



# Shire of Pingelly

## Attachments

Ordinary Council Meeting  
18 November 2015



# **Attachment 1**

**11.2.1 Monthly Statements of Financial Activity for the  
period 1 July 2015 to 31 October 2015**



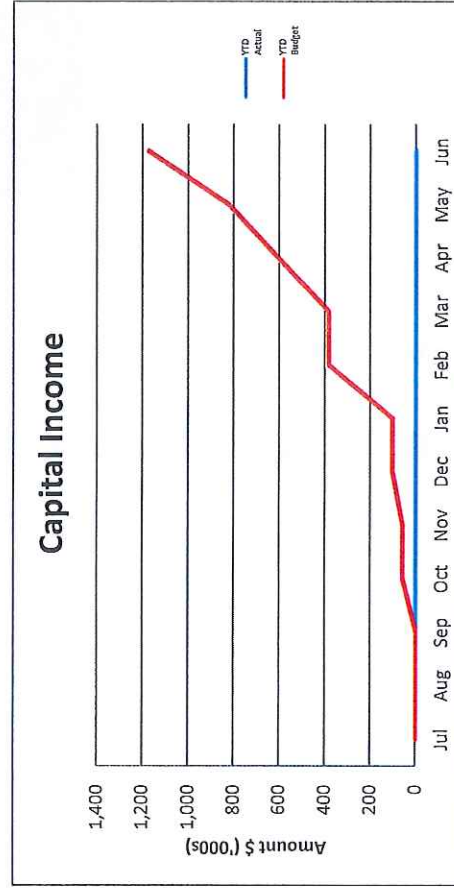
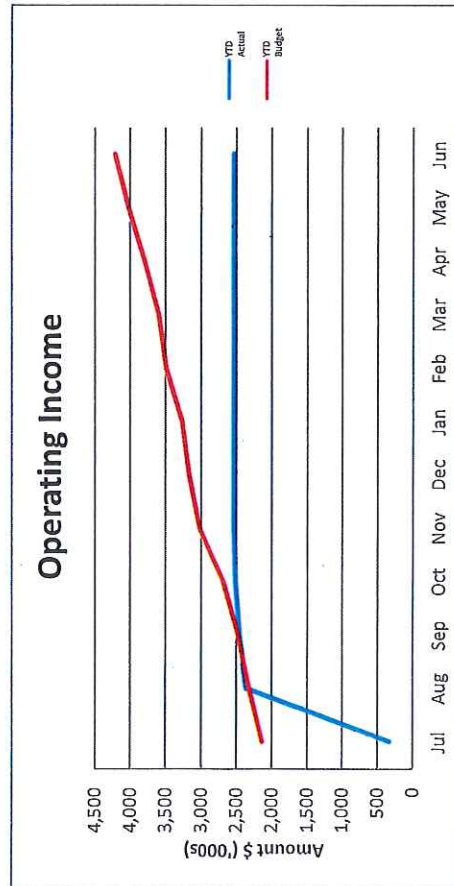
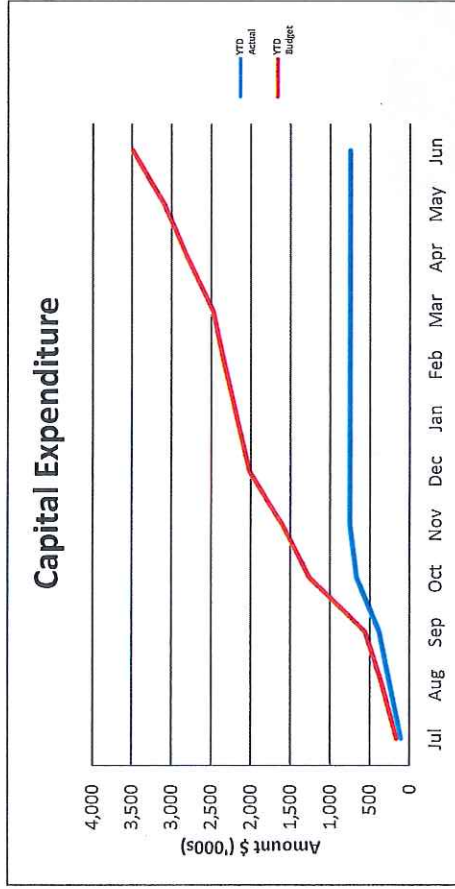
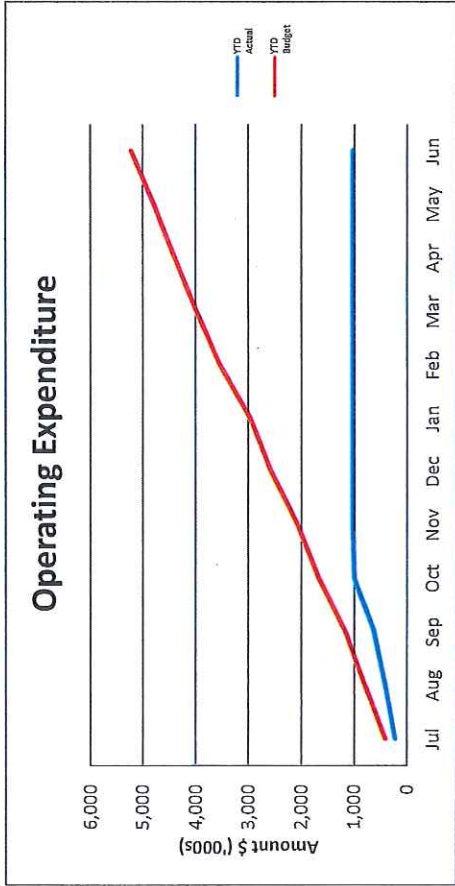


**SHIRE OF PINGELLY**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015**

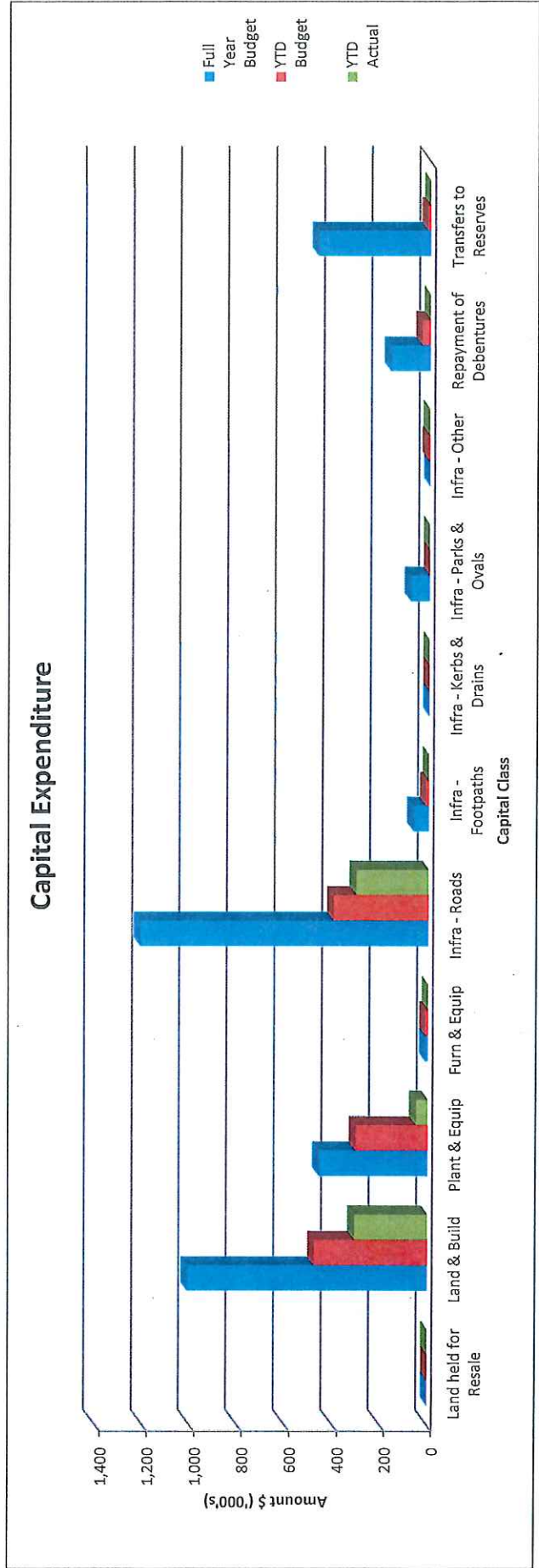
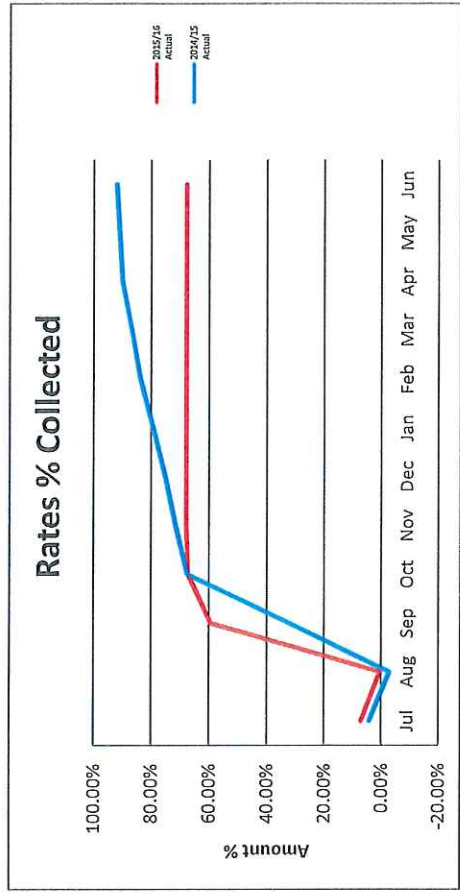
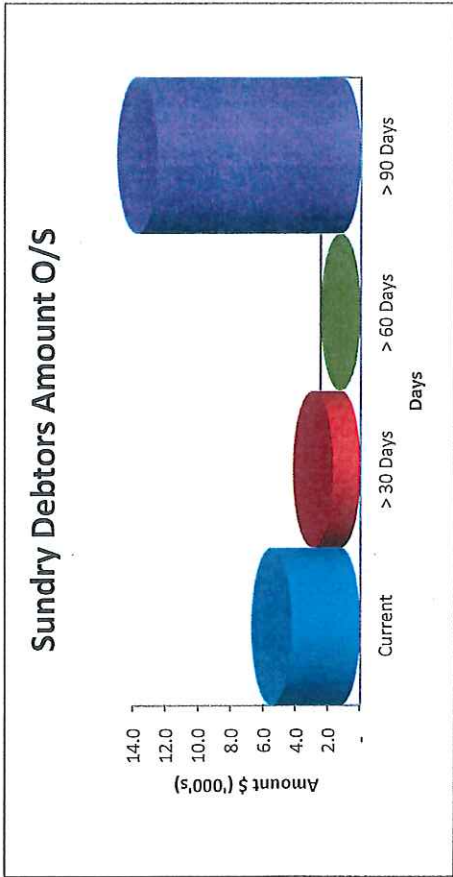
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# Income and Expenditure Graphs to 31 October 2015



