Shire of Pingelly

Attachments

Ordinary Council Meeting
15 March 2017

Attachment 1

14.1 Shire of Pingelly Community Survey

Community Survey Summary 2016

Shire of Pingelly

Shire of Pingelly Residents' Survey
July 2016

KEYRESEARCH

Localise
Local Government at its best

Contents

Introduction

Background

Key Research has been commissioned to undertake a community survey for the Shire of Pingelly, similar to the community surveys conducted in 2011 and 2015. This report covers the findings from the 2016 research and in some cases compares results against the 2015 results.

Research Objectives

- Determine the relative importance of, and satisfaction with, various services and facilities
- Understand residents' willingness to pay for desired improvements
- Elicit future vision/direction
- Identify short term and future priorities
- Establish what is most special about the Shire
- Identify priority activities for young people
- Rate playgrounds
- Volunteering
- Determine support for alternative truck route and a new speed limit
- Asses information provided about the Shire and its activities

Methodology

- The study consisted of 102 telephone interviews plus 10 face to face interviews with Aboriginal community members
- Interviewing took place between 13 and 27 June 2016
- The overall results have a margin of error of +/- 9.2% at the 95% confidence level
- Note that due to rounding, some results may sum to slightly under or slightly over 100%
- The following steps were taken to ensure objectivity, validity and reliability of the study:
  - The questionnaire was designed by executives from Key Research in partnership with Localise and the Shire of Pingelly
  - Respondents were selected using a random number generation service
  - All telephone interviews were conducted by trained and experienced interviewers from Key Research
  - The face to face interviews were done by a specialist indigenous interviewer from Thinkfield, WA

Executive Summary

1. Bush fire control and medical services are the two aspects residents stated as most important to making the Shire ideal. Roads were cited at third most important area to making the Shire ideal.

2. These three areas that residents deem as most important, are not areas where residents believe the Shire performs best (% 9-10 out of 10). In particular, roads is rated poorly – it sits in the bottom five for performance with 57% of residents rating performance as 7-10 out of 10.

3. Economic development is rated the poorest in terms of performance. However this rates in the top six for importance and is an area that residents talk about as being important for the Shire of Pingelly to focus on, both now and into the future.

4. Just over seven in ten (71%) of residents rated the overall performance of the Shire of Pingelly as 7-10 out of 10. This is in line with 2011 results (73%) but 8 points higher than for 2015 (63%). In the 2016 survey, *economic development*, *community development* and *halls and recreation facilities* have the strongest relationship to the perception of overall performance.

5. Most (88%) residents anticipate to be still living in the Shire in 5 years time and residents imagine the Shire in 10-15 years to be a place that has economic growth and prosperity.

