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Council Agenda

Shire of Pingelly Ordinary Council Meeting 15 June 2022

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MISSION STATEMENT

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

Shire of Pingelly



Notice of Meeting

Notice is given that a meeting of the Council will be held in the Council Chambers 17 Queen Street, Pingelly on 15 June 2022 commencing at 2.00pm.

Your attendance is respectfully requested.

Disclaimer

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

A handwritten signature in black ink, appearing to read "Andrew Dover", is written over a white background.

Andrew Dover
Chief Executive Officer

PUBLIC QUESTION TIME INFORMATION

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

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

Questions may be submitted by e-mail to admin@pingelly.wa.gov.au.

TABLE OF CONTENTS

| | |
|--|-----|
| DISCLAIMER | 1 |
| Notice of Meeting | 2 |
| Disclaimer | 2 |
| 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS | 5 |
| 2. ACKNOWLEDGEMENT OF COUNTRY | 5 |
| 3. ANNOUNCEMENTS BY THE PRESIDING MEMBER | 5 |
| 4. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE | 5 |
| 5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE | 5 |
| 6. PUBLIC QUESTION TIME | 5 |
| 7. APPLICATIONS FOR LEAVE OF ABSENCE | 5 |
| 8. DISCLOSURES OF INTEREST | 5 |
| 9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS | 5 |
| 9.1 Ordinary Meeting – 18 May 2022 | 5 |
| 10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS | 5 |
| 11. ITEMS BROUGHT FORWARD DUE TO PERSONS ATTENDING | 5 |
| 12. REPORTS OF COMMITTEES | 6 |
| 13. REPORTS FROM COUNCILLORS | 7 |
| 14. OFFICE OF THE CHIEF EXECUTIVE OFFICER | 8 |
| 14.1 Mountain Bike & Cycling Strategy – Draft for Consultation | 8 |
| 14.2 Pingelly Railway Station Lease | 38 |
| 14.3 Shire of Pingelly Local Recovery Plan 2022 | 61 |
| 14.4 Register of Delegations Annual Review | 63 |
| 14.5 Australia Day Awards - Changes to Policy | 125 |
| 15. DIRECTORATE OF CORPORATE SERVICES | 130 |
| 15.1 Monthly Statement of Financial Activity – May 2022 | 130 |
| 15.2 Budget Considerations 2022/2023 Rates Exemption | 150 |
| 15.3 Accounts Paid by Authority - May 2022 | 152 |
| 16. DIRECTORATE OF WORKS | 166 |
| 17. ELECTED MEMBERS MOTIONS WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 166 |
| 18. NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING | 166 |
| 19. CONFIDENTIAL ITEMS | 166 |
| 20. CLOSURE OF MEETING | 166 |

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairman to declare the meeting open.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

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

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

7. APPLICATIONS FOR LEAVE OF ABSENCE

8. DISCLOSURES OF INTEREST

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Meeting – 18 May 2022

Statutory Environment:

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

Voting Requirements:

Simple Majority

Recommendation:

That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 18 May 2022 be confirmed.

Moved: _____ Seconded: _____

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

11. ITEMS BROUGHT FORWARD DUE TO PERSONS ATTENDING

12. REPORTS OF COMMITTEES

12.1 Reports of Committees of Council

- Audit & Risk Committee Full Council
- Bush Fire Advisory Committee Member – Cr Narducci
Deputy – Cr Hotham
- Chief Executive Officer Performance Review Committee Member – Shire President
Member – Deputy President
Member – Cr Camilleri

12.2 Reports of Council Delegates on External Committee

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

Deputy – Cr Camilleri
Deputy – Cr Hotham
- Pingelly Tourism Group Delegate – Cr Hotham
Deputy – Cr Narducci
Deputy – Cr Singh
- Shires of Pingelly and Wandering Joint Local Emergency Management Committee Delegate – Shire President
Deputy – Cr McBurney
- Pingelly Youth Network Delegate – Cr Camilleri
Deputy – Cr McBurney
- Pingelly Somerset Alliance Delegate – Shire President
Deputy – Cr McBurney
- Pingelly Early Years Network Delegate – Cr Camilleri
- Pingelly Community Wellbeing Plan Working Group Delegate – Cr McBurney

13. REPORTS FROM COUNCILLORS

Cr William Mulroney (President)

MAY

- 19th Heritage & Cultural Meeting, RSL Hall
- 23rd Strategic Workshop - forward planning as per the Community Survey Results
- 24th Strategic Workshop, Where To From Here (Community Survey Results)
- 24th Thank a Volunteer Function at PRACC- Drinks and nibbles supplied by Shire
- 25th President, Deputy President and CEO Meeting- Shire business update
- 26th Coffee with a Copper- Introduction of OIC Police Sergeant to Community

JUNE

- 1st Joint Local Emergency Management Recovery Workshop and Exercise for the recovery of the Community from a Natural Disaster with Wandering Community
- 1st Local Emergency Management Joint Committee with Wandering quarterly meeting
- 8th President, Deputy President and CEO meeting - Agenda Briefing - Discussion on a media release to the community of the recent Community Survey results
- 14th Pingelly Somerset Alliance June meeting
- 15th Ordinary Council meeting for June and Corporate Discussion

14. OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1 Mountain Bike & Cycling Strategy – Draft for Consultation

| | |
|--------------------------------|---|
| File Reference: | ADM0008 |
| Location: | Not Applicable |
| Applicant: | Not Applicable |
| Author: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Attachments: | Mountain Bike & Cycling Strategy - Consultation Draft Mountain Bike & Cycling Strategy – Communications Plan |
| Previous Reference: | Nil |

Summary

Council is requested to consider the advertising the Mountain Bike & Cycling Strategy – Consultation Draft as per the Communication’s Plan.

Background

There is an identified opportunity to develop mountain bike and cycling trails in and near Pingelly for both locals and visitors. The Tourism Strategy 2020 – 2024 contains the following action ‘*Investigate opportunities for bike/walk/run/equestrian trails*’. This action is to drive visitors to Pingelly and promote economic development.

In addition to this opportunity, trails are important social assets which lead to improved social connectivity as well as mental and physical health. Pingelly has a high rate of physical inactivity 73.5% of people are physically inactive – which is 5th leading risk factor contributing to the disease burden in Western Australia. Suicide and mental health too disproportionately impacts regional areas with the situation worsening substantially in the last 2 years.

These factors combined demonstrate the need for a Mountain Bike & Cycling Strategy. A separate walk/run/equestrian trail strategy should also be developed for the same reasons. The wheeled and unweeled trails have been divided to ensure that the workload is manageable; the strategies are accessible; the stakeholders and users are different and because the walk/run/equestrian trails can be located in nature reserves whilst mountain bike and cycling trails cannot.

Comment

The Mountain Bike & Cycling Strategy – Consultation Draft has been developed in conjunction with key stakeholders with a priority placed upon developing trails within the town of Pingelly, which can be used by the most people. The Strategy proposes a vision – to ‘*Create a place where visitors & locals will choose to cycle*’ which is achieved through the following Strategies:

1. *Build a Local Cycling Culture*
2. *Become the Trails Centre for the Southern Wheatbelt*

which in turn are achieved through actions listed on pages 13 and 17 of the Strategy.

Consultation

Consultation with key stakeholders has been initiated and feedback has been received back from most of these stakeholders. This feedback has been included as part of the overall strategy.

It is now proposed to seek feedback from the wider community and other stakeholders on the strategy in accordance with the Mountain Bike & Cycling Strategy – Consultation Plan and incorporate their feedback into the final strategy prior to adoption by Council. Public comments will be requested and a public information session held to elicit the community’s feedback.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil. The consultation and adoption of the strategy will have no cost to the Shire. The implementation of the actions will be either grant funded or subject to other decisions of Council.

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 1.1.3 | Support business and community tourism promotion initiatives. |
| Activity 1.1.3.1 | Implement initiatives from the Tourism Strategy |

Risk Implications

| | |
|---|---|
| Risk | The development of a strategy creates expectation in the community if unfulfilled will create reputational risk. |
| Risk Rating (Prior to Treatment or Control) | Medium (6) |
| Principal Risk Theme | Reputational |
| Risk Action Plan (Controls or Treatment Proposed) | Engaging as widely as possible including funding organisations to ensure that they support the overall strategy and therefore are more likely to fund it. |

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

Voting Requirements

Simple Majority

Recommendation

That Council endorses the Mountain Bike & Cycling Strategy - Consultation Draft for consultation in accordance with the Mountain Bike & Cycling Strategy – Communications Plan.

Moved: _____ Seconded: _____

Shire of Pingelly

Mountain Bike & Cycling Strategy

2022-2026



Consultation Draft₁₀

Pingelly Local Stats



90 Minutes from Perth

(population of 2,180,000)



Pleasant Mediterranean Climate



Area of Natural Beauty

(flowering landscape - wildflowers & canola, rolling hills, rocky outcrops, dark sky etc.)



1,149

Country Town Atmosphere



1 in every 8 People are Aboriginal or Torres Strait Islander



23,239

Greater Regional Population



Extreme Economic Disadvantage

(lowest 7% of towns in Australia)



73.5%

Physically Inactive Population

(national average 66.1%)



Town of Historical Interest

(facilities include: restaurants, parks, accommodation, shops, facilities, visitor information, medical services etc.)

Overview

Trails make an important contribution to the overall wellbeing of a region. Benefits range from additional activities for young people or de-stress activities after work to fitness activities for seniors. COVID-19 has demonstrated the value of outdoor recreation, particularly trails. During the past 2 years some trails have seen a 500% increase in use. It has introduced many people to trails as a recreational activity – one which they may continue to enjoy even as the restrictions are lifting.

The Shire of Pingelly has a responsibility to provide outdoor recreation to the community for the reasons outlined on the page 5 - 'Importance of Trails', as well as for the economic benefit that the development of mountain bike trails will accrue to the town and region.

The trails outlined in this plan are designed to accommodate the widest use possible and are targeted particularly to families:

- As the topography lends itself to green/blue trails;
- To align with the Shire of Pingelly Tourism Strategy;
- To maximise community use; and
- In recognition that the accommodation available is suitable for families but not for other cohorts of mountain bikers.

The trails planned will build on the natural beauty and DNA of the Pingelly region, showcasing it to visitors and reminding residents of the privilege of living in it.

While there is substantial merit in developing many types of trails such as walking, equestrian, driving and trail bike trails, the scope of this document is confined to mountain bike and cycling trails. This will ensure that the document is focused, concise and accessible for readers. Separate complementary strategies for these trail types may be developed at a later date.





Vision

Create a place where visitors & locals will choose to cycle

This vision is achieved through the adjacent Strategies.

Strategies

- 1. Build a Local Cycling Culture*
- 2. Become the Trails Centre for the Southern Wheatbelt*

These Strategies will be achieved through the delivery of Actions listed throughout this document.

Importance of Trails

Achieving the vision of this strategy to *'create a place where visitors and locals will choose to cycle'* will have the following flow on physical, mental, social, cultural and economic effects:

- **Encourage outdoor physical activity** - leading to improved physical and mental wellbeing and a reduction in lifestyle diseases and associated medical costs
- **Improve lifestyle** - due to opportunities for outdoor recreation by individuals, groups, education and community organisations
- **Provide low cost of admission recreation** - to many different groups in the community
- **Increase awareness and appreciation of the natural environment** - and consequential support for its conservation and protection
- **Protect and showcase the natural, cultural and historic areas** - by providing for sustainable access routes
- **Improve the sustainability of the town** - by making it a more attractive place to live and increased property values near trail locations
- **Provide more opportunities for social interaction and community development** - through participation in trail activities, common interests, maintenance and conservation leading to improved mental wellbeing
- **Stimulate tourism growth** - with resulting economic stimulus of local economies and energy within the town
- **Create economic benefits** - trail development, management, maintenance, events and supporting products and services



State Strategic Context 1/4

WA Trails Strategic Blueprint 2017-2021

Strategic Priorities:

- Develop an integrated and consistent approach to trail planning at State, Regional and local levels.
- Encourage community stewardship for trails by supporting and facilitating improvements in volunteer trail development, maintenance and management.
- Encourage environmental stewardship through trail-related participation and programs
- Enhance opportunities for community development through participation in trails activities and programs.
- Improve trail facilities, interpretation and safety to increase the appeal of trails experiences

WA Mountain Bike Strategy 2015-2020

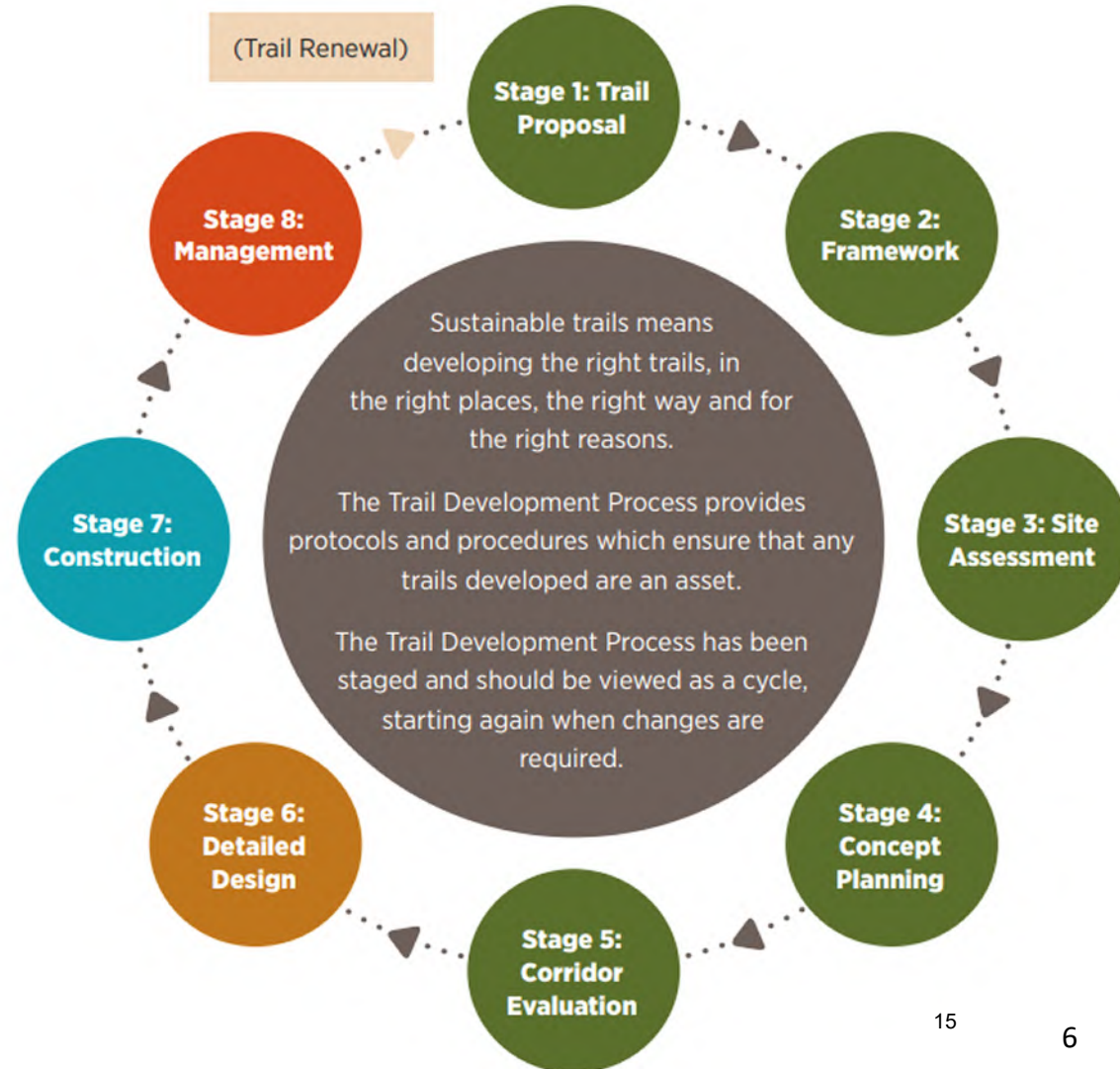
Vision - *to embrace sustainable mountain biking as a leading recreational, sport and tourism experience by delivering opportunities, maximising participation and sharing the benefits*

Objectives:

- Establish a strong and coordinated approach to mountain bike planning and governance
- Support and increase mountain bike participation and community involvement
- Develop a Statewide network of sustainable trails, facilities and associated infrastructure
- Raise the recreational, sport and tourism profile of Western Australian mountain biking
- Develop a diverse revenue stream to ensure economic sustainability

Trails Development Series

This series provides a framework for trail development process (below) and community consultation (aligning with the Shire of Pingelly Communication Plan).



State Strategic Context 2/4

More People More Active Outdoors 2019

This strategy develop the 5 pillars (right) supporting the benefits of outdoor recreation. These are achieved through the project partners implementing the following Fundamental Objectives through their activities. The strategy suggests strategies including the following:

VALUING = Realising benefits

- Develop promotional and advocacy programs to promote the benefits of participation in outdoor recreation for people of all ages and abilities
- Identify opportunities for local businesses, clubs and community organisations to support participation in outdoor recreation

ENCOURAGING = Promoting Participation

- Support the development and promotion of programs for outdoor literacy and skills progression from an early age
- Create entry level options and gateways to participation including programs to connect marginalised or disadvantaged people to the outdoors

ENABLING = Meeting Demand

- Advocate for investment in outdoor recreation infrastructure and maintenance by government, community organisations and the private sector
- Promote sustainable use of natural areas and address growth in demand
- Support programs that encourage environmental stewardship and volunteering

DEVELOPING = Creating Opportunities

- Support development of employment pathways and training programs to progress levels of outdoor leader skill and experience
- Engage with tourism agencies to explore opportunities to boost adventure and outdoor recreation visitation in local and regional areas



Personal development, challenge and enjoyment

- Building resilience
- Fostering spirit and identity
- Changing lives of young people at risk
- Encouraging challenge and risk taking



Improved health and wellbeing

- Physical and mental health benefits
- Social cohesion and inclusion
- Avoided healthcare costs



Outdoor learning

- Outdoor literacy
- Outdoor education



Connection to nature

- Getting back to nature
- Volunteering
- Environmental stewardship



Economic development

- Investment in tourism and recreational facilities
- Pathways to employment

State Strategic Context 3/4

Australia's Golden Outback Strategic Plan 21-26

Vision - *By 2026, WA's Golden Outback region will be recognised as Australia's road trip capital, offering enhanced visitor experiences, which attracts new and repeat visitors and grows the visitor economy of its communities.*

Objective - *To increase overnight leisure visitors, average length of stay & visitor spend to the Golden Outback*

Strategic Priorities:

- Facilitate product and experience development
- Support Local Governments in the development and implementation of sustainable destination tourism strategies.
- Develop a Statewide network of sustainable trails, facilities and associated infrastructure
- Facilitate the development of new rooms and room upgrades in the region.
- Support and promote the development of world class attractions, experiences and events and the sustainability of existing tourism assets
- Develop and build co-operative destination marketing campaigns with LGA's, LTO's and operators to increase the effectiveness of stakeholder destination marketing efforts.

Growing Wheatbelt Tourism 2017-2020

Strategic Priorities:

- Recreational mountain bike trails identified and developed
- Mountain bike trail links Wheatbelt with Peel
- All Wheatbelt trails are identified, mapped and analysed
- Trails set out according to stopping needs of visitors



State Strategic Context 4/4

State Public Health Plan for WA 2019-2024

Vision - We want the people of WA to experience the best possible health, wellbeing and quality of life.

Mission - To protect, promote and improve the health and wellbeing of all Western Australian's and to reduce the incidence of preventable illness.

Public health Objective 1 - Empowering and enabling people to live healthy lives

Strategic Priorities:

- A more active WA
 1. Promote environments that support physical activity and reduced sedentary behaviour
 2. Reduce barriers and increase opportunities for physical activity across all populations
 3. Increase understanding of the benefits of physical activity and encourage increased activity at all stages of life
 4. Motivate lifestyle changes to reduce sedentary behaviour
- Curbing the rise in overweight and obesity
 1. Promote environments that support people to achieve and maintain a healthy weight
 2. Prevent and reverse childhood overweight and obesity
 3. Motivate behaviour to achieve and maintain a healthy weight among adults
- Optimise mental health and wellbeing
 3. Create and maintain supportive environments that increase social connectedness and inclusion, community participation and network

Important Quotes:

Regular physical activity helps prevent heart disease, stroke, diabetes, breast and colon cancer, hypertension, overweight and obesity. It can also improve mental health, quality of life and well-being. More active societies have other benefits like reduced use of fossil fuels, cleaner air and less congested, safer roads.

There are significant opportunities to improve the health and wellbeing of the WA population by improving the surrounding environment to create vibrant, liveable neighbourhoods that offer a sense of belonging, culture and spirit, and by facilitating behaviour change to support people to lead healthier lifestyles. Consideration can be given to designing neighbourhoods that make it easier for people to walk or cycle.

5th leading risk factor contributing to WA's disease burden is physical inactivity

7.3% more inactive people in Pingelly (as a % of population) than in Australia



1 person/day died of suicide in WA

20% WA's suicide rate higher than in Australia

No.1 cause of death in WA for people aged 15 – 44 is suicide

Suicide rates in regional & remote communities are significantly higher than average

Suicide rates in the Wheatbelt have been estimated to have risen significantly over the last 2 years

1.6X Aboriginal adults more likely to be obese

3X Aboriginal people in WA die of suicide

2.8X Aboriginal people in WA to die early or live with poor health

5X Aboriginal people in remote areas are more likely than others in remote areas to have diabetes



SOCIOECONOMIC DISADVANTAGE

Socioeconomic disadvantage is associated with poorer health & can start at conception

Social inequity continues throughout life impacting on infant mortality; developmental delays; & chronic disease

Pingelly is one of the most disadvantaged towns in Australia (bottom 7%)



Local Strategic Context 1/2

Pingelly Community Strategic Plan 2019-2023

Vision - *Growing, Inclusive & Resilient*

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

Strategic Priorities:

- Growing Community
- Economic Development
- Short Term Accommodation
- Branding & Marketing

Pingelly Corporate Business Plan 2021-2025

Strategic Priorities:

- 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
- 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
- 4.3 The Shire's valued natural areas and systems are protected and enhanced
- 5.2 The Shire is a successful advocate for resources and facilities which support the vision for the future

Local Strategic Context 2/2

Pingelly Tourism Strategy 2020-2024

Strategic Priorities:

- 1.5 Investigate opportunities for bike/walk/run/equestrian trails (the scope of this strategy only relates to bike/cycling trails)
- 2.2 Participate in opportunities with the Wheatbelt Development Commission to develop and promote regional tourism
- 3.5 Upgrade the Pingelly Caravan Park to include self-contained accommodation options and improve the overall level of service
- 4.1 Establish a modern brand template for new brochures and signage to promote iconic experiences

Pingelly Youth Strategy 2021-2025

Planning: Identify and respond to service and facility gaps and opportunities

Facility Provision: Provision of hard infrastructure, in accordance with policy standards and requirements and provide prevention and early intervention services to improve young people's health and wellbeing

Facilitation: Develop partnerships to respond to identified gaps and opportunities by others

Advocacy: Represent the needs and priority areas of concern that affect young people to all levels of government

Pingelly Community Health Plan 2023-2027

The Shire is required to develop a Community Health Plan over the next 2 years. This plan will have a significant focus on at risk groups including Aboriginal people; seniors; youth; and people with an economic disadvantage as Pingelly has a higher than national average representation these groups. The actions from the Mountain Bike & Cycling Strategy will be incorporated into this Plan.

Demand Analysis Summary

These statistics demonstrate that there is a demand for cycle trails of all types - for sport and recreation and commuting.

Local Demand

There are 1,146 people in the Shire of Pingelly (2016 census). If 23% of these people cycle on a weekly basis, this translates to 264 regular cyclises both for sport and recreation and commuting.

The Investment in Active Transport 2015 Survey from the Heart Foundation found that *'more than one in two people would cycle more often if infrastructure was improved.'* This accords with the percentage of people in regional areas which rode over the past year – 50.5%.

Therefore, opportunity exists to increase the local participation of people cycling weekly by 309 people to 573. These people have demonstrated that they have the ability and inclination to cycle as they currently cycle at least annually. This will decrease the percentage of physically inactive people from 73.5% in Pingelly, therefore increasing the health of overall population.

Regional Demand

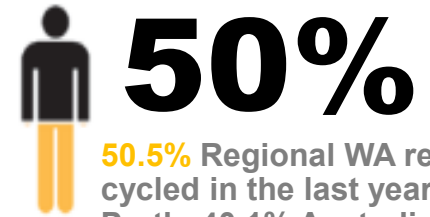
In the next 2 years, 33% of Western Australians intend to take a day trip involving cycling – the target market. This equates to 359,700 people per year in Western Australia intending to take a day trip involving cycling. If the Pingelly can position itself to take a 1% of these people (3,597 people) on an annual basis, the return on investment would substantially outweigh the cost of infrastructure outlined in this plan. The lifestyle and reputational benefits brought by trails will only add to the attraction of Pingelly as a destination and place to live.

Attracting 3,597 people to Pingelly (approximately 10 people per day) would add \$377,685 (at a day trip rate of \$105) to the local economy, substantially boosting local shops and business. This equates to an additional 10 FTE (both direct and indirect at existing rates for the Wheatbelt region).



\$105 Wheatbelt average spent per person per daytrip

\$139 Wheatbelt average spent per person per night on overnight trip



50.5% Regional WA residents cycled in the last year (45.7% Perth, 40.1% Australia)



33% of WA population intend to take a day trip including cycling in the next 2 years



23% of WA population riding on a weekly basis'



\$1.42 the amount the economy generates for every km ridden³



\$21 the amount the economy saves per person per commuting trip on a bike⁴



1500kg of greenhouse gas emissions - the amount saved per person per year that cycles 10km each way to work⁵



INCREASE OF 46%

Cycling participation grown by **46%** between 2013 - 2015¹



Western Australians have **1.5 bikes** per household - **8%** higher than the national average²



10 Minutes extra exercise a day reduces risk of death by 7%

20 Minutes extra exercise a day reduces risk of death by 13%

30 Minutes extra exercise a day reduces risk of death by 17%¹

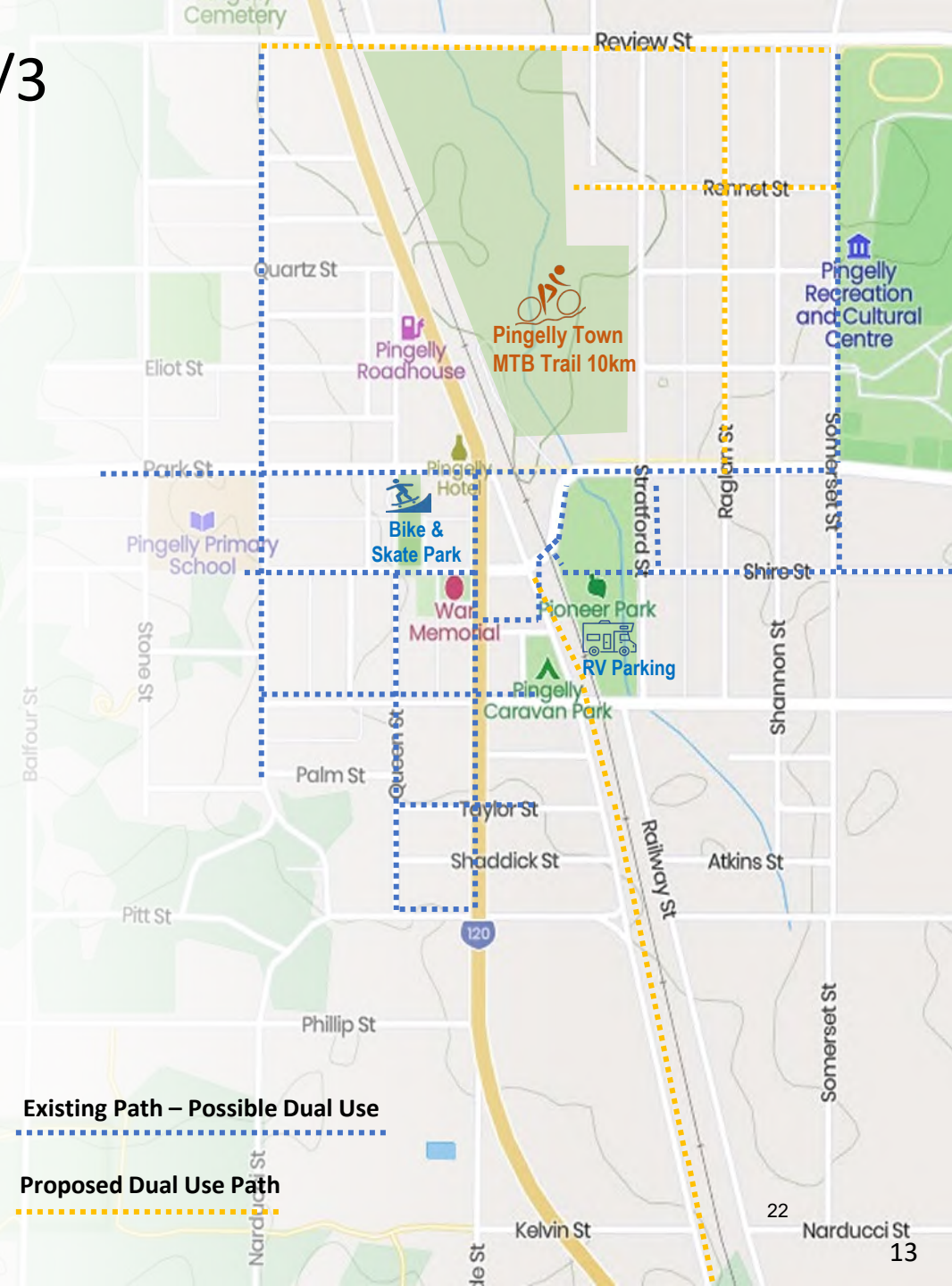
Build A Local Cycling Culture 1/3

Pingelly is well placed to become a cycling centre due to its easy layout, wide streets, compact main street and the size of the town which means that any location is within 2-3km – an easy cycling distance. The advent of the e-bike (and e-scooters) has now made cycling accessible for most and not just the pastime of the more active people.

Building a culture where local people cycle short distances instead of using their private vehicles requires a combination of actions including cycle recreational and transport infrastructure and behaviour change programs.

Actions:

1. Construct 10km a recreational Mountain Bike Trail and Trail Centre in the Town Centre
2. Construct a Pump Track and Skate Park adjacent to Memorial Park to form a Youth Precinct
3. Provide directional and information trail signage; bike racks; a bike repair station; toilets; showers; and locker facilities at strategic locations within the Town Centre
4. Construct a cycle path connecting between the Youth Precinct; Town Centre Mountain Bike Trail; Pingelly Primary School; Pingelly Health Centre; aged accommodation; and the PRACC
5. Construct 'mini pump tracks' of one or two features in various locations connecting to the above cycle paths
6. Investigate additional mountain bike trail opportunities within the townsite including near Mongebin Rocks, Golf Course and rail corridor
7. Conduct promotional & education activities; bike repair & exchange kitchens; and trail riding workshops on a regular basis
8. Purchase 4 e-bikes and 2 e-scooters to loan to local people and businesses for a 10 week period to re-introduce them to cycling
9. Audit local roads to identify opportunities for protected cycle lanes and existing paths to ensure connectivity



Build A Local Cycling Culture 2/3

The inclusion of a recreational 'pump track style' mountain bike trail, pump track and skate park and other actions within the town centre, accessed from the dedicated cycle path network will promote cycling and encourage people to cycle as an alternative to private vehicular transport for short distances by:

1. Providing a gateway from recreation to cycling for transport
2. Normalising the sight of cyclists within the town
3. Demonstrating the accessibility of all locations within town
4. Promote an active lifestyle
5. Providing a catalyst for a change of behaviour



Build A Local Cycling Culture 3/3



PUMP TRACK

SKATE PARK



FEATURES LEGEND

- | | | | |
|--|---|---|--|
| 1 Beginner Pump Track | 6 All Access Ramp | 11 Existing Buildings Retained | 15 Connection to Existing Path Network |
| 2 Intermediate & Advanced Pump Track | 7 Secondary Pump Track Access | 12 Proposed Shelters with Furniture and Informative Signage | |
| 3 Street Plaza Skate | 8 Connecting Paths to Memorial Park | 13 Bike Racks & Water Fountain | |
| 4 Skate Bowl | 9 Avon Street - Pemberton Street Access | 14 Rubbish Bins | |
| 5 Central Gathering/Resting/Viewing Platform | 10 Pemberton Street Partially Closed | | |

Case Study - Bike Kitchens 1/2

reduces greenhouse gas emissions, brings myriad [health benefits](#) and reduces traffic. But urban planners and policymakers often struggle to get more people on bikes.

visited over [50](#) bike kitchens around the world – in the US, Australia, NZ, UK, France, Germany, Austria, Switzerland, Portugal, Mexico and Belgium to research how they operate. We have also volunteered and led student projects at several workshops.

