



# Shire of Pingelly

## Attachments

Ordinary Council Meeting  
16 November 2016



# Attachment

14.1 Lease Agreement Pingelly Arts and Crafts Group

**RSL Hall**



Pingelly Arts & Crafts Group,  
P.O.Box 60  
Pingelly.....W.A. 6308  
15<sup>th</sup> September 2016.

Mr. G. Pollock,  
C.E.O. Pingelly Shire,  
17 Queen Street,  
Pingelly 6308.

SHIRE OF PINGELLY	
FILE	A6164
DATE	22 SEP 2016
Officer	CEO
Copy to	

Dear Mr Pollock,

**RE LEASE FOR R.S.L. HALL**

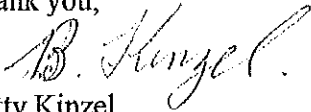
The Pingelly Arts & Crafts Committee Lease expires on the 1<sup>st</sup> March 2017. The Group wish to renew the Lease for a further 5 years. Hopefully the Shire will agree to our request.

We all appreciate the use of the Hall. We have one member who drives from Perth every week to join our activities.

We do a lot of charity work, plus we have our big Morning Tea for the R.S.L. Members, Marchers, and Community on Anzac Day.

We await your reply in anticipation,

Thank you,



Betty Kinzel  
Secretary





**Lease Arrangements**

**between**

**The Shire of Pingelly (“the Lessor”)**

**and**

**Pingelly Arts & Crafts Committee**  
**(“the Lessee”)**  
**of**  
**Lot 141 Parade Street Pingelly**

## CONTENTS

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



**THIS LEASE IS EXECUTED ON THIS FIRST DAY OF NOVEMBER 2016**

**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 is the owner of the Premises 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 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 of the premises in good order and repair.

**12. EXTERIOR**

The Lessor shall keep the exterior of the premises clear and the grounds maintained. The Lessee shall be responsible for cleaning of the exterior toilet.

**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 repairs or for maintenance 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 reasonably 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, 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:**  
Pingelly Arts & Crafts Committee, PO Box 60, Pingelly, 6308 Western Australia.
- 3. PREMISES:**  
The lease arrangement is for the building located at Lot 141 Parade Street, Pingelly Western Australia being the existing RSL Hall as specified in Schedule 1.
- 4. USE:**  
Arts and Crafts.
- 5. TERM:**  
Five (5) Years.
- 6. COMMENCEMENT DATE:**  
1 January 2016.
- 7. DATE OF EXPIRY:**  
1 January 2021.

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:**  
Two (2) years with an additional two (2) years. The additional options of two (2) year lease extensions up to 2023 and 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 \$110 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 land rates and rubbish charges.
- 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:**

\_\_\_\_\_  
Cr Shirley Lange  
Shire President

\_\_\_\_\_  
Mr Gavin Pollock  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Lessee:**

\_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

**In the presence of:**

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print Name of Witness and Title

15. SITE PLAN







# Attachment

## 15.1 Monthly Statement of Financial Activity-August 2016

**Monthly Statement of Financial Activity for the period 1  
July 2016 to 31 October 2016**





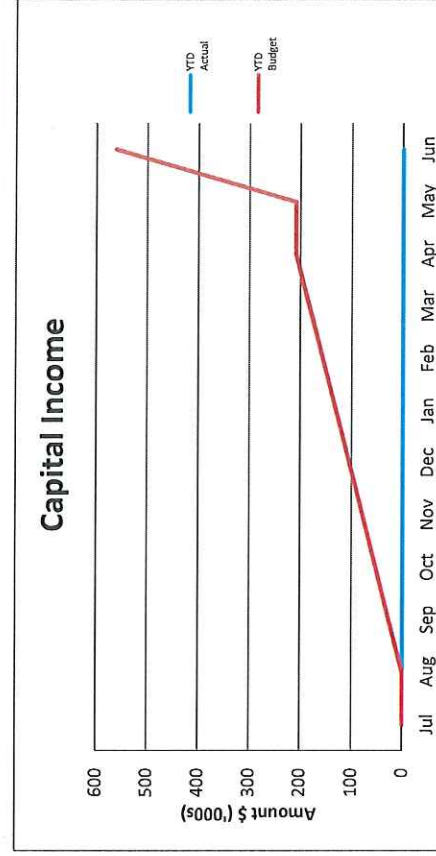
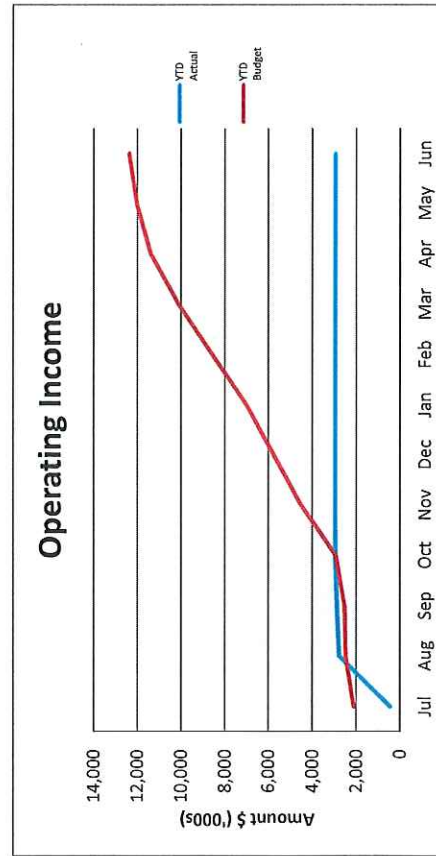
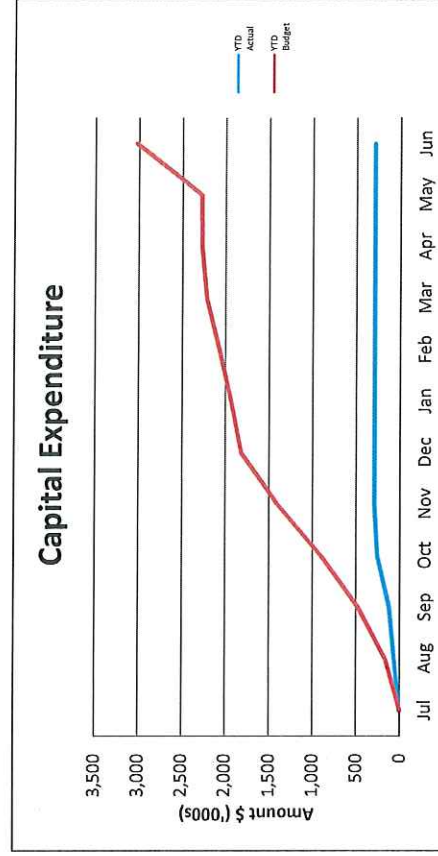
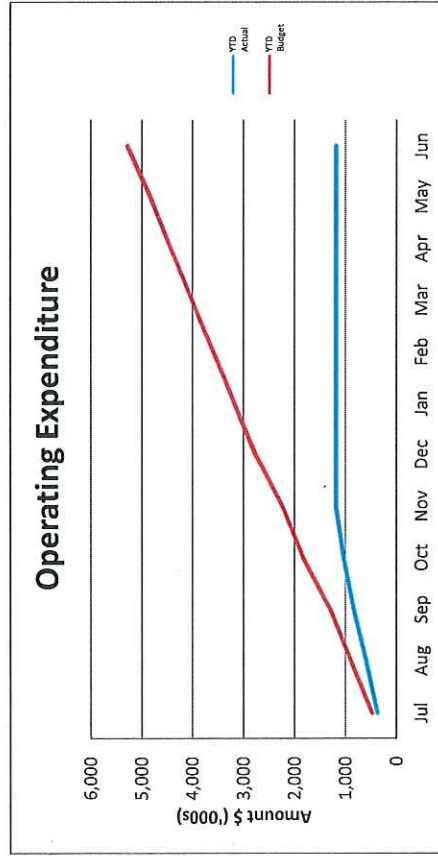
**SHIRE OF PINGELLY**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016**