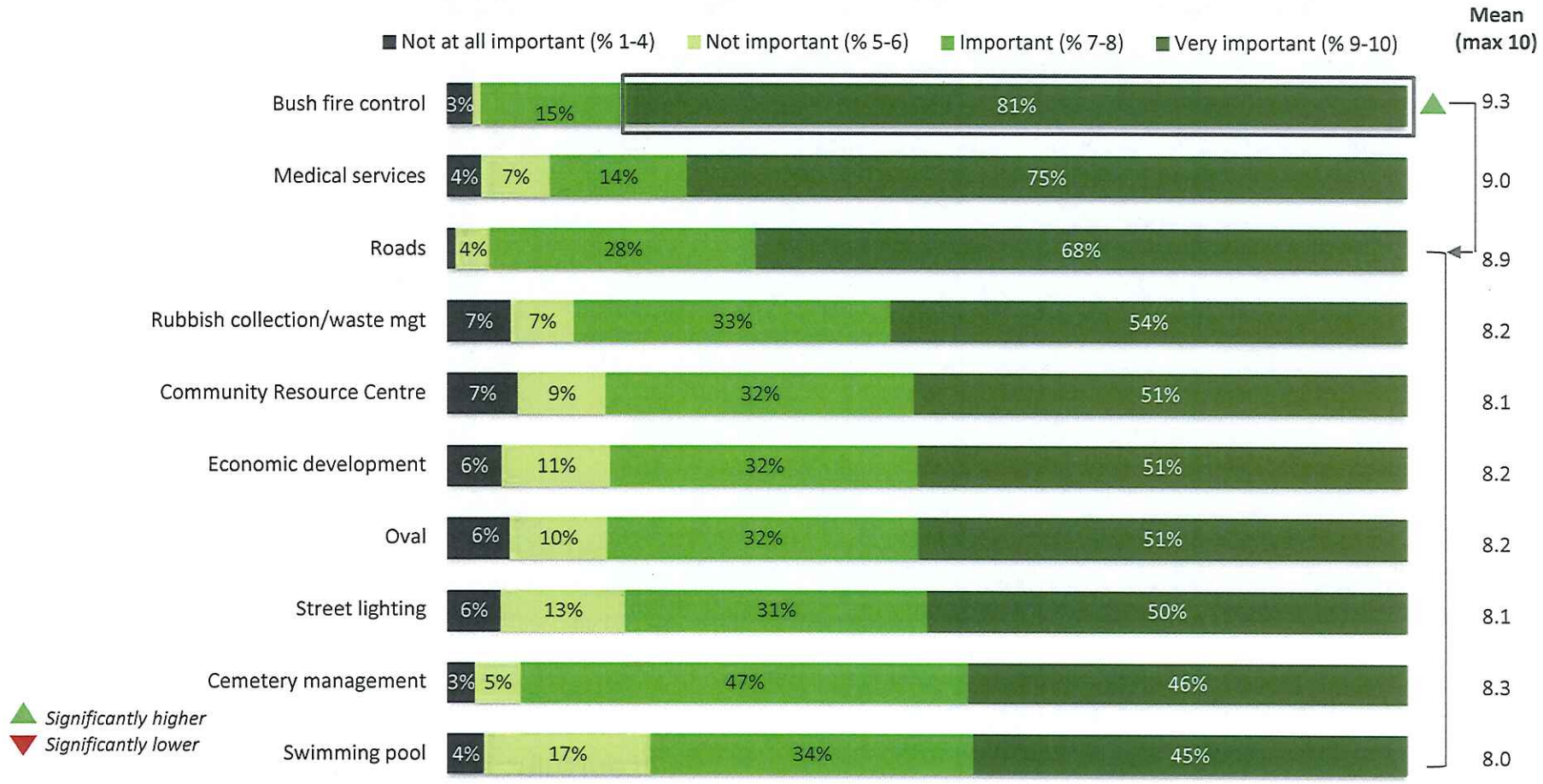
6. Residents express some willingness to pay for improvements to essential services such as medical services, roads, bush fire control and community development. Of those, community development and roads have the largest gap between importance and satisfaction with performance.

7. Seven in ten (71%) residents support an alternative truck route while 81% support the new speed limit.

8. The Pingelly Times is the place most (81%) residents get information about the Shire and its activities.

Important factors in making the Shire ideal

The top three are *'bush fire control', 'medical services'* and *'roads'*



1. Sample: n=112
2. Q3. When you think of the Shire of Pingelly as a place to live, how important are the following to making the Shire of Pingelly ideal? Please rate this on a scale of 1 to 10 where 1 is not at all important and 10 is very important
3. Excludes 'Don't know' responses