[78% increase in cycling injuries](#) when more people took to their bikes. Cycling in cities is a [social practice](#), and building a culture of cycling is essential – especially where bike use has traditionally been low.



THE BIKE KITCHEN
ubc's community bike shop

Case Study - Bike Kitchens 2/2



Become the Trails Centre for the Southern Wheatbelt 1/3

Complementary with the Actions to Build a Local Cycling Culture, are the Actions to position Pingelly as the Trails Centre for the region. The market segment for these trails are ‘cruisers’ – families on holidays which incorporate cycling as part of that holiday. Pingelly is easily accessible from Perth and showcases the attractions of regional Western Australia including flora and fauna, dark sky attractions, wildflowers and wide open spaces.

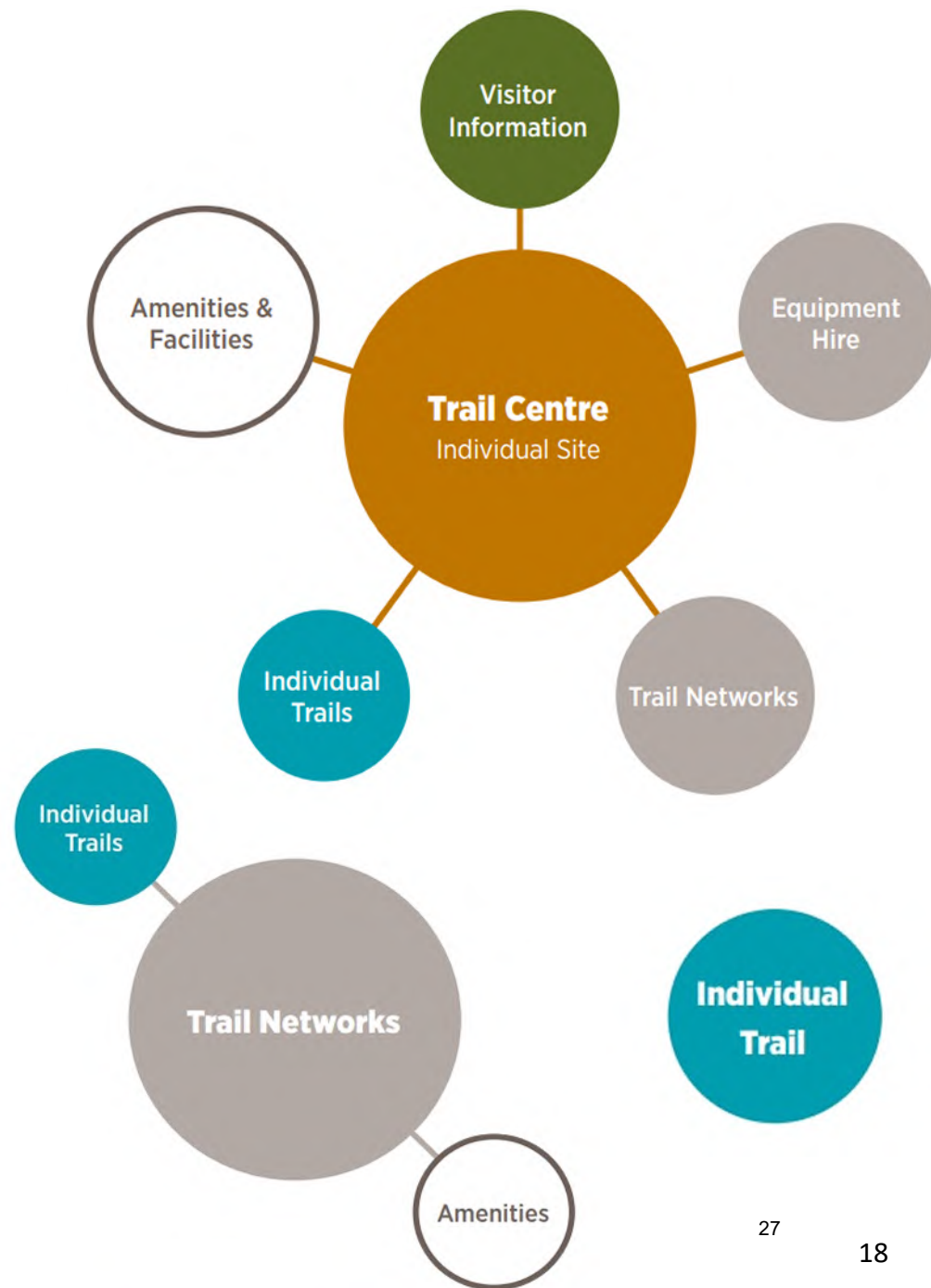
While the trails near the town centre are the priority in the short to medium term, outlying trails are essential for Pingelly to attract visitors. The overall strategy to attract visitors is to provide high quality trails triangulated around Pingelly within 20-30 minutes drive and provide suitable services, particularly hospitality within the town.

Target Market ‘Cruisers’ Profile:

- 9% of the Australian travelling population aged 18-75 (approximately 1,416,000 people).
- Typically families with school-age children, with a casual interest in cycling, who tend to take shorter holidays (less than a week) in familiar places. Three-quarters are ‘Cyclists While on Holiday’.
- Motivations for cycling on holiday are relaxation and time with family. Cycling experiences should be easy, unchallenging, casual, low-risk, inclusive, covering short distances, and involve sightseeing.
- To target this segment, primarily focus on attracting them to WA by promoting aspects of the State that appeal to their holiday motivations (relaxation, family time, etc). Then promote cycling opportunities within WA that are easily accessible and are a value-add to other activities.

In addition to the ‘Cruisers’ all visitors will be welcomed, including people attending corporate events as a growing attraction in the town.

To ensure that visitors stay an additional night, it is important to offer services as indicated in the adjacent diagram including suitable accommodation and a second day of mountain bike riding in close proximity to Pingelly, showcasing the unique beauty of the locality. These are outlined in the following Actions.



Become the Trails Centre for the Southern Wheatbelt 2/3

There is currently two sanctioned mountain bike trail networks within 50km of Pingelly. The Yornaning Network is 20 minutes drive from Pingelly and is approximately 15km in length. The Narrogin Trail Network is 35 minutes drive and is also approximately 28km in length.

Actions:

1. Establish a Visitor Information Centre at Pingelly Town Hall
2. Construct self contained chalets and serviced sites at the caravan park suitable to accommodate families in accordance with the Pingelly Caravan Park Masterplan (next page)
3. Form partnerships to develop Pingelly as the regional trails centre and construct at least an additional 40km of Mountain Bike Trail using the 8 Step Trail Development Process in accordance with the following opportunities:
 - Partner with the Shire of Cuballing and Wheatbelt Cycling Collective to expand the Yornaning Network to approximately 20km to make best use of the existing facilities & trail
 - Encourage development of mountain bike trails on private land (e.g. near Laze Away Caravan Park) including the opportunity for visitor accommodation and other attractions to be developed
 - Partner with DBCA at least 20km of mountain bike trails at Dryandra Woodland National Park
4. Work with local businesses to welcome trail users, to accommodate their needs & to cross-promote other local businesses & attractions
5. Investigate the willingness for regional cooperation across local government areas
6. Develop and implement a Destination Management Strategy in conjunction with the Pingelly Tourism Association & local businesses
7. Develop and implement a strategy to promote and brand the Pingelly Trails using the existing iconic symbol of the Numbat



Yornaning Dam

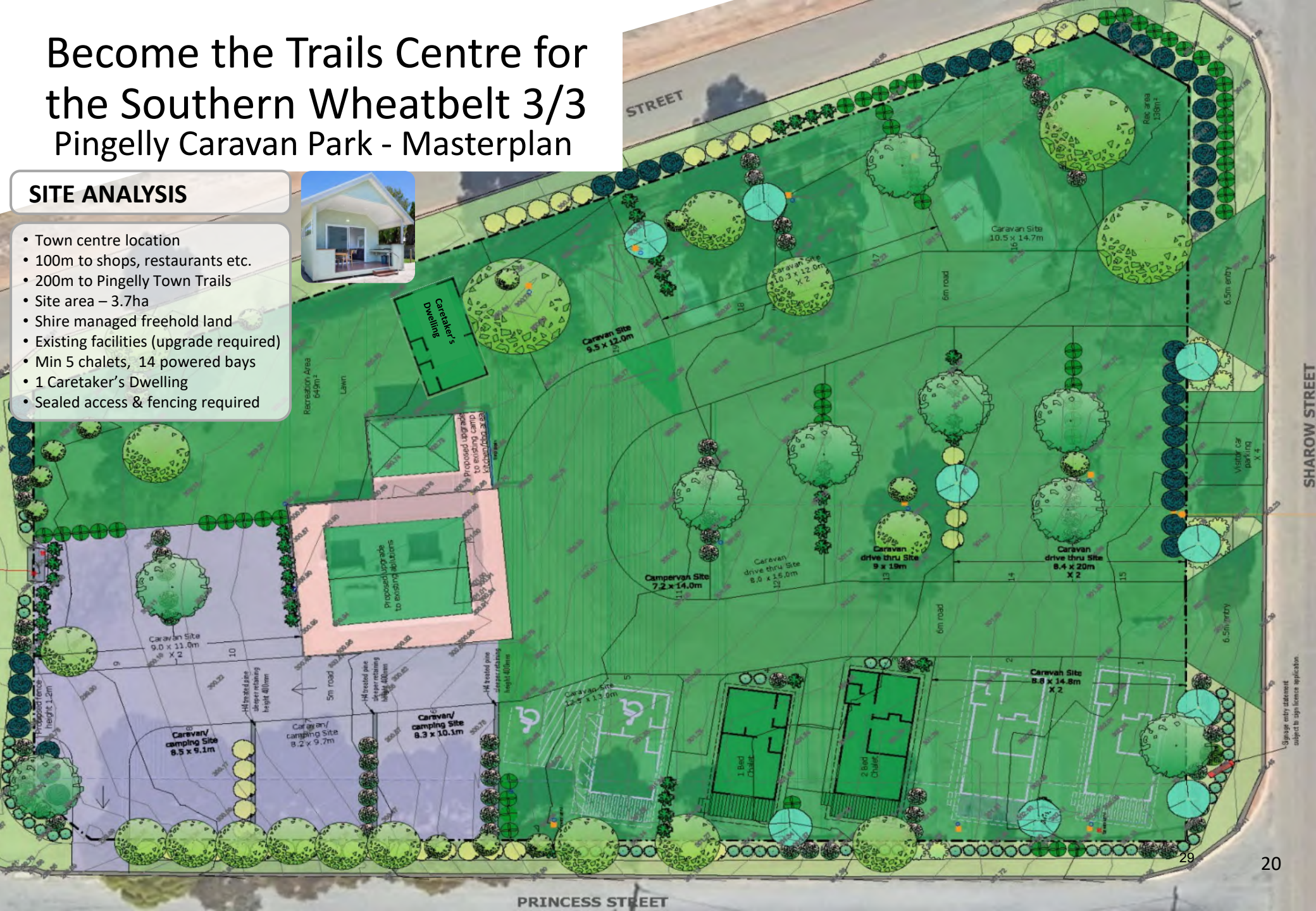


Become the Trails Centre for the Southern Wheatbelt 3/3

Pingelly Caravan Park - Masterplan

SITE ANALYSIS

- Town centre location
- 100m to shops, restaurants etc.
- 200m to Pingelly Town Trails
- Site area – 3.7ha
- Shire managed freehold land
- Existing facilities (upgrade required)
- Min 5 chalets, 14 powered bays
- 1 Caretaker's Dwelling
- Sealed access & fencing required



3-gauge entry statement
subject to sign licence application.

Case Study - George Town 1/2



Case Study - George Town 2/2





The Shire commits to the following actions and principles to deliver timely, meaningful and appropriate communication and engagement to ratepayers and stakeholders:

- Communicate in an open, timely & transparent way, using plain English
- Engage in a thorough, planned & tailored manner, mindful of the audience (youth, seniors, first peoples etc.)
- Communicate consistently through the Pingelly Times, website, digital signage & facebook
- Build positive relationships between the Shire & our community
- Communicate information quickly, even if the full impact of the decision or message is not yet clear
- Communicate to participants how their input supported a decision or outcome
- Recognise that those affected by a decision have the right to be involved in the decision making process
- Provide the information needed to participate in a meaningful way



SHIRE OF PINGELLY COMMUNICATION PLAN

The Shire will use the below framework to guide the level of our communication and engagement with our community:

| | Performance (out of 100) | Industry Average | Positive Rating |
|------------------------|--------------------------|------------------|-----------------|
| Social Media Presence | 56 | 54 | 79% |
| Shire's Website | 55 | 57 | 82% |
| Community Consultation | 38 | 46 | 50% |
| Community Information | 42 | 52 | 58% |

Community Consultation Survey 2022



Community Consultation

The Shire of Pingelly is in the process of engaging with the people and businesses in our community by requesting public comments and conducting community information sessions. The feedback from the above organisations and our community will be incorporated into this strategy.





Implementation

The 7 Principles of Leave No Trace are applicable for all trail users across all trail types. Following these Principles permits all users to enjoy the trails in peace and assists in the maintenance of these trails:

1. Plan ahead and prepare
2. Travel and camp on durable surfaces
3. Dispose of waste properly
4. Leave what you find
5. Minimise campfire impacts
6. Respect wildlife
7. Be considerate of other visitors

More substantive information on each of the principles is contained in the Leave No Trace Skills and Ethics Booklet and on the Leave No Trace Website.

The implementation of this strategy depends on the availability of funding. There are a number of possible funding partners including LotteryWest, State Government, Federal Government, landowner contributions including the Shire of Pingelly, volunteer contributions, private investment and grants/sponsorship from private companies.

The capital cost of the Stage 1 trails (i.e. those within Pingelly), excluding other components to be funded through this strategy are estimated by independent experts in early 2022 as follows:

| | |
|--|-----------|
| Pingelly Town Trails – 10KM | \$425,000 |
| E-bikes x 4, e-scooters X2 | \$10,000 |
| Trail head, signage, bike racks & repair station | \$25,000 |
| Pump Track | \$418,919 |
| Dual use cycle paths – approx. 2KM | \$260,000 |
| Skate Park | \$577,419 |



08 9887 1066

Email: admin@pingelly.wa.gov.au

Website: www.pingelly.wa.gov.au

Address: 17 Queen Street, Pingelly, WA, 6308

Mountain Bike & Cycling Strategy



Communication Plan 1/2

| | | | | | | |
|-----------------------------|---|---|---|---------------------------------|--|--|
| Project Scope | A strategy to guide the future development of Mountain Bike and Cycling Trails within Pingelly to build a local cycling culture and become a regional trails destination. | | | | | |
| Who - Audience | Pingelly Tourism Group | DBCA, DLGSC, DOT | WCC, Local Cyclists Outdoors WA, Trails WA, Westcycle | DOC, Holyoake, Heart Foundation | Wheatbelt Development Commission, Regional Development Australia | Shires of Narrogin, Cuballing & Brookton |
| Level of Impact | Very High | High | Very High | High | Moderate | Moderate |
| What - Message | Build on existing plans to increase tourism | Develop trails in conjunction with dept's plans | Create formal MTB Trails & cycling routes | Improve local health outcomes | Opportunity for economic growth & regional cooperation | Opportunity for regional cooperation to develop trails |
| Framework-Level | Collaborate | Collaborate | Collaborate | Involve | Involve | Consult |
| How - Actions | Email requesting feedback, interview | Email requesting feedback, interview | Email requesting feedback, interview | Email requesting feedback | Email requesting feedback | Information email |
| Feedback Methodology | Email providing feedback | Email providing feedback | Email providing feedback | Email providing feedback | Email providing feedback | Nil |
| When - Timeline | Initial draft stage | Concept & initial draft stage | Concept & initial draft stage | Consultation draft stage | Initial draft stage | Consultation draft stage |
| Owner - Source | CEO | CEO | CEO | CEO | CEO | CEO |

Mountain Bike & Cycling Strategy



Communication Plan 2/2

| | | | | | | |
|-----------------------------|---|--|--|--|--|--------------------------------|
| Project Scope | A strategy to guide the future development of Mountain Bike and Cycling Trails within Pingelly to build a local cycling culture and become a regional trails destination. | | | | | |
| Who - Audience | Pingelly Community | South West Aboriginal Land & Sea Council | Australia's Golden Outback, Tourism WA | Pingelly High Street Businesses, CRC & Craft Shop | Moorditj Youth Foundation Aboriginal Corporation | Pingelly Youth Network |
| Level of Impact | Very High | Moderate | High | Very High | High | Very High |
| What - Message | Build a local cycling culture & become a regional trails destination | Aboriginal Heritage | Build on existing plans to increase tourism & regional cooperation | Build a local cycling culture & become a regional trails destination | Activities for young people | Activities for young people |
| Framework-Level | Involve | Collaborate | Collaborate | Involve | Collaborate | Collaborate |
| How - Actions | Public comments, information session (advertised on FB & Pingelly Times) | Email requesting feedback, interview if required | Email requesting feedback | Public comments, information session (Business BBQ) | Email requesting feedback, interview | Interview at committee meeting |
| Feedback Methodology | Publicised written response | Email providing feedback | Email providing feedback | Fact sheet, Business BBQ | Email providing feedback | Interview at committee meeting |
| When - Timeline | Consultation draft stage | Consultation draft stage | Initial draft stage | Consultation draft stage | Concept & consultation draft stage | Consultation draft stage |
| Owner - Source | CEO | CEO | CEO | CEO | CEO | CEO |

14.2 Pingelly Railway Station Lease

| | |
|--------------------------------|---|
| File Reference: | ADM0309 |
| Location: | Lot 832, Portion of Reserve 10207 (Pingelly Railway Station) |
| Applicant: | The Friends of Pingelly Railway Station Inc |
| Author: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Attachments: | Lease Arrangements Business Proposal for Friends of Pingelly Railway |
| Previous Reference: | Nil |

Summary

Council is requested to consider providing a 3 year extension to the current lease to the Friends of the Pingelly Railway Station for the Railway Station building under the current terms and conditions.

Background

Following significant public interest and representation to Council, Council and the Friends of the Railway Station (FoPRS) developed a Business Proposal for the Friends of the Pingelly Railway to restore, preserve and activate the building for the following purposes:

4.1 PRODUCT/SERVICE DESCRIPTION

- *Offering a facility for arts and music groups to develop and perform.*
- *Offering a place where history and storytelling can be viewed.*
- *One stop facility for tourists, information, food, tea coffee, clean facilities and advice.*
- *Being the local Visitors Centre (volunteers only), of which there are many.*
- *Offering adventure for all in railway memorabilia.*
- *Local products and artwork for sale.*
- *Long term opportunity to operate the site and will evolve over time.*

This document is attached. It is noted that there have been significant changes in the town of Pingelly since the development of this Business Proposal including the construction of the PRACC as an event venue and the designation of the Town Hall as an occasional Visitor Centre.

Following extensive work by the Shire and the FoPRS, a lease was agreed and commenced 12 February 2016. It was noted when the new lease was being discussed in June 2018 that *'The FoPRS have almost completed all the required planned time line of works as per their intention outlined to the Shire of Pingelly'*.

The works to restore and preserve the building have now been completed. This is due to the combined time and efforts of the FoPRS member both past and present, the Pingelly community, the Shire, Lotterywest and other funding agencies. These groups should be commended for their efforts, particularly the volunteers who freely give of their time to work on the building. The restored building is a credit to them and an asset to the community.

The FoPRS currently have a 3 year lease which is expiring 30 June 2022 with the option of a further 3 year extension by mutual agreement. The group have requested that this extension is granted.

Comment

While the works to restore and preserve the building have been completed, there has been little result in the activation of the building for the benefit of the community with no evidence of any of the intended products/services being offered.

The Shire has engaged extensively with the FoPRS to encourage and facilitate the planned activation of this asset over the past 6 months, but this has been resisted by the FoPRS committee.

Council now has the following options:

- A. extending the lease by another 3 years under the current terms and conditions (with no new conditions added); or
- B. May terminate the lease with 3 months' notice; and
 1. advertise for a group to undertake a new lease under clause 30 of the Local Government (Functions and General) Regulations; or
 2. advertise for members of a new community group to form and undertake a new lease.

It is recommended that Council:

1. Extend the lease by another 3 years under the same terms and conditions;
2. Advise FoPRS that a fresh lease will not be forthcoming following this period unless the building is consistently and frequently activated;
3. Encourage the FoPRS to update their Business Proposal including extensive consultation with the wider community; and
4. Offer assistance in the activation of the building and update of the Business Proposal.

Consultation

Nil

Statutory Environment

Shire of Pingelly Municipal Heritage Inventory

The railway station is listed in the Shire of Pingelly Municipal Inventory 1996 (Site 09) which suggests it was built in 1929.

The Inventory provides the following Statement of Significance:

Although in poor condition, the building is representative of railway structures common to rural towns with its continuous platform roof supported by timber struts. The Railway Station has historic value for its important associations with the development of the State's railway system and the vital role it played in the settlement and development of Pingelly.

And rates the Conservation Action (Category 2) as:

The place is considered to have a high level of significance valued by the local community; should be provided maximum encouragement to the owner under the town planning scheme to conserve the significance of the place.

Local Government Act 3.58 (3)

Local Government (Functions and General) Regulations, clause 30 (2)(b)

30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
 - (b) the land is disposed of to a body, whether incorporated or not —
 - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
 - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

Policy Implications

Nil

Financial Implications

Building insurance costs are factored into the annual budgets.

Strategic Implications

| | |
|---------------|--|
| Goal 2 | Community |
| 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 2.41 | Provide a range of community facilities and associated services in a way that maximises use and community activity. |

Risk Implications

| | |
|---|--|
| Risk | Allowing the Railway Station to remain passive, or only used by one community group will come at the expense of other community groups and the wider community and risks the building falling into disrepair due to lack of use. |
| Risk Rating (Prior to Treatment or Control) | Medium 9 |
| Principal Risk Theme | Reputational and Financial |
| Risk Action Plan (Controls or Treatment Proposed) | Encourage the FoPRS to activate the building and include the wider community. |

| 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. Extend the lease of Lot 832, Portion of Reserve 10207 (Pingelly Railway Station) to the Friends of Pingelly Railway Station Inc. by another 3 years under the same terms and conditions under clause 25 of the Lease Arrangements;
2. Advise the Friends of Pingelly Railway Station Inc. that a fresh lease will not be forthcoming following this period unless the building is consistently and frequently activated;
3. Encourage the Friends of Pingelly Railway Station Inc. to update their Business Proposal including extensive consultation with the wider community; and
4. Offer assistance to the Friends of Pingelly Railway Station Inc. to activate the Pingelly Railway Station and update of the Business Proposal for Friends of Pingelly Railway.

Moved: _____ Seconded: _____



Lease Arrangements

Between

The Shire of Pingelly (“the Lessor”)

and

The Friends of Pingelly Railway Station Inc

(“the Lessee”)

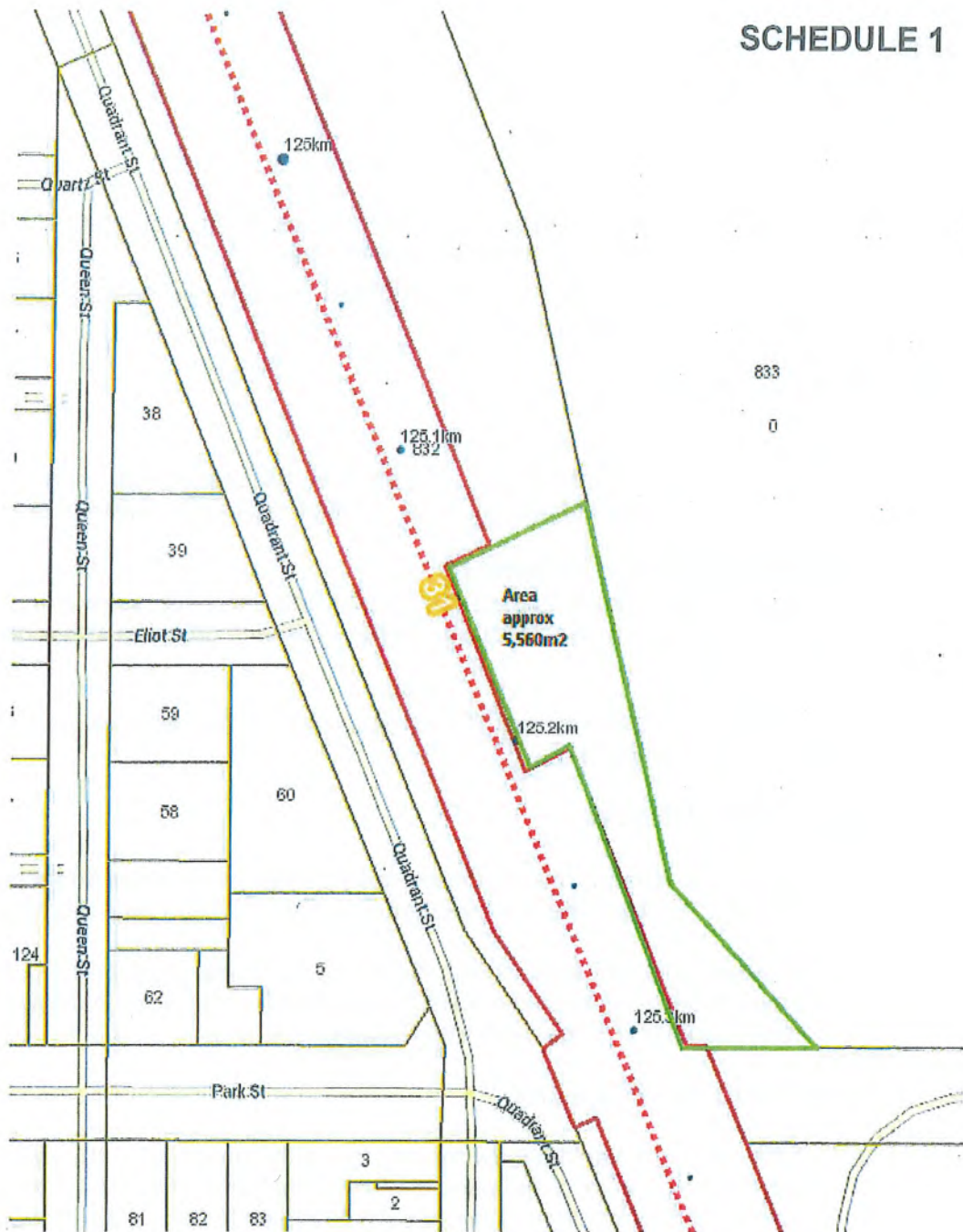
of

Lot 832 Portion of Reserve 10207 Pingelly

CONTENTS

| | |
|--|----|
| CONDITIONS OF LEASE | 4 |
| 1. DEMISE..... | 4 |
| 2. LESSEE'S ACCESS TO PREMISES..... | 4 |
| 3. GROSS RENT..... | 4 |
| 4. GROSS RENT REVIEW..... | 4 |
| 5. GOODS AND SERVICES TAX..... | 4 |
| 6. STRUCTURE..... | 4 |
| 7. STRUCTURAL ALTERATIONS..... | 5 |
| 8. SIGNS..... | 5 |
| 9. VANDALISM..... | 5 |
| 10. MAINTENANCE OF PREMISES..... | 5 |
| 11. MAINTENANCE OF PLANT, MACHINERY & EQUIPMENT..... | 5 |
| 12. EXTERIOR..... | 5 |
| 13. USE..... | 5 |
| 14. NUISANCE..... | 5 |
| 15. LESSOR'S ACCESS TO PREMISES..... | 5 |
| 16. QUIET ENJOYMENT..... | 5 |
| 17. ASSIGNMENT OR SUBLETTING..... | 5 |
| 18. YIELDING UP..... | 5 |
| 19. DEFAULT BY LESSEE..... | 6 |
| 20. INTEREST..... | 6 |
| 21. PREMISES DESTROYED..... | 6 |
| 22. INDEMNITY AND INSURANCE..... | 6 |
| 23. HOLDING OVER..... | 7 |
| 24. LEGAL COSTS AND STAMP DUTY..... | 7 |
| 25. OPTION..... | 7 |
| 26. NOTICES..... | 7 |
| SCHEDULE | 8 |
| 1. LESSOR:..... | 8 |
| 2. LESSEE:..... | 8 |
| 3. PREMISES:..... | 8 |
| 4. USE:..... | 8 |
| 5. TERM:..... | 8 |
| 6. COMMENCEMENT DATE:..... | 8 |
| 7. DATE OF EXPIRY:..... | 8 |
| 8. TERM OF RENEWAL:..... | 8 |
| 9. GROSS RENT:..... | 8 |
| 10. OUTGOINGS:..... | 8 |
| 11. RENT REVIEW DATES:..... | 8 |
| 12. BASIS OF RENT REVIEW:..... | 8 |
| 13. FURNISHINGS:..... | 8 |
| 14. SIGNATORIES..... | 9 |
| 15. SITE PLAN..... | 10 |

SCHEDULE 1



Lease of land within Part Lot 832 in Reserve 10207
Lease area abuts Rail Corridor

| | |
|---|------------|
| Public Transport Authority | |
| PINGELLY | |
| Lease of land to the Shire of Pingelly | |
| Corporate - Leasing | |
| Scale | NTS |
| Date: | 21/12/2015 |
| Drawn: | LW |
| Plan No. | 5464-2 |

C:\Users\cco\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\B9DRGO7S\Pingelly L5464-2.docx

THIS LEASE IS EXECUTED ON THIS 21st DAY OF JUNE 2019

BETWEEN

The Lessor described in point one (1) of the Schedule.

AND

The Lessee described in point two (2) of the Schedule.

RECITALS

- A. The Lessor holds the Premises under a Licence to Occupy granted by the Public Transport Authority and described in the Schedule.
- B. The Lessor has agreed to lease the Premises and the Lessee has agreed to accept the Lease to the Premises.

CONDITIONS OF LEASE

1. DEMISE

The Lessor hereby leases to the Lessee and the Lessee takes on the lease, the Premises for the Term, subject to the payment of Rent as specified in the Schedule.

2. LESSEE'S ACCESS TO PREMISES

The Lessor hereby grants the Lessee right of entry and access over the parts of the building and the land available for use by the Lessee in common with others.

3. GROSS RENT

The Lessee covenants to pay the Gross Rent in the amount and at the times specified in the Schedule.

4. GROSS RENT REVIEW

4.1 The Gross Rent for the Premises shall be reviewed at the times prescribed as the Rent Review Date in the Schedule during the Term (and any further term).

4.2 Reviews of Gross Rent on the Rent Review Dates shall be the Rent adjusted over the period prior to the Rent Review to take into account movements in the *Perth Consumer Price Index (All Groups)*.

5. GOODS AND SERVICES TAX

5.1 If the Lessor is liable by law for any tax in the nature of a supply or goods and services tax levied or imposed by the Commonwealth of Australia ("GST") on the Rent and any other payment by the Lessee to the Lessor under this Lease, then the Lessee must pay to the Lessor the amount of the GST at the same time and in the same manner as the Rent.

5.2 As a pre-condition of any payment of GST by the Lessee for rent, the Lessor must issue to the Lessee a tax invoice before the Lessee is due to pay the Rent and for any other payment by the Lessee to the Lessor under this Lease must issue to the Lessee a tax invoice within seven (7) days of the payment being made.

6. STRUCTURE

The Lessor will at all times maintain the integrity of the Premises.

