



Shire of Pingelly

Minutes

Ordinary Council Meeting
16 June 2021

TABLE OF CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	5
2.	ACKNOWLEDGEMENT OF COUNTRY	5
3.	ANNOUNCEMENTS BY THE PRESIDING MEMBER	5
3.1	Council Agenda Reports.....	5
4.	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	5
5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	5
6.	PUBLIC QUESTION TIME.....	5
7.	APPLICATIONS FOR LEAVE OF ABSENCE	5
8.	DISCLOSURES OF INTEREST.....	5
9.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	5
9.1	Ordinary Meeting – 19 May 2021	5
10.	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	6
11.	REPORTS OF COMMITTEES OF COUNCIL	6
12.	REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES	6
13.	REPORTS FROM COUNCILLORS	7
14.	OFFICE OF THE CHIEF EXECUTIVE OFFICER	8
14.1	Buildings Asset Management Plan	8
14.2	Policy Manual Annual Review	33
14.3	Lease Expressions of Interest - Old Courthouse.....	86
14.4	Draft Pingelly Youth Strategy 2021-25.....	94
15.	DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES	113
15.1	Monthly Statement of Financial Activity – May 2021	113
15.2	Accounts Paid by Authority – May 2021	133
16.	DIRECTORATE OF TECHNICAL SERVICES	150
17.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	151
18.	NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING	151
19.	CLOSURE OF MEETING	151

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 2pm

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

3.1 Council Agenda Reports

Please note that all elected members have been provided with the relevant information pertaining to each Officers reports within today's Agenda and the Officer Recommendations are based on Council Policy and or State Acts and Legislation.

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

Cr W Mulroney	(President)
Cr J McBurney	(Deputy President)
Cr B Hotham	
Cr P Narducci	
Cr K Camilleri	
Cr A Oliveri	
Cr P Wood	

STAFF IN ATTENDANCE

Ms J Burton	Chief Executive Officer
Mrs D Sweeney	Executive Manager Corporate Services
Mrs V Ward	Executive Assistant

Mr S Kempton	Community Development Officer (2.10pm - 2.26pm)
Mrs S Squiers	Administration Officer Technical (2.10pm – 2.26pm)

APOLOGIES

Mr D Watkins	Executive Manager Technical Services
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APPROVED LEAVE OF ABSENCE

Cr David Freebairn previously approved leave of absence for Wednesday 16 June 2021

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

Nil

7. APPLICATIONS FOR LEAVE OF ABSENCE

13008

Moved: Cr Hotham

Seconded: Cr Narducci

That Cr McBurney be granted a leave of absence for the July and August Ordinary Meeting of Council

CARRIED 7/0

8. DISCLOSURES OF INTEREST

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Meeting – 19 May 2021

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

13009

Moved: Cr Hotham

Seconded: Cr McBurney

Recommendation and Council Decision:

That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 19 May 2021 be confirmed.

CARRIED 7/0

10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

11. REPORTS OF COMMITTEES OF COUNCIL

- Audit Committee Full Council
- Bushfire Advisory Committee Member – Cr Freebairn
Deputy – Cr Hotham
- Chief Executive Officer Performance Review Committee Member – Shire President
Member – Deputy President
Member – Cr Camilleri

12. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES

- Central Country Zone of WALGA Delegate – Shire President
Delegate – Deputy President
Deputy – Cr Wood
- Pingelly Recreation & Cultural Committee Member – Shire President
Deputy – Deputy President
- Hotham-Dale Regional Road Sub-Group Delegate – Shire President
Deputy – Cr Oliveri
- Development Assessment Panel Delegate – Shire President
Delegate – Cr Wood

Deputy – Cr McBurney
Deputy – Cr Hotham
- Pingelly Tourism Group Delegate – Cr Hotham
Deputy – Cr Oliveri
- Regional Waste Group Delegate – Cr Mulroney
Deputy – Cr Wood
- Shires of Pingelly and Wandering Joint Local Emergency Management Committee Delegate – Shire President
Deputy – Cr Freebairn
- Pingelly Youth Network Delegate – Cr Camilleri
Deputy – Cr McBurney
- Pingelly Somerset Alliance Delegate – Shire President
Deputy – Cr McBurney
- Pingelly Early Years Network Delegate – Cr Camilleri

13. REPORTS FROM COUNCILLORS

Cr William Mulroney (President)

Meetings attended

MAY

20th Thank a Volunteer Event at the Pingelly Recreation and Cultural Centre

24th Telephone conversation with the President of Dumbleyung Shire re presentation by Marcus Holmes re Aboriginal Heritage Act to comment on for CCZ June meeting.

25th Phone Hook up with CEO and EMCS and OAG re-entrance to Audit of Shire Annual Audit 2020/21

27th Short listings of prospective applicants for replacement CEO

JUNE

4th Interview short listed applicants for replacement CEO

8th LEMC at Wandering

8th Auction of building 27 Parade Street, Pingelly

9th June meeting of PSA (Pingelly Somerset Alliance) Committee. 10am

9th Pingelly Recreation and Cultural June Board meeting 7pm.

16th Workshop Meeting Procedures 9am

16th Ordinary Council meeting for June 1pm

14 OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1 Buildings Asset Management Plan

File Reference: ADM0617
Location: Not Applicable
Applicant: Not Applicable
Author: Chief Executive Officer
Disclosure of Interest: Nil
Attachments: Buildings Asset Management Plan
Previous Reference: Nil

Summary

Council is requested to approve the Buildings Asset Management Plan 2021 - 2040.

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.

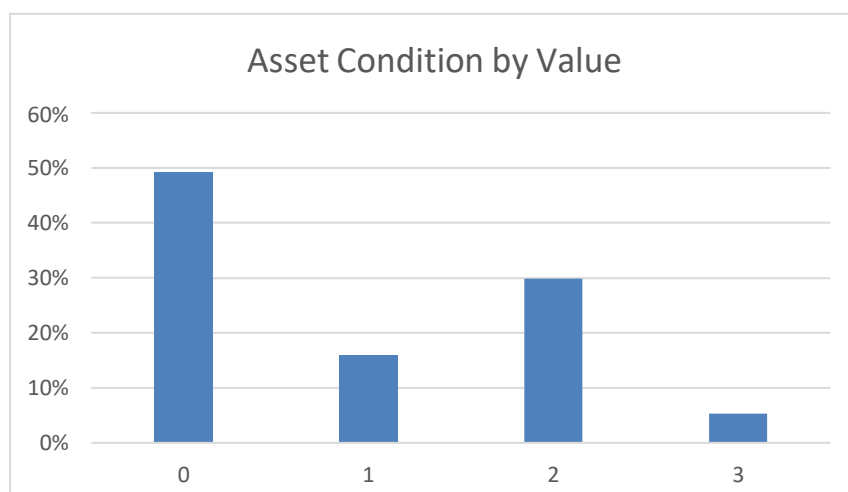
A formal review of the Buildings Asset Management Plan (BAMP) was last undertaken in 2015/16, which provided asset renewal financial projections until 2024/25. Current requirements are that asset renewal projections are required for at least 10 years in advance.

Comment

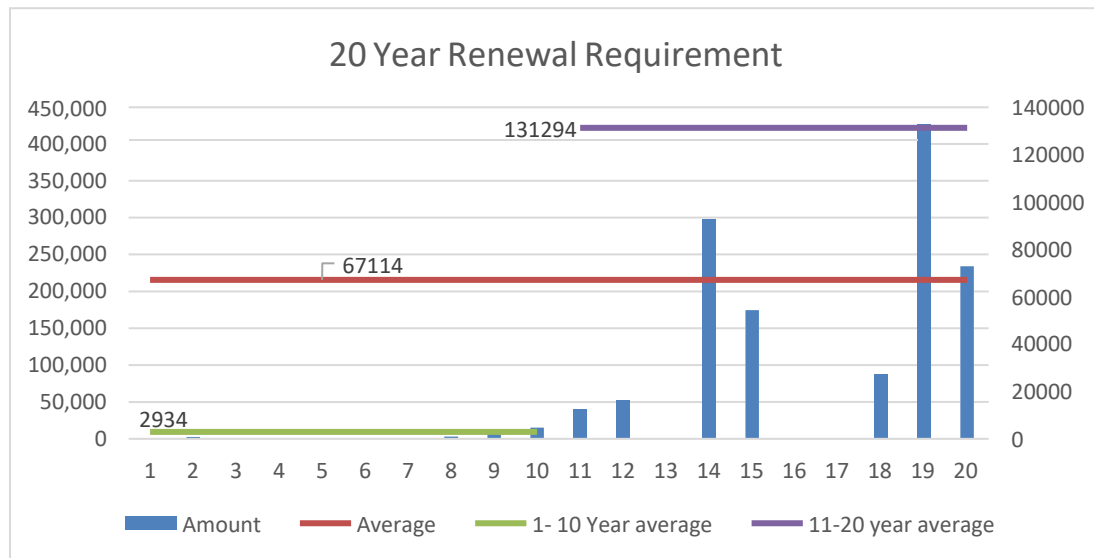
The Buildings Asset Management Plan, as attached, is an important document which explains:

- 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.



Given the increased renewal requirement in the second 10 year cycle, Council should carefully consider options to increase the allocation to building 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 will be used to support the annual updates to the 10 year Long Term Financial Plan and annual budget.

Consultation

Nil

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.

Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.5	The value of community owned assets is maintained.
Strategy 5.5.1	Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels.

Risk Implications

Risk	Not considering financial requirements for input into the Long Term Financial Plan may result in infrastructure deteriorating to a poor condition. This will lead to heightened community concern where assets become non-functional.
Risk Rating (Prior to Treatment or Control)	High (16)
Principal Risk Theme	Financial and Reputational

Risk Action Plan (Controls or Treatment Proposed)	The renewal requirement will be considered on an annual basis as the Long Term Financial Plan is developed and reviewed.
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Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Simple Majority

13010

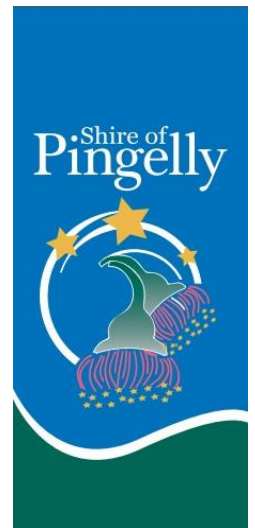
Moved: Cr Camilleri

Seconded: Cr Hotham

Recommendation and Council Decision:

That Council adopt the Buildings Asset Management Plan 2021 – 2040 as attached.

CARRIED 7/0



ASSET MANAGEMENT PLAN

Shire of Pingelly

Buildings Asset Management Plan

Version 1.0
June 2021

Document Control		Asset Management Plan			
Document ID :					
Rev No	Date	Revision Details	Author	Reviewer	Approver
1.0	2021	Initial draft of Building AMP	SOP	SOP	SOP

Contents

1.0	EXECUTIVE SUMMARY	4
1.1	The Purpose of the Plan	4
1.2	Asset Description	4
1.3	What does it Cost?	4
2.0	INTRODUCTION	5
2.1	Background	5
2.2	Goals and Objectives of Asset Ownership	5
3.0	LEVELS OF SERVICE	7
3.1	Customer Research and Expectations	7
3.2	Community Levels of Service	7
3.3	Technical Levels of Service	7
4.0	FUTURE DEMAND	9
4.1	Demand Forecasts	9
4.2	Demand Management Plan	9
5.0	LIFECYCLE MANAGEMENT PLAN	10
5.1	Background Data	10
5.2	Disposal Plan	13
6.0	RISK MANAGEMENT PLANNING	14
6.1	Critical Assets	14
6.2	Risk Assessment	14
7.0	FINANCIAL SUMMARY	16
7.1	Asset valuation	16
7.2	Summary of future renewal costs	16
7.3	Valuation Forecasts	16
7.4	Key Assumptions Made in Financial Forecasts	16
7.5	Forecast Reliability and Confidence	17
8.0	PLAN IMPROVEMENT AND MONITORING	19
8.1	Status of Asset Management Practices	19
8.2	Improvement Plan	19
8.3	Monitoring and Review Procedures	19
8.4	Performance Measures	19
	APPENDIX 1 – Component Level – 20 Year Renewal Requirement	21

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) 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:

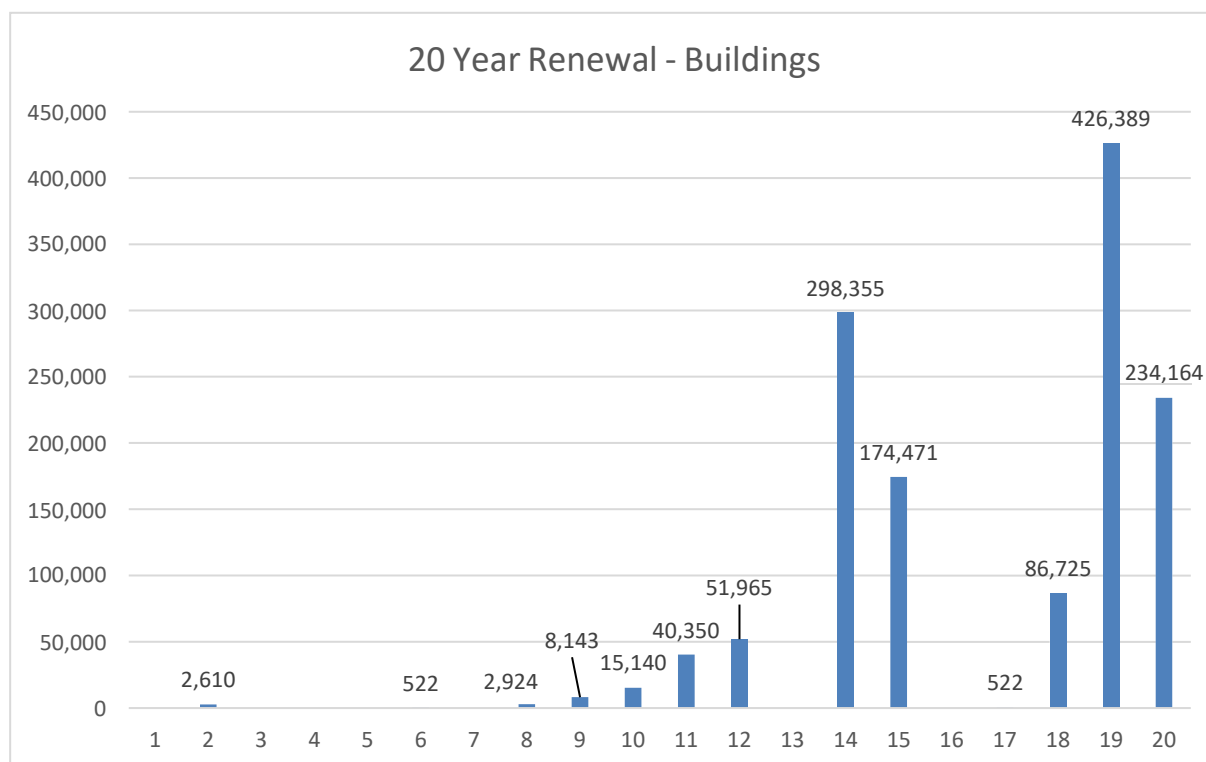
- 54 buildings
- 1 'other structure'

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

1.3 What does it Cost?

The forecast lifecycle costs necessary to provide the services covered by this Asset Management Plan (AMP) includes renewal of assets over the 20-year planning period is \$1,342,280 or \$67,114 on average per year.

Forecast 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.

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 Strategic Community Plan
- Other Asset Management Plans
- Long Term Financial Plan
- Annual Reports

The Shire is moving towards a stronger asset planning focus, however, the strategic plans, asset plans and long-term financial plans are not fully integrated.

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
Councillors	Represent needs of community; Allocate resources to meet planning objectives in providing services while managing risks; Ensure service is sustainable.
Employees / Contractors	Safe working environment
Community Residents and Businesses	Value for money, equitable and responsible service, well maintained assets
Building Users	Well maintained assets specific to users' needs
Insurers	Appropriate risk management policies and practices, safe working environments, well maintained assets
Tourists	Well maintained assets, accessible services, safe facilities

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,
- 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.

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

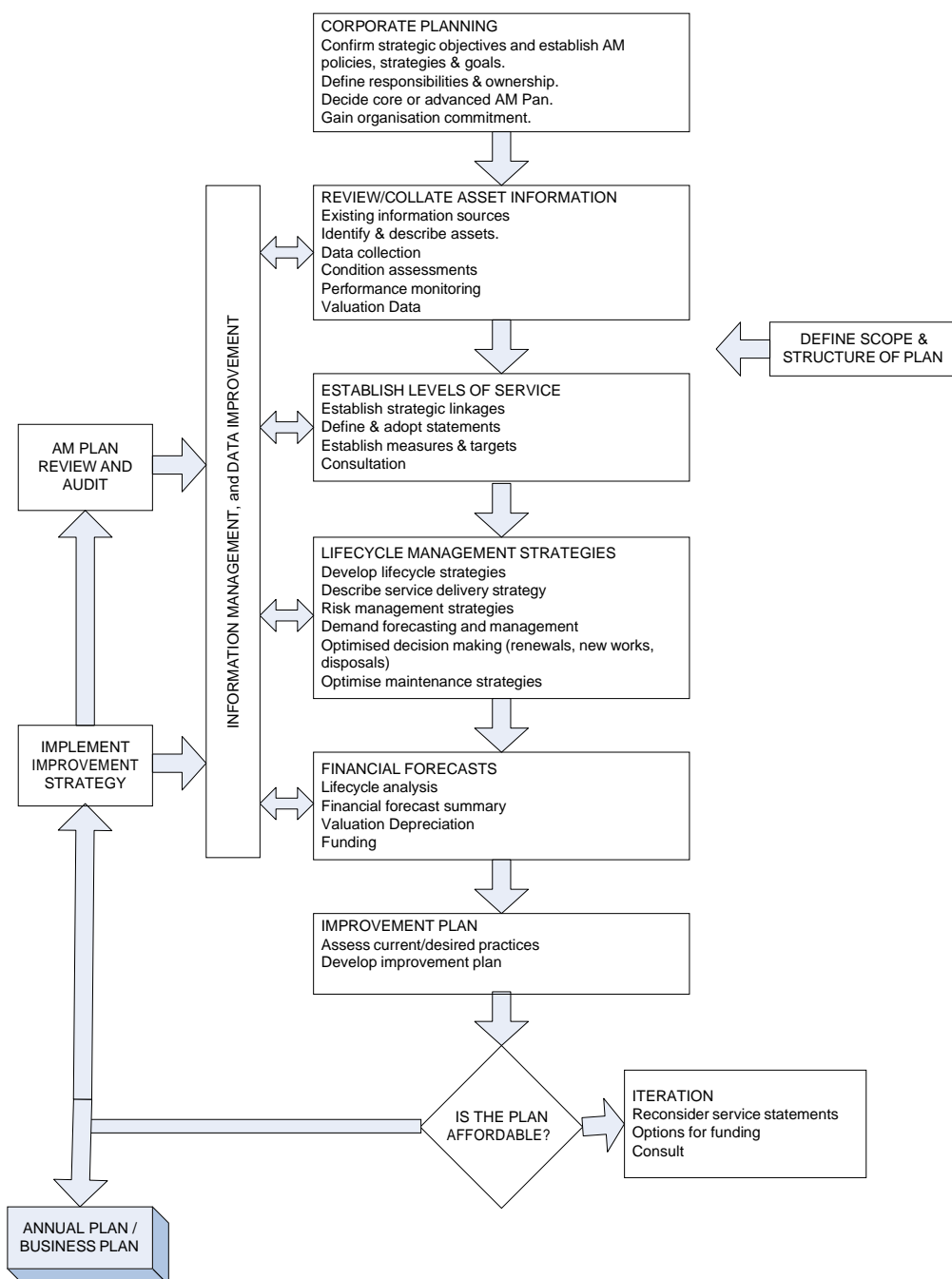


Figure 2.2: Road Map for preparing an Asset Management Plan

3.0 LEVELS OF SERVICE

3.1 Customer Research and Expectations

Investigations to date regarding community expectations and satisfaction levels have been directed towards the overall performance rather than performance for this particular asset portfolio. Further community consultation can be carried out as more advanced asset management practices are pursued.