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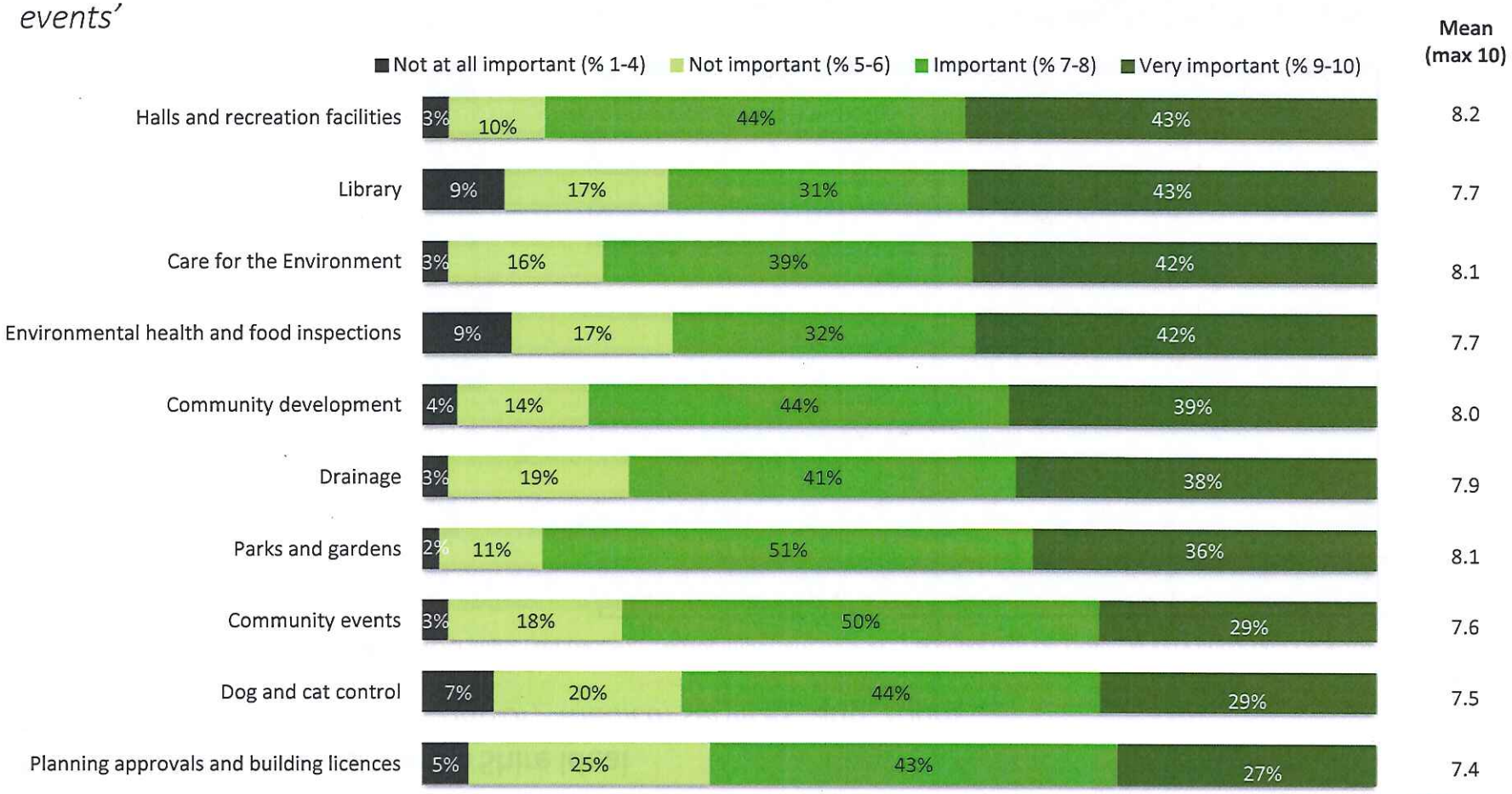
Important factors in making the Shire ideal

The bottom three are *'planning approvals and building licences'*, *'dog and cat control'* and *'community events'*



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2. Q3. When you think of the Shire of Pingelly as a place to live, how important are the following to making the Shire of Pingelly ideal? Please rate this on a scale of 1 to 10 where 1 is not at all important and 10 is very important
3. Excludes 'Don't know' responses

