



# Council Agenda

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## Shire of Pingelly

### Ordinary Council Meeting

### 16 September 2020

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#### **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 16 September 2020, 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 Councils decision.

A handwritten signature in black ink, appearing to read "Julie Burton", is positioned above the name and title of the signatory.

**Julie Burton**  
**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 and present and emerging.

**3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

**3.1 Council Agenda Reports**

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

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

Nil

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

Nil

**6. PUBLIC QUESTION TIME**

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

**8. DISCLOSURES OF INTEREST**

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

**9.1 Ordinary Meeting – 19 August 2020**

**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 19 August 2020 be confirmed.**

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

## **9.2 Audit Committee Meeting – 19 August 2020**

### **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 Audit Committee Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 19 August 2020 be confirmed.**

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

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

### **11. REPORTS OF COMMITTEES OF COUNCIL**

- |  |   |
|--|---|
| • Audit Committee                                      | Full Council  |
| • Pingelly Recreation & Cultural Committee             | Member – Shire President<br>Deputy – Deputy President                         |
| • Bushfire Advisory Committee                          | Member – Cr Freebairn<br>Deputy – Cr Hotham                                   |
| • Chief Executive Officer Performance Review Committee | Member – Shire President<br>Member – Deputy President<br>Member – Cr Hastings |

### **12. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES**

- |   |  |
|---|--|
| • 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  |
| • Development Assessment Panel  | Delegate – Shire President<br>Delegate – Cr Wood<br><br>Deputy – Cr McBurney<br>Deputy – Cr Hotham |
| • Pingelly Tourism Group  | Delegate – Cr Hotham<br>Deputy – Cr Oliveri  |
| • Regional Waste Group  | Delegate – Cr Mulroney<br>Deputy – Cr Wood   |
| • Shires of Pingelly and Wandering Joint Local Emergency Management Committee | Delegate – Shire President<br>Deputy – Cr Freebairn  |
| • Youth Focus Group   | Delegate – Cr Hastings<br>Deputy – Cr McBurney   |
| • Pingelly Somerset Alliance  | Delegate – Shire President<br>Deputy – Cr McBurney   |
| • Pingelly Early Years Network  | Delegate – Cr Hastings   |

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

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

##### **Meetings attended August**

18<sup>th</sup> Media interview- Countryman re: drought funding  
25<sup>th</sup> Meeting with National Party Leader Mia Davis- Council's forward plans  
27<sup>th</sup> Councillor training Face to Face Module - Understanding Financial Reports and Budgets  
28<sup>th</sup> Central Country Zone meeting with Deputy President and CEO – Kulin  
31<sup>st</sup> Radio Interview with FM 101.3 re: Council activities.

##### **Meetings attended September**

1<sup>st</sup> Local Emergency Management Committee quarterly meeting- Wandering  
2<sup>nd</sup> Training- Councillor Essentials Training Assessments- Meeting Procedures-Serving on Council- Understanding Financial Reports and Budgets- Conflicts of Interest- Understanding Local Government by e-learning and assessment.  
7<sup>th</sup> Photo Shoot- Promote Pingelly Gift Card sponsored by Shire of Pingelly with Businesses of Pingelly  
8<sup>th</sup> President, Deputy President and CEO meeting and Agenda Briefing  
9<sup>th</sup> PRACC Monthly meeting  
15<sup>th</sup> Pingelly Somerset Alliance Committee meeting with CEO and Project Manager RDA re: Grants for Project  
15<sup>th</sup> President and CEO meeting with CEO and Project Manager of RDA re Council Grants  
16<sup>th</sup> September Ordinary Council Meeting



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

### **14.1 Proposed Policy | Christmas Closure**

<b>File Reference:</b>	<b>ADM0000</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Christmas Closure Policy</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to consider adopting a Christmas Closure Policy to govern the annual administration closure, in order to eliminate the requirement for an annual item to Council on this matter.

#### **Background**

The Shire of Pingelly has traditionally closed for a period of two weeks over the Christmas and New Year period. This has operated well and provided an opportunity for staff to take annual leave over what is ordinarily a quiet period for the Shire administration and the Pingelly community.

#### **Comment**

Historically, an item has been considered by Council each year to discuss the specific dates of the administration and depot Christmas closure. It is considered that the adoption of a Policy to address this matter is a more efficient way to manage the process, noting that the Policy should consider all risks, including the level of service expectations of the community.

The draft Policy proposes a maximum closure period of 10 working days (2 calendar weeks), in line with previous decisions. The exact days of closure each year will be dependant on how the public holidays fall, and may be shorter than the 10 days, in order to deliver on the services expectations of the community.

To ensure minimal risk, the Policy includes items to address:

- Advice of the closure dates provided to the community by the first week in December
- The maintenance of a register of contact persons for urgent and emergency requests during the closure
- The continuity of the issuing of fire/weather warnings and harvest ban information

#### **Consultation**

Nil

#### **Statutory Environment**

Nil

#### **Policy Implications**

No current policies address this subject matter. All changes or additions to Shire of Pingelly Policies are required to be adopted by absolute majority.

#### **Financial Implications**

Nil

### Strategic Implications

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

### Risk Implications

Risk	The key risk is the failure to address community expectations around customer service.
Risk Rating (Prior to Treatment or Control)	Medium (9)
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

Absolute Majority

### Recommendation

**That Council adopts the draft Christmas Closure policy as attached.**

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

Council Policy Name:	Christmas Closure
Responsible Directorate	Office of the Chief Executive

## 1. PURPOSE

This policy is designed to provide guidelines for the closure of the Administration Centre and Depot over the Christmas holiday period.

## 2. SCOPE

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

## 3. DEFINITIONS

N/A

## 4. POLICY STATEMENT

The Shire of Pingelly operations, including the Administration and the Depot, will close annually for a period of no longer than 10 working days (2 calendar weeks) over the Christmas and New Year holiday period. The Chief Executive Officer has the discretion to determine the days of closure spanning Christmas and New Years Day.

To ensure the community is aware of the closure, widespread advertising is to occur no later than the first week in December each year.

Suitable emergency contact persons are to be maintained to ensure a point of contact is available for urgent requests, and this information is to be provided to the Local Emergency Management Committee.

The ability to issue fire weather warnings and harvest ban information must be maintained during the period of closure.

## 5. RELATED DOCUMENTATION / LEGISLATION

Nil

## 6. REVIEW DETAILS

## **14.2 Future Use of Pingelly Town Hall**

<b>File Reference:</b>	<b>ADM0618</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Final Report from Community Workshops</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary**

Council is requested to endorse a direction for the future use of the Pingelly Town Hall following a period of public consultation.

### **Background**

In February 2019, notification was conveyed to the public that the Pingelly Town Hall was officially closed, and no longer available for hire. This decision coincided with the opening of the Pingelly Recreation and Cultural Centre and the desire to encourage use of that facility.

In June and July 2019, Council provided an opportunity to the community to submit ideas for the future use of the Town Hall. A total of 12 submissions were received, with a summary of the key ideas being:

- Tourist attraction including the local museum and historical group items. Support collaboration of groups e.g. Craft & Information Centre, Museum & Historical Group, Pingelly Tourism Group & Friends of Pingelly Railway Station.
- Convert the Town Hall into a Museum to depict the history and culture of Pingelly, with provision to acknowledge the Noongar People. Tourism Information & Promotion.
- Display of Higgins Brothers photos of Pingelly soldiers past and present.
- Relocation of the existing Museum collection.
- Expansion of the Pingelly Opportunity Shop.
- Leave vacant for 1-3 years.
- Gift to the National Trust of Australia with the view of setting it up as an interactive museum on Agriculture for the Pingelly/Great Southern area, giving history on farming. Displays on what the town hall has been used for over the years. Open a cafe/souvenir shop.
- Maintained by ratepayers for all functions, including the ANZAC Day service and Stay Active Group.

In March 2020, workshops were scheduled to progress the conversations around the use of the Town Hall, however, due to COVID-19 and the associated social distancing restrictions, the workshops were rescheduled.

### **Comment**

The consultation to gain ideas to maximise the Pingelly Town Hall has now concluded, with the final element being 2 community workshops held in July 2020. Approximately 50 residents in total attended the workshops, with the purpose being to enable conversations to occur about what use would maximise the Town Hall for Pingelly, and how the different ideas for the use of the facility can co-exist.

During the course of the workshops, it has become apparent that there are three specific options that the community feel is appropriate for the Town Hall.

1. Undertake community based historical projects to capture and display the Town's diverse history on the wall spaces and potentially the stage area, utilising photos, physical displays and audio-visual displays. Ensure that these displays are regularly rotated to provide variety and ongoing dialogue for residents, visitors and tourists. Likely initial displays are the Higgins War Photos, selected historical records, aboriginal culture/history and an agricultural display.

2. A flexible space in the central hall component focused on rotations of art / craft workshops, additional historical displays, community pop up markets and stalls, tourism events and potentially the ANZAC day service.
3. Incorporate a Tourism / Visitors Centre at the front of the Hall in a converted kitchen space.

The community members present at the workshops felt that of the above ideas can work in partnership with each other, providing all spaces within the Town Hall are utilised (kitchen, stage, main area). The ANZAC Day Service is potentially the exception to this due to the space requirement.

In order for the options to co-exist, there needs to be an acknowledgement that the Hall will continue to remain unavailable for casual hire indefinitely and will unlikely be available for the ANZAC Day service. This will render the PRACC Sports Hall the only similar option within the town. It is recognised that this may not suit all users, however, the results of the workshops suggest that the availability of the Pingelly Hall for a hireable space, is considered to be a lower priority than the opportunity for the space to be used for an economic purpose.

In order to inform the wider community about the direction proposed from the workshops, it is proposed to communicate this for a period of approximately 14 days, to allow any final comments to be received. A final recommendation will then be made to Council in October 2020.

### **Consultation**

Initial consultation regarding the use of the Town Hall was undertaken in June 2019. Further consultation was undertaken in July 2020, with active participation from approximately 50 stakeholders over two workshops.

Following a Council decision on this item, a final opportunity for comment will be provided for a period of approximately two weeks.

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

There are no specific financial implications resulting from the recommendation. The likely financial implications in the future will depend on the use of the Hall, but may include capital works to refurbish the Hall, and operational costs depending on the operating model of the facility. An injection of funds for the capital works is likely to be required as a matching contribution to grant funding.

### **Strategic Implications**

Goal 1	Economy
Outcome 1.3	The right resources and infrastructure are in place to support business development, including an increase in visitors and visitor spend in the Shire.
Strategy 1.3.1	Support local tourism infrastructure development.

## Risk Implications

Risk	The key risk arises from Council endorsing a direction that is different from the community engagement outcome. Where a decision is made to activate the Town Hall, there will always be some members of the community who feel that the facility should remain open for hire.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Financial
Risk Action Plan (Controls or Treatment Proposed)	Acknowledging that the maximisation of the use of the Town Hall does require it to be rendered unavailable for hire, provides recognition of the need to choose between the options presented, while still acknowledging that all elements are important for different community members and groups.

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:

1. Approve the direction for the future use of the Pingelly Town Hall being in accordance with the final report as attached.
2. Endorse a final period of community consultation with the results of the consultation to be brought back to Council for a decision on this matter.

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

# SHIRE OF PINGELLY

## TOWN HALL USE WORKSHOPS

Wednesday, 29 July 2020

Pingelly Town Hall

### ENGAGEMENT REPORT

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#### OVERVIEW

Members of the Pingelly community gathered to discuss the future use of the Town Hall at two separate workshops (10am & 5.30pm) on Wednesday, 29 July 2020 at the Town Hall.

