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# Council Agenda

## Shire of Pingelly Ordinary Council Meeting 20 July 2022

### **DISCLAIMER**

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

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

### **MISSION STATEMENT**

*To enhance the quality of life for the people of Pingelly through the provision of leadership, services and infrastructure.*

# **Shire of Pingelly**



## **Notice of Meeting**

Notice is given that a meeting of the Council will be held in the Council Chambers 17 Queen Street, Pingelly on 20 July 2022 commencing at 2.00pm.

Your attendance is respectfully requested.

## **Disclaimer**

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

A handwritten signature in black ink, appearing to be "A. Dover", written in a cursive style.

**Andrew Dover**  
**Chief Executive Officer**

# PUBLIC QUESTION TIME INFORMATION

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

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

Questions may be submitted by e-mail to [admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au).

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

The Chairman to declare the meeting open.

**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**

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

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

**6. PUBLIC QUESTION TIME**

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

Cr. McBurney has requested leave of absence for the Ordinary Council Meeting dated 17 August 2022.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**8. DISCLOSURES OF INTEREST**

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

**9.1 Ordinary Meeting – 15 June 2022**

**Statutory Environment**

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

**Voting Requirements**

Simple Majority

**Recommendation**

That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 15 June 2022 be confirmed.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

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

**11. ITEMS BROUGHT FORWARD DUE TO PERSONS ATTENDING**

## **12. REPORTS OF COMMITTEES**

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

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

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

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

### **13. REPORTS FROM COUNCILLORS**

#### **Cr William Mulroney (President)**

##### **JUNE**

- 13<sup>th</sup> Meeting with Executive Manager of Works Mike Hudson re water logging on west side of Napping Pool Road and backing into private property.
- 13<sup>th</sup> Meeting with Cr Kacey Camilleri regarding intending resignation
- 14<sup>th</sup> Meeting with CCDO Ellen Cook regarding Voice Over of upcoming promotion.
- 22<sup>nd</sup> PRACC June Meeting.
- 25<sup>th</sup> CCZ Meeting at Williams accompanied by Deputy President and CEO. Main Item: support the submission by Pingelly Shire on the retention of BFB by Local Government to be included in the upcoming change in legislation.
- 29<sup>th</sup> President and CEO Meeting discussion of Shire matters and update on applying for Grants to fund projects for the Community.

##### **JULY**

- 5<sup>th</sup> 2022/23 Budget Workshop
- 11<sup>th</sup> Hotham-Dale Regional Road South Group Sub Group meeting. Election of group representative on the Wheatbelt South Grain Freight Network. Position is now held by Cr Mulroney.
- 13<sup>th</sup> President, Deputy President and CEO Agenda Briefing.
- 15<sup>th</sup> Workshop and meeting of Pingelly Historical and Art Group and workshop facilitated by Localise Consultants, to collect information and ideas as to the formation of a Group to facilitate the History and Arts for Pingelly.
- 19<sup>th</sup> Town Hall reference Group meeting. To consider the forward journey of the renovation and suitability of the venue for future displays etc.
- 19<sup>th</sup> Pingelly Somerset Alliance July meeting.
- 20<sup>th</sup> July Council Corporate Discussion and meeting. Budget agenda.

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

### **14.1 Council Awards - Changes to Policy**

<b>File Reference:</b>	<b>ADM00649</b>
<b>Location:</b>	<b>Shire of Pingelly</b>
<b>Applicant:</b>	<b>Shire of Pingelly</b>
<b>Author:</b>	<b>Community Development Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Council Policy 7.2 - Council Awards DRAFT Nomination Form Consultation Report</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to consider the proposed modifications to Australia Day Policy following a period of public comment in respect to the Australia Day Awards Ceremony.

#### **Background**

Due to the complex nomination process for the Australia Day Awards as well as the gap between categories, the Shire has seen a decline in nominations. At the Ordinary Council Meeting of 15 June 2022 a change the categories was proposed as below to entice and encourage more individuals to be nominated.

The Proposed awards categories are as follows:

- Volunteer of the Year
- Community Member of the Year
- Senior of the Year
- Youth of the Year

As part of this proposal, the Sports Person of the Year Award was proposed to dissolve. This proposal was endorsed for public consultation, with the inclusion of the Sports Person of the Year Award.

#### **Comment**

The three categories below emerged as the preferred awards after community consultation via an online survey:

- Volunteer of the Year
- Community Member of the Year
- Youth of the Year

It is also thought that the inclusion of Senior of the Year also balances the inclusion of the popular Youth of the Year award. As a result, it is recommended that these four categories are endorsed.

The community survey also supported the simplification of the nomination process, allowing anyone to be nominated without their initial approval. The nominator, plus two referees, will be contacted via phone or email to corroborate the nomination. Short listed nominees will then be informed of the nomination, seeking approval to proceed to the voting stage.

The new policy will entice more community members to be forwarded to the Nominations pool and the Australia Day Awards Ceremony. The Nominees selected as the winner of the award will then become the ambassador for that year's events relevant to their category. By changing this policy, you are creating an equal opportunity platform and encouraging the community to be more involved in the Australia Day Events.

#### **Consultation**

Consultation has taken place via SurveyMonkey through the platforms of social media and Shire News.

**Statutory Environment**

Nil

**Policy Implications**

Policy 7.2- Council Awards.

By changing the proposed policy, the categories and the nomination form, the implications will show a rise in the nomination pool as well as attendance at the Ceremony.

**Financial Implications**

Nil

**Strategic Implications**

Goal 1	Community
Outcome 2.2	Community groups function well with strong volunteer effort and feel supported by the community
Strategy 2.2.1	Publicise and celebrate the contribution of groups and volunteers to the community
Activity 2.2.1.3	Review the Australia Day and Volunteer Award categories and timing

**Risk Implications**

Risk	Community Dissatisfaction
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Complete community consultation to ascertain preferred approach.

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 endorses:**

1. The changes to the Australia Day Awards format to simplify the process;
2. Include the following awards:
  - a. Volunteer of the Year,
  - b. Community Member of the Year,
  - c. Senior of the Year,
  - d. Youth of the Year,
  - e. Sportsperson of the Year; and  
(delete as appropriate)
3. Adopt updated Policy 7.2 - Council Awards.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**Attachments**

Policy 7.2 Council Awards – annotated

Nomination Form

Consultation Report



## Council Policy

### 7.2 Council Awards

#### 1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process of Council awards.

#### 2. SCOPE

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

#### 3. DEFINITIONS

N/A

#### 4. POLICY STATEMENT

- 4.1 Each year, Council may present the following awards:

- 4.1.1 Volunteer of the Year
- 4.1.2 Community Member of the Year
- 4.1.3 Senior of the Year
- 4.1.4 Youth of the Year

- ~~4.1.1 Community Service Award~~
- 4.1.5 Sportsman of the Year ~~Award~~

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

- 4.3 Nominations can be submitted without the nominee's knowledge. Nominations must include 2 references.  
~~The nominee must accept the nomination prior to it being submitted.~~

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

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

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

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

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

#### 5. RELATED DOCUMENTATION / LEGISLATION

Nil

#### 6. REVIEW DETAILS

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

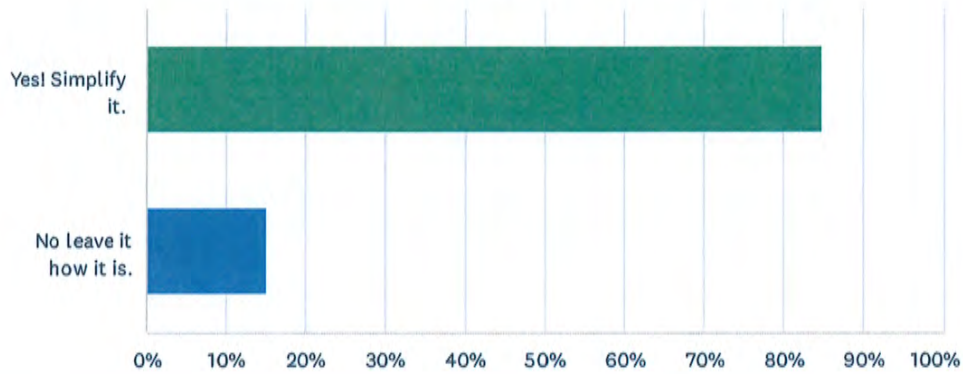




## Council Awards

## Q1 The Shire of Pingelly is looking to simplify the Nomination Form for the Council Awards. Do you agree?

Answered: 33 Skipped: 0

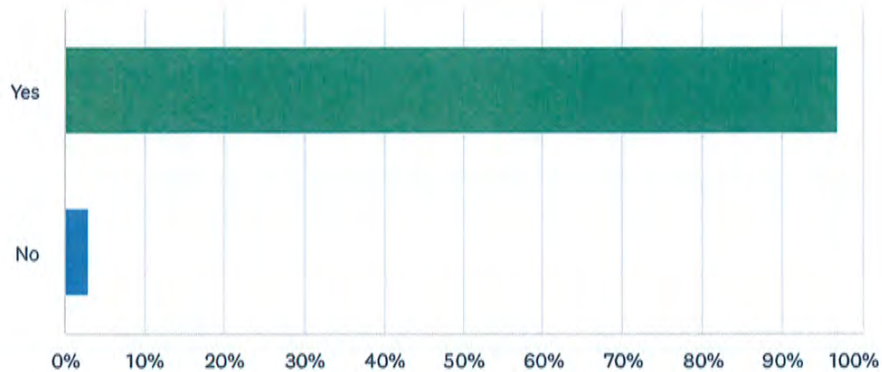


ANSWER CHOICES	RESPONSES	
Yes! Simplify it.	84.85%	28
No leave it how it is.	15.15%	5
TOTAL		33

## Council Awards

Q2 The Shire of Pingelly is looking to remove the Nominee signature from the nomination for, meaning you can nominate someone without them knowing. The Shire will then inform shortlisted nominee's of the nomination. Do you agree?

Answered: 33 Skipped: 0

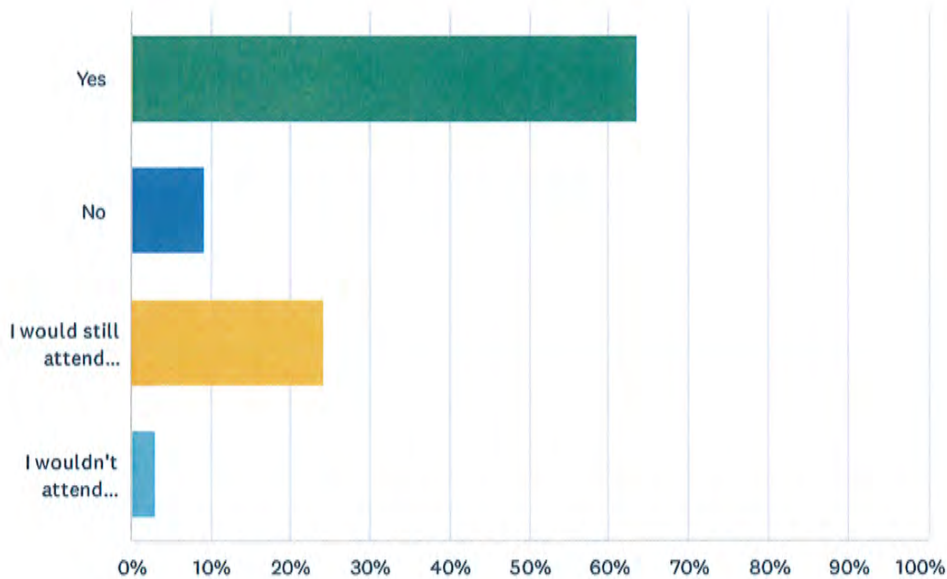


ANSWER CHOICES	RESPONSES	
Yes	96.97%	32
No	3.03%	1
TOTAL		33

## Council Awards

Q3 The Shire of Pingelly will look at advertising short list nominees before awards day, allowing the public to know who has been nominated. Knowing who has been nominated, would you be more likely to attend the Awards ceremony?

Answered: 33 Skipped: 0

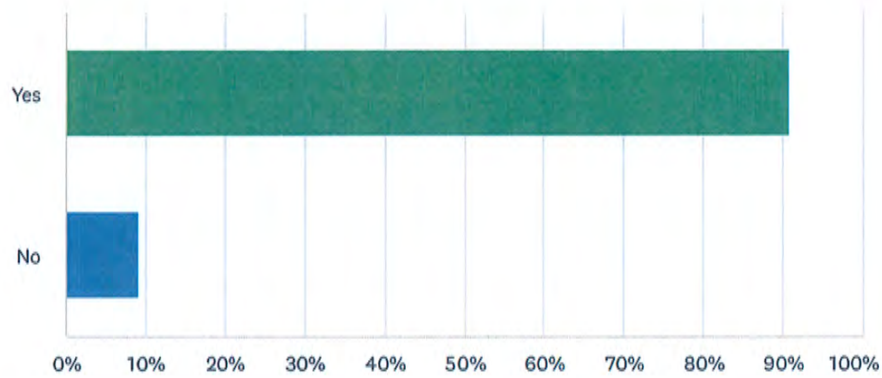


ANSWER CHOICES	RESPONSES	
Yes	63.64%	21
No	9.09%	3
I would still attend regardless	24.24%	8
I wouldn't attend regardless	3.03%	1
TOTAL		33

## Council Awards

Q4 The Shire of Pingelly is looking to add more awards categories for a more equal opportunity. Do you believe this is a good idea?

Answered: 33 Skipped: 0

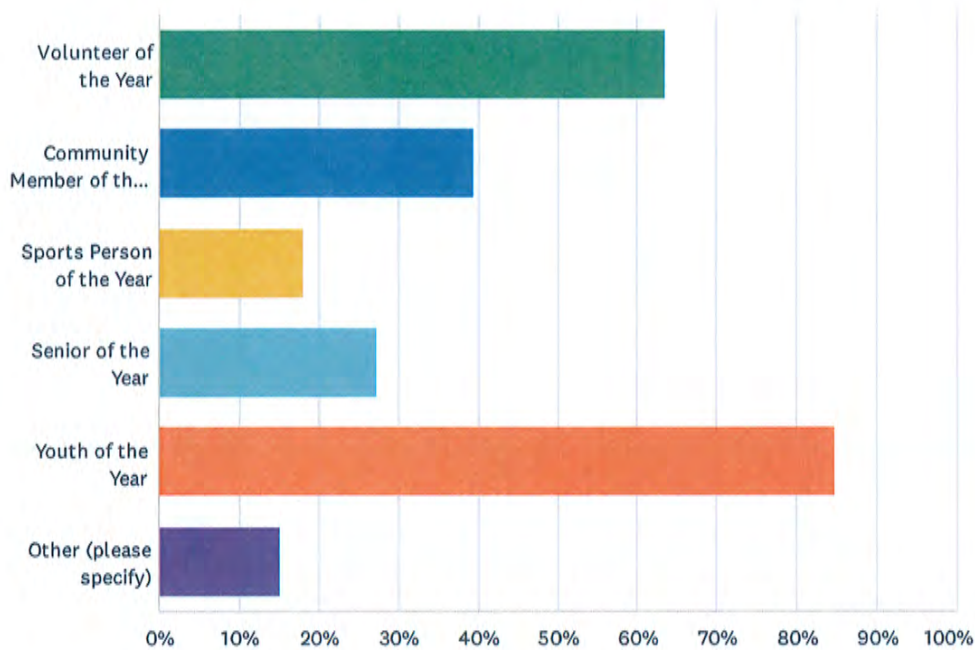


ANSWER CHOICES	RESPONSES	
Yes	90.91%	30
No	9.09%	3
Total Respondents: 33		

## Council Awards

Q5 The Shire of Pingelly is looking to add 2 extra awards. Please select the categories which you think will be beneficial to the awards ceremony.

Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Volunteer of the Year	63.64%	21
Community Member of the Year	39.39%	13
Sports Person of the Year	18.18%	6
Senior of the Year	27.27%	9
Youth of the Year	84.85%	28
Other (please specify)	15.15%	5
Total Respondents: 33		

**14.2 Incident Management and Business Continuity Plan**

**File Reference:** ADM0141  
**Location:** Not Applicable  
**Applicant:** Not Applicable  
**Author:** Executive Governance Officer  
**Disclosure of Interest:** Nil  
**Attachments:** Shire of Pingelly Incident Management and Business Continuity Plan  
**Previous Reference:** Nil

**Summary**

Council is requested to endorse the review of the Shire of Pingelly Incident Management and Business Continuity Plan.

**Background**

The Shire of Pingelly Incident Management and Business Continuity Plan (IMBCP) provides a mechanism for the development of contingent capacity and plans that will enable management to focus on maintaining and resuming the Shire's most critical functions. The purpose of reviewing and maintaining an IMBCP is to ensure the continuation of the business during and following any critical incident that results in disruption to normal operational capability.

**Comment**

The Shire of Pingelly Incident Management and Business Continuity Plan has been reviewed and updated for consideration of Council adoption and future testing.

**Consultation**

Chief Executive Officer  
 Executive Manager Corporate Services  
 Executive Manager Works  
 Executive Governance Officer

**Statutory Environment**

*Local Government Act 1995*

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Goal 5	Innovation, Leadership and Governance
Outcome 5.6	Customer service and other corporate systems are of a high quality and effective.
Strategy 5.6.2	Probity, risk management and associated reporting systems, and underpinning corporate IT systems are effective and efficient.
Activity 5.6.2.2	Review the Incident Management and Business Continuity Plan

**Risk Implications**

Risk	Risk of significant delays and business interruption in the event of unforeseen circumstances in the respect to Shire operations.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Compliance
Risk Action Plan (Controls or Treatment Proposed)	Review Business Continuity Plan and schedule rehearsals for training purposes.

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 and Council Decision:**

**That the Council adopts the Shire of Pingelly Incident Management and Business Continuity Plan for a further 5 years as presented.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**Attachment** - Shire of Pingelly IMBCP



# **Incident Management and Business Continuity Plan (IMBCP)**

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## Distribution List

<b>Organisation</b>	<b>Number of Copies</b>
Shire President (Shire of Pingelly)	1
Chief Executive Officer (Shire of Pingelly)	1
Executive Manager Corporate Services (Shire of Pingelly)	1
Executive Manager Works (Shire of Pingelly)	1
Shire Councillors (Shire of Pingelly)	8
LEMC Members (Shire of Pingelly)	14
OIC (Pingelly WAPOL)	1
St John Ambulance	1
Pingelly Primary School	1
Pingelly Community Resource Centre	1
Pingelly Medical Centre	1
Pingelly Recreation and Cultural Centre	1

## Amendment Record

Number	Date	Amendment Details	By
1	19 December 2018	First Draft	SB
2	20 February 2019	Adopted by Council (#12640)	
3	20 July 2022	Document Review	EGO
4			
5			
6			
7			

## Background

The Shire of Pingelly recognises that some events may exceed the capacity of routine management methods and structure. The Business Continuity Management Framework works to produce the Business Continuity Plan in order to provide a mechanism for the development of contingent capacity and plans that will enable management to focus on maintaining and resuming the Shire's most critical functions. The framework underpins and provides all extenuating data for the creation of the Business Continuity Plan and the following document is an integral part of the process prescribed within the framework.

Business Continuity Planning (BCP) is the creation of a strategy through the recognition of threats and risks facing an organisation with a specific aim to ensure that personnel and assets are protected and able to function in the event of a disaster. Business Continuity Planning involves defining potential risks, determining how those risks will affect operations, implementing treatment options designed to mitigate those risks, testing those procedures to ensure that they work, and periodically reviewing the process to make sure that it is up to date.

The purpose of developing a Business Continuity Plan is to ensure the continuation of the business during and following any critical incident that results in disruption to normal operational capability.

This Business Continuity Plan is the outcome of a rigorous Risk Assessment Process completed using the AS/NZS ISO 31000:2018 standardisation. It is specifically designed for the Shire of Pingelly's Core Business Areas, each business area designated is affected by various Risks and Hazards that are unavoidable within the Shire; it is noted that while treatment options are available there is never a 'Sure Fire' or 'Quick Fix' for these risks and that contingency and continuity planning will be required at stages defined by an incident.

# Incident Management and Business Continuity Plan (BCP)

## Executive Summary

This plan was designed and produced using a robust Business Continuity Management Framework and contains information pertinent to the Shire of Pingelly's ability to maintain business continuity. The primary aim of this document is to prepare the Shire of Pingelly in the case of a catastrophic business failure due a variety of reasons. The plan outlays response and recovery options as well as the responsibilities of the activating parties.

The initial permutation of this document consisted of the Business Continuity Management Framework only without the additional plans and procedures; this document proved both difficult to read and unusable in context to the layman.

After initial testing and feedback this version of the Business Continuity Plan was established. It contains a broad outline of the core areas of business within the Shire of Pingelly and applies trigger points to plans established by the Risk Assessments conducted within the Framework. This plan is designed to be read in conjunction with the framework and as mentioned above details plans for response and recovery after a failure in terms of business. It has been designed to be used by the Staff within the Shire and has been accordingly written.

## Objectives

The aim of this plan is to provide an effective procedure that equips Council to:

- Ensure services that are critical to our strategic objectives continue despite the occurrence of a potentially disruptive event.
- Stabilise the effects of a disruptive event and return to normal operations as quickly as possible.
- Minimise financial effects and impacts on service delivery targets in the event of a disruption.
- Protect Council's assets and reputation through the development of organisational resilience.
- Capitalise on opportunities created by the disruptive event.

## Section 1 - Administration and Governance Processes

Administration Processes can be described as the underpinning authority in the management and production capability of the Local Government. It consists of processes and items that are intrinsic to the successful management of the Shire. Governance is the ability to both create and maintain a system of laws, policies and procedures directly affecting constituents of the Local Government in particular the Shire of Pingelly.

### Maximum Acceptable Outage Timeframe

This service has been assessed using the criteria found in the document '*Shire of Pingelly, Business Continuity Management Framework*' and designated as **MAO Timeframe Critical 1 Business Day or Less**.

(Maximum Acceptable Outage or MAO is the time frame during which a recovery must become effective before an outage compromises the ability of an Organisation to achieve its business objectives and/or survival)

### Trigger Points

The trigger points for the activation of this plan are based in the Risk Assessment Process and described in the Framework as 'All Hazard or Worst Case Scenario' these consist of:

- Loss of access to Building, Infrastructure or Machinery or part thereof
- Loss of access to ICT inclusive of hardware or software or part thereof
- Significant number of staff unavailable
- Combination of the above events

### Response

The following incident response plans present detailed plans to address the each of these risk areas as identified in the risk management assessment outlined in the BCM Framework.

The plans are not exhaustive, as any major incident will require more detailed and potential long-term considerations; however, the plans below provide a structured response to major incidents that are of the highest threat to service provision and Council operations.

**Scenario 1.1. Loss of access to Building, Infrastructure or Machinery or part thereof.**

Causes include natural or man-made disasters, threats or criminal activity. This task provides the necessary steps to assess and recover from a loss of the Shire of Pingelly Administration Facilities.

**Task One - Immediate Response**

This task provides the necessary command and control to enable the Shire of Pingelly's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.

**Incident Response Team:**

- Chief Executive Officer
- Executive Manager Works
- Executive Manager Corporate Services

**Recovery Procedure:**

Incident Response Team to undertake the following steps:

- Ensure site has been evacuated and all personnel are accounted for
- Secure site and prevent access
- Contact Emergency Services and Police
- Identify any injuries and render assistance
- Undertake an initial assessment of damage and risks
- Arrange diversion of phone lines to existing Shire mobiles
- Determine time frame to switch to Recovery Location

**Recovery Time Objective**

Timeframe for this activity is within 3 hours of the incident.

**Recovery Location**

- Primary Site – Shire Depot
- Secondary site – Pingelly Recreation and Cultural Centre

**Resource requirements**

- Information and Communication Technology (ICT)

**Other Considerations:**

- Liaise with Emergency Services and Police
- Inform Council and employees
- Inform Local Community where possible
- Inform Local Government Insurance Services

## **Task Two - Commence operations from Recovery Location**

This task provides the necessary steps to commence core Shire operations from the Recovery Location and commence the planning for restoration of services in the short and longer term.

### **Recovery Procedure**

Undertake the following steps:

- Establish the Recovery Location
- Source telephones and establish communications and redirect calls to Mobile Telephones
- Allocate staff as applicable
- Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable.
- Contact ICT supplier
- Recover backups
- Recover software where appropriate
- Assess damage and undertaken salvage operations
  - Undertake initial assessment of salvageable materials, items and records if applicable
  - Contact staff to remove items to a salvage site
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process
  - Liaise with Shire President to issue a media statement

### **Recovery Time Objective**

Timeframe to achieve this task within 8 hours of the incident.

### **Resource Requirements**

- Office furniture and stationery
- Administration and Works staff
- IT hardware and software
- Communications (land line and internet)

### **Task Three - Assess damage and prepare Recovery Plans**

This task provides the necessary steps to commence planning for operations from the Disaster Recovery Site.

#### **Recovery Procedure**

Undertake the following steps:

- Establish the disaster recovery site for full operations use
- Recover data to pre disaster state
- Bring all records up to date
- Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary including demountable buildings and other office accommodation.
- Establish necessary equipment and infrastructure requirements to provide full operations from recovery site Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild of Administration Centre
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process
- Oversee assessment and recovery

#### **Recovery Time Objective**

Timeframe for this activity is within 24 hours of the incident

#### **Resource Requirements**

- IT contractors
- Additional infrastructure as identified
- Contractors to clean up disaster site (if applicable)

### Scenario 1.2. Loss of access to ICT inclusive of hardware or software or part thereof.

This task provides the necessary steps to recover the Shire's IT system as a result of complete failure resulting in replacement of the IT system.

#### **Incident Response Team**

- Chief Executive Officer
- Executive Manager Corporate Services
- IT Consultant

#### **Recovery Procedure**

Undertake the following steps:

- Assess severity of outage through the Shire's IT provider and determine likely outage time
- Seek quotations and place orders for replacement components
- Contact Shire's insurers and Police if necessary
- Inform Council, community and business contacts (i.e. banks, creditors and contractors) of potential delays in providing services
- Set up and install new hardware. Install all software and restore from backups
- Reconcile and rebuild all data.

#### **Recovery Time Objective**

Timeframe for this activity is within 24 hours of the incident

#### **Resource requirements**

IT suppliers (hardware/software, Synergy, Licensing, etc.)

### Scenario 1.3. Significant number of Staff unavailable.

This task provides necessary steps to recover in the case of a significant number of staff being unavailable to work due to a variety of reasons.

#### **Incident Response Team**

- Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Works

#### **Recovery Procedure**

Undertake the following steps:

- Assess the severity of staff shortage
- Rearrange existing staff to cover the shortage areas
- Inform Council, community and business contacts (i.e. banks, creditors and contractors) of potential delays
- Request trained personnel from surrounding Shires if appropriate
- Source staff through recruitment agencies as appropriate

#### **Recovery Time Objective**

Timeframe for this activity is within 48 hours of the incident.

#### **Resource Requirements**

Nil

## Section Two - Road/Infrastructure related Maintenance and Construction

This refers to the maintenance, replacement or construction of designated Shire Roads, Streets, Gardens and Parklands.

### MAO Timeframe

This service has been assessed using the criteria found in the document '*Shire of Pingelly, Business Continuity Management Framework*' and designated as **MAO Timeframe Major 1 – 3 Business Days**

### Trigger Points

The trigger points for the activation of this plan are based in the Risk Assessment Process and described in the Framework as 'All Hazard or Worst-Case Scenario' these consist of:

- Loss of access to Building, Infrastructure or Machinery or part there of
- Loss of access to ICT inclusive of hardware or software or part there of
- Significant number of Staff unavailable
- Combination of the above events

### Response

The following incident response plans present detailed plans to address the each of these risk areas as identified in the risk management assessment outlined in the BCM Framework.

The plans are not exhaustive, as any major incident will require more detailed and potential long-term considerations; however, the plans below provide a structured response to major incidents that are of the highest threat to service provision and Council operations.

#### Scenario 2.1. Loss of access to Building, Infrastructure or Machinery or part thereof.

Causes include natural or man-made disasters, threats or criminal activity. This task provides the necessary steps to assess and recover from a loss of Depot facilities or essential machinery.

#### Task One – Depot Loss

This task provides a procedure to follow in regard to the loss of the Shire Depot

#### Incident Response Team:

- Chief Executive Officer
- Executive Manager Works
- Executive Manager Corporate Services
- Team Leader Asset Maintenance

#### Recovery Procedure:

Incident Response Team to undertake the following steps:

- Ensure site has been evacuated and all personnel are accounted for
- Secure site and prevent access
- Contact Emergency Services and Police
- Identify any injuries and render assistance
- Undertake an initial assessment of damage and risks
- Arrange diversion of phone lines to existing Shire mobiles
- Determine time frame to switch to Recovery Location
- Prioritise Works Services

- Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable.
- Redirection of Works phone numbers from hard line to mobile
- Contact Works staff to inform them regarding incident and recovery location

**Recovery Time Objective**

Timeframe for this activity is within 24 hours of the incident.

**Recovery Location**

- Staff Location - Shire Administration Offices
- Plant Location - Waste Facility

**Resource requirements**

- Consideration of space for extra staff

**Other Considerations:**

- Liaise with Emergency Services and Police
- Inform Council and employees
- Inform Local Community where possible
- Inform Local Government Insurance Services

### **Task Two – Loss of Essential Machinery**

This task provides a procedure to follow in regard to the loss of essential machinery for the purposes of Road and Infrastructure related maintenance and construction.

#### **Incident Response Team:**

- Chief Executive Officer
- Executive Manager Works
- Team Leader Asset Maintenance

#### **Recovery Procedure:**

Incident Response Team to undertake the following steps:

- Ensure the safety of all staff
- Prioritisation of works services
- Hire of appropriate equipment to maintain services
- Request machinery from surrounding Shires as appropriate
- Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary

#### **Recovery Time Objective**

Timeframe for this activity is within 72 hours of the incident.

#### **Other Considerations:**

- Backlog of Works Services
- Priority of Works Services
- Staffing Requirements
- Wait time on new, hired or borrowed Machinery

### **Task Three – Loss of Essential Road Network and Bridge Infrastructure**

This task provides a procedure to follow in regard to the loss of access to Shire essential Road Network or Bridge Infrastructure.

#### **Incident Response Team:**

- Chief Executive Officer
- Executive Manager Works
- Executive Manager Corporate Services
- Team Leader Asset Maintenance

#### **Recovery Procedure:**

Incident Response Team to undertake the following steps:

- Ensure affected site has been evacuated and all personnel/public are accounted for
- Secure site and prevent access
- Contact Main Roads, Emergency Services and Police
- Identify any injuries and render assistance
- Undertake an initial assessment of damage and risks
- Arrange diversion/detour of road users to existing Shire roads
- Determine time frame to switch to Detour
- Prioritise Works Services
- Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable. Look at DRFA-WA claims and emergency opening up works approval.
- Document incident including photographic evidence
- Create separate GL for incident

#### **Recovery Time Objective**

Timeframe for this activity is within 7 days of the incident.

#### **Recovery Location**

- Primary Location - Shire Road Detour Site
- Secondary Location – Alternative Detour Route

#### **Resource requirements**

- Consideration of using Contractor and putting on extra casual staff

#### **Other Considerations:**

- Liaise with Main Roads, Emergency Services and Police
- Inform Council and employees
- Inform Local Community where possible
- Inform Local Government Insurance Services

### Scenario 2.2. Loss of access to ICT inclusive of hardware or software or part thereof.

This task provides the necessary steps to recover a loss of all Works related IT systems as a result of complete failure resulting in replacement of the IT system

#### **Incident Response Team**

- Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Works
- IT Consultant

#### **Recovery Procedure**

Undertake the following steps:

- Assess severity of outage through the Shire's IT provider and determine likely outage time
- Seek quotations and place orders for replacement components
- Contact Shire's insurers and Police if necessary
- Inform Council and Community of potential delays in providing services
- Set up and install new hardware. Install all software and restore from backups
- Reconcile and rebuild all data.

#### **Recovery Time Objective**

Timeframe for this activity is within 72 hours of the incident

#### **Resource requirements**

IT suppliers (hardware/software, Synergy, Licensing, etc.)

### Scenario 2.3. Significant number of Staff unavailable.

This task provides necessary steps to recover in the case of a significant number of staff being unavailable to work due to a variety of reasons

#### **Incident Response Team**

- Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Works
- Team Leader Asset Maintenance

#### **Recovery Procedure**

Undertake the following steps:

- Assess the severity of staff shortage
- Rearrange existing staff to cover the shortage areas
- Inform Council and Community of potential delays in providing services
- Request trained personnel from surrounding Shires if appropriate
- Source staff through recruitment agencies as appropriate
- Prioritise Works Services

#### **Recovery Time Objective**

Timeframe for this activity is within 72 hours of the incident

#### **Resource Requirements**

- Consideration of using Contractor and putting on extra casual staff

## Section Three – Regulatory Services

This refers to all regulatory services within the Shire Community including but not limited to:

- Health Services
- Building Services
- Ranger Services – Inclusive of animal and reptile control
- Surveying Services

### MAO Timeframe

This service has been assessed using the criteria found in the document '*Shire of Pingelly, Business Continuity Management Framework*' and designated as **MAO Timeframe Major 1 – 3 Business Days**.

### Trigger Points

The trigger points for the activation of this plan are based in the Risk Assessment Process and described in the Framework as 'All Hazard or Worst-Case Scenario' these consist of:

- Loss of access to Building, Infrastructure or Machinery or part there of
- Loss of access to ICT inclusive of hardware or software or part there of
- Significant number of Staff unavailable
- Combination of the above events

### Response

As Regulatory Services are based out of the Shire Administration Offices Response plans for this service are noted within Section One - Administration and Governance Processes.

## Section Four – Rehearse, Maintain and Review

It is critical that the plan is rehearsed to ensure that it remains relevant and useful. This may be done as part of a training exercise and is a key factor in the successful implementation of the plan during an emergency.

The Shire must also ensure that they regularly review and update the plan to maintain accuracy and reflect any changes inside or outside the business.

This plan is to be reviewed on a quinquennial (5 year) basis, as needed or after an activation.

## Appendices

Appendix One	Event Log
Appendix Two	Immediate Response Checklist
Appendix Three	Incident Recovery Checklist
Appendix Four	Insurance List
Appendix Five	Contacts List (Internal)
Appendix Six	Contacts List (External)
Appendix Seven	Emergency Kit
Appendix Eight	Evacuation Plans

## Appendix One – Event Log

[illegible]

*(Please note the event log is to include all rehearsals, tests and actual activations of the BCP)*

## Appendix Two – Immediate Response Checklist

Incident Response	<input type="checkbox"/>	Actions Taken
Severity of Incident assessed?		
Site evacuated? (As applicable)		
All staff accounted for?		
Injuries identified?		
Emergency Services contacted?		
Implemented Response Plan?		
Implemented Event Log?		
Activated Staff and Resources?		
Briefed Incident Response Team?		
Allocated roles and responsibilities?		
Identified damages?		
Identified critical disruptions?		
Staff Informed?		
Stakeholders Contacted?		
Initiated community information?		

### Appendix Three – Incident Recovery Checklist

Incident Response	<input type="checkbox"/>	Actions Taken
Severity of Incident assessed?		
Site evacuated? (As applicable)		
All staff accounted for?		
Injuries identified?		
Emergency Services contacted?		
Implemented Response Plan?		
Implemented Event Log?		
Activated Staff and Resources?		
Briefed Incident Response Team?		
Allocated roles and responsibilities?		
Identified damages?		
Identified critical disruptions?		
Staff Informed?		
Stakeholders Contacted?		
Initiated community information?		

### Appendix Three – Insurance List

Insurance Type	Insurance Company	Review Date
Liability	LGIS	July 2022
Casual Hirer's Liability	LGIS	July 2022
Commercial Crime and Cyber Liability	LGIS	July 2022
Management Liability	LGIS	July 2022
Pollution Legal Liability	LGIS	July 2022
Property	LGIS	July 2022
Motor Fleet	LGIS	July 2022
WorkCare	LGIS	July 2022
Corporate Travel	LGIS	July 2022
Personal Accident	LGIS	July 2022
Bush Fire	LGIS	July 2022
Marine Cargo	QBE Insurance	July 2022
Salary Continuance	Zurich Australia Insurance Limited	July 2022

**Appendix Five – Contact Lists (Internal)**

<b>Name</b>	<b>Position</b>	<b>Telephone</b>	<b>Email</b>
Andrew Dover	Chief Executive Officer	0420 385 412	<a href="mailto:Andrew.dover@pingelly.wa.gov.au">Andrew.dover@pingelly.wa.gov.au</a>
Zoe Macdonald	Executive Manager Corporate Services	0497 046 250	<a href="mailto:Zoe.macdonald@pingelly.wa.gov.au">Zoe.macdonald@pingelly.wa.gov.au</a>
Mike Hudson	Executive Manager Works	0429 887 106	<a href="mailto:Mike.hudson@pingelly.wa.gov.au">Mike.hudson@pingelly.wa.gov.au</a>
Shana Smith	Executive Governance Officer	0417 499 516	<a href="mailto:Shana.smith@pingelly.wa.gov.au">Shana.smith@pingelly.wa.gov.au</a>
Jamie Holmes	Coordinator Growth	0448 873 580	<a href="mailto:Jamie.holmes@pingelly.wa.gov.au">Jamie.holmes@pingelly.wa.gov.au</a>
Sheryl Squiers	Admin Officer Technical	0458 879 057	<a href="mailto:Sheryl.squiers@pingelly.wa.gov.au">Sheryl.squiers@pingelly.wa.gov.au</a>
Susan Heazlewood	Senior Finance Officer	0429 871 308	<a href="mailto:Susan.heazlewood@pingelly.wa.gov.au">Susan.heazlewood@pingelly.wa.gov.au</a>
Morgan Rapana	Finance Officer	0474 384 125	<a href="mailto:Morgan.rapana@pingelly.wa.gov.au">Morgan.rapana@pingelly.wa.gov.au</a>
Ellen Cook	Community Development Officer	0488 718 889	<a href="mailto:Ellen.cook@pingelly.wa.gov.au">Ellen.cook@pingelly.wa.gov.au</a>
Janine Hitch	Customer Service Officer	0407 089 874	<a href="mailto:admin@pingelly.wa.gov.au">admin@pingelly.wa.gov.au</a>
Geoff Forward	Team Leader Asset Maintenance	0427 852 426	<a href="mailto:Geoff.forward@pingelly.wa.gov.au">Geoff.forward@pingelly.wa.gov.au</a>
Allan Bell	Shire Mechanic	0437 437 499	<a href="mailto:allan.bell@pingelly.wa.gov.au">allan.bell@pingelly.wa.gov.au</a>
Tony Kirk	Building Maintenance Officer	0419 045 171	
Tim Jurmann	Health and Building Surveyor	0448 014 022	<a href="mailto:Tim.jurmann@pingelly.wa.gov.au">Tim.jurmann@pingelly.wa.gov.au</a>
Cr Bill Mulroney	Shire President	0427 871 191	<a href="mailto:crmulroney@pingelly.wa.gov.au">crmulroney@pingelly.wa.gov.au</a>
Cr Jackie McBurney	Dep Shire President	0427 944 456	<a href="mailto:crmcburney@pingelly.wa.gov.au">crmcburney@pingelly.wa.gov.au</a>

**Appendix Six – Contact List (External)**

<b>Name</b>	<b>Telephone</b>
WA Police	000
Pingelly Police	9887 2300
Department of Fire and Emergency Services - DFES	000
Ambulance	000
Water Authority	13 13 75
Western Power	13 13 51
Pingelly Medical Centre	9887 2222
Insurance Company - LGIS	9483 8839
Software Support – IT Vision	9315 7000
IT Support – Wallis Computers	9661 1803
Main Roads-Narrogin	9881 0566

## Appendix Seven – Emergency Kit

Emergency Kit is designed to be taken and transported easily the following items should be included:

Building site plans including location of gas, electricity and water shut off points. (Hard Copy & on Executive Manager's, CEO and EGO's laptop)	1
Local Emergency Management Arrangements (Hard Copy)	1
Local Recovery Plan (Hard Copy)	1
List of Current Staff and Next of Kin contact details	1
Business Continuity Plan	1
Copy of Templates ( including templates of printed forms specific to each Unit)	1
Two reams of Council Letterhead	1
Box of envelopes	1
Basic stationery items	1
Spare keys/security codes	1
Shire Maps	1
First Aid Kit	1
Defibrillator	kitchen

The emergency pack also contains a thumb drive with copies of the above documents saved on it.