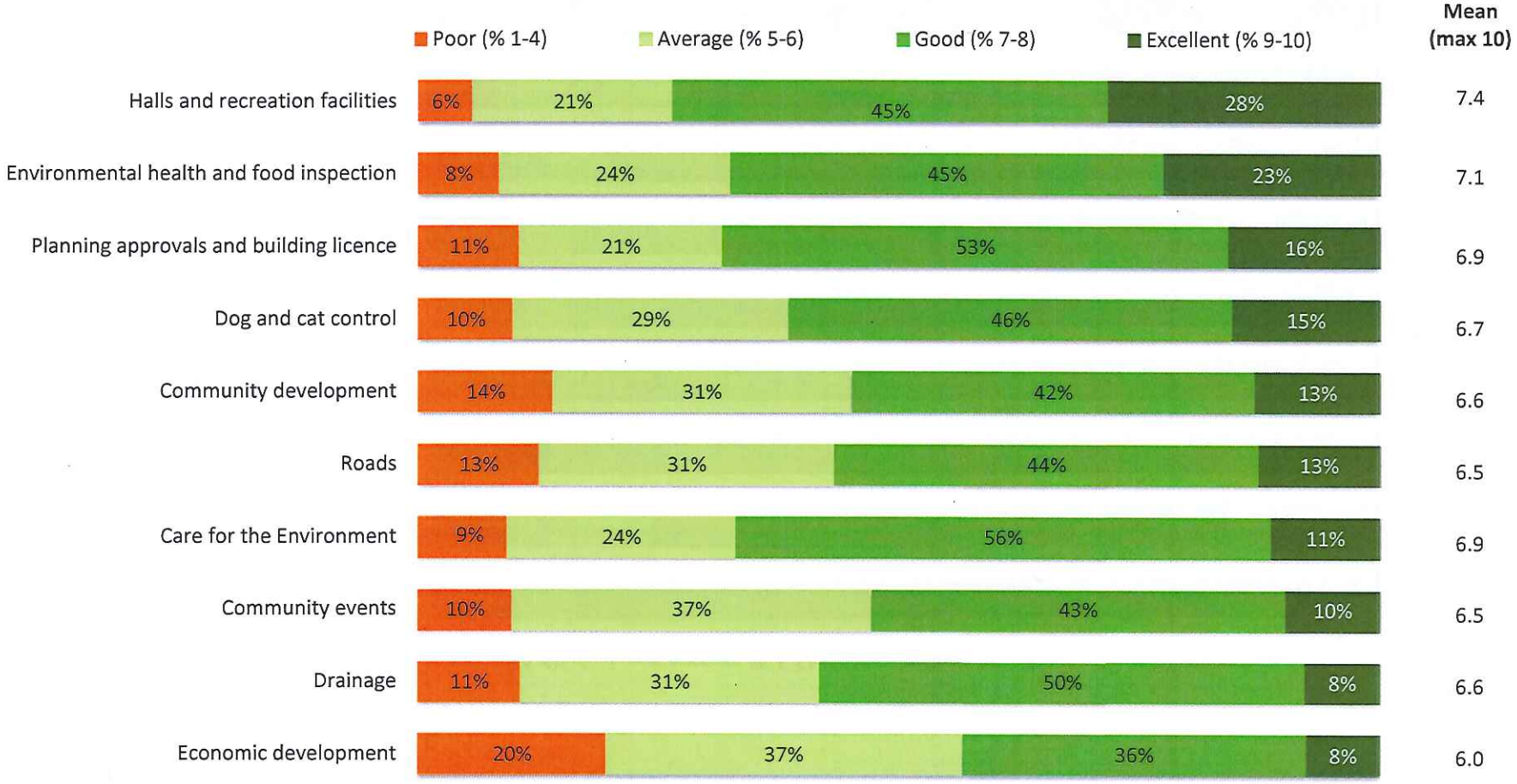
Performance ratings

The top three are *'Community Resource Centre'*, *'library'* and the *'oval'*.