**TABLE OF CONTENTS**

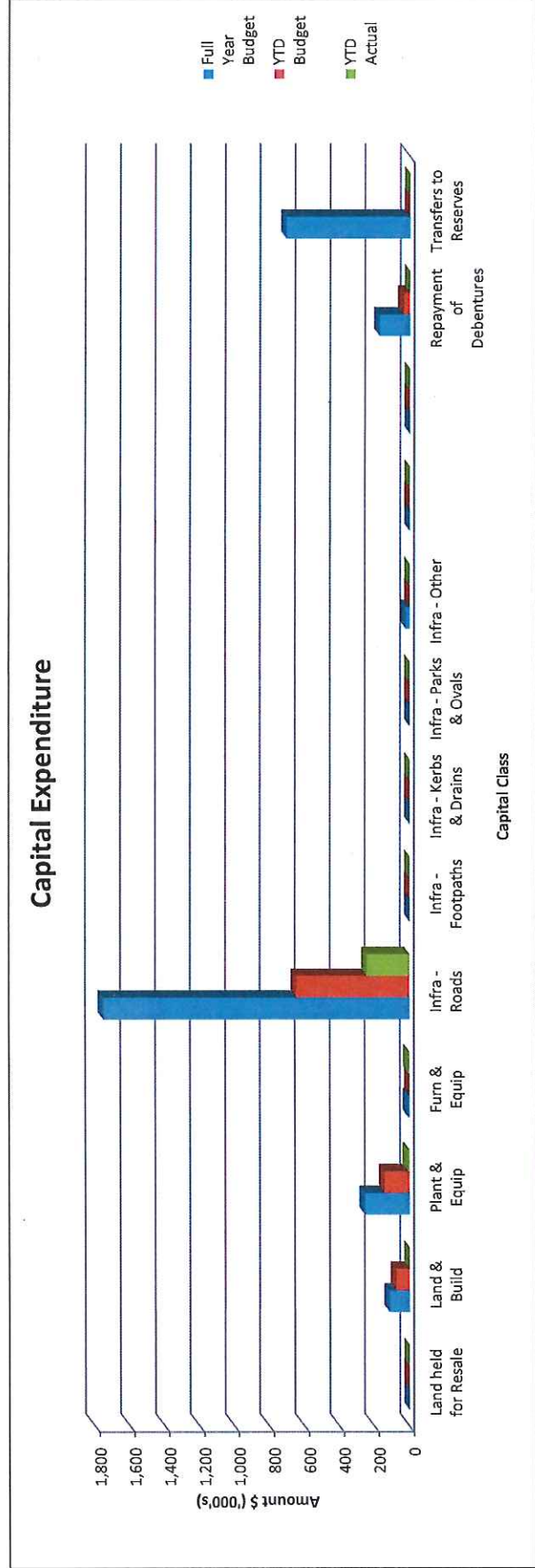
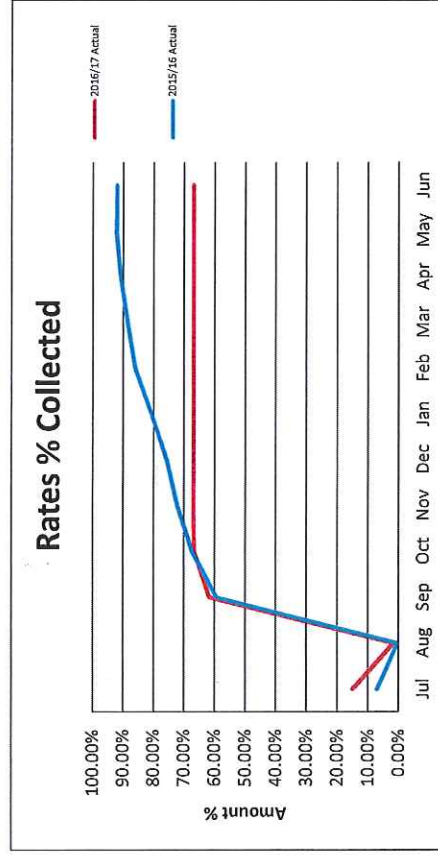
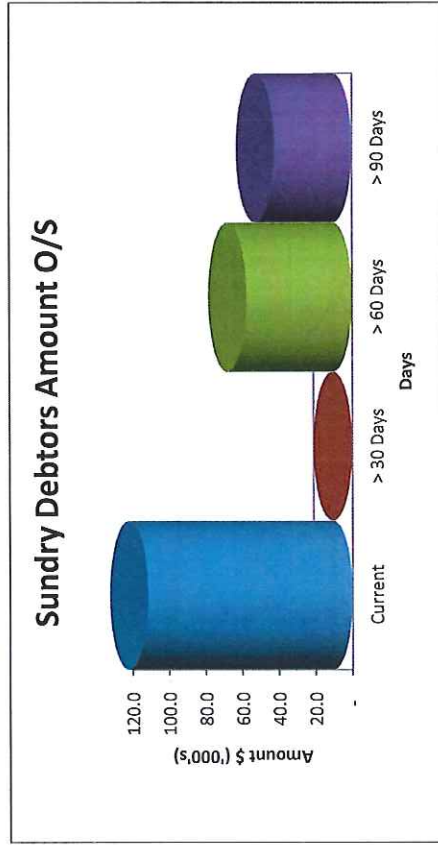
	<b>Page</b>
Graphical Analysis	1 to 2
Report Balancing Integrity	3
Statement of Financial Activity	4
Report on Significant Variances	5
Notes to and Forming Part of the Statement	
1 Acquisition of Assets	6 to 7
2 Disposal of Assets	8
3 Information on Borrowings	9
4 Reserves	10 to 11
5 Net Current Assets	12
6 Rating Information	13
7 Trust Funds	14
8 Operating Statement	15
9 Statement of Financial Position	16
10 Financial Ratios	17
Restricted Funds Summary	18



# Income and Expenditure Graphs to 31 October 2016



## Other Graphs to 31 October 2016



# SHIRE OF PINGELLY

## Summary of Balancing Contained Within The Monthly Reports

	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	October 2016 Y-T-D Budget \$	October 2016 Actual \$
<b>Finance Statement</b>				
<b><u>Balancing to Rating Note</u></b>				
Rates Balance per Finance Statement	1,864,909	1,864,908	1,864,908	1,865,162
Balance per Note 6 (Rating Information)	1,864,908	1,864,908	1,864,908	1,865,162
Variance	1	0	0	0
<b><u>Balancing of Closing Position</u></b>				
Closing Balance per Finance Statement	0	(1)	(236,427)	1,699,431
Closing Balance per General Fund Summary	(1)	(1)	(236,427)	1,699,432
Variance	1	0	0	(1)
<b><u>Balancing of Operating Income</u></b>				
Operating Income per Finance Statement	12,381,717	12,381,717	2,946,512	2,970,317
Operating Income per General Fund Summary	12,381,717	12,381,717	2,946,512	2,970,317
Variance	0	0	0	0
<b><u>Balancing of Operating Expenditure</u></b>				
Operating Expense per Finance Statement	(5,280,008)	(5,280,008)	(1,830,249)	(1,038,797)
Operating Expense per General Fund Summary	(5,280,008)	(5,280,008)	(1,830,249)	(1,038,797)
Variance	0	0	0	0
<b><u>Balancing of Capital Income</u></b>				
Capital Income per Finance Statement	932,940	932,940	89,422	0
Capital Income per General Fund Summary	932,940	932,940	89,422	0
Variance	0	0	0	0
<b><u>Balancing of Capital Expenditure</u></b>				
Capital Expense per Finance Statement	(12,865,426)	(12,865,426)	(2,527,888)	(613,918)
Capital Expense per General Fund Summary	(12,865,426)	(12,865,426)	(2,527,888)	(613,919)
Variance	0	0	0	1

## SHIRE OF PINGELLY

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

	NOTE	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	October 2016 Y-T-D Budget \$	October 2016 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
Governance		93,800	93,800	31,156	19,880	(11,276)	(36.19%)	▼
General Purpose Funding		1,285,537	1,285,537	344,655	301,157	(43,498)	(12.62%)	▼
Law, Order, Public Safety		102,122	102,122	28,177	16,023	(12,154)	(43.13%)	▼
Health		11,700	11,700	3,896	9,439	5,543	142.27%	▲
Education and Welfare		1,328,174	1,328,174	146,532	(74)	(146,606)	(100.05%)	▼
Housing		0	0	0	0	0	0.00%	
Community Amenities		174,400	174,400	155,924	151,465	(4,459)	(2.86%)	
Recreation and Culture		5,512,030	5,512,030	13,944	24,927	10,983	78.77%	▲
Transport		1,656,871	1,656,871	320,952	559,363	238,411	74.28%	▲
Economic Services		293,675	293,675	16,884	13,091	(3,793)	(22.47%)	
Other Property and Services		58,500	58,500	19,484	9,884	(9,600)	(49.27%)	▼
		10,516,809	10,516,809	1,081,604	1,105,155	23,551	2.18%	
<b>(Expenses)/(Applications)</b>								
Governance		(682,916)	(682,916)	(263,335)	(184,689)	78,646	29.87%	▼
General Purpose Funding		(150,901)	(150,901)	(49,228)	(51,185)	(1,957)	(3.98%)	
Law, Order, Public Safety		(257,691)	(257,691)	(89,113)	(54,953)	34,160	38.33%	▼
Health		(128,846)	(128,846)	(43,676)	(29,760)	13,916	31.86%	▼
Education and Welfare		(49,134)	(49,134)	(13,097)	(8,598)	4,499	34.35%	
Housing		0	0	0	0	0	0.00%	
Community Amenities		(422,643)	(422,643)	(127,534)	(120,920)	6,614	5.19%	
Recreation & Culture		(1,031,095)	(1,031,095)	(312,449)	(273,739)	38,710	12.39%	▼
Transport		(2,274,833)	(2,274,833)	(781,915)	(284,043)	497,872	63.67%	▼
Economic Services		(262,790)	(262,790)	(80,300)	(60,288)	20,012	24.92%	▼
Other Property and Services		(19,159)	(19,159)	(69,602)	29,378	98,980	142%	▼
		(5,280,008)	(5,280,008)	(1,830,249)	(1,038,797)	791,452	(43.24%)	
<b>Net Operating Result Excluding Rates</b>		<b>5,236,801</b>	<b>5,236,801</b>	<b>(748,645)</b>	<b>66,358</b>	<b>815,003</b>	<b>(108.86%)</b>	
<b>Adjustments for Non-Cash</b>								
<b>(Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals	2	(202,200)	(202,200)	624	0	(624)	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	(3)	(3)	0.00%	
Depreciation on Assets		2,110,000	2,110,000	703,320	0	(703,320)	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	(106,989)	(106,989)	(74,503)	(576)	73,927	99.23%	▼
Purchase of Furniture & Equipment	1	(7,989)	(7,989)	0	(7,432)	(7,432)	0.00%	
Purchase of Plant & Equipment	1	(254,400)	(254,400)	(143,799)	(10,370)	133,429	92.79%	▼
Purchase of Infrastructure Assets - Roads	1	(1,752,724)	(1,752,724)	(646,786)	(243,390)	403,396	62.37%	▼
Purchase of Infrastructure Assets - Footpaths	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Kerbs & Drains	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Parks & Ovals	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Bridges								
Purchase of Infrastructure Assets - Other	1	(28,280)	(28,280)	(1,800)	0	1,800	100.00%	
Purchase of WIP Recreation and Culture	1	(8,250,154)	(8,250,154)	(1,527,348)	(282,161)	1,245,187	81.53%	▼
Purchase of WIP Aged Accommodation	1	(1,585,954)	(1,585,954)	(96,480)	(69,989)	26,491	27.46%	▼
Proceeds from Disposal of Assets	2	492,000	492,000	52,250	0	(52,250)	(100.00%)	▼
Repayment of Debentures	3	(173,181)	(173,181)	(37,172)	0	37,172	100.00%	▼
Self-Supporting Loan Principal Income		87,940	87,940	37,172	0	(37,172)	(100.00%)	▼
Unspent Loans going forward		2,500,000	2,500,000					
Transfers to Restricted Assets (Reserves)	4	(705,755)	(705,755)	0	0	0	0.00%	
Transfers from Restricted Asset (Reserves)	4	353,000	353,000	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 Net Current Assets July 1 B/Fwd</b>	<b>5</b>	<b>422,976</b>	<b>422,976</b>	<b>381,832</b>	<b>381,832</b>	<b>(41,144)</b>	<b>0.00%</b>	
<b>Net Current Assets - Unspent Grants</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>LESS Net Current Assets Year to Date</b>	<b>5</b>	<b>0</b>	<b>(1)</b>	<b>(236,427)</b>	<b>1,699,431</b>	<b>1,935,858</b>	<b>818.80%</b>	<b>▲</b>
<b>Amount Raised from Rates</b>		<b>(1,864,909)</b>	<b>(1,864,908)</b>	<b>(1,864,908)</b>	<b>(1,865,162)</b>	<b>(254)</b>	<b>0.01%</b>	

