



Council Agenda

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Shire of Pingelly

Ordinary Council Meeting

9 December 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 9 December 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 "JB", is positioned above the name and title of the Chief Executive Officer.

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.

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman to declare the meeting open.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

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 – 18 November 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 18 November 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
Deputy – Deputy President |
| • Bushfire Advisory Committee | Member – Cr Freebairn
Deputy – Cr Hotham |
| • Chief Executive Officer Performance Review Committee | Member – Shire President
Member – Deputy President
Member – Cr Hastings |

12. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES

- | | |
|---|--|
| • Central Country Zone of WALGA | Delegate – Shire President
Delegate – Deputy President
Deputy – Cr Wood |
| • Hotham-Dale Regional Road Sub-Group | Delegate – Shire President
Deputy – Cr Oliveri |
| • Development Assessment Panel | Delegate – Shire President
Delegate – Cr Wood

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

13. REPORTS FROM COUNCILLORS

Cr William Mulroney (President)

Meetings attended November

19th Pingelly Somerset Alliance Committee Monthly Meeting

20th Pingelly Somerset Alliance Deputation and meeting with Ms R Ferreira CEO of WACHS

24th President and CEO meeting re council business and update of events

Meetings attended December

1st President and CEO meeting and Agenda Briefing

1st Meeting with Ms L Steel and Chairperson of Pingelly Youth Group, CEO and Sgt of Police regarding the future of the Pingelly Youth Group operations

9th Ordinary Council meeting for December 2020

14 OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1 Local Roads and Community Infrastructure Program Extension – Project Nomination

File Reference: ADM0636
Location: Not Applicable
Applicant: Not Applicable
Author: Chief Executive Officer
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Nil

Summary

Council is requested to endorse projects as the Shire of Pingelly's funding submission under the Local Roads and Community Infrastructure Program - Extension.

Background

Through the 2020–21 Budget, the Australian Government announced a \$1 billion extension of the LRCI Program, following strong community and local government support. This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Councils will be able to access funding under the extension to the LRCI Program Extension from 1 January 2021.

The scope of the initial LRCI Program included a broad range of eligible projects so communities could fund the infrastructure they need. The guidelines for the extension program have not yet been released, although it is anticipated that these will not change significantly. Funding is likely to be available for local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

The Shire of Pingelly is eligible for \$208,549 in funding through the LRCI Program - Extension. All project works must be completed by 31 December 2021 to receive the full allocation of funding.

Comment

To access funding under the LRCI Program, local governments are able to select the projects to be funded in their community according to priorities at the local level. If these projects are eligible local road or community infrastructure projects, they will receive funding.

Eligible local road projects can include works involving any of the following associated with a road:

- Traffic signs; traffic control equipment; street lighting equipment; a bridge or tunnel; a facility off the road used by heavy vehicles in connection with travel on the road; facilities off the road that support the visitor economy; and road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects can include works involving:

- Closed Circuit TV (CCTV); bicycle and walking paths; painting or improvements to community facilities; repairing and replacing fencing; improved accessibility of community facilities and areas; landscaping improvements, such as tree planting and beautification of roundabouts; picnic shelters or barbeque facilities at community parks; playgrounds and skateparks (including all ability playgrounds); noise and vibration mitigation measures; and off-road car parks (such as those at sporting grounds or parks).

Based on informal discussions and feedback, there are two key projects that are considered to be high priority for the Pingelly community:

1. Vegetation control – a large portion of community feedback on an ongoing basis is the lack of resources allocated to control of roadside vegetation. The vegetation is impacting on large vehicles travelling throughout the Shire. An allocation of funds through the LRCI program would go some way towards improving this issue. An amount of \$175,000 is recommended to be allocated to vegetation control.

An allocation of \$175,000 would enable approximately 44 kilometres of vegetation to be cleared.

2. Pingelly Town Hall – in October 2020, Council endorsed a direction for the Pingelly Town Hall. This project needs an allocation of funds to progress the design and interior concept planning, as well as provide an initial injection to carry out a small portion of the works. An amount of \$33,549 is recommended to be allocated towards the Pingelly Town Hall project.

An allocation of \$33,549 would enable the following to be carried out:

- Concept planning including the allocation of space and materials to be used, cost estimates for refurbishment, associated engagement with Reference Group etc – approximately \$8,400.
- Initial priority works – approximately \$25,149.

The recommendation is based on the initial LRCI guidelines, as the Extension Program Guidelines have not yet been released. In the event that they are significantly different from the LRCI Program initial criteria, a further item will be presented to Council to consider alternative projects.

Consultation

No consultation has been carried out specifically for this program, however, based on the feedback received from the community on an ongoing basis, these two items are considered a priority.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

As the LRCI Program does not require a co-contribution, there is no impact on the 2020/21 Budget.

Strategic Implications

Goal 1	Economy
Outcome 1.1	The Shire experiences significant new business growth and employment and is known widely as an innovative and collaborative community which is attracting new population and investment
Strategy 1.1.4	Support business and community tourism promotion initiatives
Goal 3	Built Environment
Outcome 3.4	It is easy and safe to move around and in and out of the district.
Strategy 3.4.1	Provision of a road network with service levels that meet the needs of industry and residents

Risk Implications

Risk	The key risk is the decision around the allocation of funds to priority projects that align with community expectations.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

Voting Requirements

Simple Majority

Recommendation

That Council endorse the following works for submission under the Local Roads and Community Infrastructure Program – Extension:

1. Roadside vegetation control – \$175,000
2. Town Hall refurbishment project – \$33,549

Moved: _____ Seconded: _____

14.2 Review of Shire of Pingelly Local Price Preference

File Reference:	ADM0487
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Benchmarking Summary Report Purchasing Policy
Previous Reference:	Nil

Summary

Council is requested to consider proposed amendments to the Pingelly local price reference following a benchmarking exercise and review, as well as minor amendments to the associated Policy.

Background

All Shire Policies are reviewed every two years as a part of good governance processes. The Purchasing Policy, which contains the Shire's local price preference structure, has been reviewed outside of the ordinary cycle, to specifically consider the level of preference to local and regional businesses.

The current price preference structure is:

- 10% for local businesses for purchases up to \$20,000
- 5% for businesses within 60km radius for purchases up to \$20,000
- 5% for local businesses for purchases between \$20,000 and \$40,000

Comment

A benchmarking exercise with 14 local governments has been undertaken as a part of the review of the Shire of Pingelly's local price preference structure. A summary of 7 of the most relevant local governments policies is attached. Analysis of other local governments policies confirm:

- the Shire of Pingelly's current position of 10% price preference is generally equal to, or more advantageous, in the support of local businesses
- an anomaly exists in that there is no preference for the purchase from regional suppliers within the higher purchase category of \$20,000 to \$40,000
- the current upper limit of the price preference (\$40,000) is relatively low in comparison to others

In light of the review, a number of changes are proposed in the attached Policy.

1. Amend the upper limit to which the 5% price preference applies to \$50,000.
2. Amend the 60 kilometre radius to: suppliers in Shires sharing a common boundary with the Shire of Pingelly, plus suppliers within the Shire of Narrogin.
3. Add a regional price preference of 2.5% for purchases between \$20,000 to \$50,000.

In addition to these changes, a number of other minor changes are contained in the Policy for endorsement.

Consultation

No consultation has been undertaken regarding this Policy.

Statutory Environment

Nil

Policy Implications

The recommendation proposes minor amendments to the existing Policy.

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 1.2.1	Encourage the return of a fully active commercial frontage filled with businesses, with retail gaps fill, and the best of friendly, country services.
Action 1.2.1.2	Review the local price preference policy

Risk Implications

Risk	The main risk element is in relation to the pricing preference structure for local and regional businesses, to ensure there is perceived to be adequate support for the local economy.
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

Voting Requirements

Absolute Majority

Recommendation

That Council endorse the amendments to the Purchasing Policy as attached.

Moved: _____ Seconded: _____

Comparison - Price Preferences

Pingelly	Cuballing	Dumbleyung	Lake Grace	Narrogin	West Arthur	Wickepin
<p>10% where the contract is for goods and services up to \$20k</p> <p>5% where the contract is for goods and services between \$20,001 and \$40,000.</p> <p>Supplies located within a 60km radius of the Shire of Pingelly 5% up to \$20k</p>	<p>Where purchase is less than < \$10,000 (excluding GST) • 3% to businesses located within the Shire of Cuballing • 2% - to businesses located within region</p> <p>Where purchase is > \$10,000 but < \$50,000 (excluding GST) • 2.5% to businesses located within the Shire of Cuballing. • 1.5% - to businesses located within region.</p> <p>Where purchase is > \$50,000 (excluding GST) • 2% - to businesses located within the Shire of Cuballing. 1% - to businesses located within the region. 4. The maximum price reduction allowed for the levels of preference in paragraph 3 above will be \$50,000</p>	<p>Goods and Services – up to a maximum price of \$5,000 excluding GST. 10% to all suppliers located within the Shire of Dumbleyung - 5% to all suppliers sharing a common boundary with the Shire of Dumbleyung</p> <p>Goods and Services – from \$5,000 - \$50,000 excluding GST. 7.5% to all suppliers located within the Shire of Dumbleyung - 3.75% to all suppliers sharing a common boundary with the Shire of Dumbleyung</p> <p>Goods and Services – valued between \$50,000 - \$150,000 excluding GST 5% all suppliers located within the Shire of Dumbleyung 2.5% to all suppliers sharing a common boundary with the Shire of Dumbleyung</p>	<p>5% for any purchase up to \$20,000.00; and 2% for any purchase between \$20,001.00 and \$100,000</p>	<p>10% for Goods or services (maximum reduction of \$30,000)</p> <p>5% for Construction Services including building and roadworks etc, maximum reduction of \$50,000.</p>	<p>The price differential between local and non-local goods and services should fall within 15% variance in favour of the local supplier. Where goods are not readily available, staff are required to check that the price, freight and timing differential place the local supplier at a greater price disadvantage than 15%</p>	<p>A maximum price of \$1,000 excluding GST 15% to all suppliers located within the Shire of Wickepin. 5% to all suppliers sharing a common boundary with the Shire of Wickepin</p> <p>From \$1,000 - \$10,000 excluding GST 10% to all suppliers located within the Shire of Wickepin. 3.75% to all suppliers sharing a common boundary with the Shire of Wickepin.</p> <p>Valued between \$10,000 - \$50,000 excluding GST 7.5% all suppliers located within the Shire of Wickepin. 2.5% to all suppliers sharing a common boundary with the Shire of Wickepin</p>

Council Policy Name: 5.11 Purchasing Policy

Responsible Directorate: Corporate Services

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

ETHICS & INTEGRITY

All officers and employees of the Shire of Pingelly shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Pingelly.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

1. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
2. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Pingelly policies and code of conduct;
3. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
6. Any information provided to the Shire of Pingelly by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Pingelly. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

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

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

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

SUSTAINABLE PROCUREMENT

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

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

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

1. Have been determined as necessary;
2. Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
3. Demonstrate environmental best practice in water efficiency.
4. Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
5. Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
6. For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
7. For new buildings and refurbishments – where available use renewable energy and technologies.

LOCAL AND REGIONAL PRICE PREFERENCE POLICY

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

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

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

Regional Price Preference – For suppliers located in a Shire sharing a common boundary with the Shire of Pingelly, plus suppliers located in the Shire of Narrogin: within a 60km radius of the Shire of Pingelly

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

In addition to this, the Shire shall consider the following as part of any value for money decision, and the benefits of purchasing goods and services from local suppliers:

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

Purchasing Thresholds

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

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

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

ORDERING THRESHOLDS

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

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

NOTE: The general principles relating to written quotations are;

1. An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
2. The request for written quotation should include as a minimum:
 - a. Written Specification
 - b. Selection Criteria to be applied
 - c. Price Schedule
 - d. Conditions of responding
 - e. Validity period of offer
 - f. Shire of Pingelly OSH requirements for Contractors
3. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
4. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
5. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
6. Respondents should be advised in writing as soon as possible after the final determination is made and approved.

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

REGULATORY COMPLIANCE

Records Management

For Tenders and formal Request for Quotations (RFQ)

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

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

For direct procurement

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

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

Verbal Quotations

Where a verbal quotation is required under this policy then a written record must be made of both the quotation and any submission of quotation. The written record shall include:

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

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

Written Quotations

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

Tender Exemptions

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

1. Purchases of Goods and/or Services under:
 - Current Western Australian Local Government Association (WALGA) Preferred Supplier Contracts
 - Current WA Department Finance Common Use Agreements (CUA's) Procurements made under CUA or WALGA preferred supplier contracts shall be checked for currency of contract at the time of quotation. The contract number of the CUA or WALGA Preferred Supplier contracts must be quoted at the time of quote sourcing and ordering in order to identify Council to the supplier as party to the contract pricing structure.
2. Sole Source of Supply (Monopoly Suppliers)
The procurement of goods and/or services available from only one source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made.

