open Space Reserve' to 'Residential 12.5/25' zone.**
- c) Rezoning Reserve 9675 (Lot 3002) Bodey Street, Pingelly and Reserve 13582 (Lot 646) Bodey Street, Pingelly from 'Urban Development' zone to 'Residential R2' zone.**
- d) Amending the Scheme Map accordingly.**

2. Determines that Amendment No. 10 is a standard amendment under part (a), (b), (e), (f) and (g) of the standard amendment definition contained in Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

3. Authorises the Shire President and the Chief Executive Officer to execute the Scheme Amendment No. 10 documentation.

4. Refers Scheme Amendment No. 10 to the Environmental Protection Authority in accordance with Section 81 of the *Planning and Development Act 2005*.

5. Submits Scheme Amendment No. 10 to the Western Australian Planning Commission for approval to advertise in accordance with Section 83A of the *Planning and Development Act 2005*.

6. Advertises Scheme Amendment No. 10 in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, Section 47(2) for a period of 42 days.

7. Authorises the Chief Executive Officer to progress and address matters with the Environmental Protection Authority, Department of Planning, Lands and Heritage, the Western Australian Planning Commission and other agencies.

8. Supports in-principle changing the tenure of a portion of Lot 510 (Reserve 10946) Quartz Street from a Recreation Reserve to freehold. Subject to the outcome on Scheme Amendment No. 10, the Shire will request the Department of Planning, Lands and Heritage to relinquish the management order for Reserve 10946.

Carried Unanimously 6 votes to 0

For:	President Jackie McBurney, Deputy Peter Wood, Cr Clinton Cheney, Cr Robert Howell, Cr Danielle Summers & Cr Angela Tretheway
Against:	Nil



Shire of Pingelly Local Planning Scheme No. 3 Scheme Amendment No. 10

Omnibus amendment to Scheme Map for the Pingelly townsite

Prepared by Edge Planning & Property for the Shire of Pingelly

www.edgeplanning.com.au

April 2026

PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION TO ADOPT AMENDMENT TO TOWN PLANNING SCHEME

SHIRE OF PINGELLY LOCAL PLANNING SCHEME No. 3

AMENDMENT No. 10

RESOLVED that the local government pursuant to Section 75 of the *Planning and Development Act 2005*, amends the above Local Planning Scheme by:

1. Recoding various Residential zoned properties as outlined on the Proposed Scheme Amendment Map.
2. Rezoning the western section of Lot 510 Stone Street, Pingelly from 'Residential R12.5/25' to 'Public Open Space Reserve' and the eastern section of Lot 510 Stone Street, Pingelly from 'Public Open Space Reserve' to 'Residential 12.5/25' zone.
3. Rezoning Reserve 9675 (Lot 3002) Bodey Street, Pingelly and Reserve 13582 (Lot 646) Bodey Street, Pingelly from 'Urban Development' zone to 'Residential R2' zone.
4. Amending the Scheme Map accordingly.

Determines Amendment No. 10 is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- (a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- (e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- (g) any other amendment that is not a complex or basic amendment.

Dated this day of20.....

.....
CHIEF EXECUTIVE OFFICER

CONTENTS

Section No.	Heading	Page No.
1	Introduction	4
2	Background	4
3	Planning Framework	5
4	Amendment Proposal	7
5	Planning Considerations and Planning Justification	7
6	Conclusion	9

ATTACHMENTS

1	Location Plan	
2	Shire of Pingelly Local Planning Strategy – Pingelly townsite	

PROPOSAL TO AMEND A LOCAL PLANNING SCHEME

LOCAL GOVERNMENT	Shire of Pingelly
DESCRIPTION OF LOCAL PLANNING SCHEME	Shire of Pingelly Local Planning Scheme No. 3
TYPE OF SCHEME	District Scheme
SERIAL NO. OF AMENDMENT	10
PROPOSAL	Omnibus amendment to Scheme Map for the Pingelly townsite.

1. INTRODUCTION

The Shire of Pingelly seeks the support of the Western Australian Planning Commission (WAPC) and the approval of the Hon. Minister for Planning to recode a number of Residential zoned properties plus rezone three lots in the Pingelly townsite. In this report, the various properties will be called the 'sites'.