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

## Material Variances Symbol

Above Budget Expectations

Below Budget Expectations

Greater than 10% and \$5,000

Less than 10% and \$5,000

▲

▼



**Purpose**

The 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: 10% and \$5,000

**REPORTABLE OPERATING REVENUE VARIATIONS**

<b>Governance - variance below budget expectations</b>	(11,276)
Reimbursements and rebates yet to be received as per budget forecast (Timing difference)	
Transport Licensing commission yet to be paid. (Timing difference)	
<b>Law Order and Public Safety - variance below budget expectations</b>	(12,154)
ESL grants - Lower than budgeted (Timing difference)	
<b>Health - Variance above budget expectations</b>	5,543
BBP reimbursement Income higher than anticipated	
<b>Education and Welfare - Variance below budget expectations</b>	(146,606)
Grant from WAHCS YTD Actual \$145,868 less than YTD Budget (Timing difference)	
<b>Recreation and Culture - variance above budget expectations</b>	10,983
Other Culture Reimb Insurance Stables Claim income more than budgeted \$19,620 (Permanent difference)	
<b>Transport - variance above budget expectations</b>	238,411
Regional Road Group funding Actual YTD received sooner than budget YTD (Timing difference)	
<b>Other Property and Services - variance below budget expectations</b>	(9,600)
Private Works - \$4,985 Less than anticipated - Income based on previous year (Timing difference)	

**REPORTABLE OPERATING EXPENSE VARIATIONS**

<b>Governance - variance below budget expectations</b>	78,646
Members subscriptions Actual YTD higher than YTD budget \$1,472 (Timing difference)	
Admin Salaries and Wages Actual YTD less than budget YTD \$41,713 (Timing difference)	
Admin Membership Actual YTD less than budget YTD \$9,602 (Timing difference)	
Depreciation not run until Audit signoff on revaluation of Assets (Timing difference)	
<b>Law, Order, Public Safety - variance below budget expectations</b>	34,160
Depreciation not run until Audit signoff on revaluation of Assets (Timing difference)	
<b>Health - variance below budget expectations</b>	13,916
Other Health Contract Health Services \$10,000 less YTD actual than YTD Budget (Timing difference).	
<b>Recreation and Culture - variance above budget expectations</b>	38,710
Depreciation will be calculated and assets roll over after auditor's report (Timing difference)	
Rec Groud Expense Earthworks actuals YTD higher than YTD budget - (Timing difference)	
<b>Transport - variance below budget expectations</b>	497,872
Depreciation will be calculated and assets roll over after auditor's report \$503,664	
<b>Economic Services - variance below budget expectations</b>	20,012
OES Depreciation will be calculated and assets rolled over after auditor's report \$13,000 YTD Actual less than YTD Budget	
<b>Other Property and Services - variance below budget expectations</b>	98,980
Gross Salaries and Wages \$80,000 YTD Actual less than YTD Budget (Timing Difference)	
Plant Op Costs Depreciation \$53,332 less than YTD Budget (Timing difference)	
Depreciation not run until Audit signoff on revaluation of Assets (Timing difference)	

**REPORTABLE NON-CASH VARIATIONS**

<b>Depreciation on Assets</b>	
Depreciation - Lower than anticipated for this reporting period Depreciation not run until November Audit completed and revaluations signed off by Auditor - (Timing difference)	(703,320)
Waiting to run Depreciation after Revaluation P&E completed Oct 2016 for 2015/16	

**REPORTABLE CAPITAL EXPENDITURE VARIATIONS**

<b>Purchase of Land &amp; Buildings</b>	
Land & Buildings YTD Actuals under YTD Budget (Timing difference)	73,927
<b>Purchase of Furniture &amp; Equipment - Variance below budget expectations.</b>	
Timing of capital expenditure to revised budget.	(7,432)
<b>Purchase of Plant &amp; Equipment</b>	
Plant & Equipment YTD Actuals under YTD Budget (Timing difference)	133,429
<b>Purchase of Road Infrastructure Assets</b>	
Road Infrastructure YTD Actuals under YTD Budget (Timing difference)	403,396
All other Capital purchases under expectation for this reporting period.	
<b>Purchase of Works in Progress Assets - PRACC</b>	
Project Expenditure YTD Actual less than YTD Budget - (Timing difference)	1,245,187
<b>Purchase of Works in Progress Assets - PAAA</b>	
Project Expenditure YTD Actual less than YTD Budget - (Timing difference)	26,491
<b>Repayment of Debentures - Variance below budget expectations.</b>	
(Timing difference)	37,172

**REPORTABLE CAPITAL REVENUE VARIATIONS**

<b>Proceeds from Disposal of Assets</b>	
No assets disposed of up to 30 September 2016- (Timing difference)	(52,250)
16 Eliot Street - Not Disposed of yet this Financial Year	

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016**

	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	2016/17 YTD Budget \$	October 2016 Actual \$
<b>1. ACQUISITION OF ASSETS</b>				
The following assets have been acquired during the period under review:				
<u><b>By Program</b></u>				
<b>Governance</b>				
<u>Other Governance</u>				
Capex - Air Conditioner - Administration	29,271	29,271	29,271	0.00
Capex - Phone System	7,989	7,989	0	7,432.43
Capex - Admin Plant Purchases	97,000	97,000	97,000	0.00
<b>Law, Order &amp; Public Safety</b>				
<u>Fire Prevention</u>				
Plant Purchase - Weather Stations X 3	0	0	0	566.39
<u>Animal Control</u>				
Capex - Dog/Cat Pound Upgrade	14,000	14,000	0	0.00
<b>Education &amp; Welfare</b>				
<u>Education</u>				
Building Purchase - Education Schedule 8	3,400	3,400	0	0.00
<u>Other Aged &amp; Disabled Services</u>				
Capex - Paaa Development	3,247	3,247	3,246	168.18
Capex - Paaa Project Manager	106,174	106,174	21,234	31,833.01
Capex - Paaa Architects & Consultants	140,000	140,000	28,000	37,987.76
Capex - Paaa Building Construction	804,533	804,533	0	0.00
Capex - Paaa Quantity Surveyor	25,000	25,000	0	0.00
Capex - Paaa Demolition	10,000	10,000	0	0.00
Capex - Paaa Utility Services	200,000	200,000	40,000	0.00
Capex - Paaa Earth Works	85,000	85,000	0	0.00
Capex - Paaa Carpark & Drainage	50,000	50,000	0	0.00
Capex - Paaa Landscaping Soft & Hard	110,000	110,000	0	0.00
Capex - Paaa Playground	20,000	20,000	0	0.00
Capex - Paaa Opening & Promotion	2,000	2,000	0	0.00
Capex - Paaa Fit Out Furniture	10,000	10,000	0	0.00
Capex - Paaa Site Works	20,000	20,000	4,000	0.00
<b>Community Amenities</b>				
<u>Sanitation - Household Refuse</u>				
Capex - Waste Transfer Station	8,000	8,000	0	0.00
<b>Recreation and Culture</b>				
<u>Other Recreation &amp; Sport</u>				
Capex - Gardener Vehicle	33,500	33,500	0	0.00
<u>Works in Progress - Recreation Centre</u>				
Capex - Pracc Development	15,336	15,336	3,066	2,609.09
Capex - Pracc Project Manager	144,417	144,417	28,882	43,206.96
Capex - Pracc Architects & Consultants	140,000	140,000	28,000	175,069.20
Capex - Pracc Building Construction	7,000,000	7,000,000	1,400,000	0.00
Capex - Pracc Quantity Surveyor	25,000	25,000	5,000	0.00
Capex - Pracc Demolition	35,000	35,000	7,000	60,867.01
Capex - Pracc Utility Services	250,000	250,000	50,000	0.00
Capex - Pracc Earth Works	27,000	27,000	5,400	0.00
Capex - Pracc Carpark And Drainage	162,901	162,901	0	0.00
Capex - Pracc Landscaping Soft & Hard	90,000	90,000	0	0.00
Capex - Pracc Playground	45,000	45,000	0	0.00
Capex - Pracc Opening & Promotion	5,500	5,500	0	409.09
Capex - Pracc Fit Out Furniture	310,000	310,000	0	0.00
Capex - Pracc Bowling Green	0	0	0	0.00

