



# Council Agenda

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## Shire of Pingelly

### Ordinary Council Meeting

### 17 February 2021

#### **DISCLAIMER**

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

#### **MISSION STATEMENT**

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



## **Shire of Pingelly**

### **Notice of Meeting**

Notice is given that a meeting of the Council will be held in the Council Chambers, 17 Queen Street, Pingelly on 17 February 2021, 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 "J Burton", is positioned above the name and title of the signatory.

**Julie Burton**  
**Chief Executive Officer**

## PUBLIC QUESTION TIME INFORMATION

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

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

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

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

The Chairman to declare the meeting open.

**2. ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to both the Aboriginal and non-Aboriginal people past, 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 – 9 December 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 9 December 2020 be confirmed.**

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

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

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

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

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

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

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

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

##### **Meetings attended:**

##### **December**

- 14<sup>th</sup> Pingelly Primary School Awards Presentation
- 16<sup>th</sup> Visit Pingelly Men's Shed informal presentation
- 16<sup>th</sup> Phone call with Office of Auditor General Department regarding closure 2019-2020 Audit
- 18<sup>th</sup> Shire's Christmas Lunch with Councillors and staff

##### **January**

- 19<sup>th</sup> Meeting -President and CEO re Australia Day Events
- 26<sup>th</sup> Australia Day Breakfast, Citizenship ceremony- Australia Day Awards, Community Person and Sportsperson award for 2020
- 26<sup>th</sup> Council -Australia Day activities and Lunch at Pingelly Swimming Pool
- 26<sup>th</sup> Australia Day Awards and prize presentation -Pingelly Bowling Club at PRACC
- 27<sup>th</sup> President, Deputy President and CEO meeting update on Council activities

##### **February**

- 9<sup>th</sup> President and CEO phone conversation regarding Pingelly Oval
- 10<sup>th</sup> Agenda Briefing President and CEO
- 10<sup>th</sup> PRACC Board Meeting
- 11<sup>th</sup> Special Council Meeting and Audit Committee Meeting
- 17<sup>th</sup> February Ordinary Council Meeting.

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

### **14.1 WALGA Annual General Meeting and WA Local Government Convention 2021**

**File Reference:** ADM0088  
**Location:** Not Applicable  
**Applicant:** Not Applicable  
**Author:** Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

#### **Summary**

For Council to nominate two (2) Council voting delegates for the 2021 WALGA Annual General Meeting, to be held in Perth on 20 September 2021, as part of the Annual Local Government Convention (19-21 September).

#### **Background**

The 2021 WA Local Government Convention & Trade Exhibition (Local Government Week) will be held Monday and Tuesday 20 -21 September 2021 at the Crown Perth, with the Opening Welcome Reception being held on the evening of Sunday 19 September 2021.

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

#### **Comment**

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

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

#### **Consultation**

Nil

#### **Statutory Environment**

Nil

#### **Policy Implications**

Policy 4.10 Councillor Training Policy notes that WALGA training is an eligible training activity for Councillors.

#### **Financial Implications**

Anticipated costs are approximately \$2,500 per delegate comprising registration of \$1,750; accommodation of approximately \$600 per delegate, plus meals and other miscellaneous expenses.

#### **Strategic Implications**

Goal 5	Innovation Leadership and Governance
Outcome 5.8	A strong corporate governance framework is maintained
Strategy 5.8.2	Ensure compliance with legislative requirements and excellence in business performance



## Risk Implications

Risk	Risks relevant to this decision of Council are relatively low, and include the financial impact of the convention, and the reputational risk if no delegates were present to vote at the WALGA AGM.
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Financial, Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

Risk Matrix

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

## Voting Requirements

Simple Majority

## Recommendation

### That Council

1. Nominate Councillors \_\_\_\_\_ and \_\_\_\_\_ as the Shire's Voting Delegates for the WALGA Annual General Meeting to be held in Perth on 20 September 2021.
2. Endorse Councillor/s \_\_\_\_\_ to attend the 2021 Western Australian Local Government Convention.

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

## **14.2 Review of Shire of Pingelly Town Planning Scheme**

<b>File Reference:</b>	<b>ADM0101</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Report of Review</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary**

Council is requested to approve the Report of Review which has been prepared to satisfy the requirements under Regulations 65 and 66 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), for the Shire of Pingelly to carry out a review of its Local Planning Scheme No.3.

### **Background**

Pursuant to Part 6, Division 1 of the Regulations, the local government is required to review its Local Planning Scheme at five year intervals. The review process commences with the local government preparing a "Report of Review" and making recommendations to the Western Australian Planning Commission (WAPC) on how to proceed.

In particular, the report must make recommendations on the following:

- Whether the scheme:
  - is satisfactory in its existing form; or
  - should be amended; or
  - should be repealed and a new scheme be prepared in its place.

and

- Whether the local planning strategy for the scheme:
  - is satisfactory in its existing form; or
  - should be reviewed; or
  - should be repealed and a new strategy prepared in its place.

### **Comment**

The Regulations require the local government to review its Local Planning Scheme and Strategy every five years to ensure that the documents are current and reflect the requirements and directions of the State Planning Framework.

The Shire of Pingelly Local Planning Scheme No. 3 (LPS3), provides the legal framework for assessing planning proposals while the Local Planning Strategy (LPS) provides a longer term strategic vision for how the Shire could develop. The intent is to allow the LPS3 to be amended from time to time to accommodate development and land uses that align with settlement patterns shown in the LPS.

The following section provides a summary of the "Report of Review" (as attached).

### **Deemed Provisions**

The Regulations have 'Deemed Provisions' which automatically apply to every local government in Western Australia, and override some sections of the Shire's existing Scheme. Where there is a conflict between the Shire's Scheme and the 'Deemed Provisions', then the Regulations prevail. The 'Deemed Provisions' mainly cover administrative procedures and common planning requirements such as:

- a. The process for making, amending or revoking a Local Planning Policy;
- b. Heritage Protection;
- c. The process for Structure Plans (which guide larger sized subdivisions);
- d. Listing development that requires planning approval and exemptions from planning approval;
- e. A generic state wide planning application form;
- f. The information to be lodged with a development application;
- g. Advertising procedures;
- h. Processes for dealing with development applications, including the 'Matters to be considered by the Local Government';
- i. Powers of Local Governments; and
- j. Delegations by Local Government.

The 'Deemed Provisions' also include a section on mapping which dictates the zones, reserves and colours that can be used on any Scheme Map.

There are whole sections of the LPS3 text that have become redundant and have been replaced by clauses in the 'Deemed Provisions' of the Regulations

### Model Provisions

The Regulations contain a template of a Local Planning Scheme text which outlines what the WAPC considers to be the ideal format for any new or amended Scheme. The template is known as the 'Model Provisions for Local Planning Schemes'. The Regulations use the more modern term 'Local Planning Scheme' instead of 'Town Planning Scheme'.

Some of the Model Provisions are essentially fixed (i.e. the WAPC will not support any variations). An example is that there are set zones and reserves that can be used in a Scheme. There are also set objectives for zones and reserves that have to be utilised. While not stated by the WAPC, the long-term outcome will be that most Local Planning Schemes throughout the State will have similar formats, with consistent zones, reserves and scheme text format. There are some areas within the Model Provisions where local governments can include their own local requirements, such as development controls (like site requirements), and exemptions for development from the need for planning approval.

The Report of Review (attached) has been prepared to satisfy the requirements of the Regulations. This Report shows that that LPS3 and LPS are generally satisfactory, however, due to the significant changes in the Model Scheme Text, a new Scheme is expected to be an efficient way to incorporate the required changes.

Ordinarily, a review of a Local Planning Strategy is completed initially, with the Local Planning Scheme following. Given Pingelly's circumstances are that the Scheme is outdated, while the Strategy in comparison provides solid future direction, the WAPC are likely to approve the review of the Scheme in the first instance. The review of the Strategy could occur in the future, with the DPLH indicating that they may be able to assist with the review at a nil or subsided cost to the Shire.

### **Consultation**

The Regulations do not require public consultation during the preparation of a 'Report for Review', however, clause 67 (2) of the Regulations does require the advertising of the decision by the WAPC and making the "Report of Review" available for inspection at its office.

Depending on the direction approved by the WAPC, future stages of the review process will require comprehensive advertising/consultation with government agencies and the community.

## Statutory Environment

Part 5 of the Planning and Development Act 2005 (the Act) provides local governments with the power to make and review local planning schemes. Division 5 of Part 5 of the Act specifically addresses matters associated with the review of local planning schemes.

The Act is supported by the Regulations. Attachment 2 provides details of Part 6, Division 1 – Review and consolidation of local planning schemes.

## Policy Implications

Changes to the Local Planning Scheme may necessitate a number of policy amendments.

## Financial Implications

A review of the Shires Local Planning Scheme may require an additional allocation of funds for planning consultant's advice and assistance. If mapping changes are required, it may be necessary to allocate funding for external drafting, depending on the availability of staff from the Department of Planning Lands and Heritage.

## Strategic Implications

Goal 3	Built environment
Outcome 3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town.
Strategy 3.2.3	Plan for appropriate location of activities within the Shire, in a way that is consistent with the community's vision for the future
Action 3.2.3.1	Review the Town Planning Scheme

## Risk Implications

Risk	The key risk in relation to an outdated TPS, that is not in line with the model provisions, is that decisions by the Shire may be inconsistent with those made by the Department of Planning Lands and Heritage, and may be difficult to apply to modern land uses.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

Risk Matrix

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:

1. Pursuant to Part 6, Division 1, Sections 66(1)(b) and (c) of the Planning and Development (Local Planning Schemes) Regulations 2015 approves the “Report of Review” (as attached) and provides a copy to the Western Australian Planning Commission.
2. Recognises the need to modernise its key land use planning instruments and seeks the support of the Western Australia Planning Commission to determine the most effective and efficient approach that minimises costs to the Shire.
3. Subject to point 2, the *Shire of Pingelly Local Planning Scheme No.3* should be either be:
  - a) Updated through an omnibus amendment (text and maps); or
  - b) Repealed and a new *Shire of Pingelly Local Planning Scheme No. 4* prepared in its place to reflect the Regulations.
4. Agrees that the *Shire of Pingelly Local Planning Strategy* should be reviewed including that the Strategy is to only focus on the Shire of Pingelly (and not the Shires of Narrogin and Wickepin) and it is to review opportunities to facilitate additional industrial/transport logistic development.

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

# Shire of Pingelly Local Planning Scheme No.3

Planning and Development (Local Planning Schemes)  
Regulations 2015  
Part 6, Division 1 (r.65 & 66)

## Report of Review



February 2021

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# **REPORT OF REVIEW OF SHIRE OF PINGELLY LOCAL PLANNING SCHEME No.3**

## **1.0 BACKGROUND AND PURPOSE**

This report has been prepared to satisfy the requirements under Regulations 65 and 66 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the 'Regulations'), for the Shire of Pingelly to carry out a review of the *Shire of Pingelly Local Planning Scheme No.3* (Scheme or LPS3) and prepare a Report of Review.

This Report of Review is the result of the Regulations which requires that, in each 5<sup>th</sup> year following the date a Scheme was last published in the Government Gazette, the local government shall prepare a review by way of a report to the Western Australian Planning Commission (WAPC) on the operation of the Scheme.

This review has incorporated the following components:

- Reviewed the following pertinent documents:
  - LPS3;
  - *Shire of Pingelly Local Planning Strategy*;
  - *Shire of Pingelly Strategic Community Plan*;
  - *Wheatbelt Regional Planning and Infrastructure Framework*; and
  - *Wheatbelt Regional Investment Blueprint*;
- Held discussions with Shire of Pingelly Council on the matter and obtained feedback on issues and aspirations; and
- Briefed the Department of Planning, Lands and Heritage's Wheatbelt team on the matter and obtained feedback.

In 2015 the Regulations were gazetted. One of the purposes behind the Regulations was to provide consistency in local planning schemes across all Western Australian local governments. The Regulations introduced a set of Deemed Provisions, which replace any local planning scheme provisions of the same or similar nature. Further, the Regulations introduced a set of Model Provisions, which provide a recommended set of provisions that local planning schemes should follow. The Model Provisions allow for some flexibility to cater for the land use and development differences between local government areas. The Scheme predates the Regulations by some seven years.

## **2.0 SCHEME AND STRATEGY DETAILS**

### **2.1 Local Planning Scheme No. 3**

The Scheme was gazetted on 5 May 2008 and is now nearly 13 years old. However, only three amendments to the Scheme have been gazetted, as outlined below, since 2008. The last Scheme Consolidation Report was in June 2015 with community/stakeholder consultation occurring between 18 April 2016 and 17 May 2016.



TABLE 1 - SHIRE OF PINGELLY LPS3 - TEXT AMENDMENTS		
AMD NO	GAZETAL DATE	DETAILS
1	18/05/12	Inserted "Yenellin Road, portion of lot 5209 and portion of Lot 3902, Pingelly" into Schedule 11.
4	05/07/13	Changed 'X' to 'A' for the General Agriculture zone for the Dog Kennels land use in Table 1.
5	29/03/18	<p>Rezone a portion of Lot 524 on Plan 065485 from Reserve - Recreation and Open Space to Reserve - Public Purposes.</p> <p>Rezone Lots 491 and 492 on Plan 223046 and Lot 556 on Plan 408432 from Recreation and Open Space reserve to Civic and Community - Social Care Facilities reserve.</p> <p>Rezone Lot 555 on Plan 408432 from Recreation and Open Space reserve to Public Purposes - Medical Facilities reserve.</p> <p>Rezone a portion of public road; a portion of Lot 525 on Plan 065485; a portion of Lot 492 on Plan 223046; and a portion of Lot 556 on Plan 405432 from the 'Recreation and Open Space' reserve to 'Local Road' reserve.</p> <p>Introduce a Civic and Community - Social Care Facilities reserve to the Scheme.</p> <p>Introduce a Public Purposes - Medical Services reserve to the Scheme.</p> <p>Update text in Clause 3.3 - Civic and Community - Social Care Facilities &amp; Public Purposes - Medical Services</p> <p>Amend the scheme maps accordingly.</p>

The Scheme is set out in a typical fashion for such a document prior to the introduction of the Model and Deemed Provisions and various aims, objectives and standards are generally still relevant today. Its aims and objectives are also generally consistent with those of the Local Planning Strategy. There are however various sections of the Scheme that have been superseded by the Deemed Provisions, and there are various sections that are inconsistent with the Model Provisions.

The Scheme provides for the following zones:

- Town Centre
- Mixed Use
- Industry
- Residential
- Rural Residential
- General Agriculture
- Development (which is broken into two sub-categories by the Scheme Maps)
- Special Use

Most of the Scheme area is zoned General Agriculture for obvious reasons, with the Pingelly townsite containing the urban and industrial zones listed above. There are two small outlying rural residential areas at Moorumbine and Dattening. The Pingelly townsite is zoned in a manner that forms a transect-style land use pattern. It represents a logical built form sequence with the highest intensity in the centre of the town that gradually reduces in intensity to the edge of town and beyond. This is considered a highly desirable trait. The types of the zones as outlined in the Scheme are considered suitable for a rural Shire. There is no listed Commercial or Service Commercial Zone,

however, uses normally found in these types of zones can be provided for in the town centre zones in country areas.

The specific types of land uses provided for in the Zoning Table and their respective definitions are not entirely consistent with the Model Provisions. There are some land uses in the Zoning Table that are not found in the Model Provisions and vice versa.

There has been no amendment to update the LPS3 text in accordance with the deemed and model provisions contained in the Regulations.

The Scheme also provides for a suite of local reserves:

- Civic and Community
- Conservation
- Highway
- Local Road
- Major Regional Road
- Public Purposes (which is broken into a number of sub-categories by the Scheme Maps)
- Railway
- Recreation and Open Space

Most of the local reserves are found within the Pingelly townsite. The reserves are generally consistent with those in the Model Provisions, however there are some differences in the names of the reserves themselves.

As noted previously, the objectives and aims of the Scheme and Local Planning Strategy are generally synchronised. The Local Planning Strategy was initially adopted in 2004, prior to the Scheme being gazetted, however, an addendum to the Local Planning Strategy was carried out in 2010. The addendum provided the way for further rural residential development surrounding the Pingelly townsite, however, no land rezoning to this effect has taken place.

## 2.2 Local Planning Strategy 2010

The district is covered by the *Local Planning Strategy* (the 'Strategy') for the Narrogin, Pingelly and Wickepin area. On 27 July 2020 the WAPC endorsed the *Shire of Narrogin Local Planning Strategy* to produce a more contemporary strategy. Accordingly, aspects of the current Shire of Pingelly Local Planning Strategy contain an outdated focus in part on the Shire of Narrogin and Wickepin.

## **3.0 SUBDIVISION AND DEVELOPMENT ACTIVITY**

### 3.1 Subdivision and lot activity

Other than boundary realignments, there has been limited subdivision approvals for green title lots and final subdivision approvals (lots created) in recent years. Most of the development since 2015 (the last Report of Review) has come from 'historically' created lots.

The 'development footprint' set out in the Strategy identifies enough land suitable for residential and rural living development (rural residential and rural smallholding) in the foreseeable future. As outlined in this report, there are however servicing issues along with feasibility considerations.

### 3.2 Development activity

The amount of new development has varied in the district between 2015 to the present. This, in part, is reflective of the broader Western Australian economy.

**Table 2** below outlines building commencements in each year from 2015 – 2020.

<b>TABLE 2 - BUILDING COMMENCEMENTS</b>					
<b>Year</b>	<b>No. building commencements</b>	<b>Nature of developments</b>			
		<i>DWELLINGS</i>	<i>OUTBUILDINGS</i>	<i>COMMERCIAL/ INDUSTRIAL</i>	<i>OTHER (Pools, Extensions etc)</i>
<b>2015</b>	23	4	6	5	8
<b>2016</b>	21	3	5	2	11
<b>2017</b>	21	2	5	3	11
<b>2018</b>	27	4	5	4	9
<b>2019</b>	18	0	6	4	8
<b>2020</b>	21	3	2	2	14
<b>TOTAL</b>	131	16	29	20	61

### 4.0 POPULATION CHANGE

The district's resident population was 1146 in 2016. The district's estimated current population remains consistent with the 2016 Census statistics.

The Shire does not consider it likely that the district's population will decline, given the area's proximity to Perth, the district's natural and cultural assets, its efforts to enhance aged care and recreation facilities, and the relative affordability of the district.

It is noted that:

- Pingelly is the major population centre in the district. Approximately two thirds of the district's population live within the Pingelly townsite;
- The average household size is likely to decline in the period to 2031, requiring the provision of additional dwellings to house the growing population; and
- There is a need to ensure the Shire can service and support its ageing population through housing diversity and medical services, including aged care and accommodation into the future.

It is anticipated that there will be:

- A requirement to provide rural living (rural residential and rural smallholding) lots to accommodate a different lifestyle choice;
- A greater range of housing types and choices; and
- Expected shortages in industrial land.

## **5.0 CURRENT PLANNING ISSUES**

### **5.1 Overview**

The Council raised several planning issues. To ensure the discussion was focused on the project, Council was advised that it was not a role of a local planning scheme in itself to attract investment and development. Council's primary planning issues are discussed below.

### **5.2 Industrial Land Shortage**

Pingelly townsite only has one designated area of land zoned specifically for all types of industrial land uses. This land is located in the north-western section of the townsite and is not developed. According to DevelopmentWA, this land is constrained by native vegetation and hazardous materials and is potentially contaminated by asbestos.

While there doesn't appear to be any declared rare flora species on the land, the regrowth vegetation on the land is native and its removal would need clearing permits from the State Government. The Shire of Pingelly has less than 10% remnant native vegetation remaining, therefore a clearing permit may not be issued to develop the land.

Further, servicing the land is not simple. Connection to the reticulated water network will be necessary and this may be problematic as the existing water network in the area only entails 100mm diameter pipe. Water Corporation prefers larger pipes to service industrial areas. This would mean significant upgrades to the water infrastructure would be needed. The land is also not easily able to be connected to the reticulated sewer network, however, this may not ultimately be necessary for an industrial development, and onsite wastewater systems should suffice if site and soil conditions are favourable. New underground power cables would also be required to be put in, with the closest connection point being at the corner of Vinicombe Street and Review Street. Due to the economic and environmental constraints, the industrial zoned land may not be suitable for industrial development, which leaves the question as to where new industries can locate.

The Scheme includes a Development Zone specifically set up for both residential and light industry land uses to be accommodated on one lot. The Shire's depot is in this zone. Some of the properties in this zone are quite large and could accommodate a range of light industrial land uses, however, the Scheme requires structure planning over this zone prior to subdivision and development taking place. There is no provision in the Scheme that allows the Council to consider approving light industrial land uses prior to structure planning taking place. Notwithstanding this, the Scheme can be easily amended as part of the review to allow Council to approve light industries without an approved structure plan in place.

While light industries could be accommodated in the Development Zone, it still leaves the question as to where general and more heavier industries could locate. DevelopmentWA has indicated that the reserve land on the south side of town could be a possibility, provided that the purpose of the reserve is changed accordingly. Council could then lease the area to a business at a peppercorn rate. This land does not come without its constraints however, as it too contains native vegetation and will require servicing.

Regardless of the issues currently surrounding industrial land, it is not a role of a local planning scheme review to simply zone additional areas of land as industrial. Finding new industrial land that is less constrained would need to be investigated as part of a review of the Local Planning Strategy. As mentioned however, there are some amendments to the Scheme that could be undertaken to ensure light industrial uses can be approved within the townsite in the Development Zone. This may resolve some of the land availability issues.

### 5.3 Ensuring New Business Can Set Up in Pingelly

At the briefing, Council advised that in the recent past, there had been a lost opportunity to a new business (transport depot) setting up in Pingelly due to the lack of suitable industrial zoned land. Council was mindful that it was difficult enough to attract new business to town and it needed a Scheme that was flexible to ensure new types of businesses were not unnecessarily restricted. To address this issue, the Zoning Table of the Scheme can be amended as part of the review by allowing some forms of industrial and commercial land uses to set up in the General Agriculture zone. For example, a transport depot could be introduced as a specific use class in the Zoning Table and made a discretionary form of land use in the General Agriculture zone. To ensure that these types of land uses do not detract from the rural amenity or productivity of the zone, development provisions can be introduced to control the land use somewhat.

The land use permissibility's in the Town Centre and Mixed Use zones can also be reviewed to ensure they are appropriately flexible and not overly prohibitive.

### 5.4 Servicing

Pingelly townsite has finite capacity to expand due to limitations on existing service infrastructure. This presents issues for residential infill, industrial development and for any potential development of the rural residential areas identified in the Local Planning Strategy.

Water Corporation has advised that there is only capacity in the existing water distribution main to cater for an additional 50 dwellings. Further, the wastewater treatment plant only has capacity to cater for an additional 50 dwellings. While the reticulated water pipes extend throughout the majority of the town, the reticulated sewer pipes only reach a certain number of properties, therefore, any residential infill development will need to be serviced by onsite effluent disposal systems if lots are suitably coded and sized, and entail appropriate soil conditions.

The power supply comes from Western Power's Narrogin substation. The load growth for Pingelly is limited and there would need to be significant work to increase bulk loading. This may present issues for new industrial proposals that require higher power inputs.

While servicing is a major issue facing Pingelly, the Scheme review cannot provide any solutions to these problems. Servicing upgrades will either be carried out by the provider or a developer, the latter being the most likely suitor. Significant servicing upgrades are likely to cause many developments to be cost prohibitive.

### 5.5 Subdivision and Infill

The Council would like to see new residents come to town to ensure Pingelly remains viable. Council was of the view that some infill subdivision and new rural residential development could provide a solution.

WA Tomorrow figures forecast that the population of the Shire, by 2031, could possibly be halved in a worst case scenario model. In the best case scenario, the population could increase by about 300 people. It is assumed that the population by 2031 will be somewhere in between these figures, which means a stagnate population or a small decline, unless proactive measures are put in place.

The residential make-up of the Pingelly townsite generally consists of typical country-style larger lots. The majority of lots range in area between 1,000m<sup>2</sup> and 2,000m<sup>2</sup>, however there are some even larger lots on the eastern side of town that range between 2,500m<sup>2</sup> and 9,000m<sup>2</sup>.

The current Scheme applies split density codes across the Residential zone, where in regard to subdivision the higher code can be used where connection to reticulated sewer is provided. Unfortunately, the reticulated sewer network only extends to some parts of the townsite, which restricts the ability for land to be subdivided to the higher density code. Notwithstanding this, some of the larger lots could still be subdivided using the lower density code if site and soil conditions are proven suitable for on-site effluent disposal systems.

The Local Planning Strategy indicates that there is potential for a high number of new residential and rural residential lots to be developed under the current Scheme, however, as mentioned previously, the capacity of the existing water and sewer service will not allow the townsite to realise its full potential, as only 50 more dwellings can be developed before service upgrades are needed.

Further, the Local Planning Strategy also provides for land on the periphery of the townsite to be rezoned from General Agriculture to Rural Residential. These types of lot may be more attractive for 'tree changers', as opposed to smaller infill residential lots.

The current Scheme does not comply with the Regulations in a number of ways.

The Local Planning Strategy provides a solid basis in regard to providing a statutory basis for residential and rural residential subdivision occur within the Pingelly townsite and would not need any wholesale changes to ensure it is fit-for-purpose.

## **6.0 OPTIONS AND DISCUSSION**

### **6.1 Local Planning Scheme No. 3**

LPS3 is generally consistent with State Planning Policy but is inconsistent with various parts of the Regulations. It is highlighted there has not been an omnibus text or scheme map amendment to align the Scheme in accordance with the Regulations.

### **6.2 Options on Scheme**

The Shire of Pingelly has the following three options in regard to the Scheme review:

1. Decide that the existing Scheme in its current state is appropriate for the time being; or
2. Decide that the existing Scheme is in reasonably good shape in terms of dealing with land use and development and amend the Scheme to address the relevant issues and align it up with the Model Provisions; or
3. Decide that the existing Scheme is unacceptable in terms of dealing with land use and development and needs to be revoked by an entirely new Scheme.

It is considered that option 2 or 3 are the most appropriate. This can be refined with the WAPC to determine the most effective and efficient approach that minimises costs to the Shire.

Option 1 is not recommended for consideration as it may mean that another five years will pass before the next review takes place, and development opportunities could be missed. The WAPC are also unlikely to accept Option 1.

Option 2 will bring the Scheme into line with the Model Provisions and also allow the land use table, zone objectives and development requirements to be updated to reflect contemporary standards. It will also include a certain amount of flexibility to ensure unnecessary land use restrictions are not placed on new development opportunities. It is suggested that significant changes would be

required to address the Regulations including to provisions, definitions and formatting. It is suggested that large sections of the current Scheme would need to be removed, a number of new clauses would be added and the formatting and order would be very different to the current Scheme.

A brand new Scheme (Option 3) would involved a longer process than amending the current Scheme. Due to the significant changes to bring the current Scheme in line with the Model Provisions, there may be limited, if any, efficiencies with Option 2. In fact, it may take less resources to complete a new Scheme than bring the existing Scheme into line with the Model Provisions.

Subject to aligning the Scheme with the Regulations, including the Deemed Provisions, it is suggested various components of the LPS3 could be retained in an updated LPS3 or new Local Planning Scheme 4.

For both Options 2 and 3, it is suggested that limited changes are required to the scheme maps. One change is updating zone and reserve names and ensuring the scheme does not reserve freehold land as it would trigger possible compensation claims on the Shire.

It is considered that either a major omnibus amendment to the Scheme text and maps are warranted to update LPS3 (Option 2) or the preparation of Local Planning Scheme No. 4 (Option 3):

- To ensure consistency with the Regulations;
- To address some local land use and development issues that have arisen since the Scheme was first gazetted and since recent amendments. This includes adding the use of 'brewery', reviewing the permissibility of some uses in the Zoning Table;
- To correct identified minor administrative errors and anomalies;
- So that the Scheme Maps reflect changes to, or anomalies with, cadastral boundaries resulting from zoning, subdivision and/or development and to reflect Model Zone names e.g. General Agriculture to Rural; and
- So that the Scheme Maps reflect changes to the boundaries, classification and use of various Crown reserves, including to comply with model provisions including Model Reserve names.

It is expected it may be cost effective to prepare a new Scheme (Option 3) to ensure consistency with the Regulations rather than prepare a significant omnibus scheme amendment (Option 2). As outlined above, following Council direction, this can be refined with the WAPC to determine the most effective and efficient approach that minimises costs to the Shire.

The updated LPS3 (via the omnibus amendment) or the new Local Planning Scheme No. 4 should be fit-for-purpose, with only minor amendments required, in the coming decade.

### 6.3 Local Planning Strategy 2010

It is suggested the Local Planning Strategy needs modest modifications in its overall approach to ensure it is fit-for-purpose at this time and to ensure it meets WAPC and Shire requirements. Various sections, including background sections (such as soil and vegetation types) could be refined and/or deleted to be more forward/strategy focused.

It is recommended the Local Planning Strategy is updated to provide more contemporary commentary on the servicing issues facing the Shire and also outline a way forward for future industrial land. This could be carried out in conjunction with the Scheme review, however, it is not absolutely necessary, and the Scheme review could proceed without a review of the Local Planning Strategy. This will be clarified and progressed with the WAPC.

## 7.0 RECOMMENDATION

That Council, pursuant to Regulation 66(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015* recommend to the Western Australian Planning Commission that the:

1. Council recognises the need to modernise its key land use planning instruments and seeks the support of the Western Australia Planning Commission to determine the most effective and efficient approach that minimises costs to the Shire.
2. Subject to point 1, the *Shire of Pingelly Local Planning Scheme No.3* should be either be:
  - a) Updated through an omnibus amendment (text and maps); or
  - b) Repealed and a new *Shire of Pingelly Local Planning Scheme No. 4* prepared in its place to reflect the Regulations.
3. *Shire of Pingelly Local Planning Strategy* is to be updated including that the Strategy is to only focus on the Shire of Pingelly (and not the Shires of Narrogin and Wickepin) and it is to review opportunities to facilitate additional industrial/transport logistic development.



### **14.3 Shire of Pingelly Bushfire Risk Management Plan**

<b>File Reference:</b>	<b>ADM0057</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Bushfire Risk Management Plan</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to consider the adoption of the Shire of Pingelly Bushfire Risk Management Plan 2020-2025, which has been reviewed and supported by the Office of Bushfire Risk Management (OBRM).

#### **Background**

The Shire of Pingelly Bushfire Risk Management Plan 2021-2026, has been developed in accordance with the requirement of the Guidelines for Preparing a Bushfire Risk Management Plan (BRMP), which is consistent with the policies of the State Emergency Management Committee.

The BRMP is a living document that Local Governments are required to produce under the State Hazard Plan for Fire. It details the risk from bushfire to identified assets, allows treatment to be applied and records maintained of all works completed. Once approved by the Office of Bushfire Risk Management (OBRM), it also qualifies the Shire as eligible to apply for funding under the Mitigation Activity Fund (MAF).

The BRMP is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The resulting 'Treatment Schedule' sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRMP. Government agencies, and other land managers responsible for implementing treatments, participate in developing the BRMP to ensure treatment strategies are collaborative and efficient, regardless of land tenure. Treatments will be guided by risk priority, not land tenure, and will not be limited to local government managed lands. Mitigation Activity Funds can, however, only be used on local government vested/managed land /reserves.

The objectives of the BRMP are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities; and
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

Following Councils approval and formal adoption, the draft BRMP will be submitted to the OBRM to ensure that it meets the required standard as per the Bushfire Risk Management Planning – Guidelines for Preparing a Bushfire Risk Management Plan. Where no significant changes are suggested, the draft will become the final Plan.

Following the BRMP being reviewed and approved by the Office of Bushfire Risk Management (OBRM) the Shire will be eligible to apply under the MAF, for monies to complete the identified treatments.

### **Comment**

There were a total of 268 assets identified for the BRMP assessments covering four (4) Asset Categories (Human Settlement, Economic, Environmental and Cultural). The assets were assessed by DFES in consultation with local stakeholders, on the likelihood rating and the consequence. The assessment also took into consideration the bushfire hazard based on the Classification of Vegetation, Separation Distance and the Slope Rating of the topography.

From this assessment, a Risk Evaluation was formulated identifying the risk category and the treatment priority for each of the assets. Assets listed as High, Very High and Extreme will require treatment. This will be developed in consultation with land owners and other stakeholders, with a treatment schedule to be completed within six months of the BRMP being endorsed by Council.

Within six months of adoption by the Council, the Shire of Pingelly is required to finalise the Treatment Schedule in the Bushfire Risk Management System (BRMS) and provide written notification to OBRM. It is not necessary to provide further updates to OBRM if any individual treatments are subsequently added, edited, rescheduled or deleted from the original schedule after this time.

As per the Guidelines, at the end of each financial year, the Shire of Pingelly will be required to prepare and submit a report to OBRM detailing progress against the BRM Plan. The annual report is a standard report generated within BRMS and comments may be added to the report to provide further context.