3.2 Community Levels of Service

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
Safety and Security	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.
Cleanliness	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.
Accessibility	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.

3.3 Technical Levels of Service

Key Performance Measure	Level of Service	Performance Measure	Performance Measure Process	Performance Target
Compliance	Compliance with all Legislative, Regulatory and other mandatory standards for buildings management including fire, electrical, heating,	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.

	ventilation and air conditioning, Building Codes of Australia and Workplace, Health and Safety.			
Condition	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.

4.0 FUTURE DEMAND

4.1 Demand Forecasts

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, consumer preferences and expectations, technological changes, economic factors, 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 ^(a) . 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 Management Plan

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

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

5.1.1 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
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
			\$27,801,820	\$23,081,770

5.1.2 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 assets by total value, is shown in Figure 5.1.1.

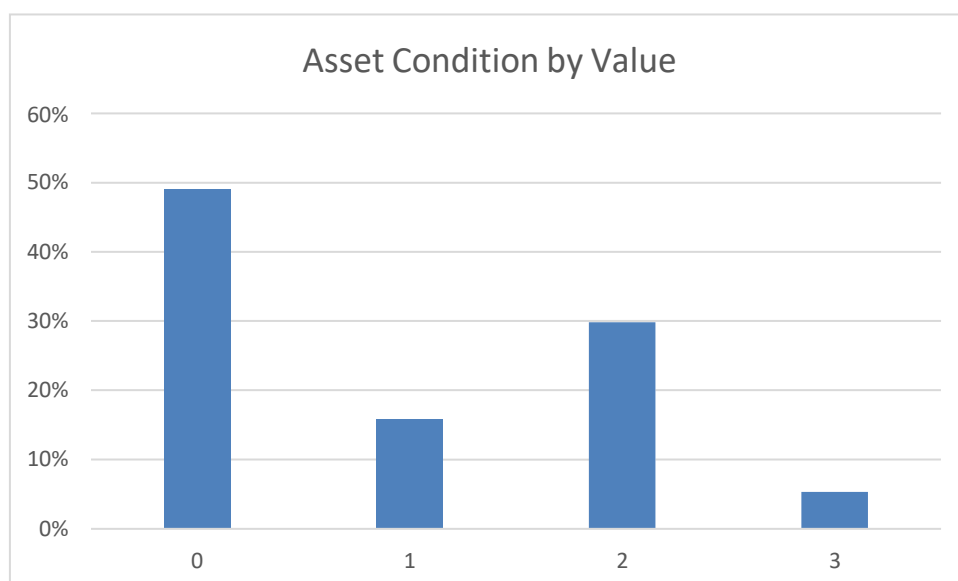


Figure 5.1.1: Total asset value by condition

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

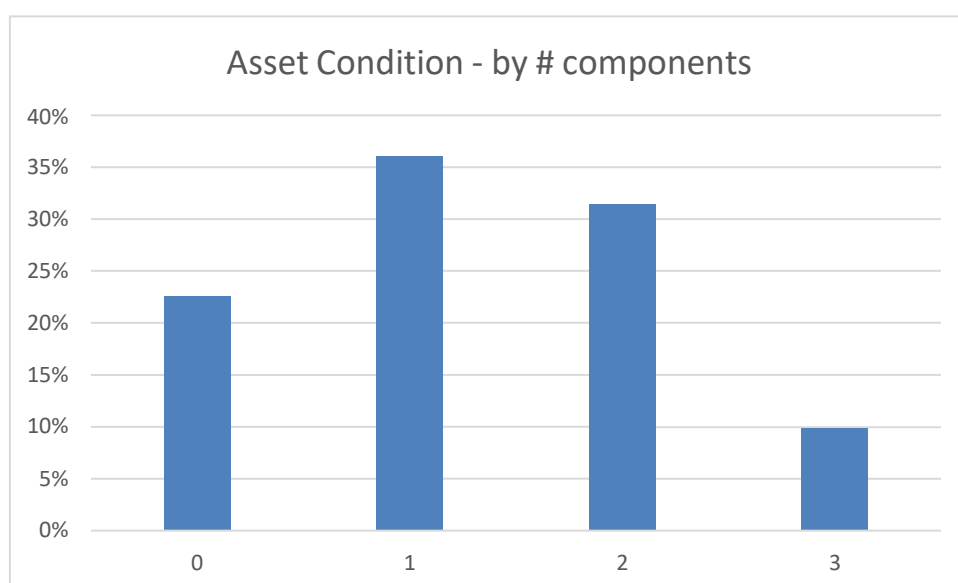


Figure 5.1.2: Total number of asset components by condition

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.

5.1.3 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

5.2 Disposal Plan

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.

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.

No critical assets are identified in this plan.

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.

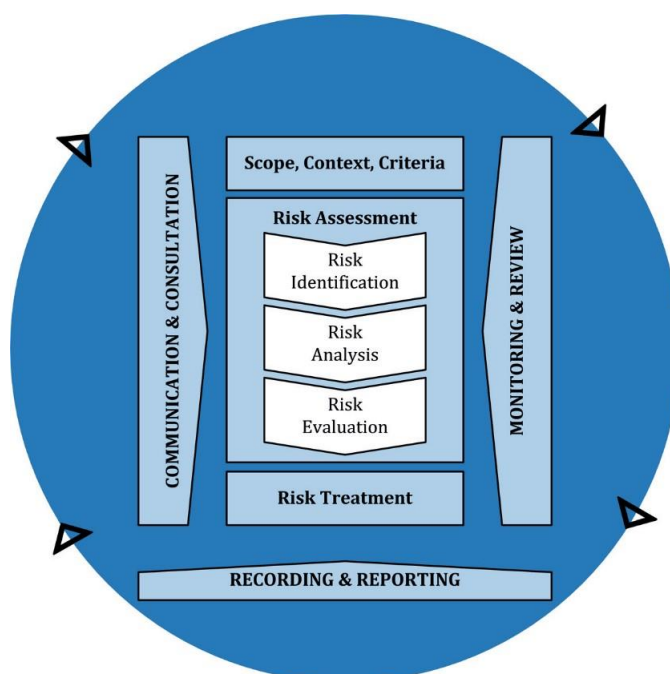


Fig 6.2 Risk Management Process – Abridged

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

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.

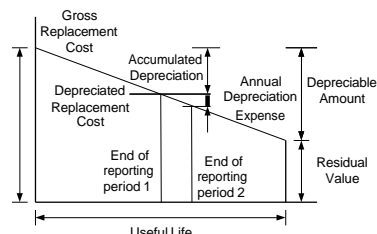
7.0 FINANCIAL SUMMARY

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.

7.1 Asset valuation

The value of assets included in this Asset Management Plan are shown below.

Current (Gross) Replacement Cost	\$27,801,820
Depreciated Replacement Cost	\$23,081,770
Depreciation	\$4,720,049



7.2 Summary of future renewal costs

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).

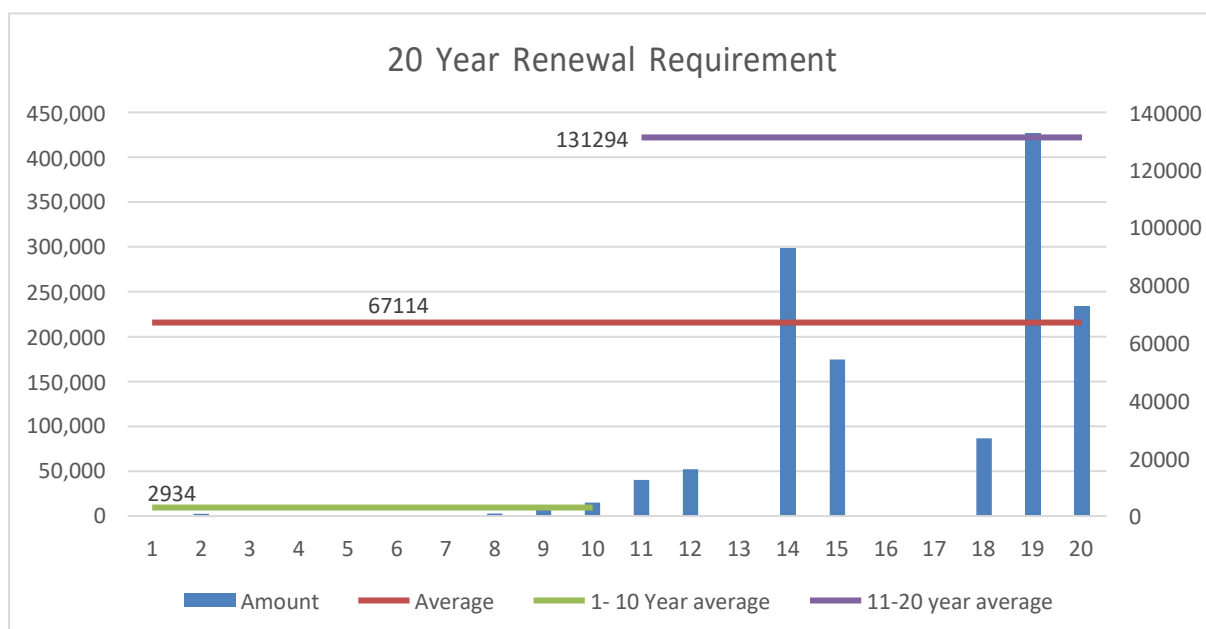


Figure 7.2: Required Renewal Costs

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 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		
- Asset values	A	Professional valuations
- Asset useful lives	B	Range based on professional judgement
- Condition modelling	B	Professional judgement
Disposal forecast	N/A	No assets flagged for disposal

The estimated confidence level for and reliability of data used in this AM Plan is considered to be Medium.

8.0 PLAN IMPROVEMENT AND MONITORING

8.1 Status of Asset Management Practices

8.1.1 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.

8.1.2 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,
- The Asset Renewal Funding Ratio achieving the local government industry benchmarks.

APPENDIX 1 – Component Level – 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

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

14.2 Policy Manual Annual Review

File Reference:	ADM0487
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Shire of Pingelly Policy Manual
Previous Reference:	Nil

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. It is considered good governance to ensure policies are reviewed every few years to ensure they remain clear and concise and meet the Shire's strategic direction.

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. Substantial changes were made to the Policy Manual format in 2020 to reflect best practice and the strategic nature of policy setting as the role of the Council.

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. 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 Councils response to community issues as part of its community leadership. Policies are reviewed every two years, except for Town Planning Policies, and therefore, approximately half of the Policies have been reviewed as a part of the June 2021 process.

A summary of the recommended changes as a result of this Policy Manual Review are shown in the below table, with all Policies containing changes being attached to this agenda.

Policy	Comments
1. Accounting	
1.1 Fixed Assets Valuation, Capitalisation and Depreciation	Amend depreciation rates to reflect the life of the assets.
1.5 Related Party Disclosures	no changes
2. Administration	
2.1 Policy Manual	minor amendments - no consequential changes
2.6 Legal Advice	no changes
2.7 Risk Management	no changes
2.8 Misconduct, Fraud and Corruption	no changes
3. Community	
3.1 Community Use of Council Chambers	no changes
3.4 Liquor on Shire of Pingelly Property	no changes
4. Elected Members	
4.1 Ordinary Meetings of Council	no changes

4.3 Media Statements and Public Relations	deleted - replaced with Communications and Social Media Policy
4.4 Council Dinner	no changes
4.7 Recognition of Service	no changes
4.9 Chamber Seating Order	no changes
4.10 Councillor Training Policy	no changes
5. Finance	
5.6 Sundry Debtors Recovery	policy timescale amended as per Financial Management Systems Review report.
5.8 Self Supporting Loans	Added related legislation reference
5.9 Advances to Community Organisations	no changes
5.10 Pensioner and Seniors Concession on Non-Residential Properties	Reference to legislation added: Rates and Charges (Rebates and Deferment) Act 1992
5.11 Purchasing Policy	Increase CDO purchasing authority from \$1,000 to \$3,000 - Minor amendment in Purchasing Thresholds section
5.14 Corporate Credit Cards	Move definitions into relevant section. Remove procedural elements.
5.15 Community Grant Scheme	no changes
7. General	
7.5 Pingelly Primary School - Trophies	Add condition of acknowledgement of the Shire of Pingelly
7.14 Communications and Social Media	no changes
7.15 Christmas Closure	no changes
10. Staff	
10.3 Senior Staff Designation and Appointment of Acting Chief Executive Officer	no changes
10.6 Employer Contributions to Superannuation	no changes
10.8 Gratuity Payments to Employees	no changes
10.16 Chief Executive Officer Annual Performance Review	no changes

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**

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.

Financial Implications

Nil

Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.7	Customer service and other corporate systems are of a high quality and effective
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed.

Risk Implications

Risk	In order to maintain transparency and to facilitate appropriate decision making processes, it is imperative that policy statements reflect the current position of Council and work practices at the Shire as well as best practice approaches.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Absolute Majority

13011

Moved: Cr Narducci

Seconded: Cr Hotham

Recommendation and Council Decision:

That Council endorse the review of the Policy Manual and the amendments to the Policies as attached.

CARRIED 7/0



SHIRE OF PINGELLY

POLICY MANUAL

September 2020

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.

CONTENTS

Contents

1. Accounting	3
1.1 Fixed Assets Valuation, Capitalisation and Depreciation.....	4
2. Administration	6
2.1 Policy Manual	7
3. Community	8
3.1 Community Use of Council Chambers	9
3.4 Liquor on Shire of Pingelly Property	10
4. Elected Members	11
Deleted due to replacement communications and social media policy.	12
4.8 Consultation and Communication	13 12
5. Finance	17 16
5.6 Sundry Debtors Recovery	18 17
5.8 Self Supporting Loans.....	19 18
5.11 Purchasing Policy	21 20
5.14 Corporate Credit Cards.....	27 26
5.15 Community Grant Scheme.....	29 28
5.16 Sponsorship Policy	32 31
5.17 Fuel Cards	37 36
7. General	39 38
7.5 Pingelly Primary School - Trophies	40 39
7.11 Pingelly Museum Collection Management	41 40
10. Staff	47 46
10.3 Senior Staff Designation and Appointment of Acting Chief Executive Officer	48 47

1. Accounting

Council Policy Name:	1.1 Fixed Assets Valuation, Capitalisation and Depreciation
Responsible Directorate:	Corporate Services

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 ~~\$10,000~~ \$5,000 are to be capitalised and added to the asset register.
- 4.3 Where appropriate, assets valued at less than ~~\$1,000~~ \$5,000 may be entered into an Inventory register Minor Tool register for control purposes.
- 4.4 Asset depreciation rates are set by classification and are as follows:

Classifications:

Land	not depreciated	
Buildings	50 years <u>5-50 years</u>	 <u>2.0%</u>
Furniture and Equipment	10 years <u>1-10 years</u>	 <u>10.0%</u>
Computer & Electronic Equipment	3 years	 <u>33.0%</u>
Plant and Equipment		
Earthmoving Plant <u>Plant and Equipment</u>	15 years <u>2-50 Years</u>	 <u>7.0%</u>
Heavy Trucks	10 years	 <u>10.0%</u>
Light and Heavy Trucks	8 years	 <u>12.5%</u>
Sedans & Utilities	5 years	 <u>20.0%</u>
Minor Miscellaneous Plant	3 years	 <u>33.0%</u>

Sealed roads and streets

clearing and earthworks (Subgrade and Formation)	not depreciated
construction/road base Bituminous and asphalt (Pavement)	40 years <u>15-80 years</u>
<u>Surface Structure Bituminous and asphalt</u>	<u>2.5%</u> <u>10- 30 years</u>
Original surfacing and major re-surfacing Seal)	
bituminous seals and	40 years <u>2.5%</u>
asphalt surfaces	40 years <u>2.5%</u>

Gravel roads

clearing and earthworks (<u>Subgrade and</u> Formation)	not depreciated
construction/road base (Pavement)	<u>20 years</u> <u>15-80 years</u> <u>5.0%</u>
<u>Surface Structure (gravel) gravel sheet</u>	<u>20 years</u> <u>10-30 years</u> <u>5.0%</u>

Formed roads (unsealed)

clearing and earthworks (Subgrade and Formation)	not depreciated
construction/road base (Pavement)	50 years <u>15-80 years</u>
Footpaths - slab	40 years <u>20-80 years</u> <u>2.5%</u>
Bridges	60 years <u>10-65 years</u> <u>1.7%</u>
Drainage (Storm Water Channels)	40 years <u>8-100 years</u> <u>2.5%</u>

- 4.5 The assets residual values and useful lives are reviewed and adjusted if appropriate, at the end of each month.
- 4.6 The assets carrying amount is written down immediately to its recoverable amount if the assets carrying amount is greater than its estimated recoverable amount.
- 4.7 When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

5. RELATED DOCUMENTATION / LEGISLATION

Local Government (Financial Management) Regulations 1996

[Policy 5.13 Asset Management](#)

[The Asset Management Plan \(AMP\)](#)

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 15 November 2017, 18 July 2018, 15 July 2020
Previous Adoption	18 April 2012

2. Administration

Council Policy Name:	2.1 Policy Manual
Responsible Directorate:	Chief Executive's Office

1. PURPOSE

- 1.1 The purpose of this Policy is to maintain ~~a manual and an~~ up to date recording of the various policies of Council.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

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

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 19 October 2011, 21 December 2011, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020
Previous Adoption	19 January 2005

3. Community

Council Policy Name:	3.1 Community Use of Council Chambers
Responsible Directorate:	Corporate Services <u>Chief Executive's Office</u>

1. PURPOSE

- 1.1 The purpose of this Policy is to determine the Community use of the Council 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 Community groups may use the Council Chambers 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.
- 4.2 In addition, use of the Chambers may be at the Chief Executive Officer's discretion.

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
Previous Adoption	19 January 2005

Council Policy Name:	3.4 Liquor on Shire of Pingelly Property
Responsible Directorate:	Corporate Services Chief Executive's Office

1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the rules for liquor on Shire of Pingelly property.

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- a. 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.
- b. Clubs may apply for seasonal consent to consume liquor with all dates to be shown on the letter of consent.

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
Previous Adoption	1 January 2005

4. Elected Members

Council Policy Name:	4.3 Media Statements and Public Reactions
Responsible Directorate:	Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for media statements and public relations.

2. SCOPE

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

3. DEFINITIONS

Nil

4. POLICY STATEMENT

4.1 Publicity of Shire of Pingelly activities through the media will be by the authority of the President or, where the President agrees, the Chief Executive Officer. Media releases and statements are to be confirmed by the President before distribution. Changed?

4.2 A press release file shall be maintained for reference purposes.

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
Previous Adoption	19 January 2005

Deleted due to replacement communications and social media policy.

