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# Council Minutes

Shire of Pingelly

Ordinary Council Meeting

15 May 2024

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

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman declared the meeting open at 2.06pm.

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

**3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

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

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

**MEMBERS PRESENT**

Cr J McBurney	President
Cr P Wood	Deputy President
Cr B Hotham	
Cr P Narducci	
Cr K Singh	
Cr A Trethewey	

**APPROVED LEAVE OF ABSENCE / APOLOGIES**

Nil

**STAFF IN ATTENDANCE**

Mr Andrew Dover	Chief Executive Officer
Mr Mike Hudson	Executive Manager Works
Mrs Zoe Macdonald	Executive Manager Corporate Services
Mrs Storm Nyssen	Governance and Executive Officer

**GUESTS**

**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**6. PUBLIC QUESTION TIME**

Nil



## **7. APPLICATIONS FOR LEAVE OF ABSENCE**

**Voting Requirements:**

Simple Majority

**13423 Deputy Peter Wood moved, Cr Peter Narducci seconded**

**That Council grant Cr Cheney absence for the Ordinary Council Meeting dated 15 May 2024.**

**Carried Unanimously 6 votes to 0**

<b>For:</b>	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
<b>Against:</b>	Nil

**Voting Requirements:**

Simple Majority

**13424 Deputy Peter Wood moved, Cr Bryan Hotham seconded**

**That Council grant Cr Singh absence for the Ordinary Council Meeting dated 12 June 2024**

**Carried Unanimously 6 votes to 0**

<b>For:</b>	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
<b>Against:</b>	Nil

## **8. DISCLOSURES OF INTEREST**

Nil

## **9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **9.1. Ordinary Council Meeting - 17 April 2024**

#### **Statutory Environment:**

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

#### **Voting Requirements:**

Simple Majority

**13425 Cr Angela Tretheway moved, Cr Bryan Hotham seconded**

**That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 17 April 2024 be confirmed.**

**Carried Unanimously 6 votes to 0**

<b>For:</b>	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
<b>Against:</b>	Nil

## **10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

## **11. ITEMS BOUGHT FORWARD DUE TO PERSONS ATTENDING**

Nil

## **12. REPORTS OF COMMITTEES**

### **12.1. Reports of Committees of Council**

- |                                    |   |
|------------------------------------|---|
| • Audit & Risk Committee           | Full Council  |
| • Bush Fire Advisory Committee     | Member – Cr Narducci<br>Deputy – Cr Hotham  |
| • CEO Performance Review Committee | Member – Shire President<br>Member – Deputy President<br>Member – Cr Cheney<br>Member – Cr Hotham |

### **12.2. Reports of Council Delegates on External Committee**

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

### **13. REPORTS OF COUNCILLORS**

#### **13.1. Cr Jackie McBurney (President)**

##### **APRIL**

24<sup>th</sup> ANZAC Service at Pingelly Primary School  
24<sup>th</sup> President Deputy CEO Regular Meeting  
25<sup>th</sup> ANZAC Day Dawn Service – Pingelly  
25<sup>th</sup> ANZAC Day Memorial Service – Pingelly  
27<sup>th</sup> Pingelly Heritage Festival, Pioneer Park  
30<sup>th</sup> Bendigo Bank Board meeting

##### **MAY**

1<sup>st</sup> CEO and President Planning approval meeting  
2<sup>nd</sup> – 6<sup>th</sup> Tidy Towns National Competition representation, Gascoyne Junction  
8<sup>th</sup> Opening of the Staying in Place Expo, Pingelly  
9<sup>th</sup> President, Deputy, CEO Regular meeting, via Teams  
15<sup>th</sup> CEO Performance Review – Initial Meeting  
15<sup>th</sup> Ordinary Council Meeting  
15<sup>th</sup> PRACC Board Meeting

#### **13.2. Memorials**

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

- Council pays their respects to the family and friends of Geoffrey Charles Matthews. Geoffrey Matthews was a well known Wheatbelt realtor, with his own Business Matthews Realty. Mr Matthews was born in Pingelly Hospital, attended school in Pingelly and has a long deep connection to Pingelly.

#### **13.3. Celebrations**

- Congratulation's to Pingelly Somerset Alliance for winning the National Keep Australia Beautiful Tidy Towns Award for Community Health and Well Being. The Virtual Village is very deserving of this Award. Thank you for all that you do for our community.
- Recognition and congratulation's to Pingelly Somerset Alliance and the Pingelly CRC for the Pingelly Village Expo, Staying in Place. It was a brilliant and successful Expo. Well done.
- The Shire of Pingelly have nominated the Pingelly Somerset Alliance Virtual Village for the Hester Awards. Good luck.

## **14. OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **14.1. Policy Manual Bi-Annual Review 2024**

<b>File Reference:</b>	<b>ADM0487</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	1. Shire of Pingelly Policy Manual 2024 [14.1.1 - 184 pages]
<b>Previous Reference:</b>	<b>Resolution 13132, 18 May 2022</b>

#### **Summary**

Council is requested to endorse the review of the Shire of Pingelly Policy Manual.

#### **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 2022.

#### **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 Financial Management Systems Review (February 2024) recommended changes to several of the policies. These changes have been included in the review and marked as FMSR.

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

<b>Policy Name</b>	<b>May 2024</b>
1.1 Fixed Assets Valuation, Capitalisation and Depreciation	Align with Asset Classes in Annual Report (FMSR)
4.1 Ordinary Meetings of Council	OCM to be held the second Tuesday of the month instead of the second Wednesday
4.7 Recognition of Service	Increase the gift amount after 8 years.
4.8 Public Consultation and Communication	Minor wording changes
4.10 Councillor Training Policy	Add the requirement for Elected Members to send training courses to the GEO for recording and storage.
4.11 Attendance at Events Policy	Increase the gift register threshold in accordance with the LG Act.
5.13 Asset Management	Increase the value in the scope of the policy from \$1,000 to \$5,000 in line with the legislation.
5.14 Corporate Credit Cards	Note requirement for receipts and to report credit card

	statements to Council.
5.17 Fuel Cards	Note requirement for receipts and to report credit card statements to Council.
5.18 Pingelly Industry Attraction Programme	Give the CEO delegation to approve Business Planning Fund grants.
5.19 Early and Reliable Rates Incentive Sponsorship Policy	Rename to 'Rates Incentive Sponsorship Policy'
6.7 Harvest and Vehicle Movement	Update policy to reflect current practice. Remove appointment of Fire Weather Officers as this is covered by Policy 6.4
6.12 Permits to Burn – Public Holidays and Sundays	Reworded policy to simplify it with the same effect.
7.6 Property Leased to Community Groups	Note that leases are considered disposal of property under the Local Government Act.
7.9 Grazing of Reserves and Road Reserves	Include delegation for the Executive Manger Works to authorise grazing in reserves
7.11 Museum Policy Management	Add in the definition of 'accessioning' and clearly define when items will be accessioned and when a Council resolution is required for their accessioning.
10.8 Gratuity Payments to Employees	Increase maximum yearly payment of gratuity.
12.4 Private works	Exclude the bushfire mitigation works.
12.7 Rural Driveways – Grading	Introduce a maximum of 500m free grading.

In addition to these changes, the following policies have been changed significantly or are deleted:

Policy Name	May 2024
3.8 Swimming Pool Season 3.9 Swimming Pool Supervision	Merge these two policies into 3.8 Swimming Pool.
4.4 Council Dinner	Delete policy as this can be within the discretion of the CEO and President.
5.5 Donations	This is to be removed as it should be a procedure rather than a Policy (FMSR).
5.9 Advances to Community Organisations	This is to be removed as it is to be considered on application to Council (FMSR).
6.4 Annual Bushfire Advisory Committee Meeting 6.5 Fire Control Officers Appointment 6.6 Fire Control Officers Training	Merge these three policies into 6.4 Bushfire Advisory Committee Meetings Note that FCOs are required to complete training within a required period and will not be reappointed without this training. Increase the period since dual fire control officers have their training to 10 years to align with the Shire of Pingelly's FCOs. Add relevant legislation.
6.9 Use of Shire Vehicles on Harvest Ban days	Rename to include all plant and equipment. Provide for a more flexible approach through a risk assessment.
7.10 Permit Vehicle Movement Approval	Delete as no longer required.
7.14 Social Media and Communication	Modify to include employees.
10.7 Shire Housing – Water Usage 10.18 Shire Housing	Merge these two policies into 10.18 Staff Housing.
10.12 Noise Hazards in the Workplace	Delete as covered under the WHS Act
12.10 Annual Townsite Clean Up	Replace with Townsite Bulk Waste Collection name and provisions.

12.17 Road Name Sign Design	Remove the requirement for sign posts to be powder coated.
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During staff's review of the Policy Manual, several policies have been identified for significant change which requires further input from Council. These have been included unchanged in the Policy Manual and will be reviewed progressively throughout the year. These identified policies are:

Policy Name	May 2024
7.13 CCTV	For comprehensive review
12.20 Verge Treatments	Review and include explanatory diagrams

### 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

### Risk Framework

<b>Risk:</b>	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.		
<b>Consequence Theme:</b>	Reputational	<b>Impact:</b>	Moderate
<b>Consequence:</b>	Public Embarrassment, moderate impact, low or moderate news profile		
<b>Likelihood Rating:</b>	Unlikely	<b>Risk Matrix:</b>	Medium (6)
<b>Action Plan:</b>	Risk is acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.		

### Voting Requirements:

Absolute Majority

**#13426 Cr Peter Narducci moved, Cr Bryan Hotham seconded**

**That Council endorse the attached Policy Manual as amended.**

**Carried Unanimously 6 votes to 0**

<b>For:</b>	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
<b>Against:</b>	Nil



**SHIRE OF PINGELLY**

# **POLICY MANUAL**

**May 2024**



## 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
7.2--	Council Awards	Changed award types and process	20 July 2022
7.6--	Property Leased to Community Groups	Title change and clarification	18 August 2022
10.18-	Staff Housing	Condensed	18 August 2022
5.7--	Rates Recovery	Amended para 4.1--	21 September 2022
5.18	Pingelly Industry Attraction Programme	New Policy	21 September 2022
7.18	Pingelly Primary School Policy	New Policy	14 December 2022
5.19	Early and Reliable Rates Incentive Sponsorship Policy	Amended	19 April 2023
5.15	Community & Events Grant	Amended	19 July 2023
6.14	Use of Fire Fighting Appliances	New Policy	18 October 2023
7.19	Walk of Fame	New Policy	12 December 2023
6.13	Bush Fire Brigade Training	Amended	21 February 2024
3.11	Town Hall Usage	New Policy	20 March 2024
8.6	Minimum Access Standards	New Policy	17 April 2024

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# 1. **Accounting**

## Council Policy



### 1.1 Fixed Assets Valuation, Capitalisation and Depreciation

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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 – <del>non-specialised</del>	_____	<del>5-650</del> years
<del>Buildings – specialised</del>	_____	<del>5-50</del> years
Furniture and Equipment	_____	1–10 years
Plant and Equipment	_____	2-50 Years
Sealed roads and streets		
• <del>(Subgrade and Formation)</del>	_____	not depreciated
• <del>Construction/road base Bituminous and asphalt (Pavement)</del>	_____	<del>50-80</del> years
• <del>Seal (bituminous and asphalt)</del>	_____	<del>15-80</del> years
• <del>Seal (bituminous and asphalt)</del>	_____	<del>2-24</del> years
Gravel roads		
• <del>clearing and earthworks</del>	_____	not depreciated
• <del>(Subgrade and Formation)</del>	_____	not depreciated
• <del>Construction/road base (Pavement)</del>	_____	<del>15-80</del> years
Formed roads (unsealed)		
(Subgrade and Formation)	_____	not depreciated
construction/road base (Pavement)	_____	15-80 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

<u>Drainage (Storm Water Channels)</u>	<u>8-100 years</u>
<u>Right of Use (Plant and Equipment)</u>	<u>Remaining lease term</u>

- 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

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



## Council Policy

### 1.2 Related Party Disclosures

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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 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**

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

## **2. Administration**



## **Council Policy**

### **2.1 Policy Manual**

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#### **1. PURPOSE**

- 1.1 The purpose of this Policy is 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 absolutemajority 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**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	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



## **Council Policy**

### **2.6 Legal Advice**

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#### **1. PURPOSE**

1.1 The purpose of this Policy is 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**

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



## Council Policy

### 2.7 Risk Management

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

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





## Council Policy

### 2.8 Misconduct, Fraud and Corruption

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#### 1. PURPOSE

- 1.1. The purpose of this Policy is 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**

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

## **3. Community**



## Council Policy

### 3.1 Community Use of Council Buildings

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

[N\Council Policy 3.11 Use of the Town Hall](#)

#### 6. REVIEW DETAILS

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



## Council Policy

### 3.8 Swimming Pool ~~Season~~

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

N/A

#### 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.
- 4.14.3 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.

#### 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



**Council Policy**

**3.9 Swimming Pool Supervision**

**1. PURPOSE**

1.1 The purpose of this Policy is to ensure appropriate supervision is maintained at the Shire of Pingelly Swimming Pool.

**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 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.

**5. RELATED DOCUMENTATION / LEGISLATION**

Nil

**6. REVIEW DETAILS**

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



## Council Policy

### 3.10 Caravan Park - Pets

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

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



## Council Policy

### 3.11 Town Hall Usage

#### 1. PURPOSE

- 1.1 The purpose of this policy is to guide the multi-use of the Town Hall and minimise any disagreement between the various users of the building.

#### 2. SCOPE

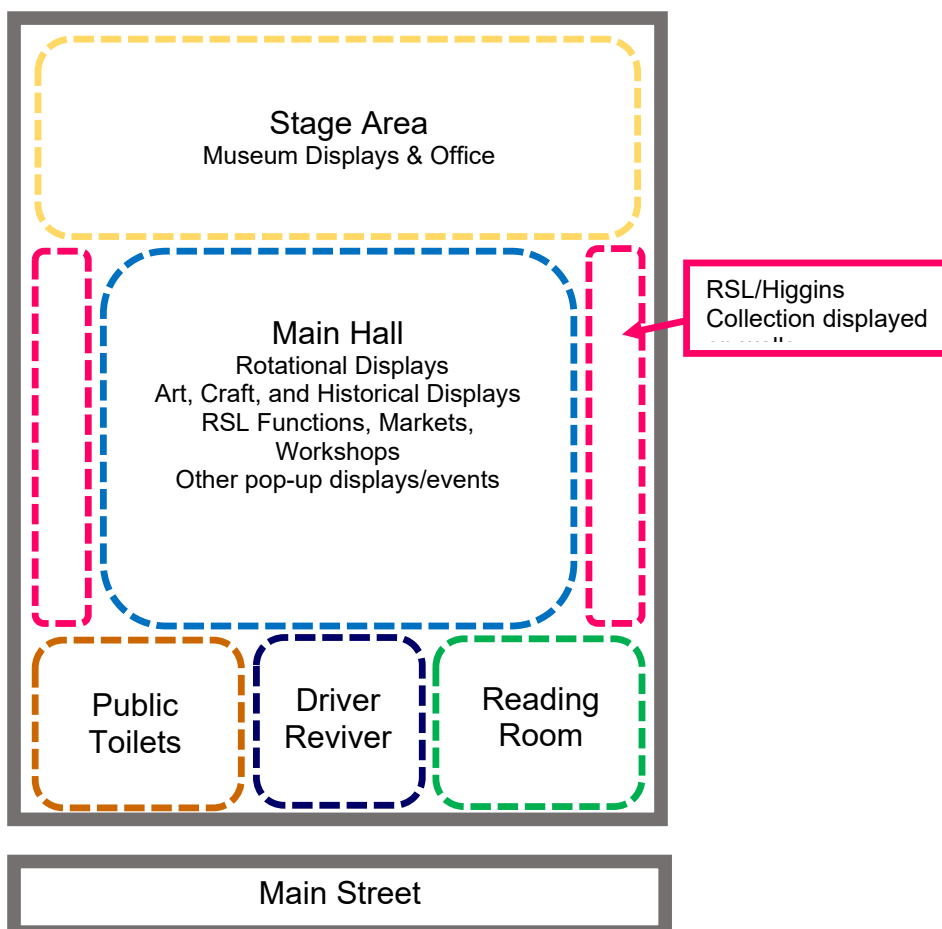
- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

#### 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 GEOCHIEF 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 GEOCHIEF 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 GEOCHIEF 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 GEOCHIEF 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 GEOCHIEF 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**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	20 March 2024, 15 May 2024

## **4. Elected Members**



## Council Policy

### 4.1 Ordinary Meetings of Council

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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 ~~Wednesday~~ Tuesday of the month. No Ordinary Meeting of Council will be held in January.

#### 5. RELATED DOCUMENTATION / LEGISLATION

Nil

#### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	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



## **Council Policy**

### **4.4 Council Dinner**

#### **1. PURPOSE**

- 1.1 The purpose of this Policy is to clarify the attendees of the post-election dinner, if 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 Following any election Council may host a dinner with invitations being extended to (together with their partners):

- 4.1.1 Councillors;
- 4.1.2 Chief Executive Officer and Senior Staff;
- 4.1.3 Immediate past Councillors; and
- 4.1.4 Others as determined by the President.

#### **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

#### **6. REVIEW DETAILS**

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



## **Council Policy**

### **4.5 Conference and Meeting Expenses**

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#### **1. PURPOSE**

- 1.1 The purpose of this Policy is 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:

- 4.1.1 Fees;
- 4.1.2 Travel; and
- 4.1.3 Councillor's accommodation, meals and other incidentals with these expenses.

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

#### **5 RELATED DOCUMENTATION / LEGISLATION**

Nil

#### **6 REVIEW DETAILS**

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



## Council Policy

### 4.7 Recognition of Service

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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 \$5200 and \$100-250 for every additional 4 years of service.

#### 5. RELATED DOCUMENTATION / LEGISLATION

Nil

#### 6. REVIEW DETAILS

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



## Council Policy

### 4.8 Public Consultation and Communication

#### 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the processes for consultation and communication.

#### 2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly, ~~and~~ 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 ~~program~~ 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, ~~and Occupational Safety and Health Regulations 1996.~~

4.5

#### 5. RELATED DOCUMENTATION / LEGISLATION

*Local Government Act 1995*

*Work Health and Safety Act 2020*

~~*Occupational Safety and Health Regulations 1996*~~

*AS/NZS 4360: 2004 Risk Management*

*Shire of Pingelly Communication Plan*

#### 6. REVIEW DETAILS

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





## **Council Policy**

### **4.9 Chamber Seating Order**

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#### **1. PURPOSE**

- 1.1 The purpose of this Policy is 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**

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



## Council Policy

### 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~~ ~~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.

~~4.7~~

### 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

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



## Council Policy

### 4.11 Attendance at Events Policy

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#### 1. PURPOSE

- 1.1 The purpose of this policy is 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 \$~~100~~ 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.
- 4.4.5 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.
- 4.54.6 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.

#### 4.6.4.7 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 **CEO Chief Executive Officer**) if the discount or free value is greater than \$300 for Elected Members and the **CEO Chief Executive Officer**.

#### 4.7.4.8 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 / Offers 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**

<b>Review Frequency</b>	Bi-Annually
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<b>Council Adoption</b>	19 February 2020, 15 July 2020, 18 May 2022, 15 May 2024
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## **5. Finance**





## **Council Policy**

### **5.1 Bank Account Signatories and Payments**

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#### **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 Corporate Services, Executive Manager Works, and Senior Finance Officer.

#### **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

#### **6. REVIEW DETAILS**

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



## **Council Policy**

### **5.2 Investment of Surplus Funds**

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#### **1. PURPOSE**

- 1.1 The purpose of this Policy is 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

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



## **Council Policy**

### **5.5 Donations**

#### **1. PURPOSE**

1.1 The purpose of this Policy is to clarify the Council's process around donations.

#### **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 may sponsor members of the community or provide financial assistance to community organisations for the provision of services that are of benefit to the community.

4.2 Requests for financial assistance are to be in writing for consideration by Council through the Council meeting process.

#### **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

#### **6. REVIEW DETAILS**

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



## Council Policy

### 5.6 Sundry Debtors Recovery

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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 is authorised to give 14 days' notice of intent to commence legal action and institute recovery proceedings.

#### 5. RELATED DOCUMENTATION / LEGISLATION

*Rates and Charges Act 1992*

#### 6. REVIEW DETAILS

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



## **Council Policy**

### **5.7 Rates Recovery**

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#### **1. PURPOSE**

- 1.1 The purpose of this Policy is 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**

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



## **Council Policy**

### **5.8 Self Supporting Loans**

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#### **1. PURPOSE**

- 1.1 The purpose of this Policy is 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**

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





**Council Policy**

**5.9 Advances to Community Organisations**

**1. PURPOSE**

1.1 The purpose of this Policy is to clarify the process of granting advances to community organisations.

**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 may agree to provide bridging or temporary finance for a community organisation, or to guarantee commitments made by the organisation.

4.2 Council may charge interest until the debt is completely repaid, at the current bank overdraft rate plus 0.5%.

4.3 Council may ask for the latest financial statements of the organisation.

**5. RELATED DOCUMENTATION / LEGISLATION**

Nil

**6. REVIEW DETAILS**

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



## Council Policy

### 5.10 Pensioner and Seniors Concessions on Non-Residential Properties

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

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



## Council Policy

### 5.11 Purchasing Policy

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#### 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 formoney, 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 theShire 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 consequentiallyreduced 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 contractperiod (including options to extend) is, or is expected to be:

Amended Amount of Purchase	Policy 5.11
<b>Less than \$3,000</b>	Professional discretion of market in accordance with the objective of this Purchasing Policy.
<b>\$3,001 to \$15,000</b>	Seek at least two verbal quotes where practical.
<b>\$15,001 to \$50,000</b>	Seek at least two written quotations.

<b>\$50,001 to \$70,000</b>	Seek at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
<b>\$70,001 - \$249,999</b>	Seek at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
<b>\$250,000 and above</b>	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.

<b>Officer</b>	<b>Order Limit (\$)</b>
<b>Chief Executive Officer</b>	Unlimited
<b>Executive Manager Corporate Services</b>	\$50,000
<b>Executive Manager Works</b>	\$50,000

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**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	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



## **Council Policy**

### **5.12 Minimum Rate Assessments on Shire Boundary**

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#### **1. PURPOSE**

- 1.1 The purpose of this Policy is 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 affected 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**

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



## Council Policy

### 5.13 Asset Management

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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 \$45,000, 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 LTFFP.
- 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

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



## Council Policy

### 5.14 Corporate Credit Cards

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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.
- 4.5 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

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



## Council Policy

### 5.15 Community & Events Grants

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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
- 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. Applications must be from an eligible organisation and be for no more than \$5,000 in any single financial year. 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. 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.

4.2 For applications to proceed to assessment they must:

- 4.2.1 Be lodged on time;
- 4.2.2 Be submitted on the appropriate form;
- 4.2.3 Include the required information, including insurance and financial details;
- 4.2.4 Include agreement from the applicant to acknowledge the Shire if funding is successful;
- 4.2.5 Ensure the applicant demonstrates its ability to manage the project;
- 4.2.6 Not be due to commence until after the notification date.

4.2 Applications will be assessed according to:

- 4.3.1 The level of community benefit;
- 4.3.2 The level to which it addresses an evidenced need;
- 4.3.3 Long term sustainability;
- 4.3.4 Appropriateness of the project financial statement;
- 4.3.5 Partnerships, collaborations, community engagement and involvement or other funding sources that have been secured;
- 4.3.6 Capacity to deliver the project.

4.4 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:

- 4.4.1 Encourage tourism and increase visitation
- 4.4.2 Activate local businesses and main streets
- 4.4.3 Improve, conserve and promote heritage

4.6 Some projects, either in their entirety or elements of the project may not be eligible for funding. They are:

- 4.5.1 Projects that have already commenced;
- 4.5.2 Recurrent maintenance or operating costs;
- 4.5.3 Projects that are considered to be private, commercial, individual or state government core responsibility;
- 4.5.4 Elements that may be considered offensive;
- 4.5.6 Fundraising, political or loan repayments.

4.6 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;

4.7 Council reserves the right to request copies of quotes or audited financial information;

4.8 It may be appropriate to redirect applicants to more appropriate sources of funding prior to considering the project funding application;

4.84.9 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 safe guard the project outcomes. Conditions will also include the need 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**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 May 2017, 19 July 2017, 18 July 2018, 18 March 2020, 15 July 2020, 18 May 2022, 19 July 2023, 15 May 2024





## Council Policy

### 5.16 Sponsorship Policy

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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.
- 4.7 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.
- 4.8 All Sponsorship Proposals must be appropriately documented outlining the benefits accruing to any potential sponsor and shall contain the following information:

- 4.8.1 Type of event or asset;
  - 4.8.2 Amount/type of sponsorship;
  - 4.8.3 Sponsor's details;
  - 4.8.4 Responsibilities of the Shire;
  - 4.8.5 Conditions of the sponsorship, inc. any requirements – location, timing, expectations; and
  - 4.8.6 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.
- [4.94.10](#) 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

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	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 benefit to be received by the Sponsor should correspond with the level of benefit which is received by the Shire from the Sponsor.



## Council Policy

### 5.17 Fuel Cards

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#### 1. PURPOSE

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

#### 2. SCOPE

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

#### 3. DEFINITIONS

- 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.**

4.3.4 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

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



## Council Policy

### 5.18 Pingelly Industry Attraction Programme

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#### 6. PURPOSE

- 6.1 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.
- 6.2 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.

#### 7. SCOPE

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

#### 8. DEFINITIONS

- 8.1 **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.
- 8.2 **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.
- 8.3 **FTE** means Full Time Equivalent employee calculated on the basis of 38 hours per week.
- 8.4 **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.
- 8.5 **RTO** means Registered Training Organisation registered through the Training Accreditation Council of Western Australia.
- 8.6 **Shire** means the Shire of Pingelly
- 8.7 **Town Centre** refers to the any area zoned Town Centre Zone in the current Pingelly Town Planning Programme

#### 9. POLICY STATEMENT

##### Pingelly Industry Attraction Programme:

- 9.1 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.

- 9.2 The Pingelly Industry Attraction Programme is divided into two funding categories:
- 9.2.1 **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.
  - 9.2.2 **Business Planning Fund** – 80% of eligible costs up to a maximum of \$4,000 for the purposes of employing consultancy services to develop business plans, viability and market assessments, or engineering solutions where necessary or required for the nature of the business or industry proposal.
- 9.3 All funding categories are open indefinitely.
- 9.4 Retrospective applications will not be accepted.
- 9.5 To be eligible, an applicant must:
- 9.5.1 be a legal entity capable of entering into a legally binding and enforceable Grant Agreement with the Shire;
  - 9.5.2 have an Australian Company Number (ACN), or an Australian Business Number (ABN) and be solvent (if existing businesses); and
  - 9.5.3 have an account with an authorised deposit-taking institution (an Australian financial institution or bank) registered with Australian Prudential Regulation Authority.
- 9.6 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:
- 9.6.1 specific conditions to be met prior to any release of funding;
  - 9.6.2 reporting requirements and any expected frequency;
  - 9.6.3 financial audit requirements on the expenditure of funding;
  - 9.6.4 demonstrate evidence of increased employment;
  - 9.6.5 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:**

- 9.7 Applications for this fund are by invitation only following the preparation of a suitable Business Plan and discussions with Shire staff.
- 9.8 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.
- 9.9 All applications must include or demonstrate the following:
- 9.9.1 a current Business Plan;
  - 9.9.2 show evidence of planning for increased employment opportunities within the Shire;

- 9.9.3 demonstrate evidence of current solvency (if existing businesses),
  - 9.9.4 include details required funding assistance, its use, and be able to demonstrate matched funding or contributions, including any funds leveraged from other sources; and
  - 9.9.5 demonstrate that the funding is necessary or is a major contributing factor to the decision for the business to be undertaken in Pingelly.
- 9.10 Eligible funded activities include:
- 9.10.1 costs associated with the establishment or expansion of a business to the Shire of Pingelly
  - 9.10.2 training of staff through an RTO.
- 9.11 Funding exclusions:
- 9.11.1 purchase of land or bond contributions;
  - 9.11.2 relocation of an existing business already located within the Shire of Pingelly without expansion to carry out existing operations;
  - 9.11.3 any staffing costs or expenses, excluding training;
  - 9.11.4 any retrospective costs;
  - 9.11.5 any financial liabilities or debt reduction;
  - 9.11.6 any activities undertaken in the normal course of business.
- 9.12 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:**

- 9.13 This fund is open for applications from individuals and businesses following discussions with Shire staff relating to:
- 9.13.1 the details on the proposal,
  - 9.13.2 capacity to carry or pursue the business if successful, for example work history or experience operating a similar business etc.,
  - 9.13.3 demonstrate potential for increased employment opportunities within the Shire;
  - 9.13.4 evidence of current solvency (if existing business),
  - 9.13.5 at least one quotation from a qualified consultant for what purpose you intend to utilise the funding,
  - 9.13.6 demonstrate that the business activity will take place in Pingelly.
- 9.14 Shire staff to document discussions to prepare an agenda item for the Chief Executive Officer Council.
- 9.15 The Chief Executive Officer Council 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 Council 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 Council as being of value to the economy or community.
- 9.16 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."*
- 9.17 The Chief Executive Officer has delegation to approve Business Planning Grants in accordance with this policy.

10. RELATED DOCUMENTATION / LEGISLATION

Nil

11. REVIEW DETAILS

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

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## Council Policy

### 5.19 ~~Early and Reliable~~ Rates Incentive Sponsorship Policy

#### 12. PURPOSE

- 12.1 The purpose of this Policy is to provide a consistent and fair approach to the Early and Reliable Rates Incentive Sponsorship.

#### 13. SCOPE

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

#### 14. DEFINITIONS

- 14.1 **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.
- 14.2 **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.
- 14.3 **Sponsorship** is the purchase of the right to associate the sponsor's name, products and/or services in return for agreed benefits.

#### 15. POLICY STATEMENT

- 15.1 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.
- 15.2 Only ratepayers who have paid their rates early and in full are eligible for the Early Rates Incentive prizes.
- 15.3 The Shire also conducts a Reliable Rates Incentive prize draw including an alternative, to encourage ratepayers to pay their rates on time.
- 15.4 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.
- 15.5 The Early and Reliable Rates Incentive prizes are determined by Council at the adoption of the budget or shortly thereafter.
- 15.6 The value of Early and Reliable Rates Incentive prizes may be aligned to individual sponsors, or a combination of sponsors.
- 15.7 The Early and Reliable Rates Incentive will be funded through sponsorship from local businesses and the Shire.
- 15.8 The Shire will advertise for expressions of interest for sponsors for the Early and Reliable Rates Incentive at least every 3 years.
- 15.9 Sponsorship levels are:

Levels	Benefits	Cost
Platinum	<ul style="list-style-type: none"> <li>• Tri-folded A4 or DL flyer or business card in the envelope alongside Rates Notice</li> <li>• Short description and business contact details on Rates Notice</li> <li>• Acknowledgement and Logo on Rates Notice</li> </ul>	\$1,000
Gold	<ul style="list-style-type: none"> <li>• Business card in the envelope alongside Rates Notice</li> <li>• Short description and business contact details on Rates Notice</li> <li>• Acknowledgement and Logo on Rates Notice</li> </ul>	\$500
Silver	<ul style="list-style-type: none"> <li>• Short description and business contact details on Rates Notice</li> <li>• Acknowledgement and Logo on Rates Notice</li> </ul>	\$300
Bronze	<ul style="list-style-type: none"> <li>• Acknowledgement and Logo on Rates Notice</li> </ul>	\$200

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

**7 RELATED DOCUMENTATION / LEGISLATION**

*Shire of Pingelly Sponsorship Policy 5.16*

**8 REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	19 April 2023, 15 May 2024

## **6. Fire Control**



## Council Policy

### 6.1 Firebreaks – Installation, Inspection and Prosecution

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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](#)  
Nil

#### 6. REVIEW DETAILS

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



## Council Policy

### 6.2 Firebreaks on Road and Railway Reserves

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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](#)  
[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



## Council Policy

### 6.3 Road Verge Burning

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#### 1. PURPOSE

1.1 The purpose of this Policy is 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

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





## Council Policy

### 6.4 ~~Annual~~ 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 desirous 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~~Nil  
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



**Council Policy**

**6.5 Fire Control Officers Appointment**

**1. PURPOSE**

1.1 The purpose of this Policy is to outline the process of appointing the Chief and Deputy Chief Fire Control Officers.

**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 consider the appointments of officers recommended by the Bushfire Advisory Committee meeting at its next Ordinary Council meeting.

**5. RELATED DOCUMENTATION / LEGISLATION**

Nil

**6. REVIEW DETAILS**

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



## **Council Policy**

### **6.6 Fire Control Officers Training**

#### **1. PURPOSE**

- 1.1 The purpose of this Policy is to outline the requirements for Fire Control Officers training.

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

#### **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

#### **6. REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	19 January 2005, 21 April 2010, 20 April 2011, 17 June 2015, 17 May 2017, 15 July 2020, 18 May 2022



## Council Policy

### 6.7 Harvest and Vehicle Movement

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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 a Hotham Fire Control Officer, a Milton Fire Control Officer, and Chief Executive Officer and Deputy Chief Executive Officer are authorised to issue and lift harvest and vehicle movement bans pursuant to Section 39 of the Bush Fires Act. Following recommendation from BFAC council will appoint Fire Weather Officer to implement Harvest and Vehicle Movement Bans at their discretion.

- 4.2 The decision to initiate or lift a Harvest and Vehicle Movement Ban is to be determined by a reliable Fire Weather reading. from within the Shire of Pingelly using the Kestrel Weather Meter and the McArthur Grassland Meter Fire Danger Index. The Harvest Ban Calculation Instructions for the Kestrel Weather Meter are to be used for readings.

- 4.2  
4.3 In the event that the Fire Danger Behaviour Index reaches 32-40 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 over the whole of the Shire of Pingelly from {Day} {Date} from {Time} until further notice" — OR

- 4.5.2 "The Currently there are no 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 recorded onto the telephone hotline posted on social media, and publicised through the local media placed on the Digital Information Screen and together with an SMS sent to registered mobile telephones.

#### 5. RELATED DOCUMENTATION / LEGISLATION

Bush Fires Act 1954  
Bushfire Brigade Local Law 2023  
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



## Council Policy

### 6.8 Movement of Vehicles During Harvest Bans

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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 fire fighting 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 fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting 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 fire fighting 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*  
*Nil*

**6. REVIEW DETAILS**

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



## Council Policy

### 6.9 Use of Shire ~~Vehicles Plant and Equipment~~ on Harvest Ban Days

#### 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the use of Shire ~~vehicles 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

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

~~Risk assessments and mitigation measures must be documented prior to any work commencing. any Fire Control Officer is authorised to order the operator of any Shire plant to cease work or a particular kind of work, between times specified if, in the opinion of the Fire Control Officer, the continued operation of the plant should constitute a serious fire hazard.~~

##### ~~4.1~~

- ~~4.1 The Fire Control Officer exercising this authority shall inform the Chief Executive Officer or Manager of Works of his action.~~

#### 5. RELATED DOCUMENTATION / LEGISLATION

~~Bush Fires Act 1954~~

~~Bushfire Brigade Local Law 2023~~

~~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





## Council Policy

### 6.10 Fire Fighter Attire

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

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



## Council Policy

### 6.12 Permits to Burn ~~During– Public Holidays and Sundays~~Easter

#### 1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the process of issuing permits to burn ~~on public holidays and Sundays 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 ~~That as a matter of Policy, Fire Control Officers be instructed that within the Restricted Burning Period, Permits to Burn may not be issued on Public Holidays and Sundays with the exception of Easter falling within this period during the Easter long weekend.~~

#### 5. RELATED DOCUMENTATION / LEGISLATION

Bush Fires Act 1954  
Bushfire Brigade Local Law 2023  
Nil

#### 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



## Council Policy

### 6.13 Bush Fire Brigade Training

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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, 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



## Council Policy

### **6.14 Use of Fire Fighting Appliances**

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#### **1. PURPOSE**

- 1.1. The purpose of this Policy is to outline the requirements for individuals utilising the Shire's Fire Fighting Appliances.

#### **2. SCOPE**

- 2.1. This Policy is applicable 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, 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 3<sup>rd</sup> 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](#)

[Nil](#)

## 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 October 2023, 15 May 2024

## **7. General**



## **Council Policy**

### **7.1 Australia Day Celebrations**

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#### **1. PURPOSE**

- 1.1 The purpose of this Policy is 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**

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



## **Council Policy**

### **7.2 Council Awards**

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#### **1. PURPOSE**

- 1.1 The purpose of this Policy is 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 Volunteer of the Year
  - 4.1.2 Community Member of the Year
  - 4.1.3 Senior of the Year
  - 4.1.4 Youth 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**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	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





## Council Policy

### 7.5 Pingelly Primary School - Trophies

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

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



## Council Policy

### 7.6 Property Leased to Community Groups

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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.

4.14.2 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

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



## Council Policy

### 7.8 Political Posters

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#### 1. PURPOSE

1.1 The purpose of this Policy is 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

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



## Council Policy

### 7.9 Grazing of Reserves and Road Reserves

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

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



## **Council Policy**

### **7.10 Permit vehicle Movement Approval**

#### **1. PURPOSE**

- 1.1 The purpose of this Policy is to outline the process for permit vehicle movement approval.

#### **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 Main Roads WA is authorised to permit oversize vehicles up to 27.5m in length on all roads outside the Pingelly townsite and within the Shire of Pingelly except:

- 4.1.1 Walwalling Road SLK 2.00 to 6.18
- 4.1.2 Tutanning Road SLK 0 to 4.29 and 4.94 to 15.37
- 4.1.3 Dwarlaking Road SLK 2.0 to 6.0 and 10.12 to 12.90

- 4.2 Main Roads WA is authorised to permit oversize vehicles up to 27.5m on the townsite streets of:

- 4.2.1 Park Street from Naylor Street to Paragon Street
- 4.2.2 Paragon Street from Park Street to Review Street
- 4.2.3 Review Street from Paragon Street to Parker Street
- 4.2.4 Parker Street from Review Street to Brown Street
- 4.2.5 Aldersyde Pingelly Road from Review Street to the town boundary
- 4.2.6 Brown Street from Parker Street to Wickepin Pingelly Road
- 4.2.7 Harper Street from Brown Street to Yenellin Road and onwards to the town boundary
- 4.2.8 Vinicombe Street from Review Street to the fuel depot.

- 4.3 Information to be passed onto Main Road WA for inclusion in the Central Register.

#### **5. RELATED DOCUMENTATION / LEGISLATION**

See sketch map - \00179\2011-11-17 MRWA - Heavy Vehicle Routes.

#### **6. REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	21 April 2010, 16 November 2011, 21 March 2012 17 June 2015, 17 May 2017, 18 July 2018, 5 July 2020 18 May 2022



## Council Policy

### 7.11 Pingelly Museum Management

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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~~Acquiring 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 ~~acquire~~accession the following materials in accordance with this purpose:

##### ~~4.8~~

- 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: The Shire will not accept or acquire the following materials as part of the Pingelly Museum, although the Shire, at the discretion of Council, may accept these materials as part of a separate collection:-

- 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

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



## Council Policy

### 7.13 CCTV

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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](http://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 to 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

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



## Council Policy

### 7.14 Communications and Social Media

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#### 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;  
2.1.12.1.2 Employees of the Shire of Pingelly; and  
2.1.22.1.3 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 representative 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

- l) 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**

<b>Review Frequency</b>	<del>Three-Yearly</del> Bi-Annually
<b>Council Adoption</b>	15 July 2020, 18 May 2022, 15 May 2024





## **Council Policy**

### **7.15 Christmas Closure**

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#### **1. PURPOSE**

- 1.1 This policy is designed 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**

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



## Council Policy

### 7.17 Flag Use and Shire Office

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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;
  - 4.2.4 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

<b>Review Frequency</b>	Bi-annually
<b>Council Adoption</b>	18 May 2022, 15 May 2024



## Council Policy

### 7.18 Pingelly Primary School Policy

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

~~Local Government Act 1995~~ Nil

#### 6. REVIEW DETAILS

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



## Council Policy

### 7.19 Walk of Fame

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#### 16. PURPOSE

16.1 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.

#### 17. SCOPE

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

#### 18. DEFINITIONS

N/A

#### 19. POLICY STATEMENT

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

19.2 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.

19.3 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.

19.4 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. —

19.5 The Eligibility Criteria are:

19.5.1 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.* —

19.5.2 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.*

19.5.3 The person must have a national/international reputation.

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

19.5.5 Any other matters that Council considers relevant.

19.6 Honours may be awarded up to 5 years posthumously.

19.7 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.

19.8 The person must be present, or in the case of posthumous awards must be represented in person at the Walk of Fame Ceremony.

**9 RELATED DOCUMENTATION / LEGISLATION**

*Nil*

**10 REVIEW DETAILS**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	12 December 2023, 15 May 2024

## **8. Health and Building**



## Council Policy

### 8.5 Footpath Protection

#### 1. PURPOSE

1.1 The purpose of this Policy is—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—Chief Executive Officer or Executive Managers.

#### 5. RELATED DOCUMENTATION / LEGISLATION

Nil

#### 6. REVIEW DETAILS

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



## Council Policy

### 8.6 Minimum Access Standards

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#### 1. PURPOSE

- 1.1 The purpose of this policy is 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 the at 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

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 April 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 <b>2500mm</b> .	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 of 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 <b>3600mm</b> with an appropriate 1600mm wide x 7800mm long connecting pathway.	AS / NZS 2890.6 Cl. 2.2
	Provide directional Tactile Ground Surface Indicators (TGSi) 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 <b>900mm</b>	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 Obsolete
	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 Obsolete
	Ensure taps are easy to operate for children of each age group	AS 1428.3 Cl. 12.3 Obsolete
	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 Obsolete
	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 Obsolete

	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 hand rails 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 -1200m	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 night time 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

**I) 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 night time 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 night time 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 night time 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

## Council Policy



### 9.1 Management of Council Records

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#### 1. PURPOSE

- 1.1 The purpose of this Recordkeeping Policy is 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.

#### 5. DEFINITIONS

N/A

#### 6. 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.

### 4.2.1 RELATED DOCUMENTATION / LEGISLATION

[Freedom of Information Act 1992](#)  
[State Records Act 2000](#)  
Recordkeeping Procedures Manual

### 4.2.2 REVIEW DETAILS

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

## 10. Staff



## Council Policy

### Senior Staff Designation and 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; 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**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	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



## Council Policy

### 10.4 Corporate Uniform – Administration Staff

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

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



## Council Policy

### 10.5 Protective Clothing – Outside Staff

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

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



**Council Policy**

**10.7 Shire Housing – Water Usage**

**1. PURPOSE**

1.1 The purpose of this Policy is to outline the Shire's policy on water usage in Shire housing.

**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 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.

**5. RELATED DOCUMENTATION / LEGISLATION**

Nil

**6. REVIEW DETAILS**

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



## Council Policy

### 10.8 Gratuity Payments to Employees

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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.

- 4.3 The gratuity will be given at the discretion of the Chief Executive Officer and not exceed ~~\$25-50~~ 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



## Council Policy

### 10.9 Injury Management and Rehabilitation

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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**

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



## **Council Policy**

### **10.12 Noise Hazards in the Workplace**

#### **1. PURPOSE**

- 1.1 The purpose of this Policy is to identify and reduce all noise hazards in the workplace.

#### **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 identifying and reducing all noise hazards in the workplace. The Organisation will, so far as is practicable, ensure that noise to which a person is exposed at the workplace does not exceed the exposure standard for noise (Occupational Safety and Health Regulation 3.46), namely an exposure equivalent to 85 dB(A) for 8 hours a day or a peak noise of 140 dB(C). If there is an exposure to machinery and equipment over 85dB(A) there shall be a regularly updated and maintained "Noise Exposure (Machinery and Equipment) Register".
- 4.2 It is mandatory to refer to the "Noise Procedure" for the Management of noise in the workplace.
- 4.3 It is mandatory that everyone exposed to high noise levels at the workplace shall have a base line hearing test at time of employment and annual testing thereafter, and recorded on their personal file, which is stored in a secured location.

#### **5. RELATED DOCUMENTATION / LEGISLATION**

Nil

#### **6. REVIEW DETAILS**

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





## **Council Policy**

### **10.13 Health, Safety and Environment**

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#### **1. PURPOSE**

- 1.1 The purpose of this Policy is 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**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	15 July 2020, 18 May 2022, 15 May 2024



**Council Policy**

**10.16 Chief Executive Officer Annual Performance Review**

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**1. PURPOSE**

- 1.1 The purpose of this Policy is 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**

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

## Council Policy

### 10.18 Staff Housing



#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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.

~~4.54.6~~ 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.

~~4.64.7~~ 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.

4.74.8 A property report is to be completed by the Shire and the employee prior to the occupation and within 2 weeks of vacation.

4.84.9 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.

4.94.10 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.

4.104.11 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.

4.114.12 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.

4.124.13 Any repairs required are to be completed by the Shire or by an external contractor.

4.134.14 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.

4.144.15 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

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

## Council Policy



### 10.19 CEO Recruitment, Performance and Termination

#### 1. PURPOSE

- 1.1 The purpose of this policy is 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 ISA.
- 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 ISA 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 ISA(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	<del>Three yearly</del> Bi-annually
Council Adoption	18 May 2022, 15 May 2024

# **11. Subdivisions**

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## **12. Works, Services and Plant**



## Council Policy

### 12.2 Purchase of Road Making Materials

#### **1 PURPOSE**

- 1.1 The purpose of this Policy is to outline the Shire's Policy for road making materials.

#### **1.2 SCOPE**

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

#### **2.3 DEFINITIONS**

N/A

#### **3.4 POLICY STATEMENT**

- 3.4.1 Request permission to search for materials from the owner. Entry powers to be used only as a last resort.
- 3.4.2 Calculate approximate requirement for the project or yearly requirement of material from the proposed pit, and the expected life of the pit.
- 3.4.3 If suitable material is located, a written agreement is to be reached with the owner as to compensation for materials removed.
- 3.4.4 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.
- 3.4.5 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.
- 3.4.6 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;
- 4.7.14.6.1 Resumption of the portion of land on which the materials are located at a mutually acceptable rate; or
- 4.7.24.6.2 Payment of royalty calculated on the volume of material extracted.
- 4.7.34.6.3 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.