### **Consultation**

Discussions have been undertaken with key stakeholders, including:

- DFES Bushfire Risk Planning Coordinator
- Department of Fire Emergency Services
- Chief Bushfire Control Officer
- Community Emergency Services Manager

### **Statutory Environment**

As per obligations under section 2.2.7 of the State Hazard Plan for Fire, an integrated Bushfire Risk Management Plan is to be developed for Local Government areas with significant bushfire risk.

### **Policy Implications**

Nil

### **Financial Implications**

There is funding available annually through the Mitigation Activity Funding, and this will be the primary source of funding. The funding available is for the initial treatment to reduce the fire risk, and thereafter it will be the responsibility of the Shire for ongoing maintenance.

Funding under the MAF will have a resource implication for the Shire's Volunteer Bushfire Brigades, DFES Town Brigade and associated volunteers. In addition, managing the projects funded under the MAF will impact internal staff resources.

**Strategic Implications**

Goal 2	Community
Outcome 2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
Strategy 2.3.2	Act to reduce the risk of bush fire and be prepared in case of bush fire, in terms of emergency response and disaster recovery.
Action 2.3.2.1	Prepare a Bushfire Risk Mitigation Plan in conjunction with DFES.

**Risk Implications**

Risk	Should Council decide not to endorse the BRMP it would place the Shire in default of its obligations under the State Hazard Plan requirements. This poses a significant reputational risk should a disaster occur.
Risk Rating (Prior to Treatment or Control)	High (12)
Principal Risk Theme	Reputational, Health
Risk Action Plan (Controls or Treatment Proposed)	Following endorsement of the BRMP, funding will be sought through the Mitigation Action Fund, to reduce identified risks.

Risk Matrix

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 adopt the draft Bushfire Risk Management Plan 2021 – 2026, noting that this draft Plan will become final, subject to feedback from the Office of Bushfire Risk Management not suggesting any consequential amendments.

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



Shire of Pingelly

# **BUSHFIRE RISK MANAGEMENT PLAN**

2021-2026

*Office of Bushfire Risk Management Bushfire Risk Management (BRM  
Plan) reviewed XX Month 20XX*

*Local Government Council BRM Plan endorsement XX Month 20XX*

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## Document Control

Document name	Shire of Pingelly Bushfire Risk Management Plan	Current version	1.1
Document owner	CEO Shire of Pingelly	Issue date	10/02/2021
Document location	Shire Office	Next review date	

## Document Endorsements

The Shire of Pingelly Council endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as consistent with the standard for bushfire risk management planning in Western Australia, the Guidelines for Preparing a Bushfire Risk Management Plan. The Shire of Pingelly is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners. The approval of the Shire of Pingelly BRM Plan satisfies Councils endorsement obligations under the State Hazard Plan Fire.

Local Government	Representative	Signature	Date
Shire of Pingelly	Julie Burton - CEO		

Version	Date	Author	Section

## Publication Information

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### **Local Government Disclaimer**

In approving this BRM Plan, the Shire of Pingelly is acknowledging the assets that have been identified and the risk ratings and treatment priorities assigned. Endorsement of the plan is a commitment by the Shire to work with land owners and managers to address unacceptable risk within the community. Endorsement of this plan is not committing the Shire to a program of treatment works to be implemented by others, or an acceptance of responsibility for risk occurring on land that is not owned or managed by the Shire. <sup>1</sup>

<sup>1</sup> *Guidelines for Preparing a Bushfire Risk Management Plan, November 2015, Page 79*



# **1. Introduction**

## **1.1. Background**

Under the State Hazard Plan Fire an integrated Bushfire Risk Management (BRM) Plan is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Pingelly in accordance with the requirements of the Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines) from the Office of Bushfire Risk Management (OBRM) within the Department of Fire and Emergency Services (DFES). The risk management processes used to develop this BRM Plan are aligned to the key principles of AS/NZ ISO 31000:2009 Risk management –Principles and Guidelines and those described in the National Emergency Risk Assessment Guidelines. This approach is consistent with State Emergency Management (SEM) Policy and SEM Prevention and Mitigation Procedure 1.

This BRM Plan is a strategic document that facilitates a coordinated approach towards the identification, assessment and treatment of assets exposed to bushfire risk. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan and Treatment Schedule to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

## **1.2. Aim and Objectives**

The aim of a BRM Plan is to effectively manage bushfire risk in order to protect people, assets and other things of local value in Shire of Pingelly. The objectives of this BRM Plan are to:

- guide and coordinate a tenure blind, multi-agency BRM program over a five-year period;
- document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- facilitate the effective use of the financial and physical resources available for BRM activities;
- integrate BRM into the business processes of local government, land owners and other agencies;
- ensure there is integration between land owners, BRM programs and activities; and
- document processes used to monitor and review the implementation of treatment plans to ensure they are adaptable, and that risk is managed at an acceptable level.

## **1.3. Legislation, Policy and Standards**

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

### **1.3.1 Legislation and Policy**

- Aboriginal Heritage Act 1972
- Biodiversity Conservation Act 2016
- Building Act 2011
- Bush Fires Act 1954
- Conservation and Land Management Act 1984
- Country Areas Water Supply Act 1947
- Emergency Management Act 2005
- Environmental Protection Act 1986
- Environmental Protection and Biodiversity Conservation Act 1999 (Cth)
- Fire Brigades Act 1942
- Fire and Emergency Service Act 1998
- Metropolitan Water Supply, Sewerage and Drainage Act 1909
- Bush Fires Regulations 1954
- Emergency Management Regulations 2006
- Planning and Development (Local Planning Scheme) Regulations 2015
- SEM Plan (State Emergency Management Committee (SEMC) 2019)
- SEM Policy (SEMC 2019)
- SEM Prevention and Mitigation Procedure 1 (SEMC 2019)
- State Hazard Plan Fire (SEMC 2019)
- State Planning Policy 3.4: Natural Hazards and Disasters (Western Australian Planning Commission (WAPC) 2006)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas (WAPC 2015, as amended)

### **1.3.2 Other Related Documents**

- A Capability Roadmap: Enhancing Emergency Management in Australia 2016 (Australasian Fire and Emergency Services Authorities Council 2016)
- A Guide to Constructing and Maintaining Fire-Breaks (DFES 2018)
- AS 3959:2009 Construction of Buildings in Bushfire-Prone Areas (Standards Australia 2009)
- AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines (Standards Australia 2009)
- Australian Disaster Resilience Handbook 10: National Emergency Risk Assessment Guidelines (Australian Institute for Disaster Resilience 2015)
- Guidelines for Preparing a Bushfire Risk Management Plan 2020 (DFES 2020)
- Bushfire Risk Management Planning Handbook (DFES 2018)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission (FPC) 2006)

- Guidelines for Planning in Bushfire Prone Areas (WAPC 2017)
- Guidelines for Plantation Fire Protection (DFES 2011)
- National Disaster Risk Reduction Framework (Department of Home Affairs 2018)
- National Strategy for Disaster Resilience (Attorney-General's Department 2011)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Department of Health 2007)
- Western Australian Emergency Risk Management Guide (SEMC 2015)

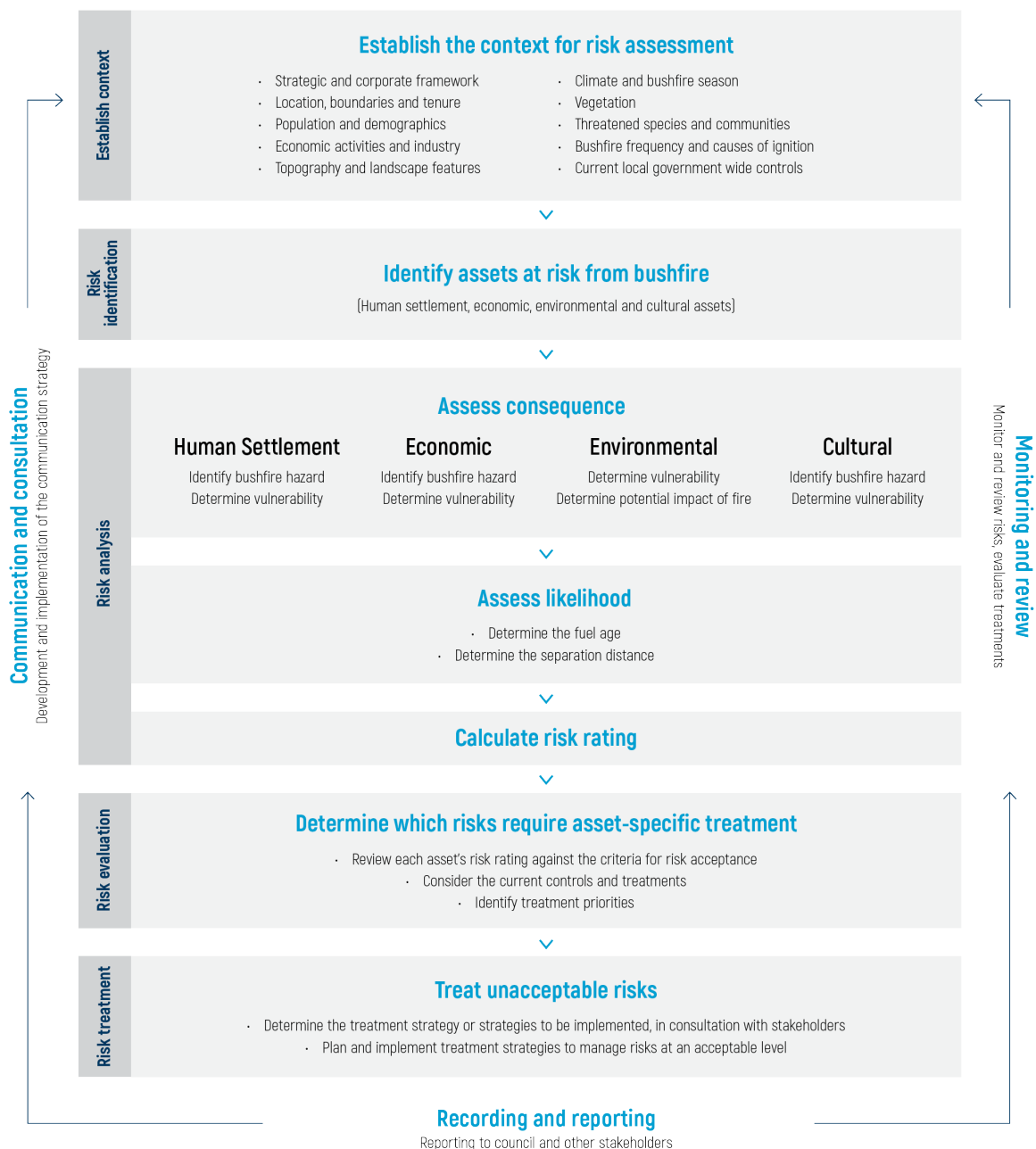
### **1.3.3 Shire of Pingelly References**

- Native Vegetation Handbook for the Shire of Pingelly
  - Pingelly Bridge Inventory (Main Roads Sept 2017)
  - Shire of Pingelly - Bushfire control 2020-2021
- Shire of Pingelly - Bushfire Prone Planning
- Shire of Pingelly - Corporate Business Plan 2019-2023
- Shire of Pingelly – Local Planning Strategy 2018
- Shire of Pingelly Strategic Community Plan 2020 – 2030
- Shires of Pingelly/Wandering Local Emergency Management Arrangements 2017
- Western Australia Government Heritage Listed sites – Heritage Council

## 2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, *AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines*. This process is outlined in Figure 1.

Figure 1 – An overview of the risk management process<sup>1</sup>



<sup>1</sup> Adapted from: AS 3959:2009, with permission from SAI Global under licence number 1510-c081.

## 2.1. Roles and Responsibilities

The roles and responsibilities of the key stakeholders involved in the development of the BRM Plan are outlined in Table 1.

**Table 1 – Roles and Responsibilities**

Stakeholder Name*	Roles and Responsibilities
<b>Shire of Pingelly</b>	<ul style="list-style-type: none"> <li>• Custodian of the Bushfire Risk Management Plan (BRM Plan)</li> <li>• Coordinate the development and ongoing review of the integrated BRM Plan.</li> <li>• Negotiate a commitment from land owners to treat risks identified in the BRM Plan.</li> <li>• Undertake treatments on lands owned or managed by them.</li> <li>• Submit the draft BRM Plan to DFES's Office of Bushfire Risk Management (OBRM) for review and endorsement.</li> <li>• Submission of the OBRM endorsed BRM Plan to council for their approval and adoption.</li> </ul>
<b>Department of Fire and Emergency Services</b>	<ul style="list-style-type: none"> <li>• Participate in and contribute to the development and implementation of BRM Plans.</li> <li>• Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk.</li> <li>• Facilitate local government engagement with state and federal government agencies in the local planning process.</li> <li>• Undertake treatments on Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries.</li> <li>• In accordance with Memorandums of Understanding and other agreements, implement treatment strategies for other land owners.</li> <li>• Review BRM Plans for consistency with the Guidelines prior to final approval by council.</li> <li>• Administer and coordinate the Mitigation Activity Fund Grants Program.</li> </ul>
<b>Department of Biodiversity, Conservation and Attractions</b>	<ul style="list-style-type: none"> <li>• Participate in and contribute to the development and implementation of BRM Plans.</li> <li>• Provide advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection.</li> </ul>

Stakeholder Name*	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>• Undertake treatments on department managed land, and Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries and land in which they have an agreement for.</li> </ul>
<b>Department of Planning, Lands and Heritage</b>	<ul style="list-style-type: none"> <li>• Provide advice for the identification of their assets and infrastructure, specifically Aboriginal and European heritage.</li> </ul>
<b>Other State and Federal Government Agencies and Public Utilities</b>	<ul style="list-style-type: none"> <li>• Provide information about their assets and current risk treatment programs.</li> <li>• Participate in and contribute to the development and implementation of BRM Plans.</li> <li>• Undertake treatments on lands they manage.</li> </ul>
<b>Corporations and Private Land Owners</b>	<ul style="list-style-type: none"> <li>• Provide information about their assets and current risk treatment programs.</li> </ul>

## 2.2. Communication and Consultation

Communication and consultation throughout the risk management process is fundamental to the development, implementation and review of the BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders at each stage of the BRM planning process, a *Communication Strategy* was prepared (Appendix 1).

## 3. Establishing the Context

### 3.1 Description of the Local Government and Community Context

#### 3.1.1 Strategic and Corporate Framework

The Shire of Pingelly's Corporate Business Plan (2020 – 2024) outlines the Shire's commitment to community safety, risk management and effective management of the environment and natural resources. This is reflected in the Shire's values and mission:

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***Our Vision: Growing, Inclusive and Resilient***<sup>2</sup>

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Our vision lies at the heart of the community's intentions for the Shire's future. Each aspect is interconnected. This statement has some specific aspects:

***Growing:*** To achieve population and economic growth that enables the community we want, including a healthy economy, and the services and quality of life we desire

***Inclusive:*** To be a community designed for all

***Resilient:*** to have a resilient and adaptable community and economy, with an asset base which is fit for purpose, now and for the future.

This vision also shapes the identification of the strategic priorities which have been identified by the council for emphasis over the next ten years, and especially over the next four years.<sup>3</sup>

Based on community engagement, which support the delivery of the Vision, Mission and Values outline the Shire's commitment to community safety, risk management and effective management of the environment and natural resources. These are contained in the Corporate Business Plan, the following key result areas, activities and objectives are identified as having direct relevance to the objectives of this BRM Plan:

On review of the Strategic Community Plan, the following key result areas, activities and objectives are identified as having direct relevance to the objectives of this BRM Plan:

#### ***Goals, Outcomes and Strategies***

##### ***1.Economic:***

The local community is strong and resilient, embraces opportunities, and delivers local business growth and jobs.<sup>4</sup>

<sup>4</sup> Shire of Pingelly Corporate Business Plan –2020 - 2024

<sup>5</sup>Shire of Pingelly Corporate Business Plan 2020 - 2024

<sup>4</sup> Shire of Pingelly Corporate Business Plan 2020 - 2024

## **2. Community:**

Quality of life is good, people feel they have a positive future, they enjoy their community, and can live easily in the Shire over their lifetime.

**2.2** Community groups function well with strong volunteer effort and feel supported by the community.

- 2.2.1 Publicise and celebrate the contribution of groups and volunteers to the community.
- 2.2.2 Support the capacity of clubs and groups to develop.

**2.3** People feel that their community is safe for all, free of nuisance and protected from risk of damage.

- 2.3.2 Act to reduce the risk of bush fire and be prepared in case of bush fire in terms of emergency response and disaster recovery.<sup>5</sup>

In the context of the BRM Plan, the Shire recognises and values the efforts and dedication of the members of the local volunteer emergency services brigades and is committed to providing the necessary support and resources to enable them to respond to bushfires.

## **3. Built environment:**

The physical environment is attractive and accessible, and accommodates new residents and businesses, in a way that protects local character and valued places.

**3.4** It is easy and safe to move around and in and out of the district

- 3.4.1 Provision of road network with levels that meet the needs of industry and residents.

In the context of this BRM Plan, the Shire of Pingelly is committed to infrastructure developments reflect best practice fire mitigation principles.<sup>6</sup>

## **4. Natural Environment:**

Natural areas and systems are healthy and thriving, and sustainable use is made of the natural resources.

**4.3** The Shire's natural areas and systems are protected and enhanced

- 4.3.1 Support or directly undertake targeted environmental projects where external funding is available and/or opportunities for community partnerships exist.
- 4.3.2 Ensure proper land management practices are observed which result in protection and care of the natural environment.

Undertake relevant Shire services in a way that has regard for protection of bush and habitat.<sup>7</sup>

In the context of this BRM Plan, the Shire of Pingelly is committed to addressing fire risks and working with stakeholders to reduce this risk and will do so in a way to minimise negative impacts upon the environment.

## **5. Innovation, Leadership and Governance:**

The Shire of Pingelly is an innovative, responsive partner to its community, an effective advocate, and trusted steward of community assets. The organisation achieves good practise in all that it undertakes.

**5.2** The Shires community feels community involvement and engagement working well.



- 5.2.3 Ensure there is good communication between the Shire of Pingelly and the community via a range of methods<sup>8</sup>

In the context of this BRM Plan, the Shire of Pingelly is committed to engaging with the community and stakeholders on matters related to bushfire risk management and maintaining compliance with bushfire related legislation including the responsible expenditure of any mitigation grant funding.

Together with the Shires of Brookton and Corrigin, the Shire of Pingelly has access to the services of a Community Emergency Service Manager (CESM). A significant role of the CESM is to ensure the Shire's Volunteer Bush Fire Brigades and Emergency Management Volunteers are supported, trained, equipped and capable of providing appropriate fire service to the community. It was also envisaged that the CESM position would take a key role throughout the implementation, monitoring and review of the BRM Plan once the plan is endorsed.

The following *table 2*, reflects the functions and positions within the Shire of Pingelly critical to the successful achievement of the objectives of this BRM Plan.

**Table 2 – Functions/positions within Shire of Pingelly critical to this Bushfire Risk Management Plan**

Function	Roles
<b>Shire of Pingelly Leadership Team</b>	<ul style="list-style-type: none"> <li>• Oversight of the implementation, monitoring and review of the Bushfire Risk Management Plan</li> <li>• Sourcing and approving funding and expenditure</li> <li>• Monitoring the implementation of agreed treatments</li> <li>• Liaison with key stakeholders</li> <li>• Participation on Local Emergency Management Committee (LEMC)</li> <li>• Management of the release of BRMS Plan and BRMS data</li> </ul>
<b>Emergency Service Manager (CESM)</b>	<ul style="list-style-type: none"> <li>▪ Develop practices for fire management on Local Government Land</li> <li>▪ In consultation, planning annual schedule of works</li> <li>▪ Build knowledge and understanding of fire management practices within the community</li> <li>▪ Participation on Bushfire Advisory Committee (BFAC)</li> <li>▪ Support bushfire meetings and committees</li> <li>▪ Oversee burning programs and support from local brigades</li> <li>▪ Contributing to treatment planning</li> <li>▪ Negotiating with stakeholders</li> </ul>

<sup>7</sup> Shire of Pingelly Corporate Business Plan 2020 - 2024

<sup>8</sup> Shire of Pingelly Corporate Business Plan 2020 - 2024

<sup>9</sup> Shire of Pingelly Corporate Business Plan 2020 - 2024

<sup>8</sup> Shire of Pingelly Corporate Business Plan 2020 - 2024

Function	Roles
<b>Works Department</b>	<ul style="list-style-type: none"> <li>Contributing to treatment planning</li> <li>Undertake planned works</li> </ul>
<b>Town Planning</b>	<ul style="list-style-type: none"> <li>Ensure adherence to building codes and planning scheme</li> <li>Bushfire prone mapping</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Accessing and managing grants and funding</li> </ul>

The Shire's Local Emergency Management Committee (LEMC) and Bushfire Advisory Committee (BFAC) are identified as key stakeholders in the development, implementation and review of the BRM Plan. Their input and advice are critical to the bushfire risk management process and will provide an important forum for consultation, joint-agency partnerships and the resolution of local issues affecting bushfire risk management.

The BRM Plan will assist by improving the community's awareness of bushfire risk and treatment activities planned in their area. Identification of treatment priorities will the Shire's forward planning and budgeting for treatment activities within the BRM Plan area.

The Shire has a scheduled annual works program and proactively addresses risks identified on Shire managed land, within their budgetary constraints. The Shire has identified a number of priority areas that need to be considered in the bushfire risk planning processes both in the context of this BRM Plan and beyond. These include:

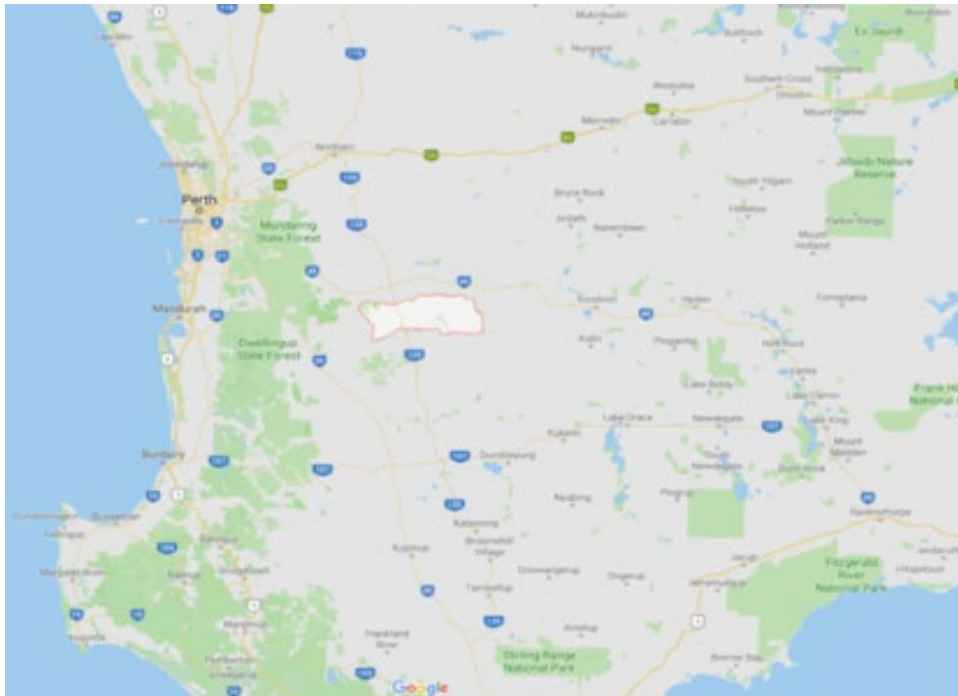
- The risk of fire travelling along waterways in and around the more populated areas of the shire
- Limitations of water access and long delays in turnaround times when refilling
- Bridges – these have been identified as a significant risk due to the replacement cost and the potential economic impact if transport routes are interrupted for extended periods. The Bridges in the Shire are predominantly timber construction
- Management of unallocated crown land (UCL) and unmanaged reserves (UMR) both within and outside town boundaries
- Vegetation in and around telecommunications and public utility infrastructure such as the communications towers, water pipeline, pumping station and the railway
- Management of reserves around the town boundary

These priority areas have been identified from matters raised through corporate governance processes such as Council, Local Emergency Management Committee, Bushfire Advisory Committee and local knowledge. The location of assets in relation to vegetation and their importance for the Shire's response and recovery activities have driven these risks.

### 3.1.2 Location, Boundaries and Tenure

The Shire of Pingelly is in the south-west interior of Western Australia within the Wheatbelt Region as depicted in *Figure 3*. The Shire is situated in pleasant and undulating broad acre farming country. The Shire is located 160km southeast from Perth and covers an area of 1294 km.<sup>9</sup>

<sup>7</sup> Shire of Pingelly Corporate Business Plan 2019 - 2023



**Figure 2: The location of the Shire of Pingelly within the State of WA <sup>10</sup>**

The Shire includes the localities of East Pingelly, West Pingelly and Pingelly townsite. Adjoining local government authorities include the Shires of Cuballing, Brookton, Wandering, Wickiepin and Corrigin.

<sup>8</sup> *Shire of Pingelly Corporate Business Plan 2020 - 2024*

<sup>9</sup> *Shire of Pingelly Corporate Business Plan 2020 - 2024*

<sup>9</sup> *Shire of Pingelly Strategic Community Plan 2020 - 2030*

<sup>10</sup> *Source: Map data Google 2019*



**Figure 3: Map reflecting the Shires adjoining the Shire of Pingelly <sup>11</sup>**

An overview of the Shires land tenure and management are shown in *Table 3*. The Shire is made up of a mosaic of land tenures. *Table 3* reflects 93.97% of land tenure is private ownership with the majority of this used for agricultural purposes, predominantly broad acre farming. Approximately 77% of the Shire of Pingelly is arable land.<sup>12</sup> The private land holdings are predominantly owned by local families with fewer landowners owning larger parcels of land. Fires may impact on multiple tenures and move through multiple properties; some of the related challenges include:

- If one landholder does not act in accordance with the Shires bylaws this can increase the risk to other landowners, particularly those on adjoining properties.

<sup>11</sup> Source: *Native Vegetation Handbook for the Shire of Pingelly*

<sup>12</sup> Department of Primary Industry and Regional Development

- The loss of one farm can have significant economic and social implications for the Shire.
- There needs to be consideration given to balancing the impacts of mitigation and risk reduction in the context of productivity and associated costs.

**Table 3 – Overview of Land Tenure and Management within the Shire of Pingelly**

Land Manager/Agency	Percent of Local Government Area
Local Government (Mainly Vested)	0.03
Private	93.97
Department of Biodiversity, Conservation and Attractions	6.00
<b>Total</b>	<b>100</b>

Source: Department of Fire and Emergency - Services Geographical Information Systems Section using SLIP data

### 3.1.3 Population and Demographics

The Shire of Pingelly is located in the Wheatbelt Region of Western Australia and conversant area of 1,223km<sup>2</sup>. The Shire has a population of 1,146<sup>13</sup> with agriculture (predominately cropping) being the primary land use.

Table 3 reflects that the majority of the Shire's residents are Australian born (66.5%) with 9% emigrating from England, 3.1% from New Zealand and 1.4% from Scotland and 1.2% from Italy.

**Table 4: Population within the Shire of Pingelly by Country of Birth<sup>13</sup>**

Country of birth of father, stated responses	Pingelly (\$)	%	Western Australia	%	Australia	%
Australia	761	66.5	1,097,468	44.4	12,231,150	52.3
England	103	9.0	276,956	11.2	1,403,096	6.0
New Zealand	35	3.1	97,382	3.9	617,331	2.6
Scotland	16	1.4	50,380	2.0	276,038	1.2
Italy	14	1.2	54,428	2.2	470,138	2.0

The statistics show 53.1 percent of the population are aged between 20 – 64-years-old, which is the key age group for recruitment and retention of emergency services volunteers. The low population numbers overall mean that there is a limited availability of bushfire brigade volunteers, with pressure further increased when considering the broad competing priorities associated with smaller rural communities. This is a key consideration for the Shire. As seen in many wheatbelt and farming communities, the Shire has a strong turnout of farmer firefighting units during fire events, with many local residents stepping forward to support their community. There may be an opportunity, through the CESM position, to engage with this sector of the community to potentially:

- *Improve the management of, and support provided to Bush Fire Brigade volunteers;*
- *deliver training or education programs;*

<sup>13</sup> Source: ABS Census 2016

- *identify volunteer organisations that spontaneous volunteers could be referred to during an emergency.*

The continued trend of an aging population is likely to impact the capability and availability of volunteers to respond to bushfires. The Shire will need to reconsider current methods for the attraction and retention of volunteers, with a particular focus on encouraging younger members of the community to volunteer with brigades, as well as ways to retain aging volunteers through the promotion of other roles or volunteer organisations that are more suitable to their skills and capabilities.

The statistics show lower number of residents (8%)<sup>14</sup> than the state average (12.6%)<sup>15</sup> in the 15 - 24 age bracket, which is most likely the result of children leaving town for further education and/or employment. These residents often return to the community, or similar communities, when they have young families of their own, seeking a similar early life experience to what they enjoyed.

The demographics of the Shire of Pingelly present a range of challenges for fire management. Forty two percent (42%) of the population are in vulnerable groups (under 14 or over 65) which require special consideration when planning around prevention, preparedness, response and recovery.

The number of residents within the 0 – 14 age group indicates that delivery of a school-based program may be of benefit for early engagement and increasing understanding of home bushfire awareness. Children can influence behaviour changes within families and increasing awareness within the school environment via DFES' current school-aged education programs could result in increased awareness throughout the community. There are many other established community networks and groups that could be identified and engaged in targeted bushfire risk and preparedness education programs, using for example, DFES' 5-minute Fire Chat resource.

The over 65 age group accounts for 25.8% of the population. Elderly people are considered a vulnerable demographic in bushfire management, as they may have less capacity to prepare and defend property or protect themselves during a fire event and may have additional or special needs during evacuation and relocation. Because of this, there is need for increased planning for this group to ensure that they are adequately considered in bushfire management planning, communications during fire events, community education delivery and consultation when planning mitigation works. There is a need to ensure that there is tailored advice provided to this group during pre-fire season preparation, as well as during bushfire events.

<sup>14</sup> Source: ABS Census 2016

<sup>15</sup> Source: ABS Census 2016

**Table 5: Population within the Shire of Pingelly by Country of Birth<sup>16</sup>**

Age	Pingelly (S)	%	Western Australia	%	Australia	%
Median age	50	--	38	--	38	--
0-4 years	57	5.0	161,727	6.5	1,464,779	6.3
5-9 years	65	5.7	164,153	6.6	1,502,646	6.4
10-14 years	71	6.2	150,806	6.1	1,397,183	6.0
15-19 years	49	4.3	149,997	6.1	1,421,595	6.1
20-24 years	42	3.7	160,332	6.5	1,566,793	6.7
25-29 years	53	4.6	184,908	7.5	1,664,602	7.1
30-34 years	44	3.8	194,267	7.9	1,703,847	7.3
35-39 years	43	3.8	173,041	7.0	1,561,679	6.7
40-44 years	52	4.5	171,996	7.0	1,583,257	6.8
45-49 years	81	7.1	172,520	7.0	1,581,455	6.8
50-54 years	76	6.6	162,438	6.6	1,523,551	6.5
55-59 years	104	9.1	149,899	6.1	1,454,332	6.2
60-64 years	114	9.9	132,145	5.3	1,299,397	5.6
65-69 years	89	7.8	116,755	4.7	1,188,999	5.1
70-74 years	84	7.3	82,911	3.4	887,716	3.8
75-79 years	64	5.6	61,509	2.5	652,657	2.8
80-84 years	34	3.0	42,590	1.7	460,549	2.0
85 years and over	24	2.1	42,420	1.7	486,842	2.1

The median age of people in Pingelly (S) (Local Government Areas) was 50 years. Children aged 0 - 14 years made up 16.8% of the population and people aged 65 years and over made up 25.7% of the population.

### 3.1.4 Economic Activities and Industry

The main economic activity of the region is agriculture. The focus is mainly on wheat, barley, oats, canola and lupins, sheep (wool and meat), pigs and beef cattle. The main industry of employment is in agriculture, forestry and farming. The highest proportion of the District's workforce is employed in the Agriculture, Forestry and Fishing industry (35%), Public Administration and Safety (10%), Health Care and Social Assistance (8.9%), Education and Training industry (8.5%) and Transport, Postal and Warehousing (5.9%).