# Other Graphs to 31 October 2015



## SHIRE OF PINGELLY

### Summary of Balancing Contained Within The Monthly Reports

	2015/16 Adopted Budget \$	2015/16 Revised Budget \$	October 2015 Y-T-D Budget \$	October 2015 Actual \$
<b>Finance Statement</b>				
<b><u>Balancing to Rating Note</u></b>				
Rates Balance per Finance Statement	1,675,739	1,675,739	1,675,739	1,678,254
Balance per Note 6 (Rating Information)	1,675,739	1,675,739	1,675,739	1,678,255
Variance	0	0	0	(1)
<b><u>Balancing of Closing Position</u></b>				
Closing Balance per Finance Statement	963	2,471,867	4,170,571	4,574,616
Closing Balance per General Fund Summary	(10,037)	2,460,867	4,159,571	4,571,416
Variance	11,000	11,000	11,000	3,200
<b><u>Balancing of Operating Income</u></b>				
Operating Income per Finance Statement	4,224,770	4,224,770	2,695,456	2,519,541
Operating Income per General Fund Summary	4,224,770	4,224,770	2,695,456	2,519,543
Variance	0	0	0	(2)
<b><u>Balancing of Operating Expenditure</u></b>				
Operating Expense per Finance Statement	(5,230,773)	(5,230,773)	(1,685,102)	(1,006,368)
Operating Expense per General Fund Summary	(5,230,773)	(5,230,773)	(1,685,102)	(1,009,568)
Variance	0	0	0	3,200
<b><u>Balancing of Capital Income</u></b>				
Capital Income per Finance Statement	1,260,247	1,260,247	95,495	0
Capital Income per General Fund Summary	1,260,247	1,260,247	95,495	0
Variance	0	0	0	0
<b><u>Balancing of Capital Expenditure</u></b>				
Capital Expense per Finance Statement	(3,497,488)	(3,497,488)	(1,263,195)	(673,598)
Capital Expense per General Fund Summary	(3,508,488)	(3,508,488)	(1,274,195)	(673,598)
Variance	11,000	11,000	11,000	0



## SHIRE OF PINGELLY

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

	NOTE	2015/16 Adopted Budget \$	2015/16 Revised Budget \$	October 2015 Y-T-D Budget \$	October 2015 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
Governance		102,100	102,100	41,368	30,614	(10,754)	(26.00%)	▼
General Purpose Funding		741,132	741,132	177,089	166,239	(10,850)	(6.13%)	
Law, Order, Public Safety		80,439	80,439	26,729	26,112	(617)	(2.31%)	
Health		12,900	12,900	4,296	9,664	5,368	124.95%	▲
Education and Welfare		46,196	46,196	604	420	(184)	(30.46%)	
Housing		0	0	0	0	0	0.00%	
Community Amenities		196,140	196,140	163,000	155,338	(7,662)	(4.70%)	
Recreation and Culture		99,050	99,050	52,984	15,191	(37,793)	(71.33%)	▼
Transport		1,119,454	1,119,454	503,119	399,462	(103,657)	(20.60%)	▼
Economic Services		74,020	74,020	24,672	21,237	(3,435)	(13.92%)	
Other Property and Services		77,600	77,600	25,856	17,009	(8,847)	(34.22%)	▼
		2,549,031	2,549,031	1,019,717	841,286	(178,431)	(17.50%)	
<b>(Expenses)/(Applications)</b>								
Governance		(655,193)	(655,193)	(253,120)	(182,396)	70,724	27.94%	▼
General Purpose Funding		(141,296)	(141,296)	(46,374)	(51,064)	(4,690)	(10.11%)	
Law, Order, Public Safety		(243,654)	(243,654)	(91,579)	(66,886)	26,693	26.96%	▼
Health		(133,856)	(133,856)	(50,282)	(57,023)	(6,741)	(13.41%)	▲
Education and Welfare		(77,548)	(77,548)	(15,919)	(6,833)	9,086	57.08%	▼
Housing		0	0	0	0	0	0.00%	
Community Amenities		(374,681)	(374,681)	(108,542)	(82,884)	25,658	23.64%	▼
Recreation & Culture		(1,081,451)	(1,081,451)	(300,982)	(215,701)	85,281	28.33%	▼
Transport		(2,079,217)	(2,079,217)	(682,392)	(290,562)	391,830	57.42%	▼
Economic Services		(409,552)	(409,552)	(80,056)	(69,259)	10,797	13.49%	▼
Other Property and Services		(34,325)	(34,325)	(55,856)	16,240	72,096	129.07%	▼
		(5,230,773)	(5,230,773)	(1,685,102)	(1,006,368)	678,734	(40.28%)	
<b>Net Operating Result Excluding Rates</b>		<b>(2,681,742)</b>	<b>(2,681,742)</b>	<b>(665,385)</b>	<b>(165,082)</b>	<b>500,303</b>	<b>(75.19%)</b>	
<b>Adjustments for Non-Cash</b>								
<b>(Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals	2	179,870	179,870	(7,180)	0	7,180	100.00%	▼
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%	
Adjustments in Fixed Assets		0	0	0	0	0	0.00%	
Rounding		0	0	0	1	1	0.00%	
Depreciation on Assets		1,800,200	1,800,200	600,056	0	(600,056)	100.00%	▼
<b>Capital Revenue and (Expenditure)</b>								
Purchase Land Held for Resale	1	0	0	0	0	0	0.00%	
Purchase of Land and Buildings	1	(1,011,160)	(1,011,160)	(478,366)	(316,386)	161,980	33.86%	▼
Purchase of Furniture & Equipment	1	(12,000)	(12,000)	(12,000)	0	12,000	100.00%	▼
Purchase of Plant & Equipment	1	(457,460)	(457,460)	(305,200)	(51,244)	253,956	83.21%	▼
Purchase of Infrastructure Assets - Roads	1	(1,212,898)	(1,212,898)	(399,985)	(305,201)	94,784	23.70%	▼
Purchase of Infrastructure Assets - Footpaths	1	(64,250)	(64,250)	(12,850)	(767)	12,083	94.03%	▼
Purchase of Infrastructure Assets - Kerbs & Drains	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(79,500)	(79,500)	0	0	0	0.00%	
Purchase of Infrastructure Assets - Other	1	(23,500)	(23,500)	(6,999)	0	6,999	100.00%	▼
Works in progress - Recreation centre	1							
Proceeds from Disposal of Assets	2	585,500	585,500	60,000	0	(60,000)	(100.00%)	▼
Repayment of Debentures	3	(165,510)	(165,510)	(35,495)	0	35,495	100.00%	▼
Proceeds from New Debentures	3	0	0	0	0	0	0.00%	
Advances to Community Groups		0	0	0	0	0	0.00%	
Self-Supporting Loan Principal Income		83,747	83,747	35,495	0	(35,495)	(100.00%)	▼
Transfers to Restricted Assets (Reserves)	4	(471,210)	(471,210)	(12,300)	0	12,300	100.00%	▼
Transfers from Restricted Asset (Reserves)	4	591,000	591,000	0	0	0	0.00%	
Transfers to Restricted Assets (Other)		0	0	0	0	0	0.00%	
Transfers from Restricted Asset (Other)		0	0	0	0	0	0.00%	
<b>ADD</b> Net Current Assets July 1 B/Fwd	5	1,264,137	3,735,041	3,735,041	3,735,041	0	0.00%	
<b>LESS</b> Net Current Assets Year to Date	5	963	2,471,867	4,170,571	4,574,616	404,045	(9.69%)	
<b>Amount Raised from Rates</b>		<b>(1,675,739)</b>	<b>(1,675,739)</b>	<b>(1,675,739)</b>	<b>(1,678,254)</b>	<b>(2,515)</b>	<b>0.15%</b>	