4.5. RELATED DOCUMENTATION / LEGISLATION

Nil

5.6. 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



## Council Policy

### 12.4 Private Works

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

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



## Council Policy

### 12.6 Crossovers

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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

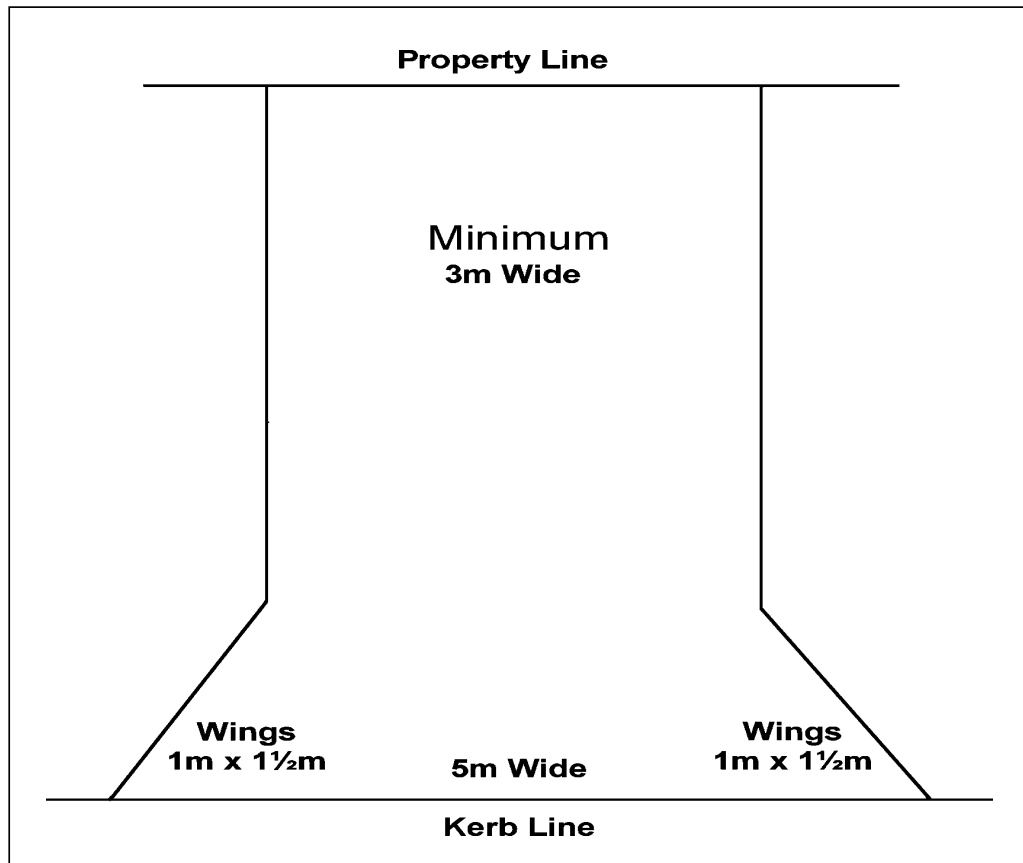
N/A

#### 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 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 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 network road 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).



*See Local Government (Uniform Local Provisions) Regulations 1996 Regs 12-16*



**5. RELATED DOCUMENTATION / LEGISLATION**

Nil

**6. REVIEW DETAILS**

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



## Council Policy

### 12.7 Rural Driveways – Grading

#### 1. PURPOSE

1.1 The purpose of this Policy is 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 **General FarmingRural** Zone may be graded once per year, free of charge up to 500m, during the course of maintenance operations, and subject to roadworks priorities.

4.14.2 Driveways greater than 500m will be considered private works.

#### 5. RELATED DOCUMENTATION / LEGISLATION

Nil

#### 6. REVIEW DETAILS

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



## Council Policy

### 12.10 ~~Annual Townsite Verge Clean Up~~ **Townsite Bulk Waste Collection**

#### 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for the ~~annual town clean-up~~ **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.~~

~~4.1 Following advertisement each year, the works crew are to carry out a general town clean-up in March to assist residents to clear rubbish that is not normally removed, or rubbish that they are unable to dispose of.~~

~~4.2 Where the rubbish is of such size or quantity that a loader is required, application must be made to the Shire Office prior to the day before the clean-up, and the Chief Executive Officer may determine that a charge be levied.~~

#### 5. RELATED DOCUMENTATION / LEGISLATION

Nil

#### 6. REVIEW DETAILS

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



## Council Policy

### 12.12 Laying of Water Pipes Under Roads

#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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



## Council Policy

### 12.15 Volunteer Management

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#### 1. PURPOSE

- 1.1 The purpose of this Policy is 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



## Council Policy

### 12.16 Visitor Management

#### 1. PURPOSE

1.1 The purpose of this Policy is 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

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



## Council Policy

### 12.17 Road Name Sign Design

#### 1. PURPOSE

1.1 The purpose of this Policy is 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

- [5.1.1.1](#) Background to be yellow in colour class 1 reflectorized material;
- [5.1.1.2](#) Text to be nikalite or royal blue in colour non reflectorized material; and
- [5.1.1.3](#) Text height 100mm.

##### 4.1.3 Street Name Sign Posts

- a) Street name post are to be frangible 60mm NB pipe;
- ~~b) — Pingelly Town Site — Posts are to be powered coated nikalite or royal blue in colour; and~~
- ~~e)b)~~ Shire of Pingelly ~~rural areas~~ — Posts are to be plain galvanized finish.

#### 5. RELATED DOCUMENTATION / LEGISLATION

Works, Services and Plant Procedure

#### 6. REVIEW DETAILS

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	14 November 2014, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024





## Council Policy

### 12.18 Street Trees Plan

#### 1. PURPOSE

1.1 The purpose of this Policy is 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) to	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.

Street	Existing Plants	Proposed Plants
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 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 Park St)	WSR – Flowering Red Gums. ESR – Natives and bush.	WSR - Leave as is. ESR - Jacaranda trees.
Somerset Street Review St to Brown St)	WSR - Red Flowering Gums ESR – Natives and bush.	WSR - Leave as is. ESR - Plant Jacaranda trees.
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**

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	17 November 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020, 18 May 2022, 15 May 2024



## **Council Policy**

### **12.19 Roadside Memorials**

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#### **1. PURPOSE**

- 1.1 The purpose of this Policy is 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 road side 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.

#### 4.84.7 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.

#### 4.94.8 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.

#### 4.10.4.9 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.

##### 4.10.14.9.1 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.**

##### 4.10.24.9.2 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.

4.10.34.9.3 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.

4.10.44.9.4 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.

#### 4.114.10 Memorial Options

If a cross is not suitable, please contact the Shire of Pingelly to discuss alternative options.

#### 4.124.11 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.

~~4.13.12~~ Some items that are a safety hazard and should not be used include:

- ~~4.13.14.12.1~~ Reflective material such as foil and cellophane
- ~~4.13.24.12.2~~ Solar lights
- ~~4.13.34.12.3~~ Rocks, bricks or other non-frangible items

~~4.14.13~~ 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 road side memorials as detailed in section 4.3.1. The Shire of Pingelly will ensure its placements 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 road side 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

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



## Council Policy

### 12.20 Verge Treatments

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#### 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 minimising 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 the 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 Engineering Services 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

<b>Review Frequency</b>	Bi-Annually
<b>Council Adoption</b>	18 May 2022, 15 May 2024

## **14.2. WALGA Convention and AGM 2024 Attendance**

<b>File Reference:</b>	<b>ADM0088</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	1. 2024 WALGA LG Convention & Exhibition - Save The Date [14.2.1 - 4 pages]
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary**

For Council to nominate two (2) Council voting delegates and other attendees for the 2024 WALGA Annual General Meeting, to be held in Perth, as part of the Annual Local Government Convention (8-10 October 2024).

### **Background**

The 2024 WA Local Government Convention & Trade Exhibition (Local Government Week) will be held Monday and Tuesday 8-10 October 2024 at the Perth, Convention and Exhibition Centre with the Opening Welcome Reception being held on the evening of Tuesday 8 October 2024.

In accordance with previous Local Government Weeks, WALGA will hold its Annual General Meeting, to discuss and consider local government industry issues during the Convention. Each member Council of WALGA has the ability to elect two (2) voting delegates to participate at the WALGA Annual General Meeting (non-voting delegates are also able and encouraged to attend).

### **Comment**

Attendance at the annual WA Local Government Convention is open to all Councillors. Registration fees, travel and accommodation expenses will be paid by the Shire in advance for any Elected Member(s) attending the WA Local Government Convention.

As a member of WALGA, it is important that Council also attend WALGA's Annual General Meeting, requiring the election of voting delegates by Council.

### **Consultation**

Nil

### **Statutory Environment**

Nil.

### **Policy Implications**

Policy 4.10 Councillor Training Policy notes that WALGA training and conferences are eligible activities for Councillors.

### **Financial Implications**

Anticipated costs are approximately \$2,500 per delegate comprising registration of \$1,750; accommodation of approximately \$600 per delegate, plus meals and other miscellaneous expenses. There is \$10,000 annually allocated for this Conference.

### **Strategic Implications**

There are no Pingelly Community Plan implications evident at this time.



### Risk Framework

<b>Risk:</b>	Risks relevant to this decision of Council are relatively low, and include the financial impact of the convention, and the reputational risk if no delegates were present to vote at the WALGA AGM.		
<b>Consequence Theme:</b>	Reputational	<b>Impact:</b>	Minor
<b>Consequence:</b>	Low impact, a small number of complaints.		
<b>Likelihood Rating:</b>	Unlikely	<b>Risk Matrix:</b>	Low (4)
<b>Action Plan:</b>	Risk is acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.		

### Voting Requirements:

Simple Majority

**13427 Cr Karmvir Singh moved, Cr Bryan Hotham seconded**

**That Council:**

- 1. Nominate Councillors Jackie McBurney and Bryan Hotham as the Shire's Voting Delegates for the WALGA Annual General Meeting to be held in Perth on 9 October 2024.**
- 2. Endorse Councillor/s Jackie McBurney, Clinton Cheney (should he wish to attend) and Bryan Hotham to attend the 2024 Western Australian Local Government Convention.**

**Carried Unanimously 6 votes to 0**


<b>For:</b>	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
<b>Against:</b>	Nil

Deputy President Peter Wood left the Council Chambers at 2.40pm.

**From:** WALGA  
**Sent:** Wed, 1 May 2024 02:29:22 +0000  
**To:** Andrew Dover  
**Subject:** 2024 WALGA Local Government Convention and Exhibition - Save The Date

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**WALGA**  
Influence. Support. Expertise.

**Save The Date**  
**2024 WALGA Local Government Convention**  
**and Exhibition (LGC24)**



Good morning,

The WALGA Local Government Convention is a landmark event in the Local Government calendar.

We bring together Elected Members, Suppliers, Council Officers and key stakeholders as part of a unique program of professional development, networking and business opportunities.

This year's Convention will take place in a fresh new venue at the Perth Convention and Exhibition Centre.

### **The theme for LGC24 is: INNOVATION ECOSYSTEM**

Innovation Ecosystem speaks to the ability of WALGA and the sector to foster dynamic change within the fabric of WA through collaboration, promotion and daring to think big. It will evoke new ideas, heightened passion for communities and facilitate connections for ongoing skills and ideas sharing within the Local Government sector.

We are gearing up for the exciting launch of the event program in June, but for now,

please **mark these dates in your calendar and don't miss this elevated Convention experience.**

**Key Dates:**

Exhibition Open and Welcome Drinks: **Tuesday, 8 October**

Gala Cocktail Function: **Wednesday, 9 October**

Convention Dates: **Wednesday, 9 - Thursday 10 October**

For more information, please contact the WALGA events team at [events@walga.asn.au](mailto:events@walga.asn.au)

**Yours sincerely,**

**Nick Sloan**  
Chief Executive Officer

**Karen Chappel AM JP**  
WALGA President



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## **15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES**

### **15.1. Asset Management Plan 2024 – Buildings, Roads and Infrastructure, Footpaths**

<b>File Reference:</b>	<b>ADM0617</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	1. Asset Management Plan 2024 2044 [ <b>15.1.1</b> - 128 pages]
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to approve the Asset Management Plan 2024 - 2044.

#### **Background**

As part of the Integrated Planning and Reporting Framework introduced to Local Governments in 2011, there is a requirement to develop asset management plans. This requirement was introduced to enhance the sustainable management of assets by encouraging whole of life and whole of organisation approaches and the effective identification and management of risks associated with the use of assets.

The Framework was developed to assist local governments plan and manage assets, and highlights the fundamental link between asset management, long term financial planning and strategic planning.

A formal review of the Buildings Asset Management Plan (BAMP) was last undertaken in 2020/21, which provided asset renewal financial projections until 2040. Current requirements are that asset renewal projections are required for at least 10 years in advance. The next Fair Valuation will be undertaken in the 2024 2025 Financial Year. At that time any major changes that need to be considered will be reported to Council.

The Roads and Structures report was undertaken by our asset management specialist who had extensive knowledge of Local Government requirements and the process, in consultation with the Executive Manager of Works. As part of this plan the fair valuation and costing of all roads and structures was updated and adopted during the year ending 30 June 2023.

#### **Comment**

The Asset Management Plan, as attached, is an important document which explains:

- The assets owned (inventory)
- The service levels or minimum required standards of the assets
- The anticipated future demand for the services provided for the asset including identifying desired increases in the services
- The risks associated with the assets
- Renewal costs for the building inventory over the next 20 years

The building assets have a replacement value of \$27.801 million. The condition profile for buildings shows the majority of components are in good condition – no assets are in poor or very poor condition (condition rating 4-5).

Due to this, there is only a small financial renewal requirement in the first 10 years, with no backlog. The predicted costs to renew the assets covered by the Plan is an average over 20 years of \$67,114 per year.

The roads and structures included in this plan have a total replacement value of \$99.97 million.

The condition of those structures will be addressed in the Road Strategy being presented to Council, creating a formulated hierarchy of priority.

Given the increased renewal requirement in the second 10 year cycle, Council should carefully consider options to increase the allocation to building, roads and structures renewal over time. This may include scheduling the works out earlier than required to smooth out the peaks, or increase allocations to a relevant financial reserve account, to ensure the future requirements are able to be met.

The Plan will be reviewed on a cyclic basis every 5 years and may be used to support the annual updates to the 10 year Long Term Financial Plan and annual budget.

### Consultation

Chief Executive Officer  
Executive Manage Works  
Asset Manager  
Executive Manager Corporate Services

### Statutory Environment

Asset Management is a core function of managing local government assets which meets the objectives of the Local Government Act 1995, Section 2.7.

### Policy Implications

Policy 5.13 Asset Management

### Financial Implications

The BAMP shows a modest level of renewal is required in the first 10 years of the Plan. Council is able to utilise the time available to build up the level of reserves in order to be able to achieve the funding needs in the second 10 years, which are substantial.

The roads and structures whilst recognizing the need for substantial investment, it is acknowledged that budgetary constraints and grant revenue will determine the extent of works carried out.

### Strategic Implications

This is a statutory requirement.

### Risk Implications

<b>Risk:</b>	The Asset Management Plan is an underlying document to the Long Term Financial Plan which is a statutory requirement. Lack of consideration for the long term financial requirements may result in infrastructure deteriorating to a poor condition.		
<b>Consequence Theme:</b>	Compliance / Financial	<b>Impact:</b>	Minor
<b>Consequence:</b>	Some temporary non-compliance. \$50,001 - \$200,000		
<b>Likelihood Rating:</b>	Unlikely	<b>Risk Matrix:</b>	Medium (8)
<b>Action Plan:</b>	The renewal requirement will be considered on a regular basis as the Long Term Financial Plan is developed and reviewed		

**Voting Requirements:**

Simple Majority

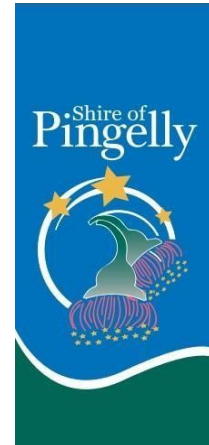
**13428 Cr Bryan Hotham moved, Cr Angela Tretheway seconded**

**That Council notes the Asset Management Plan 2024 – 2044 as attached.**

**Carried Unanimously 5 votes to 0**

<b>For:</b>	President Jackie McBurney, Cr Bryan Hotham, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
<b>Against:</b>	Nil





# **SHIRE OF PINGELLY ASSET MANAGEMENT PLAN 2024 - 2044**

**Buildings  
Roads  
Footpaths  
Infrastructure**

Version 1.0

Shire of Pingelly Asset Management Plan 2024 - 2044

April 2024

Document Control		Asset Management Plan			
Document ID :					
Rev No	Date	Revision Details	Author	Reviewer	Approver
1.0	2024	Initial draft of Shire of Pingelly AMP	SOP	SOP	SOP

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## **1.0 EXECUTIVE SUMMARY**

### **1.1 The Purpose of the Plan**

This strategic asset management plan defines the Shire of Pingelly's strategy for the responsible management of its buildings portfolio (and services provided by its buildings), roads, footpaths and infrastructure in a manner that is compliant with regulatory requirements and sustainable within available resources. This Plan will also be used to communicate any need for additional funding in order to provide the required levels of service.

### **1.2 Asset Description**

The assets covered by this Plan include:

#### **A - Buildings**

- 54 buildings
- 1 'other structure'

These assets have a replacement value of \$27.801 million.

#### **B - Roads**

The roads network comprises:

- 4,365,387m<sup>2</sup> of road pavement.
- 5,406,187m<sup>2</sup> of road subgrade.
- 1,275,543m<sup>2</sup> of road surface.

The above infrastructure assets have replacement value estimated at \$97,776,479.28.

#### **C - Footpaths**

The Footpath network comprises:

- 2,964m<sup>2</sup> of Reinforced Concrete Footpaths
- 16,979m<sup>2</sup> of Insitu Concrete Footpaths
- 2,913m<sup>2</sup> of Brick Paving Footpaths
- 2,422m<sup>2</sup> of Red Asphalt Footpaths
- 64m<sup>2</sup> of Black Asphalt Footpaths
- 1,763m<sup>2</sup> of Concrete Paving Footpaths
- 97m<sup>2</sup> of Gravel Footpaths

The above infrastructure assets have replacement value estimated at \$2,210,332.

### **1.3 Levels of Service**

#### **1.3 B – Roads**

The allocation in the planned budget is insufficient to continue providing existing services at current levels for the planning period.

The main service consequences of the Planned Budget are:

- Further degradation of road assets approaching end of useful life without allocated funding for renewal.
- Potential consequences that future maintenance costs will exceed current available funding to maintain roads at risk of critical repairs.
- Potential increased risk for road users as road assets accelerate deterioration at end-of-life without available funds over 10-20 year period.

### 1.3 C - Footpaths

The allocation in the planned budget is insufficient to continue providing existing services at current levels for the planning period.

The main service consequences of the Planned Budget are:

- Current planned budget has no allocated funding to undertake renewals.
- Reliance on external funding to expand footpath network.
- No additional footpaths

### 1.4 Future Demand

#### 1.4 B – Roads

The factors influencing future demand and the impacts they have on service delivery are created by:

- Local & Regional Grain & Tandem Road Freight Demands
- Driver Safety Concerns
- Townsite Visual Amenity

These demands will be approached using a combination of managing existing assets, upgrading existing assets and providing new assets to meet demand. Demand management practices may also include a combination of non-asset solutions, insuring against risks and managing failures.

- Upgrade North-Bannister Road, Balfour Street, Review Street and Aldersyde Pingelly Roads as part of Wheatbelt Secondary Freight Network.
- Repairs to faults and issues with road and employ warning signage on key impacted if necessary.
- Maintain repairs in townsite as available funds allow.

#### 1.4 C – Footpaths

The factors influencing future demand and the impacts they have on service delivery are created by:

- Aging Population
- Pedestrian Safety
- School/Strategic Routes
- Townsite Coverage

These demands will be approached using a combination of managing existing assets, upgrading existing assets and providing new assets to meet demand. Demand management practices may also include a combination of non-asset solutions, insuring against risks and managing failures.

- Future construction and renewals to be dual use paths suitable for pedestrians, cyclists or mobility impaired users,
- Building clear and appropriate pedestrian crossing points with suitable kerb ramping,
- Expansion of the existing footpath network to areas currently without a footpath service if funding opportunities allow,
- Repair, removal, or replacement of footpaths that do not adequately meet the level of service (Concrete Pavers).

## 1.5 Lifecycle Management Plan

### 1.5.1 What does it Cost?

The forecast lifecycle costs necessary to provide the services covered by this Asset Management Plan (AMP) includes renewal of:

**A - Building** assets over the 20-year planning period is \$1,342,280 or \$67,114 on average per year.

**B - Road** assets over 10 year total outlays, which for the road network is estimated as \$34,945,499 or \$3,494,550 on average per year.

**C - Footpath** assets 10 year total outlays, which for the 27,201m<sup>2</sup> is estimated as \$291,921 or \$29,192 on average per year.

## 1.6 Financial Summary

### 1.6 B – Roads

#### What we will do

Estimated required funding for the 10 year period is \$26,106,258 or \$2,610,626 on average per year. The Long-Term Financial Plan or Planned Budget consider the available revenue at the time of adoption. This is 75% of the cost to sustain the current level of service at the lowest lifecycle cost. This figure is only indicative as available funding includes those used on WSFN upgrades and is not targeted to end-of-life road assets.

The infrastructure reality is that only what is funded in the long-term financial plan can be provided. The Informed decision making depends on the AM Plan emphasising the consequences of Planned Budgets on the service levels provided and risks.

The anticipated Planned Budget for road infrastructure leaves a shortfall of \$765,981 on average per year of the forecast lifecycle costs required to provide services in the AM Plan compared with the Planned Budget to be included in the Long-Term Financial Plan if WSFN funding is committed. This is shown in the figure below.

**Roads Forecast Lifecycle Costs and Planned Budgets**

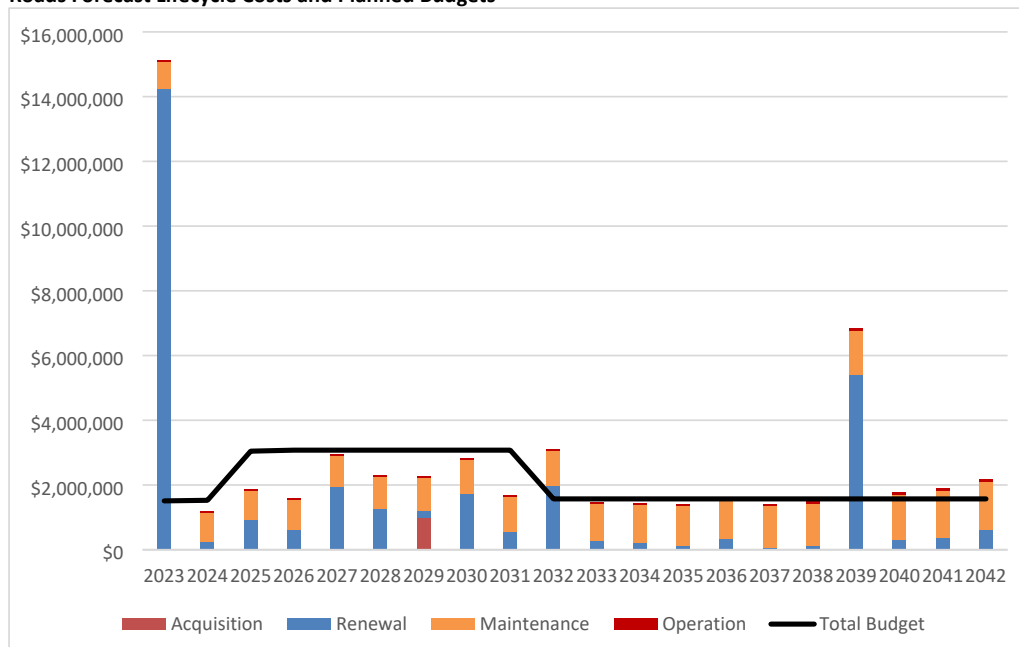


Figure Values are in current dollars. An alternative 20 year average renewal forecast is presented in 5.5.3 Summary of Asset Forecasts in figure 5.5.32.

We plan to provide road infrastructure services for the following:

- Operation, maintenance, renewal and acquisition of road infrastructure assets to meet service levels set by Shire of Pingelly in annual budgets.
- Conduct and complete major Wheatbelt Secondary Freight Network upgrades within the 10 year planning period if funding is committed.

What we cannot do

We currently do **not** allocate enough budget to sustain these services at the proposed standard or to provide all new services being sought. Works and services that cannot be provided under present funding levels are:

- Insufficient funding and resources to renew all end-of-life and deteriorating assets due for replacement.
- Ensure end-of-life roads can be maintained through a maintenance programme alone.

Managing the Risks

Our present budget levels are insufficient to continue to manage risks in the medium term. The main risk consequences are:

- Negative impact to the Shire of Pingelly's reputation.
- Increased road network disruption due to required maintenance intervention.
- Increased risk to road users on impacted roads.
- We will endeavour to manage these risks within available funding by:
- Maintain key roads as much as current funding allows.

**1.6 C – Footpaths**

What we will do

Estimated available funding for the 10 year period is \$149,050 or \$14,905 on average per year. The Long-Term Financial plan or Planned Budget consider the available revenue at the time of adoption. This is 51% of the cost to sustain the current level of service at the lowest lifecycle cost.

The infrastructure reality is that only what is funded in the long-term financial plan can be provided. The Informed decision making depends on the AM Plan emphasising the consequences of Planned Budgets on the service levels provided and risks.

The anticipated Planned Budget for Footpath assets leaves a shortfall of \$14,287 on average per year of the forecast lifecycle costs required to provide services in the AM Plan compared with the Planned Budget currently included in the Long-Term Financial Plan. This is shown in the figure below.

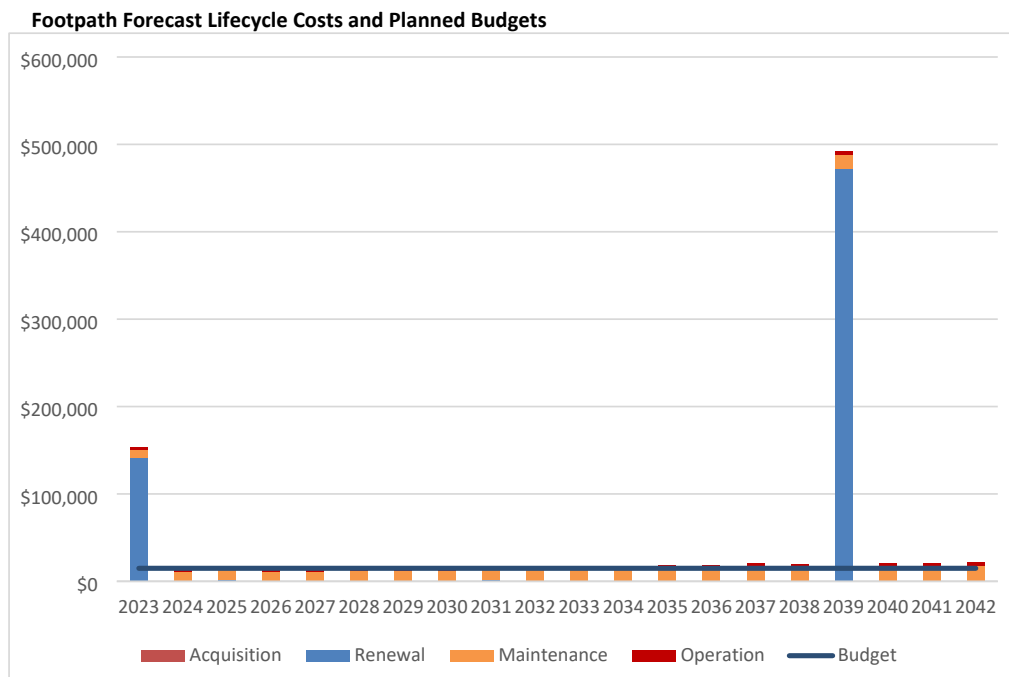


Figure Values are in current dollars.



We plan to provide footpath services for the following:

- Currently only reactive maintenance is included in the levels of service set by Shire of Pingelly annual budgets.
- No renewals or acquisitions are currently forecasted within the 10 year planning period.

### What we cannot do

We currently do **not** allocate enough budget to sustain these services at the proposed standard or to provide all new services being sought. Works and services that cannot be provided under present funding levels are:

- Address issues with footpaths in poor or very poor condition,
- Renew any end-of-life footpath assets.

### Managing the Risks

Our present budget levels are insufficient to continue to manage risks in the medium term.

The main risk consequences are:

- Deteriorating end of useful life footpath assets resulting in potential risk of public injury and reputational damage to the organisation and Council,
- Potential for higher future costs of acquisitions and renewals resulting in further reduction in the ability to address level of service issues at current costs,

We will endeavour to manage these risks within available funding by:

- Explore disposing of select Concrete Paving Footpaths and use suitable surviving pavers to repair retained footpaths of that type,
- Continual monitoring of the condition deterioration of the footpath asset class.

## **1.7 Asset Management Planning Practices**

### **1.7 B – Roads**

Key assumptions made in this AM Plan are:

- All renewal and construction costs are in line with current observed costs in recent construction and resealing projects. See table 6.2 for respective risk assessments addressing the potential risk of an increase in future costs.
- Maintenance and Operation costs are based on financial estimates on limited data. To be improved in future iterations of the Asset Management Plan.
- That Wheatbelt Secondary Freight Network projects will be approved and funded.
- That current received Regional Road Group and Roads to Recovery funding will be sustained in the future.
- Assets requiring renewal are identified from either the asset register or an alternative method.
- The timing of capital renewals based on the asset register is applied by adding the useful life to the year of acquisition or year of last renewal,
- Alternatively, an estimate of renewal lifecycle costs is projected from external condition modelling systems and may be supplemented with, or based on, expert knowledge.

The Asset Register was used to forecast the renewal lifecycle costs for this AM Plan. This AM Plan is based on a Medium level of confidence information.

### **1.7 C – Footpaths**

Key assumptions made in this AM Plan are:

- All replacement and construction costs are in line with current observed costs in recent footpath construction projects. See Table 6.2 for respective risk assessments addressing the potential risk of an increase in future costs.
- Maintenance and Operations costs are based on financial estimates on limited data. To be improved in future iterations of the Asset Management Plan.
- No funding capacity for any renewals or further acquisitions.
- Assets requiring renewal are identified from either the asset register or an alternative method.
- The timing of capital renewals based on the asset register is applied by adding the useful life to the year of acquisition or year of last renewal,
- Alternatively, an estimate of renewal lifecycle costs is projected from external condition modelling systems and may be supplemented with, or based on, expert knowledge.
- The Asset Register was used to forecast the renewal lifecycle costs for this AM Plan.
- This AM Plan is based on a low level of confidence information.

### **1.8 Monitoring and Improvement Program**

#### **1.8 B – Roads**

The next steps resulting from this AM Plan to improve asset management practices are:

- Council to determine desired level of service for Footpath asset class and funding provisions,
- Maintenance and Operations costs are based on financial estimates on limited data. To be improved in future iterations of the Asset Management Plan,
- Develop customer and technical level of service measures appropriate for the Shire of Pingelly's footpath assets.

#### **1.8 C – Footpaths**

The next steps resulting from this AM Plan to improve asset management practices are:

- Ensure that future strategic plans, including the Long-Term Financial Plan and Workforce Plan consider developed Asset Management Plans
- Assess the risks and likelihood of failure of key and strategic road assets reaching end-of-life.
- Further development of risk assessments and appropriate control measures to risks associated with Shire of Pingelly road infrastructure.

## 2.0 INTRODUCTION

### 2.1 Background

This asset management plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the long term planning period.

The asset management plan is to be read with other Shire planning documents. This should include the Asset Management Policy, along with other key planning documents such as:

- Pingelly Community Plan 2023-2033
- Other Asset Management Plans
- Long Term Financial Plan

The Shire of Pingelly is committed to the continuous improvement of its Asset Management strategies, and the development of individual Asset Management Plans for each specific asset class.

#### Roads

The roads infrastructure assets covered by this AM Plan include the full road network, including both rural and town roads. For a detailed summary of the assets covered in this AM Plan refer to Table in Section 5.

These assets are used to connect everyone across both Pingelly and the broader region, being a critical asset for local residents, industries, businesses and visitors.

The infrastructure assets included in this plan have a total replacement value of insert \$97,776,479.28.

#### Footpaths

The infrastructure assets covered by this AM Plan include the footpath network of both road verges and public open spaces. For a detailed summary of the assets covered in this AM Plan refer to Table in Section 5.

These assets are used to provide a safe network of footpaths for the use of both pedestrians and cyclers, and improve the mobility of all people within the Pingelly Townsite.

The footpaths infrastructure assets included in this plan have a total replacement value of \$2,210,332.

Key stakeholders in the preparation and implementation of this asset management plan are shown in Table 2.1.

**Table 2.1: Key Stakeholders in the AM Plan**

Key Stakeholder	Role in Asset Management Plan
Shire of Pingelly Elected Members	<ul style="list-style-type: none"> <li>• Represent needs of community/shareholders,</li> <li>• Allocate resources to meet planning objectives in providing services while managing risks,</li> <li>• Ensure service sustainable.</li> </ul>
Senior Management	<ul style="list-style-type: none"> <li>• Development of policies and procedures related to strategic and operational Asset Management,</li> <li>• Development of other strategic plans and documentation,</li> <li>• Carry out the implementation of Strategic and Asset Management Plans.</li> </ul>
Pingelly Workers	<ul style="list-style-type: none"> <li>• Carry out maintenance and construction tasks on the Asset network,</li> <li>• Report and repair issues with the Asset network during operations.</li> <li>• Carry out periodic Asset inspections on the network.</li> </ul>

Key Stakeholder	Role in Asset Management Plan
External Parties	<p>Community:</p> <ul style="list-style-type: none"> <li>• Utilise the assets and services,</li> <li>• Contribute feedback and observe issues related to the asset network.</li> </ul> <p>Local Businesses &amp; Industry</p> <ul style="list-style-type: none"> <li>• Utilise the assets and services,</li> <li>• Contribute feedback and observe issues related to the asset network.</li> </ul>

## 2.2 Goals and Objectives of Asset Ownership

The goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a long-term financial plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are:

- Levels of service – specifies the services and levels of service to be provided,
- Risk Management,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 1
- ISO 550002

<sup>1</sup> Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

<sup>2</sup> ISO 55000 Overview, principles and terminology

A road map for preparing an asset management plan is shown below in Figure 2.2.

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11

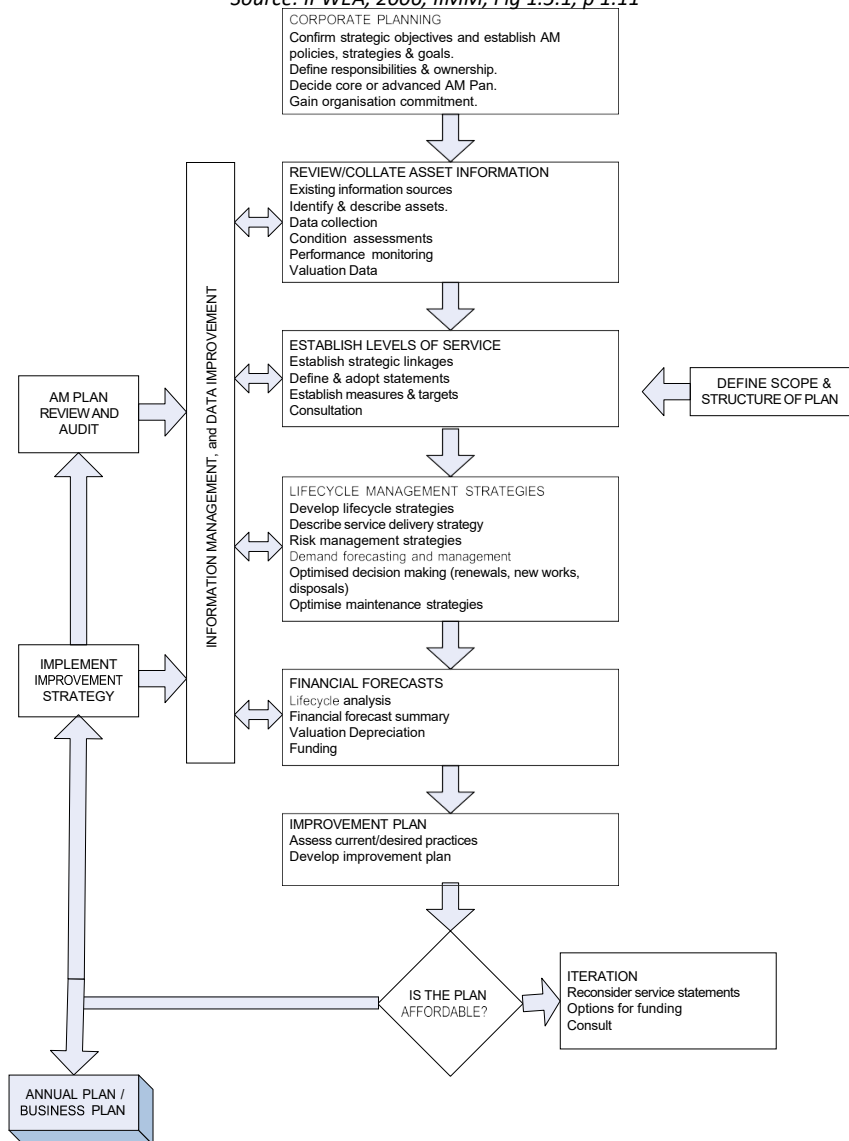


Figure 2.2: Road Map for preparing an Asset Management Plan

### 3.0 LEVELS OF SERVICE

#### 3.1 Customer Research and Expectations

This AM Plan is prepared to facilitate consultation prior to adoption of levels of service by the Pingelly Shire Council. Future revisions of the AM Plan will incorporate customer consultation on service levels and costs of providing the service. This will assist the Pingelly Shire Council and stakeholders in matching the level of service required, service risks and consequences with the customer's ability and willingness to pay for the service.

In 2022 the Shire of Pingelly engaged Catalyse to survey and produce a community scorecard for Pingelly residents' perceptions of a number of categories, in particular Roads which scored poorly and was the highest ranked community priority.

Future surveys will allow the Shire of Pingelly to track their performance and whether local satisfaction levels increase.

### 3.2 Legislative Requirements

There are many legislative requirements relating to the management of assets. Legislative requirements that impact the delivery of the AMPk are outlined in Table 3.2.

**Table 3.2: Legislative Requirements**

Legislation	Requirement
Local Government Act 1995	Defines the functions, responsibilities, roles, and purposes of Western Australian Local Governments and includes the necessity for Local Governments to create plans for the future of the district.
Local Government (Administration) Regulations 1996	Defines the requirement by Local Government to create plans for the future of the district.
Occupational Safety and Health Act 1984	Sets out the obligations and responsibilities of employers and employees to promote and improve standards for occupational safety and health and provide a safe working environment for all persons.
Disability Services Act 1993	Requires all Local Governments to develop a Disability Access and Inclusion Plan to plan and implement improvements in regard to the services provided to those including those with disability, the elder, and young parents.

### 3.3 Customer Values

Service levels are defined in three ways, customer values, customer levels of service and technical levels of service.

**Customer Values** indicate:

- what aspects of the service is important to the customer,
- whether they see value in what is currently provided and
- the likely trend over time based on the current budget provision.

### 3.4 B – Roads

Service Objective:			
Customer Values	Customer Satisfaction Measure	Current Feedback	Expected Trend Based on Planned Budget
Safe Transport Network	Consultation, complaints, inspections and incidents.	Moderate level of concerns relating to some areas.	Some key areas to improve from WSNF funded improvements. Otherwise network will trend worse at current funding levels.
Suited to local and regional agriculture and industry	<ul style="list-style-type: none"> <li>- Road Counts</li> <li>- Industry consultation</li> </ul>	Some recent improvement to key poor areas. Others moderate level of complaints.	Key funding focused on major regional distributors through WSNF and RRG funding. Likely to improve on select routes – will worsen due to aging network elsewhere.
Clean and clear of debris and potholing	Complaints	Moderate number of complaints.	Expected to worsen as parts of network age.

Table 3.3: Customer Values

### Customer Levels of Service

The Customer Levels of Service are considered in terms of:

**Condition** How good is the service ... what is the condition or quality of the service?

**Function** Is it suitable for its intended purpose .... Is it the right service?

**Capacity/Use** Is the service over or under used ... do we need more or less of these assets?

In Table 3.4 under each of the service measures types (Condition, Function, Capacity/Use) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

These are measures of fact related to the service delivery outcome (e.g. number of occasions when service is not available or proportion of replacement value by condition %'s) to provide a balance in comparison to the customer perception that may be more subjective

### 3.5 C – Footpaths

**Table 3.3: Customer Values**

Service Objective:			
Customer Values	Customer Satisfaction Measure	Current Feedback	Expected Trend Based on Planned Budget
Safe Transport Network	Consultation, complaints, inspections and incidents.	Moderate level of concerns relating to some areas.	Some key areas to improve from WSFN funded improvements. Otherwise network will trend worse at currenting funding levels.
Suited to local and regional agriculture and industry	<ul style="list-style-type: none"> <li>Road Counts</li> <li>Industry consultation</li> </ul>	Some recent improvement to key poor areas. Others moderate level of complaints.	Key funding focused on major regional distributors through WSFN and RRG funding. Likely to improve on select routes – will worsen due to aging network elsewhere.
Clean and clear of debris and potholing	Complaints	Moderate number of complaints.	Expected to worsen as parts of network age.

### 3.6 Customer Levels of Service

#### 3.7 3.4 A Buildings

Community levels of service relate to how the community (or users) receive the service in terms of safety, quality, quantity, reliability, accessibility and responsiveness to requests.

Key performance measure	Level of Service	Performance Measure	Performance Measure Process	Performance Target
Responsiveness	User is satisfied with the responsiveness of the Shire to their works request.	Percentage of work request responded to within the specified response time.	Works request report and time to respond.	To be developed

<b>Safety and Security</b>	Ensure all buildings are safe for use and provide adequate security for users.	Number of reported incidents of injury to users attributed to the building and customer requests / complaints regarding safety or security in and around building and grounds.	Works request report. Incident reports from Police or Hospital.	Zero injuries to persons and property caused by condition of facility.
<b>Cleanliness</b>	Ensure all buildings are clean and tidy, meet user requirements.	Number of customer requests / complaints relating to cleanliness.	Works request system.	Less than 1 per month for all building assets.
<b>Accessibility</b>	All public buildings to have disabled access and bathroom facilities provided in line with Disability legislation.	Number of non-compliances from disability access audits.	Disability access audit.	Zero non compliances.

More detailed community expectations and consultation will be undertaken for future updates of this asset management plan.

### 3.8 3.3 B Roads



**Table 3.4: Customer Level of Service Measures**

Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
<b>Condition</b>	Condition of the Road Network	Condition Assessment of Area	Greater than 80% of the network is worse than Excellent or Good condition.	Road surfaces near end-of-life to rapidly decline.
	<b>Confidence levels</b>		Medium-Low  Minimal historic construction data means reduced capability to examine asset performance. Due to assets deteriorating faster near end-of-life condition performance measures are subject to accelerated change.	Medium  Current funding level is insufficient to maintain existing road network.
<b>Function</b>	Built to local requirements	Suitable carriageway widths & pavement strength.	Town road network performance is adequate.  Regional road network is adequate with some key issues related to carriageway lengths, intersections, and visibility.	Likely to improve performance with WSFN funding.  Likely to drop in other parts of the road network.
	<b>Confidence levels</b>		Low	Low  WSFN construction project funding is currently uncommitted.
<b>Capacity</b>	Road Network Coverage	Total length and area serviced by road network.	Adequate – with some unbuilt roads.	WSFN may increase network with Balfour St heavy vehicle bypass.
	<b>Confidence levels</b>		Medium	Medium

### 3.3 C Footpaths

The Customer Levels of Service are considered in terms of:

**Condition** How good is the service ... what is the condition or quality of the service?

**Function** Is it suitable for its intended purpose .... Is it the right service?

**Capacity/Use** Is the service over or under used ... do we need more or less of these assets?

In Table 3.5 under each of the service measures types (Condition, Function, Capacity/Use) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.


These are measures of fact related to the service delivery outcome (e.g. number of occasions when service is not available or proportion of replacement value by condition %'s) to provide a balance in comparison to the customer perception that may be more subjective.

The allocation in the planned budget is insufficient to continue providing existing services at current levels for the planning period.

The main service consequences of the Planned Budget are:

- Further degradation of road assets approaching end of useful life without allocated funding for renewal.
- Potential consequences that future maintenance costs will exceed current available funding to maintain roads at risk of critical repairs.
- Potential increased risk for road users as road assets accelerate deterioration at end-of-life without available funds over 10-20 year period.

**Table 3.5: Customer Level of Service Measures**

Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
<b>Condition</b>	Condition of Footpath Surface	Condition Assessment by Area	 <p>Excellent/Good – 47% Average – 46% Poor/Very Poor – 7%</p>	<p>Currently footpaths are deteriorating at a faster rate than expected for their age.</p> <p>Significant portion of footpaths expected to be in Excellent/Good condition are in average condition.</p> <p>Network condition will continue to worsen.</p>
	<b>Confidence levels</b>		<p>High</p> <p>Full footpath network condition assessment in 2022.</p>	<p>High</p> <p>Full footpath network condition assessment in 2022.</p>
<b>Function</b>	Dual Use and Disabled Suitability of Footpaths	Proportion of assets by suitable widths free of defects.	<p>Majority of footpaths are of suitable width to be used for the expected pedestrian movement.</p> <p>1,763m of Concrete Paving Footpaths are unsuitable.</p>	<p>Dependant on deterioration curve of assets.</p>
	<b>Confidence levels</b>		<p>High</p>	<p>Low</p> <p>No acquisitions and renewals planned – and non-standard deterioration in materials observed in footpath asset class.</p>
<b>Capacity</b>	Footpath Network Area Coverage	How will we use to measure the performance?	<p>Some residential streets still have no or limited footpath network connectivity.</p>	<p>No change.</p>
	<b>Confidence levels</b>		<p>Medium</p> <p>Map Coverage shown in Appendix G. No data currently collected on street specific residential density in relation to network requirements.</p>	<p>Low</p> <p>No planned budgeted acquisitions.</p>

### 3.6 Technical Levels of Service

#### 3.4 A Buildings

Key Performance Measure	Level of Service	Performance Measure	Performance Measure Process	Performance Target
<b>Compliance</b>	Compliance with all Legislative, Regulatory and other mandatory standards for buildings management including fire, electrical, heating, ventilation and air conditioning, Building Codes of Australia and Workplace, Health and Safety.	Number of Non Compliance notifications from compliance audits. Compliance to be assessed against codes at time of construction.	Periodic Compliance Audits.	Zero non-compliance notifications. Any notifications to be actioned within 6 months or sooner if critical.
<b>Condition</b>	Maintain assets in an acceptable condition standard.	Average portfolio condition score. No. of high risk assets in poor condition.	Ongoing condition audits. Risk matrix – condition v criticality.	Average portfolio condition <3.0. Zero Extreme or High Risk assets.