Council Policy Name:	4.8 Consultation and Communication
Responsible Directorate:	Corporate Services Chief Executive's Office

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 internal and external 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 programme of Shire of Pingelly. The internal 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 internal and external stakeholders and will celebrate individual staff achievements and any performance awards that they receive.
- 4.3 External 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 the matrix is to be used as a guide

HEADING	DESCRIPTION
Local Paper	Advertise minimum 14 or 21 days
State Paper	Advertise minimum 14 or 21 days
Shire Web Page	Main page well defined links
Written Notice	Minimum 14 or 21 days prior to closing date Could be either to the ratepayer or to set group of contacts
Community Information Session	Advertise minimum 14 or 21 days held at time most suitable to community not those delivering it
Focus Group	Minimum 14 or 21 days' notice held at time that suits focus group

HEADING	DESCRIPTION
Target Groups	Small consultation process only affecting targeted groups
Minor Projects	Localised interest
Major/Strategic Projects	Projects which affect majority of residents

	Advertise in Local Paper	Shire Web Page	Direct Mail	Community Information Session	Focus Group
Target Groups			X		X
Minor Projects	X	X			X
Major/Strategic Projects	X	X		X	

4.5 The Shire of Pingelly will actively promote the values of whole organisation and where appropriate will encourage outlying staff to participate on organisational committees or continuous improvement teams. Likewise the Shire of Pingelly is committed to building strong partnerships with the community and government agencies.

4.6 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 *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*.

Responsibilities

CEO is responsible for:

- ensuring that there is active communications both up and down the organisation.
- ensuring response to perceived issues, and ensuring that they are addressed in a timely manner
- ensuring communications with all external stakeholders and taking action where appropriate.
- ensuring response to customer complaints in a timely manner.
- building strong relationships with communities and government agencies.

Senior Managers/Line Managers/Supervisors are responsible for:

- communicating organisational issues to their staff on a regular basis
- responding to staff issues
- responding to customer complaints
- building strong relationships with internal and external customers.

Employees are responsible for:

- reporting any hazards, complaints and risks associated with their workplace.

Application

The following communications and consultative processes will be adopted throughout Shire of Pingelly:

Internal communication and consultation systems:

- Schedule of all organisational meetings displayed.
- Fully documented meeting minutes that can be accessed by all staff as approved by management.
- Email communications to staff.
- Specific Council debriefing to all staff.
- Toolbox talks to engineering and works staff.
- Induction Manuals for all new staff and contractors.
- Organisational charts display the chain of command in the organisation.
- Specific staff meetings; Senior Staff weekly meetings, Internal staff monthly meetings, Depot monthly meetings and outer lying centres monthly. All of the organisation staff meetings twice a year. All meetings will be documented and staff have access to all minutes.
- Internal audit schedule. for OSH and Risk Management program.
- Electronic access to all organisation policies and procedures.
- Position descriptions and annual performance appraisal feedback for all staff.
- Occupational Health and Safety Committee access through safety officers and management.
- Internal and on the job training programs.
- Internal newsletter or equivalent with Risk Management News section.
- Organisational wide planning documents
- Staff workshops for risk identification and organisational planning process.
- Continuous Improvement Teams to work on risk treatment options.
- Ensuring EEO options English as a second language, communicating for those employees with disabilities.
- Presentations to Council – reports and monthly management information reports, access to all staff.
- Social events.

External Communication Consultation Options

- Ensure Council election information complies with the *Local Government Act 1995*.
- Council meetings - public access to meetings
- Minutes of all Council meetings and their sub committees, all minutes are available for public access.
- Advertising of Council meetings, tenders, positions vacant, expressions of interest and public notices.
- Central emails to and from community groups.
- Community forums.
- Community focus groups.
- Internet Website.
- Customer service and complaint register.
- Special public meetings
- Community surveys
- Supplier surveys
- Community service liaison staff
- Government grant application assistance to community groups
- Government partnerships
- Tendering process and transparency
- Customer Service Charter

- Newsletters
- Letter drops
- Availability of plans for public comment
- Input into the strategic planning process
- Published plans and reports for access by community
- Published financial statements and annual reports

5. RELATED DOCUMENTATION / LEGISLATION

- Local Government Act 1995
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4360: 2004 Risk Management

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	20 February 2013, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020
Previous Adoption	21 February 2007

5. Finance

Council Policy Name:	5.6 Sundry Debtors Recovery
Responsible Directorate:	Corporate Services

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 ~~60~~ 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 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 ~~Chief Executive Officer~~ 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 Chief Executive Officer is authorised to give 14 days' notice of intent to commence legal action and institute recovery proceedings.

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
Previous Adoption	19 January 2005

Council Policy Name:	5.8 Self Supporting Loans
Responsible Directorate:	Corporate Services

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.

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:

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

5. RELATED DOCUMENTATION / LEGISLATION

- [Nil Rates and Charges \(Rebates and Deferment\) Act 1992](#)

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020
Previous Adoption	19 January 2005

Council Policy Name:	5.9 Advances to Community Organisations
Responsible Directorate:	Corporate Services

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

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020
Previous Adoption	19 January 2005

Council Policy Name:	5.11 Purchasing Policy
Responsible Directorate:	Corporate Services

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

ETHICS & INTEGRITY

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.

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:

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;
2. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Pingelly policies and code of conduct;
3. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
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.

VALUE FOR MONEY

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.

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

1. 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.
2. 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;
3. 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);
4. 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.

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

SUSTAINABLE PROCUREMENT

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

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.

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

1. Have been determined as necessary;
2. Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
3. Demonstrate environmental best practice in water efficiency.
4. 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;
5. 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.
6. For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
7. For new buildings and refurbishments – where available use renewable energy and technologies.

LOCAL AND REGIONAL PRICE PREFERENCE POLICY

Where possible goods and services should be sourced locally, taking into consideration value for money, price, quantity and availability.

Local Price Preference – For suppliers located within the Shire of Pingelly:

- 10% - where the contract is for a value of up to and including \$20,000.
- 5% - where the contract is between the values of \$20,000 and \$50,000.

Regional Price Preference – For suppliers located in a Shire sharing a common boundary with the Shire of Pingelly, plus suppliers located in the Shire of Narrogin:

- 5% - where the contract is for a value of up to and including \$20,000.
- 2.5% where the contract is between the values of \$20,000 and \$50,000.

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:

1. More timely delivery with shorter supply lines;
2. The opportunity for local product demonstrations and references, with consequentially reduced risk in the decision making process;
3. More convenient communications and liaison;
4. Better knowledge of local conditions; and
5. Benefits to the Shire from local employment and economic spin-offs.

Purchasing Thresholds

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

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

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.

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

ORDERING THRESHOLDS

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

Officer	Order Limit (\$)
Chief Executive Officer	Unlimited
Executive Manager Corporate Services	\$50,000
Executive Manager Technical Services	\$50,000
Works Coordinator	\$15,000
Executive Assistant	\$1,000
Senior Mechanic	\$3,000
Administration Officer Technical	\$3,000
Community Development Officer	\$34,000

NOTE: The general principles relating to written quotations are;

1. An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
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
3. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
4. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
5. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
6. Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

REGULATORY COMPLIANCE

Records Management

For Tenders and formal Request for Quotations (RFQ)

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

1. All tender or RFQ documentation
2. Internal documentation
3. Evaluation documentation
4. All correspondence including enquiry and response documentation
5. Notification and award documentation

For direct procurement

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

1. Quotation documents
2. Internal documentation
3. Order forms

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. The written record shall include:

1. Details of the goods and services required
2. Name of any supplier who has been requested to provide a quotation and the date on which it was requested
3. Name of any supplier who submitted a quotation, the amount of the quotations

This information is to be recorded in the pre-printed verbal quotation section on the Office Copy Purchase Order.

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.

Exemptions

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

1. Purchases of Goods and/or Services under:
 - Current Western Australian Local Government Association (WALGA) Preferred Supplier Contracts
 - 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.
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.

Written confirmation of this must be made in accordance with the record management section of this policy.

Note: The application of provision "sole source of supply" should only occur in limited cases and experience indicates that generally more than one supplier is able to provide the requirements.

3. An emergency situation as defined by the Local Government Act 1995.
4. The purchase is under public auction which has been authorised by Council.

5. The purchase is for petrol, oil or other liquid or gas used for internal combustion engines.
6. Shelf acquired non bulk Grocery, Alcohol, Sundry Hardware and Stationery

No quotations are required for the procurement of non-bulk fixed price retail grocery, alcohol, sundry hardware and stationery products to be sourced off the shelf from retail stores that are open to the public. It is considered that the non-negotiable pricing together with strong competition within the sector is sufficient to provide best pricing.

7. Software Support/Maintenance

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

The value of the contract is less than or equal to \$150,000 and;

The responsible office 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.

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

Anti-Avoidance

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

5. RELATED DOCUMENTATION / LEGISLATION

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

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 21 May 2014, 18 February 2015, 17 June 2015, 4 November 2015, 18 November 2015, 15 June 2016, 17 May 2017, 18 July 2018, 15 July 2020
Previous Adoption	21 February 2007

Council Policy Name:	5.14 Corporate Credit Cards
Responsible Directorate:	Corporate Services

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

N/A "Credit Card" is defined as a facility allowing the cardholder to pay for goods and services on credit.

"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.

"Personal Expense" is defined as any expense not of a business nature.

4. POLICY STATEMENT

4.1 Objective

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 Area of Application

Employees classified as the Chief Executive Officer and Director Corporate and Community Services.

4.3 Policy Measures

~~"Credit Card" is defined as a facility allowing the cardholder to pay for goods and services on credit.~~

~~"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.~~

~~"Personal Expense" is defined as any expense not of a business nature.~~

The following policy statement governs the issue and use of corporate credit cards.

1. Credit cards may be issued to the following members of staff:

- The Chief Executive Officer, Executive Manager Corporate Services, and Executive Manager Technical Services.
- The use of credit cards by Officers is restricted to business expenses only. The use of corporate credit cards for any item of personal expenditure is expressly disallowed;

- ~~(c) All credit card receipts are to be handed to the accounts department for reconciliation and allocation purposes;~~
- ~~(d)~~
- ~~(e) Any staff member who needs to use a corporate credit card to purchase goods and services must provide an invoice, or documentation to support their request, to the relevant senior staff member cardholder before any payment is made via credit card;~~
- ~~(d) Officers utilising the credit card are to do so only with the prior authorisation of the Chief Executive Officer.~~

~~(e)~~(d) Corporate credit cards are issued with a credit limit of \$10,000 for the Chief Executive Officer and \$5,000 for Executive Managers.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 June 2014, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020
Previous Adoption	20 February 2020

Council Policy Name:	5.15 Community Grant Scheme
Responsible Directorate:	Corporate Services <u>Chief Executive's Office</u>

1. PURPOSE

- 1.1 To provide financial assistance to community groups 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 incorporated bodies undertaking projects and programs within the Shire of Pingelly or that provide benefit to residents and visitors of the Shire of Pingelly. Projects will be expected to meet priority areas 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:
- building capacity within local community groups, volunteers and residents;
 - supporting our young people;
 - supporting our older people;
 - providing opportunity to be healthy and promote wellbeing;
 - supporting and encouraging cultural diversity and inclusion;
 - developing and attracting art projects and increasing participation; and
 - generally building the strength, engagement and cohesion of the community.

3. DEFINITIONS

- 3.1 Community – refers to the people that live, work or recreate within the Shire of Pingelly;
- 3.2 Eligible Organisations – Incorporated associations (or auspiced through an incorporated association with written acknowledgement) and 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 \$3,000 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.

For applications to proceed to assessment they must:

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

4.2 Assessment

Applications will be assessed according to:

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

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:

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

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

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

4.3 Additional Information

- 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;
- Council reserves the right to request copies of quotes or audited financial information;
- It may be appropriate to redirect applicants to more appropriate sources of funding prior to considering the project funding application;
- 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

Review Frequency	Three Yearly
Council Adoption	17 May 2017, 19 July 2017, 18 July 2018, 18 March 2020, 15 July 2020
Previous Adoption	16 April 2014

Council Policy Name:	5.16 Sponsorship Policy
Responsible Directorate:	Corporate Services Chief Executive's Office

1. PURPOSE

- 1.1 The purpose of this Policy is to maximise financial and in-kind assistance to Shire activities, events, assets and services, to the mutual benefit of both parties

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

Overview The Shire of Pingelly 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. This Sponsorship Policy adopted by the Pingelly Shire Council is aimed to ensure that probity and accountability is maintained in the selection or appointment of sponsors and in managing those sponsorships.

Objectives The Sponsorship Policy

1. To heighten awareness of probity and accountability issues within Council and protect Council, Councillors and staff from being compromised.
2. To reduce the risk of corrupt conduct and provide a useful starting point for potential commercial sponsors.
3. To ensure a consistent corporate approach to seeking sponsorship opportunities.
4. To set rules for entering into sponsorship agreements.
5. To clearly identify responsibility and accountability levels.

Sponsorship What is Sponsorship?
Sponsorship is the purchase of the right to associate the sponsor's name, products and/or services with the Shire's service, product or activity in return for agreed benefits. Sponsorship rights can be purchased through financial contributions or the provision of in-kind goods or services. Sponsorship is not a grant or donation. Sponsorship is a business relationship in which both the Sponsor as well as the Shire should benefit.

Policy

1. When this Policy applies: Sponsorship of the Shire of Pingelly's assets or events.

This Policy applies only when a Shire of Pingelly ("the Shire") project, event or asset funded/owned or managed by the Shire receives the sponsorship. The Chief Executive Officer (CEO) of the Shire will sign any Sponsorship Agreement, or Sponsorship Letter with the Sponsor in accordance with this policy.

2. Determining whether to have Sponsorship

Sponsorship benefit for an event may be in the form of assistance in funding the cost of holding an event, where the Sponsorship involves cash. Alternatively, it may be in the form of in-kind services for which payment would otherwise be required. Sponsorship may also take the form of participants at an event receiving products or services that are desirable or useful to the participants.

Sponsorship benefit for an asset may be in the form of assistance in funding the asset or its ongoing maintenances/costs, where the Sponsorship involves cash. Alternatively, it may be in the form of in kind services or products which would otherwise have had to be paid for, e.g. equipment or labour.

A decision should be made in regards to each Event/Asset about:

- whether or not to seek/accept Sponsorship.
- the identity of acceptable Sponsors.
- the benefits of the Sponsorship to the Shire and the Sponsor.
- the form of any Sponsorship.
- the resources required and obligations upon the Shire as a result of the Sponsorship.
- any risks to the Shire or Sponsor associated with the Sponsorship.

A Sponsorship Proposal outlining the above details will be completed for each Event/Asset. Any Event sponsorship over \$5,000 or Asset sponsorship shall be endorsed by Council prior to the signing of any Sponsorship Agreements or Sponsorship Letters.

3. Decision making framework

In making a decision about Sponsorship, the following framework will be considered.

Guideline 1: Identity of Sponsor

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.

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.

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 specific obligations that the Shire will have as a result of the Sponsorship need to be assessed, including:

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

Guideline 8: Local preference; No favouritism

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

Guideline 9: A Business Approach

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

4. Operational Matters

A sponsorship arrangement is a formal business agreement and should be described in an appropriate written form. Sponsorship agreements constitute contracts and should only be administered by an Executive staff member.

Only sponsorship arrangements up to the value of \$5,000 being a cash payment for, or in-kind provision of hospitality at a conference or participants at an event receiving products or services that are desirable or useful to the participants are able to be approved by the CEO.

Sufficient resources must be made available to enable the promised sponsor benefits to be delivered.

Sufficient information should be collected and provided to enable the sponsor to evaluate the outcomes of the sponsorship.

The benefits which are provided should match the level of sponsorship.

5. Assessing/Approving Sponsorship Proposals

All Sponsorship Proposals must be appropriately documented outlining the benefits accruing to any potential sponsor and shall contain the following information:

- Type of event/asset.
- Amount/type of sponsorship.
- Sponsor's details.
- Responsibilities of the Shire.
- Conditions of the sponsorship, inc. any requirements – location, timing, expectations.
- Period of the sponsorship.

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 CEO for endorsement. The request for endorsement will detail on what grounds the sponsor was selected.

All Sponsorship Proposals over \$5,000 must be approved by the CEO, endorsed by the Council and will be in compliance with the requirements of the sponsorship policy.

A formal offer of sponsorship will then be made in writing, specifying in detail the sponsorship and its outcomes to ensure there is no disagreement between the Shire's and the sponsor's expectations.

6. Sponsorship Agreements

There is no required format for a sponsorship agreement. Sponsorship agreements could vary to be in the form of a letter outlining the Shire's requirements and conditions, or, for larger amounts, could consist of a detailed legal contract. It may also be a requirement of the Sponsor who may stipulate and supply an agreement to be signed. Depending on the complexity of the sponsorship project, consideration will need to be given by the recommending officer as to the form of agreement that should be used. All sponsorship agreements need to state essential information as provided in this Policy.

7. Information on Sponsorship Agreements

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.

8. Naming Rights

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.

9. Signage

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

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018, 15 July 2020
Previous Adoption	21 September 2017

Council Policy Name:	5.17 Correct Usage of Shire Fuel Cards Policy
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to ensure that all purchases made on Shire's Fuel Cards are correctly accounted and recorded.

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 To provide an alternative mechanism for the purchase of fuel for Shire supplied vehicles and relevant associated parties (e.g. Bushfire Service), employees and associates are away from Pingelly or on weekends. (Employees are required to fuel up at sites only accepting the Shire issued fuel Card).
- 3.2 To ensure that only goods and services obtained are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records.
- 3.3 To ensure that all fuel dockets not relating to the fuel card for the designated vehicle are to be forwarded onto Council's Accounting Staff in a timely manner (Once a week).

4. POLICY STATEMENT

4.1 Procedures

Employees driving a Shire supplied vehicle, where required will be issued with a Shire owned Fuel Card.

- a) Ensure that the fuel cards are only used for Unleaded Fuel, Diesel or Gas.
- b) As a minimum employees must provide the following information to the console operator after fuelling the vehicle:
 - Card PIN and or signature if required.
- c) If the Plant or Registration is not printed on the fuel docket the driver is required to write the information on the docket.
- d) The fuel card dockets must be sent to Shire's Accounting Staff in a timely manner (once a week) this is preferably the next working day. However, an acceptable time will be within 5 working days of returning to work. Fuel docket not relating to the designated vehicle should have the plant number written on it and be signed by the employee or associate using the vehicle.
- e) Accounting Staff will then verify that all fuel dockets have been received and will then process the fuel card statement for authorisation by the Director of Corporate and Community Services.

- f) The Accounting Staff will maintain a register of all employees and associates who have been issued with Shire Fuel Cards.
- g) All employees must ensure that they adhere to the requirements of the policy. Otherwise they may forfeit the use of the Fuel Card.

4.2 Risk Management and Fraud Control

- a) Employees are to use the fuel card for the purchase of fuel relating to Shire business and for authorised private usage.
- b) All employees issued with a fuel card will be required to sign a document acknowledging their compliance with the fuel card policy once adopted by Council.
- c) Annual reviews of the usage of the fuel card will be conducted by the Director of Corporate and Community Services. A report will be submitted to the Executive Management Team as required detailing any issues on the use of the fuel cards.
- d) Where a card is lost, stolen or damaged the holder must notify the Director of Corporate and Community Services immediately. Steps will then be taken to cancel the card and reissuing a new fuel card.
- e) Appropriate measures will be taken to ensure cardholders adherence to the Policy. These measures may include cancellation of the fuel card, or any other measures deemed necessary by the Chief Executive Officer. This could include disciplinary action.
- f) It is the responsibility of the cardholder to return the fuel card to the Finance department on resignation or termination from the Shire of Pingelly. The Shire's Senior Finance Officer will follow up on any cards that are not returned.
- g) Other methods of payment, such as cash are only to be used in exceptional circumstances. An example of this is where there are no service stations that accept a Shire operated fuel card. The employee or associate must make every effort to seek out a service station that accepts a Shire operated fuel card. In the case of using cash to pay for fuel purchases, the reimbursement of the fuel payment must be authorised by the Director of Corporate and Community Services or Chief Executive Officer.