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	2016/17 YTD Budget \$	October 2016 Actual \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>				
<b>Transport</b>				
<i>Construction - Roads, Bridges, Depots</i>				
Capex - Bridge 1191 - Replace Box	163,000	163,000	0	0.00
Capex - 156 Wickopin Pingelly Rd -	351,200	351,200	234,130	7,050.00
Capex - York Williams Rd Reseal &	138,530	138,530	138,528	110,671.16
Capex - York Williams Rd Drain Maint Slk	193,712	193,712	193,710	120,799.76
Capex - 157 Bullaring Road Failure -	16,825	16,825	0	0.00
Capex - 157 Bullaring Road Reseal Slk 23 -	62,190	52,190	0	0.00
Capex - 157 Bullaring Road Slk 26.618	46,600	36,600	0	0.00
Capex - 22 Dwarlaking Rd Culvert	23,530	23,530	0	0.00
Bulyee Road - Roads To Recovery	0	20,000	20,000	0.00
Capex - 156 Wickopin Pingelly Rd -	177,759	177,759	59,252	3,187.49
Capex - 10 Shaddock Rd Realine &	338,394	338,394	0	1,681.82
Capex - Quadrant St Construction	7,000	7,000	1,166	0.00
Capex - Reseal Of Railway St - Roads To	14,856	14,856	0	0.00
Capex - Paragon St Road Failure - Roads	11,345	11,345	0	0.00
Capex - 155 Brown Street Renewal -	163,000	163,000	0	0.00
Capex - 123 Webb St Reseal - Roads To	15,040	15,040	0	0.00
Capex - 87 Paragon Street Reseal - Roads	29,743	29,743	0	0.00
Capex - Depot Bund Pipe And Fuel Tank	42,318	42,318	42,316	0.00
Capex - Communications Tower - Depot	8,500	8,500	1,416	0.00
<i>Road Plant Purchases</i>				
Capex - Purchase Traffic Counters	7,500	7,500	0	0.00
Capex - Hitachi Compactor Zv350Pr-De	10,000	10,000	10,000	9,804.00
Capex - Water Tank Spray Bar Upgrade	7,000	7,000	7,000	0.00
Capex - Pt18 Pn437 Mitsubishi Fuso 918	79,400	79,400	26,466	0.00
Capex - Pt13 Upgrade Truck Tip Tray	5,000	5,000	0	0.00
Capex - Pl5 Upgrade Loader	5,000	5,000	0	0.00
Capex - Second Hand Forklift	10,000	10,000	3,333	0.00
<b>Economic Services</b>				
<i>Tourism &amp; Area Promotion</i>				
Capex - Caravan Park Drainage	22,880	22,880	0	0.00
Capex - Museum Historic Collection Aircon	5,400	5,400	1,800	0.00
<i>Other Economic Services</i>				
Capex - Purchase Of Land	1,500	1,500	1,500	576.00
	<u>11,986,490</u>	<u>11,986,490</u>	<u>2,490,716</u>	<u>613,919.35</u>
<b>By Class</b>				
Land	1,500	1,500	1,500	576.00
Buildings	105,489	105,489	73,003	0.00
Furniture & Equipment	7,989	7,989	0	7,432.43
Plant & Equipment	254,400	254,400	143,799	10,370.39
Work in Progress - PPE	0	0	0	0.00
Infrastructure - Roads	1,752,724	1,752,724	646,786	243,390.23
Infrastructure - Footpaths	0	0	0	0.00
Infrastructure - Kerbs & Drains	0	0	0	0.00
Infrastructure - Parks & Ovals	0	0	0	0.00
Infrastructure - Other	28,280	28,280	1,800	0.00
Works in Progress - Recreation Centre	8,250,154	8,250,154	1,527,348	282,161.35
Works in Progress - Aged Care Accommodation	1,585,954	1,585,954	96,480	69,988.95
	<u>11,986,490</u>	<u>11,986,490</u>	<u>2,490,716</u>	<u>613,919.35</u>

**SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016**

**2. DISPOSALS OF ASSETS**

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

<b>By Program</b>	<b>Written Down Value</b>		<b>Sale Proceeds</b>		<b>Profit(Loss)</b>	
	<b>2016/17 Budget \$</b>	<b>October 2016 Actual \$</b>	<b>2016/17 Budget \$</b>	<b>October 2016 Actual \$</b>	<b>2016/17 Budget \$</b>	<b>October 2016 Actual \$</b>
<b>Governance</b>						
1015 - 16 Eliot St	134,850	0.00	107,000	0.00	(27,850)	0.00
10182 - 16 Eliot St (Land)	38,000	0.00	38,000	0.00	0	0.00
5 Webb St	32,000	0.00	20,000	0.00	(12,000)	0.00
PCEO15 - CEO Vehicle	40,000	0.00	30,000	0.00	(10,000)	0.00
PEMCCS01 - DCCS Vehicle	17,000	0.00	14,000	0.00	(3,000)	0.00
<b>Recreation &amp; Culture</b>						
PC15 - Gardener Vehicle	450	0.00	15,000	0.00	14,550	0.00
<b>Transport</b>						
PT18 Fuso 918 Crew Cab Tip Truck	27,500	0.00	25,000	0.00	(2,500)	0.00
<b>Economic Services</b>						
Industrial Shed - 2 Paragon Street	0	0.00	243,000	0.00	243,000	0.00
	<b>289,800</b>	<b>0.00</b>	<b>492,000</b>	<b>0.00</b>	<b>202,200</b>	<b>0.00</b>

<b>By Class of Asset</b>	<b>Written Down Value</b>		<b>Sale Proceeds</b>		<b>Profit(Loss)</b>	
	<b>2016/17 Budget \$</b>	<b>October 2016 Actual \$</b>	<b>2016/17 Budget \$</b>	<b>October 2016 Actual \$</b>	<b>2016/17 Budget \$</b>	<b>October 2016 Actual \$</b>
<b>Plant &amp; Equipment</b>						
PCEO15 - CEO Vehicle	40,000	0.00	30,000	0	(10,000)	0.00
PEMCCS01 - DCCS Vehicle	17,000	0.00	14,000	0	(3,000)	0.00
PC15 - Gardener Vehicle	450	0	15,000	0	14,550	0
PT18 Fuso 918 Crew Cab Tip Truck	27,500	0.00	25,000	0.00	(2,500)	0.00
<b>Land &amp; Buildings</b>						
1015 - 16 Eliot St	134,850	0.00	107,000	0.00	(27,850)	0.00
10182 - 16 Eliot St (Land)	38,000	0.00	38,000	0.00	0	0.00
5 Webb St	32,000	0.00	20,000	0.00	(12,000)	0.00
Industrial Shed - 2 Paragon Street	0	0.00	243,000	0.00	243,000	0.00
Land - Industrial Shed - Lot 853	0	0.00	0	0.00	0	0.00
	<b>289,800</b>	<b>0.00</b>	<b>492,000</b>	<b>0.00</b>	<b>202,200</b>	<b>0.00</b>

**Summary**

	<b>2016/17 Adopted Budget \$</b>	<b>October 2016 Actual \$</b>
Profit on Asset Disposals	257,550	0.00
Loss on Asset Disposals	(55,350)	0.00
	<b>202,200</b>	<b>0.00</b>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

**3. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
<b>Law, Order &amp; Public Safety</b>									
Loan 122 - SSL DFES	454,830	0	0	74,345	0	380,485	454,830	20,382	(2,847)
<b>Education &amp; Welfare</b>									
Loan 120 - SSL Pingelly Cottage Homes	209,802	0	0	13,595	0	196,207	209,802	13,358	1,701
<b>Recreation &amp; Culture</b>									
Loan 123 - Recreation and Cultural Centre	2,418,237	0	0	85,241	0	2,332,996	2,418,237	100,920	8,161
	3,082,869	0	0	173,181	0	2,909,688	3,082,869	134,660	7,015

(\*) 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 2016 TO 31 OCTOBER 2016

	2016/17 Adopted Budget \$	October 2016 Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	164,761	164,761
Amount Set Aside / Transfer to Reserve	5,693	0
Amount Used / Transfer from Reserve	0	0
	<u>170,454</u>	<u>164,761</u>
<b>(b) Plant Reserve</b>		
Opening Balance	163,399	163,399
Amount Set Aside / Transfer to Reserve	255,646	0
Amount Used / Transfer from Reserve	(151,000)	0
	<u>268,045</u>	<u>163,399</u>
<b>(c) Building and Recreation Reserve</b>		
Opening Balance	48,140	48,140
Amount Set Aside / Transfer to Reserve	408,486	0
Amount Used / Transfer from Reserve	(200,000)	0
	<u>256,626</u>	<u>48,140</u>
<b>(d) Electronic Equipment Reserve</b>		
Opening Balance	1,041	1,041
Amount Set Aside / Transfer to Reserve	5,000	0
Amount Used / Transfer from Reserve	0	0
	<u>6,041</u>	<u>1,041</u>
<b>(e) Community Bus Reserve</b>		
Opening Balance	5,929	5,929
Amount Set Aside / Transfer to Reserve	5,007	0
Amount Used / Transfer from Reserve	0	0
	<u>10,936</u>	<u>5,929</u>
<b>(f) Swimming Pool Reserve</b>		
Opening Balance	43,666	43,666
Amount Set Aside / Transfer to Reserve	5,400	0
Amount Used / Transfer from Reserve	0	0
	<u>49,066</u>	<u>43,666</u>
<b>(g) Joint Venture Housing Reserve</b>		
Opening Balance	49,917	49,917
Amount Set Aside / Transfer to Reserve	5,523	0
Amount Used / Transfer from Reserve	(2,000)	0
	<u>53,440</u>	<u>49,917</u>
<b>Refuse Site Rehab/Closure Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	15,000	0
Amount Used / Transfer from Reserve	0	0
	<u>15,000</u>	<u>0</u>
<b>Total Cash Backed Reserves</b>	<u><u>829,608</u></u>	<u><u>476,853</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 2016 TO 31 OCTOBER 2016**