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

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

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

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

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

7. Software Support/Maintenance

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

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

The responsible office has good reason to believe that because of the unique nature of the software support and maintenance required, or for any other reason, it is unlikely that there is more than one potential supplier.

8. Any of the other exclusions listed under Regulation 11 of the Functions and Generals Regulations apply.
9. Chief Executive Officers or Director-Executive Manager Discretion
The Chief Executive Officer or Director-Executive Manager may, at their discretion, waive the requirements in writing to obtain the necessary quotations providing that written justifiable reasons for such waiver are provided by the responsible purchasing officer to the Chief Executive Officer, or their Director-Executive Manager in the following situations;
 - a) The responsible officer has sought required quotations, but has only received less than the required responses that met the quotation specifications; or
 - b) The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a Local Government or a Regional Local Government.

Anti-Avoidance

The Shire of Pingelly shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$~~2~~450,000, thereby avoiding the need to publicly tender.

5. RELATED DOCUMENTATION / LEGISLATION

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

6. REVIEW DETAILS

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

14.3 Memorial Park – Approval of Concept Plan

File Reference:	ADM0623
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Draft Concept Package Confidential – Schedule of Probable Costs
Previous Reference:	Nil

Summary

Council is requested to endorse the Concept Package for the Memorial Park Project which will be used to directly inform the request for tender for the Project.

Background

The Shire of Pingelly was notified in late October 2020 about the success of the grant application under the Drought Communities Program to re-develop Memorial Park.

In early October 2020, a landscape architect was appointed, and a Reference Group formed, in anticipation of the grant outcome. The initial works of the Group were to transform the initial Masterplan into a detailed design of the site that is ready for tender. Two Reference Group meetings have been held, with strong support for the concept as presented.

Comment

The draft Concept Design shows the evolution of the planning that has taken place, from the identification of the facilities, the functional relationships and the relevant zones and precincts.

The key elements include:

1. Heritage / Memorial Precinct. This area remains largely untouched in accordance with the community consultation, with the ultimate design showing a pathway around the rotunda. This pathway is not anticipated to be funded in the initial stage of development.
2. Passive Recreation and Barbeque Facilities. Encompassing the main entry on the northern side of the park, this area has a double barbeque, and two accessible table settings.
3. Upgrade of Existing Playspace. This area targeted towards the 5 – 12 year age group will be improved through the addition of play equipment and a sheltered table setting.
4. Adventure nature play space. This area is for all ages, and includes a double flying fox, nature play elements and a sheltered table setting.
5. Infant / junior play space. Built for children aged 0 – 5 years, this fully fenced area will incorporate a variety of play elements and a sheltered table setting.
6. Toilet block and surrounds. A three cubicle accessible toilet block is included in the Plan, with service entry provided via Scudds Lane (from the south). An infill screen fence is included to the south of the toilet block (with service access gate), which extends to the south of the junior play space and the adventure nature play space.
7. Museum Precinct. Flagged for future stages, this area complements the other elements of the site by allowing entry to the infant play space from the east, and continuation of paving from the entry point off Parade Street.
8. Event / Market space. This multi-purpose space includes power for market style events and easy access from Parade Street. A large community shelter / performance space with lighting and power is provided for in a future stage.
9. Community / Amphitheatre. The open space with a naturally occurring downwards slope towards the east, creates a cool green open space.
10. Pathways. All areas are connected through an integrated pathway network throughout the site.
11. Tree planting throughout the Park. Trees have been positioned to provide the best amenity and use of each zone. Existing trees are to be retained where practical.

There are a number of elements which are not able to be funded in the initial project budget. Most notable are:

- Lighting throughout the precinct (conduits will be laid in preparation for future stages)
- Museum precinct (note that some building maintenance works to the Courthouse are funded).
- Fencing to the western section of the site
- Pathway around the Rotunda
- Decorative paving
- Community / main performance shelter
- Some play elements
- Bicycle racks

It is anticipated that the remaining timeframe for the project will be:

- | | |
|---|----------------|
| 1. Tender called | January 2021 |
| 2. Council consideration of tenders | February 2021 |
| 3. Construction commences (site closed) | March 2021 |
| 4. Construction complete | June 2021 |
| 5. Official opening | September 2021 |

Consultation

Two Reference Group workshops have been held to determine the detailed elements of the site and what is most important for the Pingelly community.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

No financial implications arise from the recommendation.

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

Risk Implications

Risk	<p>A number of risks exist in relation to this project:</p> <ul style="list-style-type: none"> - Due to the limited time to plan and scope the project, an ongoing risk of time constraints is relevant. - There is the potential of financial impacts if the project is not scoped and costed correctly.
Risk Rating (Prior to Treatment or Control)	High (12)
Principal Risk Theme	Financial and Reputational
Risk Action Plan (Controls or Treatment Proposed)	Staff involved in the project planning are highly experienced in project planning and delivery. A contingency factor of 5% will be built into the project planning to mitigate the risk of financial impact.

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 Council endorses the Concept Design Package for the Memorial Park Project, to inform the request for tender.

Moved: _____ Seconded: _____



PINGELLY MEMORIAL PARK

CONCEPT DESIGN

DECEMBER 2020



| LANDSCAPE ARCHITECTS



PINGELLY MEMORIAL PARK
EXISTING MEMORIAL PARK

Shire of Pingelly – Ordinary Meeting of Council Agenda – 9 December 2020
020

JOB NO. 2009301
1:500 @ A3

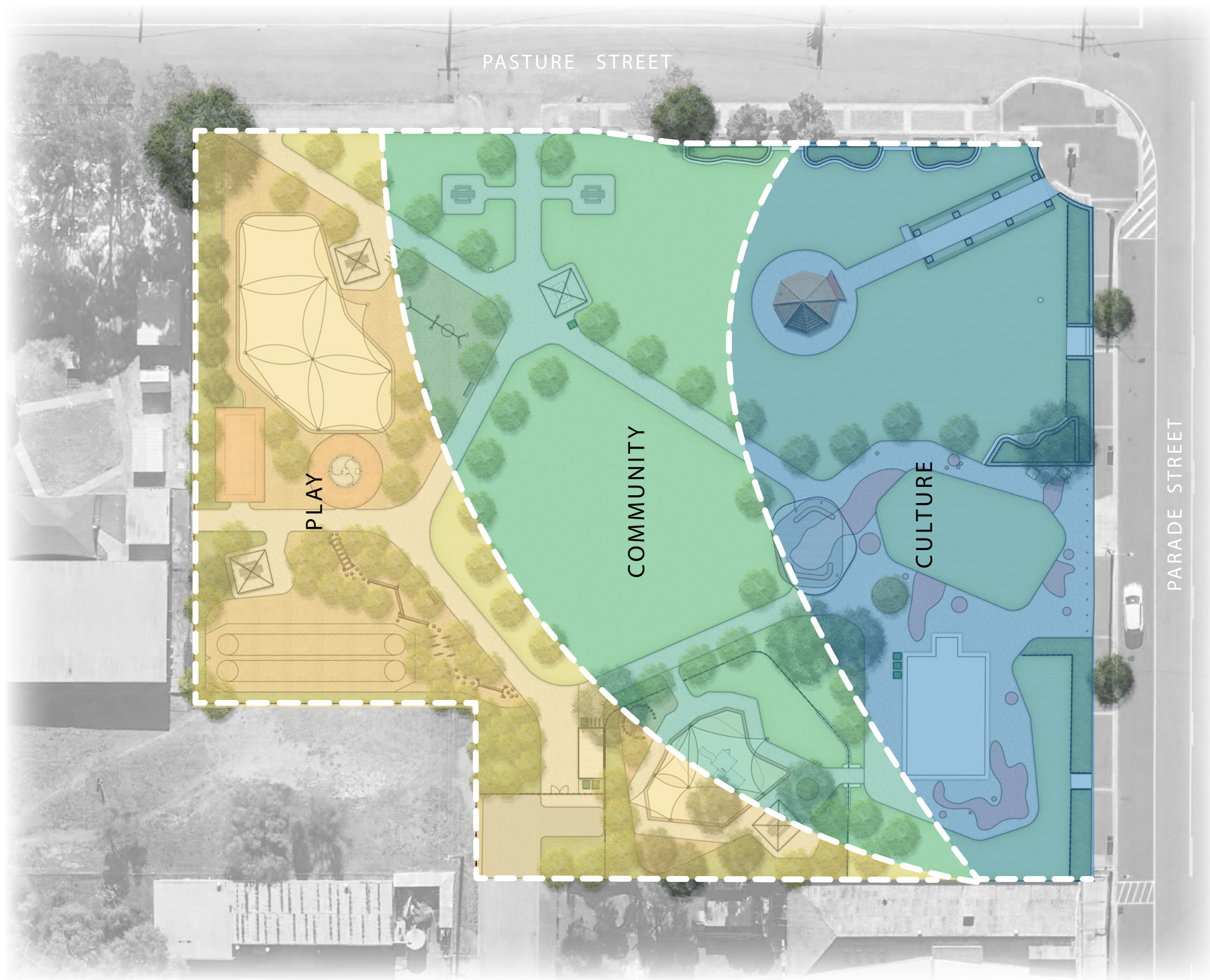
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PLAN E



LANDSCAPE ARCHITECTS
414 ROKEBY RD SUBIACO WA 6008
T: (08) 9388 9566 E: mail@plane.com.au





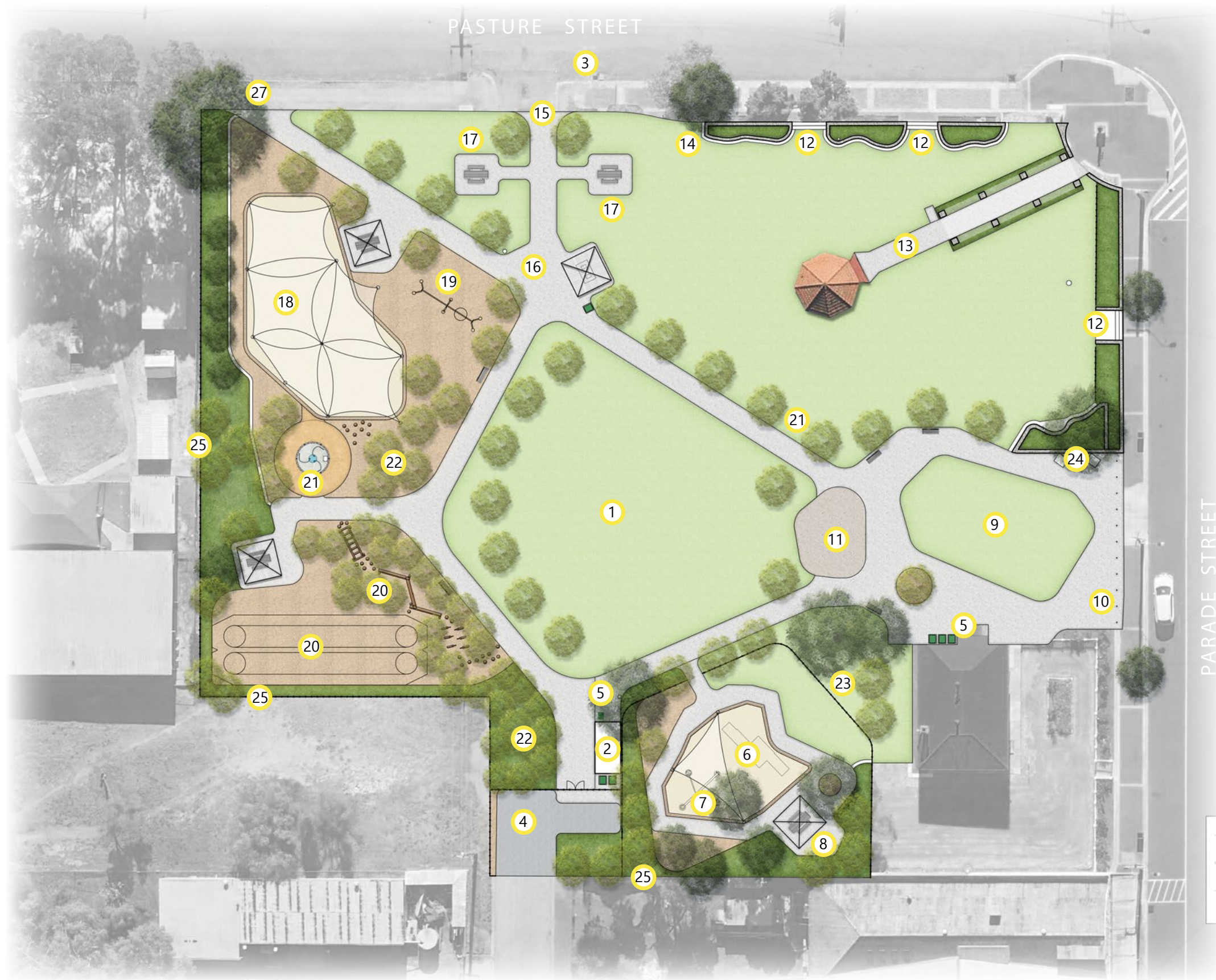
PINGELLY MEMORIAL PARK
COMMUNITY USE ZONES