Emergency Packs must be collected and updated annually with the plan to ensure contents are current and accurate (e.g. Staff list, contact details, phone numbers, and updated templates on thumb drives)

*The Kit is located in the Chief Executive Officers Office*

## **Appendix Eight – Evacuation Plans**

*(To be added to hard copy document only)*

### **14.3 Proposed winding up of Regional Waste Group**

<b>File Reference:</b>	<b>ADM0026</b>
<b>Location:</b>	<b>Not applicable</b>
<b>Applicant:</b>	<b>Not applicable</b>
<b>Author:</b>	<b>Executive Governance Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Regional Waste Site Agreement (unsigned)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

This report recommends the *Regional Waste Site Agreement* (Wagin Group of Councils) to which the Shire is a signatory, be wound up. Funds held by the lead agency, Shire of Wagin, will be distributed back to member councils accordingly.

#### **Background**

In response to an enquiry from one of the member Shires, some work has been done on determining the state of play with respect to the *Regional Waste Site Agreement* previously referred to. An unsigned copy of the agreement is attached. There is no in-house knowledge of the existence of any other agreement which may have encompassed a wider regional approach of the disposal of waste in the region.

Due to very limited documentation available which relates to this project, it has been difficult to ascertain exactly where this has landed with respect to participant contributions. A number of assumptions will have to prevail unless one of the other participating local governments has kept some more accurate records. The understanding of the situation at present is as follows:

- 2011 – Eleven Councils became signatory to a *Regional Waste Site Agreement* with Wagin being the lead agency. (Wagin has an unsigned copy of the agreement without any record of it having been executed).
- All Councils contributed funding toward the project.
- October 2011 – Woodanilling withdrew from the agreement
- 2014 - it seems that Dumbleyung, Wandering and West Arthur withdrew from the agreement.
- It is assumed that in accordance with the provisions of clause 6 of the agreement, the Councils which withdrew did not receive (nor were entitled to) a rebate from any Contributions that they might have made.
- This left seven remaining members. There does not appear to have been any redrawing or amendment of the *Regional Waste Site Agreement* reflecting the reduced Membership to seven.
- 1 July 2016 - The former Town and Shire of Narrogin commenced as a single entity as the new Shire of Narrogin, leaving six members. There does not appear to have been any redrawing or amendment of the *Regional Waste Site Agreement* reflecting the reduced membership to six.
- It would seem that in accordance with Clause 9 of the agreement (“Winding Up”) that all participant Councils need to agree in writing for the group wound up. This would allow the residual funds to be equally distributed.
- The Shire of Wagin is holding \$37,071 on behalf of the group.
- There are currently six remaining members, however, given that there is no record of the former Town of Narrogin withdrawing from the agreement prior to the amalgamation of the former Town and Shire of Narrogin it would seem that Narrogin should receive a double allocation of funds on disbursement.

#### **Comment**

In order for the *Regional Waste Site Agreement* to be wound up and the funds held on behalf of the group to be distributed back to participating Councils, the consent of the Council is required.

**Consultation**

Letter from CEO of Shire of Wagin

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

It is estimated the Shire of Pingelly will receive approximately \$6,100 as disbursement from the fund. Any funding returned to the Shire would be transferred to the Waste Reserve following the mid-year budget review.

**Strategic Implications**

Goal 5	Innovation, Leadership and Governance
Outcome 5.5	Financial Resources are effectively managed
Strategy 5.5.1	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**

N/A

**Voting Requirements**

Simple Majority

**Recommendation**

**That Council consent to the Winding Up of the Regional Waste Site Agreement (Wagin Group of Councils) and to advise Shire of Wagin of the outcome.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**Attachment – Regional Waste Site Agreement (Unsigned)**

SHIRE OF CUBALLING  
AND  
SHIRE OF DUMBLEYUNG  
AND  
SHIRE OF NARROGIN  
AND  
SHIRE OF PINGELLY  
AND  
SHIRE OF WAGIN  
AND  
SHIRE OF WANDERING  
AND  
SHIRE OF WEST ARTHUR  
AND  
SHIRE OF WICKEPIN  
AND  
SHIRE OF WILLIAMS  
AND  
SHIRE OF WOODANILLING  
AND  
TOWN OF NARROGIN

---

**Regional Waste Site Agreement**

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**RECITALS**

- A. The Group is comprised of local governments each constituted pursuant to the provisions of the Local Government Act 1995 and is located in the Wheatbelt and Great Southern regions of Western Australia.
- B. The Shire of Cuballing, Shire of Dumbleyung, Shire of Narrogin, Town of Narrogin, Shire of Pingelly, Shire of Wandering, Shire of West Arthur, Shire of Wickepin, Shire of Williams, and Shire of Woodanilling have formed a voluntary organization of councils known as the Wagin Group of Councils ("WGOC"), to collectively carry out certain local government functions.
- C. The Group purchased, as tenants in common in equal shares, Lot 8 on Deposited Plan xxx being the whole of the land comprised in Certificate of Title Volume xxxx Folio XXX for the purpose of a regional refuse site ("the Land").
- D. The Land comprises of approximately 153 hectares, and the refuse site is located on a 16 hectare portion of the Land ("the Waste Site").
- E. The Shire of Cuballing, Shire of Dumbleyung, Shire of Narrogin, Town of Narrogin, Shire of Pingelly, Shire of Wandering, Shire of West Arthur, Shire of Wickepin, Shire of Williams, and Shire of Woodanilling enter into this Deed to record the terms, conditions of ownership and management of the Land and the Waste Site.

**1. OBJECTIVES**

The Shire of Cuballing, Shire of Dumbleyung, Shire of Narrogin, Town of Narrogin, Shire of Pingelly, Shire of Wandering, Shire of West Arthur, Shire of Wickepin, Shire of Williams, and Shire of Woodanilling ACKNOWLEDGE AND AGREE that the objectives of the Group in relation to the Waste Site and the Land are to:

- a) provide effective and cost efficient waste disposal consistent with legislative requirements and environmental standards for residents of the parties;
- b) operate programs to dispose of waste at the Waste Site in accordance with best practice;
- c) encourage upon a commercial basis and in accordance with agreed processes, other local governments in the region to deposit their refuse at the Waste Site; and
- d) establish and maintain the appropriate level of physical and financial resources, for the proper operation and management of the Waste Site.

**2. MANAGEMENT OF WASTE SITE**

Unless otherwise agreed by the parties in writing, The Shire of Cuballing, Shire of Dumbleyung, Shire of Narrogin, Town of Narrogin, Shire of Pingelly, Shire of Wandering, Shire of West Arthur, Shire of Wickepin, Shire of Williams, and Shire of Woodanilling COVENANT AND AGREE with each other that the Shire of Narrogin will be responsible for the day-to-day management of the Waste Site, such responsibilities to include the:

THIS AGREEMENT is made the                      day of                      2011

**BETWEEN:**

Shire of Cuballing of 186 Campbell Street, Cuballing WA 6311

AND

Shire of Dumbleyung of Harvey Street, Dumbleyung WA 6350

AND

Shire of Narrogin of 43 Federal Street, Narrogin WA 6312

AND

Shire of Pingelly of 17 Queen Street Pingelly WA 6308

AND

Shire of Wagin of Arthur Road Wagin WA 6315

AND

Shire of Wandering of 22 Watts Street, Wandering WA 6308

AND

Shire of West Arthur of 31 Burrowes Street Darkan WA 6392

AND

Shire of Wickepin of Wogolin Road, Wickepin WA 6370

AND

Shire of Williams of 9 Brooking Street, Williams WA 6391

AND

Shire of Woodanilling of Robinson Road, Woodanilling WA 6316

AND

Town of Narrogin of 89 Earl Street, Narrogin WA 6312

(referred to collectively as the "Group")

- a) supervision of the Contractor and other users of the Waste Site;
- b) establishment and maintenance of a separate account for the Waste Site and the Land identifying all transactions in relation to the Waste Site and make available annual copies to the other parties;
- c) compliance with any protocols, guidelines, rules and regulations determined by the Working Group for the Waste Site and the Land; and
- d) maintenance of adequate public liability insurance for the Land and the Waste Site in the name of each party jointly and severally.

### 3. PAYMENT OF COSTS AND SHARING OF INCOME

The parties AGREE that:

- a) all outgoings related to the Waste Site and the Land, including capital infrastructure, are to be shared equally by the Group, unless such outgoing is attributable to one particular party or parties in which case that outgoing is payable by that party or those parties;
- b) each party is responsible to pay the Contractor for transportation of waste to the Waste Site based on the tonnage measured at the Waste Site weighbridge pursuant to the contract with the Contractor; and
- c) any income or revenue received from the Waste Site or the Land is to be shared equally between the Group.

### 4. RESTRICTIONS ON DISPOSAL

The parties COVENANT AND AGREE with each other that no party may sell, transfer, assign or otherwise dispose of or encumber its share of the Land, the Waste Site or the Waste Site assets.

### 5. WORKING PARTY

The parties each COVENANT AND AGREE with each other:

- a) to each allocate at least one senior officer of its staff to form a Working Group;
- b) the members of the Working Group shall elect a chairman and deputy chairman;
- c) if the office of chairman or deputy chairman becomes vacant then members of the WGOC shall elect a new chairman or deputy chairman as the case requires;
- d) the members of the Working Group are to meet on a regular basis to facilitate the purpose and terms of this Agreement ("the Working Party");
- e) such meetings are to be held at each Shire/Town on a rotational basis in accordance with the meetings for the WGOC and the WGOC Chairman shall chair the meetings; and
- f) each member Shire/Town shall have one vote in the decision making process.

**6. WITHDRAWAL FROM AGREEMENT**

- a) Notwithstanding clause 4, a party may withdraw from this Agreement by giving twelve months notice to the other parties of its intention to withdraw from this Agreement.
- b) A withdrawing party is not entitled to any rebate for any fees or costs paid in advance.

**7. LODGEMENT OF CAVEAT**

Each member of the Group CHARGES the Land in favour of each other member of the Group with the performance of its obligations undertaken hereunder and with the payment of all or any moneys payable or which may become payable by the Group to any other member of the Group and for the purpose of securing the same authorizes each member of the Group to lodge an absolute caveat at Landgate against the Certificate of Title to the Land in order to protect the rights and interests of each member under this Deed.

**8. ADDITIONAL LOCAL GOVERNMENTS**

Where another local government or similar body wishes to utilise the Waste Site, it may do so only with the consent in writing of all of the parties to this Agreement and on the terms and conditions agreed.

**9. WINDING UP**

- a) The Shire of Cuballing, Shire of Dumbleyung, Shire of Narrogin, Town of Narrogin, Shire of Pingelly, Shire of Wandering, Shire of West Arthur, Shire of Wickelbin, Shire of Williams, and Shire of Woodanilling may, by agreement of all councils in writing, wind up the WGOC;
- b) If the WGOC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the WGOC then the property and assets shall be realized and the proceeds along with any surplus funds shall be divided among the Participants in equal proportions;
- c) If the WGOC is to be wound up and there remains any liability or debt in excess of the realized property and assets of the WGOC then the liability or debt is to be met by the Participants in equal proportions.

**10. DISPUTE RESOLUTION**

- a) Subject to subclause (e) before resorting to external dispute resolution mechanisms, the parties to this Agreement shall attempt to settle by negotiation any dispute in relation to this Agreement.
- b) If a dispute is not settled by the parties within ten (10) days of one party first sending to the other parties written notice that they are in dispute, the dispute shall be submitted to external dispute resolution mechanism.
- c) For the purpose of this clause "external dispute resolution mechanism" means dispute resolution in accordance with the following provisions:

- i. A dispute may be referred by any of the parties to a single arbitrator in accordance with and under the provisions of the Commercial Arbitration Act 1985 and costs of the arbitration are to be paid in accordance with the award of the arbitrator; and
  - ii. In any arbitration each party shall be entitled to be represented by a duly qualified legal practitioner. This clause shall be deemed to be the agreement in writing referred to in Section 20 of the Commercial Arbitration Act 1985 in respect of the representation.
- d) Notwithstanding the existence of a dispute each party shall continue to perform its obligations under this Agreement.
  - e) A party may commence court proceedings relating to any dispute arising from this Agreement at any time where that party seeks urgent interlocutory relief.

#### **11. CONFIDENTIALITY**

- a) Subject to compliance with any other provisions of this Agreement dealing with confidentiality, each party undertakes and agrees not to use in any way confidential information of another party without the prior written approval of the other party except for the purposes contemplated by this Agreement;
- b) Except as required by law, each party agrees not to disclose to any person (other than a party's employees, directors, Councilors, consultants or advisors) or allow or assist to make it possible for any person to observe or copy any confidential information of another party, without the prior written approval of the other parties; and
- c) Each party agrees not to do any act, matter or thing which constitutes a breach of obligations pursuant to the Privacy Act, Local Government Act 1995, Freedom of Information Act 1992 or any other written law.

#### **12. RELATIONSHIP BETWEEN PARTIES**

Nothing contained or implied in this Agreement constitutes any party the partner, agent or representative of any other party or creates any partnership, agency or trust and no party has the authority to bind any other party in any way.

#### **13. GOVERNING LAW**

This Agreement is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

#### **14. DEFINITIONS**

In this Agreement, unless otherwise required by the context of the subject matter;

**Contractor** means xxxx contracted upon an individual basis with each Shire/Town for the transportation of rubbish from each Shires/Towns Transfer Station to the Waste Site.

**Costs** for the avoidance of doubt, includes establishment and capital costs as well as operating costs.

**Party** means Shires of Cuballing, Dumbleyung, Narrogin, Pingelly, Wagin, Wandering, West Arthur, Wickepin, Williams, Woodanilling and Town of Narrogin

## **15. INTERPRETATION**

In this Agreement:

- a) a reference to the parties means the parties to this Deed;
- b) The single includes the plural and vice versa;
- c) A reference to a matter connected with the Claim includes a reference to all matters alleged in, connected with or arising out of the Claim and all matters connected with matters alleged in the Claim;
- d) A reference to a party includes a reference to that party's successors and permitted assigns and any person claiming under or through the party;
- e) Every agreement or obligation expressed or implied in this Deed by which two or more persons agree or are bound shall bind such persons jointly and each of them severally and any provision expressed or implied in this Deed which applies to two or more persons shall apply to such persons jointly and each of them severally; and
- f) headings used in this Deed are for convenience only and shall not affect its construction, interpretation or meaning and do not form part of this Deed.

**PARTIES TO INITIAL**

<b>PARTICIPANT</b>	<b>DATE OF RESOLUTION TO ENTER INTO THIS ESTABLISHMENT AGREEMENT</b>
Shire of Cuballing	2011
Shire of Dumbleyung	2011
Shire of Narrogin	2011
Shire of Pingelly	2011
Shire of Wagin	2011
Shire of Wandering	2011
Shire of West Arthur	2011
Shire of Wickepin	2011
Shire of Williams	2011
Shire of Woodanilling	2011
Town of Narrogin	2011

**EXECUTED BY THE PARTIES as a Deed:**

THE COMMON SEAL of the SHIRE OF  
CUBALLING was hereunto affixed in  
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF  
DUMBLEYUNG was hereunto affixed in  
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF  
NARROGIN was hereunto affixed in  
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF  
PINGELLY was hereunto affixed in  
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF  
WAGIN was hereunto affixed in  
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF  
WANDERING was hereunto affixed in  
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF  
WEST ARTHUR was hereunto affixed in  
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF  
WICKEPIN was hereunto affixed in  
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF

WILLIAMS was hereunto affixed in  
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF  
WOODANILLING was hereunto affixed in  
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the TOWN OF  
NARROGIN was hereunto affixed in  
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

(Referred to collectively as the "Group")

## **14.4 Council Committee Vacancies**

<b>File Reference:</b>	<b>ADM0641</b>
<b>Location:</b>	<b>Not applicable</b>
<b>Applicant:</b>	<b>Not applicable</b>
<b>Author:</b>	<b>Executive Governance Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary**

Council to consider reviewing and appointing members, delegates and deputies to Committees, both internal and external, which currently hold a vacancy.

### **Background**

The resignation of former Councillor, Kasey Camilleri, ceases her tenure on the following committees:

Committees of Council-

Chief Executive Officer Performance Review Committee (Member)

External Committees-

Development Assessment Panel (Deputy)

Pingelly Youth Network (Delegate)

Pingelly Early Years Network (Delegate)

### **Comment**

In order to continue the representation by Council on the above committees, vacant positions should be filled.

### **Consultation**

CEO and Councillors

### **Statutory Environment**

Section 5.10 of the *Local Government Act* (Appointment of committee members) provides that:

(1) *A committee is to have as its members-*

- (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) *persons who are appointed to be members of the committee under subsection (4) or (5). \*Absolute majority required.*

(2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*

(3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*

(4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

(5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government*

of his or her wish —

- (a) to be a member of the committee; or
- (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case maybe, to be a member of the committee.

Section 5.11A (Deputy committee members) provides:

- (1) The local government may appoint a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time. \*Absolute majority required.
- (2) A person who is appointed as a deputy of a member of a committee is to be —
  - (a) if the member of the committee is a council member — a council member; or
  - (b) if the member of the committee is an employee — an employee; or
  - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
  - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

Section 5.11 (Tenure of committee membership) provides:

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
  - (b) the person resigns from membership of the committee; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day, whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the term of the person's appointment as a committee member expires; or
  - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day, whichever happens first.

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Goal 5	Innovation, Leadership and Governance
Outcome 5.1	The Shire's community feels community involvement and engagement is working well.
Strategy 5.1.1.1	Ensure continued community consultation and engagement on key projects and strategies.

**Risk Implications**

Risk	Lack of representation on various committees
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Ensuring the vacancies are filled.

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	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

**Recommendation**

That Council appoints the following delegates to Committees of Council and External Committees:

**Council Committee**

- Chief Executive Officer Performance Review Committee      Member-

**External Committees**

- Development Assessment Panel      Deputy-
- Pingelly Youth Network      Delegate-
- Pingelly Early Years Network      Delegate-

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**15. DIRECTORATE OF CORPORATE SERVICES****15.1 Monthly Statement of Financial Activity – June 2022**

**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 June 2022 to 31 June 2022  
**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 June 2022 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 30 June 2022. Financials have been prepared prior to the end of financial year being completed and audited.

Council received capital grant payments in June of

Pingelly Pocket Park	RACWA	\$22,000
LRCI Phase 3	75% of the grant	\$401,396
LRCI Phase 2	Town Hall	\$9,681

Council received operating grant payments in June of

Australia Day	Australia Day Council	\$4,000
LRCI Phase 2	Vegetation clearing	\$29,649
Heritage Planning	Dept Planning	\$20,000
Childcare Training subsidy	Dept of Communities	\$18,250
Youth Strategy	Dept of Communities	\$10,000
Queens Jubilee Grant	Dept Industries Science	\$20,000

## 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 2021/22 and Adopted Budget Review.

## 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

**Recommendation**

**That with respect to the Monthly Statements of Financial Activity for the month ending 30 June 2022 be accepted, and material variances be noted.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**Attachment** – Statement of Financial Activity June 2022



# **SHIRE OF PINGELLY**

## **MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

### **FOR THE PERIOD 1 JUNE 2022 TO 30 JUNE 2022**

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Graphical Analysis

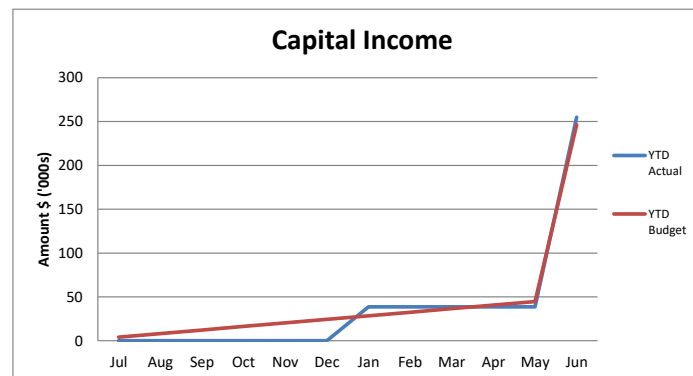
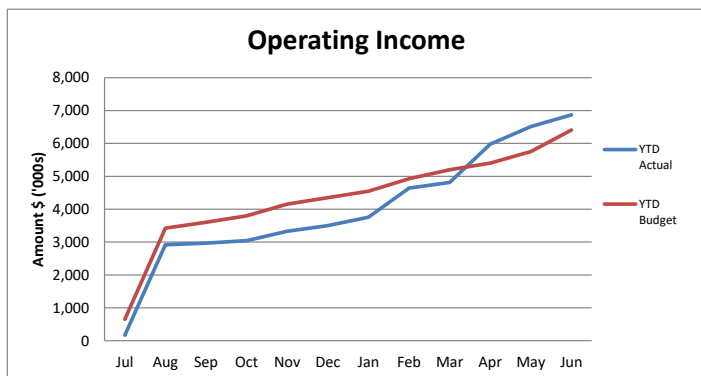
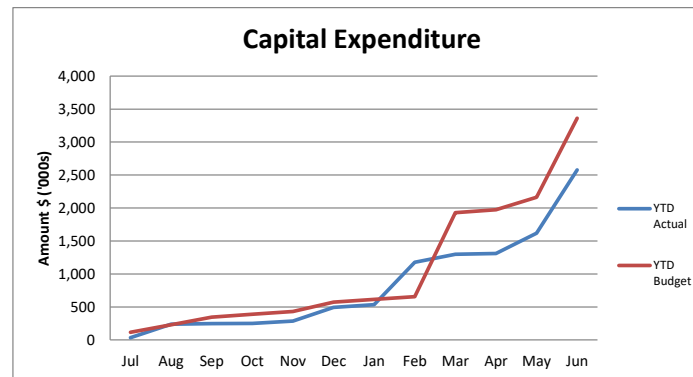
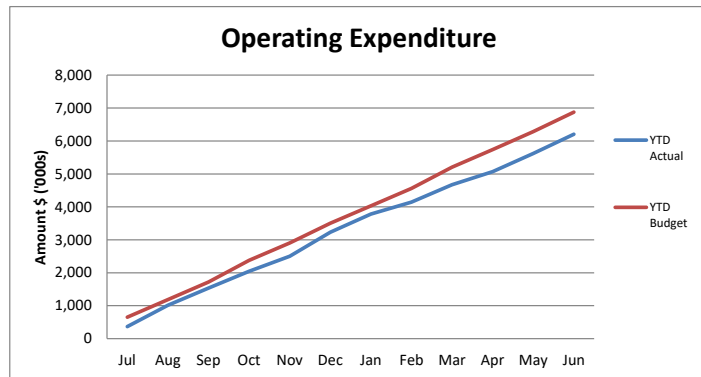
Statement of Financial Activity

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

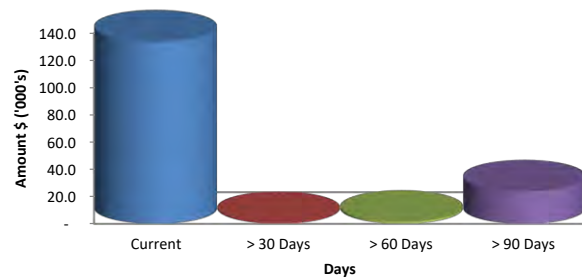
## Income and Expenditure Graphs to 30 June 2022



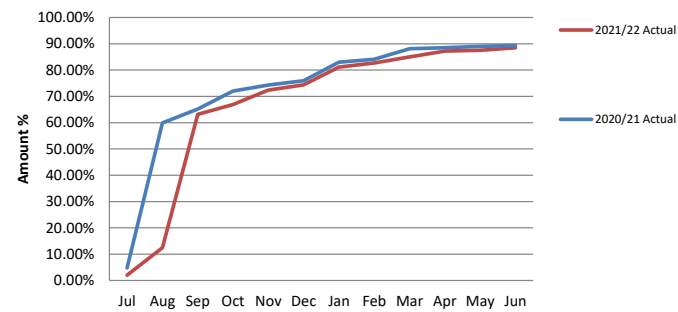
This is adjusted in line with accounting standards to capital grants expenditure

## Other Graphs to 30 June 2022

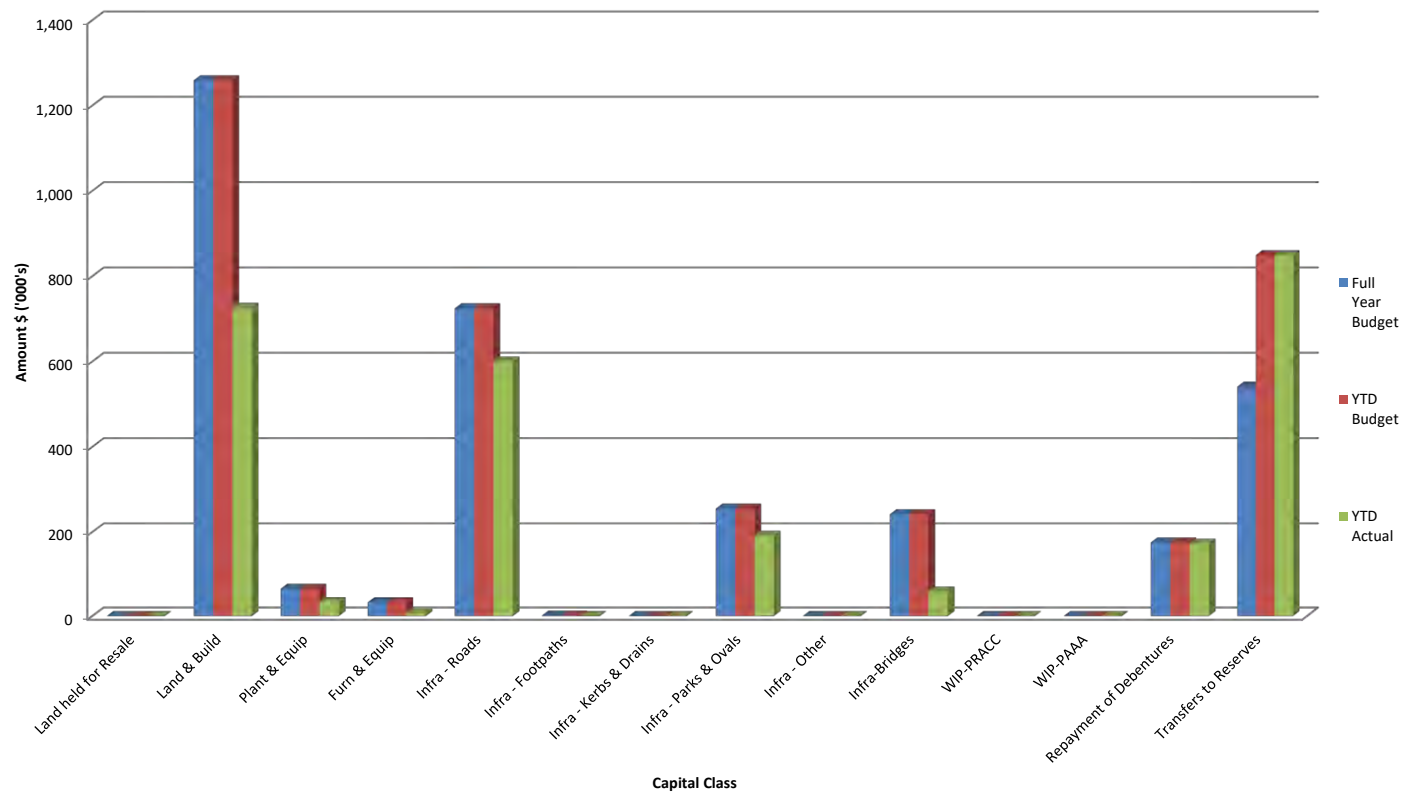
Sundry Debtors Amount O/S



Rates % Collected



Capital Expenditure



## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JUNE 2022 TO 30 JUNE 2022

	NOTE	2021/22 Adopted Budget \$	2021/22 Revised Budget \$	June 2021 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>							
<b>Revenues/Sources</b>							
General Purpose Funding		660,811	735,850	1,847,883	1,112,269	151%	▲
Governance		58,025	118,600	120,966	2,366	2%	
Law, Order, Public Safety		319,089	550,796	224,266	(326,530)	-59%	▼
Health		1,900	1,900	2,423	523	28%	
Education and Welfare		18,270	16,920	16,108	(812)	-5%	
Housing		0	0	0	0	0%	
Community Amenities		211,250	207,525	211,819	4,294	2%	
Recreation and Culture		496,612	1,180,310	1,000,283	(180,027)	-15%	▼
Transport		1,221,887	1,177,387	1,048,286	(129,101)	-11%	▼
Economic Services		45,050	97,550	61,383	(36,167)	-37%	▼
Other Property and Services		40,227	92,469	103,708	11,239	12%	▲
		3,073,121	4,179,307	4,637,125	458,054	11%	
<b>(Expenses)/(Applications)</b>							
General Purpose Funding		(207,821)	(208,921)	(192,393)	16,528	8%	
Governance		(425,457)	(506,489)	(403,079)	103,410	20%	▼
Law, Order, Public Safety		(497,159)	(503,659)	(393,767)	109,892	22%	▼
Health		(176,477)	(176,477)	(166,452)	10,025	6%	
Education and Welfare		(113,328)	(116,435)	(101,588)	14,847	13%	▼
Housing		0	0	0	0	0%	
Community Amenities		(398,447)	(395,497)	(339,912)	55,585	14%	▼
Recreation & Culture		(1,509,842)	(1,596,187)	(1,403,163)	193,024	12%	▼
Transport		(2,902,952)	(2,930,376)	(2,687,336)	243,040	8%	
Economic Services		(410,577)	(415,477)	(381,070)	34,407	8%	
Other Property and Services		(19,174)	(23,786)	(135,545)	(111,759)	-470%	▲
		(6,661,234)	(6,873,304)	(6,204,305)	668,999	-10%	
<b>Net Operating Result Excluding Rates</b>		<b>(3,588,113)</b>	<b>(2,693,997)</b>	<b>(1,567,180)</b>	<b>1,127,053</b>	<b>-42%</b>	
<b>Adjustments for Non-Cash</b>							
<b>(Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	2	(20,050)	(13,310)	(22,070)	(8,760)	-66%	▲
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0%	
Movement in Employee Benefit Provisions		0	0	0	0	0%	
Movement in LG House Trust-Non Cash		0	0	0	0	0%	
Changes in Accounting Policy		0	0	0	0	0%	
Adjustments in Fixed Assets		0	0	0	0	0%	
Rounding		0	0	0	0	0%	
Depreciation on Assets		2,608,552	2,608,552	2,582,058	(26,494)	1%	
<b>Capital Revenue and (Expenditure)</b>							
Purchase Land Held for Resale	1	0	0	0	0	0%	
Purchase of Land and Buildings	1	(561,316)	(977,316)	(725,766)	251,550	26%	▼
Purchase of Furniture & Equipment	1	(34,700)	(32,640)	(6,257)	26,383	81%	▼
Purchase of Right of Use Asset - Furniture & Equipment	1	0	0	0	0	0%	
Purchase of Right of Use Asset - Plant & Equipment	1	(330,000)	(100,000)	0	100,000	100%	▼
Purchase of Right of Use Asset - Buildings	1	0	0	0	0	0%	
Purchase of Plant & Equipment	1	(34,000)	(34,000)	(32,972)	1,028	3%	
Purchase of WIP - PP & E	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Roads	1	(725,551)	(724,580)	(599,870)	124,710	17%	▼
Purchase of Infrastructure Assets - Footpaths	1	(12,215)	(1,007)	0	1,007	100%	
Purchase of Infrastructure Assets - Kerbs & Drains	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(219,250)	(219,250)	(190,896)	28,354	13%	▼
Purchase of Infrastructure Assets - Bridges	1	(212,122)	(241,722)	(58,121)	183,601	76%	▼
Purchase of Infrastructure Assets - Other	1	0	0	0	0	0%	
Purchase of WIP Recreation and Culture	1	0	0	0	0	0%	
Purchase of WIP Aged Accommodation	1	0	0	0	0	0%	
Proceeds from Disposal of Assets	2	62,000	62,000	57,327	(4,673)	-8%	
Repayment of Debentures	3	(175,091)	(175,091)	(172,237)	2,854	2%	
Proceeds from New Debentures	3	0	0	0	0	0%	
Proceeds from new Lease Liabilities	3	330,000	100,000	0	(100,000)	-100%	▼
Repayment of Leases	3	(144,508)	(110,008)	(95,307)	14,701	-13%	▼
Advances to Community Groups		0	0	0	0	0%	
Self-Supporting Loan Principal Income		18,692	18,692	17,259	(1,433)	-8%	
Transfer from Restricted Asset - Unspent Loans		0	0	0	0	0%	
Transfers to Restricted Assets (Reserves)	4	(540,804)	(849,042)	(849,080)	(38)	0%	
Transfers from Restricted Asset (Reserves)	4	29,700	197,640	197,640	0	0%	
Transfers to Restricted Assets (Other)		0	0	0	0	0%	
Transfers from Restricted Asset (Other)		0	0	0	0	0%	
ADD Net Current Assets July 1 B/Fwd	5	1,319,560	1,319,560	1,319,560	0	0%	
Net Current Assets - Unspent Grants		0	0	0	0	0%	
LESS Net Current Assets Year to Date	5	0	363,697	2,088,359	1,724,661	-474%	▼
<b>Amount Raised from Rates</b>		<b>(2,229,216)</b>	<b>(2,229,216)</b>	<b>(2,234,270)</b>	<b>(4,818)</b>	<b>0%</b>	

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

▲

▼

**SHIRE OF PINGELLY**  
**FOR THE PERIOD 1 JUNE 2022 TO 30 JUNE 2022**  
**Report on Significant variances Greater 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**

<b>General Purpose Funding</b>	1,112,269	151% ▲
The variance relates to 21/22 advanced payment of Federal Assistance Grants - General Purpose and Local Roads.		
<b>Law Order and Public Safety</b>	(326,530)	-59% ▼
The main variance relates to ESL operating grant revenue timing, together with the revenue for the over spend for 20/21 Bush Fire Brigade.		
<b>Recreation and Culture</b>	(180,027)	-15% ▼
The variances relate to the budget profiling for the Town Hall improvements, Town Hall Arts and Tourism Space, PRACC Lighting		
<b>Transport</b>	(129,101)	-11% ▼
There are a number of factors that relate to this variance with the main drivers being grant funding R2R, RRG, and LRCI Phase 3 Grant to recognition of revenue and the change in accounting standards.		
<b>Economic Services</b>	(36,167)	-37% ▼
The variance predominantly relates to revenue for standpipes, LRCI 3 Funding revenue recognition being under budget. The Caravan Park Revenue and the additional unbudgeted People of Pingelly Past and present revenue are over budget.		
<b>Other Property and Services</b>	11,239	12% ▲
The main variance relates to the reimbursement of Workers Compensation claims, less the timing of the fuel rebate, and private works being under budget.		

**REPORTABLE OPERATING EXPENSE VARIATIONS**

<b>Governance - Within variance threshold 10% and \$5,000</b>	103,410	20% ▼
The main variances relate to Member of Council training, refreshments, sitting fees(timing) and the revision of local laws(timing). In Administration, bank fees (timing), salaries, wages and superannuation and job training, consultants, computer expenses and financial services offset with the lower admin allocation.		
<b>Law, Order, Public Safety</b>	109,892	22% ▼
The main variances relates to budget profiling for Bushfire Mitigation Activities and SES & BFB Esl expenses		
<b>Education and Welfare</b>	14,847	13% ▼
The variance relates to depreciation and admin allocation(non cash).		
<b>Community Amenities</b>	55,585	14% ▼
The variance relates to a timing issue for refuse site management, domestic refuse collection, recycling, bulk verge collection and burial expenses.		
<b>Recreation and Culture</b>	193,024	12% ▼
There are a number of factors that relate to this variance with the main drivers being depreciation 21/22, Recreation ground, cricket pitch, effluent ground, Linear and Pioneer parks maintenance expenses and the swimming pool building and other culture buildings maintenance are currently under budget. Small Grant Events and celebrations and admin allocation are also under budget.		
<b>Other Property and Services</b>	( 111,759)	-470% ▲
The main variances relate to timing due to expenditure and allocation for PWOH's and plant allocations which will be adjusted ytd in June as the end of financial year process is completed Public Works Overheads are continually monitored.		