The aim of the workshops was to gather community input on the future use of the Town Hall to inform a Council decision. By the end of the workshop, participants had:

- Considered the context and innovative examples from other communities,
- Discussed what purpose should drive the use of the Town Hall,
- Explored the practical possibilities for the Town Hall use moving forward, and
- Provided direction to Council on the preferred use.

Approximately 20 participants attended each workshop, plus 3-4 Shire Councillors and 2 Shire Officers as observers.

The workshop was independently facilitated reported on by Will Bessen of Tuna Blue Facilitation.

This Engagement Report captures the discussions and consensus points of both workshops.

#### PROCESS

Each workshop followed a similar process:

1. Presentation and discussion of contextual information
2. Small group work to consider *'What would you practically like to see happen at the Town Hall moving forward?'*
3. Whole of group plenary discussion to unpack the ideas and consider the *'why, what and how'* of the key themes.
4. Final dot voting or consensus based prioritisation.

The workshop agenda is attached as an appendix for reference.

## EXECUTIVE SUMMARY

The following key themes emerged from both workshops.

1. A strong desire to capture and display Pingelly's unique history at the heritage Town Hall, including agricultural, war, Aboriginal, sporting and family histories;
2. An aspiration to utilise the Town Hall for innovative and flexible economic and tourism uses, including a fit for purpose Visitors Centre, a multipurpose space for entrepreneurship such as pop up markets and craft stalls, and a space for exploring creativity such as art and craft workshops;
3. An ongoing need to manage the change of use for the Town Hall by finding alternative solutions for community groups and functions requiring suitable spaces in Pingelly, particularly local funerals

The general consensus across both workshops was that the use of the Town Hall should evolve based on the following principles:

- Must be multiple use and flexible to the community's needs;
- Promote connection across ages and groups within the community
- Be regularly used as a 'heart for the community' (i.e. not twice a month)

Likely options for a multiuse Town Hall facility are:

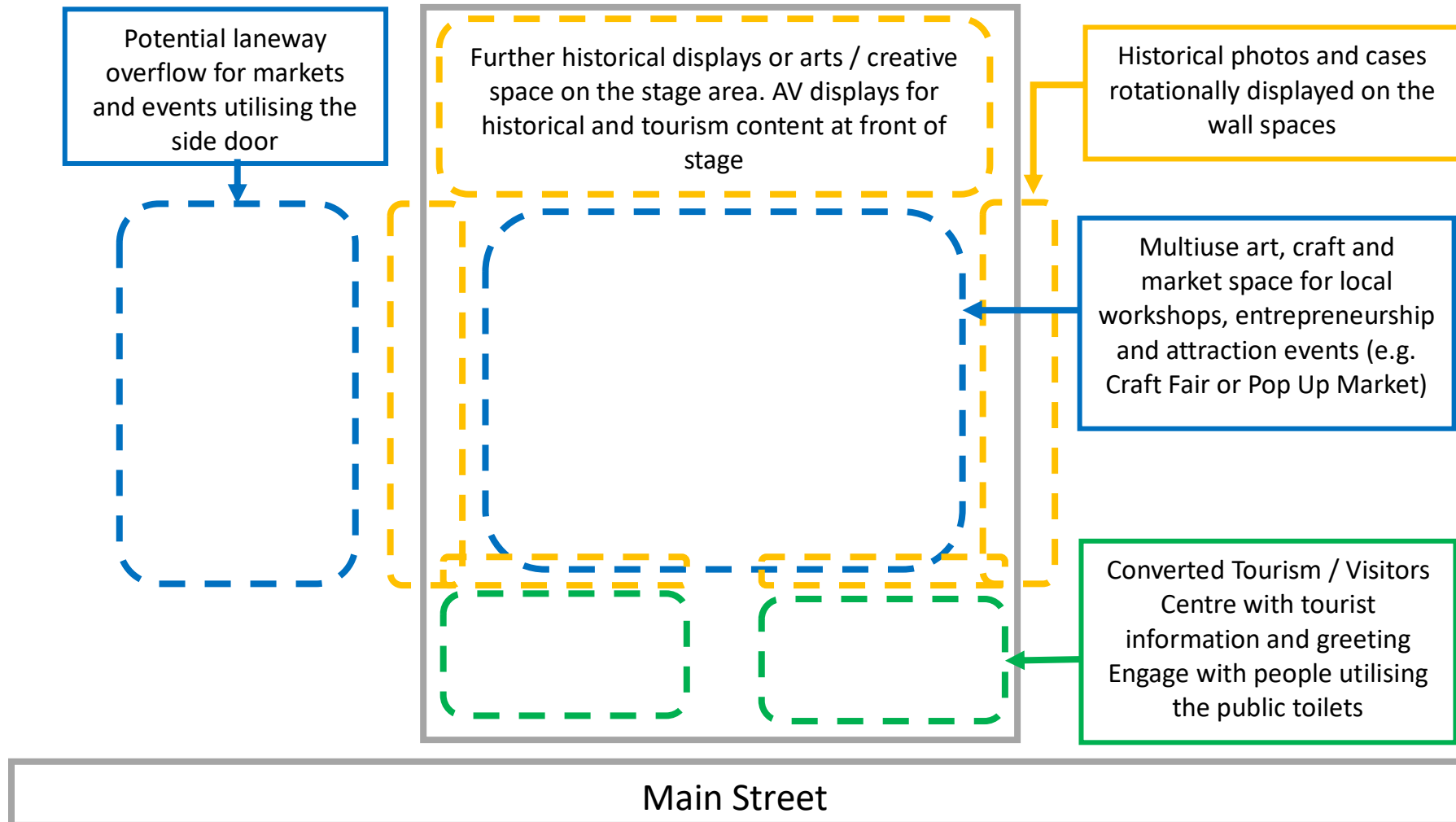
- Undertake community based historical projects to capture and display the Town's diverse history on the wall spaces and potentially the stage area utilising photos, physical displays and AV displays. Ensure that these displays are regularly rotated to provide variety and ongoing dialogue for residents, visitors and tourists. Likely initial displays are the Higgins War Photos, selected Lost Pingelly (Facebook) records and an agricultural display
- To designate a multiple use space in the central hall component focused on rotations of art / craft workshops, additional historical displays, community pop up markets and stalls, tourism events and the ANZAC day service. This space would need to allow for flexible and mobile events and may include use of the side door to an overflow area in the side way lane (e.g. for large market events)
- To incorporate a fit for purpose and consistently staffed Tourism / Visitors Centre at the front of the Hall in a converted kitchen space. This option requires a higher level of maintenance and staffing to ensure visitors are greeted consistently and encouraged to spend time and money in the Town. It may include implementing smart on-demand technology options for Tourists to enter the space independently or notify a volunteer to meet them

Consensus and voting from the workshops indicates the following order for development of this space:

1. Initial historical displays on the walls with AV displays and stage area conversion in the future
2. Piloting of an art, craft and pop up market with more established creative and market stalls in the future
3. Conversion of the kitchen into a Tourism Information Stall with transition to a staffed Visitors Centre in the future

A potential layout for this multiuse approach is provided overpage.





## MORNING WORKSHOP OUTPUTS

### ACTIVITY

The participants began by considering the following question in small groups and noting their responses onto A5 post-it notes:

*What would you practically like to see happen at the Town Hall moving forward?*

The post-it notes were collected and unpacked as ideas on the workshop templates provided in this section under the themes:

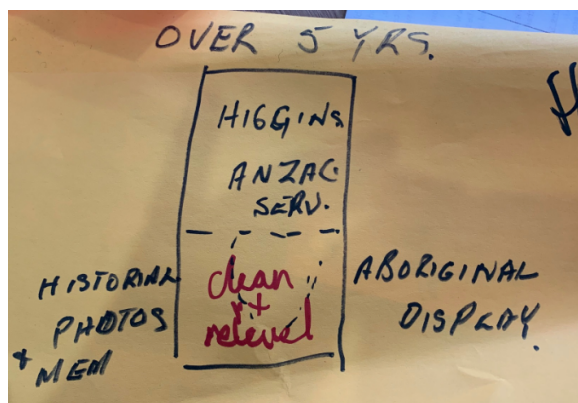
- Historical / Educational Use
- Community Use
- Economic / Tourism Use

### HISTORICAL & EDUCATIONAL USE

#### Initial Responses

The initial responses on the A5 post-it notes were:

- The front used as a tourist Information space then the Main Hall to include the history of Pingelly, including Higgins Brothers display, and the stage area could be a craft display area;
- Self-guided entry tour of displays linked to other key historical sites / buildings;
- Hall of fame for agriculture and combine with Higgins photos, art displays, quilt displays.
- Have a rotation of displays;
- World war heritage on wall;
- Heritage building needs a heritage use;
- History - agriculture, artefacts, Indigenous.
- Museum and heritage;
- Display of cultural, Noongar and art / culture.



## Exploring the different ideas and uses

The group explored the ideas:

HISTORICAL / EDUCATIONAL USE	
What would you like to see happen and why?	<ul style="list-style-type: none"> <li>• Need to maintain knowledge and hand over the history of how the area developed and where the history is in town;</li> <li>• Some of this history isn't on display currently;</li> <li>• To articulate what a country rural community involves to people here for a short amount of time (e.g. international students);</li> <li>• Show the whole seasons and the whole history – something different.</li> </ul>
What benefit would it provide to the community? Who would use it?	<ul style="list-style-type: none"> <li>• Tourists;</li> <li>• Visitors to promoted events visitors (e.g. ANZAC day service);</li> <li>• Families of early settlers (genealogy visitors);</li> <li>• School students.</li> </ul>
What would it look like / involve once it's happening?	<ul style="list-style-type: none"> <li>• WW1 Higgins photos and other WA war memorabilia (history books);</li> <li>• Men's Shed machinery (harvesting through the ages);</li> <li>• Themed displays;</li> <li>• Art</li> <li>• Must be rotational displays, 3 times a year.</li> </ul>
What would it take to get up and running?	<ul style="list-style-type: none"> <li>• Community effort;</li> <li>• Professional layout design;</li> <li>• Do we have the volunteer capacity?</li> </ul>
What would it take to maintain?	<ul style="list-style-type: none"> <li>• A proactive group to set and run</li> <li>• A designated operator from Shire who is paid to make it a dynamic space.</li> <li>• Costs covered under the Shire and Museum Act with governance for a community committee.</li> <li>• Some money contributions in the form of grants or paid entry</li> </ul>
Could it co-exist with other uses?	Yes, could co-exist with tourism and some community use

## COMMUNITY USE

### *Initial Responses*

The initial responses on the A5 post-it notes were:

- Re-open for community use including stay on your feet group, displays and tourism pamphlets;
- An area that can easily be transformed for others to use as required;
- Community space (with WW1 frames on walls) for funerals, ANZAC and dances.
- A use for the whole community that doesn't take away from our community (e.g. Anzac service, entertainment);
- Should be available for the whole community to use for events;
- The groups using it will have to contribute to the up-keep;
- Not just used 2-3 times year, used full time by the community.