The purpose of this report and associated plans are to explain and set out the planning merits of the Amendment. Recoding and rezoning the sites will alleviate the housing crisis by making more lots available for sale in Pingelly. Currently there are no housing lots available for development despite significant demand.

2. BACKGROUND

2.1 Property Address

The Amendment proposes to recode a number of Residential zoned properties throughout the Pingelly townsite as outlined in [Attachment 1](#) and in the Proposed Scheme Amendment Map. Additionally, the Amendment proposes to rezone the following lots:

- Lot 510 on Deposited Plan 405624 Stone Street, Pingelly;
- Lot 3002 on Deposited Plan 414147 (Reserve 9675) Bodey Street, Pingelly; and
- Lot 646 on Deposited Plan 84600 Bodey Street, Pingelly (Reserve 13582).

2.2 Regional Context

The sites are situated in the Shire of Pingelly. The Pingelly townsite is located 158 kilometres south-east of Perth. Pingelly is in the southern Wheatbelt Region and it provides various services and facilities to residents and visitors.

2.3 Local Context

The sites form part of the Pingelly townsite and are located between approximately 400 - 1500 metres from the town centre (see [Attachment 1](#)).

Nearly all of the sites are zoned Residential. There are a range of land uses nearby including public open space, community, commercial and industry. The range of land uses is reflective of most country towns.

There are a range of residential densities in the Pingelly townsite.

2.4 Physical Characteristics

The sites are generally cleared and gently sloping.

The sites are predominantly used for residential purposes while other parts are undeveloped. The proposed rezoning addresses the site's context, characteristics and capability. The proposed zoning, in most cases, reflects the predominant use of the land.

The site's physical features present no constraints to the Amendment.

2.5 Services

The sites are generally provided with standard 'hard' infrastructure including reticulated (scheme) water, power, telecommunications, drainage and sealed roads. Some sites are connected to the reticulated sewerage system while other properties rely on on-site wastewater disposal.

2.6 Heritage

There is no registered Aboriginal heritage site on the subject land area as set out on the Department of Planning, Lands and Heritage inquiry system. While noting this, landowners and developers have an obligation under the *Aboriginal Heritage Act 1972* to protect places and objects in Western Australia that are important to Aboriginal people because of the connections to their culture.

The Pingelly townsite contains various structures or places of heritage significance on the Shire's Heritage List and Local Heritage Survey.

3. PLANNING FRAMEWORK

3.1 Overview

The following section will outline how the Amendment suitably addresses relevant planning policies, strategies, plans and the *Shire of Pingelly Local Planning Scheme No. 3* (LPS3). In summary, the Amendment is consistent with the State, regional and local planning framework.

3.2 State Planning Framework

The following strategies and policies are of relevance to the Amendment:

- *State Planning Strategy 2050* - sets a broad strategic plan for Western Australia built on sustained growth and prosperity. The Strategy promotes regional development, a range of housing, liveability and making efficient use of land and infrastructure. The Amendment is consistent with the Strategy given it promotes infill residential development, near a town centre and near facilities in an established town.
- *State Planning Policy 1 State Planning Framework Policy (2006)* - identifies that

the primary aim of planning is to provide for the sustainable use and development of land.

- *State Planning Policy No. 2.9 Water Resources* - development is required to adopt water sensitive urban design principles.
- *State Planning Policy No. 3* - the Policy sets out the principles and considerations which apply for urban growth and settlement in Western Australia. The Policy promotes a sustainable settlement pattern, promoting development on 'brownfield' (previously developed) land, supports building on existing communities and seeks convenient access to employment and services. The Amendment is consistent with SPP 3 given the sites are near the town centre and other facilities.
- *State Planning Policy 3.7 Planning in Bushfire Prone Areas (2015)* - portions of the Pingelly townsite are within a Bushfire Prone Area as shown at <https://maps.slip.wa.gov.au/landgate/bushfireprone>.
- *State Planning Policy 5.4 Road and Rail Noise* - portions of the Pingelly townsite and the sites are within the 'trigger distance'.
- *Liveable Neighbourhoods* - promotes walkable neighbourhoods, mixed uses, the provision of a range of housing types and lot sizes, and to efficiently use land. A general principle is to plan residential neighbourhoods around existing/planned activity centres. The Amendment is generally consistent with Liveable Neighbourhoods given most residential properties are between 400 – 1500 metres from the town centre and are within walking or riding distance of other facilities.