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

**Material Variances Symbol**

Above Budget Expectations

Greater than 10% and \$5,000

▲

Below Budget Expectations

Less than 10% and \$5,000

▼

**SHIRE OF PINGELLY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015**  
**Report on Significant variances Greater than 10% and \$5,000**

**Purpose**

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

**The Materiality variances adopted by Council are:**

Actual Variance to YTD Budget up to 5%:

Actual Variance exceeding 10% of YTD Budget

Actual Variance exceeding 10% of YTD Budget and a value greater than \$5,000:

Don't Report

Use Management Discretion

Must Report

**REPORTABLE OPERATING REVENUE VARIATIONS**

**Governance - Variation below budget expectations**

Timing difference - No disposal of Assets for this reporting .

**General Purpose Funding - Variation below budget expectations**

Interest on investment yet to be raised

**Law Order and Public Safety - Variation above budget expectations**

ESL grant received 2 quarters

**Health - Variation above budget expectations**

Budget allocation uneven split - Correction will be done for next reporting

**Recreation and Culture - Variation below budget expectations**

DSR grant - Application submitted 30/10/15 - Timing variance

**Transport - variance below budget expectations**

RRG & R2R - grants yet to be received

**Other Property and Services**

Charges to private - Invoices yet to be raised

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**Governance**

Depreciation not calculated until after audit for 2014/15 completed (timing variance)

Integration Planning under budget - timing variation

**General Purpose Funding - Variation below budget expectations**

Timing variance on valuation fees

**Law, Order, Public Safety**

Depreciation not calculated until after audit for 2014/15 completed (timing variance)

**Health - Variation below budget expectations**

Nil expenditure Pingelly Cottage Homes

**Community Amenities**

Timing variation - Sanitation Invoices for the reporting period yet to be received

**Recreation and Culture**

Depreciation not calculated until after audit for 2014/15 completed (timing variance)

Timing Variation for Tennis Court Construction and Recreation Centre development

Expenditure allocation incorrect - waiting IT vision response

**Transport**

Rural Road & town street maintenance under road program - timing variance

Depreciation not calculated until after audit for 2014/15 completed (timing variance)

**Economic Services**

Depreciation not calculated until after audit for 2014/15 completed (timing variance)

Under expenditure Caravan Park maintenance

**Other Property and Services**

Plant Operation Costs over allocated - To be adjusted at budget review

**REPORTABLE NON-CASH VARIATIONS**

**Depreciation on Assets**

Depreciation not calculated until after audit for 2014/15 completed (timing variance)

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

**Purchase of Capital**

Variance - IT Vision adjustment - request issued. It will be fixed for next reporting period

Timing of purchases variation

SHIRE OF PINGELLY  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

1. ACQUISITION OF ASSETS	2015/16 Adopted Budget \$	2015/16 Revised Budget \$	2015/16 YTD Budget \$	October 2015 Actual \$
The following assets have been acquired during the period under review:				
<b>By Program</b>				
<b>Governance</b>				
<i>Other Governance</i>				
Additional Female Toilet	2,000	2,000	0	0.00
Office Carpark And Line Marking	62,600	62,600	0	0.00
Phone System	12,000	12,000	12,000	0.00
Admin Plant Purchases	79,000	79,000	79,000	0.00
<b>Law, Order &amp; Public Safety</b>				
<i>Fire Prevention</i>				
Plant Purchase - Weather Stations X 3	29,000	29,000	0	0.00
<i>Animal Control</i>				
Dog/Cat Pound Upgrade	15,000	15,000	0	0.00
Dog Transport Trailer	5,500	5,500	0	0.00
<b>Community Amenities</b>				
<i>Sanitation - household Refuse</i>				
Land Acquisition	80,000	80,000	0	0.00
Refuse Facility Monitoring Bores	18,500	18,500	6,166	0.00
Refuse Site Buildings	20,000	20,000	6,665	0.00
<b>Recreation and Culture</b>				
<i>Other Recreation &amp; Sport</i>				
Outdoor Gym Equipment	19,500	19,500	0	0.00
Dam Cleaning	60,000	60,000	0	0.00
New Mower Trailer	10,230	10,230	0	0.00
Spray Tank & Equipment	21,200	21,200	21,200	18,320.15
Project Manager Vehicle	39,000	39,000	0	0.00
Recreation & Cultural Centre Development	100,000	100,000	33,332	48,170.69
Project Officer - Recreation & Cultural Centre	95,265	95,265	23,105	21,532.47
Tennis Court Construction	499,205	499,205	399,364	232,555.62
<b>Transport</b>				
<i>Construction - Roads, Bridges, Depots</i>				
<b>Rural Roads Construction</b>				
Wickepin Pingelly/Chopping Road Failure	31,890	31,890	0	153.37
Wickepin Pingelly Road 1 Km South Of Chopping	46,970	46,970	0	0.00
Bullaring Road Failure East Of South Kweda	44,950	44,950	2,280	582.96
Yealering Road Construction 3.8-4.3 Slk	109,804	109,804	2,000	1,932.56
Yealering-Pingelly Road Construction 2.0-3.8 Slk	272,102	272,102	6,000	7,305.01
North Wandering Road 9.00-13.00 Slk	51,410	51,410	0	0.00
Wickepin Pingelly Slk 7.9-9.0	122,915	122,915	122,915	77,378.35
Survey North Wandering Road	10,200	10,200	2,000	1,972.00
Crsf Jingaring Road Gravel Resheeting	218,254	218,254	194,400	184,152.11
Crsf Moorumbine Road Gravel Sheetting	69,653	69,653	0	0.00
<b>Town Streets Construction</b>				
Johnson Street	0	0	0	0.00
Quadrant Street Improvements	65,000	65,000	0	0.00
Parking Bays Parade St	35,990	35,990	0	0.00
Shaddick Street Drainage	18,155	18,155	0	0.00
Johnston St	42,890	42,890	42,890	31,724.79
Paragon St Reseal	23,760	23,760	11,500	0.00
Johnston Street Upgrade	48,955	48,955	16,000	0.00
<b>Footpaths Construction</b>				
Footpath Upgrade - Pioneer Park	41,250	41,250	8,250	767.40
Footpath Access Ramps	23,000	23,000	4,600	0.00
<b>Building Purchase - Schedule 12</b>				
Depot Tank	9,000	9,000	9,000	4,626.31
Depot Wash Down Bay	2,000	2,000	2,000	3,000.44
Depot Fence	24,690	24,690	0	0.00
Depot Showers	4,900	4,900	4,900	0.00
Depot Bund Pipe And Fuel Tank	6,000	6,000	0	0.00
Communications Tower - Depot	10,500	10,500	0	0.00
<i>Road Plant Purchases</i>				
Traffic Counters And Tubing	0	0	0	120.02
Digital Two Way Radio Network	40,000	40,000	40,000	32,804.00
Light Truck	68,530	68,530	0	0.00
Backhoe	165,000	165,000	165,000	0.00
<b>Economic Services</b>				
<i>Tourism &amp; Area Promotion</i>				
Caravan Park Drainage	5,000	5,000	833	0.00
<i>Other Economic Services</i>				
Purchase Of Land	80,000	80,000	0	6,500.00
	<u>2,860,768</u>	<u>2,860,768</u>	<u>1,215,400</u>	<u>673,598.25</u>