**Table 6: Industry of employment within the Shire of Pingelly<sup>17</sup>**

Industry by Employment	Total	%
Agriculture, Forestry and Fishing	148	35.0%
Public Administration and Safety	40	10.0%
Health Care and Social Assistance	37	8.9%
Education and Training	36	8.5%
Transport, Postal and Warehousing	25	5.9%
Wholesale Trade	21	5.0%
Retail Trade	21	5.0%
Construction	17	4.0%
Professional, Scientific and Technical Services	16	3.8%
Mining	12	2.9%
Accommodation and Food Services	10	2.4%
Other Services	5	1.2%
Financial and Insurance Services	4	0.9%
Manufacturing	3	0.7%
Electricity, Gas, Water and Waste Services	3	0.7%
Administrative and Support Services	3	0.7%
Arts and Recreation Services	3	0.7%
Inadequately described/Not stated	16	3.7%
Total	417	100%

<sup>16</sup> Source: ABS Census 2016

<sup>17</sup> Source: Shire of Pingelly Strategic Community Plan 2020-2030

There has been a move to explore alternative crops throughout the broader wheatbelt region. Some crops (i.e. canola or rapeseed) burn at a higher temperature, which can be harder to extinguish than native pastures.<sup>18</sup> The recent fire in the Shire of Katanning (February 2020) highlighted the potential for a similar event to occur in Pingelly due to the close proximity of agricultural land and vegetated reserves to the townsite boundary. Fires occurring on productive agricultural land can result in impacts such as the loss of top soil, which can reduce the soil condition and may take years for the soil quality to return to the pre-fire condition. This in turn can impact the quality of future crops and lead to increased operational costs.

Potentially, even the loss of an individual farm may have a significant long term economic and social cost to the Shire. In addition to the direct economic loss, the flow on impacts are great, for example families may leave the Shire, which in turn can impact local businesses through loss of their customer base, as well as reduce the number of people available to undertake or participate in volunteering.

Key transport links within the Shire of Pingelly include the tier 2 railway line and Great Southern Highway, which run north-south through the centre of the Shire. The Shire has been identified as a Grain Freight Route, linking grain growing areas to the east with the Great Southern Highway, through to delivery centres in Brookton.

Any major road closure or infrastructure damage from a bushfire event can cause major disruption to industry and residents commuting between townships. The plan must incorporate a rapid response to any fire that may potentially impact the highways. Early intervention and the combination of technology such as monitoring of satellite hot spots, fire predictions and local knowledge should be used in the decision making to determine the appropriate level of response.

## **3.2. Description of the Environment and Bushfire Context**

### **3.2.1 Topography and Landscape Features**

The agricultural areas of Western Australia are very diverse, with a wide range of landscapes, soils and landscape features. The Shire of Pingelly's landscape features are detailed in the Department of Agriculture and Food (WA) series '*Landscape and soils of the Narrogin District*' 2010'.

The geology of southern Western Australia, including the Shire of Pingelly, is dominated by the Yilgarn Craton, an ancient plateau composed mainly of granite, with intrusions of dolerite and capped with laterite. The north-west alignment of major rock bands of the Yilgarn Craton reflects its formation over many hundreds of million years as 'rafts' of land on tectonic plates collided to form bands of gneiss that were intruded by granites. Gneiss is a metamorphic rock with a banded or foliated structure, typically coarse-grained and consisting mainly of feldspar, quartz, and mica. Extensive faulting and uplifts on the south and west of the Yilgarn craton caused marked changes to slope and drainage patterns. Stresses associated with these events caused cracking and intrusion of the dolerite dykes that occur throughout the craton. These dykes can be a locally significant as soil

<sup>18</sup> Department of Primary Industries and Regional Development [www.agric.wa.gov.au](http://www.agric.wa.gov.au)



materials are frequently associated with mafic lateritic ridges. Outcrops are relatively common in dissected (rejuvenated) areas.<sup>19</sup>



**Figure 4: Pingelly system view with soils formed from both mafic and granite rock**<sup>20</sup>

Topography can significantly influence bushfire suppression, impeding access for suppression resources and limiting suitable options for mitigation, which makes it a significant factor in bushfire risk and management. The impact of topography is greater in the west of the Shire, where the rock outcrops can restrict and, in some cases, prevent access by fire appliances. In areas where the rocky formations prevent ground based firefighting, direct attack of a fire is limited to aerial response or waiting until the fire reaches an area of suitable topography for ground crews to access. This may greatly increase the time taken for fire to be suppressed, which can allow fires to grow, resulting larger, more destructive fires often with higher intensities and rates of spread. While these land formations can present challenges when installing firebreaks, the issue highlights the need for fuels to be broken up across the landscape using a range of suitable and sustainable strategies that provide low fuel buffers and firebreaks for use in fire suppression and mitigation.

The western portion of the district is located on the Darling Plateau and the eastern section contains flat floored valleys. The district's landscape is dominated by a system of valleys and this formation results in slopes that can exceed 20 degrees. Slope has a major influence on potential fire behaviour.

The waterways in the Shire are often corridors of riparian vegetation that create avenues for fires to travel and present challenges for access and crossing. Waterways including the Hotham river, Hotham river north and Boyagin Creek are areas where firefighters cannot easily cross and may have to travel some distance to be able to get to the other side. This can often result in a significant delay in firefighting response allowing fires to be able to grow quickly with limited suppression under the influence of significant slopes.

<sup>19</sup> Source: Sawkins, DN. (2010) *Landscape and soils of the Narrogin District*, Dept of Agriculture and Food WA, 2010, Bulletin 4807

<sup>20</sup> Source: Sawkins, DN. (2010) *Landscape and soils of the Narrogin District*, Dept of Agriculture and Food WA, 2010, Bulletin 4807

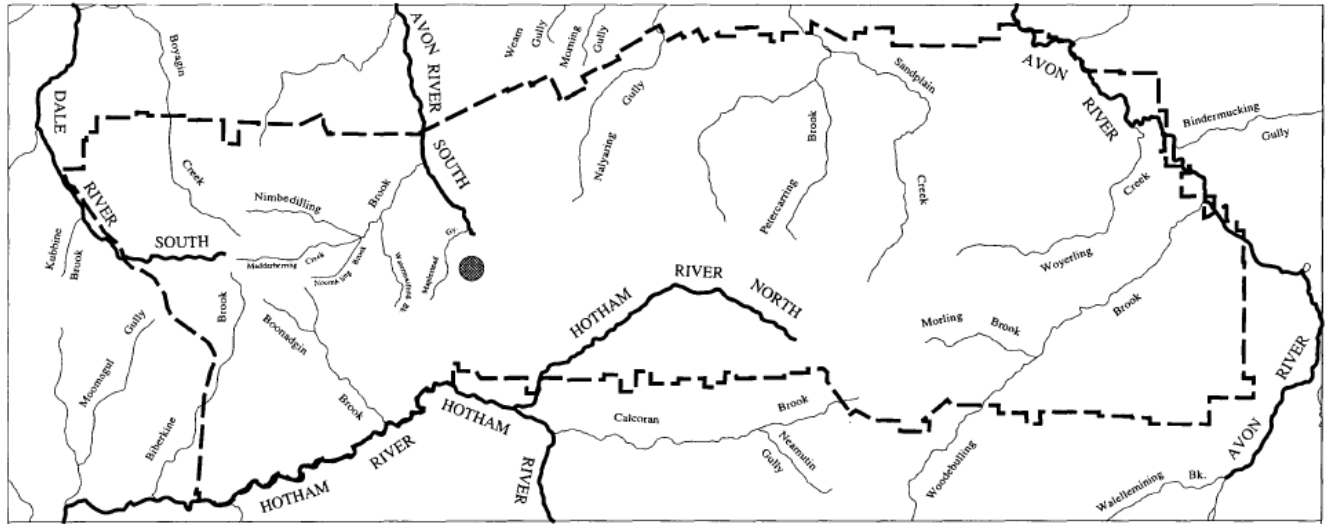


Figure 5: Map reflecting the river and creek systems within the Shire of Pingelly <sup>21</sup>

Given the prevalence of waterways it is not surprising that there are 18 bridges throughout the Shire. These are critical features in the landscape, particularly for bushfire risk management. They are traffic routes critical to tourism as well as the movement of agricultural produce and therefore the local and regional economy can be adversely affected if bridges are damaged/destroyed by fire. For bushfire risk management they are vital for the evacuation of communities and the movement of firefighting response vehicles as well. The BRM planning process has identified the bridges, particularly timber bridges, as a significant risk for the Shire and they will be a priority for risk treatment.

A major challenge for the Shire is access and crossing landscape features during fire events, water way valleys, pipelines and the rail network all pose challenges to fire fighting vehicles moving through areas of the landscape. There is an above ground Water Corporation pipeline running north-south, as well as east-west dissecting the Shire. This supplies water to the Shire of Pingelly as well as other surrounding Shires. This can restrict movement with limited crossovers accessible. This is a significant consideration and limitation when responding to fires but also when planning bushfire mitigation activities particularly in the context of risk management.

### 3.2.2 Climate and Bushfire Season

The climate of the Shire is described as semi-arid, with a warm, dry, Mediterranean climate. It has seven to eight dry months each year with an annual average rainfall of about 450 millimetres. Seasonal changes in temperature, rainfall and wind direction are marked and more extreme than coastal areas of the south-west. <sup>22</sup>

The following weather statistics were obtained from the Bureau of Meteorology (BOM) Pingelly Station and the Department of Agriculture weather station.

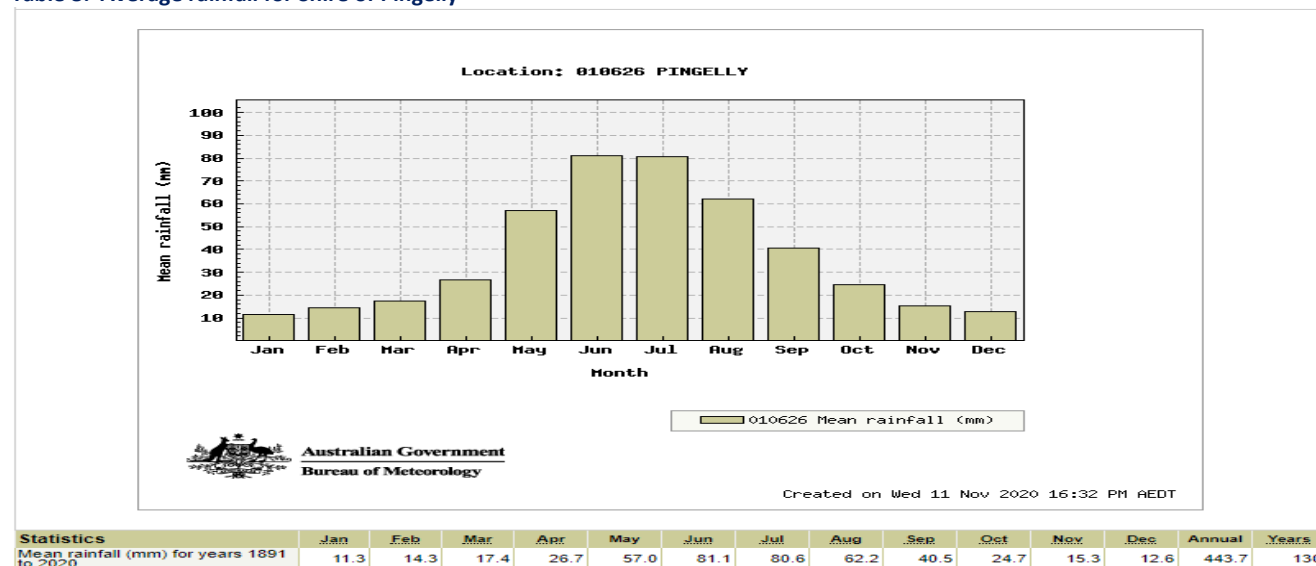
<sup>21</sup> Source: *Native Handbook for the Shire of Pingelly*

<sup>22</sup> Source: *Bureau of Meteorology*

**Table 7: 2018 Climatic Conditions for the Shire of Pingelly<sup>23</sup>**

Year	Min avg temp °C	Max avg temp °C	Avg temp °C	Rain mm	Rain days	Wind Avg Speed @3m	Wind Max Speed @3m	Wind Max Compass Point @3m	Cold days	Heat days	High wind days
2020	8.8	23.4	15.7	396	120	10	71	WNW	40	60	135
2019	8.5	25	16.5	320.4	92	10	66	WSW	40	103	131
2018	8.9	23.8	16	439.8	119	11	170	N	38	28	100
2017	8.9	23.7	15.9	570.8	124	10	76	WNW	31	75	144
2016	5.4	20	12.5	350.2	124	9	74	W	64	27	92

Bushfire threat is typically associated with very hot (above average temperatures), dry (less than 20% humidity) and windy (above 12 – 15 Km per hour) conditions. *Table 7* show the wettest months are May through September when about 70% of the annual rainfall occurs. *Table 8* shows that the Shire of Pingelly can experience warm conditions, particularly during November to March. Weather is the primary influencer on fire activity<sup>24</sup> and therefore needs to be a significant consideration when planning both mitigation and response activities.

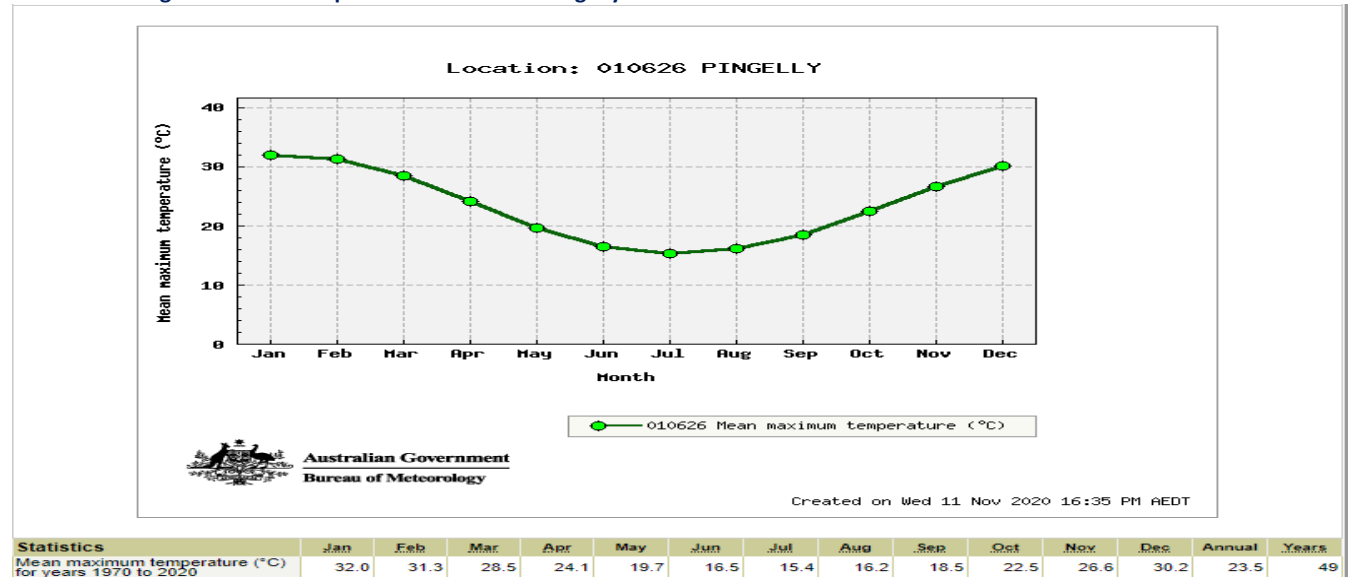
**Table 8: Average rainfall for Shire of Pingelly<sup>25</sup>**

<sup>23</sup> Department of Agriculture and Food

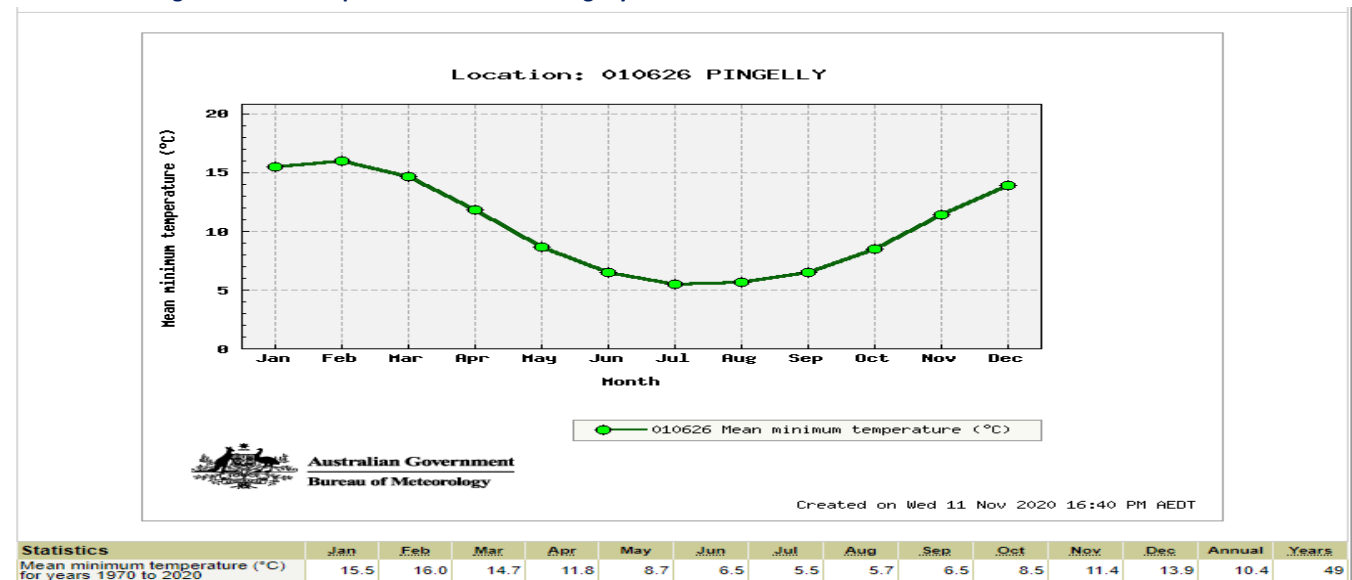
<sup>24</sup> *The Burning Issue: Climate Change and the Australian Bushfire Threat*

<sup>25</sup> Source: Bureau of Meteorology

**Table 9: Average maximum temperature for Shire of Pingelly<sup>26</sup>**



**Table 10: Average minimum temperature for Shire of Pingelly<sup>27</sup>**

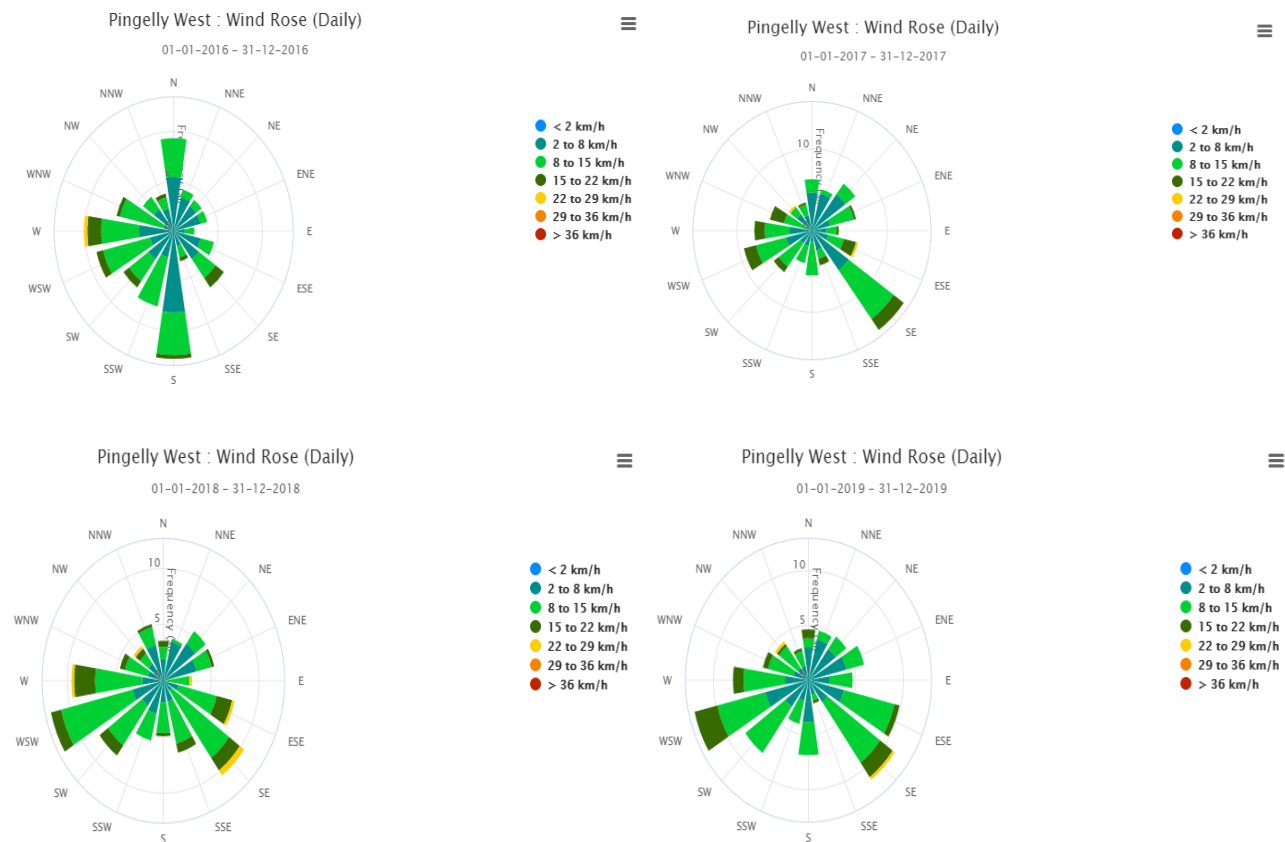


<sup>26</sup> Source: Bureau of Meteorology

<sup>27</sup> Source: Bureau of Meteorology

## Wind Direction and Speed

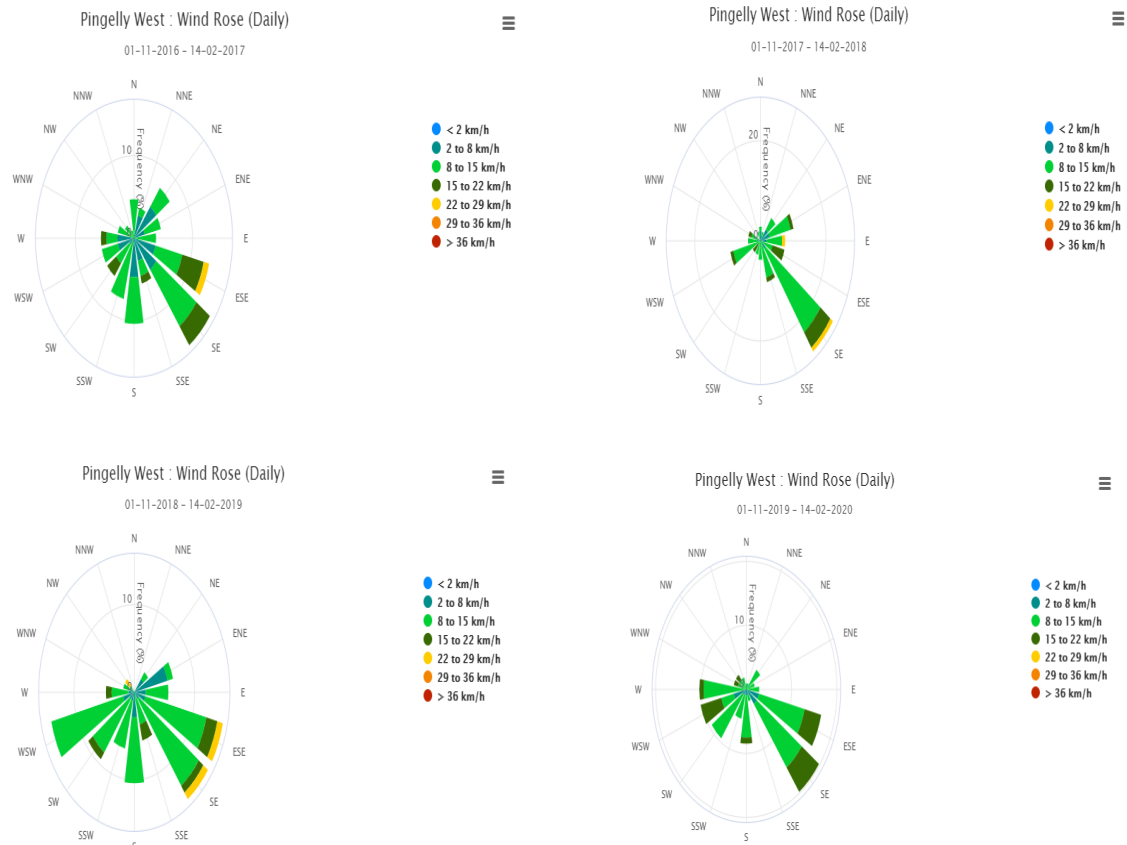
Figure 6 reflects a series of wind roses covering the years 2016 – 2019 individually. All diagrams show prevailing winds predominantly from the West (W), West South West (WSW) and South East (SE).



**Figure 6: Wind roses reflecting the annual predominant winds and wind speeds for the years 2016 to Nov 2019 taken from the Dept of Agriculture Weather Station.<sup>28</sup>**

The following diagrams look at prevailing winds in the context of the hotter months corresponding with the peak of the fire season – December through February. These wind roses also indicate winds predominantly from the South-East. The prevailing winds within the Shire of Pingelly comes from the South-East in the mid-afternoon. This is well known by the fire response personnel and subsequently fire management strategies are developed with this in mind.

<sup>28</sup> Department of Agriculture and Food Weather Station



**Figure 7: Wind roses reflecting the annual predominant winds and wind speeds for the years 1 Nov 2017 to Feb 2020 taken from the Dept of Agriculture Weather Station. <sup>29</sup> (Prohibited Burning Times)**

The Forest Fire Danger Index (FFDI) is based on a combination of different weather conditions acknowledged to influence the risk of dangerous bushfire conditions in Australia, including temperature, rainfall, humidity and wind speed. In addition to the weather, bushfire events in Australia are also influenced by factors such as vegetation conditions, terrain and ignition sources. When a Fire Danger Rating (FDR) reaches 50 the conditions are considered as severe; when conditions reach 75 the conditions are considered as extreme. The Forest Fire Danger Rating and the Grass Fire Danger Rating should be considered as indicative numbers only. This dataset provides observations-based information using a 67-year time period. It is intended for use in examining broad-scale features in fire weather conditions for regions throughout Australia. It is intended for use in examining broad-scale features in fire weather conditions for regions throughout Australia. Where an FFDI of 50 and above is recorded between the months of November to February and is during the harvesting period can, increase the ignition risk and making any fire severely difficult to suppress<sup>30</sup>.

The Grassland Fire Danger Index (GFD1) It is an index that describes the *rate of spread* of a grass fire (and therefore the difficulty of putting it out.) The index was developed in Australia and has been adapted for the Great Plains. It is based on a combination of the “greenness” of the grass, and various meteorological parameters. The higher the index, the faster a grass fire will spread. The weather parameters (listed in

<sup>29</sup> Department of Agriculture and Food Weather Station

<sup>30</sup> <https://www.dfes.wa.gov.au/bushfire/prepare/>

decreasing order of importance) are wind, wind gusts, relative humidity and temperature, however, the biggest single factor is “curing.” Curing is a measure of how green or brown is the grass. The curing value of green grass is 0, and completely brown grass is 100. To spread rapidly, there has to be fuel, and completely cured grass is an excellent fuel. Conversely, green grass does not burn easily, regardless of wind or relative humidity.<sup>31</sup> Harvest / vehicle movement bans are set using the GFDI.

The level of bushfire hazard for human settlement, economic and cultural assets is determined using a quantified bushfire hazard assessment model.<sup>32</sup> The model is based on the methodology set out in *AS3959-2009 Construction of buildings in bushfire prone areas* that is used to undertake a Bushfire Attack Level (BAL) assessment. The hazard assessment is used to measure the severity of an asset’s potential exposure to ember attack, radiant heat and direct flame contact. Criteria applied when undertaking the bushfire hazard assessment is as follows:<sup>33</sup>

**Application of Fire Danger Index (FDI) 80.** - The fire danger index reflects the chance of a fire starting, its rate of spread, its intensity and the difficulty of its suppression, according to various combinations of air temperature, relative humidity, wind speed and both the long- and short-term drought effects. Inputs to hazard assessment calculation are reflective of FDI 80 (Grass Fire Danger Index 110) conditions, as per AS3959-2009. The higher the rating, the less chance of controlling a fire until weather conditions improve.

The Shire of Pingelly is located with the Upper Great Southern Fire Weather District. Given the prevalence of agricultural holdings within the Shire of Pingelly, the Grass Fire Danger Index is the model applied to determine the FDI within the Shire given the prevalence of agricultural activities.

From the FDI, predictions can be made regarding a fire’s rate of spread, intensity and the potential for various suppression tactics to succeed. The FDI is the basis for determining the Fire Danger Rating, shown below, which is a scale developed to assist communities to better understand information about fire danger.<sup>34</sup>

**Classification of vegetation** - Vegetation is classified as per the vegetation categories listed in the Guidelines, and in accordance with AS3959-2009. Vegetation.

Hazard assessments are based around Bushfire Management Zones (BMZ) with a focus on hazards within the Asset Protection Zone (20 metres) and Hazard Separation Zone (80 metres).

<sup>31</sup> [www.weather.gov](http://www.weather.gov)

<sup>32</sup> *Guidelines for Preparing a Bushfire Risk Management Plan (2015)*

<sup>33</sup> *AS3959-2009 Construction of buildings in bushfire prone areas*

<sup>34</sup> Source: Department of Fire and Emergency Services





Figure 8: Bushfire Management Zones <sup>35</sup>

The Fire Danger Ratings are explained below:

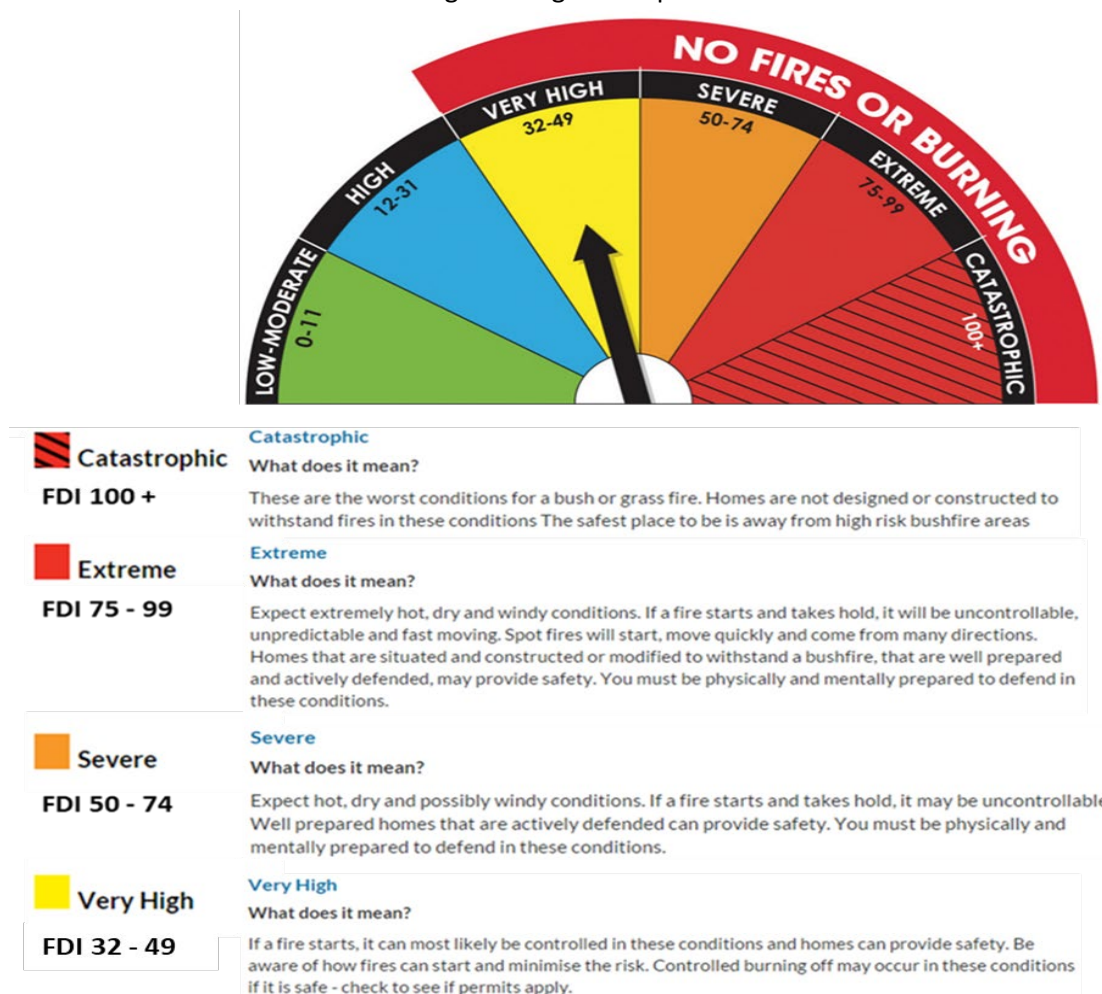


Figure 9: Fire Danger Ratings <sup>36</sup>

<sup>35</sup> Bushfire Risk Management Planning Handbook, DFES (March 2018)

<sup>36</sup> Source: Department of Fire and Emergency Services [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)



### 3.2.3 Vegetation

Large portions of the Shire are dominated by agricultural land use and the natural vegetation has been extensively cleared. Most of the native vegetation is found in areas that are unsuitable for agriculture: the granite outcrops, breakaway country and saline areas.