7. STRUCTURAL ALTERATIONS

The Lessee will make no structural alterations to the Premises without written consent of the Lessor which shall not be unreasonably withheld.

8. SIGNS

The Lessee will not affix or exhibit or permit to be affixed or exhibited to or upon the Premises any placard, poster, sign, board or other advertisement without the prior written consent of the Lessor.

9. VANDALISM

The Lessee will immediately report to the Lessor any acts of vandalism or any incident which occurs on or adjacent to the Premises which is or is likely to involve a breach of the peace or become the subject of a report to the Police.

10. MAINTENANCE OF PREMISES

The Lessee shall at all times maintain the Premises in the same condition as existing on the Commencement Date except in respect of fair wear and tear or damage caused by acts or negligence of the Lessor or by events for which the Lessor has undertaken insurance and the Lessee will make good any damage done by the Lessee.

11. MAINTENANCE OF PLANT, MACHINERY & EQUIPMENT

The Lessee will maintain the plant, machinery and equipment including all internal and external structural and non-structural items of the premises in good order and repair.

12. EXTERIOR

The Lessee Lessor shall keep the exterior of the premises clear and the grounds maintained.

13. USE

The Lessee shall not use nor permit to be used the Premises for any purpose other than the use specified in the schedule.

14. NUISANCE

The Lessee shall cause no nuisance to the Lessor in its use of the Premises.

15. LESSOR'S ACCESS TO PREMISES

The Lessee shall permit the Lessor to have access to the Premises at all reasonable times, with reasonable notice being given:

- the need to carry out or inspect necessary items of the premises – after giving you at least 72 hours' written notice;
- routine inspections are to be conducted (not more than four (4) times per year) and you have been given seven (7) to fourteen (14) days' written notice.

16. QUIET ENJOYMENT

The Lessee shall peaceably and quietly hold and enjoy the leased premises during the term of the lease and extensions or renewals.

17. ASSIGNMENT OR SUBLETTING

The Lessee shall not assign, underlet or part with the possession of the Premises unless with the prior written approval of the Lessor, which approval not to be unreasonably withheld.

18. YIELDING UP

The Lessee, upon expiration of the Term, shall leave the Premises in a clean and tidy state. The Lessee shall have the right to remove fixtures and fittings installed or purchased by the Lessee that are not seen as part of the restored building and will

make good any damage.

19. DEFAULT BY LESSEE

If:

19.1 The Rent is unpaid for sixty (60) days after becoming due after written demand, or

19.2 The Lessee breaches any of the covenants or the terms of the Lease and the breach continues for sixty (60) days after written notice without the Lessee having satisfied the breach,

then the Lessor may at any time thereafter and without any notice or demand enter and repossess the Premises and thereby the Term and interest of the Lessee in the Premises will immediately terminate, without affecting any right of the Lessor under this Lease and without releasing the Lessee from liability in respect of the Lessee's covenants and upon re-entry the Lessor will have the right to remove any property of the Lessee left in or about the Premises and the Lessee shall indemnify the Lessor and non-payment will be recovered by the Lessor as Rent in arrears.

20. INTEREST

Whenever pursuant to this Lease the Lessee is required to make payment to the Lessor and payments shall not have been made within sixty (60) days after it has become due (whether formally demanded or not) then and until the full amount shall have been paid, interest shall accrue on such unpaid moneys at the prevailing standard Lending Rate set by Bendigo Bank.

21. PREMISES DESTROYED

If at any time during this Lease the Premises be destroyed or damaged so as to become unfit for habitation and use (provided the monies payable under any policy of insurance effected by the Lessor shall not have been rendered through any act of default of the Lessee) the Rent or a fair and just proportion thereof according to the nature and extent of the damage sustained (to be ascertained in case the parties cannot mutually agree by reference to a Licensed Valuer appointed by the Australian Institute of Valuers and Land Economists Inc, (WA Division) shall be suspended and cease to be payable until the said Premises shall again have been rendered fit for habitation and use.

22. INDEMNITY AND INSURANCE

22.1 INDEMNITY

The Lessee will indemnify the Lessor from and against all claims, demands, actions, suits and proceedings where the liability thereof arises in whole or in part as a result of any act or omission of the Lessee or any of its officers, servants, employees or agents which act or omission is negligent or unlawful or otherwise not in accordance with the provisions of this Agreement.

22.2 PUBLIC LIABILITY INSURANCE

The Lessee will effect and maintain, throughout the term of lease, a Public Liability Insurance Policy, including extensions for Tenant's Liability and Liability Under Lease, in the name of the Lessee with the interests of the Lessor noted. Such Policy will provide for an amount of not less than \$10 million and against such risks including the liability of the Lessee to the Lessor under Clause 19.1 as the Lessor reasonably requires from time to time of any one occurrence. The Lessee will whenever required to do so provide the Lessor with a copy of the Insurance Policy document and such other evidence as the Lessor may reasonably require to show that the Policy is in full force and effect.

22.3 PROPERTY INSURANCE

The Lessor will effect and maintain throughout the term of lease, Property Insurance for loss of or damage to the premises specified in Clause 3 of the Schedule.

23. HOLDING OVER

In the event that the Lessee continues to occupy the Premises after the lease expires without having exercised any option of renewal, the Lessee shall become a quarterly tenant at the current rental and on the same terms and conditions. The tenancy shall be determinable on one month's notice by either party at any time, being one month before the expiry of the quarterly period.

24. LEGAL COSTS AND STAMP DUTY

The Lessee shall pay stamp duty on this lease (if any) and each party shall be responsible for its own legal costs involving negotiations for and the preparation and execution of this lease.

25. OPTION

If the Lessee wishes to renew the Term and gives to the Lessor not later than three (3) month prior to expiry of the Term notice in writing and there is no outstanding breach by the Lessee of the terms of this Lease then the Lessor will seek Council approval to grant the Lessee a new lease of the Premises for the further period specified in the Schedule in the same terms and conditions of this Lease (subject to review of rent in accordance with this Lease) other than this right of renewal.

26. NOTICES

Notice shall be deemed to be served in accordance with Section 135 of the *Property Law Act 1969 WA* (as amended). The forwarding address for service of Notices must be the Lessee's address as set out in the Schedule.

SCHEDULE

1. **LESSOR:**
Shire of Pingelly, 17 Queen Street, Pingelly 6308, Western Australia.
2. **LESSEE:**
Friends of Pingelly Railway Station Incorporated, PO Box 544, Pingelly, 6308 Western Australia.
3. **PREMISES:**
The lease arrangement is for the area of *Lot 832A1* being the portion of reserve 10207 (Lot 832) identified as the site of the Pingelly Railway Station as specified in Schedule 1 Plan No 5464-2.
4. **USE:**
Community.
5. **TERM:**
Three (3) Years.
6. **COMMENCEMENT DATE:**
1 July 2019.
7. **DATE OF EXPIRY:**
30 June 2022.

The Lease may be terminated by either the Lessee or the Lessor by providing the other party with written notice of termination no less than three (3) months prior to the termination date.
8. **TERM OF RENEWAL:**
The additional option of a three (3) year lease extension up to 2025 can be actioned under delegation of the Chief Executive Officer on the receipt of a letter of request from the Lessee.
9. **GROSS RENT:**
The Gross Rent payable by the Lessee for the Premises from the Commencement Date until (expiry) of the Lease shall be calculated at the rate of \$1.00 per annum on demand, including GST.
10. **OUTGOINGS:**
Outside of the Gross Rent, the Lessee is responsible for payment of any utility charges and communication services. The Lessor is responsible for the payment of any land rates, rubbish charges and building insurance.
11. **RENT REVIEW DATES:**
As set out in point 8.
12. **BASIS OF RENT REVIEW:**
As set out in point 8.
13. **FURNISHINGS:**
Nil

14. SIGNATORIES

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



[Signature]
Cr Bill Mulroney
Shire President

[Signature]
Mr Mark Dacombe
Acting Chief Executive Officer

21-6-2019
Date

21/6/2019
Date

Lessee: Friends of Pingelly Railway Station Incorporated

[Signature]
JOHN TIMMS - CHAIRMAN
Print Name and Title

In the presence of:

[Signature]
Witness Signature

[Signature]

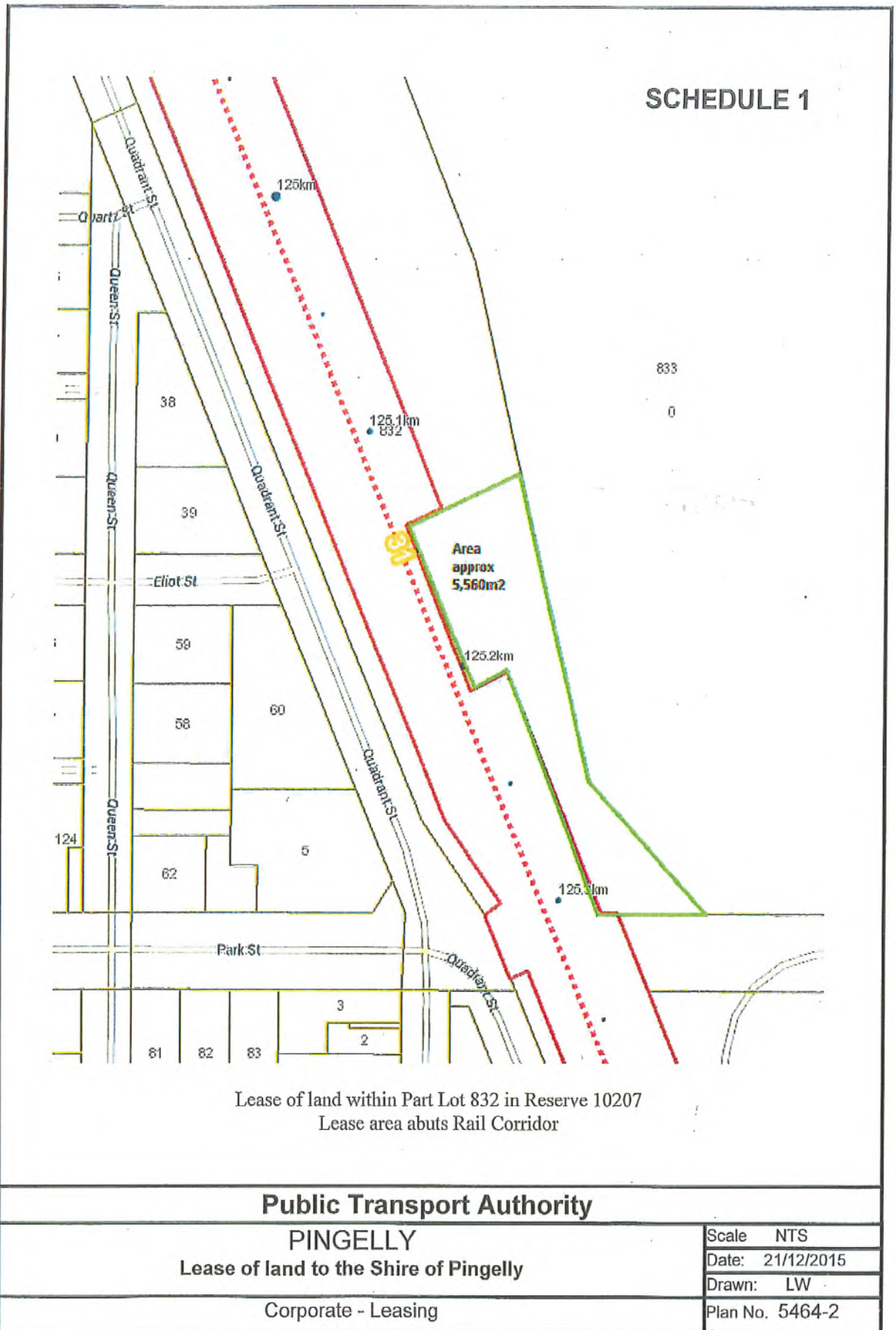
Susane Traber secretary
Print Name and Title

In the presence of:

[Signature]
Witness Signature

Alfred Traber committee member
Print Name of Witness and Title

15. SITE PLAN



C:\Users\leo\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\B9DRGO7S\Pingelly L5464-2.docx

BUSINESS PROPOSAL

For

“Friends of Pingelly Railway (FPR)”

1. VISION STATEMENT

Description of the Business

The Pingelly Railway Station is to be a community building which favours inclusion rather than exclusion of all community groups and disassociated people.

To have and to operate a professionally run tourism based facility along with a family of like minded organisations.

With the help of these groups, Men’s shed, Townscape group, Apex, Museum

Group, Tourism group, Community First, and community members we hope to restore the building turning it back into being a useful and viable Shire acquisition.

See appendix 1a

Ideas have been forwarded by these groups and the petitioners for the use of the building. A consensus of ideas has been reached. *See appendix 1b*

These ideas have been forwarded by members who assess there is a need in our Community for such activities.

Artists have come forward where they would like some studio space in order to learn and inspire each other. The sale of artwork and prints would contribute to the funding of the building by commission sale. An artist in residence could be a focal point for the acquisition of knowledge and also a tourist drawcard. *See appendix 1c*

Musicians have come forward and would like some space from time to time for music appreciation workshops. Percussion and Bongo lessons could be had. All proceeds would achieve a commission back to the building. *Didgeridoo* lessons could be had and would assist in community development, tourism and the enhancement of the site relating to “The Dreamtime trail -Boyagin Rock”.

A place for historical storytelling to children so that they might appreciate their forefathers and their place in our community.

A room designated for Pingelly Railway memorabilia, including an operating model railway system with sounds and whistles and voice overs. This will be a major exhibit and attract a ticketed entry fee. The idea is to have an interactive experience that will be remembered and recommended. *See appendix 1d*

The attractiveness of the building will be enhanced through plantings in the out of door space. Selected and rare native flora, will be seeded displaying the genus, species and common name from the area. This will further the desires of botanist and groups interested in wildflowers on route to Tutanning and Boyagin rock. With all the prior work done by Dawn Box, we see this as a tribute to her. Specimens of native plants are archived at the CRC.

Visitors Centre

It has been identified that we don't have a Visitors centre. With the ablutions block nearby and a road with a turning ring at the rear of the building this site would be ideal for caravans' and buses to enter.

They could partake of light refreshments, the exhibits and activities in the building. Enjoy the ambience of the surroundings and be informed of what there is to see in town, and the out of town tourist designations.

The Pingelly railway station was once a staging point for the eastern goldfields and the Rabbit proof fence.

We see the importance of showcasing our area, and thus would like to use this building as a staging point once again to -"The Historic Town walk", "The Pingelly Courthouse Museum", "The Pingelly Community Craft Centre", "The Moorumbine Trail", "Tutanning reserve" and "Boyagin Rock". Some of these sites are in the process of redevelopment.

We have been informed that tour groups will come back to Pingelly if we supply some of the above attractions.

By aligning with the Pingelly tourism group, their products and publications, and enlisting informed volunteers to direct tourists, the visitors centre would be able to serve and promote the area.

The market we wish to operate in includes, tourists, community elders and educators, artists, musicians and historians and the general community.

Canvassing for contributors in these areas. Using all forms of Media, general printed matter and website support.

Motives for entering the Enterprise.

The idea of an arts, music and memorabilia studio came after publishing a need to address the use of the building in order to retain and stop the demolition.

Proposals were put forward by a number of people.

Meetings were held to ascertain community interests and ideas.

A consensus was determined as to the uses. *See appendix 2a/2b*

We wish to pursue:

- These ideas for the benefit of the whole community and the cultural identity of Pingelly.
- The idea of a visitors centre so to share the cultural and historic identity of Pingelly with the wider community

- **Motives for entering the Business Enterprise:**

The Pingelly community was advised that due to little or no public interest at the time in the preservation of the Pingelly Railway station, that the Public Transport Authority would demolish the railway station.

Petitioners and other interested parties came forward with the proposal to utilise the railway station precinct as a tourism based facility and a facility for the local arts and music movement to use.

- **Business Goals and Objectives:**

Business Goals:

Utilise the Pingelly railway precinct to promote and service tourism.

Enhance our unique culture for the town and district.

Provide a venue for the arts and music groups in town.

To attract railway memorabilia to the precinct, including a railway engine.

To bring all walks of life in Pingelly together to support the project.

Business Objectives:

To have a sustainable operation within 12 months.

To appoint a Project Manager upon Shire / PTA approval.

Start restoration of the railway building in September this year.

Start fundraising and searching for grants upon receiving approval.

2. THE BUSINESS CONCEPT

2.1 ABOUT THE BUSINESS

2.1.1 Business Type

The business is going to be a 'Not for Profit' Organization.

2.1.2 The Vision for the Business

The vision of the business is to gain access to and renovate the Pingelly Railway Station for the pursuit of cultural and historic events for the benefit of the local community and the general public at large.

2.2 BUSINESS NAME

Friends of Pingelly Railway (*FPR*)

2.3 QUALIFICATIONS AND SKILLS

Steve Davis - Pingelly, Builder (Project Manager elect)
Jeanette Jeffrey - small business experience, managerial associates
Bryan Hotham - management running of not for profit orgs.
Trevor Keats - educator and owner of model railway
Harold Dawes - ex train driver, railway enthusiast
Rex Hallet - last station master, Pingelly
Tony Narduci - water authority rep and historical expert
Peter Narduci - operates Lost Pingelly website
Men's Shed - restoration works
John Timms - demolition expert and salvage
Dee Napier - Val Timms, Renee Vitos & Associates
Chris Gloede - JSA placement consultant
Ed Taylor - IT- website, Facebook
Tia Allen - educator and historian
Mike Lynch - consultant
Claire Buckley - consultant and tourist

2.4 LEGAL BUSINESS STRUCTURE

2.4.1 Description

Sits under the umbrella of the Pingelly Development Committee, provides volunteer liability insurance and a bank account for proceeds and payments.

That the building and land are vested with the Shire of Pingelly and will remain an asset of the Shire.

3. MARKET RESEARCH

3.1.1 Methods Used

Community reaction to the proposed demolition of the Pingelly Railway Station. Petition signed by 180 members of the community. Letter of concern published in the Pingelly Times (see appendix). Ideas were forwarded and submissions made by independent parties in order to save the railway station. Then a meeting was called to form a group and identify uses for the building. A consensus was achieved. A further meeting

was organised at the Railway Station to inspect and assess the building for its viability. See appendix 3a

The following railway stations have been researched and with community involvement each of them been restored and are now a focal point within their respective communities.

- **Beverley Railway Station** (Art gallery and music festivals)
- **Gingin Railway Station** (under reconstruction by district Lions Club for community purposes)
- **Pinjarra Railway Centre** (has its visitors centre inside)
- **Boyanup**
- **Carnamah** (has the visitors centre inside)
- **Bassendean** (train museum and archivists)
- **Yarloop** (museum for trains and early timber industry)

See appendix 3b for pictures of case studies.

3.1.2 Results

The visitors and tourists want:

- Food, toilets, rest spot, entertainment, markets, children's areas, art appreciation, music appreciation, interactive environment, directions, brochures to sites and facilities within the region.
- Busy times are going to be, school holidays, wildflower session, and will operate 7 days a week.
- We will charge an entry fee for exhibits, offer free advice for tourists with some charges for such things as regional maps.
- Tourist bus operators require 3 attractions in the area to promote their tours.

Our point of difference is our native flora and fauna which are indigenous to this area as well as the history of the area.

Helen at the business centre Narrogin will give us ideas on operating a visitors centre and assist with accreditations requirements. (See appendix 4)

The University of Western Australia have a landscape plan for Linear Park already complete. We may be able to use it and UWA for funding and help. This is held at the CRC.

Send out notices to all railways after we reach official capacity.

We also asked a local tourist of their honest first impressions of the town...

"Signs are the first impression of the town. If I am honest, I feel that the blue signs seem quite dated. They also draw the attention away from the larger brick entrance signs Pingelly has which I think are a lot nicer and more suited to the town. I didn't see any other signs for Pingelly before this apart from a small sign for the country route that avoids Brookton.

There were signs for the Roadhouse and the Exchange Tavern which I also feel are quite dated.

The 2nd aspects of the town I noticed were the wheat bins, cemetery and the old un-used railway station.

I made my way straight to the pub as I was meeting with the owners about a job. I think the pub is a remarkable building, traditional to Australia, an insight into the history and an asset to the town.

I then moved here to start work at the pub. I arrived on the Thursday but didn't make my way into the town to look around until the Saturday. This was because I thought there was nothing to see and nothing to do. I was wrong.

Pingelly is a very attractive and tidy town that has a lot to offer. The people are friendly and it has a strong community."

3.2 CURRENT STATE OF THE INDUSTRY

Pingelly does not have a formal Visitors Centre.

Pingelly lacks a suitable venue for arts & music.

Pingelly does not have a central focus point/building to promote tourism

There is a need in the town to promote the significant history of the town and in particular the impact of the railway system.

3.3 CUSTOMER

3.3.1 Customer Profile

Local school children, artists, musicians, tourists, historians, naturalists, conservationists, railway enthusiasts, book club, story tellers, poets, historic events, market days, antique fairs, artist in residence.

3.3.2 Customers' Buying Motives

Different and unique experience, point of difference.

Town is steeped in history and culture.

Close to Perth, easily accessible.

On route to Wave Rock, Albert Facey House and other regional attractions.

Wildflower tracks in spring.

Attractions such as Boyagin Rock, Tutanning and Moorumbine, staging point to the Eastern Wheatbelt and Goldfields.

Unique attractions such as model railway and railway memorabilia.

3.4 SWOT ANALYSIS

Strengths:

Proximity to Perth, nice drive into the country side.

Nice visual impact as you come into town.

Good facilities and parks with BBQ's.

Historical town walk.

Very good attractions such as Boyagin Rock, Tutanning Moorumbine and Emu Farm.

Gateway to other Wheatbelt attractions.

Overflow for caravans at Oval.

Site is ideal for caravan access and turning.

Weaknesses:

Dwindling and itinerate population.

Low town profile.

No automotive LPG outlet in town

Opportunities:

To attract tourists from Perth and surrounds.

Bring the community together.

Develop profile of the town and the region as a whole.

Develop local business.

Threats:

PTA may demolish the building.
Shire and/or locals not supporting the venture.
Site could be a Public Liability Risk.

3.5 COMPETITION AND COMPETITIVE ADVANTAGE

3.5.1 Major Competitors

We have not identified any major competitors.

3.5.2 Competitive Advantage

Historical significance of railway line, all tourist information in one attractive site, building is of historical significance and closeness to Perth.

Ideal setting with Linear Park next to the station and the Pioneer Park across the road, with modern facilities.

4. MARKETING PLAN

4.1 PRODUCT/SERVICE DESCRIPTION

Offering a facility for arts and music groups to develop and perform.

Offering a place where history and storytelling can be viewed.

One stop facility for tourists, information, food, tea coffee, clean facilities and advice.

Being the local Visitors Centre (volunteers only), of which there are many.

Offering adventure for all in railway memorabilia.

Local products and artwork for sale.

Long term opportunity to operate the site and will evolve over time.

(See appendix 5)

4.2 PRICE OF PRODUCTS/SERVICES

The business is predominately staffed by volunteers, advice is given free of charge and sale of memorabilia and produce will be at market prices.

Exhibitions will attract an entry fee.

We will charge for some exhibits, catering, user pays to recoup costs.

4.3 PLACE – LOCATION AND DISTRIBUTION

4.3.1 Location

Pingelly Railway Station Precinct

4.3.2 Advantages of the Location

High visual aspect. On a main road, ease of access, plenty of parking, room for caravans to turn around. Historical significance. Close to recreational facilities.
Close to centre of town and shops. Nice outlook to Linear Park.
Availability of the adjacent land to be landscaped and developed.
Having a cross section of wildflowers and other plants indigenous to the area.

4.3.3 Distribution

Building to be staffed by volunteers 7 days a week. Community first will be involved in the placement of volunteers as well as others from the local community.

(See appendix 6)

4.4 PROMOTION AND ADVERTISING

4.4.1 Promotion and Advertising Approach

Use community, not for profit facilities.

Local papers, press releases, videos, advertise in tourist and caravan magazines.

Use local CRC's and other visitor centres.

Educate and make available orientation nights.

Contact tour operators.

Website setup and on the local Shire website.

Facebook page. Use modern media.

5. OPERATIONS PLAN

5.1 BUSINESS PREMISES

5.1.2 Lease/Rental Details (If applicable)

Under the Shire umbrella, and need to formalise the use of the building, any costs and ongoing arrangement.

5.2 LEGAL AND ADMINISTRATIVE REQUIREMENTS

5.2.1 Local, State or Commonwealth Government Regulations

Health Department approval, Shire approvals, public access requirements, Occupational Health & Safety.

5.2.2 Insurance

Public Liability, building and contents insurance.

Insurance will be paid monthly under agreement.

5.4 ORGANISATION OF TASKS/DUTIES

5.4.1 Key Roles

The committee will be responsible for management of the “Friends of Pingelly Railway”, they will make all decisions that affect the ongoing running of the business.

They will appoint a Project Manager who will report directly to the Committee of Management.

The Project Manager will be responsible for all works carried out on the site, including costs, safety and workmanship.

Volunteers, workers, contractors will be directed by the Project Manager.

The Committee will appoint in due course, a Secretary to cover the admin duties of the group.

5.5 STRATEGIC ALLIANCES

The Pingelly Shire

Pingelly Museum Group

Hotham Valley Railway Group

Railway Restoration Group, Bassendean

W.A. Country Arts Network.

Pingelly Tourist Group

Pingelly Small Business Operators

Government Stakeholders

UWA Linear Park Project

Pingelly CRC

The Boyagin Rock Trail

The Dawn Box Memorial Project

5.6a Major sponsors:

Tamma Grains

CBH

Southern Fuels

Other large businesses

Community Resource Centre

Public Transport Authority

Pingelly Transport

Birds Silos

Bendigo bank

5.6 MONITORING BUSINESS PERFORMANCE

5.6.1 Quality of Product/Service

Once this project is operational we will ensure a professional and efficient service is provided.

5.6.2 Customer Service

Once this project is operational we will ensure all customers experience professional and efficient customer service. Preforming to all recommendations required in being a visitors centre.

APPENDIX

- 1a. Submission of costings to perform work on the Pingelly Railway Station. Steve Davis builder.
- 1b. Notice in Pingelly Times JUNE 2014 "Letter of Concern" Jeanette Jeffrey.
- 1c. Submission by John and Val Timms "Cultural centre, Arts/music, Memoribilla."
- 1d. Submission by Trevor Keates "Model railway and railway memoribilla".
- 2a. "Notice to form an steering committee for the restoration of Pingelly Railway Station and the identification of community uses for the building."
- 2b. Evidence of meetings and collaborative ideas put forward by the community.
Includes Railway visit Photo and list of participants.
3. Pictures of railway stations.as resorations
4. Visitors centre servicing template provided by Dryandra Visistors centre.
5. Market research. Article by John Stanley "Ghost town, Clone town, or Hometown".
Article on garden prospects for small towns. Both taken from Nannup Telegraph.
6. Submission of document from Chris Gloede regarding volunteer recruitment under the JSA program.
7. Collection of Pingelly railway station photos and information for your perusal.

14.3 Shire of Pingelly Local Recovery Plan 2022

| | |
|--------------------------------|--|
| File Reference: | ADM0141 |
| Location: | Not Applicable |
| Applicant: | Not Applicable |
| Author: | Executive Governance Officer |
| Disclosure of Interest: | Nil |
| Attachments: | Pingelly Local Recovery Plan 2022 – separate document |
| Previous Reference: | Nil |

Summary

Council to consider adopting the Pingelly Local Recovery Plan (The Plan).

Background

As required in The Corporate Business Plan, updating the Local Recovery Plan has been completed through consultation and training with professional consultant, Lewis Winter. The project included an Emergency Management training session through WALGA, Community Disaster Recovery Exercise and a comprehensive review of the Local Recovery Plan. This project was funded by an AWARE grant.

Comment

The Pingelly-Wandering Local Recovery Plan 2017 is required to be updated after 5 years. Several legislative and other changes to prevailing thinking regarding the formulation of these plans have occurred during this time. The Pingelly's Local Recovery Plan is a major update which reflects these changes, particularly making the plan more usable and easier to follow during and shortly after an emergency.

This Plan outlines the Shire's process, framework and channels to be used to deliver timely and coordinated support during the event of a local disaster. The easy-to-follow plan provides quick referencing and action steps throughout, allowing for prompt decision making and efficient communications for stakeholders.

Consultation

The Pingelly Local Recovery Plan was adopted at the Local Emergency Management Committee Meeting held on 1 June 2022.

Statutory Environment

This Plan is a requirement of Section 41(4) the *Emergency Management Act 2005*.

Local Recovery Plans are to be reviewed and amended as follows:

- a review is conducted after an event or incident in which the Local Recovery Plan was implemented;
- an entire review is undertaken every five years, as risks might vary due to climate, environment and population changes; and
- whenever the local government considers it appropriate as circumstances may require more frequent reviews.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

| | |
|------------------|---|
| Goal 2 | Community |
| Outcome 2.3 | People feel that their community is safe for all, free of nuisance and protected from risk of damage |
| Strategy 2.3.2 | Act to reduce the risk of bush fire, and be prepared in case of bush fire in terms of emergency response and disaster recovery. |
| Activity 2.3.2.3 | Update Recovery Plan |

Risk Implications

| | |
|---|--|
| Risk | No significant risks are expected to arise from the development of the Plan. |
| Risk Rating (Prior to Treatment or Control) | Low (4) |
| Principal Risk Theme | Compliance |
| 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

Local Emergency Management Committee's Recommendation:

That Council adopt the Pingelly Local Recovery Plan as amended and send to the District Emergency Management Committee for their information.

Moved: _____ Seconded: _____

Attachment

Please see separate document - Pingelly Local Recovery Plan 2022

14.4 Register of Delegations Annual Review

| | |
|--------------------------------|-------------------------------------|
| File Reference: | ADM0086 |
| Location: | Not Applicable |
| Applicant: | Not Applicable |
| Author: | Executive Governance Officer |
| Disclosure of Interest: | Nil |
| Attachments: | Delegation Register |
| Previous Reference: | Nil |

Summary

Council is requested to approve the annual review of the Register of Delegations as attached.

Background

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation. Local governments utilise levels of delegated authority to undertake day-to-day statutory functions, thereby allowing Council to focus on policy development, representation, strategic planning and community leadership, with the organisation focusing on the day-to-day operations of the Shire. The use of delegated authority means the large volume of routine work of a local government can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community.

It is a requirement of the *Local Government Act 1995*, s.5.18 and s.5.46 (1) that a local government keep a register of its delegations and review this register once every financial year.

The last review of the Delegations Register occurred at the Ordinary Council Meeting held in May 2021. The current review of delegations forms part of the annual and constant review process to ensure that the internal procedures of the organisation reflect current, efficient and compliant practices.

Comment

The delegations are based upon templates produced by WALGA and the relevant local government guideline on delegations. These delegations reference the specific sections of legislation under which a delegation is made and detail the express function and to what extent that function is delegated.

The major changes to the Delegations Register are listed below:

Additions –

- 1.5 Obstruction of footpaths and thoroughfares
- 1.6 Gates across public thoroughfares
- 1.7 Public Thoroughfare – Dangerous Excavation
- 3.1 Make request to FES Commissioner – Control of Fire
- 3.3 Prohibited Burning Times – Control
- 3.4 Restricted Burning Times – Vary & Control
- 3.5 Recovery of Expenses Incurred Through Contraventions of this Act
- 8.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Deletion –

- 3.2 Appoint Bush Fire Control Officers

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

| | |
|----------------|--|
| Goal 5 | Innovation, Leadership and Governance |
| Outcome 5.8 | A strong corporate governance framework is maintained |
| Strategy 5.8.1 | Maintain strategic and corporate planning documents as outlined in the Integrated Planning and Reporting Framework |
| Action 5.8.1.4 | Undertake the annual review of delegations |

Risk Implications

| | |
|---|---|
| Risk | Failure to adequately review the Register of Delegations will result in non-compliance with the Local Government Act, and could also lead to inefficient practices. |
| Risk Rating (Prior to Treatment or Control) | Medium (6) |
| Principal Risk Theme | Compliance |
| Risk Action Plan (Controls or Treatment Proposed) | No further action is required. |

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

Voting Requirements

Absolute Majority

Recommendation:

That Council approves the amendments to the Register of Delegations as contained in the attached document.