### *Exploring the different ideas and uses*

The group explored the ideas:

COMMUNITY USE	
What would you like to see happen and why?	<ul style="list-style-type: none"><li>• We need spaces to suit different groups:<ul style="list-style-type: none"><li>– the Indigenous community is currently holding wakes at Popanyinning Hall because they can't access the Pingelly Town Hall</li><li>– The PRACC is suited to other uses.</li></ul></li><li>• You need to suit your clientele;</li><li>• There's a tradition and history for wedding and funerals here; it was the only venue for many years.</li><li>• "It stays with you" and we should honour those memories for the 5-10 years as a transition towards PRACC;</li><li>• It is a private and neutral community facility (not belong to clubs etc); also, alcohol free.</li></ul>
What benefit would it provide to the community? Who would use it?	<ul style="list-style-type: none"><li>• Stay on Your Feet group;</li><li>• Those wishing to hold funerals and wakes here</li></ul>
What would it look like / involve once	<ul style="list-style-type: none"><li>• Maintain Anzac service;</li><li>• Funerals / wakes by application;</li><li>• Repertory shows.</li></ul>

it's happening?	<ul style="list-style-type: none"> <li>• We forget how difficult the acoustics are for events;</li> <li>• There are also size constraints for some funerals.</li> </ul>
What would it take to get up and running?	<ul style="list-style-type: none"> <li>• Would remain as is</li> </ul>
What would it take to maintain?	<ul style="list-style-type: none"> <li>• Similar maintenance costs and effort</li> </ul>
Could it co-exist with other uses?	<p>Yes, can have photos on the walls;</p> <p>Doesn't coexist with some active tourism uses, pamphlet stand is ok</p>

## ECONOMIC & TOURISM USE

### *Initial Responses*

The initial responses on the A5 post-it notes were:

- Interactive displays for tourists to see;
- Multipurpose building to show case the history of Pingelly throughout seasons / years, for tourists to visit;
- Co-existing groups and tourist pamphlets;
- Artist in residence with classes for community and wider to join with, and a back stage apartment for accommodation.
- Pop up Markets.

### *Exploring the different ideas and uses*

The group explored the ideas:

ECONOMIC / TOURISM USE	
What would you like to see happen and why?	<ul style="list-style-type: none"> <li>• Tourist Centre on the main street (draw card) will capture income into town;</li> <li>• Benefits business in town,</li> <li>• Potentially more suitable space / location and co-located with historical display, than the current location</li> <li>• Visual impact / heritage fascia good for attracting tourists; currently hidden at the Craft Shop.</li> <li>• Pop up markets are good for the local economy / sell goods, local stalls, once / month.</li> </ul>
What benefit would it provide to the community?	<ul style="list-style-type: none"> <li>• Tourists and visitors;</li> <li>• Past residents returning.</li> </ul>

Who would use it?	
What would it look like / involve once it's happening?	<ul style="list-style-type: none"> <li>• Technology / AV display at the Visitors Centre;</li> <li>• Greeted entry by a person with linkage and referral to other uses (historical / art);</li> <li>• Pamphlets.</li> </ul>
What would it take to get up and running?	<ul style="list-style-type: none"> <li>• Trained volunteers / person to greet people</li> </ul>
What would it take to maintain?	<ul style="list-style-type: none"> <li>• Employed person to run the centre – dynamic individual.</li> </ul>
Could it co-exist with other uses?	

## PRIORITISATION & LAYOUT

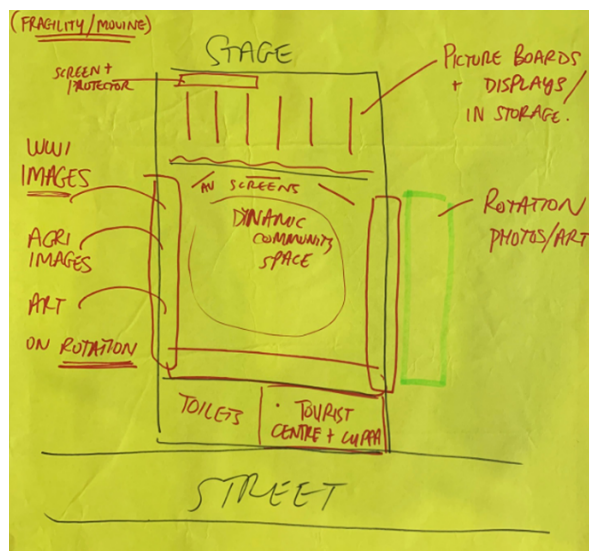
The participants agreed that the range of ideas and uses proposed can ideally coexist in a multi-use facility, if carefully designed. It was also agreed that any multi-use facility should encourage use, visitation and participation year round (i.e. not 5—6 events a year), and include dynamic / rotational displays and events.

With this in mind, the participants used a single sticky note vote to indicate which theme / strategic use they would like to see prioritised for implementation first.

The votes were:

- Historical / Educational Use 10 votes
- Community Use 6 votes
- Economic / Tourism Use 3 votes

The participants then discussed how a potential multi-use layout could be achieved:



# EVENING WORKSHOP OUTPUTS

## ACTIVITY

The participants began by considering the following question in small groups and noting their responses onto A5 post-it notes:

*What would you practically like to see happen at the Town Hall moving forward?*

The post-it notes were collected and unpacked as ideas on the workshop templates provided in this section under the themes:

- Historical / Educational Use
- Community Use
- Economic / Tourism Use

## HISTORICAL & EDUCATIONAL USE

### *Initial Responses*

The initial responses on the A5 post-it notes were:

- Historical and agricultural displays;
- Close the side street and encourage entrance via the CRC;
- Record our past history;
- An overflow for the museum;
- Displays cases around walls;
- Audio / visual historical displays;
- History of Pingelly;
- Industry / farming and family life;
- Historic / cultural displays of Noongar, museum and art craft;
- History (art, farming, crafting, community).

### *Exploring the different ideas and uses*

The group explored the ideas:

HISTORICAL / EDUCATIONAL USE	
What would you like to see happen and why?	<ul style="list-style-type: none"><li>• Show our history – a place to look for descendants and pioneers;</li><li>• Honours those who came before us;</li><li>• Our identity and history is not fully represented or honoured currently (there is no physical place);</li><li>• No one place to show the good / bad times for Pingelly;</li><li>• Losing our word of mouth history and stories; needs a physical place.</li></ul>
What benefit would it	<ul style="list-style-type: none"><li>• People doing genealogy, lots of online interest;</li><li>• History for us and visitors;</li></ul>

provide to the community? Who would use it?	<ul style="list-style-type: none"> <li>Residents wishing to record our identity.</li> </ul>
What would it look like / involve once it's happening?	<ul style="list-style-type: none"> <li>Agricultural;</li> <li>Aboriginal story / history;</li> <li>The real history acknowledged of colonialism;</li> <li>Sporting;</li> <li>Infrastructure and buildings around town</li> <li>WW1 photos (these could also be housed at the RSL);</li> <li>Migration patterns and achievements</li> <li>The true grit and history of Pingelly.</li> </ul>
What would it take to get up and running?	<ul style="list-style-type: none"> <li>Lots of community effort:</li> <li>Bring together all the community groups with some knowledge to collate and record.</li> </ul>
What would it take to maintain?	
Could it co-exist with other uses?	<ul style="list-style-type: none"> <li>Absolutely;</li> <li>Fits with a historical tourism Centre.</li> </ul>

## COMMUNITY USE

### *Initial Responses*

The initial responses on the A5 post-it notes were:

- Stay on your feet group;
- Seniors coffee / drop in activities twice a week;
- Youth Centre including youth group, out of school care, holiday workshops, scouts / guides and drama classes etc.
- Youth Hub with education / dance lessons, hang out, engagement.
- Community use;
- Keep building as it exists, use for community cultural needs such as ANZAC and funerals (provides an alcohol free space);
- Funerals and wakes;
- Funeral services continued;
- Record the Indigenous history and artefacts;
- Repertory theatre.



## Exploring the different ideas and uses

The group explored the ideas:

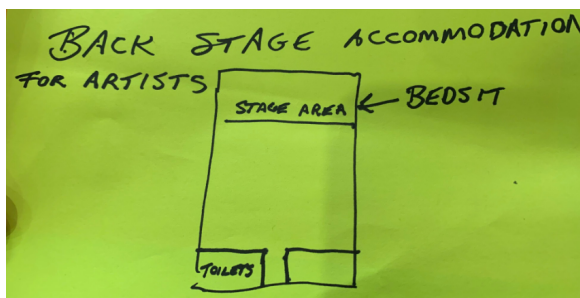
COMMUNITY USE	
What would you like to see happen and why?	<ul style="list-style-type: none"> <li>Provides a central location for community groups and Stay on Your Feet group has people travel from Brookton / Popy to participate and then conduct their economic activity in town.</li> <li>Too busy on the main street for a Youth Hub (there is one near the skatepark already);</li> <li>It is a central location for wakes and carries history for Indigenous families of previous wakes and funerals,</li> <li>It is an alcohol free, self-catered, size relevant and ease of parking venue for community use;</li> <li>Is it time to embrace change though, give we have other venues for community use including the PRACC, RSL (not Mondays), Tennis and Bowls Clubs, Railway and Cottage Halls.</li> </ul>
What benefit would it provide to the community?	<ul style="list-style-type: none"> <li>ANZAC service</li> <li>6 – 7 funerals / wakes a year,</li> <li>Some community groups (i.e. .Stay on Your Feet)</li> </ul>
Who would use it?	
What would it look like / involve once it's happening?	
What would it take to get up and running?	
What would it take to maintain?	
Could it co-exist with other uses?	

## ECONOMIC & TOURISM USE

### Initial Responses

The initial responses on the A5 post-it notes were:

- Historical Tourism Centre open seven days, from 9am – 5pm;
- Trans WA drop off and pick up point to encourage tourism use;
- Tourism;
- Information centre with information and tourist pamphlets;
- Tourism focus with art gallery and tourism information / resources.
- Needs to house an economic development project to attract income;
- Keep the economic benefits central to planning e.g. tourism;
- Celebrating Pingelly and creating economic stimulus;
- Craft and folk school;
- A creative space to build a reputation as the palace to be creative and learn new skills and have a rural experience;
- Complemented by art exhibitions;
- Art workshops with artist residents;
- Backstage accommodation for artists:



- Local art displays;
- Multipurpose space:
  - Visitors Centre,
  - art and craft centre,
  - museum / historical displays.
- Community multi-function halls;
- Multipurpose use for everybody;
- Non-permanent;
- Community groups to come together and work together to offer a 7 day service;
- Flexible space i.e. built in / mobile with storage and space for funerals / sales craft etc;
- Craft Christmas markets and stalls;
- Pop up events and stalls;
- Weddings, funerals, 21st events should get priority;
- Paddy's market days for Op Shop once a month;
- Pop up stalls and offices.

## Exploring the different ideas and uses

The group explored the ideas:

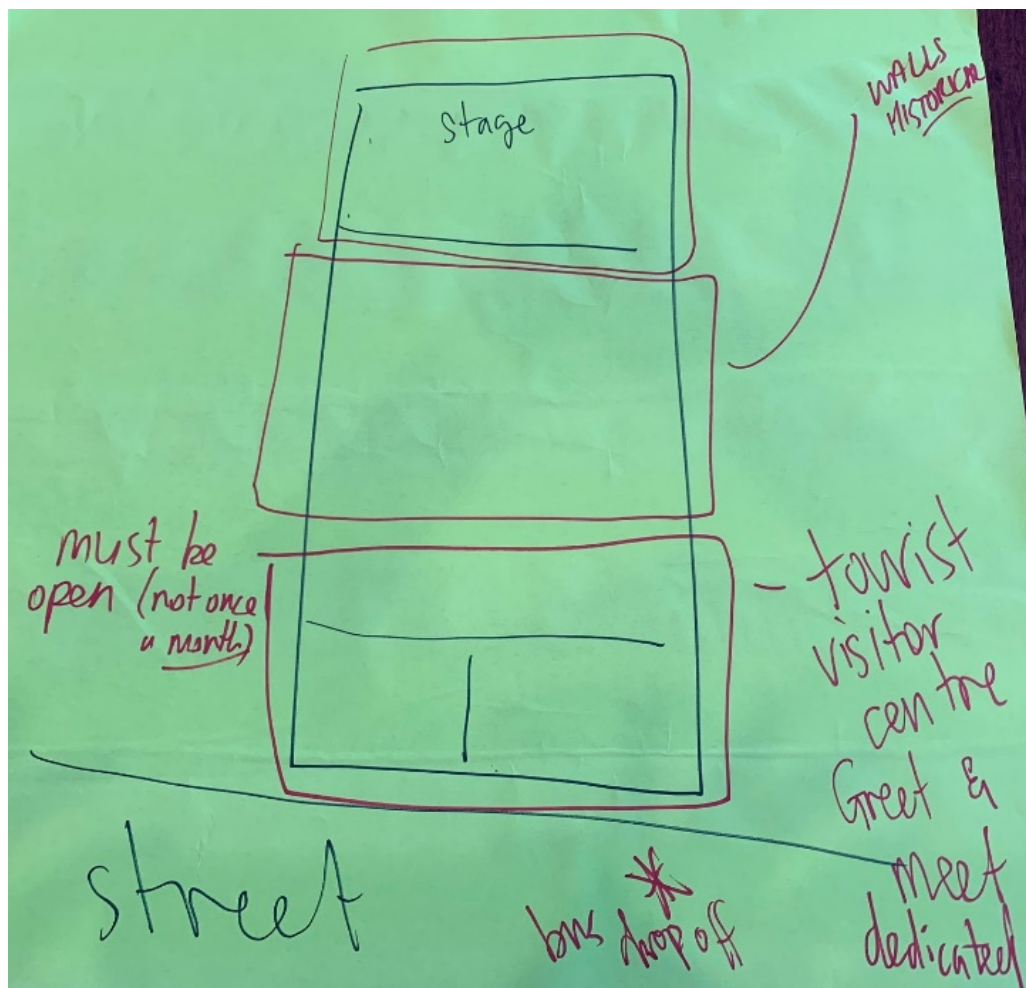
ECONOMIC / TOURISM USE	
What would you like to see happen and why?	<ul style="list-style-type: none"> <li>• Brings life, people and money;</li> <li>• An attraction to stop at;</li> <li>• Showcase local talent and opportunities (e.g. 3 day Craft Fair event);</li> <li>• Stimulate local enterprise (crafters / tourism / businesses);</li> <li>• Economic driver to generate growth and exposure to outsiders,</li> <li>• Sell the fact that we're close to the airport in 2 hours, sell the reputation and generate a snowball effect to attract families (not just grey nomads).</li> </ul>
What benefit would it provide to the community?	<ul style="list-style-type: none"> <li>• Visitors / tourists;</li> <li>• Local creatives / businesses.</li> </ul>
Who would use it?	
What would it look like / involve once it's happening?	
What would it take to get up and running?	<ul style="list-style-type: none"> <li>• AV set up for historical;</li> <li>• Someone to run it 7 days a week (tech enabled);</li> <li>• Money / planning / advertisement;</li> <li>• UWA connection / partnerships (3rd year student proposal).</li> </ul>
What would it take to maintain?	
Could it co-exist with other uses?	

## CONSENSUS & LAYOUT

The participants in the evening session didn't complete a voting prioritisation exercise, as they arrived naturally at a consensus position for the preferred multi-use of the Town Hall, including:

- Community based historical project to capture and display the Town's diverse history on the wall spaces and potentially the stage area utilising AV displays
- To build a fit for purpose and staffed Tourism / Visitors Centre at the front of the hall (convert the existing kitchen); include smart on-demand technology options for Tourists to enter the space independently
- To retain a multiple use space in the central hall component focused on rotations of art / craft workshops, additional historical displays, community pop up markets and stalls, tourism events and the ANZAC day service
- Continued change management with the community to find solutions at other venues (PRACC, clubs, Railway and Cottage Hall, RSL club) for community uses such as community groups and funerals / wakes

The participants mapped this potential multiple use layout below



## APPENDIX: WORKSHOP AGENDA

The workshop agenda is provided below for reference.

Timing	Session	Who
10.00am	<b>Welcome</b> Introductions and Overview	CEO Facilitator
10.10am	<b>Presentations / Table Handout</b> Shire stocktake of existing facilities and functions Innovative examples from other communities in WA and Aust	
10.25am	<b>Workshop</b> <i>What purpose should drive the use of the Town Hall moving forward and why?</i> <ul style="list-style-type: none"><li>▪ Community use</li><li>▪ Educational / Historical use</li><li>▪ Economic use</li></ul> <i>What would you practically like to see happen at the Town Hall moving forward?</i>	
11.30am	<b>Direction for Council</b> <i>Based on your discussions and what you've heard today, what is the key priority / place to start for you?</i>	
11.50am	<b>Next Steps</b>	
12.00pm	<b>Workshop Finish</b>	

### **14.3 Memorial Park Project**

<b>File Reference:</b>	<b>A8882</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Terms of Reference</b>
<b>Previous Reference:</b>	<b>Item 14.4 Ordinary Council Meeting 15 April 2020</b>

#### **Summary**

Council is requested to select representatives to be a part of the Memorial Park Project Reference Group, which will inform the detailed design component of this project and provide an additional sounding board for feedback and ideas as the project is delivered. In addition, Council is requested to endorse the commitment of up to \$40,000 prior to formal notification of the grant funding outcome, to minimise other project risks that are arising due to time constraints.

#### **Background**

The proposal for the redevelopment of Memorial Park was submitted for funding under the Drought Communities Program in July 2020. A decision on the application is expected by the first week in October, with this being delayed due to the volume of applications and the impact of COVID-19 in the Eastern States. In order to prepare for the project with the most possible amount of time, and to deliver the best outcome, some elements of the planning process need to commence immediately.

#### **Comment**

The detailed design component is critical to the success and quality of the overall outcome. This process is likely to take 2 months. Estimates for the cost of detailed design and associated technical drawings and specifications suitable for tender is \$40,000. The grant funding team have confirmed that should the grant be approved, expenditure committed for the design process will be an eligible item of expenditure, even though it is prior to the formal notification of the grant application outcome.

To ensure the project progresses smoothly and with as much community feedback informing the design and delivery as possible, a project reference group is proposed to be established with the following representation:

- 2 Councillors
- 6 community representatives
- Shire of Pingelly staff

The primary role of the Reference Group is to inform the detailed design component of the project. Similar to other external committees, 2 Councillors are requested as representatives, in order to provide a conduit of information between the Reference Group and Council. The draft Terms of Reference for the Memorial Park Reference Group is attached.

#### **Consultation**

Consultation will occur immediately following the selection of Councillors for the Reference Group, in order to determine 6 additional representatives from the community.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

## Financial Implications

Nil

## Strategic Implications

Goal 1	Economy
Outcome 1.2	A truly working main street which symbolises a confident local economy and results in people spending more locally
Strategy 1.2.2	Further develop the town centre as an attractive environment which supports business investment, and community and visitor use.
Action 1.2.2.1	Deliver the re-development of Memorial Park project

## Risk Implications

Risk	<p>The key risk arises from the Shire not obtaining as much community input as possible for the detail of this project, resulting in fewer ideas, and a lower quality project which is less likely to represent the community vision for the precinct. Councillor representation on the Group will ensure the community aspirations are reflected in Council discussion.</p> <p>A financial risk exists due to the commitment to the design element of the project prior to notification of the grant funding outcome. This risk is considered less significant than a delay in planning the design, as any delay is likely to impact on the overall quality of the project outcome. The likelihood of the entire project being rejected is considered low.</p>
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Reputational, Financial.
Risk Action Plan (Controls or Treatment Proposed)	Should the grant not be approved in its entirety, the commitment of funds to the design will be minimised, and any impact on the financial position of the Shire will be addressed at Budget Review.

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:

1. Endorse Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_, as representatives on the Memorial Park Project Reference Group.
2. Endorse expenditure to a maximum of \$40,000 to progress the detailed design and planning of the project, prior to formal notification of the outcome of the grant application.

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

# Terms of Reference

## Project Reference Group – Pingelly Memorial Park Re-development

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### Purpose and objective

1. The primary purpose and objective of the Memorial Park Project Reference Group (MPPRG) is:
  - supporting and advising the Council with the development of a detailed design for the redevelopment of Memorial Park in accordance with the grant funding submission under the Drought Communities Program.

### Membership

2. The Group shall be comprised of two elected members who shall be appointed by Council.
3. The Group shall be comprised of up to six community members, to be selected by the Chief Executive Officer. Selection shall be based on:
  - a) being a Shire of Pingelly resident or ratepayer
  - b) having a specific interest in an element of one of the outcomes of the project, e.g. children's play spaces, art, events, tourism, accessible spaces.
  - c) Ability to commit to the total hours required for the planning meetings
  - d) Willingness to work collaboratively with other members of the Group, to fairly represent the community.
4. The Group shall be comprised of Shire of Pingelly staff as appointed by the Chief Executive Officer.
5. Members appointed to the Group are not entitled to a sitting fee, or any such type of remuneration.
6. Elected Members not members of the Group may attend meetings as observers at their discretion.

### Length of term

7. The MPPRG will be active until the end of the project which is anticipated to be 30 June 2021. The term of this Group may otherwise be ended by resolution of Council.

### Meetings

8. The schedule of meetings will be in accordance with the project timeline requirements and are expected to be a minimum of three meetings during the months of October and November.
9. The Group may invite meeting guests that may include, but is not limited to, staff and or external subject matter experts.

### Delegation

10. This Group has no delegated authority to make any decisions for or on behalf of Council.

### Quorum

11. Not applicable.

### Reporting

12. The outcomes of the Group's recommendations are to be reported through the process for Council to endorse the detailed design component of the project.

### Variations

13. Any variations to these Terms of Reference are to be endorsed by Council.



#### **14.4 Addition to Schedule of 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>Chief Executive 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 is requested to endorse the inclusion of fees for the Pingelly Gift Cards, and Tutanning Accommodation in the Schedule of Fees and Charges.

#### **Background**

In accordance with Section 6.16(1) of the Local Government Act 1995, Council may impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed. Fees and Charges are required to be adopted annually through the budget process. In accordance with the Local Government Act and associated Regulations, there is a requirement to give notice to the public of the intent to change, or introduce, new fees and charges.

#### **Comment**

As a part of the continued expansion of the Pingelly Gift Card, the Shire of Pingelly is an ideal organisation to act as a load up business due to the high amount of foot traffic it receives. In order to be able to act as a load up business, Council is required to approve the charging of the relevant fee. The fee structure is currently set at cost, being \$2.65 per card, and is proposed to be noted in the Schedule of Fees and Charges at this amount. In addition, the 'load up' fee is also recommended to be listed, as while there is no impact on the Shire through loading up funds onto a card, a note that this will be 'at cost' will ensure compliance with relevant legislation.

The Shire has been part of discussions with the Pingelly Tourism Group and the Department of Biodiversity Conservation and Attractions (DBCA) to activate the Tutanning Reserve, in particular the Percy Marshall Research Centre, in order to provide additional accommodation within Pingelly and add to the diversity of attractions that are promoted. While the Pingelly Tourism Group will determine the fee structure in consultation with DBCA, the Shire will be one option for booking the facility. In order to ensure no ambiguity exists in terms of compliance with the Local Government Act, these fees are also proposed to be noted in the Schedule of Fees and Charges.

#### **Consultation**

A minimum of 7 days public notice is required prior to the additional charge taking effect.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

### Strategic Implications

Goal 1	Economy
Outcome 1.3	The right resources and infrastructure are in place to support business development, including an increase in visitors and visitor spend in the Shire.
Strategy 1.3.1	Support local tourism infrastructure development.

### Risk Implications

Risk	The primary risk relates to the appropriate authorisation of the new fee structure, which must be in accordance with legislation and include local public notice.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

### Voting Requirements

Absolute Majority

### Recommendation

That Council approve the inclusion of the following items in the Schedule of Fees and Charges:

- |                               |   |
|-------------------------------|---|
| 1. Pingelly Gift Card         | Fee: \$2.65                               |
| 2. Pingelly Gift Card Load Up | Fee: load up amount                       |
| 3. Tutanning Accommodation    | Fee: as set by the Pingelly Tourism Group |

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

## **14.5 Asset Management Planning**

<b>File Reference:</b>	<b>ADM0615, ADM0616, ADM0617</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>2015 Asset Management Plan Renewal Schedule</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary**

Council is requested to endorse a direction for the calculation of asset management renewal requirements over the next 10 years, as required to be reported in the Annual Financial Report.