5. RELATED DOCUMENTATION / LEGISLATION

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

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 May 2018, 15 July 2020
Previous Adoption	16 May 2018

7. General

Council Policy Name:	7.5 Pingelly Primary School - Trophies
Responsible Directorate:	Corporate Services

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

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020
Previous Adoption	19 January 2005

Council Policy Name:	7.11 Pingelly Museum Collection Management
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the collection management policy for the Pingelly Museum.

2. SCOPE

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

3. DEFINITIONS

- 3.1 ~~By museum we mean~~Museum: a non-profit making, permanent institution, in the service of society and its development, and open to the public, which acquires, conserves, researches, communicates and exhibits, for purpose of study, education and enjoyment, material evidence of people and their environment¹.
- 3.2 ~~By best practice~~Best Practice: ~~we mean~~ establishing and maintaining minimum standards for the full range of museological functions to provide a framework for the development and growth of the museum. This would include a high degree of innovation to maximise limited resources.

¹~~Standard International Congress of Museums definition.~~

4. POLICY STATEMENT

- 4.1. Origins
The Museum of Pingelly was established through a partnership between the Pingelly Shire Council and the Pingelly Museum group, now under the umbrella of the Pingelly Development Association. The Museum building was originally built in 1898 as a School and operated as such until 1906. It then served a number of roles until 1977, most notably as a courthouse. The building is owned by the Pingelly Shire Council and operated by the Museum group.
- 4.2 Mission Statement
To serve the Shire of Pingelly and local districts through the establishment and operation of a best practice museum.
- 4.3 Management
Management of the collection and the carrying out of functions set out in this policy are the responsibility of the Pingelly Museum group, a sub committee of the Pingelly Development Association Inc.
- 4.4 Ownership of Collection
All material at the Museum shall be deemed the property of the Pingelly Shire and subject to management by the curatorial staff of the Pingelly Museum.
- 4.5 Review of Policy
Periodic reviews of the Collection, its policy and its operating procedures may be initiated by Council, acting either alone or on advice from staff responsible for the collection (ie at least once every five years).

Such reviews will normally be conducted by a committee, including members with relevant curatorial experience and museum staff.

4.6 Authority for this Policy

This policy was adopted by the Shire of Pingelly on the 17 September 2008. It shall provide the framework in which the Museum collection operates, and remain in force until it is withdrawn or amended following an expert review as provided in clause 5 above.

4.7 Geographic Area

Shire of Pingelly local government area, plus districts including Popanyinning and Pumphreys Bridge. Material offered to the Museum from surrounding Shires not relevant to our collection to be referred to the appropriate museum or historical society in those Shires eg Brookton, should the items on offer fall within their boundaries. All other items to be referred to place of origin.

4.8 Themes and Types of Objects

All themes which relate to the history and development of Pingelly and its people.

Two priorities to be maintained:

- (a) record and maintain an archive of oral histories focused on significant items within the collection.
- (b) Make use of environmental themes to integrate the existing collection when planning new exhibitions and educational activities.

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

Note: The immediate priority is to care for the existing collection.

Generally, allowing for notable exceptions, the Museum will **not** collect the following:

- Moved buildings or items of moveable heritage that should be left in situ;
- Large agricultural machinery or parts of such machinery;
- Items which have no provenance to the Shire of Pingelly;
- Books, periodicals, magazines or documents unless they are directly linked to an item in the collection and add value to that item;
- Whole private collections of oddments which do not relate to the themes of the Museum;
- Cars, trucks, engines and other large mechanical items or parts of such machinery;
- Parts of demolished buildings;
- Firearms and explosive devices;
- Newspaper collections;
- Large medical equipment;
- Textiles which require specialised conservation;
- Skeletal remains.

4.9 Desirable Themes/Items for the Collection

When seeking new material the Museum would generally give priority to the following types of records:

- Oral Histories about the people, places and events of Pingelly
- Personal military material relating to Pingelly men and women at war;
- Diaries from people living in Pingelly;
- Historical photographs, albums and films relating to Pingelly;
- Pingelly businesses and industries;
- Products made in Pingelly;
- Pingelly sporting material.

4.10 How the Museum will Collect

- 4.10.1 The Museum will acquire material through donation, bequest, purchase or transfer.
- 4.10.2 The only time the Museum will accept material on loan is for specialised exhibitions with designated time periods.
- 4.10.3 No item(s) will be accepted with conditions attached eg a stipulation that item(s) must be placed on permanent display.
- 4.10.4 The Museum retains the right to refuse material which does not comply with the Collection Criteria.

An Acquisition Committee will determine whether an item is to be accepted into the Museum's collection (items which do not meet the **basic** selection criteria (i.e. 4.11.1, 4.11.2, and 4.11.3 listed below) are **not** to be forwarded to the Committee for a decision).

4.11 Collection Selection Criteria

Selection criteria for accepting material into the Museum's collection:

- 4.11.1 The donor or vendor has legal title to offer the item(s) to the Museum.
- 4.11.2 The item(s) relate to the Shire of Pingelly, its history, development and people in a significant way.
- 4.11.3 The item(s) have a good story that would enhance its historical value.
- 4.11.4 The item(s) is in a good original condition, complete and unmodified.
- 4.11.5 The item(s) is not duplicated in the collection.
- 4.11.6 The item(s) appears on the desirable list in point 9 of this policy.
- 4.11.7 The Museum has adequate storage space to house the item(s).
- 4.11.8 The Museum staff has sufficient time to document the item(s).
- 4.11.9 There are no restrictions whether legal, cultural or conservation which would prevent the item(s) being placed on display.
- 4.11.10 The item(s) is best suited for our collection and not that of another institution.

The minimum requirement for accepting new material into the collection is compliance with points 4.11.1, 4.11.2, and 4.11.3 above.

Should the item(s) meet the selection criteria, adequate information will be recorded in order to write a Significance Statement.

4.12 Declining Item(s)

When declining item(s) offer appropriate alternatives to donors:

- Keep the item(s) in the family or among friends.
- The item(s) may be better suited to another museum or collection etc.
- If the item fulfils the selection criteria, the donor retain the item until such time as we are in a position to properly care for it.
- If the item relates to another town, city or region, has a good story and is in good condition, offer it to a Museum in that town, city or region.
- Consider selling the item if they are comfortable doing so.
- Offer the item to a charitable organisation eg St Vincent de Paul's or Salvation Army.
- Discard the item(s) as a last resort i.e. disposal, recycle.

4.13 Care of the Collection

This section details collection management activities for processing material once accepted into the collection and management issues relating to items in the existing collection (accessioned and non-accessioned).

4.13.1 Documentation - Existing Collection:

The first priority is to document the existing collection using MOSAIC software.

Note: This will require an extended period of time as there is a backlog of material and in many instances rudimentary record keeping.

Where existing material is accessioned (ie written in accession register, allocated number and present in collection) this information be incorporated into MOSAIC.

If a previously accessioned item cannot be located in the collection the information is not to be incorporated in MOSAIC.

Where existing items have not being previously accessioned (ie not written in register and not allocated an accession number) the selection criteria be applied to these objects to determine whether they should be formally accepted for the registered collection.

If items do not meet the selection criteria they will be put aside to determine their fate in discussion and agreement with the Pingelly Museum group. Where such items relate to other towns or shires, they will be considered for transfer to museums in these localities after consultation and agreement with the Museum group, donors (if known) and those individual museums. Where such items cannot be conveniently relocated they will be put aside for an appropriate form of disposal in consultation and agreement with the Shire of Pingelly (See disposal procedures Section 15).

4.13.2 Documentation - New Material

With regard to new material accepted into the collection the following procedures to be followed:

- A receipt listing the name, address and contact numbers of the donor as well as a description of the item(s) to be issued on acceptance of material. Staff to use the receipt template created for this purpose. Receipt to be dated and issued in duplicate and both copies to be signed by both.
- As much information and history about the item(s) to be recorded on a separate form on acceptance. (In some instances the donor will have to be contacted again to supply further information.)

Note: Acquiring detailed information about an item in order to fulfil Selection and Significance Criteria is an extremely important part of the acceptance process.

- The item(s) to be assigned an accession number (the Museum's number system includes the year followed by a number in chronological order of acceptance ie 02/01, 02/02, 02/03 etc.
- The item(s) to be written into the Accession Register listing the date of acceptance, accession number assigned to an item, name and address of donor, brief description of item, location in Museum.
- The item(s) to be physically marked with their accession number (the application of the number not to damage item).

- The item(s) to be catalogued completing the information fields in MOSAIC software.
- The item(s) to be placed in an appropriate storage box and storage space with a printed copy of its Object Record printed out from MOSAIC and placed with it.
- A Significance Statement should be written for the item(s) using the Significance Criteria as a guideline.
- It is extremely important that when an object is moved its new location is recorded on MOSAIC software.

4.14. Conservation & Storage

The Museum will make a determined commitment and effort to provide the best possible physical care for the collection. The first priority is the existing collection and includes:

- Wrap or insert items in suitable material (tissue paper, bubble plastic, mylar sleeves, calico jackets, hanging files). pack them in boxes or storage cabinets and/or place them on shelving in a secure storeroom.
- Storeroom(s) to be kept dry, clean and free of pests and ultra-violet light.
- Large agricultural items to be kept under cover in outbuildings or sheds.
- Location of item(s) to be recorded and kept up to date on MOSAIC in order to facilitate locating items.

4.15. Deaccessioning

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.

4.15.1 Deaccessioning Criteria

Criteria for assessing whether an item should be considered for deaccessioning are:

- The item(s) is not from Pingelly but comes from another town, city or region.
- The item(s) lacks local significance ie there is an absence of supporting information to enable proper identification or relevance to the collection.
- The item(s) is in a poor physical condition ie irrevocably damaged or deteriorated beyond repair.
- The item(s) falls outside the scope of the Museum's collection policy.
- The item(s) is duplicated in the collection and of a lesser quality.
- The item(s) is not original ie a replica, copy or fake.
- The item(s) is subject to a substantiated claim by indigenous people for the restitution of sacred material.

4.15.2 Deaccessioning Procedure

The Museum shall prepare written documentation for each item being deaccessioned giving a reasoned recommendation stating why the item(s) should be formally removed from the collection (using the above deaccessioning criteria as a guide). The documentation includes the Museum's recommendation on disposal.

The Museum's recommendation(s) to be forwarded to the Pingelly Shire Council for approval.

Staff at the Museum (including casual staff and voluntary workers) and members of the Museum Advisory Committee, Councillors of the Pingelly Shire Council or their families, are prohibited from acquiring any deaccessioned item.

4.15.3 Disposal of Deaccessioned Material

Once items are deaccessioned a decision must be made on an appropriate form of disposal ie sale, gift, transfer, exchange, alternative internal use (eg educational tool) or destruction. It is essential to make sure that deaccessioned material is free of any conditions which would interfere with their disposal i.e. check the record keeping. As an additional safeguard a minimum period of one year should elapse between the approval for deaccessioning and disposal of an item, at which time it would be reviewed by the Museum. The review task should take place during September of each year.

The preferred form of disposal for material from another area would be to an institution (ie Museum, Library, Archive or Historical Society) from where the item came). In the event of an item being sold ie through auction, the funds received be used for caring for the collection.

Deaccessioned material to be destroyed only in rare and extreme circumstances ie item irreparably damaged, diseased, is no longer of historical, aesthetic, social or economic value or because it is dangerous to keep.

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

4.16. Loans

There are two types of loans: incoming and outgoing. In both instances the Museum would only consider accepting loans or granting loans if they are for exhibition purposes or bona fide research purposes with prescribed time periods.

When dealing with Outgoing or Incoming Loans the Museum use its standard loan agreements. Permanent or long term loans to be avoided.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 June 2010, 17 June 2015, 17 May 2017, 18 July 2018, 15 July 2020
Previous Adoption	17 September 2008

10. Staff



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 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:
 - a. Executive Manager Corporate Services; and
 - b. Executive Manager Technical Services.
- 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-Director 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:
 - a. for any period exceeding four continuous weeks; or
 - b. in the event that the Chief Executive Officer is incapacitated or otherwise unable to make an appointment under paragraph 4.6.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June, 2015, 16 September 2015, 17 May 2017, 18 July 2018, 20 November 2019, 15 July 2020
Previous Adoption	19 January 2005

14.3 Lease Expressions of Interest - Old Courthouse

File Reference:	ADM0034
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Draft EOI document
Previous Reference:	Nil

Summary

Council is requested to endorse the call for Expressions of Interest for the lease of the Pingelly Old Court House at 15 Parade Street Pingelly.

Background

At its June 2020 Ordinary Meeting, Council agreed to proceed with the Memorial Park re-development as a part of the Drought Communities Programme funding. This project is expected to contribute positively to the Pingelly economy. The Old Courthouse is situated within the Memorial Park precinct. This has been utilised by the Museum Group for a number of years, with the opportunity now present to transform this building into a use that will complement the Memorial Park upgrade.

The Museum Group have been involved with the Town Hall Reference Group and have vacated the Old Courthouse in favour of a holistic tourism based display at the Town Hall.

It is recommended that Council seek Expressions of Interest (EOI) for the lease of the building, with a view to considering operators committed to the growth and progression of Pingelly, and who will provide an addition to the visitor experience, while remaining sensitive to the architectural, historical and social importance of the building.

Comment

With the pending completion of the redevelopment of Memorial Park, and the move of the Museum Group to the Town Hall, the Old Courthouse will shortly be vacant and available for lease.

It is recommended Council consider seeking Expressions of Interest from suitably qualified and experienced operators who will value the buildings heritage, and look to engage with visitors to Pingelly. The leased area is anticipated to include the entirety of the building, and could extend to a portion of the grounds if a lessee required an outdoor area. It is expected that by sourcing a commercial tenant for the building, local community benefits may include job creation, increased visitation to the town centre and economic growth.

The key elements of the draft Expression of Interest include:

- The Shire is specifically seeking EOI's from those in the arts, culture, tourism or hospitality industries which can deliver an outcome within the Old Courthouse building, that is complementary to the Memorial Park Precinct re-development and aligns with the Shire's vision of increasing tourism visitation and experiences.
- In order to obtain a tenant that is highly advantageous to the area, the Shire of Pingelly is offering the tenancy for the initial 3 years, at the cost of outgoings only. Outgoings (Shire rates, water rates, Emergency Services Levy, building insurance) are anticipated to be approximately \$265 per month.
- It is envisaged that the fixtures within the main courtroom would be predominantly retained.
- Responses to the Expression of Interest are to include:
 - Summary of use
 - Extent to which the use will benefit tourism
 - Extent to which the use will activate the site

- Extent to which the use will be complementary to the Memorial Park re-development
- Detail of hours and days of operation that the proposal would typically involve
- How many staff (or volunteers) would perform activities as a part of the proposal
- Experience in the proposed activity
- Preferred timeframe for accessing the building and commencing operations
- Proposed length of lease
- Detail of any changes proposed to the building

A draft Expression of Interest document has been developed (attached), for promotional purposes. Images within this draft will be updated prior to the commencement of advertising, to reflect the current works to the building which are nearing completion.

The approximate timing for this process is:

- Advertising commences Monday 28 June 2021
- Site Inspection Dates
 - Thursday 1 July 10am
 - Tuesday 6 July 2pm
- Expressions of Interest close 26 July 2021
- Assessment process concludes 18 August 2021

Consultation

It is proposed that an Expression of Interest process be undertaken via public notification in local newspapers, on the Shire of Pingelly website and social media for a period of three to four weeks to allow sufficient opportunity for a commercial operator to consider the lease of the facility.

Statutory Environment

Under Section 3.58 of the Local Government Act 1995 (the Act), a disposition of land includes leasing of local government property. If a local government does not dispose of property via a public auction or the public tender method, the proposal must be advertised for public comment – unless the proposal is an ‘exempt’ disposition.

A disposition of property is exempt from Section 3.58 under Regulation 30, Part 6 Miscellaneous Provisions of the Local Government (Functions and General) Regulations 1996 if the land is to be used for charitable, benevolent, religious, cultural, educational, recreational, sporting or other like purposes.

Policy Implications

Nil

Financial Implications

The successful leasing of the facility will have a minor positive impact on the Shire, as currently, water rates, utilities and insurance are the responsibility of the Shire. This positive impact is estimated to be \$3,000 per year.

Strategic Implications

Goal 1	Economy
Outcome 1.1	The Shire experiences significant new business growth and employment and is known widely as an innovative and collaborative community which is attracting new population and investment.
Strategy 1.1.4	Support business and community tourism promotion initiatives.

Risk Implications

Risk	Endorsing a tenant without sufficient business experience and / or relevance to the site may resulted in additional periods of the facility being
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	vacant. Existing businesses may resent additional / similar businesses entering into the market.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Further Council decisions following the EOI process will enable consideration of the risks that arise from specific proposals.

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Simple Majority

Recommendation:

That Council authorises the call for Expressions of Interest for the lease of the Pingelly Old Court House at 15 Parade Street Pingelly, in accordance with the attached Expression of Interest documentation.

13012

Moved: Cr McBurney

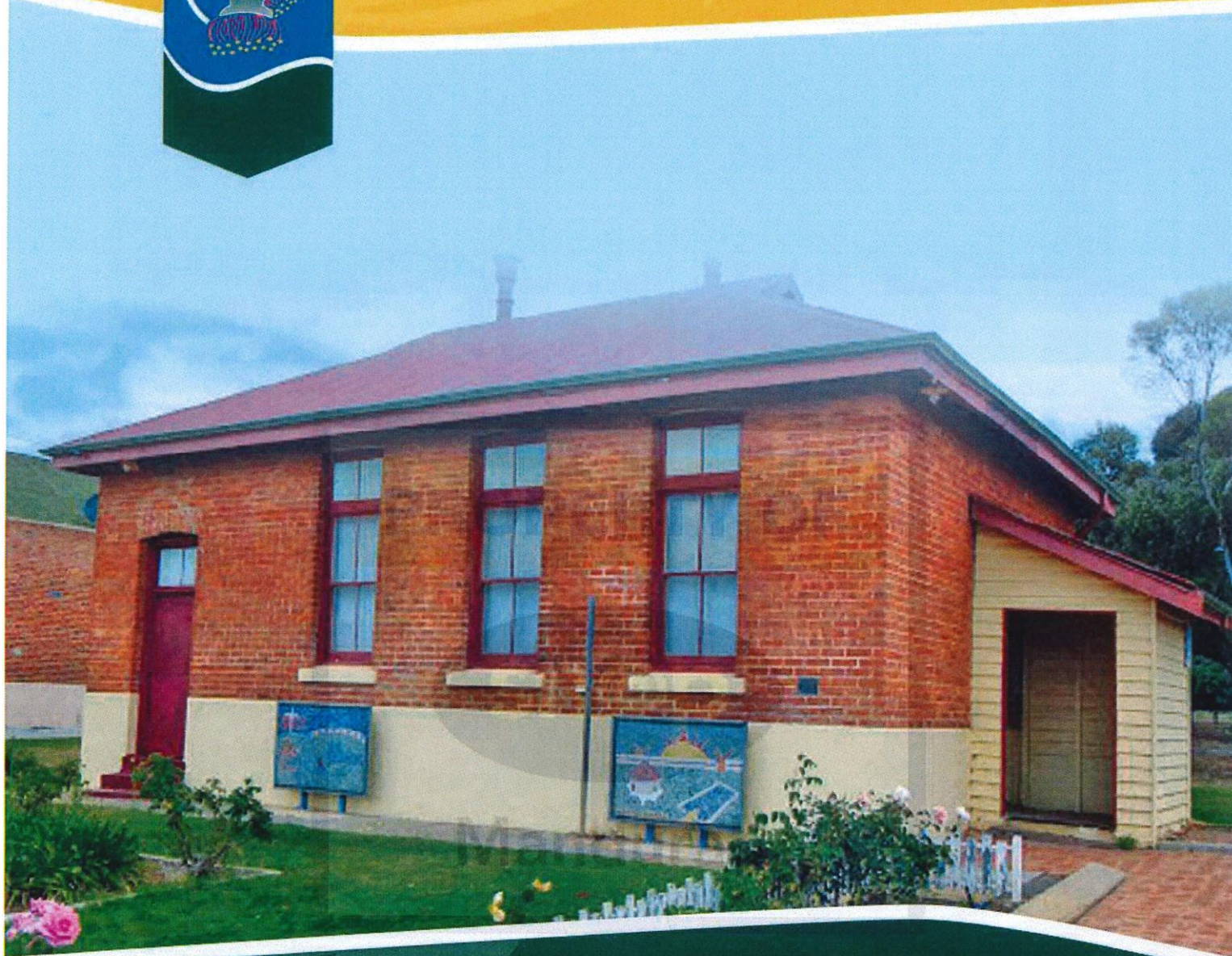
Seconded: Cr Hotham

Council Decision:

That:

- Council authorises the call for Expressions of Interest for the lease of the Pingelly Old Court House at 15 Parade Street Pingelly, in accordance with the attached Expression of Interest documentation.**
- Requests the Chief Executive Officer advertise the Expression of Interest in media platforms that are widespread and likely to fit the Arts, Cultural & Tourism portfolio, including local and metropolitan, both print and electronic media.**

CARRIED 7/0



OLD COURTHOUSE

Expression of Interest
Lease Opportunity

An exciting future in the Memorial Park Precinct

The Shire of Pingelly is seeking Expressions of Interest for a unique tenancy opportunity.