Moved: _____ Seconded: _____



SHIRE OF PINGELLY

REGISTER OF DELEGATIONS

Adopted By Council on ~~15 June 2022~~XXXX
Council Resolution No: XXXX

Explanatory Notes

General

Section 5.42 of the Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act. The following areas are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- Accepting a tender which exceeds an amount determined by the local government;
- Appointing an auditor;
- Acquiring or disposing of any property valued at an amount determined by the local government;
- Any of the local ~~governments~~ government's powers under Sections 5.98, 5.99 and 5.100 of the Act;
- Borrowing money on behalf of the local government;
- Hearing or determining an objection of a kind referred to in Section 9.5;
- Any power of duty that requires the approval of the Minister or Governor; or
- Such other duties or powers that may be prescribed by the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub delegated.

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer. The document also indicates delegations which the Chief Executive Officer intends to delegate to other staff, however this is for information/indication purposes only and may change from time to time at the discretion of the Chief Executive Officer. The register details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council.

Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of the authorisation.

Register of, and Records Relevant to, Delegations - Section 5.46

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Decision to Delegate

The ~~principle~~ principal consideration for a local government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the local governments operations while ensuring that its policies are consistently implemented.

Standard Conditions of Delegations

All delegations are subject to the following Standard Conditions:

- In exercising a delegation, the Chief Executive Officer is to comply with any and all laws and regulations in force in Western Australia and the requirements of any and all laws and policies of the Shire of Pingelly
- In exercising a delegation the Chief Executive Officer is to exercise the delegation in accordance with any budget authority where applicable
- Delegated authority cannot be exercised where a financial interest or interest affecting impartiality is evident
- Pursuant to section 5.46 of the Local Government Act 1995 and Regulation 19 of the Local Government (Administration) Regulations 1996, the Office of the Chief Executive Officer is to keep records of exercising the delegation on any and all occasions that the delegation is exercised

| Document Control | | | |
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| Shire of Pingelly Delegation of Authority Register 2022 0 | | | |
| Revision # | Date | Revision Details | Authorised By |
| <u>2022</u> | <u>15 June 2022</u> | <u>In accordance with WALGA template</u> | <u>Council</u> |
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Contents

| | |
|--|------------------|
| <u>Part 1 Local Government Act 1995</u> | <u>6</u> |
| 1.1 Powers of Entry | 6 |
| 1.2 Impounding abandoned vehicle wrecks and goods involved in certain contraventions | 7 |
| 1.3 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals | 8 |
| 1.4 Close Thoroughfares to Vehicles | 10 |
| 1.5 Obstruction of footpaths and thoroughfares..... | 12 |
| 1.6 Gates across public thoroughfares..... | 14 |
| 1.7 Public Thoroughfare – Dangerous Excavation | 15 |
| 1.8 Reserves under control of Local Government | 16 |
| 1.9 Certain Provisions about Land | 17 |
| 1.10 Crossing – Construction, Repair and Removal..... | 18 |
| 1.11 Private Works on, over or under Public Places | 19 |
| 1.12 Tenders for Goods and Services..... | 20 |
| 1.13 Disposing of Property..... | 23 |
| 1.14 Payments from the Municipal or Trust Funds | 25 |
| 1.15 Defer, Grant Discounts, Waive or Write off Debts | 26 |
| 1.16 Investments..... | 27 |
| 1.17 Agreement as to Payment of Rates and Service Charges | 28 |
| 1.18 Recovery of Rates or Service Charges..... | 29 |
| 1.19 Recovery of Rates Debts - Actions to Take Possession of the Land..... | 30 |
| 1.20 Common Seal and Execution of Documents..... | 32 |
| 1.21 Administer Local Laws | 33 |
| 1.22 Appointment of Acting CEO..... | 34 |
| 1.23 Appointment of Person to receive complaints and withdrawals | 35 |
| <u>Part 2 Building Act 2011</u> | <u>36</u> |
| 2.1 Appointment of Authorised Persons | 36 |
| 2.2 Powers pursuant to the Building Act 2011 | 37 |
| <u>Part 3 Bush Fires Act 1954.....</u> | <u>38</u> |
| 3.1 Make Request to FES Commissioner – Control of Fire..... | 38 |
| 3.2 Variation of Prohibited Burning Times | 39 |
| 3.3 Prohibited Burning Times – Control Activities | 40 |
| 3.4 Restricted Burning Times – Vary and Control | 42 |
| 3.5 Recovery of Expenses Incurred through Contraventions of this Act | 44 |
| 3.6 Institute a Prosecution or Issue an Infringement | 46 |
| 3.7 Fire Break Maintenance..... | 48 |

| | |
|--|------------------|
| <u>Part 4 Cat Act 2011</u> | <u>49</u> |
| 4.1 Cat Act 2011..... | 49 |
| <u>Part 5 Dog Act 1976.....</u> | <u>50</u> |
| 5.1 Dog Act 1976 | 50 |
| <u>Part 6 Food Act 2008.....</u> | <u>52</u> |
| 6.1 Food Act 2008..... | 52 |
| <u>Part 7 Graffiti Vandalism Act 2016.....</u> | <u>54</u> |
| 7.1 Graffiti Vandalism Act 2016..... | 54 |
| <u>Part 8 Public Health Act 2016.....</u> | <u>55</u> |
| 8.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs) | 55 |
| 8.2 Designation of Authorised Officers..... | 56 |
| <u>Part 9 Planning and Development Act 2005</u> | <u>58</u> |
| 9.1 Directions regarding unauthorised/illegal development | 58 |
| 9.2 Determination of Development Applications..... | 59 |

Part 1 Local Government Act 1995

1.1 Powers of Entry

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | Local Government Act 1995: s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to: <ol style="list-style-type: none"> 1. Exercise powers of entry to enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law (s.3.28). 2. Give notice of entry (s.3.32). 3. Seek and execute an entry under warrant (s.3.33). 4. Execute entry in an emergency, using such force as is reasonable (s.3.34(1) and (3)). 5. Give notice and effect entry by opening a fence (s.3.36). |
| Council Conditions on this Delegation: | Nil <u>Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.</u> |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Technical Services <u>Works</u> Environmental Health Officer |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub-delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19-May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.2 Impounding abandoned vehicle wrecks and goods involved in certain contraventions

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.3.39 Power to remove and impound s.3.40A Abandoned vehicle wreck may be taken s.3.42 Impounded non-perishable goods s.3.44 Notice to collect goods if not confiscated s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to: 1. Declare an impounded vehicle as an abandoned wreck 2. Remove and impound a vehicle that, in his or her opinion is an abandoned vehicle wreck. 3. Remove and impound any goods that are involved in a contravention that can lead to impounding. 4. Sell or otherwise dispose of confiscated or uncollected goods. 5. Recover the expenses incurred by removing and impounding the goods and disposing of them, if <u>them if</u> the goods were removed and impounded under s.3.39. |
| Council Conditions on this Delegation: | Nil |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |

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| Sub-Delegate/s: | Executive Manager Technical Services |
| CEO Conditions on this Sub-Delegation: | 1. Conditions on the original delegation also apply to the sub-delegation. 2. Impound abandoned vehicle wrecks in accordance with s.3.40A (1), (4). |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.3 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.3.47 Confiscated or uncollected goods, disposal of s.3.47A Sick or injured animals, disposal of <u>s. 3.48 Impounding expenses, recovery of</u> |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to: <u>1. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods</u> <u>2. Refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid</u> <u>3. Sell or otherwise dispose of confiscated or uncollected goods</u> <u>4. Humanely destroy the animal and dispose of the carcass, if an impounded animal is ill or injured to such an extent that treating it is not practicable.</u> |
| Council Conditions on this Delegation: | <ol style="list-style-type: none"> 1. Delegation to destroy and dispose of sick or injured animals is only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed. 2. Delegation applies to property with an estimated market value of less than \$20,000. 3. Disposal of confiscated or uncollected goods is to be undertaken by offering them for public sale by any fair means, or to an appropriate not-for-profit community group. |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |

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| Sub-Delegate/s: | Executive Manager Technical Services <u>Works</u> |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub-delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |

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| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |
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1.4 Close Thoroughfares to Vehicles

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | <ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks. 2. Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to: <ol style="list-style-type: none"> a) give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and b) consider submissions relevant to the road closure/s proposed. 3. Authority to revoke an order to close a thoroughfare. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare. 5. Before doing anything to which section 3.51 applies, the Chief Executive Officer is delegated authority to take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land. |
| Council Conditions on this Delegation: | If a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed. |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Technical Services <u>Works</u> |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub-delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.5 Obstruction of footpaths and thoroughfares

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| <p>Delegator: <i>Power / Duty assigned in legislation to:</i></p> | <p><u>Local Government</u></p> |
| <p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p> | <p><u>Local Government Act 1995:</u> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p> |
| <p>Express Power or Duty Delegated:</p> | <p><u>Local Government (Uniform Local Provisions) Regulations 1996:</u> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)</p> |
| <p>Delegate:</p> | <p>Chief Executive Officer</p> |
| <p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p> | <ol style="list-style-type: none"> 1. <u>Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to:</u> <ol style="list-style-type: none"> a. <u>prevent damage to the footpath; or</u> b. <u>prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</u> 2. <u>Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].</u> 3. <u>Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</u> 4. <u>Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].</u> 5. <u>Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].</u> |
| <p>Council Conditions on this Delegation:</p> | <ol style="list-style-type: none"> a. <u>Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996.</i></u> b. <u>Permission may only be granted where, the proponent has:</u> <ol style="list-style-type: none"> i. <u>Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</u> ii. <u>Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</u> iii. <u>Provided evidence of sufficient Public Liability Insurance.</u> |

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| | iv. <u>Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</u> |
| <u>Express Power to Sub-Delegate:</u> | <u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees |
| <u>Sub-Delegate/s:</u> | <u>Executive Manager Works</u> |
| <u>CEO Conditions on this Sub-Delegation:</u> | <u>Conditions on the original delegation also apply to the sub-delegation.</u> |
| <u>Recordkeeping:</u> | <u>A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.</u> |
| <u>Version Control:</u> | <u>Adopted by Council: 15 June 2022 Council Resolution No:</u> |

1.6 Gates across public thoroughfares

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| Delegator: <i>Power / Duty assigned in legislation to:</i> | <u>Local Government</u> |
| Express Power to Delegate: <i>Power that enables a delegation to be made</i> | <u>Local Government Act 1995:</u> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <u>Local Government (Uniform Local Provisions) Regulations 1996:</u> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1) |
| Delegate: | <u>Chief Executive Officer</u> |
| Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i> | <ol style="list-style-type: none"> 1. <u>Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</u> 2. <u>Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</u> 3. <u>Authority to impose conditions on granting permission [ULP r.9(4)].</u> 4. <u>Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</u> 5. <u>Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].</u> |
| Council Conditions on this Delegation: | <ol style="list-style-type: none"> a. <u>Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</u> b. <u>Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.</u> |
| Express Power to Sub-Delegate: | <u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | <u>Executive Manager Works</u> |
| CEO Conditions on this Sub-Delegation: | <u>Conditions on the original delegation also apply to the sub-delegation.</u> |
| Recordkeeping: | <u>A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.</u> |
| Version Control: | <u>Adopted by Council: 15 June 2022 Council Resolution No:</u> |

1.7 Public Thoroughfare – Dangerous Excavation

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| Delegator: <i>Power / Duty assigned in legislation to:</i> | <u>Local Government</u> |
| Express Power to Delegate: <i>Power that enables a delegation to be made</i> | <u>Local Government Act 1995:</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u> |
| Express Power or Duty Delegated: | <u>Local Government (Uniform Local Provisions) Regulations 1996:</u> <u>r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare</u> <u>– Sch.9.1 cl.6</u> |
| Delegate: | <u>Chief Executive Officer</u> |
| Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i> | <ol style="list-style-type: none"> 1. <u>Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</u> 2. <u>Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</u> 3. <u>Authority to impose conditions on granting permission [ULP r.11(6)].</u> 4. <u>Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</u> |
| Council Conditions on this Delegation: | <ol style="list-style-type: none"> a. <u>Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</u> b. <u>Permission may only be granted where, the proponent has:</u> <ol style="list-style-type: none"> i. <u>Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.</u> ii. <u>Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.</u> iii. <u>Provided evidence of sufficient Public Liability Insurance.</u> iv. <u>Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</u> |
| Express Power to Sub-Delegate: | <u>Local Government Act 1995:</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u> |

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| Sub-Delegate/s: | <u>Executive Manager Works</u> |
| CEO Conditions on this Sub-Delegation: | <u>Conditions on the original delegation also apply to the sub-delegation.</u> |
| Recordkeeping: | <u>A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.</u> |
| Version Control: | <u>Adopted by Council: 15 June 2022 Council Resolution No:</u> |

1.85 Reserves under control of Local Government

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.3.54(1) Reserves under control of local government |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the Parks and Reserves Act 1895 . (s.3.54(1)). |
| Council Conditions on this Delegation: | Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets. |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Technical Services Executive Manager Works |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub-delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 15 June 2022 Council Resolution No: 13000 |

1.96 Certain Provisions about Land

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995</i> s.3.25 – Notices requiring certain things to be done by owner or occupier of land s.3.26 – Additional powers when notices given s.3.27 – Particular things local governments can do on land that is not local government property |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to give an owner or occupier of land notice requiring them to do anything as prescribed in Schedule 3.1, Division 1 of the Local Government Act 1995. Following a failure to comply with the above notice, authority to take action that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given. Authority to recover cost of the above action as a debt due from the person who failed to comply. Authority to do any of the things prescribed in Schedule 3.2 to non-local government property, without consent, in the Local Government's capacity to undertake its general functions as outlined in s.3.27. |
| Council Conditions on this Delegation: | Nil <u>As per delegation letter</u> |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Technical Services <u>Works</u> |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub-delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19-May-2021 <u>15 May 2022</u> Council Resolution No: 43000 |

1.107 Crossing – Construction, Repair and Removal

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3) |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | <ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing. <u>3.4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person.</u> |
| Council Conditions on this Delegation: | Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulation 1996</i> . |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Technical Services <u>Works</u> |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub-delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.118 Private Works on, over or under Public Places

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|--|--|
| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.8 |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | To authorise the construction of anything on, over or under a public thoroughfare or other public place that is local government property in accordance with Regulation 17(2) Local Government (Uniform Local Provisions) Regulations 1996. <u>1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property.</u> <u>2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].</u> |
| Council Conditions on this Delegation: | The exercise of this delegation is subject to: a. written application being made; b. the applicant accepts all liability for every part and aspect of the works/infrastructure; c. conditions, which may be imposed including, such as: building permit, structural engineering certification, environmental assessment etc, where appropriate; any damage or interference to public assets to be made good to the satisfaction of CEO (roadway, fence, other structure etc), traffic management plan to be approved; d. where deemed appropriate, an insurance certificate indemnifying the Shire while works are underway, or for any structure, being provided. |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Technical Services <u>Works</u> |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub-delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.129 Tenders for Goods and Services

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services <u>r.23 Rejecting and accepting expressions of interest to be acceptable tenderer</u> <u>r.24AB Establish panels of pre-qualified suppliers</u> <u>r.24AC Requirements before establishing panels of pre-qualified suppliers</u> <u>r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers</u> <u>r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers</u> |
| Delegate: | Chief Executive Officer |
| Function: | Authority to determine: <ol style="list-style-type: none"> 1. to call tenders for any items included in the Annual Budget (F&G Reg. 11); 2. to invite tenders though not required to do so (F&G Reg. 13); 3. the selection criteria for deciding which tender should be accepted (F&G Reg. 14(2a)); 4. the information to be disclosed to those interested in submitting a tender (F&G Reg. 14(4)(a)); 5. to vary tender information after public notice of invitation to tender and before the close of tenders (F&G Reg. 14(5)); 6. to seek clarification from tenderers in relation to information contained in their tender submission (F&G Reg. 18(4a)); 7. to evaluate tenders and decide which is the most advantageous (F&G Reg. 18(4)); 8. to accept or reject tenders (F&G Reg. 18(2) and (4)); 9. to decline any tender (F&G Reg. 18(5)); 10. minor variations before entering into a contract (F&G Reg. 20); 11. to accept the next most advantageous tender where within 6 months of accepting a tender a contract has not been entered into, or the successful tenderer agrees to terminate the contract (F&G Reg. 18 (6) and (7)); 12. appropriate circumstances for seeking and inviting expressions of interest for the supply of goods or services (F&G Reg. 21); 13. to consider expressions of interest which have not been rejected and |

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| | <p>determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers (F&G Reg. 23).</p> <p>Authority to establish a panel of pre-qualified suppliers to supply particular goods or services in accordance with Part 4 Division 3 of the F&G Regs.</p> |
| Council Conditions on this Delegation: | <p>a. Sole supplier arrangements may only be approved where a record is retained that evidence rationale for why the supply is unique and cannot be sourced through other suppliers.</p> <p>b. Tenders <u>Expressions of interest</u> may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:</p> <ul style="list-style-type: none"> proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, current supply contract expiry is imminent, value of the proposed new contract has been included in the draft Annual Budget proposed for adoption. <p>c. In accordance with s.5.43, tenders may only be accepted, and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget.</p> <p>d. Authority to enter into a variation F&G r.20(1), r.20(2) subject to:</p> <ul style="list-style-type: none"> That the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract. |
| Express Power to Sub-Delegate: | <p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p> |

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| Sub-Delegate/s: | Nil <u>As per letter of delegation from CEO</u> |
| CEO Conditions on this Sub-Delegation: | <u>Conditions on the original delegation also apply to the sub-delegation.</u> Not Applicable |
| Recordkeeping: | <p>A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.</p> <p>Entry in the Tender Register in accordance with regulation 17 <i>Local Government (Functions and General) Regulations 1996</i>. Documentation to be recorded to the relevant Tender file in the ECMS.</p> |

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| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |
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1.130 — Disposing of Property

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.3.58(2) (3) Disposing of Property |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to dispose of property to: <ol style="list-style-type: none"> 1. the highest bidder at public auction. 2. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender. 3. dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice. 4. Authority to dispose of property under regulation 30(3) (a) of the Local Government (Functions and General) Regulations 1996. |
| Council Conditions on this Delegation: | <ol style="list-style-type: none"> 1. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. 2. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$150,000 or less. 3. When determining the method of disposal: <ol style="list-style-type: none"> i. Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> • Reserve price has been set by independent valuation to be carried out not more than 6 months before the proposed disposition. • Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. ii. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. iii. Where a private treaty is determined (s.3.58(3)) as the method of disposal, authority to: <ul style="list-style-type: none"> • Negotiate the sale of the property up to a -10% variance on the valuation; and • Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. 4. Where the market value of the property is determined as being less than \$10,000 (F&G r.30(3) excluded disposal) may be undertaken: <ul style="list-style-type: none"> • Without reference to Council for resolution; and |

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| | <ul style="list-style-type: none"> In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value, then the method of disposal must be undertaken in a manner which minimises environmental impact as far as practical. <p>5. Renewal of leases and licences may only be undertaken providing the circumstances of the original lease or licence has not substantially altered.</p> |
| Express Power to Sub- Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Corporate Services Executive Manager Technical Services <u>Works</u> |
| CEO Conditions on this Sub-Delegation: | <ol style="list-style-type: none"> Conditions on the original delegation also apply to the sub-delegation. Sub delegation is restricted to materials, plant and equipment with a market value of less than \$5,000. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.141 — Payments from the Municipal or Trust Funds

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | The Chief Executive Officer is delegated authority to make payments from the municipal or trust funds (r.12(1)(a)). |
| Council Conditions on this Delegation: | A list of accounts paid for the month being presented to the next ordinary meeting of the Council (in accordance with Financial Management Regulation 13(2)). |
| Express Power to Sub- Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Corporate Services Executive Manager Technical Services <u>Works</u> |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. |
| Recordkeeping: | Records of decisions are retained in minutes of Council meetings. |
| Version Control: | 19 May 2021 <u>15 May 2022</u> Council Resolution No: 13000 |

1.152 Defer, Grant Discounts, Waive or Write off Debts

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.6.12 Power to defer, waive or write off debts |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | <ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire (s.6.12(1)(b)). 2. Grant a concession in relation to money which is owed to the Shire (s.6.12(1)(b)). 3. Write off an amount of money which is owed to the Shire (s.6.12(1)(c)) |
| Council Conditions on this Delegation: | <ol style="list-style-type: none"> 1. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. 2. A debt may only be written off where all necessary measures have been taken to locate or contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire. 3. Limited to individual debts below \$500. |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Corporate Services |
| CEO Conditions on this Sub-Delegation: | <ol style="list-style-type: none"> 1. Conditions on the original delegation also apply to the sub delegation. 2. Sub delegation is limited to individual debts valued below \$50. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.163 Investments

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | <ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose (s.6.14(1)). 2. <u>Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</u> |
| Council Conditions on this Delegation: | This delegation must be exercised in accordance with Council Policies, <u>and Policies and</u> comply with Financial Management Regulation 19C. |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Corporate Services |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.174 Agreement as to Payment of Rates and Service Charges

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to make an agreement with a person for the payment of rates or service charges (s.6.49). |
| Council Conditions on this Delegation: | Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. |
| Express Power to Sub- Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Corporate Services Senior Finance Officer |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.185 Recovery of Rates or Service Charges

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court <u>s.6.64(3) Actions to be taken</u> |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | <ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction. 2. <u>Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears</u> |
| Council Conditions on this Delegation: | Nil |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Corporate Services Senior Finance Officer |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.196 Recovery of Rates Debts - Actions to Take Possession of the Land

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land re-vested in Crown if rates in arrears 3 years |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | <ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land as against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years (s.6.64(1)), including: <ol style="list-style-type: none"> a) lease the land, or b) sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> i. cause the land to be transferred to the Crown (s.6.71 and s.6.74); or ii. cause the land to be transferred to the Shire (s.6.71). 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears (s.6.64(3)). 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, services charges and costs within 7 days of and prior to the proposed sale (s.6.69(2)). |
| Council Conditions on this Delegation: | <ol style="list-style-type: none"> 1. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous three years attempted to recover the outstanding rates/charges through a court, under s.6.56. 2. Council approval must be obtained prior to the commencement of proceedings to take possession of land where rates and services charges have remained unpaid for at least three years. |
| Express Power to Sub- Delegate: | Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Corporate Services |

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| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.2017 Common Seal and Execution of Documents

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Local Government Act 1995:</i> s.9.49A(2) Affixing the common seal s.9.49A(3) Execution of documents |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authorise the affixing of the common seal of the Shire to any document that requires the Shire's Common Seal to be legally effective. Authorise the Chief Executive Officer to sign documents on behalf of the local government in accordance with Section 9.49A (4) (5) of the Local Government Act 1995. |
| Council Conditions on this Delegation: | Where the common seal is affixed, this is to be done in accordance with s.9.49A(3) and the details are to be recorded in the common seal register. |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Corporate Services Executive Manager Technical Services <u>Works</u> |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. Where a document is executed by a sub-delegate, the Chief Executive Officer is to be provided with due notice and opportunity to sight the original document, prior to execution. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.2118 Administer Local Laws

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | Local Government Act 1995 s. 3.18 Performing Executive Functions |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to exercise the powers and duties and to administer and do all things necessary to enact the Shire of Pingelly Local Laws. |
| Council Conditions on this Delegation: | <ol style="list-style-type: none"> 1. All prosecutions are to be authorised by the Chief Executive Officer. 2. Council is to be advised when the CEO issues instructions for the commencement of legal proceedings. |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Nil <u>As per letter of delegation from CEO</u> |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.2219 Appointment of Acting CEO

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | Local Government Act 1995: s 5.52 Delegation of some powers or duties to the CEO s 5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | Local Government Act 1995 s. 5.36 (1) (a) Local government employees |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to appoint an Acting Chief Executive Officer. |
| Council Conditions on this Delegation: | Appointment to be made in accordance with Council Policy on this matter. |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | <u>As per letter of delegation from CEO</u> Nil |
| CEO Conditions on this Sub-Delegation: | Not Applicable |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

1.230 Appointment of Person to receive complaints and withdrawals

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | Local Government Act 1995: s 5.52 Delegation of some powers or duties to the CEO s 5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | Schedule 1, Clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021. |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to appoint one or more persons to receive complaints and withdrawals of complaints in accordance with Schedule 1, Clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021. |
| Council Conditions on this Delegation: | Nil |
| Express Power to Sub-Delegate: | <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees |

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| Sub-Delegate/s: | As per letter of delegation from CEO Nil |
| CEO Conditions on this Sub-Delegation: | Not Applicable |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |

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| Version Control: | 19 May 2021 15 June 2022 Council Resolution No: 13000 |
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Part 2 Building Act 2011

2.1 Appointment of Authorised Persons

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| Delegator: Power / Duty assigned in legislation to: | Permit Authority (Local Government) |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Building Act 2011</i> s.127(1) & (3) Delegation: special permit authorities and local government |
| Express Power or Duty Delegated: | <i>Building Act 2011</i> s.96 - Authorised Person s.99 - Limitation on powers of authorised person |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to: 1. Designate an employee as an authorised person under the Building Act 2011; and 2. Revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person. <u>NOTE: An authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Reg. 70.</u> |
| Council Conditions on this Delegation: | Nil |
| Express Power to Sub-Delegate: | <i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments |

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| Sub-Delegate/s: | Nil <u>As per letter of delegation from CEO</u> |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |

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| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |
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2.2 Powers pursuant to the Building Act 2011

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| Delegator: Power / Duty assigned in legislation to: | Permit Authority (Local Government) |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government |
| Express Power or Duty Delegated: | Building Act 2011 |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | To undertake the powers of the Local Government for the following sections of the Building Act 2011. <ol style="list-style-type: none"> 1. s.18 Further Information 2. s.20 Grant of building permit 3. s.21 Grant of demolition permit 4. s.22 Further grounds for not granting an application 5. s.27 (1)&(3) Conditions imposed by permit authority 6. s.32 Duration of building or demolition permit (consider application to extend time) 7. s.55 Further information 8. s.58 Grant of occupancy permit, building approval certificate 9. s.62(1)&(3) Conditions imposed by permit authority 10. s.65 Extension of period of duration 11. s.88(3) Finishes of walls close to boundaries 12. s.110 Building Orders 13. s.111(1) Notice of proposed building order other than a building order (emergency) 14. s.117 Revocation of building order 15. s.118 Permit authority may give effect to building order if non-compliance s.131(2) Inspection, copies of building records 16. s.131 Inspection, copies of building records 17. s.133 (1) commence a prosecution for an offence 18. s.145A Local Government functions |
| Council Conditions on this Delegation: | In making any determinations under delegated authority the CEO must consider any advice and recommendations provided by external expert persons or bodies. |
| Express Power to Sub-Delegate: | <i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments |

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| Sub-Delegate/s: | Building Surveyor |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |

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| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |
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Part 3 Bush Fires Act 1954

3.1 Make Request to FES Commissioner – Control of Fire

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| <u>Delegator:</u> <u>Power / Duty assigned in legislation to:</u> | <u>Local Government</u> |
| <u>Express Power to Delegate:</u> <u>Power that enables a delegation to be made</u> | <u>Bush Fires Act 1954:</u> <u>s.48 Delegation by local government</u> |
| <u>Express Power or Duty Delegated:</u> | <u>Bush Fires Act 1954:</u> <u>s.13(4) Duties and powers of bush fire liaison officers</u> |
| <u>Delegate:</u> | <u>Chief Executive Officer</u> |
| <u>Function:</u> <u>This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</u> | <u>Authority to request on behalf of the Shire that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].</u> |
| <u>Council Conditions on this Delegation:</u> | <u>Nil</u> |
| <u>Express Power to Sub-Delegate:</u> | <u>NIL – Sub-delegation is prohibited by s.48(3)</u> |
| <u>Recordkeeping:</u> | <u>A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire’s approved electronic content management system.</u> |
| <u>Version Control:</u> | <u>Adopted by Council 15 June 2022 Council Resolution No:</u> |

3.24 Variation of Prohibited Burning Times

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government <u>s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))</u> |
| Express Power or Duty Delegated: | <i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times |
| Delegate: | Shire President and Chief Bush Fire Control Officer (jointly) |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer (s.17(7)). |
| Council Conditions on this Delegation: | Decisions under s.17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). |
| Express Power to Sub-Delegate: | Nil – Sub-delegation is prohibited by s.48(3) |

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| Sub-Delegate/s: | Not permitted |
| CEO Conditions on this Sub-Delegation: | Not applicable |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |

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| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |
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3.3 Prohibited Burning Times – Control

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| Delegator: Power / Duty assigned in legislation to: | <u>Local Government</u> |
| Express Power to Delegate: Power that enables a delegation to be made | <u>Bush Fires Act 1954:</u> <u>s.48 Delegation by local government</u> |
| Express Power or Duty Delegated: | <u>Bush Fires Act 1954:</u> <u>s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions</u> <u>s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</u> <u>Bush Fire Regulations 1954:</u> <u>r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.</u> <u>r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times</u> <u>r.39B Crop dusters etc., use of in restricted or prohibited burning times</u> |
| Delegate: | <u>Chief Executive Officer</u> |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | <ol style="list-style-type: none"> 1. <u>Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</u> 2. <u>Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited unless written consent of a Bush Fire Control Officer is obtained [r.38C].</u> 3. <u>Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</u> 4. <u>Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</u> 5. <u>Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</u> 6. <u>Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</u> |
| Council Conditions on this Delegation: | <u>NIL</u> |
| Express Power to Sub-Delegate: | <u>NIL – Sub-delegation is prohibited by s.48(3)</u> |

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| <u>Recordkeeping:</u> | <u>A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.</u> |
| <u>Version Control:</u> | <u>Adopted by Council 15 June 2022 Council Resolution No:</u> |

3.4 Restricted Burning Times – Vary and Control

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| <p>Delegator: Power / Duty assigned in legislation to:</p> | <p><u>Local Government</u></p> |
| <p>Express Power to Delegate: Power that enables a delegation to be made</p> | <p><u>Bush Fires Act 1954:</u> <u>s.48 Delegation by local government</u></p> |
| <p>Express Power or Duty Delegated:</p> | <p><u>Bush Fires Act 1954:</u> <u>s.18(5), (11) Restricted burning times may be declared by FES Commissioner</u> <u>s.22(6) and (7) Burning on exempt land and land adjoining exempt land</u> <u>s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions</u> <u>s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</u> <u>Bush Fire Regulations 1954:</u> <u>r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.</u> <u>r.15C Local Government may prohibit burning on certain days</u> <u>r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times</u> <u>r.39B Crop dusters etc., use of in restricted or prohibited burning times</u></p> |
| <p>Delegate:</p> | <p>Chief Executive Officer</p> |
| <p>Function: <u>This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</u></p> | <ol style="list-style-type: none"> 1. <u>Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)].</u> <ol style="list-style-type: none"> a. <u>Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</u> 2. <u>Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</u> 3. <u>Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</u> 4. <u>Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</u> 5. <u>Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited unless written consent of a Bush Fire Control Officer is obtained [r.38C].</u> 6. <u>Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily</u> |

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| | <p><u>prepared [r.39B].</u></p> <p><u>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</u></p> <p><u>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</u></p> <p><u>Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</u></p> |
| <u>Council Conditions on this Delegation:</u> | <u>NIL</u> |
| <u>Express Power to Sub-Delegate:</u> | <u><i>NIL – Sub-delegation is prohibited by s.48(3)</i></u> |

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| <u>Recordkeeping:</u> | <u>A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire’s approved electronic content management system.</u> |
| <u>Version Control:</u> | <u>15 June 2022 Council Resolution No:</u> |

3.5 Recovery of Expenses Incurred through Contraventions of this Act

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| <u>Delegator: Power / Duty assigned in legislation to:</u> | <u>Local Government</u> |
| <u>Express Power to Delegate:</u> Power that enables a delegation to be made | <u>Bush Fires Act 1954:</u> <u>s.48 Delegation by local government</u> |
| <u>Express Power or Duty Delegated:</u> | <u>Bush Fires Act 1954:</u> <u>s.58 General penalty and recovery of expenses incurred</u> |
| <u>Delegate:</u> | <u>Chief Executive Officer</u> |
| <u>Function:</u> This is a précis only. <u>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</u> | <u>1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].</u> |
| <u>Council Conditions on this Delegation:</u> | <u>NIL</u> |
| <u>Express Power to Sub-Delegate:</u> | <u>NIL – Sub-delegation is prohibited by s.48(3)</u> |
| <u>Recordkeeping:</u> | <u>A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire’s approved electronic content management system.</u> |
| <u>Version Control:</u> | <u>Adopted by Council 15 June 2022 Council Resolution No:</u> |