3.3 Regional Planning Framework

3.3.1 Wheatbelt Regional Planning and Infrastructure Framework (2015)

The Framework establishes the vision, objectives, planning approach and sets out key regional infrastructure projects. The Framework supports a diverse economic base and seeks to focus new housing in established towns to support services and facilities.

3.3.2 Wheatbelt Regional Investment Blueprint (2015)

The Blueprint establishes priorities for economic development and growth of the Wheatbelt region and provides an analysis of local, regional, national and global factors influencing the region. A strategic economic growth plan and proposed transformational projects are set out. The Blueprint also supports growing the region's population, promoting development in established towns and a vibrant economy.

Complementing the Blueprint is the *Wheatbelt South Sub-Regional Economic Strategy* (2014).

3.4 Local Planning Framework

3.4.1 Shire of Pingelly Local Planning Strategy

The Strategy Plan from the *Shire of Pingelly Local Planning Strategy*, for the Pingelly townsite, is outlined in [Attachment 2](#).

The Strategy, endorsed by the WAPC on 27 March 2007 seeks to provide a range of residential, rural living and employment opportunities.

The Amendment is broadly consistent with the Local Planning Strategy noting it supports infill development, a range of residential densities to support varying housing needs of the community and facilitates job creation.

The Amendment, on some minor components, differs to what is shown in Figure 25 of the Local Planning Strategy. While recognising this, the Amendment will not have a major impact on surrounding land noting the current zoning.

3.4.2 Shire of Pingelly Local Planning Scheme No. 3

LPS3 is the principal statutory tool for achieving the Shire's aims and objectives, with respect to the development mainly from a land use, development control and infrastructure coordination perspective. The existing zoning of the Amendment sites is shown on the Existing Scheme Maps. Most of the land subject to the Amendment is currently zoned 'Residential' and it is proposed to recode the properties.

The Amendment is consistent with the aims of the scheme (clause 9) and the objectives for the Residential Zone in clause 16.

3.4.3 Local Planning Policies

There are no Local Planning Policies that directly relate to the Amendment. At future development stages, relevant policies will guide future use and development of the sites.

3.4.4 Shire of Pingelly Strategic Community Plan

The Strategic Community Plan sets the community's vision for the future and it is the principal strategic guide for the Council's future planning and activities. The vision for the town is:

'Growing, inclusive and resilient'

The Strategic Community Plan promotes population growth, a growing and more diverse economy, supporting local facilities and protecting key environmental assets.

3.5 Planning Framework Implications for the Amendment

Common themes of the planning framework and their implications for the Amendment include:

- Promoting a greater range of lot sizes to facilitate greater for housing choice, affordability and to cater for increasingly diverse household types;
- Supporting infill development and promoting new housing;
- Addressing land use compatibility;
- Addressing key environmental assets;
- Addressing bushfire risks;
- Addressing landscape impact;
- Supporting local communities and local economies; and
- Appropriate servicing.

Based on the above, the Amendment is consistent with the planning framework and is consistent with the principles of orderly and proper planning.

4. AMENDMENT PROPOSAL

The Amendment proposes to recode a number of Residential zoned properties to facilitate additional housing, infill development and subdivision along with rezoning three lots in the Pingelly townsite. The properties to be recoded and rezoned are shown on the Proposed Scheme Amendment Map.

Based on the site's context, characteristics and capability, it is anticipated that there are limited planning considerations with matters to be addressed at the subdivision and/or development stage. The modest changes proposed by the Amendment essentially reflect the current land uses.

The change to Lot 510 Stone Street reflects on-the-ground improvements including the location of the playground and the developed public open space (POS). The change to Lots 3002 and 646 Bodey Street seeks to remove the need to prepare a structure plan for this small site.