The vegetation in the Shire of Pingelly includes some Jarrah forest on the western boundaries with a range of cleared farming land and a mixture of woodland/ forest vegetation including Wando (Eucalyptus Wandoo), Drummond Mallee (Eucalyptus Drummond) and Marri (Corymbia Calophylla) towards the east of the range.<sup>37</sup>

Towards the east, the land has mostly been cleared for agricultural purposes and the landscape is broken by granite hills, scattered remnant vegetation mainly consisting of York Gum (Eucalyptus Loxophleba), and a mixture of low bush jam trees (Acacia Acuminata) mainly around the drainage lines and roadsides.<sup>38</sup>

Vegetation is one of the most significant influencers on fire risk and subsequent mitigation strategies.

Three (3) aspects of vegetation within the Shire of Pingelly that requires specific attention, particularly in the context of bushfire mitigation treatment options moving forward, are:

1. The ability for sheoak – e.g. Allocasuarina huegeliana to invade into other native vegetation, significantly changing the vegetation and fuel structure. This is a common concern across the region with areas being significantly affected over time and, in the shorter term, from post fire regeneration.
2. The importance of managing annual weeds in remnant vegetation and the opportunity for these weeds to become established post mitigation works. Burning small remnants in the wrong way, at the wrong time and wrong frequency can potentially result in higher fuel loads.
3. Waterways, particularly those in and around assets, are significant as they offer riparian vegetation corridors which produce a wick-like effect and are often associated with fire runs with marked changes in fire behaviour, intensity and spread expected in this vegetation.

While agricultural holdings (grassland) may appear to be a low bushfire risk, this vegetation presents a significant bushfire hazard, especially during harvest season (November to January) when harvesting activities have the potential to ignite a fire in fully cured crops. The impact of wind on open terrain regardless of whether it is under crop, should not be underestimated. Fortunately, the landscape in much of the agricultural tenure is gently undulating with broad fields and only scattered remnant vegetation, making access for firefighting appliances easier.

### 3.2.4 Threatened Species and Ecological Communities

Native flora and fauna species together with ecological communities are significant values that require consideration in respect to bushfire threat. Further it is important that mitigation activities do not have a detrimental impact to threatened species and ecological communities. For example, the breeding cycle of some threatened fauna, such as Numbats, may restrict the period in which prescribed burns can be undertaken due to the need to ensure nests are not disturbed during the breeding season.

All treatments need to consider the requirements of all the flora and fauna on site. Response strategies should be environmentally sensitive within the constraints of the incident. The Shire will take every opportunity to

<sup>37</sup> Source: *Native Vegetation Handbook for Shire of Pingelly*

<sup>38</sup> Source: *Native Vegetation Handbook for Shire of Pingelly*

remind landowners/managers of their obligation to obtain appropriate clearances and approvals prior to commencing vegetation-based treatments.

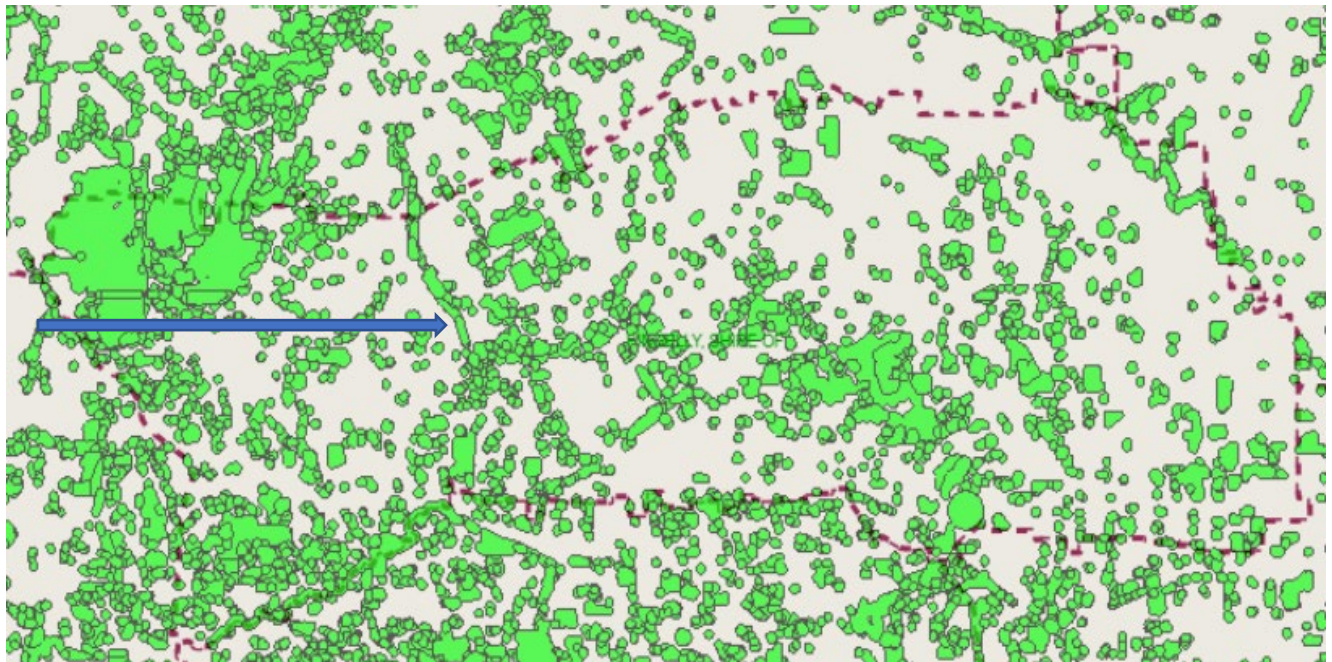
A further consideration in relation to both bushfire prevention and response strategies is the potential spread of weeds or diseases such as *Phytophthora Cinnamomi* (dieback). It is easily spread through moist soil movement from vehicles, animals, water and feet. Other fungal-borne diseases can also be spread through these pathways. This risk must be considered in the context of planned prevention and response strategies and the risk minimised wherever possible.

A list of the Declared Rare Flora and Declared Rare Fauna applicable to the Shire of Pingelly is included at **Appendix C**. The map below (*Figure 30*) shows the indicative location of endangered flora and fauna within the Shire.

The Shire of Pingelly is within the catchment of the *Eucalypt Woodlands of the Western Australian Wheatbelt Ecological Community*. The *Eucalypt Woodlands of the WA Wheatbelt* has been registered as a federally listed Threatened Ecological Community (TEC) and is a registered Matter of National Environmental Significance (MNES) which provides national environmental protection.

The *Approved Conservation Advice (including listing advice) for the Eucalypt Woodlands of the Western Australian Wheatbelt* notes that altered fire regimes, notably changed fire frequency, but also changes to fire intensity and season, (such as occurs during prescribed burning) is a key threat to the ecological community. This indicates that there is a risk that a prescribed burn may have a significant impact on the threatened community, however, the Conservation Advice also notes that the response of the TEC to fire is site specific, that the TEC can benefit from an appropriate fire regime and that many responses to fire disturbance can be relatively temporary and/or minor. When planning treatments on tenure within the TEC catchment, particularly prescribed burns, the following should be considered:

- the extent to which the proposed clearing or controlled burn will remove or substantially damage tall Eucalypt trees which are a key component of the Eucalypt Woodlands TEC
- the extent to which the understory is likely to be impacted and/or recover after the fire event
- whether there is a risk that the controlled burn or clearing will facilitate the invasion and/or spread of fast colonising weed species benefiting from the temporary reduction in vegetative competition
- control measures to implement to prevent the fire from intensifying or spreading; noting that a 'hot' burn is likely to substantially alter the vegetative structure or change the nature of the understory of the TEC (e.g. high intensity fires can scar trees allowing entry of wood decaying fungi)



**Figure 10: Map reflecting the location of the Threatened Ecological Community<sup>39</sup>**  
(Arrow marks Pingelly Townsite)

### 3.2.5 Bushfire Frequency and Causes of Ignition

DFES records show that from 1/07/2007 – 30/06/2020, a total of 98 incidents were reported in the Shire of Pingelly, reflecting on average 8 per year. Anecdotal evidence would suggest that this figure may not be accurate with the local belief that there have been other non-reported fires. Recent education of local fire management personnel has seen an increase in credibility of fire reporting. Ongoing education is planned, through pre-fire season briefings, to ensure ongoing accuracy of reportable incidents.

Major fires have occurred in the Pingelly district. A fire in December 1997 burnt through 21,050 ha of land in the Pingelly and Brookton Shires, with stock losses exceeding 10,000. One Pingelly farmer lost farm machinery, sheds, a sheepyard and 27km of fencing. Four bridges on the Great Southern Highway from Brookton to Pingelly were destroyed and the road was closed indefinitely.

<sup>39</sup> Source: DFES Bushfire Risk Management System

**Table 11– Reported landscape fires in the Shire of Pingelly 2007 – 2020 <sup>40</sup>**

Government of **Western Australia**  
Department of **Fire & Emergency Services**



**All Bushfires**  
LGA of PINGELLY (S)  
from 01/07/2007 to 30/06/2020

A Bushfire is considered to be any vegetation fire (bush, grass, scrub, forest): of any size

#### Bushfires Summary of Ignition Report

##### Total for the Shire of Pingelly

	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	Total
<b>Total Number of Bushfires:</b>	<b>4</b>	<b>10</b>	<b>6</b>	<b>6</b>	<b>9</b>	<b>7</b>	<b>7</b>	<b>14</b>	<b>8</b>	<b>6</b>	<b>11</b>	<b>6</b>	<b>4</b>	<b>98</b>
Burn off fires	0	0	1	0	2	1	0	2	1	2	4	1	0	14
Cigarette	0	0	0	0	0	0	0	0	0	0	1	0	1	2
Electrical distribution (excl. power lines)	0	1	0	0	0	0	0	0	0	0	0	1	0	2
Equipment - Operational deficiency	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Improper Fuelling/Cleaning/Storage/Use of material ignited	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Other open flames or fire	2	1	0	0	0	0	1	0	1	1	0	0	0	6
Reignition of previous fire	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Suspicious/Deliberate	0	1	0	3	0	2	0	1	0	1	0	0	1	9
Undetermined	1	3	1	1	1	0	0	2	0	0	0	0	0	9
Unreported	0	1	1	1	3	2	1	1	1	0	0	1	0	12
Vehicles (incl. Farming Equipment/Activities)	0	1	3	0	1	0	1	1	0	0	3	1	0	11
Weather Conditions - Lightning	1	2	0	1	2	0	2	7	5	0	3	2	2	27
Weather Conditions (High winds, natural combustion etc. Ex	0	0	0	0	0	1	1	0	0	1	0	0	0	3

On review of the above ignition data it is indicated that “Weather Conditions – Lightning strikes” are the most frequent cause of bushfire within the Shire. Local fire personnel make use of new technology such as phone apps (Lightening Tracker) to monitor lightning strikes and forward deploy personnel to conduct ‘on group’ checks. Bureau of Meteorology Weather Warnings are also widely circulated to fire personnel. Note: ‘Unreported’ - a known fire for which the ignition source was not provided to the incident reporting system. ‘Undetermined’ - the cause of the fire cannot be confirmed by responders. reporting system. ‘Undetermined’ - the cause of the fire cannot be confirmed by responders.

### 3.2.6 Current Bushfire Risk Management Activities

#### Map of Bushfire Prone Areas

The intent of the WA Government’s Bushfire Prone Planning Policy is to implement effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. The *State Planning Policy 3.7 (December 2015)– Planning for Bushfire Prone Areas* ensures bushfire risk is given due consideration in all future planning and development decisions. This Policy does not apply retrospectively, however the BRM Plan can help address this risk for existing development and establishing an effective

<sup>40</sup> Source: Department of Fire and Emergency Services



treatment plan to manage the broader landscape and any unacceptable community risks. The Shire of Pingelly Bushfire Prone Area is shown in Figure 10.



Figure 10: Bushfire Prone mapping <sup>41</sup>

### Volunteer Fire Brigades

The Shire has four Bushfire Brigades. The brigades are:

- East Pingelly -3.4 Appliance
- West Pingelly - Farmer Response
- Morrumbine- Noonebin – Farmer Response
- Pingelly Central 4.4 appliance

The Pingelly Volunteer Fire and Rescue Brigade operates within the Pingelly gazette fire district. Brigade members are also registered BFB members providing significant bushfire firefighting capability.

Use of the Shire of Pingelly plant is made available when required, with specific actions to access machinery on high fire danger times. Local governments are able to use appliances from other regions if needed when larger fires occur.

### Burning Restrictions

The *Bush Fires Act 1954*, sections 17 and 18, provides for the 'declaration and gazettal' of Prohibited and Restricted Burning Times as well as the ability to adjust burning times to suit changing weather conditions. The Shire of Pingelly Restricted and Prohibited Burning times are as follows:

- 19<sup>th</sup> September to 31<sup>st</sup> October: Restricted (permits required)
- 1<sup>st</sup> November to 14<sup>th</sup> February: Prohibited
- 15<sup>th</sup> February to 29<sup>th</sup> March: Restricted (permits required) <sup>42</sup>

<sup>41</sup> Source: Bushfire Risk Management System

<sup>42</sup> Source: Shire of Pingelly Bush Control Information 2020/2021

The Shire has the ability to vary these times depending on seasonal conditions. There is a movement of vehicle and harvest ban in place in the Shire of Pingelly on every Christmas Day 25th December, Boxing Day 26th December and New Years Day 1st January<sup>43</sup>. The Shire maintains a Harvest Ban Hotline which enables residents to be informed, via SMS, when Harvest Bans have been applied and removed. There are currently over 577 residents subscribed to Harvest Ban Hotline list.

### ***Bush Fires Act 1954 section 33 Fire Management Notices***

The Shire issues an annual firebreak notice in accordance with Section 33 of the *Bush Fires Act 1954*. Also included is information including Fire Control Officers, Burning Permits & Radio Operators, the definition of Restricted & Prohibited Burning periods with the dates of each period and the guidelines for the requirements. Ranger Services carry out an inspection of townsite properties prior to the 31 October, usually in September and any that have not started hazard reduction are issued with a reminder notice. Properties that aren't compliant as at 1 November 2020 are issued with a notice & an infringement, with time to be deemed compliant. If compliance hasn't been attained then work will be carried out and charged to the property owner (Section 33).

### ***Community engagement activities***

While compliance, in line with landowner responsibilities detailed in the Shire's annual *Bush Fire Notice*, is generally good, when it comes to preparatory efforts (i.e. in line with general prevention and preparedness around individual properties) community engagement is more challenging, mainly due to time constraints and conflicting priorities. A level of complacency (it won't happen to me) is apparent within the community.

The Shire advertises community awareness and resilience through media sources leading up to fire season.

### ***Other Current Local Government Wide Controls***

Local Government Wide Controls are activities that reduce the overall bushfire risk within the Shire of Pingelly. These types of activities are not linked to specific assets and are applied across all or part of the local government as part of normal business or due to legislative requirements. Some notable controls currently in place in the Shire of Pingelly are:

- Shire of Pingelly Bush Fire Notice and (*Bush Fires Act 1954*)
- Shire Prohibited and Restricted burn times and issuing of permits. (*Bush Fires Act 1954*)
- Harvest and Vehicle Movement Bans
- Total Fire Bans

Further information about the Local Government Wide Controls and how they will support the treatment of bushfire risk can be found in section 6.1 Local Government Wide Controls.

<sup>43</sup> Source: Shire of Pingelly Bush Control Information 2020/2021

## 4. Asset Identification and Risk Assessment

### 4.1. Planning Areas

Assets were identified and assessed across the Shire of Pingelly, based on the following order of priority.

**Table 12 – Priorities for Asset Identification and Assessment**

Priority	Asset Category	Asset Subcategory	Planning Area
<b>First Priority</b>	Human Settlement	Special Risk and Critical Facilities	All
<b>Second Priority</b>	Human Settlement	All other subcategories	All
<b>Third Priority</b>	Economic	Critical Infrastructure	All
<b>Fourth Priority</b>	Economic	All other subcategories	All
<b>Fifth Priority</b>	Environmental	All subcategories	All
<b>Sixth Priority</b>	Cultural	All subcategories	All

### 4.2. Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines using BRMS. Identified assets are categorised into the following categories and subcategories provided in Table 12.

**Table 13 – Asset Categories and Subcategories**

Asset Category	Asset Subcategories
<b>Human Settlement</b>	<p><b>Residential areas</b></p> <ul style="list-style-type: none"> <li>Residential areas, including dwellings in rural areas and the rural-urban interface.</li> </ul> <p><b>Places of temporary occupation</b></p> <ul style="list-style-type: none"> <li>Commercial and industrial areas, mining sites or camps and other locations where people may work or gather.</li> </ul> <p><b>Special risk and critical facilities</b></p> <p>Locations and facilities where occupants may be especially vulnerable to bushfire for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>Occupants may have limited knowledge about the impact of bushfires;</li> <li>Occupants may have a reduced capacity to evaluate risk and respond adequately to bushfire event;</li> <li>Occupants may be more vulnerable to stress and anxiety arising from a bushfire event or the effects of smoke;</li> <li>There may be significant communication barriers with occupants;</li> <li>Relocation and/or management of occupants may present unique challenges or difficulties, such as transportation, or providing alternative accommodation, healthcare or food supplies; or</li> <li>Facilities that are critical to the community during a bushfire emergency.</li> </ul>

Asset Category	Asset Subcategories
<b>Economic</b>	<p><b>Agricultural</b></p> <ul style="list-style-type: none"> <li>• Areas under production, such as pasture, livestock, crops, viticulture, horticulture and associated infrastructure.</li> </ul> <p><b>Commercial and industrial</b></p> <ul style="list-style-type: none"> <li>• Major industry, waste treatment plants, mines (economic interest), mills, processing and manufacturing facilities and cottage industry.</li> </ul> <p><b>Critical infrastructure</b></p> <ul style="list-style-type: none"> <li>• Power lines and substations, water pumping stations, tanks/boreds and pipelines, gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants.</li> </ul> <p><b>Tourist and recreational</b></p> <ul style="list-style-type: none"> <li>• Tourist attractions, day-use areas and recreational sites that generate significant tourism and/or employment within the local area. These assets are different to tourist accommodation described as a Human Settlement Asset (see above).</li> </ul> <p><b>Commercial forests and plantations</b></p> <ul style="list-style-type: none"> <li>• Plantations and production native forests.</li> </ul> <p><b>Drinking water catchments</b></p> <ul style="list-style-type: none"> <li>• Land and infrastructure associated with drinking water catchments.</li> </ul>
<b>Environmental</b>	<p><b>Protected</b></p> <p>Flora, fauna and ecological communities that are listed as a:</p> <ul style="list-style-type: none"> <li>• Critically Endangered, Endangered or Vulnerable species under the Environmental Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act 1999) (including associated critical habitat);</li> <li>• Critically Endangered, Endangered or Vulnerable species under the Biodiversity Conservation Act 2016;</li> <li>• Critically Endangered, Endangered or Vulnerable ecological community under the EPBC Act 1999 (Cth);</li> <li>• Critically Endangered, Endangered or Vulnerable Threatened Ecological Community (TEC) endorsed by the Minister for Environment (WA);</li> <li>• Fauna protected under international conventions; and</li> <li>• Ramsar wetlands of international importance.</li> </ul> <p><b>Priority</b></p> <p>Flora, fauna and ecological communities that are a:</p>



Asset Category	Asset Subcategories
	<ul style="list-style-type: none"> <li>• Priority species listed on the Priority Flora or Priority Fauna Lists held by DBCA (Priority 1-5).</li> <li>• Priority Ecological Community (PEC) (Priority 1-5); and</li> <li>• Wetlands of national or state importance.</li> </ul> <p><b>Locally important</b></p> <ul style="list-style-type: none"> <li>• Species, populations, ecological communities or habitats that the local community or independent scientific experts consider important for the area and for which there is some scientific evidence that protection would be beneficial.</li> <li>• Wetlands of local importance.</li> <li>• Sites being used for scientific research.</li> </ul>
<b>Cultural</b>	<p><b>Aboriginal heritage</b></p> <ul style="list-style-type: none"> <li>• Places of indigenous significance identified by the DPLH or the local community.</li> </ul> <p><b>European heritage</b></p> <ul style="list-style-type: none"> <li>• Non-Indigenous heritage assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List.</li> </ul> <p><b>Local heritage</b></p> <ul style="list-style-type: none"> <li>• Assets identified in a Municipal Heritage Inventory or by the local community as being significant to local heritage.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Other assets of cultural value to the local community, for example community halls, churches, clubs and recreation facilities.</li> </ul>

### 4.3. Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset or group of assets identified using the methodology described in the Guidelines.

The *Asset Risk Register* will be maintained in BRMS, this information is not included in the plan because information captured through the Bushfire Risk Management System (BRMS) includes data considered 'personal' in nature including the names and addresses of landholders. There is therefore the potential for the data collected through the BRMS to be used for purposes other than bushfire risk mitigation (i.e. Insurance companies using this information to set insurance premiums).

The Chief Executive Officer is to be consulted prior to any Bushfire Risk Management Planning data being released to the public domain.

To actively encourage and support the implementation, monitoring and review of agreed actions the Shire of Pingelly, as a matter of course or upon request, will provide reports to key stakeholders that detail the assets and treatments that the stakeholders (landowners) have responsibility for.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in Table 14.

**Table 14 – Asset Category Proportions**

Asset category	Proportion of identified assets
<b>Human Settlement</b>	85%
<b>Economic</b>	11.2%
<b>Environmental</b>	1.3%
<b>Cultural</b>	2.5%

### 4.3.1 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is different for each asset category: Human Settlement; Economic; Environmental; and Cultural.

The methodology used to determine the consequence rating for each asset category is based on the following:

- Consequence Rating – Human Settlement, Economic and Cultural Assets**  
 The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.
- Consequence Rating – Environmental Assets**  
 The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

### 4.3.2 Likelihood Assessment

Likelihood is described as the potential of a bushfire igniting, spreading and impacting an asset. The approach used to determine the likelihood rating is the same for each asset category: Human Settlement; Economic; Environmental; and Cultural.

### 4.3.3 Assessment of Environmental Assets

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five-year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five-year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period

of this BRM Plan) was determined to be minimal and may even be of benefit to the asset and surrounding habitat.

#### 4.3.4. Local Government Asset Risk Summary

A risk profile for the local government is provided in Table 15. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

**Table 15 – Local Government Asset Risk Summary**

Asset Category	Risk Rating					
		Low	Medium	High	Very High	Extreme
	Human Settlement		47.3%	32.3%	3.6%	1.8%
	Economic		1.8%	6.2%	2.5%	.7%
	Environmental			1.3%		
	Cultural		.7%	1.8%		

## 5. Risk Evaluation

### 5.1. Evaluating Bushfire Risk

The risk rating for each asset has been assessed against the consequence and likelihood descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Consequence and likelihood ratings assigned to each asset are appropriate; and
- Local issues have been considered.

### 5.2. Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the land owner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

**Table 16 – Criteria for Acceptance of Risk and Course of Action**

Risk Rating	Criteria for Acceptance of Risk	Course of Action
<b>Extreme</b>	<p>Requires asset specific treatment strategies to be applied.</p> <p>Treatment action is required within 2 years of the plan being endorsed.</p> <p>It is unlikely that Local Government Wide Controls would be adequate to manage the risk.</p>	<p>Routine controls are not enough to adequately manage the risk.</p> <p>Specific action(s) required in the first 2 years of the BRM</p> <p>Priorities will include</p> <p>Treatments that will have maximum benefit to multiple assets and critical infrastructure</p> <p>Treatments that benefit vulnerable communities will be given priority.</p> <p>Identification of partnerships with other agencies for strategic mitigation</p> <p>Assets within the townsite to be included on Fire Break inspection list</p> <p>Communication with asset owners as per Communication Plan</p>
<b>Very High</b>	<p>Requires asset specific treatment strategies to be applied.</p> <p>Treatment action is required with 2 years of the plan being endorsed.</p> <p>It is unlikely that Local Government Wide Controls would be adequate to manage the risk.</p>	<p>Specific action(s) required in the first 3 years of the BRM Plan</p> <p>Assets to be included on the Shires annual fire break inspection</p> <p>Priorities will include</p> <p>treatments that will have maximum benefit to multiple assets and critical infrastructure</p> <p>Identification of partnerships with other agencies for strategic mitigation</p> <p>Assets within the townsite to be included on Fire Break inspection list</p> <p>Communication with asset owners as per Communication Plan</p>
<b>High</b>	<p>Asset specific treatment strategies will likely be required to adequately manage the risk.</p>	<p>Routine controls are not enough to adequately manage the risk.</p> <p>Specific action is required in the life of the BRM Plan.</p> <p>Priorities will include:</p> <p>Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure.</p> <p>Assets that fall adjacent to Extreme or Very High-risk assets</p> <p>Treatments that benefit vulnerable communities will be given priority.</p> <p>Identification of partnerships with other agencies for strategic mitigation.</p> <p>Communication with asset owners as per Communication Plan</p>

<b>Medium</b>	<p>Asset specific treatments are not required, but risk should be monitored.</p> <p>Local government wide controls should be sufficient to manage the risk</p> <p>If there is a change in the landscape / environment these assets may need to be reassessed more frequently.</p>	<p>Specific actions are not be required. Risk may be managed with routine controls and monitored periodically throughout the life of the BRM Plan.</p>
<b>Low</b>	<p>Asset specific treatments are not required, but risk should be monitored.</p> <p>Local government wide controls should be sufficient to manage the risk</p> <p>If there is a change in the landscape / environment these assets may need to be reassessed more frequently.</p>	<p>Specific actions are not required. Risk will be managed with routine controls and monitored as required.</p>

### 5.3. Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS and recorded in the *Treatment Schedule*, based on the asset's risk rating. Table 17 shows how consequence and likelihood combine to give the risk rating and subsequent treatment priority for an asset.

**Table 17– Treatment Priorities**

Likelihood	Consequence				
		Minor	Moderate	Major	Catastrophic
	Almost Certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
	Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
	Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
	Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

## 6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment. There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

### 6.1. Local Government Wide Controls

Local government wide controls are activities that are non-asset specific, rather they reduce the overall bushfire risk within the local government. A local government wide controls, multi-agency work plan has been developed (Appendix B). The Plan details work to be undertaken as a part of normal business (see section 3.2.6 for detailed information on these), improvements to current controls and new controls to implemented to better manage bushfire risk across the local government area.

The following controls are currently in place across the Shire of Pingelly:

- Bush Fires Act 1954 Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs;
- Declaration and management of Prohibited Burn Times, Restricted Burn Times and Harvest and Vehicle Movement Bans for the local government;

- Public education campaigns, including Shire community education programs, and the use of DBCA and DFES state-wide programs, tailored to suit local needs; including programs such as 5-Minute Fire Chat, Bushfire Action Month, Are You Ready Campaign etc;
- State-wide arson prevention programs developed in conjunction with WA Police and DFES;
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards;
- Shire of Pingelly's annual works program.

Other practices and programs undertaken by local government or state agencies (Multi-Agency Work Plans) that contribute to bushfire risk management within the local government, including controls in place under state government policies, agreements or memorandums of understanding. These include:

- Department of Fire and Emergency Services program of works on Unallocated Crown Land and Unmanaged Reserves;
- Department of Biodiversity, Conservation and Attractions Master Burn Program;
- Water Corporation Bushfire Risk Management Plan;
- Western Power annual asset inspection and vegetation management program;
- Department of Education Memorandum of Understanding;
- Main Roads WA Bridge Assessment and Maintenance Works Plan;
- Total Fire Bans.

## 6.2. Asset Specific Treatment Strategies

Asset specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are five asset specific treatment strategies:

- **Fuel management**  
Treatment reduces or modifies the bushfire fuel through manual, chemical and planned burning methods;
- **Ignition management**  
Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;
- **Preparedness**  
Treatments aim to improve access and water supply arrangements to assist firefighting operations;
- **Planning**  
Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and
- **Community Engagement**  
Treatments seek to build relationships, raise awareness and change the behavior of people exposed to bushfire risk.

### **6.3. Development of the Treatment Schedule**

The treatment schedule is a list of bushfire risk treatments recorded within BRMS. Shire of Pingelly will be focusing on developing a program of works that covers activities to be undertaken within the first year after the approval of the BRM Plan. The treatment schedule will evolve and develop throughout the life of the BRM Plan. The treatment schedule was developed in broad consultation with land owners and other stakeholders including DFES and DBCA.

Land owners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licenses to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land owner, however, the onus is still on the land owner to ensure treatments detailed in this BRM Plan's *Treatment Schedule* are completed.

## **7. Monitoring and Review**

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy* and *Treatment Schedule*.

### **7.1. Review**

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council approval. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the local government; or
- Following a major fire event.

### **7.2. Monitoring**

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis as described in Table 16– Criteria for Acceptance of Risk and Course of Action. New assets will be added to the Asset Risk Register when they are identified.

### **7.3. Reporting**

The Shire of Pingelly will be requested to contribute information relating to their fuel management activities to assist in the annual OBRM *Fuel Management Activity Report*.

The reporting requirements will be managed by a member of the Shire Administration Team designated by the Chief Executive Officer.



## 8. Glossary

<b>Asset</b>	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
<b>Asset Category</b>	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
<b>Asset Owner</b>	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
<b>Asset Register</b>	A component within the Bushfire Risk Management System (BRMS) used to record the details of assets identified in the Bushfire Risk Management Plan (BRM Plan).
<b>Asset Risk Register</b>	A report produced within the BRMS that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the BRM Plan.
<b>Bushfire</b>	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.
<b>Bushfire Hazard</b>	The hazard posed by the classified vegetation, based on the vegetation category, slope and separation distance.
<b>Bushfire Risk Management Plan</b>	A development related document that sets out short, medium and long term bushfire risk management strategies for the life of a development.
<b>Bushfire Risk</b>	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
<b>Bushfire Risk Management</b>	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
<b>Bushfire Risk</b>	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
<b>Consequence</b>	The outcome or impact of a bushfire event.

<b>Draft Bushfire Risk Management Plan</b>	The finalised draft BRM Plan is submitted to the Office of Bushfire Risk Manager (OBRM) for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for approval.
<b>Geographic Information System (GIS)</b>	A data base technology, linking any aspect of land-related information to its precise geographic location.
<b>Land Owner</b>	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
<b>Likelihood</b>	The chance of something occurring. In this instance, it is the potential of a bushfire igniting, spreading and impacting on an asset.
<b>Locality</b>	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
<b>Map</b>	The mapping component of the BRMS. Assets, treatments and other associated information is spatially identified, displayed and recorded within the Map.
<b>Planning Area</b>	A geographic area determined by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
<b>Priority</b>	See Treatment Priority.
<b>Risk Acceptance</b>	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
<b>Risk Analysis</b>	The application of consequence and likelihood to an event in order to determine the level of risk.
<b>Risk Assessment</b>	The systematic process of identifying, analysing and evaluating risk.
<b>Risk Evaluation</b>	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
<b>Risk Identification</b>	The process of recognising, identifying and describing risks.
<b>Risk Register</b>	A component within the BRMS used to record, review and monitor risk assessments and treatments associated with assets recorded in the BRM Plan.
<b>Risk treatment</b>	A process to select and implement appropriate measures undertaken to modify risk.

<b>Rural</b>	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops.
<b>Rural Urban Interface</b>	The line or area where structures and other human development adjoin or overlap with undeveloped bushland.
<b>Slope</b>	The angle of the ground's surface measured from the horizontal.
<b>Tenure Blind</b>	An approach where multiple land parcels are considered, regardless of individual ownership or management arrangements.
<b>Treatment</b>	An activity undertaken to modify risk, for example a planned burn.
<b>Treatment Objective</b>	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
<b>Treatment Manager</b>	The organisation, or individual, responsible for all aspects of a treatment listed in the <i>Treatment Schedule</i> of the BRM Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
<b>Treatment Planning Stage</b>	The status or stage of a treatment as it progresses from proposal to implementation.
<b>Treatment Priority</b>	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
<b>Treatment Schedule</b>	A report produced within the BRMS that details the treatment priority of each asset identified in the BRM Plan and the treatments scheduled.
<b>Treatment Strategy</b>	The broad approach that will be used to modify risk, for example fuel management.
<b>Treatment Type</b>	The specific treatment activity that will be implemented to modify risk, for example a planned burn.
<b>Vulnerability</b>	The susceptibility of an asset to the impacts of bushfire.