	<b>2016/17 Adopted Budget \$</b>	<b>October 2016 Actual \$</b>
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	5,693	0
Plant Reserve	255,646	0
Building and Recreation Reserve	408,486	0
Electronic Equipment Reserve	5,000	0
Community Bus Reserve	5,007	0
Swimming Pool Reserve	5,400	0
Joint Venture Housing Reserve	5,523	0
Refuse Site Rehab/Closure Reserve	15,000	0
	<u><b>705,755</b></u>	<u><b>0</b></u>
<b>Transfers from Reserves</b>		
Leave Reserve	0	0
Plant Reserve	(151,000)	0
Building Reserve	(200,000)	0
Electronic Equipment Reserve	0	0
Community Bus Reserve	0	0
Swimming Pool Reserve	0	0
Joint Venture Housing Reserve	(2,000)	0
Refuse Site Rehab/Closure Reserve	0	0
	<u><b>(353,000)</b></u>	<u><b>0</b></u>
<b>Total Transfer to/(from) Reserves</b>	<u><b>352,755</b></u>	<u><b>0</b></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 2016 TO 31 OCTOBER 2016

	2015/16 B/Fwd Per 2016/17 Budget \$	2015/16 B/Fwd Per Financial Report \$	October 2016 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	30,459	(132,831)	416,939
Cash - Restricted Unspent Grants	272,727	660,239	477,083
Cash - Restricted Unspent Loans	2,500,000	2,500,000	2,500,000
Cash - Restricted Reserves	476,854	476,854	476,854
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	136,256	115,249	683,332
Sundry Debtors	132,206	132,972	165,453
Provision for Doubtful Debts	0	(9,661)	(9,661)
Gst Receivable	24,088	31,662	29,385
Loans - clubs/institutions	83,747		
Accrued Income/Payments In Advance	0	5,912	0
Investments	5,000	0	0
Inventories	2,321	1,148	2,260
	<u>3,663,658</u>	<u>3,781,544</u>	<u>4,741,645</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)		0	0
Sundry Creditors	(84,810)	(312,625)	(23,980)
Accrued Interest On Loans	0	(3,950)	0
Accrued Salaries & Wages	(11,638)	(16,912)	0
Income In Advance	0	0	0
Gst Payable	0	(14,103)	(6,986)
Payroll Creditors	0	0	0
Accrued Expenses	(29,953)	(30,495)	0
PAYG Liability	(44,673)	(44,673)	(31,762)
Other Payables	0	(100)	(2,632)
Current Employee Benefits Provision	(228,642)	(164,274)	(164,274)
Current Loan Liability	<u>(165,510)</u>	<u>(173,181)</u>	<u>(173,181)</u>
	<u>(565,226)</u>	<u>(760,313)</u>	<u>(402,815)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>3,098,432</b>	<b>3,021,231</b>	<b>4,338,830</b>
Less: Cash - Reserves - Restricted	(476,854)	(476,854)	(476,854)
Less: Cash - Unspent Grants/Loans - Fully Restricted	(2,500,000)	(2,500,000)	(2,500,000)
Less: Current Loans - Clubs / Institutions	(83,747)	0	0
Less: Investments	(5,000)	0	0
Add Back : Component of Leave Liability not Required to be Funded	228,642	164,274	164,274
Add Back : Current Loan Liability	165,510	173,181	173,181
Adjustment for Trust Transactions Within Muni	(4,007)	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>422,976</b></u>	<u><b>381,832</b></u>	<u><b>1,699,431</b></u>



SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

6. RATING INFORMATION

RATE TYPE

	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Rate Revenue \$	2016/17 Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Budget \$
<b>General Rate</b>								
GRV - Residential	11.581600	295	2,929,511	339,284	0	0	339,284	339,284
GRV - Rural Residential	11.581600	65	683,712	79,185	0	0	79,185	79,185
GRV - Commercial/Industrial	11.581600	30	432,515	50,092	0	0	50,092	50,092
GRV - Townsites	11.581600	12	128,440	14,875	0	0	14,875	14,875
UV - Broadacre Rural	1.107300	260	111,726,508	1,237,148	0	0	1,237,148	1,236,694
<b>Sub-Totals</b>		662	115,900,686	1,720,584	0	0	1,720,584	1,720,130
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Residential	898	82	287,910	73,636	0	0	73,636	73,636
GRV - Rural Residential	898	24	95,502	21,552	0	0	21,552	21,552
GRV - Commercial/Industrial	898	11	47,144	9,878	0	0	9,878	9,878
GRV - Townsites	898	7	20,270	6,286	0	0	6,286	6,286
UV - Broadacre Rural	898	37	1,987,730	33,226	0	0	33,226	33,226
<b>Sub-Totals</b>		161	2,438,556	144,578	0	0	144,578	144,578
<b>Ex Gratia Rates</b>								
Movement in Excess Rates							1,865,162	1,864,708
							0	200
							(20,348)	0
<b>Total Amount of General Rates</b>							1,844,814	1,864,908
<b>Specified Area Rates</b>							0	0
<b>Total Rates</b>							1,844,814	1,864,908

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 2016 TO 31 OCTOBER 2016

### 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:

Detail	Balance 01-Jul-16 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Transport Licensing	2,037	133,590	(120,902)	14,725
BCITF Levy	0	0	0	0
Rates	0	0	0	0
Funds Held on Behalf of Groups	0	0	0	0
Unclaimed Monies	100	0	0	100
Builders Registration Board	0	0	0	0
Social Club	0	0	0	0
Nomination Deposits	160	0	(160)	0
Bond Monies (Including Key Deposits)	11,262	3,283	(2,980)	11,565
	<u>13,559</u>	<u>136,873</u>	<u>(124,042)</u>	<u>26,390</u>

**SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016**

**8. OPERATING STATEMENT**

	<b>October 2016 Actual \$</b>	<b>2016/17 Adopted Budget \$</b>	<b>2015/16 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	19,880	93,800	109,073
General Purpose Funding	2,166,319	3,150,445	2,427,841
Law, Order, Public Safety	16,023	102,122	108,374
Health	9,439	11,700	11,162
Education and Welfare	(74)	1,328,174	300,450
Housing	0	0	0
Community Amenities	151,465	174,400	171,343
Recreation and Culture	24,927	5,512,030	78,567
Transport	559,363	1,656,871	1,095,123
Economic Services	13,091	293,675	97,759
Other Property and Services	9,884	58,500	56,944
<b>TOTAL OPERATING REVENUE</b>	<b>2,970,317</b>	<b>12,381,717</b>	<b>4,456,636</b>
<b>OPERATING EXPENSES</b>			
Governance	184,689	682,916	588,350
General Purpose Funding	51,185	150,901	146,865
Law, Order, Public Safety	54,953	257,691	234,539
Health	29,760	128,846	129,971
Education and Welfare	8,598	49,134	42,361
Housing	0	0	0
Community Amenities	120,920	422,643	328,278
Recreation & Culture	273,739	1,031,095	1,063,178
Transport	284,043	2,274,833	1,983,375
Economic Services	60,288	262,790	245,557
Other Property and Services	(29,378)	19,159	29,470
<b>TOTAL OPERATING EXPENSE</b>	<b>1,038,797</b>	<b>5,280,008</b>	<b>4,791,943</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>1,931,520</u></b>	<b><u>7,101,709</u></b>	<b><u>(335,307)</u></b>

# SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

### 9. STATEMENT OF FINANCIAL POSITION

	October 2016 Actual \$	2015/16 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	3,870,876	3,504,262
Investments	5,000	5,000
Trade and Other Receivables	956,449	364,074
Inventories	2,260	1,148
Trust at Bank	26,389	13,558
<b>TOTAL CURRENT ASSETS</b>	<b>4,860,974</b>	<b>3,888,042</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	618,046	618,046
Inventories	0	0
Property, Plant and Equipment	10,623,797	10,253,268
Infrastructure	71,214,502	70,971,112
<b>TOTAL NON-CURRENT ASSETS</b>	<b>82,456,345</b>	<b>81,842,426</b>
<b>TOTAL ASSETS</b>	<b>87,317,319</b>	<b>85,730,468</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	65,359	422,858
Long Term Borrowings	173,181	173,181
Provisions	164,274	164,274
Trust Liability	26,389	13,558
<b>TOTAL CURRENT LIABILITIES</b>	<b>429,203</b>	<b>773,871</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	2,909,687	2,909,687
Provisions	43,748	43,748
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,953,435</b>	<b>2,953,435</b>
<b>TOTAL LIABILITIES</b>	<b>3,382,638</b>	<b>3,727,306</b>
<b>NET ASSETS</b>	<b>83,934,681</b>	<b>82,003,162</b>
<b>EQUITY</b>		
Retained Surplus	27,766,854	25,835,335
Reserves - Cash Backed	476,854	476,854
Revaluation Surplus	55,690,973	55,690,973
<b>TOTAL EQUITY</b>	<b>83,934,681</b>	<b>82,003,162</b>

# SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

### 10. FINANCIAL RATIOS

	2017 YTD	2016	2015	2014
Current Ratio	5.31	0.41	2.44	5.35
Operating Surplus Ratio	0.70	(0.75)	(0.22)	(0.91)

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	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$
-------------------------	--