It is important to monitor the service levels provided regularly as these will change. The current performance is influenced by work efficiencies and technology, and customer priorities will change over time.

### 3.6 B Roads

**Technical Levels of Service** – To deliver the customer values, and impact the achieved Customer Levels of Service, are operational or technical measures of performance. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

**Acquisition** – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).

**Operation** – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).

**Maintenance** – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),

**Renewal** – the activities that return the service capability of an asset up to that which it had originally provided (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),

Service and asset managers plan, implement and control technical service levels to influence the service outcomes.<sup>3</sup>

Table 3.5 shows the activities expected to be provided under the current 10 year Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

**Table 3.5: Technical Levels of Service**

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
<b>TECHNICAL LEVELS OF SERVICE</b>				
<b>Acquisition</b>	Expand Road Network with extended coverage or major design upgrades.	Road Capital Programme	The Acquisitions that can be provided within the current Planned Budget restraints	Balfour St Heavy Vehicle Bypass construction if WSNF provides.  Otherwise no other major acquisitions are recommended to be considered.
		<b>Budget</b>	<i>1x ~\$1,000,000</i>	<i>1x ~\$1,000,000</i>
<b>Operation</b>	Cleaning and removal of debris	Frequency	Reactive and seasonal (e.g. clearing fallen branches from trees).  Inadequate cost capture distinguishable from	Adequate current performance. Though current capacity may result in operational interruptions during peak incidents.

<sup>3</sup> IPWEA, 2015, IIMM, p 2|28.

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
			maintenance activities.	
	Administration – Complaints, Condition Assessments, Systems Maintenance	Frequency	Adequate coverage of customer support. Limited resources for maintenance of Asset Systems and Condition Assessments.	To be monitored and controlled in the development of future Shire of Pingelly Workforce & Asset Management Plans.
		<b>Budget</b>	<i>\$50,000</i>	<i>~\$57,809</i>
<b>Maintenance</b>	Routine Maintenance	Frequency	Adequate coverage of basic routine maintenance including pothole filling and maintenance grading.	Aging network will likely result in greater need for routine and preventative maintenance treatments on roads.
	Intervention Maintenance	Frequency	Adequate ability to address community complaints and concerns where immediate intervention maintenance is required.	Demand is expected to increase as more road assets reach end-of-life.
		<b>Budget</b>	<i>\$860,000</i>	<i>\$1,141,991</i>
<b>Renewal</b>	Resealing	Road Capital Programme	Insufficient capital funding to maintain network.	Pingelly is currently approximately \$6,000,000 behind in sealing works at Year 1 of plan.
	Reconstruction	Road Capital Programme	Insufficient capital funding to maintain network even when incorporating WSFN funding.	Without WSFN funding there is an additional 44.2km of unfunded roads.
		<b>Budget</b>	<i>\$1,130,313</i>	<i>\$1,574,894</i>
<b>Disposal</b>	Disposal of Footpath Assets	Disposal	No disposal activity.	No disposal activity.
		<b>Budget</b>	<i>\$0</i>	<i>\$0</i>

Note: \* Current activities related to Planned Budget.

\*\* Expected performance related to forecast lifecycle costs.

It is important to monitor the service levels regularly as circumstances can and do change. Current performance is based on existing resource provision and work efficiencies. It is acknowledged changing circumstances such as technology and customer priorities will change over time.

### 3.6 C Footpaths

**Technical Levels of Service** – To deliver the customer values, and impact the achieved Customer Levels of Service, are operational or technical measures of performance. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

**Acquisition** – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).

**Operation** – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).

**Maintenance** – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),

**Renewal** – the activities that return the service capability of an asset up to that which it had originally provided (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),

Service and asset managers plan, implement and control technical service levels to influence the service outcomes.<sup>4</sup>

Table 3.6 shows the activities expected to be provided under the current 10 year Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

**Table 3.6: Technical Levels of Service**

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
<b>TECHNICAL LEVELS OF SERVICE</b>				
<b>Acquisition</b>	Expand Footpath Network coverage with new footpaths.	Footpath Capital Programme	None planned.	Not assessed as dependant on available external funding.
		<b>Budget</b>	\$0	N/A
<b>Operation</b>	Cleaning and removal of debris	Frequency	Reactive and seasonal (e.g. deciduous trees, broken glass)	Potential to increase cost requirements as network increases.
	Administration – Complaints, Condition Assessments, Systems Maintenance	Frequency	Adequate coverage of customer support. Limited resources for maintenance of Asset Systems and Condition Assessments.	To be monitored and controlled in the development of future Shire of Pingelly Workforce Plans.
		<b>Budget</b>	\$3,469	\$3,000
<b>Maintenance</b>	Routine Maintenance	Frequency	Adequate coverage of basic routine maintenance	Currently underperforming repair maintenance

<sup>4</sup> IPWEA, 2015, IIMM, p 2|28.

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
			including pothole and crack repairs.	requirements compared to rate of condition deterioration.
	Intervention Maintenance	Frequency	Adequate ability to address community complaints and concerns where immediate intervention maintenance is required.	Demand is expected to increase as more footpath surfaces reach end-of-life. More financial data is required before knowing full impact.
		<b>Budget</b>	\$11,905	\$13,435
<b>Renewal</b>	Scheduled renewal of Footpaths	Footpath Capital Programme	Currently no funding allocation to address required renewals of existing footpaths.	Costs below are for renewal of the footpath material as-is. Consideration for better performing materials should be considered.
	Concrete footpaths: Renewal of Footpaths	Footpath Capital Programme	No activity required during the planning duration of this Asset Management Plan.	Not currently required as all concrete footpath useful lives exceed the duration of the Asset Management Plan.
		<b>Budget</b>	\$0	\$30,948
<b>Disposal</b>	Disposal of Footpath Assets	Disposal	No disposal activity.	Consideration to dispose of some existing Concrete Paving footpaths to repair higher priority network. Costs not assessed.
		<b>Budget</b>	\$0	\$0

Note: \* Current activities related to Planned Budget.

\*\* Expected performance related to forecast lifecycle costs.

It is important to monitor the service levels regularly as circumstances can and do change. Current performance is based on existing resource provision and work efficiencies. It is acknowledged changing circumstances such as technology and customer priorities will change over time.

## 4.0 FUTURE DEMAND

### 4.1 Demand Drivers

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

Demand driver trends and their impacts that may affect future service delivery and use of assets are summarised in Table 4.1.

**Table 4.1: Demand drivers, projections and impact on Services**

Demand driver	Current position	Projection	Impact on services
Population	1,170 (2016 census)	1,025 (2031)	The Shire has a declining and aging population in the next 10 years <sup>(a)</sup> . The population is therefore not a driver impacting on the services.
Demographics	0 – 14yrs = 17.1% 15 – 29yrs = 14.1% 30 – 49yrs = 20.1% 50 – 64yrs = 25.2% 65yrs plus = 23.5%	0 – 14yrs = 15.1% 15 – 29yrs = 14.6% 30 – 49yrs = 19.5% 50 – 64yrs = 16.1% 65yrs plus = 34.6%	Significant increase of the over 65 year's age group may affect building facilities due to the need for accessible entry and egress.
Tourism	Tourist numbers are relatively low or 'drive through'.	Tourism to become an increasing priority with additional visitation.	Accessible facilities, higher quality tourism buildings, increased maintenance and operational costs.

#### 4.2 Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets have been identified and documented.

#### 4.2 Demand Management Plan

##### 4.2 A Building

Demand will be managed through ongoing monitoring of facility usage to ensure each facility is being well-utilised and providing value for money for Council to maintain the facility into the future.

Where there are occasions demand exceeds the available capacity (such as regular events attracting large visitor numbers), Council will give consideration to other options to address that demand.

Where facilities are underutilized, consideration will be given on how utilization can be increased or combined with other facilities to reduce the maintenance or overall size of the asset base.

##### 4.2 B Roads

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this AM Plan.

**Table 4.3: Demand Management Plan**

Demand driver	Current position	Projection	Impact on services	Demand Management Plan
Grain & Tandem Freight Demands	Pingelly HVS network underperforming for larger tandem configurations and for asset performance.	More demand for larger heavy vehicle tandem configurations	Roads required to be built to higher standard and increased maintenance and renewal costs.	Wheatbelt Secondary Freight Network funding if committed will allow the Shire of Pingelly to complete a suitable road network from North Banister to Aldersyde Shire borders.
Driver Safety	Some safety concerns where	The road network	Reduced satisfaction in and	Increased warning and hazard signage on rural roads where



	drivers do not drive to road conditions or during daylight hours.	continuing to reach end-of-life does greater risk of incident where drivers do not drive appropriate to the road conditions.	reputation for the Shire of Pingelly and Council and the reliability of the road network.	funding is insufficient to reconstruct to appropriate conditions.
Townsite Visual Amenity	Some key town road conditions visually detract from the surrounding area.	As the road network continues to reach end-of-life the visual amenity of the surrounding area may further diminish.	Reduced customer satisfaction and reputation for the Shire of Pingelly.	Repair major issues as they occur.

#### 4.2 C Footpaths

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this AM Plan.

**Table 4.3: Demand Management Plan**

Demand driver	Current position	Projection	Impact on services	Demand Management Plan
Aging Population	Concrete Paving footpath network not built to a dual use appropriate standard.	Increased usage of gopher, and other mobility vehicles.	Additional demand for dual use footpaths suitable for mobility vehicle usage.	<ul style="list-style-type: none"> <li>All new acquisitions and construction to be dual use paths.</li> <li>Monitor and continual development of Disability Inclusion Plan</li> </ul>
Pedestrian Safety	Some intersections less suitable for pedestrian traffic (e.g. poor visibility, lack of clarity)	Ongoing demand to remedy historical issues.	Reduction in satisfaction for customer service expectations and confidence in the usability of the footpath network.	<ul style="list-style-type: none"> <li>Examine intersection corrections when roadwork renewals are due.</li> <li>Build appropriate, clear pedestrian crossing points and kerb ramps.</li> </ul>
School/Strategic Access	The Shire of Pingelly has prioritised footpath works centralised around the school and medical facility deemed to be strategic access routes.	Decreased demand over time as issue has driven recent construction works.	Increased ability to address footpath issues in less critical or lower hierarchy areas if funding opportunities allow.	<ul style="list-style-type: none"> <li>Continue to deal with footpath upgrades as per criticality set out in the Council Footpath Policy and the Asset Register.</li> </ul>
Full townsite coverage.	The Shire of Pingelly has been expanding the delivery of footpaths to	Focus to remain on constructing	Reduction of funding allocations available to address footpath	<ul style="list-style-type: none"> <li>Construction of new footpaths to the remainder of residential areas</li> </ul>

	residential areas currently not serviced with an existing footpath.	additional footpaths for areas without service.	assets that are approaching end of useful life.	currently without any footpath service if funding opportunities allow.
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#### 4.4 Asset Programs to meet Demand

##### B - Roads

The new assets required to meet demand may be acquired, donated or constructed. Additional assets are discussed in Section 5.4.

Acquiring new assets will commit the Shire of Pingelly to ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long-term financial plan (Refer to Section 5).

##### 4.4 C - Footpaths

The new assets required to meet demand may be acquired, donated or constructed. Additional assets are discussed in Section 5.4.

Acquiring new assets will commit the Shire of Pingelly to ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long-term financial plan (Refer to Section 5).

#### 4.5 Climate Change Adaptation

##### 4.5 B Roads

The impacts of climate change may have a significant impact on the assets we manage and the services they provide. In the context of the Asset Management Planning process climate change can be considered as both a future demand and a risk.

How climate change impacts on assets will vary depending on the location and the type of services provided, as will the way in which we respond and manage those impacts.

As a minimum we consider how to manage our existing assets given potential climate change impacts for our region.

Risk and opportunities identified to date are shown in Table 4.5.1

**Table 4.5.1 Managing the Impact of Climate Change on Assets and Services**

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Reduction in the availability of bitumen, a crude oil by-product.	As the world transitions towards less fossil fuel utilisation, the availability of Bitumen may begin to decline.	Reduced availability of bitumen, increasing the cost of maintenance and renewals of bitumen footpaths.	The Shire of Pingelly is transitioning to building footpaths with concrete over bituminous surfaces.
Increased temperatures.	Asphalt/Bitumen footpaths absorb and retain more heat due to their darker surface colouring.	Bitumen footpaths are more likely to absorb solar radiation and increase nearby temperatures.	Concrete footpaths will reflect more solar radiation reducing the surface temperature of the footpath network.

Additionally, the way in which we construct new assets should recognise that there is opportunity to build in resilience to climate change impacts. Building resilience can have the following benefits:

- Assets will withstand the impacts of climate change;
- Services can be sustained; and
- Assets that can endure may potentially lower the lifecycle cost and reduce their carbon footprint
- Table 4.5.2 summarises some asset climate change resilience opportunities.

**Table 4.5.2 Building Asset Resilience to Climate Change**

New Asset Description	Climate Change impact These assets?	Build Resilience in New Works
Concrete Footpath Surfaces	Maintenance – Carbon Emissions	Concrete footpaths require less maintenance on a year-by-year basis reducing carbon emissions caused by maintenance works.
Surface Resilience to Weather Events	Severe Weather Events	Concrete is more durable than asphalt and bitumen surfaces. Continual degradation of the surface increases its susceptibility to water, damaging the pavement beneath the surface. As weather events become more severe, concrete surfaces are less likely to be impacted.

The impact of climate change on assets is a new and complex discussion and further opportunities will be developed in future revisions of this AM Plan.

## 5.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Shire plans to manage and operate the assets at the agreed levels of service while managing life cycle costs.

### 5.1 Background Data

#### 5.1 A Buildings

##### Physical parameters

The assets covered by this asset management plan, as well as the gross or market value (MV), and fair value, are presented below.

Asset ID	Asset Type	Facility	Gross Or MV	Fair Value
1005	Administration - 1 Storey	Administration Buildings	822,600	509,047
1053	Civic - Amenities	Caravan Park	247,000	188,820
1053A	Recreation - Picnic Shelter/Rotunda	Caravan Park	39,600	30,722
1007	Industrial - Workshop	Depot	651,000	509,826
1008	Shed - Partly Walled	Depot	107,000	90,151
1010	Shed - Fully Enclosed	Depot	6,140	5,064
10132	Recreation - Shade Sail/Shade Cloth	Depot	3,070	988
1013A	Office - Single Storey	Depot	680,200	449,831
10282	Shed - Fully Enclosed	Depot	37,100	31,649
10303	Shed - Fully Enclosed	Depot	7,920	7,214
DW01	Industrial - Pump/Switch	Depot	12,210	11,382
1018A	Residential - Detached House	Housing	230,000	230,000
10293	Residential - Detached House	Housing	275,000	275,000
10923	Residential - Detached House	Housing	260,000	260,000
10930	Residential - Semi Detached/Duplex	Housing	695,400	631,516

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10932	Residential - Semi Detached/Duplex	Housing	791,600	722,479
5178	Recreation - Picnic Shelter/Rotunda	Memorial Park	50,600	37,283
1022	Civic - Amenities	Non Council Controlled Buildings	135,600	94,586
10924	Civic - Amenities	Pingelly Cemetery	55,300	49,598
5183	Special - Unique	Pingelly Cemetery	76,000	51,968
5184	Recreation - Picnic Shelter/Rotunda	Pingelly Cemetery	72,100	61,541
10925	Civic - Amenities	Public Buildings / Access	60,600	54,746
5187	Shed - Fully Enclosed	Reclaimed Wastewater	259,800	235,541
1003A	Recreation - Kiosk	Recreation Grounds	16,400	10,177
1003C	Shed - Earth Floor	Recreation Grounds	561,000	299,192
1006	Industrial - Pump/Switch	Recreation Grounds	62,420	32,149
1006A	Shed - Fully Enclosed	Recreation Grounds	147,400	126,325
1006B	Recreation - Aquatic Centre	Recreation Grounds	564,000	332,776
1013C	Recreation - Hall/Sports Centre	Recreation Grounds	10,611,000	10,235,025
PAAA3	Residential - Semi Detached/Duplex	Recreation Grounds	365,100	352,905
PAAA4	Residential - Semi Detached/Duplex	Recreation Grounds	365,100	352,905
PAAA5	Residential - Semi Detached/Duplex	Recreation Grounds	365,100	352,905
PAAA6	Residential - Semi Detached/Duplex	Recreation Grounds	365,100	352,905
PAAA6A	Residential - Semi Detached/Duplex	Recreation Grounds	365,100	352,905
POOL1	Pool Assets	Recreation Grounds	1,530,800	845,484
POOL2	Recreation - Shade Sail/Shade Cloth	Recreation Grounds	47,900	45,053
RG03	Industrial - Pump/Switch	Recreation Grounds	153,400	137,550
10283A	Shed - Partly Walled	Refuse Site	188,800	163,142
5189	Shed - Partly Walled	Refuse Site	13,200	12,179
10294	Shed - Fully Enclosed	SES	36,700	32,536
5186	Shed - Fully Enclosed	Sundry	72,600	65,821
1001	Civic - Town/Community Hall	Town Precinct	2,973,000	1,912,563
1002	Civic - Town/Community Hall	Town Precinct	381,500	270,774
1017	Education - Child Care/Kindergarten	Town Precinct	292,360	163,574
10193	Civic - Town/Community Hall	Town Precinct	504,700	415,391
1052	Shed - Fully Enclosed	Town Precinct	143,000	82,927
5179	Civic - Town/Community Hall	Town Precinct	445,330	254,851
5180	Civic - Amenities	Town Precinct	86,600	39,517
5180A	Civic - Town/Community Hall	Town Precinct	552,470	356,884
SES000	Civic - Emergency Services	Town Precinct	977,000	908,173
5186A	Shed - Fully Enclosed	Waste Water Treatment Plant	38,900	36,238
			<b>\$27,801,820</b>	<b>\$23,081,770</b>

### Asset condition

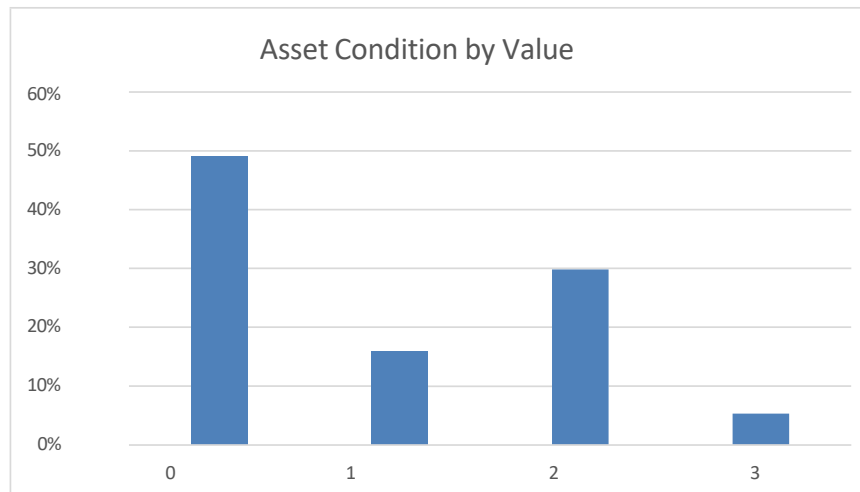
The Shire of Pingelly carried out a revaluation, including condition assessment, of all building assets in 2021. The field survey was performed by AVP Valuers, a licenced valuation company, with significant experience in local government asset financial valuations and condition assessments.

Condition is measured using a 0 – 5 grading system as detailed in Table 5.1.2.

**Table 5.1.2: Simple Condition Grading Model**

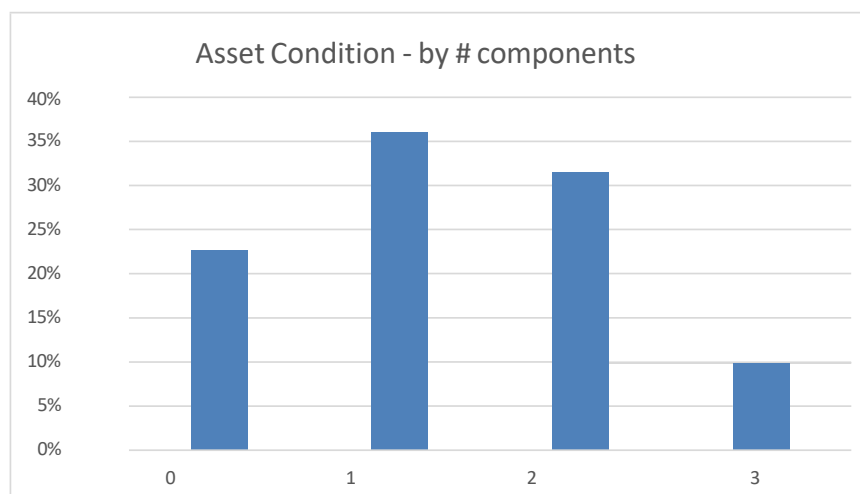
Condition Grading	Description of Condition
0	New or very good condition – very high level of remaining service potential.
1	Not new but in very good condition with no indicators of any future obsolescence and providing a high level of remaining service potential.
2	Aged and in good condition, providing an adequate level of remaining service potential. No signs of immediate or short term obsolescence.
3	Providing an adequate level of remaining service potential but there are some concerns over the asset's ability to continue to provide an adequate level of service in the short to medium term. May be signs of obsolescence in short to mid-term.
4	Indicators showing the need to renew, upgrade or scrap in near future. Should be reflected by inclusion in the Capital Works Plan to renew or replace in short-term. Very low level of remaining service potential.
5	At intervention point. No longer providing an acceptable level of service. If remedial action is not taken immediately the asset will need to be closed or decommissioned.

The condition profile of the building assets by total value, is shown in Figure 5.1.1.



**Figure 5.1.1: Total asset value by condition**

The condition profile of the assets by number of asset components, is shown in Figure 5.1.2.



**Figure 5.1.2: Total number of asset components by condition**

The condition profile for buildings shows there are no assets in a poor or very poor condition (Condition 4 – 5). Furthermore, the building portfolio, when assessed by value rather than number of assets, shows an even higher trend towards assets in a good to excellent condition. This equates to a low financial renewal requirement in the short to medium term.

#### Useful life of the assets

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.1.

**Table 5.3.1: Useful Lives of Assets**

Asset Components	Useful life - short (years)	Useful life – long (years)
Sub Structure	60 – 100	150
Structure	60 – 100	125
Floor Coverings	15-25	n/a
Fit-out	30-50	100
Roof	40-91	130
Mechanical Services	30-50	80
Fire Services	10-20	n/a
Electrical Services	40-70	150
Hydraulic System	40-70	150

#### 5.1 B Roads

##### Physical parameters

The assets covered by this AM Plan are shown in Table 5.1.1.

These include the full road network in the Shire of Pingelly.

The age profile of the assets included in this AM Plan are shown in Figure 5.1.1.

**Table 5.1.1: Assets covered by this Plan**

Asset Category	Dimension	Replacement Value
Road Pavement	4,365,387m <sup>2</sup>	\$42,306,270.93
Road Subgrade	5,406,187m <sup>2</sup>	\$42,306,270.93
Road Surface	1,275,543m <sup>2</sup>	\$9,884,743.55
<b>TOTAL</b>		<b>\$97,776,479.28</b>

Current asset data for this class is inadequate to do accurate age profiling. See 8.2 Improvement Plan.

##### Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there is insufficient resources to address all known deficiencies. Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

**Table 5.1.2: Known Service Performance Deficiencies**

Location	Service Deficiency
Yealering – Pingelly Road SLK 14-23	Extended length of sealed road surface unmaintained and at end-of-life on HV network road.
North Banister Road Assorted SLKs	Inadequate design for HV road use
Townsite	Aging network – visual detracting with potential to lower reputation of town and area.

The above service deficiencies were identified from 2022 road inspections.

#### Asset condition

Condition is not currently monitored consistently across the asset class. See 8.2 Improvement Plan.

Condition is measured using a 1 – 5 grading system<sup>5</sup> as detailed in Table 5.1.3. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication.

**Table 5.1.3: Condition Grading System**

Condition Grading	Description of Condition
1	<b>Very Good:</b> free of defects, only planned and/or routine maintenance required
2	<b>Good:</b> minor defects, increasing maintenance required plus planned maintenance
3	<b>Fair:</b> defects requiring regular and/or significant maintenance to reinstate service
4	<b>Poor:</b> significant defects, higher order cost intervention likely
5	<b>Very Poor:</b> physically unsound and/or beyond rehabilitation, immediate action required

Condition is not currently monitored in a formal way – condition data was used to determine Remaining Useful Life (RUL) due to lack of historical construction data.

#### 5.1 C Footpaths

##### Physical parameters

The assets covered by this AM Plan are shown in Table 5.1.1.

These include both footpaths located along roadside verges and within open spaces.

**Table 5.1.1: Assets covered by this Plan**

Asset Category	Dimension	Replacement Value
Reinforced Concrete	2,964m <sup>2</sup>	\$251,940
Insitu Concrete	16,979m <sup>2</sup>	\$1,358,280
Concrete Slabs	1,763m <sup>2</sup>	\$141,024
Black Asphalt	64m <sup>2</sup>	\$3,520
Red Asphalt	2,422m <sup>2</sup>	\$133,188
Brick Paving	2,913m <sup>2</sup>	\$320,430
Gravel	98m <sup>2</sup>	\$1,950
<b>TOTAL</b>		<b>\$2,210,332</b>

<sup>5</sup> IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.



#### Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there is insufficient resources to address all known deficiencies. Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

**Table 5.1.2: Known Service Performance Deficiencies**

Location	Service Deficiency
Concrete Paving Network	All existing concrete paving footpaths are currently in poor or very poor condition and require either disposal or uplifting, the ground leveled and replaced with whole pavers.

The above service deficiencies were identified from footpath condition assessment carried out in 2022.

#### Asset condition

Condition is currently monitored periodic condition assessments, the most recent carried out in 2022 for the full network.

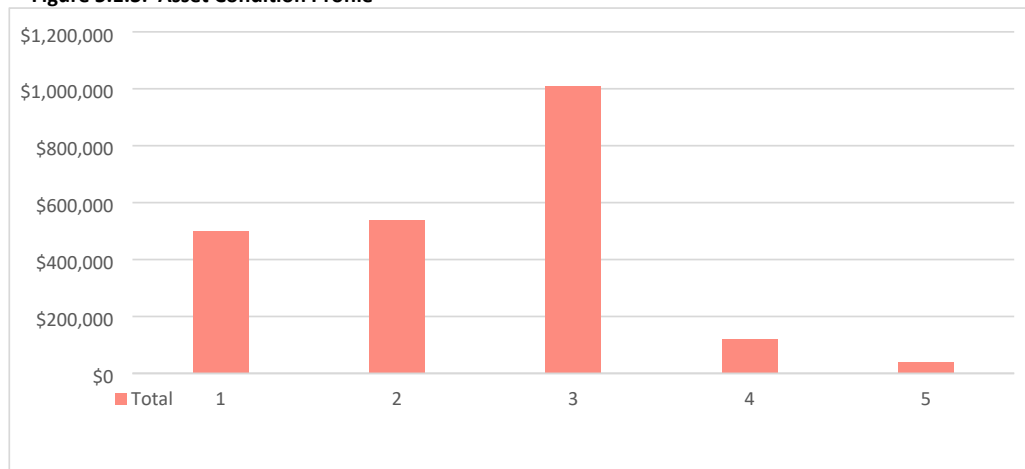
Condition is measured using a 1 – 5 grading system<sup>6</sup> as detailed in Table 5.1.3. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication.

**Table 5.1.3: Condition Grading System**

Condition Grading	Description of Condition
1	<b>Very Good:</b> free of defects, only planned and/or routine maintenance required
2	<b>Good:</b> minor defects, increasing maintenance required plus planned maintenance
3	<b>Fair:</b> defects requiring regular and/or significant maintenance to reinstate service
4	<b>Poor:</b> significant defects, higher order cost intervention likely
5	<b>Very Poor:</b> physically unsound and/or beyond rehabilitation, immediate action required

The condition profile of our assets is shown in Figure 5.1.3.

**Figure 5.1.3: Asset Condition Profile**



<sup>6</sup> IPWEA, 2015, IIMM, Sec 2.5.4, p 2 | 80.

Currently all Very Good condition footpath assets are Reinforced Concrete or Red Asphalt. Some of the Red Asphalt has started to deteriorate at a faster than expected rate and will likely not maintain condition for the expected period and require repairs within 10 years time. The majority of Average/Fair footpaths are comprised on Insitu Concrete – underperforming the expected lifespan of the material. The Brick Paving network mostly maintains Fair to Good condition.

Poor and Very Poor is predominately Concrete Pavers.

Condition can be viewed on Appendix H.

All figure values are shown in current day dollars.

## 5.2 Operations and Maintenance Plan

### 5.2 B Roads

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs, asphalt patching, and equipment repairs.

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Assessment and priority of reactive maintenance is undertaken by staff using experience and judgement.

#### Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery. The service hierarchy is shown in Table 5.2.2.

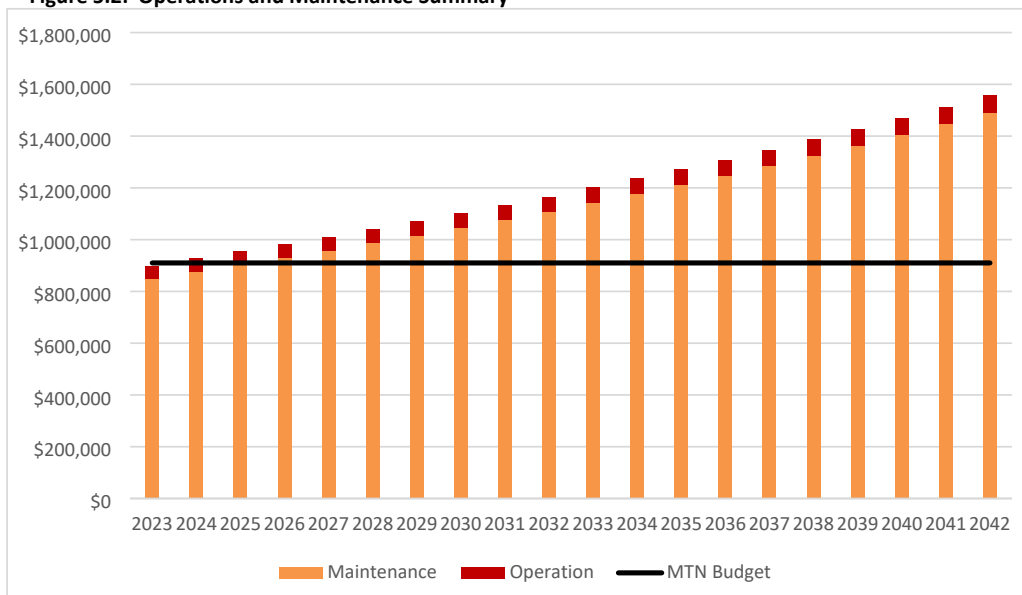
**Table 5.2.2: Asset Service Hierarchy**

Service Hierarchy	Service Level Objective
District Distributor	High capacity traffic movements between industrial, commercial and residential areas.
Regional Distributor	Roads linking significant destinations and designed for efficient movement of people and goods between and within regions.
Local Distributor	Movement of traffic within local areas and connect access roads to higher order Distributors.
Access Road	Provision of vehicle access to abutting properties including rural land..

#### Summary of forecast operations and maintenance costs

Forecast operations and maintenance costs are expected to vary in relation to the total value of the asset stock. If additional assets are acquired, the future operations and maintenance costs are forecast to increase. If assets are disposed of the forecast operation and maintenance costs are expected to decrease. Figure 5.2 shows the forecast operations and maintenance costs relative to the proposed operations and maintenance Planned Budget.

**Figure 5.2: Operations and Maintenance Summary**



All figure values are shown in current day dollars.

As per the 8.2 Improvement Plan more information is required on separating current actual expenditure for both Footpath Maintenance and Operations. At current day estimates it is assumed maintenance requires approximately \$860,000 in actual maintenance costs and \$50,000 in operations. The activities in each respective forecasted costs are detailed in the 3.5 Technical Levels of Service Table.

It is expected that new acquisitions will not have a significant impact on increasing maintenance requirements for the duration of this Road Asset Management Plan. However, with the aging network and as more assets reach the expected end-of-life of their materials, it is expected that maintenance costs will increase over the period and that the current funding provision for maintenance costs may no longer be adequate.

## 5.2 C Footpaths

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs, asphalt patching, and equipment repairs.

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Reactive maintenance is carried out in accordance with response levels of service detailed in Appendix C.

### Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery. The service hierarchy is shown in Table 5.2.2.

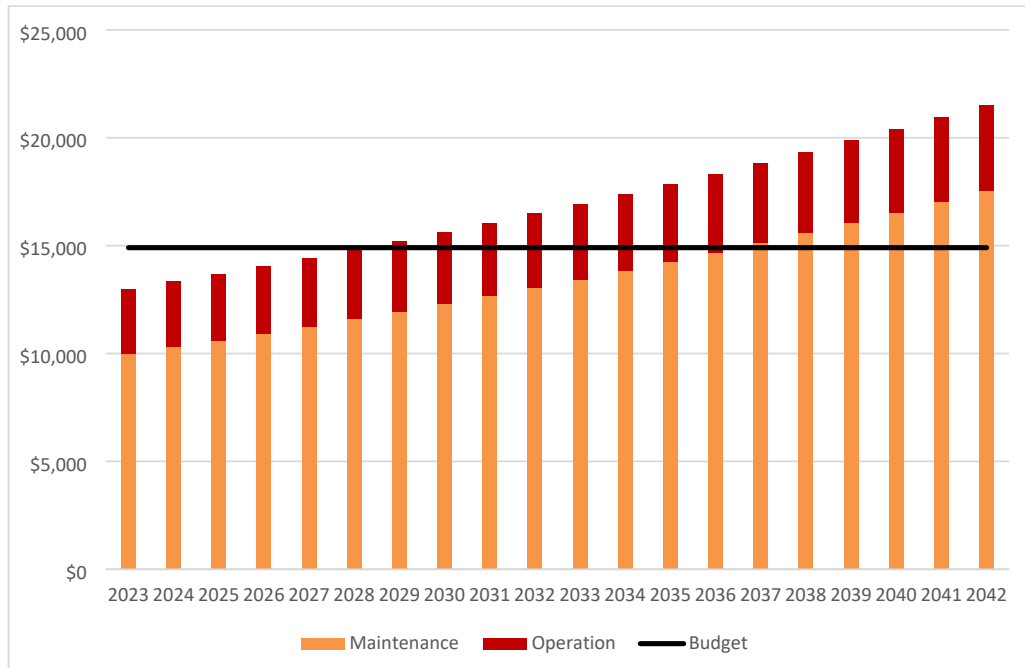
**Table 5.2.2: Asset Service Hierarchy**

Service Hierarchy	Service Level Objective
Commercial / Business Zone Areas	<p>All commercial streets located within the commercial / business zone of the Pingelly Townsite to have Dual Use Footpaths on both sides of the road verge.</p> <p>All paths to incorporate disabled access needs and have suitable on and off ramps installed.</p>
Strategic Access Routes	<p>All strategic pedestrian and school access routes to have a Concrete Dual Use footpath on at least one side of the road verge.</p> <p>All paths to incorporate disabled access needs and have suitable on and off ramps installed.</p>
Residential Zone Areas	<p>Maintain existing footpaths and upgrade to Concrete Dual Use Paths as they reach end of life.</p> <p>Continue to expand residential zone network in areas currently unserved by existing footpath assets.</p>

**Summary of forecast operations and maintenance costs**

Forecast operations and maintenance costs are expected to vary in relation to the total value of the asset stock. If additional assets are acquired, the future operations and maintenance costs are forecast to increase. If assets are disposed of the forecast operation and maintenance costs are expected to decrease. Figure 5.2 shows the forecast operations and maintenance costs relative to the proposed operations and maintenance Planned Budget.

**Figure 5.2: Operations and Maintenance Summary**



All figure values are shown in current day dollars.

As per the 8.2 Improvement Plan more information is required on current actual expenditure for Footpath Maintenance and Operations. The activities in each respective forecasted costs are detailed in the 3.5 Technical Levels of Service table.

Any additional acquisitions not forecasted will increase maintenance and operational costs.

### 5.3 Renewal Plan

#### 5.3 B - Roads

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3. Asset useful lives were last reviewed in 2023.

**Table 5.3: Useful Lives of Assets**

Asset (Sub)Category	Useful life
Road Surface - Asphalt	25 years
Road Surface – Spray Seal	20 Years
Road Pavement - Unsealed	15 Years
Road Subgrade – Sealed	40-50 Years

The estimates for renewals in this AM Plan were based on the asset register.

#### Renewal ranking criteria

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).<sup>7</sup>

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.<sup>8</sup>

The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 5.3.1.

**Table 5.3.1: Renewal Priority Ranking Criteria**

Criteria	Weighting
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<sup>7</sup> IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

<sup>8</sup> Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

Criteria	Weighting
Hierarchy	40%
Condition	30%
Risk	30%
<b>Total</b>	<b>100%</b>

### 5.3 C – Footpaths

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3. Asset useful lives were last reviewed on 2023.

**Table 5.3: Useful Lives of Assets**

Asset (Sub)Category	Useful life
Reinforced Insitu Concrete	80 Years
Insitu Concrete	50 Years
Concrete Slabs	40 Years
Brick Paving	60 Years
Black Asphalt	25 Years
Red Asphalt	25 Years
Gravel	15 Years

The estimates for renewals in this AM Plan were based on the footpath asset register.

#### Renewal ranking criteria

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).<sup>9</sup>

It is possible to prioritise renewals by identifying assets or asset groups that:

<sup>9</sup> IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.<sup>10</sup>

The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 5.3.1.

**Table 5.3.1: Renewal Priority Ranking Criteria**

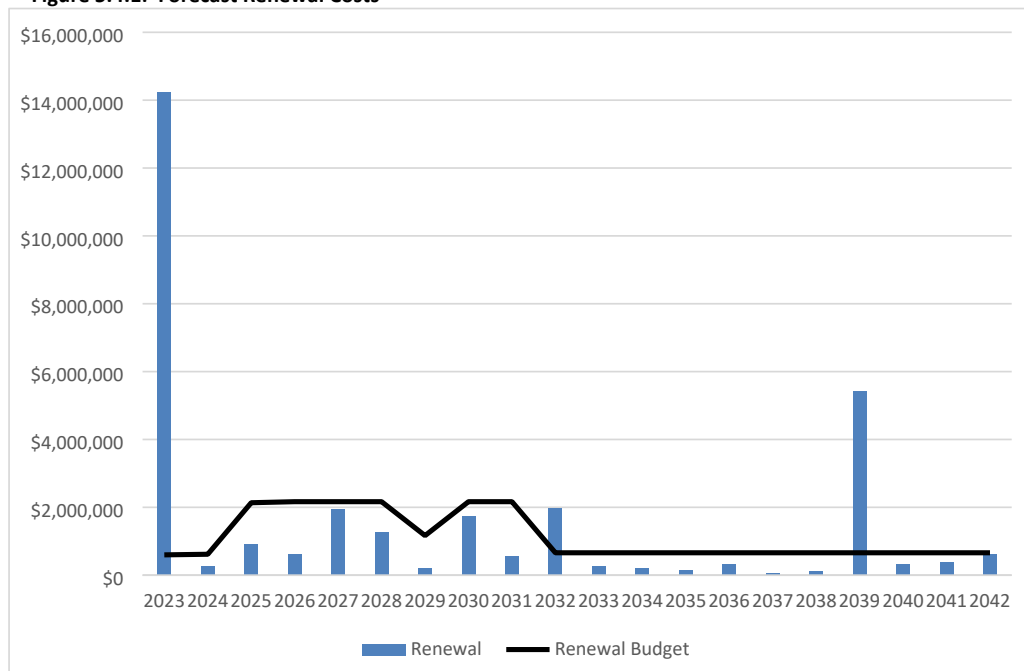
Criteria	Weighting
Hierarchy	40%
Condition	30%
Risk	30%
<b>Total</b>	<b>100%</b>

#### 5.4 Summary of future renewal costs

##### 5.4 B Roads

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 5.4.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

**Figure 5.4.1: Forecast Renewal Costs**



All figure values are shown in current day dollars.

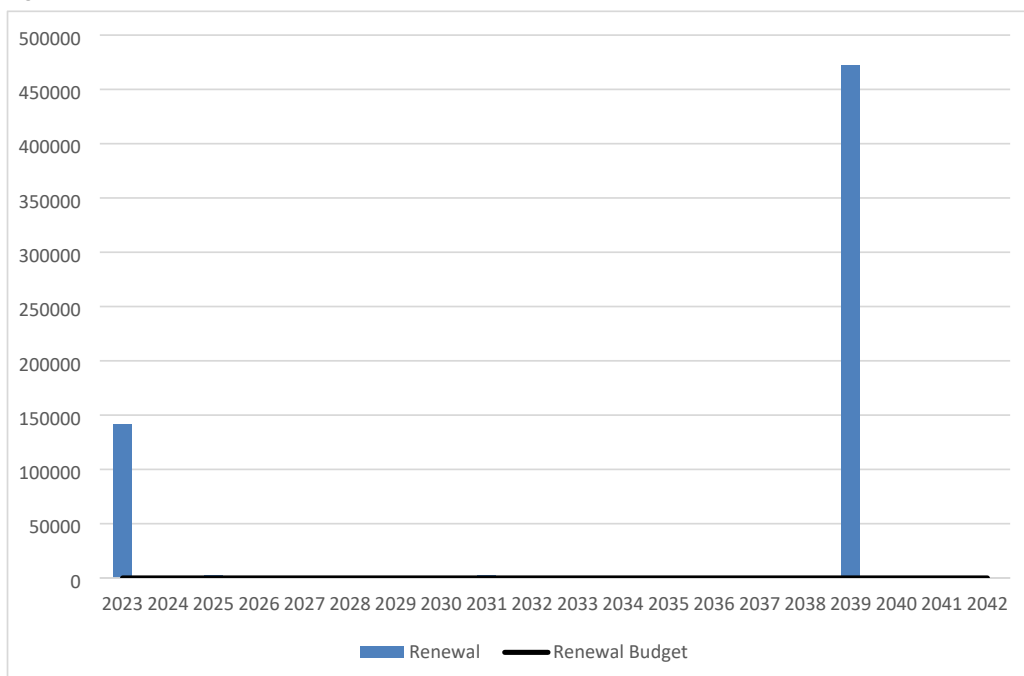
<sup>10</sup> Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

Currently a significant portion of the road network up for renewal has insufficient funding to be resealed or reconstruction.

#### 5.4 C – Footpaths

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 5.4.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

**Figure 5.4.1: Forecast Renewal Costs**



All figure values are shown in current day dollars.

In the forecasted 20 year period the Shire of Pingelly has approximately a quarter of its network due for renewal. Older portions of the insitu concrete network are expected to also be due in the last quarter over this AMP period. Further condition and performance monitoring over time will be required to prioritise specific portions of this material class closer to end-of-life.

The Shire of Pingelly currently has no planned budget expenditure towards the renewal of footpaths in the next 20 year period. As such, it is expected that the level of service provided by the footpath network will decline.

#### 5.5 Acquisition Plan

##### 5.5 B Roads

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to the Shire of Pingelly.

##### Selection criteria

Proposed acquisition of new assets, and upgrade of existing assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes.



#### Summary of future asset acquisition costs

Forecast acquisition asset costs are summarised / summarized in Figure 5.4.1 and shown relative to the proposed acquisition budget. The forecast acquisition capital works program is shown in Appendix A.

All figure values are shown in current day dollars.

When an Entity commits to new assets, they must be prepared to fund future operations, maintenance and renewal costs. They must also account for future depreciation when reviewing long term sustainability. When reviewing the long-term impacts of asset acquisition, it is useful to consider the cumulative value of the acquired assets being taken on by the Entity.

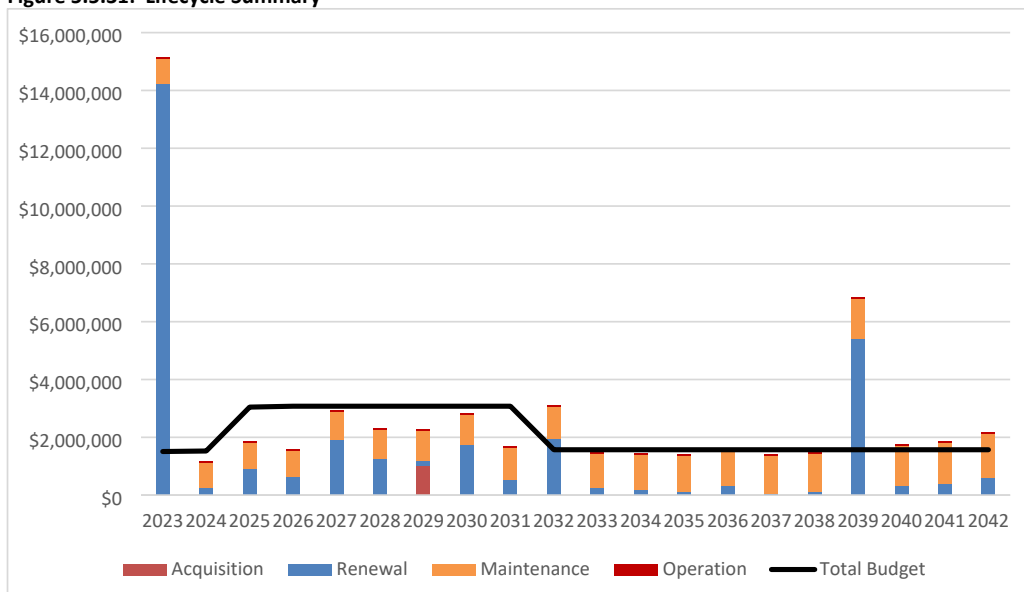
Expenditure on new assets and services in the capital works program will be accommodated in the long-term financial plan, but only to the extent that there is available funding.

#### Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 5.5.31. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

The bars in the graphs represent the forecast costs needed to minimise the life cycle costs associated with the service provision. The proposed budget line indicates the estimate of available funding. The gap between the forecast work and the proposed budget is the basis of the discussion on achieving balance between costs, levels of service and risk to achieve the best value outcome.

**Figure 5.5.31: Lifecycle Summary**



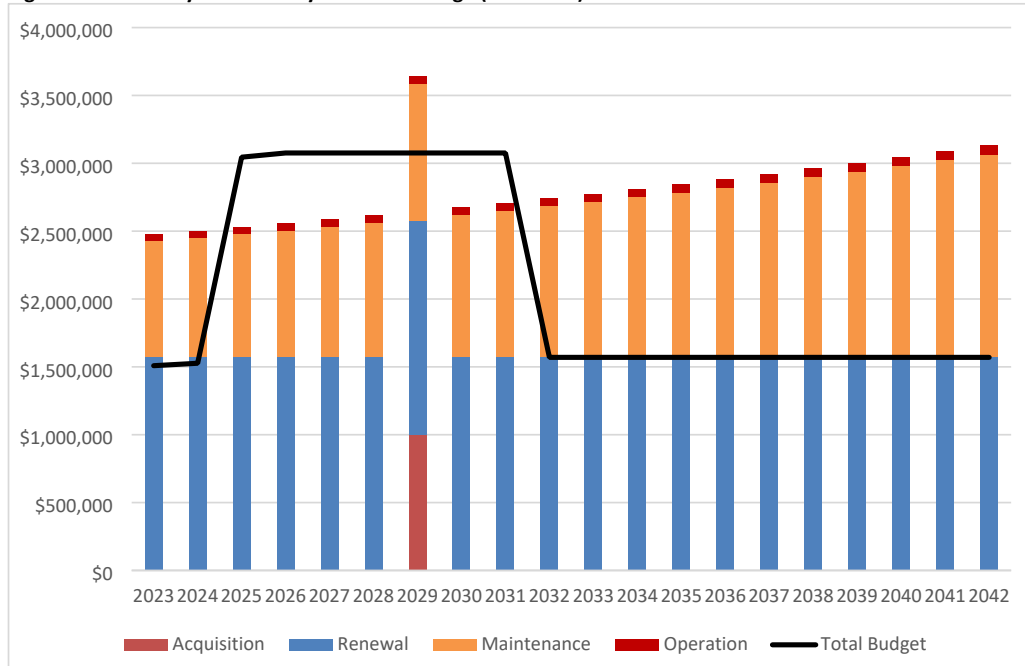
All figure values are shown in current day dollars.

Due to a significant portion of the road network being due for unfunded renewal or upgrades the expectation is that the levels of service provided by the Shire of Pingelly's road network will decline in the next 20 years.

As per the 8.2 Improvement Plan, better financial data capture of current maintenance and operation expenditure will be required for future iterations of the Footpath Asset Management Plan.

An alternative forecast with renewal costs averaged out over the 20 years has also been provided:

**Figure 5.5.32: Lifecycle Summary 20 Year Average (Renewals)**



Current forecasts only expect an network improvement on average over 6 of the 20 year (30%) period this AMP covers.

## 5.6 Disposal Plan

### 5.6 A Buildings

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. No building assets are currently planned for disposal.

### 5.6 B Roads

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 5.6. A summary of the disposal costs and estimated reductions in annual operations and maintenance of disposing of the assets are also outlined in Table 5.6. Any costs or revenue gained from asset disposals is included in the long-term financial plan.

**Table 5.6: Assets Identified for Disposal**

Asset	Reason for Disposal	Timing	Disposal Costs	Operations & Maintenance Annual Savings
None	NIL	NIL	NIL	NIL

### 5.6 C Footpaths

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation.

The Shire of Pingelly has no committed disposals.

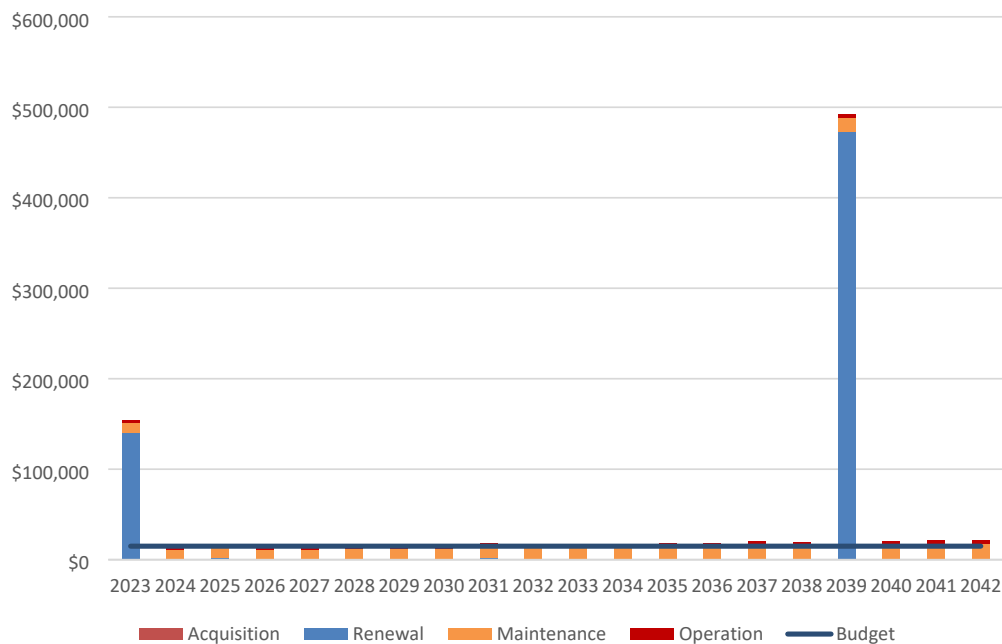
## 5.7 Summary of asset forecast costs

### 5.7 C Footpaths

The financial projections from this asset plan are shown in Figure 5.7.1. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

The bars in the graphs represent the forecast costs needed to minimise the life cycle costs associated with the service provision. The proposed budget line indicates the estimate of available funding. The gap between the forecast work and the proposed budget is the basis of the discussion on achieving balance between costs, levels of service and risk to achieve the best value outcome.

**Figure 5.7.1: Lifecycle Summary**



All figure values are shown in current day dollars.

The Shire of Pingelly does not have a considerable budget allocated to footpaths. Over the 20 year period it is expected that a quarter of the current footpath network will be at end-of-life. However, periodic condition assessments to monitor the performance of the footpath network will be required to determine a more accurate remaining useful life (RUL) for these assets.

Current asset performance suggests that without sufficient ongoing maintenance and repairs that the existing network may deteriorate at an accelerated rate.

Due to the absence of any forecasted budget towards renewals, the level of service provided by the Shire of Pingelly's footpath network is expected to decline.

## 6.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: 'coordinated activities to direct and control with regard to risk'.

An assessment of risks associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

### 6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery. Failure modes may include physical failure, collapse or essential service interruption.

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

#### 6.1 A - Buildings

No critical assets are identified in this plan.

#### 6.1.B Roads

Table 6.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Regional Distributors	Structural Failures	Potential to cause disruption to industry, community and local businesses.
Townsite & Residential	Surface Degradation	Result in reduced levels of service, increased hazards, and poorer visual amenities.

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

## 6.1 C – Footpaths

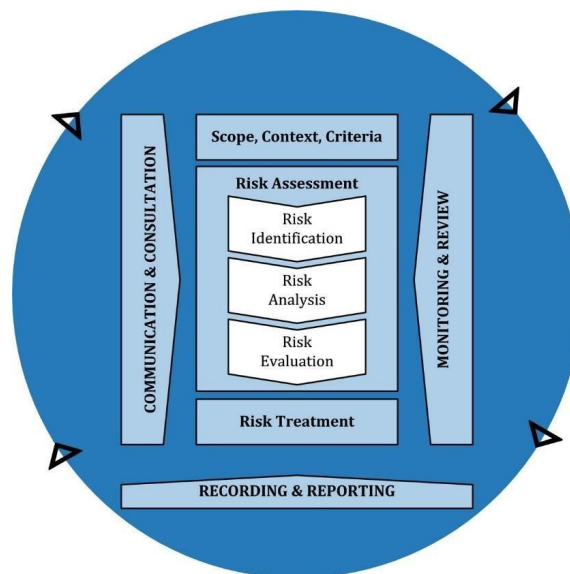
**Table 6.1 Critical Assets**

Critical Asset(s)	Failure Mode	Impact
Commercial / Business Zone Areas	Structural Failure	Potential to cause disruption to both the community and local businesses.
Strategic Access Routes	Structural Failure	Disruptions and potential closures to strategic key routes, including school and medical facility.
Residential Zone Areas	Surface Degradation	Result in reduced levels of service, increased hazards and risk to community, and reduced visual amenity.

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

## 6.2 Risk Assessment

The risk management process used is shown in Figure 6.2 below. It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks. The process is based on the fundamentals of International Standard ISO 31000:2018.



**Fig 6.2 Risk Management Process – Abridged**

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

The following table lists the risks specific to this asset class and their current and proposed risk management controls.

**Table 6.2: Risks and Treatment Plans A - Buildings**

ITEM NO.	RISK	CAUSES	CURRENT CONTROLS	ADDITIONAL CONTROLS
1	Buildings or structures are unsafe for use.	Incorrect repairs. Poor condition. Illegal modifications.	Repairs and Maintenance undertaken by trained and licenced persons. Asset condition audits monitor condition. Modification of Shire buildings done only through Shire process. Compliance audits for fire, electrical and Workplace, health and safety.	Implement periodic structural audits.
2	Damage to reputation due to general condition of some buildings and structures.	Poor overall management of building stock due to unclear allocation of managerial responsibilities. Scarce resources.	Direct responsibilities for maintenance allocated to specialist staff. Maintenance budgets developed according to regular reviews.	Nil
3	Non-compliance with current building codes and associated legislation.	Lack of awareness of changes and requirements or scarce resources.	Updates to applicable codes, policy, statutes and legislations brought to the attention of responsible managers for action.	Preparation of a suitable strategy/plan, including timeframes and clear responsibilities, formally addressing any outstanding actions.
4	Building stock is mismatched to community needs resulting in unnecessary expense.	Lack of clarity in terms of existing and future strategic need.	Routine monitoring of use relative to current occupancy and need.	Preparation of a suitable building strategy, addressing current and forecast demands.
5	High failure rates of heating, ventilation and air conditioning and other major plant and equipment.	Current plant not fit- for-purpose. Poor maintenance practices. Equipment close to end of useful life.	Scheduled maintenance regime addressing plant and equipment.	Preparation of a suitable building strategy with planned replacement of plant and equipment. To be considered relative to overall Building Strategy.

#### 6.0 Managing the Risks B - Roads

Our present budget levels are insufficient to continue to manage risks in the medium term. The main risk consequences are:

- Negative impact to the Shire of Pingelly's reputation.
- Increased road network disruption due to required maintenance intervention.
- Increased risk to road users on impacted roads.

We will endeavour to manage these risks within available funding by:

- Maintain key roads as much as current funding allows.

6.2 B - Roads

**Table 6.2: Risks and Treatment Plans**

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Road assets at end of life/deteriorating condition	Potential for incidents, involving damage to public or property and damage to the reputation to the organization and Council.	VH	Maintenance and potential need for other mitigators such as hazard signage and messaging.	H	Maintenance costs as included in this AMPs Lifecycle Mode.
Road network service disruptions on asset failure.	Potential disruption to key routes or local access roads.	H	Maintained key road assets as current funding allow.	H	No additional funding available.
Acquisitions and Renewals	Low availability of contractors to conduct works. Resulting in risk of reduced ability to carry out budgeted and planned works at current costs.	H	Continue construction tender procurement processes and monitor situation.	M	Varies.  May result in higher future acquisition and renewal costs.
Construction and resealing costs.	Price volatility may continue to trend upwards. In last 5 years observed construction and resealing costs have increased 80-100%	H	Continue construction tender procurement processes and monitor situation.	M	Varies.  May result in higher future acquisition and renewal costs.

Note \* The residual risk is the risk remaining after the selected risk treatment plan is implemented.

## 6.2 C – Footpaths

**Table 6.2: Risks and Treatment Plans**

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Footpath Assets at end of life/deteriorating condition	Potential for injury to public and damage to reputation of the organisation and Council.	H	Maintenance and intervention program.	L	Cost included in this AMPs Lifecycle Model.
Acquisitions and Renewals	Low quantity and availability of local contractors to conduct works. Resulting in risk of reduced ability to carry out planned/budgeted works at current costs.	H	Continue construction tender procurement processes and monitor situation.	M	Varies  May result in higher future acquisition and replacement costs.

Note \* The residual risk is the risk remaining after the selected risk treatment plan is implemented.

## 6.3 Infrastructure Resilience Approach

The resilience of our critical infrastructure is vital to the ongoing provision of services to customers. To adapt to changing conditions we need to understand our capacity to 'withstand a given level of stress or demand', and to respond to possible disruptions to ensure continuity of service.

Resilience recovery planning, financial capacity, climate change risk assessment and crisis leadership.

We do not currently measure our resilience in service delivery. This will be included in future iterations of the AM Plan.

## 6.4 Service and Risk Trade-Offs

### 6.4 B - Roads

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

#### What we cannot do

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

- Insufficient funding and resources to renew all end-of-life and deteriorating assets due for replacement.
- Ensure end-of-life roads can be maintained through a maintenance programme alone.

#### Service trade-off

If there is forecast work (operations, maintenance, renewal, acquisition or disposal) that cannot be undertaken due to available resources, then this will result in service consequences for users. These service consequences include:

- General deterioration of road network.
- Reduced visual amenities in affected areas.



- Inadequate level of service for road users including local residents, businesses and industry.

### Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may sustain or create risk consequences. These risk consequences include:

- Negative impact to the Shire of Pingelly's reputation.
- Increased road network disruption due to required maintenance intervention.
- Increased risk to road users on impacted roads.

These actions and expenditures are considered and included in the forecast costs, and where developed, the Risk Management Plan.

### **6.4 C – Footpaths**

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

### What we cannot do

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

- Address issues with footpaths in poor or very poor condition,
- Renew any end-of-life footpath assets.

### Service trade-off

If there is forecast work (operations, maintenance, renewal, acquisition or disposal) that cannot be undertaken due to available resources, then this will result in service consequences for users. These service consequences include:

- General deterioration of footpath surfaces.
- Reduced visual amenities in affected areas.
- Inadequate level of service for aged and mobility impaired users in residential areas.

### Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may sustain or create risk consequences. These risk consequences include:

- Negative impact to the Shire of Pingelly's reputation.
- Increased footpath service disruption due to required maintenance intervention.
- Reduced pedestrian and bicycle traffic use.

These actions and expenditures are considered and included in the forecast costs, and where developed, the Risk Management Plan.

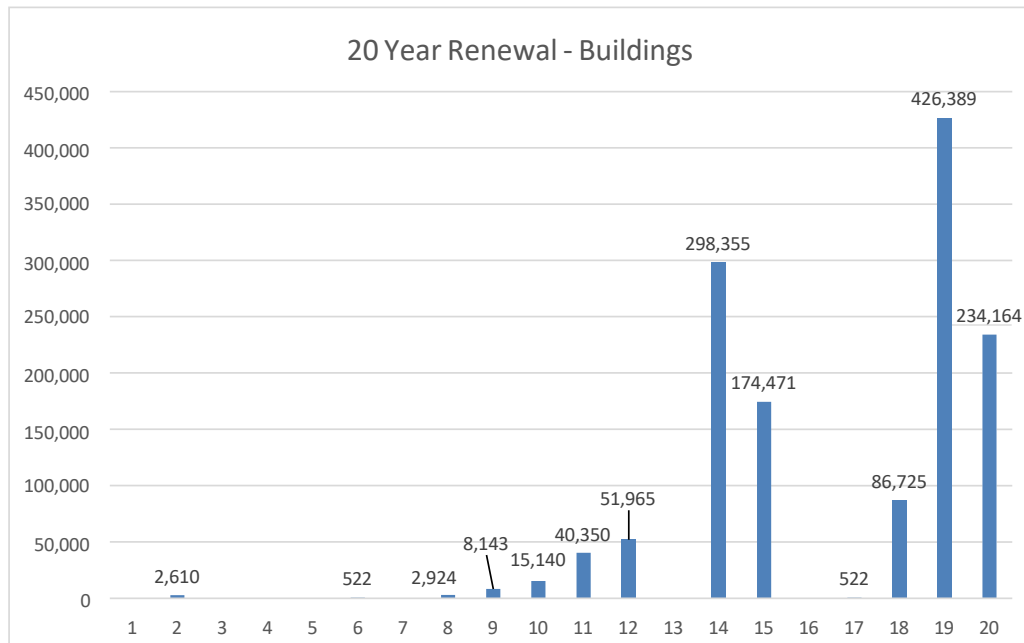
## **7.0 FINANCIAL SUMMARY**

This section contains the financial requirements resulting from the information presented in the previous sections of this asset management plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

## 7.0 Financial Summary

### 7.0 A - Buildings

#### Forecast Building Renewal Costs



Over the first 10 years, the renewal requirement totals \$29,338, or \$2,934 on average per year. Over the second 10 years, the renewal requirement increases steeply to \$1,312,940, or \$131,294 on average per year.

Councils' present funding levels are sufficient to continue to provide existing services at current service levels in the medium term (for the first 10 years), however, an increase in financial resources will be required over the long-term period. A detailed summary of the lifecycle costs is shown in Appendix A.

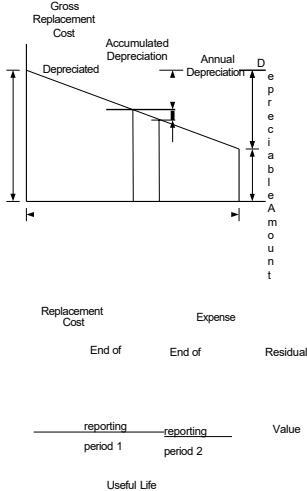
7.0 Financial Summary B – Roads

7.1 Asset valuation

7.1 A - Buildings

The value of assets included in the Building Asset Management Plan are shown below. Current (Gross) Replacement Cost \$27,801,820  
Depreciated Replacement Cost \$23,081,770

Depreciation 49 \$4,720,0

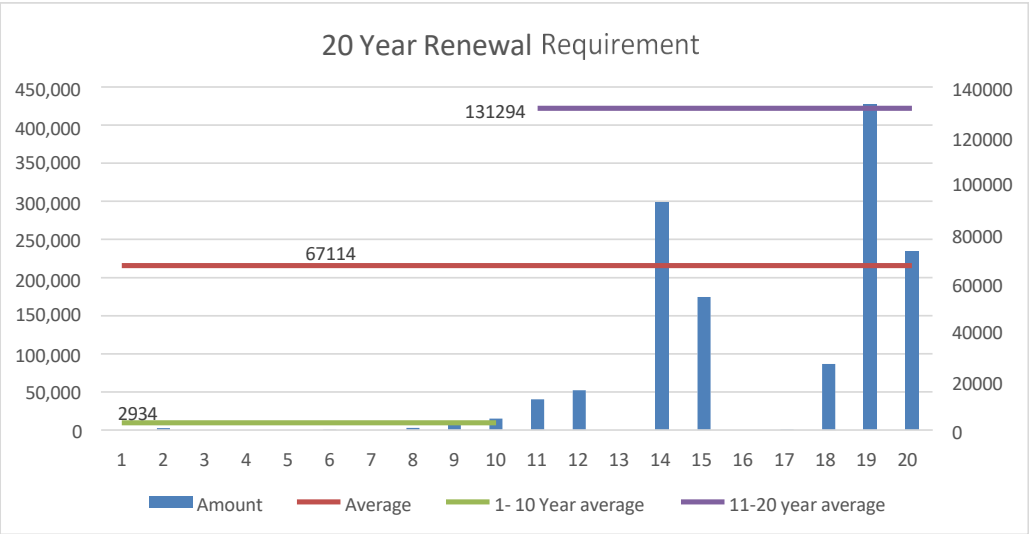


7.2 Summary of future renewal costs

7.2 A - Buildings

The required costs associated with renewals and their average are shown in Figure 7.2. The total costs for renewals over the planning period is \$1,342,748 or \$67,114 on average. It is noted that the second 10 year average (from year 11-20) is significantly higher at \$131,294, than the average renewal requirement for the first 10 years (\$67,114).

Figure 7.2: Required Renewal Costs



### 7.3 Valuation Forecasts

Asset values are forecast to be stable in the coming years as there are no plans for new assets or upgrade projects being carried out.

Additional assets will generally add to the operations and maintenance needs in the longer term. Additional assets will also require additional costs due to future renewals.

### 7.4 Key Assumptions Made in Financial Forecasts

In compiling this asset management plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan, and provides an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

- The current levels of service will remain constant over the life time of this AMP.
- The asset register resulting from the asset inspections and upload is accurate.
- The level of confidence of the field survey results conducted by AVP in 2021 is high.
- All predicted financial figures are based on 2021 rates and are not adjusted by the inflation rate for the particular year of works.

Accuracy of future financial forecasts may be improved in future revisions of this asset management plan by the following actions:

- Consult with the community and other stakeholders to finalise the levels of service currently being delivered.
- Improving the accuracy of the current asset register;
- Improving asset inspection procedures;
- Refining useful lives for all asset classes;
- Refining planned maintenance and renewal for asset classes;
- Refinement of growth forecasts used in the current plan;
- Refining accurate unit rates for asset classes.
- Refine and improve the prediction modelling (life cycle paths).

### 7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this building AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale in accordance with Table 7.5.1.

**Table 7.5.1: Data Confidence Grading System**

Confidence Grade	Description
A. Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B. Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$

C. Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D. Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E. Unknown	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 6.5.1.

**Table 7.5.1: Data Confidence Assessment for Data used in AM Plan**

Data	Confidence Assessment	Comment
Demand drivers	N/A	N/A
Growth projections	N/A	N/A
Acquisition forecast	N/A	No new projected assets
Operation forecast	B	Included in the Long-term Financial Plan
Maintenance forecast	B	Included in the Long-term Financial Plan
Renewal forecast	A	Professional valuations
- Asset values	B	Range based on professional judgement
- Asset useful lives	B	Professional judgement
- Condition modelling	N/A	No assets flagged for disposal
Disposal forecast	N/A	

## 8.0 PLAN IMPROVEMENT AND MONITORING

### 8.0 B - Roads Asset Management Planning Practices

Key assumptions made in this AM Plan are:

- All renewal and construction costs are in line with current observed costs in recent construction and resealing projects. See table 6.2 for respective risk assessments addressing the potential risk of an increase in future costs.
- Maintenance and Operation costs are based on financial estimates on limited data. To be improved in future iterations of the Asset Management Plan.
- That Wheatbelt Secondary Freight Network projects will be approved and funded.
- That current received Regional Road Group and Roads to Recovery funding will be sustained in the future.
- Assets requiring renewal are identified from either the asset register or an alternative method.
- The timing of capital renewals based on the asset register is applied by adding the useful life to the year of acquisition or year of last renewal,
- Alternatively, an estimate of renewal lifecycle costs is projected from external condition modelling systems and may be supplemented with, or based on, expert knowledge.
- The Asset Register was used to forecast the renewal lifecycle costs for this AM Plan.

This AM Plan is based on a Medium level of confidence information.

### 8.1 Status of Asset Management Practices

#### Accounting and financial data sources

This asset management plan utilises accounting and financial data. The Shire uses the SynergySoft Enterprise for the accounting and financial management functions, which include the financial register of the Shire's assets.

#### Asset management data sources

This asset management plan also utilises asset management data. The Shire manage building assets using Asset Valuer Pro, which is provided through the 5 yearly asset valuation process. Access to this program is restricted to read only, and therefore live asset data can not be managed at the current subscription level.

### 8.2 Improvement Plan

It is important that an entity recognise areas of their asset management plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this asset management plan is shown in Table 8.2.

**Table 8.2: Improvement Plan**

Task	Task	Timeline
1	Research on Customer' expectations and consultation	3 years
2	Finalise Customer's levels of service and Technical levels of service. Have these Levels of Service adopted by Council.	2 years
3	Review maintenance and renewal plans to ensure they match the budget allocations	1 year
4	Review and revise risk management	2 years
5	Ensure future needs are reflected in future asset management plans and considered in the development of the Long-Term Financial Plan	2 years
6	Continue to develop the integration between strategic plans, asset plans and long term financial plans	2 years

### **8.3 Monitoring and Review Procedures**

This asset management plan will be reviewed on a five yearly basis, and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

This review will ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, upgrade/new and asset disposal costs and proposed budgets. These forecast costs and proposed budget are incorporated into the long-term financial plan or will be incorporated into the long-term financial plan once completed.

The AM Plan covers a planning period of 20 years, however, has a maximum life of 5 years which is aligned with the revaluation cycle.

### **8.4 Performance Measures**

The effectiveness of this asset management plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this asset management plan are incorporated into the long term financial plan,
- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures take into account the 'global' works program trends provided by the asset management plan,
- The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Plan and associated plans,

**APPENDIX 1 – Component Level – Building 20 Year Renewal Requirement**

Asset Id	Asset Name	Asset Type	Component	Renewal Estimate	Year
10132	Depot - Nursery Shade Houses	Recreation - Shade Sail/Shade Cloth	05 Roof	2,609.50	2
10132	Depot - Nursery Shade Houses	Recreation - Shade Sail/Shade Cloth	05 Roof	521.90	6
1017	Pre-Primary Centre, Sheds and Shelters	Education - Child Care/Kindergarten	62 Serv - Fire	2,923.60	8
POOL2	Swimming Pool - Shade Structures	Recreation - Shade Sail/Shade Cloth	05 Roof	8,143.00	9
10132	Depot - Nursery Shade Houses	Recreation - Shade Sail/Shade Cloth	05 Roof	521.90	10
1017	Pre-Primary Centre, Sheds and Shelters	Education - Child Care/Kindergarten	03 Floor Coverings	14,618.00	10
1006B	Swimming Pool - Building	Recreation - Aquatic Centre	61 Serv - Mechanical	22,560.00	11
1006B	Swimming Pool - Building	Recreation - Aquatic Centre	62 Serv - Fire	11,280.00	11
1007	Depot - Work Shop	Industrial - Workshop	62 Serv - Fire	6,510.00	11
10132	Depot - Nursery Shade Houses	Recreation - Shade Sail/Shade Cloth	05 Roof	2,087.60	12
5179	Old Courthouse Museum	Civic - Town/Community Hall	63 Serv - Elect	24,493.15	12
5179	Old Courthouse Museum	Civic - Town/Community Hall	64 Serv - Hydr	25,383.81	12
1001	Town Hall	Civic - Town/Community Hall	03 Floor Coverings	222,975.00	14
10132	Depot - Nursery Shade Houses	Recreation - Shade Sail/Shade Cloth	01 Sub-Structure	23.03	14
10132	Depot - Nursery Shade Houses	Recreation - Shade Sail/Shade Cloth	05 Roof	521.90	14
5179	Old Courthouse Museum	Civic - Town/Community Hall	03 Floor Coverings	33,399.75	14
5180A	RSL Hall	Civic - Town/Community Hall	03 Floor Coverings	41,435.25	14
1005	Shire Admin Office	Administration - 1 Storey	62 Serv - Fire	16,452.00	15
1013A	Shire Depot Office	Office - Single Storey	61 Serv - Mechanical	159,847.00	15
1017	Pre-Primary Centre, Sheds and Shelters	Education - Child Care/Kindergarten	61 Serv - Mechanical	2,923.60	15
10923	Dwelling - Staff Housing DCCS	Residential - Detached House	61 Serv - Mechanical	11,700.00	15
10132	Depot - Nursery Shade Houses	Recreation - Shade Sail/Shade Cloth	05 Roof	521.90	17
10293	Dwelling - Doctors Housing	Residential - Detached House	61 Serv - Mechanical	12,375.00	18
10930	Dwelling - Staff Housing	Residential - Semi Detached/Duplex	61 Serv - Mechanical	34,770.00	18
10932	Dwelling - Staff Housing	Residential - Semi Detached/Duplex	61 Serv - Mechanical	39,580.00	18
1005	Shire Admin Office	Administration - 1 Storey	03 Floor Coverings	41,130.00	19
1013A	Shire Depot Office	Office - Single Storey	03 Floor Coverings	37,411.00	19



# Shire of Pingelly-Ordinary Council Meeting - 15 May 2024

1013C	Pingelly Recreation & Cultural Centre	Recreation - Hall/Sports Centre	62 Serv - Fire	106,110.00	19
1013C	Pingelly Recreation & Cultural Centre	Recreation - Hall/Sports Centre	65 Serv - Security	106,110.00	19
1018A	Dwelling - Staff Housing CEO	Residential - Detached House	03 Floor Coverings	6,900.00	19
PAAA3	Pingelly Aged Appropriate Accommodation Unit 3	Residential - Semi Detached/Duplex	61 Serv - Mechanical	18,255.00	19
PAAA4	Pingelly Aged Appropriate Accommodation Unit 4	Residential - Semi Detached/Duplex	61 Serv - Mechanical	18,255.00	19
PAAA5	Pingelly Aged Appropriate Accommodation Unit 5	Residential - Semi Detached/Duplex	61 Serv - Mechanical	18,255.00	19
PAAA6	Pingelly Aged Appropriate Accommodation Unit 7	Residential - Semi Detached/Duplex	61 Serv - Mechanical	18,255.00	19
PAAA6A	Pingelly Aged Appropriate Accommodation Unit 6	Residential - Semi Detached/Duplex	61 Serv - Mechanical	18,255.00	19
POOL2	Swimming Pool - Shade Structures	Recreation - Shade Sail/Shade Cloth	05 Roof	8,143.00	19
SES000	SES Headquarters	Civic - Emergency Services	61 Serv - Mechanical	9,770.00	19
SES000	SES Headquarters	Civic - Emergency Services	62 Serv - Fire	19,540.00	19
1005	Shire Admin Office	Administration - 1 Storey	61 Serv - Mechanical	40,101.75	20
1006B	Swimming Pool - Building	Recreation - Aquatic Centre	03 Floor Coverings	39,480.00	20
1017	Pre-Primary Centre, Sheds and Shelters	Education - Child Care/Kindergarten	04 Fit-Out	38,591.52	20
1053	Caravan Park Ablutions	Civic - Amenities	03 Floor Coverings	8,645.00	20
5180	RSL Hall Toilets	Civic - Amenities	05 Roof	3,897.00	20
5180	RSL Hall Toilets	Civic - Amenities	63 Serv - Elect	1,732.00	20
5180	RSL Hall Toilets	Civic - Amenities	64 Serv - Hydr	16,107.60	20
5180A	RSL Hall	Civic - Town/Community Hall	04 Fit-Out	53,037.12	20
POOL2	Swimming Pool - Shade Structures	Recreation - Shade Sail/Shade Cloth	05 Roof	32,572.00	20

## 9.0 ROADS

### Customer Values

Service levels are defined in three ways, customer values, customer levels of service and technical levels of service.

**Customer Values** indicate:

- what aspects of the service is important to the customer,
- whether they see value in what is currently provided and
- the likely trend over time based on the current budget provision

**Table 3.3: Customer Values**

Service Objective:			
Customer Values	Customer Satisfaction Measure	Current Feedback	Expected Trend Based on Planned Budget
Safe Transport Network	Consultation, complaints, inspections and incidents.	Moderate level of concerns relating to some areas.	Some key areas to improve from WSFN funded improvements. Otherwise network will trend worse at currenting funding levels.
Suited to local and regional agriculture and industry	<ul style="list-style-type: none"> <li>- Road Counts</li> <li>- Industry consultation</li> </ul>	Some recent improvement to key poor areas. Others moderate level of complaints.	Key funding focused on major regional distributors through WSFN and RRG funding. Likely to improve on select routes – will worsen due to aging network elsewhere.
Clean and clear of debris and potholing	Complaints	Moderate number of complaints.	Expected to worsen as parts of network age.

### Customer Levels of Service

The Customer Levels of Service are considered in terms of:

**Condition** How good is the service ... what is the condition or quality of the service?

**Function** Is it suitable for its intended purpose .... Is it the right service?

**Capacity/Use** Is the service over or under used ... do we need more or less of these assets?

In Table 3.4 under each of the service measures types (Condition, Function, Capacity/Use) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

These are measures of fact related to the service delivery outcome (e.g. number of occasions when service is not available or proportion of replacement value by condition %'s) to provide a balance in comparison to the customer perception that may be more subjective.

Table 3.4: Customer Level of Service Measures

Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
<b>Condition</b>	Condition of the Road Network	Condition Assessment of Area	Greater than 80% of the network is worse than Excellent or Good condition.	Road surfaces near end-of-life to rapidly decline.
	<b>Confidence levels</b>		Medium-Low  Minimal historic construction data means reduced capability to examine asset performance. Due to assets deteriorating faster near end-of-life condition performance measures are subject to accelerated change.	Medium  Current funding level is insufficient to maintain existing road network.
<b>Function</b>	Built to local requirements	Suitable carriageway widths & pavement strength.	Town road network performance is adequate.  Regional road network is adequate with some key issues related to carriageway lengths, intersections, and visibility.	Likely to improve performance with WSFN funding.  Likely to drop in other parts of the road network.
	<b>Confidence levels</b>		Low	Low  WSFN construction project funding is currently uncommitted.
<b>Capacity</b>	Road Network Coverage	Total length and area serviced by road network.	Adequate – with some unbuilt roads.	WSFN may increase network with Balfour St heavy vehicle bypass.
	<b>Confidence levels</b>		Medium	Medium

#### Technical Levels of Service

**Technical Levels of Service** – To deliver the customer values, and impact the achieved Customer Levels of Service, are operational or technical measures of performance. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

**Acquisition** – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).

**Operation** – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).

**Maintenance** – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),

**Renewal** – the activities that return the service capability of an asset up to that which it had originally provided (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),

Service and asset managers plan, implement and control technical service levels to influence the service outcomes.<sup>11</sup>

Table 3.5 shows the activities expected to be provided under the current 10 year Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

**Table 3.5: Technical Levels of Service**

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
<b>TECHNICAL LEVELS OF SERVICE</b>				
<b>Acquisition</b>	Expand Road Network with extended coverage or major design upgrades.	Road Capital Programme	The Acquisitions that can be provided within the current Planned Budget restraints	Balfour St Heavy Vehicle Bypass construction if WSFN provides.  Otherwise no other major acquisitions are recommended to be considered.
		<b>Budget</b>	<i>1x ~\$1,000,000</i>	<i>1x ~\$1,000,000</i>
<b>Operation</b>	Cleaning and removal of debris	Frequency	Reactive and seasonal (e.g. clearing fallen branches from trees).  Inadequate cost capture distinguishable from maintenance activities.	Adequate current performance. Though current capacity may result in operational interruptions during peak incidents.
	Administration – Complaints, Condition Assessments, Systems Maintenance	Frequency	Adequate coverage of customer support. Limited resources for maintenance of Asset Systems and Condition Assessments.	To be monitored and controlled in the development of future Shire of Pingelly Workforce & Asset Management Plans.
		<b>Budget</b>	<i>\$50,000</i>	<i>~\$57,809</i>
<b>Maintenance</b>	Routine Maintenance	Frequency	Adequate coverage of basic routine maintenance including pothole filling and maintenance grading.	Aging network will likely result in greater need for routine and preventative maintenance treatments on roads.
	Intervention Maintenance	Frequency	Adequate ability to address community complaints and	Demand is expected to increase as more road assets reach end-of-

<sup>11</sup> IPWEA, 2015, IIMM, p 2|28.

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
			concerns where immediate intervention maintenance is required.	life.
		<b>Budget</b>	<b>\$860,000</b>	<b>\$1,141,991</b>
<b>Renewal</b>	Resealing	Road Capital Programme	Insufficient capital funding to maintain network.	Pingelly is currently approximately \$6,000,000 behind in sealing works at Year 1 of plan.
	Reconstruction	Road Capital Programme	Insufficient capital funding to maintain network even when incorporating WSFN funding.	Without WSFN funding there is an additional 44.2km of unfunded roads.
		<b>Budget</b>	<b>\$1,130,313</b>	<b>\$1,574,894</b>
<b>Disposal</b>	Disposal of Footpath Assets	Disposal	No disposal activity.	No disposal activity.
		<b>Budget</b>	<b>\$0</b>	<b>\$0</b>

Note: \* Current activities related to Planned Budget.

\*\* Expected performance related to forecast lifecycle costs.

It is important to monitor the service levels regularly as circumstances can and do change. Current performance is based on existing resource provision and work efficiencies. It is acknowledged changing circumstances such as technology and customer priorities will change over time.

## FUTURE DEMAND

### Demand Drivers

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

### Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets have been identified and documented.

### Demand Impact and Demand Management Plan

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this AM Plan.

**Table 4.3: Demand Management Plan**

Demand driver	Current position	Projection	Impact on services	Demand Management Plan
Grain & Tandem Freight Demands	Pingelly HVS network underperforming for larger tandem configurations and for asset performance.	More demand for larger heavy vehicle tandem configurations	Roads required to be built to higher standard and increased maintenance and renewal costs.	Wheatbelt Secondary Freight Network funding if committed will allow the Shire of Pingelly to complete a suitable road network from North Banister to Aldersyde Shire borders.
Driver Safety	Some safety concerns where drivers do not drive to road conditions or during daylight hours.	The road network continuing to reach end-of-life does greater risk of incident where drivers do not drive appropriate to the road conditions.	Reduced satisfaction and reputation for the Shire of Pingelly and Council and the reliability of the road network.	Increased warning and hazard signage on rural roads where funding is insufficient to reconstruct to appropriate conditions.
Townsite Visual Amenity	Some key town road conditions visually detract from the surrounding area.	As the road network continues to reach end-of-life the visual amenity of the surrounding area may further diminish.	Reduced customer satisfaction and reputation for the Shire of Pingelly.	Repair major issues as they occur.

#### Asset Programs to meet Demand

The new assets required to meet demand may be acquired, donated or constructed. Additional assets are discussed in Section 5.4.

Acquiring new assets will commit the Shire of Pingelly to ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long-term financial plan (Refer to Section 5).

#### LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Shire of Pingelly plans to manage and operate the assets at the agreed levels of service (Refer to Section 3) while managing life cycle costs.

#### Background Data

##### Physical parameters

The assets covered by this AM Plan are shown in Table 5.1.1.

These include the full road network in the Shire of Pingelly.

The age profile of the assets included in this AM Plan are shown in Figure 5.1.1.

**Table 5.1.1: Assets covered by this Plan**

Asset Category	Dimension	Replacement Value
Road Pavement	4,365,387m <sup>2</sup>	\$42,306,270.93
Road Subgrade	5,406,187m <sup>2</sup>	\$42,306,270.93
Road Surface	1,275,543m <sup>2</sup>	\$9,884,743.55
<b>TOTAL</b>		<b>\$97,776,479.28</b>

Current asset data for this class is inadequate to do accurate age profiling. See 8.2 Improvement Plan.

### Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there is insufficient resources to address all known deficiencies. Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

**Table 5.1.2: Known Service Performance Deficiencies**

Location	Service Deficiency
Yealering – Pingelly Road SLK 14-23	Extended length of sealed road surface unmaintained and at end-of-life on HV network road.
North Banister Road Assorted SLKs	Inadequate design for HV road use
Townsite	Aging network – visual detracting with potential to lower reputation of town and area.

The above service deficiencies were identified from 2022 road inspections.

### Asset condition

Condition is not currently monitored consistently across the asset class. See 8.2 Improvement Plan.

Condition is measured using a 1 – 5 grading system<sup>12</sup> as detailed in Table 5.1.3. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication.

**Table 5.1.3: Condition Grading System**

Condition Grading	Description of Condition
<b>1</b>	<b>Very Good:</b> free of defects, only planned and/or routine maintenance required
<b>2</b>	<b>Good:</b> minor defects, increasing maintenance required plus planned maintenance
<b>3</b>	<b>Fair:</b> defects requiring regular and/or significant maintenance to reinstate service
<b>4</b>	<b>Poor:</b> significant defects, higher order cost intervention likely
<b>5</b>	<b>Very Poor:</b> physically unsound and/or beyond rehabilitation, immediate action required

Condition is not currently monitored in a formal way – condition data was used to determine Remaining Useful Life (RUL) due to lack of historical construction data.

<sup>12</sup> IPWEA, 2015, IIMM, Sec 2.5.4, p 2 | 80.

### Operations and Maintenance Plan

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs, asphalt patching, and equipment repairs.

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Assessment and priority of reactive maintenance is undertaken by staff using experience and judgement.

### Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery. The service hierarchy is shown in Table 5.2.2.

**Table 5.2.2: Asset Service Hierarchy**

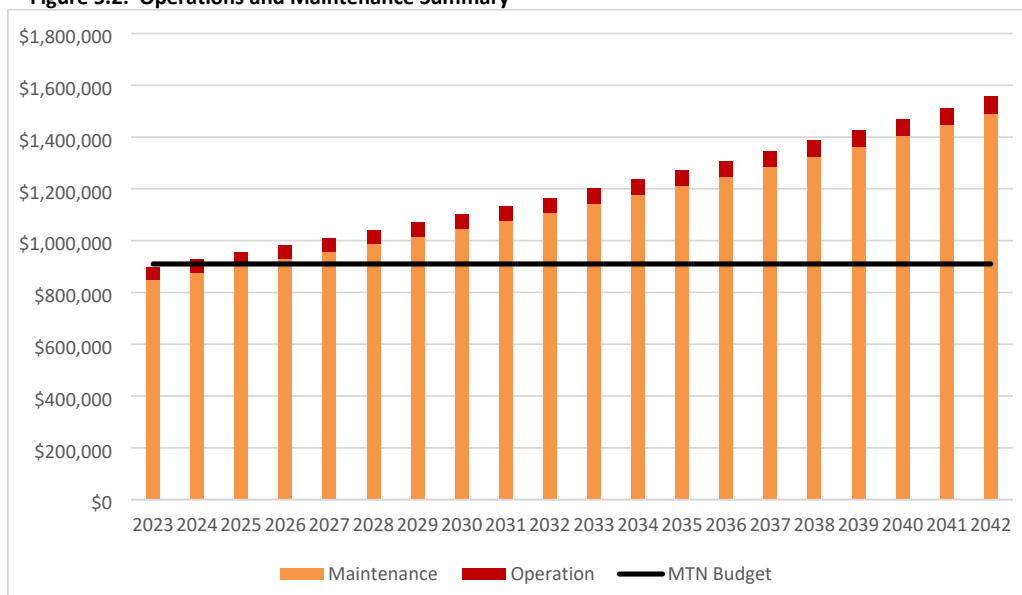
Service Hierarchy	Service Level Objective
District Distributor	High capacity traffic movements between industrial, commercial and residential areas.
Regional Distributor	Roads linking significant destinations and designed for efficient movement of people and goods between and within regions.
Local Distributor	Movement of traffic within local areas and connect access roads to higher order Distributors.
Access Road	Provision of vehicle access to abutting properties including rural land..

### Summary of forecast operations and maintenance costs

Forecast operations and maintenance costs are expected to vary in relation to the total value of the asset stock. If additional assets are acquired, the future operations and maintenance costs are forecast to increase. If assets are disposed of the forecast operation and maintenance costs are expected to decrease. Figure 5.2 shows the forecast operations and maintenance costs relative to the proposed operations and maintenance Planned Budget.



**Figure 5.2: Operations and Maintenance Summary**



All figure values are shown in current day dollars.

As per the 8.2 Improvement Plan more information is required on separating current actual expenditure for both Footpath Maintenance and Operations. At current day estimates it is assumed maintenance requires approximately \$860,000 in actual maintenance costs and \$50,000 in operations. The activities in each respective forecasted costs are detailed in the 3.5 Technical Levels of Service Table.

It is expected that new acquisitions will not have a significant impact on increasing maintenance requirements for the duration of this Road Asset Management Plan. However, with the aging network and as more assets reach the expected end-of-life of their materials, it is expected that maintenance costs will increase over the period and that the current funding provision for maintenance costs may no longer be adequate.

#### Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

- Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.
- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).
- The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3. Asset useful lives were last reviewed in 2023. Table 5.3: Useful Lives of Assets

Asset (Sub)Category	Useful life
Road Surface - Asphalt	25 years
Road Surface – Spray Seal	20 Years
Road Pavement - Unsealed	15 Years
Road Subgrade – Sealed	40-50 Years

The estimates for renewals in this AM Plan were based on the asset register.

### Renewal ranking criteria

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).<sup>13</sup>
- It is possible to prioritise renewals by identifying assets or asset groups that:
  - Have a high consequence of failure,
  - Have high use and subsequent impact on users would be significant,
  - Have higher than expected operational or maintenance costs, and
  - Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.<sup>14</sup>

The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 5.3.1.