Appoint Bush Fire Control Officer/s

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| Delegator: Power /Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express Power or Duty Delegated: | <i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954. |
| Council Conditions on this Delegation: | <ol style="list-style-type: none"> 1. An appointment made under s.38(1) shall cause a local public notice to be published. 2. Records of names, addresses and usual occupations are to be maintained for all Bush Fire Control Officers appointed. 3. This delegation does not extend to the appointment of Chief or Deputy Bush Fire Control Officers. |
| Express Power to Sub-Delegate: | Nil— Sub-delegation is prohibited by s.48(3) |

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| Sub-Delegate/s: | Not permitted |
| CEO Conditions on this Sub-Delegation: | Not applicable |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |

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| Version Control: | 19 May 2021 Council Resolution No: 13000 |
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3.63 Institute a Prosecution or Issue an Infringement

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express Power or Duty Delegated: | <i>Bush Fires Act 1954</i> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act (s.59). Authority to serve an infringement notice for an offence against this Act (s.59A(2)). <u>s.59 Prosecution of offences</u> 2. s.59A(2) Alternative procedure – infringement notices |
| Delegate: | Chief Executive Officer Executive Manager Technical ServicesWorks Rangers <u>CESM</u> |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to: 1. Institute and carry on proceedings against a person for an offence alleged to be committed. 2. Serve an infringement notice for an offence. 3. Withdraw an infringement notice for an offence. |
| Council Conditions on this Delegation: | Any withdrawal of an infringement notice for an offence must be authorised by the Chief Executive Officer. |
| Express Power to Sub-Delegate: | Nil – Sub-delegation is prohibited by s.48(3) |

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| Sub-Delegate/s: | Not permitted |
| CEO Conditions on this Sub-Delegation: | Not applicable |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |

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| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |
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3.74 Fire Break Maintenance

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Bush Fires Act 1954:</i> s.48 Delegation by local government |
| Express Power or Duty Delegated: | <i>Bush Fires Act 1954:</i> s.33 Local Government may require occupier of land to plough or clear fire-break |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to: <ol style="list-style-type: none"> 1. Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: <ol style="list-style-type: none"> a) clearing of firebreaks as determined necessary and specified in the notice; and b) act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c) as a separate or coordinated action with any other person carry out similar actions. 2. Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with. 3. Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice. |
| Council Conditions on this Delegation: | Nil |
| Express Power to Sub-Delegate: | Nil – Sub-delegation is prohibited by s.48(3) |

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| Sub-Delegate/s: | Not permitted |
| GEO Conditions on this Sub-Delegation:- | Not applicable |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |

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| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |
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Part 4 Cat Act 2011

4.1 Cat Act 2011

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Cat Act 2011:</i> s.44 Delegation by local government |
| Express Power or Duty Delegated: | <i>Cat Act 2011</i> <i>Cat Act Regulations 2012</i> |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | The exercise of any powers and duties of a local government pursuant to the Cat Act 2011. |
| Council Conditions on this Delegation: | Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. |
| Express Power to Sub-Delegate: | <i>Cat Act 2011:</i> s.45 Delegation by CEO of local government |

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| Sub-Delegate/s: | A Executive Manager Technical Services <u>per letter of delegation from CEO</u> |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |

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| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |
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Part 5 Dog Act 1976

5.1 Dog Act 1976

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties |
| Express Power or Duty Delegated: | <i>Dog Act 1976</i> |
| Delegate: | Chief Executive Officer Executive Manager Works |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Authority to exercise all powers and duties conferred by s10AA the Dog Act 1976. Chief Executive Officer is specifically authorised to sub delegate any powers or duties delegated pursuant to s.10AA(3) Delegation of local government powers and duties Dog Act 1976: |
| Council Conditions on this Delegation: | The Chief Executive Officer cannot subdelegate: <ul style="list-style-type: none"> 1. authority to declare an individual dog to be a dangerous dog [s.33E(1)], 2. authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)] 3. authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] 4. authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)]. |
| Express Power to Sub-Delegate: | <i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (Note: sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation) |
| Sub-Delegate/s: | As per letter of delegation from CEO Executive Manager Technical Services |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. |

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| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

Part 6 Food Act 2008

6.1 Food Act 2008

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation |
| Express Power or Duty Delegated: | <i>Food Act 2008:</i> s.65 Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67 Request for re-inspection s.110 Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses s.122 Appointment of authorised officers s.125 Institution of proceedings s.126 Infringement Officers |
| Delegate: | Chief Executive Officer Environmental Health Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | Chief Executive Officer is delegated: <ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 (s.65(1)). 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices (s.66). 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection (s.67(4)). 4. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration (s.110(1) and (5)). 5. Authority to vary the conditions or cancel the registration of a food business (s.112). 6. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 (s.122(1)). 7. Authority to appoint a person to be an authorised officer as a meat inspector (s.122(1)). 8. Authority to institute proceedings for an offence under the Food Act (s.125) 9. Authority to appoint an Authorised Officer appointed under s.122(1) of this Act or s.24 (1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 (s.126(13)). 10. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer |

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| | <p>for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties (s.126(6)) and determining withdrawal of an infringement notice (s.126(7)).</p> <p>The Environmental Health Officer is delegated:</p> <ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 (s.65(1)). 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices (s.66). 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection (s.67(4)). 4. Authority to grant, apply conditions, refuse, vary or cancel registration of a food business (s.110(1) and (5), s.112). |
| Council Conditions on this Delegation: | In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. |
| Express Power to Sub-Delegate: | Nil – <i>Food Regulations 2009</i> do not provide for sub-delegation. |

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| Sub-Delegate/s: | Not permitted |
| CEO Conditions on this Sub-Delegation: | Not applicable |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |

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| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |
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Part 7 Graffiti Vandalism Act 2016

7.1 Graffiti Vandalism Act 2016

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| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government |
| Express Power or Duty Delegated: | <i>The Graffiti Vandalism Act 2016</i> |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | All powers and duties of a local government pursuant to the Graffiti Vandalism Act 2016 |
| Council Conditions on this Delegation: | Nil |
| Express Power to Sub-Delegate: | <i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government |
| Sub-Delegate/s: | Executive Manager Technical Services <u>As per letter of delegation from CEO</u> |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub-delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |

Part 8 Public Health Act 2016

8.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

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| <u>Delegator: Power / Duty assigned in legislation to:</u> | <u>Local Government</u> |
| <u>Express Power to Delegate:</u> Power that enables a delegation to be made | <u>Health (Asbestos) Regulations 1992:</u> <u>r.15D(7) Infringement Notices</u> |
| <u>Express Power or Duty Delegated:</u> | <u>Health (Asbestos) Regulations 1992:</u> <u>r.15D(5) Infringement Notices</u> |
| <u>Delegate:</u> | <u>Chief Executive Officer</u> |
| <u>Function:</u> This is a précis only. <u>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</u> | <u>1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].</u> |
| <u>Council Conditions on this Delegation:</u> | <u>Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].</u> |
| <u>Express Power to Sub-Delegate:</u> | <u>Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.</u> |
| <u>Recordkeeping:</u> | <u>A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996)</i> Regulation 19, is to be retained within the Shire's approved electronic content management system.</u> |
| <u>Version Control:</u> | <u>Adopted by Council 15 June 2022 Council Resolution No:</u> |

8.2 Designation of Authorised Officers

| | |
|--|--|
| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Public Health Act 2016</i> <i>s21 Enforcement agency may delegate</i> |
| Express Power or Duty Delegated: | <i>Public Health Act 2016</i> <i>s24(1) and (3) Designation of authorised officers</i> <i>Health (Miscellaneous Provisions) Act 1911</i> |
| Delegate: | Chief Executive Officer <u>Environmental Health Officer</u> |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | <p><u>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</u></p> <p><u>a) The Public Health Act 2016 or another specified Act</u></p> <p><u>b) Specified provisions of the Public Health Act 2016 or another specified Act</u></p> <p><u>c) Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act, including:</u></p> <p><u>i. an environmental health officer or environmental health officers as a class; OR</u></p> <p><u>ii. a person who is not an environmental health officer or a class of persons who are not environmental health officers. OR</u></p> <p><u>d. a mixture of the two. [s.24(1) and (3)].</u>Authority to designate a person or class of persons as authorised officers under the Public Health Act 2016.</p> |
| Council Conditions on this Delegation: | <p>1. The appointment of an Environmental Health Officer must be in accordance with Section 17 (3) of the Public Health Act 2016.</p> <p>2. The delegate (CEO) will issue to each person who is an authorised person a Certificate of Authority in accordance with Section 30 and 31 of the Public Health Act 2016.</p> |
| Express Power to Sub-Delegate: | <i>Public Health Act 2016</i> <i>s21 Enforcement agency may delegate</i> |
| Sub-Delegate/s: | <u>As per letter of delegation from CEO</u> Nil |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub-delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |

| | |
|-------------------------|--|
| Version Control: | 19 May 2021 <u>15 June 2022</u> Council Resolution No: 13000 |
|-------------------------|--|

Part 9 Planning and Development Act 2005

9.1 Directions regarding unauthorised/illegal development

| | |
|--|--|
| Delegator: Power / Duty assigned in legislation to: | Local Government |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Local Government Act 1995</i> <i>s.5.42(1)(b) Delegation of some powers and duties to CEO</i> s.5.43 Limitations on delegations to the CEO |
| Express Power or Duty Delegated: | <i>Planning and Development Act 2005</i> <i>s.214 (2), (3) and (5). Illegal development</i> <i>Shire of Pingelly Town Planning Scheme No. 3</i> |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | <ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control are requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development; <ol style="list-style-type: none"> a) To remove, pull down, take up, or alter the development; and b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order. |
| Council Conditions on this Delegation: | Nil |

| | |
|---|--|
| Express Power to Sub-Delegate: | Local Government Act 1995 s.5.44 CEO may delegate some powers and duties to other employees |
| Sub-Delegate/s: | Executive Manager Technical Services as per letter |
| CEO Conditions on this Sub-Delegation: | <ol style="list-style-type: none"> 1. Conditions on the original delegation also apply to the sub delegation. 2. A certificate of authority as an authorised officer must be issued. 3. All prosecutions are to be authorised by the Chief Executive Officer. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 15 June 2022 Council Resolution No: 13000 |

9.2 Determination of Development Applications

| | |
|--|--|
| Delegator: Power / Duty assigned in legislation to: | Council <u>Local Government</u> |
| Express Power to Delegate: Power that enables a delegation to be made | <i>Planning and Development Act 2005</i> s.162 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO |
| Express Power or Duty Delegated: | <ul style="list-style-type: none"> • <i>Planning and Development Act 2005</i> • Clause 82, Schedule 2, Part 10 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, Schedule 2 Deemed Provisions for Local Planning Schemes. • <i>Town Planning Scheme No. 3</i> • <i>Strata Titles Act 1985</i> s 25 |
| Delegate: | Chief Executive Officer |
| Function: This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation. | <ol style="list-style-type: none"> 1. Authority to exercise any of the local government's powers or the discharge of any of the local government's duties under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, and <i>Town Planning Scheme No. 3</i>. 2. Authority to make recommendations to the Western Australian Planning Commission on subdivision applications, including the imposition of subdivision conditions or the clearance of subdivision conditions including the bonding of conditions (Part 10, <i>Planning and Development Act 2005</i>). |
| Council Conditions on this Delegation: | <p>Specific Land uses This power of delegation does not extend to determining applications for development approval relating to the following land uses:</p> <ul style="list-style-type: none"> • Industry - Extractive • Uses of land not listed in the zoning table <p>Exclusions to Delegated Authority This power of delegation does not extend to approving applications for development approval in the following categories:</p> <ol style="list-style-type: none"> a) Non-residential development which, in the opinion of the delegated officer, is likely to have a significant impact on the Shire; b) Applications where objections have been received on valid planning grounds which cannot be reasonably addressed by negotiated minor variations to the application and/or conditions of approval. c) Applications that are not consistent with the <i>Shire of Pingelly Town Planning Scheme No. 3</i>. d) Applications for change of non-conforming use. e) Development not of the kind referred to in item a) and/or b) above, which, in the opinion of the delegated officer, is contentious. |

| | |
|---------------------------------------|--|
| | <p>f) The determination of an amendment to a previous development approval that was approved by resolution of Council (including an extension to the term of the development approval, except where the variation is of a minor nature, would not substantially change the approved development, and for which no objection has been received during the advertising period of the application (where applicable).</p> <p>g) Reconsiderations of applications in accordance with Section 31 of the State Administrative Tribunal Act 2004.</p> |
| Express Power to Sub-Delegate: | Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Clause 83 |

| | |
|---|---|
| Sub-Delegate/s: | Nil As per letter of delegation from CEO |
| CEO Conditions on this Sub-Delegation: | Conditions on the original delegation also apply to the sub delegation. |
| Recordkeeping: | A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system. |
| Version Control: | 19 May 2021 Council Resolution No: 13000 |

14.5 Australia Day Awards - Changes to Policy

| | |
|--------------------------------|--|
| File Reference: | ADM00649 |
| Location: | Shire of Pingelly |
| Applicant: | Shire of Pingelly |
| Author: | Community Development Officer |
| Disclosure of Interest: | Nil |
| Attachments: | Policy 7.2 - Council Awards Nomination Form |
| Previous Reference: | Nil |

Summary

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

Background

Due to the difficulty of the nomination process for the Australia Day Awards Ceremony as well as the gap between categories, the Shire of Pingelly has seen a decline in nominations. The in-depth model for nominations has discouraged the community from entering the, currently two, award categories. The Shire of Pingelly proposes the four new categories to entice and encourage more individuals to be nominated for the awards.

The proposed awards categories are as followed:

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

The four new categories will see the Sports Person of the Year Award dissolve, ensuring a more equal and inclusive nominations pool for recipients.

The nomination process will be simplified, allowing anyone to be nominated providing two references as well as the individual nominating are contactable via phone or email for the interview process. The Nominee will no longer have to sign for approval of nomination. Short listed Nominees will be approached if shortlisted on whether they would receive the award if they are to win it.

Comment

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

Consultation

Consultation to take place within the community via Pingelly Times, in person, email and telephone.

Statutory Environment

Nil

Policy Implications

Policy 7.2- Council Awards.

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

Financial Implications

Nil

Strategic Implications

| | |
|--|---|
| Goal 1 | Economy |
| Goal1- Inclusion & Attendance of Awards Ceremony | The Shire hopes to encourage more people to attend and nominate for the Australia Day Awards as well as step up as ambassadors for their nominated category events. |
| Strategy 1.1.1 | To ensure an easy deliverance of community members partaking in nominations for Australia Day Awards. |

Risk Implications

| | |
|---|---|
| Risk | Community Disruption |
| Risk Rating (Prior to Treatment or Control) | 1 |
| Principal Risk Theme | Insignificant |
| Risk Action Plan (Controls or Treatment Proposed) | Ensure a thorough consultation process is conducted with the community via the like hood of in person, Newsletter, email and phone. |

| 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 changes to the Australia Day Awards format and subsequent update to Policy 7.2 - Council Awards.

Moved: _____ Seconded: _____

| | |
|--------------------------|--------------------|
| Council Policy Name: | 7.2 Council Awards |
| Responsible Directorate: | Corporate Services |

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Each year, Council may present the following awards:

- 4.1.1 Volunteer of the Year Award
- 4.1.2 Sportsperson of the Year Award
- 4.1.3 Youth of the Year Award
- 4.1.4 Senior of the Year Award

4.2 Nominations are to be advertised prior to being presented to the Ordinary Meeting of Council in December.

4.3 Nominations can be submitted without the nominee's knowledge. Nominations must include 2 references.

4.4 Nominees and references will be contacted via phone or email for consent prior to being presented to Council for verdict.

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

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

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

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

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Selection Criteria

In choosing the recipients of the Council Awards, regard is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community.

A nominee need only be nominated once to be considered. The number of nominations received per nominee bears no weight in their selection.

The selection criteria for Community Service Award, Volunteer of the Year, Youth of the Year and Senior of the Year are:

- Significant contribution to the community
- An inspirational role model for the community
- The scope of impact the individual's contribution has on Pingelly.



Eligibility Criteria

Youth of the Year Award: to be eligible, the person must be under 25 years of age on January 26, 2022.

Senior of the Year Award: to be eligible, the person must be over 60 years of age on January 26, 2022.

*Nominations must contain two references for contact.

Shire of Pingelly COUNCIL AWARDS

Nominations close at 5pm
Friday, 25 November 2022

Submit your nomination to:

Chief Executive Officer
Shire of Pingelly
17 Queen Street
PINGELLY 6308

andrew.dover@pingelly.wa.gov.au

Nominee

Nominee's Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Age: _____

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

Nominator

Name: _____

Email Address: _____

Phone Number: _____

Reference 1

Name: _____

Email Address: _____

Phone Number: _____

Reference 2

Name: _____

Email Address: _____

Phone Number: _____

Council Awards

The Shire of Pingelly Council Awards reward and recognise individuals and organisations that have made a noteworthy contribution during the current year, and/or given an outstanding service over a number of years, to a local community over and above normal employment duties.

Outstanding contribution and community service includes areas such as; education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment, or any other area that contributes to the advancement and wellbeing of a community.

Community Service Award
Volunteer of the Year
Senior of the Year
Youth of the Year

Nominations will be shortlisted.

Shortlisted Nominee's will be approached prior to public announcement of recipients.

Winners will be announced at the Australia Day Breakfast Awards Ceremony.

15. DIRECTORATE OF CORPORATE SERVICES

15.1 Monthly Statement of Financial Activity – May 2022

| | |
|--------------------------------|--|
| File Reference: | ADM0075 |
| Location: | Not Applicable |
| Applicant: | Not Applicable |
| Author: | Executive Manager Corporate Services |
| Disclosure of Interest: | Nil |
| Attachments: | Monthly Statements of Financial Activity for the period 1 May 2022 to 31 May 2022 |
| Previous Reference: | Nil |

Summary

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

The Monthly Statements of Financial Activity for the month of April 2022 are attached for Council consideration and adoption. This report now incorporates new Australian Accounting Standards Board (AASB) requirements effective from 1 July 2019. AASB 15 Revenue from Contracts with Customers (IFRS 15), AASB 1058 Income for Not-for Profit Entities, AASB 16 Lease replaces AASB 117 (IFRS 16).

Background

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

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

Comment

The Monthly Financial report has been prepared in accordance with statutory requirements and provides council with their financial position as at 31 May 2022.

Council received a prepayment of 75% of the Federal Assistance Grants on 12 April 2022 for the 22/23 financial year, being local roads component \$337,538 and General Purpose \$776,058.

DFES Capital Grant for West Pingelly Fire Shed was received \$231,707.

The Department of Planning, Infrastructure Regional Development (Wheatbelt Development Commission) approved the grant for the Town Hall arts and tourism space for \$25,000.

The Executive Manager Works has requested Council consider the purchase of 2 free wheel second hand rollers from the Shire of Kondinin for \$15,000 plus fitting of \$2,500. The rollers are to be attached to the existing graders to allow a single operator to execute the winter grading program alone. The winter grading maintenance allows the reformation of gravel roads by pulling back the gravel from the side of the roads to the middle, shaping the pavement to achieve the correct cross falls to prevent water ponding on the roads causing potholes, ruts and corrugations. Moisture and rubber tyre rollers increase the required compaction and increases the durability and ride quality of the road.

The additional rollers will increase the efficiency of the works crew, freeing up two operators and vehicles for other maintenance duties. The existing multi wheel roller could be sold, being

surplus to requirement as the Shire would only need one roller for its road construction program. The disposal of PMR4 the 2007 Conplant Pneumatic Tyre Roller was scheduled for disposal in the Long Term Financial Plan for 2023/2024. The written down value of the roller is currently \$15,714 and an anticipated sales value of \$20,000, net cost to the Shire being \$6,786. The recommending Officer is seeking a budget amendment as outlined.



Consultation

Nil

Statutory Environment

Local Government Act 1995;

Local Government (Financial Management) Regulations 1996

Section 34: Financial Reports to be Prepared

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

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

(2) Each statement of financial activity is to be accompanied by documents containing -

- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
- (c) Such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown -

- (a) According to nature and type classification;

- (b) By program; or
- (c) By business unit.

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -

- (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
- (b) Recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

Policy Implications

There are no policy implications.

Financial Implications

There are no significant trends or issues to be reported. The report and officer recommendation is consistent with Council's adopted Budget 2021/22 and Adopted Budget Review. The budget amendment will have no net effect on the overall budget. The \$17,500 purchase of the two free wheel of second hand rollers will be offset with savings elsewhere within the adopted budget winter grading program and the sale of the 2007 Conplant Tyre Roller.

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 May 2022 be accepted and material variances be noted.

Moved: _____ Seconded: _____

Voting Requirements

Absolute Majority

Recommendation

That Council adopt the Budget amendment to purchase two free wheel second hand rollers for \$17,500 and sell the existing PMR4 Conplant road roller anticipated for an estimated profit of \$6,786. The remaining balance will be offset from the reduced plant purchases in the existing budget with a cost to Council of zero.

Moved: _____ Seconded: _____



SHIRE OF PINGELLY

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2022 TO 30 MAY 2022

TABLE OF CONTENTS

Graphical Analysis

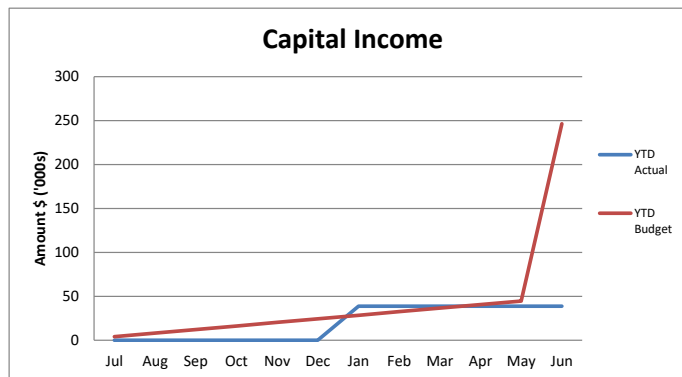
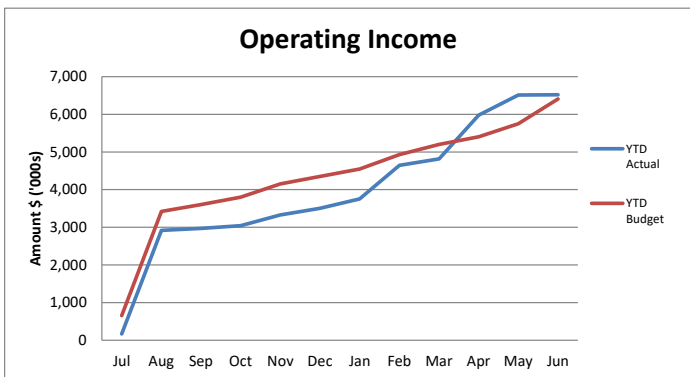
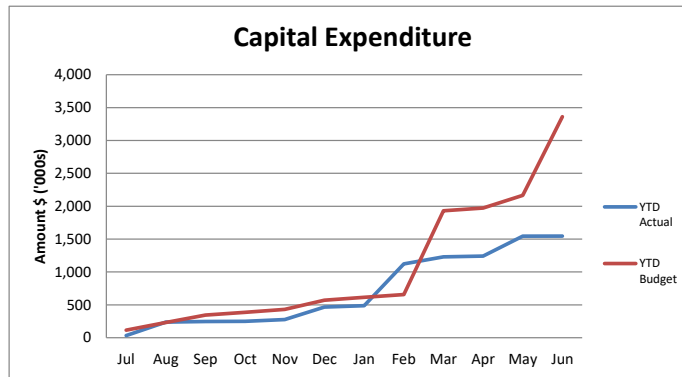
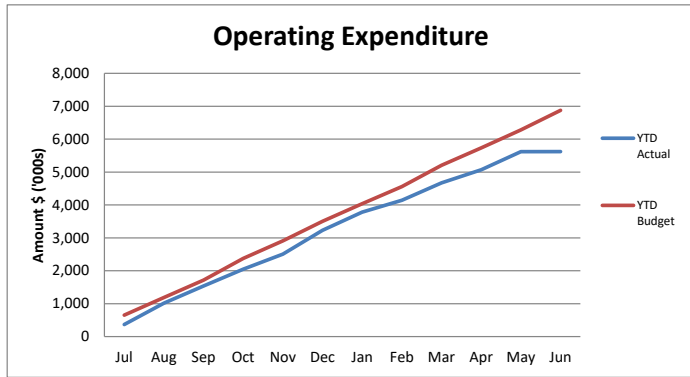
Statement of Financial Activity

Report on Significant Variances

Notes to and Forming Part of the Statement

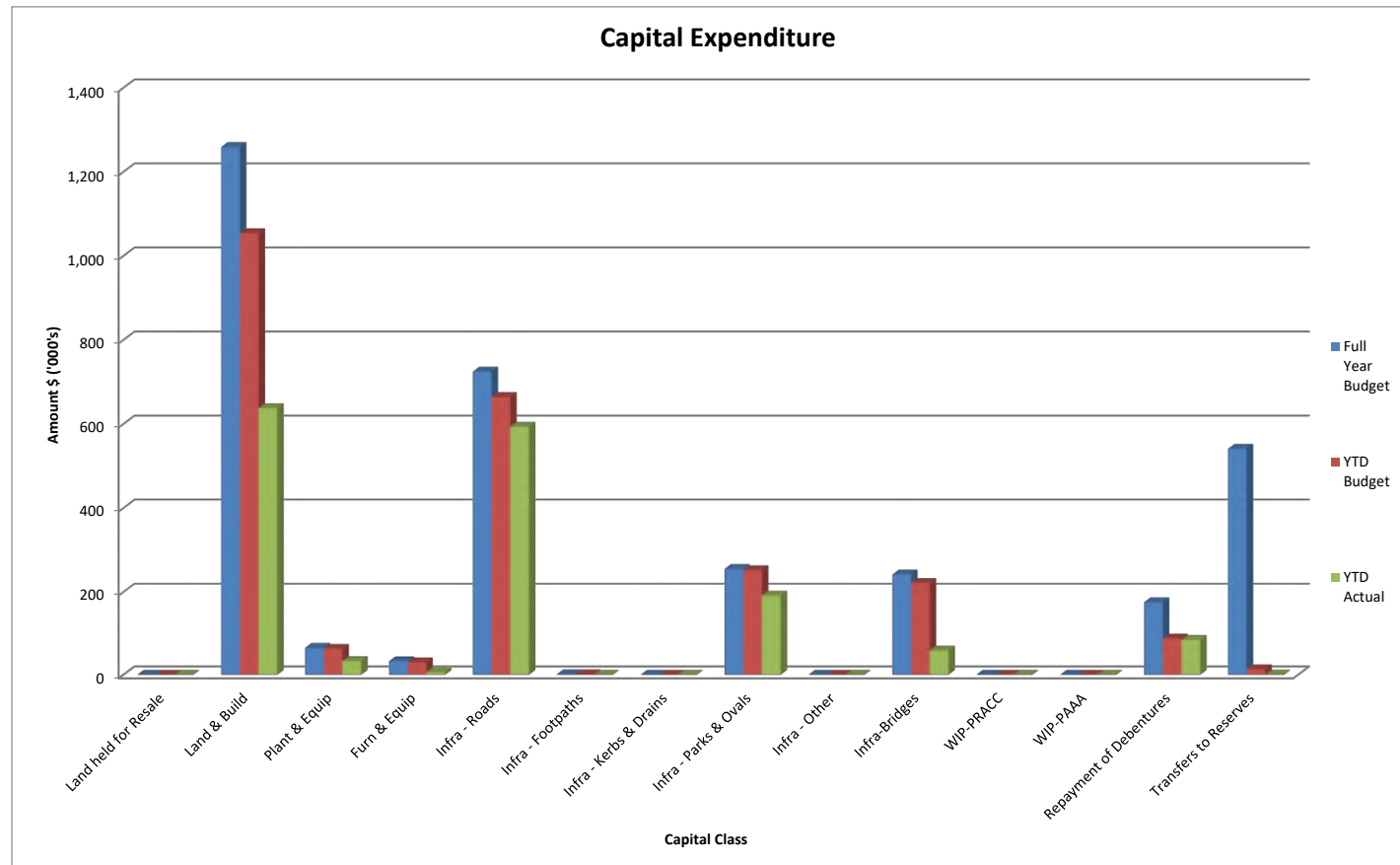
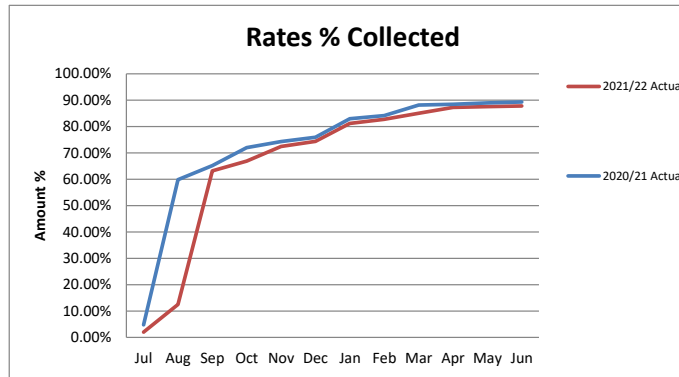
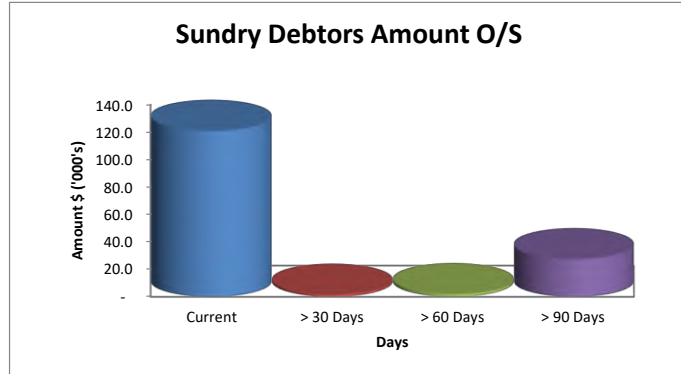
- 1 Acquisition of Assets
 - 2 Disposal of Assets
 - 3 Information on Borrowings
 - 4 Reserves
 - 5 Net Current Assets
 - 6 Rating Information
 - 7 Operating Statement
 - 8 Statement of Financial Position
 - 9 Financial Ratios
- Restricted Funds Summary