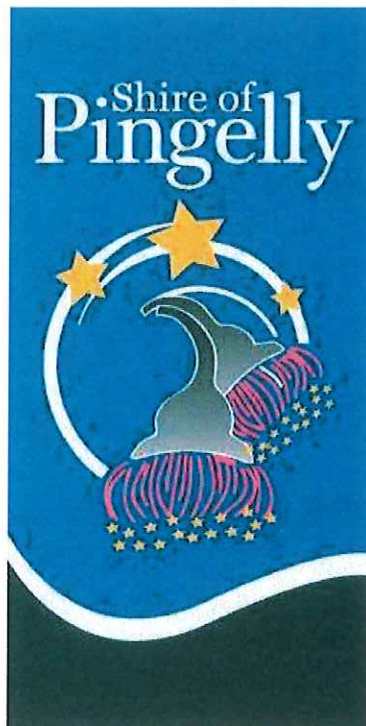
SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 31 October 2016						
Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure Previous Years	Actual Expenditure 2016/17	Restricted Funds Remaining
Royalties for Regions 2012/13 (Individual)	Dam Clean/Tanks Netball/Basketball Footpaths Tennis Courts Aged Friendly Communities	R4R01 CT01 FP001/FP002 R4R03 0861,FP01, FP02 RCC01,RCC02,R	60,000.00 91,530.00 80,000.00 100,000.00 51,000.00	60,000.00 91,530.00 80,000.00 100,000.00 51,000.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00
Wheatbelt Development Commission						
Transferred from Building Reserve 30/6/2016	Recreation & Cultural Centre	CC03	250,000.00	250,000.00	0.00	0.00
Health Department (WACHS)	Aged Approp Accom Units	0860	272,727.27	5,456.91	69,988.95	197,281.41
Unspent Loan 123	Donation Community Car	1391	43,000.00	35,926.00	0.00	7,074.00
	Recreation & Cultural Centre	1703	2,500,000.00	0.00	282,161.35	2,500,000.00
<b>Sub Total</b>						<b>2,977,082.68</b>
<b>Total Restricted Grant Funds</b>						
<b>Available Cash</b>						
Municipal Bank		0111	Variable	Ongoing	N.A.	803,749.56
Municipal Bank		0112				50.00
Municipal Bank		0113				200.00
Municipal Bank		0114				500.00
Municipal On Call Account		0811	Variable	Ongoing	N.A.	596.53
Municipal Term Deposit 155081136	Unspent Loan 123	TD01	2.50%	6 months	30-Dec-16	2,072,797.67
Municipal Term Deposit 155081144	Unspent Loan 123	TD02	1.70%	1 month	30-Sep-16	516,128.21
Total Cash						3,394,021.97
Less Restricted Cash						<b>(2,977,082.68)</b>
<b>Total Unrestricted Cash</b>						<b>416,939.29</b>

# Attachment

## 16.2 Bushfire Advisory Committee Minutes







# Shire of Pingelly

## Minutes

Bushfire Advisory Committee Meeting  
11 October 2016

**Minutes of the Bushfire Advisory Committee Meeting of the Shire of Pingelly held in the Council Chambers, 17 Queen Street, Pingelly on 11 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 representatives
- FCOs

General Deputy – Cr R Marshall

**Table of Contents**

<b>1. OPENING &amp; ANNOUNCEMENTS.....</b>	<b>2</b>
<b>2. ATTENDANCE &amp; APOLOGIES.....</b>	<b>2</b>
2.2 Observers & Visitors.....	2
2.3. Apologies.....	2
<b>3. DECLARATIONS OF INTEREST .....</b>	<b>2</b>
<b>4. CONFIRMATION OF MINUTES .....</b>	<b>2</b>
<b>5. AGENDAS.....</b>	<b>3</b>
5.1 Issue of Identity Cards to All Bush Fire Volunteers.....	3
5.2 PPE Gear for BFB Members.....	5
5.3 DFES - Paul Blechynden - Discussion on Dealing with Large Bush Fires.....	5
5.4 FIRS Reports.....	7
5.5 DPAW Report & Prescribed Burns for Autumn 2017.....	7
5.6 Restricted Burning Period Review.....	10
5.7 Full Face Respirators and Filters - Bushfires.....	10
5.8 Ranger Services.....	10
5.9 Burnover Blanket Training.....	10
<b>6. GENERAL BUSINESS .....</b>	<b>11</b>
<b>7. CLOSURE .....</b>	<b>12</b>

**1. OPENING & ANNOUNCEMENTS**

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

**2. ATTENDANCE & APOLOGIES****2.1 Attendance**

Membership	Cr D Freebairn
Shire of Pingelly	Mr Barry Gibbs (DTS)
	Mr Stuart Billingham (DCCS)
	Mrs Sheryl Squiers (AOT)
West Pingelly	Mr Adam Watts
	Mr Anthony Turton
	Mr Allan Parsons
Moorumbine-Noonebin	Mr Rodney Shaddick (CBFCO)
	Mr Brodie Cunningham
East Brigade	Mr Andrew Marshall
	Mr Sam MacNamara
Town	Mr Peter Narducci
	Mr Sandy Spencer
	Mr Kerry Keys
DPAW	Mr Greg Durell
DFES	Mr Paul Blechynden

**2.2 Observers & Visitors**

Nil

**2.3. Apologies**

Mr Gavin Pollock  
Mr Malcolm Cunningham  
Mr Mathew Sharpe WA Contract Ranger Services  
Mr Robert Kirk (DCBFCO)  
Mr Damien Spencer  
Mr Mitch Davies (DPAW)

**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 12 April 2016 be confirmed.

**11336 – Moved Peter Narducci, Seconded Barry Gibbs**

That the Minutes of the Shire of Pingelly Bushfire Advisory Meeting held in the Council chamber on the 12 April 2016 be confirmed.

## **CARRIED**

### **Business Arising:**

Nil

## **5. AGENDA ITEMS**

### **5.1 Issue of Identity Cards to all Bush Fire Volunteers:**

The following extract is from a letter sent by the Commissioner Mr Wayne Gregson following the Waroona Special Inquiry with the recommendation that:

*"The Department of Fire and Emergency Services to issue a photo identification card to DFES members, members of Bush Fire Brigades, volunteer emergency services, Incident Management Teams, forestry industry brigade members and Networked Government Agency members." (Recommendation 13).*

Notwithstanding the recommendation, DFES does not have legislative authority for the administration of Bush Fire Brigades. It is therefore, appropriate that DFES seek your consent for DFES to issue your Bush Fire Brigade members with an identity (ID) card.

The ID card will have the following features:

- Bush Fire Service logo
- Name of the respective Local Government
- Photograph of volunteer
- Volunteer membership number
- Expiry Date

The proposed card designs are provided in Attachment 1 for your information.

DFES intends that the ID cards will have a degree of future proofing to accommodate the anticipated technologies which are realistically expected to come on line within the next 3 — 5 years. In the first instance, this is likely to be a card reading functionality which will be added to the Automatic Vehicle Location (AVL) device on a plug in basis.

The costs of the roll out of ID cards will be met by DFES and will be undertaken in two phases. In Phase 1, DFES is keen to progress this recommendation by giving priority to issuing ID cards to those registered volunteers in the high bush fire risk areas of the outer Metropolitan areas, South West, Lower South West, Goldfields and Great Southern regions in the first instance.

To facilitate the roll out of Phase 1, your bushfire brigades' membership list will be sent to the existing email DFES has as your Local Government contact; [ceo@pingelly.wa.gov.au](mailto:ceo@pingelly.wa.gov.au) by COB September 14, 2016 (If this is no longer the correct email address for communications in relation to volunteer information please forward the new address to [reports@dfes.wa.gov.au](mailto:reports@dfes.wa.gov.au)).

The email sent from DFES will contain a secured excel spreadsheet containing your bushfire membership information. Please advise DFES by 30 September 2016 of any changes to the information by updating the spreadsheet and sending it back to [reports@dfes.wa.au](mailto:reports@dfes.wa.au). If you do not supply an updated list of members by this date, it will be assumed that the list presided to you is accurate.

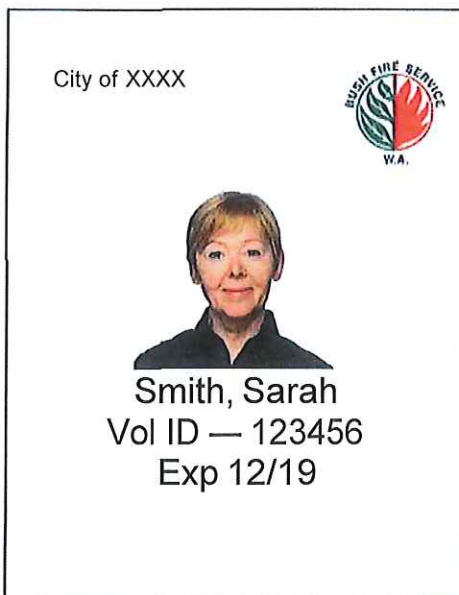
Phase 2 of the ID card project - arrangements for issuing ID cards to volunteers in the remaining regions as well as the longer term management of volunteer ID cards - will be subject to a more detailed assessment. You will be informed as more information about potential solutions comes to hand.

DFES has been consulting with the Association for Volunteer Bush Fire Brigades (AVBFB) about ID cards. The AVBFB have advised that they are supportive of DFES rolling out ID cards to their members.

If you would like any further information about this matter, please contact Director Human Resources, Karen Roberts on 93959361.

You can confirm your approval for DFES to issue ID cards to registered Bush Fire Brigades members by responding via email to [Volunteering@dfes.wa.gov.au](mailto:Volunteering@dfes.wa.gov.au) or Karen. Roberts@dfes.wa.gov.au. Your response by 30 September 2016 would be appreciated. If you do not respond, DFES will deem that you do not wish DFES to issue your Bush Fire Brigade members with an ID card.

### **Proposed ID Card Design — Bush Fire Brigade**



### **Discussion**

**Rod Shaddick has reservations on the issuing of ID cards to all volunteer firefighters as he feels some volunteers would not appreciate having being enforced to have ID cards.**

**Paul Blechynden responded saying these cards would be optional for volunteers but the idea of them would make admittance to a fire ground quicker with just having to show their ID card.**

**Barry Gibbs said they would be more for attending fire grounds in other areas outside the volunteers own area. Council would be happy to support the program.**

**There were no other objections from the attendees of the meeting.**

### **5.2 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 4 November 2016, 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. You are also required to be a registered bush fire volunteer before PPE is issued.