PINGELLY MEMORIAL PARK
CONCEPT PLAN PRECINCTS





- 1 NEW AMPHITHEATRE / COMMUNITY GATHERING SPACE
- 2 NEW TOILET BLOCK AND SURROUNDS INCLUDING WATER REFILL STATION
- 3 ACCESSIBLE VEHICLE PARKING (2 NO. BAYS) - BY OTHERS
- 4 NEW FENCE AND SERVICE ACCESS GATE. NEW BITUMEN SURFACE TO SCUDD'S LANE / VEHICLE TURN-AROUND - BY OTHERS
- 5 RUBBISH BIN WITH ARTWORK
- 6 NEW INFANT / JUNIOR PLAY SPACE (0 - 5 YEARS) WITH PERIMETER FENCE, INFANT PLAY FORT, WATER PLAY AND SHADE SAIL
- 7 INFANT BASKET SWING SET
- 8 SHELTER AND TABLE
- 9 NEW MULTI-USE EVENT / MARKET SPACE WITH BENCH SEATING AND POWER OUTLETS
- 10 NEW MAIN PARK ENTRY - NEW PAVEMENT
- 11 NEW PERFORMANCE SPACE WITH POWER OUTLETS
- 12 RETAIN EXISTING PAVEMENT AND STAIR CONSTRUCTION
- 13 RETAIN EXISTING PAVEMENT TO MEMORIAL WALKWAY AND ROTUNDA (SURROUNDS)
- 14 STREETScape ENHANCEMENT - EXISTING WALLS AND GARDENS
- 15 NEW PARK ENTRY
- 16 PASSIVE RECREATION AND BARBECUE FACILITIES WITH SHELTER, AND RUBBISH BIN (WITH ARTWORK ENCLOSURE)
- 17 TABLE SETTING WITH 1200 MM WIDE UNIVERSAL ACCESS PATH
- 18 EXISTING PLAY SPACE UPGRADE (5 - 12 YEARS) - NEW SAND, PLAYGROUND EDGE, SHELTER AND TABLE SETTING
- 19 INCLUSIVE 4 - WAY SWING
- 20 NEW ADVENTURE / NATURE PLAY SPACE (ALL AGES) WITH FLYING FOX, LOGS, ROCKS, TABLE AND SHELTER, AND NATURE PLAY ELEMENTS
- 21 ALL ACCESSIBLE TURN TABLE SPINNER
- 22 NEW TREE PLANTING THROUGHOUT PARK
- 23 EXISTING TREES RETAINED WHERE PRACTICABLE
- 24 RETAINED TELEPHONES
- 25 NEW BOUNDARY FENCING AND ACCESS GATE

PINGELLY MEMORIAL PARK

CONCEPT PLAN - FUNDED WORKS





FARM SCENE

PLAYGROUND CENTRE



INFANT BASKET SWING SET

MODUPLAY



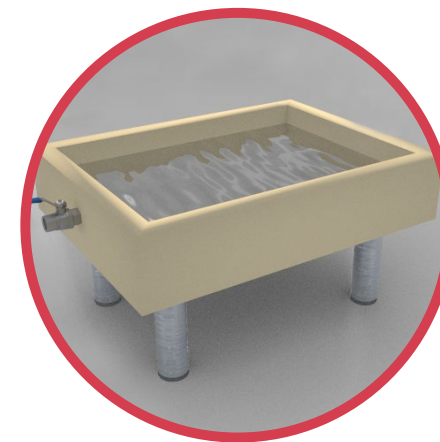
WATER PUMP WITH
RESERVOIR

LYPA



WATER TROUGH

LYPA



WATER PLAY TROUGH

LYPA



SHADE SAILS

JUNIOR PLAYSPACE 0-5 YEARS

PINGELLY MEMORIAL PARK
PROPOSED FURNITURE & FITTINGS





STILT WALKERS

PLAYWORKS



LOG STEPPERS

PLAYWORKS



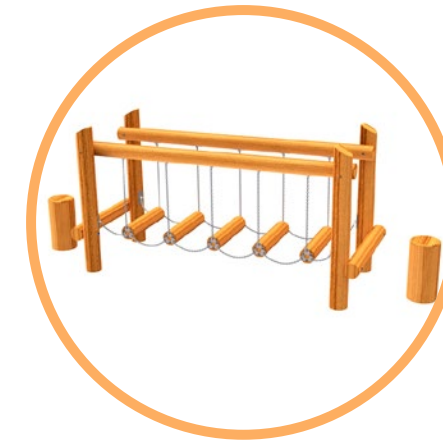
WOBBLY LOG BRIDGE

PLAYWORKS



LOG BALANCE TRAIL

PLAYWORKS



SUSPENDED LOG BRIDGE

PLAYWORKS



DOUBLE FLYING FOX

ADVENTURE +

NATURE PLAYSPACE (ALL AGES)



INCLUSIVE 4 WAY SWING

PLAYWORKS



ALL ABILITIES ACCESS
TURNTABLE / SPINNER
MODUPLAY

EXISTING PLAYGROUND UPGRADE (5-12 YEARS)

PINGELLY MEMORIAL PARK PROPOSED FURNITURE & FITTINGS



BOARDWALK BENCH SEAT
(BACK REST)
(COMPOSITE BATTENS)
COX URBAN FURNITURE



BOARDWALK BENCH SEAT
UNIVERSALLY ACCESSIBLE
(COMPOSITE BATTENS)
COX URBAN FURNITURE



PARKLINE 240L BIN
ENCLOSURE WITH ARTWORK PANEL
(DARK CHARCOAL)
COX URBAN FURNITURE



GABLE DDA SHELTER
(MANOR RED ROOF,
SURF MIST POLES)
EXTERIA



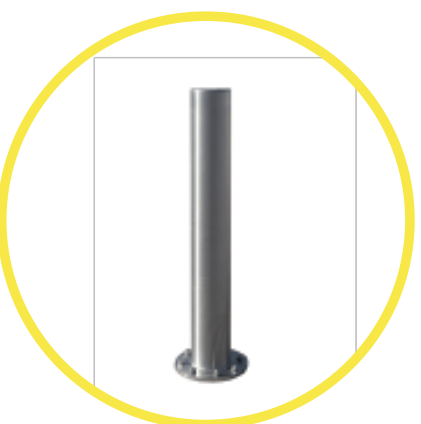
CONTEMPORARY
COMMUNITY SHELTER
WITH AMENITIES



SLIMLINE DRINK FOUNTAIN
WITH DOG BOWL
(DARK CHARCOAL)
EXTERIA



'A' SERIES DOUBLE BBQ
COOKTOP UNIVERSALLY
ACCESSIBLE
DA CHRISTIE



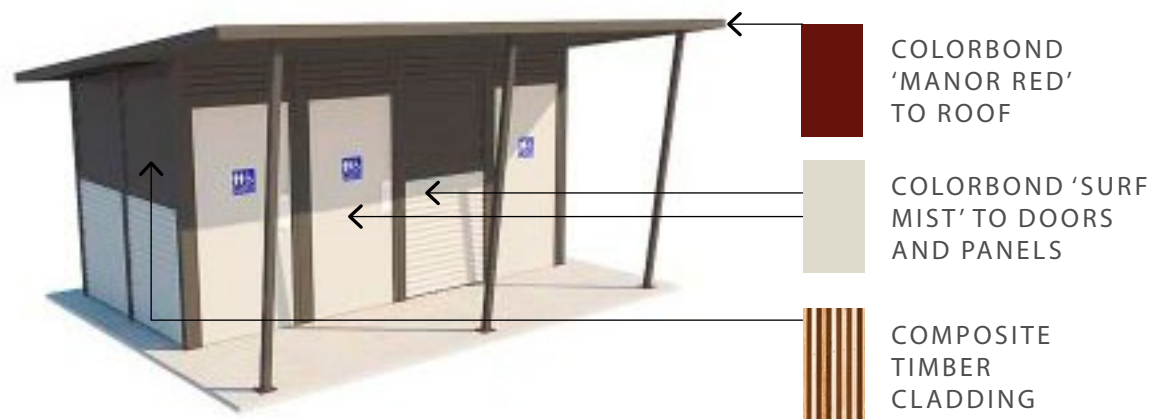
BASSO BOLLARD
(STAINLESS STEEL)
EXTERIA



TITAN POWER BOLLARD
(STAINLESS STEEL)
LED A



INSITU TRAFFICABLE
CONCRETE PAVEMENT
(EUCALYPTUS EXPOSED)
GEOSTONE



THE **YARRA 3** IS A PREFABRICATED STYLISH, ROBUST AND LOW MAINTENANCE TOILET BLOCK DESIGNED WITH THE FOLLOWING:

- 1 UNIVERSAL ACCESS CUBICLE WITH BABY CHANGE FACILITIES
- 1 AMBULANT TOILET WITH BABY STEEL GRAB RAILS
- 1 STANDARD TOILET

THE SKILLION STYLE ROOF LINE PROJECTS OVER THE CUBICLE ENTRANCE PROVIDING PROTECTION FROM THE ELEMENTS. TRAFFICABLE INSITU CONCRETE AND WATER REFILL STATION IS



PINGELLY MEMORIAL PARK
PROPOSED PREFABRICATED TOILET BLOCK - YARRA 3



14.4 2020-21 Community Grant Scheme Round 2

File Reference:	IFM201497 and IFM201903
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Community Development Officer
Disclosure of Interest:	Nil
Attachments:	2020-21 Community Grant Scheme Application Forms
Previous Reference:	Not Applicable

Summary

Council is requested to consider funding applications for the second round of the 2020/21 Community Grant Scheme.

Background

The Shire's Community Grant Scheme provides financial assistance to community groups to build an engaged and vibrant community that delivers benefits to the local community and the local economy. Applications for each round are assessed by a panel consisting of Council Members without representation from Shire of Pingelly staff.

This is the second of two rounds for 2020/21 with a total of \$15,000 allocated in the 2020/21 Budget. Applications are invited from eligible organisations and be for no more than \$3,000 in any single financial year. The funding will support up to 75% of total project costs. In-kind services and volunteer labour are eligible components of the total project costs. Successful projects will meet at least one defined priority area or have clearly identified and evidenced the need for the project. Funding is for undertaking projects and programs within the Shire of Pingelly or that provide benefit to residents and visitors of the Shire of Pingelly:

- building capacity within local community groups, volunteers and residents;
- supporting our young people;
- supporting our older people;
- providing opportunity to be healthy and promote wellbeing;
- supporting and encouraging cultural diversity and inclusion;
- developing and attracting art projects and increasing participation;
- generally building the strength, engagement and cohesion of the community;
- encourage tourism and increase visitation;
- activate local businesses and main streets; and
- improve, conserve and promote heritage.

Applications will be assessed according to:

- the level of community benefit;
- the level to which it addresses an evidenced need;
- long term sustainability;
- appropriateness of the project financial statement;
- partnerships, collaborations, community engagement and involvement or other funding sources that have been secured;
- capacity to deliver the project.

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

- projects that have already commenced;
- recurrent maintenance or operating costs;
- projects that are considered to be private, commercial, individual or state government core responsible;
- elements that may be considered offensive; and
- fundraising, political or loan repayments.

For applications to proceed to assessment they must:

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

Comment

The second round of Community Grant Scheme closed on 25 November 2020. Two applications were received, with a total request for funding of \$1,751.87. Applications were reviewed by the Community Development Officer, and the following recommendations represent compliance with the Community Grant Scheme Policy.

A summary of the applications is as follows.

Applicant	Project	Requested Funding	Officer Recommendation
Pingelly Youth Group Inc. (PYG).	Jump and Splash	\$751.87 (75% of total project cost)	\$751.87

PYG is made up of a passionate committee supporting local young people in Pingelly. They provide a safe space for young people to connect and engage to support their overall wellbeing, development and transition into adulthood.

The application is seeking support to fund after hour sessions for members of the PYG at Pingelly Swimming Pool. Three events are proposed, with one per month occurring between January – March 2021. Specific dates will be confirmed following confirmation of Contract Aquatics and PYG volunteer availability, however, Contract Aquatics have confirmed in-principle support to roster staff outside of contracted hours providing their costs are covered.