**REPORTABLE CAPITAL EXPENDITURE VARIATIONS**

<b>Purchase of Land &amp; Buildings</b>	251,550	26% ▼
The variance relates to the Town Hall, Driver Reviver Sulkies & Buggies, PRACC Carpark drainage and PRACC lighting.		
<b>Purchase of Furniture &amp; Equipment</b>	26,383	81% ▼
The variance relates to a PRACC billboards and CCTV Depot not yet commenced		
<b>Purchase of Right of Use Asset - Plant &amp; Equipment</b>	100,000	100% ▼
Variance relates to purchase of ROU Plant & Equipment. This is an end of year journal for the purchase of the financed skid steer loader		
<b>Purchase of Road Infrastructure Assets</b>	124,710	17% ▼
Road Infrastructure YTD Actuals less than YTD Budget due to outstanding creditors invoices		
<b>Purchase of Infrastructure Assets - Parks &amp; Ovals</b>	28,354	13% ▼
The variance relates to the Memorial Park Re-development.		
<b>Purchase of Infrastructure Assets - Bridges</b>	183,601	76% ▼
Expenditure relates to emergency storm damage works for Review Street, which will be carried forward to 2022/2023 financial year		
<b>Proceeds from new Lease Liabilities</b>	-100,000	-100% ▼
The new lease for the skid steer loader will be processed as part of the end of financial year journals.		
<b>Repayment of Leases</b>	14,701	-13% ▼
No repayments for the lease of the Skid Steer Loader will be made this financial year		

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JUNE 2022 TO 30 JUNE 2022**

	2021/22 Adopted Budget \$	2021/22 Revised Budget \$	June 2021 YTD Actual \$
<b>1. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
<u>Administration</u>			
Furniture And Equipment	9,700	7,640	5,134
<b>Recreation &amp; Culture</b>			
<u>Public Halls Civic Centres</u>			
Town Hall	39,565	64,565	10,486
Pingelly Central Driver Reviver Point - Town Hall	117,950	84,950	77,889
Sulkies & Buggies	200,000	0	0
<u>Other Recreation &amp; Sport</u>			
Capex - Infra Parks & Ovals	219,250	219,250	190,896
Old Bowling Club Building	0	599,000	599,000
<u>Other Culture</u>			
Capex - Pracc Carpark And Drainage	53,801	78,801	38,390
Pracc Lighting Project	150,000	150,000	0
Pracc Billboard Signs	15,000	15,000	0
<b>Transport</b>			
<b>Furniture &amp; Equipment</b>			
Furniture & Equipment Purchase - Schedule 12	10,000	10,000	1,123
<b>Bridges</b>			
Capex - Review Street Bridge # 5165 0.94Slk	212,122	212,122	28,595
Capex - Yealering-Pingelly Road Bridge	0	29,600	29,526
<b>Roads Construction</b>			
Capex - Pemberton Street Drainage - Roads To	49,221	49,221	54,189
Capex - North Bannister Pingelly Road Wheatbelt	50,000	0	0
Capex - York Williams Road Reseal 10Mm Agg			
21700M2 Slk 0.00 To 3.50 Slk	90,500	138,809	91,660
Capex - Yenellin Rd Reconstruction Of Road To A 7	160,000	160,000	143,565
York - Williams Road - Rtr	36,210	36,210	36,210
Thompson Road Culverts - Council Constr	4,920	4,920	1,076
Pasture Street - Council Constr	29,064	9,002	9,060
Capex - Rrg Wickepin Pingelly Slk 7.9-9.0	260,500	260,500	198,191
Review Street - Rtr	45,136	65,918	65,918
<b>Footpath Construction</b>			
Footpaths - Construction	12,215	1,007	0
<u>Road Plant Purchases</u>			
Right Of Use Asset - P & E	330,000	100,000	-
Capex - Psm01 Upgrade 2014 Holden Colorado	34,000	34,000	32,972
Furniture & Equipment - Schedule 12	0	0	-
	<u>2,129,154</u>	<u>2,330,515</u>	<u>1,613,881</u>
<b><u>By Class</u></b>			
Buildings	561,316	977,316	725,766
Furniture & Equipment	34,700	32,640	6,257
Right of Use Asset - P & E	330,000	100,000	-
Plant & Equipment	34,000	34,000	32,972
Infrastructure - Roads	725,551	724,580	599,870
Infrastructure - Footpaths	12,215	1,007	0
Infrastructure - Parks & Ovals	219,250	219,250	190,896
Infrastructure - Bridges	212,122	241,722	58,121
	<u>2,129,154</u>	<u>2,330,515</u>	<u>1,613,881</u>

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JUNE 2022 TO 30 JUNE 2022

## 2. DISPOSALS OF ASSETS

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

Asset No		Written Down Value			Sale Proceeds			Profit(Loss)		
		2021/22		June 2021 Actual \$	2021/22		June 2021 Actual \$	2021/22		June 2021 Actual \$
		Budget \$	Revised Budget		Budget \$	Revised Budget		Budget \$	Revised Budget	
<b>By Program</b>										
5181	<b>Governance</b>									
	Depot - Archive Sea Container	0		2,690	0		0.00	0	(2,690)	(2,690)
PCEO20	2020 Holden Trailblazer	0		24,787	0		38,738	0		13,951
<b>Transport</b>										
PSM01	PSM01 - 2014 Holden Colorado 4 X 4 PN810	17,000	17,000	0	12,000	12,000		(5,000)	(5,000)	0
PL7	2007 CAT Skid Steer Loader - PN568	7,950	7,950	7,780	10,000	10,000	18,589	2,050	2,050	10,809
PT13	2007 Mitsubishi Fuso FV51 Tip Truck - PN133	17,000	17,000	0	40,000	40,000		23,000	23,000	0
		41,950	41,950	35,257	62,000	62,000	57,327	20,050	17,360	22,070

Asset No		Written Down Value			Sale Proceeds			Profit(Loss)		
		2021/22		June 2021 Actual \$	2021/22		June 2021 Actual \$	2021/22		June 2021 Actual \$
		Budget \$	Revised Budget		Budget \$	Revised Budget		Budget \$	Revised Budget	
<b>By Class of Asset</b>										
5181	<b>Buildings</b>									
	Depot - Archive Sea Container	0		2,690	0		0	0		(2,690)
<b>Plant &amp; Equipment</b>										
PSM01	PSM01 - 2014 Holden Colorado 4 X 4 PN810	17,000	17,000	0	12,000	12,000	0	(5,000)	(5,000)	0
PL7	2007 CAT Skid Steer Loader - PN568	7,950	7,950	7,780	10,000	10,000	18,589	2,050	2,050	10,809
PT13	2007 Mitsubishi Fuso FV51 Tip Truck - PN133	17,000	17,000	0	40,000	40,000	0	23,000	23,000	0
PCEO20	2020 Holden Trailblazer	0	0	24,787	0	0	38,738	0	0	13,951
		41,950	41,950	35,257	62,000	62,000	57,327	20,050	20,050	22,070

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

2020/21		June 2021 Actual \$
Adopted Budget \$	Revised Budget \$	
25,050	25,050	24,760
(5,000)	(5,000)	(2,690)
20,050	20,050	22,070

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JUNE 2022 TO 30 JUNE 2022

## 3. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-21	New Loans		Principal Repayments			Principal Outstanding			Interest Repayments		
		2021/22 Budget \$	2021/22 Actual \$	2021/22 Budget \$	2021/22 Revised Budget	2021/22 Actual \$	2021/22 Budget \$	2021/22 Revised Budget	2021/22 Actual \$	2021/22 Budget \$	2021/22 Revised Budget	2021/22 Actual \$
<b>Education &amp; Welfare</b>												
Loan 120 - SSL Pingelly Cottage Homes *	132,281	0	0	18,692	18,692	18,124	113,589	113,589	114,157	8,261	8,261	8,782
<b>Recreation &amp; Culture</b>												
Loan 123 - Recreation and Cultural Centre	1,954,191	0	0	104,983	104,983	102,864	1,849,208	1,849,208	1,851,327	81,178	81,178	83,074
Loan 124 - Recreation and Cultural Centre	1,148,918	0	0	51,416	51,416	51,249	1,097,502	1,097,502	1,097,669	7,423	7,423	7,467
	3,235,390	0	0	175,091	175,091	172,237	3,060,299	3,060,299	3,063,153	96,862	96,862	99,323

(\*) 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-21	New Lease		Lease Principal Repayments			Lease Principal Outstanding			Lease Interest Repayments		
		2021/22 Budget \$	2021/22 Actual \$	2021/22 Budget \$	2021/22 Revised Budget	2021/22 Actual \$	2021/22 Budget \$	2021/22 Revised Budget	2021/22 Actual \$	2021/22 Budget \$	2021/22 Revised Budget	2021/22 Actual \$
<b>Administration</b>												
Photocopier Lease	37,137	0	0	20,983	20,983	20,983	16,154	16,154	16,154	825	825	824
Solar System-Admin Office	12,157	0	0	3,244	3,244	3,244	8,913	8,913	8,914	593	593	592
Server Lease	41,153	0	0	8,355	8,355	8,355	32,798	32,798	32,798	1,933	1,933	1,933
CCTV Server Lease	19,942	0	0	3,741	3,741	4,041	16,201	16,201	15,901	1,119	1,119	818
Grader Lease	290,041	0	0	58,685	58,685	58,685	231,357	231,357	231,357	8,136	8,136	8,001
Loader Lease	0	100,000	0	15,000	15,000	0	85,000	85,000	0	2,560	2,560	0
6 Wheel Tipper Lease	0	230,000	0	34,500	0	0	195,500	230,000	0	5,888	0	0
	400,430	330,000	0	144,508	110,008	95,307	585,923	620,423	305,123	21,054	15,166	12,169

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JUNE 2022 TO 30 JUNE 2022

	2021/22		June 2021 Actual
	Adopted Budget \$	Revised Budget \$	\$
<b>4. RESERVES</b>			
<b>Cash Backed Reserves</b>			
<b>(a) Leave Reserve</b>			
Opening Balance	36,295	36,295	36,295
Amount Set Aside / Transfer to Reserve	186	170,000	170,100
Amount Used / Transfer from Reserve	(10,000)	(10,000)	(10,000)
	<u>26,481</u>	<u>196,295</u>	<u>196,395</u>
<b>(b) Plant Reserve</b>			
Opening Balance	33,295	33,295	33,295
Amount Set Aside / Transfer to Reserve	13,171	51,823	51,830
Amount Used / Transfer from Reserve	0	0	0
	<u>46,466</u>	<u>85,118</u>	<u>85,125</u>
<b>(c) Building and Recreation Reserve</b>			
Opening Balance	23,962	23,962	23,962
Amount Set Aside / Transfer to Reserve	421,027	520,965	520,970
Amount Used / Transfer from Reserve	0	(170,000)	(170,000)
	<u>444,989</u>	<u>374,927</u>	<u>374,932</u>
<b>(d) Electronic Equipment Reserve</b>			
Opening Balance	32,344	32,344	32,344
Amount Set Aside / Transfer to Reserve	40,166	40,083	40,089
Amount Used / Transfer from Reserve	(19,700)	(17,640)	(17,640)
	<u>52,810</u>	<u>54,787</u>	<u>54,793</u>
<b>(e) Community Bus Reserve</b>			
Opening Balance	23,914	23,914	23,914
Amount Set Aside / Transfer to Reserve	20,123	20,061	20,066
Amount Used / Transfer from Reserve	0	0	0
	<u>44,037</u>	<u>43,975</u>	<u>43,980</u>
<b>(f) Swimming Pool Reserve</b>			
Opening Balance	27,995	27,995	27,995
Amount Set Aside / Transfer to Reserve	5,143	5,072	5,077
Amount Used / Transfer from Reserve	0	0	0
	<u>33,138</u>	<u>33,067</u>	<u>33,072</u>
<b>(g) Refuse Site Rehab/Closure Reserve</b>			
Opening Balance	16,191	16,191	16,191
Amount Set Aside / Transfer to Reserve	83	41	45
Amount Used / Transfer from Reserve	0	0	0
	<u>16,274</u>	<u>16,232</u>	<u>16,236</u>
<b>(h) Tutanning Nature Reserve</b>			
Opening Balance	1,094	1,094	1,094
Amount Set Aside / Transfer to Reserve	905	903	903
Amount Used / Transfer from Reserve	0	0	0
	<u>1,999</u>	<u>1,997</u>	<u>1,997</u>
<b>(i) Wheatbelt Secondary Freight Network Reserve</b>			
Opening Balance	0	0	0
Amount Set Aside / Transfer to Reserve	40,000	40,000	40,000
Amount Used / Transfer from Reserve	0	0	0
	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
<b>Total Cash Backed Reserves</b>	<b><u>706,194</u></b>	<b><u>846,398</u></b>	<b><u>846,530</u></b>

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 JUNE 2022 TO 30 JUNE 2022**

	2021/22		
	Adopted Budget \$	Revised Budget \$	June 2021 Actual \$
<b>4. RESERVES (Continued)</b>			
<b>Cash Backed Reserves (Continued)</b>			
<b>Summary of Transfers To Cash Backed Reserves</b>			
<b>Transfers to Reserves</b>			
Leave Reserve	186	170,000	170,100
Plant Reserve	13,171	51,823	51,830
Building and Recreation Reserve	421,027	520,965	520,970
Electronic Equipment Reserve	40,166	40,083	40,089
Community Bus Reserve	20,123	20,061	20,066
Swimming Pool Reserve	5,143	5,072	5,077
Refuse Site Rehab/Closure Reserve	83	41	45
Tutanning Nature Reserve	905	903	903
Wheatbelt Secondary Freight Network Reserve	40,000	40,000	40,000
	<b>540,804</b>	<b>848,948</b>	<b>849,080</b>
<b>Transfers from Reserves</b>			
Leave Reserve	(10,000)	(10,000)	(10,000)
Plant Reserve	0	0	0
Building Reserve	0	(170,000)	(170,000)
Electronic Equipment Reserve	(19,700)	(17,640)	(17,640)
Community Bus Reserve	0	0	0
Swimming Pool Reserve	0	0	0
Refuse Site Rehab/Closure Reserve	0	0	0
Tutanning Nature Reserve	0	0	0
Wheatbelt Secondary Freight Network Reserve	0	0	0
	<b>(29,700)</b>	<b>(197,640)</b>	<b>(197,640)</b>
<b>Total Transfer to/(from) Reserves</b>	<b>511,104</b>	<b>651,308</b>	<b>651,440</b>

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.

**Tutanning Nature Reserve**

- to be used for the operations, improvements and promotion of the Tutanning Nature Reserve

**Wheatbelt Secondary Freight Network Reserve**

- to be used for the Shire of Pingelly's contribution for Infrastructure renewal for future Wheatbelt Secondary Freight network capital renewal

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JUNE 2022 TO 30 JUNE 2022

	2020/21 B/Fwd Per 2021/22 Budget \$	2020/21 B/Fwd Per Financial Report \$	June 2021 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,308,592	1,308,592	1,788,487
Cash - Restricted Unspent Grants			791,462
Cash - Restricted Unspent Loans	0	0	(0)
Cash - Restricted Bonds & Deposits	13,143	13,143	33,781
Cash - Restricted Reserves	195,089	195,089	846,529
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	198,109	198,109	236,046
Sundry Debtors	481,542	481,542	161,540
Provision for Doubtful Debts	(1,015)	(1,015)	(1,015)
Gst Receivable	0	0	14,243
Contract Asset	0	0	0
Loans - clubs/institutions	18,692	18,692	1,432
Accrued Income/Payments In Advance	9,662	9,662	0
Investments	5,000	5,000	5,000
Inventories	13,378	13,378	18,986
	<u>2,242,192</u>	<u>2,242,192</u>	<u>3,896,491</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	-
Sundry Creditors	(228,162)	(228,162)	(49,610)
Accrued Interest On Loans	(393)	(393)	-
Accrued Salaries & Wages	(63,303)	(63,303)	-
Bonds & Deposits Held	(13,143)	(13,143)	(33,701)
Income In Advance *	(76,494)	(76,494)	(127,359)
Gst Payable	0	0	(19,892)
Payroll Creditors	0	0	-
Contract Liabilities	0	0	-
Performance Obligation Liability	(318,224)	(318,224)	(664,103)
Prepaid Rates Liability	(30,643)	(30,643)	(31,549)
Current Lease Liability	(95,007)	(95,007)	301
Accrued Expenses	(11,544)	(11,544)	-
PAYG Liability	0	0	(27,492)
Other Payables	38,057	38,057	(1,466)
Current Employee Benefits Provision	(417,294)	(417,294)	(417,294)
Current Loan Liability	(175,091)	(175,091)	(2,854)
	<u>(1,391,243)</u>	<u>(1,391,243)</u>	<u>(1,375,018)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>850,949</b>	<b>850,949</b>	<b>2,521,472</b>
Less: Cash - Reserves - Restricted	(195,089)	(195,089)	(846,529)
Less: Cash - Unspent Grants/Loans - Fully Restricted	0	0	0
Less: Current Loans - Clubs / Institutions	(18,692)	(18,692)	(1,432)
Less: Investments	(5,000)	(5,000)	(5,000)
Add Back : Component of Leave Liability not Required to be Funded	417,294	417,294	417,294
Add Back : Current Loan Liability	175,091	175,091	2,854
Add Back : Current Lease Liability	95,007	95,007	(301)
Adjustment in Accounting policies	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	80
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,319,560</b></u>	<u><b>1,319,560</b></u>	<u><b>2,088,359</b></u>

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JUNE 2022 TO 30 JUNE 2022**

**6. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2021/22 Rate Revenue \$</b>	<b>2021/22 Interim Rates \$</b>	<b>2021/22 Back Rates \$</b>	<b>2021/22 Total Revenue \$</b>	<b>2021/22 Budget \$</b>
<b>General Rate</b>								
GRV - Residential	0.128950	317	3,608,332	465,294	2,214	412	467,920	465,294
GRV - Rural Residential	0.128950	65	808,184	104,215			104,215	104,215
GRV - Commercial/Industrial	0.128950	28	396,080	51,075			51,075	51,075
GRV - Townsites	0.128950	12	144,560	18,641			18,641	18,641
UV - Broadacre Rural	0.009470	221	149,640,000	1,417,091	2,136	76	1,419,303	1,417,091
Non Rateable								
<b>Sub-Totals</b>		643	154,597,156	2,056,316	4,350	487	2,061,154	2,056,316
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Residential	950	62	85,646	58,900			58,900	58,900
GRV - Rural Residential	950	23	55,170	21,850			21,850	21,850
GRV - Commercial/Industrial	950	14	58,080	13,300			13,300	13,300
GRV - Townsites	950	8	17,185	7,600			7,600	7,600
UV - Broadacre Rural	950	75	5,167,140	71,250			71,250	71,250
<b>Sub-Totals</b>		182	5,383,221	172,900	0	0	172,900	172,900
Ex Gratia Rates							2,234,054	2,229,216
Movement in Excess Rates							217	0
							0	0
<b>Total Amount of General Rates</b>							2,234,270	2,229,216
Specified Area Rates							0	0
Ex Gratia Rates							0	0
<b>Total Rates</b>							2,234,270	2,229,216

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 2021/22 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 JUNE 2022 TO 30 JUNE 2022

## 7. OPERATING STATEMENT

	June 2021 Actual \$	2021/22 Revised Budget \$	2021/22 Adopted Budget \$	2020/21 Actual \$
<b>OPERATING REVENUES</b>				
Governance	120,966	118,600	58,025	68,685
General Purpose Funding	4,082,153	2,965,066	2,890,027	3,429,666
Law, Order, Public Safety	224,266	550,796	319,089	77,139
Health	2,423	1,900	1,900	1,992
Education and Welfare	16,108	16,920	18,270	22,872
Housing	0	0	0	0
Community Amenities	211,819	207,525	211,250	207,969
Recreation and Culture	1,000,283	1,180,310	496,612	900,743
Transport	1,048,286	1,177,387	1,221,887	1,920,868
Economic Services	61,383	97,550	45,050	48,489
Other Property and Services	103,708	92,469	40,227	103,415
<b>TOTAL OPERATING REVENUE</b>	<b>6,871,395</b>	<b>6,408,523</b>	<b>5,302,337</b>	<b>6,781,838</b>
<b>OPERATING EXPENSES</b>				
Governance	403,079	506,489	425,457	506,955
General Purpose Funding	192,393	208,921	207,821	160,139
Law, Order, Public Safety	393,767	503,659	497,159	230,095
Health	166,452	176,477	176,477	140,383
Education and Welfare	101,588	116,435	113,328	68,026
Housing	0	0	0	0
Community Amenities	339,912	395,497	398,447	371,738
Recreation & Culture	1,403,163	1,598,187	1,509,842	1,432,631
Transport	2,687,336	2,930,376	2,902,952	2,321,179
Economic Services	381,070	415,477	410,577	245,407
Other Property and Services	135,545	23,786	19,174	79,993
<b>TOTAL OPERATING EXPENSE</b>	<b>6,204,305</b>	<b>6,875,304</b>	<b>6,661,234</b>	<b>5,556,547</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>667,090</b>	<b>(466,781)</b>	<b>(1,358,897)</b>	<b>1,225,291</b>

**SHIRE OF PINGELLY****NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JUNE 2022 TO 30 JUNE 2022****8. STATEMENT OF FINANCIAL POSITION**

	<b>June 2021 Actual \$</b>	<b>2020/21 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	3,426,477	1,503,682
Investments Current	5,000	5,000
Trade and Other Receivables	412,247	706,989
Inventories	18,986	13,378
Restricted Cash - Bonds & Deposits	33,781	13,143
<b>TOTAL CURRENT ASSETS</b>	<b>3,896,491</b>	<b>2,242,192</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	190,130	190,130
Inventories	0	0
Property, Plant and Equipment	23,395,458	19,635,225
Infrastructure	66,013,051	67,173,998
Investments Non Current	55,355	55,355
<b>TOTAL NON-CURRENT ASSETS</b>	<b>89,653,994</b>	<b>87,054,708</b>
<b>TOTAL ASSETS</b>	<b>93,550,485</b>	<b>89,296,900</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	921,169	785,714
Long Term Borrowings	2,854	175,091
Provisions	417,294	417,294
Bonds & Deposits Liability	33,701	13,143
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,375,018</b>	<b>1,391,242</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	305,425	305,424
Long Term Borrowings	3,060,298	3,060,298
Provisions	10,306	10,306
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>3,376,029</b>	<b>3,376,028</b>
<b>TOTAL LIABILITIES</b>	<b>4,751,047</b>	<b>4,767,270</b>
<b>NET ASSETS</b>	<b>88,799,438</b>	<b>84,529,630</b>
<b>EQUITY</b>		
Retained Surplus	32,732,384	32,716,735
Reserves - Cash Backed	846,529	195,089
Revaluation Surplus	55,220,525	51,617,806
<b>TOTAL EQUITY</b>	<b>88,799,438</b>	<b>84,529,630</b>

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JUNE 2022 TO 30 JUNE 2022

## 9. FINANCIAL RATIOS

	2022 YTD	2021
Current Ratio	2.36	1.68
Operating Surplus Ratio	(0.37)	(0.18)

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 30 June 2022						
Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure year 2020/21	Actual Expenditure current year 2021/22	Restricted Funds Remaining
Memorial Park Project	Recreation & Culture	11IP	900,000.00	815,018.98	84,981.02	0.00
Pasture Street (R2R Funding)	Transport	1201	30,624.00	1,560.00	29,064.00	0.00
Review Street (R2R Funding)	Transport	1201	46,156.00	1,020.00	45,136.00	0.00
North Bannister Road (RRG Funding)	Transport	1200	36,209.95	0.00	36,209.95	0.00
Town Hall Maintenance and Improvements	Recreation & Culture	11EH	23,867.62	18,984.12	4,883.50	0.00
Pingelly Central Driver Reviver Point - Town Hall (Dept of Infrastructure)	Recreation & Culture	11ED	117,950.00	0.00	117,950.00	0.00
York Williams Road	Transport	RRG15	54,903.20	0.00	54,903.20	0.00
Wickepin Pingelly Road	Transport	RRG05	225,767.60	0.00	225,767.60	0.00
Yenellin Road	Transport	RRG16	95,999.80	0.00	95,999.80	0.00
Pemberton Street	Transport	R2R23	49,221.00		49,221.00	0.00
PRACC Lighting, Drainage & Landscaping (LRCI 3)	Recreation & Culture	LP001	56,250.00			56,250.00
Sulkies and Buggies (LRCI 3)	Recreation & Culture	11ES	75,000.00			75,000.00
Youth Precinct, Memorial Park & Pump Track (LRCI 3)	Recreation & Culture	IP008	187,646.00			187,646.00
Heritage Survey & Listing (Dept Planning)	Recreation & Culture	135C	20,000.00			20,000.00
Signage Streetscape Upgrades (LRCI 3)	Tourism	SS001	45,000.00			45,000.00
Caravan Park Improvements (LRCI 3)	Tourism	BU046	37,500.00			37,500.00
Regional Childcare attraction and retention grant	Other Economic Services	CG027	18,250.00			18,250.00
Pingelly Youth Strategy	Other Economic Services	CG009	10,000.00			10,000.00
Queens Jubilee Tree Planting	Recreation & Culture	TG9	20,000.00			20,000.00
Live & Local Music	Recreation & Culture	1180	13,000.00	4,186.36	600.00	8,213.64
Roadside Vegetation Clearing	Transport	1274	124,495.38	71,314.73	53,180.65	0.00
AWARE - Regional Recovery Exercise	Law Order & Public Safety	0555	14,500.00	0.00	14,500.00	0.00
Department of Fire and Emergency Services (DFES) Fire Mitigation	Law Order & Public Safety	0588	110,500.00	0.00	110,500.00	0.00
National Australia Day Council	Recreation & Culture	EV001	16,000.00	0.00	16,000.00	0.00
RACIP(Regional Arts and Cultural Investment Program) Leveraged Cultural Planning	Recreation & Culture	135C	50,000.00	25,000.00	0.00	25,000.00
People of Pingelly Past and Present	Other Communitites	CG026	44,895.00	19,000.00		25,895.00
Pingelly Pocket Park - RAC	Recreation & Culture	IP007	31,000.00	0.00	0.00	31,000.00
DFES West Pingelly Fireshed	Law Order & Public Safety	0596	231,707.00			231,707.00
	Recreation & Culture					
	Recreation & Culture					
<b>Sub Total</b>						791,461.64
<b>Total Restricted Grant Funds</b>						<b>791,461.64</b>
<b>Available Cash</b>		<b>GL/Job Account</b>	<b>Interest Rate</b>			<b>Balance</b>
Municipal Bank	Muni Fund Bank	0111	0			648,249.47
Municipal Bank	Muni Fund Interest Bearing A/C	0111	0.05%			1,130,655.59
Municipal Bank - TDA	Muni Fund Bank TDA	0111	0.15%			800,493.15
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						2,579,948.21
Less Restricted Cash						(791,461.64)
<b>Total Unrestricted Cash</b>						<b>1,788,486.57</b>

## **15.2 Accounts Paid by Authority – June 2022**

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

### **Summary**

Council is requested to receive the list of accounts paid by authority for the month of June 2022.

### **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 2021/2022 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

## Recommendation:

**That Council receive the Accounts for Payments for June 2022 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:**

To 31 June:

Municipal Account	\$276,244.19
Trust Licensing Account	\$19,366.55

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**Attachment** – Accounts Paid Presented for Endorsement June 2022

## SHIRE OF PINGELLY

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT JUNE 2022

EFT NUMBER	DATE	CREDITOR	INVOICE DESCRIPTION	BANK CODE	INVOICE AMOUNT	TOTAL AMOUNT
<b>EFT9023</b>	<b>08/06/2022</b>	<b>TELSTRA</b>	<b>MOBILE, TELEPHONE AND INTERNET CHARGES - 11/04/2022 TO 10/05/2022</b>	<b>1</b>		<b>2,532.99</b>
INV 990000001099	12/04/2022	TELSTRA	MOBILE CHARGES - 11/03/2022 TO 10/04/2022		330.00	
INV K531972080-4	18/04/2022	TELSTRA	TELEPHONE AND INTERNET CHARGES - 11/04/2022 TO 10/05/2022		1,091.42	
INV 990000001236	12/05/2022	TELSTRA	MOBILE CHARGES - 11/05/2022 TO 10/06/2022		330.00	
INV K753970390-9	18/05/2022	TELSTRA	TELEPHONE AND INTERNET CHARGES - 11/05/2022 TO 10/06/2022		781.57	
<b>EFT9024</b>	<b>08/06/2022</b>	<b>HERSEY'S SAFETY PTY LTD</b>	<b>ASSORTED CONSUMABLES</b>	<b>1</b>		<b>335.50</b>
INV 48413	22/04/2022	HERSEY'S SAFETY PTY LTD	TOOLS - MINOR PLANT, MARKING PAINT - YORK WILLIAMS ROAD RRG15, DELIVERY - YORK WILLIAMS ROAD RRG15		335.50	
<b>EFT9025</b>	<b>08/06/2022</b>	<b>AUSTRALIA POST</b>	<b>POSTAGE - APRIL 2022</b>	<b>1</b>		<b>172.36</b>
INV 1011505956	03/05/2022	AUSTRALIA POST	RATES POSTAGE - \$135.65, GENERAL POSTAGE - 36.71		172.36	
<b>EFT9026</b>	<b>08/06/2022</b>	<b>WESTERN AUSTRALIA LOCAL GOVERNMENT</b>	<b>WALGA TRAINING SUBSCRIPTION</b>	<b>1</b>		<b>3,356.00</b>
INV I3093042	28/04/2022	WESTERN AUSTRALIA LOCAL GOVERNMENT	LOCAL GOVERNMENT ACT 1995 ADVANCED - EGO 26/05/2022, WALGA TRAINING MEETING PRACTICES FOR GOOD GOVERNANCE		578.00	
INV I3093041	28/04/2022	WESTERN AUSTRALIA LOCAL GOVERNMENT	WALGA TRAINING LOCAL GOVT ACT - ADVANCED, MEETING PRACTICES FOR GOOD GOVERNANCE - EGO 04/05/2022		578.00	
INV I3093019	28/04/2022	WESTERN AUSTRALIA LOCAL GOVERNMENT	COUNCIL MEMBER ESSENTIALS E LEARNING SUBSCRIPTION - APRIL TO OCTOBER 2022		2,200.00	
<b>EFT9027</b>	<b>08/06/2022</b>	<b>PINGELLY QUALITY MEATS</b>	<b>REIMBURSEMENT - GIFT CARD PURCHASES</b>	<b>1</b>		<b>125.60</b>
INV 55	11/04/2022	PINGELLY QUALITY MEATS	REIMBURSEMENT FOR COVID-19 CLINIC GRANT GIFT CARDS		65.60	
INV 74	20/05/2022	PINGELLY QUALITY MEATS	GIFT CARDS REIMBURSEMENT FOR COVID-19 CLINIC GRANT		60.00	
<b>EFT9028</b>	<b>08/06/2022</b>	<b>B.W. JAMES TRANSPORT PTY LTD</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>51.70</b>
INV J190108	17/05/2022	B.W. JAMES TRANSPORT PTY LTD	FROM GARRARDS 17/05/2022		51.70	
<b>EFT9029</b>	<b>08/06/2022</b>	<b>OFFICEWORKS LTD</b>	<b>COMPUTER MONITORS</b>	<b>1</b>		<b>1,240.95</b>
INV 600451032	27/04/2022	OFFICEWORKS LTD	5 X COMPUTER MONITORS - ADMIN BUILDING, FREIGHT		1,240.95	
<b>EFT9030</b>	<b>08/06/2022</b>	<b>OCLC (UK) LTD</b>	<b>TECHNICAL SERVICES</b>	<b>1</b>		<b>695.64</b>

INV 7000001777	11/07/2021	OCLC (UK) LTD	AMLIB MAINTENANCE SERVICE DATES - 01/07/2021 TO 30/06/2022		695.64	
<b>EFT9031</b>	<b>08/06/2022</b>	<b>WINC AUSTRALIA PTY LIMITED</b>	<b>STATIONERY ITEMS</b>	<b>1</b>		<b>261.24</b>
INV 9039066477	26/04/2022	WINC AUSTRALIA PTY LIMITED	ASSORTED STATIONERY ITEMS - ADMIN BUILDING		167.55	
INV 9039147984	05/05/2022	WINC AUSTRALIA PTY LIMITED	ERGONOMIC MOUSE - EMCS		93.69	
<b>EFT9032</b>	<b>08/06/2022</b>	<b>WHEATBELT ELECTRICS</b>	<b>ELECTRICAL SERVICES</b>	<b>1</b>		<b>258.50</b>
INV 4283	22/05/2022	WHEATBELT ELECTRICS	CHECK ISSUE WITH LIGHTS IN EMW OFFICE		258.50	
<b>EFT9033</b>	<b>08/06/2022</b>	<b>BITUTEK PTY LTD</b>	<b>SEALING WORKS - VARIOUS LOCATIONS</b>	<b>1</b>		<b>41,200.13</b>
INV 7054	30/04/2022	BITUTEK PTY LTD	SEALING WORKS, MOBILISATION, SEALING WORKS, SEALING WORKS, SEALING WORKS, SEALING WORKS, SEALING WORKS		41,200.13	
<b>EFT9035</b>	<b>08/06/2022</b>	<b>MATILDA AUTO PARTS</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>121.00</b>
INV 256526	10/05/2022	MATILDA AUTO PARTS	1 X HYD FILTER FOR BOMAG ROLLER		121.00	
<b>EFT9036</b>	<b>08/06/2022</b>	<b>DEPARTMENT OF WATER AND ENVIRONMENTAL</b>	<b>ANNUAL LICENCE FEE</b>	<b>1</b>		<b>974.40</b>
INV W-L7104/2022/20	17/05/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL	PINGELLY WASTE MANAGEMENT FACILITY		974.40	
<b>EFT9037</b>	<b>08/06/2022</b>	<b>PINGELLY HOTEL</b>	<b>REFRESHMENTS</b>	<b>1</b>		<b>342.00</b>
INV 0032	14/05/2022	PINGELLY HOTEL	REFRESHMENTS FOR COUNCIL KITCHEN		222.00	
INV PING0034	16/05/2022	PINGELLY HOTEL	REFRESHMENTS FOR BFAC MEETING TUESDAY 5 APRIL 2022		120.00	
<b>EFT9038</b>	<b>08/06/2022</b>	<b>CARRINGTON'S WA</b>	<b>TRAFFIC CONTROLLERS</b>	<b>1</b>		<b>3,238.95</b>
INV 43723	11/04/2022	CARRINGTON'S WA	ANZAC DAY 2022		825.00	
INV 43855	02/05/2022	CARRINGTON'S WA	TRAFFIC CONTROLLERS - ANZAC DAY 2022		2,413.95	
<b>EFT9039</b>	<b>08/06/2022</b>	<b>ITR PACIFIC PTY LTD</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>1,958.00</b>
INV 506189	01/04/2022	ITR PACIFIC PTY LTD	10 X GRADER BLADES - CAT GRADER PG7, 10 X GRADER BLADES - KOMATSU GRADER PG8		1,958.00	
<b>EFT9040</b>	<b>08/06/2022</b>	<b>PINGELLY IGA EXPRESS</b>	<b>CONSUMABLES FOR EMERGENCY EVACUATION KITS</b>	<b>1</b>		<b>86.36</b>
INV 03/9835	24/05/2022	PINGELLY IGA EXPRESS	TOP UP ITEMS FOR EMERGENCY EVACUATION KITS, TOP UP ITEMS FOR EMERGENCY EVACUATION KITS		86.36	
<b>EFT9041</b>	<b>08/06/2022</b>	<b>TOLL TRANSPORT PTY LTD</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>20.97</b>
INV 0460	10/04/2022	TOLL TRANSPORT PTY LTD	FROM STATE LIBRARY - 16/02/2022		20.97	
<b>EFT9042</b>	<b>08/06/2022</b>	<b>PINGELLY SOMERSET ALLIANCE INC</b>	<b>WATER USAGE CHARGES</b>	<b>1</b>		<b>251.10</b>
INV 685	24/05/2022	PINGELLY SOMERSET ALLIANCE INC	PAAA SENSORY GARDEN WATER USAGE - 11 MARCH TO 11 MAY		251.10	

<b>EFT9043</b>	<b>08/06/2022</b>	<b>SPYKER TECHNOLOGIES PTY LTD</b>	<b>PRACC CCTV MONITORING AND SUBSCRIPTION - APRIL 2022</b>	<b>1</b>		<b>170.50</b>
INV 2122401	04/05/2022	SPYKER TECHNOLOGIES PTY LTD	MONTHLY SUBSCRIPTION - \$38.50, LABOUR - \$132.00		170.50	
<b>EFT9044</b>	<b>08/06/2022</b>	<b>UNIFORMS AT WORK</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>24.75</b>
INV 5847	01/04/2022	UNIFORMS AT WORK	FO UNIFORM \$529.32,		24.75	
<b>EFT9045</b>	<b>08/06/2022</b>	<b>PINGELLY CENTRAL BUSH FIRE BRIGADE</b>	<b>REIMBURSEMENT OF COSTS FOR WELFARE INCIDENT</b>	<b>1</b>		<b>91.40</b>
INV 79	08/04/2022	PINGELLY CENTRAL BUSH FIRE BRIGADE	SUSTENANCE FOR FIRE FIGHTERS AT INCCIDENT 8 APRIL 2022		91.40	
<b>EFT9046</b>	<b>08/06/2022</b>	<b>GFG TEMP ASSIST</b>	<b>TEMPORARY CONTRACTED EXECUTIVE ASSISTANT</b>	<b>1</b>		<b>4,489.47</b>
INV 1916	17/05/2022	GFG TEMP ASSIST	42.50 HOURS - 02/05/2022 TO 15/05/2022 - \$2618.00, PERMANENT PLACEMENT FEE - \$1871.47		4,489.47	
<b>EFT9048</b>	<b>08/06/2022</b>	<b>PINGELLY COMMUNITY CRAFT CENTRE</b>	<b>CATERING FOR COUNCIL MEETING DINNER</b>	<b>1</b>		<b>360.00</b>
INV 5	20/05/2022	PINGELLY COMMUNITY CRAFT CENTRE	12 MEALS FOR 18 MAY 2022		360.00	
<b>EFT9051</b>	<b>10/06/2022</b>	<b>SERVICES AUSTRALIA - CENTRELINK PROGRAM</b>	<b>PAID PARENTAL LEAVE REFUND \$1,545.10</b>	<b>1</b>		<b>1,545.10</b>
INV 27052022	27/05/2022	SERVICES AUSTRALIA - CENTRELINK PROGRAM	PAID PARENTAL LEAVE REFUND \$1,545.10		1,545.10	
<b>EFT9052</b>	<b>17/06/2022</b>	<b>SHERIDAN'S FOR BADGES</b>	<b>NAME BADGE AND DESK PLATE</b>	<b>1</b>		<b>122.87</b>
INV 85473	25/05/2022	SHERIDAN'S FOR BADGES	NAME BADGE AND DESK PLATE FOR EGO PLUS POSTAGE		122.87	
<b>EFT9053</b>	<b>17/06/2022</b>	<b>UNITED FASTENERS WA P/L</b>	<b>VARIOUS CONSUMABLES</b>	<b>1</b>		<b>157.63</b>
INV 574892	31/05/2022	UNITED FASTENERS WA P/L	1 X BOX OF CUTTING DISC, 1X BOX OF GRINDING DISC, 1X BOX RUST PAINT		157.63	
<b>EFT9054</b>	<b>17/06/2022</b>	<b>COMMANDACOM &amp; CLASSICAL COMMUNICATIONS</b>	<b>TECHNICAL SERVICES</b>	<b>1</b>		<b>693.00</b>
INV 20230	23/05/2022	COMMANDACOM & CLASSICAL COMMUNICATIONS	REMOTE LABOUR - ASSIST TELSTRA TECH CONFIGURE NORTHBOUND PROGRAMMING ON ONEACCESS DEVICE, COMPLETED TELSTRA MIGRATION TO BUSINESS SIP ONEACCESS DEVICE		693.00	
<b>EFT9055</b>	<b>17/06/2022</b>	<b>HANCOCKS HOME HARDWARE</b>	<b>SUPPLIES FOR BUSH FIRE BRIGADE</b>	<b>1</b>		<b>276.30</b>
INV 402997	03/06/2022	HANCOCKS HOME HARDWARE	JERRY CANS X 6		276.30	
<b>EFT9056</b>	<b>17/06/2022</b>	<b>PINGELLY QUALITY MEATS</b>	<b>SUNDRY ITEMS - YOUTH WEEK 2022</b>	<b>1</b>		<b>325.00</b>
INV 73	10/03/2022	PINGELLY QUALITY MEATS	SUNDRY ITEMS FOR YOUTH WEEK 2022. 5 KG OF FRANKFURTS. PACK OF SAUCES. 5 KG OF KEBABS. 2 KG OF BUTCHER BURGERS. 3 KG OF CHICKEN BURGERS		325.00	
<b>EFT9057</b>	<b>17/06/2022</b>	<b>AUSTRALIAN TAXATION OFFICE</b>	<b>GST LIABILITY - MAY 2022</b>	<b>1</b>		<b>9,745.00</b>
INV 15062022	15/06/2022	AUSTRALIAN TAXATION OFFICE	GST LIABILITY - MAY 2022		9,745.00	
<b>EFT9058</b>	<b>17/06/2022</b>	<b>MCINTOSH &amp; SON WA</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>220.67</b>

INV 1708688	13/05/2022	MCINTOSH & SON WA	1 X LH MIRROR - CASE LOADER PL8		220.67	
<b>EFT9059</b>	<b>17/06/2022</b>	<b>NARROGIN AUTO ELECTRICS</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>433.35</b>
INV 263039	27/05/2022	NARROGIN AUTO ELECTRICS	1 X STARTER MOTOR - KUBOTA MOWER		433.35	
<b>EFT9060</b>	<b>17/06/2022</b>	<b>RYLAN PTY LTD</b>	<b>KERBING - VARIOUS LOCATIONS</b>	<b>1</b>		<b>9,873.60</b>
INV 2382	26/04/2022	RYLAN PTY LTD	PROVIDE KERBING, PROVIDE KERBING, PROVIDE KERBING		9,873.60	
<b>EFT9061</b>	<b>17/06/2022</b>	<b>WA CONTRACT RANGER SERVICES</b>	<b>RANGER SERVICES</b>	<b>1</b>		<b>748.00</b>
INV 3973	21/05/2022	WA CONTRACT RANGER SERVICES	10/05/2022 - 3 HOURS, 20/05/2022 - 5 HOURS		748.00	
<b>EFT9062</b>	<b>17/06/2022</b>	<b>LOCALISE PTY LIMITED</b>	<b>PINGELLY CULTURE AND ARTS PROJECT</b>	<b>1</b>		<b>27,500.00</b>
INV 1624	26/05/2022	LOCALISE PTY LIMITED	CULTURE AND ARTS FRAMEWORK - PHASE 1		27,500.00	
<b>EFT9063</b>	<b>17/06/2022</b>	<b>NUTRIEN AG SOLUTIONS</b>	<b>FAST SET CONCRETE</b>	<b>1</b>		<b>856.42</b>
INV 906899635	11/05/2022	NUTRIEN AG SOLUTIONS	6X 5L FUEL CONTAINERS		107.98	
INV 906963638	20/05/2022	NUTRIEN AG SOLUTIONS	72 BAGS BUILD CHOICE FAST SET CEMENT		748.44	
<b>EFT9064</b>	<b>17/06/2022</b>	<b>WILLIAM VINCENT MULRONEY</b>	<b>PRESIDENTIAL ALLOWANCE AND SITTING FEES - APRIL TO JUNE</b>	<b>1</b>		<b>2,800.00</b>
INV 07062022	07/06/2022	WILLIAM VINCENT MULRONEY	PRESIDENTIAL ALLOWANCE, PRESIDENTIAL SITTING FEES		2,800.00	
<b>EFT9065</b>	<b>17/06/2022</b>	<b>MATILDA AUTO PARTS</b>	<b>OIL FOR WORKSHOP</b>	<b>1</b>		<b>209.00</b>
INV 256701	18/05/2022	MATILDA AUTO PARTS	1 X SET OF FILTERS FOR TOYOTA FORTUNER SERVICE		77.00	
INV 256704	18/05/2022	MATILDA AUTO PARTS	20L LS 90 OIL		132.00	
<b>EFT9066</b>	<b>17/06/2022</b>	<b>BRYAN HOTHAM</b>	<b>COUNCILLOR SITTING FEES - APRIL TO JUNE 2022</b>	<b>1</b>		<b>1,000.00</b>
INV 07062022	07/06/2022	BRYAN HOTHAM	COUNCILLOR SITTING FEES		1,000.00	
<b>EFT9067</b>	<b>17/06/2022</b>	<b>PETER WOOD</b>	<b>COUNCILLOR SITTING FEES - APRIL TO JUNE 2022</b>	<b>1</b>		<b>1,000.00</b>
INV 07062022	07/06/2022	PETER WOOD	COUNCILLOR SITTING FEES		1,000.00	
<b>EFT9068</b>	<b>17/06/2022</b>	<b>EASTERN HILLS SAWS &amp; MOWERS PTY LTD</b>	<b>ASSORTED CONSUMABLES</b>	<b>1</b>		<b>370.50</b>
INV 48707#4	18/05/2022	EASTERN HILLS SAWS & MOWERS PTY LTD	1 X INGNITION COIL, 2 X AUTO CUT MOWING HEADS, 2 X STE OF BLADES FOR ATOM EDGER, 1 X CHAIN 61P, 3 X 5/32 FILES, 1 X CHAIN 64P, 3 X FILES 3.2MM		227.40	
INV 48773	31/05/2022	EASTERN HILLS SAWS & MOWERS PTY LTD	1 X INGNITION COIL - WHIPPER SNIPPER		143.10	
<b>EFT9069</b>	<b>17/06/2022</b>	<b>JACKIE MCBURNEY</b>	<b>DEPUTY PRESIDENT ALLOWANCE AND SITTING FEES - APRIL TO JUNE 2022</b>	<b>1</b>		<b>1,175.00</b>
INV 07062022	07/06/2022	JACKIE MCBURNEY	DEPUTY PRESIDENT ALLOWANCE, DEPUTY PRESIDENT SITTING FEES		1,175.00	