The Shire is specifically seeking EOI's from those in the arts, culture, tourism or hospitality industries which can deliver an outcome within the Old Courthouse building, that is complementary to the Memorial Park Precinct re-development and aligns with the Shire's vision of increasing tourism visitation and experiences, by transforming Pingelly into a must-visit destination.

The goal of Council is to secure a long-term lease to activate the site.

The tenancy would contribute to and develop the potential of Pingelly, in line with the Strategic Community Plan 2020-2030.

In order to obtain a tenant that is highly advantageous to the area, the Shire of Pingelly is offering the tenancy for the initial 3 years, at the cost of outgoings only. Outgoings (Shire rates, water rates, Emergency services Levy, building insurance) are anticipated to be approximately \$265 per month. Other costs that should be included when preparing a proposal include (but are not limited to) commercial rubbish and utilities.

Background

Pingelly is approximately 155 km from central Perth, and ideally situated as a day trip destination from the metropolitan area. It is located in the southern Wheatbelt Region, with a population of 1164 (2016 census); The Great Southern Hwy has an estimated traffic volume of 1320 vehicles per day.

The Old Courthouse is a much-loved building within the Memorial Park Precinct, with recent upgrades to both the Courthouse and Park anticipated to combine to become a leading destination in the Region.

The surrounding historical buildings and parkland already host cultural and commercial activities. These include a contemporary art gallery, museum, tourist information space, public event space, small business precinct, and areas for passive recreation.

The Memorial Park Precinct features an oil ages children's playground which attracts locals and visitors from across the region. A re-development of the Precinct valued at \$1 m, was completed in June 2021.

About the Facility

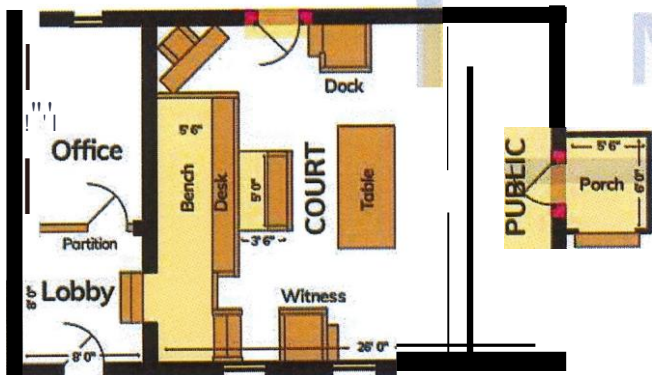
The Old Courthouse is approximately 67sqm and contains 3 rooms being:

- Main Courtroom (52.17sqm) - includes bench, dock, and witness stand. Main entry to the building is through this room from the north.
- Office (9.88sqm) - previously used as storage space.
- Lobby (4.88sqm)- previously used as office space.

It is envisaged that the fixtures within the main courtroom would be predominantly retained.

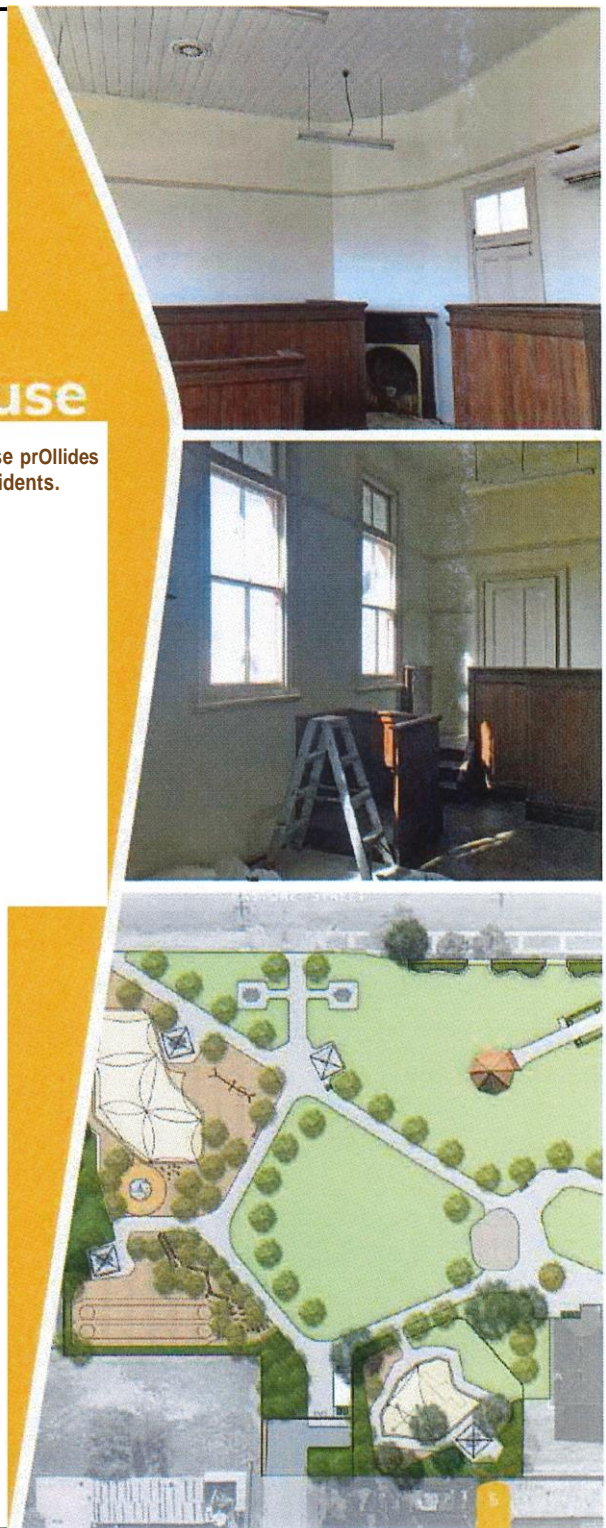
No kitchen facilities are present within the building and it is anticipated that the installation of a full commercial kitchen would be challenging.

Accessible toilet facilities are located close-by within Memorial Park, and are likely to meet the needs of the future lessee.



Pingelly Old Courthouse

The mix of uses surrounding the Courthouse provides a dynamic environment for visitors and residents.



EOI Requirements

- Detailed proposal including:
 - Summary of use
 - Extent to which the use will benefit tourism
 - Extent to which the use will activate the site
 - Extent to which the use will be complementary to the Memorial Park re-development
- Acknowledgement of the requirement to meet the outgoings
- Detail of hours and days of operation that the proposal would typically involve
- How many staff (or volunteers) would perform activities as a part of the proposal
- Experience in the proposed activity
- Preferred timeframe for accessing the building and commencing operations
- Proposed length of lease
- Detail of any changes proposed to the building

The information submitted to the Shire of Pingelly during the EOI process will remain confidential, however, information will be shared with those staff and Councillors involved in the assessment process. The Shire of Pingelly is under no obligation to continue dealing with one or any of the EOI respondents at any stage in the process. The Shire of Pingelly may elect, at its sole discretion, to pursue another idea or option.

PROPERTY Key Dates

Site Inspection Dates

Please contact admin@pingelly.wa.gov.au to register for the site inspection.

Thursday 1 July 10am

Tuesday 6 July 2pm

Timeline

26 July 2021

18 August 2021

20 August 2021

Expressions of interest close

Assessment process concludes

Successful applicant notified

PROPERTY OF



Mandurah

Shire of Pingelly

Administration Office:

17 Queen Street, Pingelly WA 6308

Phone: (08) 9887 1066

Email: admin@pingelly.wa.gov.au

pingelly.wa.gov.au



14.4 Draft Pingelly Youth Strategy 2021-25

File Reference:	ADM0323
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Community Development Officer
Disclosure of Interest:	Nil
Attachments:	Draft Pingelly Youth Strategy 2021-25
Previous Reference:	Nil

Summary

Council is requested to consider the Draft Pingelly Youth Strategy 2021-25 for the purpose of seeking public comment.

Background

The Shire of Pingelly Strategic Community Plan ranks ‘youth disengagement’ as the most critical issue for Council to address within the next decade. In response, there was provision made during the 2020-21 financial year to develop a Pingelly Youth Strategy.

In late 2020, the Shire of Pingelly formed the Pingelly Youth Network, a steering group comprising of community partners and stakeholders to guide the planning and implementation of the consultation, analysis and delivery phases of the Strategy. The formation of the Pingelly Youth Network provided an informed starting point to clarify understanding into ‘what we already know’.

Equipped with the knowledge of current trends and issues impacting local young people, the Shire conducted an engagement project with young people in Pingelly aged between 10 and 25 years old.

The attached document reports on the process of engagement and consultation that represents young people’s perspective and expectations while living and growing up in Pingelly. The data collected was used to inform the development of the Strategy.

Comment

The Pingelly Youth Strategy 2021-25 is the Shire of Pingelly’s commitment to supporting young people in Pingelly. For the first time, a whole of community, structured framework has been developed to inform the Shire of Pingelly’s involvement in youth services and ensure the needs of young people are formally considered in future planning.

Local Government has a leadership role in understanding and responding to the needs of young people in the community and representing their interests to other spheres of Government and the broader community. The priorities outlined in the Strategy will be used to inform the program of work undertaken by the Shire and local youth service providers.

In consideration of the limited amount of financial and workforce resources Pingelly has to allocate towards youth initiatives, and considering this is the first Youth Strategy to be adopted by Council, the actions contained within the Strategy are focused on what are both a priority and achievable.

The focus areas within the Strategy include:

- Participation - Young people need to have a say about the issues that affect them and are empowered to make meaningful contributions to decision making, community consultations and future planning in Pingelly.
- Health and Wellbeing - Young people need to have access to the information, support and services they need to be happy, healthy and empowered to make positive informed choices.
- Safety - Young people need to feel safe in their home and wider community, and have the skills and knowledge to make good choices about their personal safety.

- **Future Aspirations** - Young people need to have access to education and employment opportunities, as well as have their needs supported and advocated for on their behalf to attract services and activities to support their retention within the community.

The Shire consulted with members of the Pingelly Youth Network to co-design the focus areas for the Strategy that reflect a holistic approach to supporting young people.

Consultation

The consultation to inform the Pingelly Youth Strategy 2021-25 was delivered in two phases. Firstly, the Pingelly Youth Network (PYN) was established consisting of stakeholders already engaged in supporting young people in Pingelly, as well as interested members from the community. The purpose of the PYN was to function as a steering group during the planning and implementation phases of the Pingelly Youth Strategy 2021-25, as well as continue to meet quarterly during delivery to emerging issues and needs impacting local young people. The PYN were engaged to co-design the consultation approach to maximise the participation of young people in the process, as well as the identification of the focus areas to inform the scope of the Strategy.

The second piece of external consultation undertaken was the *Future Starts With You'th* consultation series which comprised of a three layered engagement approach to support maximum participation by the 10 – 25 years cohort, as well as remain fit for purpose to the needs of primary school students, high school students and young adults. The Year 5 and 6 class at Pingelly Primary School participates in an interactive and engaging workshop featuring enlarged questionnaires which required the student to place a post-it note, sticker or emoji to respond to multiple choice questions and statements. This was followed by small group work delivered in a world-café format comprising of open-ended questions. Next, Pingelly students completing high school in Brookton or Narrogin were engaged in a pop-up consultation booth at the bus stop located in the Town Centre. Participation was incentivised with a complimentary Community BBQ and opportunity to win iTunes gift cards. The final piece was engaging young adults (up to 25 years) living in Pingelly in a hardcopy survey, through consultation in their employment with local businesses, membership of sporting clubs, or connected in-person with members of the Pingelly Youth Network. Participation was incentivised with the opportunity to win an iTunes gift card.

Statutory Environment

Nil

Policy Implications

The Council's Consultation and Communication Policy 4.8 relates and the engagement processes were utilised in developing consulting with young people and stakeholders.

Financial Implications

For the purpose of this submission to Council, there is no financial implication or request for financial support at this time. If Council supports the dissemination of the Pingelly Youth Strategy 2021-25 for public comment and there is appetite to pursue the actions and recommendations within the document, then the implications of providing additional support and service to young people in Pingelly would inevitably require resources and funding.

Strategic Implications

Goal 2	Community
Outcome 2.5	The young, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment.
Strategy 2.5.2.2	Develop a Youth Strategy.

Risk Implications

Risk	The primary risk to Council is ultimately not endorsing the Pingelly Youth Strategy 2021-25
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	which may lead to an uncoordinated approach to supporting young people and a mis-alignment to the community's expectations.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Simple Majority

13013

Moved: Cr Camilleri

Seconded: Cr Narducci

Recommendation and Council Decision:

That Council endorses the advertising of the Draft Pingelly Youth Strategy 2021-25, for the purpose of seeking public comment for a minimum period of 14 days, with the final Strategy to be presented to Council to consider any submissions and amendments.

CARRIED 7/0

Draft Youth Strategy 2021-25



Contents

3

Summary

4

A Vision for a Youth Friendly Community

5

Background

7

Focus Areas

8

Participation

10

Health and Wellbeing

12

Safety

14

Future Aspirations

This document can be made available in alternative formats on request.

Summary

The Pingelly Youth Strategy 2021-25 is the Shire of Pingelly's commitment to supporting young people in Pingelly. For the first time, a whole of community, structured framework has been developed to inform the Shire of Pingelly's involvement in youth services and ensure the needs of young people are formally considered in future planning.

Local Government has a leadership role in understanding and responding to the needs of young people in the community and representing their interests to other spheres of Government and the broader community. The priorities outlined in the Strategy will be used to inform the program of work undertaken by the Shire and local youth service providers.

The Shire values, supports and respects our young people, as well as recognises the important role young people fulfill within community life. The transition from childhood to adulthood is a significant period of change, so this Strategy formally acknowledge the rights of young people to participate in local matters and recognise the need to support their involvement in decision making and future planning for Pingelly.



A Vision for a Youth Friendly Community

The Department of Communities defines a Youth Friendly Community as one “where young people are treated with respect and where they feel safe, welcome and included. It is a community that encourages and recognises the participation and contributions of young people, supports youth development and provides youth-friendly services, facilities and programs”.

A Youth Friendly Community is guided by the following principles:

1. Local Government support
2. Partnerships in the community
3. Building relationships with young people
4. Diversity of young people
5. Ownership by young people
6. Holistic approach when consulting young people
7. Flexible approach to consulting young people
8. Fun and innovation
9. Evaluation and feedback
10. Views of young people embedded in community strategic planning

These principles link back to UNICEF’s “Child Friendly Cities” Framework (UNICEF, 2004).



Background

What can the Shire do for young people?

Planning

Work with service providers, community stakeholders and young people to support an integrated service at various levels of planning to identify and respond to service and facility gaps and opportunities.

Service Provision

Deliver services and programs directly to young people that focus on promoting positive participation in community life.

Facility Provision

Provision of hard infrastructure, in accordance with policy standards and requirements, to deliver services and programs to young people that focus on promoting positive participation in community life and provide prevention and early intervention services to improve young people's health and wellbeing.

Facilitation

Collaborate with all levels of government and service providers in the youth sector in coordinating services and developing partnerships to respond to identified gaps and opportunities by others.

Advocacy

Represent the needs and priority areas of concern that affect young people to all levels of government and within the service sector.

What can the Shire do for young people?

In 2019, consultation to inform the Shire's Strategic Community Plan 2020-30 indicated 'youth engagement' is the most critical challenging impeding Pingelly into the next decade. While the Shire has always had an ongoing commitment to young people, until now there has been no Strategy to guide this commitment. The Pingelly Youth Strategy 2021-25 provides strategic direction for the Shire to guide our involvement in servicing and supporting the needs of young people.

How will the Pingelly Youth Strategy make an impact?

Bound by the Integrated Planning and Reporting Framework, the Shire's service delivery to the community is guided by two key documents. Firstly, the Strategic Community Plan is a high-level document that reflects the long term (10+ year) community and local government aspirations and priorities. Secondly, the Corporate Business Plan activates the Strategic Community Plan by setting out the short to medium term actions to achieve the objectives and aspirations of the community within organisational capacity. Importantly, these Plans are informed by several other key strategy documents. The Pingelly Youth Strategy 2021-25 is one of these.

How was the Pingelly Youth Strategy developed?

The Shire of Pingelly formed the Pingelly Youth Network, a steering group comprising of community partners and stakeholders to guide the planning and implementation of the consultation, analysis and delivery phases of the Strategy. The formation of the Pingelly Youth Network provided an informed starting point to clarify understanding into 'what we already know'. Therefore, the consultation process was informed by asset-based community development (ABCD) principles, including:

Partnerships

With key community leaders
With government agencies
With service providers
With schools

Inclusion

A 'whole of community' focus with an emphasis on increasing community control over decision making that impacts their lives

Sustainability

Integrated, multi-disciplinary approaches to increase the likelihood of ongoing success and resourcing of programs and services

Equipped with the knowledge of current trends and issues impacting local young people, the Shire consulted with members of the Pingelly Youth Network to co-design the focus areas for the Strategy, as well as the consultation processes to engage the 10 – 25 years cohort.

Consultation methods were designed to be interactive, stimulate discussion as well as consider Pingelly's literacy and numeracy levels. The Future Starts With You'th consultation series comprised of workshops, forum discussions, have your say boards, pop-up booths and surveys. Consultation was conducted in formal settings and in more youth friendly settings including Pingelly Primary School and the school bus stop within the Town Centre.