Assessment Criteria	Officer Comment	Score
The level of community benefit	The project provides a service to the community which currently doesn't exist. Given the project is for members of the PYG the scope for whole of community benefit is limited, however, it is important to note membership to the PYG is free, so the entire local youth population can access this service providing the parent/guardian has registered a membership and agreed to the terms and conditions.	6/10
The level to which it addresses an evidenced need	Community consultation to inform the Shire's Strategic Community Plan 2020-30 ranked youth engagement as the most significant issue affecting Pingelly at present. The project facilitates a social outlet that is safe, secure and supervised, while supporting the personal development of young people.	8/10
Long term sustainability	Contract Aquatics have expressed desire to develop an ongoing connection with PYG and share their experience working with disengaged youth in other communities. Engagement with a local Aboriginal Community Controlled Organisation ensures a level of cultural sensitivity and appropriateness.	8/10

Assessment Criteria	Officer Comment	Score
Capacity to deliver the project	The Pingelly Swimming Pool Manager oversees the entire facility and patron's safety, while PYG volunteers lead and supervise activities. The volunteers hold a Working With Children Check and operate via a roster system. The Pingelly Youth Group is currently in recess until January and this may inhibit how the project progresses to implementation and delivery stages.	6/10
Appropriateness of the project financial statement	There is clear articulation in demonstrating a 25% contribution to the project by the PYG and how the Shire's 75% contribution will be applied.	8/10
Partnerships, collaborations, community engagement and involvement or other funding sources that have been secured;	While the nature of the project doesn't embed a whole of community focus into the project, the relevant stakeholders in Pingelly have been identified.	7/10
Total Score based on the project's alignment with Assessment Criteria		43/60

The alignment with the intent of the Community Grant Scheme is strong, therefore, support for the Youth Group application is recommended to provide the Group with momentum when they re-open in January 2021.

Applicant	Project	Requested Funding	Officer Recommendation
Friends of Pingelly Railway Station Inc. (FOPRS).	Project Railway	\$1,000 (31.5% of total project cost)	\$0

FOPRS is a not for profit community group dedicating to preserving and activating the Pingelly Railway Station for residents and visitors. The building is intended to be used by various volunteer groups as a meeting venue and as a community hub for a series of social activities. Following the recent restoration of the Railway Station, FOPRS is requesting support to purchase block out blinds for 10 windows.

FOPRS have acquitted their Round 1 grant for \$2,000 and are now seeking to apply for the remaining \$1,000 they are eligible to apply for during the 2020/21 financial year.

Assessment Criteria	Officer Comment	Rating
The level of community benefit	The community benefit exists only where the group or organisation have chosen not to use another facility in Pingelly. Access to FOPRS as a venue for hire is provided on a fee for service basis. There are other facilities in Pingelly that already provide a similar benefit including the future use of the Town Hall, the Shire of Pingelly Chambers, Pingelly CRC's Meeting Rooms, as well as the PRACC's Culture and Recreation Rooms.	2/10

Assessment Criteria	Officer Comment	Rating
The level to which it addresses an evidenced need	From the community consultation to inform the future use of the Town Hall, FOPRS was identified as an alternative venue to the Town Hall for the community to access for boutique venue bookings. The need for the blinds is not well evidenced as the use of the facility and associated need for the blinds is unclear.	2/10
Long term sustainability	Facility hire is a short-term, ad hoc arrangement with limited opportunities for ongoing use considering the alternatives. The purchase of blinds does not appear to increase the sustainability of the FOPRS.	2/10
Capacity to deliver the project	FOPRS have demonstrated success in delivering projects from previous rounds of the Community Grant Scheme.	8/10
Appropriateness of the project financial statement	The total project cost provided was calculated by total income (\$1,100) and total expenditure (\$2,190), instead of total in kind (\$2,075) and total expenditure (\$2,190). Therefore, the true project cost is \$4,265 as opposed to \$3,175. With a total project cost of \$4,265 the request for \$1,000 is now compliant with the Shire's maximum contribution as 75%.	7/10
Partnerships, collaborations, community engagement and involvement or other funding sources that have been secured;	The collaborations and partnerships referred to in the application are user groups of the facility, as opposed to organisations that will support the delivery of the project.	2/10
Total Score based on the project's alignment with Assessment Criteria		23/60

The application from the FOPRS does not align with the intent of the Community Grant Scheme Policy, and therefore no funding is recommended.

Consultation

Advertising for applications was conducted via the Shire News, Pingelly Times, as well as the Shire of Pingelly's website and Facebook page.

Statutory Environment

Local Government Act 1995 – Part 6 Financial Management

Policy Implications

5.15 Community Grant Scheme Policy

Financial Implications

Annual Budget allocation \$15,000

Strategic Implications

Goal 1	Economy
Outcome 1.1	The Shire experiences significant new business growth and employment and is known widely as an innovative and collaborative community which is attracting new population and investment.
Strategy 1.1.4	Support business and community tourism promotion initiatives.
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.
Goal 2	Community
Outcome 2.2	Community groups function well with strong volunteer effort and feel supported by the community
Strategy 2.2.2	Support the capacity of clubs and groups to develop.
Outcome 2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
Strategy 2.4.1	Provide a range of community facilities and associated services in a way that maximises use and community activity.

Risk Implications

Risk	Failure to review and assess the Applications in accordance with the Community Grant Scheme as per Policy 5.15 results in a loss in integrity for the new process endorsed by Council in March 2020. Remaining too firm in the first year may pose a reputational risk for the Shire and be seen as insensitive in light of the social recovery from COVID-19.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Provide support for Applications received, but in correspondence reiterate operational expenditure will not be funded in future rounds of the Community Grant Scheme. This clarifies the purpose of the Community Grant Scheme in writing to ensure applications received in the future remain project-based, but still support their organisation's sustainability in the short-term while alternative source of funds can be explored for the next financial year.

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

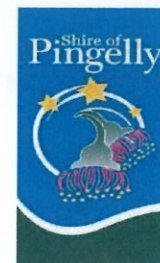
Council is requested to:

- 1. decline the Community Grant Scheme Application from Friends of Pingelly Railway Station Inc.**
- 2. approve the Community Grant Scheme Application from the Pingelly Youth Group Inc for \$751.87.**

Moved: _____ Seconded: _____

Community Grant Scheme Application Form 2020-21

SHIRE OF PINGELLY	
FILE	ADMO542
DATE	09 NOV 2020
Officer	CDO, CEO
Copy to	IFM201903



Deadline Round 1 4pm Thursday 25 June 2020

Deadline Round 2 4pm Thursday 25 November 2021

Please read the Community Grant Scheme Guidelines carefully and speak to the Community Development Officer before completing an application.

Contact 9887 1066 or admin@pingelly.wa.gov.au for further information or assistance.

Please submit this application via one of the following:

Mail

Shire of Pingelly
17 Queen Street, Pingelly 6308

Email

admin@pingelly.wa.gov.au

In person

17 Queen Street, Pingelly

Eligibility

<p>The Applicant is:</p> <ul style="list-style-type: none"> an incorporated organisation; or a group auspiced through an incorporated organisation (with written acknowledgement) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Projects meets priority areas identified within the Shire's Community Strategic Plan, and include, but are not limited to the following areas:</p> <ul style="list-style-type: none"> building capacity within local community groups, volunteers and residents; supporting our young people; supporting our older people; providing opportunity to be healthy and promote wellbeing; supporting and encouraging cultural diversity and inclusion; developing and attracting art projects and increasing participation; and generally building the strength, engagement and cohesion of the community. 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>For applications to proceed to assessment they must:</p> <ul style="list-style-type: none"> be lodged on time; be submitted on the appropriate form; include the required information, including insurance and financial details; include agreement from the applicant to acknowledge the Shire if funding is successful; ensure the applicant demonstrates its ability to manage the project; and not be due to commence until after the notification date. 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered 'No' to any of these questions, please contact the Community Development Officer.

Applicant Details

Organisation Details This is the group undertaking the project.

Legal Name of Organisation	FRIENDS OF PINGELLY RAILWAY INC.
Postal Address	PO BOX 544 PINGELLY 6308
ABN	54 910 304 047
Registered for GST	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Not-for-profit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Incorporated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Organisation Contact This is the person legally authorised to enter into contracts on behalf of the organisation. This is generally the president or chairperson.

Name	JOHN TIMMS
Position	CHAIRMAN
Telephone	-
Mobile	0417 918 959
Email	johntimms63@bigpond.com

Project Details

Which category best describes your community project?

- ☒ building capacity within local community groups, volunteers and residents
- ☒ supporting our young people
- ☒ supporting our older people
- ☒ providing opportunity to be healthy and promote wellbeing
- ☒ supporting and encouraging cultural diversity and inclusion
- ☒ developing and attracting art projects and increasing participation
- ☒ generally building the strength, engagement and cohesion of the community
- ☒ encourage tourism and increase visitation
- ☐ activate local businesses and main streets
- ☒ improve, conserve and promote heritage

Project name

FRIENDS OF PINGELLY RAILWAY INC - PROJECT RAILWAY

Provide a summary of the project

The completed restoration of the building means that we can now open the building to individuals and community groups to enjoy. Costs to maintain the building are totally dependant on grants, sponsorship, fundraising, donations membership fees and volunteer labour.

Clearly identify what the grant funds will be used for in the project

Refer "Budget Details"
The item would be used to enhance the building for community use - for members, individuals and groups for events and fundraising.

Which are your main target groups?

- ☒ General community
- ☐ Children 0-10
- ☐ Youth 11-25
- ☐ Women
- ☐ Men
- ☐ Seniors
- ☐ Aboriginal or Torres Strait Islander people
- ☐ People with disabilities and/or carers
- ☐ Other (please specify) _____

Describe how the project will benefit those participating and the community of Pingelly

Various community groups are now utilising the building for various activities. The grant items that have been requested would make the building more comfortable and user friendly.

Provide details of any collaborations/partnerships or community groups that will assist in the delivery of this project and outline how they will support the project (provide letters of support where relevant).

Inquiries and bookings have been made by groups such as Pingelly Tourism Group, Community Resource Centre, Ageism and Dementia meetings, Shire of Pingelly as well as individuals.

Anticipated commencement date

December 2020

Anticipated completion date

December 2020

How will you acknowledge the Shire of Pingelly's contribution to the project?

A statement of thanks and appreciation would be placed in the Pingelly Times and on social media. The Shire of Pingelly logo is on the sponsor board at the Railway Station.

Budget Details

Use the table below to list the expenses your project will incur, detail the income and in-kind that will cover the expenses, and identify their source.

Please note Shire of Pingelly's contribution is limited to 75% of the total project, and no more than \$3,000.

Income	
Income Items	Amount
Shire of Pingelly Community Grant Scheme Funding	\$1000.00
Donations	100.00
Total Project Income	1100.00
In Kind Contributions	
In Kind Items	Amount
Volunteer hours - March 9 to 31 October 2020 -	1140.00
Membership fees 39 @ \$15/head.	585.00
Television (to enhance events)	300.00
Crockery	50.00
Total In Kind Contributions	2075.00
Expenditure	
Expenditure Items	Amount
Block out blinds for 10 windows.	2190.00
Total Project Expenditure	2190.00
Total Project Cost (Total In Kind + Total Expenditure)	3175.00

Has your organisation received any type of funding from the Shire of Pingelly in the last 2 years? If yes, please provide details below.

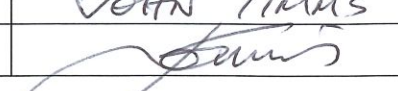
Year	Amount	Purpose	Fully Acquitted
2020	\$2200	Refrigerator, Dishwasher Microwave	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2019	\$3700	Public Liability Insurance Retaining wall	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Have you applied for grant funding from other sources for this project? If yes, please provide details below.

Funding Body/Program	Amount	Status of Application
Bendigo Bank for Kettle and Clon and tables.	\$400	<input checked="" type="checkbox"/> Confirmed <input type="checkbox"/> Pending
		<input type="checkbox"/> Confirmed <input type="checkbox"/> Pending

Declaration

- ☒ I declare the organisation has read and understands the Community Grant Scheme Guidelines.
- ☒ I declare I am the authorised person to submit this application on behalf of my organisation and are authorised to sign legal documents on behalf of the organisation.
- ☒ I declare the information provided in this application and attachments is to the best of my knowledge true, correct and discloses all estimates as accurate as possible.
- ☒ I understand false or misleading statements listed in this Community Grant Scheme Application can result in the application being rejected or the withholding of any funds that may be approved as result of this application.
- ☒ I declare the organisation applying for the grant funding will complete and submit a Community Grant Scheme Acquittal Form within 30 days following the project's completion.
- ☒ I declare the organisation submitting this form understands this is an application only.

Name	JOHN TIMMS	Position	CHAIRMAN
Signature		Date	9/11/20

Application Checklist

- ☐ Contacted the Community Development Officer to discuss the proposed project and application.
- ☐ Completed all questions in the application form
- ☐ Ensured any attached documents to your application are clearly marked and are in a clear and easy to understand format.
- ☐ Annual financial statement attached for project amounts over \$1,000
- ☐ Evidence of public liability insurance
- ☐ Letters of support, including letter of support from auspice organisation (if applicable)

**FRIEND OF PINGELLY RAILWAY STATION****Quote No 139956017****PINGELLY 6308****Phone** 0417 918 959**Fax****Work/Mobile****Request Fit Date****Email** johtimms63@bigpond.com**Customer Ord No****Payment Method**

Cash on delivery

Client to Remove Fittings

No

ABN 32 674 982 699**Instructions** Quoted from customers measurements. Westral takes no responsibility for mis-measure. Pick up from Canning Vale. Country orders to be paid in full.