Future development and uses will be subject to gaining necessary approvals from the WAPC and local government.

Recoding and rezoning the sites will facilitate new development opportunities including promoting residential development.

The Shire has identified that there is insufficient serviced land available for residential purposes in the Pingelly townsite. The Amendment provides an opportunity for infill residential development.

5. PLANNING CONSIDERATIONS AND PLANNING JUSTIFICATION

5.1 Overview

This section brings together an assessment of the site's attributes and the planning framework in considering key planning matters and justifying the Amendment.

5.2 Appropriate Location for Recoding and Rezoning

The sites are suitable and capable of the proposed recoding and rezoning. This includes:

- It is consistent with the planning framework;
- The sites are close to the town centre and near other facilities;
- The uses are compatible with adjoining and nearby development;
- The sites have manageable bushfire risks;
- The sites are appropriately serviced;
- The sites have minimal environmental assets and future development will create manageable adverse environmental impacts; and
- It encourages a mix of lot sizes and promotes affordability and choice in housing by encouraging a range of housing types.

The properties subject to recoding are already zoned Residential. In terms of the properties subject to rezoning:

- Lot 510 Stone Street – this changes the location of the POS from the eastern section to the western section. This reflects on-the-ground improvements (e.g. playground) with the Residential zone moving from the western section to the eastern section;
- Lot 3002 on Deposited Plan 414147 (Reserve 9675) – this change is from Urban Development to Residential R2. The Urban Development zoning requires a Structure Plan which is an unnecessary and costly planning layer for a small property. The R2 zoning will facilitate modest large residential lots; and
- Lot 646 Bodey Street (Reserve 13582) – as above for Lot 3002. This is logical, with clearing and servicing able to be dealt with at subdivision.

5.3 Compatibility with Adjoining and Nearby Land Uses

Noting the existing zoning (predominantly Residential), there are modest proposed zoning changes (applying to only 3 lots). The proposed zoning will be compatible with adjoining and nearby land uses/development. Accordingly, the Amendment will retain the area's character.

5.4 Bushfire Management

As outlined earlier, part of the Pingelly townsite is outside of the designated bushfire

prone area. Given the existing zoning, which is predominantly Residential, the modest recoding will have limited bushfire risks. Accordingly, there is no requirement to prepare a Bushfire Management Plan to support the Amendment.

There may be a requirement to prepare a fit-for-purpose bushfire assessment to support future subdivision and/or development applications.

5.5 Environmental Impact

The Amendment will create minimal environmental impacts. For instance:

- The sites are already zoned for residential development;
- Nearly all sites have been previously cleared of native vegetation;
- Most sites will be connected to reticulated sewerage; and
- Appropriate stormwater outcomes can be achieved.

The proposed rezoning of Lots 646 and 3002 Bodey Street from 'Urban Development' to 'Residential R2' will create less environmental impacts due to lower scale development.

5.8 Planning Justification

The planning justification for the Amendment is summarised below in Table 1:

Table 1 – Summarised Planning Justification				
Strategic	Land Use Planning	Environment, Landscape and Heritage	Transport and Servicing	Economic and Community
The Amendment is consistent with the State, regional and local planning framework including that it promotes a range of residential development. Future development will reinforce Pingelly as the key centre within the Shire of Pingelly.	The sites are well located for proposed recoding and rezoning including they are compatible with adjoining and nearby uses.	The sites contain minimal environmental assets and will not create adverse environmental impacts.	Traffic impacts can be readily accommodated on local or State roads. Car parking can be contained on-site.	It will promote job creation by supporting the development of Pingelly. The proposal will assist in enhancing Pingelly as a district centre.
	The sites are suitable and capable for proposed development. Development will be effectively controlled through LPS3 provisions.	The sites have manageable bushfire risks. There are minimal landscape impacts.	The sites are near the Pingelly town centre and other facilities. There are accordingly various opportunities to promote walking and cycling to/from the site given it is close to the town centre and other facilities. The sites are appropriately serviced.	The proposal will assist to enhance Pingelly through adding to its overall viability, vitality and prosperity and adding to the range of services that can be provided.