### **Discussion**

**To have any PPE requirement orders in to Sheryl Squiers asap to try and save on multiple ordering throughout the season.**

### **5.3 DFES – Paul Blechynden Discussion on Dealing with Large Bushfires:**

**Intent:** There may be actions associated with dealing with large bushfires that some people may be unfamiliar with. The intent is to help BFAC members/Shire of Pingelly identify and understand these actions as a warm-up to the coming fire season.

**Overview:** Each person receives a map showing a large bushfire; the nature of the fire will require the Controlling Agency (Shire) to:

- a) Obtain spot forecasts/use the new weather stations
- b) Undertake fire predictions
- c) Establish fire breaks on Crown land
- d) Close then reopen roads
- e) Consider DFES operational support and DFES funding for bushfire response
- f) Issue community warnings
- g) Consider evacuating people
- h) Request water bombers
- i) Use websites – Met. Bureau, Landgate hotspots
- j) Anything else that people feel is relevant for Pingelly

I am running a number of these sessions across the region and some shires have also invited WA Police.

### **Discussion**

**Paul Blechynden explained the value of having the above workshop with procedures that need to be followed when dealing with large bushfires. This session will be held on Wednesday 26 October 2016 at 7.00pm in the Council Chambers. Other volunteer service groups to be invited as well as all bush fire brigade members.**

Paul gave a report of what has been happening at DFES since the April BFAC Meeting, report inserted:



**DFES report — Pingelly BFAC, Tuesday 11 October 2016**

During the non-bushfire season my work has been supporting the VFRS brigades and working with shires with ESL applications, training and managing the fire risk on Unallocated Crown Land in towns Wandering, Pingelly, Popanyinning and Cuballing.

A current DFES priority is helping Shires to prepare for the 2016/17 bushfire season such as.

- a) safety related training — crew protection;
- b) understanding the support available to shires from DFES and;
- c) A local initiative has seen a number of shires participate in 1-2 hour exercise focussing on:
  - getting back into the swing of responding to large bush fires and
  - discussing some actions required that people may be less familiar with (e.g. closing/opening roads, issuing community warnings, evacuations etc.).

Please let me know if you are interested in running a similar session in Pingelly?

**Ferguson Report:**

The WA Government recently announced that it will support all 17 recommendations of the Special Inquiry into the January 2016 Waroona Fire by Euan Ferguson

Many of the recommendations were being implemented ahead of the upcoming bushfire season. These included:

- establishing five pre-formed multi-agency incident management teams for level 3 incidents, which include representation from both Government and volunteers
- installing Automated Vehicle Location Systems in vehicles and appliances (cost \$2.4 million)
- establishing a \$2.8 million critical messaging system by November 2016 which will issue warnings and provide advice on fire danger ratings and total fire bans. The information will be available on a new Emergency WA website to be promoted through the "Are You Ready" bushfire campaign
- issuing identification cards to DFES volunteers in high-risk regions.

**Crew protection systems:**

This program is underway to assess and fit-out fire trucks with crew protection systems. Boddington and Wandering shires are currently having their trucks assessed — fitted out. Key points:

- a) Crew protection requirements assessed and if not due for replacement will be fitted
  - b) Replacement vehicle to be provided when existing truck is collected (like for like)
  - c) Shire appliance to be stripped of any shire gear before changeover
  - d) BFB / Shire rep to be on site at changeover to ensure satisfaction with the replacement truck
  - e) Weight will be assessed — options to manage overloading include re-rating as an emergency services or special purposes vehicle, using counterweights on the chassis. Water reduction was raised in the early days as an option of last resort. I have been advised that this has not normally been required the appliance of primary concern is the old shape crew cab ISUZU FSS550's in a live drive configuration.
- Training

- f) I encourage shires to think about their training needs for next year and I am keen to think outside the square if your needs can't be met from a current training courses. Please let me know if there is any further training that needs to be scheduled for next year?

#### **Training completed:**

1. Fire Control Officers Courses — Wandering, Corrigin, Newdegate & Narrogin
2. Ground Controller (water bombers) Boddington, Wandering and Darkan
3. Introduction to Fire Fighting Courses Narrogin & Brookton.
4. WAERN radio refresher (Brookton)
5. Structural firefighting awareness (Wandering)
6. Fire Weather Course — Narrogin (27/9/2016)
7. Introduction to Bush Fire Fighting Boddington (19/10/2016)

#### **Pre-season reminders:**

1. I am keen to reinforce that FCOs/brigade members can go onto Crown land and take reasonable measures to control any bush fire.
2. DFES can be contacted (24 hrs — 9845 5000) to discuss meeting contractor costs in the event that a shire has committed all resources and requires contractor machinery for bushfire suppression. It is critical that DFES is contacted prior as we do not have the capacity to make retrospective payments.

#### **5.4 FIRS Reports**

Any requirements for extra books please let Sheryl Squiers know asap so these can be ordered.

DFES 93	FIRS Form Folder	Each	1	6.90
DFES 94	FIRS Form Other Incidents	Pack	5	55.00
DFES 95	FIRS Form Bushfire	Pack	5	55.00
DFES 96	FIRS Form Attendance	Pack	5	55.00
DFES 97	FIRS Form Structure or Mobile Property Fire	Pack	5	55.00

#### **Discussion**

Sheryl Squiers informed everyone that if they required more FIRS report books these were available in packs of 5 and anyone wanting them to let her know.

#### **5.5 DPAW Report & Prescribed Burns for Autumn 2017**

##### **Report for Pingelly Shire BFAC Meeting October 2016**

##### **Prescribed Fire**

The Autumn burn program was fairly productive for Parks and Wildlife in the Wheatbelt with 6 of the 10 burns planned completed. This included 1 burn at Tutanning. The burns not completed in the Pingelly Shire (1 Boyagin and 1 Tutanning) will be carried over to Autumn 2017.



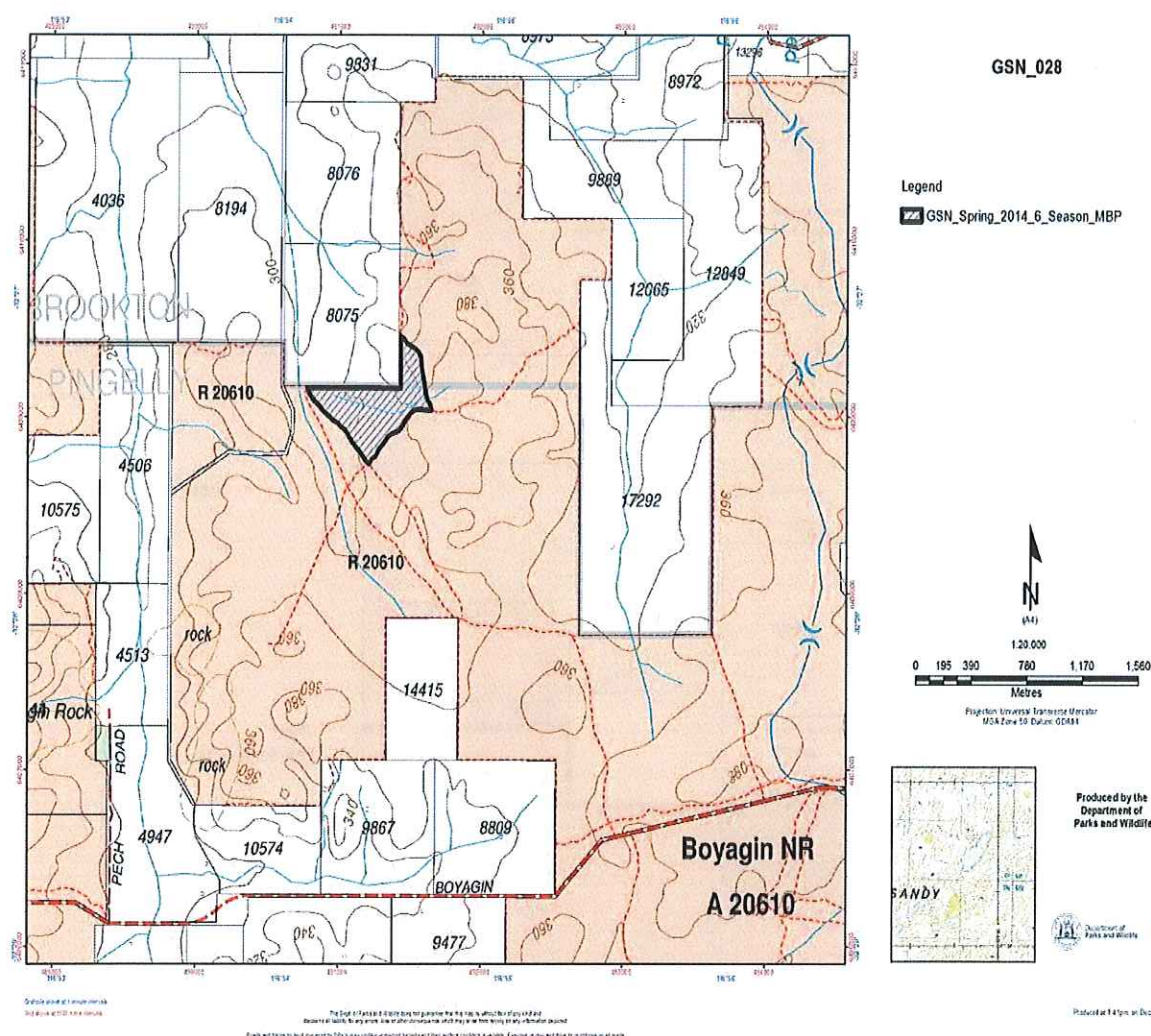
There will be an additional burn in Boyagin next Autumn which is a buffer burn in the most North West section of the reserve. More details of this burn will be provided closer to Autumn.