Focus Areas

Through consultation and research, the Pingelly Youth Network established four focus areas to inform the scope of the Pingelly Youth Strategy 2021-25. The focus areas were determined based on:

- What matters most to young people
- Activities considered core business of the Shire
- Issues identified as having the greatest need or requiring the most attention
- Areas where the Shire can make the biggest impact or has influence

The key priorities for young people living in Pingelly are:

Participation

Health and Wellbeing

Safety

Future Aspirations



Participation

Vision

Young people have a say about the issues that affect them and are empowered to make a meaningful contribution to decision making and future planning in their community.

Context

Young people tell us it is important for them to feel represented by the local government and be included in decision-making that affects them.

Local Government has a responsibility to understand and respond to the needs of young people in the community. Young people have an important role to play in the social, economic and community life in Pingelly and they have the right to participate in decision making around issues that affect them.

Engagement with young people must be meaningful and genuinely considered in the decision-making process. Token gestures can damage young people's trust in the organisation or project.

Of young people living in Pingelly:

- 33% feel their ideas are heard
- 35% feel they are involved in making decisions about the community
- 38% feel their ideas help the works of others in the community
- 54% feel there are events for young people
- 63% know where to find information about things happening in Pingelly
- 64% feel involved in the community
- 77% can access activities
- 80% feel welcome at activities



Actions	Lead Agency	Estimated Cost	Timeline
1.1 Integrate strategies to genuinely engage young people in all relevant community engagement and consultation conducted by the Shire of Pingelly.	Shire of Pingelly	Nil	2021
1.2 Establish a Youth Advisory Group for the Shire of Pingelly with membership representing the cultural, social and economic diversity of Pingelly youth.	Shire of Pingelly	\$1,500	2022
1.3 Implement actions from the Youth Advisory Group	Shire of Pingelly	\$1,500	2023 and then annually
1.4 Establish a biannual Youth Forum to coincide with the Strategic Community plan Review and provide young people with a platform to raise local issues.	Shire of Pingelly	\$1,000	2023 and 2025
1.5 Develop a broader awareness of key events and activities for young people.	Shire of Pingelly	Nil	All years
1.6 In partnership with the volunteer sector increase awareness of volunteering opportunities.	Shire of Pingelly	Nil	All years
1.7 Increase profile of the Community Bus for youth service providers.	Shire of Pingelly	Nil	All years



Health and Wellbeing

Vision

Young people have access to the information, support and services they need to be happy, healthy and well and are empowered to make positive informed choices about their health and wellbeing.

Context

Health and wellbeing are integral to long term positive outcomes for young people. Supporting the health and wellbeing of young people takes a whole of community approach with integrated service delivery and coordinated service provision.

Health and wellbeing incorporates a range of factors including physical health, mental health, sexual health, social and emotional wellbeing, family environment and tobacco, alcohol and other drugs. While some of these issues fall outside of Local Government's direct role or expertise, the Shire can advocate for these services and will actively support agencies who are delivering these services.

Sport, recreation, the arts and music opportunities are high priorities for young people, as they indicate they need 'more things to do'. Young people need access to a range of physical, cultural and creative activities to keep them engaged and stimulated, while also providing ideal platforms for positive health and wellbeing messaging.

It is important for young people to have access to safe, youth friendly spaces where they feel welcome and belong.

Of young people living in Pingelly:

- 93% consider sport important
- 86% say there are opportunities to stay fit and engage in physical activity
- 65% consider the arts important
- 48% say there are opportunities to participate in the arts
- 69% consider music important
- 43% say there are opportunities to participate in music
- 75% know who they can speak with when feeling stressed, overwhelmed or sad



Actions	Lead Agency	Estimated Cost	Timeline
2.1 Establish partnerships with key health providers and youth services to support the delivery of education and awareness programs that promote key health messages.	Shire of Pingelly Pingelly Youth Network	Nil	All years
2.2 Support agencies providing family support, mental health alcohol and other drug services.	Shire of Pingelly	Nil	All years
2.3 Provide passive recreation opportunities for young people encompassing the arts and/or music.	Shire of Pingelly	\$1,000	2022 and then annually
2.4 Continue building the capacity of local sporting clubs and community groups to deliver youth activities.	Shire of Pingelly	Nil	All years
2.5 Identify funding opportunities to upgrade the Pingelly Skate Park to meet local expectations.	Shire of Pingelly	Nil	2022
2.6 Support the Pingelly Recreation and Cultural Centre adopt a welcoming and engaging environment for young people.	Shire of Pingelly	Nil	All years
2.7 Engage the not for profit sector to consider facilitating holiday programs in Pingelly.	Shire of Pingelly	Nil	All years



Safety

Vision

Young people feel safe in their community and at home, and have the skills and knowledge to make good choices about their personal safety. The Pingelly community feels safe, and property and the environment are respected.

Context

Safety encompasses a wide range of situations and concerns including personal safety, crime, antisocial behaviour, safe environments, cyber safety, bullying and risk-taking behaviours.

Issues around safety can be considered as both actual experience as well as perceptions individuals have of their situation or community. Sometimes, perceived danger or threat can be worse than reality.

Racism, bullying and strangers have been identified as key concerns for young people in Pingelly. Young people are concerned for their own safety and wellbeing and have a strong awareness of social issues and desire to influence change for the benefit of the community. Young people are also concerned that the actions of a few young offenders create a negative stereotype for Pingelly young people as a whole.



Actions	Lead Agency	Estimated Cost	Timeline
3.1 Promote events and activities that have a focus on young people, or with a strong youth patronage, as alcohol and tobacco free.	Shire of Pingelly	Nil	2021
3.2 Be a leader in promoting cultural sensitivity and awareness within the broader community.	Shire of Pingelly	Nil	All years
3.3 Disseminate safety education resources to young people.	Shire of Pingelly Pingelly Youth Network	Nil	All years
3.4 Connect local residents with Safety House WA Inc.	Shire of Pingelly	Nil	2022
3.5 Develop a Community Safety Plan.	Shire of Pingelly	Nil	2024
3.6 Raise the profile of young people within local media.	Shire of Pingelly	Nil	All years



Future Aspirations

Vision

Young people in Pingelly have access to a range of quality, flexible education and training opportunities, as well as employment pathways which engage and support them to secure lasting employment and develop the appropriate life skills to enhance their future. While completing high school in neighbouring communities, young people remain connected to their hometown.

Context

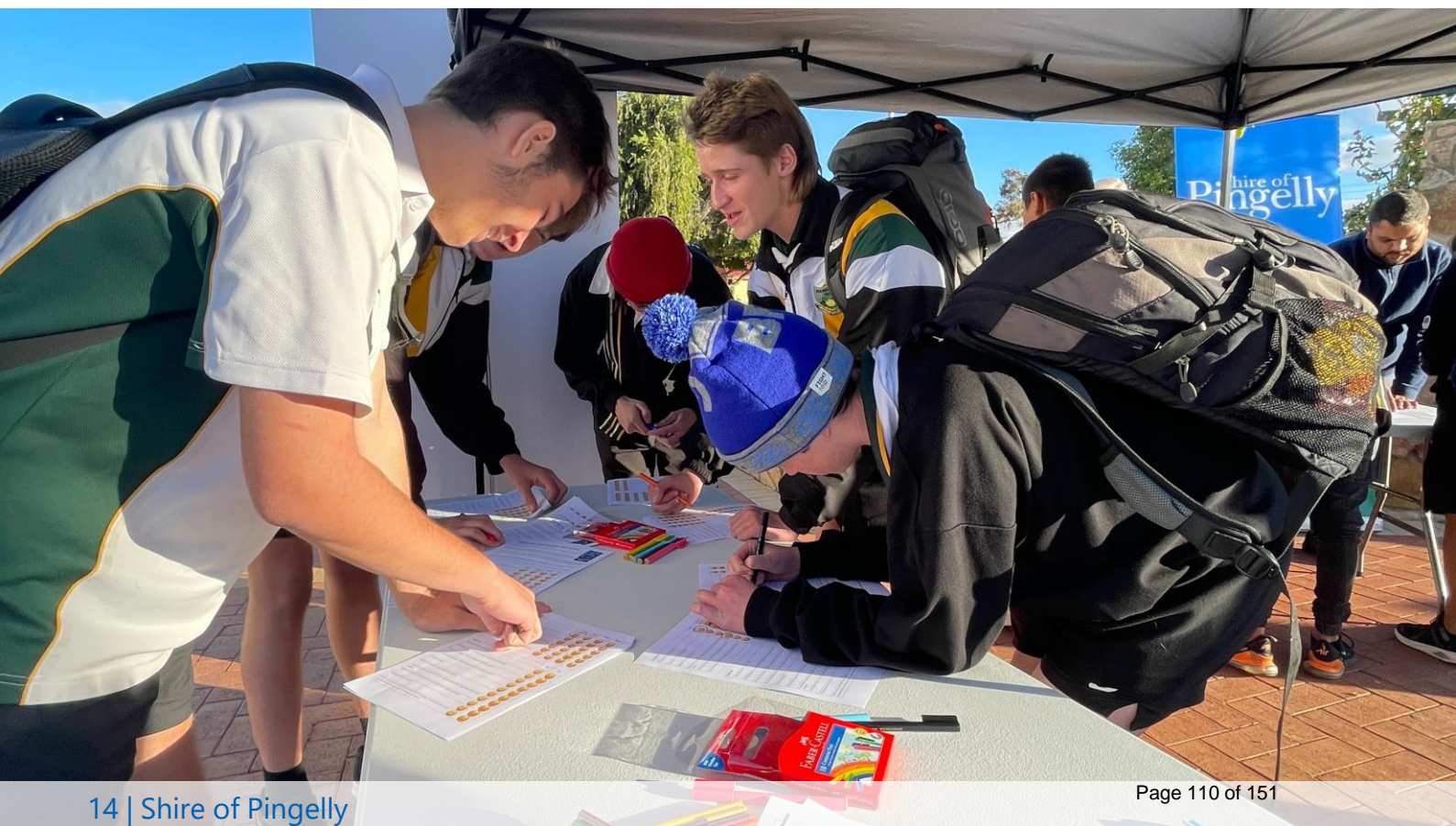
Many young people are not able to access education and employment opportunities close to home and need to leave the region to pursue them. There is a notable decrease in young people's confidence when comparing their desire to remain in Pingelly and the practicality of doing so.

Education and training underpins a wide range of opportunities for young people, however, there is a need to ensure that education and training programs align directly with real job opportunities, and employment pathways are available to young people in Pingelly.

A key concern for young people is remaining connected to Pingelly and maintaining friendships while completing high school in neighbouring communities. Support in the areas of events and entertainment are required in order for young people to remain engaged.

Of young people living in Pingelly:

- 63% have had opportunities to work with older people or Elders
- 72% interact with older people or Elders who aren't family
- 84% have goals for the future
- 82% would like to remain connected to Pingelly while completing high school in another community
- 61% would like to remain living in Pingelly after completing school
- 43% are confident they will have the opportunity to remain in Pingelly after completing school



Actions	Lead Agency	Estimated Cost	Timeline
4.1 Provide work experience and employment opportunities for young people within the Shire of Pingelly.	Shire of Pingelly	Nil	All years
4.2 Establish partnerships with schools, education providers and employers to maximise opportunities for young people to pursue study and find employment in Pingelly.	Shire of Pingelly	Nil	2023
4.3 Support intergenerational opportunities during Senior's Week, subject to funding.	Shire of Pingelly	Nil	All years
4.4 Facilitate, support and promote events and activities involving young people.	Shire of Pingelly	\$2,000	2022
4.5 Provide advice and support to event organisers in Pingelly to encourage them to involve or consider young people in their events.	Shire of Pingelly	Nil	All years





15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

15.1 Monthly Statement of Financial Activity – May 2021

File Reference: ADM0075
Location: Not Applicable
Applicant: Not Applicable
Author: Executive Manager Corporate Services
Disclosure of Interest: Nil
Attachments: Monthly Statements of Financial Activity for the period 1 May 2021 to 31 May 2021
Previous Reference: Nil

Summary

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

The Monthly Statements of Financial Activity for the month of May 2021 are attached for Council consideration and adoption. This report now incorporates new Australian Accounting Standards Board (AASB) requirements effective from 1 July 2019. AASB 15 Revenue from Contracts with Customers (IFRS 15), AASB 1058 Income for Not-for Profit Entities, AASB 16 Lease replaces AASB 117 (IFRS 16).

Background

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

- Reconciliation of assets, payroll and taxation services;
- Reconciliation of all shire's bank accounts, including term deposits;
- Reconciliation of Rates, including outstanding debtors;
- Reconciliation of Sundry Creditors and Debtors;

Comment

The Monthly Financial report has been prepared in accordance with statutory requirements and provides council with their financial position as at 31 May 2021.

Consultation

Nil

Statutory Environment

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996

Section 34: Financial Reports to be Prepared

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

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

- (2) Each statement of financial activity is to be accompanied by documents containing -
- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
 - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
- (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
- (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

Policy Implications

There are no policy implications.

Financial Implications

There are no significant trends or issues to be reported. The report and officer recommendation is consistent with Council's adopted Budget 2020/21.

Strategic Implications

Goal 5	Innovation Leadership and Governance
Outcome 5.6	Financial systems are effectively managed
Strategy 5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting) and long-term financial planning requirements

Risk Implications

Risk		Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.				
Risk Rating (Prior to Treatment or Control)		Low (2)				
Principal Risk Theme		Reputational / Legislative				
Risk Action Plan (Controls or Treatment Proposed)		Nil				
Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Simple Majority

13014

Moved: Cr Hotham

Seconded: Cr Oliveri

Recommendation and Council Decision:

That with respect to the Monthly Statements of Financial Activity for the month ending 31 May 2021 be accepted and material variances be noted.

CARRIED 7/0



SHIRE OF PINGELLY
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

TABLE OF CONTENTS

Graphical Analysis

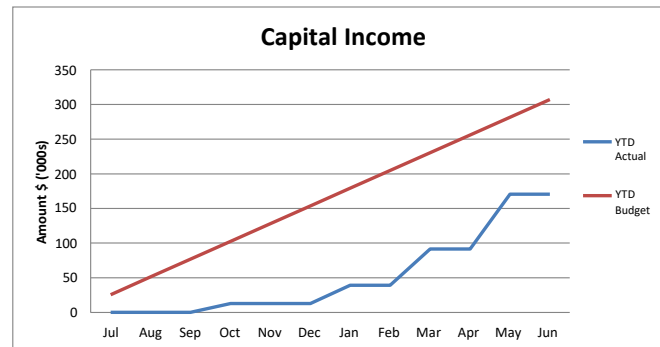
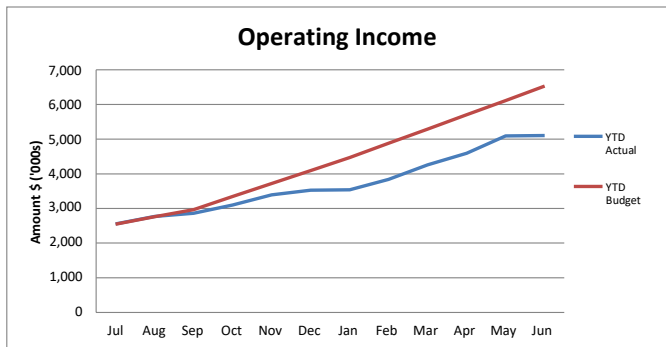
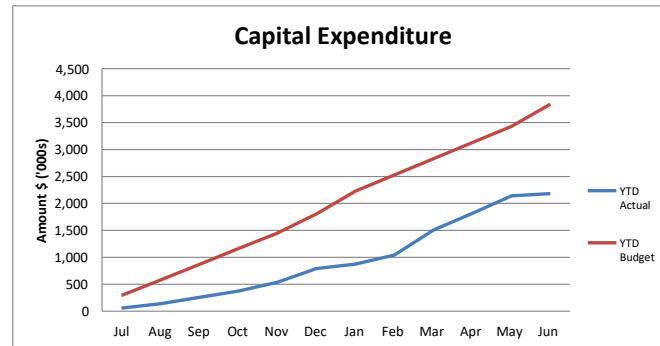
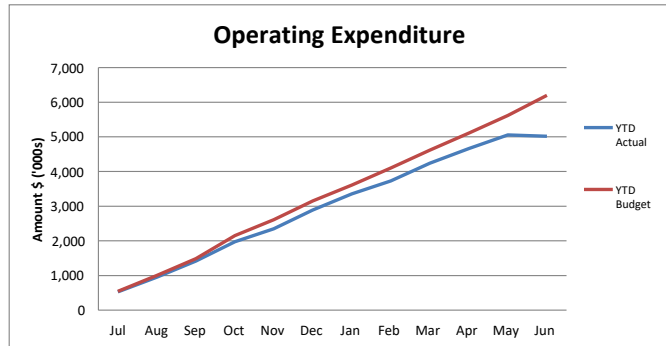
Statement of Financial Activity

Report on Significant Variances

Notes to and Forming Part of the Statement

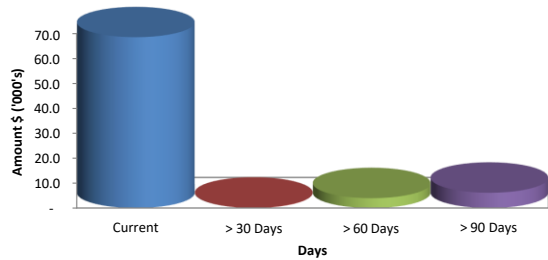
- 1 Acquisition of Assets
 - 2 Disposal of Assets
 - 3 Information on Borrowings
 - 4 Reserves
 - 5 Net Current Assets
 - 6 Rating Information
 - 7 Operating Statement
 - 8 Statement of Financial Position
 - 9 Financial Ratios
- Restricted Funds Summary