### **Background**

The Office of the Auditor General requires 10-years of financial projections to be available to calculate the Asset Renewal Funding Ratio. This requirement resulted in a material matter noted in the 2018/19 Audit Report, due to the inability to calculate this Ratio as follows:

*The Shire has not reported the Asset Renewal Funding Ratio for 2019, 2018, 2017 in the annual financial report as required by section 50(1) of the Local Government (Financial Management) Regulations 1996, as planned capital renewals and required capital expenditure were not estimated in a long term financial plan and asset management plans respectively.*

The asset renewal ratio is calculated as follows:

Net present value of planned capital renewal over 10 years  
Net present value of required capital expenditure over 10 years

The Shire of Pingelly last completed a full asset management plan in 2015, with this Plan including projections for a period of 10 years, ending 30 June 2025.

### **Comment**

Significant progress has been made over the last 12 months to progress a solution to this item. The Long Term Financial Plan has been adopted by Council. This contains the planned asset renewal expenditure for the 10 year period ending 30 June 2031, and will fulfil the requirement to calculate the 'planned capital renewal over 10 years'.

The 'required capital expenditure over 10 years' is determined through asset management planning. It is proposed to develop one asset management plan each year, in accordance with the legislative requirement to revalue assets every five years. The Roads Asset Management Plan, including footpath and drainage infrastructure, was adopted by Council in May 2020, including ten years of financial projections. In the past 12 months, the Shire has also developed a renewal schedule for plant and equipment, and information technology equipment, covering a period of 10 years.

Asset management planning for other asset classes has not yet commenced, and therefore, it is proposed to utilise the 2015 adopted Asset Management Plan to calculate some of the financial estimations for 'required capital expenditure', by indexing the relevant funding requirements in the 2015 Plan, by CPI, to provide a reasonable estimate of the requirement for capital expenditure for a 10 year period. The assets covered under this method are not expected to generate any significant renewal requirement over the next 10 years. The schedule of renewal as detailed in the 2015 Plan is attached.

### **Consultation**

Nil

## Statutory Environment

Nil

## Policy Implications

Nil

## Financial Implications

Nil

## Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.4	The value of community owned assets is maintained
Strategy 5.4.1	Asset renewals and upgrades are funded to the level required to maintain asset value and agreed service levels
Action 5.4.1.1	Review Asset Management Plans

## Risk Implications

Risk	The primary risk relates to the non-compliance with the Local Government Act, due to the inability to calculate the asset renewal ratio. Should the Office of the Auditor General not be satisfied with this method of estimation for some asset classes, this matter is likely to again be noted in the audit report.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

## Voting Requirements

Simple Majority

## Recommendation

That Council endorses the following direction for the purposes of calculating asset management renewal requirements over the next 10 years:

- Infrastructure: Roads Asset Management Plan
- Plant and Equipment: 10 year renewal schedule
- Information Technology Equipment: 10 year renewal schedule
- Other asset classes: Shire of Pingelly 2015 Asset Management Plan, indexed by CPI for 5 years to provide a total renewal requirement for a period of 10 years.

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

## 9.2 Current Assets

### 9.2.1 Renewal & Replacement

Table 15 presents an overview of the renewal and replacement requirements of the existing asset base.

Renewal & Replacement Demand (\$million)											
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Total
Infrastructure	0.587	0.935	0.595	0.612	0.595	0.597	0.595	0.597	0.595	0.597	6.305
Buildings	0.036	0	0	0	0	0	0	0	0	0.045	0.081
Plant & Equipment	0	0	0	0	0	0	0	0	0	0	0
ICT, Furniture & Equipment	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0.623</b>	<b>0.935</b>	<b>0.595</b>	<b>0.612</b>	<b>0.595</b>	<b>0.597</b>	<b>0.595</b>	<b>0.597</b>	<b>0.595</b>	<b>0.642</b>	<b>6.386</b>
Planned Funding (\$million)											
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Total
Infrastructure	0.459	0.812	0.452	0.452	0.452	0.452	0.452	0.452	0.452	0.452	4.887
Buildings	0.036	0	0	0	0	0	0	0	0	0	0.036
Plant & Equipment	0	0	0	0	0	0	0	0	0	0	0
ICT, Furniture & Equipment	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0.495</b>	<b>0.812</b>	<b>0.452</b>	<b>0.452</b>	<b>0.452</b>	<b>0.452</b>	<b>0.452</b>	<b>0.452</b>	<b>0.452</b>	<b>0.452</b>	<b>4.923</b>
Renewal & Replacement Funding Gap (\$million)											
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Total
Infrastructure	0.128	0.123	0.143	0.160	0.143	0.145	0.143	0.145	0.143	0.145	1.418
Buildings	0	0	0	0	0	0	0	0	0	0.045	0.045
Plant & Equipment	0	0	0	0	0	0	0	0	0	0	0
ICT, Furniture & Equipment	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0.128</b>	<b>0.123</b>	<b>0.143</b>	<b>0.160</b>	<b>0.143</b>	<b>0.145</b>	<b>0.143</b>	<b>0.145</b>	<b>0.143</b>	<b>0.190</b>	<b>1.463</b>

**Table 15: Current Asset Renewal & Replacement: Demand, Funding & Funding Gap (2015/16 – 2024/25)**

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

### **15.1 Monthly Statement of Financial Activity – August 2020**

**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 August 2020 to 31 August 2020  
**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 August 2020 are attached for Council consideration and adoption. This report now incorporates new Australian Accounting Standards Board (AASB) requirements effective from 1 July 2019. AASB 15 Revenue from Contracts with Customers (IFRS 15), AASB 1058 Income for Not-for Profit Entities, AASB 16 Lease replaces AASB 117 (IFRS 16).

#### **Background**

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

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

#### **Comment**

The Monthly Financial report has been prepared in accordance with statutory requirements and provides council with their financial position as at 31 August 2020.

#### **Consultation**

Nil

#### **Statutory Environment**

*Local Government Act 1995;*

*Local Government (Financial Management) Regulations 1996*

Section 34: Financial Reports to be Prepared

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

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

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

### Policy Implications

There are no policy implications.

### Financial Implications

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

### Strategic Implications

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

### Risk Implications

Risk	Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

Consequence Likelihood		Insignificant	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

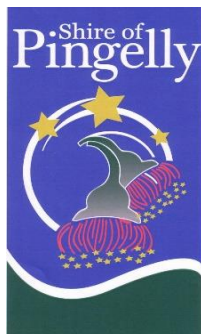
Simple Majority

### Recommendation

**That with respect to the Monthly Statements of Financial Activity for the month ending 31 August 2020 be accepted and material variances be noted.**

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





## **SHIRE OF PINGELLY**

### **MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020**

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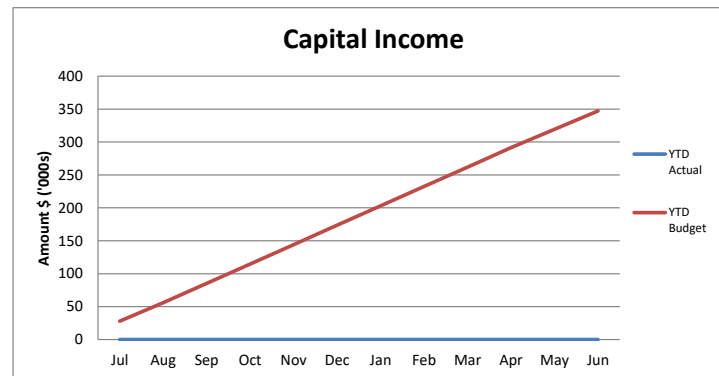
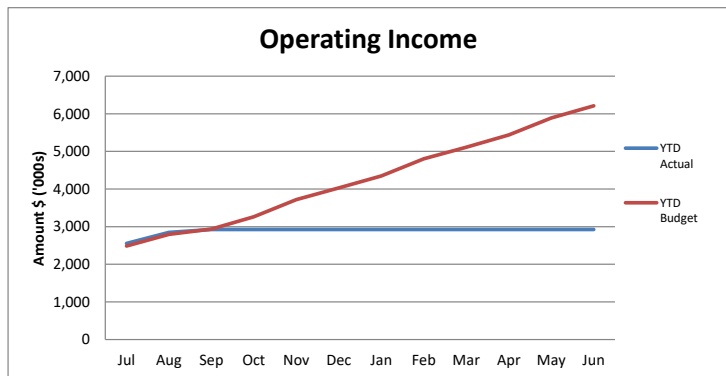
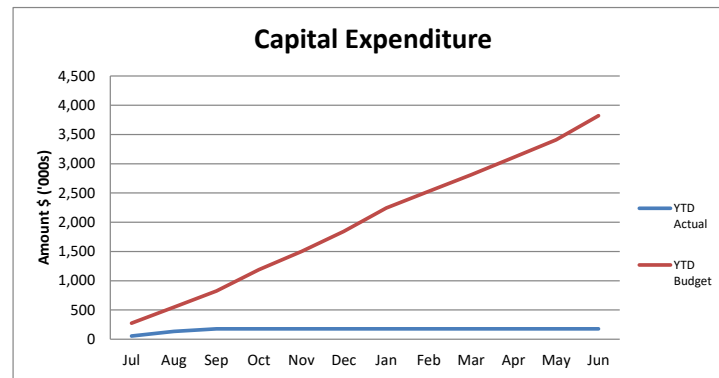
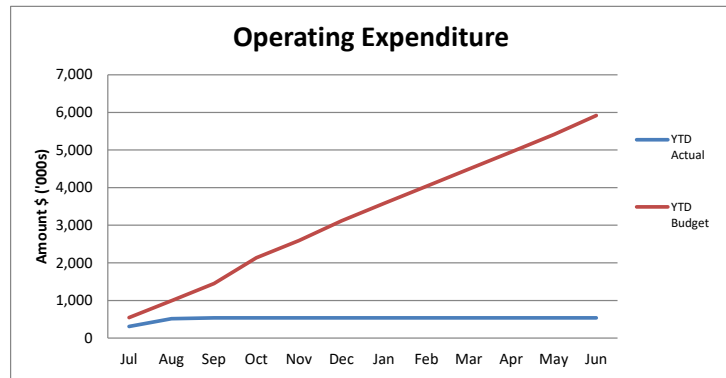
Statement of Financial Activity

Report on Significant Variances

Notes to and Forming Part of the Statement

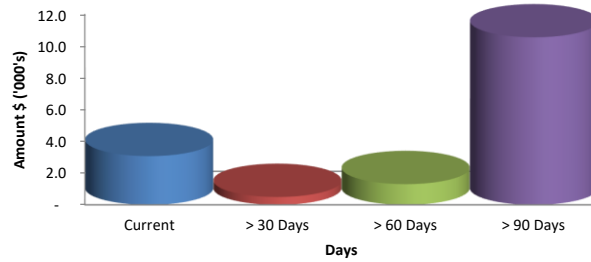
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  - 3 Information on Borrowings
  - 4 Reserves
  - 5 Net Current Assets
  - 6 Rating Information
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- Restricted Funds Summary