#	Location	Qty.	Width	Drop	Product	Description	Total
751	XXXX	10	1200	2100	Roller Blind	Acclaim Chiffon Silk, Left Hand Control - Cream, Clear Anodised Oval Bottom Rail, Back Roll, TG Single brackets, fitted in reveal, Child Safe, Made in WA for WA conditions	2,190

Total Qty

10

Total Investment including GST**\$2,190****Please sign here to accept order**

(I understand and agree that this order cannot be cancelled). These quotes are strictly subject to checking. Westral is not liable for any loss caused by delays. Westral reserves the right to charge the customer any costs incurred for recovery of overdue monies. The goods shall remain the property of Westral until full payment is received. Email used for communication purposes only. All prices valid for 30 days. Current estimated installation times as of 31 October 2020: Blinds 5 weeks. The installations department will contact you once the products are manufactured to confirm an installation date. Delivery times can be subject to change due to unforeseen circumstances.

Deposit **\$2,190** Balance on delivery **\$0** To be paid to installer on completion of installation.**Credit Card No.**

-

-

-

Expiry Date

/

Direct Debit To Westral BSB: 086-136 ACCOUNT: 24 696 1813 REF:**Code****Use C/Card For Deposit Yes**(VISA or Mastercard only)
Pay online at payments.westral.com.au**SHOW** CANNING VALE Cnr Bannister Rd and Sherman St
ROOMS BALCATT 79 Erindale Rd, PO Box 1477, Canning Vale 6970
Mon-Fri 8.30am to 5.30pm Sat 8.30am to 1.00pm**Telephone: 9455 1555****Facsimile: 9455 2664**Email: sales@westral.com.auWeb: www.westral.com.au

Licensed Security Agents No. SAO 2249

Members of Security Agents Institute

50 598

31-Oct-2020

E. & O.E.

Page 1 of 1

Office Staff / 94551555/ sales@westral.com.au (jean.rodricks)

Community Grant Scheme

Application Form 2020-21

SHIRE OF PINGELLY	
FILE	ADmos42
DATE	20 NOV 2020
Officer	CDO
Copy to	IFM 201947



Deadline Round 1 4pm Thursday 25 June 2020
Deadline Round 2 4pm Thursday 25 November 2021

Please read the Community Grant Scheme Guidelines carefully and speak to the Community Development Officer before completing an application.

Contact 9887 1066 or admin@pingelly.wa.gov.au for further information or assistance.

Please submit this application via one of the following:

Mail

Shire of Pingelly
 17 Queen Street, Pingelly 6308

Email

admin@pingelly.wa.gov.au

In person

17 Queen Street, Pingelly

Eligibility

The Applicant is: <ul style="list-style-type: none"> an incorporated organisation; or a group auspiced through an incorporated organisation (with written acknowledgement) 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Projects meets priority areas identified within the Shire's Community Strategic Plan, and include, but are not limited to the following areas: <ul style="list-style-type: none"> building capacity within local community groups, volunteers and residents; supporting our young people; supporting our older people; providing opportunity to be healthy and promote wellbeing; supporting and encouraging cultural diversity and inclusion; developing and attracting art projects and increasing participation; and generally building the strength, engagement and cohesion of the community. 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
For applications to proceed to assessment they must: <ul style="list-style-type: none"> be lodged on time; be submitted on the appropriate form; include the required information, including insurance and financial details; include agreement from the applicant to acknowledge the Shire if funding is successful; ensure the applicant demonstrates its ability to manage the project; and not be due to commence until after the notification date. 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered 'No' to any of these questions, please contact the Community Development Officer.

Applicant Details

Organisation Details This is the group undertaking the project.

Legal Name of Organisation	Pingelly Youth group inc
Postal Address	Avon Street - pimberton street pingelly
ABN	96 500 662 714
Registered for GST	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Not-for-profit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Incorporated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Organisation Contact This is the person legally authorised to enter into contracts on behalf of the organisation. This is generally the president or chairperson.

Name	Tracie Skinn
Position	Chair person
Telephone	
Mobile	0423 079 442
Email	Jessie.c1515@gmail.com

Project Details

Which category best describes your community project?

- ☒ building capacity within local community groups, volunteers and residents
- ☒ supporting our young people
- ☒ supporting our older people
- ☒ providing opportunity to be healthy and promote wellbeing
- ☒ supporting and encouraging cultural diversity and inclusion
- ☐ developing and attracting art projects and increasing participation
- ☒ generally building the strength, engagement and cohesion of the community
- ☐ encourage tourism and increase visitation
- ☐ activate local businesses and main streets
- ☐ improve, conserve and promote heritage

Project name

Pingelly Youth Jump and Splash

Provide a summary of the project

Facilitating youth group sessions at the pingelly swimming pool. Incorporating general play / team building activities to support young people.
--

We are proposing three events one per month over January February and March.

Specific dates will be confirmed when pool staff and youth group volunteer availability is known

The intention is to provide safe spaces for young people to be physically active and supervised.

Sessions 6.30 to 8.30pm

Clearly identify what the grant funds will be used for in the project

- Contact aquatics additional staff hours
- Food and beverages
- Equipment (For the pool)
 - pool noodles
 - balls
 - kickboard

Which are your main target groups?

- ☐ General community
- ☒ Children 0-10
- ☒ Youth 11-25
- ☐ Women
- ☐ Men
- ☐ Seniors
- ☒ Aboriginal or Torres Strait Islander people
- ☐ People with disabilities and/or carers
- ☒ Other (please specify) Volunteers

provide support to parents with respite to focus on their own wellbeing

To provide young people with the unique experience to look forward to.

Describe how the project will benefit those participating and the community of Pingelly

Facilitating a social outlet that is safe, secure and supervised.

Developing water safety skills, knowledge and confidence.

Supporting the personal development of young people to develop team building, caring, respect, inclusive values.

Provide details of any collaborations/partnerships or community groups that will assist in the delivery of this project and outline how they will support the project (provide letters of support where relevant).

- Contract aquatics / staff time to manage pool outside of normal hours.
- Shire of Pingelly
- Pingelly SES for life towers
- Moorditj Youth Foundation Aboriginal Corporation - culture sensitivity and awareness, Aboriginal engagement.

Anticipated commencement date

January 2021

Anticipated completion date

March 2021

How will you acknowledge the Shire of Pingelly's contribution to the project?

Pingelly Times
Pingelly youth group facebook page
men's shed notice board
Shire of pingelly banner's
Flyers and advertising

Budget Details

Use the table below to list the expenses your project will incur, detail the income and in-kind that will cover the expenses, and identify their source.

Please note Shire of Pingelly's contribution is limited to 75% of the total project, and no more than \$3,000.

Income	
Income Items	Amount
Shire of Pingelly Community Grant Scheme Funding	\$ 751.87
Pingelly youth group Contribution	\$ 250.63
Total Project Income	\$ 1002.50
In Kind Contributions	
In Kind Items	Amount
Shire of pingelly promoting Support	\$ 90
pingelly ses volunteer time	\$ 90
moorditj youth foundation	\$ 90
Total In Kind Contributions	\$ 270
Expenditure	
Expenditure Items	Amount
\$ 55 / hour x 2 x 3 events (pool staff hours)	\$ 330
Pool equipment	\$ 300
Food and beverages x 3	\$ 240
Transport (pingelly community bus) \$35/hire fee + \$1.30 per K	\$ 132.50
Total Project Expenditure	
Total Project Cost (Total In Kind + Total Expenditure)	\$ 1002.50
	x 25%
	x 3
	\$ 1272.50

Has your organisation received any type of funding from the Shire of Pingelly in the last 2 years? If yes, please provide details below.

Year	Amount	Purpose	Fully Acquitted
—	—	—	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A
—	—	—	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A

Have you applied for grant funding from other sources for this project? If yes, please provide details below.

Funding Body/Program	Amount	Status of Application
No	—	<input type="checkbox"/> Confirmed <input type="checkbox"/> Pending
No	—	<input type="checkbox"/> Confirmed <input type="checkbox"/> Pending

Declaration

- ☒ I declare the organisation has read and understands the Community Grant Scheme Guidelines.
- ☒ I declare I am the authorised person to submit this application on behalf of my organisation and are authorised to sign legal documents on behalf of the organisation.
- ☒ I declare the information provided in this application and attachments is to the best of my knowledge true, correct and discloses all estimates as accurate as possible.
- ☒ I understand false or misleading statements listed in this Community Grant Scheme Application can result in the application being rejected or the withholding of any funds that may be approved as result of this application.
- ☒ I declare the organisation applying for the grant funding will complete and submit a Community Grant Scheme Acquittal Form within 30 days following the project's completion.
- ☒ I declare the organisation submitting this form understands this is an application only.

Name	TRACIE SKINN	Position	CHAIR PERSON
Signature	Tracie Skinn	Date	19-11-2020

Application Checklist

- ☒ Contacted the Community Development Officer to discuss the proposed project and application.
- ☒ Completed all questions in the application form
- ☐ Ensured any attached documents to your application are clearly marked and are in a clear and easy to understand format.
- ☐ Annual financial statement attached for project amounts over \$1,000
- ☒ Evidence of public liability insurance
- ☐ Letters of support, including letter of support from auspice organisation (if applicable)
- N/A - BANK BALANCE (Pilot Year) N/A

14.5 Australia Day Awards (confidential)

Recommendation

That the order of business in the agenda be changed to allow confidential Item 14.5 to be moved to the end of the agenda so it can be considered with other confidential items.

Moved: _____ Seconded: _____

15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

15.1 Monthly Statement of Financial Activity – November 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 November 2020 to 30 November 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 November 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 30 November 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 30 November 2020 be accepted and material variances be noted.

Moved: _____ Seconded: _____



SHIRE OF PINGELLY

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

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Graphical Analysis

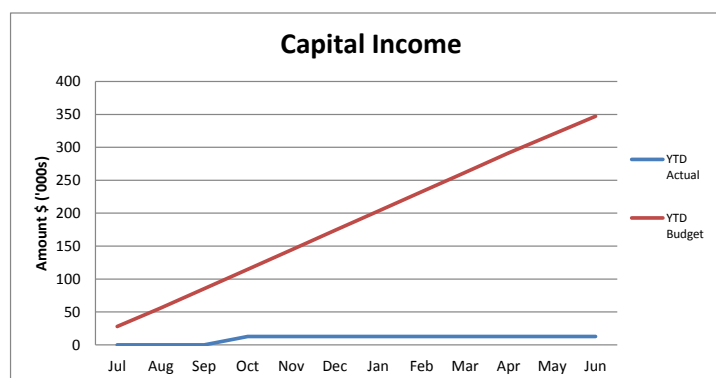
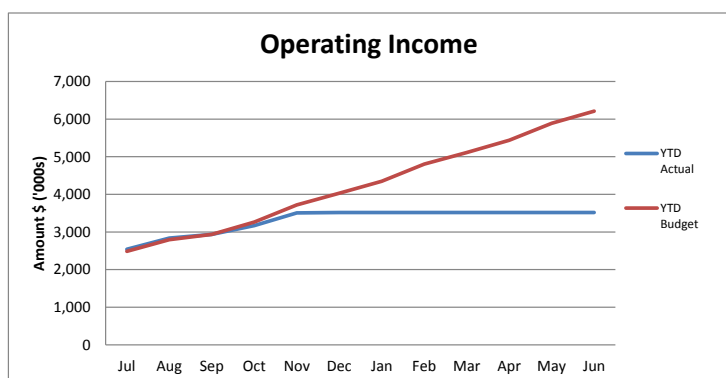
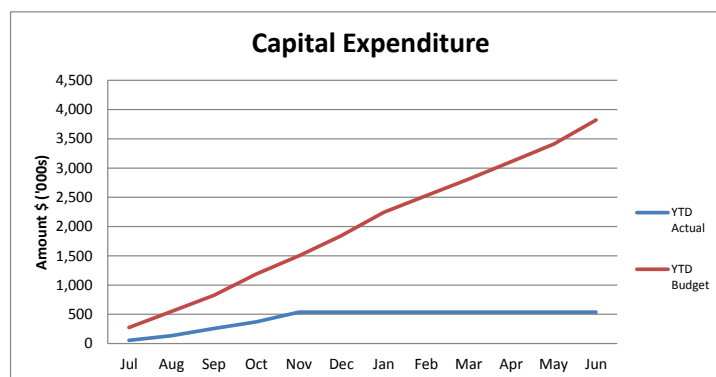
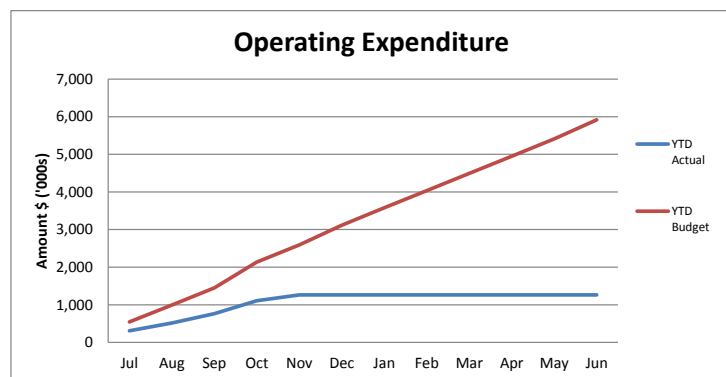
Statement of Financial Activity