## 9. Common

<b>AFAC</b>	Australasian Fire and Emergency Services Authorities Council
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<b>BFAC</b>	Bush Fire Advisory Committee
<b>BRM</b>	Bushfire Risk Management
<b>BRM Branch</b>	Bushfire Risk Management Branch (DFES)
<b>BRM Plan</b>	Bushfire Risk Management Plan
<b>BRMS</b>	Bushfire Risk Management System
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions
<b>DFES</b>	Department of Fire and Emergency Services
<b>DPLH</b>	Department of Planning, Lands and Heritage
<b>EPBC Act</b>	Environmental Protection and Biodiversity Conservation Act
<b>FPC</b>	Forest Products Commission
<b>GIS</b>	Geographical Information System
<b>LEMC</b>	Local Emergency Management Committee
<b>OBRM</b>	Office of Bushfire Risk Management (DFES)
<b>PEC</b>	Priority Ecological Community
<b>SEMC</b>	State Emergency Management Committee
<b>TEC</b>	Threatened Ecological Community
<b>UCL</b>	Unallocated Crown Land
<b>UMR</b>	Unmanaged Reserve
<b>WA</b>	Western Australia
<b>WAPC</b>	Western Australian Planning Commission

## 10. Appendices

<b>Appendix A</b>	Communication Strategy
<b>Appendix B</b>	Local Government Wide Controls Table
<b>Appendix C</b>	Declared Rare Flora and Fauna in the Shire of Pingelly



Shire of Pingelly

Bushfire Risk Management Planning

# COMMUNICATION STRATEGY

## Document Control

<b>Document Name</b>	Bushfire Risk Management Plan Communications Strategy
<b>Document Owner</b>	Shire of Pingelly, CEO
<b>Document Location</b>	<a href="#">Add as required</a>
<b>Current Version</b>	<a href="#">1.1</a>
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## Related Documents

Title	Version	Date
Shire of Pingelly Bushfire Risk Management Plan	1	23/11/2020

## Amendment List

Version	Date	Author	Section

## 1.Introduction

A Bushfire Risk Management (BRM) Plan is a strategic document that outlines the approach to the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Pingelly.

This Communication Strategy accompanies the BRM Plan for the Shire of Pingelly. It documents the:

- communication objectives;
- roles and responsibilities for communication;
- key stakeholders;
- stakeholders engaged in the development of the BRM Plan and Treatment Schedule; and
- Communication Plan for the implementation and review of the BRM Plan including: target audiences and key messages at each project stage; communication risks and strategies for their management; and communication monitoring and evaluation procedures.



## 2. Communications Overview

### 2.1. Communication Objectives

The communication objectives for the development, implementation and review of the BRM Plan for the Shire of Pingelly are as follows:

1. Key stakeholders understand the purpose of the BRM Plan and their role in the BRM planning process.
2. Stakeholders who are essential to the BRM planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.
4. Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government.
5. The community and other stakeholders engage with the BRM planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.

## **2.2. Communication Roles and Responsibilities**

Shire of Pingelly is responsible for the development, implementation and review of the Communication Strategy. Key stakeholders support local government by participating in the development and implementation of the Communications Strategy as appropriate. An overview of communication roles and responsibilities follows:

- CEO, Shire of Pingelly, is responsible for endorsement of the BRM Plan Communications Strategy.
- CEO, Shire of Pingelly, is responsible for external communication with the local government area.
- The Community Emergency Service Manager (CESM) for the Shire of Pingelly, is responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.

## **2.3 Key Stakeholders for Communication**

The following table identifies key stakeholders in BRM planning process, its implementation and review. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or Interest	Level of impact or outcomes	Level of engagement
<b>Shire of Pingelly</b>	Significant role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager.	High	Inform, consult, involve, collaborate and empower
<b>Department of Fire and Emergency Services</b>	Significant role in plan and treatment development, implementation and review. Support role in treatment Implementation.	High	Inform, consult, involve and collaborate
<b>Department of Biodiversity, Conservation and Attractions</b>	Significant role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager.	High	Inform, consult, involve, collaborate and empower
<b>Main Roads WA</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve and collaborate
<b>Telecommunication providers</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve and collaborate
<b>Department of Planning, Lands and Heritage, LandCorp &amp; Landgate</b>	Role in plan and treatment development, implementation and review	Medium	Inform, consult, involve and collaborate
<b>Water Corporation and Department of Water and Environmental Regulation</b>	Role in plan and treatment development, implementation and review. Responsible for	Medium	Inform, consult, involve and collaborate

	treatments as a land owner/manager. Critical infrastructure interest.		
<b>Private Land Owners</b>	Role in plan and treatment development, implementation and review. May have responsibilities for treatments as land owners/managers	High	Inform, consult, involve, collaborate and empower
<b>Western Power</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate
<b>Chief Bushfire Control Officer</b>	Significant role in plan and treatment development, implementation and review. Actively assist in risk identification and treatment works. Empower to actively engage with community and identify/treat risks	High	Inform, consult, involve, collaborate and empower
<b>Bushfire Brigades and other Emergency Services Volunteers</b>	Significant role in plan and treatment development, implementation and review. Assist in risk identification and treatment works.	High	Inform, consult, involve, collaborate
<b>Shire of Pingelly Bushfire Advisory Committee</b>	Role in plan development, implementation and review. Actively assist in risk identification and treatment works. Empower to actively engage with community and identify/treat risks	High	Inform, consult, involve, collaborate
<b>Regional Operations Advisory Committee</b>	Role in plan development, implementation and review	Medium	Inform, consult, involve, collaborate
<b>Local Emergency Management Committee</b>	Role in plan development, implementation and review	Medium	Inform, involve and consult

<b>Traditional Owners, Gnaala Karla Boodja Regional Corporation, South West Aboriginal Land and Sea Council &amp; Department of Aboriginal Affairs</b>	Role in plan and treatment development, implementation and review. May have responsibilities for treatments as land owners/managers	Medium	Inform, involve and consult
<b>Shire of Pingelly Communities</b>	Role in plan implementation and review	Medium	Inform, involve and consult

### 3.Communications Log – Development of the BRM Plan and Treatment Schedule

This Communications Log captures the communications with key internal and external stakeholders that occurred during the development of the BRM Plan and associated Treatment Schedule. Record any significant conversations, community engagement events, emails, meetings, presentations, workshops and other communication initiatives.

Timing of communication	Stakeholders	Purpose	Summary	Communication Method	Lesson Identified	Follow up
Development of the BRM Plan						
When did this communication occur?	Who was the stakeholder or target audience?	What was the purpose of the communication?	What topics were discussed?	What communication method did you use?	Were there any issues or lessons identified?	Was there any follow up required?
Life of the Plan	Shire of Pingelly CEO, Senior Leadership Team and Council	1 – 3 & 5	Inform and consult Confirm accountability and responsibilities Input into plan and treatments Confirm project objectives Project updates	Email Face to face meetings Presentation	Resource constraints could limit their ability to participate Lack of understanding	Project updates
Bi-annually	Bushfire Advisory Committee (BFAC) and Regional	1 – 3 & 5	Inform and consult Confirm project objectives Input into plan and treatments	Email Face to face meetings Presentation	Stakeholders willingness to participate Lack of understanding	Project updates

	Operations Advisory Committee (ROAC)		Project updates			
As required	Local Emergency Management Committee (LEMC)	1 – 3 & 5	Confirm project objectives Project updates	Email Face to face meetings Presentation	Stakeholders willingness to participate	Project updates
Life of the Plan	Chief Bushfire Control Officer (CBFCO), Bushfire Brigades, Brigade Captains	1 – 3 & 5	Inform and consult Confirm project objectives Input into plan and treatments Project updates Identify Risk and share information	Email Face to face meetings	Time constraints Lack of understanding	Project updates
Bi-annually	Dept of Biodiversity, Conservation and Attractions	1 – 3 & 5	Inform and consult Confirm project objectives Project updates	Email Face to face meetings Telephone	Resource constraints could limit their ability to participate	
Annually or as required	Stakeholders – Landowners / Land Managers	1 – 3 & 5	Inform and consult Confirm project objectives Input into plan and treatments Project updates	Email Face to face meeting Telephone Presentations Community Engagement activities	Level of interests and engagement in process Time constraints	Project updates

Bi-annually and as required	Dept of Fire and Emergency Services (DFES) – District/Regional Office	1 – 3 & 5	Compliance and governance Plan endorsement Sharing information	Email Face to face meetings Telephone	Time constraints Response obligations	Project updates
Bi-annually and as required	Office of Bushfire Risk Management	1 & 2	Compliance and governance Plan endorsement	Email Face to face meetings Telephone	Government funding	Project updates

## Development of the Treatment Schedule

Life of the Plan	Shire of Pingelly CEO, Senior Leadership Team and Council	1 – 3 & 5	Reduction of fuel loads on shire managed lands Risks to community Action Plan Upgrade Strategic fire breaks Planned works identified	Email Face to face meeting Telephone Presentations	Government funding Time constraints LG budgeting constraints	Stay up to date with process improvements
Life of the Plan	Chief Bushfire Control Officer (CBFCO), Bushfire Brigades, Brigade Captains	1 – 3 & 5	Confirm project and objectives Seek input into treatment plans and providing project updates Identify Risk and share information Availability of volunteers Planned works identified	Email Face to face meeting Telephone Presentations Community Engagement activities	Clarify misunderstandings and intentions of plan Confirm benefits- Preparation Ensure current information on the BRM Plan Project is available	Stay up to date with process improvements Availability of Volunteers



Biannually or as required	Bushfire Advisory Committee (BFAC) and Regional Operations Advisory Committee (ROAC)	1 – 3 & 5	Confirm project and objectives Seek input into treatment plans and providing project updates Identify Risk and share information	Email Face to face meeting Telephone Presentations	Clarify misunderstandings and intentions of plan Confirm benefits- Preparation Ensure current information on the BRM Plan Project is available	Stay up to date with process improvements
As per Section 7.2 of this plan	Stakeholders – Landowners / Land Managers	1 – 3 & 5	Confirm project and objectives Seek input into treatment plans and providing project updates Identify Risk and share information	Email Face to face meeting Telephone Presentations Community Engagement activities	Level of interests and engagement in process Time constraints	Feedback Highly engaged Treatments being completed Commitment to agreed controls
Annually or as required	Dept of Fire and Emergency Services (DFES) – District/Regional Office	1 – 3 & 5	UCL/UMR Management Status and progress of plan Treatment status, gaps and issues to be addressed Continuous improvement Information sharing Identification of other planned works Identification of funding opportunities	Email Face to face meeting Telephone	Time constraints Response obligations	Compliance requirements
Annually	Office of Bushfire Risk Management	1 – 3 & 5	Bushfire Risk Management System up to date with treatments	BRMS	Availability of funding	Compliance requirements

## 4.Communications Plan – Implementation and Review of the BRM Plan

This Communications Plan outlines the key communication initiatives that will be undertaken during the implementation and review of the BRM Plan.

Timing of communication	Stakeholders	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
Implementation of the BRM Plan								
Life of Plan	Shire of Pingelly CEO, Senior Leadership Team and Council	All (1 – 5)	Email Face to face meetings	Inform and consult Confirm accountabilities and responsibilities. Progress update Issues identification and action planning	CEO or Delegate	Time constraints Availability Lack of understanding Budget (for LG mitigation)	Planning and time management Clear purpose Targeted communication Regular updates	Feedback, Questions raised Level of support received
Life of Plan	Shire of Pingelly Building and Works	1 – 3 & 5	Email Face to face meetings	Reduction of fuel loads on LG managed land Upgrades to strategic firebreaks	CEO or Delegate	Poor organisation, Limited time, Not preparing Poor communication from stakeholders and LG on completion of works	Clarify misunderstandings and intentions of plan Plan communications Regular updates	Treatments applied Positive feedback received on treatment supplied Risk ratings reduced
Biannually or as required	LEMC, BFAC, ROAC, CBFCO, CAPTS	All (1 – 5)	Email Face to face meetings	Report on progress to plan Report issues/constraints	CEO or Delegate	Availability of volunteers Time 'Buy in' Lack of understanding	Collate data and report on success to plan Compliance to plan Keep informed	Feedback received Level of engagement Issues identified and addressed

All (1 – 5)	Dept of Biodiversity, Conservation and Attractions	1 – 3 & 5	Email Face to face meetings Telephone	Confirmation of environmental assets Development of treatment options	CEO or Delegate	Resource constraints could limit their ability to participate Willingness to release 'confidential' data re environmental assets	Clarify misunderstandings and intentions of plan Provide undertakings re the release of confidential data Restrict release of information and document in plan	Level of engagement Environment-al assets in BRMS
As per Section 7.2 of this plan	Stakeholders – Landowners / Land Managers	1 – 3 & 5	Face to face Presentations Community Engagement	Inform and consult Confirm accountability and responsibility Status and progress of plan Treatment status Gaps and issues to be addressed	CEO or Delegate	Availability Time Loss of commitment Access to treatment resources Funding	Planned sharing of information Negotiations conducted Communicate funding opportunities when available	Feedback Commitment to implement agreed controls Highly engaged Treatments being completed
As required	Stakeholders – Others	1 – 3 & 5	Face to face Presentations Community Engagement Telephone Email	Inform and consult Confirm accountability and responsibility Status and progress of plan Treatment status Gaps and issues to be addressed	CEO or Delegate	Availability Time Loss of commitment	Planned sharing of information Negotiations conducted Communicate funding opportunities when available	Feedback Commitment to implement agreed controls Highly engaged Treatments being completed
Annually or as required	OBRM, DFES District /	1-3	Face to face meetings Email	UCL/UMR Management Status and progress of plan	CEO or Delegate	Time Conflicting priorities	Schedule communication opportunities	Planned works identified Improvements identified and implemented

	Regional Office		Telephone	Treatment status, gaps and issues to be addressed, Continuous improvement, Information sharing, Identification of other planned works, Identification of funding opportunities				Issues addressed
Annually	OBRM	1,2	Written report	Continuous improvement Governance and compliance	CEO or Delegate	Time Conflicting priorities	Plan communication	Feedback received
Annually – ideally prior to fire season	Community	5	Newsletter Website Facebook	Continuous improvement	CEO or Delegate	Time Conflicting priorities	Plan communication	Feedback received

## Review of the BRM Plan

<b>Annually</b>	Shire of Pingelly CEO, Senior Leadership Team and Council	4, 5	Face to face meetings Email Telephone	Governance and compliance Review, monitoring and reporting to Council Status update Continuous improvement	CEO or Delegate	Poor reporting and recording of information	BRPC & BRMO to record data and information appropriately	Feedback received Planned works completed Reporting & Statistics Risk ratings reduced
<b>5 Yearly (Shire, DFES and OBRM)</b>	OBRM & LG Council	4, 5	Face to face meetings Email Telephone Written report	Governance and compliance Review, monitoring and reporting Future planning	CEO or Delegate	Poor reporting and recording of information Review not completed by OBRM	BRPC & BRMO to record data and information appropriately Endorsed by OBRM	Feedback received Planned works completed Reporting & Statistics Risk ratings reduced
<b>Quarterly or as required</b>	Shire of Pingelly – Building and Works	4, 5	Face to face meetings Email Telephone	Report on actions and status of BRM Plan Continuous improvement	CEO or Delegate	Time LG capacity Conflicting priorities	Plan communications Discuss with Shire Leadership Team	Feedback on work completed Risk ratings reduced Improvements identified and implemented
<b>Biannually or as required</b>	DFES Regional / District Office	4, 5	Face to face meetings	Report on actions and status of BRMP Continuous improvement UCL/UMR funding	CEO or Delegate	LG capacity Time Conflicting priorities	Plan communications	Feedback on work completed Risk ratings reduced Improvements identified and implemented

<b>Annually</b>	BFAC, ROAC, LEMC, CBFCO, Captains	4, 5	Face to face meetings Email Telephone Presentations	Report on actions and status of BRMP Continuous improvement	CEO or Delegate	LG capacity Time Conflicting priorities Buy in	Keep informed Share the wins	Feedback on work completed Risk ratings reduced Improvements identified and implemented
<b>Every 2 years or as required</b>	Stakeholders – Land Owners / Land Managers	4, 5	Face to face meetings Telephone Presentation Community Engagement Survey	Status of treatments Success of treatments Continuous improvement	CEO or Delegate	LG capacity Time Conflicting priorities Buy in Access to resources	Plan communication Target communication Planned and prepared	Feedback on work completed Risk ratings reduced Improvements identified and implemented
<b>Every 2 years or as required</b>	Stakeholders – Other	4, 5	Face to face meetings Telephone Presentation Community Engagement Survey	Status of treatments Success of treatments Continuous improvement	CEO or Delegate	LG capacity Time Conflicting priorities Buy in Access to resources	Plan communication Target communication Planned and prepared	Feedback on work completed Risk ratings reduced Improvements identified and implemented

## APPENDIX B

### Bushfire Risk Management Planning – Local Government Wide Controls

This template is provided to record the programs and activities (controls) currently undertaken by local government and other stakeholders across the local government area in relation to managing bushfire risk. Refer to section 6.1 of the *Bushfire Risk Management Plan Template* and section 2.5.2 of the *Guidelines for Preparing a Bushfire Risk Management Plan*.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
1.	BRM Planning Risk Analysis	<ul style="list-style-type: none"> <li>Maintain and refine BRM Plan</li> </ul>	Shire of Pingelly	Landowners DFES	Treatment identification and planning for all very high and extreme risk assets within the Shire.
2.	Strategic Community Plan 2018 – 2028 & Corporate Plan 2019 - 2023	<ul style="list-style-type: none"> <li>As per documented actions</li> </ul>	Shire of Pingelly		As per section 3.1.1 of the Bushfire Risk Management Plan.
3.	Shire of Pingelly Bush Fire Notice and ( <i>Bush Fires Act 1954</i> )	<ul style="list-style-type: none"> <li>Review annual notice</li> <li>Publish annual notice</li> <li>Inspections in accordance with annual notice</li> </ul>	Shire of Pingelly	CBFCO, FCO, Captains and the public	Published Annually.  Inspect local properties.  'Fire Access Track' has the same meaning as 'Fire Break', in the <i>Bush Fires Act 1954</i> .
4.	Shire Prohibited and Restricted burn times and issuing of permits. ( <i>Bush Fires Act 1954</i> )	<ul style="list-style-type: none"> <li>Restricted and Prohibited Burn Times set the requirement that 'a permit to set fire to the bush' must be obtained.</li> </ul>	Shire of Pingelly	CBFCO, FCO's	Published Annually.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
5.	Harvest and Vehicle Movement Bans	<ul style="list-style-type: none"> <li>Bans imposed when the CBFCO and FCO's are of the opinion that the use of engines, vehicles, plant or machinery is likely to cause/contribute to the spread of a bushfire.</li> </ul>	Shire of Pingelly	CBFCO and FCO's	A Harvest and Vehicle Movement Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.
6.	Local Emergency Management Arrangements	<ul style="list-style-type: none"> <li>Emergency Management Plan</li> </ul>	Shire of Pingelly	SJA, WAPOL, DFES, Dept of Child Protection, Dept of Education, CBFCO, DEMC, OEM	Annual review of emergency plans and arrangements.
7.	Local Planning Scheme No 2	<ul style="list-style-type: none"> <li>Requirement for new developments to complete a Fire Management Plan endorsed through the Dept of Fire and Emergency Services (if in a Bushfire Prone area)</li> </ul>	Shire of Pingelly	DFES	Where a Fire Management Plan has been endorsed by DFES and the Shire, the affected land owners will be responsible for the ongoing implementation of the "land owners' responsibilities" as specified in that Fire Management Plan.
8.	Total Fire Bans	<ul style="list-style-type: none"> <li>Restriction of activities that may cause or contribute to the spread of a bushfire</li> </ul>	Department of Fire and Emergency Services	Shire of Pingelly	A Total Fire Ban (TFB) is declared because of extreme weather conditions or when widespread fires are stretching firefighting resources. A TFB is declared by DFES following consultation with the LG.
9.	State Planning Policy 3.7	<ul style="list-style-type: none"> <li>Planning in Bushfire Prone Areas</li> </ul>	Department of Planning, Lands and Heritage	WA Planning Commission Shire of Pingelly	Land developers are required to implement a Fire Management Plan to ensure risk is managed and other controls implemented and monitored.



	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
10.	The Principal's guide to Bushfire - Department of Education	<ul style="list-style-type: none"> <li>All schools should include their plan for dealing with bushfire as a part of their governance documentation</li> </ul>	Department of Education	DFES	
11.	Australian Rail Commission(ARC)	<ul style="list-style-type: none"> <li>Mitigation plan</li> </ul>	Australian Rail Commission	Shire of Pingelly	

## APPENDIX - C

### Details

#### Matters of National Environmental Significance

Wetlands of International Importance (Ramsar)		[ Resource Information ]
Name	Proximity	
<a href="#">Peel-valgorup system</a>	100 - 150km upstream	

Threatened Ecological Communities		[ Resource Information ]
For threatened ecological communities where the distribution is well known, maps are derived from recovery plans, State vegetation maps, remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.		

Name	Status	Type of Presence
<a href="#">Eucalypt Woodlands of the Western Australian Wheatbelt</a>	Critically Endangered	Community likely to occur within area

Threatened Species		[ Resource Information ]
Name	Status	Type of Presence

#### BIRDS

<a href="#">Calidris ferruginea</a>	Critically Endangered	Species or species habitat may occur within area
Curlew Sandpiper [856]		
<a href="#">Calyptorhynchus banksii naso</a>	Vulnerable	Species or species habitat may occur within area
Forest Red-tailed Black-Cockatoo, Karrak [67034]		
<a href="#">Calyptorhynchus baudinii</a>	Endangered	Species or species habitat likely to occur within area
Baudin's Cockatoo, Long-billed Black-Cockatoo [769]		
<a href="#">Calyptorhynchus latirostris</a>	Endangered	Species or species habitat known to occur within area
Carnaby's Cockatoo, Short-billed Black-Cockatoo [59523]		
<a href="#">Falco hypoleucos</a>	Vulnerable	Species or species habitat may occur within area
Grey Falcon [929]		
<a href="#">Leipoa ocellata</a>	Vulnerable	Species or species habitat known to occur within area
Malleefowl [934]		
<a href="#">Rostratula australis</a>	Endangered	Species or species habitat may occur within area
Australian Painted Snipe [77037]		

#### MAMMALS

<a href="#">Bettongia penicillata ogilbyi</a>	Endangered	Species or species habitat known to occur within area
Woylie [66844]		
<a href="#">Dasyurus geoffroii</a>	Vulnerable	Species or species habitat known to occur within area
Chuditch, Western Quoll [330]		
<a href="#">Macrotis lagotis</a>	Vulnerable	Translocated population known to occur within area
Greater Bilby [282]		
<a href="#">Myrmecobius fasciatus</a>	Endangered	Species or species habitat known to occur
Numbat [294]		

Name	Status	Type of Presence
<a href="#"><u>Phascogale calura</u></a> Red-tailed Phascogale, Red-tailed Wambenger, Kennngoor [316]	Vulnerable	within area Species or species habitat known to occur within area
<b>PLANTS</b>		
<a href="#"><u>Acacia ataxiphylla subsp. magna</u></a> Large-fruited Tammin Wattle [64823]	Endangered	Species or species habitat may occur within area
<a href="#"><u>Acacia cochlocarpa subsp. cochlocarpa</u></a> Spiral-fruited Wattle [23877]	Endangered	Species or species habitat may occur within area
<a href="#"><u>Acacia insolita subsp. recurva</u></a> Yornaning Wattle [64495]	Endangered	Species or species habitat likely to occur within area
<a href="#"><u>Banksia aurantia</u></a> Orange Dryandra [82763]	Critically Endangered	Species or species habitat may occur within area
<a href="#"><u>Banksia cuneata</u></a> Matchstick Banksia, Quairading Banksia [9827]	Endangered	Species or species habitat likely to occur within area
<a href="#"><u>Banksia oligantha</u></a> Wagin Banksia [20697]	Endangered	Species or species habitat likely to occur within area
<a href="#"><u>Boronia capitata subsp. capitata</u></a> a shrub [29156]	Endangered	Species or species habitat known to occur within area
<a href="#"><u>Caladenia hoffmanii</u></a> Hoffman's Spider-orchid [56719]	Endangered	Species or species habitat may occur within area
<a href="#"><u>Diuris micrantha</u></a> Dwarf Bee-orchid [55082]	Vulnerable	Species or species habitat may occur within area
<a href="#"><u>Grevillea dryandroides subsp. hirsuta</u></a> Hairy Phalanx Grevillea [64577]	Endangered	Species or species habitat likely to occur within area
<a href="#"><u>Grevillea scapigera</u></a> Corrigin Grevillea [12195]	Endangered	Species or species habitat likely to occur within area
<a href="#"><u>Lasiopetalum rotundifolium</u></a> Round-leaf Lasiopetalum [2885]	Endangered	Species or species habitat known to occur within area
<a href="#"><u>Pultenaea pauciflora</u></a> Narrogin Pea [14013]	Vulnerable	Species or species habitat may occur within area
<a href="#"><u>Roycea pycnophylloides</u></a> Saltmat [21161]	Endangered	Species or species habitat likely to occur within area
<a href="#"><u>Symonanthus bancroftii</u></a> Bancrofts Symonanthus [12837]	Endangered	Species or species habitat may occur within area
<a href="#"><u>Thomasia montana</u></a> Hill Thomasia [12136]	Vulnerable	Species or species habitat known to occur within area
<a href="#"><u>Verticordia fimbrialepis subsp. fimbrialepis</u></a> Shy Featherflower [24631]	Endangered	Species or species habitat known to occur within area

Migratory Species		[ Resource Information ]
* Species is listed under a different scientific name on the EPBC Act - Threatened Species list.		
Name	Threatened	Type of Presence
<b>Migratory Marine Birds</b>		
<a href="#">Apus pacificus</a>		
Fork-tailed Swift [678]		Species or species habitat likely to occur within area
<b>Migratory Terrestrial Species</b>		
<a href="#">Motacilla cinerea</a>		
Grey Wagtail [642]		Species or species habitat may occur within area
<b>Migratory Wetlands Species</b>		
<a href="#">Actitis hypoleucos</a>		
Common Sandpiper [59309]		Species or species habitat may occur within area
<a href="#">Calidris acuminata</a>		
Sharp-tailed Sandpiper [874]		Species or species habitat may occur within area
<a href="#">Calidris ferruginea</a>		
Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
<a href="#">Calidris melanotos</a>		
Pectoral Sandpiper [858]		Species or species habitat may occur within area

### Other Matters Protected by the EPBC Act

Commonwealth Lands	[ Resource Information ]
The Commonwealth area listed below may indicate the presence of Commonwealth land in this vicinity. Due to the unreliability of the data source, all proposals should be checked as to whether it impacts on a Commonwealth area, before making a definitive decision. Contact the State or Territory government land department for further information.	

Name
Commonwealth Land -

Listed Marine Species		[ Resource Information ]
* Species is listed under a different scientific name on the EPBC Act - Threatened Species list.		
Name	Threatened	Type of Presence
<b>Birds</b>		
<a href="#">Actitis hypoleucos</a>		
Common Sandpiper [59309]		Species or species habitat may occur within area
<a href="#">Apus pacificus</a>		
Fork-tailed Swift [678]		Species or species habitat likely to occur within area
<a href="#">Ardea alba</a>		
Great Egret, White Egret [59541]		Species or species habitat likely to occur within area
<a href="#">Ardea ibis</a>		
Cattle Egret [59542]		Species or species habitat may occur within area
<a href="#">Calidris acuminata</a>		
Sharp-tailed Sandpiper [874]		Species or species habitat may occur within area
<a href="#">Calidris ferruginea</a>		
Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
<a href="#">Calidris melanotos</a>		
Pectoral Sandpiper [858]		Species or species

Name	Threatened	Type of Presence
<a href="#">Chrysococcyx osculans</a> Black-eared Cuckoo [705]		habitat may occur within area  Species or species habitat likely to occur within area
<a href="#">Haliaeetus leucogaster</a> White-bellied Sea-Eagle [943]		Species or species habitat may occur within area
<a href="#">Merops ornatus</a> Rainbow Bee-eater [670]		Species or species habitat may occur within area
<a href="#">Motacilla cinerea</a> Grey Wagtail [642]		Species or species habitat may occur within area
<a href="#">Rostratula benghalensis (sensu lato)</a> Painted Snipe [889]	Endangered*	Species or species habitat may occur within area

#### **14.4 Approval of Donation Agreement**

**File Reference:** ADM0012  
**Location:** Not Applicable  
**Applicant:** Not Applicable  
**Author:** Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Attachments:** Draft Donation Agreement  
**Previous Reference:** Nil

##### **Summary**

Council is requested to endorse the draft Agreement between the Shire of Pingelly and Mr Neil and Mrs Yvonne Gill for the donation of a collection of sulkies and buggies, and other items.

##### **Background**

Mr Neil and Mrs Yvonne Gill have offered to donate a collection of historical items to the Shire of Pingelly. The majority of the Collection are sulkies and buggies ranging from 1910 to 1925. The full inventory list is attached.

##### **Comment**

This project commenced in May 2020, with Mr Gill making contact with the Shire to determine if there was interest in obtaining the collection for the purposes of a group display.

Since this initial contact, staff as well as Councillors have viewed the collection, and the details of the agreement, potential location for the display, and associated timing have progressed.

The draft Agreement represents the intent of the donor, and the responsibilities of the Shire of Pingelly in accepting and caring for the items. The Shire of Pingelly will have until 30 June 2022 to substantially commence the project.

##### **Consultation**

Extensive consultation has taken place with the Donors, in order to ensure the agreement meets their needs and future goal for the Collection.

##### **Statutory Environment**

Nil

##### **Policy Implications**

Nil

##### **Financial Implications**

Insurance – annually estimated at \$200 for the inventory. Further insurance implications will arise from the construction of a facility in which to house the items.

The cost to construct and maintain a facility (shed), as well as associated landscaping and pathways will add to the annual operational expenses of the Shire.

##### **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 the development and promotion of key messages for use by the community, the Shire and businesses, to convey Pingelly's economic and community vision, the steps being taken to achieve it, and the benefits of living, working, investing in, or visiting the area.
Action 1.1.4.2	Implement initiatives from the Tourism Strategy.

**Risk Implications**

Risk	The key risks are the financial implications and timing associated with substantially commencing the project by 30 June 2022. A secondary risk is where a decision is made not to carry out the project, resulting in the potential of negative community comment.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Financial, Reputational
Risk Action Plan (Controls or Treatment Proposed)	Tenure of land will be progressed as soon as the Department of Planning Lands and Heritage advises this can commence. A funding strategy with potential avenues for grant funding will be considered over the coming months.

Risk Matrix

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 draft Agreement, as attached, detailing the donation of a collection of sulkies, buggies and other items from Mr Neil and Mrs Yvonne Gill, to the Shire of Pingelly.

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

## **AGREEMENT OF RECEIPT AND DONATION OF GOODS**

This agreement is between:

Shire of Pingelly  
17 Queen Street Pingelly 6308  
("Receiver")

and

Mr Neil Gill  
Mrs Yvonne Gill  
61 Robinson Road Brookton 6306  
("Donor")

WHEREAS, the Donor gifts to the Receiver a collection of sulkies, buggies, and other items ("Collection"), which is full detailed in the attached inventory, **Attachment A**, which is incorporated herein by reference; and,

WHEREAS, the Receiver deems it in the public interest to acquire the Collection, for custodial care and appropriate service to the public, and is agreeable to receiving the Collection under the terms hereafter stated.

The parties hereby agree as follows:

1. Donation

The Donor hereby donates the Collection to the Receiver, effective upon receipt of the Purchase Price. The inventory as detailed in **Attached A** will serve as evidence of the materials in the Collection. Any additional items that the Donor gives to the Receiver will be governed by the terms of this agreement unless the Donor and the Receiver agree upon different terms in writing made in advance of such additional gift.

2. Transport

- a. Costs. The Receiver will arrange and pay for shipping the Collection to the Receiver.
- b. Risk of Loss. The Donor bears responsibility for the Collection, including responsibility for the risk of loss of or damage to the Collection, until such time as the Collection is collected by the Receiver. The Receiver is responsible for the purchase of insurance in connection with shipment of the Collection.

3. Warranty of Title

The Donor represents and warrants that the Donor is the true and lawful owner of the property conveyed by this agreement and has full power to convey such property, and the title so conveyed is free, clear, and unencumbered.

4. Publicity



- a. The Receiver shall obtain prior approval from the Donor prior to acknowledging the donation in public media.
- b. The Receiver will consult with the Donor in relation to interpretative signage and information as a part of the display development.

5. Provisions

- a. The Receiver intends to acquire tenure of land and construct a suitable facility (shed) for the display of the Collection for both historical, community and tourism purposes ("Project").
- b. The Project will be located within the Pingelly Townsite, at a land parcel to be confirmed.
- c. The Donor may choose to terminate this agreement if the Project has not substantially commenced by 30 June 2022.
- d. Where the Agreement is terminated due to the Project not being undertaken in accordance with clauses 5a. – 5c., the Donor may take back possession of the collection.

The effective date of this agreement is the last date of signature below.