Income and Expenditure Graphs to 31 May 2022



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

Other Graphs to 31 May 2022



SHIRE OF PINGELLY

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2022 TO 30 MAY 2022

| NOTE | 2021/22 Adopted Budget \$ | 2021/22 Revised Budget \$ | May 2021 Y-T-D Budget \$ | May 2021 Actual \$ | Variances Actuals to Budget \$ | Variances Actual Budget to Y-T-D % | | |
|---|------------------------------------|------------------------------------|-----------------------------------|-----------------------------|---|--|-------|---|
| Operating | | | | | | | | |
| Revenues/Sources | | | | | | | | |
| General Purpose Funding | 660,811 | 735,850 | 733,095 | 1,845,121 | 1,112,026 | 152% | ▲ | |
| Governance | 58,025 | 118,600 | 113,510 | 118,216 | 4,706 | 4% | | |
| Law, Order, Public Safety | 319,089 | 550,796 | 182,007 | 214,346 | 32,339 | 18% | ▲ | |
| Health | 1,900 | 1,900 | 1,727 | 2,259 | 532 | 31% | | |
| Education and Welfare | 18,270 | 16,920 | 11,598 | 11,261 | (337) | -3% | | |
| Housing | 0 | 0 | 0 | 0 | 0 | 0% | | |
| Community Amenities | 211,250 | 207,525 | 204,639 | 205,138 | 499 | 0% | | |
| Recreation and Culture | 496,612 | 1,180,310 | 1,049,948 | 907,443 | (142,505) | -14% | ▼ | |
| Transport | 1,221,887 | 1,177,387 | 1,092,991 | 840,927 | (252,064) | -23% | ▼ | |
| Economic Services | 45,050 | 97,550 | 43,571 | 36,542 | (7,029) | -16% | ▼ | |
| Other Property and Services | 40,227 | 92,469 | 89,817 | 96,316 | 6,499 | 7% | | |
| | 3,073,121 | 4,179,307 | 3,522,903 | 4,277,569 | 754,666 | 21% | | |
| (Expenses)/(Applications) | | | | | | | | |
| General Purpose Funding | (207,821) | (208,921) | (191,719) | (185,378) | 6,341 | 3% | | |
| Governance | (425,457) | (506,489) | (460,189) | (293,846) | 166,343 | 36% | ▼ | |
| Law, Order, Public Safety | (497,159) | (503,659) | (427,671) | (363,937) | 63,734 | 15% | ▼ | |
| Health | (176,477) | (176,477) | (161,816) | (147,998) | 13,818 | 9% | | |
| Education and Welfare | (113,328) | (116,435) | (103,660) | (94,573) | 9,087 | 9% | | |
| Housing | 0 | 0 | 0 | 0 | 0 | 0% | | |
| Community Amenities | (398,447) | (395,497) | (362,533) | (304,836) | 57,697 | 16% | ▼ | |
| Recreation & Culture | (1,509,842) | (1,546,187) | (1,393,599) | (1,259,994) | 133,605 | 10% | | |
| Transport | (2,902,952) | (2,930,376) | (2,688,579) | (2,461,415) | 227,164 | 8% | | |
| Economic Services | (410,577) | (415,477) | (381,735) | (348,921) | 32,814 | 9% | | |
| Other Property and Services | (19,174) | (23,786) | (26,267) | (158,518) | (132,251) | -503% | ▲ | |
| | (6,661,234) | (6,823,304) | (6,197,768) | (5,619,416) | 578,352 | -9% | | |
| Net Operating Result Excluding Rates | (3,588,113) | (2,643,997) | (2,674,865) | (1,341,847) | 1,333,018 | -50% | | |
| Adjustments for Non-Cash (Revenue) and Expenditure | | | | | | | | |
| (Profit)/Loss on Asset Disposals | 2 | (20,050) | (13,310) | (13,356) | (11,261) | 2,095 | 16% | |
| Movement in Deferred Pensioner Rates/ESL | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Movement in Employee Benefit Provisions | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Movement in LG House Trust-Non Cash | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Changes in Accounting Policy | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Adjustments in Fixed Assets | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Rounding | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Depreciation on Assets | | 2,608,552 | 2,608,552 | 2,391,147 | 2,369,853 | (21,294) | 1% | |
| Capital Revenue and (Expenditure) | | | | | | | | |
| Purchase Land Held for Resale | 1 | 0 | 0 | 0 | 0 | 0 | 0% | |
| Purchase of Land and Buildings | 1 | (561,316) | (1,576,316) | (1,607,199) | (710,531) | 896,668 | 56% | ▼ |
| Purchase of Furniture & Equipment | 1 | (34,700) | (32,640) | (29,909) | (6,187) | 23,722 | 79% | ▼ |
| Purchase of Right of Use Asset - Furniture & Equipment | 1 | 0 | 0 | 0 | 0 | 0 | 0% | |
| Purchase of Right of Use Asset - Plant & Equipment | 1 | (330,000) | (100,000) | (91,663) | 0 | 91,663 | 100% | ▼ |
| Purchase of Right of Use Asset - Buildings | 1 | 0 | 0 | 0 | 0 | 0 | 0% | |
| Purchase of Plant & Equipment | 1 | (34,000) | (34,000) | (34,000) | (32,972) | 1,028 | 3% | |
| Purchase of WIP - PP & E | 1 | 0 | 0 | 0 | 0 | 0 | 0% | |
| Purchase of Infrastructure Assets - Roads | 1 | (725,551) | (724,580) | (664,015) | (592,752) | 71,263 | 11% | ▼ |
| Purchase of Infrastructure Assets - Footpaths | 1 | (12,215) | (1,007) | (1,002) | 0 | 1,002 | 100% | |
| Purchase of Infrastructure Assets - Kerbs & Drains | 1 | 0 | 0 | 0 | 0 | 0 | 0% | |
| Purchase of Infrastructure Assets - Parks & Ovals | 1 | (219,250) | (219,250) | (219,249) | (190,896) | 28,353 | 13% | ▼ |
| Purchase of Infrastructure Assets - Bridges | 1 | (212,122) | (241,722) | (221,540) | (58,121) | 163,419 | 74% | ▼ |
| Purchase of Infrastructure Assets - Other | 1 | 0 | 0 | 0 | 0 | 0 | 0% | |
| Purchase of WIP Recreation and Culture | 1 | 0 | 0 | 0 | 0 | 0 | 0% | |
| Purchase of WIP Aged Accommodation | 1 | 0 | 0 | 0 | 0 | 0 | 0% | |
| Proceeds from Disposal of Assets | 2 | 62,000 | 62,000 | 56,826 | 38,738 | (18,088) | -32% | ▼ |
| Repayment of Debentures | 3 | (175,091) | (175,091) | (87,545) | (83,954) | 3,591 | 4% | |
| Proceeds from New Debentures | 3 | 0 | 0 | 0 | 0 | 0 | 0% | |
| Proceeds from new Lease Liabilities | 3 | 330,000 | 100,000 | 91,663 | 0 | (91,663) | -100% | ▼ |
| Repayment of Leases | 3 | (144,508) | (110,008) | (101,206) | (88,575) | 12,631 | -12% | ▼ |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Self-Supporting Loan Principal Income | | 18,692 | 18,692 | 9,346 | 8,630 | (716) | -8% | |
| Transfer from Restricted Asset - Unspent Loans | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Transfers to Restricted Assets (Reserves) | 4 | (540,804) | (849,042) | (13,000) | (294) | 12,706 | 98% | ▼ |
| Transfers from Restricted Asset (Reserves) | 4 | 29,700 | 197,640 | 0 | 0 | 0 | 0% | |
| Transfers to Restricted Assets (Other) | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Transfers from Restricted Asset (Other) | | 0 | 0 | 0 | 0 | 0 | 0% | |
| ADD Net Current Assets July 1 B/Fwd | 5 | 1,319,560 | 1,319,560 | 1,319,560 | 1,319,560 | 0 | 0% | |
| Net Current Assets - Unspent Grants | | 0 | 0 | 0 | 0 | 0 | 0% | |
| LESS Net Current Assets Year to Date | 5 | 0 | (185,303) | 339,445 | 2,853,047 | 2,513,601 | -741% | ▼ |
| Amount Raised from Rates | (2,229,216) | (2,229,216) | (2,229,452) | (2,233,656) | (4,204) | 0% | | |

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 ▼

Purpose

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

REPORTABLE OPERATING REVENUE VARIATIONS

| | | |
|---|-----------|--------|
| General Purpose Funding | 1,112,026 | 152% ▲ |
| The variance relates to 21/22 advanced payment of Federal Assistance Grants - General Purpose and Local Roads. | | |
| Law Order and Public Safety | 32,339 | 18% ▲ |
| The main variance relates to ESL operating grant revenue timing, together with the revenue for the over spend for 20/21 Bush Fire Brigade. | | |
| Recreation and Culture | (142,505) | -14% ▼ |
| The variances relate to the budget profiling for the Town Hall improvements, Town Hall Arts and Tourism Space, PRACC Lighting | | |
| Transport | (252,064) | -23% ▼ |
| There are a number of factors that relate to this variance with the main drivers being grant funding R2R, RRG, and LRCI Phase 3 Grant to recognition of revenue and the change in accounting standards. | | |
| Economic Services | (7,029) | -16% ▼ |
| The variance predominantly relates to revenue for standpipe being under budget. The Caravan Park Revenue is overbudget. | | |

REPORTABLE OPERATING EXPENSE VARIATIONS

| | | |
|---|------------|---------|
| Governance - Within variance threshold 10% and \$5,000 | 166,343 | 36% ▼ |
| The main variances relate to Member of Council training, refreshments, sitting fees(timing) and the revision of local laws(timing). In Administration, bank fees (timing), salaries, wages and superannuation and job training, consultants (timing) and financial services offset with the lower admin allocation. | | |
| Law, Order, Public Safety | 63,734 | 15% ▼ |
| The main variances relates to budget profiling for Bushfire Mitigation Activities and AWARE - Regional Recovery Exercise yet to be invoiced and SES & BFB ESL Expenses. | | |
| Community Amenities | 57,697 | 16% ▼ |
| The variance relates to a timing issue for refuse site management, domestic refuse collection, recycling, bulk verge collection and burial expenses. | | |
| Other Property and Services | (132,251) | -503% ▲ |
| The main variances relate to timing due to expenditure and allocation for PWOH's and plant allocations which will be adjusted ytd in June Public Works Overheads are continually monitored. | | |

REPORTABLE CAPITAL EXPENDITURE VARIATIONS

| | | |
|---|---------|---------|
| Purchase of Land & Buildings | 896,668 | 56% ▼ |
| The variance relates to the Town Hall, Driver Reviver kerbing, Sulkies & Buggies, PRACC Carpark drainage and PRACC lighting. | | |
| Purchase of Furniture & Equipment | 23,722 | 79% ▼ |
| The variance relates to a PRACC bilboards and CCTV Depot not yet commenced | | |
| Purchase of Road Infrastructure Assets | 71,263 | 11% ▼ |
| Road Infrastructure YTD Actuals less than YTD Budget due to budget profiling of program and outstanding creditors invoices | | |
| Purchase of Infrastructure Assets - Parks & Ovals | 28,353 | 13% ▼ |
| The variance relates to the Memorial Park Re-development and budget profiling, will self correct | | |
| Purchase of Infrastructure Assets - Bridges | 163,419 | 74% ▼ |
| Expenditure relates to emergency storm damage works for Review Street, which will be carried forward to 2022/2023 financial year | | |
| Proceeds from Disposal of Assets | -18,088 | -32% ▼ |
| The variance relates to a budget profiling on the disposal of plant. The Colorado and Tipper trucks will not be disposed of in this financial year. | | |
| Proceeds from new Lease Liabilities | -91,663 | -100% ▼ |
| There have been no new leases drawn down to 31 May 2022. The budget profile included the new leases. | | |
| Repayment of Leases | 12,631 | -12% ▼ |
| The variance relates to the profiling of the Loader lease. | | |
| Transfers to Restricted Assets (Reserves) | 12,706 | 98% ▼ |
| Interest was transferred at the TDA maturity (31/12/22) with the remainder to occur at the end of the financial year | | |

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

| | 2021/22 Adopted Budget \$ | 2021/22 Revised Budget \$ | 2021/22 YTD Budget \$ | May 2021 YTD Actual \$ |
|---|------------------------------------|------------------------------------|--------------------------------|------------------------------------|
| 1. ACQUISITION OF ASSETS | | | | |
| The following assets have been acquired during the period under review: | | | | |
| <u>By Program</u> | | | | |
| Governance | | | | |
| <i>Administration</i> | | | | |
| Furniture And Equipment | 9,700 | 7,640 | 6,996 | 5,134 |
| Recreation & Culture | | | | |
| <i>Public Halls Civic Centres</i> | | | | |
| Town Hall | 39,565 | 64,565 | 59,180 | 0 |
| Pingelly Central Driver Reviver Point - Town Hall | 117,950 | 84,950 | 77,869 | 73,141 |
| Sulkies & Buggies | 200,000 | 0 | 0 | 0 |
| <i>Other Recreation & Sport</i> | | | | |
| Capex - Infra Parks & Ovals | 219,250 | 219,250 | 219,249 | 190,896 |
| Old Bowling Club Building | 0 | 599,000 | 599,000 | 599,000 |
| <i>Other Culture</i> | | | | |
| Capex - Pracc Carpark And Drainage | 53,801 | 78,801 | 72,226 | 38,390 |
| Pracc Lighting Project | 150,000 | 749,000 | 798,924 | 0 |
| Pracc Billboard Signs | 15,000 | 15,000 | 13,750 | 0 |
| Transport | | | | |
| Furniture & Equipment | | | | |
| Furniture & Equipment Purchase - Schedule 12 | 10,000 | 10,000 | 9,163 | 526 |
| Bridges | | | | |
| Capex - Review Street Bridge # 5165 0.94Slk | 212,122 | 212,122 | 194,425 | 28,595 |
| Capex - Yealering-Pingelly Road Bridge | 0 | 29,600 | 27,115 | 29,526 |
| Roads Construction | | | | |
| Capex - Pemberton Street Drainage - Roads To | 49,221 | 49,221 | 45,100 | 49,221 |
| Capex - North Bannister Pingelly Road Wheatbelt | 50,000 | 0 | 0 | 0 |
| Capex - York Williams Road Reseal 10Mm Agg 21700M2 Slk 0.00 To 3.50 Slk | 90,500 | 138,809 | 127,204 | 91,660 |
| Capex - Yenellin Rd Reconstruction Of Road To A 7 | 160,000 | 160,000 | 146,641 | 142,359 |
| York - Williams Road - Rtr | 36,210 | 36,210 | 33,165 | 36,210 |
| Thompson Road Culverts - Council Constr | 4,920 | 4,920 | 4,499 | 1,076 |
| Pasture Street - Council Constr | 29,064 | 9,002 | 8,239 | 9,060 |
| Capex - Rrg Wickepin Pingelly Slk 7.9-9.0 | 260,500 | 260,500 | 238,766 | 197,247 |
| Review Street - Rtr | 45,136 | 65,918 | 60,401 | 65,918 |
| Footpath Construction | | | | |
| Footpaths - Construction | 12,215 | 1,007 | 1,002 | 0 |
| <i>Road Plant Purchases</i> | | | | |
| Right Of Use Asset - P & E | 330,000 | 100,000 | 91,663 | - |
| Capex - Psm01 Upgrade 2014 Holden Colorado | 34,000 | 34,000 | 34,000 | 32,972 |
| Furniture & Equipment - Schedule 12 | 0 | 0 | 0 | 526 |
| | <u>2,129,154</u> | <u>2,929,515</u> | <u>2,868,577</u> | <u>1,591,459</u> |
| <u>By Class</u> | | | | |
| Buildings | 561,316 | 1,576,316 | 1,607,199 | 710,531 |
| Furniture & Equipment | 34,700 | 32,640 | 29,909 | 6,187 |
| Right of Use Asset - P & E | 330,000 | 100,000 | 91,663 | - |
| Plant & Equipment | 34,000 | 34,000 | 34,000 | 32,972 |
| Infrastructure - Roads | 725,551 | 724,580 | 664,015 | 592,752 |
| Infrastructure - Footpaths | 12,215 | 1,007 | 1,002 | 0 |
| Infrastructure - Parks & Ovals | 219,250 | 219,250 | 219,249 | 190,896 |
| Infrastructure - Bridges | 212,122 | 241,722 | 221,540 | 58,121 |
| | <u>2,129,154</u> | <u>2,929,515</u> | <u>2,868,577</u> | <u>1,591,459</u> |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2022 TO 30 MAY 2022

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) | | |
|----------|--|--------------------|----------------|--------------------|---------------|----------------|--------------------|--------------|----------------|--------------------|
| | | 2021/22 | | May 2021 Actual \$ | 2021/22 | | May 2021 Actual \$ | 2021/22 | | May 2021 Actual \$ |
| | | Budget \$ | Revised Budget | | Budget \$ | Revised Budget | | Budget \$ | Revised Budget | |
| 5181 | Governance | | | 2,690 | | 0.00 | | | (2,690) | (2,690) |
| PCEO20 | Depot - Archive Sea Container 2020 Holden Trailblazer | 0 | | 24,787 | 0 | 38,738 | 0 | | (2,690) | 13,951 |
| | Transport | | | | | | | | | |
| PSM01 | PSM01 - 2014 Holden Colorado 4 X 4 PN810 | 17,000 | 17,000 | 0 | 12,000 | 12,000 | (5,000) | (5,000) | | 0 |
| PL7 | 2007 CAT Skid Steer Loader - PN568 | 7,950 | 7,950 | 0 | 10,000 | 10,000 | 2,050 | 2,050 | | 0 |
| PT13 | 2007 Mitsubishi Fuso FV51 Tip Truck - PN133 | 17,000 | 17,000 | 0 | 40,000 | 40,000 | 23,000 | 23,000 | | 0 |
| | | 41,950 | 41,950 | 27,477 | 62,000 | 62,000 | 38,738 | 20,050 | 17,360 | 11,261 |

| Asset No | By Class of Asset | Written Down Value | | | Sale Proceeds | | | Profit(Loss) | | |
|----------|---|--------------------|----------------|--------------------|---------------|----------------|--------------------|--------------|----------------|--------------------|
| | | 2021/22 | | May 2021 Actual \$ | 2021/22 | | May 2021 Actual \$ | 2021/22 | | May 2021 Actual \$ |
| | | Budget \$ | Revised Budget | | Budget \$ | Revised Budget | | Budget \$ | Revised Budget | |
| 5181 | Buildings | | | 2,690 | | 0 | | | (2,690) | (2,690) |
| | Depot - Archive Sea Container | 0 | | | 0 | | 0 | | | |
| | Plant & Equipment | | | | | | | | | |
| PSM01 | PSM01 - 2014 Holden Colorado 4 X 4 PN810 | 17,000 | 17,000 | 0 | 12,000 | 12,000 | 0 | (5,000) | (5,000) | 0 |
| PL7 | 2007 CAT Skid Steer Loader - PN568 | 7,950 | 7,950 | 0 | 10,000 | 10,000 | 0 | 2,050 | 2,050 | 0 |
| PT13 | 2007 Mitsubishi Fuso FV51 Tip Truck - PN133 | 17,000 | 17,000 | 0 | 40,000 | 40,000 | 0 | 23,000 | 23,000 | 0 |
| PCEO20 | 2020 Holden Trailblazer | 0 | 0 | 24,787 | 0 | 38,738 | 0 | 0 | 0 | 13,951 |
| | | 41,950 | 41,950 | 27,477 | 62,000 | 62,000 | 38,738 | 20,050 | 20,050 | 11,261 |

Summary

Profit on Asset Disposals
Loss on Asset Disposals

| 2020/21 | | May 2021 Actual \$ |
|-------------------|-------------------|--------------------|
| Adopted Budget \$ | Revised Budget \$ | |
| 25,050 | 25,050 | 13,951 |
| (5,000) | (5,000) | (2,690) |
| 20,050 | 20,050 | 11,261 |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2022 TO 30 MAY 2022

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Principal 1-Jul-21 | New Loans | | Principal Repayments | | | Principal Outstanding | | | Interest Repayments | | |
|---|-----------------------|-------------------------|-------------------------|-------------------------|------------------------------|-------------------------|--------------------------|------------------------------|-------------------------|-------------------------|------------------------------|-------------------------|
| | | 2021/22 Budget \$ | 2021/22 Actual \$ | 2021/22 Budget \$ | 2021/22 Revised Budget | 2021/22 Actual \$ | 2021/22 Budget \$ | 2021/22 Revised Budget | 2021/22 Actual \$ | 2021/22 Budget \$ | 2021/22 Revised Budget | 2021/22 Actual \$ |
| Education & Welfare | | | | | | | | | | | | |
| Loan 120 - SSL Pingelly Cottage Homes * | 132,281 | 0 | 0 | 18,692 | 18,692 | 8,630 | 113,589 | 113,589 | 123,651 | 8,261 | 8,261 | 4,800 |
| Recreation & Culture | | | | | | | | | | | | |
| Loan 123 - Recreation and Cultural Centre | 1,954,191 | 0 | 0 | 104,983 | 104,983 | 49,825 | 1,849,208 | 1,849,208 | 1,904,366 | 81,178 | 81,178 | 43,032 |
| Loan 124 - Recreation and Cultural Centre | 1,148,918 | 0 | 0 | 51,416 | 51,416 | 25,499 | 1,097,502 | 1,097,502 | 1,123,419 | 7,423 | 7,423 | 3,797 |
| | 3,235,390 | 0 | 0 | 175,091 | 175,091 | 83,954 | 3,060,299 | 3,060,299 | 3,151,436 | 96,862 | 96,862 | 51,629 |

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

3. INFORMATION ON LEASES

(b) Lease Repayments

| Particulars | Principal 1-Jul-21 | New Lease | | Lease Principal Repayments | | | Lease Principal Outstanding | | | Lease Interest Repayments | | |
|---------------------------|-----------------------|-------------------------|-------------------------|-------------------------------|------------------------------|-------------------------|--------------------------------|------------------------------|-------------------------|------------------------------|------------------------------|-------------------------|
| | | 2021/22 Budget \$ | 2021/22 Actual \$ | 2021/22 Budget \$ | 2021/22 Revised Budget | 2021/22 Actual \$ | 2021/22 Budget \$ | 2021/22 Revised Budget | 2021/22 Actual \$ | 2021/22 Budget \$ | 2021/22 Revised Budget | 2021/22 Actual \$ |
| Administration | | | | | | | | | | | | |
| Photocopier Lease | 37,137 | 0 | 0 | 20,983 | 20,983 | 19,210 | 16,154 | 16,154 | 17,926 | 825 | 825 | 780 |
| Solar System-Admin Office | 12,157 | 0 | 0 | 3,244 | 3,244 | 3,244 | 8,913 | 8,913 | 8,914 | 593 | 593 | 592 |
| Server Lease | 41,153 | 0 | 0 | 8,355 | 8,355 | 8,355 | 32,798 | 32,798 | 32,798 | 1,933 | 1,933 | 1,933 |
| CCTV Server Lease | 19,942 | 0 | 0 | 3,741 | 3,741 | 4,041 | 16,201 | 16,201 | 15,901 | 1,119 | 1,119 | 818 |
| Grader Lease | 290,041 | 0 | 0 | 58,685 | 58,685 | 53,725 | 231,357 | 231,357 | 236,317 | 8,136 | 8,136 | 7,393 |
| Loader Lease | 0 | 100,000 | 0 | 15,000 | 15,000 | 0 | 85,000 | 85,000 | 0 | 2,560 | 2,560 | 0 |
| 6 Wheel Tipper Lease | 0 | 230,000 | 0 | 34,500 | 0 | 0 | 195,500 | 230,000 | 0 | 5,888 | 0 | 0 |
| | 400,430 | 330,000 | 0 | 144,508 | 110,008 | 88,575 | 585,923 | 620,423 | 311,856 | 21,054 | 15,166 | 11,516 |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2022 TO 30 MAY 2022

| | 2021/22 | | May 2021 Actual |
|--|-----------------------|-----------------------|-----------------------|
| | Adopted Budget | Revised Budget | |
| | \$ | \$ | \$ |
| 4. RESERVES | | | |
| Cash Backed Reserves | | | |
| (a) Leave Reserve | | | |
| Opening Balance | 36,295 | 36,295 | 36,295 |
| Amount Set Aside / Transfer to Reserve | 186 | 186 | 55 |
| Amount Used / Transfer from Reserve | (10,000) | (10,000) | 0 |
| | <u>26,481</u> | <u>26,481</u> | <u>36,350</u> |
| (b) Plant Reserve | | | |
| Opening Balance | 33,295 | 33,295 | 33,295 |
| Amount Set Aside / Transfer to Reserve | 13,171 | 13,171 | 50 |
| Amount Used / Transfer from Reserve | 0 | 0 | 0 |
| | <u>46,466</u> | <u>46,466</u> | <u>33,345</u> |
| (c) Building and Recreation Reserve | | | |
| Opening Balance | 23,962 | 23,962 | 23,962 |
| Amount Set Aside / Transfer to Reserve | 421,027 | 421,027 | 36 |
| Amount Used / Transfer from Reserve | 0 | (170,000) | 0 |
| | <u>444,989</u> | <u>274,989</u> | <u>23,998</u> |
| (d) Electronic Equipment Reserve | | | |
| Opening Balance | 32,344 | 32,344 | 32,344 |
| Amount Set Aside / Transfer to Reserve | 40,166 | 40,166 | 49 |
| Amount Used / Transfer from Reserve | (19,700) | (17,640) | 0 |
| | <u>52,810</u> | <u>54,870</u> | <u>32,393</u> |
| (e) Community Bus Reserve | | | |
| Opening Balance | 23,914 | 23,914 | 23,914 |
| Amount Set Aside / Transfer to Reserve | 20,123 | 20,123 | 36 |
| Amount Used / Transfer from Reserve | 0 | 0 | 0 |
| | <u>44,037</u> | <u>44,037</u> | <u>23,950</u> |
| (f) Swimming Pool Reserve | | | |
| Opening Balance | 27,995 | 27,995 | 27,995 |
| Amount Set Aside / Transfer to Reserve | 5,143 | 5,143 | 42 |
| Amount Used / Transfer from Reserve | 0 | 0 | 0 |
| | <u>33,138</u> | <u>33,138</u> | <u>28,037</u> |
| (g) Refuse Site Rehab/Closure Reserve | | | |
| Opening Balance | 16,191 | 16,191 | 16,191 |
| Amount Set Aside / Transfer to Reserve | 83 | 83 | 24 |
| Amount Used / Transfer from Reserve | 0 | 0 | 0 |
| | <u>16,274</u> | <u>16,274</u> | <u>16,215</u> |
| (h) Tutanning Nature Reserve | | | |
| Opening Balance | 1,094 | 1,094 | 1,094 |
| Amount Set Aside / Transfer to Reserve | 905 | 905 | 2 |
| Amount Used / Transfer from Reserve | 0 | 0 | 0 |
| | <u>1,999</u> | <u>1,999</u> | <u>1,096</u> |
| (I) Wheatbelt Secondary Freight Network Reserve | | | |
| Opening Balance | 0 | 0 | 0 |
| Amount Set Aside / Transfer to Reserve | 40,000 | 40,000 | 0 |
| Amount Used / Transfer from Reserve | 0 | 0 | 0 |
| | <u>40,000</u> | <u>40,000</u> | <u>0</u> |
| Total Cash Backed Reserves | <u>706,194</u> | <u>538,254</u> | <u>195,384</u> |

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

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2022 TO 30 MAY 2022

| | 2021/22 | | |
|---|-------------------------|-------------------------|-----------------------------|
| | Adopted Budget \$ | Revised Budget \$ | May 2021 Actual \$ |
| 4. RESERVES (Continued) | | | |
| Cash Backed Reserves (Continued) | | | |
| Summary of Transfers To Cash Backed Reserves | | | |
| Transfers to Reserves | | | |
| Leave Reserve | 186 | 186 | 55 |
| Plant Reserve | 13,171 | 13,171 | 50 |
| Building and Recreation Reserve | 421,027 | 421,027 | 36 |
| Electronic Equipment Reserve | 40,166 | 40,166 | 49 |
| Community Bus Reserve | 20,123 | 20,123 | 36 |
| Swimming Pool Reserve | 5,143 | 5,143 | 42 |
| Refuse Site Rehab/Closure Reserve | 83 | 83 | 24 |
| Tutanning Nature Reserve | 905 | 905 | 2 |
| Wheatbelt Secondary Freight Network Reserve | 40,000 | 40,000 | |
| | 540,804 | 540,804 | 294 |
| Transfers from Reserves | | | |
| Leave Reserve | (10,000) | (10,000) | 0 |
| Plant Reserve | 0 | 0 | 0 |
| Building Reserve | 0 | (170,000) | 0 |
| Electronic Equipment Reserve | (19,700) | (17,640) | 0 |
| Community Bus Reserve | 0 | 0 | 0 |
| Swimming Pool Reserve | 0 | 0 | 0 |
| Refuse Site Rehab/Closure Reserve | 0 | 0 | 0 |
| Tutanning Nature Reserve | 0 | 0 | 0 |
| Wheatbelt Secondary Freight Network Reserve | 0 | 0 | 0 |
| | (29,700) | (197,640) | 0 |
| Total Transfer to/(from) Reserves | 511,104 | 343,164 | 294 |

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

Leave Reserve

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

Plant Reserve

- to be used for the purchase of major plant.