Report on Significant Variances

Notes to and Forming Part of the Statement

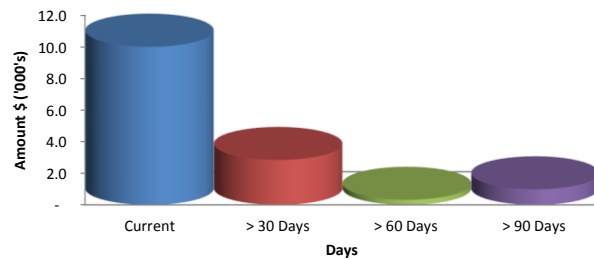
- 1 Acquisition of Assets
 - 2 Disposal of Assets
 - 3 Information on Borrowings
 - 4 Reserves
 - 5 Net Current Assets
 - 6 Rating Information
 - 7 Municipal Funds Restricted Cash - Bonds and Deposits
 - 8 Operating Statement
 - 9 Statement of Financial Position
 - 10 Financial Ratios
- Restricted Funds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

Income and Expenditure Graphs to 30 November 2020

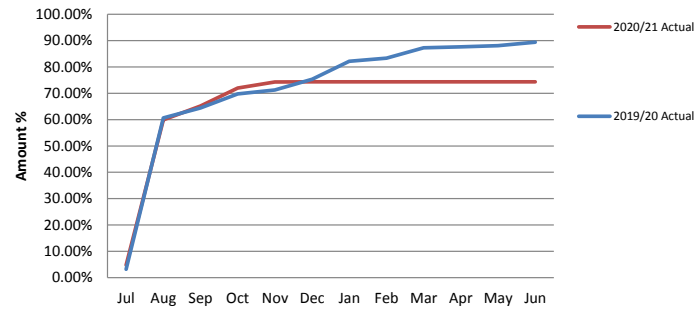


Other Graphs to 30 November 2020

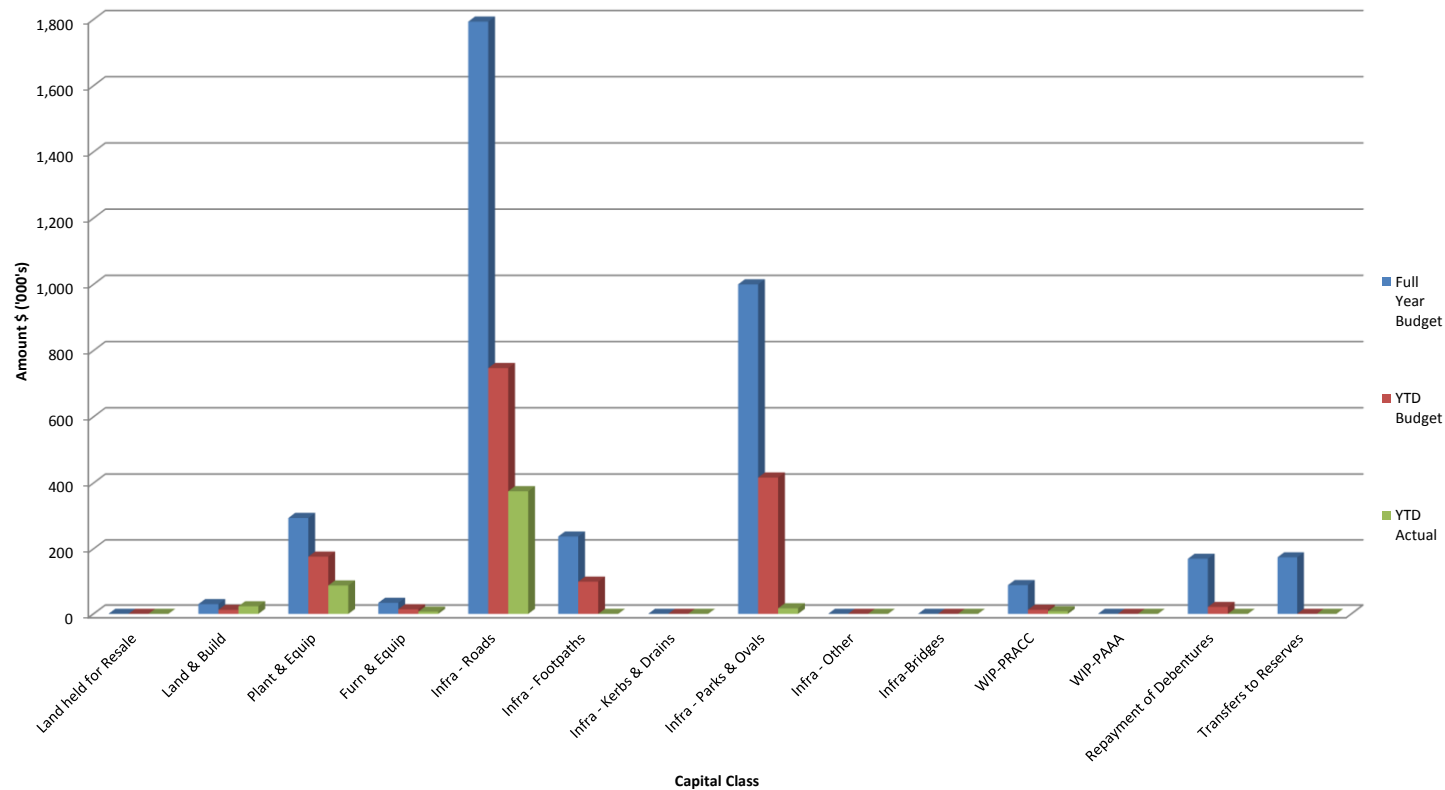
Sundry Debtors Amount O/S



Rates % Collected



Capital Expenditure



SHIRE OF PINGELLY

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

	NOTE	2020/21 Adopted Budget \$	November 2020 Y-T-D Budget \$	November 2020 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
Operating							
Revenues/Sources							
General Purpose Funding		639,371	328,713	326,623	(2,090)	-1%	
Governance		38,685	16,020	27,205	11,185	70%	▲
Law, Order, Public Safety		59,829	17,290	38,855	21,565	125%	▲
Health		1,636	675	215	(460)	-68%	
Education and Welfare		13,713	5,165	8,844	3,679	71%	
Housing		0	0	0	0	0%	
Community Amenities		199,740	177,975	179,384	1,409	1%	
Recreation and Culture		1,030,290	428,220	149,562	(278,658)	-65%	▼
Transport		2,049,122	618,724	613,009	(5,715)	-1%	
Economic Services		45,550	18,970	42,930	23,960	126%	▲
Other Property and Services		40,227	16,750	31,616	14,866	89%	▲
		4,118,163	1,628,502	1,418,243	(210,259)	-13%	
(Expenses)/(Applications)							
General Purpose Funding		(149,696)	(61,135)	(57,973)	3,162	5%	
Governance		(519,278)	(246,241)	(209,338)	36,903	15%	▼
Law, Order, Public Safety		(204,950)	(96,379)	(82,194)	14,185	15%	▼
Health		(144,759)	(61,093)	(52,105)	8,988	15%	▼
Education and Welfare		(49,310)	(19,023)	(9,362)	9,661	51%	▼
Housing		0	0	0	0	0%	
Community Amenities		(379,875)	(143,274)	(136,830)	6,444	4%	
Recreation & Culture		(1,295,110)	(580,756)	(334,232)	246,524	42%	▼
Transport		(2,870,996)	(1,213,147)	(343,297)	869,850	72%	▼
Economic Services		(286,465)	(116,255)	(65,939)	50,316	43%	▼
Other Property and Services		(17,446)	(56,831)	28,407	85,238	150%	▼
		(5,917,885)	(2,594,134)	(1,262,863)	1,331,271	-51%	
Net Operating Result Excluding Rates		(1,799,722)	(965,632)	155,380	1,121,012	-116%	
Adjustments for Non-Cash (Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	2	(36,500)	(14,269)	3,251	17,520	123%	▼
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	1,073,830	0	(1,073,830)	100%	▼
Capital Revenue and (Expenditure)							
Purchase Land Held for Resale	1	0	0	0	0	0%	
Purchase of Land and Buildings	1	(30,000)	(12,500)	(23,333)	(10,833)	-87%	▲
Purchase of Furniture & Equipment	1	(34,081)	(14,200)	(6,753)	7,447	52%	▼
Purchase of Right of Use Asset - Furniture & Equipment	1	(40,187)	(16,740)	0	16,740	100%	▼
Purchase of Right of Use Asset - Plant & Equipment	1	(337,468)	(140,610)	0	140,610	100%	▼
Purchase of Right of Use Asset - Buildings	1	(21,279)	(8,865)	0	8,865	100%	▼
Purchase of Plant & Equipment	1	(294,500)	(175,995)	(87,299)	88,696	50%	▼
Purchase of WIP - PP & E	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Roads	1	(1,793,554)	(747,250)	(375,192)	372,058	50%	▼
Purchase of Infrastructure Assets - Footpaths	1	(237,673)	(99,020)	0	99,020	100%	▼
Purchase of Infrastructure Assets - Kerbs & Drains	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,000,000)	(416,665)	(17,204)	399,461	96%	▼
Purchase of Infrastructure Assets - Bridges	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Other	1	0	0	0	0	0%	
Purchase of WIP Recreation and Culture	1	(88,443)	(12,680)	(27,295)	(14,615)	-115%	▲
Proceeds from WIP Aged Accommodation	1	0	0	0	0	0%	
Proceeds from Disposal of Assets	2	195,000	80,750	12,727	(68,023)	-84%	▼
Repayment of Debentures	3	(169,320)	(21,280)	0	21,280	100%	▼
Proceeds from New Debentures	3	0	0	0	0	0%	
Proceeds from new Lease Liabilities	3	398,934	166,215	0	(166,215)	-100%	▼
Repayment of Leases	3	(96,540)	(40,215)	(8,538)	31,677	-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	63,415	0	(63,415)	-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	1,510,547	2,435,643	925,096	-61%	▼
Amount Raised from Rates		(2,093,556)	(2,093,649)	(2,091,291)	2,358	0%	

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

Material Variances Symbol

Above Budget Expectations
Below Budget Expectations

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

▲
▼

SHIRE OF PINGELLY
FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 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

Governance	11,185	70% ▲
The variance relates to increased reimbursements and increase rental income webb street units		
Law Order and Public Safety	21,565	125% ▲
ESL SES and BFB grants YTD higher than budget due to timing difference		
Recreation and Culture	(278,658)	-65% ▼
There are a number of factors relating to the variance with the main driver being the Community Development Grant - Memorial Park Redevelopment (Timing Difference) not yet received		
Economic Services	23,960	126% ▲
The major variance relates to revenue for Mensshed - 2 Stone Street Pingelly		
Other Property and Services	14,866	89% ▲
The variance relates to reimbursement of salary & Wages for Workers Compensation claim		

REPORTABLE OPERATING EXPENSE VARIATIONS

Governance	36,903	15% ▼
The major variances relate to Depreciation not yet run for July - November along with integrated planning and IT expenses, due to budget profiling		
Law, Order, Public Safety	14,185	15% ▼
The variance relates to Depreciation not yet run for July - November		
Health	8,988	15% ▼
The variance relates to Contract Health Services, due to budget profiling		
Education and Welfare	9,661	51% ▼
The variance relates to Depreciation not yet run for July - November		
Recreation and Culture	246,524	42% ▼
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, along with PRACC wage subsidy and swimming pool contract fees less than budget due to budget profiling		
Transport	869,850	72% ▼
There are a number of factors that relate to the variance with the main drivers being road construction and maintenance program less than YTD budget due to budget profiling & depreciation not yet run for July - November		
Economic Services	50,316	43% ▼
Major variances include Boyagin development not yet commenced and depreciation YTD Budget less than YTD Actuals due to depreciation not yet run for July - November		
Other Property and Services	85,238	150% ▼
There are a number of factors which relate to this variance with the main drivers being Salaries and Wages under budget, due to vacant Works Supervisor position along with depreciation not yet run for July - November		

REPORTABLE NON-CASH VARIATIONS

(Profit)/Loss on Asset Disposals	17,520	123% ▼
Plant replacement program not yet substantially commenced		
Depreciation on Assets	(1,073,830)	100% ▼
Depreciation YTD Budget less than YTD Actuals due to depreciation not yet run for July - October		