1. Sample: n=112
2. Q4. And how would you rate the performance of the Shire of Pingelly on each of these services and facilities? Again, please rate this on a scale of 1 to 10 where 1 is poor performance and 10 is excellent performance
3. Excludes 'Don't know' responses

Performance ratings

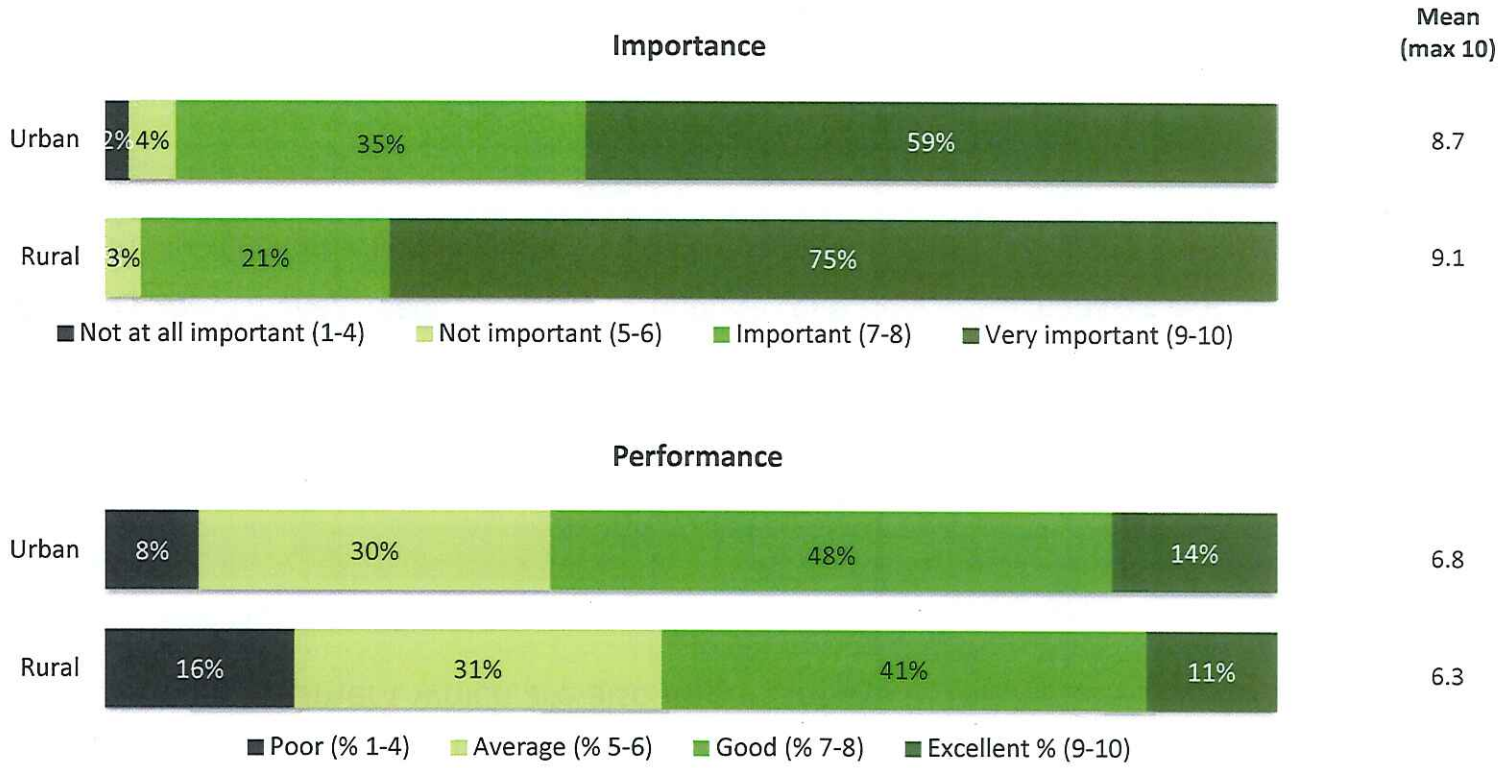
The bottom three are *'economic development'*, *'drainage'* and *'community events'*.