<b>EFT9070</b>	<b>17/06/2022</b>	<b>PINGELLY HOTEL</b>	<b>CATERING FOR MEETINGS</b>	<b>1</b>		<b>516.00</b>
INV PING0036	01/06/2022	PINGELLY HOTEL	MONDAY 23 MAY CATERING, TUESDAY 24 MAY CATERING		516.00	
<b>EFT9071</b>	<b>17/06/2022</b>	<b>KACEY ELIZABETH CAMILLERI</b>	<b>COUNCILLOR SITTING FEES - APRIL TO MAY 2022</b>	<b>1</b>		<b>666.66</b>
INV 07062022	07/06/2022	KACEY ELIZABETH CAMILLERI	COUNCILLOR SITTING FEES		666.66	
<b>EFT9072</b>	<b>17/06/2022</b>	<b>PINGELLY RECREATION &amp; CULTURAL CENTRE ASSOCIATION</b>	<b>CATERING AND HIRE OF EQUIPMENT</b>	<b>1</b>		<b>376.20</b>
INV 1151	25/05/2022	PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION	TEA AND COFFEE STATION FOR VOLUNTEER SUNDOWNER ON TUESDAY 24TH MAY 2022		55.00	
INV 1154	27/05/2022	PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION	16PAX MORNING TEA CATERING FOR RECOVERY EXERCISE, HIRE OF PROJECTOR, SCREEN AND WHITEBOARD		321.20	
<b>EFT9073</b>	<b>17/06/2022</b>	<b>AUSQ TRAINING</b>	<b>STAFF TRAINING</b>	<b>1</b>		<b>1,500.00</b>
INV 7418	07/06/2022	AUSQ TRAINING	DEPOSIT FOR TRAFFIC CONTROL REFRESHER, BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROLLER		1,500.00	
<b>EFT9074</b>	<b>17/06/2022</b>	<b>TOLL TRANSPORT PTY LTD</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>11.01</b>
INV 0463	22/05/2022	TOLL TRANSPORT PTY LTD	FROM HURSEY'S SAFETY - 13/05/2022, FROM HURSEY'S SAFETY - 13/05/2022		11.01	
<b>EFT9075</b>	<b>17/06/2022</b>	<b>ANTHONY OLIVERI</b>	<b>COUNCILLOR SITTING FEES - APRIL TO JUNE 2022</b>	<b>1</b>		<b>1,000.00</b>
INV 07062022	07/06/2022	ANTHONY OLIVERI	COUNCILLOR SITTING FEES		1,000.00	
<b>EFT9076</b>	<b>17/06/2022</b>	<b>KARVMIR SINGH</b>	<b>COUNCILLOR SITTING FEES - APRIL TO JUNE 2022</b>	<b>1</b>		<b>1,000.00</b>
INV 07062022	07/06/2022	KARVMIR SINGH	COUNCILLOR SITTING FEES		1,000.00	
<b>EFT9077</b>	<b>17/06/2022</b>	<b>PETER MICHAEL NARDUCCI</b>	<b>COUNCILLOR SITTING FEES - APRIL TO JUNE 2022</b>	<b>1</b>		<b>1,000.00</b>
INV 07062022	07/06/2022	PETER MICHAEL NARDUCCI	COUNCILLOR SITTING FEES		1,000.00	
<b>EFT9078</b>	<b>17/06/2022</b>	<b>SPECIALIST WHOLESALERS PTY LTD</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>51.29</b>
INV 7795934	19/05/2022	SPECIALIST WHOLESALERS PTY LTD T/AS TRUCKLINE	1 X ABC CONTROL VALVE TW1		51.29	
<b>EFT9079</b>	<b>17/06/2022</b>	<b>EDGE PLANNING &amp; PROPERTY</b>	<b>PLANNING SERVICES</b>	<b>1</b>		<b>5,000.00</b>
INV 2038	07/06/2022	EDGE PLANNING & PROPERTY	STANDARD OMNIBUS AMENDMENT - TOWN PLANNING NO 3		5,000.00	
<b>EFT9080</b>	<b>17/06/2022</b>	<b>AUTOPRO NORTHAM</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>339.36</b>
INV 992683	13/05/2022	AUTOPRO NORTHAM	HOSE - JOHN DEERE TRACTOR PTC4		43.61	
INV 993698	19/05/2022	AUTOPRO NORTHAM	1 X 3/4 DRIVE SOCKET SET01, , 1 X 3/8 SOCKET SET ,		295.75	
<b>EFT9081</b>	<b>17/06/2022</b>	<b>SOURCE MY PARTS PTY LTD</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>380.28</b>

INV 433249	16/05/2022	SOURCE MY PARTS PTY LTD	1 X BELT TENSIONER, 1 X MULTI RIB BELT		380.28	
<b>EFT9082</b>	<b>17/06/2022</b>	<b>UNIFORMS AT WORK</b>	<b>STAFF UNIFORM ORDER</b>	<b>1</b>		<b>273.90</b>
INV 5302	23/05/2022	UNIFORMS AT WORK	FO UNIFORM \$529.32,		273.90	
<b>EFT9083</b>	<b>17/06/2022</b>	<b>GFG TEMP ASSIST</b>	<b>TEMPORARY CONTRACTED EXECUTIVE ASSISTANT</b>	<b>1</b>		<b>5,359.20</b>
INV 1869	19/04/2022	GFG TEMP ASSIST	76 HOURS - 04/04/2022 TO 17/04/2022, 11 HOURS - 04/04/2022 TO 10/04/2022		5,359.20	
<b>EFT9084</b>	<b>17/06/2022</b>	<b>LEWIS WINTER - FIRE AND EMERGENCY</b>	<b>LOCAL RECOVERY PLAN</b>	<b>1</b>		<b>9,000.00</b>
INV 2203	01/06/2022	LEWIS WINTER - FIRE AND EMERGENCY	DEVELOP AND PROVIDE LOCAL RECOVERY PLAN		9,000.00	
<b>EFT9085</b>	<b>17/06/2022</b>	<b>EUPHORIUM CREATIVE PTY LTD</b>	<b>PEOPLE OF PINGELLY PROJECT - DELIVERY BETWEEN MAY - AUGUST 2022</b>	<b>1</b>		<b>20,900.00</b>
INV 1287	05/05/2022	EUPHORIUM CREATIVE PTY LTD	PHASE 1/3 PEOPLE OF PINGELLY PAST AND PRESENT PROJECT		20,900.00	
<b>EFT9086</b>	<b>17/06/2022</b>	<b>INCLUSION SOLUTIONS LIMITED</b>	<b>DELIVERY OF BUILDING INCLUSIVE COMMUNITIES WA PROJECT</b>	<b>1</b>		<b>1,760.00</b>
INV 1353	27/05/2022	INCLUSION SOLUTIONS LIMITED	HALF PAYMENT FOR BICWA PROJECT WITH INCLUSION SOLUTIONS		1,760.00	
<b>EFT9087</b>	<b>17/06/2022</b>	<b>NARROGIN PUMPS SOLAR &amp; SPRAYING</b>	<b>PART FOR MAINTENANCE</b>	<b>1</b>		<b>266.20</b>
INV 42478	17/05/2022	NARROGIN PUMPS SOLAR & SPRAYING	10M X3 " SUCTION HOSE - DEPOT GROUNDS		266.20	
<b>EFT9088</b>	<b>30/06/2022</b>	<b>H RUSHTON &amp; CO</b>	<b>CONSUMABLE</b>	<b>1</b>		<b>74.82</b>
INV 110697	17/05/2022	H RUSHTON & CO	6 X HOSE CLAMPS - JOHN DEERE TRACTOR PTC4		11.82	
INV 110953	08/06/2022	H RUSHTON & CO	20L AD BLUE - WICKEPIN PINGELLY ROAD		63.00	
<b>EFT9089</b>	<b>30/06/2022</b>	<b>NARROGIN BEARING SERVICE</b>	<b>ASSORTED NUTS AND BOLTS</b>	<b>1</b>		<b>41.89</b>
INV 196762	19/05/2022	NARROGIN BEARING SERVICE	6 X 3/4 BOLTS AND NUTS - TIP TRUCK PT16		41.89	
<b>EFT9090</b>	<b>30/06/2022</b>	<b>SULLIVAN LOGISTICS PTY LTD</b>	<b>FREIGHT CHARGES 05/04/2022</b>	<b>1</b>		<b>161.37</b>
INV 561	28/04/2022	SULLIVAN LOGISTICS PTY LTD	05/04/2022 FROM MATILDA AUTO		91.54	
INV 6319	18/05/2022	SULLIVAN LOGISTICS PTY LTD	14/05/2022 FROM CORSIGN, 14/05/2022 FROM MATILDA AUTO		69.83	
<b>EFT9091</b>	<b>30/06/2022</b>	<b>CONSTRUCTION TRAINING FUND</b>	<b>BCITF LEVY PAYMENT REQUEST - J5D5V0</b>	<b>1</b>		<b>165.75</b>
INV 143089	03/06/2022	CONSTRUCTION TRAINING FUND	6614 YORY WILLIAMS ROAD		165.75	
<b>EFT9092</b>	<b>30/06/2022</b>	<b>GREAT SOUTHERN WASTE DISPOSAL</b>	<b>WASTE AND RECYCLING COLLECTION PLUS REFUSE SITE MANAGEMENT</b>	<b>1</b>		<b>27,550.05</b>
INV 1987	05/05/2022	GREAT SOUTHERN WASTE DISPOSAL	30/03/2022 TO 27/04/2022		12,885.40	
INV 2029	08/06/2022	GREAT SOUTHERN WASTE DISPOSAL	24/04/2022 TO 25/05/2022		14,664.65	

<b>EFT9093</b>	<b>30/06/2022</b>	<b>PINGELLY COMMUNITY RESOURCE CENTRE</b>	<b>SERVICE WA APP ASSISTANCE GRANT</b>	<b>1</b>		<b>1,500.00</b>
INV 3813	13/06/2022	PINGELLY COMMUNITY RESOURCE CENTRE	SERVICE WA APP ASSISTANCE GRANT		1,500.00	
<b>EFT9094</b>	<b>30/06/2022</b>	<b>SHIRE OF BEVERLEY</b>	<b>EHO SHARED SERVICE</b>	<b>1</b>		<b>110.00</b>
INV 8402	09/06/2022	SHIRE OF BEVERLEY	IM ALERT FOOD SAFETY PROGRAM		110.00	
<b>EFT9095</b>	<b>30/06/2022</b>	<b>NARROGIN TOYOTA</b>	<b>SERVICE FOR PLANT</b>	<b>1</b>		<b>389.38</b>
INV JC24033958	27/05/2022	NARROGIN TOYOTA	60.000 SERVICE ON MAZDA CX5		389.38	
<b>EFT9096</b>	<b>30/06/2022</b>	<b>AGAPE VENTURES PTY LTD</b>	<b>MEDICAL CONTRACT FEE - MAY TO JUNE 2022</b>	<b>1</b>		<b>16,843.60</b>
INV 62610	31/05/2022	AGAPE VENTURES PTY LTD	DR'S VEHICLE ALLOWANCE - MAY TO JUNE 2022, MEDICAL SERVICES - MAY TO JUNE 2022		16,843.60	
<b>EFT9097</b>	<b>30/06/2022</b>	<b>WA CONTRACT RANGER SERVICES</b>	<b>RANGER SERVICES</b>	<b>1</b>		<b>935.00</b>
INV 4009	11/06/2022	WA CONTRACT RANGER SERVICES	26/05/2022 - 4 HOURS, 30/05/2022 - 3 HOURS, 08/06/2022 - 3 HOURS		935.00	
<b>EFT9098</b>	<b>30/06/2022</b>	<b>WALLIS COMPUTER SOLUTIONS</b>	<b>REPLACEMENT LAPTOP DOCK</b>	<b>1</b>		<b>564.81</b>
INV 23489	15/06/2022	WALLIS COMPUTER SOLUTIONS	REPLACE LAPTOP DOCK, TECHNICIAN, CORDS AND SHIPPING		564.81	
<b>EFT9099</b>	<b>30/06/2022</b>	<b>MIDALIA STEEL</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>2,360.19</b>
INV 63698289	02/05/2022	MIDALIA STEEL	20 MM PLATE 1200 X 2400 - TIP TRUCK PT13, 40 X 40 X 5 STEEL ANGLE, 40 X 40 X 3 RHS, FREIGHT		2,360.19	
<b>EFT9100</b>	<b>30/06/2022</b>	<b>NARROGIN TOWING (CUBY WINDSCREENS)</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>781.00</b>
INV 15958	16/05/2022	NARROGIN TOWING (CUBY WINDSCREENS)	SUPPLY AND FIT WINDSRCEEN - HOLDEN COLORADO PDTS01		390.50	
INV 15959	16/05/2022	NARROGIN TOWING (CUBY WINDSCREENS)	SUPPLY AND FIT WINDSCREEN - MITSUBISHI TRITON PC22		390.50	
<b>EFT9101</b>	<b>30/06/2022</b>	<b>NUTRIEN AG SOLUTIONS</b>	<b>PPE</b>	<b>1</b>		<b>39.60</b>
INV 906954266	19/05/2022	NUTRIEN AG SOLUTIONS	1 X EAR MUFF CLASS 5 RED		39.60	
<b>EFT9103</b>	<b>30/06/2022</b>	<b>MATILDA AUTO PARTS</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>243.80</b>
INV 257158	07/06/2022	MATILDA AUTO PARTS	1 X BOX OF RED AND TACKY GREASE, 1 X BOX OF MULTIMAX GREASE		224.40	
INV 257165	07/06/2022	MATILDA AUTO PARTS	1 X MZ-436 OIL FILTER - RIDE ON MOWER PROM8, 3 X MZ-14/15 FUEL FILTERS - RIDE ON MOWER PROM8		19.40	
<b>EFT9104</b>	<b>30/06/2022</b>	<b>AFGRI EQUIPMENT AUSTRALIA PTY LTD</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>78.86</b>
INV 2585108	12/05/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	1 X FUEL HOSE - JOHN DEER TRACTOR - \$46.69, FREIGHT - \$25.00		78.86	
<b>EFT9105</b>	<b>30/06/2022</b>	<b>JAPANESE TRUCK AND BUS SPARES PTY LTD</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>157.75</b>
INV 445536	25/05/2022	JAPANESE TRUCK AND BUS SPARES PTY LTD	1 X REPAIR KIT FOR AIR DRYER ON MITSUBISHI TRUCK		157.75	

<b>EFT9106</b>	<b>30/06/2022</b>	<b>AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS</b>	<b>VARIOUS CONSUMABLES</b>	<b>1</b>		<b>76.38</b>
INV DI25010660	26/05/2022	AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS	GLOBES 150W - DEPOT WORKSHOP, PAINT BRUSH - CARAVAN PARK MAINTENANCE		26.88	
INV DI25011245	15/06/2022	AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS	1X LITRE OF WHITE KILL RUST - REC GROUND MAINTENANCE		49.50	
<b>EFT9107</b>	<b>30/06/2022</b>	<b>ITR PACIFIC PTY LTD</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>126.83</b>
INV 508956	19/04/2022	ITR PACIFIC PTY LTD	1 X ADAPTER AND TIP - CASE LOADER RAKE PL8		126.83	
<b>EFT9108</b>	<b>30/06/2022</b>	<b>ELDERS RURAL SERVICES</b>	<b>INTEREST CHARGES FOR LATE PAYMENT</b>	<b>1</b>		<b>558.17</b>
INV ELDERSINTR EST	28/02/2022	ELDERS RURAL SERVICES	INTEREST CHARGES FOR LATE PAYMENT OF INVOICE 109045, INTEREST CHARGES FOR LATE PAYMENT OF INVOICE 109046, INTEREST CHARGES FOR LATE PAYMENT OF INVOICE 109046		558.17	
<b>EFT9109</b>	<b>30/06/2022</b>	<b>SPECIALIST WHOLESALERS PTY LTD</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>1,129.15</b>
INV 7812562	30/05/2022	SPECIALIST WHOLESALERS PTY LTD T/AS TRUCKLINE	1 X PINTLE HITCH - TIP TRUCK PT16		1,072.50	
INV 7823985	03/06/2022	SPECIALIST WHOLESALERS PTY LTD T/AS TRUCKLINE	2 X CA93-20 ADAPTOR MALE 1/2NPT, 2 X CA 32 COUPLING MALE 1/2 NPT		56.65	
<b>EFT9110</b>	<b>30/06/2022</b>	<b>EDGE PLANNING &amp; PROPERTY</b>	<b>PLANNING SERVICES</b>	<b>1</b>		<b>3,857.97</b>
INV 2020	14/06/2022	EDGE PLANNING & PROPERTY	10.5 HOURS - MAY 2022		1,437.97	
INV 2045	15/06/2022	EDGE PLANNING & PROPERTY	TOWN PLANNING AMENDMENT 7 PLUS LOCATION PLAN AND CONTEXT PLAN		2,420.00	
<b>EFT9111</b>	<b>30/06/2022</b>	<b>AUTOPRO NORTHAM</b>	<b>VARIOUS CONSUMABLES</b>	<b>1</b>		<b>219.21</b>
INV 994511	24/05/2022	AUTOPRO NORTHAM	1 X CH1001 3/8 DRIVE SOCKET SET		109.75	
INV 997770	09/06/2022	AUTOPRO NORTHAM	3 X GREASE GUN COUPLING - DEPOT WORKSHOP		18.18	
INV 997999	09/06/2022	AUTOPRO NORTHAM	1 X GREASE GUN COUPLING - DEPOT WORKSHOP		6.06	
INV 999641	17/06/2022	AUTOPRO NORTHAM	1 X BRITAX MIRROR - CONPLANT ROLLER PMR4		85.22	
<b>EFT9112</b>	<b>30/06/2022</b>	<b>VOXSON SALES PTY LTD</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>2,530.00</b>
INV 112685	16/06/2022	VOXSON SALES PTY LTD	SHIPPING FOR VARIABLE MESSAGE SIGN		2,530.00	
<b>EFT9113</b>	<b>30/06/2022</b>	<b>FIRE AND SAFETY WA</b>	<b>PPE</b>	<b>1</b>		<b>356.40</b>
INV 39551	13/06/2022	FIRE AND SAFETY WA	PPE		356.40	
<b>EFT9114</b>	<b>30/06/2022</b>	<b>6 SEASONS CAFE</b>	<b>CATERING</b>	<b>1</b>		<b>170.00</b>

INV 1009	01/06/2022	6 SEASONS CAFE	CATERING FOR RECOVERY EXERCISE		170.00	
<b>EFT9115</b>	<b>30/06/2022</b>	<b>CARRIE ANN NOTTLE</b>	<b>RATES REFUND</b>	<b>1</b>		<b>189.26</b>
INV A7343	21/06/2022	CARRIE ANN NOTTLE	A7343 23 ELIOT STREET PINGELLY 6308		189.26	
<b>TOTAL EFT</b>						<b>232,022.29</b>
<b>CHEQUE NUMBER</b>	<b>DATE</b>	<b>CREDITOR</b>	<b>INVOICE DESCRIPTION</b>	<b>BANK CODE</b>	<b>INVOICE AMOUNT</b>	<b>TOTAL AMOUNT</b>
<b>24893</b>	<b>10/06/2022</b>	<b>WATER CORPORATION</b>	<b>WATER USAGE AND SERVICE CHARGES - 01/05/2022 TO 31/06/2022</b>	<b>1</b>		<b>14,484.19</b>
INV 11052022	11/05/2022	WATER CORPORATION	VARIOUS SHIRE PROPERTIES		14,484.19	
<b>24894</b>	<b>10/06/2022</b>	<b>SYNERGY</b>	<b>POWER USAGE AND SERVICES CHARGES 11/03/2022 TO 11/05/2022</b>	<b>1</b>		<b>9,269.19</b>
INV 2021544537	23/05/2022	SYNERGY	VARIOUS SHIRE PROPERTIES		9,269.19	
<b>TOTAL CHEQUE</b>						<b>23,753.38</b>
<b>EFT NUMBER</b>	<b>DATE</b>	<b>CREDITOR</b>	<b>INVOICE DESCRIPTION</b>	<b>BANK CODE</b>	<b>INVOICE AMOUNT</b>	<b>TOTAL AMOUNT</b>
<b>EFT9034</b>	<b>08/06/2022</b>	<b>SHIRE OF PINGELLY SOCIAL CLUB</b>	<b>PAYROLL DEDUCTIONS</b>	<b>1</b>		<b>10.00</b>
<b>EFT9047</b>	<b>08/06/2022</b>	<b>WEST AUSTRALIAN SHIRE COUNCILS &amp; MUNICIPAL ROAD BOARDS AND PARKS LGRCEU</b>	<b>PAYROLL DEDUCTIONS</b>	<b>1</b>		<b>102.50</b>
<b>EFT9049</b>	<b>10/06/2022</b>	<b>SHIRE OF PINGELLY SOCIAL CLUB</b>	<b>PAYROLL DEDUCTIONS</b>	<b>1</b>		<b>10.00</b>
<b>EFT9050</b>	<b>10/06/2022</b>	<b>WEST AUSTRALIAN SHIRE COUNCILS &amp; MUNICIPAL ROAD BOARDS AND PARKS LGRCEU</b>	<b>PAYROLL DEDUCTIONS</b>	<b>1</b>		<b>102.50</b>
<b>EFT9102</b>	<b>30/06/2022</b>	<b>SHIRE OF PINGELLY SOCIAL CLUB</b>	<b>PAYROLL DEDUCTIONS</b>	<b>1</b>		<b>10.00</b>
<b>EFT9116</b>	<b>30/06/2022</b>	<b>WEST AUSTRALIAN SHIRE COUNCILS &amp; MUNICIPAL ROAD BOARDS AND PARKS LGRCEU</b>	<b>PAYROLL DEDUCTIONS</b>	<b>1</b>		<b>102.50</b>
<b>24895</b>	<b>30/06/2022</b>	<b>SHIRE OF PINGELLY</b>	<b>PAYROLL DEDUCTIONS</b>	<b>1</b>		<b>50.00</b>
<b>DD13005.1</b>	<b>07/06/2022</b>	<b>AWARE SUPER</b>	<b>PAYROLL DEDUCTIONS</b>	<b>1</b>		<b>4,125.00</b>

DD13005.2	07/06/2022	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	1		1,314.67
DD13005.3	07/06/2022	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		654.36
DD13005.4	07/06/2022	MLC	SUPERANNUATION CONTRIBUTIONS	1		656.14
DD13005.5	07/06/2022	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	1		199.45
DD13005.6	07/06/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		282.72
DD13005.7	07/06/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		469.18
DD13005.8	07/06/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		526.63
DD13026.1	21/06/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1		4,081.86
DD13026.2	21/06/2022	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	1		1,311.12
DD13026.3	21/06/2022	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		654.36
DD13026.4	21/06/2022	MLC	SUPERANNUATION CONTRIBUTIONS	1		657.53
DD13026.5	21/06/2022	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	1		199.45
DD13026.6	21/06/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		332.38
DD13026.7	21/06/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		465.67
DD13026.8	21/06/2022	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		526.63
<b>TOTAL PAYROLL</b>						<b>16,844.65</b>
<b>CREDIT CARDS</b>	<b>DATE</b>	<b>CREDITOR</b>	<b>INVOICE DESCRIPTION</b>	<b>BANK CODE</b>	<b>INVOICE AMOUNT</b>	<b>TOTAL AMOUNT</b>
DD13018.1	15/06/2022	BENDIGO BANK CREDIT CARDS	CEO CREDIT CARD TRANSACTIONS - MAY 2022	1		2,916.40
INV 14062022	14/06/2022	BENDIGO BANK CREDIT CARDS	08/05/2022 CPP CONVENTION CENTRE - PARKING, WALGA HEADS OF AGENCY BREAKFAST - \$12.12 18/05/2022 FOXIT SOFTWARE - 10 X PDF EDITOR PRO LICENCES - \$2,591.64 18/05/2022 BENDIGO BANK - INTERNATIONAL TRANSACTION \$77.75 20/05/2022 ZOOM - ANNUAL ZOOM SUBSCRIPTION 29/03/2022 TO 29/03/2023 - \$230.89 30/05/2022 BENDIGO BANK - CREDIT CARD FEE - \$4.00	1	2,916.40	
DD13019.1	15/06/2022	BENDIGO BANK CREDIT CARDS	EMCS CREDIT CARD TRANSACTIONS - MAY 2022	1		4.00
INV 14062022	14/06/2022	BENDIGO BANK CREDIT CARDS	30/05/2022 BENDIGO BANK - CREDIT CARD FEE - \$4.00	1	4.00	
DD13020.1	15/06/2022	BENDIGO BANK CREDIT CARDS	EMW CREDIT CARD TRANSACTIONS - MAY 2022	1		703.47

INV 14062022	14/06/2022	BENDIGO BANK CREDIT CARDS	19/04/2022 ADOBE - 12 MONTHS ANNUAL SUBSCRIPTION / ADOBE CREATIVE SUITE - \$699.47 30/05/2022 BENDIGO BANK - CREDIT CARD FEE - \$4.00	1	703.47	
<b>TOTAL CREDIT CARD</b>						<b>3,623.87</b>
<b>TRUST LICENSING</b>	<b>DATE</b>	<b>CREDITOR</b>	<b>INVOICE DESCRIPTION</b>	<b>BANK CODE</b>	<b>INVOICE AMOUNT</b>	<b>TOTAL AMOUNT</b>
DD13044.1	01/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 30/05/2022	8		696.80
DD13046.1	02/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 01/06/2022	8		191.00
DD13048.1	03/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 01/06/2022	8		201.10
DD13050.1	07/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 02/06/2022	8		431.60
DD13052.1	08/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 03/06/2022	8		586.95
DD13056.1	13/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 09/06/2022	8		2,682.65
DD13058.1	14/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 10/06/2022	8		44.05
DD13060.1	15/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 13/06/2022	8		1,207.55
DD13062.1	16/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 14/06/2022	8		18.30
DD13064.1	17/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 15/06/2022	8		1,396.80
DD13066.1	20/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 16/06/2022	8		857.90
DD13068.1	21/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 17/06/2022	8		211.35
DD13070.1	22/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 20/06/2022	8		1,728.10
DD13072.1	23/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 21/06/2022	8		1,828.60
DD13074.1	24/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 22/06/2022	8		609.25
DD13076.1	27/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 23/06/2022	8		626.70
DD13078.1	28/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 24/06/2022	8		436.85
DD13080.1	29/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 27/06/2022	8		360.55
DD13082.1	30/06/2022	DEPARTMENT OF TRANSPORT	RECONCILE TRANSPORT LICENSING 28/06/2022	8		5,250.45
<b>TOTAL LICENSING</b>						<b>19,366.55</b>
<b>GRAND TOTAL</b>						<b>295,610.74</b>

### **15.3 Adoption of 2022/23 Budget and Fees and Charges**

<b>File Reference:</b>	<b>ADM0067</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Executive Manager Corporate Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Statutory Budget and Fees &amp; Charges</b>
<b>Attachments:</b>	<b>Nil</b>

#### **Summary**

The purpose of this report is to consider and adopt the Shire of Pingelly Budget for the 2022/2023 financial year, including imposition of rates and minimum payments, adoption of fees and charges, establishment of new reserve funds, setting of elected member's fees for the year and other consequential matters arising from the budget papers.

#### **Background**

Council is required to formally adopt an annual budget to guide the functions and operations of the local government and enable it to raise revenue and deliver services to the community.

#### **Comment**

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft budget include

- The budget has been prepared with a total rate revenue increase of 4.5% in line with the forward financial plans contained in the Plan for the Future. The proposed 2% increase for the Wheatbelt Commodity Route has not been included with the draft budget due to the doubt over funding with the change in the Australian Government.
- Fees and Charges have been increased by 3.0% and are itemised in the draft budget.
- Household and commercial waste charges have also increased by 3.0% and are itemised in the draft budget.
- A capital works program totaling \$2,129,154 for investment in infrastructure, buildings, plant and equipment and furniture and equipment is planned. Expenditure on road infrastructure is the major component of this in line with Council's strategy to increase the investment in road and associated assets. The Capital Road Program budget includes \$1,031,994 in road projects with \$1,011,550 grant funding from the following sources:
 

Main Roads	Regional Road Group	\$338,084
	Direct Grant	\$113,333
	Bridge Renewal Program	\$204,000
DITRDC	Roads to Recovery Program	\$230,780
	LRCI Phase 3b	\$130,000
- There is a budgeted reduction in debt paying out the balance of the Loan 104 for the PRACC of \$1,097,502 in December 2022.
- There are no new borrowings planned for the 2022/23 financial year.
- There are no new Reserve Accounts proposed.

An estimated surplus of \$2.08m is anticipated to be brought forward from 30 June 2022. However, this is unaudited and may change. Any change will be addressed as part of a future budget review.

### Consultation

While no specific consultation has occurred on the draft 2022/23 budget, community consultation and engagement has previously occurred during development of the Strategic Community Plan from which the Corporate Business Plan was developed.

Extensive internal consultation has occurred between all Divisions and through briefings and workshops with elected members.

### Statutory Environment

Section 6.2 of the *Local government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2022/23 budget as presented is considered to meet statutory requirements.

### Policy Implications

Nil

### Financial Implications

A balanced budget for the 2022/23 financial year.

### Economic Implications

The draft 2022/2023 budget has been developed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

### Social Implications

The draft 2022/23 budget delivers social outcomes identified in various planning and community supporting strategies that have been adopted by the Council.

### Environmental Implications

The draft 2022/23 budget supports key environmental strategies and initiatives adopted by council.

### 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 prepare and Council adopt an Annual budget by 31 August each year.
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Statutory Compliance
Risk Action Plan (Controls or Treatment Proposed)	Preparation of the Annual Budget in a staged and planned process each year to be presented to Council before the 31 August each year for adoption.

		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	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)

## Recommendation

### Part A – Municipal Fund Budget for 2022/2023

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996* the Council adopt the Municipal Fund Budget as contained in the attachment to this agenda and the minutes for the Shire of Pingelly for the 2022/23 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page 2
- Statement of Cash Flows on Page 3
- Rate Setting Statement on page 4 showing an amount required to be raised from rates of \$2,329,767
- Notes to and Forming Part of the Budget on pages 5 to 26

## Absolute Majority Required

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## Recommendation

### Part B – General and Minimum Rates, Instalment Payment Arrangements

That:

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum rates on Gross Rental and Unimproved Values.

#### 1.1 General Rates

Residential (GRV)	13.4170 cents in the dollar
Commercial (GRV)	13.4170 cents in the dollar
Industrial (GRV)	13.4170 cents in the dollar
Townsite (GRV)	13.4170 cents in the dollar
Broadacre Rural (UV)	0.8550 cents in the dollar

#### 1.2 Minimum Payments

Residential (GRV)	\$993
Commercial (GRV)	\$993

Industrial (GRV)	\$993
Townsite (GRV)	\$993
Broadacre Rural (UV)	\$993

2. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment in full by instalments:

• Full payment and 1st instalment due date	26 September 2022
• 2nd half instalment due date	31 January 2023
• 1st quarterly instalment due date	26 September 2022
• 2nd quarterly instalment due date	31 November 2022
• 3rd quarterly instalment due date	31 January 2023
• 4th quarterly instalment due date	4 April 2023

3. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.
4. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
5. Pursuant to section 6.51 (1) and subject to section 6.51 (4) of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 7% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

#### **Absolute Majority Required**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

#### **Recommendation**

#### **Part D – General Fees and Charges for 2022/2023**

Pursuant to section 6.16 of the *Local Government Act 1995*, Council adopts the Fees and charges included with the 2022/2023 budget.

#### **Absolute Majority Required**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

#### **Recommendation**

#### **Part E – Other Statutory Fees for 2022/2023**

1. Pursuant to section 53 of the *Cemeteries Act 1986* Council adopts the fees and charges for the Pingelly and Moorumbine cemeteries in the 2022/2023 budget.

2. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council adopt the following charges for the removal of domestic and commercial waste:

2.1 Residential Premises including recycling 240L Refuse Bin Collected Weekly and 240L Recycling Bin Collected Fortnightly \$335 pa

2.2 Commercial and Industrial Premises including recycling 240L Refuse Bin Collected Weekly and 240L Recycling Bin Collected Fortnightly \$335 pa

3. Pursuant to section 67 of the *Waste avoidance and Resources Recovery Act 2007*, and section 6.16 of the *Local Government Act 1995* Council adopt the following charges for the deposit of domestic and commercial waste (inclusive of GST where applicable):

Refuse Site after Hours Access Fee (unsupervised)	\$130.00
Refuse Site after Hours Access Fee (supervised)	\$115.00
Burial of Hazardous Waste (per m <sup>3</sup> )	\$165.00
Building Rubble (per m <sup>3</sup> )	\$ 57.00
Green Waste – Non-Residents (per m <sup>3</sup> )	\$ 13.50
Septic Waste (per m <sup>3</sup> ) as per licence	\$ 26.00
Contaminated or unsorted mixed loads (per m <sup>3</sup> )	\$ 87.50

**Absolute Majority Required**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## Recommendation

### Part F – Elected Members Fees and Charges

1. Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, Council adopts the following annual fees for payment of elected members in lieu of individual meeting fees:

• President	\$10,000
• Deputy President	\$ 4,400
• Councillors	\$ 4,000

2. Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, Council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

• President	\$1,200
-------------	---------

3. Pursuant to section 5.98A of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, Council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

• Deputy President	\$300
--------------------	-------

### Absolute Majority Required

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## Recommendation

### Part G – Material Variance Reporting for 2022/2023

In accordance with regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2022/2023 for reporting material variances shall be 10% and \$5,000, whichever is the greater.

### Absolute Majority Required

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## Recommendation

### Part H – Early Payment Incentive Prize

That entry into the Early Payment of Rates competition be offered to ratepayers who have paid in full all rates and charges within 35 days of issue (26 September 2022) and that the draw be conducted at the 19 October 2022 Ordinary Council meeting following the close of the competition.

**That entry into the Early Payment of Rates competition prizes offered be made up of:**

- **First Prize**
- **A \$350 Savings Account from the Pingelly Brookton Community Bank**
- **Second Prize**
- **\$300 Stephen & Dannielle Keatley of Keatley Wool and Livestock**
- **Third Prize**  
**\$200 cash from Matthews Realty Pty Ltd**
- **Fourth Prize**  
**\$100 Pingelly Gift Card**

**Simple Majority Required**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**SHIRE OF PINGELLY**  
**ANNUAL BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**LOCAL GOVERNMENT ACT 1995**

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**SHIRE'S VISION**

Pingelly, a sustainable community, where a natural beauty and economic diversity provides opportunities for all.

**SHIRE OF PINGELLY**  
**STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2023**

	NOTE	2022/23 Budget	2021/22 Actual	2021/22 Budget
		\$	\$	\$
<b>Revenue</b>				
Rates	2(a)	2,330,002	2,234,271	2,229,216
Operating grants, subsidies and contributions	11	851,786	2,323,154	1,197,984
Fees and charges	14	389,449	340,163	346,754
Interest earnings	12(a)	34,740	33,396	31,391
Other revenue	12(b)	118,762	245,341	77,284
		3,724,739	5,176,325	3,882,629
<b>Expenses</b>				
Employee costs		(1,789,205)	(1,789,782)	(1,852,934)
Materials and contracts		(1,876,874)	(1,284,310)	(1,612,092)
Utility charges		(166,869)	(167,058)	(164,138)
Depreciation on non-current assets	6	(2,574,810)	(2,582,058)	(2,608,552)
Interest expenses	12(d)	(103,356)	(108,636)	(117,916)
Insurance expenses		(203,088)	(193,974)	(191,769)
Other expenditure		(105,444)	(77,142)	(108,833)
		(6,819,646)	(6,202,960)	(6,656,234)
		(3,094,907)	(1,026,635)	(2,773,605)
Non-operating grants, subsidies and contributions	11	2,885,480	1,670,308	1,394,658
Profit on asset disposals	5(b)	0	24,760	25,050
Loss on asset disposals	5(b)	(5,000)	(2,690)	(5,000)
		2,880,480	1,692,378	1,414,708
<b>Net result for the period</b>		<b>(214,427)</b>	<b>665,743</b>	<b>(1,358,897)</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus		0	3,602,718	0
<b>Total other comprehensive income for the period</b>		<b>0</b>	<b>3,602,718</b>	<b>0</b>
<b>Total comprehensive income for the period</b>		<b>(214,427)</b>	<b>4,268,461</b>	<b>(1,358,897)</b>

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

**SHIRE OF PINGELLY**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2023**

	NOTE	2022/23 Budget	2021/22 Actual	2021/22 Budget
		\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		2,380,002	2,196,334	2,234,216
Operating grants, subsidies and contributions		799,428	2,694,019	1,123,266
Fees and charges		389,449	340,163	346,754
Interest received		34,740	33,396	31,391
Goods and services tax received		221,896	227,544	393,698
Other revenue		118,762	245,341	77,284
		3,944,277	5,736,797	4,206,609
<b>Payments</b>				
Employee costs		(1,789,205)	(1,762,290)	(1,852,934)
Materials and contracts		(1,661,874)	(1,467,772)	(1,507,092)
Utility charges		(166,869)	(167,058)	(164,138)
Interest expenses		(103,356)	(109,029)	(117,916)
Insurance paid		(203,088)	(193,974)	(191,769)
Goods and services tax paid		(221,896)	(221,896)	(393,698)
Other expenditure		(105,444)	(77,142)	(108,833)
		(4,251,732)	(3,999,161)	(4,336,380)
<b>Net cash provided by (used in) operating activities</b>	4	(307,455)	1,737,636	(129,771)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	5(a)	(1,226,232)	(764,995)	(630,016)
Payments for construction of infrastructure	5(a)	(1,778,432)	(848,886)	(1,169,138)
Non-operating grants, subsidies and contributions		2,521,377	2,016,187	1,394,658
Proceeds from sale of property, plant and equipment	5(b)	12,000	57,327	62,000
Proceeds on financial assets at amortised cost - self supporting loans	7(a)	19,920	17,260	18,692
<b>Net cash provided by (used in) investing activities</b>		(451,367)	476,893	(323,804)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	7(a)	(1,226,872)	(175,092)	(175,091)
Principal elements of lease payments	8	(107,879)	(95,308)	(144,508)
Proceeds on disposal of financial assets at amortised cost - term deposits		0	195,090	(511,105)
<b>Net cash provided by (used in) financing activities</b>		(1,334,751)	(75,310)	(830,704)
<b>Net increase (decrease) in cash held</b>		(2,093,573)	2,139,219	(1,284,279)
Cash at beginning of year		3,460,955	1,321,736	1,321,737
<b>Cash and cash equivalents at the end of the year</b>	4	<b>1,367,382</b>	<b>3,460,955</b>	<b>37,458</b>

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

**SHIRE OF PINGELLY**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**OPERATING ACTIVITIES**

**Net current assets at start of financial year - surplus/(deficit)**

**Revenue from operating activities (excluding rates)**

Specified area and ex gratia rates  
Operating grants, subsidies and contributions  
Fees and charges  
Interest earnings  
Other revenue  
Gain on revaluation financial asset at FV through P & L  
Profit on asset disposals

**Expenditure from operating activities**

Employee costs  
Materials and contracts  
Utility charges  
Depreciation on non-current assets  
Interest expenses  
Insurance expenses  
Other expenditure  
Loss on asset disposals

Non-cash amounts excluded from operating activities

**Amount attributable to operating activities**

**INVESTING ACTIVITIES**

Non-operating grants, subsidies and contributions  
Payments for property, plant and equipment  
Payments for construction of infrastructure  
Proceeds from disposal of assets  
Proceeds from financial assets at amortised cost - self supporting loans

**Amount attributable to investing activities**

**FINANCING ACTIVITIES**

Repayment of borrowings  
Principal elements of finance lease payments  
Transfers to cash backed reserves (restricted assets)  
Transfers from cash backed reserves (restricted assets)

**Amount attributable to financing activities**

**Budgeted deficiency before general rates**

**Estimated amount to be raised from general rates**

**Net current assets at end of financial year - surplus/(deficit)**

NOTE	2022/23 Budget	2021/22 Actual	2021/22 Budget
	\$	\$	\$
3	2,084,157	1,319,560	1,319,560
	2,084,157	1,319,560	1,319,560
2(a)(ii)	235	217	0
11	851,786	2,323,154	1,197,984
14	389,449	340,163	346,754
12(a)	34,740	33,396	31,391
12(b)	118,762	245,341	77,284
	0	0	0
5(b)	0	24,760	25,050
	1,394,972	2,967,031	1,678,463
	(1,789,205)	(1,789,782)	(1,852,934)
	(1,876,874)	(1,284,310)	(1,612,092)
	(166,869)	(167,058)	(164,138)
6	(2,574,810)	(2,582,058)	(2,608,552)
12(d)	(103,356)	(108,636)	(117,916)
	(203,088)	(193,974)	(191,769)
	(105,444)	(77,142)	(108,833)
5(b)	(5,000)	(2,690)	(5,000)
	(6,824,646)	(6,205,650)	(6,661,234)
3(b)	2,579,810	2,559,988	2,588,502
	(765,707)	640,929	(1,074,709)
11	2,885,480	1,670,308	1,394,658
5(a)	(1,226,232)	(764,995)	(630,016)
5(a)	(1,778,432)	(848,886)	(1,169,138)
5(b)	12,000	57,327	62,000
7(a)	19,920	17,260	18,692
	(87,264)	131,014	(323,804)
7(a)	(1,226,872)	(175,092)	(175,091)
8	(107,879)	(95,308)	(144,508)
9(a)	(303,195)	(849,080)	(540,804)
9(a)	161,150	197,640	29,700
	(1,476,796)	(921,840)	(830,703)
	(2,329,767)	(149,897)	(2,229,216)
2(a)	2,329,767	2,234,054	2,229,216
3	0	2,084,157	0

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

**SHIRE OF PINGELLY**  
**FOR THE YEAR ENDED 30 JUNE 2023**

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# SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE BUDGET

### FOR THE YEAR ENDED 30 JUNE 2023

#### 1 (a) BASIS OF PREPARATION

The annual budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

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

Financial reporting disclosures in relation to assets and liabilities required by the Australian Accounting Standards have not been made unless considered important for the understanding of the budget or required by legislation.