5.6 Greater Range of Housing Choice

The Amendment proposes to recode a number of properties already zoned Residential. This will assist to facilitate additional housing land and the potential for a different choice for those people who are considering moving or investing in Pingelly. The provision of a variety of lot sizes and housing types, that increasingly cater to the housing needs of the community, is consistent with the planning framework and assists to support local facilities and services.

5.7 Supporting the Local Economy

As previously outlined, the Amendment is consistent with the planning framework. Approval and implementation of the Amendment will assist to encourage investment and development on various sites. This includes removing the planning impediment to prepare a structure plan for Lots 646 and 3002 Bodey Street which is currently zoned 'Urban Development'.

The Amendment will have various economic benefits. This includes it will support local employment through housing construction, assist in a more sustainable local economy and it will add to Pingelly's overall viability, vitality and prosperity.

In view of the above, the Amendment is consistent with the planning framework and the principles of orderly and proper planning.

6. CONCLUSION

This report confirms that the Amendment to recode various properties zoned Residential plus rezone three other lots are consistent with the planning framework and the sites are suitable to accommodate the proposed development.

The support of the WAPC and the approval of the Hon. Minister for Planning are requested.

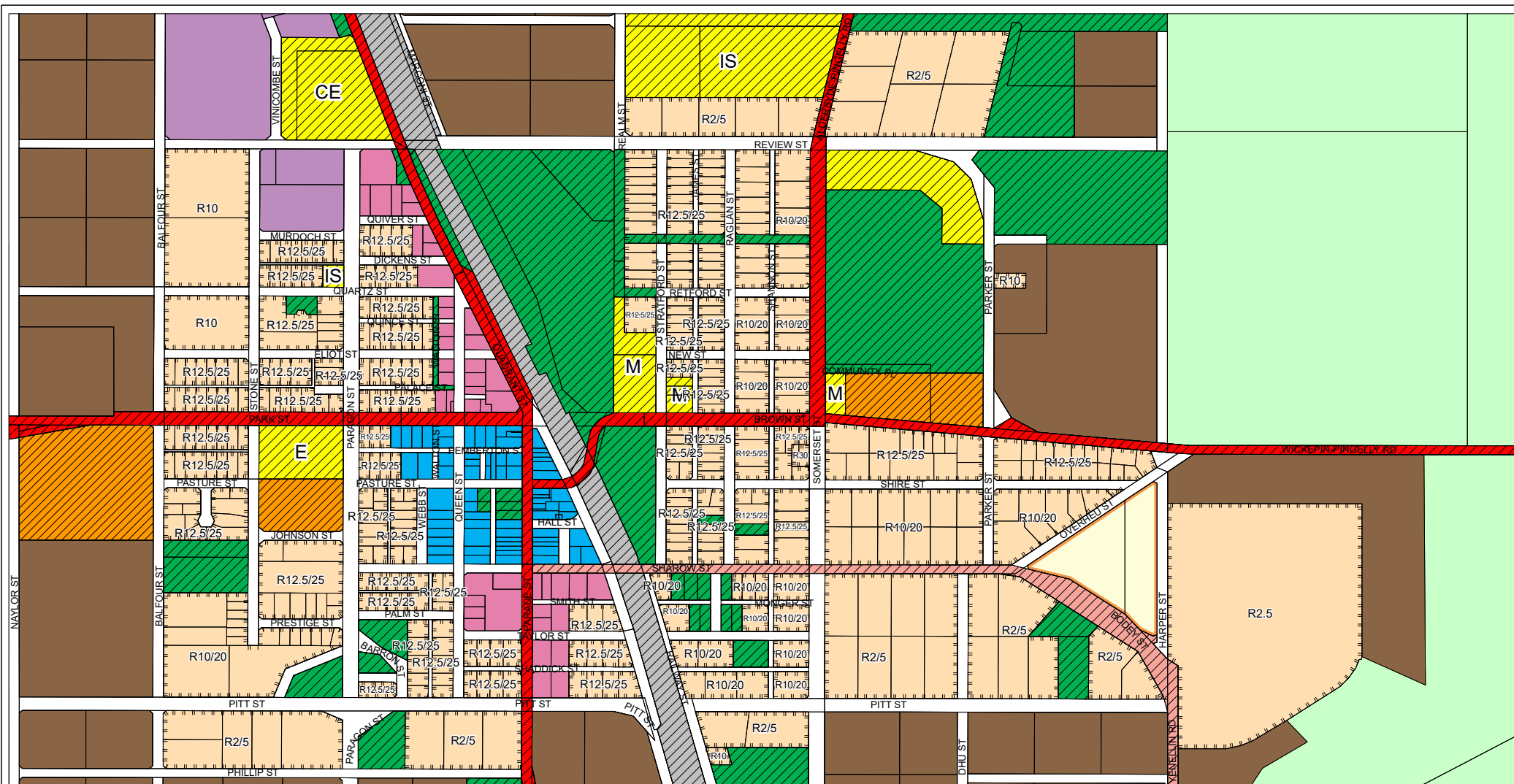
PLANNING AND DEVELOPMENT ACT 2005
SHIRE OF PINGELLY LOCAL PLANNING SCHEME No. 3
AMENDMENT No. 10