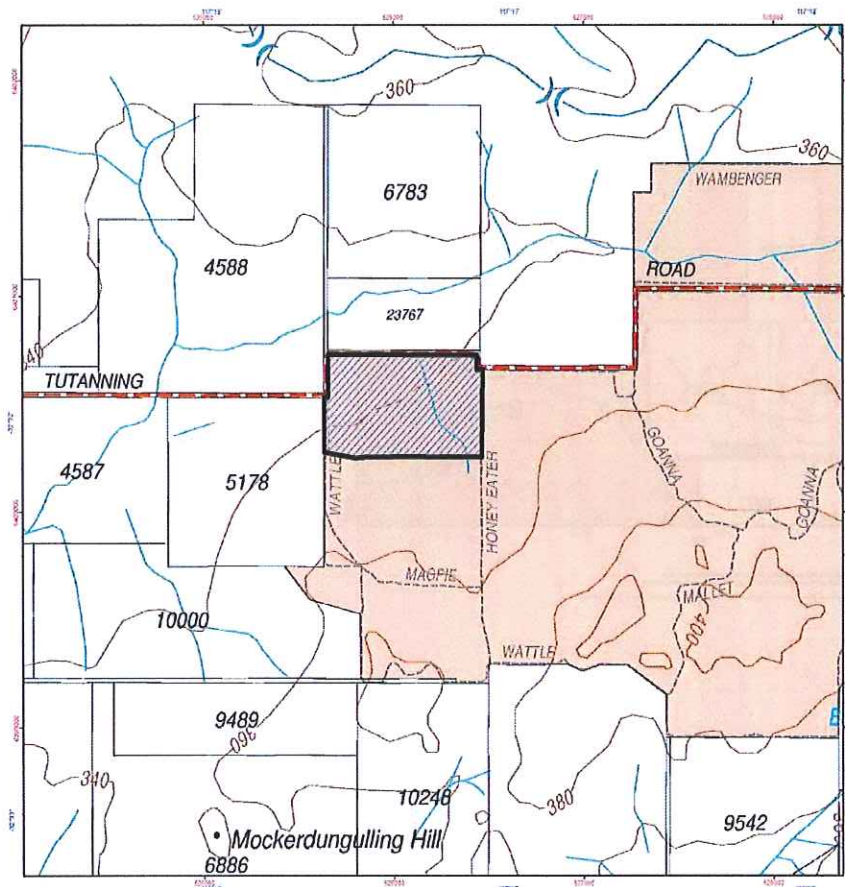
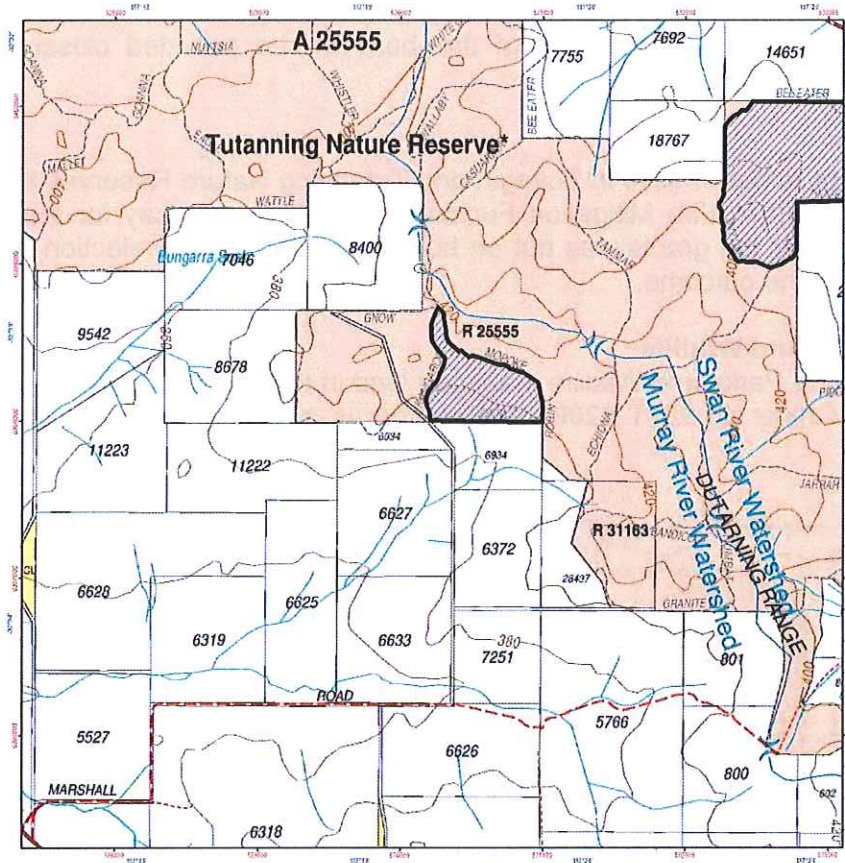
### Fire Access Tracks

We intend to maintain the fire access tracks in Boyagin and Tutanning Nature Reserves this season. We currently have a Bush Fire Mitigation Funding application in to pay for these works. The approval process for the grants was put on hold due to the federal election but we are hoping to hear soon of the outcome.

### 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.







**Recommended:**  
**Report received.**

#### **5.6 Proposed Review of Restricted Burning Periods**

Barry Gibbs has proposed that the dates for the Restricted Burning Periods be reviewed with the possibility of changing these periods from 19 September to 31 October and 15 February – 29 March to 1 October – 31 October and 15 February to 10 April. This was last reviewed in 2010.

**Discussion:**

**General consensus of attendees was to leave the Restricted Burning Periods dates as they are and to continue with extending as required.**

#### **5.7 Full Face Respirators and Filters – Bush Fires**

A letter received from DFES in relation to the issue of the Scott ProMask2 Full Face Respirator.

**Recommended:**  
**Information received.**

#### **5.8 Ranger Services**

Matt Sharpe from WA Contract Rangers Services completed a pre-inspection of firebreaks on the 24 September 2016. There were 81 letters issued reminding people their properties need to be compliant before the 1 November 2016. Another round of inspections will be done in mid-October.

**Discussion:**

**Information received and asked also that Shire continue to with reminders in the Shire News about having properties fire ready. Barry Gibbs was asked about the condition of the road reserves as most are overgrown and not been sprayed. Barry advised he will discuss with Works Supervisor.**

#### **5.9 Burnover Blanket Training**

Letter from DFES as follows:

The Department of Fire and Emergency Services (DFES) commenced a programme of improving firefighting safety on fire appliances in 2013/14 by providing personal protective burnover fire blankets to all ESL funded appliances.

These blankets are for use in emergency situations to protect fire fighters from radiant heat and flames. A burnover on the fire ground generally occurs very quickly with little or no warning and a fire crews familiarity with the fire blankets and their rapid deployment is vital for their safety.

To assist Shires with preparing their fire fighters for the approaching 2016/17 fire season, DFES can supply burnover training literature and blankets that can be used by brigades during pre-season functions. A burnover drill takes approximately 10 minutes to undertake.

Please liaise with your Shire's Community Emergency Services Manager or contact the Shire's relevant DFES Manager in the Great Southern Region if you wish to use the DFES approved training package.

**Discussion:**

**Paul Blechynden offered to organize a training session for burnover blanket use, this may be combined with the Desktop Workshop.**

## **6 General Business:**

### **Pingelly Volunteer Fire & Rescue Service:**

Rod Shaddick and Robert Kirk have discussed the possibility of an incident management team being introduced in event of a large incident.

Truck 3.4 has had electric hose reel fitted, there will be training over the next few weekends.

UT3 4 has had a refit and LT22 is due for changeover.

There will be training with the fast fill trailer. The fast fill trailer needs to be set up at a good water supply with easy access and within 2-3kms of fire ground.

Hazard reduction burns will be continuing next Autumn with the next area being from top end of Park Street, the back end of old school oval and between Naylor & Balfour Streets.

The hazard reduction burn between Aldersyde-Pingelly Road up to Aviation Street had a good result.

### **Barry Gibbs:**

Asked if brigades had received their fuel cards and also if there was still enough foam for the trucks.

Weather stations are up and running, an information session will be held after meeting.

A meeting will need to be setup to discuss with the VFRS the best way to install firebreaks around the rifle range.

### **Peter Narducci:**

Informed meeting he is now a Peer Support Officer Team Leader. There are now 100 Peer Support Officers throughout the state.

Reported that Esperance community is still going through a tough time, especially mentally following the fires of last season.

Counselling is still ongoing for Yarloop and Waroona residents.

Peter distributed poster promoting Peer Support and that it is available for not just the firefighters but for their families and all members of the community affected by a large fire event.

### **Sam MacNamara:**

Concerned about the overgrown road reserves and high fuel loads in the bush.

### **Alan Parsons:**

Asked about the installation of firebreaks around other small reserves within the Shire.

### **Adam Watts:**

Asked Paul Blechynden if they will be getting a loan fast attack unit for West Pingelly for 2016-17 season. Paul stated West Pingelly is Priority rated 3 and he would find out and let him know.

### **Stuart Billingham:**

Introduced himself and informed Pingelly VFRS he would be transferring his membership from Mukinbudin to Pingelly.

**Rod Shaddick:**

Asked about using dedicated call signs and said as long as you identify yourself clearly and not fret about using your issued call sign.

Radio to be removed from Bruce Sewell's vehicle to Simon Parsons' vehicle, Sheryl Squiers to organize.

For all volunteer fire fighters to make their wives and families aware of what might happen if there was a fire started and to give them instructions in what to do in an event.

**7. CLOSURE**

The Chairman declared the meeting closed at 8.10 pm.

Next meeting will be on Tuesday 11 April 2017 at 7.00pm in the Council Chambers.

These minutes were received by Council at an Ordinary Meeting held on 16 November 2016 .....

Signed .....

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