**Table 5.3.1: Renewal Priority Ranking Criteria**

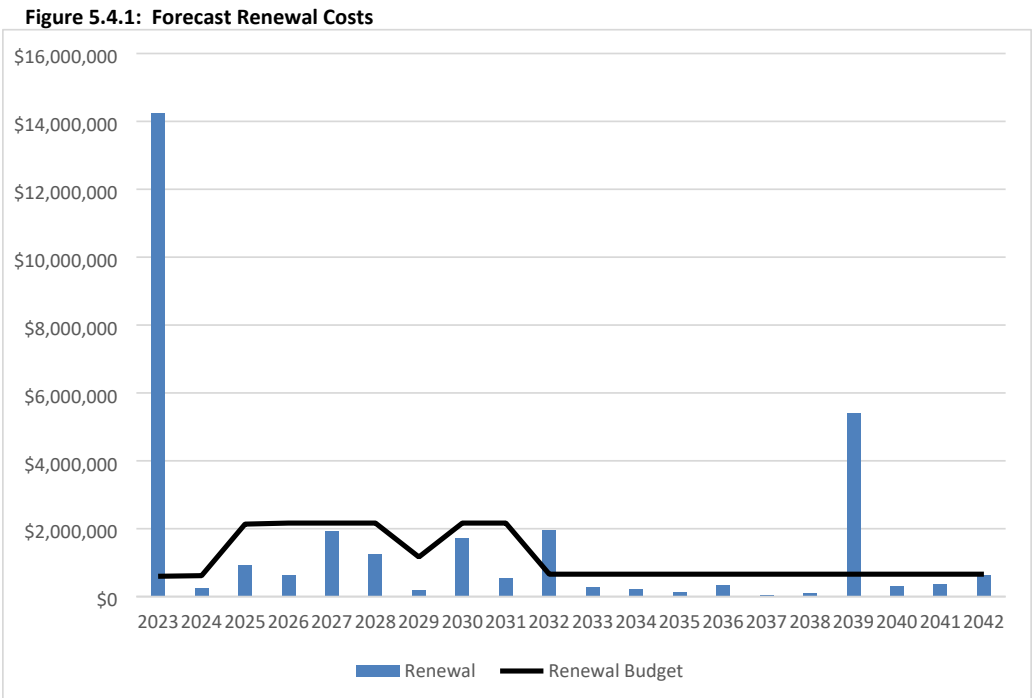
Criteria	Weighting
Hierarchy	40%
Condition	30%
Risk	30%
<b>Total</b>	<b>100%</b>

### Summary of future renewal costs

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 5.4.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

<sup>13</sup> IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

<sup>14</sup> Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.



All figure values are shown in current day dollars.

Currently a significant portion of the road network up for renewal has insufficient funding to be resealed or reconstruction.

**Acquisition Plan**

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to the Shire of Pingelly.

**Selection criteria**

Proposed acquisition of new assets, and upgrade of existing assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes.

**Summary of future asset acquisition costs**

Forecast acquisition asset costs are summarised / summarized in Figure 5.4.1 and shown relative to the proposed acquisition budget. The forecast acquisition capital works program is shown in Appendix A.

All figure values are shown in current day dollars.

When an Entity commits to new assets, they must be prepared to fund future operations, maintenance and renewal costs. They must also account for future depreciation when reviewing long term sustainability. When reviewing the long-term impacts of asset acquisition, it is useful to consider the cumulative value of the acquired assets being taken on by the Entity.

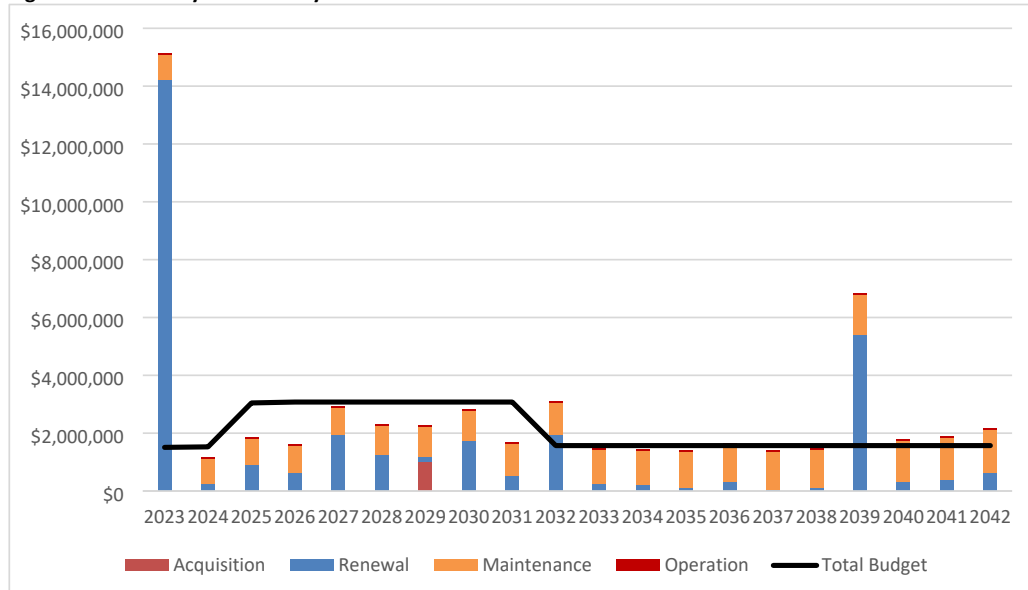
Expenditure on new assets and services in the capital works program will be accommodated in the long-term financial plan, but only to the extent that there is available funding.

### Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 5.5.31. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

The bars in the graphs represent the forecast costs needed to minimise the life cycle costs associated with the service provision. The proposed budget line indicates the estimate of available funding. The gap between the forecast work and the proposed budget is the basis of the discussion on achieving balance between costs, levels of service and risk to achieve the best value outcome.

**Figure 5.5.31: Lifecycle Summary**



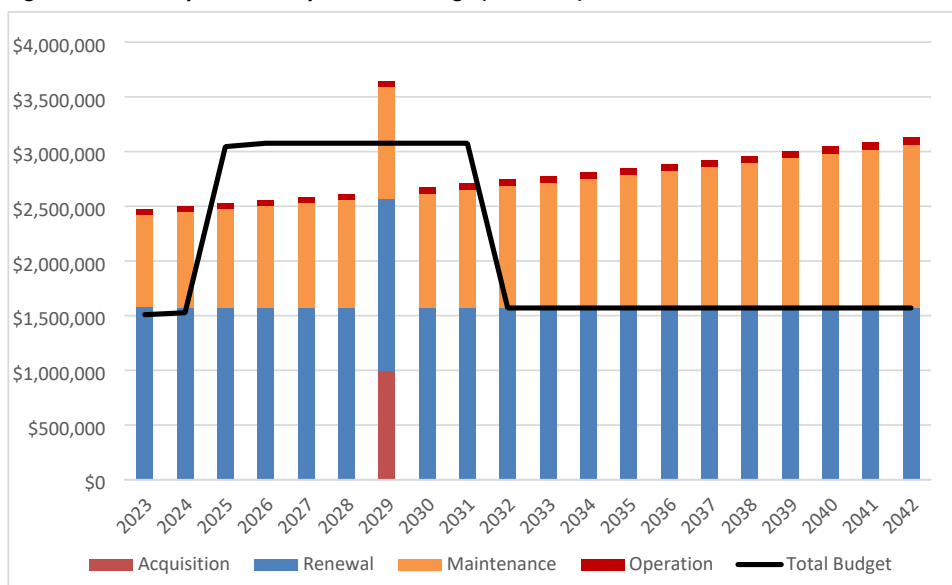
All figure values are shown in current day dollars.

Due to a significant portion of the road network being due for unfunded renewal or upgrades the expectation is that the levels of service provided by the Shire of Pingelly's road network will decline in the next 20 years.

As per the 8.2 Improvement Plan, better financial data capture of current maintenance and operation expenditure will be required for future iterations of the Footpath Asset Management Plan.

An alternative forecast with renewal costs averaged out over the 20 years has also been provided:

**Figure 5.5.32: Lifecycle Summary 20 Year Average (Renewals)**



Current forecasts only expect an network improvement on average over 6 of the 20 year (30%) period this AMP covers.

#### Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 5.6. A summary of the disposal costs and estimated reductions in annual operations and maintenance of disposing of the assets are also outlined in Table 5.6. Any costs or revenue gained from asset disposals is included in the long-term financial plan.

**Table 5.6: Assets Identified for Disposal**

Asset	Reason for Disposal	Timing	Disposal Costs	Operations & Maintenance Annual Savings
None	NIL	NIL	NIL	NIL

#### RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: ‘coordinated activities to direct and control with regard to risk’<sup>15</sup>.

An assessment of risks<sup>16</sup> associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

<sup>15</sup> ISO 31000:2009, p 2

<sup>16</sup> REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

### Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 6.1. Failure modes may include physical failure, collapse or essential service interruption.

**Table 6.1 Critical Assets**

Critical Asset(s)	Failure Mode	Impact
Regional Distributors	Structural Failures	Potential to cause disruption to industry, community and local businesses.
Townsite & Residential	Surface Degradation	Result in reduced levels of service, increased hazards, and poorer visual amenities.

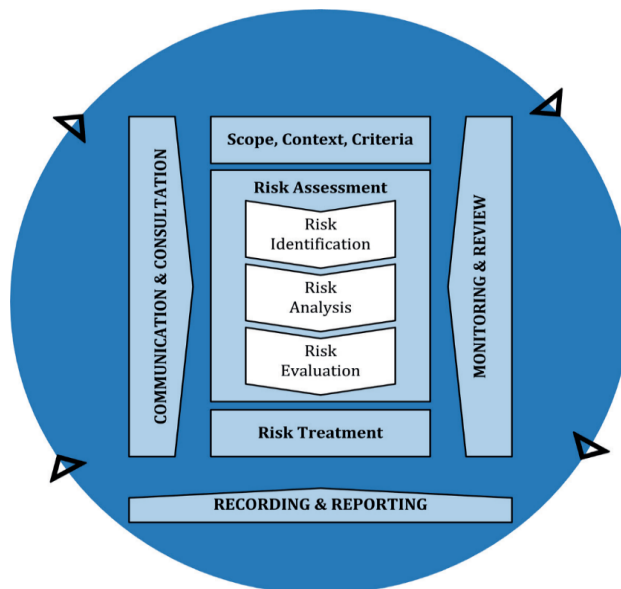
By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

### Risk Assessment

The risk management process used is shown in Figure 6.2 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of International Standard ISO 31000:2018.



**Fig 6.2 Risk Management Process – Abridged**  
Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 6.2. It is essential that these critical risks and costs are reported to management and the Pingelly Shire Council.

**Table 6.2: Risks and Treatment Plans**

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Road assets at end of life/deteriorating condition	Potential for incidents, involving damage to public or property and damage to the reputation to the organization and Council.	VH	Maintenance and potential need for other mitigators such as hazard signage and messaging.	H	Maintenance costs as included in this AMPs Lifecycle Mode.
Road network service disruptions on asset failure.	Potential disruption to key routes or local access roads.	H	Maintained key road assets as current funding allow.	H	No additional funding available.
Acquisitions and Renewals	Low availability of contractors to conduct works. Resulting in risk of reduced ability to carry out budgeted and planned works at current costs.	H	Continue construction tender procurement processes and monitor situation.	M	Varies.  May result in higher future acquisition and renewal costs.
Construction and resealing costs.	Price volatility may continue to trend upwards. In last 5 years observed construction and resealing costs have increased 80-100%	H	Continue construction tender procurement processes and monitor situation.	M	Varies.  May result in higher future acquisition and renewal costs.

Note \* The residual risk is the risk remaining after the selected risk treatment plan is implemented.

#### Infrastructure Resilience Approach

The resilience of our critical infrastructure is vital to the ongoing provision of services to customers. To adapt to changing conditions we need to understand our capacity to 'withstand a given level of stress or demand', and to respond to possible disruptions to ensure continuity of service.

Resilience recovery planning, financial capacity, climate change risk assessment and crisis leadership.

We do not currently measure our resilience in service delivery. This will be included in future iterations of the AM Plan.

### **Service and Risk Trade-Offs**

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

#### **What we cannot do**

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

Insufficient funding and resources to renew all end-of-life and deteriorating assets due for replacement.

Ensure end-of-life roads can be maintained through a maintenance programme alone.

#### **Service trade-off**

If there is forecast work (operations, maintenance, renewal, acquisition or disposal) that cannot be undertaken due to available resources, then this will result in service consequences for users. These service consequences include:

General deterioration of road network.

Reduced visual amenities in affected areas.

Inadequate level of service for road users including local residents, businesses and industry.

#### **Risk trade-off**

The operations and maintenance activities and capital projects that cannot be undertaken may sustain or create risk consequences. These risk consequences include:

Negative impact to the Shire of Pingelly's reputation.

Increased road network disruption due to required maintenance intervention.

Increased risk to road users on impacted roads.

These actions and expenditures are considered and included in the forecast costs, and where developed, the Risk Management Plan.

### **FINANCIAL SUMMARY**

This section contains the financial requirements resulting from the information presented in the previous sections of this AM Plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

#### **Financial Sustainability and Projections**

##### **Sustainability of service delivery**

There are two key indicators of sustainable service delivery that are considered in the AM Plan for this service area. The two indicators are the:

asset renewal funding ratio (proposed renewal budget for the next 10 years / forecast renewal costs for next 10 years), and

medium term forecast costs/proposed budget (over 10 years of the planning period).

#### **Asset Renewal Funding Ratio**

Asset Renewal Funding Ratio<sup>17</sup> 68%

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 72% of the funds required for the optimal renewal of assets.

The forecast renewal work along with the proposed renewal budget, and the cumulative shortfall, is illustrated in Appendix D.

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<sup>17</sup> AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.



#### Medium term – 10 year financial planning period

This AM Plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the first 10 years of the planning period to identify any funding shortfall.

The forecast operations, maintenance and renewal costs over the 10 year planning period is \$3,394,549.87 on average per year.

The proposed (budget) operations, maintenance and renewal funding is \$2,510,625.80 on average per year giving a 10 year funding shortfall of \$883,924.07 per year. This indicates that 74% of the forecast costs needed to provide the services documented in this AM Plan are accommodated in the proposed budget. Note, these calculations exclude acquired assets and do not account for funding used on reconstruction upgrades through the Wheatbelt Secondary Freight Network.

Providing sustainable services from infrastructure requires the management of service levels, risks, forecast outlays and financing to achieve a financial indicator of approximately 1.0 for the first years of the AM Plan and ideally over the 10 year life of the Long-Term Financial Plan.

Forecast Costs (outlays) for the long-term financial plan

Table 7.1.3 shows the forecast costs (outlays) required for consideration in the 10 year long-term financial plan.

Providing services in a financially sustainable manner requires a balance between the forecast outlays required to deliver the agreed service levels with the planned budget allocations in the long-term financial plan.

A gap between the forecast outlays and the amounts allocated in the financial plan indicates further work is required on reviewing service levels in the AM Plan (including possibly revising the long-term financial plan).

We will manage the 'gap' by developing this AM Plan to provide guidance on future service levels and resources required to provide these services in consultation with the community.

Forecast costs are shown in 2023 dollar values.

**Table 7.1.2: Forecast Costs (Outlays) for the Long-Term Financial Plan**

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2023	0	14235936	850000	50000	0
2024	0	256436	875500	50750	0
2025	0	915615	901765	51511	0
2026	0	623676	928818	52284	0
2027	0	1928489	956682	53068	0
2028	0	1265539	985383	53864	0
2029	1000000	195521	1014944	54672	0
2030	0	1736603	1045393	55492	0
2031	0	550975	1076755	56325	0
2032	0	1957275	1109057	57169	0
2033	0	275521	1142329	58027	0
2034	0	210237	1176599	58897	0
2035	0	131240	1211897	59781	0
2036	0	330373	1248254	60678	0
2037	0	57100	1285701	61588	0
2038	0	107398	1324272	62512	0

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2039	0	5410620	1364000	63449	0
2040	0	311763	1404920	64401	0
2041	0	371837	1447068	65367	0
2042	0	625730	1490480	66348	0

### Funding Strategy

The proposed funding for assets is outlined in the Entity's budget and Long-Term financial plan.

The financial strategy of the entity determines how funding will be provided, whereas the AM Plan communicates how and when this will be spent, along with the service and risk consequences of various service alternatives.

### Valuation Forecasts

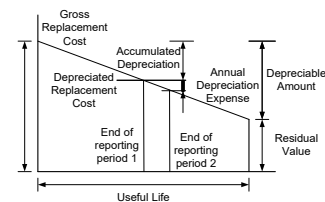
#### Asset valuations

The best available estimate of the value of assets included in this AM Plan are shown below. The assets are valued at current observed construction and replacement costs:

Replacement Cost (Current/Gross)	\$97,776,479.28
Depreciable Amount	\$52,191,014.48
Depreciated Replacement Cost <sup>18</sup>	\$71,872,351.78
Depreciation	\$1,559,471.70

#### Valuation forecast

Asset values are forecast to increase as additional assets are added to the r



Additional assets will generally add to the operations and maintenance nee assets will also require additional costs due to future renewals. Any additional assets will also add to future depreciation forecasts.

Currently the only additional assets planned to be added to the road network are the Balfour Street Heavy Vehicle Bypass as part of the Wheatbelt Secondary Freight Network.

### Key Assumptions Made in Financial Forecasts

In compiling this AM Plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this AM Plan are:

All renewal and construction costs are in line with current observed costs in recent construction and resealing projects. See table 6.2 for respective risk assessments addressing the potential risk of an increase in future costs.

Maintenance and Operation costs are based on financial estimates on limited data. To be improved in future iterations of the Asset Management Plan.

That Wheatbelt Secondary Freight Network projects will be approved and funded.

That current received Regional Road Group and Roads to Recovery funding will be sustained in the future.

### Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale<sup>19</sup> in accordance with Table 7.5.1.

**Table 7.5.1: Data Confidence Grading System**

<sup>18</sup> Also reported as Written Down Value, Carrying or Net Book Value.

<sup>19</sup> IPWEA, 2015, IIMM, Table 2.4.6, p 2 | 71.

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C. Medium	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 7.5.2.

**Table 7.5.2: Data Confidence Assessment for Data used in AM Plan**

Data	Confidence Assessment	Comment
Demand drivers	D	Based on limited data and feedback from raised community complaints and concerns and extrapolation from community surveys.
Growth projections	E	Not included in the scope of this AMP.
Acquisition forecast	C	Funding and project year yet to be confirmed by Wheatbelt Secondary Freight Network Project.
Operation forecast	D	Extrapolated from limited current financial data – improvement required.
Maintenance forecast	D	Extrapolated from limited current financial data – improvement required.
Renewal forecast		Based on current observed financial costs and asset valuations.
- Asset values	B	
- Asset useful lives	C	Some asset constructed dates estimated based on local knowledge, dated aerial imagery, expected conditions, and historic financial records.
- Condition modelling	E	Insufficient construction records to appropriately model assets by condition. Condition was used to assist in the determination of RUL on key asset network.
Disposal forecast	C	No disposals planned. Disposal costs not modelled.

The estimated confidence level for and reliability of data used in this AM Plan is considered to be Medium.

## PLAN IMPROVEMENT AND MONITORING

### Status of Asset Management Practices<sup>20</sup>

Accounting and financial data sources

**This AM Plan utilises accounting and financial data. The source of the data is** the Shire of Pingelly's financial enterprise system provided through SynergySoft.

Asset management data sources

<sup>20</sup> ISO 55000 Refers to this as the Asset Management System

**This AM Plan also utilises asset management data. The source of the data is the Shire of Pingelly's Road Asset Management Register through RAMM.**

#### Improvement Plan

It is important that an entity recognise areas of their AM Plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this AM Plan is shown in Table 8.2.

**Table 8.2: Improvement Plan**

Task	Task	Responsibility	Resources Required	Timeline
1	Improvement of financial recording of operation and maintenance works to improve future financial forecasts.	Senior Management, Payroll, and Finance Team	Improved timecard tracking and financial recording.	2 Years
2	Further development and accuracy of Capital Works Programing – incorporating additional funding opportunities and confirming committed project funds and project years.	Senior Management and Asset Team	Executive Manager Works and Asset Team	2 Year Cycle
3	Develop stronger customer level of service measures and increase performance monitoring of those services.	Senior Management and Asset Team	Asset Team	2 Years
4	Develop stronger technical level of service measures and integrate those in future policy and planning recommendations.	Executive Manager Works and Asset Team	Asset Team	2 Years
5	Ensure that future strategic plans, including the Long-Term Financial Plan and Workforce Plan consider developed Asset Management Plans	CEO and Senior Management	Senior Management	2 Year
6	Continual improvement of data accuracy of road asset registers including dates of construction/acquisition, useful lives, and spatial data.	Asset Team	Asset Team	2 Years
7	Further development of risk assessments and appropriate control measures.	Council and Senior Management	Senior Management	2 Years
8	Assess the risks and likelihood of failure of key and strategic road assets reaching end-of-life.	Executive Manager Works	Asset Team	2 Years
9	Infrastructure Resilience Planning	Senior Management and Asset Team	Senior Management and Asset Team	2 Years

#### Monitoring and Review Procedures

This AM Plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets. These forecast costs and proposed budget are incorporated into the Long-Term Financial Plan or will be incorporated into the Long-Term Financial Plan once completed.

The Road AM Plan has a maximum life of 4 years.

### **Performance Measures**

The effectiveness of this AM Plan can be measured in the following ways:

The degree to which the required forecast costs identified in this AM Plan are incorporated into the long-term financial plan,

The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures consider the 'global' works program trends provided by the AM Plan,

The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Planning documents and associated plans,

The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 90 – 100%).

### **REFERENCES**

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- ISO, 2014, ISO 55000:2014, Overview, principles and terminology
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Corporate Business Plan 2021-2025
- Strategic Community Plan 2019
- Long Term Financial Plan
- Annual Shire of Pingelly Budget

## APPENDICES

### Appendix A Acquisition Forecast

#### A.1 – Acquisition Forecast Assumptions and Source

Acquisition forecast year and values are representative only until Wheatbelt Secondary Freight Network funds and project years are committed.

#### A.2 – Acquisition Project Summary

2029 – Indicative Yea/Cost: Balfour Street Heavy Vehicle Bypass Construction.

#### A.3 – Acquisition Forecast Summary

Table A3 - Acquisition Forecast Summary

Year	Constructed	Donated	Growth
2023	0	0	0
2024	0	0	0
2025	0	0	0
2026	0	0	0
2027	0	0	0
2028	0	0	0
2029	1000000	0	0
2030	0	0	0
2031	0	0	0
2032	0	0	0
2033	0	0	0
2034	0	0	0
2035	0	0	0
2036	0	0	0
2037	0	0	0
2038	0	0	0
2039	0	0	0
2040	0	0	0
2041	0	0	0
2042	0	0	0

## Appendix B      Operation Forecast

### B.1 – Operation Forecast Assumptions and Source

Limited financial records and data related to the actual costs of operations. Further improvement of financial data capture required – see 8.2 Improvement Plan.

### B.2 – Operation Forecast Summary

Table B2 - Operation Forecast Summary

Year	Operation Forecast	Additional Operation Forecast	Total Operation Forecast
2023	50000	0	50000
2024	50750	0	50750
2025	51511	0	51511
2026	52284	0	52284
2027	53068	0	53068
2028	53864	0	53864
2029	54672	0	54672
2030	55492	0	55492
2031	56325	0	56325
2032	57169	0	57169
2033	58027	0	58027
2034	58897	0	58897
2035	59781	0	59781
2036	60678	0	60678
2037	61588	0	61588
2038	62512	0	62512
2039	63449	0	63449
2040	64401	0	64401
2041	65367	0	65367
2042	66348	0	66348

## Appendix C Maintenance Forecast

### C.1 – Maintenance Forecast Assumptions and Source

Financial records and data related to the actual costs of maintenance taken from budget expenditure. Further improvement of financial data capture required – see 8.2 Improvement Plan.

### C.2 – Maintenance Forecast Summary

Table C2 - Maintenance Forecast Summary

Year	Maintenance Forecast	Additional Maintenance Forecast	Total Maintenance Forecast
2023	850000	0	850000
2024	875500	0	875500
2025	901765	0	901765
2026	928818	0	928818
2027	956682	0	956682
2028	985383	0	985383
2029	1014944	0	1014944
2030	1045393	0	1045393
2031	1076755	0	1076755
2032	1109057	0	1109057
2033	1142329	0	1142329
2034	1176599	0	1176599
2035	1211897	0	1211897
2036	1248254	0	1248254
2037	1285701	0	1285701
2038	1324272	0	1324272
2039	1364000	0	1364000
2040	1404920	0	1404920
2041	1447068	0	1447068
2042	1490480	0	1490480



## Appendix D Renewal Forecast Summary

### D.1 – Renewal Forecast Assumptions and Source

Renewal and remaining useful life (RUL) data has been taken from the Shire of Pingelly's Asset Management database.

### D.2 – Renewal Project Summary

Early indicative renewal projects are included in the Shire of Pingelly's Infrastructure Capital Programme.

The budget is dependant on external funding provided through Regional Road Group, Roads to Recovery and Wheatbelt Secondary Freight Network. Budget allocations are then extrapolated assuming a consistent level of funding.

### D.3 – Renewal Forecast Summary

Table D3 - Renewal Forecast Summary

Year	Renewal Forecast	Renewal Budget
2023	14235936	598613
2024	256436	616574
2025	915615	2135071
2026	623676	2166000
2027	1928489	2166000
2028	1265539	2166000
2029	195521	1166000
2030	1736603	2166000
2031	550975	2166000
2032	1957275	660000
2033	275521	660000
2034	210237	660000
2035	131240	660000
2036	330373	660000
2037	57100	660000
2038	107398	660000
2039	5410620	660000
2040	311763	660000
2041	371837	660000
2042	625730	660000

**Appendix E     Disposal Summary**

**E.1 – Disposal Forecast Assumptions and Source**

No disposals are forecasted for the period observed by this AMP.

**E.2 – Disposal Project Summary**

No Disposals Planned.

**E.3 – Disposal Forecast Summary**

**Table E3 – Disposal Activity Summary**

Year	Disposal Forecast	Disposal Budget
All	0	0

**Appendix F      Budget Summary by Lifecycle Activity**

**Table F1 – Budget Summary by Lifecycle Activity**

Year	Acquisition	Operation	Maintenance	Renewal	Disposal	Total
2023	0	50000	860000	598613	0	1508613
2024	0	50000	860000	616574	0	1526574
2025	0	50000	860000	2135071	0	3045071
2026	0	50000	860000	2166000	0	3076000
2027	0	50000	860000	2166000	0	3076000
2028	0	50000	860000	2166000	0	3076000
2029	1000000	50000	860000	1166000	0	3076000
2030	0	50000	860000	2166000	0	3076000
2031	0	50000	860000	2166000	0	3076000
2032	0	50000	860000	660000	0	1570000
2033	0	50000	860000	660000	0	1570000
2034	0	50000	860000	660000	0	1570000
2035	0	50000	860000	660000	0	1570000
2036	0	50000	860000	660000	0	1570000
2037	0	50000	860000	660000	0	1570000
2038	0	50000	860000	660000	0	1570000
2039	0	50000	860000	660000	0	1570000
2040	0	50000	860000	660000	0	1570000
2041	0	50000	860000	660000	0	1570000
2042	0	50000	860000	660000	0	1570000

## FOOTPATHS

### Customer Values

Service levels are defined in three ways, customer values, customer levels of service and technical levels of service.

**Customer Values** indicate:

what aspects of the service is important to the customer,  
whether they see value in what is currently provided and  
the likely trend over time based on the current budget provision

**Table 3.3: Customer Values**

Customer Values	Customer Satisfaction Measure	Current Feedback	Expected Trend Based on Planned Budget
Disabled/Reduced Mobility Access	Community Consultation & Complaints	Moderate Number of complaints relating to some areas.	To improve as new footpaths are built in line with the Disability Access and Inclusion Plans
Safe Environment	Community Consultation & Complaints	Minimal Number of complaints overall, Moderate in some key locations.	Short term some areas are expected to see an increase of complaints as some assets reach end of life.  In the long-term and specific key areas will see an improvement as footpaths are upgraded.
Clean and clear of debris	Complaints	Minimal number of complaints (i.e., seasonal due to deciduous trees)	Not anticipated to change.

### Customer Levels of Service

The Customer Levels of Service are considered in terms of:

**Condition** How good is the service ... what is the condition or quality of the service?


**Function** Is it suitable for its intended purpose .... Is it the right service?

**Capacity/Use** Is the service over or under used ... do we need more or less of these assets?

In Table 3.5 under each of the service measures types (Condition, Function, Capacity/Use) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

These are measures of fact related to the service delivery outcome (e.g. number of occasions when service is not available or proportion of replacement value by condition %'s) to provide a balance in comparison to the customer perception that may be more subjective.

**Table 3.4: Customer Level of Service Measures**

Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
<b>Condition</b>	Condition of Footpath Surface	Condition Assessment by Area	 <p>Excellent/Good – 47% Average – 46% Poor/Very Poor – 7%</p>	<p>Currently footpaths are deteriorating at a faster rate than expected for their age.</p> <p>Significant portion of footpaths expected to be in Excellent/Good condition are in average condition.</p> <p>Network condition will continue to worsen.</p>
	<b>Confidence levels</b>		<p>High</p> <p>Full footpath network condition assessment in 2022.</p>	<p>High</p> <p>Full footpath network condition assessment in 2022.</p>
<b>Function</b>	Dual Use and Disabled Suitability of Footpaths	Proportion of assets by suitable widths free of defects.	<p>Majority of footpaths are of suitable width to be used for the expected pedestrian movement.</p> <p>1,763m of Concrete Paving Footpaths are unsuitable.</p>	<p>Dependant on deterioration curve of assets.</p>
	<b>Confidence levels</b>		<p>High</p>	<p>Low</p> <p>No acquisitions and renewals planned – and non-standard deterioration in materials observed in footpath asset class.</p>
<b>Capacity</b>	Footpath Network Area Coverage	How will we use to measure the performance?	<p>Some residential streets still have no or limited footpath network connectivity.</p>	<p>No change.</p>
	<b>Confidence levels</b>		<p>Medium</p> <p>Map Coverage shown in Appendix G. No data currently collected on street specific residential density in relation to network requirements.</p>	<p>Low</p> <p>No planned budgeted acquisitions.</p>

#### Technical Levels of Service

**Technical Levels of Service** – To deliver the customer values, and impact the achieved Customer Levels of Service, are operational or technical measures of performance. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

**Acquisition** – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).

**Operation** – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).

**Maintenance** – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),

**Renewal** – the activities that return the service capability of an asset up to that which it had originally provided (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),

Service and asset managers plan, implement and control technical service levels to influence the service outcomes.<sup>21</sup>

Table 3.6 shows the activities expected to be provided under the current 10 year Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

**Table 3.6: Technical Levels of Service**

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
<b>TECHNICAL LEVELS OF SERVICE</b>				
<b>Acquisition</b>	Expand Footpath Network coverage with new footpaths.	Footpath Capital Programme	None planned.	Not assessed as dependant on available external funding.
		<b>Budget</b>	<i>\$0</i>	<i>N/A</i>
<b>Operation</b>	Cleaning and removal of debris	Frequency	Reactive and seasonal (e.g. deciduous trees, broken glass)	Potential to increase cost requirements as network increases.
	Administration – Complaints, Condition Assessments, Systems Maintenance	Frequency	Adequate coverage of customer support. Limited resources for maintenance of Asset Systems and Condition Assessments.	To be monitored and controlled in the development of future Shire of Pingelly Workforce Plans.
		<b>Budget</b>	<i>\$3,469</i>	<i>\$3,000</i>
<b>Maintenance</b>	Routine Maintenance	Frequency	Adequate coverage of basic routine maintenance including pothole and crack repairs.	Currently underperforming repair maintenance requirements compared to rate of condition deterioration.

<sup>21</sup> IPWEA, 2015, IIMM, p 2|28.

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
	Intervention Maintenance	Frequency	Adequate ability to address community complaints and concerns where immediate intervention maintenance is required.	Demand is expected to increase as more footpath surfaces reach end-of-life. More financial data is required before knowing full impact.
		<b>Budget</b>	\$11,905	\$13,435
<b>Renewal</b>	Scheduled renewal of Footpaths	Footpath Capital Programme	Currently no funding allocation to address required renewals of existing footpaths.	Costs below are for renewal of the footpath material as-is. Consideration for better performing materials should be considered.
	Concrete footpaths: Renewal of Footpaths	Footpath Capital Programme	No activity required during the planning duration of this Asset Management Plan.	Not currently required as all concrete footpath useful lives exceed the duration of the Asset Management Plan.
		<b>Budget</b>	\$0	\$30,948
<b>Disposal</b>	Disposal of Footpath Assets	Disposal	No disposal activity.	Consideration to dispose of some existing Concrete Paving footpaths to repair higher priority network. Costs not assessed.
		<b>Budget</b>	\$0	\$0

Note: \* Current activities related to Planned Budget.

\*\* Expected performance related to forecast lifecycle costs.

It is important to monitor the service levels regularly as circumstances can and do change. Current performance is based on existing resource provision and work efficiencies. It is acknowledged changing circumstances such as technology and customer priorities will change over time.

## FUTURE DEMAND

### Demand Drivers

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

### Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets have been identified and documented.

### Demand Impact and Demand Management Plan

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this AM Plan.

**Table 4.3: Demand Management Plan**

Demand driver	Current position	Projection	Impact on services	Demand Management Plan
Aging Population	Concrete Paving footpath network not built to a dual use appropriate standard.	Increased usage of gopher, and other mobility vehicles.	Additional demand for dual use footpaths suitable for mobility vehicle usage.	<ul style="list-style-type: none"> <li>All new acquisitions and construction to be dual use paths.</li> <li>Monitor and continual development of Disability Inclusion Plan</li> </ul>
Pedestrian Safety	Some intersections less suitable for pedestrian traffic (e.g. poor visibility, lack of clarity)	Ongoing demand to remedy historical issues.	Reduction in satisfaction for customer service expectations and confidence in the usability of the footpath network.	<ul style="list-style-type: none"> <li>Examine intersection corrections when roadwork renewals are due.</li> <li>Build appropriate, clear pedestrian crossing points and kerb ramps.</li> </ul>
School/Strategic Access	The Shire of Pingelly has prioritised footpath works centralised around the school and medical facility deemed to be strategic access routes.	Decreased demand over time as issue has driven recent construction works.	Increased ability to address footpath issues in less critical or lower hierarchy areas if funding opportunities allow.	<ul style="list-style-type: none"> <li>Continue to deal with footpath upgrades as per criticality set out in the Council Footpath Policy and the Asset Register.</li> </ul>
Full townsite coverage.	The Shire of Pingelly has been expanding the delivery of footpaths to residential areas currently not serviced with an existing footpath.	Focus to remain on constructing additional footpaths for areas without service.	Reduction of funding allocations available to address footpath assets that are approaching end of useful life.	<ul style="list-style-type: none"> <li>Construction of new footpaths to the remainder of residential areas currently without any footpath service if funding opportunities allow.</li> </ul>

### Asset Programs to meet Demand

The new assets required to meet demand may be acquired, donated or constructed. Additional assets are discussed in Section 5.4.

Acquiring new assets will commit the Shire of Pingelly to ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long-term financial plan (Refer to Section 5).



### Climate Change Adaptation

The impacts of climate change may have a significant impact on the assets we manage and the services they provide. In the context of the Asset Management Planning process climate change can be considered as both a future demand and a risk.

How climate change impacts on assets will vary depending on the location and the type of services provided, as will the way in which we respond and manage those impacts.

As a minimum we consider how to manage our existing assets given potential climate change impacts for our region.

Risk and opportunities identified to date are shown in Table 4.5.1

**Table 4.5.1 Managing the Impact of Climate Change on Assets and Services**

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Reduction in the availability of bitumen, a crude oil by-product.	As the world transitions towards less fossil fuel utilisation, the availability of Bitumen may begin to decline.	Reduced availability of bitumen, increasing the cost of maintenance and renewals of bitumen footpaths.	The Shire of Pingelly is transitioning to building footpaths with concrete over bituminous surfaces.
Increased temperatures.	Asphalt/Bitumen footpaths absorb and retain more heat due to their darker surface colouring.	Bitumen footpaths are more likely to absorb solar radiation and increase nearby temperatures.	Concrete footpaths will reflect more solar radiation reducing the surface temperature of the footpath network.

Additionally, the way in which we construct new assets should recognise that there is opportunity to build in resilience to climate change impacts. Building resilience can have the following benefits:

Assets will withstand the impacts of climate change;

Services can be sustained; and

Assets that can endure may potentially lower the lifecycle cost and reduce their carbon footprint

Table 4.5.2 summarises some asset climate change resilience opportunities.

**Table 4.5.2 Building Asset Resilience to Climate Change**

New Asset Description	Climate Change impact These assets?	Build Resilience in New Works
Concrete Footpath Surfaces	Maintenance – Carbon Emissions	Concrete footpaths require less maintenance on a year-by-year basis reducing carbon emissions caused by maintenance works.
Surface Resilience to Weather Events	Severe Weather Events	Concrete is more durable than asphalt and bitumen surfaces. Continual degradation of the surface increases its susceptibility to water, damaging the pavement beneath the surface. As weather events become more severe, concrete surfaces are less likely to be impacted.

The impact of climate change on assets is a new and complex discussion and further opportunities will be developed in future revisions of this AM Plan.

### LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Shire of Pingelly plans to manage and operate the assets at the agreed levels of service (Refer to Section 3) while managing life cycle costs.

#### Background Data

##### Physical parameters

The assets covered by this AM Plan are shown in Table 5.1.1.

These include both footpaths located along roadside verges and within open spaces.

**Table 5.1.1: Assets covered by this Plan**

Asset Category	Dimension	Replacement Value
Reinforced Concrete	2,964m <sup>2</sup>	\$251,940
Insitu Concrete	16,979m <sup>2</sup>	\$1,358,280
Concrete Slabs	1,763m <sup>2</sup>	\$141,024
Black Asphalt	64m <sup>2</sup>	\$3,520
Red Asphalt	2,422m <sup>2</sup>	\$133,188
Brick Paving	2,913m <sup>2</sup>	\$320,430
Gravel	98m <sup>2</sup>	\$1,950
<b>TOTAL</b>		<b>\$2,210,332</b>

##### Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there is insufficient resources to address all known deficiencies. Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

**Table 5.1.2: Known Service Performance Deficiencies**

Location	Service Deficiency
Concrete Paving Network	All existing concrete paving footpaths are currently in poor or very poor condition and require either disposal or uplifting, the ground leveled and replaced with whole pavers.

The above service deficiencies were identified from footpath condition assessment carried out in 2022.

##### Asset condition

Condition is currently monitored periodic condition assessments, the most recent carried out in 2022 for the full network.

Condition is measured using a 1 – 5 grading system<sup>22</sup> as detailed in Table 5.1.3. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication.

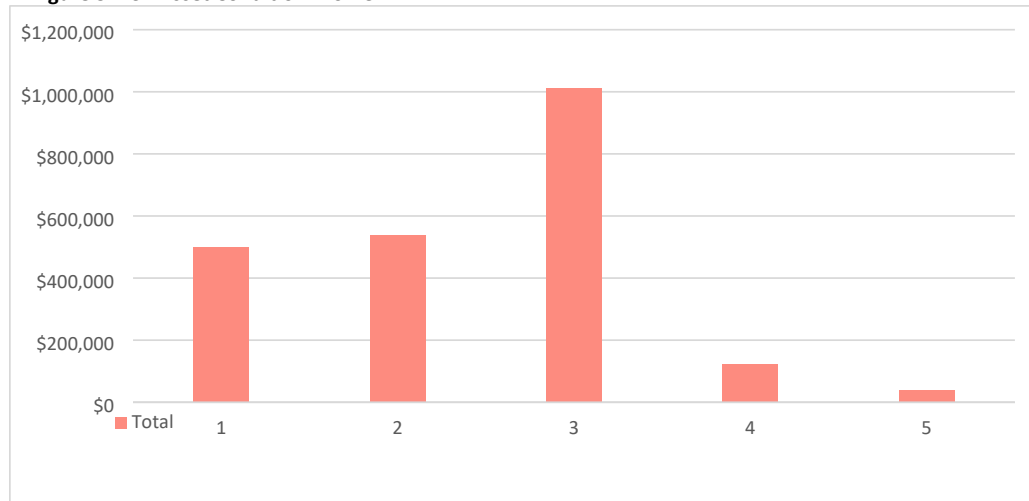
<sup>22</sup> IPWEA, 2015, IIMM, Sec 2.5.4, p 2 | 80.

**Table 5.1.3: Condition Grading System**

Condition Grading	Description of Condition
1	<b>Very Good:</b> free of defects, only planned and/or routine maintenance required
2	<b>Good:</b> minor defects, increasing maintenance required plus planned maintenance
3	<b>Fair:</b> defects requiring regular and/or significant maintenance to reinstate service
4	<b>Poor:</b> significant defects, higher order cost intervention likely
5	<b>Very Poor:</b> physically unsound and/or beyond rehabilitation, immediate action required

The condition profile of our assets is shown in Figure 5.1.3.

**Figure 5.1.3: Asset Condition Profile**



Currently all Very Good condition footpath assets are Reinforced Concrete or Red Asphalt. Some of the Red Asphalt has started to deteriorate at a faster than expected rate and will likely not maintain condition for the expected period and require repairs within 10 years time. The majority of Average/Fair footpaths are comprised on Insitu Concrete – underperforming the expected lifespan of the material. The Brick Paving network mostly maintains Fair to Good condition.

Poor and Very Poor is predominately Concrete Pavers.

Condition can be viewed on Appendix H.

All figure values are shown in current day dollars.

#### **Operations and Maintenance Plan**

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs, asphalt patching, and equipment repairs.

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Reactive maintenance is carried out in accordance with response levels of service detailed in Appendix C.

#### Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery. The service hierarchy is shown in Table 5.2.2.

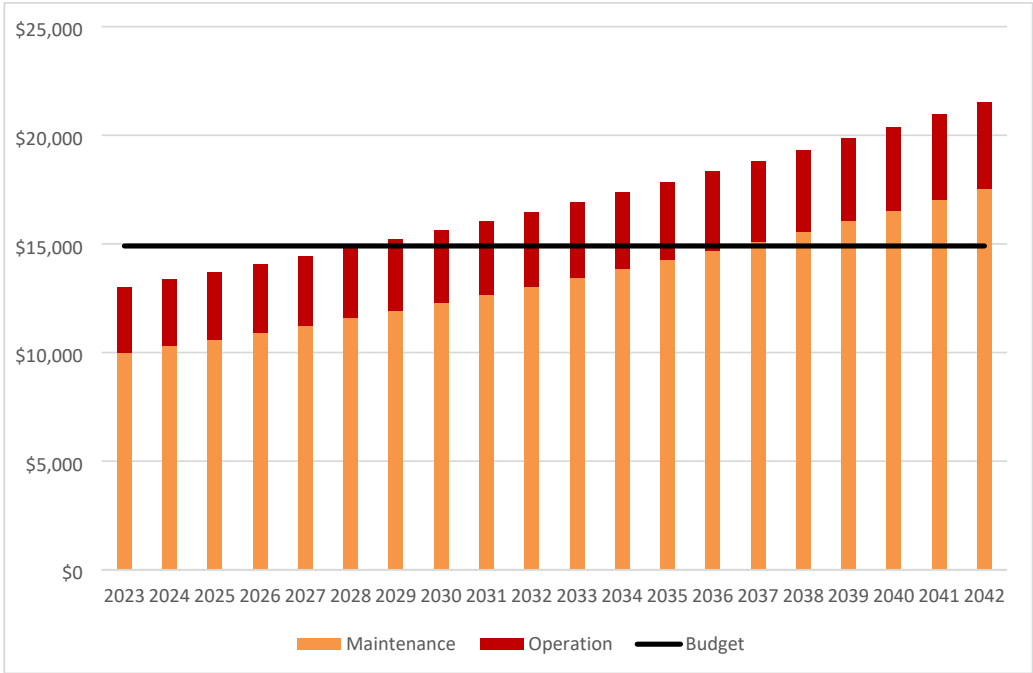
**Table 5.2.2: Asset Service Hierarchy**

Service Hierarchy	Service Level Objective
Commercial / Business Zone Areas	<p>All commercial streets located within the commercial / business zone of the Pingelly Townsite to have Dual Use Footpaths on both sides of the road verge.</p> <p>All paths to incorporate disabled access needs and have suitable on and off ramps installed.</p>
Strategic Access Routes	<p>All strategic pedestrian and school access routes to have a Concrete Dual Use footpath on at least one side of the road verge.</p> <p>All paths to incorporate disabled access needs and have suitable on and off ramps installed.</p>
Residential Zone Areas	<p>Maintain existing footpaths and upgrade to Concrete Dual Use Paths as they reach end of life.</p> <p>Continue to expand residential zone network in areas currently unserved by existing footpath assets.</p>

#### Summary of forecast operations and maintenance costs

Forecast operations and maintenance costs are expected to vary in relation to the total value of the asset stock. If additional assets are acquired, the future operations and maintenance costs are forecast to increase. If assets are disposed of the forecast operation and maintenance costs are expected to decrease. Figure 5.2 shows the forecast operations and maintenance costs relative to the proposed operations and maintenance Planned Budget.

Figure 5.2: Operations and Maintenance Summary



All figure values are shown in current day dollars.

As per the 8.2 Improvement Plan more information is required on current actual expenditure for Footpath Maintenance and Operations. The activities in each respective forecasted costs are detailed in the 3.5 Technical Levels of Service table.

Any additional acquisitions not forecasted will increase maintenance and operational costs.

**Renewal Plan**

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or

The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3. Asset useful lives were last reviewed on 2023.

**Table 5.3: Useful Lives of Assets**

Asset (Sub)Category	Useful life
Reinforced Insitu Concrete	80 Years
Insitu Concrete	50 Years
Concrete Slabs	40 Years
Brick Paving	60 Years
Black Asphalt	25 Years
Red Asphalt	25 Years
Gravel	15 Years

The estimates for renewals in this AM Plan were based on the footpath asset register.

**Renewal ranking criteria**

Asset renewal is typically undertaken to either:

Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or

To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).<sup>23</sup>

It is possible to prioritise renewals by identifying assets or asset groups that:

Have a high consequence of failure,

Have high use and subsequent impact on users would be significant,

Have higher than expected operational or maintenance costs, and

Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.<sup>24</sup>

The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 5.3.1.