RESOLVED that the local government pursuant to Section 75 of the *Planning and Development Act 2005*, amends the above Local Planning Scheme by:

1. Recoding various Residential zoned properties as outlined on the Proposed Scheme Amendment Map.
2. Rezoning the western section of Lot 510 Stone Street, Pingelly from 'Residential R12.5/25' to 'Public Open Space Reserve' and the eastern section of Lot 510 Stone Street, Pingelly from 'Public Open Space Reserve' to 'Residential 12.5/25' zone.
3. Rezoning Reserve 9675 (Lot 3002) Bodey Street, Pingelly and Reserve 13582 (Lot 646) Bodey Street, Pingelly from 'Urban Development' zone to 'Residential R2' zone.
4. Amending the Scheme Map accordingly.

Determines Amendment No. 10 is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

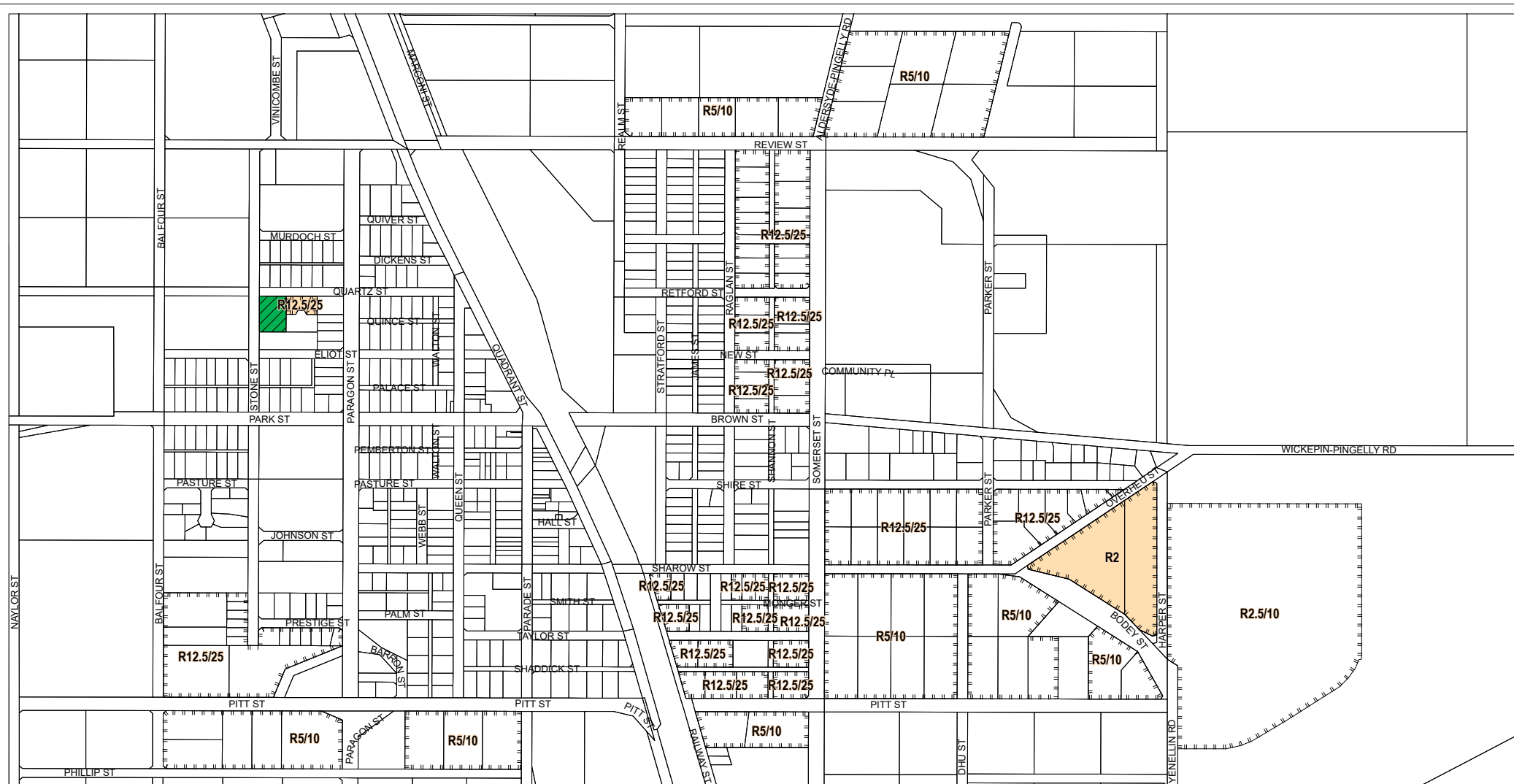
- (a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- (e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- (g) any other amendment that is not a complex or basic amendment.