REPORTABLE CAPITAL EXPENDITURE VARIATIONS

Purchase of Land & Buildings	-10,833	-87% ▲
The variance relates to a timing issue on the purchase of Lot 856 - 2 Stone St Pingelly - Mensshed		
Purchase of Furniture & Equipment	7,447	52% ▼
The variance relates to a timing issue on the purchase of electronic device replacements, will self correct		
Purchase of Plant & Equipment	88,696	50% ▼
Purchase of Plant & Equipment YTD Actuals less than YTD Budget. Plant items not substantially commenced		
Purchase of Road Infrastructure Assets	372,058	50% ▼
Road Infrastructure YTD Actuals less than YTD Budget due to program not yet substantially commenced		
Purchase of Infrastructure Assets - Parks & Ovals	399,461	96% ▼
Memorial Park Re-Development not yet substantially commenced		
Purchase of WIP Recreation and Culture	-14,615	-115% ▲
The drivers which relate to variance include the PRACC flooring, garden lighting and bowling green shade shelter - Timing issue		
Proceeds from Disposal of Assets	-68,023	-84% ▼
The variance relates to a timing issue on the disposal of plant, will self correct		
Repayment of Leases	31,677	-79% ▼
The variance relates to the Server, Solar System and Grader Lease not yet entered into		

REPORTABLE CAPITAL REVENUE VARIATIONS

Transfers from Restricted Assets	(63,415)	-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 NOVEMBER 2020 TO 30 NOVEMBER 2020

	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	November 2020 YTD Actual \$
1. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
<u>By Program</u>			
Governance			
<u>Members</u>			
Furniture & Equipment - Schedule 4 Members	25,381	10,575	0
<u>Administration</u>			
Furniture And Equipment	8,700	3,625	6753
Right Of Use Asset - F & E	40,187	16,740	0
Right Of Use Asset - Buildings	21,279	8,865	0
Capex - Admin Plant Purchases	90,000	90,000	80499
Recreation and Culture			
<u>Other Recreation & Sport</u>			
Capex - Infra Parks & Ovals	1,000,000	416,665	17204
Capex - Gardener Vehicle	33,500	33,500	0
<u>Works in Progress - Recreation Centre</u>			
Capex - Praac Building Construction	14,500	4,350	14300
Capex - Pracc Landscaping Soft & Hard	0	0	5093
Capex - Pracc Bowling Green	20,000	8,330	7902

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	November 2020 Actual \$
1. ACQUISITION OF ASSETS (Continued)			
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads Construction			
Various Road Resheeting	267,597	111,495	0
North Banister Road - Rtr	89,320	37,210	0
Pasture Street - Council Constr	30,624	12,750	0
Bullaring Road	158,611	66,080	0
Capex - Milton Road	263,069	109,595	223014
Capex - Rrg Wickepin Pingelly Slk 7.9-9.0	229,221	95,500	0
Capex - Wickepin Pingelly Road - Crsf Funding	708,956	295,395	152178
Review Street - Rtr	46,156	19,225	0
Footpath Construction			
Footpaths - Construction	237,673	99,020	0
Footpath - Upgrade Apex Hill	0	0	0
Drainage Construction			
Paragon Street Drainage	0	0	0
Rennet Street Drainage Flume	0	0	0
<i>Road Plant Purchases</i>			
8Kva Genset	8,500	3,540	6800
Capex - Pt15 Upgrade Truck Tip Tray	45,000	0	0
Capex - Light Truck	115,000	47,915	0
Capex - Fuel Pods	2,500	1,040	0
Right Of Use Asset - P & E	337,468	140,610	0
Economic Services			
<i>Other Economic Services</i>			
Capex - Purchase Of Land	30,000	12,500	23333
	3,877,185	1,644,525	537076
By Class			
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	12,500	23333
Buildings	0	0	0
Furniture & Equipment	34,081	14,200	6753
Right of Use Asset - F & E	40,187	16,740	0
Right of Use Asset - P & E	337,468	140,610	0
Right of Use Asset - Buildings	21,279	8,865	0
Plant & Equipment	294,500	175,995	87299
Work in Progress - PPE	0	0	0
Infrastructure - Roads	1,793,554	747,250	375192
Infrastructure - Footpaths	237,673	99,020	0
Infrastructure - Kerbs & Drains	0	0	0
Infrastructure - Parks & Ovals	1,000,000	416,665	17204
Infrastructure - Bridges	0	0	0
Infrastructure - Other	0	0	0
Works in Progress - Recreation Centre	88,443	12,680	27295
Works in Progress - Aged Care Accommodation	0	0	0
	3,877,185	1,644,525	537076

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

2. DISPOSALS OF ASSETS

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

By Program		Written Down Value		Sale Proceeds		Profit(Loss)	
		2020/21	November	2020/21	November	2020/21	November
		Budget	2020	Budget	2020	Budget	2020
Asset No		\$	Actual \$	\$	Actual \$	\$	Actual \$
PDOC8	Governance DCCS Vehicle PN761	15,000	15,977.89	12,000	12,727.27	(3,000)	(3,250.62)
PC13	Recreation & Culture PC13 - Parks & Gardener Ute PN172	0	0.00	7,000	0.00	7,000	0.00
PG6	Transport 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
	Economic Services Lot 856 (2) Stone Street Pingelly	30,000	0.00	30,000	0.00	0	0.00
		158,500	15,977.89	195,000	12,727.27	36,500	(3,250.62)

By Class of Asset		Written Down Value		Sale Proceeds		Profit(Loss)	
		2020/21	November	2020/21	November	2020/21	November
		Budget	2020	Budget	2020	Budget	2020
Asset No		\$	Actual \$	\$	Actual \$	\$	Actual \$
PDOC8	Plant & Equipment DCCS Vehicle PN761	15,000	15,977.89	12,000	12,727	(3,000)	(3,250.62)
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	0.00	7,000	0.00	(7,500)	0.00
	Land & Buildings Lot 856 (2) Stone Street Pingelly	30,000	0.00	30,000	0	0	0.00
		158,500	15,977.89	195,000	12,727.27	36,500	(3,250.62)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2020/21 Adopted Budget \$	November 2020 Actual \$
57,000	0.00
(20,500)	(3,250.62)
36,500	(3,250.62)

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 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
		\$	\$	\$	\$	\$	\$	\$	\$
Education & Welfare									
Loan 120 - SSL Pingelly Cottage Homes *	149,819	0	0	17,539	0	132,280	149,819	9,414	(53)
Recreation & Culture									
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
		\$	\$	\$	\$	\$	\$	\$	\$
Administration									
Photocopier Lease	57,502	0	0	20,366	8,538	37,136	48,964	1,442	548
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	8,538	359,896	48,964	12,363	548

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

	2020/21 Adopted Budget \$	November 2020 Actual \$
4. RESERVES		
Cash Backed Reserves		
(a) Leave Reserve		
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) Plant Reserve		
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>
(c) Building and Recreation Reserve		
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>
(d) Electronic Equipment Reserve		
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>
(e) Community Bus Reserve		
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>
(f) Swimming Pool Reserve		
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>
(g) Refuse Site Rehab/Closure Reserve		
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>
Total Cash Backed Reserves	<u><u>184,419</u></u>	<u><u>162,816</u></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 NOVEMBER 2020 TO 30 NOVEMBER 2020

	2020/21 Adopted Budget \$	November 2020 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
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
	173,803	0
Transfers from Reserves		
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
	(152,200)	0
Total Transfer to/(from) Reserves	21,603	0

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 NOVEMBER 2020 TO 30 NOVEMBER 2020

	2019/20 B/Fwd Per 2020/21 Budget \$	2019/20 B/Fwd Per Financial Report \$	November 2020 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	698,429	698,429	1,676,141
Cash - Restricted Unspent Grants			192,653
Cash - Restricted Unspent Loans	0	0	(0)
Cash - Restricted Bonds & Deposits	6,692	6,692	11,437
Cash - Restricted Reserves	162,817	162,817	162,817
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	203,378	203,378	586,956
Sundry Debtors	66,182	66,182	16,096
Provision for Doubtful Debts	(990)	(990)	(990)
Gst Receivable	24,008	24,008	18,271
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	11,004
	<u>1,378,691</u>	<u>1,378,691</u>	<u>2,877,368</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	-
Sundry Creditors	(31,374)	(31,374)	(9,232)
Accrued Interest On Loans	(417)	(417)	-
Accrued Salaries & Wages	(15,193)	(15,193)	-
Bonds & Deposits Held	(6,692)	(6,692)	(11,437)
Income In Advance *	0	0	(13,000)
Gst Payable	(5,656)	(5,656)	(2,099)
Payroll Creditors	0	0	-
Contract Liabilities	0	0	-
Performance Obligation Liability	(331,831)	(331,831)	(179,653)
Prepaid Rates Liability	(29,830)	(29,830)	(12,621)
Current Lease Liability	0	0	(11,827)
Accrued Expenses	(20,772)	(20,772)	-
PAYG Liability	(29,082)	(29,082)	(25,814)
Other Payables	(3,881)	(3,881)	(2,513)
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>(812,071)</u>
NET CURRENT ASSET POSITION	360,090	360,090	2,065,297
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	11,827
Adjustment in Accounting policies	0	0 *	0
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>718,609</u>	<u>718,609</u>	<u>2,435,643</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 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 \$
General Rate								
GRV - Residential	0.121390	316	3,592,992	436,153	962	5	437,120	438,868
GRV - Rural Residential	0.121390	66	817,596	99,248	809	0	100,057	99,248
GRV - Commercial/Industrial	0.121390	29	412,252	50,043	(505)	(499)	49,039	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	(301)	(112)	1,339,709	1,340,122
Non Rateable								
Sub-Totals		667	143,067,400	1,943,114	966	(606)	1,943,473	1,945,829
Minimum Rates	Minimum \$							
GRV - Residential	900	62	96,900	55,800	0	0	55,800	55,800
GRV - Rural Residential	900	24	52,909	21,600	0	0	21,600	21,600
GRV - Commercial/Industrial	900	11	36,200	9,900	0	0	9,900	9,900
GRV - Townsites	900	8	44,160	7,200	0	0	7,200	7,200
UV - Broadacre Rural	900	59	2,753,000	53,100	0	0	53,100	53,100
Sub-Totals		164	2,983,169	147,600	0	0	147,600	147,600
Ex Gratia Rates							2,091,073	2,093,429
Movement in Excess Rates							217	
				2,090,714			0	0
Total Amount of General Rates							2,091,290	2,093,429
Specified Area Rates							0	0
Ex Gratia Rates							0	220
Total Rates							2,091,290	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 NOVEMBER 2020 TO 30 NOVEMBER 2020

8. OPERATING STATEMENT

	November 2020 Actual \$	2020/21 Adopted Budget \$	2019/20 Actual \$
OPERATING REVENUES			
Governance	27,205	38,685	90,759
General Purpose Funding	2,417,913	2,732,800	3,462,546
Law, Order, Public Safety	38,855	59,829	42,604
Health	215	1,636	1,776
Education and Welfare	8,844	13,713	22,338
Housing	0	0	0
Community Amenities	179,384	199,740	197,523
Recreation and Culture	149,562	1,030,290	50,563
Transport	613,009	2,049,122	1,326,421
Economic Services	42,930	45,550	52,250
Other Property and Services	31,616	40,227	38,383
TOTAL OPERATING REVENUE	3,509,533	6,211,592	5,285,161
OPERATING EXPENSES			
Governance	209,338	519,278	639,695
General Purpose Funding	57,973	149,696	196,491
Law, Order, Public Safety	82,194	204,950	236,514
Health	52,105	144,759	141,730
Education and Welfare	9,362	49,310	133,366
Housing	0	0	0
Community Amenities	136,830	379,875	392,607
Recreation & Culture	334,232	1,295,110	1,480,401
Transport	343,297	2,870,996	2,764,104
Economic Services	65,939	286,465	301,461
Other Property and Services	(28,407)	17,446	26,851
TOTAL OPERATING EXPENSE	1,262,863	5,917,885	6,313,219
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	2,246,670	293,707	(1,028,057)

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

9. STATEMENT OF FINANCIAL POSITION

	November 2020 Actual \$	2019/20 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,031,610	861,246
Investments Current	5,000	5,000
Trade and Other Receivables	818,316	502,050
Inventories	11,004	3,704
Restricted Cash - Bonds & Deposits	11,437	6,692
TOTAL CURRENT ASSETS	2,877,367	1,378,692
NON-CURRENT ASSETS		
Other Receivables	198,513	198,513
Inventories	0	0
Property, Plant and Equipment	19,510,094	19,381,392
Infrastructure	67,084,992	66,692,594
Investments Non Current	53,416	53,416
TOTAL NON-CURRENT ASSETS	86,847,015	86,325,915
TOTAL ASSETS	89,724,382	87,704,607
CURRENT LIABILITIES		
Trade and Other Payables	256,759	488,401
Long Term Borrowings	169,320	169,320
Provisions	374,554	374,554
Bonds & Deposits Liability	11,437	6,692
TOTAL CURRENT LIABILITIES	812,070	1,038,967
NON-CURRENT LIABILITIES		
Trade and Other Payables	37,137	37,137
Long Term Borrowings	3,235,390	3,235,390
Provisions	82,901	82,901
TOTAL NON-CURRENT LIABILITIES	3,355,428	3,355,428
TOTAL LIABILITIES	4,167,498	4,394,395
NET ASSETS	85,556,884	83,310,212
EQUITY		
Retained Surplus	33,770,259	31,523,589
Reserves - Cash Backed	162,817	162,817
Revaluation Surplus	51,623,806	51,623,806
TOTAL EQUITY	85,556,882	83,310,212