#### The local government reporting entity

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

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to the annual budget.

#### 2021/22 actual balances

Balances shown in this budget as 2021/22 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

#### Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

#### Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

#### Initial application of accounting standards

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2020-6 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current - Deferral of Effective Date

It is not expected these standards will have an impact on the annual budget.

#### New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates
- AASB 2021-6 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies: Tier 2 and Other Australian Accounting Standards

It is not expected these standards will have an impact on the annual budget.

#### Judgements, estimates and assumptions

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets

#### Rounding off figures

All figures shown in this statement are rounded to the nearest dollar.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**1 (b) KEY TERMS AND DEFINITIONS - NATURE OR TYPE**

**REVENUES**

**RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**SERVICE CHARGES**

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.

Excludes rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**PROFIT ON ASSET DISPOSAL**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**FEES AND CHARGES**

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**INTEREST EARNINGS**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**OTHER REVENUE / INCOME**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

**EXPENSES**

**EMPLOYEE COSTS**

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences safety expenses, medical examinations, fringe benefit tax, etc.

**MATERIALS AND CONTRACTS**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**INSURANCE**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation and amortisation expense raised on all classes of assets.

**INTEREST EXPENSES**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**OTHER EXPENDITURE**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**1 (c) KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS**

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>Governance</b> Effective leadership and Governance.	Administration and operation of facilities and services to members of Council: other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services
<b>General purpose funding</b> A financially sustainable Shire.	Rates, general purpose government grants and interest revenue.
<b>Law, order, public safety</b> A safe community.	Fire prevention, animal control and assistance to emergency services.
<b>Health</b> Health and family support services that are accessible and meet the needs of the community.	Food quality control, provision of doctor services.
<b>Education and welfare</b> Quality of life for the aged and disables. Development and participation of young people.	Maintenance of a daycare centre and assistance to the provision of aged care accommodation.
<b>Community amenities</b> Appropriate development which is diverse in nature and protects local heritage.	Rubbish and recyclables collection and disposal services, operation of the refuse site, administration of the town planning scheme, maintenance of the cemetery, maintenance of the public toilets and maintenance of the storm water drainage.
<b>Recreation and culture</b> Access to recreation, sporting and leisure opportunities.	Maintenance of the Town Hall, Pingelly Recreation and Cultural Centre, recreation ground, swimming pool complex, reserves, operation of the library together with support of cultural events.
<b>Transport</b> Safe and reliable transport infrastructure.	Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets and depot maintenance.
<b>Economic services</b> Support the promotion and marketing of local businesses and tourism initiatives.	The regulation and provision of building control, control of noxious weeds and vermin, standpipe water supplies and area promotion.
<b>Other property and services</b> Provide support services for works and plant operations.	Private works operations, plant repairs and operation costs.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**2. RATES AND SERVICE CHARGES**

**(a) Rating Information**

Rate Description	Basis of valuation	Rate in	Number of properties	Rateable value	2022/23 Budgeted rate revenue	2022/23 Budgeted interim rates	2022/23 Budgeted back rates	2022/23 Budgeted total revenue	2021/22 Actual total revenue	2021/22 Budget total revenue
		\$		\$	\$	\$	\$	\$	\$	\$
<b>(i) Differential general rates or general rates</b>										
GRV - Residential	Gross rental Valuations	0.13417	318	3,624,452	486,282	0	0	486,282	467,920	465,294
GRV - Rural Residential	Gross rental Valuations	0.13417	65	807,924	108,397	0	0	108,397	104,215	104,215
GRV - Commercial Industrial	Gross rental Valuations	0.13417	28	396,080	53,141	0	0	53,141	51,075	51,075
GRV - Townsites	Gross rental Valuations	0.13417	12	144,560	19,395	0	0	19,395	18,641	18,641
UV - Broadacre Rural	Unimproved valuations	0.00855	232	173,853,000	1,486,791	0	0	1,486,791	1,419,303	1,417,091
<b>Sub-Total</b>			655	178,826,016	2,154,006	0	0	2,154,006	2,061,154	2,056,316
<b>Minimum payment</b>		\$								
GRV - Residential	Gross rental Valuations	993	62	85,646	61,566	0	0	61,566	58,900	58,900
GRV - Rural Residential	Gross rental Valuations	993	24	56,220	23,832	0	0	23,832	21,850	21,850
GRV - Commercial Industrial	Gross rental Valuations	993	14	58,080	13,902	0	0	13,902	13,300	13,300
GRV - Townsites	Gross rental Valuations	993	8	17,185	7,944	0	0	7,944	7,600	7,600
UV - Broadacre Rural	Unimproved valuations	993	69	5,157,530	68,517	0	0	68,517	71,250	71,250
<b>Sub-Total</b>			177	5,374,661	175,761	0	0	175,761	172,900	172,900
<b>Total amount raised from general rates</b>			832	184,200,677	2,329,767	0	0	2,329,767	2,234,054	2,229,216
								2,329,767	2,234,054	2,229,216
<b>(ii) Specified area and ex gratia rates</b>										
<b>Ex-gratia rates</b>										
Ex-gratia rates				0	0	0	0	235	217	0
<b>Total ex-gratia rates</b>				0	0	0	0	235	217	0
<b>Total rates</b>								2,330,002	2,234,271	2,229,216

All land (other than 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 of Pingelly.

The general rates detailed for the 2022/23 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 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 local government services/facilities.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

## 2. RATES AND SERVICE CHARGES (CONTINUED)

### (b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
<b>Option one</b>				
Single full payment	26/09/2022	0	0.0%	7.0%
<b>Option two</b>				
First instalment	26/09/2022	0	5.5%	7.0%
Second instalment	31/01/2023	10	5.5%	7.0%
<b>Option three</b>				
First instalment	26/09/2022	0	5.5%	7.0%
Second instalment	29/11/2022	10	5.5%	7.0%
Third instalment	31/01/2023	10	5.5%	7.0%
Fourth instalment	4/04/2023	10	5.5%	7.0%

	2022/23 Budget revenue	2021/22 Actual revenue	2021/22 Budget revenue
	\$	\$	\$
Instalment plan admin charge revenue	4,500	4,460	4,500
Instalment plan interest earned	8,254	8,392	7,750
Interest on ESL	800	587	800
Interest on deferred rates	450	903	200
Unpaid rates and service charge interest earned	12,972	11,086	12,180
	26,976	25,428	25,430

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**3. NET CURRENT ASSETS**

**(a) Composition of estimated net current assets**

**Current assets**

Cash and cash equivalents - unrestricted  
 Cash and cash equivalents - restricted  
 Financial assets - unrestricted  
 Financial assets - restricted  
 Receivables  
 Inventories

**Less: current liabilities**

Trade and other payables  
 Contract liabilities  
 Unspent non-operating grants, subsidies and contributions liability  
 Lease liabilities  
 Employee provisions  
 Other provisions

**Net current assets**

**Less: Total adjustments to net current assets**

**Net current assets used in the Rate Setting Statement**

Note	2022/23 Budget 30 June 2023	2021/22 Actual 30 June 2022	2021/22 Budget 30 June 2022
	\$	\$	\$
4	3,066	1,797,223	37,458
4	1,364,316	1,663,732	0
	6,432	6,432	5,000
4	0	0	706,194
	315,923	390,923	363,298
	18,986	18,986	3,378
	1,708,723	3,877,296	1,115,328
	(363,713)	(148,713)	(404,135)
	(50,000)	(127,358)	0
	(300,000)	(664,103)	
8	(92,859)	(92,859)	(280,499)
	(391,552)	(391,552)	(391,607)
	(25,743)	(25,743)	(25,743)
	(1,223,867)	(1,450,328)	(1,101,984)
	484,856	2,426,968	13,344
3.(c)	(484,856)	(342,811)	(13,344)
	0	2,084,157	0

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**3. NET CURRENT ASSETS (CONTINUED)**

**EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)**

**Items excluded from calculation of budgeted deficiency**

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with *Financial Management Regulation 32*.

**Adjustments to operating activities**

Less: Profit on asset disposals  
 Add: Loss on disposal of assets  
 Add: Depreciation on assets

**Non cash amounts excluded from operating activities**

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

**Adjustments to net current assets**

Less: Cash - restricted reserves  
 Less: Current assets not expected to be received at end of year  
     - Current portion of self supporting loans receivable  
     - Financial assets at Fair Value through profit and loss  
 Add: Current liabilities not expected to be cleared at end of year  
     - Current portion of lease liabilities  
     - Current portion of employee benefit provisions held in reserve

**Total adjustments to net current assets**

Note	2022/23 Budget 30 June 2023	2021/22 Actual 30 June 2022	2021/22 Budget 30 June 2022
	\$	\$	\$
5(b)	0	(24,760)	(25,050)
5(b)	5,000	2,690	5,000
6	2,574,810	2,582,058	2,608,552
	2,579,810	2,559,988	2,588,502
9	(988,573)	(846,528)	(706,193)
	(1,437)	(1,437)	
	(5,000)	(5,000)	(5,000)
	92,859	92,859	280,499
	417,295	417,295	417,350
	(484,856)	(342,811)	(13,344)

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**3 (d) NET CURRENT ASSETS (CONTINUED)**

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Pingelly becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**PREPAID RATES**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

**INVENTORIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Superannuation**

The Shire of Pingelly contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Pingelly contributes are defined contribution plans.

**LAND HELD FOR RESALE**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

**GOODS AND SERVICES TAX (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**TRADE AND OTHER RECEIVABLES**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

**PROVISIONS**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**CONTRACT LIABILITIES**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**4. RECONCILIATION OF CASH**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2022/23 Budget	2021/22 Actual	2021/22 Budget
		\$	\$	\$
Cash at bank and on hand		520,853	2,614,426	37,458
Term deposits		846,529	846,529	0
<b>Total cash and cash equivalents</b>		<b>1,367,382</b>	<b>3,460,955</b>	<b>37,458</b>
Held as				
- Unrestricted cash and cash equivalents	3(a)	3,066	1,797,223	37,458
- Restricted cash and cash equivalents	3(a)	1,364,316	1,663,732	0
		<b>1,367,382</b>	<b>3,460,955</b>	<b>37,458</b>
<b>Restrictions</b>				
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents		1,364,316	1,663,732	0
- Restricted financial assets at amortised cost - term deposits	3(a)	0	0	706,193
		<b>1,364,316</b>	<b>1,663,732</b>	<b>706,193</b>
The restricted assets are a result of the following specific purposes to which the assets may be used:				
Financially backed reserves	9	988,573	846,528	706,193
Contract liabilities		50,000	127,358	0
Unspent non-operating grants, subsidies and contribution liabilities		300,000	664,103	0
Other provisions		25,743	25,743	0
		<b>1,364,316</b>	<b>1,663,732</b>	<b>706,193</b>
<b>Reconciliation of net cash provided by operating activities to net result</b>				
<b>Net result</b>		<b>(214,427)</b>	<b>665,743</b>	<b>(1,358,897)</b>
Depreciation	6	2,574,810	2,582,058	2,608,552
(Profit)/loss on sale of asset	5(b)	5,000	(22,070)	(20,050)
(Increase)/decrease in receivables		75,000	287,712	325,000
(Increase)/decrease in inventories		0	(5,608)	10,000
(Increase)/decrease in other assets		0	9,662	0
Increase/(decrease) in payables		215,000	(160,417)	95,000
Increase/(decrease) in contract liabilities		(77,358)	50,864	(394,718)
Increase/(decrease) in unspent non-operating grants		(364,103)	345,879	0
Non-operating grants, subsidies and contributions		(2,521,377)	(2,016,187)	(1,394,658)
<b>Net cash from operating activities</b>		<b>(307,455)</b>	<b>1,737,636</b>	<b>(129,771)</b>

**SIGNIFICANT ACCOUNTING POLICES**

**CASH AND CASH EQUIVALENTS**

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

Bank overdrafts are shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

**FINANCIAL ASSETS AT AMORTISED COST**

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

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

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**5. FIXED ASSETS**

**(a) Acquisition of Assets**

The following assets are budgeted to be acquired during the year.

**Reporting program**

<b>Asset class</b>	<b>Governance</b>	<b>Law, order, public safety</b>	<b>Education and welfare</b>	<b>Recreation and culture</b>	<b>Transport</b>	<b>Economic services</b>	<b>2022/23 Budget total</b>	<b>2021/22 Actual total</b>	<b>2021/22 Budget total</b>
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b><u>Property, Plant and Equipment</u></b>									
Buildings - non-specialised	0	463,414	50,000	240,368	0	50,000	803,782	0	0
Buildings - specialised	0	0	0	0	0	0	0	725,766	561,316
Furniture and equipment	37,150	0	0	0	0	0	37,150	5,134	34,700
Plant and equipment	0	261,300	0	0	124,000	0	385,300	34,095	34,000
	37,150	724,714	50,000	240,368	124,000	50,000	1,226,232	764,995	630,016
<b><u>Infrastructure</u></b>									
Infrastructure - roads	0	0	0	0	827,344	0	827,344	599,869	937,673
Infrastructure - footpaths	0	0	0	0	12,244	0	12,244	0	12,215
Infrastructure - parks and ovals	0	0	0	414,194	0	0	414,194	0	0
Infrastructure Other	0	0	0	0	320,000	0	320,000	190,896	219,250
Infrastructure Bridges	0	0	0	0	204,650	0	204,650	58,121	0
	0	0	0	414,194	1,364,238	0	1,778,432	848,886	1,169,138
<b><u>Right of use assets</u></b>									
Right of use - plant and equipment	0	0	0	0	0	0	0	0	330,000
	0	0	0	0	0	0	0	0	330,000
<b>Total acquisitions</b>	37,150	724,714	50,000	654,562	1,488,238	50,000	3,004,664	1,613,881	2,129,154

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document as follows:

**SIGNIFICANT ACCOUNTING POLICIES**

**RECOGNITION OF ASSETS**

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

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

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**5. FIXED ASSETS**

**(b) Disposals of Assets**

The following assets are budgeted to be disposed of during the year.

	2022/23 Budget Net Book Value	2022/23 Budget Sale Proceeds	2022/23 Budget Profit	2022/23 Budget Loss	2021/22 Actual Net Book Value	2021/22 Actual Sale Proceeds	2021/22 Actual Profit	2021/22 Actual Loss	2021/22 Budget Net Book Value	2021/22 Budget Sale Proceeds	2021/22 Budget Profit	2021/22 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>By Program</b>												
Governance	0	0	0	0	27,477	38,738	13,951	(2,690)	0	0	0	0
Transport	17,000	12,000	0	(5,000)	7,780	18,589	10,809	0	41,950	62,000	25,050	(5,000)
	17,000	12,000	0	(5,000)	35,257	57,327	24,760	(2,690)	41,950	62,000	25,050	(5,000)
<b>By Class</b>												
<u>Property, Plant and Equipment</u>												
Buildings - specialised	0	0	0	0	2,690	0	0	(2,690)	0	0	0	0
Plant and equipment	17,000	12,000	0	(5,000)	32,567	57,327	24,760		41,950	62,000	25,050	(5,000)
	17,000	12,000	0	(5,000)	35,257	57,327	24,760	(2,690)	41,950	62,000	25,050	(5,000)

A detailed breakdown of disposals on an individual asset basis can be found in the supplementary information attached to this budget document

**SIGNIFICANT ACCOUNTING POLICIES**

**GAINS AND LOSSES ON DISPOSAL**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**6. ASSET DEPRECIATION**

**By Program**

Governance
Law, order, public safety
Education and welfare
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

**By Class**

Buildings - non-specialised
Buildings - specialised
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - footpaths
Infrastructure - kerbs & drainage
Infrastructure Other
Infrastructure Bridges
Right of use - buildings
Right of use - plant and equipment
Right of use - furniture and fittings

2022/23 Budget	2021/22 Actual	2021/22 Budget
\$	\$	\$
101,595	101,152	85,375
45,979	45,304	46,333
30,336	30,353	39,778
26,579	26,594	24,864
494,030	494,567	542,029
1,714,900	1,715,776	1,711,357
54,953	54,982	54,353
106,438	113,330	104,463
2,574,810	2,582,058	2,608,552
138,878	138,878	60,000
207,753	207,753	335,000
12,214	12,214	4,000
152,301	159,549	170,000
1,187,186	1,187,186	1,156,552
42,789	42,789	40,000
216,941	216,941	220,000
328,454	328,454	301,500
234,464	234,464	275,000
0	0	6,000
24,995	24,995	20,500
28,835	28,835	20,000
2,574,810	2,582,058	2,608,552

**SIGNIFICANT ACCOUNTING POLICIES**

**DEPRECIATION**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - non-specialised	5 to 60 years
Buildings - specialised	5 to 50 years
Furniture and equipment	1 to 10 years
Plant and equipment	2 to 50 years
Infrastructure - roads	15 to 80 years
Infrastructure - footpaths	20 to 80 years
Infrastructure - kerbs & drainage	8 to 100 years
Infrastructure - parks and ovals	10 to 75 Years
Infrastructure Other	up to 75 years
Infrastructure Bridges	10 to 65 years
Right of use - buildings	Based on the remaining lease
Right of use - plant and equipment	Based on the remaining lease
Right of use - furniture and fittings	Based on the remaining lease

**AMORTISATION**

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**7. INFORMATION ON BORROWINGS**

**(a) Borrowing repayments**

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget Principal 1 July 2022 \$	2022/23 Budget New Loans \$	2022/23 Budget Principal Repayments \$	Budget Principal outstanding 30 June 2023 \$	2022/23 Budget Interest Repayments \$	Actual Principal 1 July 2021 \$	2021/22 Actual New Loans \$	2021/22 Actual Principal Repayments \$	Actual Principal outstanding 30 June 2022 \$	2021/22 Actual Interest Repayments \$	Budget Principal 1 July 2021 \$	2021/22 Budget New Loans \$	2021/22 Budget Principal Repayments \$	Budget Principal outstanding 30 June 2022 \$	2021/22 Budget Interest Repayments \$
<b>Education and welfare</b>																		
<b>Recreation and culture</b>																		
Recreation and Culture Centre	123	WATC	4.20%	1,849,207	0	(109,450)	1,739,757	(76,712)	1,954,191	0	(104,984)	1,849,207	(80,954)	1,954,191	0	(104,983)	1,849,208	(81,178)
Recreation and Culture Centre	124	WATC	0.70%	1,097,502	0	(1,097,502)	0	(3,586)	1,148,918	0	(51,416)	1,097,502	(7,300)	1,148,918	0	(51,416)	1,097,502	(7,423)
				2,946,709	0	(1,206,952)	1,739,757	(80,298)	3,103,109	0	(156,400)	2,946,709	(88,254)	3,103,109	0	(156,399)	2,946,710	(88,601)
<b>Self Supporting Loans</b>																		
<b>Education and welfare</b>																		
Education and Welfare	120	WATC	6.47%	113,589	0	(19,920)	93,669	(7,032)	132,281	0	(18,692)	113,589	(8,214)	132,281	0	(18,692)	113,589	(8,261)
				113,589	0	(19,920)	93,669	(7,032)	132,281	0	(18,692)	113,589	(8,214)	132,281	0	(18,692)	113,589	(8,261)
				3,060,298	0	(1,226,872)	1,833,426	(87,330)	3,235,390	0	(175,092)	3,060,298	(96,468)	3,235,390	0	(175,091)	3,060,299	(96,862)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.

The self supporting loan(s) repayment will be fully reimbursed.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**7. INFORMATION ON BORROWINGS**

**(b) New borrowings - 2022/23**

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2023

**(c) Unspent borrowings**

The Shire had no unspent borrowing funds as at 30th June 2022 nor is it expected to have unspent borrowing funds as at 30th June 2023.

**(d) Credit Facilities**

	<b>2022/23 Budget</b>	<b>2021/22 Actual</b>	<b>2021/22 Budget</b>
	\$	\$	\$
<b>Undrawn borrowing facilities</b>			
<b>credit standby arrangements</b>			
Bank overdraft limit	500,000	500,000	500,000
Bank overdraft at balance date	0	0	0
Credit card limit	20,000	20,000	20,000
Credit card balance at balance date	0	(2,289)	0
<b>Total amount of credit unused</b>	<b>520,000</b>	<b>517,711</b>	<b>520,000</b>
<b>Loan facilities</b>			
Loan facilities in use at balance date	1,833,426	3,060,298	3,060,299

**SIGNIFICANT ACCOUNTING POLICIES**

**BORROWING COSTS**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**8. LEASE LIABILITIES**

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Budget Lease Principal 1 July 2022	2022/23 Budget New Leases	2022/23 Budget Lease Principal Repayments	Budget Lease Principal outstanding 30 June 2023	2022/23 Budget Lease Interest Repayments	Actual Principal 1 July 2021	2021/22 Actual New Leases	2021/22 Actual Lease Principal repayments	Actual Lease Principal outstanding 30 June 2022	2021/22 Actual Lease Interest repayments	Budget Principal 1 July 2021	2021/22 Budget New Leases	2021/22 Budget Lease Principal repayments	Budget Lease Principal outstanding 30 June 2022	2021/22 Budget Lease Interest Repayments
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>																			
Photocopier	001	Classic Funding Group	3.0%	5	16,154	0	(16,154)	0	(824)	37,137	0	(20,983)	16,154	(824)	37,136	0	(20,983)	16,153	(825)
Computer Server	002	Vestone Capital	5.4%	5	32,798	0	(8,788)	24,010	(1,932)	41,153	0	(8,355)	32,798	(1,933)	41,153	0	(8,355)	32,798	(1,933)
Solar System -Admin	003	Vestone Capital	5.4%	5	8,913	0	(3,442)	5,471	(592)	12,157	0	(3,244)	8,913	(592)	12,157	0	(3,244)	8,913	(593)
CCTV Server	005	Vestone Capital	6.0%	5	15,901	0	(3,971)	11,930	(818)	19,942	0	(4,041)	15,901	(818)	19,942	0	(3,741)	16,201	(1,119)
<b>Transport</b>																			
Motor Grader	004	Vestone Capital	3.1%	5	231,357	0	(60,524)	170,833	(11,860)	290,042	0	(58,685)	231,357	(8,001)	290,041	0	(58,685)	231,356	(8,136)
Tip Truck	005				0	0	0	0	0	0	0	0	0	0	0	230,000	(34,500)	195,500	(5,888)
Loader	007	Vestone Capital	8.4%	5	0	0	(15,000)	(15,000)	0	0	0	0	0	0	0	100,000	(15,000)	85,000	(2,560)
					305,123	0	(107,879)	197,244	(16,026)	400,431	0	(95,308)	305,123	(12,168)	400,429	330,000	(144,508)	585,921	(21,054)

**SIGNIFICANT ACCOUNTING POLICIES**

**LEASES**

At the inception of a contract, the Shire assesses whether the contract is, or contains, a lease.

A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and a lease liability, at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

**LEASE LIABILITIES**

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**9. FINANCIALLY BACKED RESERVES**

**(a) Financially Backed Reserves - Movement**

	2022/23 Budget Opening Balance	2022/23 Budget Transfer to	2022/23 Budget Transfer (from)	2022/23 Budget Closing Balance	2021/22 Actual Opening Balance	2021/22 Actual Transfer to	2021/22 Actual Transfer (from)	2021/22 Actual Closing Balance	2021/22 Budget Opening Balance	2021/22 Budget Transfer to	2021/22 Budget Transfer (from)	2021/22 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by legislation</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Restricted by council</b>												
(a) Leave reserve	196,395	185	0	196,580	36,295	170,100	(10,000)	196,395	36,295	186	(10,000)	26,481
(b) Plant reserve	85,124	239,407	(124,000)	200,531	33,294	51,830	0	85,124	33,295	13,171	0	46,466
(c) Building Reserve	374,932	2,068	0	377,000	23,962	520,970	(170,000)	374,932	23,962	421,027	0	444,989
(d) Electronic Equipment Reserve	54,793	35,249	(37,150)	52,892	32,344	40,089	(17,640)	54,793	32,344	40,166	(19,700)	52,810
(e) Community Bus reserve	43,979	20,220	0	64,199	23,913	20,066	0	43,979	23,914	20,123	0	44,037
(f) Swimming Pool reserve	33,072	5,166	0	38,238	27,995	5,077	0	33,072	27,995	5,143	0	33,138
(g) Refuse Site Rehab/ closure reserve	16,236	82	0	16,318	16,191	45	0	16,236	16,190	83	0	16,273
(h) Tutanning Nature reserve	1,997	18	0	2,015	1,094	903	0	1,997	1,094	905	0	1,999
(i) Wheatbelt Secondary Freight Network	40,000	800	0	40,800	0	40,000	0	40,000	0	40,000	0	40,000
	846,528	303,195	(161,150)	988,573	195,088	849,080	(197,640)	846,528	195,089	540,804	(29,700)	706,193
	846,528	303,195	(161,150)	988,573	195,088	849,080	(197,640)	846,528	195,089	540,804	(29,700)	706,193

**(b) Financially Backed Reserves - Purposes**

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

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Leave reserve	Ongoing	to fund annual and long service leave requirements
(b) Plant reserve	Ongoing	for the purchase of major plant
	Ongoing	to fund the renovation/purchase of Shire of Pingelly buildings and recreation infrastructure
(c) Building Reserve	Ongoing	to fund the purchase of information technology hardware and software equipment
(d) Electronic Equipment Reserve		
(e) Community Bus reserve	Ongoing	to fund the change over of the community bus
(f) Swimming Pool reserve	Ongoing	to fund the upgrading of the swimming pool complex
(g) Refuse Site Rehab/ closure reserve	Ongoing	to facilitate the rehabilitation/closure of the town refuse site
	Ongoing	for the operations, improvements and promotion of the Tutanning Nature reserve
(h) Tutanning Nature reserve	Ongoing	
	Ongoing	for the Shire of Pingelly's contribution for infrastructure renewal for the future
(i) Wheatbelt Secondary Freight Network		Wheatbelt Secondary Freight Network capital renewal

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**10. REVENUE RECOGNITION**

**SIGNIFICANT ACCOUNTING POLICIES**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contractual commitments	General appropriations and contributions with no specific contractual commitments	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Fees and charges - pool Inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annual fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Fees and charges - other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment . None prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on time of inspection	Not applicable	Revenue recognised after inspection event occurs
Fees and charges - licences/registrations/approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Fees and charges - waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Fees and charges - property hire and entry	Use of Halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Fees and charges - memberships	Gym and Pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the collection period	Returns limited to repayment of transaction price	Output method based on provision of service or completion of works
Fees and charges - other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Fees and charges - fines	Fines issued for breaches of local laws	Single point in time	Payment in full within defined time	None	Adopted by Council through local law	When taxable event occurs	Not applicable	When fine notice is issued
Other revenue - commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Other revenue - reimbursement	Insurance Claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is approved	Not applicable	When claim is approved

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

## 11. PROGRAM INFORMATION

### Income and expenses

#### Income excluding grants, subsidies and contributions

	2022/23 Budget	2021/22 Actual	2021/22 Budget
	\$	\$	\$
Governance	57,225	120,966	58,025
General purpose funding	2,382,674	2,279,273	2,276,282
Law, order, public safety	9,667	10,021	6,525
Health	2,461	2,423	1,900
Education and welfare	18,041	16,108	17,270
Community amenities	220,740	211,818	211,250
Recreation and culture	68,816	80,422	26,116
Transport	2,000	10,809	27,050
Economic services	51,950	42,383	45,050
Other property and services	59,379	103,708	40,227
	2,872,953	2,877,931	2,709,695

#### Operating grants, subsidies and contributions

General purpose funding	371,198	1,802,880	613,745
Law, order, public safety	308,620	214,245	312,564
Education and welfare	5,000	0	1,000
Recreation and culture	3,000	1,864	3,000
Transport	96,823	285,165	267,675
Economic services	67,145	19,000	0
	851,786	2,323,154	1,197,984

#### Non-operating grants, subsidies and contributions

Law, order, public safety	724,714	0	0
Recreation and culture	556,194	917,996	467,496
Transport	1,494,572	752,312	927,162
Economic services	110,000	0	0
	2,885,480	1,670,308	1,394,658

<b>Total Income</b>	<b>6,610,219</b>	<b>6,871,393</b>	<b>5,302,337</b>
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#### Expenses

Governance	(462,669)	(403,079)	(425,457)
General purpose funding	(226,770)	(192,393)	(207,821)
Law, order, public safety	(513,836)	(393,766)	(497,159)
Health	(184,622)	(166,452)	(176,477)
Education and welfare	(111,862)	(101,020)	(113,328)
Community amenities	(406,344)	(339,912)	(398,447)
Recreation and culture	(1,509,928)	(1,400,876)	(1,509,842)
Transport	(2,877,742)	(2,691,537)	(2,902,952)
Economic services	(526,663)	(381,070)	(410,577)
Other property and services	(4,210)	(135,545)	(19,174)
<b>Total expenses</b>	<b>(6,824,646)</b>	<b>(6,205,650)</b>	<b>(6,661,234)</b>

<b>Net result for the period</b>	<b>(214,427)</b>	<b>665,743</b>	<b>(1,358,897)</b>
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**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

## 12. OTHER INFORMATION

### The net result includes as revenues

#### (a) Interest earnings

Investments			
- Reserve funds	4,032	538	1,000
- Other funds	8,232	11,890	10,261
Other interest revenue (refer note 1b)	22,476	20,968	20,130
	<b>34,740</b>	<b>33,396</b>	<b>31,391</b>

#### (b) Other revenue

Reimbursements and recoveries	20,830	133,051	22,830
Other	97,932	112,290	54,454
	<b>118,762</b>	<b>245,341</b>	<b>77,284</b>

### The net result includes as expenses

#### (c) Auditors remuneration

Audit services	23,500	23,500	24,000
Other services	7,180	5,835	3,300
	<b>30,680</b>	<b>29,335</b>	<b>27,300</b>

#### (d) Interest expenses (finance costs)

Borrowings (refer Note 7(a))	87,330	96,468	96,862
Interest expense on lease liabilities	16,026	12,168	21,054
	<b>103,356</b>	<b>108,636</b>	<b>117,916</b>

#### (e) Write offs

General rate	200	0	200
	<b>200</b>	<b>0</b>	<b>200</b>

## SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2023

## 13. ELECTED MEMBERS REMUNERATION

**Elected member Councillor W Mulroney**

President's allowance

Meeting attendance fees

Annual allowance for ICT expenses

**Elected member Councillor J McBurney**

Deputy President's allowance

Meeting attendance fees

**Elected member Councillor B Hotham**

Meeting attendance fees

**Elected member Councillor P Woods**

Meeting attendance fees

**Elected member Councillor A Oliveri**

Meeting attendance fees

**Elected member Councillor P Narducci**

Meeting attendance fees

**Elected member Councillor K Singh**

Meeting attendance fees

**Former Elected member Councillor K Camilleri**

Meeting attendance fees

**Former Elected member Councillor D Freebairn**

Meeting attendance fees

**Total Elected Member Remuneration**

President's allowance

Deputy President's allowance

Meeting attendance fees

Annual allowance for ICT expenses

2022/23 Budget	2021/22 Actual	2021/22 Budget
\$	\$	\$
1,200	1,200	1,200
10,000	10,000	10,000
100	0	100
11,300	11,200	11,300
300	300	300
4,400	4,400	4,400
4,700	4,700	4,700
4,000	4,000	4,000
4,000	4,000	4,000
4,000	4,000	4,000
4,000	4,000	4,000
4,000	4,000	4,000
4,000	4,000	4,000
4,000	4,000	4,000
4,000	2,667	0
4,000	2,667	0
4,000	3,667	4,000
4,000	3,667	4,000
0	1,333	4,000
0	1,333	4,000
40,000	39,567	40,000
1,200	1,200	1,200
300	300	300
38,400	38,067	38,400
100	0	100
40,000	39,567	40,000

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2023**

## 14 FEES AND CHARGES

	<b>2022/23 Budget</b>	<b>2021/22 Actual</b>	<b>2021/22 Budget</b>
	\$	\$	\$
<b>By Program:</b>			
Governance	34,500	39,264	35,600
General purpose funding	10,500	11,922	9,000
Law, order, public safety	6,417	6,683	6,525
Health	2,461	2,423	1,900
Education and welfare	4,000	651	2,000
Community amenities	220,740	211,050	211,250
Recreation and culture	15,502	20,913	15,202
Economic services	51,950	42,382	45,050
Other property and services	43,379	4,875	20,227
	<b>389,449</b>	<b>340,163</b>	<b>346,754</b>

The subsequent pages detail the fees and charges proposed to be imposed by the local government.

SHIRE OF PINGELLY FEES AND CHARGES 2022/23					
Account Code	Statutory/ Council	Particulars	2022/2023	GST	2022/2023 Total
<b>SCHEDULE 4 - GOVERNANCE</b>					
<b>Statutory Documents No GST</b>					
<b>Other Customers Incl GST</b>					
<b>PHOTOCOPYING FEES</b>					
104710	C	A3 (single sided) – Colour	\$3.18	\$0.32	\$3.50
104710	C	A3 (double sided) – Colour	\$3.55	\$0.35	\$3.90
104710	C	A4 (single sided) – Colour	\$1.73	\$0.17	\$1.90
104710	C	A4 (double sided) – Colour	\$2.45	\$0.25	\$2.70
104710	C	A3 (single sided) - Black	\$0.91	\$0.09	\$1.00
104710	C	A3 (double sided) - Black	\$1.36	\$0.14	\$1.50
104710	C	A4 (single sided) - Black	\$0.73	\$0.07	\$0.80
104710	C	A4 (double sided) - Black	\$0.82	\$0.08	\$0.90
104170	C	Sending Email:	\$1.05	\$0.10	\$1.15
104710	C	Policy Manual	Cost of production	N	Cost of production
104710	C	Council Agendas & Minutes	Cost of production	N	Cost of production
104710	C	Laminating A3	\$3.82	\$0.38	\$4.20
104710	C	Laminating A4	\$2.09	\$0.21	\$2.30
104710	C	Community Service Groups (at CEO discretion)	50% Rebate	At Cost	50% Rebate
<b>ADMINISTRATION FEES</b>					
104780	C	Safety deposit packets	\$69.09	\$6.91	\$76.00
104710	C	Dishonoured cheque fee	At Cost	Yes	At Cost
104710	C	Bendigo Bank trace fee	At Cost	N	At Cost
104710	C	FER - Fee for issuing a Final Demand	\$24.80	N	\$25.30
104710	C	FER - Fee for an Enforcement Certificate	\$21.10	N	\$21.50
104710	C	FER - Fee for registering an infringement Notice			\$79.50
104710	C	Credit Card transaction fees (1.1% of transaction value) cost recovery	1.1%	Yes	1.1%
<b>RATES</b>					
104630	C	Rates & requisitions enquiry fee (settlement agents) (EAS)	\$127.27	\$12.73	\$140.00
103100	S	Rates instalment fee per instalment (first instalment No charge) FM	\$10.00	Nil	\$10.00
103110	S	Rates Instalment interest FM Reg 68			3%
104710	C	Request for copies of old rates notices (not current year) per notice.	\$15.00	Nil	\$15.50
104710	C	Electoral Roll	Cost of production	N	Cost of production
104710	C	Copy of Rate Book	Cost of production	N	Cost of production
103120	S	Rate penalty interest charge for late payment			7%
104630	C	Debt recovery - debt clearance letter	\$28.09	\$2.81	\$30.90
104710	C	Recovery of legal fees ( Rates and Debtors)	At Cost	Yes	At Cost
<b>PROFESSIONAL SERVICES (hourly rate)</b>					
		Note that this excludes all professional consultancy fees for building services, which are applied in accordance with the fees outlined in that		Fee for service	At Cost
104800	C	Chief Executive Officer	\$113.64	\$11.36	\$128.00
104800	C	Director / Project Manager	\$90.91	\$9.09	\$103.00
104800	C	Supervisor	\$81.82	\$8.18	\$92.50
104800	C	Team Leader	\$72.73	\$7.27	\$82.50
104800	C	Senior Officer / Plant Operator	\$60.91	\$6.09	\$69.00
104800	C	Officer / Labourer	\$50.00	\$5.00	\$56.50
104800	C	Ranger (includes travel for call outs)	\$113.64	\$11.36	\$128.00
<b>FREEDOM OF INFORMATION ACT 1992 CHARGES</b>					
<b>Statutory – Freedom of Information Regulations 1993 Sch 1</b>					
N/A	S	No fee to access application relating to personal information and amendment of personal information	Free	N	Free
104840	S	Application fee for other application (non-personal)	\$30.00	N	\$30.00
104840	S	Fees applicable for internal or external reviews	\$30.00	N	\$30.00
104840	S	Charge for time taken by staff dealing with the application – per hour or pro rata for a part of an hour	\$30.00	N	\$30.00
104710	S	Charge for photocopying – per hour or pro rata for a part of an hour of staff time	\$30.00 plus photocopy charges	N	\$30 plus photocopy charges
104710	S	Charge for photocopying – per page copy	\$0.20	N	\$0.20
104710	S	Charge for time taken by staff transcribing information from a tape or other device – per hour or pro rata for part of an hour	\$30.00	N	\$30.00
104710	S	Charge for duplicating tape, film or computer information	Actual Cost	Actual Cost	Actual Cost
104750	S	Charge for delivery, packaging and postage	Actual Cost	Actual Cost	Actual Cost
<b>DESIGN AND CONTRACT SERVICES</b>					
104170	C	Tender specification documentation deposit (when applied)	\$227.27	\$22.73	\$250.00
<b>SCHEDULE 5 - LAW, ORDER AND PUBLIC SAFETY</b>					
<b>PHOTOCOPYING FEES</b>					
<b>Fire Maps:</b>					
105590	C	A3	\$7.73	\$0.77	\$8.50
105590	C	A4	\$3.18	\$0.32	\$3.50
105590	C	Binding – Spiral (each)	\$3.55	\$0.35	\$3.90
Account Code	Statutory/ Council	Particulars	2022/2023	GST	2022/2023 Total
<b>ANIMAL CONTROL - DOG REGISTRATION LICENSE FEES</b>					
<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>					
105810	S	1 year – Unsterilised	\$50.00	N	\$50.00
105810	S	1 year – Sterilised	\$20.00	N	\$20.00
105810	S	3 years – Unsterilised	\$120.00	N	\$120.00
105810	S	3 years – Sterilised	\$42.50	N	\$42.50
105810	S	Lifetime - Unsterilised - No refund for death of dog for any time period	\$250.00	N	\$250.00
105810	S	Lifetime - Sterilised - No refund for death of dog for any time period	\$100.00	N	\$100.00
105810	S	Working Dog (A dog used for droving or caring for stock)	½ of Registration	N	½ of Registration Fee
105810	S	Pensioner Concession (A person issued with a Pensioner Health	½ of Registration Fee	N	½ of Registration Fee
		1. All Registrations expire on 31 October each year			
		2. Registrations paid after 31 May are discounted by 50%			
105810	C	Application Fee for exemption for more than two dogs	\$90.91	\$9.09	\$100.00