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

1. ACQUISITION OF ASSETS (Continued)	2015/16 Adopted Budget \$	2015/16 Revised Budget \$	2015/16 YTD Budget \$	October 2015 Actual \$
<b><u>By Class</u></b>				
Land Held for Resale - Current	0	0	0	0.00
Land Held for Resale - Non Current	0	0	0	0.00
Land	160,000	160,000	0	6,500.00
Buildings	851,160	851,160	478,366	309,885.53
Furniture & Equipment	12,000	12,000	12,000	0.00
Plant & Equipment	457,460	457,460	305,200	51,244.17
Work in Progress - PPE	0	0	0	0.00
Infrastructure - Roads	1,212,898	1,212,898	399,985	305,201.15
Infrastructure - Footpaths	64,250	64,250	12,850	767.40
Infrastructure - Kerbs & Drains	0	0	0	0.00
Infrastructure - Parks & Ovals	79,500	79,500	0	0.00
Infrastructure - Other	23,500	23,500	6,999	0.00
Work in Progress - Recreation Centre	0	0	0	0.00
	<u>2,860,768</u>	<u>2,860,768</u>	<u>1,215,400</u>	<u>673,598.25</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

2. DISPOSALS OF ASSETS

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

<b>By Program</b>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	October 2015 Actual \$	2015/16 Budget \$	October 2015 Actual \$	2015/16 Budget \$	October 2015 Actual \$
<b>Governance</b>						
1015 - 16 Eliot St	143,550	0.00	140,000	0.00	(3,550)	0.00
10182 - 16 Eliot St (land)	38,000	0.00	35,000	0.00	(3,000)	0.00
PCEO14 - CEO Car	28,820	0.00	40,000	0.00	11,180	0.00
5 Webb St	32,000	0.00	25,000	0.00	(7,000)	0.00
<b>Transport</b>						
PT8 Dyna II 4500 Single Cab	3,800	0.00	7,000	0.00	3,200	0.00
PT18 Fuso 918 Crew Cab Tip Truck	29,200	0.00	38,000	0.00	8,800	0.00
PBH2 John Deere Backhoe	24,000	0.00	20,000	0.00	(4,000)	0.00
PMR3 Pacific Roller	15,000	0.00	500	0.00	(14,500)	0.00
<b>Economic Services</b>						
Industrial Shed	396,000	0.00	225,000	0.00	(171,000)	0.00
Land - Industrial Shed	55,000	0.00	55,000	0.00	0	0.00
	765,370	0.00	585,500	0.00	(179,870)	0.00

<b>By Class of Asset</b>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	October 2015 Actual \$	2015/16 Budget \$	October 2015 Actual \$	2015/16 Budget \$	October 2015 Actual \$
<b>Plant &amp; Equipment</b>						
PCEO14 - CEO Car	28,820	0.00	40,000	0.00	11,180	0.00
PT8 Dyna II 4500 Single Cab	3,800	0.00	7,000.00	0.00	3,200.00	0.00
PT18 Fuso 918 Crew Cab Tip Truck	29,200	0.00	38,000	0.00	8,800	0.00
PBH2 John Deere Backhoe	24,000	0.00	20,000	0.00	(4,000)	0.00
PMR3 Pacific Roller	15,000	0.00	500	0.00	(14,500)	0.00
<b>Land &amp; Buildings</b>						
1015 - 16 Eliot St	143,550	0.00	140,000	0.00	(3,550)	0.00
10182 - 16 Eliot St (land)	38,000	0.00	35,000	0.00	(3,000)	0.00
5 Webb St	32,000	0.00	25,000	0.00	(7,000)	0.00
Industrial Shed	396,000	0.00	225,000	0.00	(171,000)	0.00
Land - Industrial Shed	55,000	0.00	55,000	0.00	0	0.00
	765,370	0.00	585,500	0.00	(179,870)	0.00

**Summary**

Profit on Asset Disposals	2015/16 Adopted Budget \$	October 2015 Actual \$
Loss on Asset Disposals	23,180	0.00
	(203,050)	0.00
	<u>(179,870)</u>	<u>0.00</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2015/16 Budget	2015/16 Actual	2015/16 Budget	2015/16 Actual	2015/16 Budget	2015/16 Actual	2015/16 Budget	2015/16 Actual
Law, Order & Public Safety Loan 122 - SSL DFES	525,821	0	0	70,991	0	454,830	525,821	23,385	(4,208)
Education & Welfare Loan 120 - SSL Pingelly Cottage Homes	222,558	0	0	12,756	0	209,802	222,558	14,376	(2)
Recreation & Culture Loan 123 - Recreation and Cultural Centre	2,500,000	0	0	81,763	0	2,418,237	2,500,000	106,585	(293)
	3,248,379	0	0	165,510	0	3,082,869	3,248,379	144,346	(4,503)

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

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

	2015/16 Adopted Budget \$	October 2015 Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	160,807	160,807
Amount Set Aside / Transfer to Reserve	4,063	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>164,870</u>	<u>160,807</u>
<b>(b) Plant Reserve</b>		
Opening Balance	292,214	292,214
Amount Set Aside / Transfer to Reserve	7,384	0
Amount Used / Transfer from Reserve	<u>(136,000)</u>	<u>0</u>
	<u>163,598</u>	<u>292,214</u>
<b>(c) Building and Recreation Reserve</b>		
Opening Balance	735,067	735,066
Amount Set Aside / Transfer to Reserve	443,573	0
Amount Used / Transfer from Reserve	<u>(455,000)</u>	<u>0</u>
	<u>723,640</u>	<u>735,066</u>
<b>(d) Electronic Equipment Reserve</b>		
Opening Balance	1,016	1,016
Amount Set Aside / Transfer to Reserve	5,026	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>6,042</u>	<u>1,016</u>
<b>(e) Community Bus Reserve</b>		
Opening Balance	5,786	5,786
Amount Set Aside / Transfer to Reserve	4,556	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>10,342</u>	<u>5,786</u>
<b>(f) Swimming Pool Reserve</b>		
Opening Balance	42,619	42,619
Amount Set Aside / Transfer to Reserve	1,077	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>43,696</u>	<u>42,619</u>
<b>(g) Joint Venture Housing Reserve</b>		
Opening Balance	48,720	48,719
Amount Set Aside / Transfer to Reserve	5,531	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>54,251</u>	<u>48,719</u>
<b>Total Cash Backed Reserves</b>	<u><u>1,166,439</u></u>	<u><u>1,286,227</u></u>

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

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

	2015/16 Adopted Budget \$	October 2015 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	4,063	0
Plant Reserve	7,384	0
Building and Recreation Reserve	443,573	0
Electronic Equipment Reserve	5,026	0
Community Bus Reserve	4,556	0
Swimming Pool Reserve	1,077	0
Joint Venture Housing Reserve	5,531	0
	<u>471,210</u>	<u>0</u>
<b>Transfers from Reserves</b>		
Leave Reserve	0	0
Plant Reserve	(136,000)	0
Building Reserve	(455,000)	0
Electronic Equipment Reserve	0	0
Community Bus Reserve	0	0
Swimming Pool Reserve	0	0
Joint Venture Housing Reserve	0	0
	<u>(591,000)</u>	<u>0</u>
<b>Total Transfer to/(from) Reserves</b>	<u>(119,790)</u>	<u>0</u>