**Table 5.3.1: Renewal Priority Ranking Criteria**

Criteria	Weighting
Hierarchy	40%
Condition	30%
Risk	30%
<b>Total</b>	<b>100%</b>

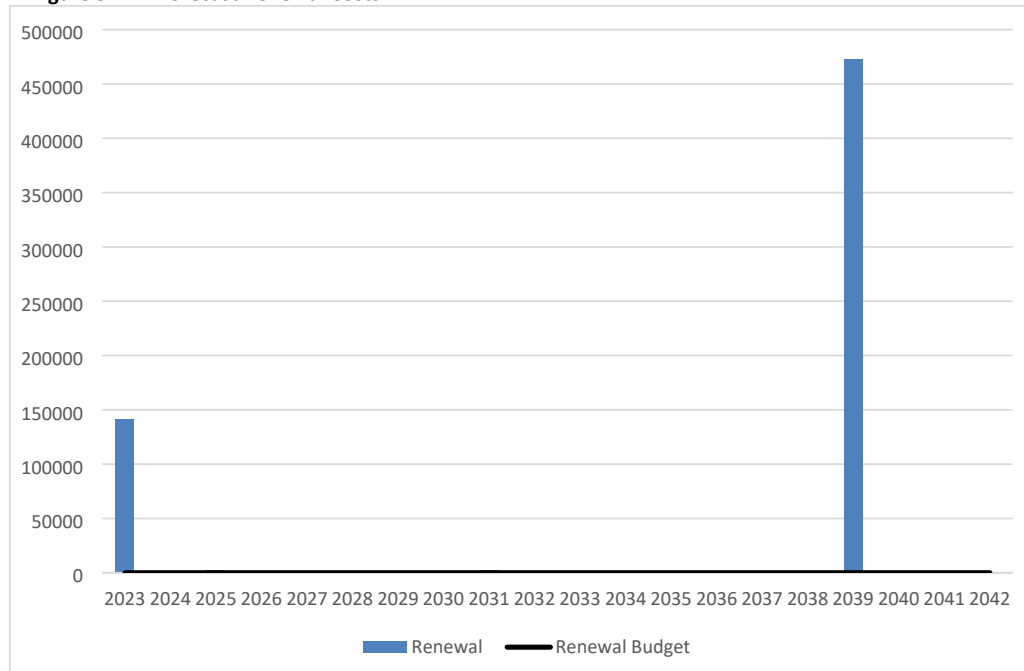
<sup>23</sup> IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

<sup>24</sup> Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

### Summary of future renewal costs

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 5.4.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

**Figure 5.4.1: Forecast Renewal Costs**



All figure values are shown in current day dollars.

In the forecasted 20 year period the Shire of Pingelly has approximately a quarter of its network due for renewal. Older portions of the insitu concrete network are expected to also be due in the last quarter over this AMP period. Further condition and performance monitoring over time will be required to prioritise specific portions of this material class closer to end-of-life.

The Shire of Pingelly currently has no planned budget expenditure towards the renewal of footpaths in the next 20 year period. As such, it is expected that the level of service provided by the footpath network will decline.

### Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to the Shire of Pingelly.

#### Selection criteria

Proposed acquisition of new assets, and upgrade of existing assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in Table 5.5.1.

**Table 5.5.1: Acquired Assets Priority Ranking Criteria**

Criteria	Weighting
Hierarchy	60%
Service Benefit	40%
<b>Total</b>	<b>100%</b>

#### Summary of future asset acquisition costs

The Shire of Pingelly currently has no planned budget for future acquisitions and relies on external funding opportunities.

#### Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation.

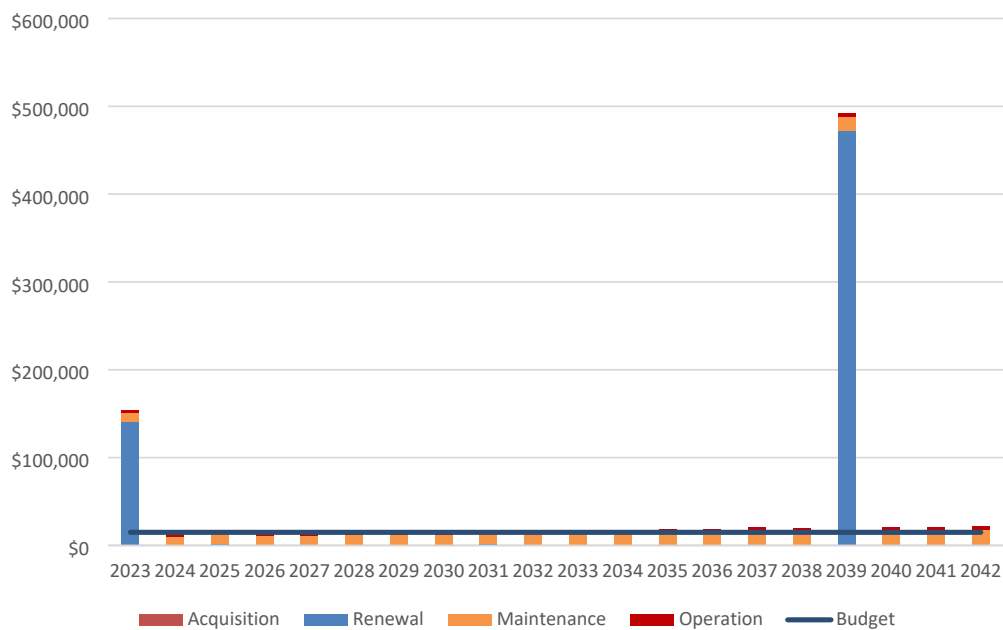
The Shire of Pingelly has no committed disposals.

#### Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 5.7.1. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

The bars in the graphs represent the forecast costs needed to minimise the life cycle costs associated with the service provision. The proposed budget line indicates the estimate of available funding. The gap between the forecast work and the proposed budget is the basis of the discussion on achieving balance between costs, levels of service and risk to achieve the best value outcome.

**Figure 5.7.1: Lifecycle Summary**



All figure values are shown in current day dollars.

The Shire of Pingelly does not have a considerable budget allocated to footpaths. Over the 20 year period it is expected that a quarter of the current footpath network will be at end-of-life. However, periodic condition



assessments to monitor the performance of the footpath network will be required to determine a more accurate remaining useful life (RUL) for these assets.

Current asset performance suggests that without sufficient ongoing maintenance and repairs that the existing network may deteriorate at an accelerated rate.

Due to the absence of any forecasted budget towards renewals, the level of service provided by the Shire of Pingelly's footpath network is expected to decline.

### RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: 'coordinated activities to direct and control with regard to risk'<sup>25</sup>.

An assessment of risks<sup>26</sup> associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

### Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 6.1. Failure modes may include physical failure, collapse or essential service interruption.

**Table 6.1 Critical Assets**

Critical Asset(s)	Failure Mode	Impact
Commercial / Business Zone Areas	Structural Failure	Potential to cause disruption to both the community and local businesses.
Strategic Access Routes	Structural Failure	Disruptions and potential closures to strategic key routes, including school and medical facility.
Residential Zone Areas	Surface Degradation	Result in reduced levels of service, increased hazards and risk to community, and reduced visual amenity.

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

### Risk Assessment

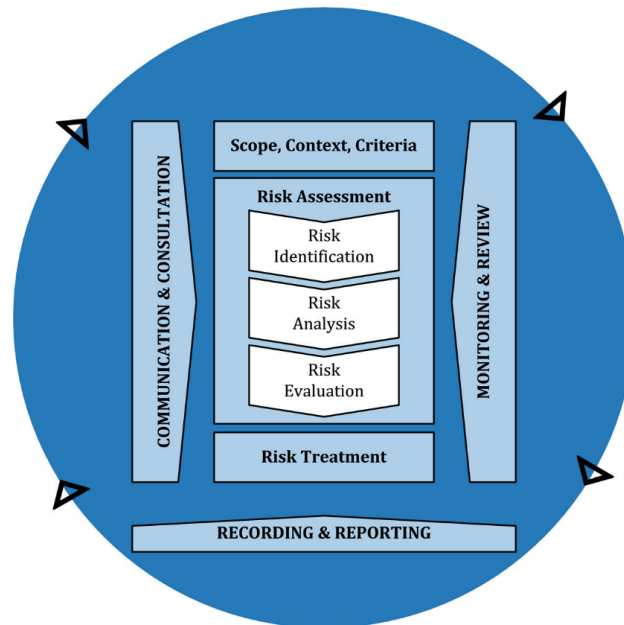
The risk management process used is shown in Figure 6.2 below.

<sup>25</sup> ISO 31000:2009, p 2

<sup>26</sup> REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of International Standard ISO 31000:2018.



Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 6.2. It is essential that these critical risks and costs are reported to management and the Pingelly Shire Council.

**Table 6.2: Risks and Treatment Plans**

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Footpath Assets at end of life/deteriorating condition	Potential for injury to public and damage to reputation of the organisation and Council.	H	Maintenance and intervention program.	L	Cost included in this AMPs Lifecycle Model.
Acquisitions and Renewals	Low quantity and availability of local contractors to conduct works. Resulting in risk of reduced ability to carry out planned/budgeted works at current costs.	H	Continue construction tender procurement processes and monitor situation.	M	Varies  May result in higher future acquisition and replacement costs.

Note \* The residual risk is the risk remaining after the selected risk treatment plan is implemented.

#### **Infrastructure Resilience Approach**

The resilience of our critical infrastructure is vital to the ongoing provision of services to customers. To adapt to changing conditions we need to understand our capacity to 'withstand a given level of stress or demand', and to respond to possible disruptions to ensure continuity of service.

Resilience recovery planning, financial capacity, climate change risk assessment and crisis leadership.

We do not currently measure our resilience in service delivery. This will be included in future iterations of the AM Plan.

#### **Service and Risk Trade-Offs**

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

#### **What we cannot do**

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

Address issues with footpaths in poor or very poor condition,

Renew any end-of-life footpath assets.

#### **Service trade-off**

If there is forecast work (operations, maintenance, renewal, acquisition or disposal) that cannot be undertaken due to available resources, then this will result in service consequences for users. These service consequences include:

General deterioration of footpath surfaces.

Reduced visual amenities in affected areas.

Inadequate level of service for aged and mobility impaired users in residential areas.

### **Risk trade-off**

The operations and maintenance activities and capital projects that cannot be undertaken may sustain or create risk consequences. These risk consequences include:

Negative impact to the Shire of Pingelly's reputation.

Increased footpath service disruption due to required maintenance intervention.

Reduced pedestrian and bicycle traffic use.

These actions and expenditures are considered and included in the forecast costs, and where developed, the Risk Management Plan.

### **7.0 FINANCIAL SUMMARY**

This section contains the financial requirements resulting from the information presented in the previous sections of this AM Plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

#### **Financial Sustainability and Projections**

Sustainability of service delivery

There are two key indicators of sustainable service delivery that are considered in the AM Plan for this service area. The two indicators are the:

asset renewal funding ratio (proposed renewal budget for the next 10 years / forecast renewal costs for next 10 years), and

medium term forecast costs/proposed budget (over 10 years of the planning period).

#### **Asset Renewal Funding Ratio**

##### **7.0 A – Buildings**

Asset Renewal Funding Ratio<sup>27</sup> 0%

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 0% of the funds required for the optimal renewal of assets.

The forecast renewal work along with the proposed renewal budget, and the cumulative shortfall, is illustrated in Appendix D.

#### **Medium term – 10 year financial planning period**

This AM Plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the first 10 years of the planning period to identify any funding shortfall.

The forecast operations, maintenance and renewal costs over the 10 year planning period is \$29,192 on average per year.

The proposed (budget) operations, maintenance and renewal funding is \$14,905 on average per year giving a 10 year funding shortfall of \$14,287 per year. This indicates that 51% of the forecast costs needed to provide the services documented in this AM Plan are accommodated in the proposed budget. Note, these calculations exclude acquired assets.

Providing sustainable services from infrastructure requires the management of service levels, risks, forecast outlays and financing to achieve a financial indicator of approximately 1.0 for the first years of the AM Plan and ideally over the 10 year life of the Long-Term Financial Plan.

Forecast Costs (outlays) for the long-term financial plan

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<sup>27</sup> AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

Table 7.1.3 shows the forecast costs (outlays) required for consideration in the 10 year long-term financial plan.

Providing services in a financially sustainable manner requires a balance between the forecast outlays required to deliver the agreed service levels with the planned budget allocations in the long-term financial plan.

A gap between the forecast outlays and the amounts allocated in the financial plan indicates further work is required on reviewing service levels in the AM Plan (including possibly revising the long-term financial plan).

We will manage the 'gap' by developing this AM Plan to provide guidance on future service levels and resources required to provide these services in consultation with the community.

Forecast costs are shown in 2023 dollar values.

**Table 7.1.2: Forecast Costs (Outlays) for the Long-Term Financial Plan**

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2023	0	3000	10000	141024	0
2024	0	3045	10300	0	0
2025	0	3091	10609	2200	0
2026	0	3137	10927	0	0
2027	0	3184	11255	0	0
2028	0	3232	11593	0	0
2029	0	3280	11941	0	0
2030	0	3330	12299	0	0
2031	0	3379	12668	1950	0
2032	0	3430	13048	0	0
2033	0	3482	13439	0	0
2034	0	3534	13842	0	0
2035	0	3587	14258	0	0
2036	0	3641	14685	0	0
2037	0	3695	15126	1320	0
2038	0	3751	15580	0	0
2039	0	3807	16047	472464	0
2040	0	3864	16528	0	0
2041	0	3922	17024	0	0
2042	0	3981	17535	0	0

## 7.1 B - Roads

### Asset Renewal Funding Ratio

Asset Renewal Funding Ratio<sup>28</sup> 68%

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 72% of the funds required for the optimal renewal of assets.

The forecast renewal work along with the proposed renewal budget, and the cumulative shortfall, is illustrated in Appendix D.

<sup>28</sup> AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

#### Medium term – 10 year financial planning period

This AM Plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the first 10 years of the planning period to identify any funding shortfall.

The forecast operations, maintenance and renewal costs over the 10 year planning period is \$3,394,549.87 on average per year.

The proposed (budget) operations, maintenance and renewal funding is \$2,510,625.80 on average per year giving a 10 year funding shortfall of \$883,924.07 per year. This indicates that 74% of the forecast costs needed to provide the services documented in this AM Plan are accommodated in the proposed budget. Note, these calculations exclude acquired assets and do not account for funding used on reconstruction upgrades through the Wheatbelt Secondary Freight Network.

Providing sustainable services from infrastructure requires the management of service levels, risks, forecast outlays and financing to achieve a financial indicator of approximately 1.0 for the first years of the AM Plan and ideally over the 10 year life of the Long-Term Financial Plan.

#### Forecast Costs (outlays) for the long-term financial plan

Table 7.1.3 shows the forecast costs (outlays) required for consideration in the 10 year long-term financial plan.

Providing services in a financially sustainable manner requires a balance between the forecast outlays required to deliver the agreed service levels with the planned budget allocations in the long-term financial plan.

A gap between the forecast outlays and the amounts allocated in the financial plan indicates further work is required on reviewing service levels in the AM Plan (including possibly revising the long-term financial plan).

We will manage the 'gap' by developing this AM Plan to provide guidance on future service levels and resources required to provide these services in consultation with the community.

Forecast costs are shown in 2023 dollar values.

**Table 7.1.2: Forecast Costs (Outlays) for the Long-Term Financial Plan**

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2023	0	14235936	850000	50000	0
2024	0	256436	875500	50750	0
2025	0	915615	901765	51511	0
2026	0	623676	928818	52284	0
2027	0	1928489	956682	53068	0
2028	0	1265539	985383	53864	0
2029	1000000	195521	1014944	54672	0
2030	0	1736603	1045393	55492	0
2031	0	550975	1076755	56325	0
2032	0	1957275	1109057	57169	0
2033	0	275521	1142329	58027	0
2034	0	210237	1176599	58897	0
2035	0	131240	1211897	59781	0
2036	0	330373	1248254	60678	0
2037	0	57100	1285701	61588	0
2038	0	107398	1324272	62512	0

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2039	0	5410620	1364000	63449	0
2040	0	311763	1404920	64401	0
2041	0	371837	1447068	65367	0
2042	0	625730	1490480	66348	0

### 7.1 C – Footpaths

#### Asset Renewal Funding Ratio

Asset Renewal Funding Ratio<sup>29</sup> 0%

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 0% of the funds required for the optimal renewal of assets.

The forecast renewal work along with the proposed renewal budget, and the cumulative shortfall, is illustrated in Appendix D.

#### Medium term – 10 year financial planning period

This AM Plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the first 10 years of the planning period to identify any funding shortfall.

The forecast operations, maintenance and renewal costs over the 10 year planning period is \$29,192 on average per year.

The proposed (budget) operations, maintenance and renewal funding is \$14,905 on average per year giving a 10 year funding shortfall of \$14,287 per year. This indicates that 51% of the forecast costs needed to provide the services documented in this AM Plan are accommodated in the proposed budget. Note, these calculations exclude acquired assets.

Providing sustainable services from infrastructure requires the management of service levels, risks, forecast outlays and financing to achieve a financial indicator of approximately 1.0 for the first years of the AM Plan and ideally over the 10 year life of the Long-Term Financial Plan.

#### Forecast Costs (outlays) for the long-term financial plan

Table 7.1.3 shows the forecast costs (outlays) required for consideration in the 10 year long-term financial plan.

Providing services in a financially sustainable manner requires a balance between the forecast outlays required to deliver the agreed service levels with the planned budget allocations in the long-term financial plan.

A gap between the forecast outlays and the amounts allocated in the financial plan indicates further work is required on reviewing service levels in the AM Plan (including possibly revising the long-term financial plan).

We will manage the 'gap' by developing this AM Plan to provide guidance on future service levels and resources required to provide these services in consultation with the community.

Forecast costs are shown in 2023 dollar values.

<sup>29</sup> AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

**Table 7.1.2: Forecast Costs (Outlays) for the Long-Term Financial Plan**

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2023	0	3000	10000	141024	0
2024	0	3045	10300	0	0
2025	0	3091	10609	2200	0
2026	0	3137	10927	0	0
2027	0	3184	11255	0	0
2028	0	3232	11593	0	0
2029	0	3280	11941	0	0
2030	0	3330	12299	0	0
2031	0	3379	12668	1950	0
2032	0	3430	13048	0	0
2033	0	3482	13439	0	0
2034	0	3534	13842	0	0
2035	0	3587	14258	0	0
2036	0	3641	14685	0	0
2037	0	3695	15126	1320	0
2038	0	3751	15580	0	0
2039	0	3807	16047	472464	0
2040	0	3864	16528	0	0
2041	0	3922	17024	0	0
2042	0	3981	17535	0	0

## 7.2 Funding Strategy

The proposed funding for assets is outlined in the Entity's budget and Long-Term financial plan.

The financial strategy of the entity determines how funding will be provided, whereas the AM Plan communicates how and when this will be spent, along with the service and risk consequences of various service alternatives.

## 7.3 Valuation Forecasts

### 7.3 A – Buildings

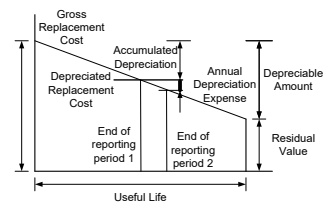
#### Asset valuations

The best available estimate of the value of assets included in this AM Plan are shown below. The assets are valued at current observed construction and replacement costs:

Replacement Cost (Current/Gross)	\$2,210,332
Depreciable Amount	\$2,210,332
Depreciated Replacement Cost <sup>30</sup>	\$1,340,527.34
Depreciation	\$44,779.27

#### Valuation forecast

Asset values do not have a forecasted change as footpath assets at this added or removed.



<sup>30</sup> Also reported as Written Down Value, Carrying or Net Book Value.



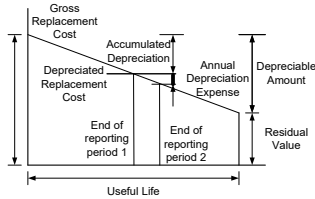
Additional assets will generally add to the operations and maintenance needs in the longer term. Additional assets will also require additional costs due to future renewals. Any additional assets will also add to future depreciation forecasts.

**7.3 B – Roads**

**Asset valuations**

The best available estimate of the value of assets included in this AM Plan are shown below. The assets are valued at current observed construction and replacement costs:

Replacement Cost (Current/Gross)	\$97,776,479.28
Depreciable Amount	\$52,191,014.48
Depreciated Replacement Cost <sup>31</sup>	\$71,872,351.78
Depreciation	\$1,559,471.70



**Valuation forecast**

Asset values are forecast to increase as additional assets are added to the r

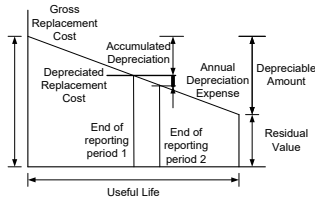
Additional assets will generally add to the operations and maintenance needs in the longer term. Additional assets will also require additional costs due to future renewals. Any additional assets will also add to future depreciation forecasts.

Currently the only additional assets planned to be added to the road network are the Balfour Street Heavy Vehicle Bypass as part of the Wheatbelt Secondary Freight Network.

**7.3 C – Footpaths**

The best available estimate of the value of assets included in this AM Plan are shown below. The assets are valued at current observed construction and replacement costs:

Replacement Cost (Current/Gross)	\$2,210,332
Depreciable Amount	\$2,210,332
Depreciated Replacement Cost <sup>32</sup>	\$1,340,527.34
Depreciation	\$44,779.27



**Valuation forecast**

Asset values are do not have a forecasted change as footpath assets at this time are neither planned to be added or removed.

Additional assets will generally add to the operations and maintenance needs in the longer term. Additional assets will also require additional costs due to future renewals. Any additional assets will also add to future depreciation forecasts.

**7.4 Key Assumptions Made in Financial Forecasts**

**7.4 A Buildings**

In compiling this AM Plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this AM Plan are:

All renewal and construction costs are in line with current and historical observed costs in footpath construction for Pingelly. See table 6.2 for respective risk assessments addressing the potential risk of an increase in future costs.

Maintenance and Operation costs are based on financial estimates on limited data. To be improved in future iterations of the Asset Management Plan.

<sup>31</sup> Also reported as Written Down Value, Carrying or Net Book Value.

<sup>32</sup> Also reported as Written Down Value, Carrying or Net Book Value.

Asset ages were gathered using a mixture of previous budget documents, aerial imagery, and condition assessments. Asset RUL for those estimated to be built prior to the year 2000 may be inaccurate. Material and condition performance monitoring over time is required to accurately determine forecasted asset end-of-life.

#### 7.4 B Roads

In compiling this AM Plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this AM Plan are:

All renewal and construction costs are in line with current observed costs in recent construction and resealing projects. See table 6.2 for respective risk assessments addressing the potential risk of an increase in future costs.

Maintenance and Operation costs are based on financial estimates on limited data. To be improved in future iterations of the Asset Management Plan.

That Wheatbelt Secondary Freight Network projects will be approved and funded.

That current received Regional Road Group and Roads to Recovery funding will be sustained in the future.

#### 7.4 C- Footpaths

In compiling this AM Plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this AM Plan are:

All renewal and construction costs are in line with current and historical observed costs in footpath construction for Pingelly. See table 6.2 for respective risk assessments addressing the potential risk of an increase in future costs.

Maintenance and Operation costs are based on financial estimates on limited data. To be improved in future iterations of the Asset Management Plan.

Asset ages were gathered using a mixture of previous budget documents, aerial imagery, and condition assessments. Asset RUL for those estimated to be built prior to the year 2000 may be inaccurate. Material and condition performance monitoring over time is required to accurately determine forecasted asset end-of-life.

#### 7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale<sup>33</sup> in accordance with Table 7.5.1.

**Table 7.5.1: Data Confidence Grading System**

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C. Medium	Data based on sound records, procedures, investigations and analysis which is

<sup>33</sup> IPWEA, 2015, IIMM, Table 2.4.6, p 2 | 71.

Confidence Grade	Description
	incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 7.5.2.

**Table 7.5.2: Data Confidence Assessment for Data used in AM Plan**

Data	Confidence Assessment	Comment
Demand drivers	C	Based on current footpath asset network condition and Census information collected by the ABS.
Growth projections	E	No acquisitions forecasted in this AMP.
Acquisition forecast	E	No acquisitions forecasted in this AMP.
Operation forecast	E	Minimal budget and financial data to extrapolate operational costs – improvement required.
Maintenance forecast	D	Extrapolated from limited current financial data – improvement required.
Renewal forecast		Based on current observed financial costs and asset valuations.
- Asset values	B	
- Asset useful lives	D	Footpaths built earlier than 2007 limited data to accurately date to any true accuracy.
- Condition modelling	A	Full network condition assessment undertaken in 2022.
Disposal forecast	D	No disposals planned. Any disposal costs expected to be minimal.

The estimated confidence level for and reliability of data used in this AM Plan for Buildings is considered to be Low.

The estimated confidence level for and reliability of data used in this AM Plan for Roads is considered to be Medium.

The estimated confidence level for and reliability of data used in this AM Plan for Footpaths considered to be Low.

## PLAN IMPROVEMENT AND MONITORING

### Status of Asset Management Practices<sup>34</sup>

Accounting and financial data sources

This AM Plan utilises accounting and financial data. The source of the data is the Shire of Pingelly's financial enterprise system provided through SynergySoft.

The source of the data is the Shire of Pingelly's Road and Footpath Asset Management Register through RAMM.

<sup>34</sup> ISO 55000 Refers to this as the Asset Management System

### Improvement Plan

It is important that an entity recognise areas of their AM Plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this AM Plan is shown in Table 8.2.

#### 8.2 A - Buildings

**Table 8.2: Improvement Plan**

Task	Task	Responsibility	Resources Required	Timeline
1	Determine funding allocation and level of service provided by Footpaths in the Shire of Pingelly	Council	Senior Management	2 Years
1	Improvement of financial recording of operation and maintenance works to improve future financial forecasts.	Senior Management, Payroll, and Finance Team	Improved timecard tracking and financial recording.	2 Years
3	Develop stronger customer level of service measures and increase performance monitoring of those services.	Senior Management and Asset Team	Asset Team	2 Years
4	Develop stronger technical level of service measures and integrate those in future policy and planning recommendations.	Executive Manager Works and Asset Team	Asset Team	2 Years
5	Ensure that future strategic plans, including the Long-Term Financial Plan and Workforce Plan consider developed Asset Management Plans	CEO and Senior Management	Senior Management	2 Year
6	Continual improvement of data accuracy of footpath asset registers including dates of construction/acquisition, useful lives, and spatial data.	Asset Team	Asset Team	2 Years
7	Further development of risk assessments and appropriate control measures.	Council and Senior Management	Senior Management	2 Years
8	Assess the risks and likelihood of failure of key and strategic road assets reaching end-of-life.	Executive Manager Works	Asset Team	2 Years
9	Infrastructure Resilience Planning	Senior Management and Asset Team	Senior Management and Asset Team	2 Years

8.2 B – Roads

**Table 8.2: Improvement Plan**

Task	Task	Responsibility	Resources Required	Timeline
1	Improvement of financial recording of operation and maintenance works to improve future financial forecasts.	Senior Management, Payroll, and Finance Team	Improved timecard tracking and financial recording.	2 Years
2	Further development and accuracy of Capital Works Programing – incorporating additional funding opportunities and confirming committed project funds and project years.	Senior Management and Asset Team	Executive Manager Works and Asset Team	2 Year Cycle
3	Develop stronger customer level of service measures and increase performance monitoring of those services.	Senior Management and Asset Team	Asset Team	2 Years
4	Develop stronger technical level of service measures and integrate those in future policy and planning recommendations.	Executive Manager Works and Asset Team	Asset Team	2 Years
5	Ensure that future strategic plans, including the Long-Term Financial Plan and Workforce Plan consider developed Asset Management Plans	CEO and Senior Management	Senior Management	2 Year
6	Continual improvement of data accuracy of road asset registers including dates of construction/acquisition, useful lives, and spatial data.	Asset Team	Asset Team	2 Years
7	Further development of risk assessments and appropriate control measures.	Council and Senior Management	Senior Management	2 Years
8	Assess the risks and likelihood of failure of key and strategic road assets reaching end-of-life.	Executive Manager Works	Asset Team	2 Years
9	Infrastructure Resilience Planning	Senior Management and Asset Team	Senior Management and Asset Team	2 Years

## 8.2 C – Footpaths

**Table 8.2: Improvement Plan**

Task	Task	Responsibility	Resources Required	Timeline
1	Determine funding allocation and level of service provided by Footpaths in the Shire of Pingelly	Council	Senior Management	2 Years
1	Improvement of financial recording of operation and maintenance works to improve future financial forecasts.	Senior Management, Payroll, and Finance Team	Improved timecard tracking and financial recording.	2 Years
3	Develop stronger customer level of service measures and increase performance monitoring of those services.	Senior Management and Asset Team	Asset Team	2 Years
4	Develop stronger technical level of service measures and integrate those in future policy and planning recommendations.	Executive Manager Works and Asset Team	Asset Team	2 Years
5	Ensure that future strategic plans, including the Long-Term Financial Plan and Workforce Plan consider developed Asset Management Plans	CEO and Senior Management	Senior Management	2 Year
6	Continual improvement of data accuracy of footpath asset registers including dates of construction/acquisition, useful lives, and spatial data.	Asset Team	Asset Team	2 Years
7	Further development of risk assessments and appropriate control measures.	Council and Senior Management	Senior Management	2 Years
8	Assess the risks and likelihood of failure of key and strategic road assets reaching end-of-life.	Executive Manager Works	Asset Team	2 Years
9	Infrastructure Resilience Planning	Senior Management and Asset Team	Senior Management and Asset Team	2 Years

### Monitoring and Review Procedures

This AM Plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets. These forecast costs and proposed budget are incorporated into the Long-Term Financial Plan or will be incorporated into the Long-Term Financial Plan once completed.

The AM Plan has a maximum life of 4 years.

### **Performance Measures**

The effectiveness of this AM Plan can be measured in the following ways:

The degree to which the required forecast costs identified in this AM Plan are incorporated into the long-term financial plan,

The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures consider the 'global' works program trends provided by the AM Plan,

The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Planning documents and associated plans,

The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 90 – 100%).

### **REFERENCES**

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- ISO, 2014, ISO 55000:2014, Overview, principles and terminology
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Corporate Business Plan 2021-2025
- Strategic Community Plan 2019
- Long Term Financial Plan
- Annual Shire of Pingelly Budget

### **APPENDICES**

#### **Appendix A Acquisition Forecast**

##### **Appendix A A - Buildings**

##### **A.1 – Acquisition Forecast Assumptions and Source**

There are no current forecasted acquisitions for the period inclusive of this AMP.

##### **A.2 – Acquisition Project Summary**

No projects are planned at this stage.

**A.3 – Acquisition Forecast Summary**

**Table A3 - Acquisition Forecast Summary**

Year	Constructed	Donated	Growth
2023	0	0	0
2024	0	0	0
2025	0	0	0
2026	0	0	0
2027	0	0	0
2028	0	0	0
2029	1000000	0	0
2030	0	0	0
2031	0	0	0
2032	0	0	0
2033	0	0	0
2034	0	0	0
2035	0	0	0
2036	0	0	0
2037	0	0	0
2038	0	0	0
2039	0	0	0
2040	0	0	0
2041	0	0	0
2042	0	0	0

**Appendix A B Roads**

**A.1 – Acquisition Forecast Assumptions and Source**

Acquisition forecast year and values are representative only until Wheatbelt Secondary Freight Network funds and project years are committed.

**A.2 – Acquisition Project Summary**

2029 – Indicative Yea/Cost: Balfour Street Heavy Vehicle Bypass Construction.



**A.3 – Acquisition Forecast Summary**

**Table A3 - Acquisition Forecast Summary**

Year	Constructed	Donated	Growth
2023	0	0	0
2024	0	0	0
2025	0	0	0
2026	0	0	0
2027	0	0	0
2028	0	0	0
2029	1000000	0	0
2030	0	0	0
2031	0	0	0
2032	0	0	0
2033	0	0	0
2034	0	0	0
2035	0	0	0
2036	0	0	0
2037	0	0	0
2038	0	0	0
2039	0	0	0
2040	0	0	0
2041	0	0	0
2042	0	0	0

**Appendix A C - Footpaths**

**A.1 – Acquisition Forecast Assumptions and Source**

There are no current forecasted acquisitions for the period inclusive of this AMP.

**A.2 – Acquisition Project Summary**

No projects are planned at this stage.

**A.3 – Acquisition Forecast Summary**

**Table A3 - Acquisition Forecast Summary**

Year	Constructed	Donated	Growth
2023	0	0	0
2024	0	0	0
2025	0	0	0
2026	0	0	0
2027	0	0	0
2028	0	0	0
2029	1000000	0	0
2030	0	0	0
2031	0	0	0
2032	0	0	0
2033	0	0	0
2034	0	0	0
2035	0	0	0
2036	0	0	0
2037	0	0	0
2038	0	0	0
2039	0	0	0
2040	0	0	0
2041	0	0	0
2042	0	0	0

## Appendix B Operation Forecast

### Appendix B A – Buildings

#### B.1 – Operation Forecast Assumptions and Source

Limited financial records and data related to the actual costs of operations. Further improvement of financial data capture required – see 8.2 Improvement Plan.

#### B.2 – Operation Forecast Summary

Recommend using NAMS+ Outputs Summary for Operation

**Table B2 - Operation Forecast Summary**

Year	Operation Forecast	Additional Operation Forecast	Total Operation Forecast
2023	3000	0	3000
2024	3045	0	3045
2025	3091	0	3091
2026	3137	0	3137
2027	3184	0	3184
2028	3232	0	3232
2029	3280	0	3280
2030	3330	0	3330
2031	3379	0	3379
2032	3430	0	3430
2033	3482	0	3482
2034	3534	0	3534
2035	3587	0	3587
2036	3641	0	3641
2037	3695	0	3695
2038	3751	0	3751
2039	3807	0	3807
2040	3864	0	3864
2041	3922	0	3922
2042	3981	0	3981

### Appendix B B – Roads

#### B.1 – Operation Forecast Assumptions and Source

Limited financial records and data related to the actual costs of operations. Further improvement of financial data capture required – see 8.2 Improvement Plan.

## B.2 – Operation Forecast Summary

Table B2 - Operation Forecast Summary

Year	Operation Forecast	Additional Operation Forecast	Total Operation Forecast
2023	50000	0	50000
2024	50750	0	50750
2025	51511	0	51511
2026	52284	0	52284
2027	53068	0	53068
2028	53864	0	53864
2029	54672	0	54672
2030	55492	0	55492
2031	56325	0	56325
2032	57169	0	57169
2033	58027	0	58027
2034	58897	0	58897
2035	59781	0	59781
2036	60678	0	60678
2037	61588	0	61588
2038	62512	0	62512
2039	63449	0	63449
2040	64401	0	64401
2041	65367	0	65367
2042	66348	0	66348

## Appendix B C – Footpaths

### B.1 – Operation Forecast Assumptions and Source

Limited financial records and data related to the actual costs of operations. Further improvement of financial data capture required – see 8.2 Improvement Plan.

### B.2 – Operation Forecast Summary

Recommend using NAMS+ Outputs Summary for Operation

**Table B2 - Operation Forecast Summary**

Year	Operation Forecast	Additional Operation Forecast	Total Operation Forecast
2023	3000	0	3000
2024	3045	0	3045
2025	3091	0	3091
2026	3137	0	3137
2027	3184	0	3184
2028	3232	0	3232
2029	3280	0	3280
2030	3330	0	3330
2031	3379	0	3379
2032	3430	0	3430
2033	3482	0	3482
2034	3534	0	3534
2035	3587	0	3587
2036	3641	0	3641
2037	3695	0	3695
2038	3751	0	3751
2039	3807	0	3807
2040	3864	0	3864
2041	3922	0	3922
2042	3981	0	3981

## Appendix C Maintenance Forecast

### Appendix C A - Buildings

#### C.1 – Maintenance Forecast Assumptions and Source

Financial records and data related to the actual costs of maintenance taken from budget expenditure. Further improvement of financial data capture required – see 8.2 Improvement Plan.

#### C.2 – Maintenance Forecast Summary

Table C2 - Maintenance Forecast Summary

Year	Maintenance Forecast	Additional Maintenance Forecast	Total Maintenance Forecast
2023	10000	0	10000
2024	10300	0	10300
2025	10609	0	10609
2026	10927	0	10927
2027	11255	0	11255
2028	11593	0	11593
2029	11941	0	11941
2030	12299	0	12299
2031	12668	0	12668
2032	13048	0	13048
2033	13439	0	13439
2034	13842	0	13842
2035	14258	0	14258
2036	14685	0	14685
2037	15126	0	15126
2038	15580	0	15580
2039	16047	0	16047
2040	16528	0	16528
2041	17024	0	17024
2042	17535	0	17535

### Appendix C B – Roads

#### C.1 – Maintenance Forecast Assumptions and Source

Financial records and data related to the actual costs of maintenance taken from budget expenditure. Further improvement of financial data capture required – see 8.2 Improvement Plan.

#### C.2 – Maintenance Forecast Summary

Table C2 - Maintenance Forecast Summary

Year	Maintenance Forecast	Additional Maintenance Forecast	Total Maintenance Forecast
2023	10000	0	10000
2024	10300	0	10300
2025	10609	0	10609
2026	10927	0	10927
2027	11255	0	11255
2028	11593	0	11593
2029	11941	0	11941
2030	12299	0	12299
2031	12668	0	12668
2032	13048	0	13048
2033	13439	0	13439
2034	13842	0	13842

2035	14258	0	14258
2036	14685	0	14685
2037	15126	0	15126
2038	15580	0	15580
2039	16047	0	16047
2040	16528	0	16528
2041	17024	0	17024
2042	17535	0	17535

## Appendix C – Footpaths

### C.1 – Maintenance Forecast Assumptions and Source

Financial records and data related to the actual costs of maintenance taken from budget expenditure. Further improvement of financial data capture required – see 8.2 Improvement Plan.

### C.2 – Maintenance Forecast Summary

Table C2 - Maintenance Forecast Summary

Year	Maintenance Forecast	Additional Maintenance Forecast	Total Maintenance Forecast
2023	10000	0	10000
2024	10300	0	10300
2025	10609	0	10609
2026	10927	0	10927
2027	11255	0	11255
2028	11593	0	11593
2029	11941	0	11941
2030	12299	0	12299
2031	12668	0	12668
2032	13048	0	13048
2033	13439	0	13439
2034	13842	0	13842
2035	14258	0	14258
2036	14685	0	14685
2037	15126	0	15126
2038	15580	0	15580
2039	16047	0	16047
2040	16528	0	16528
2041	17024	0	17024
2042	17535	0	17535

## Appendix D Renewal Forecast Summary

### Appendix D A – Buildings

#### D.1 – Renewal Forecast Assumptions and Source

Some RUL assumptions are made for footpaths built earlier than 2007 where limited data was available to collect accurate construction dates. Exact end of useful life may, depending on condition and material performances, vary from what has been forecasted in the later years of this AMP.

#### D.2 – Renewal Project Summary

The Shire of Pingelly currently has no planned forecasted renewal projects.

### D.3 – Renewal Forecast Summary

Table D3 - Renewal Forecast Summary

Year	Renewal Forecast	Renewal Budget
2023	141024	0
2024	0	0
2025	2200	0
2026	0	0
2027	0	0
2028	0	0
2029	0	0
2030	0	0
2031	1950	0
2032	0	0
2033	0	0
2034	0	0
2035	0	0
2036	0	0
2037	1320	0
2038	0	0
2039	472464	0
2040	0	0
2041	0	0
2042	0	0

### Appendix D B – Roads

#### D.1 – Renewal Forecast Assumptions and Source

Renewal and remaining useful life (RUL) data has been taken from the Shire of Pingelly's Asset Management database.

#### D.2 – Renewal Project Summary

Early indicative renewal projects are included in the Shire of Pingelly's Infrastructure Capital Programme.

The budget is dependant on external funding provided through Regional Road Group, Roads to Recovery and Wheatbelt Secondary Freight Network. Budget allocations are then extrapolated assuming a consistent level of funding.



### D.3 – Renewal Forecast Summary

**Table D3 - Renewal Forecast Summary**

Year	Renewal Forecast	Renewal Budget
2023	14235936	598613
2024	256436	616574
2025	915615	2135071
2026	623676	2166000
2027	1928489	2166000
2028	1265539	2166000
2029	195521	1166000
2030	1736603	2166000
2031	550975	2166000
2032	1957275	660000
2033	275521	660000
2034	210237	660000
2035	131240	660000
2036	330373	660000
2037	57100	660000
2038	107398	660000
2039	5410620	660000
2040	311763	660000
2041	371837	660000
2042	625730	660000

### Appendix D C – Footpaths

#### D.1 – Renewal Forecast Assumptions and Source

Some RUL assumptions are made for footpaths built earlier than 2007 where limited data was available to collect accurate construction dates. Exact end of useful life may, depending on condition and material performances, vary from what has been forecasted in the later years of this AMP.

#### D.2 – Renewal Project Summary

The Shire of Pingelly currently has no planned forecasted renewal projects.

**D.3 – Renewal Forecast Summary**

**Table D3 - Renewal Forecast Summary**

Year	Renewal Forecast	Renewal Budget
2023	141024	0
2024	0	0
2025	2200	0
2026	0	0
2027	0	0
2028	0	0
2029	0	0
2030	0	0
2031	1950	0
2032	0	0
2033	0	0
2034	0	0
2035	0	0
2036	0	0
2037	1320	0
2038	0	0
2039	472464	0
2040	0	0
2041	0	0
2042	0	0

**Appendix E     Disposal Summary**

**E.1 – Disposal Forecast Assumptions and Source**

No disposals are forecasted for the period observed by this AMP for Buildings, Roads or Footpaths.

**E.2 – Disposal Project Summary**

No Disposals Planned.

**E.3 – Disposal Forecast Summary**

**Table E3 – Disposal Activity Summary**

Year	Disposal Forecast	Disposal Budget
All	0	0

**Appendix F Budget Summary by Lifecycle Activity**

**Appendix F A - Buildings**

**Table F1 – Budget Summary by Lifecycle Activity**

Year	Acquisition	Operation	Maintenance	Renewal	Disposal	Total
2023	0	3000	11905	0	0	14905
2024	0	3000	11905	0	0	14905
2025	0	3000	11905	0	0	14905
2026	0	3000	11905	0	0	14905
2027	0	3000	11905	0	0	14905
2028	0	3000	11905	0	0	14905
2029	0	3000	11905	0	0	14905
2030	0	3000	11905	0	0	14905
2031	0	3000	11905	0	0	14905
2032	0	3000	11905	0	0	14905
2033	0	3000	11905	0	0	14905
2034	0	3000	11905	0	0	14905
2035	0	3000	11905	0	0	14905
2036	0	3000	11905	0	0	14905
2037	0	3000	11905	0	0	14905
2038	0	3000	11905	0	0	14905
2039	0	3000	11905	0	0	14905
2040	0	3000	11905	0	0	14905
2041	0	3000	11905	0	0	14905
2042	0	3000	11905	0	0	14905

**Appendix F B – Roads**

**Table F1 – Budget Summary by Lifecycle Activity**

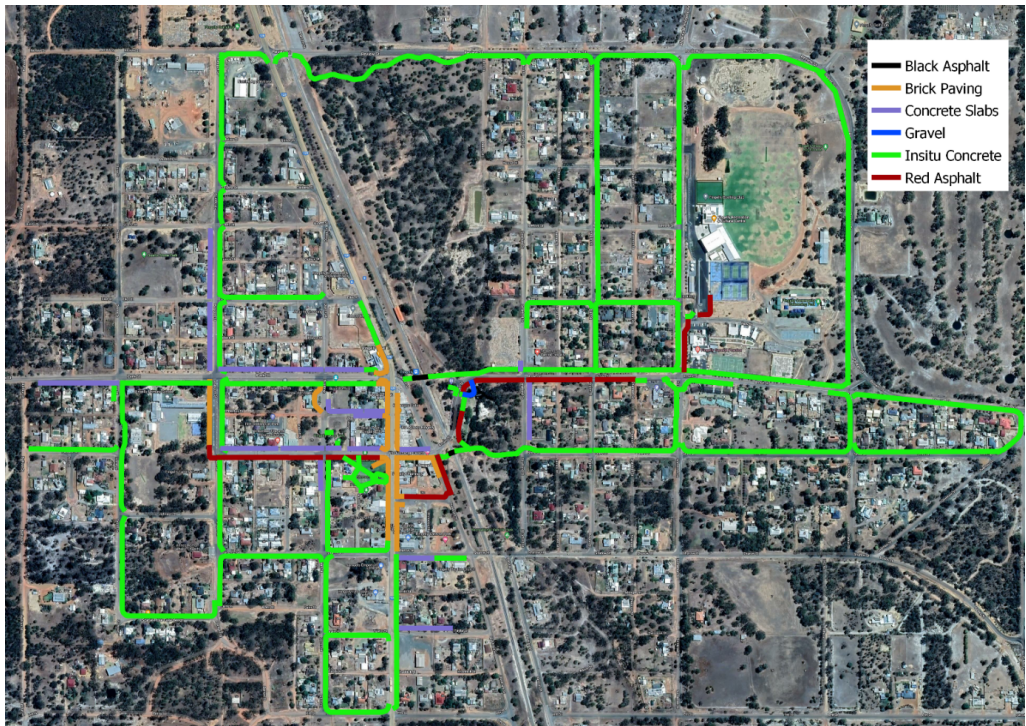
Year	Acquisition	Operation	Maintenance	Renewal	Disposal	Total
2023	0	50000	860000	598613	0	1508613
2024	0	50000	860000	616574	0	1526574
2025	0	50000	860000	2135071	0	3045071
2026	0	50000	860000	2166000	0	3076000
2027	0	50000	860000	2166000	0	3076000
2028	0	50000	860000	2166000	0	3076000
2029	1000000	50000	860000	1166000	0	3076000
2030	0	50000	860000	2166000	0	3076000
2031	0	50000	860000	2166000	0	3076000
2032	0	50000	860000	660000	0	1570000
2033	0	50000	860000	660000	0	1570000
2034	0	50000	860000	660000	0	1570000
2035	0	50000	860000	660000	0	1570000
2036	0	50000	860000	660000	0	1570000
2037	0	50000	860000	660000	0	1570000
2038	0	50000	860000	660000	0	1570000
2039	0	50000	860000	660000	0	1570000
2040	0	50000	860000	660000	0	1570000
2041	0	50000	860000	660000	0	1570000
2042	0	50000	860000	660000	0	1570000

**Appendix F C – Footpaths**

**Table F1 – Budget Summary by Lifecycle Activity**

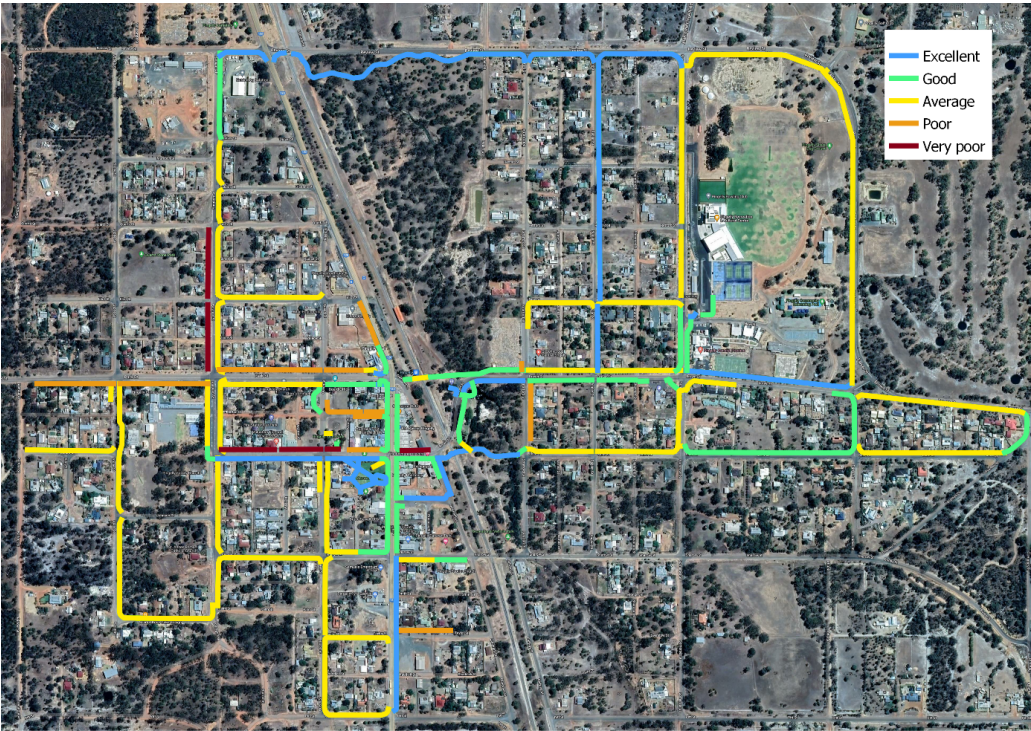
Year	Acquisition	Operation	Maintenance	Renewal	Disposal	Total
2023	0	3000	11905	0	0	14905
2024	0	3000	11905	0	0	14905
2025	0	3000	11905	0	0	14905
2026	0	3000	11905	0	0	14905
2027	0	3000	11905	0	0	14905
2028	0	3000	11905	0	0	14905
2029	0	3000	11905	0	0	14905
2030	0	3000	11905	0	0	14905
2031	0	3000	11905	0	0	14905
2032	0	3000	11905	0	0	14905
2033	0	3000	11905	0	0	14905
2034	0	3000	11905	0	0	14905
2035	0	3000	11905	0	0	14905
2036	0	3000	11905	0	0	14905
2037	0	3000	11905	0	0	14905
2038	0	3000	11905	0	0	14905
2039	0	3000	11905	0	0	14905
2040	0	3000	11905	0	0	14905
2041	0	3000	11905	0	0	14905
2042	0	3000	11905	0	0	14905

Appendix G      Footpaths by Material





Appendix H      Footpaths by Condition





## **15.2. Monthly Statement of Financial Activity - April 2024**

<b>File Reference:</b>	<b>ADM0075</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Finance Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	1. Monthly Statement of Financial Activity to the period 30 April 2024 [ <b>15.2.1</b> - 15 pages]
<b>Previous Reference:</b>	<b>Nil</b>

### **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 2024 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 2024.