EXISTING SCHEME MAP

Legend

	Cadastral		Mixed use		Rural residential		Local road		Railways		Education
	LPS R Codes		Commercial		Urban development		Primary distributor road		Public purposes		Infrastructure Services
			General industry		Rural		Public open space		Cemetery		Medical Services
							Civic and community				
							Local distributor road				



PROPOSED SCHEME AMENDMENT MAP

Legend

-  Cadastre
-  R Codes Amendments

LPS Zones and Reserves Amendments

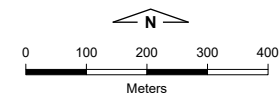
-  Public open space
-  Residential

Shire of Pingelly

Local Planning Scheme No. 3

320

Amendment No. 10



COUNCIL ADOPTION

This Standard Amendment was adopted and advertised by resolution of the Council of the Shire of Pingelly at the Ordinary Meeting of the Council held on the

.....
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 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:

.....
PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
DELEGATED UNDER S.16 OF
THE PLANNING AND DEVELOPMENT ACT 2005

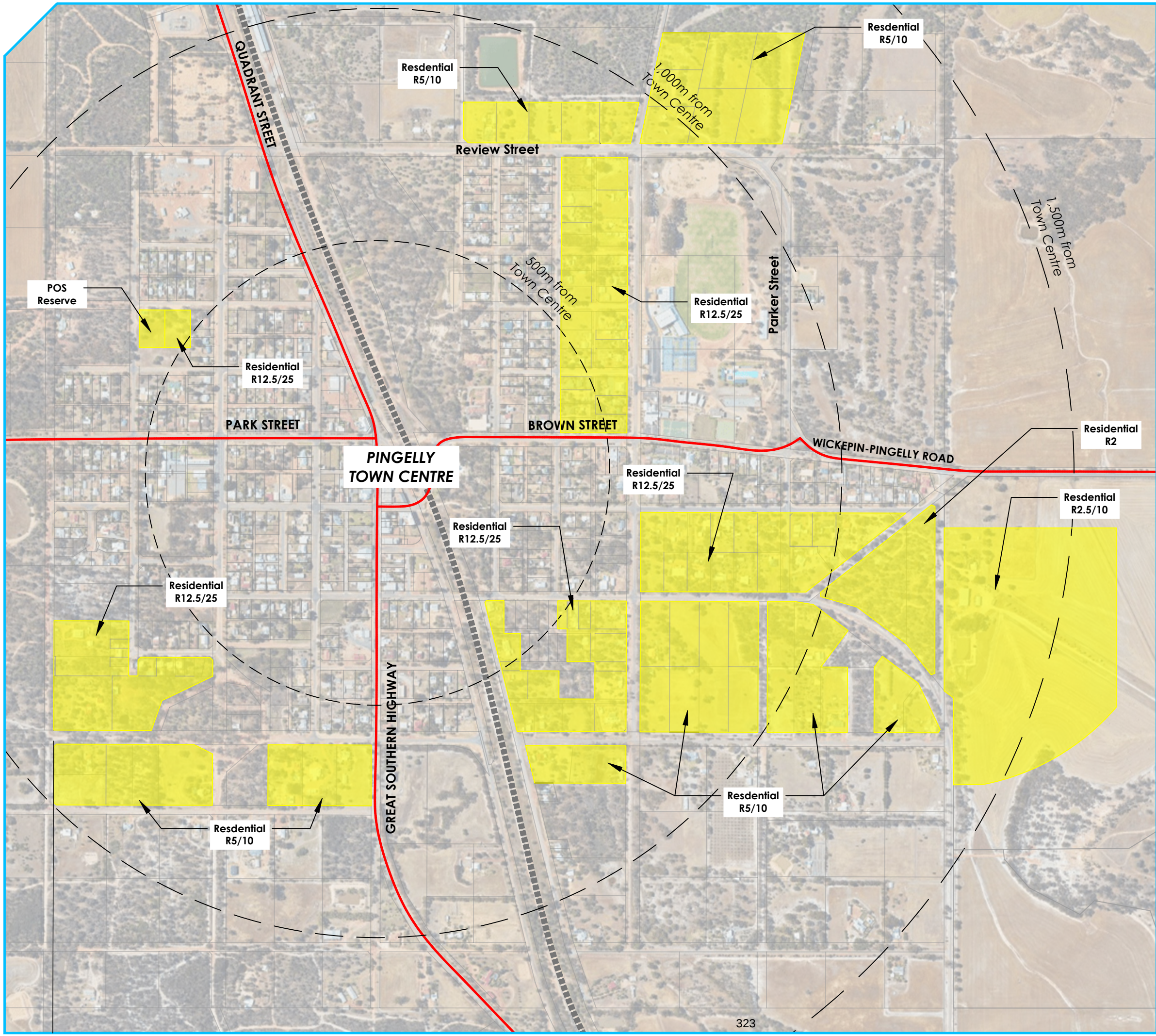
DATE.....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....