Income and Expenditure Graphs to 31 May 2021

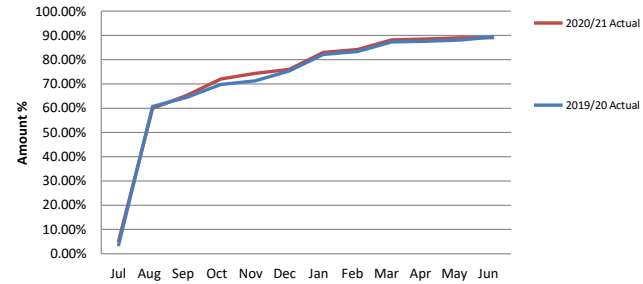


Other Graphs to 31 May 2021

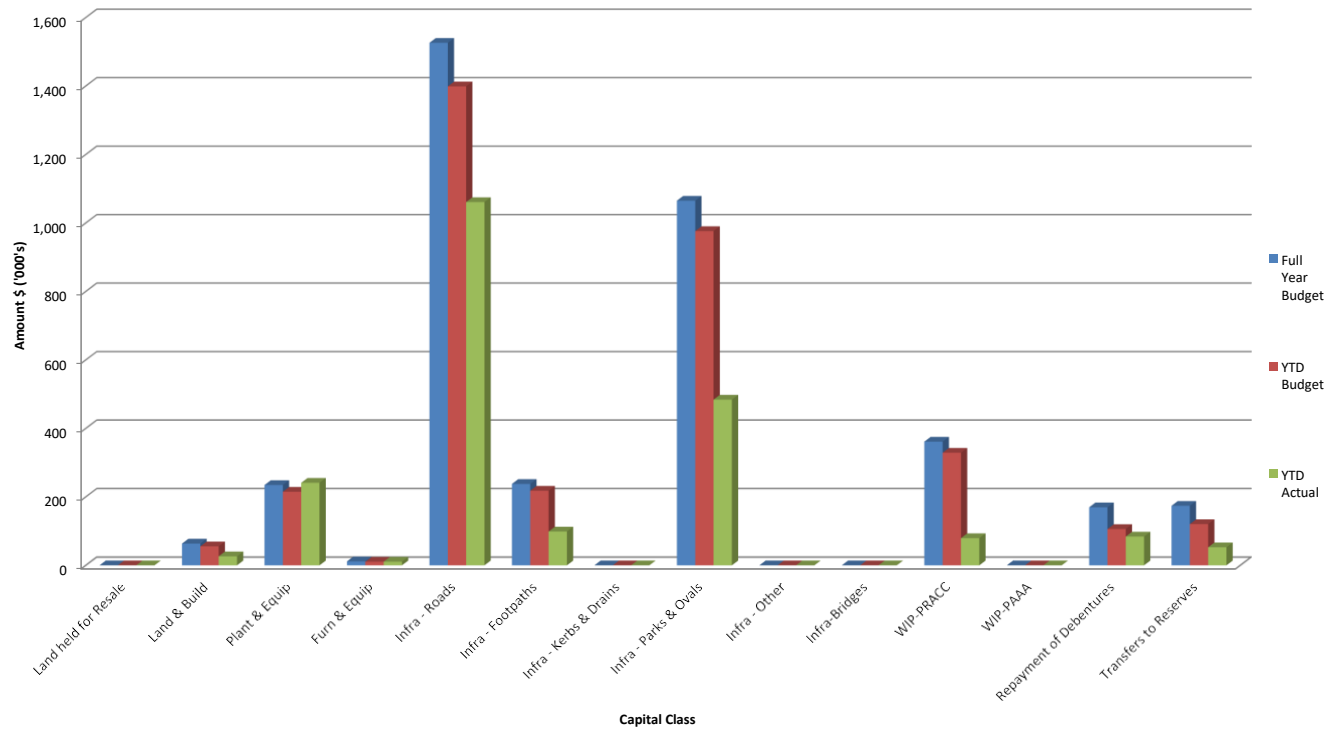
Sundry Debtors Amount O/S



Rates % Collected



Capital Expenditure



SHIRE OF PINGELLY

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

	NOTE	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	May 2021 Y-T-D Budget \$	May 2021 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %		
Operating									
Revenues/Sources									
General Purpose Funding		639,371	648,269	595,084	655,087	60,003	10%	▲	
Governance		38,685	57,319	52,505	60,956	8,451	16%	▲	
Law, Order, Public Safety		59,829	67,129	57,676	91,129	33,453	58%	▲	
Health		1,636	1,636	1,485	1,933	448	30%		
Education and Welfare		13,713	22,813	20,350	17,656	(2,694)	-13%		
Housing		0	0	0	0	0	0%		
Community Amenities		199,740	199,740	196,617	203,720	7,103	4%		
Recreation and Culture		1,030,290	1,095,231	1,001,592	483,422	(518,170)	-52%	▼	
Transport		2,049,122	2,203,372	1,965,722	1,366,610	(599,112)	-30%	▼	
Economic Services		45,550	46,064	42,196	41,811	(385)	-1%		
Other Property and Services		40,227	95,427	87,439	80,941	(6,498)	-7%		
		4,118,163	4,437,000	4,020,666	3,003,265	(1,017,400)	-25%		
(Expenses)/(Applications)									
General Purpose Funding		(149,696)	(154,596)	(141,929)	(146,872)	(4,943)	-3%		
Governance		(519,278)	(555,875)	(500,541)	(465,997)	34,544	7%		
Law, Order, Public Safety		(204,950)	(219,350)	(202,011)	(194,826)	7,185	4%		
Health		(144,759)	(142,809)	(114,468)	(118,659)	(4,191)	-4%		
Education and Welfare		(49,310)	(48,949)	(40,936)	(59,489)	(18,553)	-45%	▲	
Housing		0	0	0	0	0	0%		
Community Amenities		(379,875)	(393,650)	(358,564)	(320,491)	38,073	11%	▼	
Recreation & Culture		(1,295,110)	(1,339,056)	(1,202,781)	(1,289,557)	(86,776)	-7%		
Transport		(2,870,996)	(3,051,377)	(2,779,028)	(2,161,881)	617,147	22%	▼	
Economic Services		(286,465)	(299,979)	(276,405)	(224,946)	51,459	19%	▼	
Other Property and Services		(17,446)	4,120	(3,176)	(74,177)	(71,001)	-2236%	▲	
		(5,917,885)	(6,201,521)	(5,619,839)	(5,056,895)	562,944	-10%		
Net Operating Result Excluding Rates		(1,799,722)	(1,764,521)	(1,599,173)	(2,053,630)	(454,456)	28%		
Adjustments for Non-Cash (Revenue) and Expenditure									
(Profit)/Loss on Asset Disposals	2	(36,500)	904	825	(10,194)	(11,019)	1336%	▼	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0%		
Movement in Employee Benefit Provisions		0	0	0	0	0	0%		
Changes in Accounting Policy		0	0	0	0	0	0%		
Adjustments in Fixed Assets		0	0	0	0	0	0%		
Rounding		0	0	0	0	0	0%		
Depreciation on Assets		2,577,232	2,577,232	2,362,426	2,373,250	10,824	0%		
Capital Revenue and (Expenditure)									
Purchase Land Held for Resale	1	0	0	0	0	0	0%		
Purchase of Land and Buildings	1	(30,000)	(63,549)	(55,458)	(34,771)	20,687	37%	▼	
Purchase of Furniture & Equipment	1	(34,081)	(11,400)	(10,450)	(16,768)	(6,318)	-60%	▲	
Purchase of Right of Use Asset - Furniture & Equipment	1	(40,187)	(66,906)	(61,325)	(66,906)	(5,581)	-9%		
Purchase of Right of Use Asset - Plant & Equipment	1	(337,468)	(310,000)	(284,163)	(310,000)	(25,837)	-9%		
Purchase of Right of Use Asset - Buildings	1	(21,279)	(13,900)	(12,738)	(13,900)	(1,162)	-9%		
Purchase of Plant & Equipment	1	(294,500)	(234,436)	(214,874)	(240,955)	(26,081)	-12%	▲	
Purchase of WIP - PP & E	1	0	0	0	0	0	0%		
Purchase of Infrastructure Assets - Roads	1	(1,793,554)	(1,525,957)	(1,398,661)	(1,060,791)	337,870	24%	▼	
Purchase of Infrastructure Assets - Footpaths	1	(237,673)	(237,673)	(217,844)	(98,724)	119,120	55%	▼	
Purchase of Infrastructure Assets - Kerbs & Drains	1	0	0	0	0	0	0%		
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,000,000)	(1,064,792)	(976,052)	(483,906)	492,146	50%	▼	
Purchase of Infrastructure Assets - Bridges	1	0	0	0	0	0	0%		
Purchase of Infrastructure Assets - Other	1	0	0	0	0	0	0%		
Purchase of WIP Recreation and Culture	1	(88,443)	(361,140)	(328,823)	(79,287)	249,536	76%	▼	
Purchase of WIP Aged Accommodation	1	0	0	0	0	0	0%		
Proceeds from Disposal of Assets	2	195,000	157,596	179,750	170,457	(9,293)	-5%		
Repayment of Debentures	3	(169,320)	(169,320)	(105,934)	(83,954)	21,980	21%	▼	
Proceeds from New Debentures	3	0	0	0	0	0	0%		
Proceeds from new Lease Liabilities	3	398,934	390,806	358,226	390,806	32,580	9%		
Repayment of Leases	3	(96,540)	(58,532)	(53,477)	(41,348)	12,128	-23%	▼	
Advances to Community Groups		0	0	0	0	0	0%		
Self-Supporting Loan Principal Income		17,539	17,539	8,769	8,630	(139)	-2%		
Transfer from Restricted Asset - Unspent Loans		0	0	0	0	0	0%		
Transfers to Restricted Assets (Reserves)	4	(173,803)	(172,500)	(120,375)	(52,651)	67,724	56%	▼	
Transfers from Restricted Asset (Reserves)	4	152,200	149,505	137,038	0	(137,038)	-100%	▼	
Transfers to Restricted Assets (Other)		0	0	0	0	0	0%		
Transfers from Restricted Asset (Other)		0	0	0	0	0	0%		
ADD	Net Current Assets July 1 B/Fwd	5	718,736	718,860	718,736	0	0%		
	Net Current Assets - Unspent Grants		0	0	0	0	0%		
LES	Net Current Assets Year to Date	5	0	51,245	420,072	1,107,140	687,069	-164%	▼
Amount Raised from Rates			(2,093,429)	(2,093,429)	(2,093,649)	(2,093,047)	602	0%	

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

Material Variances Symbol

Above Budget Expectations
Below Budget Expectations

Greater than 10% and \$5,000
Less than 10% and \$5,000

▲
▼

Purpose

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 \$5,000.

REPORTABLE OPERATING REVENUE VARIATIONS

General Purpose Funding	60,003	10% ▲
The variance relates to budget profiling for FAGS - General Purpose and Roads along with reimbursement of legal expenses rates		
Governance	8,451	16% ▲
The variance relates to increased rental revenue webb street units		
Law Order and Public Safety	33,453	58% ▲
ESL SES and BFB grants YTD higher than budget due to timing difference		
Recreation and Culture	(518,170)	-52% ▼
There are a number of factors relating to the variance with the main drivers being the Community Development Grant - Memorial Park Redevelopment & Local Roads and Community Infrastructure Grant - Town Hall Project due to timing difference		
Transport	(599,112)	-30% ▼
There are a number of factors that relate to this variance with the main drivers being Grant funding timing difference - difference - LRCI PRACC Carpark , Country Pathway, R2R, RRG and Main Roads Special		

REPORTABLE OPERATING EXPENSE VARIATIONS

Education and Welfare	(18,553)	-45% ▲
The variance relates to Depreciation for 2020/21 underallocated, being reviewed as part of the 21/22 budget process		
Community Amenities	38,073	11% ▼
The variance relates to a timing issue for bulk vergeside, waste collection & refuse site management		
Transport	617,147	22% ▼
There are a number of factors that relate to the variance with the main drivers being road maintenance programs due to unanticipated circumstances and these projects are unlikely to be fully expended in 2020/21		
Economic Services	51,459	19% ▼
Major variance relates to the Boyagin development not yet commenced and Unallocated Community Grants due to timing issue		
Other Property and Services	(71,001)	-2236% ▲
There are a number of factors which relate to this variance with the main drivers being Plant Operating Costs and Public Works Overheads, which are currently being monitored		

REPORTABLE CAPITAL EXPENDITURE VARIATIONS

Purchase of Land & Buildings	20,687	37% ▼
The variance relates to budget profiling on the Town Hall Project		
Purchase of Right of Use Asset - Furniture & Equipment	-5581	-9%
Variance relates to purchase of Tarzan Inflatable unbudgeted - purchased through grant funding		
Purchase of Right of Use Asset - Plant & Equipment	-25837	-9%
Variance relates to purchase of ROU Plant & Equipment and budget profiling		
Purchase of Plant & Equipment	(26,081)	-12% ▲
Variance relates to purchase of Plant & Equipment Budget Profiling		
Purchase of Road Infrastructure Assets	337,870	24% ▼
Infrastructure - Roads YTD Actuals less than YTD Budget due to budget profiling		
Purchase of Infrastructure Assets - Footpaths	119,120	55% ▼
Infrastructure - Footpaths YTD Actuals less than YTD Budget due to budget profiling		
Purchase of Infrastructure Assets - Parks & Ovals	492,146	50% ▼
Infrastructure - Parks & Ovals YTD Actuals less than YTD Budget due to budget profiling - Memorial Park Re-Development		
Purchase of WIP Recreation and Culture	249,536	76% ▼
The variance relates to the budget profiling for the PRACC carpark		
Repayment of Debentures	21,980	21% ▼
The variation relates to budget profiling for borrowings		
Repayment of Leases	12,128	-23% ▼
The variance relates to budget profiling for leases		

REPORTABLE CAPITAL REVENUE VARIATIONS

Transfers to Restricted Assets (Reserves)	67,724	56% ▼
A portion of reserves was transferred at the TDA maturity (31/12/20) with the remainder to occur at the end of the year		
Transfers from Restricted Assets (Reserves)	(137,038)	-100% ▼
Transfers to occur at TDA maturity - 30th June 2021		

SHIRE OF PINGELLY
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	May 2021 YTD Actual \$
1. ACQUISITION OF ASSETS				
The following assets have been acquired during the period under review:				
<u>By Program</u>				
Governance				
<u>Members</u>				
Furniture & Equipment - Schedule 4 Members	25,381	0	0	0
<u>Administration</u>				
Furniture And Equipment	8,700	11,400	10,450	10603
Right Of Use Asset - F & E	40,187	45,749	41,932	45749
Right Of Use Asset - F & E	0	21,157	19,393	21157
Right Of Use Asset - Buildings	21,279	13,900	12,738	13900
Capex - Admin Plant Purchases	90,000	81,000	74,250	80499
Law, Order & Public Safety				
<u>Fire Prevention</u>				
Plant Purchase - Schedule 5 Bfb	0	5,800	5,313	5800
<u>Other Recreation & Sport</u>				
Capex - Infra Parks & Ovals	1,000,000	1,064,792	976,052	483906
Capex - Gardener Vehicle	33,500	30,698	28,138	30699
Effluent Pond Pump	0	0	0	8855
<u>Works in Progress - Recreation Centre</u>				
Capex - Praac Building Construction	14,500	14,500	13,050	14300
Capex - Pracc Landscaping Soft & Hard	0	5,100	4,675	5093
Capex - Pracc Bowling Green	20,000	20,000	18,326	18902

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

	2020/21 Adopted Budget \$	2020/21 Revised Budget \$	2020/21 YTD Budget \$	May 2021 Actual \$
1. ACQUISITION OF ASSETS (Continued)				
Recreation & Culture				
<i>Public Halls Civic Centres</i>				
Town Hall Refurbishment	0	33,549	27,958	8496
<i>Other Culture</i>				
Tarzan Inflatable	0	0	0	6165
Transport				
<i>Construction - Roads, Bridges, Depots</i>				
Roads Construction				
Various Road Resheeting	267,597	0	0	0
York - Williams Road - Rtr	89,320	89,320	81,862	51800
Pasture Street - Council Constr	30,624	30,624	28,050	1560
Bullaring Road	158,611	158,611	145,376	115479
Capex - Milton Road	263,069	263,069	241,109	264002
Capex - Rrg Wickepin Pingelly Slk 7.9-9.0	229,221	229,221	210,100	96472
Capex - Wickepin Pingelly Road - Crsf Funding	708,956	708,956	649,869	531478
Review Street - Rtr	46,156	46,156	42,295	0
Footpath Construction				
Footpaths - Construction	237,673	237,673	217,844	98724
<i>Road Plant Purchases</i>				
8Kva Genset	8,500	6,800	6,226	6800
Capex - Pt15 Upgrade Truck Tip Tray	45,000	46,426	42,548	47046
Capex - Light Truck	115,000	61,212	56,111	61256
Capex - Fuel Pods	2,500	2,500	2,288	0
Right Of Use Asset - P & E	337,468	310,000	284,163	310000
Economic Services				
<i>Other Economic Services</i>				
Capex - Purchase Of Land	30,000	30,000	27,500	26275
	<u>3,877,185</u>	<u>3,889,753</u>	<u>3,560,388</u>	<u>2406007</u>
By Class				
Land	30,000	30,000	27,500	26275
Buildings	0	33,549	27,958	8496
Furniture & Equipment	34,081	11,400	10,450	16768
Right of Use Asset - F & E	40,187	66,906	61,325	66906
Right of Use Asset - P & E	337,468	310,000	284,163	310000
Right of Use Asset - Buildings	21,279	13,900	12,738	13900
Plant & Equipment	294,500	234,436	214,874	240955
Infrastructure - Roads	1,793,554	1,525,957	1,398,661	1060791
Infrastructure - Footpaths	237,673	237,673	217,844	98724
Infrastructure - Parks & Ovals	1,000,000	1,064,792	976,052	483906
Works in Progress - Recreation Centre	88,443	361,140	328,823	79287
	<u>3,877,185</u>	<u>3,889,753</u>	<u>3,560,388</u>	<u>2406007</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

2. DISPOSALS OF ASSETS

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

Asset No	By Program	Written Down Value			Sale Proceeds			Profit(Loss)		
		2020/21		May 2021 Actual \$	2020/21		May 2021 Actual \$	2020/21		May 2021 Actual \$
		Budget \$	Revised Budget		Budget \$	Revised Budget		Budget \$	Revised Budget	
PDOC8	Governance	15,000	15,000	15,978	12,000	12,727	12,727	(3,000)	(2,273)	(3,251)
OE11	DCCS Vehicle PN761	0	0	100	0	0	0	0	0	(100)
PC13	Recreation & Culture	0	0	0	7,000	4,250		7,000	4,250	
PG6	PC13 - Parks & Gardener Ute PN172	60,000	60,000	65,600	110,000	79,000	79,091	50,000	19,000	13,491
PMOW12	2015 Mitsub Triton WS PN01	20,000	20,000	20,000	15,000	11,619	13,364	(5,000)	(8,381)	(6,636)
PT17	Transport	19,000	19,000	18,709	14,000	4,500	14,727	(5,000)	(14,500)	(3,981)
PT15	2010 Isuzu Crew Cab Tray Top PN483	14,500	14,500	13,602	7,000	15,500	24,273	(7,500)	1,000	10,671
	Economic Services	30,000	30,000	26,275	30,000	30,000	26,275	0	0	0
	Lot 856 (2) Stone Street Pingelly	158,500	158,500	160,263	195,000	157,596	170,457	36,500	(904)	10,194

Asset No	By Class of Asset	Written Down Value			Sale Proceeds			Profit(Loss)		
		2020/21		May 2021 Actual \$	2020/21		May 2021 Actual \$	2020/21		May 2021 Actual \$
		Budget \$	Revised Budget		Budget \$	Revised Budget		Budget \$	Revised Budget	
PDOC8	Plant & Equipment	15,000	15,000	15,978	12,000	12,727	12,727	(3,000)	(2,273)	(3,251)
PC13	DCCS Vehicle PN761	0	0	0	7,000	4,250	0	7,000	4,250	0
PG6	PC13 - Parks & Gardener Ute PN172	60,000	60,000	65,600	110,000	79,000	79,091	50,000	19,000	13,491
PMOW12	2015 Mitsub Triton WS PN01	20,000	20,000	20,000	15,000	11,619	13,364	(5,000)	(8,381)	(6,636)
PT17	2010 Isuzu Crew Cab Tray Top PN483	19,000	19,000	18,709	14,000	4,500	14,727	(5,000)	(14,500)	(3,981)
PT15	Transport	14,500	14,500	13,601.70	7,000	15,500	24,273	(7,500)	1,000	10,671
	Furniture & Equipment	0	0	100	0	0	0	0	0	(100)
OE11	Admin Server - Zenien & Dell	30,000	30,000	26,275	30,000	30,000	26,275	0	0	0.00
	Land & Buildings	158,500	158,500	160,263	195,000	157,596	170,457	36,500	(904)	10,194
	Lot 856 (2) Stone Street Pingelly									

Summary

Profit on Asset Disposals
Loss on Asset Disposals

202 /21		May 2021 Actual \$
Adopted Budget \$	Revised Budget \$	
57,000	24,250	24,162
(20,500)	(25,154)	(13,968)
36,500	(904)	10,194