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



## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

	2014/15 B/Fwd Per 2015/16 Budget \$	2014/15 B/Fwd Per Financial Report \$	October 2015 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,100,789	2,940,550	1,416,192
Cash - Restricted Unspent Grants	0	660,239	2,568,822
Cash - Restricted Unspent Loans	2,500,000	0	0
Cash - Restricted Reserves	1,286,229	1,286,228	1,286,228
Receivables (Budget Purposes Only)	395,534	0	0
Rates Outstanding	0	143,505	647,047
Sundry Debtors	0	123,966	18,111
Provision for Doubtful Debts	0	0	0
Gst Receivable	0	40,029	44,109
Accrued Income/Payments In Advance	0	4,287	0
Investments	0	0	0
Inventories	3,966	3,966	10,928
	<u>5,286,518</u>	<u>5,202,770</u>	<u>5,991,437</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	(152,405)	0	0
Sundry Creditors	0	(74,323)	(91,580)
Accrued Interest On Loans	0	(4,580)	0
Accrued Salaries & Wages	0	(57,458)	0
Income In Advance	0	0	0
Gst Payable	0	(9,269)	(3,839)
Payroll Creditors	0	(497)	(497)
Accrued Expenses	0	(10,883)	0
PAYG Liability	0	(24,064)	(34,171)
Other Payables	0	(427)	(506)
Current Employee Benefits Provision	(165,510)	(125,798)	(125,798)
Current Loan Liability	(125,798)	(165,510)	(165,510)
	<u>(443,713)</u>	<u>(472,809)</u>	<u>(421,901)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>4,842,805</b>	<b>4,729,961</b>	<b>5,569,536</b>
Less: Cash - Reserves - Restricted	(1,286,229)	(1,286,228)	(1,286,228)
Less: Cash - Unspent Grants/Loans - Fully Restricted	(2,500,000)	0	0
Less: Current Loans - Clubs / Institutions	(83,747)	0	0
Add Back : Component of Leave Liability not Required to be Funded	165,510	125,798	125,798
Add Back : Current Loan Liability	125,798	165,510	165,510
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,264,137</b></u>	<u><b>3,735,041</b></u>	<u><b>4,574,616</b></u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2015/16 Rate Revenue \$	2015/16 Interim Rates \$	2015/16 Back Rates \$	2015/16 Total Revenue \$	2015/16 Budget \$
<b>General Rate</b>								
GRV - Residential	11.149600	310	3,042,404	339,216	0	0	339,216	339,216
GRV - Rural Residential	11.149600	65	679,968	75,814	0	0	75,814	75,814
GRV - Commercial/Industrial	11.149600	30	432,514	48,224	0	0	48,224	48,224
GRV - Townsites	11.149600	12	128,960	14,379	0	0	14,379	14,379
UV - Broadacre Rural	1.017900	254	105,462,510	1,073,502	0	0	1,073,502	1,073,501
<b>Sub-Totals</b>		671	109,746,356	1,551,135	0	0	1,551,135	1,551,134
<b>Minimum Rates</b>								
GRV - Residential	835	66	0	55,110	0	0	55,110	54,275
GRV - Rural Residential	835	24	0	20,040	0	0	20,040	18,370
GRV - Commercial/Industrial	835	12	0	10,020	0	0	10,020	10,020
GRV - Townsites	835	6	0	5,010	0	0	5,010	5,010
UV - Broadacre Rural	835	44	0	36,740	0	0	36,740	36,740
<b>Sub-Totals</b>		152	0	126,920	0	0	126,920	124,415
Ex Gratia Rates								
Movement in Excess Rates								
<b>Total Amount of General Rates Specified Area Rates</b>								
							1,678,055	1,675,549
							200	190
							0	0
<b>Total Rates</b>							1,678,255	1,675,739
							0	0
							1,678,255	1,675,739

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 2015/16 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 JULY 2015 TO 31 OCTOBER 2015**

**7. TRUST FUNDS**

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

<b>Detail</b>	<b>Balance 01-Jul-15 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>Balance \$</b>
Transport Licensing	3,837	128,402	(129,888)	2,351
BCITF Levy	0	0	0	0
Rates	200	0	0	200
Funds Held on Behalf of Groups	80	0	(80)	0
Unclaimed Monies	0	0	0	0
Builders Registration Board	0	0	0	0
Nomination Deposits	0	960	(80)	880
Bond Monies (Including Key Deposits)	4,210	10,408	(3,430)	11,188
	<u>8,327</u>	<u>139,770</u>	<u>(133,478)</u>	<u>14,619</u>

**SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015**

**8. OPERATING STATEMENT**

	<b>October 2015 Actual \$</b>	<b>2015/16 Adopted Budget \$</b>	<b>2014/15 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	30,614	102,100	93,276
General Purpose Funding	1,844,494	2,416,871	3,415,613
Law, Order, Public Safety	26,112	80,439	111,177
Health	9,664	12,900	36,186
Education and Welfare	420	46,196	20,604
Housing	0	0	0
Community Amenities	155,338	196,140	215,818
Recreation and Culture	15,191	99,050	62,230
Transport	399,462	1,119,454	683,363
Economic Services	21,237	74,020	83,251
Other Property and Services	17,009	77,600	121,577
<b>TOTAL OPERATING REVENUE</b>	<b><u>2,519,541</u></b>	<b><u>4,224,770</u></b>	<b><u>4,843,097</u></b>
<b>OPERATING EXPENSES</b>			
Governance	182,396	655,193	879,959
General Purpose Funding	51,064	141,296	96,490
Law, Order, Public Safety	66,886	243,654	215,706
Health	57,023	133,856	158,176
Education and Welfare	6,833	77,548	49,999
Housing	0	0	0
Community Amenities	82,884	374,681	328,788
Recreation & Culture	215,701	1,081,451	816,282
Transport	290,562	2,079,217	1,678,170
Economic Services	69,259	409,552	235,080
Other Property and Services	(16,240)	34,325	184,990
<b>TOTAL OPERATING EXPENSE</b>	<b><u>1,006,368</u></b>	<b><u>5,230,773</u></b>	<b><u>4,643,641</u></b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>1,513,173</u></b>	<b><u>(1,006,003)</u></b>	<b><u>199,456</u></b>

**SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015**

**9. STATEMENT OF FINANCIAL POSITION**

	October 2015 Actual \$	2014/15 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	5,271,242	4,887,017
Investments	5,000	5,000
Trade and Other Receivables	793,014	395,534
Inventories	10,928	3,966
<b>TOTAL CURRENT ASSETS</b>	<u>6,080,184</u>	<u>5,291,517</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	664,631	664,631
Inventories	0	0
Property, Plant and Equipment	10,314,102	9,953,066
Infrastructure	65,506,649	65,197,286
<b>TOTAL NON-CURRENT ASSETS</b>	<u>76,485,382</u>	<u>75,814,983</u>
<b>TOTAL ASSETS</b>	<u>82,565,566</u>	<u>81,106,500</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	130,592	181,501
Long Term Borrowings	165,510	165,510
Provisions	125,798	125,798
<b>TOTAL CURRENT LIABILITIES</b>	<u>421,900</u>	<u>472,809</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	3,082,868	3,082,868
Provisions	42,947	42,947
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>3,125,815</u>	<u>3,125,815</u>
<b>TOTAL LIABILITIES</b>	<u>3,547,715</u>	<u>3,598,624</u>
<b>NET ASSETS</b>	<u>79,017,851</u>	<u>77,507,876</u>
<b>EQUITY</b>		
Trust Imbalance	0	0
Retained Surplus	27,481,278	25,968,104
Reserves - Cash Backed	1,286,228	1,286,228
Revaluation Surplus	55,715,699	55,715,699
<b>TOTAL EQUITY</b>	<u>84,483,205</u>	<u>82,970,031</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

10. FINANCIAL RATIOS

	2016 YTD	2015	2014	2013
Current Ratio	7.52	9.64	5.35	4.43
Operating Surplus Ratio	0.62	(0.21)	(0.91)	0.28

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$

**SHIRE OF PINGELLY**  
**RESTRICTED CASH RECONCILIATION**  
31 October 2015

Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure Previous Years	Actual Expenditure 2015/16	Restricted Funds Remaining
Royalties for Regions 2012/13 (Individual)	Dam Clean/Tanks	R4R01	60,000.00	0.00	0.00	60,000.00
	Netball/Basketball	CT01	91,530.00	91,530.00	0.00	0.00
	Footpaths	FP001/FP002	80,000.00	71,178.00	0.00	8,822.00
	Tennis Courts	R4R03	90,000.00	0.00	90,000.00	0.00
Unspent Loan 123	Recreation & Cultural Centre		2,500,000.00			2,500,000.00
<b>Sub Total</b>						<b>2,568,822.00</b>
<b>Total Restricted Grant Funds</b>						
<b>Available Cash</b>			<b>Interest Rate</b>	<b>Term</b>	<b>Maturing</b>	
Municipal Bank		0111	Variable	Ongoing	N.A.	982,166.73
Municipal Term Deposit 1		0108				0.00
Municipal Term Deposit 2		0109				0.00
Municipal Term Deposit CLGFR		0812				0.00
Municipal On Call Account		0811	Variable	Ongoing	N.A.	502,096.97
Municipal Term Deposit 155081136	Unspent Loan 123	TD01	2.95%	1 year	30-Jun-16	2,000,000.00
Municipal Term Deposit 155081144	Unspent Loan 123	TD02	2.85%	6 months	30-Dec-15	500,000.00
Total Cash						3,984,263.70
Less Restricted Cash						<b>(2,568,822.00)</b>
<b>Total Unrestricted Cash</b>						<b>1,415,441.70</b>