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**EXECUTED** by the parties

**RECEIVER**

---

Signature

---

Signature (Witness)

---

Name

---

Name (Witness)

---

Date

---

Date

**DONOR 1**

---

Signature

---

Signature (Witness)

---

Name

---

Name (Witness)

**DONOR 2**

---

Signature

---

Signature (Witness)

---

Name

---

Name (Witness)

---

Date

---

Date

## Attachment A - Inventory Listing

Item No.	Description
N <sup>o</sup> 1	BREAKING IN CART
N <sup>o</sup> 2	SPRING CART
N <sup>o</sup> 3	BUGGY
N <sup>o</sup> 4	BUGGY BLONDEWOOD - USED FOR WEDDINGS
N <sup>o</sup> 5	BUGGY USED BY TAYLOR FAMILY FROM POPANYINNING TO PINGELLY 13 PEOPLE
N <sup>o</sup> 6	BUGGY
N <sup>o</sup> 7	BUGGY USED IN BUNBURY FOR WEDDINGS BY ANTHONY BOYKE
N <sup>o</sup> 8	BUGGY
N <sup>o</sup> 9	BUGGY
N <sup>o</sup> 10	SPRING CART USED IN PINGELLY
N <sup>o</sup> 11	SULKY $\frac{3}{4}$
N <sup>o</sup> 12	$\frac{3}{4}$ SULKY BLONDE WOOD MADE IN FREMANTLE BY SIMPSON
N <sup>o</sup> 13	SULKY
N <sup>o</sup> 14	SULKY
N <sup>o</sup> 15	SULKY USED IN PINGELLY BY MAIDIE SMITH FROM FARM TO TOWN
N <sup>o</sup> 16	SULKY USED IN FORTUNATE LIFE MOVIE BY ANTHONY BOYKE

## Attachment A - Inventory Listing

Item No.	Description
N <sup>o</sup> 17	SULKY.
N <sup>o</sup> 18	SULKY MADE BY A+B. BINGE + SONS. NATHALIA
N <sup>o</sup> 19	LORRY IN HORSE DISPLAY ANTHONY BOYKE + RON SIMS. RESTORED
N <sup>o</sup> 20	EMU BREWERY LORRY MADE IN 1910 APPROX = 1935 CEASED DELIVERYS IN PERTH ST GEORGES TCE
N <sup>o</sup> 21	WAGON WITH SIDES FROM TINCURREN RESTORED BY PINGELLY MENS SHED
N <sup>o</sup> 22	BLUE ORIGINAL MILLARS. FARM BEVERLEY RESTORED BY NEIL GILL.
N <sup>o</sup> 23	FRIZZELS WAGON PINGELLY. DONATED BY NEIL GILL. RESTORED BY PINGELLY MENS SHED. PURCHASED OFF TREVOR BESNICK. LAST USED BY TOM POULTNEY TO PUT IN CROP ON FRIZZELS FARM IN 1980 <sup>s</sup> .

## **14.5 Donation to Lord Mayors Distress Appeal**

**File Reference:** ADM0012  
**Location:** Not Applicable  
**Applicant:** Not Applicable  
**Author:** Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

### **Summary**

Council is requested to consider a donation to the Lord Mayors Distress Appeal for the Wooroloo and Hills Bush Fires.

### **Background**

The Lord Mayor's Distress Relief Fund was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia. The perpetual fund is a registered charitable body and has approval of the Australian Taxation Office for tax deductibility of contributions.

The Fund provides permanent and supplementary funds for the alleviation and relief of distress, suffering and hardships, brought about by any disaster or emergency that has been declared by the Western Australian Government through the State Emergency Service. The Lord Mayor's Distress Relief Fund can offer immediate financial assistance and advice in the event of such a disaster.

Appeals administered by the Fund raise money to assist those suffering hardship as well as helping residents repair their properties and restore normal living conditions. Communities across the State, interstate and overseas have been assisted by the Fund when facing adversity resulting from such natural disasters as floods, bushfires and cyclones.

### **Comment**

Following the recent Wooroloo and Hills bushfire, which resulted in the loss of 81 properties, Council have the opportunity to express their support to all individuals and families affected, by way of a monetary donation to the Lord Mayor's Distress Relief Fund. The Fund has been reactivated to raise and coordinate donations to support the victims of the fires, with the costs of administering the fund being absorbed by the City of Perth.

### **Consultation**

Shire President

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Should Council agree to support the Relief Fund, \$1,000 could be allocated from the Community Assistance Grants which has not been fully expended.

### **Strategic Implications**

Goal	Nil
Outcome	Nil
Strategy	Nil

**Risk Implications**

Risk	As this is a one off donation the risk implication is considered low. There is the potential that another regional disaster could occur within the State in this financial year that Council may wish to support, with the inability to contribute further funds.
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	No further actions proposed.

Risk Matrix

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 support a donation of \$1,000 from the 2020/21 Budget (Community Grant Scheme Allocation) to the Lord Mayor's Distress Relief Fund, in support of those impacted by the Wooroloo and Hills Bush Fire.

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

#### **14.6 Request for Event Funding**

<b>File Reference:</b>	<b>ADM0051</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Community Development Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Not Applicable</b>
<b>Previous Reference:</b>	<b>Not Applicable</b>

#### **Summary**

Council is requested to endorse reallocating the remaining budget allocation for the 2020-21 Community Grant Scheme to support two new events in Pingelly with considerable community and economic benefit for the Pingelly community.

#### **Background**

Pingelly plays host to a variety of cultural, economic, sporting and artistic events to enrich the lifestyle of residents and enhance visitor experiences. Home to award-winning facilities and an abundance of natural attractions, the location of Pingelly is attracting attention of event organisers recognising the community's capacity to host significant events which have potential to increase daytrip and weekend visitation to the community.

Two pilot opportunities for Pingelly have recently emerged. One is the Western Australian Football League (WAFL) expressing interest in hosting a WAFL game consisting of South Fremantle and Peel Thunder Football Club at Pingelly Town Oval. The second opportunity is from the Esperance and Districts Working Sheep Dog Club seeking a new venue to facilitate two Sheepdog Trial Competitions per year in the lower Wheatbelt, and specifically Pingelly. As new events they require initial support and Council's consideration to endorse support of these events is critical to the Shire's emerging reputation for becoming the community of choice for event organisers seeking regional sites in the Wheatbelt close to the Perth Metropolitan Area.

Previous community consultation undertaken to inform the Shire of Pingelly's Community Strategic Plan 2020-30, Corporate Business Plan 2020-24 and Tourism Strategy 2020-24 identify events as an avenue to support Pingelly's community and economic development.

#### **Comment**

The South Fremantle Football Club have requested funding of \$2,000 to support a WAFL game for Premiership points in Pingelly at Town Oval against the Peel Thunder Football Club. The game has been fixtured for Saturday April 17 and is the brainchild of both the South Fremantle Football Club and the Upper Great Southern Football League. The game will be high-profile and promoted across the South Fremantle and Peel membership bases, along with the local Pingelly and surrounding community and the member clubs, participants and fans that compose the Upper Great Southern Football League. As well as the game itself, South Fremantle Football Club intends to hold a match-day luncheon, and an after-match function for fans and the two opposing football clubs. South Fremantle will also run a junior football clinic, either on the Saturday morning or the Sunday morning, allowing local juniors to receive skills tuition from South Fremantle WAFL players. A Festival of Footy for Pingelly.

Specifically, the funding would directly support the hiring of a Coach (bus) for both the South Fremantle and Peel teams, which is travel a requirement of the game in-line with guidelines from the West Australian Football Commission. Any residual funds (though we anticipate bus hire will be approx. \$1,000 per team) will be used to fund player post-game meals, to ensure that the community can celebrate post-game with the players, coaches and staff of each Club.

The Esperance and Districts Working Sheep Dog Club are proposing to facilitate two sheep dog trials per year at the Pingelly Recreation and Cultural Centre. There is an area, east of the Town Oval and north of the Shearing Sheds, with sufficient lateral clearance and suitable roadside access to stage the events. To deem the space suitable, a permanent fenced ground is required to be established. While this initial investment would be the responsibility of the Shire as landowner, the two meets per year are expected to bring over 1,000 visitors to Pingelly which will return significant economic and social benefit for the community. There is also potential to amalgamate one of the meets with the annual Pingelly Shears and build an agricultural show into Pingelly's annual event program. The first event would intend to run during ANZAC Day long weekend in April 2021 with the second event in July 2021. Pending Council decision, the Pingelly Shears will coincide with the April 2021 event. The associated start up costs include:

Qty		Description			Price each		Total
2	x	Stock Lock 7/90/30 200mtr Roll			\$ 370.00		\$ 740.00
11	x	80/40 Strainers complete			\$ 104.50		\$ 1,149.50
80	x	Post Star Jio 165cm			\$ 7.95		\$ 636.00
1	x	Clip Post Jio Pkt 250			\$ 44.00		\$ 44.00
2	x	Gate N Sure 3.6m			\$ 134.20		\$ 268.40
1	x	Gate Entry 1220mm			\$ 74.15		\$ 74.15
6	x	Gate Hinges SH80x25			\$ 26.90		\$ 161.40
							\$ 3,073.45

Following endorsement by Council as to the funding of the materials, the Pingelly Tourism Group will be approached to provide the labour component of the set-up.

### Consultation

Cameron Britt, Chief Executive Officer of South Fremantle Football Club, has visited Pingelly and met with key staff from the Shire of Pingelly and Pingelly Recreation and Cultural Centre to formally discuss requirements for the WAFL game.

The Esperance Sheep Dog Club Committee have also visited Pingelly to meet with key staff from the Shire of Pingelly, Pingelly Recreation and Cultural Centre, as well as volunteers from the Pingelly Tourism Group on-site.

### Statutory Environment

N/A

### Policy Implications

N/A

### Financial Implications

Council endorsed a \$15,000 allocation in the 2020/21 budget for the Community Grant Scheme. In Rounds 1 and 2 only \$5,951.87 has been allocated leaving \$9,048.13 available to be repurposed for other community uses.

**Strategic Implications**

<b>Goal 1</b>	<b>Economy</b>
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 1.1.1	Work with community groups, local business and other partners to explore and leverage opportunities for business development around the PRACC.
Strategy 1.3	The right resources and infrastructure are in place to support business development, including an increase in visitors and visitor spend in the Shire.
Strategy 1.1.1	Support local tourism infrastructure development
<b>Goal 2</b>	<b>Community</b>
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.
Strategy 2.4.2	Continue to develop the PRACC as a focal point for recreation and cultural activities.
Strategy 2.4.4	Celebrate key annual national events and support a range of local community events.
Outcome 2.5	The young, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment
Strategy 2.5.2	Advocate for and facilitate provision of services and resources to address issues experienced by young people and seniors.

**Risk Implications**

Risk	The key risk from not supporting the two events is maligning from the community's aspirations expectations for staging events as expressed in the Community Strategic Plan 2020-30, Corporate Business Plan 2020-24 and Tourism Strategy 2020-24. The events are critical in supporting the Pingelly Recreation and Cultural Centre establish itself as a venue of choice for events in its infancy, while navigating the disruptions incurred by COVID-19.
Risk Rating (Prior to Treatment or Control)	9
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**

**Council is requested to approve:**

- 1. \$2,000 be allocated to South Fremantle Football club to facilitate the WAFL Game in April 2021.**
- 2. \$3,073.45 be allocated to establish a permanent fenced ground for the Esperance and Districts Working Sheep Dog Club.**

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

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

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

#### **Background**

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

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

#### **Comment**

The Monthly Financial report has been prepared in accordance with statutory requirements and provides council with their financial position as at 31 December 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 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

**Voting Requirements**

Simple Majority

**Recommendation**

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

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



**SHIRE OF PINGELLY**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 DECEMBER 2020 TO 31 DECEMBER 2020**

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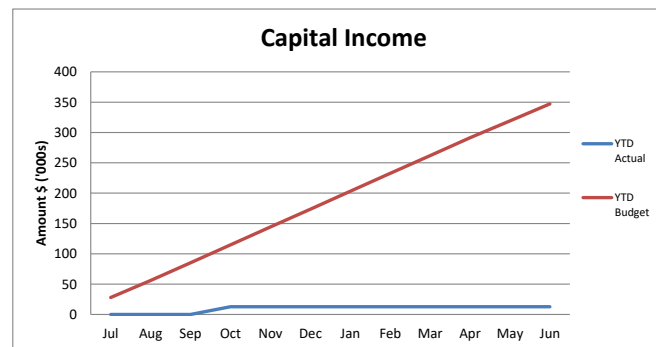
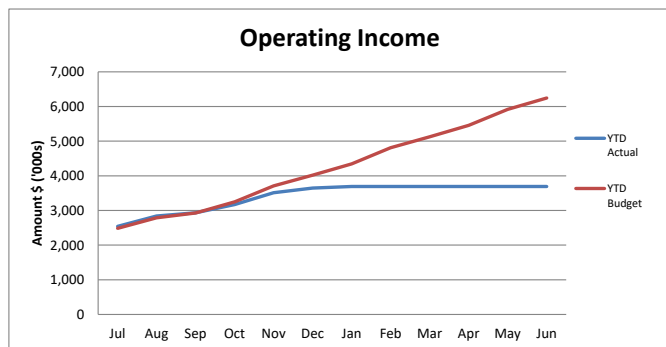
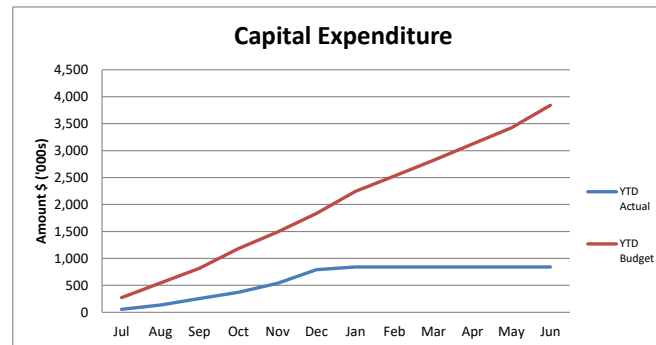
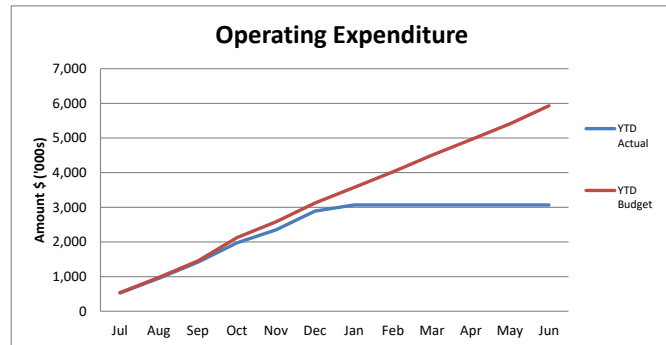
Statement of Financial Activity

Report on Significant Variances

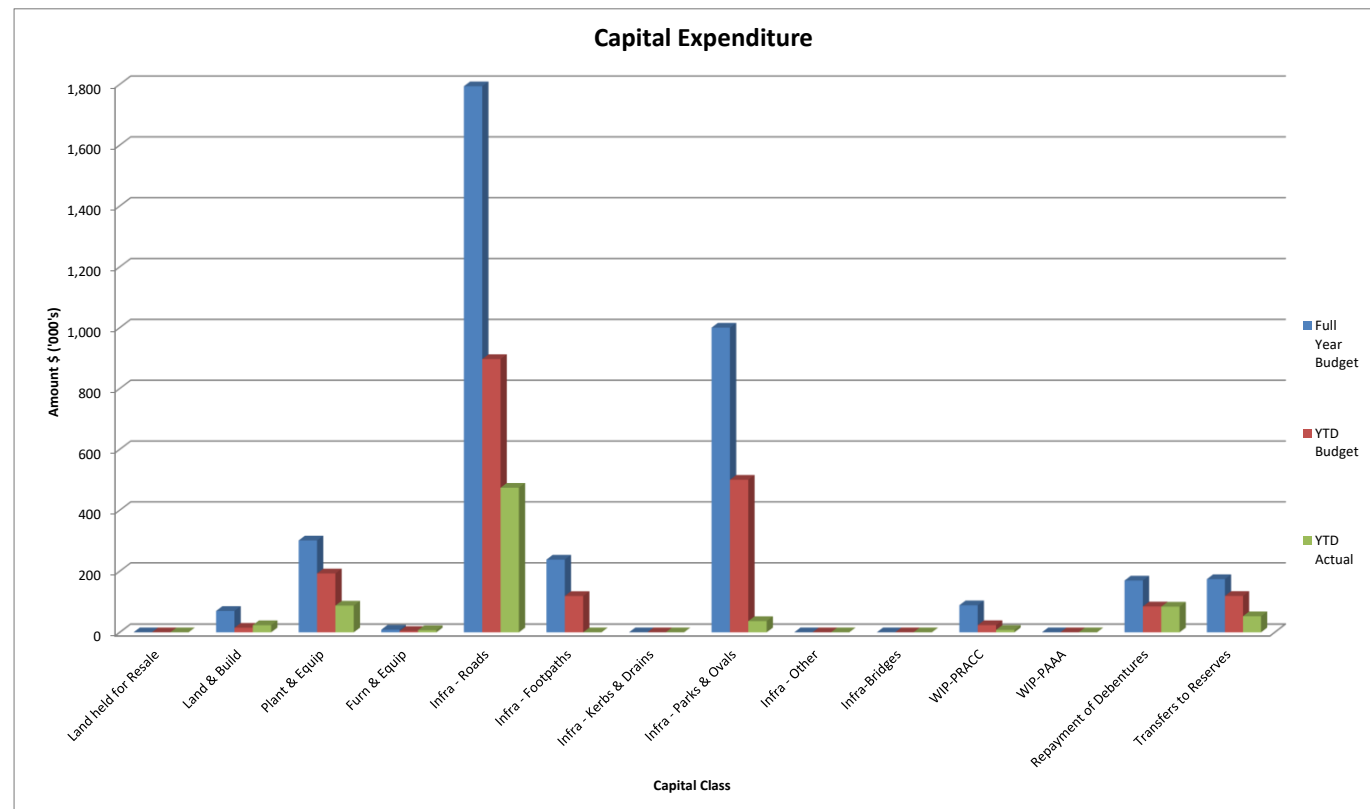
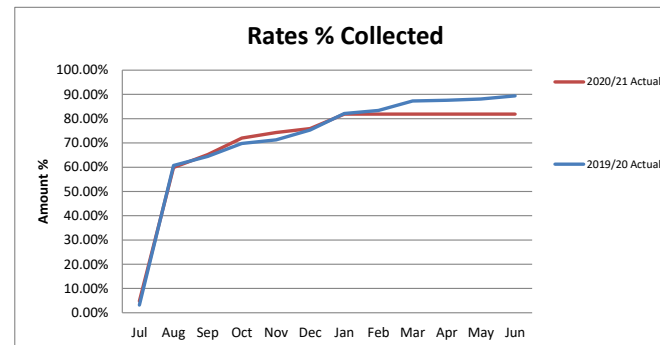
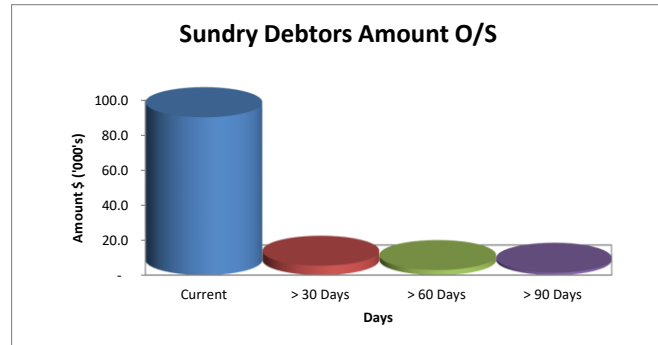
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## Income and Expenditure Graphs to 31 December 2020



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## SHIRE OF PINGELLY

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 DECEMBER 2020 TO 31 DECEMBER 2020

	NOTE	2020/21 Adopted Budget \$	December 2020 Y-T-D Budget \$	December 2020 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>							
<b>Revenues/Sources</b>							
General Purpose Funding		639,371	325,146	333,721	8,575	3%	
Governance		38,685	19,224	34,919	15,695	82%	▲
Law, Order, Public Safety		59,829	18,177	39,630	21,453	118%	▲
Health		1,636	810	451	(359)	-44%	
Education and Welfare		13,713	6,847	10,128	3,281	48%	
Housing		0	0	0	0	0%	
Community Amenities		199,740	181,082	187,409	6,327	3%	
Recreation and Culture		1,030,290	513,376	154,241	(359,135)	-70%	▼
Transport		2,049,122	823,062	711,447	(111,615)	-14%	▼
Economic Services		45,550	22,764	46,981	24,217	106%	▲
Other Property and Services		40,227	20,100	39,272	19,172	95%	▲
		4,118,163	1,930,588	1,558,199	(372,389)	-19%	
<b>(Expenses)/(Applications)</b>							
General Purpose Funding		(149,696)	(73,362)	(77,872)	(4,510)	-6%	
Governance		(519,278)	(284,223)	(280,476)	3,747	1%	
Law, Order, Public Safety		(204,950)	(115,124)	(120,836)	(5,712)	-5%	
Health		(144,759)	(73,040)	(79,953)	(6,913)	-9%	
Education and Welfare		(49,310)	(26,761)	(36,206)	(9,445)	-35%	▲
Housing		0	0	0	0	0%	
Community Amenities		(379,875)	(177,051)	(181,074)	(4,023)	-2%	
Recreation & Culture		(1,295,110)	(728,032)	(711,989)	16,043	2%	
Transport		(2,870,996)	(1,450,580)	(1,140,046)	310,534	21%	▼
Economic Services		(286,465)	(141,354)	(111,657)	29,697	21%	▼
Other Property and Services		(17,446)	(51,183)	(147,917)	(96,734)	-189%	▲
		(5,917,885)	(3,120,710)	(2,888,026)	232,684	-7%	
<b>Net Operating Result Excluding Rates</b>		(1,799,722)	(1,190,122)	(1,329,827)	(139,705)	12%	
<b>Adjustments for Non-Cash</b>							
<b>(Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	2	(36,500)	(13,248)	3,251	16,499	125%	▼
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	1,288,596	1,300,755	12,159	-1%	
<b>Capital Revenue and (Expenditure)</b>							
Purchase Land Held for Resale	1	0	0	0	0	0%	
Purchase of Land and Buildings	1	(30,000)	(15,000)	(23,422)	(8,422)	-56%	▲
Purchase of Furniture & Equipment	1	(34,081)	(4,350)	(6,989)	(2,639)	-61%	
Purchase of Right of Use Asset - Furniture & Equipment	1	(40,187)	(20,088)	0	20,088	100%	▼
Purchase of Right of Use Asset - Plant & Equipment	1	(337,468)	(168,732)	0	168,732	100%	▼
Purchase of Right of Use Asset - Buildings	1	(21,279)	(10,638)	0	10,638	100%	▼
Purchase of Plant & Equipment	1	(294,500)	(186,494)	(87,299)	99,195	53%	▼
Purchase of WIP - PP & E	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Roads	1	(1,793,554)	(896,700)	(473,822)	422,878	47%	▼
Purchase of Infrastructure Assets - Footpaths	1	(237,673)	(118,824)	0	118,824	100%	▼
Purchase of Infrastructure Assets - Kerbs & Drains	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,000,000)	(499,998)	(36,765)	463,233	93%	▼
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)	(23,501)	(27,295)	(3,794)	-16%	
Purchase of WIP Aged Accommodation	1	0	0	0	0	0%	
Proceeds from Disposal of Assets	2	195,000	97,500	12,727	(84,773)	-87%	▼
Repayment of Debentures	3	(169,320)	(84,654)	(83,954)	700	1%	
Proceeds from New Debentures	3	0	0	0	0	0%	
Proceeds from new Lease Liabilities	3	398,934	199,458	0	(199,458)	-100%	▼
Repayment of Leases	3	(96,540)	(48,258)	(10,053)	38,205	-79%	▼
Advances to Community Groups		0	0	0	0	0%	
Self-Supporting Loan Principal Income		17,539	8,769	0	(8,769)	-100%	▼
Transfer from Restricted Asset - Unspent Loans		0	0	0	0	0%	
Transfers to Restricted Assets (Reserves)	4	(173,803)	(119,000)	(52,651)	66,349	56%	▼
Transfers from Restricted Asset (Reserves)	4	152,200	76,098	0	(76,098)	-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	1,083,072	1,993,684	910,612	-84%	▼
<b>Amount Raised from Rates</b>		<u>(2,093,556)</u>	<u>(2,093,649)</u>	<u>(2,090,420)</u>	<u>3,229</u>	<u>0%</u>	

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

**Material Variances Symbol**

Above Budget Expectations

Greater than 10% and \$5,000

▲

Below Budget Expectations

Less than 10% and \$5,000

▼



**SHIRE OF PINGELLY**  
**FOR THE PERIOD 1 DECEMBER 2020 TO 31 DECEMBER 2020**  
**Report on Significant variances Greater than 10% and \$5,000**

**Purpose**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date.  
The material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$5,000.

**REPORTABLE OPERATING REVENUE VARIATIONS**

<b>Governance</b>	15,695	82% ▲
The variance relates to increased reimbursements and increase rental income webb street units		
<b>Law Order and Public Safety</b>	21,453	118% ▲
ESL SES and BFB grants YTD higher than budget due to timing difference		
<b>Recreation and Culture</b>	(359,135)	-70% ▼
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		
<b>Transport</b>	(111,615)	-14% ▼
There are a number of factors that relate to this variance with the main drivers being the Country Pathway and the Local Roads & Community Infrastructure grant funding (timing difference) not yet received		
<b>Economic Services</b>	24,217	106% ▲
The major variance relates to revenue for Mensshed - 2 Stone Street Pingelly		
<b>Other Property and Services</b>	19,172	95% ▲
The variance relates to reimbursement of salary & Wages for Workers Compensation claim and increased Private Works		

**REPORTABLE OPERATING EXPENSE VARIATIONS**

<b>Education and Welfare</b>	(9,445)	-35% ▲
The variance relates to Depreciation for 2020/21 underallocated. To be reviewed at Budget Review		
<b>Transport</b>	310,534	21% ▼
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		
<b>Economic Services</b>	29,697	21% ▼
Major variances include Boyagin development not yet commenced and decrease in standpipe revenue		
<b>Other Property and Services</b>	( 96,734)	-189% ▲
There are a number of factors which relate to this variance with the main drivers being Salaries and Wages under budget due to Works Supervisor position vacant for part of the financial year along with Plant Operating Costs and Public Works Overheads, which are currently being monitored		

**REPORTABLE NON-CASH VARIATIONS**

<b>(Profit)/Loss on Asset Disposals</b>	16,499	125% ▼
Plant replacement program not yet substantially commenced		

**REPORTABLE CAPITAL EXPENDITURE VARIATIONS**

<b>Purchase of Land &amp; Buildings</b>	-8,422	-56% ▲
The variance relates to a timing issue on the purchase of Lot 856 - 2 Stone St Pingelly - Mensshed		
<b>Purchase of Plant &amp; Equipment</b>	99,195	53% ▼
Purchase of Plant & Equipment YTD Actuals less than YTD Budget . Plant items not substantially commenced		
<b>Purchase of Road Infrastructure Assets</b>	422,878	47% ▼
Road Infrastructure YTD Actuals less than YTD Budget due to program not yet substantially commenced		
<b>Purchase of Infrastructure Assets - Parks &amp; Ovals</b>	463,233	93% ▼
Memorial Park Re-Development not yet substantially commenced		
<b>Proceeds from Disposal of Assets</b>	-84,773	-87% ▼
The variance relates to a timing issue on the disposal of plant, will self correct		
<b>Repayment of Leases</b>	38,205	-79% ▼
The variance relates to the Server , Solar System and Grader Lease not yet entered into		

**REPORTABLE CAPITAL REVENUE VARIATIONS**

<b>Transfers to Restricted Assets (Reserves)</b>	66,349	56% ▼
A portion of reserves was transferred at the TDA maturity(31/12/20) and the remainder to occur at the end of the year		
<b>Transfers from Restricted Assets (Reserves)</b>	(76,098)	-100% ▼
Transfers to occur at TDA maturity - 30th June 2021		

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

	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	December 2020 YTD Actual \$
<b>1. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
<u>Members</u>			
Furniture & Equipment - Schedule 4 Members	25,381	0	0
<u>Administration</u>			
Furniture And Equipment	8,700	4,350	6989
Right Of Use Asset - F & E	40,187	20,088	0
Right Of Use Asset - Buildings	21,279	10,638	0
Capex - Admin Plant Purchases	90,000	90,000	80499
<b>Recreation and Culture</b>			
<u>Other Recreation &amp; Sport</u>			
Capex - Infra Parks & Ovals	1,000,000	499,998	36765
Capex - Gardener Vehicle	33,500	33,500	0
<u>Works in Progress - Recreation Centre</u>			
Capex - Praac Building Construction	14,500	5,800	14300
Capex - Pracc Landscaping Soft & Hard	0	0	5093
Capex - Pracc Bowling Green	20,000	9,996	7902

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 DECEMBER 2020 TO 31 DECEMBER 2020

	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	December 2020 Actual \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>			
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
<b>Roads Construction</b>			
Various Road Resheeting	267,597	133,794	0
North Banister Road - Rtr	89,320	44,652	0
Pasture Street - Council Constr	30,624	15,300	0
Bullaring Road	158,611	79,296	0
Capex - Milton Road	263,069	131,514	246830
Capex - Rrg Wickepin Pingelly Slk 7.9-9.0	229,221	114,600	0
Capex - Wickepin Pingelly Road - Crsf Funding	708,956	354,474	226992
Review Street - Rtr	46,156	23,070	0
<b>Footpath Construction</b>			
Footpaths - Construction	237,673	118,824	0
Footpath - Upgrade Apex Hill	0	0	0
<b>Drainage Construction</b>			
Paragon Street Drainage	0	0	0
Rennet Street Drainage Flume	0	0	0
<i>Road Plant Purchases</i>			
8Kva Genset	8,500	4,248	6800
Capex - Pt15 Upgrade Truck Tip Tray	45,000	0	0
Capex - Light Truck	115,000	57,498	0
Capex - Fuel Pods	2,500	1,248	0
Right Of Use Asset - P & E	337,468	168,732	0
<b>Economic Services</b>			
<i>Other Economic Services</i>			
Capex - Purchase Of Land	30,000	15,000	23422
	<u>3,877,185</u>	<u>1,944,325</u>	<u>655592</u>
<b>By Class</b>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Lease Repayments	0	0	0
Land	30,000	15,000	23422
Buildings	0	0	0
Furniture & Equipment	34,081	4,350	6989
Right of Use Asset - F & E	40,187	20,088	0
Right of Use Asset - P & E	337,468	168,732	0
Right of Use Asset - Buildings	21,279	10,638	0
Plant & Equipment	294,500	186,494	87299
Work in Progress - PPE	0	0	0
Infrastructure - Roads	1,793,554	896,700	473822
Infrastructure - Footpaths	237,673	118,824	0
Infrastructure - Kerbs & Drains	0	0	0
Infrastructure - Parks & Ovals	1,000,000	499,998	36765
Infrastructure - Bridges	0	0	0
Infrastructure - Other	0	0	0
Works in Progress - Recreation Centre	88,443	23,501	27295
Works in Progress - Aged Care Accommodation	0	0	0
	<u>3,877,185</u>	<u>1,944,325</u>	<u>655592</u>

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 DECEMBER 2020 TO 31 DECEMBER 2020

## 2. DISPOSALS OF ASSETS

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

Asset No	By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
		2020/21	December 2020	2020/21	December 2020	2020/21	December 2020
		Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$
PDOC8	<b>Governance</b> DCCS Vehicle PN761	15,000	15,978	12,000	12,727	(3,000)	(3,251)
PC13	<b>Recreation &amp; Culture</b> PC13 - Parks & Gardener Ute PN172	0	0	7,000	0	7,000	0
PG6	<b>Transport</b> 2008 120M Motor Grader - PN398	60,000	0	110,000	0	50,000	0
PMOW12	2015 Mitsub Triton WS PN01	20,000	0	15,000	0	(5,000)	0
PT17	2010 Isuzu Crew Cab Tray Top PN483	19,000	0	14,000	0	(5,000)	0
PT15	2008 Isuzu Tip Truck PN66	14,500	0	7,000	0	(7,500)	0
	<b>Economic Services</b> Lot 856 (2) Stone Street Pingelly	30,000	0.00	30,000	0	0	0
		158,500	15,978	195,000	12,727	36,500	(3,251)

Asset No	By Class of Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
		2020/21	December 2020	2020/21	December 2020	2020/21	December 2020
		Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$
PDOC8	<b>Plant &amp; Equipment</b> DCCS Vehicle PN761	15,000	15,978	12,000	12,727	(3,000)	(3,251)
PC13	PC13 - Parks & Gardener Ute PN172	0	0	7,000	0	7,000	0
PG6	2008 120M Motor Grader - PN398	60,000	0	110,000	0	50,000	0
PMOW12	2015 Mitsub Triton WS PN01	20,000	0	15,000	0	(5,000)	0
PT17	2010 Isuzu Crew Cab Tray Top PN483	19,000	0	14,000	0	(5,000)	0
PT15	2008 Isuzu Tip Truck PN66	14,500	0	7,000	0	(7,500)	0
0	<b>Land &amp; Buildings</b> Lot 856 (2) Stone Street Pingelly	30,000	0.00	30,000	0	0	0.00
		158,500	15,978	195,000	12,727	36,500	(3,251)

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2020/21 Adopted Budget \$	December 2020 Actual \$
57,000	0
(20,500)	(3,251)
36,500	(3,251)

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 DECEMBER 2020 TO 31 DECEMBER 2020

## 3. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

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

(\*) Self supporting loan financed by payments from third parties.  
All other loan repayments were financed by general purpose revenue.