SHIRE OF PINGELLY FEES AND CHARGES 2022/23					
Account Code	Statutory/ Council	Particulars	2022/2023	GST	2022/2023 Total
	<b>S</b>	<b>DOG IMPOUND FEES</b>			
		<i>Statutory – Dog Act 1976 - Dog Regulations 2013</i>			
105820	<b>C</b>	Seizure of Dog	\$86.36	\$8.64	\$95.00
105820	<b>C</b>	Sustenance of a dog per day impounded	\$15.00	\$1.50	\$16.50
105870	<b>C</b>	Disposal/Destruction of dog	\$104.55	\$10.45	\$115.00
		<b>CAT REGISTRATION FEES</b>			
105830		<i>Statutory - Cat Act 2011- Cat Regulations 2012</i>			
105830	<b>S</b>	Annual registration of a cat, unless concessional fees are applicable	\$20.00	Nil	\$20.00
105830	<b>S</b>	3 year registration period	\$42.50	Nil	\$42.50
105830	<b>S</b>	3 year registration period - Pensioners	\$21.25	Nil	\$21.25
105830	<b>S</b>	Lifetime registration period	\$100.00	Nil	\$100.00
105830	<b>S</b>	Lifetime registration period - Pensioners	\$50.00	Nil	\$50.00
105830	<b>S</b>	Registration after 31 May in any year, for that registration year	50% of fee payable otherwise	Nil	50% of fee payable otherwise
105830	<b>S</b>	Annual registration for approval or renewal of approval to breed cats (per cat)	\$100.00	Nil	\$100.00
105830	<b>C</b>	Application for exemption for more than three cats	\$181.82	\$18.18	\$200.00
		<b>CAT IMPOUND FEES</b>			
		<i>Statutory - Cat Act 2011- Cat Regulations 2012</i>			
105850	<b>C</b>	Seizure of cat	\$86.36	\$8.64	\$95.00
105850	<b>C</b>	Sustenance of a cat per day impounded	\$15.00	\$1.50	\$16.50
105850	<b>C</b>	Disposal/Destruction of cat	\$104.55	\$10.45	\$115.00
		<b>VEHICLE IMPOUNDMENT</b>			
105860	<b>C</b>	Impoundment of vehicle (plus collection and recovery costs)	\$136.36	\$13.64	\$150.00
105860	<b>C</b>	Collection of vehicle for impoundment	POA	Yes	POA
105860	<b>C</b>	Recovery by third party	At cost	Yes	At cost
		<b>OTHER APPLICATIONS</b>			
		Activities in Thoroughfares and Public Places and Trading Local Law 2003			
		<b>COMMERCIAL STALL HOLDERS PERMIT (EACH)</b>			
114840	<b>S</b>	Commercial Stall Holders Permit - Time and date authorised by CEO	\$150.00	N	\$0.00
		<del>Not applicable to non-profit organisations.</del>	N/A	N/A	N/A
		<b>Statutory - Food Act 2008, Food Regulations 2009</b>			
107500	<b>C</b>	Food Business - Notification (NB: Fees set by LG s140)	\$52.00	N	\$75.00
107500	<b>C</b>	Food Business - Registration & surveillance (NB: Fees set by LG s140)	\$180.00	N	\$230.00
107500	<b>C</b>	Food Surveillance - Inspection per year	\$130.00	N	\$160.00
107500	<b>C</b>	Temporary Food Stall permit (each)	\$55.00	N	Free
N/A	<b>C</b>	Temporary food stall permit (community group)	Free	Free	Free
107500	<b>C</b>	Repeat/non-compliance inspections per visit (food business)	\$60.00	N	\$61.80
107500	<b>C</b>	Mobile food vendor license permit	\$105.00	N	Free
107500	<b>C</b>	Mobile food vendor (single event)	\$52.00	N	Free
107500	<b>C</b>	Hairdresser inspection fee	\$120.00	N	\$125.00
107500	<b>C</b>	Skin penetration inspection fee	\$120.00	N	\$125.00
107500	<b>C</b>	Skin penetration registration fee	\$120.00	N	\$125.00
		<b>Statutory - Building Act 2011, Building Regulations 2012, Australian Standard AS 1926.1-1993 Part 1: Fencing for swimming</b>			
107500	<b>S</b>	Private swimming pool inspection fee (NB: Fee set by Building Commission - Building Regulations 2012 Reg 53 )	\$58.45	N	\$58.45
		<b>Statutory - Health Act 1911 - Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</b>			
107550	<b>S</b>	Septic Tank Application for the approval of an apparatus by local government under regulation 4	\$118.00	N	\$118.00
		<b>Application for the approval of an apparatus by the Chief Health Officer</b>			
107550	<b>S</b>	with a local government report	\$56.00	N	\$56.00
107550	<b>S</b>	without a local government report under regulation 4A(4)	\$110.00	N	\$110.00
107550	<b>S</b>	Fee for the grant of or Issuing of a permit to use an Apparatus under	\$118.00	N	\$118.00
		<b>Local Government Act 1995</b>			
107540	<b>C</b>	Seizure of assets fee	\$54.55	\$5.45	\$60.00
107540	<b>C</b>	Daily assets seizure fee	\$12.73	\$1.27	\$14.00
		<b>SCHEDULE 8 - EDUCATION AND WELFARE</b>			
		<b>BUILDING HIRE FEES</b>			
		<b>Playgroup Building 22 Queen Street, Pingelly</b>			
108620	<b>C</b>	Per day	\$31.82	\$3.18	\$35.00
108620	<b>C</b>	Partial usage - per hour	\$13.64	\$1.36	\$15.00

SHIRE OF PINGELLY FEES AND CHARGES 2022/23					
Account Code	Statutory/ Council	Particulars	2022/2023	GST	2022/2023 Total
<b>SCHEDULE 10 - COMMUNITY AMENITIES</b>					
<b>TOWN PLANNING FEES</b>					
		Maximum set by <i>Planning and Development Regulations 2009</i> (Part 7 - Local Government Planning Charges) Sch 2			
		1. Determination of development application (other than for an extractive industry) Where the estimated cost of the development is -			
110740	S	a) not more than \$50,000	\$147.00	N	\$147.00
110740	S	b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development	N	0.32% of the estimated cost of development
110740	S	c) more than \$500,000 but not more than \$2.5 million	\$1,700+ 0.257% for every \$1.00 in excess of	N	\$1,700+ 0.257% for every \$1.00 in excess of \$500,000
110740	S	d) more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1.00 in excess of	N	\$7,161 + 0.206% for every \$1.00 in excess of \$2.5 million
110740	S	e) more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1.00 in	N	\$12,633 + 0.123% for every \$1.00 in excess of \$5 million
110740	S	f) more than \$21.5 million	\$34,196.00	N	\$34,196.00
110740	S	2. Determine a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus by the way of penalty, twice that fee	N	The fee in item 1 plus by the way of penalty, twice that fee.
110740	S	3. Determination of development application for an extractive industry where the development has not commenced or been carried out	\$739.00	N	\$739.00
110740	S	4. Determination of development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee	N	The fee in item 3 plus, by way of penalty, twice that fee
		5. Provision of a subdivision clearance -			
110740	S	a) not more than 5 lots	\$73.00 per lot	N	\$73.00 per lot
110740	S	b) more than 5 lots but not more than 195 lots	\$73.00 per lot for the first 5 lots and then	N	\$73.00 per lot for the first 5 lots and then
110740	S	c) more than 195 lots	\$7,393.00	N	\$7,393.00
110740	S	6. Determine an initial application for approval of a home occupation where the home occupation has not commenced	\$222.00	N	\$222.00
110740	S	7. Determine an initial application for approval of a home occupation where the home occupation has commenced	The fee in item 6 plus, by way of penalty, twice that fee	N	The fee in item 6 plus, by way of penalty, twice that fee
110740	S	8. Determining the application for the renewal of an approval of a home occupation where the application is made before the approval expires	\$73.00	N	\$73.00
110740	S	9. Determining the application for the renewal of an approval of a home occupation where the application is made after the approval expires	The fee in item 8 plus, by way of penalty, twice that fee	N	The fee in item 8 plus, by way of penalty, twice that fee
110740	S	10. Determining an application for a change of use or for an alteration or extension or change of a non – conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out	\$295.00	N	\$295.00
110740	S	11. Determining an application for a change of use or for an alteration or extension or change of a non–conforming use to which item 1 does not apply where the change or the alteration extension or change has commenced or been carried out	The fee in item 10 plus, by way of penalty, twice that fee	N	The fee in item 10 plus, by way of penalty, twice that fee
110740	S	12. Providing a zoning certificate	\$73.00	N	\$73.00
110740	S	13. Reply to a property settlement questionnaire	\$73.00	N	\$73.00
110740	S	14. Providing written planning advice	\$76.37	\$7.64	\$84.00
110740	S	Renewal of home occupation permit	\$73.00	N	\$73.00
110740	C	Minor Planning Fee (for Building Under 40m²)	\$50.00	N	\$50.00
<b>CEMETERY FEES</b>					
110730	C	Funeral Director's Licence (Annual)	\$108.00	N	\$115.00
110730	C	Single funeral permit	\$57.00	N	\$60.00
110730	C	Application for Monumental Mason's Licence	\$57.00	N	\$60.00
		<b>Grave Digging to depth of 2.1m</b>			
110700	C	Persons 10 years and over Pingelly	\$1159.09	\$115.91	\$1275.00
110700	C	Child under 10 years Pingelly	\$468.18	\$46.82	\$515.00
110700	C	Each addition depth of 0.3m	\$190.91	\$19.09	\$210.00
110700	C	Oversize Casket	New	\$19.09	\$210.00
110700	C	* Additional for Moorumbine Cemetery - due to hard digging (rock) Person 10 years and over	POA	POA	POA
110700	C	* Additional for Moorumbine Cemetery - due to hard digging (rock) Child under 10 years	POA	POA	POA
110700	C	Backfill only of grave by Shire staff	\$227.27	\$22.73	\$250.00
110700	C	Fee to hand dig grave by Shire staff	POA	POA	POA
110700	C	Administration fee for burials	POA	POA	POA
		<b>Re-opening</b>			
110700	C	Person 10 years and over * (for second interment)	\$768.18	\$76.82	\$845.00
110700	C	Child under 10 years * (for second interment)	\$383.64	\$38.36	\$422.00
110700	C	Exhumation fee	\$468.18	\$46.82	\$515.00
		<b>Purchase of grant of right of burial - valid for 25 years</b>			
110700	C	Purchase of grant of right of burial - valid for 25 years	\$160.00	N	\$165.00
		<b>Niche Wall</b>			
110700	C	Fee for interment of ashes - Wall or Rose Garden	\$118.18	\$11.82	\$130.00

SHIRE OF PINGELLY FEES AND CHARGES 2022/23					
Account Code	Statutory/ Council	Particulars	2022/2023	GST	2022/2023 Total
<b>CEMETERY FEES (cont)</b>					
110700	C	Memorial plinth	\$118.18	\$11.82	\$130.00
		<b>Reservation of Niche - valid for 25 years</b>			
110700	C	Single compartment reservation	\$160.00	N	\$165.00
110700	C	Double compartment reservation	\$160.00	N	\$165.00
110700	C	Single niche wall plaque and one standard inscription	POA	POA	POA
110700	C	Standard double	POA	POA	POA
110700	C	Double inscription extra	POA	POA	POA
110700	C	Ashes removal - Exhumation	\$150.00	\$15.00	\$165.00
110700	C	Additional for interment with less than 3 days notice	\$290.91	\$29.09	\$320.00
110700	C	Additional for interment on a weekend, public holiday or Staff RDO	\$386.36	\$38.64	\$425.00
110700	C	Interment of ashes in a grave	\$322.73	\$32.27	\$355.00
110700	C	Permission to erect any monument	\$65.45	\$6.55	\$72.00
110700	C	Erection of a grave number plate	\$65.45	\$6.55	\$72.00
110700	C	Re-installment of monument, headstone etc. after re-opening	\$322.73	\$32.27	\$355.00
110700	C	Filling of grave by hand (on families' request)	\$322.73	\$32.27	\$355.00
<b>REFUSE/RUBBISH DISPOSAL/ENVIRONMENT</b>					
	C	Replacement bin	At Cost		At Cost
110600	C	Rubbish service fees (residential per service per annum). Fee to be charged for all habitable properties	\$304.55	\$30.45	\$335.00
110620	C	Rubbish service fees (commercial/industrial per service per annum)	\$304.55	\$30.45	\$335.00
110660	C	Rubbish Tip Fee For After Hours - Supervised Access	\$104.55	\$10.45	\$115.00
110660	C	Rubbish Tip Fee For After Hours - Unsupervised Access Annual Fee	\$118.18	\$11.82	\$130.00
T7	C	Key Bond for after hours access	\$50.00	N	\$50.00
110660	C	Burial of Hazardous Waste (per m3) (as per licence)	\$150.00	\$15.00	\$165.00
110660	C	Car body belonging to resident	Free		Free
110660	C	Truck body belonging to resident	Free		Free
110660	C	Building Rubble per m3	\$51.82	\$5.18	\$57.00
110660	C	Green Waste - Residents m3	Free		Free
110660	C	Green Waste - Non Residents m3	\$12.27	\$1.23	\$13.50
110660	C	Uncontaminated sand and fill - residents and non residents	Free		Free
110660	C	Septic Waste - m3 (as per landfill licence)	\$23.64	\$2.36	\$26.00
110660	C	Contaminated or unsorted mixed loads m3 (as per landfill licence) - residents and non residents	\$79.55	\$7.95	\$87.50
104800	C	Administration Fee for contaminated mixed Waste loads e.g. Abattoir	\$34.55	\$3.45	\$38.00
104800	C	Administration Fee for other Commercial and Industrial waste loads	POA		POA
<b>REFUSE/RUBBISH DISPOSAL/ENVIRONMENT (Cont)</b>					
110660	C	Single Mattresses (fee per mattress) - Commercial or non resident	New	\$1.36	\$15.00
110660	C	Double Mattresses or larger (fee per mattress) - Commercial or non	New	\$2.27	\$25.00
110660	C	Oil Disposal - Non residential or commercial - per litre	\$2.82	\$0.28	\$3.10
110660	C	Passenger and Motorcycle Tyre	\$4.55	\$0.45	\$5.00
110660	C	Light truck and 4x4 vehicle Tyre	\$7.27	\$0.73	\$8.00
110660	C	Truck Tyre	\$18.18	\$1.82	\$20.00
110660	C	Super single Tyre	\$29.09	\$2.91	\$32.00
110660	C	Tyres with rims will be charges 100% on the cost of the tyre disposal cost	100% additional cost on the cost of tyre		The Cost of Tyre
110660	C	All other tyres as per WA tyre recovery pricing	POA		POA
<b>SCHEDULE 11 - RECREATION AND CULTURE</b>					
<b>BUILDING HIRE FEES</b>					
		<b>Shire buildings available for lease are listed on the Shire website <a href="http://www.pingelly.wa.gov.au">www.pingelly.wa.gov.au</a></b>			
1151/11 50/ 1163	C	Shire Building – Major event/function, weddings, wakes, parties, shows etc.	\$208.18	\$20.82	\$235.00
1151/11 50/ 1163	C	Local Community Groups <u>Major Event/Function</u> receive a 50% discount on venue hire as approved by CEO.	\$104.09	\$10.41	\$117.50
1151/11 50/	C	Shire Building - Hourly Hire Rate (max 3 hours)	\$10.00	\$1.00	\$11.50
1151/11 50/	C	Shire Building – Minor event/functions displays, exhibitions, other community groups.	\$94.55	\$9.46	\$110.00
1151/11 50/	C	Local Community Groups <u>Minor Event/Function</u> receive a 50% discount on venue hire as approved by CEO (max 3 hours hire)	\$46.82	\$4.68	\$55.00
1165	C	Chair Hire – per item per day	\$1.09	\$0.11	\$1.20
1165	C	Table Hire – per item per day	\$1.09	\$0.11	\$1.20
114760	C	Delivery charge	Refer to Plant Hire	At Cost	Refer to Plant Hire
		<b>Events</b>			
SA001/ 600/	C	Concerts, performing arts events provided by the Shire as authorised by the CEO	CEO to approve event fee	Yes	CEO to approve event fee
SA001/ 600/	C	Physical activity programs provided by the Shire are charged as authorised by the CEO	CEO to approve event fee	Yes	CEO to approve event fee
		<b>Bonds (Refundable)</b>			
T7	C	Key, each	\$50.00	Nil	\$50.00
T7	C	Key, maximum (multiple keys)	\$150.00	Nil	\$150.00
T7	C	Cleaning/Damage	\$150.00	Nil	\$150.00
T7	C	Cutlery/Crockery	\$200.00	Nil	\$200.00

SHIRE OF PINGELLY FEES AND CHARGES 2022/23					
Account Code	Statutory/ Council	Particulars	2022/2023	GST	2022/2023 Total
<b>BUILDING HIRE FEES (cont)</b>					
T7	C	<b>Liquor - Authorisation must be obtained from CEO (refer below)</b>	\$150.00	Nil	\$155.00
		1. Deposits and hire charges are to be paid when keys are collected unless standing deposit held.			
		2. Claims for credit/refunds will not be considered unless notified by the end of the following month.			
		3. Deposits will be refunded once clearance is given by caretaker, or at close of season as appropriate.			
		4. The hirer of a public building is responsible for the first \$1,000.00 of damage incurred.			
		5. A License from the Clerk of Courts to sell liquor is required if liquor is to be sold or is included in the ticket price for a function.			
		6. Any consumption of liquor must be authorised by the CEO.			
T7	C	7. The CEO may authorise and implement an annual standing bond for community groups for the regular use of facilities and/or equipment.	\$500.00	Nil	\$515.00
<b>RECREATION GROUND HIRE FEES</b>					
1164	C	Pingelly Shears (Shearing Shed Hire)	\$40.91	\$4.09	\$45.00
1164	C	Sheep sale yards and equipment	\$113.64	\$11.36	\$125.00
<b>EQUIPMENT HIRE FEES</b>					
		<u>PA System</u>			
1165	C	Bond - refundable	\$150.00	Nil	\$200.00
1165	C	Day Hire	\$50.00	\$5.00	\$60.00
1165	C	Casual Hire – per hour	\$15.00	\$1.50	\$17.00
		<u>Piano / Electric Keyboard</u>			
1165	C	Bond	\$300.00	Nil	\$310.00
		<u>Small Animal Trap</u>			
Bonds	C	Bond	\$80.00	Nil	\$85.00
0580	C	Weekly Hire	\$10.91	\$1.09	\$12.50
<b>PLANT HIRE FEES</b>					
		<u>Community Bus (MR Class drivers license required)</u>			
1162	C	Hire (per/km) - plus fuel	\$1.00	\$0.10	\$1.10
1162	C	Minimum any hire - plus fuel	\$35.45	\$3.55	\$39.00
1162	C	Full Day hire rate - plus fuel	\$227.27	\$22.73	\$250.00
		Note: The hirer has the choice to hire the Community Bus by hiring per km or the full day hire rate if the hire will exceed the minimum any hire rate. The hirer will always be charged the lesser amount.			
1162	C	NB: If the hirer returns the bus not refuelled to full then the Shire will charge the cost of the fuel and staff time including an Administrative fee.	Cost of fuel and time + \$45.45 admin fees	Cost plus gst on admin fee of \$4.55	Cost of fuel and time + Admin fee of \$50
1162	C	Minimum cleaning charge for the first hour	\$63.64	\$6.36	\$70.00
1162	C	Any additional cleaning requirements in addition to the first hour will be charged per 15 minute blocks at the rate of	\$23.41	\$2.34	\$25.75
T7	C	Bond Community only	\$100.00	Nil	\$100.00
T7	C	Bond	\$500.00	Nil	\$500.00
		Note: The hirer of the Community Bus is responsible for the first \$1,000 for any malicious damage caused.			
<b>SWIMMING POOL FEES</b>					
		<u>Entry Fee</u>			
1156	C	Adult (18 years and over )	\$2.73	\$0.27	\$3.00
1156	C	Student (15 years and over)	\$1.82	\$0.18	\$2.00
1156	C	Child (Over 5 to 17 years)	\$1.82	\$0.18	\$2.00
1156	C	Child (under 5 years) Must be accompanied by paying adult)	Free	Free	Free
1156	C	Senior/Pensioner (over 60 years)	\$1.82	\$0.18	\$2.00
1156	C	Family (2 Adults + Max 4 dependent children under 12)	\$8.18	\$0.82	\$9.00
1156	C	Spectators	\$1.82	\$0.18	\$2.00
1156	C	Swimming classes (Vacation Swim Lessons only)	\$1.82	\$0.18	\$2.00
1156	C	Swimming school classes (In Term Ed Dept Lessons only)	N/C	N/C	N/C
		Free entry school holidays for all users as approved by the CEO			
		No pool entry fees (or usage fees) are to be charged for school swimming carnivals.			
		<u>Season Tickets</u>			
1157	C	Child	\$20.00	\$2.00	\$22.00
1157	C	Adult	\$48.18	\$4.82	\$53.00
1157	C	Family	\$114.09	\$11.41	\$125.50
		<u>Hire of pool (by arrangement)</u>			
1156	C	per hour (minimum 1 hour)	\$122.73	\$12.27	\$135.00
1156	C	maximum (3 hours)	\$359.09	\$35.91	\$395.00
		<u>Hire of Pool Lane (by arrangement)</u>			
1156	C	per hour (minimum 1 hour / maximum 3 hours)	\$3.18	\$0.32	\$3.50
<b>SCHEDULE 12 - TRANSPORT</b>					
<b>UNSEALED &amp; SEALED ROAD MAINTENANCE CONTRIBUTION</b>					
1226	C	Unsealed Road -This fee will only be applicable when Council has approved conditional business access to an unsealed road. Maintenance agreement with Council is per tonne/per kilometre or part	\$0.23	\$0.02	\$0.25
1226	C	Sealed Road -This fee will only be applicable when Council has approved conditional business access to an unsealed road. Maintenance agreement with Council is per tonne/per kilometre or part	POA	POA	POA
<b>SCHEDULE 13 - ECONOMIC SERVICES</b>					
<b>PHOTOCOPYING FEES</b>					
1353	C	Building Plan Search Fee (plus photocopy charges)	\$18.00	Nil	\$18.50

SHIRE OF PINGELLY FEES AND CHARGES 2022/23					
Account Code	Statutory/ Council	Particulars	2022/2023	GST	2022/2023 Total
<b>BUILDING FEES</b>					
<b>Statutory - Building Services (Complaint Resolution and Administration) Act 2011 &amp;</b>					
<b>APPLICATIONS FOR BUILDING / DEMOLITION</b>					
113310	S	Certified - Classes 1 and 10 (of declared value)	0.19% (min \$110.00)	Nil	0.19% (min \$110.00)
113310	S	Certified - Classes 2 to 9 (of declared value)	0.09% (min \$110.00)	Nil	0.09% (min \$110.00)
113310	S	Uncertified - Classes 1 and 10 (of declared value) (s.16(1))	0.32% (min \$110.00)	Nil	0.32% (min \$110.00)
113310	S	Minimum Fee any class	\$110.00	Nil	\$110.00
113310	S	Application for Demolition Permit - Class 1 and 10	\$110.00	Nil	\$110.00
113310	S	Application for Demolition Permit - Class 2 to 9	\$110.00 per storey	Nil	\$110.00
113310	S	Application to extend time during which building or demolition permit	\$110.00	Nil	\$110.00
113310	C	Issue of a Certificate of Design Compliance - Class 2 to 9	POA	POA	POA
<b>Building Services Levy-Dept of Commerce</b>					
102220	S	Building Permit (Over \$45,000)	0.137% of work	Nil	0.137% of work value
102220	S	Building Permit (\$45,000 or less)	\$61.65	Nil	\$61.65
102220	S	Demolition Permit (Over \$45,000)	0.137% of work	Nil	0.137% of work value
102220	S	Demolition Permit (\$45,000 or less)	\$61.65	Nil	\$61.65
102220	S	Occupancy Permit or Building Approval Certificate (s.47,49, 50 or 52 of Building Act 2011)	\$61.65	Nil	\$61.65
102220	S	Occupancy Permit or Building Approval Certificate for Unauthorised Work (Over \$45,000 (s.51 of Building Act 2011 ))	0.274% of work value	Nil	0.274% of work value
<b>APPLICATION FOR OCCUPANCY PERMITS / BUILDING APPROVAL CERTIFICATES</b>					
<b>Statutory – Building Regulations 2012 Schedule 2 Application for:</b>					
113310	S	Occupancy Permit for a completed building (s.46)	\$110.00	Nil	\$110.00
113310	S	Temporary Occupancy Permit for incomplete building (s.47)	\$110.00	Nil	\$110.00
113310	S	Modification of an Occupancy Permit for additional use of a building on temporary basis (s. 48)	\$110.00	Nil	\$110.00
113310	S	Replacement Occupancy Permit for permanent change of the building's use, classification (s.49)	\$110.00	Nil	\$110.00
113310	S	Occupancy Permit or Building Approval Certificate for registration of strata scheme, plan of re-subdivision	\$11.60 per strata unit (min. \$115.00)	Nil	\$11.60 per strata unit (min. \$115.00)
113310	S	Occupancy Permit for a building in respect of which unauthorised work has been done (s. 51(2))	0.18% of work value (min. \$110.00)	Nil	0.18% of work value (min. \$110.00)
113310	S	Building Approval Certificate for a building in respect of which unauthorised work has been done (s.51(3))	0.38% of work value (min. \$110.00)	Nil	0.38% of work value (min. \$110.00)
113310	S	Replacement Occupancy Permit for an existing building (s.52(1))	\$110.00	Nil	\$110.00
113310	S	Building Approval Certificate for an existing building where unauthorised work has not been done (s.52(2))	\$110.00	Nil	\$110.00
113310	S	Extension of time during which an occupancy permit or building approval certificate has effect (s.65(3)(a))	\$110.00	Nil	\$110.00
<b>OTHER APPLICATIONS</b>					
103310	S	Application as defined in regulation 31 (for each building standard in	\$2,160.15	Nil	\$2,160.15
102230	S	BCITF Levy (over \$20,000) (of declared value) (Statutory)	0.20%	Nil	0.20%
T7	C	Relocated Secondhand Dwelling Bond	\$5,000.00	Nil	\$5150.00
103310	S	Local Government approval of battery powered smoke alarms -Building Regulations 2012 Reg 61(3)\$170 max	\$170.00	Nil	\$170.00
<b>TOWN PLANNING FEES</b>					
113510	C	Rural Address Fee - supply and erection (Rural Road Number)	\$0.00	\$0.00	\$0.00
<b>CARAVAN PARK FEES</b>					
<b>Site utilising power, water or ablutions (including RVs and tents)</b>					
<b>Peak periods being WA School Holidays, weekends and Public</b>					
<b>Powered Sites per site</b>					
113300	C	per night, subsequent stays at \$20 per night	\$27.27	\$2.73	\$30.00
113300	C	per week	\$136.36	\$13.64	\$150.00
113300	C	per week (permanent after 3 months)	\$136.36	Nil	\$140.00
113300	C	per day - Showers (itinerants) per person	\$10.00	\$1.00	\$11.00
<b>Unpowered Sites (including RVs and Tents) per site</b>					
113300	C	per night, subsequent stays at \$15 per night	\$18.18	\$1.82	\$20.00
113300	C	per week	\$100.00	\$10.00	\$110.00
<b>Oval Site Unpowered</b>					
113300	C	RV (Self Contained) only requiring dump site - No Power	\$14.05	\$1.40	\$15.45
<b>Caravan Clubs / Group Bookings</b>					
113300	C	Site Only (Max number of sites 10)	\$22.73	\$2.27	\$25.00
<b>STANDPIPE WATER CHARGE</b>					
113320	F	1 KL (per 1,000 Litres) (NB: minimum charge \$25.00) GST free	Cost of water + \$5.00 fee	Nil	Cost of water + \$5.00
Account Code	Statutory/ Council	Particulars	2022/2023	GST	2022/2023 Total
<b>SCHEDULE 14 - OTHER PROPERTY AND SERVICES</b>					
<b>ENGINEERING SERVICES</b>					
<b>Engineering Private Works to be requested for approval by the Executive Manager of Works or CEO,POA</b>					

## **16. DIRECTORATE OF WORKS**

### **16.1 Proposed second hand transportable dwelling**

<b>File Reference:</b>	<b>A11481</b>
<b>Location:</b>	<b>Lot 30 (No. 13) Quartz Street, Pingelly</b>
<b>Applicant:</b>	<b>Renfry &amp; Janet Ford</b>
<b>Author:</b>	<b>Administration Officer Technical and Consultant Planner</b>
<b>Disclosure of Interest:</b>	<b>Edge Planning &amp; Property receive payment for Planning advice to the Shire and declare a Financial Interest (section 5.70 of the Local Government Act 1995)</b>
<b>Attachments:</b>	<b>Proposed Concept Plans</b>
<b>Previous Reference</b>	<b>Nil</b>

#### **Summary**

Council to consider an application for a second hand transportable dwelling at No. 13 Quartz Street, Pingelly.

#### **Background**

The applicant seeks development approval for a second hand transportable dwelling on the site outlined in Attachment 16.1.1 the site is located just north of the Pingelly town centre.

The site is 1012m<sup>2</sup> in area, cleared, vacant and has frontage to both Quartz Street and Quince Street.

The applicant seeks approval to initially store the transportable dwelling and also seeks development approval to use the second hand transportable dwelling as ancillary accommodation (granny flat).

The applicant has the opportunity to purchase this second hand building, but time is limited for the purchase. The intention is to purchase the building and have it located to Lot 30 – 13 Quartz Street and to secure the building with fencing and wrapped in shade cloth temporarily until a building permit is issued for work to restore building can commence. The applicant will also engage security personnel to ensure the security of the building if possible.

The applicant advises:

- The building comprises two x 12m x 3m steel skid sections (with the original third skid containing all the wet areas);
- The small size of this transportable dwelling is more suitable for a granny flat than a house;
- The building is older, is solid jarrah and is in need of upgrading;
- They intend repairing or replacing the metal roof and extending it either side to become the carport and the veranda over the front door side;
- The top half of the external walls will be Hardie board product, textured or painted, with the bottom half of the external walls to be repainted;
- They are considering a permanent Colourbond fence along Quince Street in the interim and another along Quartz Street with gates installed later;
- They have priced temporary fencing to wrap around the dwelling until renovated; and
- They need to move quickly to acquire the buildings and get them moved away from the present location, then store the buildings until gaining Shire approvals to install the transportable dwelling on No. 11 Quartz Street.

The transportable dwelling will have a 2m setback from the southern (rear) boundary and a 1m setback from the western side boundary.

The site can be connected to the reticulated sewerage and reticulated water system.

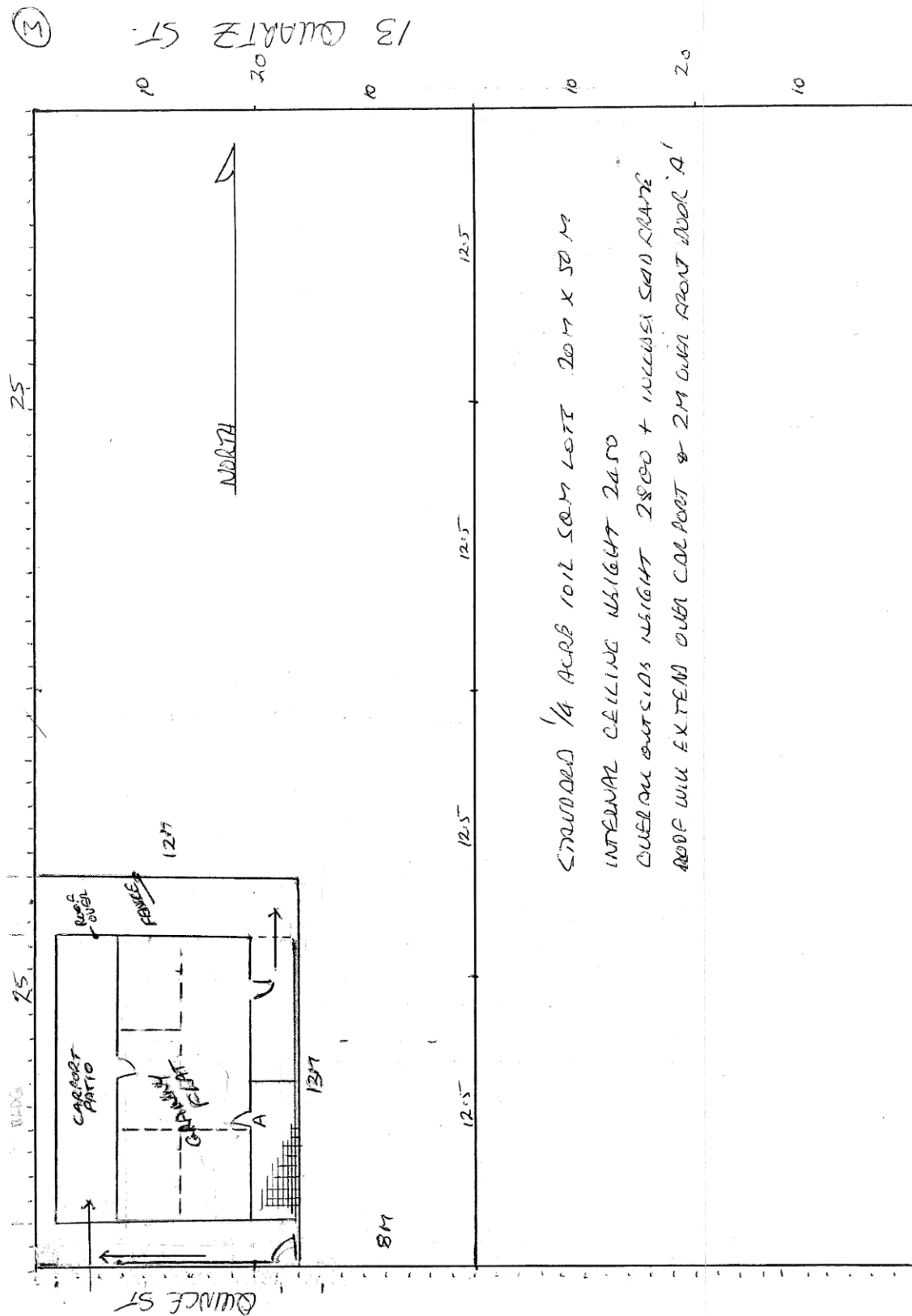
Separate to this Development Application, the applicant advises that they intend to additionally seek building approval on both No. 11 and No. 13 Quartz Street for two homes (of either 3 or 4 beds)

plus a granny flat on adjoining No. 11 Quartz Street. Based on the applicant's advice, the intent is to construct 4 dwellings on No. 11 and No. 13 Quartz Street (two houses and two granny flats).

At this stage, the Shire has not sought comments from the neighbours on this Development Application.



Location plan



## Site Plan



## Comment

It is recommended that Council conditionally approve the Development Application given the external appearance of the second hand dwelling can be suitably enhanced through proposed upgrading measures. If the dwelling complies with setbacks, development conditions can assist to control the design, and it facilitates new investment and population in Pingelly.

It is suggested the key issue with the application relates to external appearance and associated amenity impacts.

Under sub-clause 5.10.1 of the *Shire of Pingelly Local Planning Scheme No. 3* (LPS3), the relocation of a second hand building shall only be permitted at the discretion of Council. Council must consider if the building is in a satisfactory condition and will not detrimentally affect the amenity of the area. Planning for second hand dwellings is guided by Council's *Relocated Second Hand Buildings Policy*. The objective of the policy is to ensure that the relocation of second hand buildings is undertaken to an approved standard which has regard to local amenity and aesthetics. To ensure compliance with any conditions of approval, the policy sets out that Council may require a bond.

The following comments summarise amenity considerations:

- The proposed transportable dwelling is located in the south-west (back) corner of the property. The transportable dwelling is a substantial distance from the front boundary (Quartz Street) with access from the 'rear lane' (Quince Street). The proposed locations, at the rear of the property, minimise amenity impacts;
- The dwelling is shown to have a setback of 37m to the northern (front) boundary. It complies with the required setbacks prescribed within LPS3 and the R-Codes;
- A future main dwelling is anticipated to be located in the northern section of the property. This will screen the transportable dwelling when viewed from Quartz Street;
- The scale and size of the granny flat, in relation to the lot size and surrounding properties, is considered modest;
- A verandah and new roof will enhance the visual aesthetics of the transportable dwelling;
- The proposed design is considered acceptable with the verandas, new roofline and reclad external walls. The condition and appearance of the roof and wall are to use materials that enhance the standard of the current dwelling;
- A Colourbond fence should be located on the rear property boundary;
- To address amenity and aesthetic concerns, it is recommended a bond is imposed as a condition of approval; and
- The associated building permit application has not been submitted however the dwelling is required to comply with all building requirements under the Building Code of Australia.

## Statutory Environment

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

The site is zoned 'Residential R12.5/25' in LPS3.

LPS3 sets out the objective of the Residential zone is 'To provide for a range of housing choice with a high level of amenity in residential areas and which reflects a rural lifestyle.' (Clause 4.2)

Clause 5.10 of LPS3 states:

### Relocated Second-hand buildings

Council may permit the erection of a transported building on a lot where:

- (a) in its opinion such building is in a satisfactory condition and the design and location of the building is to the satisfaction of Council, and will not adversely affect the amenity of the locality;
- (b) the proposal complies with the provisions of Council's Local Planning Policy - Relocated Buildings.

## Policy Implications

The key policy documents include:

- *State Planning Policy 5.4 Road and Rail Noise* – the site is within the ‘trigger distance’
- *State Planning Policy 7.3 Residential Design Codes*
- *Shire of Pingelly Local Planning Strategy*
- *Relocated Second Hand Houses*

## Financial Implications

There are no known financial implications.

## Strategic Implications

Goal 3: Built Environment	The physical environment is attractive and accessible and accommodates new residents and businesses in a way that protects local character and valued places.
Outcome 3.1	Pingelly is ‘housing ready’ for new population growth and has appropriate housing choice available to the community.
3.1.2	Ensure that town planning provisions enable a range of housing design and solutions, for different household types – e.g. single person households, seasonal workers, families.
Outcome 3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town.
3.2.1	Encourage new developments to be designed and built in a way that reduces pressure on and demand for resources (e.g. energy efficiency and water conservation) and gives priority to development/infill of currently zoned land.

## Risk Implications

Risk	The key risk arises from the building not being upgraded in a timely and suitable manner. This has been managed through the recommended conditions including a performance bond.
Risk Rating (Prior to Treatment or Control)	Low (4)
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)

## Conclusion

It is recommended that Council approve the Development Application subject to conditions. The Council could alternatively choose to defer making a decision on the matter and seek additional information or it may determine to refuse the Development Application.