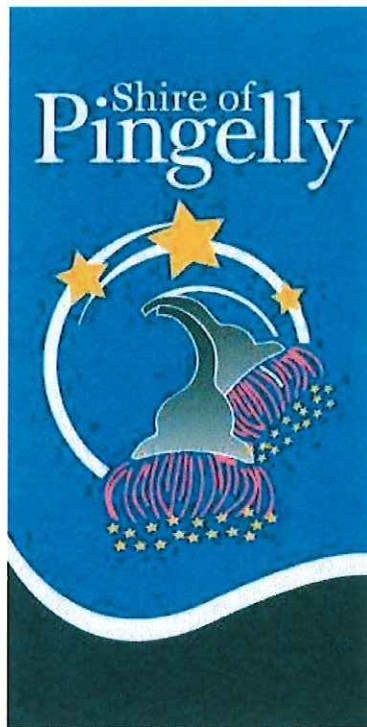




# **Attachment 2**

## **11.3.1 Bush Fire Advisory Committee Minutes**





# Shire of Pingelly

## Minutes

Bushfire Advisory Committee Meeting  
27 October 2015

**Minutes of the Bushfire Advisory Committee Meeting of the Shire of Pingelly held in the Council Chambers, 17 Queen Street, Pingelly on 27 October 2015.**

**Charter (Item 10.6 – 17 March 2010):**

Is to advise Council on all matters relating to:

- the prevention, controlling and extinguishing of bush fires;
- prosecutions for breaches of the Bush Fires Act;
- the formation and de-formation of bush fire brigades;
- the co-ordination of the efforts and activities of the bush fire brigades; and
- any other matter relating to bush fire control.

**Membership**

- Cr D Freebairn
- Brigade representative
- FCOs

General Deputy – Cr A Morton

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## **1. OPENING & ANNOUNCEMENTS**

The CBFCA, Mr Rod Shaddick, declared the meeting open at 7.03 pm.

## **2. ATTENDANCE & APOLOGIES**

### **2.1 Attendance**

Membership	Cr D Freebairn
Shire of Pingelly	Barry Gibbs (DTS) Russell Dyer (WS) Sheryl Squiers (AOT)
West Pingelly	Adam Watts Anthony Turton
Moorumbine-Noonebin	Rodney Shaddick (CBFCA)
East Brigade	Andrew Marshall Sam Macnamara Chris Walton
Town	Peter Narducci Damien Spencer Rob Kirk (DCBFCA)
DPAW	Greg Durell

### **2.2 Observers & Visitors**

Nil

### **2.3. Apologies**

Mr Gavin Pollock  
Mr Paul Blechynden DFES Narrogin  
Cr Aaron Morton  
Mr Brodie Cunningham  
Mr Mathew Sharpe WA Contract Ranger Services  
Mr Malcolm Cunningham  
Mr Andrew Pauley  
Mr Allan Parsons

## **3. DECLARATIONS OF INTEREST**

Nil

## **4. CONFIRMATION OF MINUTES**

Minutes of the Shire of Pingelly Bushfire Advisory Committee meeting held on 8 April 2015 have been circulated.

### **Statutory Environment:**

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

### **Recommendation:**

That the Minutes of the Shire of Pingelly Bushfire Advisory Meeting held in the Council Chamber on 8 April 2015 be confirmed.

**11331 – Moved Peter Narducci, Seconded Andrew Marshall**

**That the Minutes of the Shire of Pingelly Bushfire Advisory Meeting held in the Council**

## **CARRIED**

### **Business Arising:**

Nil

## **5. AGENDA ITEMS**

### **5.1 Pingelly Brigade:**

Discussion on the commencement of the 5 year plan for protective burning in the bush reserves bordering the gazetted townsite.

#### **Report:**

The 5year Plan for Prescribed Burns in the bush reserves surrounding Pingelly Townsite was has commenced with the first stage completed on Saturday 26 September 2015.

The areas burnt were between the Aldersyde-Pingelly Road and Realm Streets and between Aviation Street (west end) and Review Street. The prescribed burns were very successful with a large reduction of the fuel load. The weather conditions were perfect not like the previous weekend when the prescribed burning was to have been done.

There was little smoke affecting traffic and not a lot of damage to the existing vegetation, several trees fell over fire break. There has also been a lot of positive feedback from the public in relation to this prescribed burn.

Damien Spencer, Captain of the VFRS thanked the Shire for putting in the extra break through the middle of the reserve on Aldersyde-Pingelly Road, which was very effective. There were also quite a few volunteer fire fighters from the Popanyinning Brigade in attendance to gain experience.

### **5.2 RANGER – Matt Sharpe:**

There was no report from WA Contract Ranger Services, however Sheryl Squiers, Administration Officer Technical reported that two rounds of pre-firebreak inspections with have been carried out by Ranger Services and letters to prepare the owners of those properties that required work to be compliant by 31 October 2015.

### **5.3 PPE Gear for BFB Members:**

In regards to the ordering of PPE gear for Bush Fire Brigade Members all orders to be given to Sheryl Squiers by 6 November 2015, there will only be one order submitted except if there are any new members join after this date. The order will only be for those members who do not have any PPE already and anyone who can prove their PPE is no longer viable.

#### **Discussion:**

Orders for PPE required by 6 November 2015 to do one order and not small orders throughout the fire season. It was requested that when the brigades have their March meetings to ask if there are any PPE requirements then these can be ordered in September prior to the bush fire season.

### **5.4 Permit Book Conditions & Completing Permits:**

Are the current Bush Fire Permits satisfactory or do we need to add more conditions to them and completing the permits.

#### **Discussion:**

A discussion was requested on whether the current permit books had enough conditions on them. The current permit books are standard issue from DFES a Fire Control Officer may write any additional conditions on the permit other than what is on

The permit system is currently under review but what has been proposed is not agreed on by the Chief Fire Control Officers as it does not specifically cover farming areas more the heavily forested areas. It has been suggested that there is a different permit system for the outer metropolitan & forested areas and one for agriculture

#### **5.5 Letters of Appreciation**

Letters of appreciation for Service to be sent to:

Ian O'Dea

James White

Scott Packer

#### **5.6 Completing FIRS Reports**

Discussion on completing fire incident reports and submitting asap after incident.

#### **Discussion:**

It is requested that as soon as possible after a fire incident the report is completed and submitted to the Shire to be forwarded to DFES.

Ensure these reports are completed correctly with the correct location and road names.

#### **5.7 Southern Australia Seasonal Bushfire Outlook 2015-16**

Hazard Note attached.

#### **Information received.**

#### **5.8 Australian Charities and Not-for-profits Commission Act 2012**

Under the above Act, all charities in Australia are registered. All registered charities must file an annual report relating to their revenue raising activities. If a registered charity is more than six months over due with the report of activities they receive a red mark against their record as a warning to potential donors that the charity is non-compliant. Registered charities that do not submit an annual statement for two consecutive years risk having their registration revoked and lose their entitlements to Commonwealth charity tax concessions.

Below is a list of volunteer brigades in Western Australia that are in such a position unless they comply. It would be a great shame if one of your brigades through oversight were to lose its charitable status. Please peruse the list below to ascertain if any action is required for any brigade listed in your local government district.

Noonebin BFB

#### **Discussion:**

Sheryl Squiers will complete the relevant form to let the Australian Taxation Office know that the Noonebin Brigade no longer exists and Rod Shaddick will sign the form.

#### **5.9 DPAW**

Late item DPAW report and proposed prescribed burns for 2016 in Boyagin & Tutanning Reserves.

#### **Report for Pingelly Shire BFAC Meeting November 2015**

##### **Prescribed Fire**

The autumn burn program was very productive for Parks and Wildlife in the Wheatbelt with all burns undertaken.

We completed both burns in Tutanning as planned.

No burning was programmed in spring but our employees have been busy assisting the Forest Regions with their prescribed burns.

Next autumn (2016) there are 2 burns proposed in Tutanning and 1 in Boyagin. Boundaries shown on maps attached are not final and maybe adjusted when prescribed fire plans are written. Further advice will be provided at the autumn meeting.