## 3. INFORMATION ON LEASES

## (b) Lease Repayments

Particulars	Principal 1-Jul-20	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments	
		2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$
<b>Administration</b>									
Photocopier Lease	57,502	0	0	20,366	10,053	37,136	47,449	1,442	851
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	10,053	359,896	47,449	12,363	851

## SHIRE OF PINGELLY

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

## FOR THE PERIOD 1 DECEMBER 2020 TO 31 DECEMBER 2020

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

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

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 DECEMBER 2020 TO 31 DECEMBER 2020

	2020/21 Adopted Budget \$	December 2020 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	799	144
Plant Reserve	120,085	196
Building and Recreation Reserve	348	95
Electronic Equipment Reserve	35,006	35,013
Community Bus Reserve	12,086	12,047
Swimming Pool Reserve	5,320	5,091
Refuse Site Rehab/Closure Reserve	159	64
	<b>173,803</b>	<b>52,650</b>
<b>Transfers from Reserves</b>		
Leave Reserve	(10,000)	0
Plant Reserve	(133,500)	0
Building Reserve	0	0
Electronic Equipment Reserve	(8,700)	0
Community Bus Reserve	0	0
Swimming Pool Reserve	0	0
Refuse Site Rehab/Closure Reserve	0	0
	<b>(152,200)</b>	<b>0</b>
<b>Total Transfer to/(from) Reserves</b>	<b>21,603</b>	<b>52,650</b>

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

**Leave Reserve**

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

**Plant Reserve**

- to be used for the purchase of major plant.

**Building and Recreation Reserve**

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

**Electronic Equipment Reserve**

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

**Community Bus Reserve**

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

**Swimming Pool Reserve**

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

**Joint Venture Housing Reserve**

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

**Refuse Site Rehab/Closure Reserve**

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

## SHIRE OF PINGELLY

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

## FOR THE PERIOD 1 DECEMBER 2020 TO 31 DECEMBER 2020

	2019/20 B/Fwd Per 2020/21 Budget \$	2019/20 B/Fwd Per Financial Report \$	December 2020 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	698,429	698,429	1,298,177
Cash - Restricted Unspent Grants			135,180
Cash - Restricted Unspent Loans	0	0	(0)
Cash - Restricted Bonds & Deposits	6,692	6,692	12,815
Cash - Restricted Reserves	162,817	162,817	215,468
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	203,378	203,378	547,432
Sundry Debtors	66,182	66,182	105,222
Provision for Doubtful Debts	(990)	(990)	(990)
Gst Receivable	24,008	24,008	0
Contract Asset	180,445	180,445	94,610
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	2,995
	<u>1,378,691</u>	<u>1,378,691</u>	<u>2,433,448</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	-
Sundry Creditors	(31,374)	(31,374)	(2,001)
Accrued Interest On Loans	(417)	(417)	-
Accrued Salaries & Wages	(15,193)	(15,193)	-
Bonds & Deposits Held	(6,692)	(6,692)	(12,815)
Income In Advance	0	0	(30,341)
Gst Payable	(5,656)	(5,656)	-
Payroll Creditors	0	0	-
Contract Liabilities	0	0	-
Performance Obligation Liability	(331,831)	(331,831)	(104,839)
Prepaid Rates Liability	(29,830)	(29,830)	(27,940)
Current Lease Liability	0	0	(10,313)
Accrued Expenses	(20,772)	(20,772)	-
PAYG Liability	(29,082)	(29,082)	-
Other Payables	(3,881)	(3,881)	(23,821)
Current Employee Benefits Provision	(374,554)	(374,554)	(374,554)
Current Loan Liability	(169,320)	(169,320)	(85,365)
	<u>(1,018,601)</u>	<u>(1,018,601)</u>	<u>(671,990)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>360,090</b>	<b>360,090</b>	<b>1,761,458</b>
Less: Cash - Reserves - Restricted	(162,817)	(162,817)	(215,468)
Less: Cash - Unspent Grants/Loans - Fully Restricted	0	0	0
Less: Current Loans - Clubs / Institutions	(17,538)	(17,538)	(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	85,365
Add Back : Current Lease Liability	0	0	10,313
Adjustment in Accounting policies	0	0 *	0
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>718,609</b></u>	<u><b>718,609</b></u>	<u><b>1,993,684</b></u>



# SHIRE OF PINGELLY

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

FOR THE PERIOD 1 DECEMBER 2020 TO 31 DECEMBER 2020

### 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rates \$	2020/21 Back Rates \$	2020/21 Total Revenue \$	2020/21 Budget \$
<b>General Rate</b>								
GRV - Residential	0.121390	316	3,592,992	436,153	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	(1,063)	(723)	48,257	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	(345)	(154)	1,339,623	1,340,122
Non Rateable								
<b>Sub-Totals</b>		667	143,067,400	1,943,114	363	(872)	1,942,605	1,945,829
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Residential	900	62	96,900	55,800	0	0	55,800	55,800
GRV - Rural Residential	900	24	52,909	21,600	0	0	21,600	21,600
GRV - Commercial/Industrial	900	11	36,200	9,900	0	0	9,900	9,900
GRV - Townsites	900	8	44,160	7,200	0	0	7,200	7,200
UV - Broadacre Rural	900	59	2,753,000	53,100	0	0	53,100	53,100
<b>Sub-Totals</b>		164	2,983,169	147,600	0	0	147,600	147,600
Ex Gratia Rates							2,090,205	2,093,429
Movement in Excess Rates							217	
							0	0
<b>Total Amount of General Rates</b>							2,090,422	2,093,429
Specified Area Rates							0	0
Ex Gratia Rates							0	220
<b>Total Rates</b>							2,090,422	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 DECEMBER 2020 TO 31 DECEMBER 2020**

**7. OPERATING STATEMENT**

	<b>December 2020 Actual \$</b>	<b>2020/21 Adopted Budget \$</b>	<b>2019/20 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	34,919	38,685	90,759
General Purpose Funding	2,424,143	2,732,800	3,462,546
Law, Order, Public Safety	39,630	59,829	42,604
Health	451	1,636	1,776
Education and Welfare	10,128	13,713	22,338
Housing	0	0	0
Community Amenities	187,409	199,740	197,523
Recreation and Culture	154,241	1,030,290	50,563
Transport	711,447	2,049,122	1,326,421
Economic Services	46,981	45,550	52,250
Other Property and Services	39,272	40,227	38,383
<b>TOTAL OPERATING REVENUE</b>	<b>3,648,621</b>	<b>6,211,592</b>	<b>5,285,161</b>
<b>OPERATING EXPENSES</b>			
Governance	280,476	519,278	639,695
General Purpose Funding	77,872	149,696	196,491
Law, Order, Public Safety	120,836	204,950	236,514
Health	79,953	144,759	141,730
Education and Welfare	36,206	49,310	133,366
Housing	0	0	0
Community Amenities	181,074	379,875	392,607
Recreation & Culture	711,989	1,295,110	1,480,401
Transport	1,140,046	2,870,996	2,764,104
Economic Services	111,657	286,465	301,461
Other Property and Services	147,917	17,446	26,851
<b>TOTAL OPERATING EXPENSE</b>	<b>2,888,026</b>	<b>5,917,885</b>	<b>6,313,219</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>760,595</b>	<b>293,707</b>	<b>(1,028,057)</b>

**SHIRE OF PINGELLY****NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 DECEMBER 2020 TO 31 DECEMBER 2020****8. STATEMENT OF FINANCIAL POSITION**

	<b>December 2020 Actual \$</b>	<b>2019/20 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	1,648,825	861,246
Investments Current	5,000	5,000
Trade and Other Receivables	763,813	502,050
Inventories	2,995	3,704
Restricted Cash - Bonds & Deposits	12,815	6,692
<b>TOTAL CURRENT ASSETS</b>	<b>2,433,448</b>	<b>1,378,692</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	198,513	198,513
Inventories	0	0
Property, Plant and Equipment	19,211,861	19,375,392
Infrastructure	66,194,985	66,692,594
Investments Non Current	53,416	53,416
<b>TOTAL NON-CURRENT ASSETS</b>	<b>85,658,775</b>	<b>86,319,915</b>
<b>TOTAL ASSETS</b>	<b>88,092,223</b>	<b>87,698,607</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	199,255	488,401
Long Term Borrowings	85,365	169,320
Provisions	374,554	374,554
Bonds & Deposits Liability	12,815	6,692
<b>TOTAL CURRENT LIABILITIES</b>	<b>671,989</b>	<b>1,038,967</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	37,137	37,137
Long Term Borrowings	3,235,390	3,235,390
Provisions	82,901	82,901
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>3,355,428</b>	<b>3,355,428</b>
<b>TOTAL LIABILITIES</b>	<b>4,027,417</b>	<b>4,394,395</b>
<b>NET ASSETS</b>	<b>84,064,806</b>	<b>83,304,212</b>
<b>EQUITY</b>		
Retained Surplus	32,231,530	31,523,589
Reserves - Cash Backed	215,468	162,817
Revaluation Surplus	51,617,806	51,617,806
<b>TOTAL EQUITY</b>	<b>84,064,804</b>	<b>83,304,212</b>

**SHIRE OF PINGELLY**

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

**9. FINANCIAL RATIOS**

	<b>2020 YTD</b>	<b>2019</b>
Current Ratio	7.00	0.73
Operating Surplus Ratio	0.06	-0.20

The above ratios are calculated as follows:

**Current Ratio**

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

Purpose:

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

Standards:

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

Below Std

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

Std met

A ratio less than 1:1 means that a local government does not have sufficient assets that can be quickly converted into cash to meet its immediate cash commitments. This may arise from a budget deficit from the past year, a Council decision to operate an overdraft or a decision to fund leave entitlements from next year's revenues.

**Operating Surplus Ratio**

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

Purpose:

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

Standards:

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

Below Std

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

Basic Std

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

Adv Std

SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 31 December 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	226,991.99	39,103.53
Live & Local Music	Recreation & Culture	1180	13,000.00	0.00	0.00	0.00	0.00	750.00	12,250.00
National Australia Day Council	Recreation & Culture	1175	20,000.00	0.00	0.00	0.00	0.00	1,909.09	18,090.91
<b>Sub Total</b>									<b>135,179.72</b>
<b>Total Restricted Grant Funds</b>									<b>135,179.72</b>
<b>Available Cash</b>		<b>GL/Job Account</b>	<b>Interest Rate</b>	<b>Maturing</b>					<b>Balance</b>
Municipal Bank	Muni Fund Bank	0111	0	N/A					(129,729.09)
	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									1,433,357.01
Less Restricted Cash									(135,179.72)
<b>Total Unrestricted Cash</b>									<b>1,298,177.29</b>

## **15.2 Monthly Statement of Financial Activity – January 2021**

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

### **Summary**

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

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

### **Background**

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

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

### **Comment**

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

### **Consultation**

Nil

### **Statutory Environment**

*Local Government Act 1995;*

*Local Government (Financial Management) Regulations 1996*

Section 34: Financial Reports to be Prepared

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

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

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

### Policy Implications

There are no policy implications.

### Financial Implications

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

### Strategic Implications

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

### Risk Implications

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

**Voting Requirements**

Simple Majority

**Recommendation**

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

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





## **SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021**

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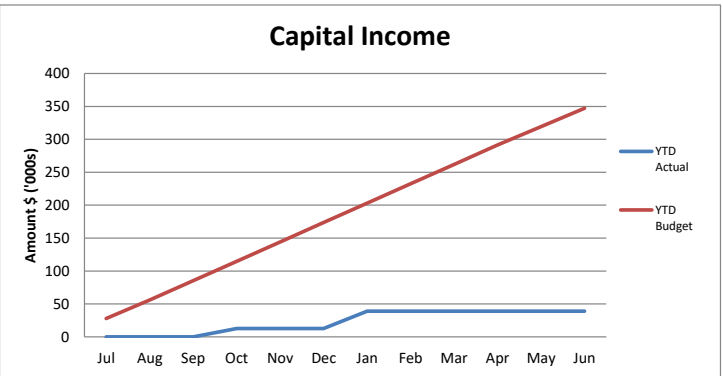
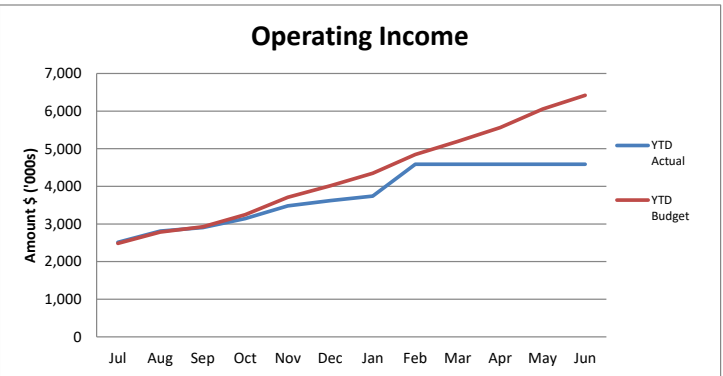
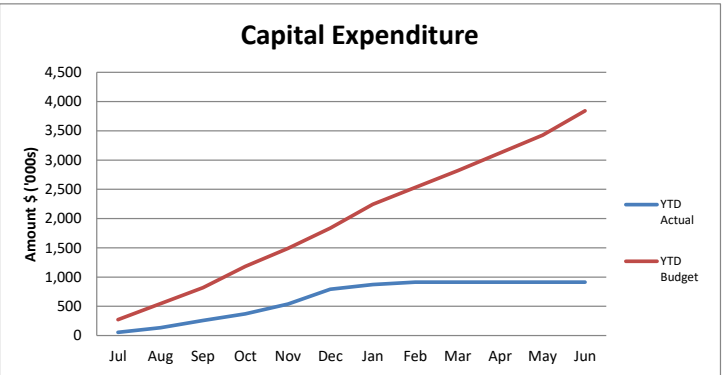
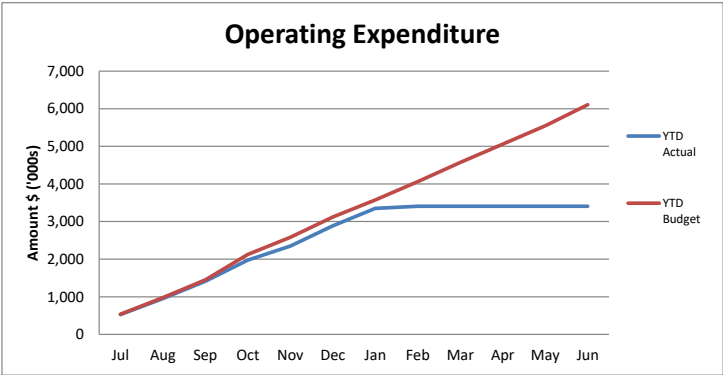
Statement of Financial Activity

Report on Significant Variances

Notes to and Forming Part of the Statement

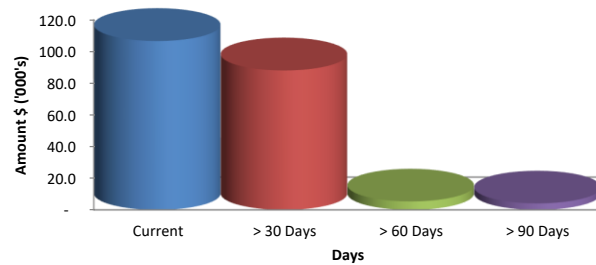
- 1 Acquisition of Assets
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  - 3 Information on Borrowings
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Income and Expenditure Graphs to 31 January 2021

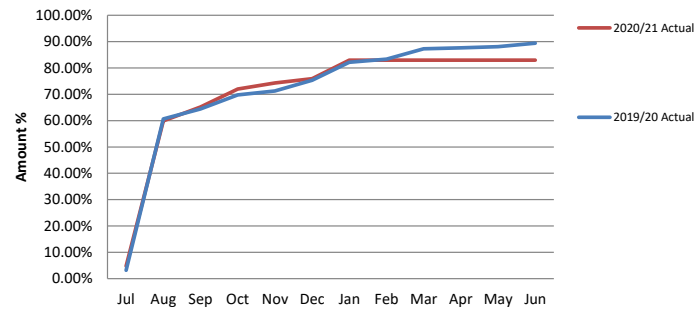


## Other Graphs to 31 January 2021

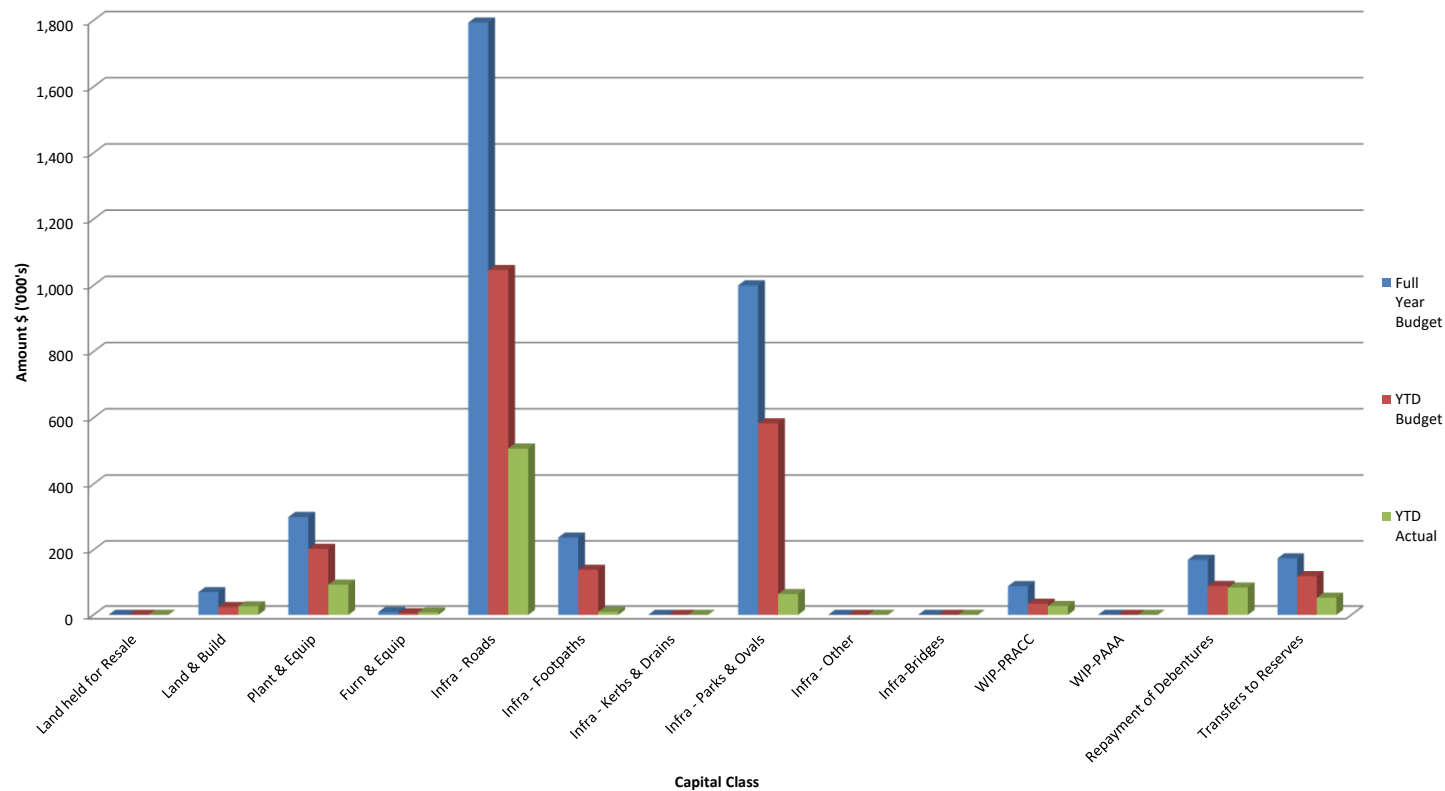
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



**SHIRE OF PINGELLY**

**STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021**

	NOTE	2020/21 Adopted Budget \$	January 2021 Y-T-D Budget \$	January 2021 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b><u>Operating</u></b>							
<b>Revenues/Sources</b>							
General Purpose Funding		639,371	328,416	336,884	8,468	3%	
Governance		38,685	22,428	38,371	15,943	71%	▲
Law, Order, Public Safety		59,829	32,022	57,755	25,733	80%	▲
Health		1,636	945	1,135	190	20%	
Education and Welfare		13,713	7,880	16,974	9,094	115%	▲
Housing		0	0	0	0	0%	
Community Amenities		199,740	184,189	189,941	5,752	3%	
Recreation and Culture		1,030,290	598,532	37,248	(561,284)	-94%	▼
Transport		2,049,122	1,027,400	908,106	(119,294)	-12%	▼
Economic Services		45,550	26,558	22,161	(4,397)	-17%	
Other Property and Services		40,227	23,450	39,272	15,822	67%	▲
		<u>4,118,163</u>	<u>2,251,820</u>	<u>1,647,847</u>	<u>(603,973)</u>	<u>-27%</u>	
<b>(Expenses)/(Applications)</b>							
General Purpose Funding		(149,696)	(85,589)	(91,399)	(5,810)	-7%	
Governance		(519,278)	(319,205)	(329,757)	(10,552)	-3%	
Law, Order, Public Safety		(204,950)	(132,244)	(132,087)	157	0%	
Health		(144,759)	(76,732)	(82,266)	(5,534)	-7%	
Education and Welfare		(49,310)	(29,726)	(40,492)	(10,766)	-36%	▲
Housing		0	0	0	0	0%	
Community Amenities		(379,875)	(210,828)	(206,446)	4,382	2%	
Recreation & Culture		(1,295,110)	(819,499)	(831,239)	(11,740)	-1%	
Transport		(2,870,996)	(1,688,013)	(1,327,826)	360,187	21%	▼
Economic Services		(286,465)	(166,453)	(129,452)	37,001	22%	▼
Other Property and Services		(17,446)	(45,535)	(180,975)	(135,440)	-297%	▲
		<u>(5,917,885)</u>	<u>(3,573,824)</u>	<u>(3,351,939)</u>	<u>221,885</u>	<u>-6%</u>	
<b>Net Operating Result Excluding Rates</b>		<b>(1,799,722)</b>	<b>(1,322,004)</b>	<b>(1,704,092)</b>	<b>(382,088)</b>	<b>29%</b>	
<b><u>Adjustments for Non-Cash</u></b>							
<b><u>(Revenue) and Expenditure</u></b>							
(Profit)/Loss on Asset Disposals	2	(36,500)	(15,227)	3,251	18,478	121%	▼
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	1,503,362	1,520,472	17,110	-1%	
<b><u>Capital Revenue and (Expenditure)</u></b>							
Purchase Land Held for Resale	1	0	0	0	0	0%	
Purchase of Land and Buildings	1	(30,000)	(17,500)	(26,275)	(8,775)	-50%	▲
Purchase of Furniture & Equipment	1	(34,081)	(5,075)	(7,729)	(2,654)	-52%	
Purchase of Right of Use Asset - Furniture & Equipment	1	(40,187)	(23,436)	0	23,436	100%	▼
Purchase of Right of Use Asset - Plant & Equipment	1	(337,468)	(196,854)	0	196,854	100%	▼
Purchase of Right of Use Asset - Buildings	1	(21,279)	(12,411)	0	12,411	100%	▼
Purchase of Plant & Equipment	1	(294,500)	(202,793)	(93,099)	109,694	54%	▼
Purchase of WIP - PP & E	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Roads	1	(1,793,554)	(1,046,150)	(507,248)	538,902	52%	▼
Purchase of Infrastructure Assets - Footpaths	1	(237,673)	(138,628)	(9,325)	129,303	93%	▼
Purchase of Infrastructure Assets - Kerbs & Drains	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(1,000,000)	(583,331)	(64,007)	519,324	89%	▼
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)	(34,322)	(27,295)	7,027	20%	▼
Purchase of WIP Aged Accommodation	1	0	0	0	0	0%	
Proceeds from Disposal of Assets	2	195,000	114,250	39,002	(75,248)	-66%	▼
Repayment of Debentures	3	(169,320)	(88,910)	(83,954)	4,956	6%	
Proceeds from New Debentures	3	0	0	0	0	0%	
Proceeds from new Lease Liabilities	3	398,934	232,701	0	(232,701)	-100%	▼
Repayment of Leases	3	(96,540)	(56,301)	(11,806)	44,495	-79%	▼
Advances to Community Groups		0	0	0	0	0%	
Self-Supporting Loan Principal Income		17,539	8,769	8,630	(139)	-2%	
Transfer from Restricted Asset -Unspent Grants		0	0	0	0	0%	
Transfers to Restricted Assets (Reserves)	4	(173,803)	(119,000)	(52,651)	66,349	56%	▼
Transfers from Restricted Asset (Reserves)	4	152,200	88,781	0	(88,781)	-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	<u>0</u>	<u>898,179</u>	<u>1,792,844</u>	<u>894,666</u>	<u>-100%</u>	▼
<b>Amount Raised from Rates</b>		<u><b>(2,093,556)</b></u>	<u><b>(2,093,649)</b></u>	<u><b>(2,090,362)</b></u>	<u><b>3,287</b></u>	<u><b>0%</b></u>	

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

**Material Variances Symbol**

Above Budget Expectations  
Below Budget Expectations

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



**Purpose**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date.  
The material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$5,000.

**REPORTABLE OPERATING REVENUE VARIATIONS**

<b>Governance</b>	15,943	71% ▲
The variance relates to increased rental revenue webb street units		
<b>Law Order and Public Safety</b>	25,733	80% ▲
ESL SES and BFB grants YTD higher than budget due to timing difference		
<b>Education and Welfare</b>	9,094	115% ▲
The main variance relates to increased reimbursements from Pingelly Somerset Alliance		
<b>Recreation and Culture</b>	(561,284)	-94% ▼
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		
<b>Transport</b>	(119,294)	-12% ▼
There are a number of factors that relate to this variance with the main drivers being funding not yet received including Country Pathway and Local Roads & Community Infrastructure grant funding		
<b>Other Property and Services</b>	15,822	67% ▲
The variance relates to reimbursement of salary & Wages for Workers Compensation claim and increased Private Works		

**REPORTABLE OPERATING EXPENSE VARIATIONS**

<b>Education and Welfare</b>	(10,766)	-36% ▲
The variance relates to Depreciation for 2020/21 underallocated, to be reviewed		
<b>Transport</b>	360,187	21% ▼
There are a number of factors that relate to the variance with the main drivers being road maintenance program less than YTD budget due to budget profiling and asset disposal not yet completed		
<b>Economic Services</b>	37,001	22% ▼
Major variances include Boyagin development not yet commenced and decrease in standpipe revenue		
<b>Other Property and Services</b>	( 135,440)	-297% ▲
There are a number of factors which relate to this variance with the main drivers being Salaries and Wages under budget due to Works Supervisor position vacant for part of the financial year along with Plant Operating Costs and Public Works Overheads, which are currently being monitored		

**REPORTABLE NON-CASH VARIATIONS**

<b>(Profit)/Loss on Asset Disposals</b>	18,478	121% ▼
Plant replacement program not yet substantially commenced		

**REPORTABLE CAPITAL EXPENDITURE VARIATIONS**

<b>Purchase of Land &amp; Buildings</b>	-8,775	-50% ▲
The variance relates to a timing issue on the purchase of Lot 856 - 2 Stone St Pingelly - Mensshed		
<b>Purchase of Plant &amp; Equipment</b>	109,694	54% ▼
Purchase of Plant & Equipment YTD Actuals less than YTD Budget . Plant items not substantially commenced		
<b>Purchase of Road Infrastructure Assets</b>	538,902	52% ▼
Road Infrastructure YTD Actuals less than YTD Budget due to program not yet substantially commenced		
<b>Purchase of Infrastructure Assets - Footpaths</b>	129,303	93% ▼
Program for 20/21 not yet substantially commenced		
<b>Purchase of Infrastructure Assets - Parks &amp; Ovals</b>	519,324	89% ▼
Memorial Park Re-Development not yet substantially commenced		
<b>Purchase of WIP Recreation and Culture</b>	7,027	20% ▼
The driver which relates to the variance is the PRACC carpark -not yet commenced		
<b>Proceeds from Disposal of Assets</b>	-75,248	-66% ▼
The variance relates to a timing issue on the disposal of plant, will self correct		
<b>Repayment of Leases</b>	44,495	-79% ▼
The variance relates to the Server , Solar System and Grader Lease not yet entered into		

**REPORTABLE CAPITAL REVENUE VARIATIONS**

<b>Transfers to Restricted Assets (Reserves)</b>	66,349	56% ▼
A portion of reserves was transferred at the TDA maturity (31/12/20) with the remainder to occur at the end of the year		
<b>Transfers from Restricted Assets (Reserves)</b>	(88,781)	-100% ▼
Transfers to occur at TDA maturity - 30th June 2021		

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

	2020/21 Adopted Budget \$	2020/21 YTD Budget \$	January 2021 YTD Actual \$
<b>1. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
<u>Members</u>			
Furniture & Equipment - Schedule 4 Members	25,381	0	0
<u>Administration</u>			
Furniture And Equipment	8,700	5,075	7729
Right Of Use Asset - F & E	40,187	23,436	0
Right Of Use Asset - Buildings	21,279	12,411	13900
Capex - Admin Plant Purchases	90,000	90,000	80499
<b>Law, Order &amp; Public Safety</b>			
<u>Fire Prevention</u>			
Plant Purchase - Schedule 5 Bfb	0	5,800	5800
<u>Other Recreation &amp; Sport</u>			
Capex - Infra Parks & Ovals	1,000,000	583,331	64007
Capex - Gardener Vehicle	33,500	33,500	0
<u>Works in Progress - Recreation Centre</u>			
Capex - Praac Building Construction	14,500	7,250	14300
Capex - Pracc Landscaping Soft & Hard	0	0	5093
Capex - Pracc Bowling Green	20,000	11,662	7902

**SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021**

	<b>2020/21 Adopted Budget \$</b>	<b>2020/21 YTD Budget \$</b>	<b>January 2021 Actual \$</b>
<b>1. ACQUISITION OF ASSETS (Continued)</b>			
<b>Transport</b>			
<u>Construction - Roads, Bridges, Depots</u>			
<b>Roads Construction</b>			
Various Road Resheeting	267,597	156,093	0
York - Williams Road - Rtr	89,320	52,094	0
Pasture Street - Council Constr	30,624	17,850	0
Bullaring Road	158,611	92,512	0
Capex - Milton Road	263,069	153,433	250280
Capex - Rrg Wickepin Pingelly Slk 7.9-9.0	229,221	133,700	0
Capex - Wickepin Pingelly Road - Crsf Funding	708,956	413,553	256968
Review Street - Rtr	46,156	26,915	0
<b>Footpath Construction</b>			
Footpaths - Construction	237,673	138,628	9325
<u>Road Plant Purchases</u>			
8Kva Genset	8,500	4,956	6800
Capex - Pt15 Upgrade Truck Tip Tray	45,000	0	0
Capex - Light Truck	115,000	67,081	0
Capex - Fuel Pods	2,500	1,456	0
Right Of Use Asset - P & E	337,468	196,854	0
<b>Economic Services</b>			
<u>Other Economic Services</u>			
Capex - Purchase Of Land	30,000	17,500	26275
	<u>3,877,185</u>	<u>2,260,500</u>	<u>748879</u>
<b><u>By Class</u></b>			
Land	30,000	17,500	26275
Furniture & Equipment	34,081	5,075	7729
Right of Use Asset - F & E	40,187	23,436	0
Right of Use Asset - P & E	337,468	196,854	0
Right of Use Asset - Buildings	21,279	12,411	13900
Plant & Equipment	294,500	202,793	93099
Infrastructure - Roads	1,793,554	1,046,150	507248
Infrastructure - Footpaths	237,673	138,628	9325
Infrastructure - Parks & Ovals	1,000,000	583,331	64007
Works in Progress - Recreation Centre	88,443	34,322	27295
	<u>3,877,185</u>	<u>2,260,500</u>	<u>748879</u>

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021

## 2. DISPOSALS OF ASSETS

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

Asset No	By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
		2020/21	January 2021	2020/21	January 2021	2020/21	January 2021
		Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$
PDOC8	<b>Governance</b> DCCS Vehicle PN761	15,000	15,978	12,000	12,727	(3,000)	(3,251)
PC13	<b>Recreation &amp; Culture</b> PC13 - Parks & Gardener Ute PN172	0	0	7,000	0	7,000	0
PG6	<b>Transport</b> 2008 120M Motor Grader - PN398	60,000	0	110,000	0	50,000	0
PMOW12	2015 Mitsub Triton WS PN01	20,000	0	15,000	0	(5,000)	0
PT17	2010 Isuzu Crew Cab Tray Top PN483	19,000	0	14,000	0	(5,000)	0
PT15	2008 Isuzu Tip Truck PN66	14,500	0	7,000	0	(7,500)	0
	<b>Economic Services</b> Lot 856 (2) Stone Street Pingelly	30,000	\$26,275	30,000	26,275	0	0
		158,500	42,253	195,000	39,002	36,500	(3,251)

Asset No	By Class of Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
		2020/21	January 2021	2020/21	January 2021	2020/21	January 2021
		Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$
PDOC8	<b>Plant &amp; Equipment</b> DCCS Vehicle PN761	15,000	15,978	12,000	12,727	(3,000)	(3,251)
PC13	PC13 - Parks & Gardener Ute PN172	0	0	7,000	0	7,000	0
PG6	2008 120M Motor Grader - PN398	60,000	0	110,000	0	50,000	0
PMOW12	2015 Mitsub Triton WS PN01	20,000	0	15,000	0	(5,000)	0
PT17	2010 Isuzu Crew Cab Tray Top PN483	19,000	0	14,000	0	(5,000)	0
PT15	2008 Isuzu Tip Truck PN66	14,500	0	7,000	0	(7,500)	0
0	<b>Land &amp; Buildings</b> Lot 856 (2) Stone Street Pingelly	30,000	26,275	30,000	26,275	0	0.00
		158,500	42,253	195,000	39,002	36,500	(3,251)

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

2020/21 Adopted Budget \$	January 2021 Actual \$
57,000	0
(20,500)	(3,251)
36,500	(3,251)



## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021

## 3. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

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

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

All other loan repayments were financed by general purpose revenue.