## Income and Expenditure Graphs to 31 August 2020

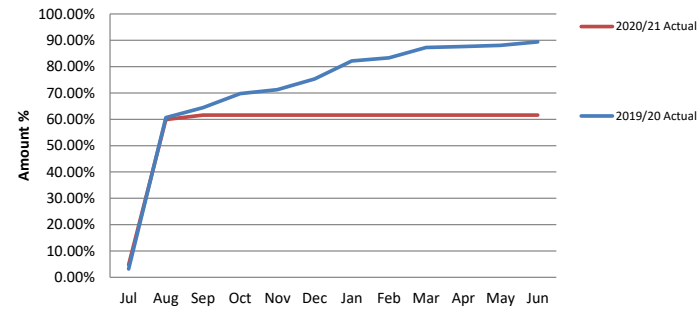


## Other Graphs to 31 August 2020

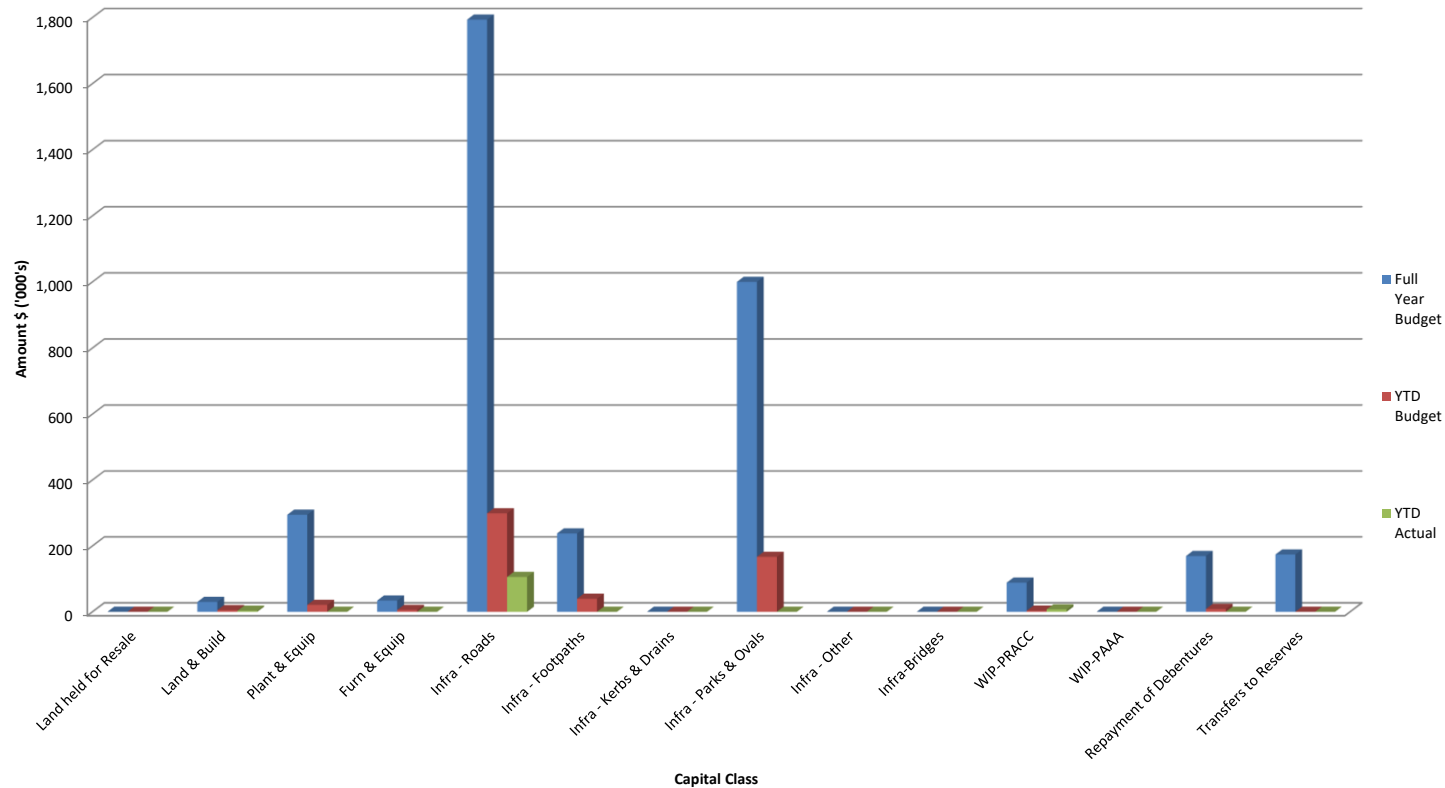
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



## SHIRE OF PINGELLY

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020

	NOTE	2020/21 Adopted Budget \$	August 2020 Y-T-D Budget \$	August 2020 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>							
<b>Revenues/Sources</b>							
General Purpose Funding		639,371	163,761	162,514	(1,247)	-1%	
Governance		38,685	6,408	10,718	4,310	67%	
Law, Order, Public Safety		59,829	64	17,581	17,517	27370%	▲
Health		1,636	270	215	(55)	-20%	
Education and Welfare		13,713	2,066	0	(2,066)	-100%	
Housing		0	0	0	0	0%	
Community Amenities		199,740	168,654	169,479	825	0%	
Recreation and Culture		1,030,290	169,612	13,670	(155,942)	-92%	▼
Transport		2,049,122	175,667	341,553	165,886	94%	▲
Economic Services		45,550	7,588	33,884	26,296	347%	▲
Other Property and Services		40,227	6,700	9,439	2,739	41%	
		4,118,163	700,790	759,053	58,263	8%	
<b>(Expenses)/(Applications)</b>							
General Purpose Funding		(149,696)	(24,454)	(26,322)	(1,868)	-8%	
Governance		(519,278)	(107,019)	(105,457)	1,562	1%	
Law, Order, Public Safety		(204,950)	(40,442)	(45,288)	(4,846)	-12%	
Health		(144,759)	(24,379)	(17,804)	6,575	27%	▼
Education and Welfare		(49,310)	(7,963)	(4,441)	3,522	44%	
Housing		0	0	0	0	0%	
Community Amenities		(379,875)	(50,213)	(44,860)	5,353	11%	▼
Recreation & Culture		(1,295,110)	(180,848)	(82,559)	98,289	54%	▼
Transport		(2,870,996)	(485,628)	(112,267)	373,361	77%	▼
Economic Services		(286,465)	(45,110)	(27,745)	17,365	38%	▼
Other Property and Services		(17,446)	(26,688)	(45,715)	(19,027)	-71%	▲
		(5,917,885)	(992,744)	(512,458)	480,286	-48%	
<b>Net Operating Result Excluding Rates</b>		(1,799,722)	(291,954)	246,595	538,549	-184%	
<b>Adjustments for Non-Cash</b>							
<b>(Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	2	(36,500)	(8,332)	0	8,332	100%	▼
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0%	
Movement in Employee Benefit Provisions		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		2,577,232	429,532	0	(429,532)	100%	▼
<b>Capital Revenue and (Expenditure)</b>							
Purchase Land Held for Resale	1	0	0	0	0	0%	
Purchase of Land and Buildings	1	(30,000)	(5,000)	(3,151)	1,849	37%	
Purchase of Furniture & Equipment	1	(34,081)	(5,680)	0	5,680	100%	▼
Purchase of Right of Use Asset - Furniture & Equipment	1	(40,187)	(6,696)	0	6,696	100%	▼
Purchase of Right of Use Asset - Plant & Equipment	1	(337,468)	(56,244)	0	56,244	100%	▼
Purchase of Right of Use Asset - Buildings	1	(21,279)	(3,546)	0	3,546	100%	
Purchase of Plant & Equipment	1	(294,500)	(20,998)	0	20,998	100%	▼
Purchase of WIP - PP & E	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Roads	1	(1,793,554)	(298,900)	(105,729)	193,171	65%	▼
Purchase of Infrastructure Assets - Footpaths	1	(237,673)	(39,608)	0	39,608	100%	▼
Purchase of Infrastructure Assets - Kerbs & Drains	1	0	0	(5)	(5)	0%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,000,000)	(166,666)	0	166,666	100%	▼
Purchase of Infrastructure Assets - Bridges	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Other	1	0	0	(6)	(6)	0%	
Purchase of WIP Recreation and Culture	1	(88,443)	(3,332)	(26,695)	(23,363)	-701%	▲
Purchase of WIP Aged Accommodation	1	0	0	0	0	0%	
Proceeds from Disposal of Assets	2	195,000	30,500	0	(30,500)	-100%	▼
Repayment of Debentures	3	(169,320)	(8,512)	0	8,512	100%	▼
Proceeds from New Debentures	3	0	0	0	0	0%	
Proceeds from new Lease Liabilities	3	398,934	66,486	0	(66,486)	-100%	▼
Repayment of Leases	3	(96,540)	(16,086)	(3,348)	12,738	-79%	▼
Advances to Community Groups		0	0	0	0	0%	
Self-Supporting Loan Principal Income		17,539	0	0	0	0%	
Transfer from Restricted Asset - Unspent Loans		0	0	0	0	0%	
Transfers to Restricted Assets (Reserves)	4	(173,803)	0	0	0	0%	
Transfers from Restricted Asset (Reserves)	4	152,200	25,366	0	(25,366)	-100%	▼
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	718,609	718,609	718,609	0	0%	
Net Current Assets - Unspent Grants		0	0	0	0	0%	
LESS Net Current Assets Year to Date	5	0	2,432,522	2,917,201	484,679	-20%	▼
<b>Amount Raised from Rates</b>		<b>(2,093,556)</b>	<b>(2,093,583)</b>	<b>(2,090,931)</b>	<b>2,652</b>	<b>0%</b>	

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

**Material Variances Symbol**

Above Budget Expectations      Greater than 10% and \$5,000      ▲  
Below Budget Expectations      Less than 10% and \$5,000      ▼

**SHIRE OF PINGELLY**  
**FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020**  
**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>Law Order and Public Safety</b>	17,517	27370% ▲
ESL SES and BFB grants YTD higher than budget due to timing difference		
<b>Recreation and Culture</b>	(155,942)	-92% ▼
Community Development Grant - Memorial Park Redevelopment (Timing Difference) not yet received		
<b>Transport</b>	165,886	94% ▲
There are a number of factors that relate to this variance with the main drivers being the 20/21 R2R and RRG funding budget profiling being spread over 12 months - will self correct and plant purchase for 20/21 not yet commenced		
<b>Economic Services</b>	26,296	347% ▲
The major variance relates to revenue for Mensshed - 2 Stone Street Pingelly		

**REPORTABLE OPERATING EXPENSE VARIATIONS**

<b>Health</b>	6,575	27% ▼
Contract Health Services YTD Actual less than YTD Budget (Timing difference).		
<b>Community Amenities</b>	5,353	11% ▼
Refuse Site Maintenance. Budget profiling to be reviewed.		
<b>Recreation and Culture</b>	98,289	54% ▼
There are a number of factors that relate to this variance with the main drivers being Community Development Grant - Memorial Park Redevelopment (Timing Difference) project not yet commenced. Recreation ground maintenance below YTD Budget, due to timing along with depreciation YTD budget less than YTD actual due to depreciation not yet run for July and August 20		
<b>Transport</b>	373,361	77% ▼
There are a number of factors that relate to the variance with the main drivers being road construction and maintenance program not yet substantially commenced, depreciation YTD budget less than YTD actual due to depreciation not yet run for July and August 20 and nil plant replacement to date		
<b>Economic Services</b>	17,365	38% ▼
Major variances include Boyagin development not yet commenced and depreciation YTD Budget less than YTD Actuals due to depreciation not yet run for July & August 20		
<b>Other Property and Services</b>	( 19,027)	-71% ▲
EM002 - Engineering Office Consultant Expense. RAMM Annual subscription. Variation due to budget profile, to be reviewed. Salaries and Wages under budget, due to vacant Works Supervisor position. Less Allocated to Works & Services. Accounting transaction only. YTD Actual more than YTD Budget due to insurance premiums. Budget profiling to be reviewed. Less Allocated To Works & Service. Accounting transaction only. Grader Lease Liability Principal Repayments. 4ROT Grader Lease not yet entered into variation due to budget profiling		