### Bushfire

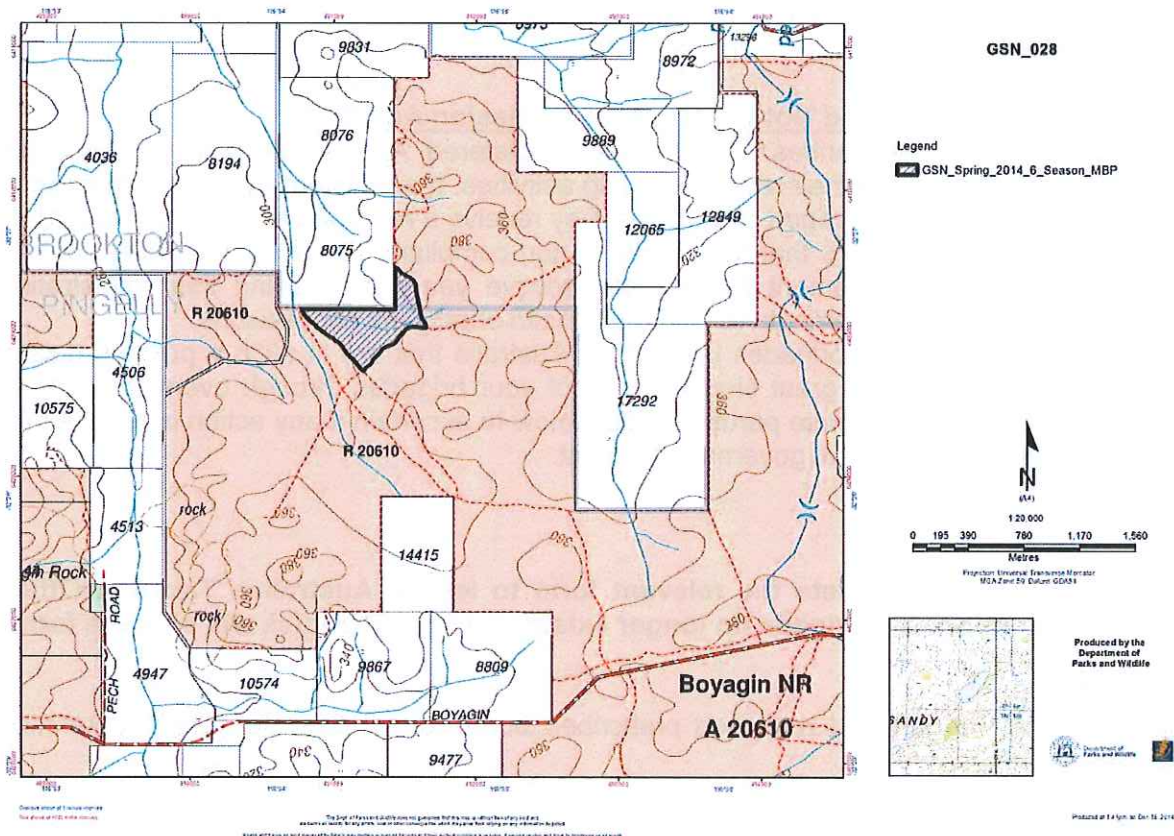
There was two bushfires in the Pingelly Shire in late autumn.

The first was what we believe to be an escaped camp fire at Boyagin Rock. The fire was monitored in the field on a daily basis and allowed to burn out to previously burnt areas and tracks. This tactic was undertaken to ensure earthmoving machinery did not disturb cultural significant sites. Final area burnt was 114 hectares.

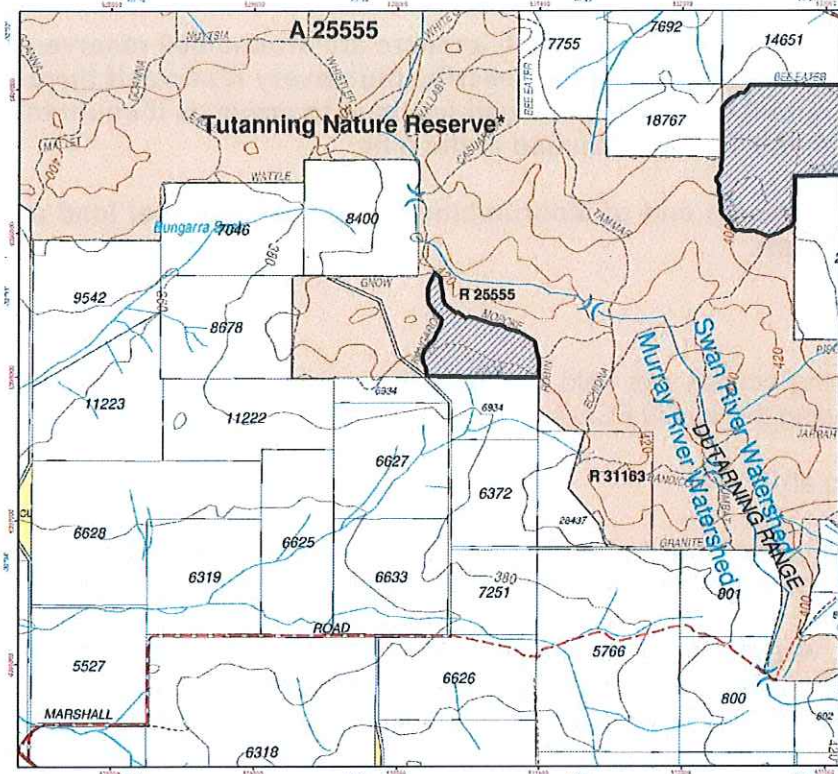
The second fire was an escape from a burn on private property at Dattening Nature Reserve. The burn escaped the week before and extinguished by the land owner. It reignited the next week and was finally reported to Parks and Wildlife. Burnt out one section of the reserve. (2.7 hectares).

### Reporting Bushfire to Parks and Wildlife

All fires effecting or threatening Parks and Wildlife managed land in the Pingelly Shire needs to be reported to the Duty Officer on **9881 9200**. This number is available 24hrs/7 days a week.

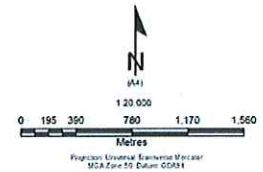






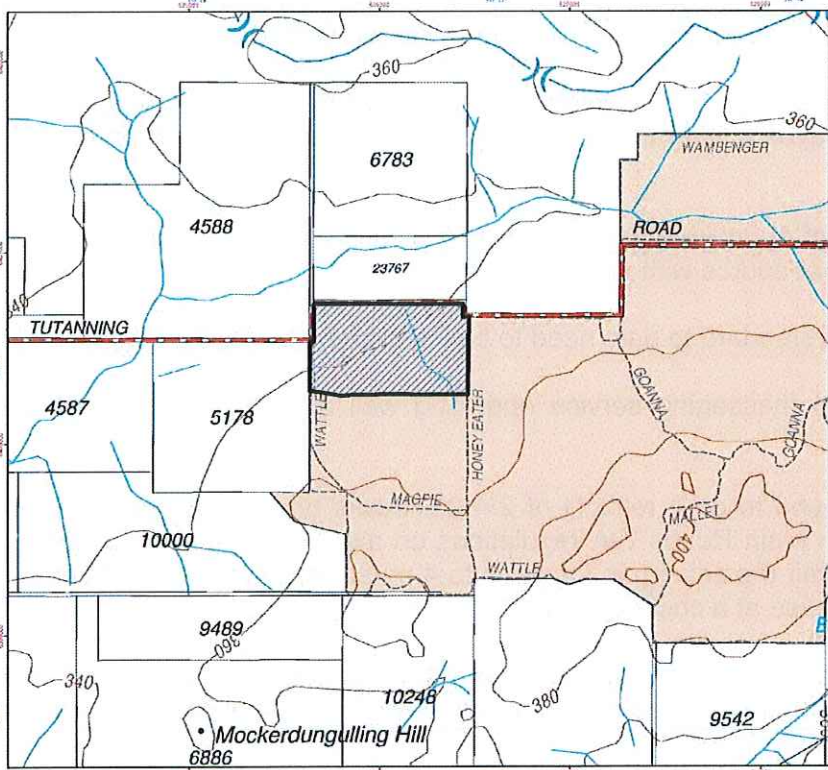
GSN\_014

Legend  
 GSN\_Spring\_2014\_6\_Season\_MBP



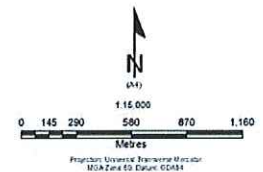
The Department of Parks and Wildlife is not responsible for any errors or omissions in this map. It is provided as a guide only. The Department of Parks and Wildlife is not responsible for any damage or loss resulting from the use of this map. The Department of Parks and Wildlife is not responsible for any damage or loss resulting from the use of this map.

Produced at 8:30am on Dec 16 2014



GSN\_015

Legend  
 GSN\_Spring\_2014\_6\_Season\_MBP



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Produced at 12:00pm on Dec 16 2014

Greg Durrell from DPAW discussed the fire at Boyagin Reserve stating that an old prescribed burn from around 9 years on the western side of the reserve prevented the spread of the fire and potential disaster.