### **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 associated with this report.

### Financial Implications

The report and Officer recommendation is consistent with Council's adopted Budget 2023/24 and Budget Review 2023/24.

### Strategic Implications

Business as usual.

### Risk Framework

<b>Risk:</b>	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.		
<b>Consequence Theme:</b>	Reputational / Compliance	<b>Impact:</b>	Minor
<b>Consequence:</b>	Low impact, a small number of complaints. Some temporary non-compliance		
<b>Likelihood Rating:</b>	Unlikely	<b>Risk Matrix:</b>	Low (4)
<b>Action Plan:</b>	Risk is acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.		

**Voting Requirements:**

Simple Majority

**13429 Cr Bryan Hotham moved, Cr Karmvir Singh seconded**

**That with respect to the Monthly Statement of Financial Activity for the month ending 30 April 2024 be accepted and material variances be noted.**

**Carried Unanimously 6 votes to 0**

<b>For:</b>	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
<b>Against:</b>	Nil

Deputy President Peter Wood returns to the Council Chambers at 02.44pm



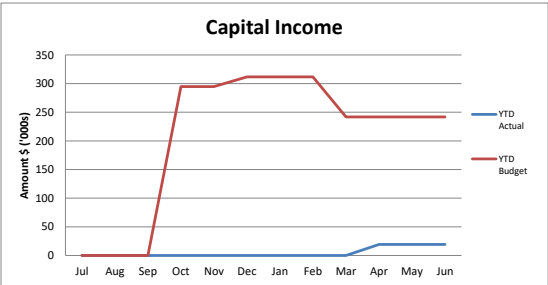
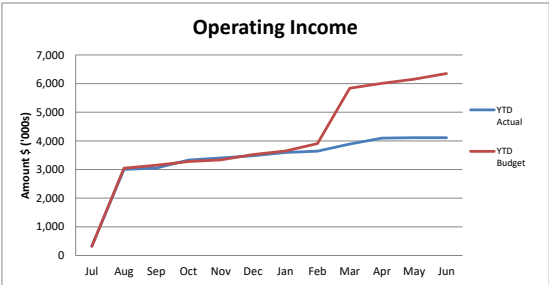
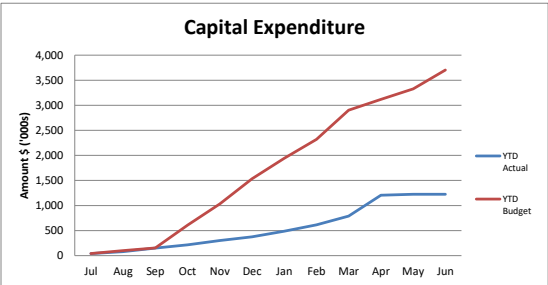
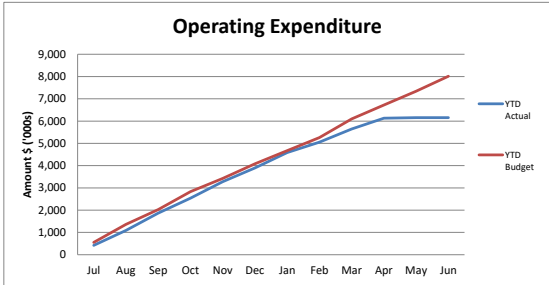
**SHIRE OF PINGELLY**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD TO 30 APRIL 2024**

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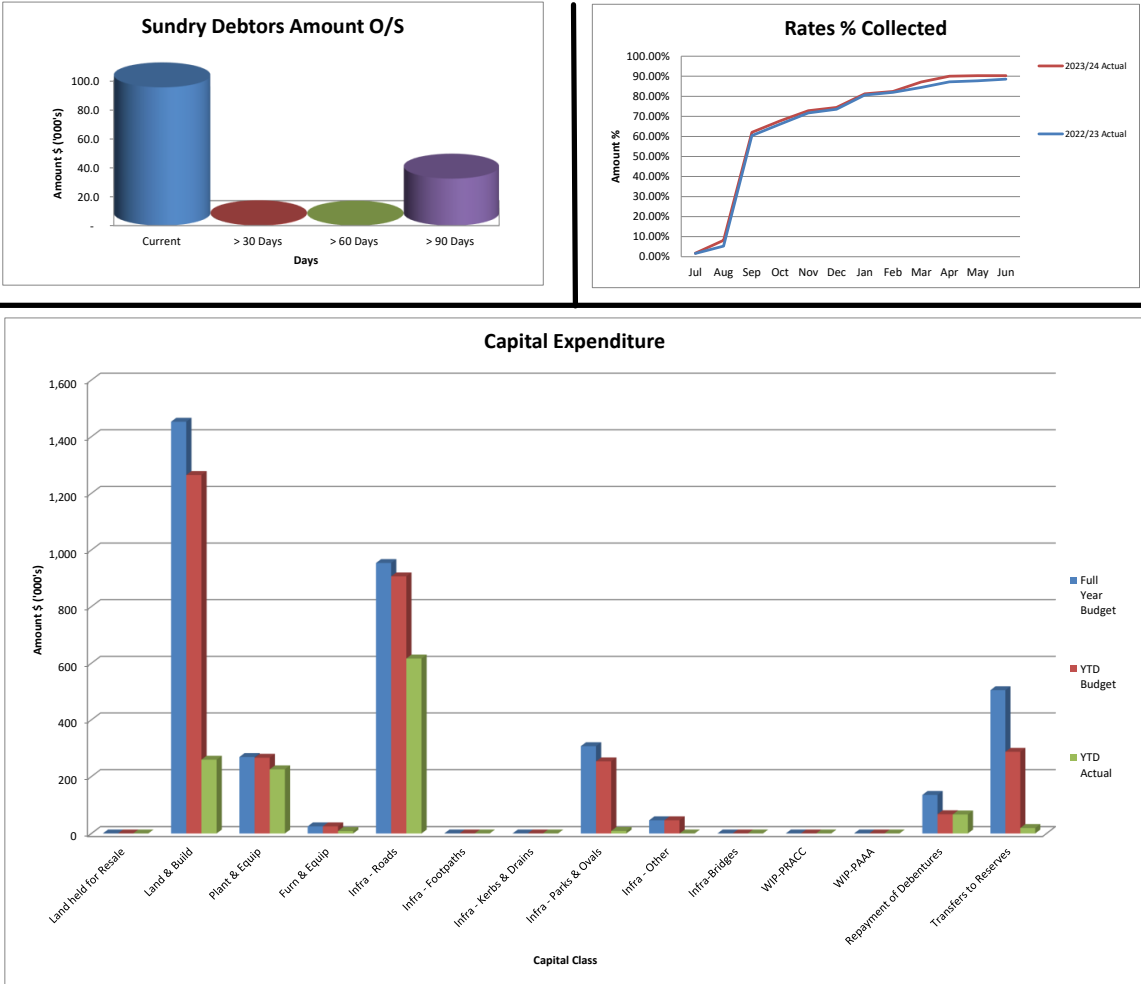
- 1 Acquisition of Assets
- 2 Disposal of Assets
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- 4 Reserves
- 5 Net Current Assets
- 6 Rating Information
- 7 Operating Statement
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- 9 Restricted Funds Summary

Income and Expenditure Graphs to 30 April 2024



This is adjusted in line with accounting standards to capital grants expenditure  
To date no transfers have been made from reserves

Other Graphs to 30 April 2024



# Shire of Pingelly-Ordinary Council Meeting - 15 May 2024

## SHIRE OF PINGELLY STATEMENT OF FINANCIAL ACTIVITY BY NATURE FOR THE PERIOD TO 30 APRIL 2024

NOTE	2023/24 Adopted Budget \$	2023/24 Revised Budget \$	April 2023 YTD Budget \$	April 2023 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Rates	2,446,730	2,436,547	2,436,547	2,436,948	401	0%	
Grants, subsidies and contributions	619,746	586,190	457,181	428,131	(29,050)	-6%	
Fees and charges	427,668	439,583	410,966	384,279	(26,687)	-6%	
Interest revenue	48,997	83,897	69,361	72,621	3,260	5%	
Other revenue	89,221	198,605	189,140	155,140	(34,000)	-18%	▼
Profit on asset disposal	2,000	2,000	2,000	0	0	100%	
	3,634,362	3,746,822	3,565,195	3,477,119	(86,076)	-2%	
<b>Expenditure from operating activities</b>							
Employee costs	(2,149,081)	(2,100,690)	(1,790,635)	(1,596,371)	194,264	11%	▼
Materials & Contracts	(2,028,784)	(2,093,488)	(1,727,819)	(1,336,058)	391,761	23%	▼
Utility charges	(166,838)	(171,838)	(145,317)	(161,412)	(16,095)	-11%	▲
Insurance charges	(231,841)	(217,091)	(217,060)	(232,437)	(15,377)	-7%	
Finance costs	(89,641)	(89,641)	(49,572)	(75,990)	(26,418)	-53%	▲
Depreciation	(2,933,590)	(3,202,339)	(2,668,570)	(2,680,426)	(11,856)	0%	
Other Expenditure	(93,111)	(129,599)	(116,456)	(41,020)	75,436	65%	▼
Loss on Asset Disposal	(9,300)	(9,300)	(8,630)	(8,768)	0	-2%	
	(7,702,186)	(8,013,986)	(6,724,059)	(6,132,481)	591,715	-9%	
<b>Operating activities excluded from budget</b>							
(Profit)/Loss on Asset Disposals	2 7,300	7,300	6,630	8,768	2,138	-32%	
Adjustments in Fixed Assets	0	0	0	0	0	0%	
Add back Depreciation	2,933,590	3,202,339	2,668,570	2,680,426	11,856	0%	
	2,940,890	3,209,639	2,675,200	2,689,194	13,994	1%	
<b>Amount attributable to operating activities</b>	<b>(1,126,934)</b>	<b>(1,057,525)</b>	<b>(483,664)</b>	<b>33,831</b>	<b>517,495</b>	<b>107%</b>	<b>▼</b>
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Capital grants, subsidies and contributions	2,606,381	2,604,500	2,443,658	621,220	(1,822,438)	75%	▼
Proceeds from Disposal of Assets	2 42,000	42,000	42,000	19,256	(22,744)	-54%	▼
Proceeds from financial assets at amortised cost - self supporting loans	21,230	21,230	10,615	10,446	(169)	-2%	
	2,669,611	2,667,730	2,496,273	650,922	(1,302,007)	-74%	
<b>Outflows from investing activities</b>							
Purchase Land Held for Resale	1 0	0	0	0	0	0%	
Purchase of Land and Buildings	1 (1,324,477)	(1,452,712)	(1,264,526)	(259,265)	1,005,261	79%	▼
Purchase of Furniture & Equipment	1 (25,000)	(25,000)	(25,000)	(8,719)	16,281	65%	▼
Purchase of Right of Use Asset - Furniture & Equipment	1 0	0	0	0	0	0%	
Purchase of Right of Use Asset - Plant & Equipment	1 0	0	0	0	0	0%	
Purchase of Right of Use Asset - Buildings	1 0	0	0	0	0	0%	
Purchase of Plant & Equipment	1 (279,691)	(268,654)	(266,154)	(225,299)	40,855	15%	▼
Purchase of WIP - PP & E	1 0	0	0	0	0	0%	
Purchase of Infrastructure Assets - Roads	1 (967,970)	(953,790)	(906,625)	(616,497)	290,128	32%	▼
Purchase of Infrastructure Assets - Footpaths	1 0	0	0	0	0	0%	
Purchase of Infrastructure Assets - Kerbs & Drains	1 0	0	0	0	0	0%	
Purchase of Infrastructure Assets - Parks & Ovals	1 (306,899)	(306,899)	(253,371)	(9,071)	244,300	96%	▼
Purchase of Infrastructure Assets - Bridges	1 0	0	0	0	0	0%	
Purchase of Infrastructure Assets - Other	1 (46,293)	(46,293)	(46,288)	0	46,288	100%	▼
	(2,950,330)	(3,053,348)	(2,761,964)	(1,118,851)	1,643,113	-59%	▼
<b>Amount attributable to investing activities</b>	<b>(280,719)</b>	<b>(385,618)</b>	<b>(265,691)</b>	<b>(467,930)</b>	<b>(202,239)</b>	<b>76%</b>	<b>▲</b>
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfers from Restricted Asset (Reserves)	4 269,691	339,691	339,691	0	(339,691)	-100%	▼
	269,691	339,691	339,691	0	(339,691)	-100%	▼
<b>Outflows from financing activities</b>							
Repayment of Borrowings	3 (135,336)	(135,336)	(67,668)	(66,905)	763	1%	
Payments for principal portion of lease liabilities	3 (98,891)	(98,891)	(87,904)	(87,186)	718	-1%	
Transfers to Restricted Assets (Reserves)	4 (504,638)	(514,510)	(287,130)	(19,196)	267,934	93%	▼
	(738,865)	(748,737)	(442,702)	(173,287)	269,415	61%	▲
<b>Amount attributable to financing activities</b>	<b>(469,174)</b>	<b>(409,046)</b>	<b>(103,011)</b>	<b>(173,287)</b>	<b>(70,276)</b>	<b>-68%</b>	<b>▼</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>							
Amount attributable to operating activities	5 1,876,827	1,832,480	1,832,480	1,832,480	(44,347)	0%	
Amount attributable to investing activities	(1,126,934)	(1,057,525)	(483,664)	33,831	517,495	107%	▼
Amount attributable to financing activities	(280,719)	(385,618)	(265,691)	(467,930)	(202,239)	76%	▲
Amount attributable to financing activities	(469,174)	(409,046)	(103,011)	(173,287)	(70,276)	-68%	▼
<b>Surplus or deficit at the end of the financial year</b>	<b>5 (0)</b>	<b>(19,709)</b>	<b>980,114</b>	<b>1,225,095</b>	<b>244,981</b>	<b>-25%</b>	<b>▼</b>

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

1. Please note that the rates were raised in August but this schedule is not date sensitive

### Material Variances Symbol

Above Budget Expectations Greater than 10% and \$10,000 ▲  
Below Budget Expectations Less than 10% and \$10,000 ▼

# Shire of Pingelly-Ordinary Council Meeting - 15 May 2024

SHIRE OF PINGELLY FOR THE PERIOD TO 30 APRIL 2024 Report on Significant variances greater than 10% and \$10,000			
<b>Purpose</b>			
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date. The material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$10,000. Items in bold are additions not previously included in reporting			
<b>NATURE AND TYPE VARIATIONS</b>			
<b>REPORTABLE OPERATING REVENUE VARIATIONS</b>			
<b>Other Revenue</b>		(34,000)	-18% ▼
Sundry Income - Rates Incentive Sponsors	(20,000)		
Reimbursement of Legal Costs	4,771		
Other culture revenue AASB 115 Australia Day Grant	(2,809)		
Insurance Claims	(21,224)		
Reimbursement Workers Comp	7,757		
Sponsorship FAM Festival	4,709		
Event Funding including Party on the Oval, Tidy Towns and Heritage Funding	(6,322)		
<b>Capital Grants (Non Operating)</b>		(1,822,438)	75% ▼
Timing of grants relating to DFES Firesheds, LRCI 3, LRCI 4, RTR, WSN.			
<b>REPORTABLE OPERATING EXPENSE VARIATIONS</b>			
<b>Employee Costs</b>		194,264	11% ▼
2022/23 Salaries and Wages EOFY accrual reversed in July 2023.	194,264		
<b>Materials and Contracts</b>		391,761	23% ▼
Debt Collection (Recoverable)	(11,622)		
Valuation Expense - External Infrastructure valuation for 30 June 2023	7,779		
Computer and office equipment (Timing of profiling of licensing, not anticipated to exceed budget at the end of the financial year)	(7,192)		
Audit Expenses	15,969		
Council Plans and Strategies	41,417		
Minor plant and equipment	6,658		
Consultants	23,267		
SES ESL Expenditure (timing of receipt of invoices)	7,225		
BFB ESL Expenditure - Additional PPE purchased	(6,802)		
CCTV Maintenance	2,258		
CESM costs (timing of receipt of invoices)	4,892		
Bush Fire Mitigation	191,645		
Conferences	5,382		
Councillor Training	(2,947)		
Refuse Site collection and Tip Site maintenance	8,400		
PRACC Building maintenance/operations	12,750		
Swimming Pool Contract Management Expense - Timing	4,217		
Swimming Pool maintenance, partial recovery from insurance claim for pump failure	(15,052)		
Area Promotion	42,422		
Rural Road, Town Road maintenance & bridges	20,773		
Job Training	7,419		
PWO non cash	21,329		
<b>Utilities</b>		(16,095)	-11% ▲
We have received greater than anticipated utility charges. Timing of the Pool utilities, parks and gardens and street light billing.			
<b>Finance Costs</b>		(26,418)	-53% ▲
Budgeted Interest Expenses are phased monthly			
<b>Other Expenditure</b>		75,436	65% ▼
Rates write off, job training, community grants program and sitting fees behind budget profiling.			
<b>REPORTABLE CAPITAL EXPENDITURE VARIATIONS</b>			
<b>Purchase of Land &amp; Buildings</b>		1,005,261	79% ▼
Building capex - Admin Building	52,000		
Building capex - Fire Shed West Pingelly	554,273		
Building capex - Fire Shed East Pingelly	370,998		
Building capex - Caravan Park Improvements	27,931		
Building capex - Childcare centre	17,702		
Building capex - Town Hall Election Promise	(17,643)		
<b>Purchase of Furniture &amp; Equipment</b>		16,281	65% ▼
The CCTV for the Pocket Park was purchased and installed.	16,281		
<b>Purchase of Plant &amp; Equipment</b>		40,855	15% ▼
Replacement vehicles and PRACC Generator.			
<b>Purchase of Road Infrastructure Assets</b>		290,128	32% ▼
Roads program Somerset	3,293		
Roads program Yenellin	85,403		
Roads program Wickepin Pingelly	83,577		
Roads program North Bannister Pingelly Road - Funding not yet received	117,855		
<b>Purchase of Infrastructure Assets - Parks &amp; Ovals</b>		244,300	96% ▼
Pingelly Pocket Park	(3,071)		
The Community Water Supply budget profiling.	33,295		
Parks capex -Youth Park	214,076		
<b>Purchase of Infrastructure Assets - Other</b>		46,288	100% ▼
The signage and streetscape has not yet commenced.	34,288		
Standpipe swipe card upgrade not yet commenced.	12,000		
<b>REPORTABLE CAPITAL REVENUE VARIATIONS</b>			
<b>Transfers to Restricted Assets (Reserves)</b>		267,934	93% ▼
Interest was transferred at the TDA maturity, with the remainder to occur at the end of the financial year			
<b>Transfers from Restricted Assets (Reserves)</b>		(339,691)	-100% ▼
Transfers to occur at the end of the financial year			
<b>Proceeds from Disposal of Assets</b>		(22,744)	-54% ▼
Budgeted proceeds from the sale of plant behind budget.			



# Shire of Pingelly-Ordinary Council Meeting - 15 May 2024

## SHIRE OF PINGELLY NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD TO 30 APRIL 2024

		2023/24 Adopted Budget \$	2023/24 Revised Budget \$	2023/24 YTD Budget \$	April 2024 YTD Actual \$
<b>1. ACQUISITION OF ASSETS</b>					
The following assets have been acquired during the period under review:					
<b>By Program</b>					
<b>Governance</b>					
<u>Administration</u>					
Furniture And Equipment	CCTV	25,000	25,000	25,000	8,719
Building Purchase Level 3 - Schedule 4		65,000	65,000	52,000	-
EMCS Vehicle		46,872	0	0	-
<b>Law, Order &amp; Public Safety</b>					
<u>Fire Prevention</u>					
Plant Purchase - Weather Stations X 3		15,000	15,000	15,000	14,197
West Pingelly Fire Shed		765,814	765,814	595,630	41,357
East Pingelly Fire Shed 50%		371,000	371,000	370,998	-
<b>Education &amp; Welfare</b>					
<u>Education</u>					
Building Purchase - Education Schedule 8		55,194	109,129	109,129	91,427
<b>Recreation and Culture</b>					
<u>Public Halls &amp; Civic Centres</u>					
Town Hall - State Election Promise		17,469	21,769	21,769	39,412
Parade Street Craft Hub		0	70,000	70,000	70,000
<u>Swimming Areas &amp; Beaches</u>					
Youth Precinct		267,597	267,597	214,076	-
Capex - Infra Parks & Ovals		33,302	33,302	33,295	-
Pingelly Pocket Park - Expenditure		6,000	6,000	6,000	9,071
Pracc Generator		30,000	30,000	30,000	-
<b>Transport</b>					
<u>Construction - Roads, Bridges, Depots</u>					
<b>Roads Construction</b>					
Somerset Street		50,000	35,820	35,820	32,527
Yenellin Road		154,355	154,355	154,345	68,942
Capex - Rrg Wickepin Pingelly Slk 7.9-9.0		598,615	598,615	598,605	515,028
Capex - Rrg North Bannister Pingelly Road		165,000	165,000	117,855	-
<u>Road Plant Purchases</u>					
High Pressure Cleaner Jet Rodder		12,000	11,364	11,364	11,364
Mitsubishi Triton Parks and gardens		0	42,000	42,000	-
Himac Open Front Slasher for Skid Steer Loader		0	11,640	11,640	11,640
Capex - Skip Trailers		15,000	10,000	10,000	8,636
Squirrel Ewp		10,000	10,000	10,000	-
Parks and Gardens Kubota Mower		15,000	15,000	12,500	14,364
UHI Loader Tip		70,000	49,991	49,991	49,991
Capex - 2023 Mitsubishi Triton Glx 2.4L Cab					
Chassis		33,182	33,182	33,182	74,630
Forestry Mulching Head		32,637	40,477	40,477	40,477
<b>Economic Services</b>					
<u>Tourism &amp; Area Promotion</u>					
Caravan Park Improvements		50,000	50,000	45,000	17,069
Signage & Streetscape		34,293	34,293	34,288	-
<u>Other Economic Services</u>					
Public Standpipe Upgrade		12,000	12,000	12,000	-
		<u>2,950,330</u>	<u>3,053,348</u>	<u>2,761,964</u>	<u>1,118,851</u>
<b>By Class</b>					
Buildings		1,324,477	1,452,712	1,264,526	259,265
Furniture & Equipment		25,000	25,000	25,000	8,719
Plant & Equipment		279,691	268,654	266,154	225,299
Infrastructure - Roads		967,970	953,790	906,625	616,497
Infrastructure - Parks & Ovals		306,899	306,899	253,371	9,071
Infrastructure - Other		46,293	46,293	46,288	-
		<u>2,950,330</u>	<u>3,053,348</u>	<u>2,761,964</u>	<u>1,118,851</u>

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD TO 30 APRIL 2024

## 2. DISPOSALS OF ASSETS

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

<b>By Program</b>		Written Down Value		Sale Proceeds		Profit(Loss)	
		2023/24	April	2023/24	April	2023/24	April
		Budget	2023	Budget	2023	Budget	2023
Asset No		\$	\$	\$	\$	\$	\$
PM4	<b>Governance</b> PM4 Mazda CX5	29,000	28,024	25,000	19,256	(4,000)	(8,768)
PSM01	<b>Transport</b> Building Services Ute	10,000	0	12,000	0	2,000	0
PT20	Case Loader Tip	10,300	0	5,000	0	(5,300)	0
		49,300	28,024	42,000	19,256	(7,300)	(8,768)

<b>By Class of Asset</b>		Written Down Value		Sale Proceeds		Profit(Loss)	
		2023/24	April	2023/24	April	2023/24	April
		Budget	2023	Budget	2023	Budget	2023
Asset No		\$	\$	\$	\$	\$	\$
PSM01	<b>Plant &amp; Equipment</b> Building Services Ute	10,000	0	12,000	0	2,000	0
PT20	Case Loader Tip	10,300	0	5,000	0	(5,300)	0
PM4	PM4 Mazda CX5	29,000	0	25,000	19,256	(4,000)	(8,768)
		49,300	0	42,000	19,256	(7,300)	(8,768)

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2023/24	April
Adopted Budget	2023 Actual
\$	\$
2,000	0
(9,300)	(8,768)
(7,300)	(8,768)

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD TO 30 APRIL 2024

## 3. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-23	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2023/24 Budget \$	2023/24 Actual \$	2023/24 Budget \$	2023/24 Actual \$	2023/24 Budget \$	2023/24 Actual \$	2023/24 Budget \$	2023/24 Actual \$
<b>Education &amp; Welfare</b>									
Loan 120 - SSL Pingelly Cottage Homes *	93,669	0	0	21,230	10,446	72,439	83,223	5,722	4,854
<b>Recreation &amp; Culture</b>									
Loan 123 - Recreation and Cultural Centre	1,739,758	0	0	114,106	56,459	1,625,652	1,683,299	72,055	60,374
	1,833,427	0	0	135,336	66,905	1,698,091	1,766,522	77,777	65,228

(\*) Self supporting loan financed by payments from third parties.  
All other loan repayments were financed by general purpose revenue.

## 3. INFORMATION ON LEASES

## (b) Lease Repayments

Particulars	Principal 1-Jul-23	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments	
		2023/24 Budget \$	2023/24 Actual \$	2023/24 Budget \$	2023/24 Actual \$	2023/24 Budget \$	2023/24 Actual \$	2023/24 Budget \$	2023/24 Actual \$
<b>Administration</b>									
Photocopier Lease	13,005	0	0	3,421	1,999	9,584	11,006	587	339
Solar System-Admin Office	5,492	0	0	3,612	3,611	1,880	1,881	225	225
Server Lease	24,010	0	0	9,242	9,242	14,768	14,768	1,045	1,045
CCTV Server Lease	12,330	0	0	4,216	4,216	8,114	8,114	643	643
Grader Lease	170,834	0	0	62,421	51,870	108,414	118,964	4,400	3,814
Loader Lease	71,356	0	0	15,979	16,247	55,377	55,109	4,964	4,696
	297,027	0	0	98,891	87,186	198,137	209,841	11,864	10,761

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD TO 30 APRIL 2024**

	2023/24		April 2023 Actual
	Adopted Budget \$	Revised Budget \$	\$
<b>4. RESERVES</b>			
<b>Cash Backed Reserves</b>			
<b>(a) Leave Reserve</b>			
Opening Balance	198,012	198,012	198,012
Amount Set Aside / Transfer to Reserve	275	275	3,974
Amount Used / Transfer from Reserve	0	0	0
	<u>198,287</u>	<u>198,287</u>	<u>201,986</u>
<b>(b) Plant Reserve</b>			
Opening Balance	165,988	165,988	165,988
Amount Set Aside / Transfer to Reserve	329,054	329,054	3,331
Amount Used / Transfer from Reserve	(269,691)	(269,691)	0
	<u>225,351</u>	<u>225,351</u>	<u>169,320</u>
<b>(c) Building and Recreation Reserve</b>			
Opening Balance	378,019	378,019	378,019
Amount Set Aside / Transfer to Reserve	56,077	56,077	7,586
Amount Used / Transfer from Reserve	0	70,000	0
	<u>434,096</u>	<u>504,096</u>	<u>385,606</u>
<b>(d) Electronic Equipment Reserve</b>			
Opening Balance	53,094	53,094	53,094
Amount Set Aside / Transfer to Reserve	24,663	24,663	1,066
Amount Used / Transfer from Reserve	0	0	0
	<u>77,757</u>	<u>77,757</u>	<u>54,160</u>
<b>(e) Community Bus Reserve</b>			
Opening Balance	64,342	64,342	64,342
Amount Set Aside / Transfer to Reserve	50,328	50,328	1,291
Amount Used / Transfer from Reserve	0	0	0
	<u>114,670</u>	<u>114,670</u>	<u>65,633</u>
<b>(f) Swimming Pool Reserve</b>			
Opening Balance	38,345	38,345	38,345
Amount Set Aside / Transfer to Reserve	40,247	40,247	770
Amount Used / Transfer from Reserve	0	0	0
	<u>78,592</u>	<u>78,592</u>	<u>39,114</u>
<b>(g) Refuse Site Rehab/Closure Reserve</b>			
Opening Balance	16,369	16,369	16,369
Amount Set Aside / Transfer to Reserve	1,122	1,122	329
Amount Used / Transfer from Reserve	0	0	0
	<u>17,491</u>	<u>17,491</u>	<u>16,697</u>
<b>(h) Tutanning Nature Reserve</b>			
Opening Balance	2,013	2,013	2,013
Amount Set Aside / Transfer to Reserve	1,682	1,682	40
Amount Used / Transfer from Reserve	0	0	0
	<u>3,695</u>	<u>3,695</u>	<u>2,054</u>
<b>(i) Wheatbelt Secondary Freight Network Reserve</b>			
Opening Balance	40,329	40,329	40,329
Amount Set Aside / Transfer to Reserve	1,190	1,190	809
Amount Used / Transfer from Reserve	0	0	0
	<u>41,519</u>	<u>41,519</u>	<u>41,139</u>
<b>Total Cash Backed Reserves</b>	<u>1,191,458</u>	<u>1,261,458</u>	<u>975,707</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD TO 30 APRIL 2024**

	2023/24		April 2023 Actual
	Adopted Budget \$	Revised Budget \$	\$
<b>4. RESERVES (Continued)</b>			
<b>Cash Backed Reserves (Continued)</b>			
<b>Summary of Transfers To Cash Backed Reserves</b>			
<b>Transfers to Reserves</b>			
Leave Reserve	275	275	3,974
Plant Reserve	329,054	329,054	3,331
Building and Recreation Reserve	56,077	56,077	7,586
Electronic Equipment Reserve	24,663	24,663	1,066
Community Bus Reserve	50,328	50,328	1,291
Swimming Pool Reserve	40,247	40,247	770
Refuse Site Rehab/Closure Reserve	1,122	1,122	329
Tutanning Nature Reserve	1,682	1,682	40
Wheatbelt Secondary Freight Network Reserve	1,190	1,190	809
	<b>504,638</b>	<b>504,638</b>	<b>19,196</b>
<b>Transfers from Reserves</b>			
Leave Reserve	0	0	0
Plant Reserve	(269,691)	(269,691)	0
Building Reserve	0	(70,000)	0
Electronic Equipment Reserve	0	0	0
Community Bus Reserve	0	0	0
Swimming Pool Reserve	0	0	0
Refuse Site Rehab/Closure Reserve	0	0	0
Tutanning Nature Reserve	0	0	0
Wheatbelt Secondary Freight Network Reserve	0	0	0
	<b>(269,691)</b>	<b>(339,691)</b>	<b>0</b>
<b>Total Transfer to/(from) Reserves</b>	<b>234,947</b>	<b>164,947</b>	<b>19,196</b>

In accordance with council resolutions in relation to each reserve account, the propose for which the reserves are set aside are as follows:

**Leave Reserve**

- to be used to fund annual and long service leave requirements.

**Plant Reserve**

- to be used for the purchase of major plant.

**Building and Recreation Reserve**

- to be used to fund the renovation/purchase of Shire of Pingelly buildings and Recreation Infrastructure.

**Electronic Equipment Reserve**

- to be used to fund the purchase of administration computer system equipment.

**Community Bus Reserve**

- to be used to fund the change-over of the community bus.

**Swimming Pool Reserve**

- to be used to fund the upgrading of the swimming pool complex

**Joint Venture Housing Reserve**

- to be used for the future maintenance of the Joint Venture units

**Refuse Site Rehab/Closure Reserve**

- to be used to facilitate the rehabilitation/closure of the town refuse site.

**Tutanning Nature Reserve**

- to be used for the operations, improvements and promotion of the Tutanning Nature Reserve

**Wheatbelt Secondary Freight Network Reserve**

- to be used for the Shire of Pingelly's contribution for Infrastructure renewal for future Wheatbelt Secondary Freight network capital renewal

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD TO 30 APRIL 2024

	2022/23 June Actual \$	April 2023 Actual \$
<b>5. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	2,141,062	1,035,728
Cash - Restricted Unspent Grants		902,713
Cash - Restricted Unspent Loans	0	(0)
Cash - Restricted Bonds & Deposits	14,787	12,789
Cash - Restricted Reserves	956,511	975,707
Rates Outstanding	262,584	236,016
Sundry Debtors	191,891	170,601
Provision for Doubtful Debts	(768)	(768)
Gst Receivable	51,643	44,195
Loans - clubs/institutions	21,230	10,784
Accrued Income/Payments In Advance	52,534	43,272
Investments	5,000	5,000
Inventories	2,105	5,359
	<u>3,698,580</u>	<u>3,441,398</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions (Budget Purposes Only)	0	-
Sundry Creditors	(206,646)	(202,121)
Accrued Interest On Loans	(232)	(25,809)
Accrued Salaries & Wages	(51,400)	-
Bonds & Deposits Held	(14,787)	(12,789)
Income In Advance	(45,924)	(31,589)
Gst Payable	(14,764)	(13,305)
Performance Obligation Liability	(453,504)	(871,124)
Prepaid Rates Liability	(46,325)	(31,814)
Current Lease Liability	(98,891)	(11,705)
Accrued Expenses	(12,499)	(4,134)
PAYG Liability	(29,468)	(30,777)
Other Payables	(7,808)	(1,349)
Current Employee Benefits Provision	(352,434)	(352,434)
Current Loan Liability	(135,336)	(68,431)
	<u>(1,470,019)</u>	<u>(1,657,381)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,228,561</b>	<b>1,784,016</b>
Less: Cash - Reserves - Restricted	(956,511)	(975,707)
Less: Current Loans - Clubs / Institutions	(21,230)	(10,784)
Less: Investments	(5,000)	(5,000)
Add Back : Component of Leave Liability not Required to be Funded	352,434	352,434
Add Back : Current Loan Liability	135,336	68,431
Add Back : Current Lease Liability	98,891	11,705
Adjustment for Trust Transactions Within Muni	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,832,480</b></u>	<u><b>1,225,095</b></u>

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD TO 30 APRIL 2024

## 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2023/24 Rate Revenue \$	2023/24 Interim Rates \$	2023/24 Back Rates \$	2023/24 Total Revenue \$	2023/24 Adopted Budget \$
<b>General Rate</b>								
GRV - Residential	0.14090	321	3,661,944	515,968	(4,140)	9	511,837	515,968
GRV - Rural Residential	0.14090	65	807,924	113,836	(3,818)	(76)	109,942	113,836
GRV - Commercial/Industrial	0.14090	28	396,080	55,808	(1,172)	0	54,636	55,808
GRV - Townsites	0.14090	13	155,480	21,907	67	0	21,974	21,907
UV - Broadacre Rural	0.007294	238	214,707,000	1,566,073	(652)	0	1,565,421	1,566,073
Non Rateable								
<b>Sub-Totals</b>		665	219,728,428	2,273,592	(9,715)	(66)	2,263,810	2,273,592
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Residential	1043	61	82,646	63,623	0	0	63,623	63,623
GRV - Rural Residential	1043	23	55,170	23,989	0	0	23,989	23,989
GRV - Commercial/Industrial	1043	13	55,980	13,559	0	0	13,559	13,559
GRV - Townsites	1043	7	15,685	7,301	0	0	7,301	7,301
UV - Broadacre Rural	1043	62	5,573,662	64,666	0	0	64,666	64,666
<b>Sub-Totals</b>		166	5,783,143	173,138	0	0	173,138	173,138
Ex Gratia Rates							2,436,948	2,446,730
Movement in Excess Rates							0	0
							0	0
<b>Total Amount of General Rates</b>							2,436,948	2,446,730
Specified Area Rates							0	0
Ex Gratia Rates							0	0
<b>Total Rates</b>							2,436,948	2,446,730

All land except exempt land in the Shire of Pingelly is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2023/24 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD TO 30 APRIL 2024

7. OPERATING STATEMENT

	April 2023 Actual \$	2023/24 Revised Budget \$	2023/24 August Ytd Budget \$	2023/24 Adopted Budget \$	2022/23 Actual \$
<b>OPERATING REVENUES</b>					
Governance	64,071	187,187	176,147	95,260	62,186
General Purpose Funding	2,610,878	2,638,764	2,626,088	2,569,697	4,463,526
Law, Order, Public Safety	296,729	1,518,848	1,389,457	1,584,093	846,854
Health	2,541	2,694	2,230	2,694	2,682
Education and Welfare	18,586	22,697	19,186	68,925	64,781
Community Amenities	236,757	242,730	235,970	242,730	229,919
Recreation and Culture	82,097	386,264	331,048	350,509	367,969
Transport	660,222	1,137,153	1,027,837	1,123,765	1,435,597
Economic Services	87,150	148,758	138,003	136,843	82,071
Other Property and Services	39,307	66,227	62,887	66,227	49,534
<b>TOTAL OPERATING REVENUE</b>	<b>4,098,339</b>	<b>6,351,322</b>	<b>6,008,853</b>	<b>6,240,743</b>	<b>7,605,118</b>
<b>OPERATING EXPENSES</b>			-		
Governance	395,134	655,392	586,232	678,281	507,321
General Purpose Funding	208,602	290,849	241,938	240,620	234,827
Law, Order, Public Safety	378,832	680,387	520,150	696,320	383,215
Health	151,686	201,864	168,541	201,126	182,203
Education and Welfare	92,306	116,100	97,271	110,229	110,174
Community Amenities	334,131	444,354	370,498	439,224	389,612
Recreation & Culture	1,490,577	1,809,640	1,516,564	1,631,589	1,538,031
Transport	2,644,996	3,307,962	2,780,703	3,231,052	2,712,209
Economic Services	360,101	469,556	394,866	467,466	436,531
Other Property and Services	76,119	37,882	47,296	6,279	19,021
<b>TOTAL OPERATING EXPENSE</b>	<b>6,132,481</b>	<b>8,013,986</b>	<b>6,724,059</b>	<b>7,702,186</b>	<b>6,513,144</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>(2,034,143)</b>	<b>(1,662,664)</b>	<b>(715,206)</b>	<b>(1,461,443)</b>	<b>1,091,973</b>



SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD TO 30 APRIL 2024

8. STATEMENT OF FINANCIAL POSITION

	April 2023 Actual \$	2022/23 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,914,149	3,097,573
Investments Current	5,000	5,000
Trade and Other Receivables	504,101	579,114
Inventories	5,359	2,105
Restricted Cash - Bonds & Deposits	12,789	14,787
<b>TOTAL CURRENT ASSETS</b>	<b>3,441,398</b>	<b>3,698,580</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	137,555	137,555
Inventories	0	0
Property, Plant and Equipment	23,859,454	23,960,962
Infrastructure	86,716,540	88,204,630
Investments Non Current	61,117	61,117
<b>TOTAL NON-CURRENT ASSETS</b>	<b>110,774,665</b>	<b>112,364,264</b>
<b>TOTAL ASSETS</b>	<b>114,216,063</b>	<b>116,062,844</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	1,223,727	967,462
Long Term Borrowings	68,431	135,336
Provisions	352,434	352,434
Bonds & Deposits Liability	12,789	14,787
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,657,381</b>	<b>1,470,019</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	198,421	198,421
Long Term Borrowings	1,698,091	1,698,091
Provisions	35,785	35,785
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,932,296</b>	<b>1,932,296</b>
<b>TOTAL LIABILITIES</b>	<b>3,589,677</b>	<b>3,402,315</b>
<b>NET ASSETS</b>	<b>110,626,386</b>	<b>112,660,528</b>
<b>EQUITY</b>		
Retained Surplus	31,480,736	33,574,403
Reserves - Cash Backed	975,707	916,182
Revaluation Surplus	78,169,943	78,169,943
<b>TOTAL EQUITY</b>	<b>110,626,386</b>	<b>112,660,528</b>

## Shire of Pingelly-Ordinary Council Meeting - 15 May 2024

SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 30 April 2024						
9. Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Year to date expenditure year to 30 June 2022	Actual Expenditure current year 2023/24	Restricted Funds Remaining
PRACC Lighting, Drainage & Landscaping (LRCI 3)	Recreation & Culture	LP001	67,500	67,500		-
Sulkies and Buggies (LRCI 3)	Recreation & Culture	11ES	54,000	54,000		-
Signage Streetscape Upgrades (LRCI 3)	Tourism	SS001	36,000	5,707		30,293
Caravan Park Improvements (LRCI 3)	Tourism	BU046	45,000		17,069	27,931
Wickepin Pingelly Seal (LRCI 3)	Transport	RRG05	117,000	117,000		-
Somerset Street upgrade (LRCI 3)	Transport	CC89	57,030	-	32,527	24,502
CCTV Upgrade (LRCI 3 variation)	Governance	OF001	18,750			18,750
Admin Upgrade (LRCI 3 variation)	Governance	AD01	41,396			41,396
Youth Precinct, Memorial Park & Pump Track (LRCI 4)	Recreation & Culture	IP008	160,557			160,557
Yenellin Road (LRCI 4)	Transport	CB42	92,615		86,236	6,379
Roads to Recovery Cfwd plus 22/23 receipt	Transport	RRG05	166,461	166,461		-
DFES East Pingelly Fireshed	Law Order & Public Safety	BFB03	370,966	-		370,966
DFES West Pingelly Fireshed	Law Order & Public Safety	BFB02	231,707		41,356	190,351
Heritage Survey & Listing (Dept Planning)	Recreation & Culture	135C	20,000	4,559	9,119	6,322
Regional Childcare attraction and retention grant	Other Economic Services	CG027	18,250			18,250
Pingelly Youth Strategy	Other Economic Services	CG009	10,000	4,766		5,234
Live & Local Music	Recreation & Culture	CG022	13,000	13,000		-
Seniors Weeks	Other Communities	0805	1,000			1,000.00
Tutanning Walk Trails	Department of Communities	113440.03	5,000		5,000	-
Australia Day	National Australia Day Council	EV001	15,000		15,000	-
Naidoc Week	National Indigenous Australians Agency	EV006	1,000		217	783
<b>Sub Total</b>						902,713
<b>Total Restricted Grant Funds</b>						<b>902,713</b>
<b>Available Cash</b>		<b>GL/Job Account</b>	<b>Interest Rate</b>			<b>Balance</b>
Municipal Bank	Muni Fund Bank	0111	0			378,508.26
Municipal Bank	Muni Fund Interest Bearing A/C	0111	1.45%			539,750.18
Municipal Bank - TDA	Muni Fund Bank TDA	0111	3.75%			1,019,632.67
Municipal Bank	Till Float SES	0112				50.00
Municipal Bank	Till Float	0113				200.00
Municipal Bank	Petty Cash on hand	0114				300.00
Total Cash						1,938,441.11
Less Restricted Cash						(902,713.35)
<b>Total Unrestricted Cash</b>						<b>1,035,727.76</b>

### **15.3. Accounts Paid by Authority - April 2024**

<b>File Reference:</b>	<b>ADM0066</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Finance Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	1. List of Accounts for April 2024 [ <b>15.3.1</b> - 11 pages]
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to receive the list of accounts paid by authority for the month of April 2024.