ATTACHMENT 1



LOCATION PLAN

Local Planning Scheme No. 3
Amendment No. 10
Pingelly Townsite

LEGEND

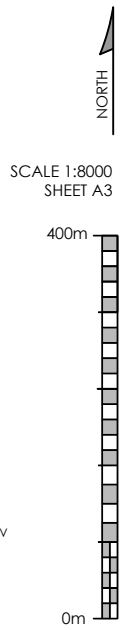
- Lot Boundary
- Major Road
- Railway
- Recoded Areas

E	SITE REMOVAL	260316
D	REZONING	260224
C	MINOR MODS	250901
B	FOCUS FROM 1.5KM TO 1KM	250827
A	LOCATION PLAN	221128
REV	DESCRIPTION	YYMMDD

edge
PLANNING & PROPERTY
Edge Planning & Property
134 Hare Street, Mount Clarence
ALBANY WA 6330
E: steve@edgeplanning.com.au
M: 0409 107 336

DRAWING NUMBER
EP 221010 01
REV
E

Issued for design intent only.
All areas and dimensions are
subject to detail design + survey.



ATTACHMENT 2



17. ELECTED MEMBERS MOTIONS WITH PREVIOUS NOTICE

Nil

18. NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

Nil

19. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

Shire President advises Council that the officer has withdrawn this confidential item.

20. CLOSURE OF MEETING

The Chairman declared the meeting closed at 3.59pm.

These minutes were confirmed by Council at the
Ordinary Council Meeting held on

17/6/2026

Signed

J. McBarrack

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