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-20	New Loans		Principal Repayments			Principal Outstanding			Interest Repayments		
		2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Revised Budget	2020/21 Actual \$	2020/21 Budget \$	2020/21 Revised Budget	2020/21 Actual \$	2020/21 Budget \$	2020/21 Revised Budget	2020/21 Actual \$
Education & Welfare												
Loan 120 - SSL Pingelly Cottage Homes *	149,819	0	0	17,539	17,539	8,630	132,280	132,280	141,189	9,414	9,414	4,794
Recreation & Culture												
Loan 123 - Recreation and Cultural Centre	2,054,890	0	0	100,699	100,699	49,825	1,954,191	1,954,191	2,005,065	85,462	85,462	43,020
Loan 124 - Recreation and Cultural Centre	1,200,000	0	0	51,082	51,082	25,499	1,148,918	1,148,918	1,174,501	7,757	7,757	3,792
	3,404,709	0	0	169,320	169,320	83,954	3,235,389	3,235,389	3,320,755	102,633	102,633	51,606

(*) 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-20	New Lease		Lease Principal Repayments			Lease Principal Outstanding			Lease Interest Repayments		
		2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Revised Budget	2020/21 Actual \$	2020/21 Budget \$	2020/21 Revised Budget	2020/21 Actual \$	2020/21 Budget \$	2020/21 Revised Budget	2020/21 Actual \$
Administration												
Photocopier Lease	57,502	0	0	20,366	20,366	18,645	37,136	37,136	38,857	1,442	1,442	1,520
Solar System-Admin Office	0	13,900	13900	5,084	2,600	1,743	8,816	11,300	12,157	580	580	154
Server Lease	0	45,749	45749	7,566	5,566	4,596	38,183	40,183	41,153	1,117	600	548
CCTV Server Lease	0	21,157	21157	0	2,000	1,215	21,157	19,157	19,942	0	517	0
Grader Lease	0	310,000	310000	63,524	28,000	15,150	246,476	282,000	294,850	9,224	9,224	1,414
	57,502	390,806	390806	96,540	58,532	41,348	351,768	389,776	406,960	12,363	12,363	3,637

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

	2020/21		May 2021 Actual
	Adopted Budget \$	Revised Budget \$	\$
4. RESERVES			
Cash Backed Reserves			
(a) Leave Reserve			
Opening Balance	36,061	36,061	36,061
Amount Set Aside / Transfer to Reserve	799	332	144
Amount Used / Transfer from Reserve	(10,000)	(10,000)	0
	<u>26,860</u>	<u>26,393</u>	<u>36,205</u>
(b) Plant Reserve			
Opening Balance	48,977	48,977	48,977
Amount Set Aside / Transfer to Reserve	120,085	119,451	196
Amount Used / Transfer from Reserve	(133,500)	(133,500)	0
	<u>35,562</u>	<u>34,928</u>	<u>49,173</u>
(c) Building and Recreation Reserve			
Opening Balance	23,808	23,808	23,808
Amount Set Aside / Transfer to Reserve	348	219	95
Amount Used / Transfer from Reserve	0	0	0
	<u>24,156</u>	<u>24,027</u>	<u>23,903</u>
(d) Electronic Equipment Reserve			
Opening Balance	3,242	3,242	3,242
Amount Set Aside / Transfer to Reserve	35,006	35,030	35,013
Amount Used / Transfer from Reserve	(8,700)	(6,005)	0
	<u>29,548</u>	<u>32,267</u>	<u>38,255</u>
(e) Community Bus Reserve			
Opening Balance	11,807	11,807	11,807
Amount Set Aside / Transfer to Reserve	12,086	12,109	12,047
Amount Used / Transfer from Reserve	0	0	0
	<u>23,893</u>	<u>23,916</u>	<u>23,854</u>
(f) Swimming Pool Reserve			
Opening Balance	22,835	22,835	22,835
Amount Set Aside / Transfer to Reserve	5,320	5,210	5,091
Amount Used / Transfer from Reserve	0	0	0
	<u>28,155</u>	<u>28,045</u>	<u>27,926</u>
(g) Refuse Site Rehab/Closure Reserve			
Opening Balance	16,086	16,086	16,086
Amount Set Aside / Transfer to Reserve	159	149	64
Amount Used / Transfer from Reserve	0	0	0
	<u>16,245</u>	<u>16,235</u>	<u>16,150</u>
Total Cash Backed Reserves	<u>184,419</u>	<u>185,811</u>	<u>215,466</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

	2020/21		
	Adopted Budget \$	Revised Budget \$	May 2021 Actual \$
4. RESERVES (Continued)			
Cash Backed Reserves (Continued)			
Summary of Transfers To Cash Backed Reserves			
Transfers to Reserves			
Leave Reserve	799	332	144
Plant Reserve	120,085	119,451	196
Building and Recreation Reserve	348	219	95
Electronic Equipment Reserve	35,006	35,030	35,013
Community Bus Reserve	12,086	12,109	12,047
Swimming Pool Reserve	5,320	5,210	5,091
Refuse Site Rehab/Closure Reserve	159	149	64
	<u>173,803</u>	<u>172,500</u>	<u>52,650</u>
Transfers from Reserves			
Leave Reserve	(10,000)	(10,000)	0
Plant Reserve	(133,500)	(133,500)	0
Building Reserve	0	0	0
Electronic Equipment Reserve	(8,700)	(6,005)	0
Community Bus Reserve	0	0	0
Swimming Pool Reserve	0	0	0
Refuse Site Rehab/Closure Reserve	0	0	0
	<u>(152,200)</u>	<u>(149,505)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u>21,603</u>	<u>22,995</u>	<u>52,650</u>

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Leave Reserve

- to be used to fund annual and long service leave requirements.

Plant Reserve

- to be used for the purchase of major plant.

Building and Recreation Reserve

- to be used to fund the renovation/purchase of Shire of Pingelly buildings and Recreation Infrastructure.

Electronic Equipment Reserve

- to be used to fund the purchase of administration computer system equipment.

Community Bus Reserve

- to be used to fund the change-over of the community bus.

Swimming Pool Reserve

- to be used to fund the upgrading of the swimming pool complex

Joint Venture Housing Reserve

- to be used for the future maintenance of the Joint Venture units

Refuse Site Rehab/Closure Reserve

- to be used to facilitate the rehabilitation/closure of the town refuse site.

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

	2019/20 B/Fwd Per 2020/21 Budget \$	2019/20 B/Fwd Per Financial Report \$	May 2021 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	698,429	698,429	853,009
Cash - Restricted Unspent Grants			924,737
Cash - Restricted Unspent Loans	0	0	(0)
Cash - Restricted Bonds & Deposits	6,692	6,692	14,929
Cash - Restricted Reserves	162,817	162,817	215,468
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	203,378	203,378	216,424
Sundry Debtors	66,182	66,182	80,370
Provision for Doubtful Debts	(990)	(990)	(990)
Gst Receivable	24,008	24,008	33,524
Contract Asset	180,445	180,445	0
Loans - clubs/institutions	17,538	17,538	8,909
Accrued Income/Payments In Advance	11,489	11,489	0
Investments	5,000	5,000	5,000
Inventories	3,704	3,704	13,301
	<u>1,378,691</u>	<u>1,378,691</u>	<u>2,364,680</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	-
Sundry Creditors	(31,246)	(31,246)	(15,788)
Accrued Interest On Loans	(417)	(417)	-
Accrued Salaries & Wages	(15,193)	(15,193)	-
Bonds & Deposits Held	(6,692)	(6,692)	(14,929)
Income In Advance	0	0	(103,883)
Gst Payable	(5,656)	(5,656)	(14,863)
Payroll Creditors	0	0	-
Contract Liabilities	0	0	-
Performance Obligation Liability	(331,831)	(331,831)	(820,854)
Prepaid Rates Liability	(29,830)	(29,830)	(28,374)
Current Lease Liability	(20,366)	(20,366)	(6,530)
Accrued Expenses	(20,772)	(20,772)	-
PAYG Liability	(29,082)	(29,082)	(28,236)
Other Payables	(3,881)	(3,881)	(1,237)
Current Employee Benefits Provision	(374,554)	(374,554)	(374,554)
Current Loan Liability	(169,320)	(169,320)	(85,365)
	<u>(1,038,840)</u>	<u>(1,038,840)</u>	<u>(1,494,612)</u>
NET CURRENT ASSET POSITION	339,851	339,851	870,068
Less: Cash - Reserves - Restricted	(162,817)	(162,817)	(215,468)
Less: Cash - Unspent Grants/Loans - Fully Restricted	0	0	0
Less: Current Loans - Clubs / Institutions	(17,538)	(17,538)	(8,909)
Less: Investments	(5,000)	(5,000)	(5,000)
Add Back : Component of Leave Liability not Required to be Funded	374,554	374,554	374,554
Add Back : Current Loan Liability	169,320	169,320	85,365
Add Back : Current Lease Liability	20,366	20,366	6,530
Adjustment in Accounting policies	0	0 *	0
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>718,736</u>	<u>718,736</u>	<u>1,107,140</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rates \$	2020/21 Back Rates \$	2020/21 Total Revenue \$	2020/21 Budget \$
General Rate								
GRV - Residential	0.121390	316	3,592,992	436,153	1,332	5	437,490	438,868
GRV - Rural Residential	0.121390	66	817,596	99,248	1,034	0	100,282	99,248
GRV - Commercial/Industrial	0.121390	29	412,252	50,043	(126)	(723)	49,194	50,043
GRV - Townsites	0.121390	12	144,560	17,548	0	0	17,548	17,548
UV - Broadacre Rural	0.009704	244	138,100,000	1,340,122	747	(154)	1,340,715	1,340,122
Non Rateable								
Sub-Totals		667	143,067,400	1,943,114	2,987	(872)	1,945,229	1,945,829
Minimum Rates	Minimum \$							
GRV - Residential	900	62	96,900	55,800	0	0	55,800	55,800
GRV - Rural Residential	900	24	52,909	21,600	0	0	21,600	21,600
GRV - Commercial/Industrial	900	11	36,200	9,900	0	0	9,900	9,900
GRV - Townsites	900	8	44,160	7,200	0	0	7,200	7,200
UV - Broadacre Rural	900	59	2,753,000	53,100	0	0	53,100	53,100
Sub-Totals		164	2,983,169	147,600	0	0	147,600	147,600
Ex Gratia Rates							2,092,829	2,093,429
Movement in Excess Rates							217	
							0	0
Total Amount of General Rates							2,093,046	2,093,429
Specified Area Rates							0	0
Ex Gratia Rates							0	220
Total Rates							2,093,046	2,093,649

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 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

7. OPERATING STATEMENT

	May 2021 Actual \$	2020/21 Revised Budget \$	2020/21 Adopted Budget \$	2019/20 Actual \$
OPERATING REVENUES				
Governance	60,956	57,319	38,685	90,759
General Purpose Funding	2,748,133	2,741,698	2,732,800	3,462,673
Law, Order, Public Safety	91,129	67,129	59,829	42,604
Health	1,933	1,636	1,636	1,776
Education and Welfare	17,656	22,813	13,713	22,338
Housing	0	0	0	0
Community Amenities	203,720	199,740	199,740	197,523
Recreation and Culture	483,422	1,095,231	1,030,290	50,563
Transport	1,366,610	2,203,372	2,049,122	1,326,421
Economic Services	41,811	46,064	45,550	52,250
Other Property and Services	80,941	95,427	40,227	38,383
TOTAL OPERATING REVENUE	5,096,311	6,530,429	6,211,592	5,285,289
OPERATING EXPENSES				
Governance	465,997	555,875	519,278	639,695
General Purpose Funding	146,872	154,596	149,696	196,491
Law, Order, Public Safety	194,826	219,350	204,950	236,514
Health	118,659	142,809	144,759	141,730
Education and Welfare	59,489	48,949	49,310	133,366
Housing	0	0	0	0
Community Amenities	320,491	393,650	379,875	392,607
Recreation & Culture	1,289,557	1,339,056	1,295,110	1,480,401
Transport	2,161,881	3,051,377	2,870,996	2,764,104
Economic Services	224,946	299,979	286,465	301,461
Other Property and Services	74,177	(4,120)	17,446	26,851
TOTAL OPERATING EXPENSE	5,056,895	6,201,521	5,917,885	6,313,219
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	39,416	328,908	293,707	(1,027,930)

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

8. STATEMENT OF FINANCIAL POSITION

	May 2021 Actual \$	2019/20 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	1,993,214	861,246
Investments Current	5,000	5,000
Trade and Other Receivables	338,237	502,050
Inventories	13,301	3,704
Restricted Cash - Bonds & Deposits	14,929	6,692
TOTAL CURRENT ASSETS	2,364,681	1,378,692
NON-CURRENT ASSETS		
Other Receivables	198,513	198,513
Inventories	0	0
Property, Plant and Equipment	19,440,400	19,375,392
Infrastructure	66,500,082	66,692,594
Investments Non Current	53,416	53,416
TOTAL NON-CURRENT ASSETS	86,192,411	86,319,915
TOTAL ASSETS	88,557,092	87,698,607
CURRENT LIABILITIES		
Trade and Other Payables	1,019,764	488,274
Long Term Borrowings	85,365	169,320
Provisions	374,554	374,554
Bonds & Deposits Liability	14,929	6,692
TOTAL CURRENT LIABILITIES	1,494,612	1,038,840
NON-CURRENT LIABILITIES		
Trade and Other Payables	400,430	37,137
Long Term Borrowings	3,235,390	3,235,390
Provisions	82,901	82,901
TOTAL NON-CURRENT LIABILITIES	3,718,721	3,355,428
TOTAL LIABILITIES	5,213,333	4,394,268
NET ASSETS	83,343,759	83,304,339
EQUITY		
Retained Surplus	31,510,482	31,523,716
Reserves - Cash Backed	215,468	162,817
Revaluation Surplus	51,617,806	51,617,806
TOTAL EQUITY	83,343,756	83,304,339

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2021 TO 31 MAY 2021

9. FINANCIAL RATIOS

	2021 YTD	2020
Current Ratio	1.09	0.63
Operating Surplus Ratio	(0.63)	(0.67)

The above ratios are calculated as follows:

Current Ratio

$$\frac{(\text{Current Assets MINUS Restricted Assets})}{(\text{Current Liabilities MINUS Liabilities Associated with Restricted Assets})}$$

Purpose:

This is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past year's transactions.

Standards:

The standard is not met if the ratio is lower than 1:1 (less than 100%)

Below Std

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

Std met

A ratio less than 1:1 means that a local government does not have sufficient assets that can be quickly converted into cash to meet its immediate cash commitments.

This may arise from a budget deficit from the past year, a Council decision to operate an overdraft or a decision to fund leave entitlements from next year's revenues.

Operating Surplus Ratio

$$\frac{(\text{Operating Revenue MINUS Operating Expense})}{(\text{Own Source Operating Revenue})}$$

Purpose:

This ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes.

Standards:

Basic Standard is not met less than < 1% (< 0.01)

Below Std

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

Basic Std

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

Adv Std

SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 31 May 2021						
Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure current year 2019/20	Actual Expenditure current year 2020/21	Restricted Funds Remaining
Wickepin Pingelly Road 0156 - RRG05 and R2R	Transport	1230	106,515.00	40,779.72	65,735.28	0.00
Wickepin Pingelly Road CRSF5	Transport	1231	295,240.00	29,144.48	266,095.52	0.00
Wickepin Pingelly Road 0156 - R2R	Transport	1232	55,485.00	0.00	30,737.13	24,747.87
Wickepin Pingelly Road CRSF 5 Main Roads Special Funding)	Transport	1231	295,240.00	0.00	265,382.38	29,857.62
Harper Street Bodey Street (R2R Funding)	Transport	1232	35,449.00	0.00	0.00	35,449.00
Milton Road (R2F Funding)	Transport	1232	72,023.00	0.00	72,023.00	0.00
Memorial Park Project	Recreation & Culture	111P	900,000.00	0.00	419,113.77	480,886.23
PRACC Carpark	Recreation & Culture	11PW	200,697.00	0.00	40,992.30	159,704.70
Pasture Street (R2R Funding)	Transport	1201	30,624.00	0.00	1,560.00	29,064.00
Review Street (R2R Funding)	Transport	1201	46,156.00	0.00	0.00	46,156.00
Town Hall Maintenance and Improvements	Recreation & Culture	11EH	23,485.00	0.00	8,496.08	14,988.92
Pingelly Astrofest	Recreation & Culture	1130	5,000.00	0.00	4,752.63	247.37
Live & Local Music	Recreation & Culture	1180	13,000.00	0.00	4,186.36	8,813.64
National Australia Day Council	Recreation & Culture	1175	20,000.00	0.00	20,000.00	0.00
Roadside Vegetation Clearing	Transport	1274	122,500.00	0.00	29,314.73	93,185.27
AWARE - Regional Recovery Exercise	Law Order & Public Safety	0555	14,500.00	0.00	14,500.00	0.00
National Volunteer Week Grant	Recreation & Culture	CD031	2,000.00	0.00	363.64	1,636.36
Sub Total						924,736.98
Total Restricted Grant Funds						924,736.98
Available Cash		GL/Job Account	Interest Rate			Balance
Municipal Bank	Muni Fund Bank	0111	0			283,630.38
Municipal Bank	Muni Fund Interest Bearing A/C	0111	0.05%			600,193.47
Municipal Bank - TDA	Muni Fund Bank TDA	0111	0.10%			893,372.32
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						1,777,746.17
Less Restricted Cash						(924,736.98)
Total Unrestricted Cash						853,009.19

15.2 Accounts Paid by Authority – May 2021

File Reference: ADM0066
Location: Not Applicable
Applicant: Not Applicable
Author: Finance Officer
Disclosure of Interest: Nil
Attachments: List of Accounts
Previous Reference: Nil

Summary

Council is requested to receive the list of accounts paid by authority for the month of May 2021.

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 2020/21 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

Goal 5	Innovation Leadership and Governance
Outcome 5.6	Financial systems are effectively managed
Strategy 5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting) and long-term financial planning requirements

Risk Implications

Risk	Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit.
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Voting Requirements

Simple Majority

13015

Moved: Cr Narducci

Seconded: Cr Camilleri

Recommendation and Council Decision:

That Council receive the Accounts for Payments for May 2021 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:

To 31 May 2021:

Municipal Account	\$441,351.97
Trust Licensing Account	\$31,466.65
Trust Account	\$50.00

CARRIED 7/0

16. **DIRECTORATE OF TECHNICAL SERVICES**
NIL

17. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

18. NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

13016

Moved: Cr McBurney

Seconded: Cr Hotham

That Cr Mulroney (Shire President) present an urgent item to Council regarding the appointment of a new Chief Executive Officer

CARRIED 7/0

13017

Moved: Cr McBurney

Seconded: Cr Hotham

That the meeting be closed to members of the public to allow Council to discuss Agenda Item No 18.1 – Appointment of a Chief Executive Officer as the matter concerns the appointment of staff.

CARRIED 7/0

13018

Moved: Cr Camilleri

Seconded: Cr Hotham

That the meeting be reopened to members of the public.

CARRIED 7/0

13019

Moved: Cr Narducci

Seconded: Cr Wood

Recommendation and Council Decision:

That Council:

- 1. Appoint Mr Andrew Dover to the position of Chief Executive Officer of the Shire of Pingelly for a period of three years commencing from 3 August 2021 and concluding on 3 August 2024;**
- 2. Approve the contract of employment as attached, including the remuneration package negotiated with the appointee and detailed in this report, and related schedule;**
- 3. Authorise the Shire President to sign the employment contract on behalf of the Council.**

CARRIED 7/0

The Shire President, on behalf of Council wished Julie Burton well and thanked her for her service to the Pingelly Council and wished her luck with her new position.

19. CLOSURE OF MEETING

The Chairman declared the meeting closed at 2.30pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 21 July 2021.

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