#### **Background**

In accordance with *Local Government (Financial Management) Regulations 1996 Clause 13*

(1) schedules of all payments made through Council's bank accounts are presented to the Committee and to Council.

#### **Comment**

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2023/2024 Budget.

#### **Consultation**

Nil

#### **Statutory Environment**

Regulation 12 of the *Local Government (Financial Management) Regulations* provides that:

- (1) A payment may only be made from the municipal fund or the trust fund —
  - a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Regulation 13 of the *Local Government (Financial Management) Regulations* provides that:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - a) the payee's name;
  - b) the amount of the payment;
  - c) the date of the payment; and
  - d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - a) for each account which requires council authorisation in that month —
    - (i) the payee's name;
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - b) the date of the meeting of the Council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
  - a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and

- b) recorded in the minutes of that meeting.

**Policy Implications**

There are no policy implications arising from this amendment.

**Financial Implications**

There are no known financial implications upon either the Council's current budget or long-term financial plan.

**Strategic Implications**

Business as usual.

**Voting Requirements:**

Simple Majority

**13430 Cr Bryan Hotham moved, Deputy Peter Wood seconded**

**That Council receive the Accounts for Payments for April 2024 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:**

To 30 April 2024:

Municipal Account	\$382,045.22
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**Carried Unanimously 6 votes to 0**

<b>For:</b>	President Jackie McBurney, Deputy Peter Wood, Cr Bryan Hotham, Cr Karmvir Singh, Cr Peter Narducci and Cr Angela Tretheway
<b>Against:</b>	Nil

Shire of Pingelly-Ordinary Council Meeting - 15 May 2024

SHIRE OF PINGELLY						
ACCOUNTS PAID PRESENTED FOR ENDORSEMENT APRIL 2024						
EFT NUMBER	DATE	CREDITOR NAME	INVOICE DESCRIPTION	BANK CODE	INVOICE AMOUNT	TOTAL
EFT11039	11/04/2024	TELSTRA	TELEPHONE & INTERNET CHARGES - 11/03/2024 TO 10/04/2024	1		801.20
INV K370680921-5	18/03/2024	TELSTRA	ADMIN CHARGES INCLUDING INTERNET FOR 4 SHIRE STREET & 17 ELIOT STREET		801.20	
EFT11040	11/04/2024	SHERIDAN'S FOR BADGES	CONSUMABLES	1		153.41
INV 5133	15/03/2024	SHERIDAN'S FOR BADGES	ASSORTED BADGES AND NAME PLATES		153.41	
EFT11041	11/04/2024	KOMATSU PTY LTD	PARTS FOR PLANT	1		379.40
INV 003624382	13/03/2024	KOMATSU PTY LTD	SET OF FILTERS - KOMATSU GRADER PG8		379.40	
EFT11042	11/04/2024	BUNNINGS BUILDING SUPPLIES	MINOR TOOLS	1		227.05
INV 2444/0146025	16/03/2024	BUNNINGS BUILDING SUPPLIES	WET/ DRY VACUUM CLEANER		227.05	
EFT11043	11/04/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	COUNCILLOR TRAINING	1		6,171.00
INV SI-009630	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	UNDERSTANDING LOCAL GOVERNMENT 15/04/2024 - CR HOTHAM		264.00	
INV SI-009631	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	UNDERSTANDING LOCAL GOVERNMENT 15/04/2024 - CR MCBURNEY		264.00	
INV SI-009633	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	UNDERSTANDING LOCAL GOVERNMENT 15/04/2024 - CR SINGH		264.00	
INV SI-009634	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	UNDERSTANDING LOCAL GOVERNMENT 15/04/2024 - CR TRETHERWEY		264.00	
INV SI-009635	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	UNDERSTANDING LOCAL GOVERNMENT 15/04/2024 - CR WOOD		264.00	
INV SI-009636	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	CONFLICTS OF INTREST 15/04/2024 - CR HOTHAM		264.00	
INV SI-009637	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	CONFLICTS OF INTEREST 15/04/2024 - CR MCBURNEY		264.00	
INV SI-009638	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	CONFLICTS OF INTEREST 15/04/2024 - CR NARDUCCI		264.00	

# Shire of Pingelly-Ordinary Council Meeting - 15 May 2024

INV SI-009639	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	CONFLICTS OF INTEREST 15/04/2024 - CR SINGH		264.00	
INV SI-009640	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	CONFLICTS OF INTEREST 15/04/2024 - CR TRETHEWEY		264.00	
INV SI-009641	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	CONFLICTS OF INTEREST 15/04/2024 - CR WOOD		264.00	
INV SI-009642	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	MEETING PROCEDURES 16/04/2024 - CR HOTHAM		544.50	
INV SI-009643	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	MEETING PROCEDURES 16/04/2024 - CR MCBURNEY		544.50	
INV SI-009644	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	MEETING PROCEDURES 16/04/2024 - CR NARDUCCI		544.50	
INV SI-009645	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	MEETING PROCEDURES 16/04/2024 - CR SINGH		544.50	
INV SI-009646	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	MEETING PROCEDURES 16/04/2024 - CR TRETHEWEY		544.50	
INV SI-009647	20/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	MEETING PROCEDURES 16/04/2024 - CR WOOD		544.50	
<b>EFT11044</b>	<b>11/04/2024</b>	<b>BEST OFFICE SYSTEMS</b>	<b>TONER &amp; PRINTING CHARGES - 20/02/2024 TO 20/03/2024</b>	<b>1</b>		<b>294.03</b>
INV 629176	22/03/2024	BEST OFFICE SYSTEMS	DFES MINIMUM PRINTING CHARGES - 20/02/2024 TO 20/03/2024		49.50	
INV 629424	27/03/2024	BEST OFFICE SYSTEMS	ADMIN PRINTING CHARGES - 20/02/2024 TO 20/03/2024		124.53	
INV 629718	04/04/2024	BEST OFFICE SYSTEMS	1 X PRINTER TONER - DEPOT PRINTER		120.00	
<b>EFT11045</b>	<b>11/04/2024</b>	<b>BRIAN WILLIAMS CARTAGE CONTRACTOR</b>	<b>DRY &amp; WET PLANT HIRE</b>	<b>1</b>		<b>3,102.00</b>
INV 554	31/03/2024	BRIAN WILLIAMS CARTAGE CONTRACTOR	WATER TRUCK DRY HIRE 39.5HRS - WICKEPIN PINGELLY ROAD RRG05, DOCKETS 1711-1715, WATER TRUCK WET HIRE 0.5HRS - WICKEPIN PINGELLY ROAD RRG05, DOCKET 1715		3,102.00	
<b>EFT11046</b>	<b>11/04/2024</b>	<b>WA CONTRACT RANGER SERVICES</b>	<b>RANGER SERVICES</b>	<b>1</b>		<b>627.00</b>
INV 5398	26/03/2024	WA CONTRACT RANGER SERVICES	11 & 20 MARCH 2024		627.00	
<b>EFT11047</b>	<b>11/04/2024</b>	<b>CEMETERIES &amp; CREMATORIA ASSOC. OF WA</b>	<b>SEMINAR REGISTRATION</b>	<b>1</b>		<b>395.00</b>
INV 1645	25/03/2024	CEMETERIES & CREMATORIA ASSOC. OF WA	CCAWA SEMINAR ATTENDANCE 18 & 19 APRIL 2024 - SHERYL SQUIERS, CCAWA SEMINAR ATTENDANCE 19 APRIL 2024 - MIKE HUDSON		395.00	
<b>EFT11048</b>	<b>11/04/2024</b>	<b>NARROGIN TOWING (CUBY WINDSCREENS)</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>1,048.85</b>
INV 2300451	01/03/2024	NARROGIN TOWING (CUBY WINDSCREENS)	SUPPLY AND FIT WINSCEEN - ISUZU TIPPER TRUCK PT22		1,048.85	

## Shire of Pingelly-Ordinary Council Meeting - 15 May 2024

<b>EFT11049</b>	<b>11/04/2024</b>	<b>NUTRIEN AG SOLUTIONS</b>	<b>MATERIALS FOR WORKS</b>	<b>1</b>		<b>181.50</b>
INV 910420650	29/02/2024	NUTRIEN AG SOLUTIONS	GALV FENCE DROPPERS - YENELLIN ROAD CB42		181.50	
<b>EFT11050</b>	<b>11/04/2024</b>	<b>I SWEEP TOWN &amp; COUNTRY</b>	<b>STREET SWEEPING</b>	<b>1</b>		<b>2,464.00</b>
INV 2742	02/04/2024	I SWEEP TOWN & COUNTRY	SWEEPING OF TOWN STREETS		2,464.00	
<b>EFT11051</b>	<b>11/04/2024</b>	<b>RF &amp; PL O'BRIEN</b>	<b>GRAVEL WORKS</b>	<b>1</b>		<b>2,895.00</b>
INV 49	15/03/2024	RF & PL O'BRIEN	PUSHING UP 1500 CUBIC METRES GRAVEL - YENELLIN ROAD JOB CB42		2,895.00	
<b>EFT11052</b>	<b>11/04/2024</b>	<b>MARKETFORCE</b>	<b>ADVERTISING</b>	<b>1</b>		<b>413.17</b>
INV 1725060	31/03/2024	MARKETFORCE	ADVERTISEMENT - THE WEST AUSTRALIAN 13/03/2024 - RFT 01-2024 WASTE AND RECYCABLE KERBSIDE COLLECTION		413.17	
<b>EFT11053</b>	<b>11/04/2024</b>	<b>C&amp;B SOUTHERN RUN TRANSPORT</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>44.69</b>
INV 18658	03/04/2024	C&B SOUTHERN RUN TRANSPORT	FREIGHT FOR 1 X 205 OF OIL		44.69	
<b>EFT11054</b>	<b>11/04/2024</b>	<b>MATILDA AUTO PARTS</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>244.20</b>
INV 272440	14/03/2024	MATILDA AUTO PARTS	1 X 20L OF AGRITRANS - KUBOTA MOWER PROM7, 1 X BOX OF RED& TACKY GREASE - DEPOT WORKSHOP		244.20	
<b>EFT11055</b>	<b>11/04/2024</b>	<b>PINGELLY TYRE SERVICE</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>1,238.00</b>
INV 10672	26/03/2024	PINGELLY TYRE SERVICE	SUPPLY AND FIT 1 X 295-80R-22.5 STEER TYRE - MITSUBISHI TIP TRUCK PT13		688.00	
INV 10673	27/03/2024	PINGELLY TYRE SERVICE	SUPPLY AND FIT 1 X 11R-22.5 TYRE - MITSUBISHI TIP TRUCK PT13		550.00	
<b>EFT11056</b>	<b>11/04/2024</b>	<b>EASTERN HILLS SAWS &amp; MOWERS PTY LTD</b>	<b>MINOR PLANT</b>	<b>1</b>		<b>764.15</b>
INV 51704#4	03/04/2024	EASTERN HILLS SAWS & MOWERS PTY LTD	1 XFS111 STIHL BRUSHCUTTER - TOWN STREET MAINTENANCE		764.15	
<b>EFT11057</b>	<b>11/04/2024</b>	<b>BOB WADDELL &amp; ASSOCIATES PTY LTD</b>	<b>PROFESSIONAL ASSISTANCE</b>	<b>1</b>		<b>123.75</b>
INV 3831	01/04/2024	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH 2023/24 ANNUAL BUDGET REVIEW AND MONTHLY FINANCIAL STATEMENTS		123.75	
<b>EFT11058</b>	<b>11/04/2024</b>	<b>PINGELLY IGA EXPRESS</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>9.75</b>
INV 03/0821	22/03/2024	PINGELLY IGA EXPRESS	ANT GRANULES - PRACC		9.75	
<b>EFT11059</b>	<b>11/04/2024</b>	<b>TOLL TRANSPORT PTY LTD</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>110.11</b>
INV 0526	10/03/2024	TOLL TRANSPORT PTY LTD	22/02/2024 FROM EASTERN HILLS SAWS AND MOWERS		60.98	
INV 911792	15/03/2024	TOLL TRANSPORT PTY LTD	CREDIT ISSUED AS PROOF OF DELIVERY COULD NOT BE PROVIDED FOR INVOICE 0526		-60.98	
INV 0527	24/03/2024	TOLL TRANSPORT PTY LTD	07/03/2024 TO STATE LIBRARY, 13/03/2024 TO WATER EXAMINERS, 13/03/2024 TO WATER EXAMINERS		110.11	
<b>EFT11060</b>	<b>11/04/2024</b>	<b>JH COMPUTER SERVICES PTY LTD</b>	<b>TECHNICAL SERVICES - APRIL 2024</b>	<b>1</b>		<b>6,082.45</b>

# Shire of Pingelly-Ordinary Council Meeting - 15 May 2024

INV 002484-D01	29/02/2024	JH COMPUTER SERVICES PTY LTD	CONTRACT COMPUTER CHARGES, DEPOT STARLINK, RESIDENTIAL INTERNET, MONITORING PROBE INTERNET SERVICE, NETVAULT PUBLIC STATIC IP		6,082.45	
<b>EFT11061</b>	<b>11/04/2024</b>	<b>PINGELLY SOMERSET ALLIANCE INC</b>	<b>WATER USAGE CHARGES</b>	<b>1</b>		<b>10.00</b>
INV 1999	03/04/2024	PINGELLY SOMERSET ALLIANCE INC	12/01/2024 TO 12/03/2024, MINIMUM CHARGES, PAAA SENSORY GARDEN		10.00	
<b>EFT11062</b>	<b>11/04/2024</b>	<b>AUTOPRO NORTHAM</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>68.32</b>
INV 1125616	12/03/2024	AUTOPRO NORTHAM	1 X TRAILER SOCKET - MITSUBISHI FUSO PT13, 1 X PACKETS OF FUSES 10 AMP, 1 X PACKETS OF FUSES 15 AMP		47.71	
INV 1126852	18/03/2024	AUTOPRO NORTHAM	1 X 82225BL TRAILER ADAPTOR - MITSUBISHI TRITON PC25		20.61	
<b>EFT11063</b>	<b>11/04/2024</b>	<b>SOUNDBAY PTY LTD T/A MANNYS &amp; STOREDJ</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>2,531.00</b>
INV 2987849	25/03/2024	SOUNDBAY PTY LTD T/A MANNYS & STOREDJ	COMPLETE PA SYSTEM, SONTRINICS SOLO MICROPHONE, 2X GRAVITY MIC STAND, GRAVITY TRANSPORT BAG PLUS FREIGHT		1,856.00	
INV 2987849A	25/03/2024	SOUNDBAY PTY LTD T/A MANNYS & STOREDJ	GRAVITY ALUMINIUM SPEAKER STAND, 2X SONTRONICS SOLO MICROPHONES, 2X INTUNE MICROPHONE CABLE		675.00	
<b>EFT11065</b>	<b>11/04/2024</b>	<b>EDWARDS ISUZU UTE</b>	<b>TRADE IN &amp; PURCHASE OF PLANT</b>	<b>1</b>		<b>21,000.00</b>
INV T-7137	07/03/2024	EDWARDS ISUZU UTE	23MY D-MAX 4X2 CREW CAB CHASSIS SX 3.0L AUTO AND EXTRA AS PER QUOTE SUPPLIED, TRADE IN OF MAZDA CX5 IHQT711		21,000.00	
<b>EFT11066</b>	<b>11/04/2024</b>	<b>PINGELLY COMMUNITY CRAFT CENTRE</b>	<b>CARAVAN PARK TAKINGS COMMISSION - MARCH 2024</b>	<b>1</b>		<b>982.14</b>
INV 146	04/04/2024	PINGELLY COMMUNITY CRAFT CENTRE	SCHEDULE 146 - MARCH 2024		982.14	
<b>EFT11067</b>	<b>19/04/2024</b>	<b>CWA PUMPHREYS BRIDGE</b>	<b>CATERING SERVICES</b>	<b>1</b>		<b>342.00</b>
INV 67	20/03/2024	CWA PUMPHREYS BRIDGE	MARCH 2024 COUNCIL MEETING DINNER - 9 PEOPLE		342.00	
<b>EFT11068</b>	<b>19/04/2024</b>	<b>KOMATSU PTY LTD</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>1,799.35</b>
INV 3634871	20/03/2024	KOMATSU PTY LTD	HOE SAFETY LOCK PARTS - KOMATSU BACKHOE PBH3		330.85	
INV 3635100	21/03/2024	KOMATSU PTY LTD	GRADER WEAR STRIPS AND END PLATES - KOMATSU GRADER PG8		1,468.50	
<b>EFT11069</b>	<b>19/04/2024</b>	<b>BUNNINGS BUILDING SUPPLIES</b>	<b>ASSORTED CONSUMABLES</b>	<b>1</b>		<b>305.18</b>
INV 2182/0037149	26/03/2024	BUNNINGS BUILDING SUPPLIES	TOILET CISTERNS & FITTINGS - CARAVAN PARK		305.18	
<b>EFT11070</b>	<b>19/04/2024</b>	<b>MIDLAND BRICK PTY LTD</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>4,057.34</b>
INV 2010462	20/03/2024	MIDLAND BRICK PTY LTD	MPS60HR - PAVESTONE 60 CLASSIC HERITAGE RED X 13 PACKS - CARAVAN PARK IMPROVEMENTS, MPS60LS - PAVESTONE 60 CLASSIC LIMESTONE X 3 PACKS - CARAVAN PARK IMPROVEMENTS		4,057.34	
<b>EFT11071</b>	<b>19/04/2024</b>	<b>WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA</b>	<b>EMPLOYEE RELATIONS SUBSCRIPTION 2023/2024</b>	<b>1</b>		<b>3,613.50</b>
INV SI-009710	27/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	WALGA EMPLOYEE RELATIONS SERVICE SUBSCRIPTION - 01/01/2024 TO 30/06/2024		2,744.50	



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INV SI-009720	27/03/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION - WALGA	WALGA E-LEARNING COURSE - UNDERSTANDING LOCAL GOVERNMENT - CR CHENEY, WALGA E-LEARNING COURSE - CONFLICTS OF INTEREST - CR CHENEY, WALGA E-LEARNING COURSE - MEETING PROCEDURES - CR CHENEY		869.00	
<b>EFT11072</b>	<b>19/04/2024</b>	<b>PINGELLY QUALITY MEATS</b>	<b>SAUSAGES</b>	<b>1</b>		<b>60.00</b>
INV 14	20/03/2024	PINGELLY QUALITY MEATS	2KG OF CHICKEN SAUSAGES - MARCH 2024 BUSINESS BBQ		60.00	
<b>EFT11073</b>	<b>19/04/2024</b>	<b>AUSTRALIAN TAXATION OFFICE</b>	<b>BUSINESS ACTIVITY STATEMENT</b>	<b>1</b>		<b>63,913.00</b>
INV 19042024	19/04/2024	AUSTRALIAN TAXATION OFFICE	MARCH 2024		63,913.00	
<b>EFT11074</b>	<b>19/04/2024</b>	<b>MCINTOSH &amp; SON WA</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>695.87</b>
INV 1898647	26/03/2024	MCINTOSH & SON WA	1 X SOLENOID VALVE - CASE LOADER PL8		695.87	
<b>EFT11075</b>	<b>19/04/2024</b>	<b>COATES HIRE OPERATIONS PTY LTD</b>	<b>PLANT HIRE</b>	<b>1</b>		<b>3,229.44</b>
INV 23141269	25/03/2024	COATES HIRE OPERATIONS PTY LTD	HIRE OF TRAFFIC LIGHTS - 25/02/2024 TO 25/03/2024 - WICKEPIN PINGELLY ROAD RRG05		3,229.44	
<b>EFT11076</b>	<b>19/04/2024</b>	<b>NUTRIEN AG SOLUTIONS</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>29.15</b>
INV 910529581	23/03/2024	NUTRIEN AG SOLUTIONS	CABLE TIES - MITSUBISHI TRITON PC25		29.15	
<b>EFT11077</b>	<b>19/04/2024</b>	<b>MATILDA AUTO PARTS</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>1,320.00</b>
INV 272717	26/03/2024	MATILDA AUTO PARTS	1 X 205 OF GLOBALMAX OIL - DEPOT WORKSHOP		1,320.00	
<b>EFT11078</b>	<b>19/04/2024</b>	<b>BOB WADDELL &amp; ASSOCIATES PTY LTD</b>	<b>FINANCIAL SERVICES</b>	<b>1</b>		<b>783.75</b>
INV 3847	15/04/2024	BOB WADDELL & ASSOCIATES PTY LTD	MONTHLY REPORTING - MARCH 2024		783.75	
<b>EFT11079</b>	<b>19/04/2024</b>	<b>PINGELLY MUSEUM AND HISTORICAL GROUP</b>	<b>2023/2024 COMMUNITY GRANT FUNDING</b>	<b>1</b>		<b>1,249.92</b>
INV 003	19/03/2024	PINGELLY MUSEUM AND HISTORICAL GROUP	ROUND 2 RECIPIENT - COMMUNITY GRANT FUNDING 2023/2024		1,249.92	
<b>EFT11080</b>	<b>19/04/2024</b>	<b>DELTA AGRIBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>362.00</b>
INV DI25028655	26/03/2024	DELTA AGRIBUSINESS WA PTY LTD T/A BROOKTON RURAL TRADERS	LENGTHS OF TIMBER - CARAVAN PARK IMPROVEMENTS		362.00	
<b>EFT11081</b>	<b>19/04/2024</b>	<b>FLASH AS TRANSPORT</b>	<b>GRAVEL CARTING</b>	<b>1</b>		<b>9,401.70</b>
INV 59	06/04/2024	FLASH AS TRANSPORT	SINGLE TIPPER GRAVEL CARTING - YENELLIN ROAD CB42		9,401.70	
<b>EFT11082</b>	<b>19/04/2024</b>	<b>SW TAYLOR PROMPT SAFETY SOLUTIONS</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>440.00</b>
INV 726	08/04/2024	SW TAYLOR PROMPT SAFETY SOLUTIONS	FIRST AID KIT - WORKPLACE HEALTH		440.00	
<b>EFT11083</b>	<b>19/04/2024</b>	<b>MACA CIVIL PTY LTD</b>	<b>STABILIZING - WICKEPIN PINGELLY ROAD</b>	<b>1</b>		<b>157,338.75</b>

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INV 1366	20/03/2024	MACA CIVIL PTY LTD	STABILISING WORK - WICKEPIN PINGELLY ROAD RRG05		157,338.75	
<b>EFT11084</b>	<b>19/04/2024</b>	<b>YOUTH AFFAIRS COUNCIL OF WESTERN AUSTRALIA</b>	<b>REFUND</b>	<b>1</b>		<b>500.00</b>
INV 4270	05/04/2024	YOUTH AFFAIRS COUNCIL OF WESTERN AUSTRALIA	YOUTH ENGAGEMENT CONSULTATION		500.00	
<b>EFT11085</b>	<b>30/04/2024</b>	<b>HUGHES DIESEL MECHANICAL</b>	<b>AUTO ELECTRICAL SERVICE</b>	<b>1</b>		<b>938.08</b>
INV 2370	11/04/2024	HUGHES DIESEL MECHANICAL	INSPECT TRANSMISSION - UHI LOADER PL10, CHECK HIGH LEVEL OIL CODE CARRY OUT DPF BURN AND REST DPF - MITSUBISHI TRITON PC22		938.08	
<b>EFT11086</b>	<b>30/04/2024</b>	<b>NARROGIN BEARING SERVICE</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>139.90</b>
INV 215848	15/03/2024	NARROGIN BEARING SERVICE	1 X 4LB HAMMER - CAT GRADER PG7, 1 X 4LB HAMMER - KOMATSU GRADER PG8		139.90	
<b>EFT11087</b>	<b>30/04/2024</b>	<b>SULLIVAN LOGISTICS PTY LTD</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>1,041.33</b>
INV 61103	02/03/2024	SULLIVAN LOGISTICS PTY LTD	25/02/2024 FROM CORSIGN, 21/02/2024 FROM ITR PACIFIC, 21/02/2024 FROM HARE & FORBES		239.58	
INV 61325	16/03/2024	SULLIVAN LOGISTICS PTY LTD	29/02/2024 FROM T-QUIP, 29/02/2024 FROM ITR, 28/02/2024 FROM MATILDA AUTO		550.73	
INV 62138	16/03/2024	SULLIVAN LOGISTICS PTY LTD	06/03/2024 FROM MATILDA AUTO, 05/03/2024 FROM SOURCE MY PARTS		86.76	
INV 62617	28/03/2024	SULLIVAN LOGISTICS PTY LTD	15/03/2024 FROM KOMATSU, 15/03/2024 FROM MATILDA AUTO		115.64	
INV 63099	29/03/2024	SULLIVAN LOGISTICS PTY LTD	22/03/2024 FROM MATILDA AUTO		48.62	
<b>EFT11088</b>	<b>30/04/2024</b>	<b>KOMATSU PTY LTD</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>457.67</b>
INV 3644472	27/03/2024	KOMATSU PTY LTD	HOE SAFETY LOCK PARTS - KOMATSU BACKHOE PBH3		457.67	
<b>EFT11089</b>	<b>30/04/2024</b>	<b>AUSTRALIA POST</b>	<b>GENERAL POSTAGE</b>	<b>1</b>		<b>153.53</b>
INV 1013154866	03/04/2024	AUSTRALIA POST	MARCH 2024		153.53	
<b>EFT11090</b>	<b>30/04/2024</b>	<b>GREAT SOUTHERN FUEL SUPPLIES</b>	<b>FUEL CARD CHARGES - MARCH 2024</b>	<b>1</b>		<b>1,561.66</b>
INV 31032024	31/03/2024	GREAT SOUTHERN FUEL SUPPLIES	70501633528518868 CEO - 02/03/2024 64.93L \$128.24, 06/03/2024 64.90L \$128.18, 09/03/2024 61.05L \$120.57, 16/03/2024 53.41L \$103.35, 23/05/2024 66.98L \$129.61, 28/03/2024 43.15L \$83.50 70501633528518884 EMCS - 04/03/2024 23.55L \$50.16, 04/03/2024 \$0.38, 12/03/2024 18.78L \$40.00, 12/03/2024 \$0.38, 20/03/2024 22.63L \$48.20, 20/03/2024 \$0.38, 28/03/2024 42.72L \$90.99, 28/03/2024 \$038, 30/03/2024 53.34L \$105.19, 30/03/2024 \$0.38 70501633528520021 FIRE TRUCK - 23/03/2024 20.05L \$38.80 70501653242851668 EMW - 01/03/2024 30.86L \$59.10, 08/03/2024 32.69L \$62.60, 15/03/2024 37.94L \$71.90, 22/03/2024 43.13L \$81.73, 27/03/2024 30.88L \$58.52 70501653242851676 P100 - 25/03/2024 83.97L \$159.12		1,561.66	
<b>EFT11091</b>	<b>30/04/2024</b>	<b>NARROGIN AUTO ELECTRICS</b>	<b>AUTO ELECTRICAL SERVICES</b>	<b>1</b>		<b>714.00</b>
INV 267311	07/03/2024	NARROGIN AUTO ELECTRICS	CHECK TRANSMISSION SOLENOIDS - UHI LOADER PL10		271.50	
INV 267310	28/03/2024	NARROGIN AUTO ELECTRICS	CHECK JOYSTICK SOLENOID - CASE LOADER PL9		442.50	

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<b>EFT11092</b>	<b>30/04/2024</b>	<b>AMPAC DEBT RECOVERY PTY LTD</b>	<b>DEBT COLLECTION</b>	<b>1</b>		<b>4,773.42</b>
INV 105544	31/03/2024	AMPAC DEBT RECOVERY PTY LTD	MARCH 2024		4,773.42	
<b>EFT11093</b>	<b>30/04/2024</b>	<b>WA CONTRACT RANGER SERVICES</b>	<b>RANGER SERVICES</b>	<b>1</b>		<b>809.88</b>
INV 5417	03/04/2024	WA CONTRACT RANGER SERVICES	25 MARCH & 2 APRIL 2024		809.88	
<b>EFT11094</b>	<b>30/04/2024</b>	<b>COUNTRY PAINT SUPPLIES</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>428.51</b>
INV 4899001492	20/03/2024	COUNTRY PAINT SUPPLIES	PAINT FOR FLOOR UNDERSTAGE - TOWN HALL, PAINT FOR ROTUNDA & ROLLERS - MEMORIAL PARK		428.51	
<b>EFT11095</b>	<b>30/04/2024</b>	<b>MATILDA AUTO PARTS</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>271.70</b>
INV 272587	20/03/2024	MATILDA AUTO PARTS	FITTERS - BACKHOE LOADER PBH3		271.70	
<b>EFT11096</b>	<b>30/04/2024</b>	<b>ACOT500 PTY LTD</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>132.00</b>
INV 15204	26/03/2024	ACOT500 PTY LTD	1X MINI LIGHT BAR - D-MAX CREW CAB PC26		132.00	
<b>EFT11097</b>	<b>30/04/2024</b>	<b>PINGELLY TYRE SERVICE</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>3,839.19</b>
INV 10671	18/03/2024	PINGELLY TYRE SERVICE	SUPPLY AND FIT NEW TYRE - CAT GRADER PG7		1,790.00	
INV 10726	12/04/2024	PINGELLY TYRE SERVICE	PIPE & FITTINGS - FORESTRY MULCHER PMUL2		2,049.19	
<b>EFT11098</b>	<b>30/04/2024</b>	<b>PINGELLY HOTEL</b>	<b>CATERING &amp; REFRESHMENTS</b>	<b>1</b>		<b>198.50</b>
INV 0126	28/03/2024	PINGELLY HOTEL	TRAINING 27/03/2024		198.50	
<b>EFT11099</b>	<b>30/04/2024</b>	<b>TOLL TRANSPORT PTY LTD</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>33.01</b>
INV 0528	31/03/2024	TOLL TRANSPORT PTY LTD	26/03/2024 FROM ACOT 500		33.01	
<b>EFT11100</b>	<b>30/04/2024</b>	<b>DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY</b>	<b>BSL COLLECTIONS</b>	<b>1</b>		<b>529.78</b>
INV BSLMAR2024	31/03/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	MARCH 2024		358.79	
INV BSLFEB24.2	15/04/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	FEBRUARY 2024.2		113.30	
INV BSLJUN23.2	15/04/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	JUNE 2023.2		57.69	
<b>EFT11101</b>	<b>30/04/2024</b>	<b>PINGELLY CENTRAL BUSH FIRE BRIGADE</b>	<b>FIRE MITIGATION SERVICES</b>	<b>1</b>		<b>7,200.00</b>
INV 04042024	04/04/2024	PINGELLY CENTRAL BUSH FIRE BRIGADE	TREATMENT ID#14786 , 5.5 HECTARES, LOCATION. SOUTH END OF PARADE STREET PINGELLY. BUSH RESERVE. , 3RD APRIL 2024 COMPLETION OF BURN FROM 13TH SEPTEMBER 23,TREATMENT ID#14790 , 4 HECTARES , LOCATION. SHIRE STREET X SHAROW STREET PINGELLY., 2ND APRIL 2024 COMPLETION OF BURN FROM 30TH SEPTEMBER,		7,200.00	

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<b>EFT11102</b>	<b>30/04/2024</b>	<b>MAXIPARTS OPERATIONS P/L</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>379.50</b>
INV 212605	10/04/2024	MAXIPARTS OPERATIONS P/L	1 X CAB RELEASE CABLE - MITSUBISHI FUSO PT13		379.50	
INV 213989	15/04/2024	MAXIPARTS OPERATIONS P/L	CREDIT NOTE - 1 X CAB RELEASE CABLE - MITSUBISHI FUSO PT13		-379.50	
INV 213990	15/04/2024	MAXIPARTS OPERATIONS P/L	1 X CAB RELEASE CABLE - MITSUBISHI FUSO PT13		379.50	
<b>EFT11103</b>	<b>30/04/2024</b>	<b>MOTOBILITY OSBORNE PARK</b>	<b>VERTICAL PLATFORM LIFTBOY 3</b>	<b>1</b>		<b>10,722.50</b>
INV 25222	11/09/2023	MOTOBILITY OSBORNE PARK	LEHNER LIFTBOY 3 VERTICAL PLATFORM LIFT - TOWN HALL		10,722.50	
<b>EFT11104</b>	<b>30/04/2024</b>	<b>WANDERING HVAC</b>	<b>ELECTRICAL SERVICES</b>	<b>1</b>		<b>470.25</b>
INV 04203	11/04/2024	WANDERING HVAC	CONNECT POWER TO WELL PUMP - PIONEER PARK		470.25	
<b>EFT11105</b>	<b>30/04/2024</b>	<b>GENELITE WEST PTY LTD</b>	<b>PURCHASE OF GENERATOR</b>	<b>1</b>		<b>4,052.95</b>
INV SO0014276	06/03/2024	GENELITE WEST PTY LTD	GH7000E GENELITE GENERATOR		4,052.95	
<b>TOTAL EFT</b>						<b>340,649.48</b>
<b>CHEQUE NUMBER</b>	<b>DATE</b>	<b>CREDITOR</b>	<b>INVOICE DESCRIPTION</b>	<b>BANK CODE</b>	<b>INVOICE AMOUNT</b>	<b>TOTAL</b>
<b>24969</b>	<b>11/04/2024</b>	<b>SYNERGY</b>	<b>SYNERGY ACCOUNT CHARGES - 16/01/2024 TO 14/03/2024</b>	<b>1</b>		<b>14,858.94</b>
INV SYN - JAN 24 TO MAR24	15/03/2024	SYNERGY	VARIOUS SHIRE PROPERTIES		13,772.30	
INV SYN - JAN 24 TO MAR24	15/03/2024	SYNERGY	VARIOUS SHIRE PROPERTIES		1,086.64	
<b>24970</b>	<b>19/04/2024</b>	<b>SYNERGY</b>	<b>SHIRE STREETLIGHT CHARGES</b>	<b>1</b>		<b>3,039.18</b>
INV 2002142772	04/04/2024	SYNERGY	198 LIGHTS - 25/02/2024 TO 24/03/2024		3,039.18	
<b>24971</b>	<b>19/04/2024</b>	<b>SHIRE OF PINGELLY - PETTY CASH</b>	<b>PETTY CASH RECOUP - MARCH 2024</b>	<b>1</b>		<b>31.35</b>
INV 31032024	31/03/2024	SHIRE OF PINGELLY - PETTY CASH	01/03/2024 BUNNINGS WAREHOUSE - DOOR SEAL, MUSEUM \$31.35		31.35	
<b>TOTAL CHEQUE</b>						<b>17,929.47</b>
<b>PAYROLL</b>	<b>DATE</b>	<b>CREDITOR</b>	<b>INVOICE DESCRIPTION</b>	<b>BANK CODE</b>	<b>INVOICE AMONT</b>	<b>TOTAL</b>
<b>DD13950.1</b>	<b>09/04/2024</b>	<b>AWARE SUPER</b>	<b>PAYROLL DEDUCTIONS</b>	<b>1</b>		<b>8,351.64</b>
<b>DD13950.2</b>	<b>09/04/2024</b>	<b>COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER</b>	<b>SUPERANNUATION CONTRIBUTIONS</b>	<b>1</b>		<b>525.50</b>
<b>DD13950.3</b>	<b>09/04/2024</b>	<b>MLC</b>	<b>SUPERANNUATION CONTRIBUTIONS</b>	<b>1</b>		<b>791.28</b>

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DD13950.4	09/04/2024	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		261.49
DD13950.5	09/04/2024	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		367.10
DD13950.6	09/04/2024	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		522.98
DD13950.7	09/04/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		71.59
DD13950.8	09/04/2024	MERCER	SUPERANNUATION CONTRIBUTIONS	1		261.49
EFT11064	11/04/2024	LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	PAYROLL DEDUCTIONS	1		132.00
DD13965.1	23/04/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1		7,683.09
DD13965.2	23/04/2024	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	1		525.50
DD13965.3	23/04/2024	MLC	SUPERANNUATION CONTRIBUTIONS	1		791.28
DD13965.4	23/04/2024	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		261.49
DD13965.5	23/04/2024	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		381.47
DD13965.6	23/04/2024	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		522.98
DD13965.7	23/04/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		83.75
DD13965.8	23/04/2024	MERCER	SUPERANNUATION CONTRIBUTIONS	1		261.49
EFT11106	30/04/2024	LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA) LGRCEU	PAYROLL DEDUCTIONS	1		132.00
<b>TOTAL PAYROLL</b>						<b>21,928.12</b>
<b>DIRECT DEBIT</b>	<b>DATE</b>	<b>CREDITOR</b>	<b>INVOICE DESCRIPTION</b>	<b>BANK CODE</b>	<b>INVOICE AMOUNT</b>	<b>TOTAL</b>
DD13958.1	14/04/2024	BENDIGO BANK CREDIT CARDS	CEO CREDIT CARD RECONCILIATION - MARCH 2024	1		1,110.82

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INV 31032024	31/03/2024	BENDIGO BANK CREDIT CARDS	02/03/2024 GREG DAY MOTORS - FUEL FOR CEO CAR \$20.00, 14/03/2024 FACEBOOK - ADVERTISING, PINGELLY INDUSTRY ATTRACTION PROGRAMME, REGIONAL OPEN TRAINING, AGE IS JUST A NUMBER \$199.91, 14/03/2024 INTERNATIONAL TRANSACTION - FEE \$6.00, 20/03/2024 LOADED NUTRITION - GIFT FOR COUNCILLOR \$60.00, 22/03/2024 SHIRE OF PINGELLY - 12 MONTH VEHICLE REGISTRATION, ISUZU D-MAX PN6349 \$466.95, 22/03/2024 SHIRE OF PINGELLY - RECORDING FEE, ISUZU D-MAX PN6349 \$466.95, 23/03/2024 BURSWOOD NOMINEES - PARKING, CEO CONFERENCE \$40.00, 27/03/2024 VISTAPRINT AUSTRALIA - BUSINESS CARDS, CR TRETHEWEY \$49.98, 31/03/2024 ZOOM - ANNUAL SUBSCRIPTION 29/03/2024 TO 28/03/2025 \$246.29, 31/03/2024 INTERNATIONAL TRANSACTION - FEE \$7.39, 30/03/2024 BENDIGO BANK - CREDIT CARD FEE \$4.00	1	1,110.82	
DD13959.1	14/04/2024	BENDIGO BANK CREDIT CARDS	EMW CREDIT CARD RECONCILIATION - MARCH 2024	1		79.00
INV 31032024	31/03/2024	BENDIGO BANK CREDIT CARDS	04/03/2024 GADGET GEEKS / KINGSWAY - IPHONE 15 PHONE COVER, EMW \$75.00, 30/03/2024 BENDIGO BANK - CREDIT CARD FEE \$4.00	1	79.00	
DD13961.1	14/04/2024	BENDIGO BANK CREDIT CARDS	EMCS CREDIT CARD RECONCILIATION - MARCH 2024	1		348.33
INV 31032024	31/03/2024	BENDIGO BANK CREDIT CARDS	06/03/2024 BUNNINGS MIDLAND - WHEELIE BIN, WHEELIE BIN BAGS, SPIN MOP & BUCKET, POUND MAINTENANCE \$162.04, 10/03/2024 CALTEX WATTLE GROVE - FUEL, EMCS CAR \$138.21, 18/03/2024 FOXIT SOFTWARE - PDF SUIT PRO FOR TEAMS 16/03/2024 TO 16/04/2024 \$42.80, 18/03/2024 INTERNATIONAL TRANSACTION - FEE \$1.28, 30/03/2024 BENDIGO BANK - CREDIT CARD FEE \$4.00	1	348.33	
TOTAL DD						1,538.15
GRAND TOTAL						382,045.22
FUEL CARD CHARGES REPORTING - SEPTEMBER TO FEBRUARY						
SEPTEMBER 2023 FUEL CARD CHARGES	70501633528518868 CEO - 04/09/2023 68.51L \$141.47, 09/09/2023 65.26L \$136.07, 16/09/2024 53.23L \$113.65, 19/09/2024 58.06L \$124.71, 19/09/2023 \$0.38, 23/09/2023 50.34L \$107.98, 30/09/2023 51.58L \$110.64 70501633528518884 EMCS - 08/09/2023 41.74L \$90.99, 11/09/2023 43.52L \$94.87, 13/09/2023 65.66L \$138.21, 14/09/2023 26.57L \$57.92, 19/09/2023 39.92L \$87.03, 25/09/2023 46.93L \$105.59, 29/09/2023 42.16L \$94.86 70501653242851668 CG - 07/09/2023 40.03L \$78.26, 17/09/2023 26.53L \$52.93, 22/09/2023 45.15L \$90.98 70501653242851676 P100 - 26/09/2023 64.75L \$130.47					
OCTOBER 2023 FUEL CARD CHARGES	70501633528518868 CEO - 06/10/2023 71.21L \$154.88, 10/10/2023 67.29L \$144.34, 13/10/2023 65.26L \$140.57, 17/10/2023 55.03L \$116.39, 20/10/2023 32.43L \$68.59, 26/10/2023 69.64L \$145.90, 30/10/2023 68.69L \$143.91 70501633528518884 EMCS - 04/10/2023 43.51L \$86.80, 16/10/2023 40.35L \$90.79, 20/10/2023 32.69L \$77.48, 25/10/2023 46.55L \$104.74 70501633528520021 FIRE TRUCK - 17/10/2023 246.29L \$520.90, 22/10/2023 63.14L \$132.91 70501653242845587 EMW - 02/10/2023 61.89L \$134.86, 22/10/2023 67.30L \$141.67 70501653242851668 CG - 06/10/2023 46.70L \$92.23, 13/10/2023 38.50L \$75.27, 24/10/2023 44.15L \$85.43 70501653242851676 P100 - 23/10/2023 82.72L \$160.06					

## Shire of Pingelly-Ordinary Council Meeting - 15 May 2024

NOVEMBER 2023 FUEL CARD CHARGES	70501633528518868 CEO - 07/11/2023 55.94L \$117.19, 12/11/2024 56.81L \$120.89, 18/11/2023 45.23L \$92.04, 25/11/2023 63.46L \$129.97 70501633528518884 EMCS - 06/11/2023 44.84L \$94.61, 10/11/2023 46.96L \$99.09, 20/11/2023 40.26L \$84.95, 27/11/2023 44.73L \$94.38 70501633528520021 FIRE TRUCK - 23/11/2023 66.81L \$130.61, 24/11/2023 45.07L \$88.11, 27/11/2023 114.36L \$219.00 70501653242845587 EMW - 66/11/2023 1.05L \$2.18, 06/11/2023 70.51L \$147.72 70501653242851668 CG - 01/11/2023 37.26L \$78.80, 07/11/2023 12.26L \$23.48 70501653242851676 P100 - 20/11/2023 119.04L \$225.58
DECEMBER 2023 FUEL CARD CHARGES	70501633528518868 CEO - 01/12/2023 54.55L \$104.46, 08/12/2023 67.58L \$128.74, 16/12/2023 67.65L \$126.84, 19/12/2023 54.43L \$100.97, 23/12/2023 42.82L \$79.43, 27/12/2023 69.87L \$129.61 70501633528518884 EMCS - 19/12/2023 40.84L \$81.68, 26/12/2023 47.62L \$89.00 70501633528520021 FIRE TRUCK - 03/12/2023 6.10L \$11.56, 03/12/2023 15.60L \$29.87, 19/12/2023 64.28L \$119.24, 20/12/2023 67.64L \$125.47, 20/12/2023 78.98L \$146.51, 27/12/2023 82.35L \$151.11 70501653242845587 EMW - 02/12/2023 76.77L \$147.01, 10/12/2023 64.18L \$120.98 70501653242851676 P100 - 18/12/2023 65.66L \$119.83
JANUARY 2024 FUEL CARD CHARGES	70501633528518868 CEO - 04/01/2024 69.17L \$126.93, 11/01/2024 54.09L \$97.63, 16/01/2024 65.46L \$118.16, 21/01/2024 61.83L \$113.03, 28/01/2024 58.69L \$112.34 70501633528518884 EMCS - 01/01/2024 45.41L \$81.06, 08/01/2024 39.37L \$78.74, 16/01/2024 43.87L \$87.74 70501633528520021 FIRE TRUCK - 11/01/2024 28.22L \$50.94, 20/01/2024 75.41L \$138.38, 21/01/2024 34.07L \$62.52 70501653242851668 1HQT711 - 16/01/2024 24.38L \$43.27, 18/01/2024 33.05L \$58.66, 25/01/2024 34.20L \$61.73, 30/01/2024 43.37L \$79.81 70501653242851676 P100 - 18/01/2024 50.85L \$90.26
FEBRUARY 2024 FUEL CARD CHARGES	70501633528518868 CEO - 03/02/2024 68.04L \$134.65, 11/02/2024 58.39L \$111.82, 17/02/2024 55.05L \$107.62, 19/02/2024 71.69L \$139.44, 21/02/2024 48.55L \$95.89, 25/02/2024 59.69L \$126.18 70501633528518884 EMCS - 08/02/2024 65.79L \$137.50, 11/02/2024 56.36L \$120.05, 27/02/2024 68.44L \$145.78 70501653242851668 1HQT711 - 09/02/2024 42.20L \$78.28, 16/02/2021 32.72L \$62.00, 20/02/2024 34.58L \$66.22, 23/02/2024 26.40L \$50.56 70501653242851676 P100 - 12/02/2024 67.99L \$126.12, 29/02/2024 83.15L \$159.23

**16. DIRECTORATE OF WORKS**

Nil

**17. ELECTED MEMBERS MOTIONS WITH PREVIOUS NOTICE**

Nil.

**18. NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

Nil

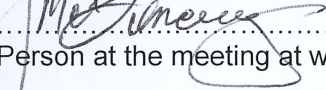
**19. CONFIDENTIAL ITEMS**

Nil.

**20. CLOSURE OF MEETING**

The Chairman declared the meeting closed at 2:47 pm.

These minutes were confirmed by Council at the  
Ordinary Council Meeting held on 12 June 2024

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