## 3. INFORMATION ON LEASES

## (b) Lease Repayments

Particulars	Principal 1-Jul-20	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments	
		2020/21 Budget	2020/21 Actual	2020/21 Budget	2020/21 Actual	2020/21 Budget	2020/21 Actual	2020/21 Budget	2020/21 Actual
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Administration</b>									
Photocopier Lease	57,502	0	0	20,366	11,806	37,136	45,696	1,442	915
Solar System-Admin Office	0	21,279	0	5,084	959	16,195	20,320	580	154
Server Lease	0	40,187	0	7,566	0	32,621	40,187	1,117	0
Grader Lease	0	337,468	0	63,524	0	273,944	337,468	9,224	0
	57,502	398,934	0	96,540	12,765	359,896	443,671	12,363	1,069

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021

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

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

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

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

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

**Leave Reserve**

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

**Plant Reserve**

- to be used for the purchase of major plant.

**Building and Recreation Reserve**

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

**Electronic Equipment Reserve**

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

**Community Bus Reserve**

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

**Swimming Pool Reserve**

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

**Joint Venture Housing Reserve**

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

**Refuse Site Rehab/Closure Reserve**

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

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021

	2019/20 B/Fwd Per 2020/21 Budget \$	2019/20 B/Fwd Per Financial Report \$	January 2021 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	698,429	698,429	1,271,732
Cash - Restricted Unspent Grants			89,882
Cash - Restricted Unspent Loans	0	0	(0)
Cash - Restricted Bonds & Deposits	6,692	6,692	37,862
Cash - Restricted Reserves	162,817	162,817	215,468
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	203,378	203,378	368,541
Sundry Debtors	66,182	66,182	206,009
Provision for Doubtful Debts	(990)	(990)	(990)
Gst Receivable	24,008	24,008	16,338
Contract Asset	180,445	180,445	0
Loans - clubs/institutions	17,538	17,538	8,909
Accrued Income/Payments In Advance	11,489	11,489	0
Investments	5,000	5,000	5,000
Inventories	3,704	3,704	8,271
	<u>1,378,691</u>	<u>1,378,691</u>	<u>2,227,021</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	-
Sundry Creditors	(31,374)	(31,374)	(24,394)
Accrued Interest On Loans	(417)	(417)	-
Accrued Salaries & Wages	(15,193)	(15,193)	-
Bonds & Deposits Held	(6,692)	(6,692)	(37,862)
Income In Advance	0	0	(15,019)
Gst Payable	(5,656)	(5,656)	(6,924)
Payroll Creditors	0	0	-
Contract Liabilities	0	0	-
Performance Obligation Liability	(331,831)	(331,831)	(74,863)
Prepaid Rates Liability	(29,830)	(29,830)	(17,083)
Current Lease Liability	0	0	(9,344)
Accrued Expenses	(20,772)	(20,772)	-
PAYG Liability	(29,082)	(29,082)	(27,214)
Other Payables	(3,881)	(3,881)	(1,442)
Current Employee Benefits Provision	(374,554)	(374,554)	(374,554)
Current Loan Liability	(169,320)	(169,320)	(85,365)
	<u>(1,018,601)</u>	<u>(1,018,601)</u>	<u>(674,063)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>360,090</b>	<b>360,090</b>	<b>1,552,958</b>
Less: Cash - Reserves - Restricted	(162,817)	(162,817)	(215,468)
Less: Cash - Unspent Grants/Loans - Fully Restricted	0	0	0
Less: Current Loans - Clubs / Institutions	(17,538)	(17,538)	(8,909)
Less: Investments	(5,000)	(5,000)	(5,000)
Add Back : Component of Leave Liability not Required to be Funded	374,554	374,554	374,554
Add Back : Current Loan Liability	169,320	169,320	85,365
Add Back : Current Lease Liability	0	0	9,344
Adjustment in Accounting policies	0	0 *	0
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>718,609</b></u>	<u><b>718,609</b></u>	<u><b>1,792,844</b></u>

# SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021

### 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rates \$	2020/21 Back Rates \$	2020/21 Total Revenue \$	2020/21 Budget \$
<b>General Rate</b>								
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	1,709	0	100,957	99,248
GRV - Commercial/Industrial	0.121390	29	412,252	50,043	(1,063)	(723)	48,257	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	(345)	(154)	1,339,623	1,340,122
Non Rateable								
<b>Sub-Totals</b>		667	143,067,400	1,943,114	1,263	(872)	1,943,505	1,945,829
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Residential	900	62	96,900	55,800	0	0	55,800	55,800
GRV - Rural Residential	900	24	52,909	21,600	0	0	21,600	21,600
GRV - Commercial/Industrial	900	11	36,200	9,900	0	0	9,900	9,900
GRV - Townsites	900	8	44,160	7,200	0	0	7,200	7,200
UV - Broadacre Rural	900	59	2,753,000	53,100	0	0	53,100	53,100
<b>Sub-Totals</b>		164	2,983,169	147,600	0	0	147,600	147,600
Ex Gratia Rates							2,091,105	2,093,429
Movement in Excess Rates							217	0
							0	0
<b>Total Amount of General Rates</b>							2,091,322	2,093,429
Specified Area Rates							0	0
Ex Gratia Rates							0	220
<b>Total Rates</b>							2,091,322	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 JANUARY 2021 TO 31 JANUARY 2021****7. OPERATING STATEMENT**

	<b>January 2021 Actual \$</b>	<b>2020/21 Adopted Budget \$</b>	<b>2019/20 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	38,371	38,685	90,759
General Purpose Funding	2,428,206	2,732,800	3,462,546
Law, Order, Public Safety	57,755	59,829	42,604
Health	1,135	1,636	1,776
Education and Welfare	16,974	13,713	22,338
Housing	0	0	0
Community Amenities	189,941	199,740	197,523
Recreation and Culture	37,248	1,030,290	50,563
Transport	908,106	2,049,122	1,326,421
Economic Services	22,161	45,550	52,250
Other Property and Services	39,272	40,227	38,383
<b>TOTAL OPERATING REVENUE</b>	<b>3,739,169</b>	<b>6,211,592</b>	<b>5,285,161</b>
<b>OPERATING EXPENSES</b>			
Governance	329,757	519,278	639,695
General Purpose Funding	91,399	149,696	196,491
Law, Order, Public Safety	132,087	204,950	236,514
Health	82,266	144,759	141,730
Education and Welfare	40,492	49,310	133,366
Housing	0	0	0
Community Amenities	206,446	379,875	392,607
Recreation & Culture	831,239	1,295,110	1,480,401
Transport	1,327,826	2,870,996	2,764,104
Economic Services	129,452	286,465	301,461
Other Property and Services	180,975	17,446	26,851
<b>TOTAL OPERATING EXPENSE</b>	<b>3,351,939</b>	<b>5,917,885</b>	<b>6,313,219</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>387,230</b>	<b>293,707</b>	<b>(1,028,057)</b>

**SHIRE OF PINGELLY****NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021****8. STATEMENT OF FINANCIAL POSITION**

	<b>January 2021 Actual \$</b>	<b>2019/20 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	1,577,082	861,246
Investments Current	5,000	5,000
Trade and Other Receivables	598,807	502,050
Inventories	8,271	3,704
Restricted Cash - Bonds & Deposits	37,862	6,692
<b>TOTAL CURRENT ASSETS</b>	<b>2,227,022</b>	<b>1,378,692</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	198,513	198,513
Inventories	0	0
Property, Plant and Equipment	19,159,095	19,375,392
Infrastructure	66,095,046	66,692,594
Investments Non Current	53,416	53,416
<b>TOTAL NON-CURRENT ASSETS</b>	<b>85,506,070</b>	<b>86,319,915</b>
<b>TOTAL ASSETS</b>	<b>87,733,092</b>	<b>87,698,607</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	176,282	488,401
Long Term Borrowings	85,365	169,320
Provisions	374,554	374,554
Bonds & Deposits Liability	37,862	6,692
<b>TOTAL CURRENT LIABILITIES</b>	<b>674,063</b>	<b>1,038,967</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	49,294	37,137
Long Term Borrowings	3,235,390	3,235,390
Provisions	82,901	82,901
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>3,367,585</b>	<b>3,355,428</b>
<b>TOTAL LIABILITIES</b>	<b>4,041,648</b>	<b>4,394,395</b>
<b>NET ASSETS</b>	<b>83,691,444</b>	<b>83,304,212</b>
<b>EQUITY</b>		
Retained Surplus	31,858,168	31,523,589
Reserves - Cash Backed	215,468	162,817
Revaluation Surplus	51,617,806	51,617,806
<b>TOTAL EQUITY</b>	<b>83,691,442</b>	<b>83,304,212</b>

**SHIRE OF PINGELLY****NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021****9. FINANCIAL RATIOS**

	<b>2020 YTD</b>	<b>2019</b>
Current Ratio	6.42	0.62
Operating Surplus Ratio	(0.18)	(0.39)

The above ratios are calculated as follows:

**Current Ratio**

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

Purpose:

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

Standards:

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

Below Std

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

Std met

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

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

**Operating Surplus Ratio**

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

Purpose:

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

Standards:

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

Below Std

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

Basic Std

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

Adv Std



SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 31 January 2021									
Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure previous year 2016/17	Actual Expenditure current year 2017/18	Actual Expenditure current year 2018/19	Actual Expenditure current year 2019/20	Actual Expenditure current year 2020/21	Restricted Funds Remaining
Wickepin Pingelly Road 0156 - RRG05 and R2R	Transport	1230	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	256,968.02	9,127.50
Live & Local Music	Recreation & Culture	1180	13,000.00	0.00	0.00	0.00	0.00	1,500.00	11,500.00
National Australia Day Council	Recreation & Culture	1175	20,000.00	0.00	0.00	0.00	0.00	16,480.91	3,519.09
<b>Sub Total</b>									89,881.87
<b>Total Restricted Grant Funds</b>									
<b>Available Cash</b>		<b>GL/Job Account</b>	<b>Interest Rate</b>	<b>Maturing</b>					<b>Balance</b>
Municipal Bank	Muni Fund Bank	0111	0	N/A					(201,472.51)
	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									1,361,613.59
Less Restricted Cash									(89,881.87)
<b>Total Unrestricted Cash</b>									<b>1,271,731.72</b>

### **15.3 Accounts Paid by Authority – December 2020 & January 2021**

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

#### **Summary**

Council endorsement is required for accounts paid by authority for the months of December 2020 and January 2021.

#### **Background**

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

#### **Comment**

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

#### **Consultation**

Nil

#### **Statutory Environment**

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

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

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

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

**Policy Implications**

There are no policy implications arising from this amendment.

**Financial Implications**

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

**Strategic Implications**

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

**Risk Implications**

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

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

**Voting Requirements**

Simple Majority

**Recommendation**

**That Council endorse the Accounts for Payments for December 2020 and January 2021 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:**

To 31 December 2020:

Municipal Account	\$281,745.97
Trust Account	\$0.00
Trust Licensing Account	\$16,038.55

To 31 January 2021:

Municipal Account	\$203,316.37
Trust Account	\$100.00
Trust Licensing Account	\$0.00

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

## **16. DIRECTORATE OF TECHNICAL SERVICES**

### **16.1 Proposed Shed Extension**

**File Reference:** A4100  
**Location:** Lot 678 – 58 Pitt Street, Pingelly  
**Applicant:** Mr R Hay & Mrs J Hay  
**Author:** Administration Officer Technical  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** 18 July 2018 Item 16.2

#### **Summary**

Council to consider an application for an extension to an existing shed.

#### **Background**

Mr R & Mrs J Hay have submitted an application for planning consent for a proposed extension to an existing shed for the storage of a caravan. The extension is 50m<sup>2</sup> in area creating a total of 200m<sup>2</sup> outbuilding area.

#### **Comment**

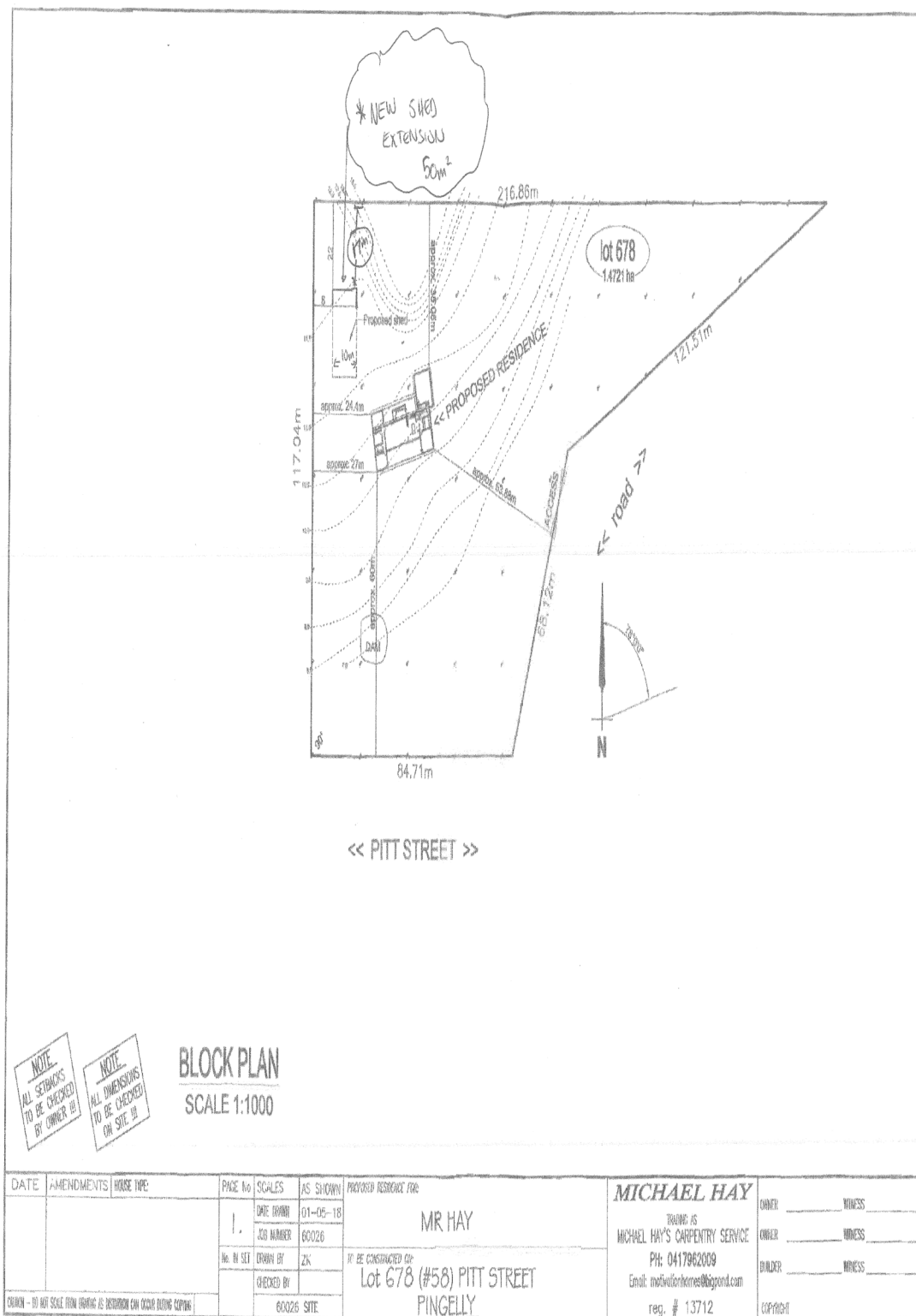
The extension will be on the northern end of the existing shed located at Lot 678 – 58 Pitt Street, Pingelly, which is zoned residential with an R10/R20 code and a total lot area of 14721m<sup>2</sup>.

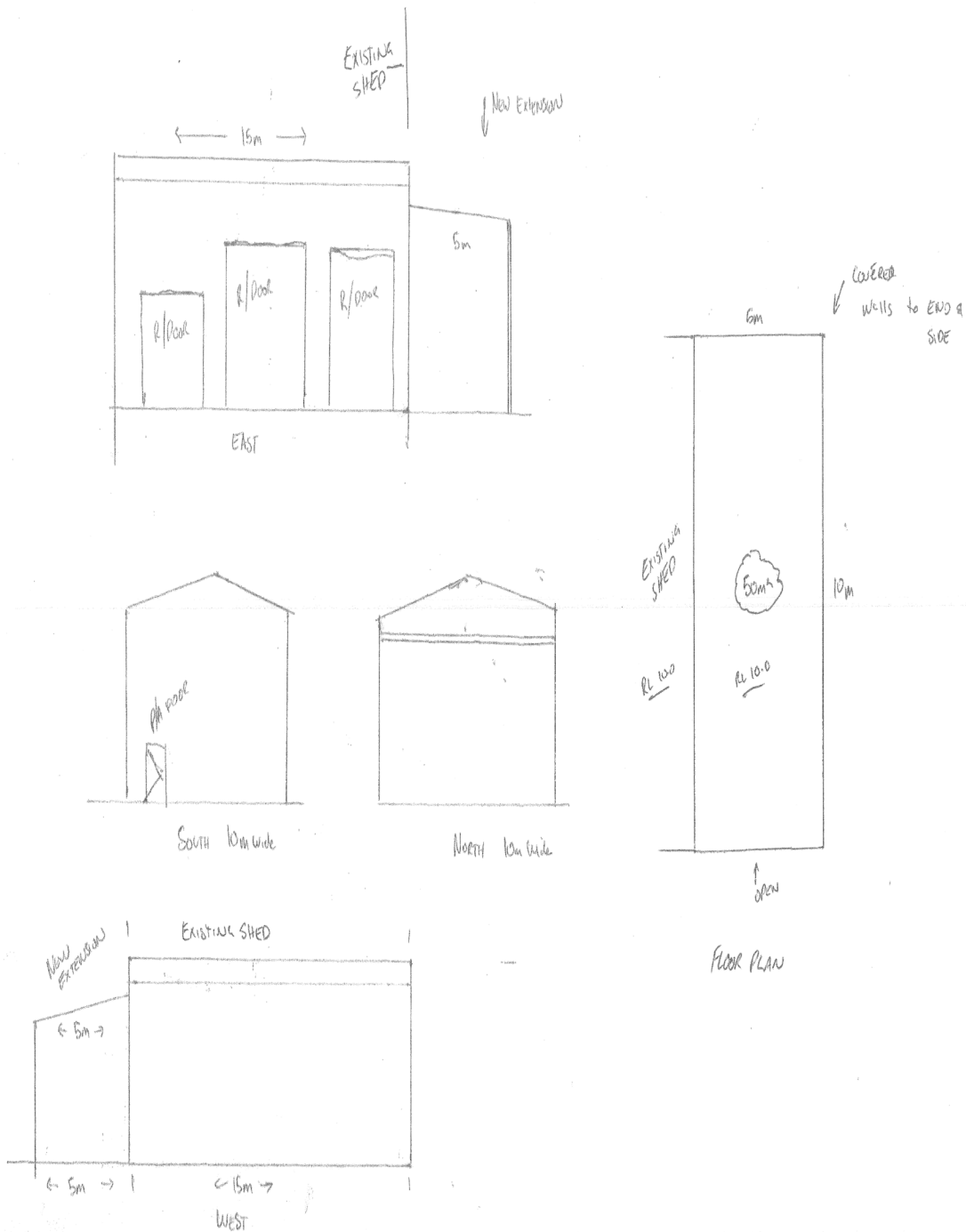
The existing shed is located 8m from the western boundary and 22m from the northern boundary. The proposed extension will reduce the northern boundary setback to 17.5m, this will give a total outbuilding area of 200m<sup>2</sup>.

The shed extension will be constructed in colorbond materials to match the existing shed.

The extension will be enclosed on three sides with the eastern end open.







DATE	AMENDMENTS	designer	FACE No.	SCALES	AS SHOWN	PROPOSED RESIDENCE FOR:	MICHAEL HAY	OWNER	WITNESS
			2	DATE DRAWN	01-05-18	MR HAY	DRAWING AS	OWNER	WITNESS
				JOB NUMBER	60026		MICHAEL HAY'S CARPENTRY SERVICE	OWNER	WITNESS
				No. IN SET	1/1	TO BE CONSTRUCTED ON	PH: 0417982009	BUILDER	WITNESS
				DRAWN BY	ZK	Lot 678 (#58) PITT STREET	Email: michael@hayscarpentry.com		
				CHECKED BY		PINGELLY	reg. # 13712		
					60026				

## Consultation

Nil

## Statutory Environment

*Shire of Pingelly Local Planning Scheme No.3*

## Policy Implications

Policy 13.2 Outbuildings

*“Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties.”*

Buildings are to comply with any local planning policy made under the Scheme in respect of the design of carports and garages, including the colour, scale, materials and roof pitch of buildings. This policy provides design requirements for carports and garages; however it does not interfere with any other requirement of the Residential Design Codes relating to carports and garages.

This policy does not alter or change in any way the acceptable development criteria of the *Residential Design Codes currently in force*.

Within all “Residential” and “Rural Residential” zoned areas of the Shire and on Farming zoned lots with an area of 2ha or less except as otherwise stated, planning consent for all outbuildings is required. If planning consent is granted, building approval will be issued for outbuildings which are appurtenant to a dwelling, provided all boundary setbacks and building separation requirements have been complied with, the building is of single storey construction, located behind any residence on-site and provided the proposed development complies with the following:

1. In any residential zone with an R10 code or above in the Shire:
  - a. Non-masonry construction, where the total non-masonry outbuilding area does not exceed 60m<sup>2</sup> and the total outbuilding area does not exceed 75m<sup>2</sup>;
  - b. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 75m<sup>2</sup> and no parapet wall is greater in length than 8m;
  - c. Wall height of any outbuildings not to exceed 3m. This height limitation also applies to parapet walls. In the case of gable roof construction, the maximum building height is not to exceed 4.2m;
  - d. Prior to considering a parapet wall construction over 8m in length, the applicant will present Council with written agreement to the same by any affected adjoining landowner;
  - e. No planning consent or building licence approval will be granted or issued for any outbuildings, on any Residential zoned lot, which does not contain a residence;
  - f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Shire’s operative Local Planning Scheme;
  - g. Any development application which does not comply with the above, shall be referred to Council for consideration.

## Financial Implications

No known financial implications.

**Strategic Implications**

Goal 3	Built Environment
Outcome 3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town.
Strategy 3.2.1	Encourage new developments to be designed and built in a way that reduces pressure on and demand for resources (e.g. energy efficiency and water conservation) and gives priority to development/infill of currently zoned land.

**Risk Implications**

Risk	The key risk has already been assessed with previous application and the size of the property and location of buildings in relation to neighbouring properties.
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**

Simple Majority

**Recommendation**

**That Council grant planning approval for the proposed extension to the existing shed at Lot 678 – 58 Pitt Street, Pingelly which is to be used ancillary to the dwelling and not for commercial purposes.**

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



## **16.2 Proposed Second Shed**

**File Reference:** A5005  
**Location:** Lot 192 – 45 Queen Street  
**Applicant:** B & L Kickett  
**Author:** Administration Officer Technical  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

### **Summary**

Council to consider an application for an additional shed at Lot 192 – 45 Queen Street, Pingelly.

### **Background**

The applicant has submitted an application for planning consent for a proposed second shed with an area of 63.4m<sup>2</sup> at Lot 192 – 45 Queen Street. There is an existing shed on the property which has an area of 23.04m<sup>2</sup> which creates a total outbuilding area of 86.44m<sup>2</sup>.

This application is required to be referred to Council as the new shed will create a larger outbuilding area bringing it over the requirements of 75m<sup>2</sup> for the residential zoning of R12.5/R20 as referenced in the Shire of Pingelly's Policy 13.2 Outbuildings.

### **Comment**

The shed is proposed to be located at Lot 192 – 45 Queen Street, Pingelly, which is zoned residential with an R12.5/R25 code and a total lot area of 1619m<sup>2</sup>. The shed will be constructed in colorbond materials and be located on the north eastern corner of the property setback 7.615m from the front boundary with Queen Street, side boundary setback 3m from boundary with Palm Street.

The shed will have a total area of 63.48m<sup>2</sup> with a gable height of 3.926m. There is an existing shed on the property the owners will be keeping which has an area of 23.04m<sup>2</sup> giving a total outbuilding area of 86.52m<sup>2</sup> of total outbuilding area.

There will be no overshadowing issues with neighbouring properties as the property is on the corner of Queen and Palm Streets and the rear boundary is on an access lane with a reserve on the western side of this lane.



## Consultation

No consultation required.

## Statutory Environment

*Shire of Pingelly's Local Planning Scheme No.3*

## Policy Implications

*"Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties."*

Buildings are to comply with any local planning policy made under the Scheme in respect of the design of carports and garages, including the colour, scale, materials and roof pitch of buildings. This policy provides design requirements for carports and garages; however it does not interfere with any other requirement of the Residential Design Codes relating to carports and garages.

This policy does not alter or change in any way the acceptable development criteria of the *Residential Design Codes currently in force*.

Within all "Residential" and "Rural Residential" zoned areas of the Shire and on Farming zoned lots with an area of 2ha or less except as otherwise stated, planning consent for all outbuildings is required. If planning consent is granted, building approval will be issued for outbuildings which are appurtenant to a dwelling, provided all boundary setbacks and building separation requirements have been complied with, the building is of single storey construction, located behind any residence on-site and provided the proposed development complies with the following:

1. In any residential zone with an R10 code or above in the Shire:
  - a. Non-masonry construction, where the total non-masonry outbuilding area does not exceed 60m<sup>2</sup> and the total outbuilding area does not exceed 75m<sup>2</sup>;
  - b. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 75m<sup>2</sup> and no parapet wall is greater in length than 8m;
  - c. Wall height of any outbuildings not to exceed 3m. This height limitation also applies to parapet walls. In the case of gable roof construction, the maximum building height is not to exceed 4.2m;
  - d. Prior to considering a parapet wall construction over 8m in length, the applicant will present Council with written agreement to the same by any affected adjoining landowner;
  - e. No planning consent or building licence approval will be granted or issued for any outbuildings, on any Residential zoned lot, which does not contain a residence;
  - f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Shire's operative Local Planning Scheme;
  - g. Any development application which does not comply with the above, shall be referred to Council for consideration.

## Financial Implications

There are no known financial implications.

## Strategic Implications

Goal 3	Built Environment
Outcome 3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town.
Strategy 3.2.1	Encourage new developments to be designed and built in a way that reduces pressure on and demand for resources (e.g. energy efficiency and water conservation) and gives priority to development/ infill of currently zoned land.

## Risk Implications

Risk	The key risk arises from the failure to consult with neighbouring properties resulting in complaints. This has been managed through the consultation process.
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

Simple majority

## Recommendation

**That Council grant planning approval for the proposed second shed at Lot 192 – 45 Queen Street, Pingelly which is to be used ancillary to the dwelling and not for commercial purposes.**

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

### **16.3 Proposed Partial Permanent Closure of Scudds Lane**

**File Reference:** ADM0393  
**Location:** Scudds Lane  
**Applicant:** Nil  
**Author:** Administration Officer Technical  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** 18 November 2020

#### **Summary**

It is recommended that Council endorse the partial permanent closure of Scudds Lane.

#### **Background**

The Council at its Ordinary Meeting on 18 November 2020 resolved the following at Resolution 12920:

‘That Council:

1. Agrees to initiate permanent road reserve closure action, under section 58 of the *Land Administration Act 1997*, to close a portion of Scudds Lane as outlined in the Concept Plan, with the road reserve proposed to be amalgamated into Reserve 10705 and Reserve 17942.
2. Notes the Shire administration will invite submissions on the closure of a portion of Scudds Lane for a period of six (6) weeks.
3. Will reconsider the road closure request following the close of the public submission period and will determine whether or not it will agree to request that the Minister for Lands permanently closes a portion of the Scudds Lane reserve.’

In accordance with the Council resolution, the *Land Administration Act* and the *Land Administration Regulations*, the Shire administration consulted extensively for a six week period through the Shire administration:

- Writing to and inviting comments from adjoining/nearby landowners;
- Writing to and inviting comments from relevant State Government and servicing authorities;
- Placing a public notice in the Pingelly Times;
- Placing details on the Shire website;
- Placing details on the Shire’s Facebook page; and
- Having information available at the Shire office.

The submission period closed on the 11<sup>th</sup> of January 2021. The Shire received one submission on the proposed closure from Telstra which raised no objections.



### Comment

It is recommended that the Council endorses the partial permanent closure of Scudds Lane outlined in the Concept Plan given no objections have been raised by adjoining landowners, servicing authorities, the community or other stakeholders.

It is proposed that the portion of the Scudds Lane road reserve is amalgamated into Shire managed reserves (Memorial Park).

Subject to the Council's decision, the Minister for Lands will determine whether to permanently close the section of the Scudds Lane road reserve. Should the Minister agree, the road reserve will be amalgamated into Memorial Park.

### Consultation

The Shire administration wrote to adjoining/nearby landowners, relevant servicing authorities and State Government agencies, placed notices in the local paper and invited comment through information on the Shire website, on the Shire's Facebook page and at the Shire office.

### Statutory Environment:

*Land Administration Act 1997 and the Land Administration Regulations 1998.* A Council resolution is required to initiate the road closure process.

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) —
  - (a) by order grant the request;

- (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
- (c) refuse the request.
- (5) If the Minister grants a request under subsection (4) —
  - (a) the road concerned is closed on and from the day on which the relevant order is registered; and
  - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road —
  - (a) becomes unallocated Crown land; or
  - (b) if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land.

### Policy Implications

No known policy implications.

### Financial Implications

The Shire is required to meet all costs associated with the road closure process including survey, possible land acquisition, State Government administration fees and amalgamation fees.

### 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 1.1.1	Work with community groups, local business and other partners to explore and leverage opportunities for business development around the PRACC.

### Risk Implications

Risk	The road closure will retain vehicular access to properties in Scudds Lane. There are existing services in the road reserve which may need to be protected by an easement. Without the closure of Scudds Lane, the full economic and social benefits of an enhanced Memorial Park will not be realised.
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Compliance
Risk Action Plan (Controls or Treatment Proposed)	Consultation has been undertaken with property owners on Scudds Lane (between Pasture Street and Sharow Street), servicing authorities and other stakeholders.

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

### Voting Requirements

Simple majority

## **Recommendation**

### **That Council:**

- 1. Agrees to the partial permanent closure of Scudds Lane as set out in the Concept Plan.**
- 2. Requests the Minister for Lands to support the partial permanent closure of Scudds Lane, as set out in the Concept Plan, with the road reserve being amalgamated into Reserve 10705 and/or Reserve 17942.**
- 3. Delegates authority to the Shire's Chief Executive Officer to progress matters with the Department of Planning, Lands and Heritage and other agencies regarding the closure of the road reserve, including the signing and sealing of all documentation required.**
- 4. Indemnifies the Department of Planning, Lands and Heritage against any costs in the process, with these costs being borne by the Shire.**

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.