## **Voting Requirements**

Simple majority

## **Recommendation**

**That Council grant development approval for the proposed transportable dwelling at Lot 30 on Deposited Plan 223045 (No. 13) Quartz Street, Pingelly subject to the following conditions:**

- 1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.**
- 2. If the development the subject of this approval is not substantially commenced within a period of 6 months, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect. All works are to be completed within 2 years from the relocation of the building. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.**
- 3. The development must be screened from the adjacent occupied lots and road to the front and rear during construction to the satisfaction of the local government, until the external walls and roof of the dwelling are upgraded.**
- 4. The external walls and roof of the dwelling are upgraded based on details provided with the application including the installation of Hardie board product on the top half of the external walls to the satisfaction of the local government and completed prior to occupation. All materials for the exterior and roof of the dwelling must be new materials.**
- 5. The relocatable dwelling must not be placed on the site until the footings have been installed.**
- 6. The dwelling shall be sympathetic in use of colours and design with the existing surroundings to the satisfaction of the local government. Details shall be submitted to and approved by the local government, prior to the submission of a Building Permit application, with associated works to be completed prior to occupation to the satisfaction of the local government.**
- 7. The external appearance of the dwelling is to be suitably maintained to the satisfaction of the local government.**
- 8. A detailed landscaping plan shall be submitted to and approved by the local government, prior to the location of the structure on the site. Landscaping shall be completed in accordance with the approved detailed landscape plan prior to occupation of the development and thereafter maintained to the satisfaction of the local government.**
- 9. A Colourbond fence is constructed on the rear property boundary prior to occupation of the dwelling.**
- 10. The provision of details with the Building Permit as to how stormwater will be addressed for the proposed development to the satisfaction of the local government. The local government will require that all stormwater from the shed shall be collected and detained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.**
- 11. The proposed crossover and all on-site vehicle access ways shall be constructed and maintained to the specifications and satisfaction of the local government.**
- 12. The dwelling is to be connected to the reticulated sewerage system prior to occupation.**

- 13. Prior to the issue of a Building Permit, a bond of \$5,000 is to be lodged with the Shire of Pingelly to ensure all works, including, landscaping, upgrade of external appearance, completion of all conditions, clearing the site of debris and connecting plumbing and drainage, are completed to the satisfaction of the local government and comply with the relevant provisions of the Building Code of Australia. The local government may use this bond for the removal of any dwelling if any of these conditions are not met to the satisfaction of the local government.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**Attachment – Proposed Concept Plans**




No.	Description	Date


## PERSPECTIVE

Project number	-
Date	08.06.2022
Drawn by	-
Checked by	-

001

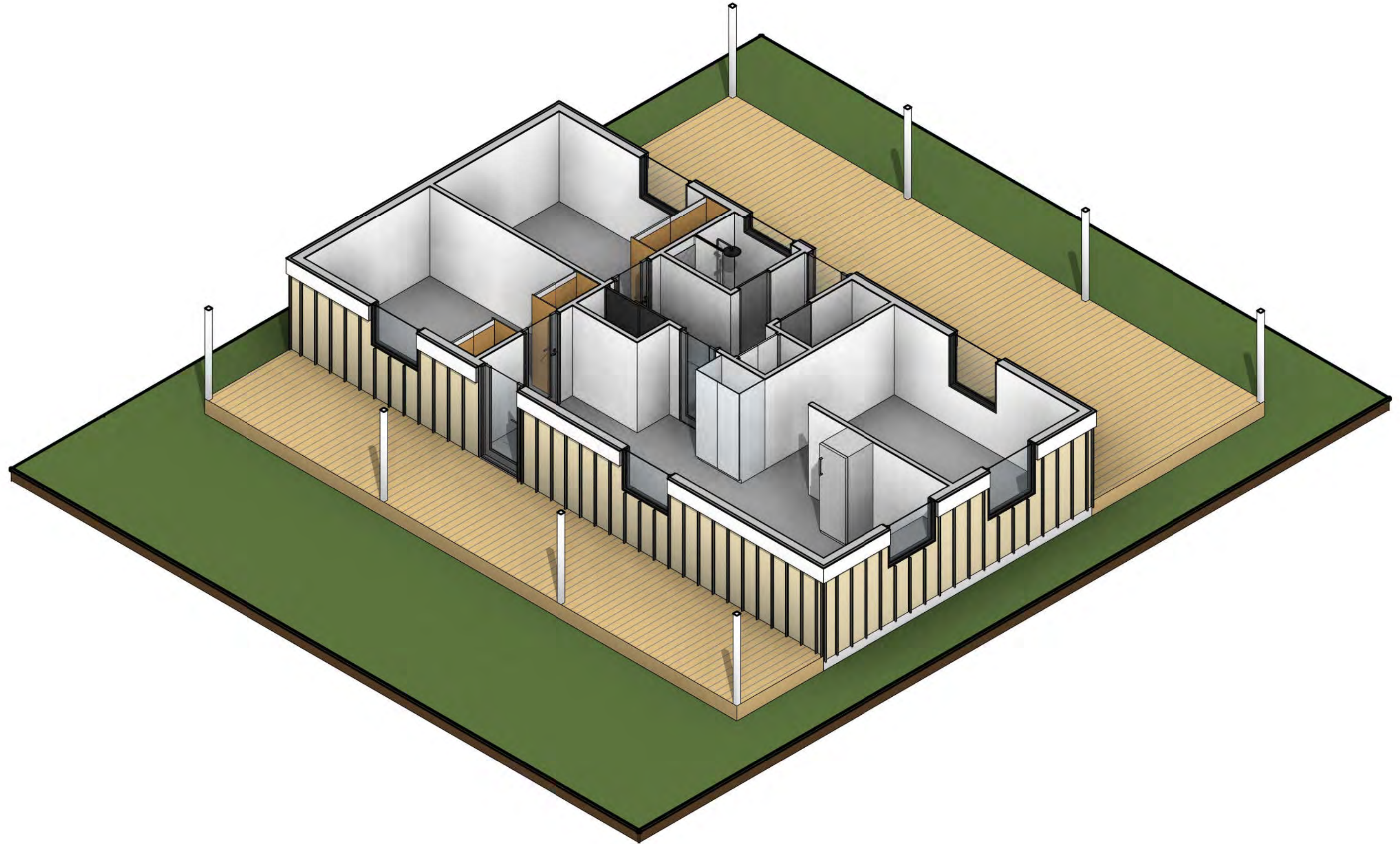
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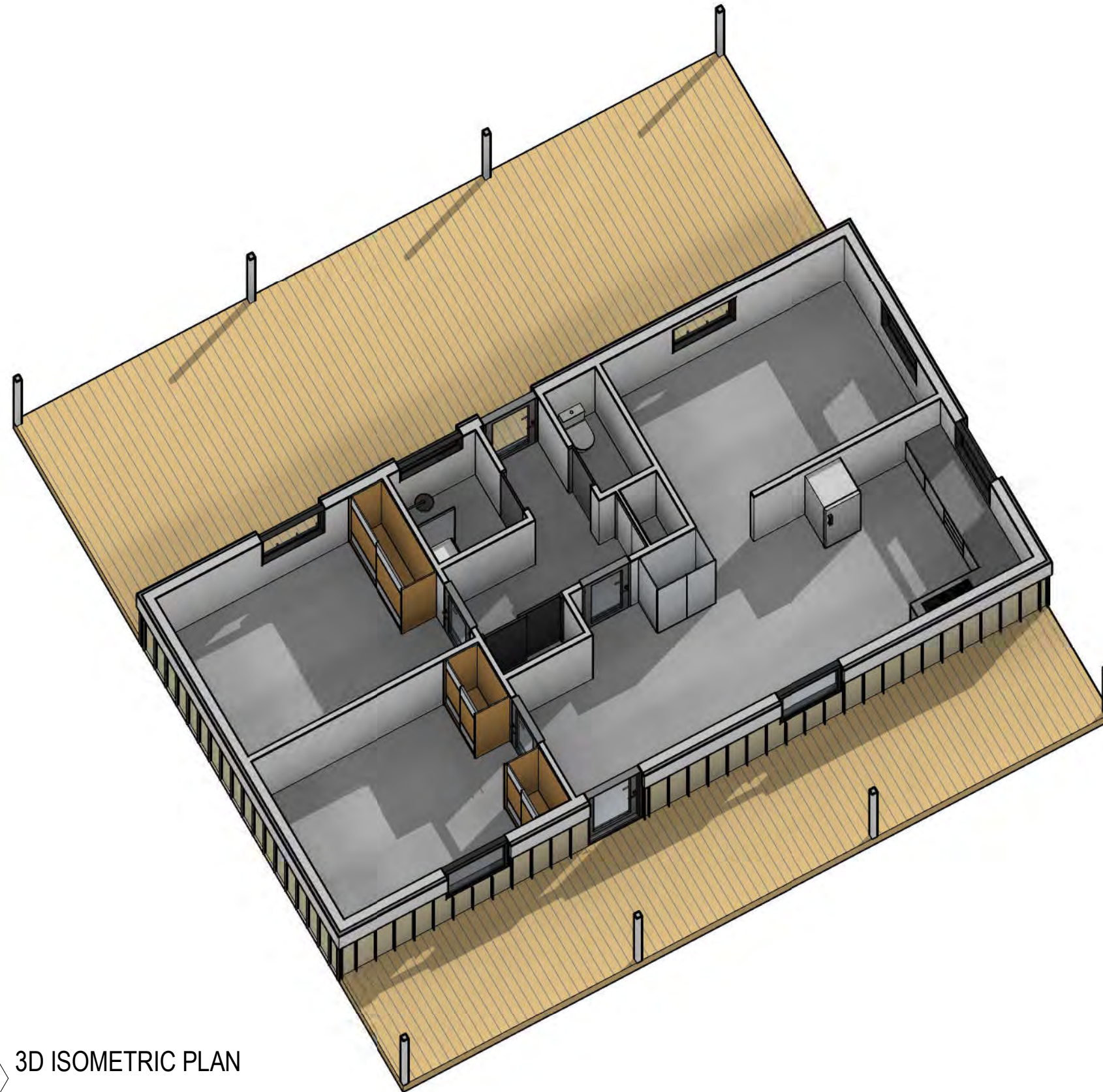
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PERSPECTIVE			
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Date	08.06.2022		
Drawn by	Author		
Checked by	-	Scale	145




No.	Description	Date


ISOMETRIC			
Project number	-	003	146
Date	08.06.2022		
Drawn by	Author		
Checked by	-	Scale	



1 3D ISOMETRIC PLAN


No.	Description	Date

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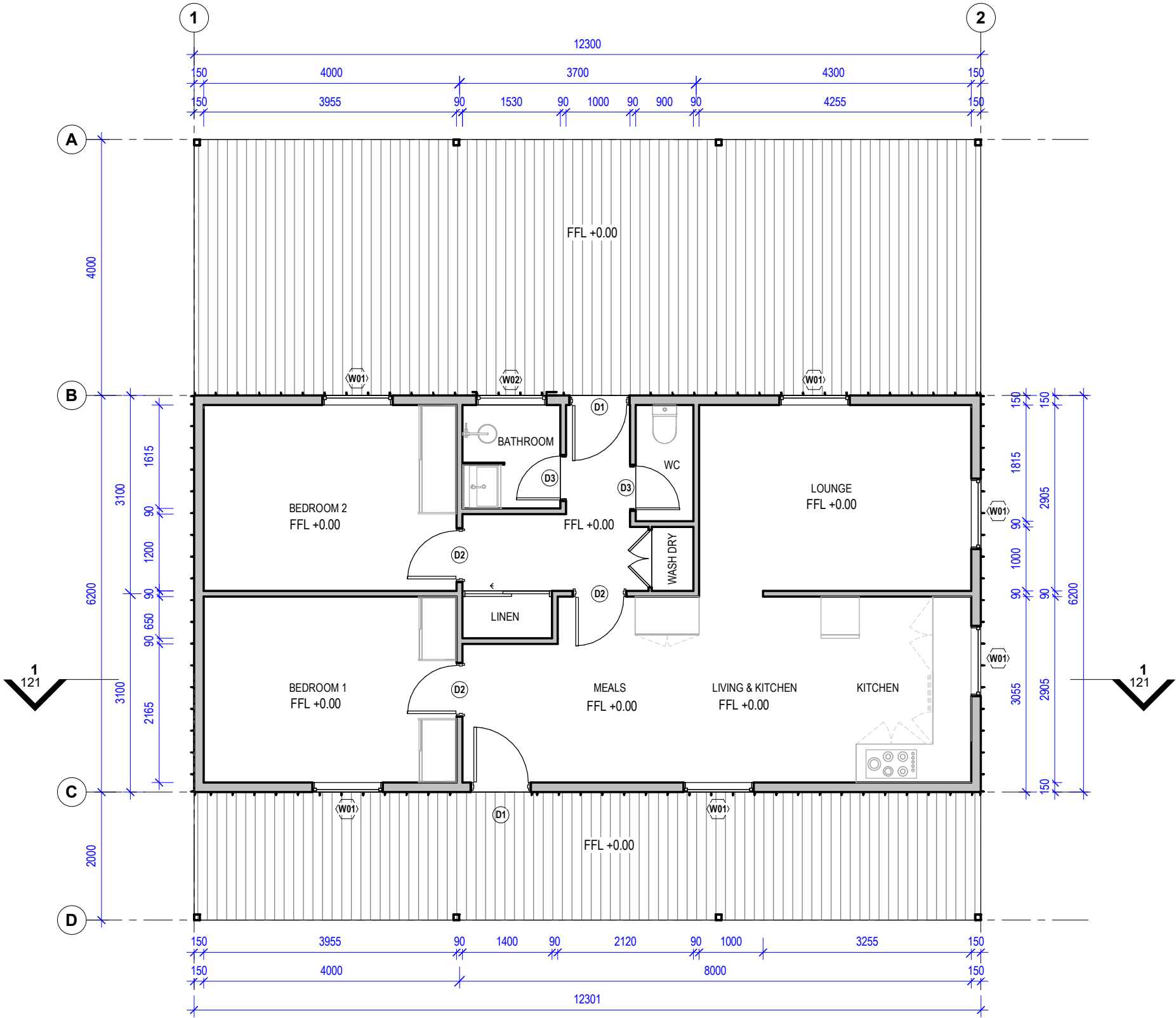
3D ISOMETRIC PLAN			
Project number	-	004	
Date	08.06.2022		
Drawn by	Author		
Checked by	-	Scale	147

DOOR SCHEDULE

ITEM	DESCRIPTION	HEIGHT	QTY
D1	External Front Shop Door: 920W x 2100H	2100	2
D2	Internal Door: 820W x 2100H	2100	3
D3	Internal Single Door: 720W x 2100H	2100	2

WINDOW SCHEDULE

ITEM	DESCRIPTION	SILL HEIGHT	QTY
W01	M_Fixed: 1100(H) x 1100(W)		6
W02	M_Fixed: 600(H) x 1100(W)	1500	1

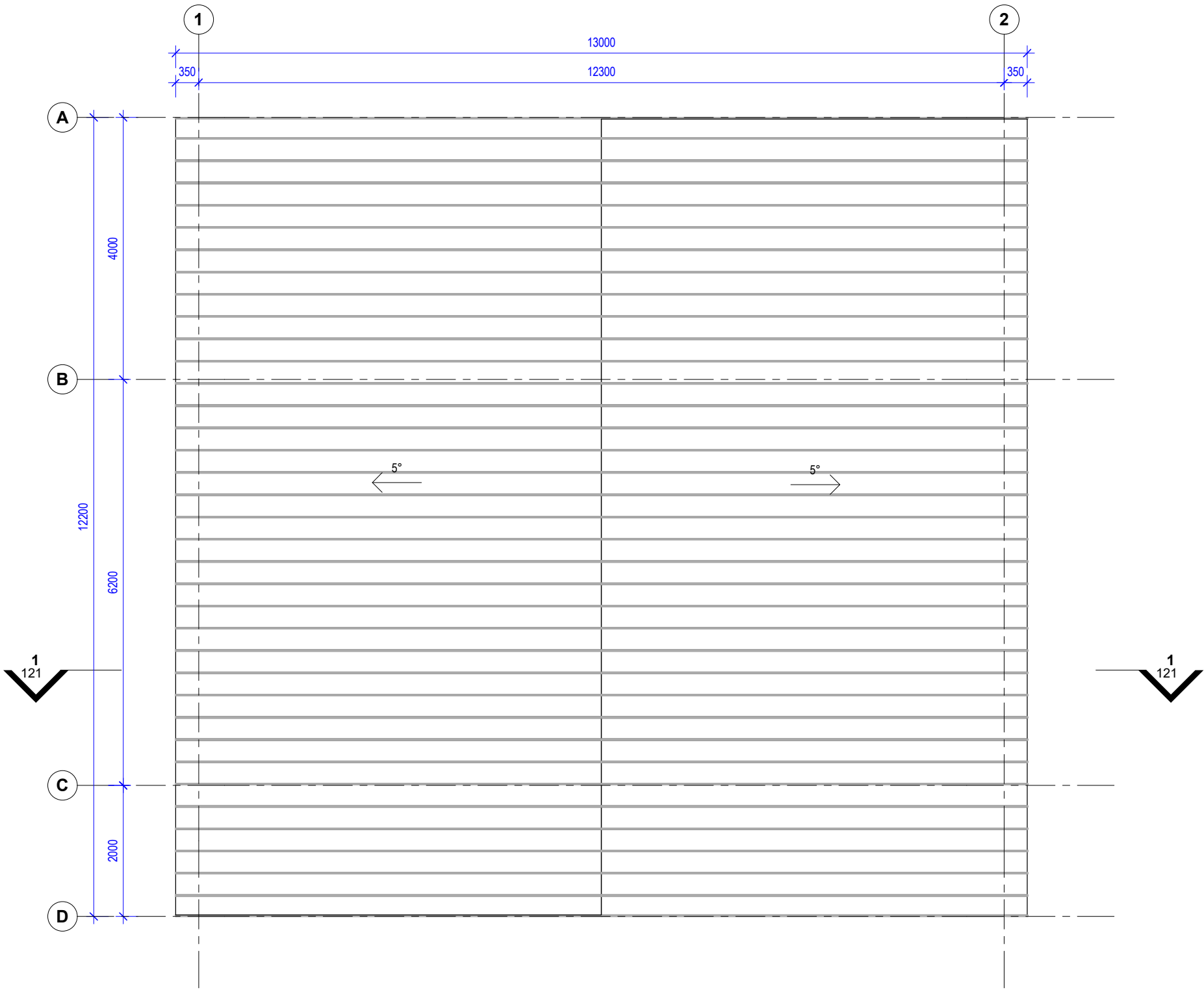


1 FLOOR PLAN  
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No.	Description	Date
A	DESIGN PRELIMINARY	2020

GENERAL ARRANGEMENT

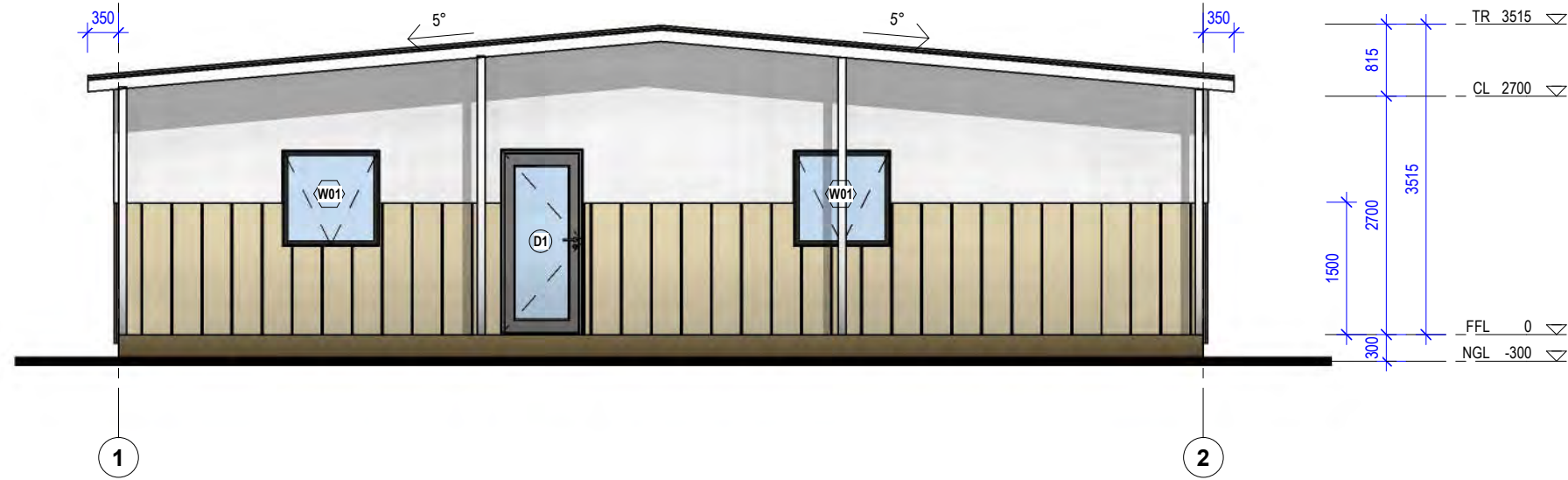
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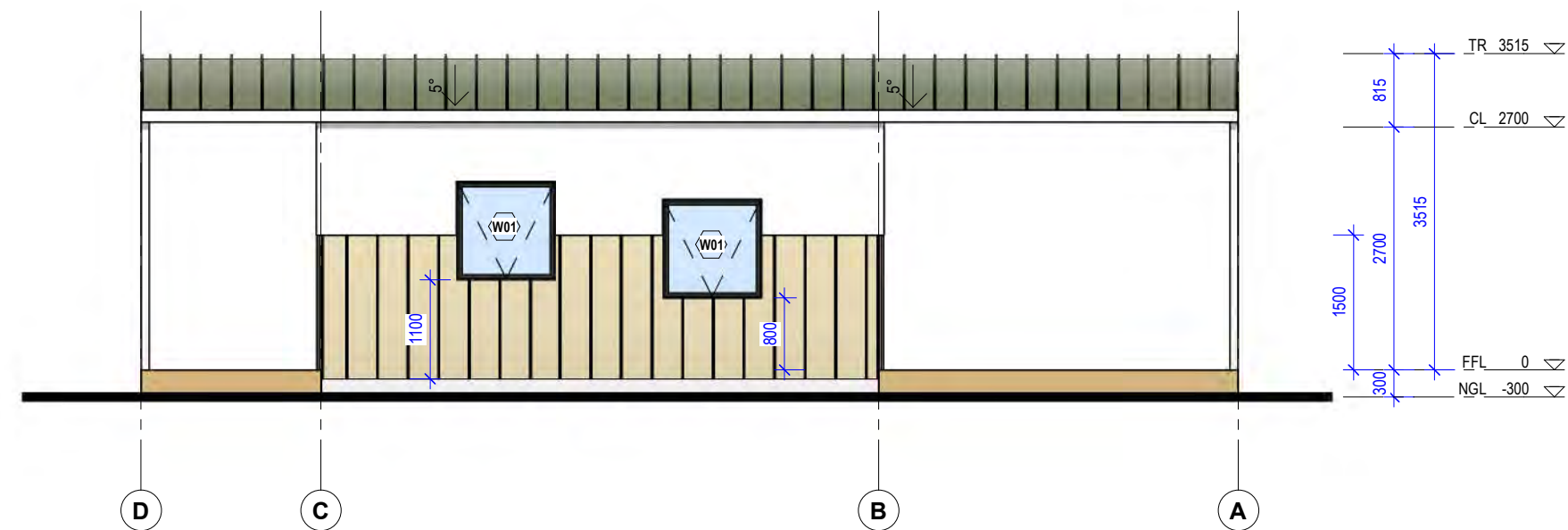
**1** ROOF PLAN  
1 : 75


No.	Description	Date


ROOF PLAN			
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Date	08.06.2022		
Drawn by	Author		
Checked by	-		
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**1** ELEVATION  
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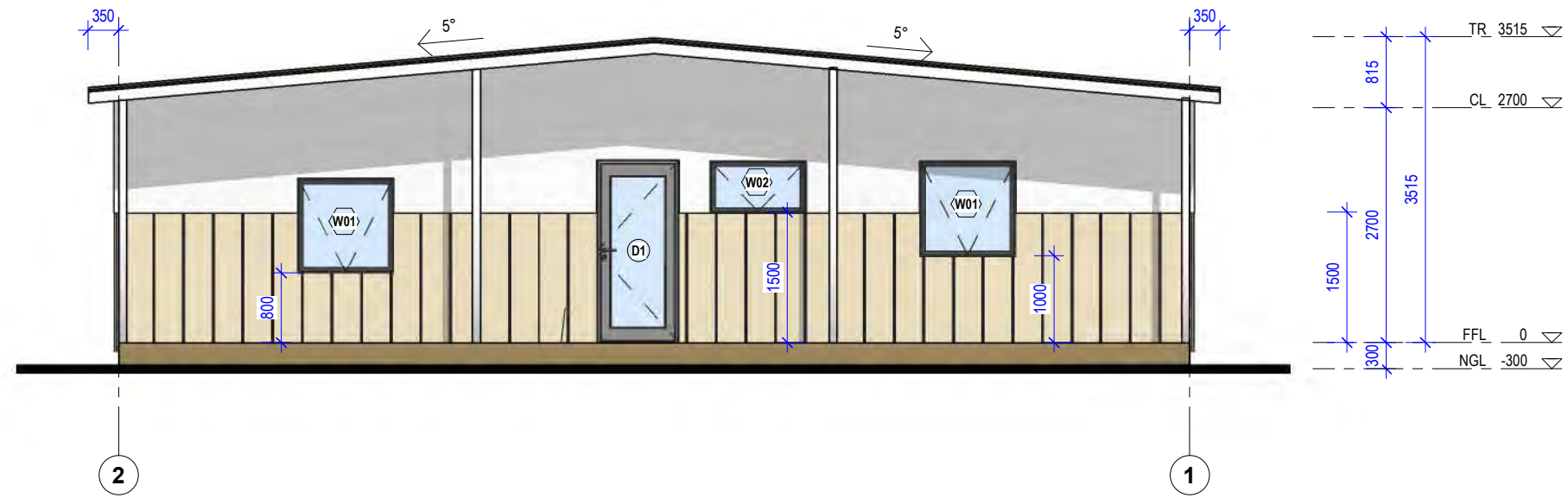


**2** ELEVATION  
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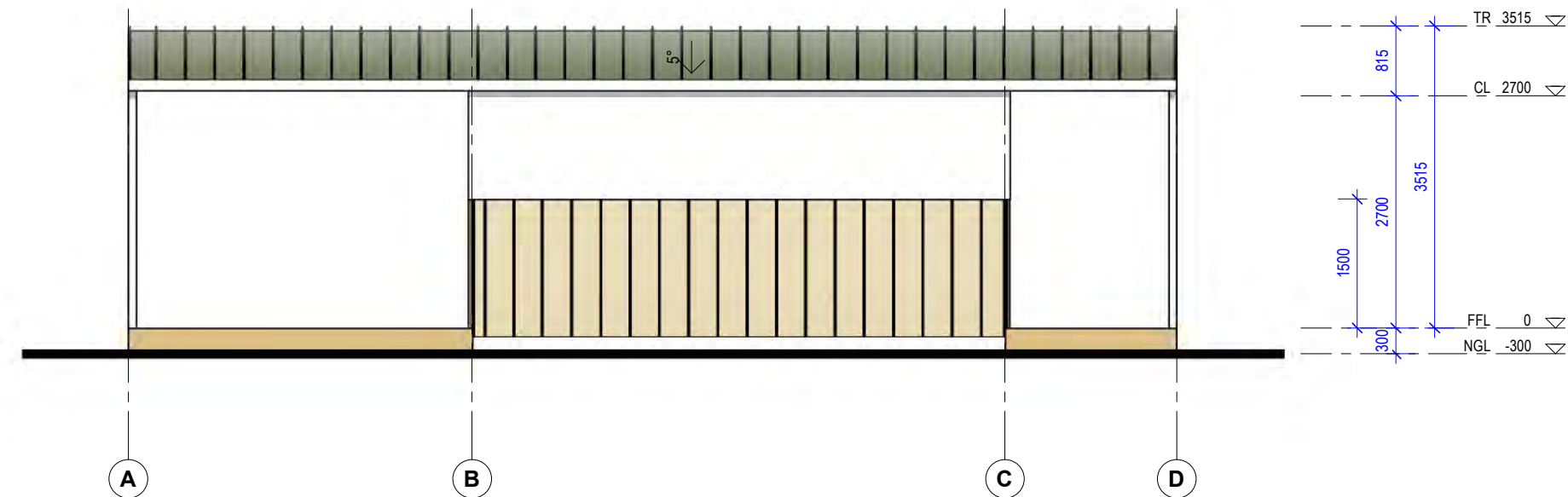
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Date	08.06.2022	
Drawn by	Author	
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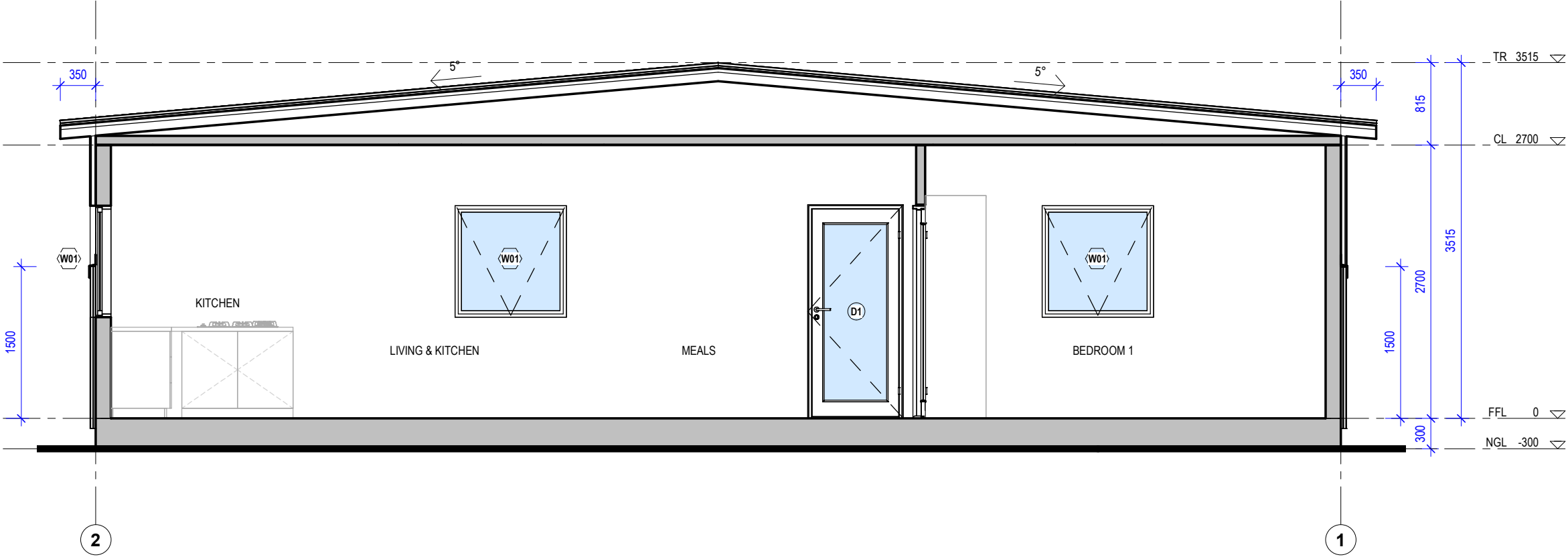


**2** ELEVATION  
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No.	Description	Date
A	DESIGN PRELIMINARY	2020

## EXTERNAL ELEVATIONS

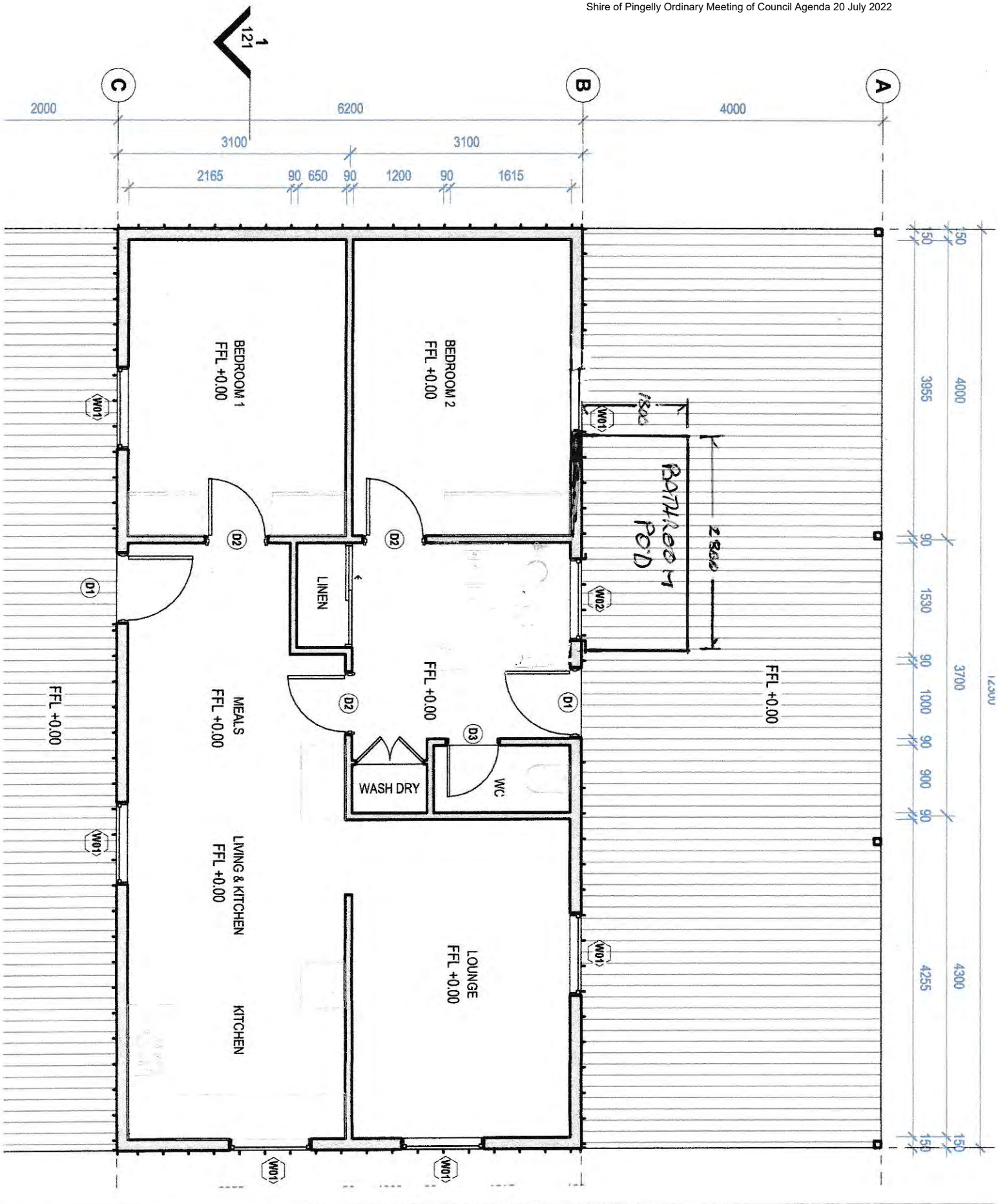
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Date	08.06.2022	
Drawn by	Author	
Checked by	-	
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1 SECTION A-A  
1 : 50


No.	Description	Date


SECTIONS			
Project number	-	121	
Date	08.06.2022		
Drawn by	Author		
Checked by	-	Scale	152 1 : 50



**16.2 Adoption of Bush Fire Brigades Local Law 2022**

<b>File Reference:</b>	<b>ADM0103</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Administration Officer Technical</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Shire of Pingelly Bush Fire Brigades Local Law 2022 Response from Minister for Emergency Services Response from Department of Local Government</b>
<b>Previous Reference:</b>	<b>Ordinary Council Meeting 20 October 2021</b>

**Summary**

Council is requested to endorse the Shire of Pingelly Bush Fire Brigades Local Law 2022, for gazettal.

**Background**

At its meeting held on 20 October 2021, Council resolved that:

(#13065)

*The revised Bush Fire Local Law be endorsed for gazettal.*

(#13066)

*Pursuant to section 3.12 (2) and (3) of the Local Government Act 1995, and all other legislation enabling it, give State wide and local public notice, inviting submissions during a minimum 6-week time frame, that it intends to make the following Shire of Pingelly Bush Fire Brigades Local Law 2021:*

*Purpose – to revoke outdated bush fire by-laws as previously adopted by the Shire of Pingelly and provide a statutory means of effectively governing the operations of bush fire brigades within the Shire of Pingelly.*

*Effect – revocation of outdated by-laws and to allow bush fire brigades to be sufficiently governed so as to provide an acceptable standard for the operations of bush fire brigades within the community.*

*Provide copies, in accordance with section 3.12 (3) of the Local Government Act 1995, to the Minister for Housing and Local Government and the Minister for Emergency Services; Racing and Gaming; Small Business; Volunteering and any other person requesting it, of the proposed Repeal and Amendment Local Law*

**Comment**

Prior to sending for Gazettal the draft review of the bush fire local law was advertised for public comment. The draft was also sent to Minister for Emergency Services, Minister for Local Government and Minister for Environment for review and comment. Responses were received from Minister for Emergency Services and Department of Local Government.

The draft Bush Fire Local Law has been altered as to the recommendations received and is now ready to be endorsed by Council for gazettal.

**Consultation**

Public Consultation  
Minister for Environment & Climate Action  
Minister for Emergency Services  
Minister for Housing, Lands, Homelessness & Local Government  
Bush Fire Advisory Committee

**Statutory Environment**

Section 3.12 of *The Local Government Act 1995* details the procedure to be followed when adopting or amending a local law.

**Policy Implications**

All policies in the Shire of Pingelly Policy Manual under Section 6 - Bushfire Control.

**Financial Implications**

Nil

**Strategic Implications**

Goal 2	Community
Outcome 2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
Strategy 2.3.2	Act to reduce the risk of bush fire, and be prepared in case of bush fire in terms of emergency response and disaster recovery
Goal 5	Innovation, Leadership and Governance
Outcome 5.8	A strong corporate governance framework is maintained
Strategy 5.8.2	Ensure compliance with legislative requirements and excellence in business performance.

**Risk Implications**

Risk	Non-compliance with legislation
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Compliance
Risk Action Plan (Controls or Treatment Proposed)	N/A

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	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

**Recommendation****That Council:**

1. resolves to make the Bush Fire Brigades Local Law 2022 as per the attached draft, incorporating amendments outlined by the Department of Local Government, Sport and Cultural Industries and Minister for Emergency Services;
2. authorise the President and CEO to sign and affix the Common Seal to the Local Law;
3. authorise the CEO to –
  - a. Publish the Local Law in the Government Gazette and provide copies of the local law to the Minister for Local Government; and
  - b. Forward a copy of the Gazetted Local Law, explanatory memoranda and associated documentation to the Parliamentary Joint Standing Committee on Delegated Legislation for review.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**Attachment**

Shire of Pingelly Bush Fire Brigade Local Law 2022

Response from Minister for Emergency Services

Response from Department of Local Government, Sport and Cultural Industries



**SHIRE OF PINGELLY**

**BUSH FIRE BRIGADES LOCAL LAW 2022**

***BUSH FIRES ACT 1954***  
***LOCAL GOVERNMENT ACT 1995***

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- 7.1 Funds
- 7.2 Financial Year
- 7.3 Banking
- 7.4 Auditing
- 7.5 Disclosure of Interests
- 7.6 Dispute Resolution

#### **PART 8—NOTICES**

- 8.1 Notices

#### **SCHEDULE 2— MEMBERSHIP FORM**

## PART 1—PRELIMINARY

### 1.1 Citation

This local law may be cited as the *Shire of Pingelly Bush Fire Brigades Local Law 2022*.

### 1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

### 1.3 Definitions

(1) In this local law unless the context otherwise requires—

**Act** means the *Bush Fires Act 1954*;

**Brigade area** is defined in clause 2.1(3)(b);

**Brigade member** means any member referred to in clause 4.1;

**Brigade officer** means a person holding a position referred to in clause 2.2 (3), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

**Bush Fire Brigade** is defined in section 7 of the Act;

**Bush Fire Control Officer** means a Bush Fire Control Officer appointed by the local government under section 38 the Act;

**Bush fire operating procedures** means the operating procedures adopted by the local government as amended from time to time;

**CEO** means the chief executive officer of the local government;

**Chief Bush Fire Control Officer** means the Chief Bush Fire Control Officer appointed under the Act;

**Committee** means the Committee of the bush fire brigade;

**Council** means the Council of the Shire of Pingelly;

**DFES** means the Department of Fire and Emergency Services;

**Direct Communications** is the act of transferring information from one place, person or group to another with confirmation of understanding and acknowledgement of receipt.

**District** means the area within the boundary of the Shire of Pingelly;

**Fire fighting member** means a registered operational member of a bush fire brigade;

**Local Government** means the Shire of Pingelly;

**Local law** means the *Shire of Pingelly Bush Fire Brigades Local Law 2022*;

**Normal Brigade Activities** are defined by section 35A of the Act;

**Regulations** means Regulations made under the Act;

**Rules** means the Rules Governing the Operation of bush fire brigades; and

**Schedule** means a schedule to this local law.

(2) In this local law, unless the context otherwise requires, a reference to—

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant;
- (d) Fire Control Officer
- (e) any additional Lieutenants;
- (f) a Training Officer;
- (g) an Equipment Officer;
- (h) a Secretary; or
- (i) a Treasurer.

means a person holding that position in a bush fire brigade.

### 1.4 Repeal

The *Shire of Pingelly By-Law Relating to Fire Control Matters* as published in the Government Gazette on 1 November 1995 including amendments, is repealed on the day that this local law comes into operation.

## 1.5 Application

This local law applies throughout the district.

## PART 2—ESTABLISHMENT AND CANCELLATION OF BUSH FIRE BRIGADES

### *Division 1—Establishment of a Bush Fire Brigade*

#### 2.1 Establishment and naming of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).
- (3) On establishing a bush fire brigade under clause 2.1(1) the local government is to—
  - (a) give a name to the bush fire brigade; and
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the "brigade area").
- (4) The local government must register the brigade in a register kept pursuant to section 41(2) of the Act.

#### 2.2 Appointment of brigade officers

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to appoint or provide for the election of brigade officers as defined in the Rules Governing the Operation of Bush Fire Brigades (Schedule 1 of this local law).
- (2) When considering the appointment or election of brigade officers the local government is to consider the qualifications, experience and skills required to fill each position.
- (3) A person appointed or elected to a brigade is taken to be a brigade member of that brigade.
- (4) The appointments expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position becomes vacant prior to the completion of the first annual general meeting, then the local government may appoint a person to fill the vacancy.

### *Division 2—Transitional*

#### 2.3 Existing bush fire brigades

Where a local government has established a bush fire brigade prior to the commencement date of this Local Law, from the commencement date—

- (a) The bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law; and
- (b) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.

### *Division 3—Cancellation of a Bush Fire Brigade*

#### 2.4 Cancellation of a bush fire brigade registration

The local government may cancel the registration of a bush fire brigade, in accordance with section 41(3) of the Act, if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the bush fire operating procedures or the Rules.