Building and Recreation Reserve

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

Electronic Equipment Reserve

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

Community Bus Reserve

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

Swimming Pool Reserve

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

Joint Venture Housing Reserve

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

Refuse Site Rehab/Closure Reserve

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

Tutanning Nature Reserve

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

Wheatbelt Secondary Freight Network Reserve

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

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2022 TO 30 MAY 2022

| | 2020/21 B/Fwd Per 2021/22 Budget \$ | 2020/21 B/Fwd Per Financial Report \$ | May 2021 Actual \$ |
|--|--|--|-----------------------------|
| 5. NET CURRENT ASSETS | | | |
| Composition of Estimated Net Current Asset Position | | | |
| CURRENT ASSETS | | | |
| Cash - Unrestricted | 1,308,592 | 1,308,592 | 2,537,063 |
| Cash - Restricted Unspent Grants | | | 474,616 |
| Cash - Restricted Unspent Loans | 0 | 0 | (0) |
| Cash - Restricted Bonds & Deposits | 13,143 | 13,143 | 12,149 |
| Cash - Restricted Reserves | 195,089 | 195,089 | 195,383 |
| Receivables (Budget Purposes Only) | 0 | 0 | 0 |
| Rates Outstanding | 198,109 | 198,109 | 260,998 |
| Sundry Debtors | 481,542 | 481,542 | 154,909 |
| Provision for Doubtful Debts | (1,015) | (1,015) | (1,015) |
| Gst Receivable | 0 | 0 | 50,184 |
| Contract Asset | 0 | 0 | 0 |
| Loans - clubs/institutions | 18,692 | 18,692 | 10,062 |
| Accrued Income/Payments In Advance | 9,662 | 9,662 | 0 |
| Investments | 5,000 | 5,000 | 5,000 |
| Inventories | 13,378 | 13,378 | 18,986 |
| | <u>2,242,192</u> | <u>2,242,192</u> | <u>3,718,335</u> |
| LESS: CURRENT LIABILITIES | | | |
| Payables and Provisions (Budget Purposes Only) | 0 | 0 | - |
| Sundry Creditors | (228,162) | (228,162) | (71,080) |
| Accrued Interest On Loans | (393) | (393) | - |
| Accrued Salaries & Wages | (63,303) | (63,303) | - |
| Bonds & Deposits Held | (13,143) | (13,143) | (12,069) |
| Income In Advance * | (76,494) | (76,494) | (155,695) |
| Gst Payable | 0 | 0 | (32,706) |
| Payroll Creditors | 0 | 0 | - |
| Contract Liabilities | 0 | 0 | - |
| Performance Obligation Liability | (318,224) | (318,224) | (318,921) |
| Prepaid Rates Liability | (30,643) | (30,643) | (32,096) |
| Current Lease Liability | (95,007) | (95,007) | (93,002) |
| Accrued Expenses | (11,544) | (11,544) | - |
| PAYG Liability | 0 | 0 | (27,877) |
| Other Payables | 38,057 | 38,057 | (4,399) |
| Current Employee Benefits Provision | (417,294) | (417,294) | (417,294) |
| Current Loan Liability | (175,091) | (175,091) | (91,137) |
| | <u>(1,391,243)</u> | <u>(1,391,243)</u> | <u>(1,256,276)</u> |
| NET CURRENT ASSET POSITION | 850,949 | 850,949 | 2,462,059 |
| Less: Cash - Reserves - Restricted | (195,089) | (195,089) | (195,383) |
| Less: Cash - Unspent Grants/Loans - Fully Restricted | 0 | 0 | 0 |
| Less: Current Loans - Clubs / Institutions | (18,692) | (18,692) | (10,062) |
| Less: Investments | (5,000) | (5,000) | (5,000) |
| Add Back : Component of Leave Liability not Required to be Funded | 417,294 | 417,294 | 417,294 |
| Add Back : Current Loan Liability | 175,091 | 175,091 | 91,137 |
| Add Back : Current Lease Liability | 95,007 | 95,007 | 93,002 |
| Adjustment in Accounting policies | 0 | 0 | 0 |
| Adjustment for Trust Transactions Within Muni | 0 | 0 | 80 |
| ESTIMATED SURPLUS/(DEFICIENCY) C/FWD | <u>1,319,560</u> | <u>1,319,560</u> | <u>2,853,047</u> |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2022 TO 30 MAY 2022

6. RATING INFORMATION

| RATE TYPE | Rate in \$ | Number of Properties | Rateable Value \$ | 2021/22 Rate Revenue \$ | 2021/22 Interim Rates \$ | 2021/22 Back Rates \$ | 2021/22 Total Revenue \$ | 2021/22 Budget \$ |
|--------------------------------------|-------------------|-----------------------------|--------------------------|--------------------------------|---------------------------------|------------------------------|---------------------------------|--------------------------|
| General Rate | | | | | | | | |
| GRV - Residential | 0.128950 | 317 | 3,608,332 | 465,294 | 1,642 | 367 | 467,304 | 465,294 |
| GRV - Rural Residential | 0.128950 | 65 | 808,184 | 104,215 | | | 104,215 | 104,215 |
| GRV - Commercial/Industrial | 0.128950 | 28 | 396,080 | 51,075 | | | 51,075 | 51,075 |
| GRV - Townsites | 0.128950 | 12 | 144,560 | 18,641 | | | 18,641 | 18,641 |
| UV - Broadacre Rural | 0.009470 | 221 | 149,640,000 | 1,417,091 | 2,136 | 76 | 1,419,303 | 1,417,091 |
| Non Rateable | | | | | | | | |
| Sub-Totals | | 643 | 154,597,156 | 2,056,316 | 3,779 | 443 | 2,060,538 | 2,056,316 |
| Minimum Rates | Minimum \$ | | | | | | | |
| GRV - Residential | 950 | 62 | 85,646 | 58,900 | | | 58,900 | 58,900 |
| GRV - Rural Residential | 950 | 23 | 55,170 | 21,850 | | | 21,850 | 21,850 |
| GRV - Commercial/Industrial | 950 | 14 | 58,080 | 13,300 | | | 13,300 | 13,300 |
| GRV - Townsites | 950 | 8 | 17,185 | 7,600 | | | 7,600 | 7,600 |
| UV - Broadacre Rural | 950 | 75 | 5,167,140 | 71,250 | | | 71,250 | 71,250 |
| Sub-Totals | | 182 | 5,383,221 | 172,900 | 0 | 0 | 172,900 | 172,900 |
| Ex Gratia Rates | | | | | | | 2,233,438 | 2,229,216 |
| Movement in Excess Rates | | | | | | | 217 | 0 |
| | | | | | | | 0 | 0 |
| Total Amount of General Rates | | | | | | | 2,233,654 | 2,229,216 |
| Specified Area Rates | | | | | | | 0 | 0 |
| Ex Gratia Rates | | | | | | | 0 | 0 |
| Total Rates | | | | | | | 2,233,654 | 2,229,216 |

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

The general rates detailed above for the 2021/22 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2022 TO 30 MAY 2022

7. OPERATING STATEMENT

| | May 2021 Actual \$ | 2021/22 Revised Budget \$ | 2021/22 Adopted Budget \$ | 2020/21 Actual \$ |
|---|-----------------------------|------------------------------------|------------------------------------|-------------------------|
| OPERATING REVENUES | | | | |
| Governance | 118,216 | 118,600 | 58,025 | 68,685 |
| General Purpose Funding | 4,078,775 | 2,965,066 | 2,890,027 | 3,429,666 |
| Law, Order, Public Safety | 214,346 | 550,796 | 319,089 | 77,139 |
| Health | 2,259 | 1,900 | 1,900 | 1,992 |
| Education and Welfare | 11,261 | 16,920 | 18,270 | 22,872 |
| Housing | 0 | 0 | 0 | 0 |
| Community Amenities | 205,138 | 207,525 | 211,250 | 207,969 |
| Recreation and Culture | 907,443 | 1,180,310 | 496,612 | 900,743 |
| Transport | 840,927 | 1,177,387 | 1,221,887 | 1,920,868 |
| Economic Services | 36,542 | 97,550 | 45,050 | 48,489 |
| Other Property and Services | 96,316 | 92,469 | 40,227 | 103,415 |
| TOTAL OPERATING REVENUE | 6,511,223 | 6,408,523 | 5,302,337 | 6,781,838 |
| OPERATING EXPENSES | | | | |
| Governance | 293,846 | 506,489 | 425,457 | 506,955 |
| General Purpose Funding | 185,378 | 208,921 | 207,821 | 160,139 |
| Law, Order, Public Safety | 363,937 | 503,659 | 497,159 | 230,095 |
| Health | 147,998 | 176,477 | 176,477 | 140,383 |
| Education and Welfare | 94,573 | 116,435 | 113,328 | 68,026 |
| Housing | 0 | 0 | 0 | 0 |
| Community Amenities | 304,836 | 395,497 | 398,447 | 371,738 |
| Recreation & Culture | 1,259,994 | 1,598,187 | 1,509,842 | 1,432,631 |
| Transport | 2,461,415 | 2,930,376 | 2,902,952 | 2,321,179 |
| Economic Services | 348,921 | 415,477 | 410,577 | 245,407 |
| Other Property and Services | 158,518 | 23,786 | 19,174 | 79,993 |
| TOTAL OPERATING EXPENSE | 5,619,416 | 6,875,304 | 6,661,234 | 5,556,547 |
| CHANGE IN NET ASSETS RESULTING FROM OPERATIONS | 891,807 | (466,781) | (1,358,897) | 1,225,291 |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2022 TO 30 MAY 2022

8. STATEMENT OF FINANCIAL POSITION

| | May 2021 Actual \$ | 2020/21 Actual \$ |
|--------------------------------------|---------------------------------------|----------------------------------|
| CURRENT ASSETS | | |
| Cash and Cash Equivalents | 3,207,063 | 1,503,682 |
| Investments Current | 5,000 | 5,000 |
| Trade and Other Receivables | 475,137 | 706,989 |
| Inventories | 18,986 | 13,378 |
| Restricted Cash - Bonds & Deposits | 12,149 | 13,143 |
| TOTAL CURRENT ASSETS | 3,718,335 | 2,242,192 |
| NON-CURRENT ASSETS | | |
| Other Receivables | 190,130 | 190,130 |
| Inventories | 0 | 0 |
| Property, Plant and Equipment | 23,521,183 | 19,635,225 |
| Infrastructure | 66,171,457 | 67,173,998 |
| Investments Non Current | 55,355 | 55,355 |
| TOTAL NON-CURRENT ASSETS | 89,938,125 | 87,054,708 |
| TOTAL ASSETS | 93,656,460 | 89,296,900 |
| CURRENT LIABILITIES | | |
| Trade and Other Payables | 735,776 | 785,714 |
| Long Term Borrowings | 91,137 | 175,091 |
| Provisions | 417,294 | 417,294 |
| Bonds & Deposits Liability | 12,069 | 13,143 |
| TOTAL CURRENT LIABILITIES | 1,256,276 | 1,391,242 |
| NON-CURRENT LIABILITIES | | |
| Trade and Other Payables | 305,425 | 305,424 |
| Long Term Borrowings | 3,060,298 | 3,060,298 |
| Provisions | 10,306 | 10,306 |
| TOTAL NON-CURRENT LIABILITIES | 3,376,029 | 3,376,028 |
| TOTAL LIABILITIES | 4,632,305 | 4,767,270 |
| NET ASSETS | 89,024,155 | 84,529,630 |
| EQUITY | | |
| Retained Surplus | 33,608,247 | 32,716,735 |
| Reserves - Cash Backed | 195,383 | 195,089 |
| Revaluation Surplus | 55,220,525 | 51,617,806 |
| TOTAL EQUITY | 89,024,155 | 84,529,630 |

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2022 TO 30 MAY 2022

9. FINANCIAL RATIOS

| | 2022 YTD | 2021 |
|-------------------------|---------------------|-------------|
| Current Ratio | 3.63 | 1.68 |
| Operating Surplus Ratio | (0.23) | (0.18) |

The above ratios are calculated as follows:

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

Purpose:

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

Standards:

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

| |
|-----------|
| Below Std |
| Std met |

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

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)

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

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

| |
|-----------|
| Below Std |
| Basic Std |
| Adv Std |

| SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 31 May 2022 | | | | | | |
|--|--------------------------------|-----------------------|------------------------|---------------------------------|---|----------------------------|
| Restricted Grants/Funds Received | Projects | GL/Job Account | Total Restricted Funds | Actual Expenditure year 2020/21 | Actual Expenditure current year 2021/22 | Restricted Funds Remaining |
| Memorial Park Project | Recreation & Culture | 11IP | 900,000.00 | 815,018.98 | 84,981.02 | 0.00 |
| Pasture Street (R2R Funding) | Transport | 1201 | 30,624.00 | 1,560.00 | 29,064.00 | 0.00 |
| Review Street (R2R Funding) | Transport | 1201 | 46,156.00 | 1,020.00 | 45,136.00 | 0.00 |
| North Bannister Road (RRG Funding) | Transport | 1200 | 36,209.95 | 0.00 | 36,209.95 | 0.00 |
| Town Hall Maintenance and Improvements | Recreation & Culture | 11EH | 23,867.62 | 18,984.12 | 0.00 | 4,883.50 |
| Pingelly Central Driver Reviver Point - Town Hall (Dept of Infrastructure) | Recreation & Culture | 11ED | 117,950.00 | 0.00 | 73,140.65 | 44,809.35 |
| York Williams Road | Transport | RRG15 | 54,903.20 | 0.00 | 54,903.20 | 0.00 |
| Wickepin Pingelly Road | Transport | RRG05 | 225,767.60 | 0.00 | 197,246.54 | 28,521.06 |
| Yenellin Road | Transport | RRG16 | 95,999.80 | 0.00 | 95,999.80 | 0.00 |
| Pemberton Street | Transport | R2R23 | 49,221.00 | | 49,221.00 | 0.00 |
| Live & Local Music | Recreation & Culture | 1180 | 13,000.00 | 4,186.36 | 600.00 | 8,213.64 |
| Roadside Vegetation Clearing | Transport | 1274 | 124,495.38 | 71,314.73 | 10,594.40 | 42,586.25 |
| AWARE - Regional Recovery Exercise | Law Order & Public Safety | 0555 | 14,500.00 | 0.00 | 5,033.50 | 9,466.50 |
| Department of Fire and Emergency Services (DFES) Fire Mitigation | Law Order & Public Safety | 0588 | 110,500.00 | 0.00 | 110,500.00 | 0.00 |
| National Australia Day Council | Recreation & Culture | EV001 | 16,000.00 | 0.00 | 15,466.12 | 533.88 |
| RACIP(Regional Arts and Cultural Investment Program) Leveraged Cultural Planning | Recreation & Culture | 135C | 50,000.00 | 0.00 | 0.00 | 50,000.00 |
| People of Pingelly Past and Present | Other Communitites | CG026 | 44,895.00 | | | 44,895.00 |
| Pingelly Pocket Park - RAC | Recreation & Culture | IP007 | 9,000.00 | 0.00 | 0.00 | 9,000.00 |
| DFES West Pingelly Fireshed | Law Order & Public Safety | 0596 | 231,707.00 | | | 231,707.00 |
| | Recreation & Culture | | | | | |
| | Recreation & Culture | | | | | |
| Sub Total | | | | | | 474,616.18 |
| Total Restricted Grant Funds | | | | | | 474,616.18 |
| Available Cash | | GL/Job Account | Interest Rate | | | Balance |
| Municipal Bank | Muni Fund Bank | 0111 | 0 | | | 1,079,980.76 |
| Municipal Bank | Muni Fund Interest Bearing A/C | 0111 | 0.05% | | | 1,130,655.59 |
| Municipal Bank - TDA | Muni Fund Bank TDA | 0111 | 0.15% | | | 800,493.15 |
| Municipal Bank | Till Float SES | 0112 | | | | 50.00 |
| Municipal Bank | Till Float | 0113 | | | | 200.00 |
| Municipal Bank | Petty Cash on hand | 0114 | | | | 300.00 |
| Total Cash | | | | | | 3,011,679.50 |
| Less Restricted Cash | | | | | | (474,616.18) |
| Total Unrestricted Cash | | | | | | 2,537,063.32 |

15.2 Budget Consideration 2022/2023 Rates Exemption

File Reference: ADM0067
Location: Not Applicable
Applicant: Not Applicable
Author: Executive Manager Corporate Services
Disclosure of Interest: Nil
Attachments: Nil
Previous Reference: Nil

Summary

That pursuant to section 6.47 of the *Local Government Act 1995*, and in keeping with prior years, the 2022/2023 rates on the following properties be waived to an estimated total amount of \$52,995.01.

This includes a new application by the University of WA (UWA) for Lot 183/4445/4322 Lamard Road, Pingelly, on the basis it is a not for profit organisation with the status of charitable institution which may exempt UWA from the payment of rates. All remaining applicants were granted rates exemptions in prior years and their signed applications are current and valid for a period of three years.

Background

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

Comment

This item being brought to Council to endorse the draft rates exemption for 2022/23 for Inclusion in the draft Shire of Pingelly 2022/23 Budget as detailed below: This includes an estimated 6.5% increase from the prior year's rates.

| | | | |
|--------|--|-------------------------------|-------------|
| A987 | Pingelly Aged Persons Facility (C/- Silverchain) | 6 Somerset Street | \$2,877.10 |
| A10634 | Apex Club of Pingelly | Lot 124 13 Queen Street | \$1,011.75 |
| A7641 | Pingelly Community Resource | 18 Parade Street | \$1,011.75 |
| A20450 | Pingelly Cottage Homes | Lot 14 Shire Street | \$1,011.75 |
| A6051 | Pingelly Cottage Homes | 33 Somerset Street | \$3,356.39 |
| A1049 | Pingelly Cottage Homes | 37-39 Brown Street | \$10,554.77 |
| A9390 | Pingelly Cottage Homes | 24 Shire Street | \$4,798.91 |
| A22620 | Pingelly Somerset Alliance | 36 Sharow Street | \$1,011.75 |
| A22616 | Pingelly Somerset Alliance | 38 Sharow Street | \$3,142.14 |
| A22422 | Pingelly Masonic Lodge | 47 Stratford Street | \$1,011.75 |
| A8988 | St John Ambulance | 51-53 Stratford Street | \$1,011.75 |
| A3387 | Southern Aboriginal Corporation | 23 Paragon Street | \$1,011.75 |
| A4542 | Southern Aboriginal Corporation | 28 Pasture Street | \$1,011.75 |
| A6695 | Southern Aboriginal Corporation | 43 Park Street | \$1,011.75 |
| A6784 | Southern Aboriginal Corporation | 56 Pitt Street | \$1,011.75 |
| A7261 | Southern Aboriginal Corporation | 37 Somerset Street | \$1,011.75 |
| A22008 | University of WA | Lot 183/4445/4322 Lamard Road | \$21,592.88 |
| | | | \$57,451.44 |

Consultation

Nil

Policy Implications

There are no policy implications.

Statutory Environment

Section 6.47 of the *Local Government Act 1995*

Financial Implications

Inclusion in a balanced budget

Financial Implications

The report and officer recommendation is consistent with Council's adopted Budget 2021/22.

Strategic Implications

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

Risk Implications

| | | | | | | |
|---|--|----------------------|--------------|-----------------|--------------|---------------------|
| Risk | Failure to prepare and Council adopt an Annual budget by 31 August each year. | | | | | |
| Risk Rating (Prior to Treatment or Control) | Low (4) | | | | | |
| Principal Risk Theme | Statutory Compliance | | | | | |
| Risk Action Plan (Controls or Treatment Proposed) | Preparation of the Annual Budget in a staged and planned process each year to be presented to Council before 31 August each year for adoption. | | | | | |
| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

Voting Requirements

Absolute Majority

Recommendation and Council Decision

That pursuant to section 6.47 of the *Local Government Act 1995*, and in keeping with prior years, the 2022/2023 rates on the following properties be waived to an estimated total amount of \$57,451.44

Moved: _____ Seconded: _____

15.2 Accounts Paid by Authority – May 2022

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

Summary

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

Background

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

Comment

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2021/2022 Budget.

Consultation

Nil

Statutory Environment

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

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.

- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

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

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

- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications

There are no policy implications arising from this amendment.

Financial Implications

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

Strategic Implications

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

Risk Implications

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

| Consequence Likelihood | | Insignificant | 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 receive the Accounts for Payments for May 2022 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:

To 31 May:

| | |
|-------------------------|--------------|
| Municipal Account | \$543,857.75 |
| Trust Licensing Account | \$35,430.65 |

Moved: _____ Seconded: _____

SHIRE OF PINGELLY

ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2022

| EFT'S | DATE | CREDITOR NAME | INVOICE DESCRIPTION | BANK CODE | INVOICE AMOUNT | TOTAL |
|---------------|------------|--|---|-----------|----------------|----------|
| EFT8939 | 09/05/2022 | H RUSHTON & CO | PARTS FOR PLANT | 1 | | 7.04 |
| INV 110217 | 31/03/2022 | H RUSHTON & CO | NIPPLE - ISUZU TRUCK PN5353 | | 7.04 | |
| EFT8940 | 09/05/2022 | SHERIDAN'S FOR BADGES | VARIOUS PLASTIC BARS | 1 | | 385.88 |
| INV 85093 | 06/04/2022 | SHERIDAN'S FOR BADGES | LASERED PLASTIC BAR - COUNCILLORS AND EXECUTIVE STAFF | | 385.88 | |
| EFT8941 | 09/05/2022 | HERSEY'S SAFETY PTY LTD | ASSORTED CONSUMABLES | 1 | | 1,149.30 |
| INV 47651 | 24/03/2022 | HERSEY'S SAFETY PTY LTD | 24 X WHITE SPRAY AND MARK, 2 X SHOVELS - WICKEPIN PINGELLY ROAD JOB, 12 X SAFETY GLASSES, 2 X DUST MASKS, 2X BOXES OF GLOVES - STAFF PPE, 1 X PACK CABLE TIES, 2 X CARBY CLEAN - DEPOT WORKSHOP, 1 X BANNISTER BRUSH - CAT MOTOR GRADER PN166E | | 791.87 | |
| INV 48156 | 04/04/2022 | HERSEY'S SAFETY PTY LTD | 3 X JACKETS, 1 X PANTS - STAFF PPE | | 357.43 | |
| EFT8942 | 09/05/2022 | STATE LIBRARY OF WESTERN AUSTRALIA | FREIGHT RECOUP | 1 | | 165.86 |
| INV RI031650 | 08/04/2022 | STATE LIBRARY OF WESTERN AUSTRALIA | JANUARY TO JUNE 2022 | | 165.86 | |
| EFT8943 | 09/05/2022 | NARROGIN BEARING SERVICE | PARTS FOR PLANT | 1 | | 43.78 |
| INV IN192345 | 14/12/2021 | NARROGIN BEARING SERVICE | 3 X V BELTS - CONPLANT ROLLER PN5802 | | 43.78 | |
| EFT8944 | 09/05/2022 | SULLIVAN LOGISTICS PTY LTD | FREIGHT CHARGES FROM VARIOUS SUPPLIERS - MARCH 2022 | 1 | | 536.84 |
| INV 129910 | 31/03/2022 | SULLIVAN LOGISTICS PTY LTD | 02/03/2022 WINC, 03/03/2022 KOMATSU, 03/03/2022 MATILDA AUTO, 03/03/2022 CORSIGN, 04/03/2022 TRUCKLINE, 10/03/2022 ABCO, 10/03/2022 ABCO, 10/03/2022 ABCO, 10/03/2022 ABCO, 15/03/2022 UNITED FASTNERS, 21/03/2022 MATILDA AUTO, 24/03/2022 GENTRONICS, 28/03/2022 GENTRONICS | | 536.84 | |
| EFT8945 | 09/05/2022 | KOMATSU PTY LTD | PART FOR PLANT | 1 | | 62.94 |
| INV 002702932 | 17/03/2022 | KOMATSU PTY LTD | 1 X ORING - BACKHOE LOADER PN797 | | 27.89 | |
| INV 002702118 | 17/03/2022 | KOMATSU PTY LTD | 1 X ELBOW FITTING, 1 X ORING - BACKHOE LOADER PN 797 | | 35.05 | |
| EFT8946 | 09/05/2022 | DEPARTMENT OF PLANNING, LANDS AND HERITAGE | 1 MONTH LEASE RENT | 1 | | 45.84 |
| INV LD314872 | 01/04/2022 | DEPARTMENT OF PLANNING, LANDS AND HERITAGE | LOT 807 DP163367 L442989 - 01/04/2022 TO 30/04/2022 | | 45.84 | |
| EFT8947 | 09/05/2022 | AUSTRALIA POST | GENERAL POSTAGE | 1 | | 101.04 |
| | | | | | 154 | |

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| INV 1011428790 | 03/04/2022 | AUSTRALIA POST | MARCH 2022 | | 101.04 | |
| EFT8948 | 09/05/2022 | PINGELLY PHARMACY | ASSORTED CONSUMABLES | 1 | | 964.40 |
| INV 51525 | 01/03/2022 | PINGELLY PHARMACY | 50 X RAPID ANTIGEN TESTS | | 510.00 | |
| INV 52831 | 23/03/2022 | PINGELLY PHARMACY | 100 X 50ML HAND SANITISERS, 1 BOX OF 100 MASKS - COVID CLINIC FUN DAY | | 435.00 | |
| INV 53209 | 29/03/2022 | PINGELLY PHARMACY | 2 X SUNSCREEN - COVID CLINIC FUN DAY | | 19.40 | |
| EFT8949 | 09/05/2022 | GREAT SOUTHERN FUEL SUPPLIES | FUEL CARD CHARGES - MARCH & APRIL 2022 | 1 | | 1,348.16 |
| INV 31032022 | 31/03/2022 | GREAT SOUTHERN FUEL SUPPLIES | 0PN, PN761 | | 515.17 | |
| INV 30042022 | 30/04/2022 | GREAT SOUTHERN FUEL SUPPLIES | 0PN, PN761, BUSH FIRE TRUCK B, SMALL PLANT | | 832.99 | |
| EFT8950 | 09/05/2022 | CONTRACT AQUATIC SERVICES | MAINTENANCE AND OPERATION CHARGES - PINGELLY SWIMMING POOL | 1 | | 17,193.00 |
| INV SOPI005.2 | 11/02/2022 | CONTRACT AQUATIC SERVICES | 15X CHLORINE, 5 X SODIUM - PINGELLY SWIMMING POOL | | 1,595.00 | |
| INV SOPI005.3 | 11/02/2022 | CONTRACT AQUATIC SERVICES | ADDITIONAL HOURS - PRIMARY SCHOOL SWIMMING CARNIVAL 25/02/22 | | 198.00 | |
| INV SOPI005.1 | 11/02/2022 | CONTRACT AQUATIC SERVICES | CONTRACT FEE - MARCH 2022 | | 15,400.00 | |
| EFT8951 | 09/05/2022 | IRIS CONSULTING GROUP PTY LTD | REGISTRATION FOR STAFF TRAINING | 1 | | 1,070.00 |
| INV 1983 | 24/02/2022 | IRIS CONSULTING GROUP PTY LTD | RECORDS MANAGEMENT BASICS 29/03/22, KEYWORD CLASSIFICATION 29/03/22, RECORDS DISPOSAL 30/03/22 - CSO | | 1,070.00 | |
| EFT8952 | 09/05/2022 | GREAT SOUTHERN WASTE DISPOSAL | WASTE AND RECYCLING COLLECTION PLUS REFUSE SITE MANAGEMENT | 1 | | 15,381.30 |
| INV 1962 | 07/04/2022 | GREAT SOUTHERN WASTE DISPOSAL | DOMESTIC KERBSIDE RUBBISH COLLECTION - 23/02/2022 TO 30/03/2022, DOMESTIC KERBSIDE RECYCLCLE COLLECTION - 1, 15, 19 MARCH 2022, BULK WASTE & RECYCLING COLLECTION - 15, 21 MARCH 2022, REFUSE SITE MAINTENANCE - 4 X WEEKENDS, LABOUR HOURS - 102 - \$5049.00, MACHINE HOURS - 12 - 792.00 | | 15,381.30 | |
| EFT8953 | 09/05/2022 | PINGELLY COMMUNITY RESOURCE CENTRE | LIBRARY SERVICES | 1 | | 11,285.58 |
| INV 3773 | 05/04/2022 | PINGELLY COMMUNITY RESOURCE CENTRE | JANUARY TO MARCH 2022 | | 5,628.39 | |
| INV 3774 | 05/04/2022 | PINGELLY COMMUNITY RESOURCE CENTRE | APRIL TO JUNE 2022 | | 5,628.39 | |
| INV 04052022 | 04/05/2022 | PINGELLY COMMUNITY RESOURCE CENTRE | REFUND - OVERPAID INVOICE 6425 | | 28.80 | |
| EFT8954 | 09/05/2022 | JMAC ENGINEERING PTY LTD | PARTS FOR PLANT | 1 | | 87.04 |
| INV 4586 | 05/04/2022 | JMAC ENGINEERING PTY LTD | 0.17 F/BAR 40X 10MMX6M PLUS CUTTING FEE - MITSUBISHI FUSO PN124, 5X HINGE DROP SIDE 95MM RIGHT - HOLDEN COLORADO PN810 | | 87.04 | |
| EFT8955 | 09/05/2022 | AMPAC DEBT RECOVERY PTY LTD | DEBT RECOVERY COSTS | 1 | | 4,084.50 |
| INV 83130 | 31/03/2022 | AMPAC DEBT RECOVERY PTY LTD | MARCH 2022 | | 4,084.50 | |
| EFT8956 | 09/05/2022 | THING A ME BOBS | CRAFT SUPPLIES | 1 | | 497.68 |
| INV 1110 | 24/03/2022 | THING A ME BOBS | COMMUNITY ENGAGEMENT | | 497.68 | 55 |

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| EFT8957 | 09/05/2022 | WA CONTRACT RANGER SERVICES | RANGER SERVICES | 1 | | 841.50 |
| INV 3907 | 19/04/2022 | WA CONTRACT RANGER SERVICES | 31/03/2022 TO 11/04/2022 - 9 HOURS | | 841.50 | |
| EFT8958 | 09/05/2022 | WALLIS COMPUTER SOLUTIONS | TECHNICAL SERVICES | 1 | | 287.13 |
| INV 23267 | 31/03/2022 | WALLIS COMPUTER SOLUTIONS | OFFICE 365 LICENCE 17 MARCH 2022-18 NOVEMBER 2022 | | 287.13 | |
| EFT8959 | 09/05/2022 | GENTRONICS | PART FOR SMALL PLANT | 1 | | 430.58 |
| INV W5031291 | 23/03/2022 | GENTRONICS | 1 X FUEL SOLINOID - REFUSE SITE GENERATOR | | 400.40 | |
| INV W5031423 | 28/03/2022 | GENTRONICS | PARTS - WORKSHOP WELDER | | 30.18 | |
| EFT8960 | 09/05/2022 | E & MJ ROSHER PTY LTD | PARTS FOR PLANT | 1 | | 371.93 |
| INV 1441323 | 04/04/2022 | E & MJ ROSHER PTY LTD | REPAIR KIT FOR POWER STEERING - KUBOTA MOWER 1EPG726 | | 371.93 | |
| EFT8962 | 09/05/2022 | DIRECT COMMUNICATIONS | PARTS FOR PLANT | 1 | | 507.76 |
| INV 114162 | 06/04/2022 | DIRECT COMMUNICATIONS | ANTENNA CABLE AND CONNECTORS - HOLDEN COLORADO PN810 | | 359.26 | |
| INV 114193 | 12/04/2022 | DIRECT COMMUNICATIONS | TWO WAY RADIO ACCESSORIES - HOLDEN COLORADO PN810 | | 148.50 | |
| EFT8963 | 09/05/2022 | MATILDA AUTO PARTS | CONSUMABLES | 1 | | 211.20 |
| INV 254220 | 04/02/2022 | MATILDA AUTO PARTS | DEGREASER - DEPOT WORKSHOP | | 99.00 | |
| INV 255698 | 04/04/2022 | MATILDA AUTO PARTS | MLTIMAX GREASE - DEPOT WORKSHOP | | 112.20 | |
| EFT8964 | 09/05/2022 | MOORE AUSTRALIA (WA) PTY LTD | FINANCIAL PLANNING | 1 | | 3,850.00 |
| INV 423949 | 30/04/2022 | MOORE AUSTRALIA (WA) PTY LTD | BASE TEMPLATE ONLY (OPTION 2), PROVISION OF CURRENT (2021) TEMPLATE AND INITIAL MODEL SETUP WITH DATA INCLUDING FROM PREVIOUS PLAN | | 3,850.00 | |
| EFT8965 | 09/05/2022 | AAA ASPHALT SURFACES | COLDMIX | 1 | | 2,178.00 |
| INV 6837 | 05/04/2022 | AAA ASPHALT SURFACES | 4 X BULKA BAGS - WICKEPIN PINGELLY ROAD JOB | | 2,178.00 | |
| EFT8966 | 09/05/2022 | AQUAMONIX - OCTY WATER PTY LIMITED | ANNUAL SERVICE CHARGE FOR 3 X WEATHER STATIONS | 1 | | 5,331.70 |
| INV 69649 | 02/02/2022 | AQUAMONIX - OCTY WATER PTY LIMITED | SUBSCRIPTION FOR WEATHER STATION WEBBLOGGER | | 1,646.70 | |
| INV 69973 | 21/03/2022 | AQUAMONIX - OCTY WATER PTY LIMITED | ANNUAL SERVICE ON WEATHER STATIONS | | 3,685.00 | |
| EFT8967 | 09/05/2022 | PINGELLY TYRE SERVICE | TYRE REPAIRS | 1 | | 385.00 |
| INV 7023 | 18/03/2022 | PINGELLY TYRE SERVICE | STRIP AND REPAIR TYRES - CAT GRADER PN166 | | 385.00 | |
| EFT8968 | 09/05/2022 | COLAS WEST AUSTRALIA PTY LTD | SUPPLY OF EMULSION | 1 | | 2,728.00 |
| INV SIN220430210 | 01/04/2022 | COLAS WEST AUSTRALIA PTY LTD | 2L EMULSION IBC - WICKEPIN PINGELLY ROAD JOB | | 2,728.00 | |

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| EFT8969 | 09/05/2022 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | ASSORTED CONSUMABLES | 1 | | 2,323.74 |
| INV DI25003947 | 20/10/2021 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | PVC GLUE, PVC PRIMER - REC GROUND MAINTENANCE | | 25.62 | |
| INV DI25003962 | 21/10/2021 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | MASONARY DRILL BIT - PRACC CARPARK AND DRAINAGE WORKS | | 71.43 | |
| INV DI25005245 | 29/11/2021 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | WALL PLUGS - TOWN HALL DRIVER REVIVER | | 35.97 | |
| INV DI25005448 | 04/12/2021 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | KNEE PADS - TOWN HALL DRIVER REVIVER | | 29.33 | |
| INV DI25007839 | 28/02/2022 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | BUSH - ISUZU TIP TRUCK | | 3.50 | |
| INV DI25008694 | 28/03/2022 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | REINFORCING BAR Y12, BRACING TIMBER 90 X 45 X 3.6, THREADED ROD 12 MM, 12 MM NUTS, 12 MM WASHERS SQUARE, BOX 40 MM TEK SCREWS, CONDUIT CUTTERS - REVIEW STREET BRIDGE MAINTENANCE / REPAIRS | | 2,055.02 | |
| INV DI25009078 | 07/04/2022 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | COACH SCREWS M8 X 75, COACH SCREWS M8 X 100 - WICKEPIN PINGELLY ROAD WORKS | | 102.87 | |
| EFT8970 | 09/05/2022 | TOLL TRANSPORT PTY LTD | FREIGHT CHARGES | 1 | | 87.22 |
| INV 0444 | 28/11/2021 | TOLL TRANSPORT PTY LTD | 22/11/2021 FROM EASTERN HILLS SAWS AND MOWERS | | 11.86 | |
| INV 0453 | 06/02/2022 | TOLL TRANSPORT PTY LTD | 02/02/2022 FROM HERSEY'S SAFETY | | 11.07 | |
| INV 0458 | 20/03/2022 | TOLL TRANSPORT PTY LTD | 10/03/2022 FROM HERSEY'S SAFETY, 14/03/2022 FROM HERSEY'S SAFETY, 14/03/2022 FROM TRUCKLINE, 16/03/2022 FROM FRONTLINE | | 55.24 | |
| INV 0459 | 27/03/2022 | TOLL TRANSPORT PTY LTD | 16/03/2022 FROM KOMATSU | | 11.01 | |
| INV 0461 | 17/04/2022 | TOLL TRANSPORT PTY LTD | 05/04/2022 TO STATE LIBRARY | | 20.97 | |
| INV ADJ0444 | 04/05/2022 | TOLL TRANSPORT PTY LTD | 22/11/2021 FROM EASTERN HILLS SAWS AND MOWERS | | -11.86 | |
| INV ADJ0453 | 04/05/2022 | TOLL TRANSPORT PTY LTD | 02/02/2022 FROM HERSEY'S SAFETY | | -11.07 | |
| EFT8971 | 09/05/2022 | DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY | BSL COLLECTIONS FOR MARCH 2022 | 1 | | 226.60 |
| INV BSLMAR2022 | 01/04/2022 | DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY | BSL COLLECTIONS FOR PERMIT NUMBERS - 14-212/22 & 16-21/22 | | 113.30 | |