1. Sample: n=112
2. Q4. And how would you rate the performance of the Shire of Pingelly on each of these services and facilities? Again, please rate this on a scale of 1 to 10 where 1 is poor performance and 10 is excellent performance
3. Excludes 'Don't know' responses

Roads – importance and performance by urban and rural residents

Roads are particularly important to rural residents (75%), however these residents rate the Shire relatively low for performance (52% good/excellent)



1. Comparison of importance and performance for Roads across urban and rural participants. n=51 urban residents, n=61 rural residents
2. Excludes 'Don't know' responses

Importance versus performance

Rubbish collection/waste management is one of the most important and best performing areas while roads and economic development which are also important are in the bottom five for performance

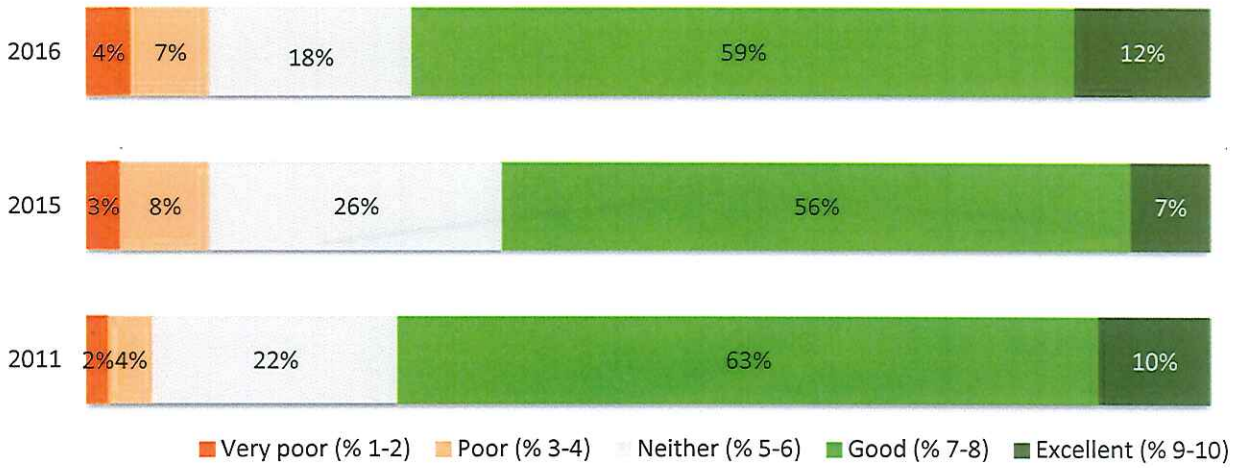
Importance	Performance
Top 5	
Bush fire control	Community Resource Centre
Medical services	Library
Roads	Oval
Rubbish collection/waste management	**Rubbish collection/waste management**
Community Resource Centre/**Economic Development**	Swimming pool
Bottom 5	
Drainage	**Roads**
Parks and gardens	Care for the Environment
Community events	Community events
Dog and cat control	Drainage
Planning approvals and building licences	**Economic development**

Economic development is rated lowest for performance as it did in the 2011 and 2015 surveys