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 NOVEMBER 2020 TO 30 NOVEMBER 2020

10. FINANCIAL RATIOS

	2020 YTD	2019
Current Ratio	5.76	0.89
Operating Surplus Ratio	0.73	0.12

The above ratios are calculated as follows:

Current Ratio

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

Purpose:

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

Standards:

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

Below Std

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

Std met

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

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

Operating Surplus Ratio

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

Purpose:

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

Standards:

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

Below Std

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

Basic Std

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

Adv Std

SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 30 November 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
			165,957.00						
Wickepin Pingelly Road 0156 - RRG05 and R2R	Transport	1230	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	152,178.26	113,917.26
Live & Local Music	Recreation & Culture	1180	13,000.00	0.00	0.00	0.00	0.00	0.00	13,000.00
Sub Total									192,652.54
Total Restricted Grant Funds									192,652.54
Available Cash		GL/Job Account	Interest Rate	Maturing					Balance
Municipal Bank	Muni Fund Bank	0111	0	N/A					305,706.95
	Muni Fund Interest Bearing A/C	0111	0.05%	N/A					670,049.85
Municipal Bank - TDA	Muni Fund Bank TDA	0111	0.10%	26-Dec-20					892,486.25
Municipal Bank	Till Float SES	0112							50.00
Municipal Bank	Till Float	0113							200.00
Municipal Bank	Petty Cash on hand	0114							300.00
Total Cash									1,868,793.05
Less Restricted Cash									(192,652.54)
Total Unrestricted Cash									1,676,140.51

15.2 Accounts Paid by Authority – November 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 paid by authority for the month of November 2020.

Background

In accordance with *Local Government (Financial Management) Regulations 1996 Clause 13 (1)* schedules of all payments made through Council's bank accounts are presented to the Committee and to Council.

Comment

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

Consultation

Nil

Statutory Environment

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

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

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

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

Policy Implications

There are no policy implications arising from this amendment.

Financial Implications

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

Strategic Implications

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

Risk Implications

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

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

Voting Requirements

Simple Majority

Recommendation

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

To 30 November 2020:

Municipal Account	\$238,142.82
Trust Account	\$0.00
Trust Licensing Account	\$37,113.20

Moved: _____ Seconded: _____

15.3 Proposed Purchase of CCTV Server

File Reference: ADM0099
Location: Not Applicable
Applicant: Not Applicable
Author: Executive Manager Corporate Services
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Nil

Summary

Council is requested to approve a 2020/21 budget amendment to undertake the replacement of the closed-circuit television (CCTV) server under a five year lease arrangement.

Background

The Shire's CCTV server was purchased in 2013 through a grant program that was aimed at reducing crime. This server operates the cameras in the main street and Shire Office. Servers ordinarily have a warranty of four years, which is commonly extended to five years. Due to the critical nature of server infrastructure to the functioning of a system, the replacement schedule is not generally extended beyond this timeframe.

The CCTV server has recently failed, and the options for replacement need to be considered. The current schedule in the Long Term Financial Plan for replacement of this infrastructure is 2022/23.

Comment

A quote has been sourced from a suitable WALGA preferred contractor, which includes the supply, installation and configuration. The replacement cost is \$23,273. A number of options are available:

1. Do not undertake a replacement, and determine that the CCTV cameras remain inoperable
2. Purchase the CCTV server outright at a cost of \$23,273.
3. Purchase the CCTV server on a five year lease arrangement. The indicative cost of a lease arrangement equal \$4,908 per year, of which \$2,454 would be applicable to the 2020/21 year.
4. Repair the server. The contractor has recommended that due to the age of the server it would be a much better long term solution to replace rather than repair, along with the expenditure to rebuild and configure the existing cameras

Within the 2020/21 Budget, a provision exists to replace the Shire's main administration server. This project is nearing completion. It is anticipated that savings of \$4,342 will be realised from this project which can be utilised to fund the CCTV server lease, with a zero impact to the Shire's current budget due to savings in the administration server originally budgeted for 12 months to the actual of six months.

It should be noted that there will be an interim financial impact for the remainder of the lease period, until the scheduled time for replacement is reached. This is illustrated below:

Budget/LTFP Provision	2020/21	2021/22	2022/23
Administration Server	\$8,683	\$8,683	\$8,683
CCTV Server	\$0	\$0	\$25,000

Actual Financial Impact	2020/21	2021/22	2022/23
Administration Server	\$4,277	\$8,553	\$8,553
CCTV Server	\$2,454	\$4,908	\$4,908
Net impact	\$1,952	(\$4,778)	\$20,222

Consultation

Chief Executive Officer
Spyker Technologies Pty Ltd

Statutory Environment

Local Government Act 1995 section 6.8 states:

Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency

(1a) In subsection (1)

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

Policy Implications

There are no policy implications.

Financial Implications

There are no impacts on the adopted 2020/21 Budget.

Strategic Implications

Goal 2	Community
Outcome 2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
Strategy 2.3.4	People and property are protected from flood damage and risk to a specified level

Risk Implications

Risk	Failure to replace the server may see an increase in crime along with a decrease in the protection and safety for the community.
Risk Rating (Prior to Treatment or Control)	Moderate (8)
Principal Risk Theme	Reputational / Property
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

Absolute Majority

Recommendation

That Council approve the replacement of the CCTV server at a total cost of \$23,272.52, to be funded by a five (5) year finance lease at a cost of approximately \$4,908 per year within the 2020/21 Budget allocation for the administration server replacement.

Moved: _____ Seconded: _____

15.4. Policy: 5.17 Correct Usage of Shire Fuel Card Policy Amendments

File Reference: ADM0487
Location: Not Applicable
Applicant: Not Applicable
Author: Senior Finance Officer
Disclosure of Interest: Nil
Attachments: Shire of Pingelly Policy: 5.17 Correct Usage of Shire Fuel Cards Policy
Previous Reference: Nil

Summary

Council is requested to endorse the review of Policy 5.17 Correct Usage of Shire Fuel Card Policy.

Background

The Local Government Act s.2.7(2)(b) prescribes that Council determine its policies. It is considered good governance to ensure policies are reviewed every few years, or as required, to ensure they remain clear and concise and meet the Shire's strategic direction.

Comment

The current Policy 5.17 Correct Usage of Shire Fuel Card requires updating to reflect the current practices of the Shire. Changes are track on the draft Policy amendments as attached, noting the strategic elements relevant to Council oversight.

Consultation

Executive Manager Corporate Services
Finance Officer

Statutory Environment

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

Policy Implications

The recommendation proposes amendments to the existing Policy.

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 5.7.71	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed

Risk Implications

Risk	In order to maintain transparency and to facilitate appropriate decision making processes, it is imperative that policy statements reflect the current position of Council and work practices at the Shire as well as best practice approaches. No significant risks are considered relevant to this change, as internal controls and associated audits of transactions are comprehensive.
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 endorse the amended changes in Policy 5.17 Fuel Cards, as attached.

Moved: _____ Seconded: _____

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

Cardholders Employees to which a Shire fuel card has been issued

4. POLICY STATEMENT

- 4.1 Employees driving a Shire supplied vehicle, where required, will be issued with a Shire fuel card.
- 4.2 Cardholders must ensure that the fuel cards are only used for the fuel requirements of the vehicle associated with the fuel card.
- 4.3 Employees are to use the fuel card for the purchase of fuel relating to Shire business only.
- 4.4 Employees must ensure that they adhere to the requirements of the policy, otherwise they may forfeit the use of the fuel card and be subject to disciplinary action.
- 4.5 All employees issued with a fuel card will be required to sign a document acknowledging their compliance with the fuel card policy

5. RELATED DOCUMENTATION / LEGISLATION

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

6. REVIEW DETAILS

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

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

~~3.1 To provide an asdfsadllskjdf for the purchase of fuel for Shire supplied vehicles and relevant associated parties (e.g. Bushfire Service), when employees and associates are away from Pingellasdfasdfsadfy or on weekends. (Employees are required to fuel up at sites only accepting the Shire issuedfasdfd fuel Card).~~

~~3.2 To ensure that only goods and services obtained are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records.~~

~~3.3 To ensure that all fuel dockets not relating to the fuel card for the designated vehicle are to be forwarded onto Council's Accounting dfasdfaStaff in a timely manner (Once a week).~~

Cardholders Employees to which a Shire fuel card has been issued

4. POLICY STATEMENT

4.1 ~~Procedures~~

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

- 4.2 Card Holders must ensure that the fuel cards are only used for ~~Unloaded Fuel, Diesel or Gas. b)~~ ~~As a minimum employees must provide the following information to the console operator after fuelling the~~ the fuel requirements of the vehicle:

- ~~• Card PIN and or signature if required.~~

~~e) If the Plant or Registration is not printed on the fuel docket the driver is required to write the information on the docket.~~

~~e) Accounting Staff to provide fuel card user associated with a Statement of usage for the month.~~

~~d) The fuel card dockets must be sent to Shire's Accounting Staff in a timely manner (once a week) this is preferably the next working day. However, an acceptable time will be within 5 working days of returning to work. Fuel docket not relating to the designated vehicle should have the plant number written on it and be signed by the employee or associate using the vehicle.~~

~~d) Fuel card holders will check the fuel charged to their Plant/Vehicle on the Statement and will sign via personal signature or digital signature as their declaration that the expenditure was a true and correct record for their fuel card for the month.~~

~~e) Accounting Staff will then verify that all fuel dockets have been received and will then process the fuel card statement for authorisation by the Director of Corporate and Community Services.~~

- e) ~~If any discrepancies are found by the fuel card holder, they will be followed up by the Accounting Staff.~~
 - f) ~~The Accounting Staff will maintain a register of all employees and associates who have been issued with Shire Fuel Cards.~~
 - g) ~~All employees~~4.3 ~~Employees are to use the fuel card for the purchase of fuel relating to Shire business only.~~
- 4.4 ~~Employees~~ must ensure that they adhere to the requirements of the policy. ~~Otherwise, otherwise~~ they may forfeit the use of the ~~Fuel Card~~fuel card and be subject to disciplinary action.

~~4.2~~ Risk Management and Fraud Control

- a) ~~Employees are to use the fuel card for the purchase of fuel relating to Shire business and for authorised private usage.~~
- ~~b)~~4.5 All employees issued with a fuel card will be required to sign a document acknowledging their compliance with the fuel card policy ~~once adopted by Council.~~
- e) ~~Annual reviews of the usage of the fuel card will be conducted by the Director of Corporate and Community Services Executive Manager Corporate Services. A report will be submitted to the Executive Management Team as required detailing any issues on the use of the fuel cards.~~
 - d) ~~Where a card is lost, stolen or damaged the holder must notify the Director of Corporate and Community Services Executive Manager Corporate Services immediately. Steps will then be taken to cancel the card and reissuing a new fuel card.~~
 - e) ~~Appropriate measures will be taken to ensure cardholders adherence to the Policy. These measures may include cancellation of the fuel card, or any other measures deemed necessary by the Chief Executive Officer. This could include disciplinary action.~~
 - f) ~~It is the responsibility of the cardholder to return the fuel card to the Finance department on resignation or termination from the Shire of Pingelly. The Shire's Senior Finance Officer will follow up on any cards that are not returned.~~
 - g) ~~Other methods of payment, such as cash and Shire of Pingelly issued Corporate Credit Cards are only to be used in exceptional circumstances. An example of this is where there are no service stations that accept a Shire operated fuel card. The employee or associate must make every effort to seek out a service station that accepts a Shire operated fuel card. In the case of using cash to pay for fuel purchases, the reimbursement of the fuel payment must be authorised by the Director of Corporate and Community Services Executive Manager Corporate Services or Chief Executive Officer. In the case of using a Corporate Credit Card, receipts must be handed to the accounts department as per Policy 5.14 Corporate Credit Cards.~~

5. RELATED DOCUMENTATION / LEGISLATION

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

16. DIRECTORATE OF TECHNICAL SERVICES

Procedural Motion

That Council close the meeting to members of the public to discuss the item behind closed doors as the matter is related to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Moved: _____ Seconded: _____

16.1 Confidential Item - Request for Quotation Bituminous Surfacing

Moved: _____ Seconded: _____

16.2 Confidential Item – Lease of new Grader

Moved: _____ Seconded: _____

16.3 Confidential Item - Australia Day Awards

Moved: _____ Seconded: _____

Council Decision:

That the meeting be re-opened to the public.

Moved: _____ Seconded: _____

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.