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| INV BSLAPR2022 | 01/05/2022 | DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY | BSL COLLECTIONS FOR PERMIT NUMBERS - 17-21/22 & 18-21/22 | | 113.30 | |
| EFT8972 | 09/05/2022 | SNAP MANDURAH - PRINT DESIGN & WEBSITES | VARIOUS BUSINESS CARDS | 1 | | 472.95 |
| INV F140-13888 | 02/05/2022 | SNAP MANDURAH - PRINT DESIGN & WEBSITES | EMCS, EMW, CG, CDO | | 472.95 | |
| EFT8973 | 09/05/2022 | ELDERS RURAL SERVICES | CONSUMABLES | 1 | | 13.00 |
| INV 109500 | 22/03/2022 | ELDERS RURAL SERVICES | 10 X 19MM PIPE JOINERS - TOWN PARKS | | 13.00 | |
| EFT8974 | 09/05/2022 | CORSIGN WA | VARIOUS SIGNAGE | 1 | | 3,301.10 |
| INV 00063551 | 07/02/2022 | CORSIGN WA | SIGNS AND CONES - AUSTRALIA DAY | | 3,301.10 | |
| EFT8975 | 09/05/2022 | SPECIALIST WHOLESALERS PTY LTD T/AS TRUCKLINE | PARTS FOR PLANT | 1 | | 2,921.49 |
| INV 7646349 | 04/02/2022 | SPECIALIST WHOLESALERS PTY LTD T/AS TRUCKLINE | 1 X ABC 78020 SUZI 1/2 STANARD, 1 X 82524 SUZI COIL 7 CORE ELECTRICAL, , 1 X FLEXIGUARD KIT - MITSUBISHI FUSO PN133 | | 2,921.49 | |
| EFT8976 | 09/05/2022 | NARROGIN QUARRY OPERATIONS | RIP RAP | 1 | | 1,599.38 |
| INV 5683 | 23/03/2022 | NARROGIN QUARRY OPERATIONS | 44.06 TONNE - WICKEPIN PINGELLY ROAD | | 1,599.38 | |
| EFT8977 | 09/05/2022 | EDGE PLANNING & PROPERTY | PLANNING SERVICES | 1 | | 1,061.35 |
| INV 1979 | 12/04/2022 | EDGE PLANNING & PROPERTY | 7.75 HOURS - MARCH 2022 | | 1,061.35 | |
| EFT8978 | 09/05/2022 | SPYKER TECHNOLOGIES PTY LTD | TECHNICAL SERVICES | 1 | | 335.50 |
| INV 2122355 | 21/03/2022 | SPYKER TECHNOLOGIES PTY LTD | INVESTIGATE CAMERA VIEWING LOCATIONS - PRACC , INVESTIGATE WHETHER CAMERA IS ONLINE - SWIMMING POOL, ACCESS RIGHTS AND PERMISSIONS CORRECTED TO ALLOW POLICE ACCESS TO ALL RELEVANT CAMERAS | | 165.00 | |
| INV 2122371 | 01/04/2022 | SPYKER TECHNOLOGIES PTY LTD | MONTHLY SUBSCRIPTION FEE - \$38.50, LABOUR - \$132.00 | | 170.50 | |
| EFT8979 | 09/05/2022 | AUTOPRO NORTHAM | PART FOR PLANT | 1 | | 48.44 |
| INV 981110 | 18/03/2022 | AUTOPRO NORTHAM | ELECTRIC FUEL PUMP - CONPLANT ROLLER PN5802 | | 48.44 | |
| EFT8980 | 09/05/2022 | PREMIUM PUBLISHERS | ADVERTISING | 1 | | 1,842.50 |
| INV 3538 | 23/12/2021 | PREMIUM PUBLISHERS | GOLDEN OUTBACK 2021/22 HOLIDAY PLANNER | | 1,842.50 | |
| EFT8981 | 09/05/2022 | FIRE AND SAFETY WA | STAFF PPE | 1 | | 2,669.65 |
| INV 39181 | 28/03/2022 | FIRE AND SAFETY WA | 20 X LGE GLOVES, 20 X XL GLOVES | | 1,789.70 | |
| INV 39199 | 29/03/2022 | FIRE AND SAFETY WA | 2 X UK6 BOOTS, 1 X UK7 BOOTS | | 879.95 | |
| EFT8982 | 09/05/2022 | FLASH AS TRANSPORT | WET HIRE OF PLANT FOR CARTAGE | 1 | | 21,824.00 |
| INV 55CONT | 28/03/2022 | FLASH AS TRANSPORT | 39.5 LOADS - WICKEPIN PINGELLY ROAD JOB | | 7,821.00 | 58 |

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| INV 55 | 28/03/2022 | FLASH AS TRANSPORT | 72.5 LOADS - WICKEPIN PINGELLY ROAD JOB | | 14,003.00 | |
| EFT8983 | 09/05/2022 | GFG TEMP ASSIST | TEMPORARY CONTRACTED EXECUTIVE ASSISTANT | 1 | | 3,018.40 |
| INV 1832 | 06/04/2022 | GFG TEMP ASSIST | 49 HOURS - 21/03/2022 TO 03/04/2022 - \$2128.00 | | 3,018.40 | |
| EFT8984 | 09/05/2022 | SHIRE OF MOUNT MAGNET | LONG SERVICE LEAVE REIMBURSEMENT | 1 | | 11,490.63 |
| INV 7944 | 31/03/2022 | SHIRE OF MOUNT MAGNET | RUSSELL DYER - 28/01/2015 TO 03/10/2019 | | 11,490.63 | |
| EFT8985 | 09/05/2022 | P & K E GOW | SURVEYING SERVICES | 1 | | 880.00 |
| INV 1624 | 05/04/2022 | P & K E GOW | MARKING OF FOOTBALL OVAL | | 880.00 | |
| EFT8987 | 18/05/2022 | AUSTRALIAN TAXATION OFFICE | GST LIABILITY - APRIL 2022 | 1 | | 20,617.00 |
| INV 11052022 | 11/05/2022 | AUSTRALIAN TAXATION OFFICE | GST LIABILITY - APRIL 2022 | | 20,617.00 | |
| EFT8988 | 20/05/2022 | H RUSHTON & CO | PARTS FOR PLANT | 1 | | 219.52 |
| INV 109979 | 16/03/2022 | H RUSHTON & CO | ADAPTOR - BACKHOE LOADER PN797 | | 40.58 | |
| INV 110014 | 18/03/2022 | H RUSHTON & CO | VARIOUS FITTINGS - BACKHOE LOADER PBH3 | | 49.94 | |
| INV 110233 | 01/04/2022 | H RUSHTON & CO | 1 X 12V SOLENOID HYD LIFT - ISUZU TRUCK PT19 | | 129.00 | |
| EFT8989 | 20/05/2022 | EXCHANGE TAVERN | ACCOMMODATION - INTERIM AUDIT | 1 | | 280.00 |
| INV 40951 | 11/04/2022 | EXCHANGE TAVERN | 2 QUEEN ROOMS FOR 2 NIGHTS 10/04/2022 TO 11/04/2022 | | 280.00 | |
| EFT8990 | 20/05/2022 | SULLIVAN LOGISTICS PTY LTD | FREIGHT CHARGES | 1 | | 365.87 |
| INV 130704 | 30/04/2022 | SULLIVAN LOGISTICS PTY LTD | APRIL 2022 | | 365.87 | |
| EFT8991 | 20/05/2022 | GREAT SOUTHERN FUEL SUPPLIES | BULK ULSD - SHIRE DEPOT | 1 | | 17,676.12 |
| INV D2102272 | 19/04/2022 | GREAT SOUTHERN FUEL SUPPLIES | PURCHASE AND DELIVERY OF 10,000L DIESEL | | 17,676.12 | |
| EFT8992 | 20/05/2022 | PINGELLY QUALITY MEATS | SAUSAGES | 1 | | 286.00 |
| INV 32 | 05/03/2022 | PINGELLY QUALITY MEATS | 70 SAUSAGES - COMMUNITY ENGAGEMENT | | 91.00 | |
| INV 50 | 22/03/2022 | PINGELLY QUALITY MEATS | 150 SAUSAGES - COVID CLINIC FUN DAY | | 195.00 | |
| EFT8993 | 20/05/2022 | KEITH THE MAINTENANCE MAN PTY LTD | FIRE HAZARD REDUCTION | 1 | | 231.00 |
| INV B0722 | 05/05/2022 | KEITH THE MAINTENANCE MAN PTY LTD | LOT 23 - 8 QUARTZ STREE UNDER THE BUSHFIRES ACT 1954 | | 231.00 | |
| EFT8994 | 20/05/2022 | AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY | LICENCE RENEWAL - EXPIRY DATE 30/05/2023 | 1 | | 159.00 |
| INV 502893010 | 21/04/2022 | AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY | LICENCE NUMBER: 98252303/1 - LAND MOBILE / LAND MOBILE SYSTEM > 30MHZ, COMMS SITE: 34KM NNE OF NARROGIN, MT SHADDICK, LICENCE NUMBER: 9822304/1 - LAND MOBILE / AMBULATORY SYSTEM, LOW AND REMOTE DENSITY AREAS | | 159.00 | |

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| EFT8995 | 20/05/2022 | NARROGIN AUTO ELECTRICS | AUTO ELECTRICAL SERVICES | 1 | | 487.50 |
| INV 262690 | 04/04/2022 | NARROGIN AUTO ELECTRICS | FIX CAB LIFT PUMP - MITSUBISHI TRUCK PT13 | | 487.50 | |
| EFT8996 | 20/05/2022 | GREAT SOUTHERN WASTE DISPOSAL | WASTE AND RECYCLING SERVICES | 1 | | 13,337.28 |
| INV 1928 | 02/03/2022 | GREAT SOUTHERN WASTE DISPOSAL | DOMESTIC KERBSIDE WASTE COLLECTION - 26/01/2022 TO 23/02/2022, DOMESTIC KERBSIDE / BULK RECYCLING COLLECTION, 940 DOMESTIC BINS - 01/02/2022 & 15/02/2022, 18 SKIP COLLECTIONS - CARDBOARD, RECYCLING, REFUSE SITE MAINTENANCE - 31/01/2022 TO 28/02/2022, 102 LABOUR HOURS, 12 MACHINE HOURS | | 13,337.28 | |
| EFT8997 | 20/05/2022 | PINGELLY COMMUNITY RESOURCE CENTRE | WHAT'S ON SIGNAGE | 1 | | 25.00 |
| INV 3778 | 27/04/2022 | PINGELLY COMMUNITY RESOURCE CENTRE | 2 SETS OF SIGNS @ 12.50 EA , PINGELLY COUNTRY MUSTER, PINGELLY COUNTRY COLLECTIVE | | 25.00 | |
| EFT8998 | 20/05/2022 | SHIRE OF BROOKTON | REIMBURSEMENT OF CESM WAGES AND ON-COSTS - 01/01/2022 TO 31/03/2022 | 1 | | 5,618.80 |
| INV 8469 | 13/04/2022 | SHIRE OF BROOKTON | SALARY & ON-COSTS, ICT COSTS, VEHICLE COSTS, DEPLOYMENT COSTS | | 5,618.80 | |
| EFT8999 | 20/05/2022 | DALLCON | BOX CULVERTS | 1 | | 19,373.20 |
| INV 316042 | 31/03/2022 | DALLCON | SUPPLY AND DELIVER 9 X BOX CULVERTS - REVIEW STREET BRIDGE BR005 | | 12,454.20 | |
| INV 3316948 | 01/05/2022 | DALLCON | SUPPLY AND DELIVER 5 X BOX CULVERTS - REVIEW STREET BRIDGE BR005 | | 6,919.00 | |
| EFT9000 | 20/05/2022 | WA CONTRACT RANGER SERVICES | RANGER SERVICES | 1 | | 841.50 |
| INV 3949 | 09/05/2022 | WA CONTRACT RANGER SERVICES | 9 HOURS - 22/04/2022 - 3 06/05/2022 | | 841.50 | |
| EFT9001 | 20/05/2022 | BITUTEK PTY LTD | SEALING WORKS - VARIOUS LOCATIONS | 1 | | 256,052.50 |
| INV 7003 | 31/03/2022 | BITUTEK PTY LTD | WICKEPIN PINGELLY ROAD, YENELLIN ROAD, YORK WILLIAMS ROAD, PEMBERTON STREET, PINGELLY DRIVER REVIVER | | 256,052.50 | |
| EFT9002 | 20/05/2022 | WALLIS COMPUTER SOLUTIONS | DYNABOOK LAPTOP SALARY SACRIFICE ARRANGEMENT - EMCS | 1 | | 2,282.90 |
| INV 23322 | 12/04/2022 | WALLIS COMPUTER SOLUTIONS | SALARY SACRIFICE ARRANGEMENT - EMCS | | 2,282.90 | |
| EFT9003 | 20/05/2022 | E & MJ ROSHER PTY LTD | PARTS FOR PLANT | 1 | | 272.76 |
| INV 1441737 | 19/04/2022 | E & MJ ROSHER PTY LTD | 2 X SETS OF BLADES - KUBOTA MOWER PROM7 & PROM8 | | 272.76 | |
| EFT9004 | 20/05/2022 | COUNTRY PAINT SUPPLIES | CONSUMABLES | 1 | | 241.45 |
| INV 4801003235 | 08/04/2022 | COUNTRY PAINT SUPPLIES | 10L W/C EXTERIOR DEXPRESS NATURAL, CLASSIC WALL BRUSH - WICKEPIN PINGELLY ROAD RRG05 | | 241.45 | |
| EFT9005 | 20/05/2022 | NUTRIEN AG SOLUTIONS | PIPES FOR MAINTENANCE | 1 | | 1,101.44 |
| INV 906692431 | 05/04/2022 | NUTRIEN AG SOLUTIONS | STORM / WATER PIPE FITTINGS - WICKEPIN PINGELLY ROAD RRG05 | | 247.41 | |
| INV 906735985 | 12/04/2022 | NUTRIEN AG SOLUTIONS | GAS BOTTLE - TOYOTA FORKLIFT P104 | | 79.20 | |
| INV 906765377 | 19/04/2022 | NUTRIEN AG SOLUTIONS | 1 X 2MM-120M TIE WIRE - SHIRE DEPOT | | 26.83 | |
| INV 906765376 | 19/04/2022 | NUTRIEN AG SOLUTIONS | 2 X 225 CORRUGATED DRAIN PIPES - RURAL ROADS | | 418.00 | 60 |

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| INV 906765376.1 | 19/04/2022 | NUTRIEN AG SOLUTIONS | STORMPRO PIPE 300 X 5.94 - WICKEPIN PINGELLY ROAD RRG05 | | 330.00 | |
| EFT9007 | 20/05/2022 | ABCO PRODUCTS PTY LTD | CLEANING SUPPLIES - ADMIN BUILDING & SHIRE DEPOT | 1 | | 541.97 |
| INV 788771 | 04/04/2022 | ABCO PRODUCTS PTY LTD | ADMIN & DEPOT BUILDINGS | | 364.72 | |
| INV 793818 | 28/04/2022 | ABCO PRODUCTS PTY LTD | COVID19 REQUIREMENTS - SHIRE DEPOT | | 177.25 | |
| EFT9008 | 20/05/2022 | MYSTICAL PRESENTS | ASSORTED WREATHS | 1 | | 270.00 |
| INV 61 | 25/04/2022 | MYSTICAL PRESENTS | ANZAC DAY 2022 | | 270.00 | |
| EFT9009 | 20/05/2022 | MATILDA AUTO PARTS | PARTS FOR PLANT | 1 | | 211.20 |
| INV 255974 | 13/04/2022 | MATILDA AUTO PARTS | 1 X SET OF FILTERS - COLORADO UTE PDS01 | | 101.20 | |
| INV 256112 | 21/04/2022 | MATILDA AUTO PARTS | 1 X SET OF FILTERS - MITSUBISHI TRITON PSM02 & MITSUBISHI TRITON PC23 | | 110.00 | |
| EFT9010 | 20/05/2022 | MOORE AUSTRALIA (WA) PTY LTD | WORKSHOP REGISTRATION | 1 | | 1,980.00 |
| INV 2754 | 20/04/2022 | MOORE AUSTRALIA (WA) PTY LTD | FINANCIAL REPORTING 20/05/2022 - EMCS | | 1,980.00 | |
| EFT9011 | 20/05/2022 | NARROGIN ELECTRICAL APPLIANCE TESTING | TESTING AND TAGGING | 1 | | 872.30 |
| INV 769 | 10/05/2022 | NARROGIN ELECTRICAL APPLIANCE TESTING | VARIOUS SHIRE BUILDINGS | | 872.30 | |
| EFT9012 | 20/05/2022 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | ASSORTED CONSUMABLES | 1 | | 304.81 |
| INV DI25009231 | 13/04/2022 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | PAINT & BRUSHES - ROTUNDA MEMORIAL PARK, | | 120.00 | |
| INV DI25009397 | 20/04/2022 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | 10 X STARTER CORD NYLON 5MM X10M, 2 X SNAP HOOKS 80X8MM X 2 - MEMORIAL PARK MAINTENANCE | | 38.43 | |
| INV DI25009368 | 20/04/2022 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | 4L PAVING PAINT - MEMORIAL PARK MAINTENANCE | | 89.99 | |
| INV DI25009366 | 20/04/2022 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | SOLENOID VALVE 25 MM, 3 X SANDING BELTS 100X610 P80, SANDING BELTS # 120 GRIT / PKT, GEL JOINERS - PARK MAINTENANCE | | 40.50 | |
| INV DI25009859 | 04/05/2022 | AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS | ITEMS - PINGELLY CEMETERY TOILET REPAIRS | | 15.89 | |
| EFT9013 | 20/05/2022 | PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION | 2021/22 OPERATIONS CONTRIBUTION | 1 | | 33,130.00 |
| INV 1134 | 21/02/2022 | PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION | HIRE OF BOWLS CLUB ROOM AREA, PROJECTOR AND SCREEN - BUSHFIRE TRAINING | | 130.00 | |

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| INV 1114 | 27/04/2022 | PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION | FINAL INSTALLMENT OF CRC LOAN | | 33,000.00 | |
| EFT9014 | 20/05/2022 | PINGELLY IGA EXPRESS | SUPPLIES AND REFRESHMENTS FOR VARIOUS BUILDINGS, FUNCTIONS AND MEETINGS | 1 | | 458.64 |
| INV 11012022 | 11/01/2022 | PINGELLY IGA EXPRESS | ASSORTED ITEMS - FEBRUARY 2022 | | 277.85 | |
| INV 01032022 | 01/03/2022 | PINGELLY IGA EXPRESS | ASSORTED ITEMS - MARCH 2022 | | 80.32 | |
| INV 03/0868 | 04/03/2022 | PINGELLY IGA EXPRESS | PLASTIC CRATES FOR STORAGE - 9A WEBB STREET | | 60.49 | |
| INV 03/7952 | 23/03/2022 | PINGELLY IGA EXPRESS | 2 X 15L SWING AND STAY BINS - TOWN HALL PUBLIC TOILETS | | 39.98 | |
| EFT9015 | 20/05/2022 | CORSIGN WA | VARIOUS SIGNAGE AND FIXTURES | 1 | | 6,332.92 |
| INV 65210 | 21/04/2022 | CORSIGN WA | SIGN, POST AND FITTINGS - PRACC CARPARK RCC09, SIGNS AS PER QUOTE 65146 - TOWN HALL DRIVER REVIVER THDR, FLEXISTEEL POSTS WITH DELINEATORS - WICKEPIN PINGELLY ROAD RRG05 | | 6,332.92 | |
| EFT9016 | 20/05/2022 | EDGE PLANNING & PROPERTY | PLANNING SERVICES | 1 | | 1,164.07 |
| INV 1995 | 06/05/2022 | EDGE PLANNING & PROPERTY | 8.5 HOURS - APRIL 2022 | | 1,164.07 | |
| EFT9017 | 20/05/2022 | CATALYSE PTY LTD | 2022 MARKYT COMMUNITY SCORECARD | 1 | | 7,741.22 |
| INV 1243 | 10/05/2022 | CATALYSE PTY LTD | SUBSET BENCHMARK ANALYSIS, PRINTING AND POSTAGE | | 1,801.22 | |
| INV 1243.1 | 10/05/2022 | CATALYSE PTY LTD | SINGLE USE LICENCE FOR MARKYT COMMUNITY SCORECARD WITH SCORECARD CUSTOMISATION | | 5,940.00 | |
| EFT9018 | 20/05/2022 | GFG TEMP ASSIST | TEMPORARY CONTRACTED EXECUTIVE ASSISTANT | 1 | | 4,866.40 |
| INV 1897 | 03/05/2022 | GFG TEMP ASSIST | 79 HOURS - 18/04/2022 TO 01/05/2022 | | 4,866.40 | |
| EFT9019 | 20/05/2022 | OZWASHROOM | FITTING FOR PUBLIC TOILET | 1 | | 238.40 |
| INV 295878 | 08/02/2022 | OZWASHROOM | 1 X TOILET GRAB RAIL - TOWN HALL DRIVER REVIVER | | 238.40 | |
| EFT9021 | 20/05/2022 | LANDGATE | GROSS RENTAL VALUATIONS CHARGEABLE | 1 | | 92.74 |
| INV 374196 | 27/04/2022 | LANDGATE | SCHEDULE NO: G 2022/1 | | 92.74 | |
| EFT9022 | 20/05/2022 | PINGELLY COMMUNITY CRAFT CENTRE | CARAVAN PARK TAKINGS COMMISSIONS | 1 | | 296.25 |
| INV 123 | 02/05/2022 | PINGELLY COMMUNITY CRAFT CENTRE | APRIL 2022 - SCHEDULE 123 | | 296.25 | |
| TOTAL | | | | | | 523,618.69 |
| CHEQUES | DATE | CREDITOR NAME | INVOICE DESCRIPTION | BANK CODE | INVOICE AMOUNT | TOTAL |
| 24890 | 09/05/2022 | SHIRE OF PINGELLY | 12 MONTH VEHICLE REGISTRATION RENEWAL | 1 | | 426.30 |
| INV 2022PN483 | 07/04/2022 | SHIRE OF PINGELLY | ISUZU TIP TRUCK PN483 | | 426.30 | 62 |

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|-------------------|------------|-----------------------------------|---|---|----------|-----------------|
| 24891 | 09/05/2022 | SYNERGY | STREETLIGHT CHARGES | 1 | | 3,104.54 |
| INV 2073507621 | 02/05/2022 | SYNERGY | 198 LIGHTS - 25/03/2022 TO 24/04/2022 | | 3,104.54 | |
| 24892 | 09/05/2022 | SHIRE OF PINGELLY - PETTY CASH | PETTY CASH RECOUP - MARCH 2022 | 1 | | 103.00 |
| INV 01042022 | 01/04/2022 | SHIRE OF PINGELLY - PETTY CASH | 01/03/2022 AUSTRALIA POST - FAREWELL CARD \$1.00, 18/03/2022 BROOKTON RURAL TRADERS - POWER BOARD \$30.00, 28/03/2022 RED ROOSTER - LUNCH FOR CSO RECORDS TRAINING, 29/03/2022 SUBWAY - LUNCH FOR CSO RECORDS TRAINING \$10.70, 30/03/2022 LIVINGSTONES URBAN JUNGLE - LUNCH FOR CSO RECORDS TRAINING \$11.00, 30/03/2022 STATE LIBRARY CAR PARK - PARKING FOR CSO RECORDS TRAINING \$36.35 | | 103.00 | |
| TOTAL | | | | | | 3,633.84 |

| PAYROLL | DATE | CREDITOR NAME | INVOICE DESCRIPTION | BANK CODE | INVOICE AMOUNT | TOTAL |
|-----------|------------|--|------------------------------|-----------|----------------|----------|
| EFT8961 | 09/05/2022 | SHIRE OF PINGELLY SOCIAL CLUB | Payroll deductions | 1 | | 10.00 |
| EFT8986 | 09/05/2022 | WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPAL ROAD BOARDS AND PARKS LGRCEU | Payroll deductions | 1 | | 102.50 |
| EFT9006 | 20/05/2022 | SHIRE OF PINGELLY SOCIAL CLUB | Payroll deductions | 1 | | 10.00 |
| EFT9020 | 20/05/2022 | WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPAL ROAD BOARDS AND PARKS LGRCEU | Payroll deductions | 1 | | 102.50 |
| DD12873.1 | 10/05/2022 | PRIME SUPER | Superannuation contributions | 1 | | -224.10 |
| DD12919.1 | 10/05/2022 | AWARE SUPER | Payroll deductions | 1 | | 4,149.92 |
| DD12919.2 | 10/05/2022 | WA LOCAL GOVERNMENT SUPERANNUATION PLAN | Payroll deductions | 1 | | 1,320.87 |
| DD12919.3 | 10/05/2022 | HOSTPLUS | Superannuation contributions | 1 | | 146.37 |
| DD12919.4 | 10/05/2022 | MLC | Superannuation contributions | 1 | | 660.70 |
| DD12919.5 | 10/05/2022 | COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL | Superannuation contributions | 1 | | 199.45 |
| DD12919.6 | 10/05/2022 | AUSTRALIAN SUPER | Superannuation contributions | 1 | | 332.38 |
| DD12919.7 | 10/05/2022 | PRIME SUPER | Superannuation contributions | 1 | | 457.16 |
| DD12919.8 | 10/05/2022 | AMP SUPER FUND | Superannuation contributions | 1 | | 571.08 |
| DD12933.1 | 24/05/2022 | AWARE SUPER | Payroll deductions | 1 | | 4,224.00 |
| DD12933.2 | 24/05/2022 | WA LOCAL GOVERNMENT SUPERANNUATION PLAN | Payroll deductions | 1 | | 1,316.33 |

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| DD12933.3 | 24/05/2022 | HOSTPLUS | Superannuation contributions | 1 | | 654.36 |
| DD12933.4 | 24/05/2022 | MLC | Superannuation contributions | 1 | | 656.14 |
| DD12933.5 | 24/05/2022 | COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL | Superannuation contributions | 1 | | 199.45 |
| DD12933.6 | 24/05/2022 | AUSTRALIAN SUPER | Superannuation contributions | 1 | | 327.87 |
| DD12933.7 | 24/05/2022 | PRIME SUPER | Superannuation contributions | 1 | | 457.16 |
| DD12933.8 | 24/05/2022 | AMP SUPER FUND | Superannuation contributions | 1 | | 526.63 |
| TOTAL | | | | | | 16,200.77 |

| DIRECT DEBIT | DATE | CREDITOR NAME | INVOICE DESCRIPTION | BANK CODE | INVOICE AMOUNT | TOTAL |
|--------------|------------|---------------------------|---|-----------|----------------|---------------|
| DD12922.1 | 14/05/2022 | BENDIGO BANK CREDIT CARDS | CEO CREDIT CARD TRANSACTIONS - APRIL 2022 | 1 | | 400.45 |
| INV 01052022 | 01/05/2022 | BENDIGO BANK CREDIT CARDS | 14/04/2022 FACEBOOK - ADVERTISING, PERCEPTION SURVEY EXECUTED BY CATALYSE \$26.46 20/04/2022 EVENT BRITE / DEVELOPMENT COMMISSION - STATE CONFERENCE BREAKFAST CEO & EMCS \$40.00 22/04/2022 WESTNET - INTERNET FOR 9 WEBB STREET \$69.99 29/04/2022 TRINITY UNIVERSITY - ACCOMMODATION FOR STAFF TRAINING CDO \$130.00 29/04/2022 TRINITY UNIVERSITY - ACCOMMODATION FOR STAFF TRAINING CSO \$130.00 29/04/2022 BENDIGO BANK - CREDIT CARD FEE \$4.00 | 1 | 400.45 | |
| DD12924.1 | 14/05/2022 | BENDIGO BANK CREDIT CARDS | EMW CREDIT CARD TRANSACTIONS - APRIL 2022 | 1 | | 4.00 |
| INV 01052022 | 1/05/2022 | BENDIGO BANK CREDIT CARDS | 29/04/2022 BENDIGO BANK - CREDIT CARD FEE \$4.00 | 1 | 4.00 | |
| TOTAL | | | | | | 404.45 |

| TRUST LICENSING | DATE | CREDITOR NAME | INVOICE DESCRIPTION | BANK CODE | INVOICE AMOUNT | TOTAL |
|-----------------|------------|-------------------------|--|-----------|----------------|----------|
| DD12937.1 | 02/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 28/04/2022 | 8 | | 1,316.30 |
| DD12939.1 | 03/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 29/04/2022 | 8 | | 2,332.65 |
| DD12941.1 | 04/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 02/05/2022 | 8 | | 583.15 |
| DD12943.1 | 06/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 04/05/2022 | 8 | | 2,126.65 |
| DD12945.1 | 09/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 05/05/2022 | 8 | | 402.35 |
| DD12947.1 | 10/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 06/05/2022 | 8 | | 4,713.95 |
| DD12949.1 | 11/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 09/05/2022 | 8 | | 1,006.50 |

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| DD12951.1 | 12/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 10/05/2022 | 8 | | 442.35 |
| DD12953.1 | 13/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 11/05/2022 | 8 | | 1,856.15 |
| DD12955.1 | 16/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 12/05/2022 | 8 | | 1,895.25 |
| DD12958.1 | 17/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 13/05/2022 | 8 | | 1,294.30 |
| DD12960.1 | 18/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 16/05/2022 | 8 | | 309.75 |
| DD12962.1 | 19/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 17/05/2022 | 8 | | 632.80 |
| DD12964.1 | 20/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 18/05/2022 | 8 | | 351.80 |
| DD12966.1 | 23/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 19/05/2022 | 8 | | 807.90 |
| DD12968.1 | 24/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 20/05/2022 | 8 | | 1,432.15 |
| DD12970.1 | 25/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 23/05/2022 | 8 | | 706.15 |
| DD12972.1 | 26/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 24/05/2022 | 8 | | 507.65 |
| DD12974.1 | 27/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 25/05/2022 | 8 | | 1,746.45 |
| DD12976.1 | 30/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 26/05/2022 | 8 | | 1,021.10 |
| DD12978.1 | 31/05/2022 | DEPARTMENT OF TRANSPORT | RECONCILE TRANSPORT LICENSING 27/05/2022 | 8 | | 10,085.30 |
| DD12989.1 | 31/05/2022 | DEPARTMENT OF TRANSPORT | CORRECTION OF ERROR \$10.00 | 8 | | -10.00 |
| DD12994.1 | 31/05/2022 | DEPARTMENT OF TRANSPORT | CORRECTION OF ERROR \$20.00 | 8 | | -20.00 |
| DD12999.1 | 31/05/2022 | DEPARTMENT OF TRANSPORT | CORRECTION OF ERROR \$40.00 | 8 | | -40.00 |
| DD13001.1 | 31/05/2022 | DEPARTMENT OF TRANSPORT | CORRECTION OF ERROR -\$70.00 | 8 | | -70.00 |
| TOTAL | | | | | | 35,430.65 |
| GRAND TOTAL | | | | | | 579,288.40 |

16. DIRECTORATE OF WORKS

Nil

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

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

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

19. CONFIDENTIAL ITEMS

20. CLOSURE OF MEETING

The Chairman to declare the meeting closed.