1. Sample: n=112
2. Q3. Importance
3. Q4 Performance
4. Excludes 'Don't know' responses

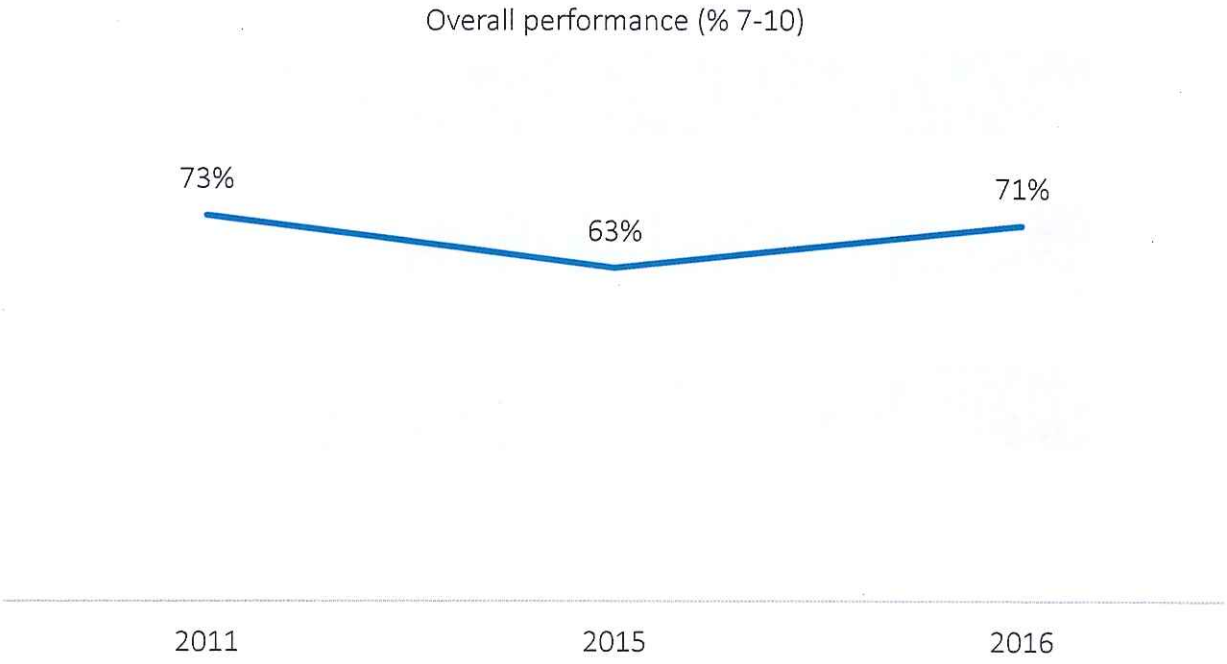
Overall performance

Around one in ten (12%) rate the Shire's performance as *'excellent'* while 71% rate performance as a combination of *'good'* and *'excellent'*; just over one in ten (11%) cite performance as very poor/poor



1. Sample: n=112
2. Q5. Overall, how would you rate the performance of the Shire of Pingelly? Please rate this using the same scale as before
3. Excludes 'Don't know' responses

Satisfaction over time



1. Sample: n=112
2. Q5. Overall, how would you rate the performance of the Shire of Pingelly? Please rate this using the same scale as before
3. Excludes 'Don't know' responses

Drivers of the perception of overall performance

The survey sheds light on what drives the community's perception of the overall performance of the Shire. In 2016, economic development, community development and halls and recreation facilities were the biggest influences – in other words, people who thought the Shire was doing well in those areas, tended to think the Shire was doing well overall (and vice-versa).