#### 2.5 New arrangement after cancellation of registration

If a local government cancels the registration of a bush fire brigade, the local government is to make alternative fire control arrangements for that brigade area.

## PART 3—OBJECTIVE, ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

### *Division 1—Objectives of Bush Fire Brigades*

#### 3.1 Objectives

The objectives of the bush fire brigade are to carry out—

- (a) Normal Brigade activities; and
- (b) the functions of the bush fire brigade as specified in the Act, the Regulations and this local law.

## *Division 2—Local Government Responsibility*

### **3.2 Local government responsible for structure**

The local government is to ensure that an appropriate structure through which the organisation of bush fire brigades is maintained.

### **3.3 Bush fire brigade to be supplied with Act**

The local government is to supply each bush fire brigade with two copies of the Act, the Regulations, the bush fire brigade operating procedures, relevant local government policies, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

## *Division 3—Bush Fire Advisory Committee*

### **3.4 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as may be determined by the local government from time to time.

### **3.5 Advisory Committee to consider brigade motions**

The Bush Fire Advisory Committee shall consider any motion received from a bush fire brigade and may make recommendations to the local government in relation to any motion supported by the Bush Fire Advisory Committee.

## *Division 4—Bush Fire Control Officers*

### **3.6 Local government to have regard to nominees for Bush Fire Control Officers**

When considering the appointment of persons for the position of a Bush Fire Control Officer under section 38 of the Act, the local government is to have regard to persons nominated by any bush fire brigade but is not bound to appoint the nominated person(s).

### **3.7 Functions of a Bush Fire Control Officer**

- (1) The statutory powers and duties of bush fire control offices shall be those contained in the Act.
- (2) Under the provision of section 38 of the Act, the local government may appoint bush fire control officers generally or classes of Bush Fire Control Officers in order to carry out some or all the functions of the Act.
- (3) The functions of a Bush Fire Control Officer, or classes of Bush Fire Control Officers, are to be as described in the Bush Fire Control Officer position description as below but not limited to:
  - (a) Authorise permits to burn in accordance with the Bush Fires Act
  - (b) Identify and conduct Risk Assessments in the brigade area
  - (c) Maintain a personal fire diary to include a log of events and decisions made
  - (d) Perform duties prescribed by the Bush Fires Act
  - (e) Provide representation on the Bush Fire Advisory Committee (BFAC)
  - (f) To take control of firefighting operations at a bush fire within their brigade area
  - (g) To take control of firefighting operations at a bush fire outside their brigade area where no other Fire Control Officer is present
  - (h) exercise any of the appropriate powers of the FES Commissioner under the *Fire Brigades Act 1942*, in so far as the same may be necessary or expedient, for extinguishing a bush fire or for preventing the spread or extension of the fire
- (4) The local government may limit the area in which a bush fire control officer can carry out his functions to one or more specified bush fire brigade area.

### **3.8 Local government to advise Bush Fire Advisory Committee of appointments**

Within one month of the local government receiving a bush fire brigade's nomination for persons to serve as bush fire control officers, the local government is to advise the Bush Fire Advisory Committee of the persons appointed by the local government as bush fire control officers.

### *Division 5—Chief Bush Fire Control Officer*

#### **3.9 Role and duties of Chief Bush Fire Control Officer**

- (1) Subject to any directions of the CEO, the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.
- (2) The Chief Bush Fire Control Officer or his Deputy may attend as a non-voting representative of the local government, at any meeting of a bush fire brigade.
- (3) Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it
- (4) The duties of the Chief Bush Fire Control Officer are to be as described in the Chief Bush Fire Control Officer position description in addition to the Bush Fire Control Officer as below but not limited to:
  - (a) Demonstrate positive leadership to Bush Fire Brigades;
  - (b) Promote the use of AIMS structure during response to FCO's, Brigades and volunteer fire fighters;
  - (c) Provide representation on the Bush Fire Advisory Committee, Regional Operations Advisory Committee and Local Emergency Management Committee;
  - (d) Monitor Bush Fire Brigade resourcing, equipment and training levels with the district
  - (e) Liaise with the local government and other Fire Control Officers concerning fire prevention/suppression matters generally;
  - (f) Make tactical decisions with regard to permits to burn, prescribed burning and other operational matters;
  - (g) Determine when Harvest and Vehicle movement bans should be implemented in conjunction with other officers and the local government; and
  - (h) During wildfire incidents manage the fire resources of the Shire and Brigades and where necessary fulfil role as incident controller.

## **PART 4—BRIGADE MEMBERSHIP**

### *Division 1—Types of Membership*

#### **4.1 Membership of a bush fire brigade**

The membership of a bush fire brigade consists of the following—

- (a) operational members;
- (b) trainee members;
- (c) support members;
- (d) cadet members;
- (e) life members; and
- (f) honorary life members. A person shall only have membership of one bushfire brigade with the local government district at any given time.

#### **4.2 Operational members**

Operational members are those persons aged being at least 16 years of age who undertake all normal brigade activities and have completed the required training qualification as determined by the local government.

#### **4.3 Trainee members**

Members joining a bush fire brigade shall be classified as trainee members until they completed the basic training qualification as determined by the local government from time to time.

#### **4.4 Cadet members**

Cadet members are—

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend an uncontrolled fire or other emergency incident;
- (d) to be supervised by an operational member when undertaking normal brigade

- activities as defined by paragraphs (c), (d), (e), (f) and of section 35A of the Act; and
- (e) ineligible to vote at brigade meetings.

#### **4.5 Support members**

Support members are brigade members who are not otherwise classified as an operational member, trainee member or cadet member.

#### **4.6 Life member**

- (1) The brigade may by a simple majority resolution appoint a person as a life member in recognition of services by that person to the bush fire brigade.
- (2) Only an Operational member can be appointed as a life member.

#### **4.7 Honorary life member**

- (1) The brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bushfire brigade.
- (2) Honorary life members are ineligible to vote at brigade meetings.

### *Division 2—Command at a Fire*

#### **4.8 Interpretation**

In this Division “in attendance” includes attendance—

- (a) in person; or
- (b) via direct communications.

#### **4.9 Ranks within the bush fire brigade**

Where, under the Act, members of a bush fire brigade have command of a fire—

- (a) where a Bush Fire Control Officer is in attendance at the fire, the most senior Bush Fire Control Officer has full control over all other persons fighting the fire and is to issue instructions as to the methods and tactics to be adopted by the fire fighters, in accordance with sections 39(1)(f) and 44(3) of the Act; and
- (b) in the absence of a Bush Fire Control Officer, the Captain has full control over all other persons fighting the fire, and is to issue instructions as to the methods and tactics to be adopted by the fire fighters; and
- (c) in the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

## **PART 5—EQUIPMENT OF BUSH FIRE BRIGADES**

### **5.1 Policies of local government**

The local government may make policies to—

- (a) provision funding to bush fire brigades for the purchase of protective clothing, equipment and training; and
- (b) keep bush fire brigades informed of funding opportunities from other bodies.

### **5.2 Equipment in bush fire brigade area**

The bush fire brigade is to report to the local government the quantity and quality of all protective clothing, equipment and appliances of the brigade when directed.

### **5.3 Funding from local government budget**

A request to the local government from a bush fire brigade for funding of protective clothing, equipment, training or appliance needs shall be submitted to the local government by a date advised by the CEO or delegate of the CEO, for consideration in the next following local government budget.

### **5.4 Consideration in the local government budget**

The local government—

- (a) may approve or decline an application for funding depending upon its assessment of budget priorities for the year in question; and
- (b) shall advise bush fire brigades of the final outcome of their individual requests for funding within a reasonable time frame.

## **PART 6—APPLICATION OF RULES TO A BUSH FIRE BRIGADE**

## 6.1 Rules to govern

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each bush fire brigade member is to comply with the Rules.
- (3) The Rules governing the operation of bush fire brigades are detailed at Schedule 1.

### ***Schedule 1***

## **RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES**

### **PART 1—PRELIMINARY**

#### **1.1 Interpretation**

- (1) Unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in this local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires—  
***simple majority*** means a majority of more than 50% of members of—
  - (a) brigade members of a bush fire brigade, present in person if the majority is required at a meeting of the bush fire brigade; or
  - (b) brigade officers of the bush fire brigade, present in person, if the majority is required at a meeting of the committee.

### **PART 2— BUSHFIRE BRIGADE EXECUTIVE COMMITTEE**

#### **2.1 Management of a bush fire brigade**

- (1) The administration and management of the affairs of a bush fire brigade are vested in the Executive Committee, subject to the provisions of these Rules.
- (2) The Executive Committee's functions include, but are not limited to—
  - (a) recommending amendments to these rules to the local government;
  - (b) approving the brigade's annual budget and presenting it at the brigade's annual general meeting;
  - (c) proposing a motion for consideration at any bush fire brigade meeting;
  - (d) recommending to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) investing or placing on deposit any bush fire brigade funds not immediately required to perform normal brigade activities;
  - (f) delegating to a person, any Executive Committee functions (being less than the total functions of the Executive Committee) as considered reasonable, on any conditions it thinks fit;
  - (g) doing all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) dealing with membership applications, grievances, disputes and disciplinary matters.

#### **2.2 Membership of Executive Committee**

- (1) The brigade Executive Committee is to consist of the Captain, Lieutenants, Fire Control Officer, Secretary, Treasurer, and any other brigade members as may be determined by the Executive Committee from time to time.
- (2) The Executive Committee members are to—
  - (a) be elected at the brigade's annual general meeting;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.

#### **2.3 Termination of Executive Committee Membership**

- (1) Any Executive Committee member may be removed from office by a majority decision of the brigade members present in person at a special meeting called for such a purpose.
- (2) If a position becomes vacant prior to the commencement of the annual general meeting, then the bush fire brigade is to elect a person to fill the vacancy at a bush fire brigade meeting.
- (3) The local government is to be advised within 7 days of the removal of an Executive Committee member from office under subclause (1), or the election of a person to fill a vacancy under subclause (2).

## **2.4 Meetings of Executive Committee**

- (1) The Executive Committee is to meet for the dispatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or the Secretary, may convene a meeting of the Executive Committee at any time giving members a minimum of 3 days' notice.

## **2.5 Quorum**

- (1) The quorum for an Executive Committee meeting is 50% of members of the Executive Committee present, either in person or via direct communication.
- (2) No business is to be transacted at an Executive Committee meeting, without a quorum of Executive Committee members.
- (3) Subject to these Rules, a decision made by the Executive Committee may be made by a resolution passed by a simple majority of Executive Committee members who are present in person, via electronic communication.

## **2.6 Voting**

- (1) Each Executive Committee member is to have one vote.
- (2) In the case of an equality of votes, the person presiding may exercise an additional casting vote.

# **PART 3—FUNCTIONS OF BRIGADE OFFICERS**

## **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the *Bush Fires Act 1954* and Shire of Pingelly Bush Fire Risk Management Plan.

## **3.2 Captain**

The Captain assumes the role of the most senior operational member of the brigade and is to-

- (a) subject to subclause (b) below, preside at all meetings;
- (b) in the absence of the President, the meeting may elect another person to preside at the meeting;
- (c) promote the objectives of the Brigade;
- (d) demonstrate positive leadership and mentor members;
- (e) attend meetings as requested by the local government;
- (f) in the absence of a Bush Fire Control Officer take overall charge of fire suppression activities, and/or ensure the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- (g) provide leadership for the Brigade and related administration;
- (h) ultimately undertake responsibility for the proper management and maintenance of Brigade property and equipment;
- (i) deputise for the Bush Fire Control Officer at Bushfire Advisory Committee meetings when required;
- (j) advise the Brigade on administrative matters;
- (k) ensure Brigade members are adequately trained to carry out their functions in accordance with the Brigade standards;
- (l) in the absence of a Bush Fire Control Officer conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- (m) conduct Brigade briefings and post incident analysis of any management issues;
- (n) to ensure that the incident reports are submitted to the local government within 14 days of the occurrence; and
- (o) ensure the behaviour of members is in accordance with the local government's code of conduct.

## **3.3 Lieutenants**

- (1) The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four.
- (2) All Lieutenants shall be ranked numerically according to seniority.
- (3) The first Lieutenant assumes the role of the second most senior operational member of the

- Brigade, and so on.
- (4) The duties of the Lieutenant are to-
- (a) provide support to the Captain;
  - (b) command and manage members during emergencies and other Brigade related activities;
  - (c) demonstrate positive leadership and mentor members;
  - (d) maintain open lines of communication and encourage positive interaction and teamwork between members;
  - (e) ensure Bush Fire Operating Procedures are adhered to during Brigade activities
  - (f) ensure members engaged in fire fighting activities hold competencies relevant to the task;
  - (g) work cohesively with the Brigade Training Officer and conduct training activities for members; and
  - (h) ensure the behaviour of members is in accordance with the Local Government's code of conduct.

### **3.4 Fire Control Officer (FCO)**

- (1) FCOs are nominated by the brigade to the Bush Fire Advisory Committee and forwarded to the local government for consideration and ratification.
- (2) Duties and responsibilities of the FCO include-
  - (a) authorise permits for hazard reduction burns within the local government in accordance with the Act;
  - (b) identify and conduct risk assessments of fire hazards within the local government;
  - (c) perform duties prescribed by the Act and authorised by the local government;
  - (d) may take overall control of fire suppression activities or operational incidents where the local government is the Controlling Agency;
  - (e) maintain a personal incident diary to include a record of events and decisions during an incident; and
  - (f) conduct brigade briefings and post incident analysis of any incident involving fire fighting or management issues.

### **3.5 Secretary**

The Secretary is to—

- (a) keep a correct minute and account of the proceedings of all meetings of the brigade and the Executive Committee which shall be open for inspection by brigade members at any reasonable time;
- (b) answer all correspondence or direct it appropriately, and keep a record of the same;
- (c) prepare and send out all necessary notices of meetings; and
- (d) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
- (e) Provide the local government a copy of the AGM minutes within 14 days of the meeting being held.

### **3.6 Treasurer**

The Treasurer is to—

- (a) receive donations and monies on behalf of the brigade and deposit all monies to the credit of the brigade's bank account;
- (b) pay accounts as authorised by the Executive Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the brigade; and
- (e) report on the financial position at meetings of the brigade or Executive Committee;
- (f) prepare requests for funding for submission to the local government;
- (g) prepare for submission to local government an annual statement of acquittal providing detail of expenditure of funding monies received; and

- (h) make available the financial statements of the brigade for review by the local government on request.

### **3.7 Equipment Officer**

- (1) The Equipment Officer is—
  - (a) responsible for the inspection and maintenance of all equipment and appliances as directed by the brigade Captain;
  - (b) to report to the local government any damage incurred to brigade equipment as soon as practicable; and
  - (c) to report to the local government any maintenance required to brigade equipment as soon as practicable.
- (2) In consultation with the CBFCO an Equipment Officer may temporarily locate equipment at an alternative location from time to time for operational purposes.
- (3) In the absence of this position the Captain will assume these responsibilities.

### **3.8 Training Officer**

- (1) The Training Officer is responsible for the coordination of brigade training under the direction of the Captain and the local government.
- (2) In the absence of this position the Captain will assume these responsibilities.

## **PART 4—MEMBERSHIP OF A BUSH FIRE BRIGADE**

### **4.1 Conditions of membership**

- (1) Members of a bush fire brigade shall comply with the bush fire brigade operating procedures in carrying out normal brigade activities.
- (2) In relation to any type of membership, as described in Part 4 of the local law, the local government may establish policies regarding—
  - (a) the qualifications required;
  - (b) fitness for duty;
  - (c) a requirement to serve a probationary period; and
  - (d) the Executive Committee's assessment of an application for membership.

### **4.2 Applications for membership**

Applications for membership of a bush fire brigade shall—

- (a) be submitted to the Captain or Secretary of the relevant bush fire brigade, who shall forward a copy of the application to the Chief Bush Fire Control Officer within 1 week of the application being submitted; and
- (b) shall be determined by the brigade's Executive Committee, who shall consider any advice received from the Chief Bush Fire Control Officer in relation to the application.

### **4.3 Decision on application for membership**

- (1) Subject to clause 2.1, the Executive Committee may—approve an application for membership unconditionally or subject to any conditions; or decline an application for membership.
- (2) If the Executive Committee declines an application for membership, it is to give written notice to the applicant as soon as practicable after the decision is made and advise the applicant that he or she has the right to object to the local government.
- (3) The local government is to be advised of approved applications within 14 days of approval of membership.

### **4.4 Notification of membership**

- (1) All approved applications for membership forms are to be submitted to the local government within 1 week of the application being made in accordance with clause 4.2 of the Rules.
- (2) As soon as practicable after the bush fire brigade annual general meeting, the local government will supply all bush fire brigades with a list of current membership.
- (3) Within 1 month of being provided a list under subclause (2), the bush fire brigade must review the list and report any anomalies to the local government.
- (4) The local government will supply the Chief Bush Fire Control Officer a list of current membership of any or all brigades upon request.

### **4.5 DFES to be notified of registrations**

The local government is to supply details of any approved membership applications to

DFES within 14 days of a person being admitted to membership in the form required by the DFES from time to time.

## **PART 5—SUSPENSION AND TERMINATION OF MEMBERSHIP OF A BUSHFIRE BRIGADE**

### **5.1 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Executive Committee or the Chief Bush Fire Control Officer or the Chief Executive Officer, circumstances warrant suspending the member.
- (2) Without limiting the generality of subclause (2), a member of a bush fire brigade may be suspended in the event the member—
  - (a) contravenes the Act, the Regulations, the brigade operating procedures, this local law or the local government's bush fire brigade policies;
  - (b) has performed an unsafe act that jeopardizes the safety of the member or others;
  - (c) has been charged with a criminal offence relevant to the member's role within the brigade and is awaiting court proceedings;
  - (d) is unfit (physically, emotionally and/or mentally), or unable to perform the inherent requirements that could reasonably be expected of the role; or
  - (e) has acted in a manner contrary to the local government's code of conduct policy.
- (3) The suspended member may be excluded immediately from all or any specified bush fire brigade activities.
- (4) The period of suspension shall be determined by the Executive Committee or the Chief Bush Fire Control Officer or the Chief Executive Officer, and a review of the suspension shall take place within three months of the date of suspension.
- (5) Upon the expiry of the period of suspension the Executive Committee or the Chief Bush Fire Control Officer or the Chief Executive Officer may—
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

### **5.2 Termination of membership**

- (1) Membership of the brigade terminates if the member—
  - (a) dies;
  - (b) gives written notice of resignation to the Executive Committee;
  - (c) is dismissed by the Executive Committee or the Chief Bush Fire Control Officer or the Chief Executive Officer, by reason of—
    - (i) failing to comply with the objectives of the bush fire brigade under clause 3.1 of this local law;
    - (ii) failing to comply with the Act, the Regulations, the bush fire operating procedures, the local law or relevant local government policies;
    - (iii) displaying conduct detrimental to the interests and reputation of the bush fire brigade;
    - (iv) being convicted of a criminal offence that in the opinion of the Chief Bush Fire Control Officer would ordinarily exclude the member from joining a brigade; or
    - (v) has acted in a manner contrary to the local government's code of conduct policies.
- (2) A brigade member who has had their membership to a brigade terminated for any of the reasons contained in 5.2(1)(c) is ineligible to join another bush fire brigade within the local government district for 12 months or longer as determined by the Executive Committee or the Chief Bush Fire Control Officer or the Chief Executive Officer.
- (3) A brigade member who, in the opinion of the Executive Committee or the Chief Bush Fire Control Officer or the Chief Executive Officer, has not adequately fulfilled his or her role within the bush fire brigade, and has not responded to any written correspondence requesting that he or she state their intentions, within 21 days, shall be deemed to have resigned from the bush fire brigade.
- (4) Where the local government reasonably considers that a member of a bush fire brigade has behaved in a manner that may lead to termination, the local government may give notice to the Executive Committee or the Chief Bush Fire Control Officer or the Chief Executive Officer requesting the Executive Committee or the Chief Bush Fire Control Officer or the Chief Executive Officer to investigate the matter.

- (5) Where a membership is terminated, all property owned by the bush fire brigade or the local government that is held by or in the possession of the person whose membership has been terminated, shall be returned on demand to the bush fire brigade or the local government.

### **5.3 Member has right of defence**

A bush fire brigade member dismissed under clause 5.2(1)(c) or has his or her membership terminated under clause 5.1(5)(b), will be afforded the principle of natural justice through the right of reply to the Executive Committee or the Chief Bush Fire Control Officer or the Chief Executive Officer.

### **5.4 Existing liabilities to continue**

The resignation, or dismissal of a member under clause 5.2 or the suspension or termination of a member under clause 5.1 does not affect any liability of the bush fire brigade member arising prior to the date of resignation, dismissal, suspension or termination as the case may be.

### **5.5 Objection rights**

- (1) A person whose—
  - (a) application for membership is refused under clause 4.3(1)(b);
  - (b) membership is terminated under clauses 5.2(1)(c)(v) or clause 5.1(5)(b); or
  - (c) membership is suspended under clause 5.1(1) or clause 5.1(2), has a right of objection to the local government.
- (2) Where a person lodges an objection to the local government under subclause (1), the local government may deal with the objection by—
  - (a) dismissing the objection;
  - (b) varying the decision objected to; or
  - (c) revoking the decision objected to, with or without—
    - (i) substituting for it another decision; or
    - (ii) referring the matter, with or without directions, for another decision by the Executive Committee or the Chief Bush Fire Control Officer or the Chief Executive Officer.
- (3) No further right of review is available under this local law in respect of a decision made by a local government pursuant to subclause (2).

## **PART 6—MEETINGS OF THE BUSH FIRE BRIGADE**

### **6.1 Annual General Meeting**

- (1) A bush fire brigade is to hold its annual general meeting prior to the commencement of May each year.
- (2) The Secretary is to give at least 14 days' notice in writing of the annual general meeting to all brigade members.
- (3) At the annual general meeting the bush fire brigade is to—
  - (a) elect the brigade officers from among the brigade members;
  - (b) brigade's nominee for Fire Control Officer;
  - (c) consider the Captain's report on the year's activities;
  - (d) adopt the annual financial statements;
  - (e) deal with any general business arising from the previous annual general meeting; and
  - (f) deal with any business approved by the Captain.

### **6.2 Notification of Elected Office Bearers**

- (1) The Secretary is to forward a list of elected office bearers and contact details from the brigade's annual general meeting to the Chief Bush Fire Control Officer and the local government within 1 month of the annual general meeting.
- (2) Where an office bearer is elected at a meeting other than an annual general meeting, the Secretary shall forward a revised list of the elected office bearers and contact details to the Chief Bush Fire Control Officer and the local government within 1 month of the meeting at which the office bearer is elected.
- (3) If the local government lodges an objection to the election of an office bearer with the Bush Fire Brigade within 1 month of receiving the list of elected office bearers required under clause 6.2(1) or (2) of these Rules, the Bush Fire Brigade must elect an alternative office bearer to that position.

**6.3 Ordinary/General meetings**

Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members.

**6.4 Special General meetings**

- (1) The Secretary is to call a special general meeting when 5 or more brigade members request one in writing.
- (2) The Secretary is to give at least 14 days' notice of a special general meeting to all brigade members.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special general meeting beyond that specified in the notice given under subclause (3) in relation to that meeting.

**6.5 Notice of a meeting**

- (1) Notices of meetings of the bush fire brigade are to be in writing.
- (2) The notice of a meeting shall—
  - (a) set out the date, time and place of the meeting;
  - (b) set out particulars of motions of which notice has been given; and
  - (c) in the case of special meetings, set out particulars of the business to be transacted.
  - (d) Notices of Executive Committee meetings may be given in writing in accordance with subclause (1) or by such other means as the Executive Committee may decide at an Executive Committee meeting.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting, the subject of notice or any resolutions passed at the meeting.

**6.6 Quorum**

- (1) Except for Executive Committee Meetings, the quorum for a meeting of the brigade is at least 50% of Executive Committee members and a total of not less than 7 members.
- (2) Notwithstanding the provision of (1) the CBFCO may vary these requirements to with the approval of the local government.
- (3) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person.

**6.7 Voting**

- (1) Each eligible brigade member is to have 1 vote.
- (2) Voting to be in the form of:
  - (a) In person
  - (b) Pre arrange public electronic meeting format (i.e. ZOOM)
  - (c) Public telephone conversation (i.e. speaker phone)
  - (d) Voting via proxy is not permitted
- (3) In the event of an equality of votes, the person presiding may exercise a casting vote.
- (4) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a majority of the brigade's members.

**PART 7—GENERAL ADMINISTRATION MATTERS****7.1 Funds**

The funds of a bush fire brigade are to be used solely for the purpose of fulfilling the objectives of the Bush Fire Brigade.

**7.2 Financial year**

The financial year of a bush fire brigade is to commence on 1 July and end on 30 June of the following year.

**7.3 Banking**

- (1) The funds of a bush fire brigade are to be placed in the bush fire brigade's bank account and are to be drawn on only by—
  - (a) cheques signed jointly by any 2, of the Captain, 1<sup>st</sup> Lieutenant, Secretary or Treasurer; or

- (b) authorised use of electronic banking by the Secretary or Treasurer in accordance with subclause (2).
- (2) For the purposes of subclause (1)(b), any 2 of the Captain, 1<sup>st</sup> Lieutenant, Secretary or Treasurer may authorise in writing the use of electronic banking to draw on the brigade's funds.

#### **7.4 Auditing**

- (1) The bush fire brigade shall supply on request to the local government the brigade's full financial records for the financial year.
- (2) The local government may request the brigade's financial and accounting records for a review at any time.

#### **7.5 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or the Executive Committee any financial or personal interest (whether direct, indirect or perceived) he or she may have in any matter being considered by the bush fire brigade or the Executive Committee, as appropriate.
- (2) If an interest has been disclosed under subclause (1), then the bush fire brigade or Executive Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Executive Committee, as appropriate, decides under subclause (2), that a brigade member is not permitted to vote on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

#### **7.6 Dispute Resolution**

- (1) Any dispute between brigade members may be referred to the Captain or to the Executive Committee for resolution.
- (2) Where a dispute referred under subclause (1) is considered by the Captain or the Executive Committee to concern the general interests of the bush fire brigade, then the Captain or the Executive Committee, is to refer the dispute to the annual general meeting, an ordinary meeting or a special general meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade and may resolve any dispute which is not resolved under subclause (1) or (2).

## **PART 8—NOTICES**

### **8.1 Notices**

Where any notice other than a notice of meeting is to be given under these Rules, the notice may be given by—

- (a) personal delivery;
- (b) post;
- (c) Email;
- (d) short message service (SMS) or the like; or
- (e) facsimile transmission, or
- (f) any other method approved by the local government



# APPLICATION TO JOIN A BUSH FIRE BRIGADE



1.    
**BRIGADE NAME** **LOCAL GOVERNMENT**

2. Emergency services volunteers are required to be fully vaccinated for COVID-19

COVID-19 vaccination sighted by Brigade member:

Dose 1 ☐ Dose 2 ☐ Booster ☐ Most recent date

3. MR ☐ MRS ☐ MISS ☐ MS ☐

4. **SURNAME** BLOCK LETTERS

5. **GIVEN NAMES** (IN FULL)

6. **DATE OF BIRTH**  FEMALE ☐ MALE ☐

7. **ADDRESS** HOME  POSTAL

8. **TELEPHONE** HOME  WORK  MOBILE  PAGER

EMAIL

9. **MEMBERSHIP TYPE** ACTIVE [A person who will become involved in the operational work of the brigade] ☐  
 (please ✓) AUXILIARY [A person involved only in a support role (e.g. Communications/Admin)] ☐  
 CADET [An enrollee who is under 16 years of age] ☐

10. **NEXT OF KIN DETAILS** FULL NAME   
 ADDRESS   
 TELEPHONE  RELATIONSHIP

11. **BRIGADE TRAINING CARRIED OUT (IF KNOWN)**

Course Title	Location	Date of Course

I certify that the above particulars are true and correct

12. **APPLICANT** **PARENT/GUARDIAN (IF UNDER 16 YEARS OF AGE)**

SIGNATURE DATE SIGNATURE DATE

13. **AUTHORISED: BRIGADE CAPTAIN/SECRETARY**

FIRE SERVICE USE ONLY  
 ENTERED INTO RMS

MEMBERSHIP NUMBER

INITIALS

DATE



## PROTECTIVE CLOTHING REQUISITION

### WA BUSH FIRE SERVICE



NAME OF BRIGADE:

Members Name:

DELIVERY DETAILS:

Jacket Size:      Size:      XS      S      M      L      XL      2XL      3XL      4XL      Comments:

Trouser Size:      Size:      72r      77r      82r      87r      92r      102r      107r      112r      117r      Comments:

Helmets:      Colour:      White      Yellow      Red

Boots:      Size:      3      3.5      4      4.5      5      5.5      6      6.6      7      7.5      8      8.5

9      9.5      10      10.5      11      11.5      12      13      14      15      16

Gloves:      Size:      2XS      XS      S      M      L      XL      2XL      3XL      Comments:

Torch:

Bag:

Face respirator:

Goggles:

Name Badge:      Yes      No

Printed Name:

Comments:



# VOLUNTEER BUSH FIRE BRIGADES

## UPDATE OF MEMBERSHIP INFORMATION



This form should be submitted to your local FESA office whenever there is any change in the status or personal details of a volunteer member (eg Change of Address, transfer, termination, etc.)

### PART A EXISTING PERSONAL DETAILS (AS PER FESA DATA BASE)

1.	TITLE	MR o	MRS o	MISS o	MS o
2.	SURNAME (BLOCK LETTERS)	<input style="width: 100%;" type="text"/>			
3.	GIVEN NAMES (IN FULL)	<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>	
4.	MEMBERSHIP I.D. NUMBER	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
5.	<input style="width: 350px;" type="text"/>		<input style="width: 350px;" type="text"/>		
	BRIGADE NAME		LOCAL GOVERNMENT		

### PART B CHANGE OF BRIGADE

6.	NAME OF NEW BRIGADE	<input style="width: 420px;" type="text"/>
7.	NAME OF NEW LOCAL GOVERNMENT (IF APPLICABLE)	<input style="width: 420px;" type="text"/>
8.	POSITION IN NEW BRIGADE	<input style="width: 420px;" type="text"/>
9.	CHANGE DATE	<input style="width: 180px;" type="text" value="/ /"/>

### PART C CHANGE OF PERSONAL DETAILS

10.	CHANGE OF NAME	<input style="width: 430px;" type="text"/>		
11.	NEW ADDRESS	<input style="width: 430px;" type="text"/>		
12.	TELEPHONE	HOME	WORK	MOBILE
		<input style="width: 180px;" type="text"/>	<input style="width: 180px;" type="text"/>	<input style="width: 180px;" type="text"/>

### PART D CHANGE OF POSITION OR OFFICE

13.	OLD POSITION / OFFICE	<input style="width: 330px;" type="text"/>	DATE	<input style="width: 140px;" type="text"/>
14.	NEW POSITION / OFFICE	<input style="width: 330px;" type="text"/>		<input style="width: 140px;" type="text" value="/ /"/>

### PART E TERMINATION OF MEMBERSHIP

15.	DATE OF TERMINATION	<input style="width: 200px;" type="text"/>
16.	REASON FOR TERMINATION	<input style="width: 520px;" type="text"/>
17.	SIGNATURE OF MEMBER	<input style="width: 270px;" type="text"/>
	DATE	<input style="width: 180px;" type="text"/>

### FIRE SERVICE USE ONLY

		INITIALS	DATE
DATE RECEIVED	<input style="width: 150px;" type="text" value="/ /"/>	ENTERED INTO RMS	<input style="width: 150px;" type="text" value="/ /"/>



**Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering;  
Deputy Leader of the Government in the Legislative Council**

Our Reference: 62-29859

Mr Andrew Dover  
Chief Executive Officer  
Shire of Pingelly  
17 Queen Street  
PINGELLY WA 6308  
Email: [admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au)

Dear Mr Dover

Thank you for your correspondence dated 24 January 2022, regarding the proposed *Shire of Pingelly Bush Fire Brigades Local Law 2022* ("BFB Local Law 2022") which is intended to ensure consistency with the *Bush Fires Act 1954* ("BF Act") and other state legislation.

Your correspondence was forwarded to the Department of Fire and Emergency Services ("DFES") for comment on the proposed local law. DFES' comments are as follows:

*Section 43 of the BF Act requires local governments who establish a bush fire brigade to provide for the appointment or election of a captain, first lieutenant, second lieutenant and such additional lieutenants as may be necessary and prescribe their respective duties.*

*DFES notes that clause 3, Schedule 1 of the Shire's BFB Local Law 2022 provides for the functions of brigade officers. Section 43 of the BF Act requires a local government which establishes a bush fire brigade to prescribe the respective duties of the captain, first lieutenant, second lieutenant and such additional lieutenants as may be necessary.*

*DFES notes that clauses 3.1 and 3.2, Schedule 1 prescribe the duties of bush fire brigade officers as follows:*

**PART 3—FUNCTIONS OF BRIGADE OFFICERS**

**3.1 Captain**

*The Captain assumes the role of the most senior operational member of the brigade.*

- 1) subject to subclause (2) below, the Captain is to preside at all meetings;*
- 2) in the absence of the President, the meeting may elect another person to preside at the meeting;*

- 3) *the Captain is responsible for the efficient administration of the brigade; and*
- 4) *to ensure that the incident reports are submitted to the local government within 14 days of the occurrence*

### **3.2 Lieutenants**

- 1) *Lieutenants shall be ranked numerically according to seniority,*
- 2) *The first lieutenant assumes the role of the second most senior operational member of the brigade, and so on*

DFES suggests, for the avoidance of any ambiguity, that the Shire considers further prescription of the duties of those brigade officers, as described above. For instance, the Shire may wish to consider the following example, as adopted by the Shire of Dardanup and gazetted on 12 May 2021:

## **PART 3—FUNCTIONS OF BRIGADE OFFICERS**

### **3.1 Chain of command during fire fighting activities**

*Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the Bush Fires Act 1954 and Shire of Dardanup Bush Fire Response Plan.*

### **3.2 Duties of Captain**

*The Captain is to—*

- a) *preside over all Brigade meetings and ensure meeting procedures are followed at all times,*
- b) *promote the objectives of the Brigade,*
- c) *demonstrate positive leadership and mentor members,*
- d) *attend meetings as requested by the local government,*
- e) *in the absence of a Bush Fire Control Officer take overall charge of fire suppression activities, and/or ensure the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs,*
- f) *provide leadership for the Brigade and related administration,*
- g) *ultimately undertake responsibility for the proper management and maintenance of Brigade property and equipment,*
- h) *deputise for the Bush Fire Control Officer at Bushfire Advisory Committee meetings when required,*
- i) *advise the brigade on administrative matters,*
- j) *ensure Brigade members are adequately trained to carry out their functions, in accordance with Bush Fire Operating Procedures (BFOP) and Brigade standards,*
- k) *in the absence of a Bush Fire Control Officer conduct brigade briefings and post incident analysis of any incident involving fire fighting,*
- l) *conduct brigade briefings and post incident analysis of any management issues, and*
- m) *ensure the behaviour of members is in accordance with the Local Government's code of conduct*

### 3.3 Lieutenants

- 1) *The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants;*
- 2) *All Lieutenants must be ranked in seniority as follows—*
  - a) *the Captain and Lieutenants of the brigade, in consultation with the Chief Bush Fire Control Officer, determine this seniority; and*
  - b) *in the event that a resolution cannot be found, the Chief Bush Fire Control Officer shall have the final say.*
- 3) *In the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that office and takes ultimate responsibility for the performance of all Brigade activities.*
- 4) *The duties of the Lieutenant are to—*
  - a) *provide support to the Captain;*
  - b) *command and manage members during emergencies and other Brigade related activities;*
  - c) *demonstrate positive leadership and mentor members;*
  - d) *maintain open lines of communication and encourage positive interaction and teamwork between members; ensure Bush Fire Operating Procedures are adhered to during brigade activities;*
  - e) *ensure members engaged in fire fighting activities hold competencies relevant to the task;*
  - f) *work cohesively with the brigade Training Officer and conduct training activities for members; and*
  - g) *ensure the behaviour of members is in accordance with the Local Government's code of conduct.*

Should you have any queries, please do not hesitate to contact DFES' Legal and Legislation branch via email [Legal.Legislation@dfes.wa.gov.au](mailto:Legal.Legislation@dfes.wa.gov.au).

I thank you for writing to me on this matter and trust this information is of assistance.

Yours sincerely



Hon Stephen Dawson MLC  
**MINISTER FOR EMERGENCY SERVICES**

14 FEB 2022

**From:** [Steven Elliott](#)  
**To:** [Ruth Gibbs](#)  
**Subject:** ILM22147 - ADM0103 - Department of Local Government - Comments on proposed bush fire brigades local law  
**Date:** Monday, 28 February 2022 12:49:48 PM

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Dear Ms Gibbs,

This email is regarding the Shire's proposed bush fire brigades local law. The Department did not identify any critical issues, but some minor comments are provided below.

### **Bush Fire Brigades Local Law 2022**

#### **1. Bush Fires Act – Minister to be notified**

The Department is aware that this local law is partially made using the powers provided by the *Bush Fires Act 1954*.

The Shire should ensure that a copy of the draft is sent to the Minister for Environment for comment, presuming this hasn't occurred already. If a draft isn't supplied to the Minister, this may impact the local law's validity.

#### **2. Previous local law potentially needing repeal**

The Department has confirmed that the Shire published a bush fire brigade local law in the *Government Gazette* of 7 November 1995.

The Department has been unable to confirm whether this local law was ever repealed. The Shire should check the local law's status. If the local law is currently in force, then the Shire will want to include a repeal clause which repeals this earlier local law.

#### **3. Minor edits**

The following minor edits are suggested:

- **Contents:**
  - Delete the entry for "1.3 Simplified outline of this Local Law" and renumber the remaining clauses accordingly.
  - Ensure that contents page matches the content of the local law.
- **Clause 1.2:**
  - Realign the clause title.
  - Insert a space between "*Government*" and "*Gazette*".
- **Clause 1.3:**
  - Consider simplifying the definition for "***Direct Communications***".
  - Put brackets around the paragraph designator for subclause (2).
  - The definition for "***Fire Weather Officer***" is incomplete and should be reviewed.
  - The definitions for "***Normal Brigade Activities***" And "***Regulations***" should be moved to new lines.
- **Part 3 Division 2** – Designate "Local Government responsible for structure" as clause 3.2 and renumber the remaining clauses in Part 3 accordingly.
- **Clause 3.6:**
  - In subclause (3)(h) change "Fire Brigades Act" citation to italics.
  - Put brackets around the designator "4" and reformat the subclause for consistency.
- First instance of clause 4.1: Renumber to "3.6" for consistency.
- First instance of clause 4.2: Renumber to "3.7" consistency.
- **Clause 4.4:**
  - The designation "(1)" can be deleted as the clause doesn't have any other subclauses.
  - In paragraph (d) reformat the last line.
- **Schedule 1:**
  - **Clause 1.1:**
    - The text after clause 1.1 skips to the next page.
    - The paragraph starting with "Unless the context otherwise" should be designated as subclause "(1)" and the remaining subclause redesignated "(2)".
  - **Clause 5.3 and 5.4:** Remove the designator "(1)".
  - **Clause 6.6:** Insert a space between "7" and "members".
- Ensure consistent formatting of clauses and clause titles.
- Ensure that titles of legislation are in italics.
- Change all instances of "sub-clause" to "subclause".

- Ensure that all references and cross references are accurate, particularly if any changes are made as a result of the Department's comments.

**Minister's Directions – pursuant to s 3.12(7) of the Local Government Act 1995**

Please note: once the Shire has published a local law in the *Government Gazette*, the Shire must comply with the requirements of the Minister's *Local Laws Explanatory Memoranda Directions 2010*. The Shire must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk  
Joint Standing Committee on Delegated Legislation  
Legislative Council Committee Office  
GPO Box A11  
PERTH WA 6837  
Email: [delleg@parliament.wa.gov.au](mailto:delleg@parliament.wa.gov.au)  
Tel: 9222 7404  
Fax: 9222 7805

A copy of the Minister's Directions and Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au). Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the Shire with drafting matters in relation to the local law;
- do not constitute legal advice;
- have been provided in good faith for the Shire's consideration; and
- should not be taken as an approval of content.

The Shire should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the Shire's policies and objectives.

Kind regards

**Steven Elliott**

Senior Legislation Officer  
Department of Local Government, Sport and Cultural Industries  
140 William Street, Perth WA 6000  
GPO Box R1250, Perth WA 6844  
Telephone [+61 8 6552 1642](tel:+61865521642)  
Email [steven.elliott@dlgsc.wa.gov.au](mailto:steven.elliott@dlgsc.wa.gov.au)  
Web [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

*The Department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land, and we pay our respects to their Elders past and present.*

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

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

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

**19. CONFIDENTIAL ITEMS**

**20. CLOSURE OF MEETING**

The Chairman to declare the meeting closed.