**Small reserves are generally not prescribed burnt, as there are around 800 reserves in the region staff numbers do not permit time to prescribe burn every reserve. If there is a fire in a DPAW reserve contact them but don't wait for them to arrive as it could take some time depending where the staff are situated at the time.**

**The reserve 21827 on the northern end of Moorumbine has got a large fuel load and could do with a prescribed burn.**

## **6 General Business:**

### **Rod Shaddick:**

A Fire Control Officers training course was held in Popanyinning in September with seven from Pingelly attending including three new FCO's.

Contact lists to be emailed to all FCO's.

Daily call up for two way radio checks to start on Monday 2 November at 7.00am for at least a week, if any FCO's miss these calls they can call up Shire office to check their radio.

The proposed replacement weather stations are on hold at the moment due to Pentair changing hands and the new owners are focussing on other areas of the business at the present time. With these systems they have come close to mimicking the manual fire danger metre. Barry to sort with Gavin.

The Agriculture Department has weather stations at Danny Reynolds', Williams Rd Popanyinning, Murray Hall's, Great Southern Hwy Brookton and Kim Wilkinson's, Brookton Hwy East Brookton. The data can be accessed on the Agriculture Departments website.

The UWA Future Farm apparently has a weather station on the property but this is not connected and operating, maybe a letter to the Weather Bureau to ask if this station could be made operational.

There is also a Department of Agriculture and Food App available for mobile phones and Met Eye are another good weather source with up to 18 hour forecasts.

Firebreaks that are not up to standard to date need to be installed by 31 October 2015.

SMS Harvest Ban desk top messaging service operating well all FCO's happy with this system.

DFES has another recall round to do a retro fit of 2.4 3.4 trucks on any models from year 2000 models to comply with Main Roads WA regulations on axle loads. In cab air systems are to be installed and will limit the seating in the cabs to 4 personnel, these units have a 10 year life span and are single use at a cost of around \$605 per unit

Any truck that cannot be made compliant will not be sent back to brigades. With these refits and what is to be done for the trucks to be compliant under MRWA standards the volume of water allowed per truck will be reduced.

Department of Parks and Wildlife will not be fitting these units to their trucks.

Burnover Protection Report on refits attached.

There has not been any money allocated by DFES to replace current trucks that are outdated.

A balance sheet of the ESL levy was requested.

Inserted is the Presentation: Kim Hutchinson (Crew Protection Project) Future Fleet given to the DOAC meeting.

Kim outlined his role and what was involved to achieve the end result of the Crew Protection Project. An 'In-Cab Air Unit' was shown to the Group. These will be allocated on a '1 per person' basis, to be used ONLY in burn-over situations. A training video, encompassing the use of all Crew Protection Equipment will soon be available.

A programme is being developed to transport all appliances to Perth for remediation and fitment of all required Crew Protection Equipment. These appliances will be replaced with a loan vehicle pending the return of the permanent vehicle. This programme will commence in Albany. Adjustments may need to be made e.g. water capacity, to ensure appliances meet weight requirements, therefore vehicles must be handed over with their licence papers so that changes can be reflected if necessary. All appliances will be returned completely compliant and fitted with a "Q Code Reader" which holds all identification and compliance details and an information brochure (*Attachment 7*). The timeline for this project is 2 years. All new appliances will be tested and evaluated by specialist drivers.

Greg Day highlighted problems experienced with engine management systems that can be caused by fire. Kim advised that testing in this area is happening and that AVL and GPS is also a part of the Crew Protection Project, with tenders going out in January 2016.

Steve McDonald raised the issue that some Local Governments may wish to opt out of this project. Kim advised that they would need to write to the Commissioner. Discussions were held regarding injury statistics, whether least compliant trucks would be assessed first and the overall impact the project would achieve versus costs. Kim highlighted the need for management of non-compliant trucks during incidents and individual responsibility for personal safety.

**Barry Gibbs:**

Stated that the 2016-17 funding round was not far away and for brigades to put in any requests as soon as possible to Barry. Until a fleet review has been done by DFES there will be no new vehicles issued.

If any brigades need replacement gear Barry needs to be contacted about this for the budget allocations for 2016-17.

All fast fill units have been serviced and the pump on water tanks on Bulyee Road has also been serviced.

Barry asked brigades if there were any suitable locations in West Pingelly and at Moorumbine to have a bore and tanks installed for emergency service uses in event of dry seasons so that farmers water sources need not be drawn from.

Rod Shaddick stated that for Moorumbine there are two large capacity dams along with the Moorumbine fast fill trailer located at Steven Leake's property.

A tank has been installed at the depot standpipe and any fire trucks can access this water from with 3" cam lock fitting from a pipe that is situated on the Paragon Street side of the depot fence and prevents the need for the Shire Depot being opened to access the standpipe.

The Kulyalling standpipe has also been refitted and is again operational.

The new two way system for the Shire should be installed by the end of November. The Shire graders, loaders and Works Supervisors vehicles will all still connect with the Waern system.

The current Fire Control Officer ID cards expire in December 2015. Photos are required from all FCO's to have new ID's created.

A request for the High Season loan tanker from DFES for the West Pingelly Brigade to be done again.

A reminder to FCO's that in a fire emergency when requesting assistance for Shire Staff and equipment, how long it may take them to attend and be sure they are required and if called out and then realise they are not required let them know as soon as possible if they have not already arrived at the fire ground. Also make sure they are told who to report to and the location when they arrive at the fire ground.

**Damien Spencer:**

The Pingelly VFRS truck will go into DFES in November for a refit.

**Peter Narducci;**

Spoke on his new role as a Peer Support Officer and outlined what it involved. Services are available after fire incidents for anyone who may have been traumatised or had an accident or were injured at a fire incident. This involves counselling and welfare support free of charge. Also as registered Bush Fire Brigade Members any one can access this program for issues of a personal nature not just fire incident related.

The Peer Support Officer provides a listening ear and then refers a member onto professionally trained people e.g. EPA (Employment Assistance), Chaplaincy or Counsellors.

Peter has also offered to attend the meetings of each brigade and give a 15 minute presentation on this role. Also if there was anyone else interested in becoming a Peer Support Officer to let Peter know.

Inserted below are the details on what this position involves:

**Peer Support Program - *Prepare to Care***

Peer Support is a program where support can be gained through trained colleagues. This Program aims to enhance and support the psychological and emotional resilience of the fire and emergency services community. The provision of this support is accomplished through a network of Peer Support Officers who are available throughout the State in all service areas.

As part of the Peer Support Program, Peer Support Officers will:

- Act as a point of contact for fire and emergency services employees, volunteers and their partners/families who are identified as needing, or have requested, initial assistance
- Provide practical and confidential support
- Offer information on how to engage with appropriate health and wellbeing services.

This program is available to all DFES employees, volunteers and their partners/families.

As the name indicates, Peer Support Officers provide 'support' and, therefore, this Program should not be seen as a substitute for any professional expertise which may be required.

**What can you expect from Peer Support Officers**

Peer Support Officers have been trained to:

- Act as a point of contact for fire and emergency services employees, volunteers and their partners/families who are identified as needing, or who have requested, initial assistance
- Provide practical and confidential support
- Offer information on how to engage with appropriate health and well-being services.

As a user of this Program you will be able to:

- Receive non-judgemental, confidential assistance
- Look at options and possible solutions across areas such as feelings of stress, interpersonal conflicts, work-related problems or personal problems
- Receive practical help and information on how access appropriate sources of help such as professional health services.

Peer Support Officers will not:

- Be available 24/7 (unless they choose to be)
- Attend critical incidents (unless they are requested by the Wellness Branch)
- Provide a counselling service
- Break confidentiality, unless the individual is at risk of harming themselves or others
- Contact medical or psychological professionals without the consent of the individual, unless the individual is at risk of harming themselves or others
- Liaise with line managers of the individual without their consent

#### **Easter Bans 2016:**

Easter 2016 will be at the end of March in 2016 and falls within the Restricted Burning Period and no burning permits are to be issued for Good Friday, Easter Saturday and Easter Sunday.

#### **7. CLOSURE**

The Chairman declared the meeting closed at 8.50 pm.

Next meeting will be on Tuesday 12 April 2016 at 7.00pm in the Council Chambers.

These minutes were received by Council at an Ordinary Meeting held on 18 November 2015 .....

Signed .....

Presiding Person at the meeting at which the minutes were confirmed.



# **Attachment 3**

**11.1.3 Endorsement of the Pingelly Recreation and Cultural  
Centre Floor Plan**

**Floor Plan**