**REPORTABLE NON-CASH VARIATIONS**

<b>(Profit)/Loss on Asset Disposals</b>	8,332	100% ▼
Plant replacement program yet to be commenced for 20/21		
<b>Depreciation on Assets</b>	(429,532)	100% ▼
Depreciation YTD Budget less than YTD Actuals due to depreciation not yet run for July and August 20		

**REPORTABLE CAPITAL EXPENDITURE VARIATIONS**

<b>Purchase of Furniture &amp; Equipment</b>	5,680	100% ▼
Purchase of Furniture & Equipment YTD Actuals less than YTD Budget . No F & E items purchased to date.		
<b>Purchase of Right of Use Asset - Furniture &amp; Equipment</b>	6696	100% ▼
Purchase of ROU Furniture & Equipment YTD Actuals less than YTD Budget . No F & E items purchased to date.		
<b>Purchase of Right of Use Asset - Plant &amp; Equipment</b>		
Purchase of ROU Plant & Equipment YTD Actuals less than YTD Budget . No P & E items purchased to date.	56244	100% ▼
<b>Purchase of Plant &amp; Equipment</b>	20,998	100% ▼
Purchase of Plant & Equipment YTD Actuals less than YTD Budget . No plant items purchased to date.		
<b>Purchase of Road Infrastructure Assets</b>	193,171	65% ▼
Road Infrastructure YTD Actuals less than YTD Budget due to program not yet substantially commenced		
<b>Purchase of Infrastructure Assets - Footpaths</b>	39,608	100% ▼
Program for 20/21 not yet commenced		
<b>Purchase of Infrastructure Assets - Parks &amp; Ovals</b>	166,666	100% ▼
Memorial Park Redevelopment not yet commenced 2020/21		
<b>Purchase of WIP Recreation and Culture</b>	-23,363	-701% ▲
The drivers which relate to variance include the PRACC flooring, garden lighting and bowling green shade shelter - Timing issue		
<b>Repayment of Debentures</b>	8,512	100% ▼
Loan 124 - Recreation and Cultural Centre - Variation due to budget profiling		
<b>Proceeds from new Lease Liabilities</b>	-66486	-100% ▼
The variance relates to the Server , Solar System Lease and Grader not yet to be entered into		
<b>Repayment of Leases</b>	12,738	-79% ▼
The variance relates to the Server , Solar System Lease and Grader not yet to be entered into and Photocopier Lease is a timing issue		

**REPORTABLE CAPITAL REVENUE VARIATIONS**

<b>Proceeds from Disposal of Assets</b>	(30,500)	-100% ▼
Disposal of assets for Plant & Equipment and Land for the 2020/21 year have not yet been commenced		
<b>Transfers from Restricted Assets</b>	(25,366)	-100% ▼
A portion of reserves will be transferred at the TDA maturity and the remainder to occur at the end of the financial year		

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020**

	<b>2020/21 Adopted Budget \$</b>	<b>2020/21 YTD Budget \$</b>	<b>August 2020 YTD Actual \$</b>
<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>Members</u>			
Furniture & Equipment - Schedule 4 Members	25,381	4,230	0
<u>Administration</u>			
Furniture And Equipment	8,700	1,450	0
Right Of Use Asset - F & E	40,187	6,696	0
Right Of Use Asset - Buildings	21,279	3,546	0
Capex - Admin Plant Purchases	90,000	0	0
<b>Recreation and Culture</b>			
<u>Other Recreation &amp; Sport</u>			
Capex - Infra Parks & Ovals	1,000,000	166,666	0
Capex - Gardener Vehicle	33,500	0	0
<u>Works in Progress - Recreation Centre</u>			
Capex - Praac Building Construction	14,500	0	14300
Capex - Pracc Carpark And Drainage	53,943	0	0
Capex - Pracc Bowling Green	20,000	3,332	7302

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020

	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	August 2020 Actual \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>			
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
<b>Roads Construction</b>			
Various Road Resheeting	267,597	44,598	0
North Banister Road - Rtr	89,320	14,884	0
Pasture Street - Council Constr	30,624	5,100	0
Bullaring Road	158,611	26,432	0
Capex - Milton Road	263,069	43,838	105634
Capex - Rrg Wickopin Pingelly Slk 7.9-9.0	229,221	38,200	0
Capex - Wickopin Pingelly Road - Crsf Funding	708,956	118,158	95
Review Street - Rtr	46,156	7,690	0
<b>Footpath Construction</b>			
Footpaths - Construction	237,673	39,608	0
Footpath - Upgrade Apex Hill	0	0	0
<b>Drainage Construction</b>			
Paragon Street Drainage	0	0	6
Rennet Street Drainage Flume	0	0	5
<i>Road Plant Purchases</i>			
8Kva Genset	8,500	1,416	0
Capex - Pt15 Upgrade Truck Tip Tray	45,000	0	0
Capex - Light Truck	115,000	19,166	0
Capex - Fuel Pods	2,500	416	0
Right Of Use Asset - P & E	337,468	56,244	0
<b>Economic Services</b>			
<i>Other Economic Services</i>			
Capex - Purchase Of Land	30,000	5,000	3151
	<u>3,877,185</u>	<u>606,670</u>	<u>135587</u>
<b>By Class</b>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Lease Repayments	0	0	0
Land	30,000	5,000	3151
Buildings	0	0	0
Furniture & Equipment	34,081	5,680	0
Right of Use Asset - F & E	40,187	6,696	0
Right of Use Asset - P & E	337,468	56,244	0
Right of Use Asset - Buildings	21,279	3,546	0
Plant & Equipment	294,500	20,998	0
Work in Progress - PPE	0	0	0
Infrastructure - Roads	1,793,554	298,900	105729
Infrastructure - Footpaths	237,673	39,608	0
Infrastructure - Kerbs & Drains	0	0	5
Infrastructure - Parks & Ovals	1,000,000	166,666	0
Infrastructure - Bridges	0	0	0
Infrastructure - Other	0	0	6
Works in Progress - Recreation Centre	88,443	3,332	26695
Works in Progress - Aged Care Accommodation	0	0	0
	<u>3,877,185</u>	<u>606,670</u>	<u>135587</u>

**SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020**

**2. DISPOSALS OF ASSETS**

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

Asset No	<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
		2020/21	August 2020	2020/21	August 2020	2020/21	August 2020
		Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$
PDOC8	<b>Governance</b> DCCS Vehicle PN761	15,000	0.00	12,000	0.00	(3,000)	0.00
PC13	<b>Recreation &amp; Culture</b> PC13 - Parks & Gardener Ute PN172	0	0.00	7,000	0.00	7,000	0.00
PG6	<b>Transport</b> 2008 120M Motor Grader - PN398	60,000	0.00	110,000	0.00	50,000	0.00
PMOW12	2015 Mitsub Triton WS PN01	20,000	0.00	15,000	0.00	(5,000)	0.00
PT17	2010 Isuzu Crew Cab Tray Top PN483	19,000	0.00	14,000	0.00	(5,000)	0.00
PT15	2008 Isuzu Tip Truck PN66	14,500	0.00	7,000	0.00	(7,500)	0.00
	<b>Economic Services</b> Lot 856 (2) Stone Street Pingelly	30,000	0.00	30,000	0.00	0	0.00
		158,500	0.00	195,000	0.00	36,500	0.00

Asset No	<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
		2020/21	August 2020	2020/21	August 2020	2020/21	August 2020
		Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$
PDOC8	<b>Plant &amp; Equipment</b> DCCS Vehicle PN761	15,000	0.00	12,000	0	(3,000)	0.00
PC13	PC13 - Parks & Gardener Ute PN172	0	0.00	7,000	0	7,000	0.00
PG6	2008 120M Motor Grader - PN398	60,000	0.00	110,000.00	0.00	50,000	0.00
PMOW12	2015 Mitsub Triton WS PN01	20,000	0.00	15,000	0.00	(5,000)	0.00
PT17	2010 Isuzu Crew Cab Tray Top PN483	19,000	0.00	14,000	0.00	(5,000)	0.00
PT15	2008 Isuzu Tip Truck PN66	14,500		7,000		(7,500)	
0	<b>Land &amp; Buildings</b> Lot 856 (2) Stone Street Pingelly	30,000	0.00	30,000	0	0	0.00
		158,500	0.00	195,000	0.00	36,500	0.00

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

2020/21 Adopted Budget \$	August 2020 Actual \$
57,000	0.00
(20,500)	0.00
36,500	0.00



SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$
<b>Education &amp; Welfare</b>									
Loan 120 - SSL Pingelly Cottage Homes *	149,819	0	0	17,539	0	132,280	149,819	9,414	(53)
<b>Recreation &amp; Culture</b>									
Loan 123 - Recreation and Cultural Centre	2,054,890	0	0	100,699	0	1,954,191	2,054,890	85,462	(235)
Loan 124 - Recreation and Cultural Centre	1,200,000	0	0	51,082	0	1,148,918	1,200,000	7,757	(129)
	3,404,709	0	0	169,320	0	3,235,389	3,404,709	102,633	(417)

(\*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

3. INFORMATION ON LEASES

(b) Lease Repayments

Particulars	Principal 1-Jul-20	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments	
		2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$
<b>Administration</b>									
Photocopier Lease	57,502	0	0	20,366	3,348	37,136	54,154	1,442	287
Solar System-Admin Office	0	21,279	0	5,084	0	16,195	0	580	0
Server Lease	0	40,187	0	7,566	0	32,621	0	1,117	0
Grader Lease	0	337,468	0	63,524	0	273,944	0	9,224	0
	57,502	398,934	0	96,540	3,348	359,896	54,154	12,363	287

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020

	2020/21 Adopted Budget \$	August 2020 Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	36,061	36,061
Amount Set Aside / Transfer to Reserve	799	0
Amount Used / Transfer from Reserve	(10,000)	0
	<u>26,860</u>	<u>36,061</u>
<b>(b) Plant Reserve</b>		
Opening Balance	48,977	48,977
Amount Set Aside / Transfer to Reserve	120,085	0
Amount Used / Transfer from Reserve	(133,500)	0
	<u>35,562</u>	<u>48,977</u>
<b>(c) Building and Recreation Reserve</b>		
Opening Balance	23,808	23,808
Amount Set Aside / Transfer to Reserve	348	0
Amount Used / Transfer from Reserve	0	0
	<u>24,156</u>	<u>23,808</u>
<b>(d) Electronic Equipment Reserve</b>		
Opening Balance	3,242	3,242
Amount Set Aside / Transfer to Reserve	35,006	0
Amount Used / Transfer from Reserve	(8,700)	0
	<u>29,548</u>	<u>3,242</u>
<b>(e) Community Bus Reserve</b>		
Opening Balance	11,807	11,807
Amount Set Aside / Transfer to Reserve	12,086	0
Amount Used / Transfer from Reserve	0	0
	<u>23,893</u>	<u>11,807</u>
<b>(f) Swimming Pool Reserve</b>		
Opening Balance	22,835	22,835
Amount Set Aside / Transfer to Reserve	5,320	0
Amount Used / Transfer from Reserve	0	0
	<u>28,155</u>	<u>22,835</u>
<b>(g) Refuse Site Rehab/Closure Reserve</b>		
Opening Balance	16,086	16,086
Amount Set Aside / Transfer to Reserve	159	0
Amount Used / Transfer from Reserve	0	0
	<u>16,245</u>	<u>16,086</u>
<b>Total Cash Backed Reserves</b>	<u><b>184,419</b></u>	<u><b>162,816</b></u>

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

**SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020**

	<b>2020/21 Adopted Budget \$</b>	<b>August 2020 Actual \$</b>
<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	799	0
Plant Reserve	120,085	0
Building and Recreation Reserve	348	0
Electronic Equipment Reserve	35,006	0
Community Bus Reserve	12,086	0
Swimming Pool Reserve	5,320	0
Refuse Site Rehab/Closure Reserve	159	0
	<b>173,803</b>	<b>0</b>
<b>Transfers from Reserves</b>		
Leave Reserve	(10,000)	0
Plant Reserve	(133,500)	0
Building Reserve	0	0
Electronic Equipment Reserve	(8,700)	0
Community Bus Reserve	0	0
Swimming Pool Reserve	0	0
Refuse Site Rehab/Closure Reserve	0	0
	<b>(152,200)</b>	<b>0</b>
<b>Total Transfer to/(from) Reserves</b>	<b>21,603</b>	<b>0</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.

**SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020**

	<b>2019/20 B/Fwd Per 2020/21 Budget \$</b>	<b>2019/20 B/Fwd Per Financial Report \$</b>	<b>August 2020 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	698,429	698,429	1,804,725
Cash - Restricted Unspent Grants			344,736
Cash - Restricted Unspent Loans	0	0	(0)
Cash - Restricted Bonds & Deposits	6,692	6,692	6,942
Cash - Restricted Reserves	162,817	162,817	162,817
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	203,378	203,378	950,890
Sundry Debtors	66,182	66,182	68,267
Provision for Doubtful Debts	(990)	(990)	(990)
Gst Receivable	24,008	24,008	12,204
Contract Asset	180,445	180,445	180,445
Loans - clubs/institutions	17,538	17,538	17,538
Accrued Income/Payments In Advance	11,489	11,489	0
Investments	5,000	5,000	5,000
Inventories	3,704	3,704	6,449
	<u>1,378,691</u>	<u>1,378,691</u>	<u>3,559,021</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	-
Sundry Creditors	(31,374)	(31,374)	(72,002)
Accrued Interest On Loans	(417)	(417)	-
Accrued Salaries & Wages	(15,193)	(15,193)	-
Bonds & Deposits Held	(6,692)	(6,692)	(6,942)
Income In Advance	0	0	-
Gst Payable	(5,656)	(5,656)	(435)
Payroll Creditors	0	0	-
Contract Liabilities	0	0	-
Performance Obligation Liability	(331,831)	(331,831)	(331,736)
Prepaid Rates Liability	(29,830)	(29,830)	(7,293)
Current Lease Liability	0	0	(17,018)
Accrued Expenses	(20,772)	(20,772)	-
PAYG Liability	(29,082)	(29,082)	(33,614)
Other Payables	(3,881)	(3,881)	(4,445)
Current Employee Benefits Provision	(374,554)	(374,554)	(374,554)
Current Loan Liability	(169,320)	(169,320)	(169,320)
	<u>(1,018,601)</u>	<u>(1,018,601)</u>	<u>(1,017,357)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>360,090</b>	<b>360,090</b>	<b>2,541,664</b>
Less: Cash - Reserves - Restricted	(162,817)	(162,817)	(162,817)
Less: Cash - Unspent Grants/Loans - Fully Restricted	0	0	0
Less: Current Loans - Clubs / Institutions	(17,538)	(17,538)	(17,538)
Less: Investments	(5,000)	(5,000)	(5,000)
Add Back : Component of Leave Liability not Required to be Funded	374,554	374,554	374,554
Add Back : Current Loan Liability	169,320	169,320	169,320
Add Back : Current Lease Liability	0	0	17,018
Adjustment in Accounting policies	0	0 *	0
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>718,609</b></u>	<u><b>718,609</b></u>	<u><b>2,917,201</b></u>

# SHIRE OF PINGELLY

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

FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020

### 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rates \$	2020/21 Back Rates \$	2020/21 Total Revenue \$	2020/21 Budget \$
<b>General Rate</b>								
GRV - Residential	0.121390	316	3,592,992	436,153	0	0	436,153	438,868
GRV - Rural Residential	0.121390	66	817,596	99,248	0	0	99,248	99,248
GRV - Commercial/Industrial	0.121390	29	412,252	50,043	0	0	50,043	50,043
GRV - Townsites	0.121390	12	144,560	17,548	0	0	17,548	17,548
UV - Broadacre Rural	0.009704	244	138,100,000	1,340,122	0	0	1,340,122	1,340,122
Non Rateable								
<b>Sub-Totals</b>		667	143,067,400	1,943,114	0	0	1,943,114	1,945,829
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Residential	900	62	96,900	55,800	0	0	55,800	55,800
GRV - Rural Residential	900	24	52,909	21,600	0	0	21,600	21,600
GRV - Commercial/Industrial	900	11	36,200	9,900	0	0	9,900	9,900
GRV - Townsites	900	8	44,160	7,200	0	0	7,200	7,200
UV - Broadacre Rural	900	59	2,753,000	53,100	0	0	53,100	53,100
<b>Sub-Totals</b>		164	2,983,169	147,600	0	0	147,600	147,600
Ex Gratia Rates							2,090,714	2,093,429
Movement in Excess Rates							217 0	0
<b>Total Amount of General Rates</b>							2,090,931	2,093,429
Specified Area Rates							0	0
Ex Gratia Rates							0	220
<b>Total Rates</b>							2,090,931	2,093,649

All land except exempt land in the Shire of Pingelly is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

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

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

**SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020**

**8. OPERATING STATEMENT**

	<b>August 2020 Actual \$</b>	<b>2020/21 Adopted Budget \$</b>	<b>2019/20 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	10,718	38,685	90,759
General Purpose Funding	2,253,445	2,732,800	3,462,546
Law, Order, Public Safety	17,581	59,829	42,604
Health	215	1,636	1,776
Education and Welfare	0	13,713	22,338
Housing	0	0	0
Community Amenities	169,479	199,740	197,523
Recreation and Culture	13,670	1,030,290	50,563
Transport	341,553	2,049,122	1,326,421
Economic Services	33,884	45,550	52,250
Other Property and Services	9,439	40,227	38,383
<b>TOTAL OPERATING REVENUE</b>	<b>2,849,984</b>	<b>6,211,592</b>	<b>5,285,161</b>
<b>OPERATING EXPENSES</b>			
Governance	105,457	519,278	639,695
General Purpose Funding	26,322	149,696	196,491
Law, Order, Public Safety	45,288	204,950	236,514
Health	17,804	144,759	141,730
Education and Welfare	4,441	49,310	133,366
Housing	0	0	0
Community Amenities	44,860	379,875	392,607
Recreation & Culture	82,559	1,295,110	1,480,401
Transport	112,267	2,870,996	2,764,104
Economic Services	27,745	286,465	301,461
Other Property and Services	45,715	17,446	26,851
<b>TOTAL OPERATING EXPENSE</b>	<b>512,458</b>	<b>5,917,885</b>	<b>6,313,219</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>2,337,526</u></b>	<b><u>293,707</u></b>	<b><u>(1,028,057)</u></b>

# SHIRE OF PINGELLY

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

FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020

### 9. STATEMENT OF FINANCIAL POSITION

	August 2020 Actual \$	2019/20 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,312,277	861,246
Investments Current	5,000	5,000
Trade and Other Receivables	1,228,354	502,050
Inventories	6,449	3,704
Restricted Cash - Bonds & Deposits	6,942	6,692
<b>TOTAL CURRENT ASSETS</b>	<b>3,559,022</b>	<b>1,378,692</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	198,513	198,513
Inventories	0	0
Property, Plant and Equipment	19,411,238	19,381,392
Infrastructure	66,798,336	66,692,594
Investments Non Current	53,416	53,416
<b>TOTAL NON-CURRENT ASSETS</b>	<b>86,461,503</b>	<b>86,325,915</b>
<b>TOTAL ASSETS</b>	<b>90,020,525</b>	<b>87,704,607</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	466,541	488,401
Long Term Borrowings	169,320	169,320
Provisions	374,554	374,554
Bonds & Deposits Liability	6,942	6,692
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,017,357</b>	<b>1,038,967</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	37,137	37,137
Long Term Borrowings	3,235,390	3,235,390
Provisions	82,901	82,901
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>3,355,428</b>	<b>3,355,428</b>
<b>TOTAL LIABILITIES</b>	<b>4,372,785</b>	<b>4,394,395</b>
<b>NET ASSETS</b>	<b>85,647,740</b>	<b>83,310,212</b>
<b>EQUITY</b>		
Retained Surplus	33,861,116	31,523,589
Reserves - Cash Backed	162,817	162,817
Revaluation Surplus	51,623,806	51,623,806
<b>TOTAL EQUITY</b>	<b>85,647,739</b>	<b>83,310,212</b>

# SHIRE OF PINGELLY

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

FOR THE PERIOD 1 AUGUST 2020 TO 31 AUGUST 2020

### 10. FINANCIAL RATIOS

	2020 YTD	2019
Current Ratio	4.75	1.14
Operating Surplus Ratio	0.91	0.69

The above ratios are calculated as follows:

#### Current Ratio

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

#### Purpose:

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

#### Standards:

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

Below Std

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

Std met

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

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

#### Operating Surplus Ratio

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

#### Purpose:

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

#### Standards:

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

Below Std

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

Basic Std

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

Adv Std



SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 31 August 2020									
Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure previous year 2016/17	Actual Expenditure current year 2017/18	Actual Expenditure current year 2018/19	Actual Expenditure current year 2019/20	Actual Expenditure current year 2020/21	Restricted Funds Remaining
Wickepin Pingelly Road 0156 - RRG05 and R2R	Transport	1230	165,957.00 106,515.00	0.00	0.00	0.00	40,779.72	0.00	65,735.28
Wickepin Pingelly Road CRSF5	Transport	1231	295,240.00	0.00	0.00	0.00	29,144.48	95.00	266,000.52
Live & Local Music	Recreation & Culture	1180	13,000.00	0.00	0.00	0.00	0.00	0.00	13,000.00
<b>Sub Total</b>									344,735.80
<b>Total Restricted Grant Funds</b>									
<b>Available Cash</b>		<b>GL/Job Account</b>	<b>Interest Rate</b>	<b>Maturing</b>					<b>Balance</b>
Municipal Bank	Muni Fund Bank	0111	Variable	N.A.					2,148,710.45
Municipal Bank	Till Float SES	0112							50.00
Municipal Bank	Till Float	0113							200.00
Municipal Bank	Petty Cash on hand	0114							500.00
Total Cash									2,149,460.45
Less Restricted Cash									(344,735.80)
<b>Total Unrestricted Cash</b>									<b>1,804,724.65</b>

## **15.2 Accounts Paid by Authority – August 2020**

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

### **Summary**

Council endorsement is required for accounts made by authority for the month of August 2020.

### **Comment**

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2020/21 Budget.

### **Consultation**

Nil

### **Statutory Environment**

Regulation 12 of the *Local Government (Financial Management) Regulations* provides that:

- (1) A payment may only be made from the municipal fund or the trust fund —
  - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Regulation 13 of the *Local Government (Financial Management) Regulations* provides that:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name;
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the Council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
  - (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

## Policy Implications

There are no policy implications arising from this amendment.

## Financial Implications

There are no known financial implications upon either the Council's current budget or long term financial plan.

## Strategic Implications

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

## Risk Implications

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

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

## Voting Requirements

Simple Majority

## Recommendation

**That Council endorse the Accounts for Payments for August 2020 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:**

To 31 August 2020:

Municipal Account	\$174,264.09
Trust Account	\$80.00
Trust Licensing Account	\$23,975.70

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

**16. DIRECTORATE OF TECHNICAL SERVICES**

Nil

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

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

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

**19. CLOSURE OF MEETING**

The Chairman to declare the meeting closed.