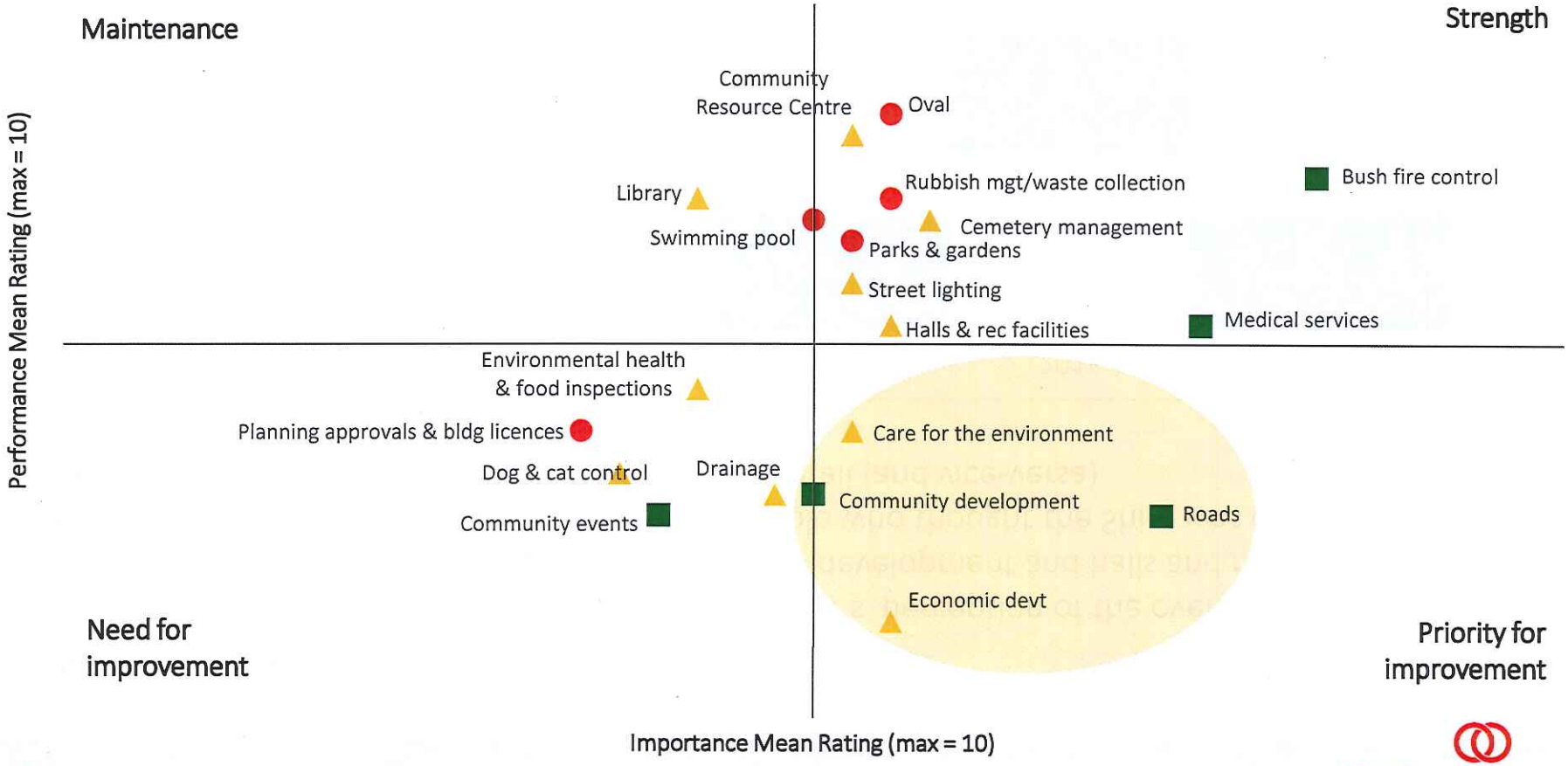
	2011	2015	2016
Economic development			
Community development			
Halls and recreation facilities			
Care for the Environment			
Environmental health and food inspections			

Legend

- Strongest
- Second strongest
- Third strongest

1. Q4. Performance
2. Q5. Overall Performance
3. Excludes 'Don't know' responses

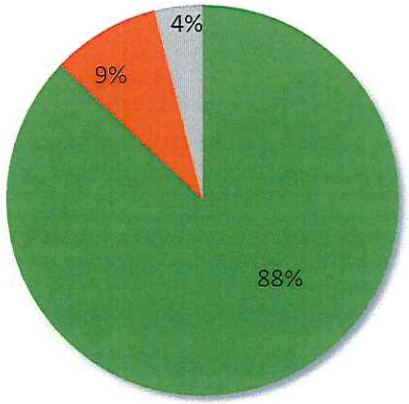
Priority Areas for Improvement: the areas indicated as being most in need of improvement are community development, roads, economic development and care for the environment. These are the areas with high importance but relatively low satisfaction. Of those, the community is most willing to pay more for improvements in community development and roads.



Likelihood of living in the Shire in 5 years time

Most respondents expect they will still be living in the Shire in 5 years' time

Likely to still be living in the Shire in 5 years

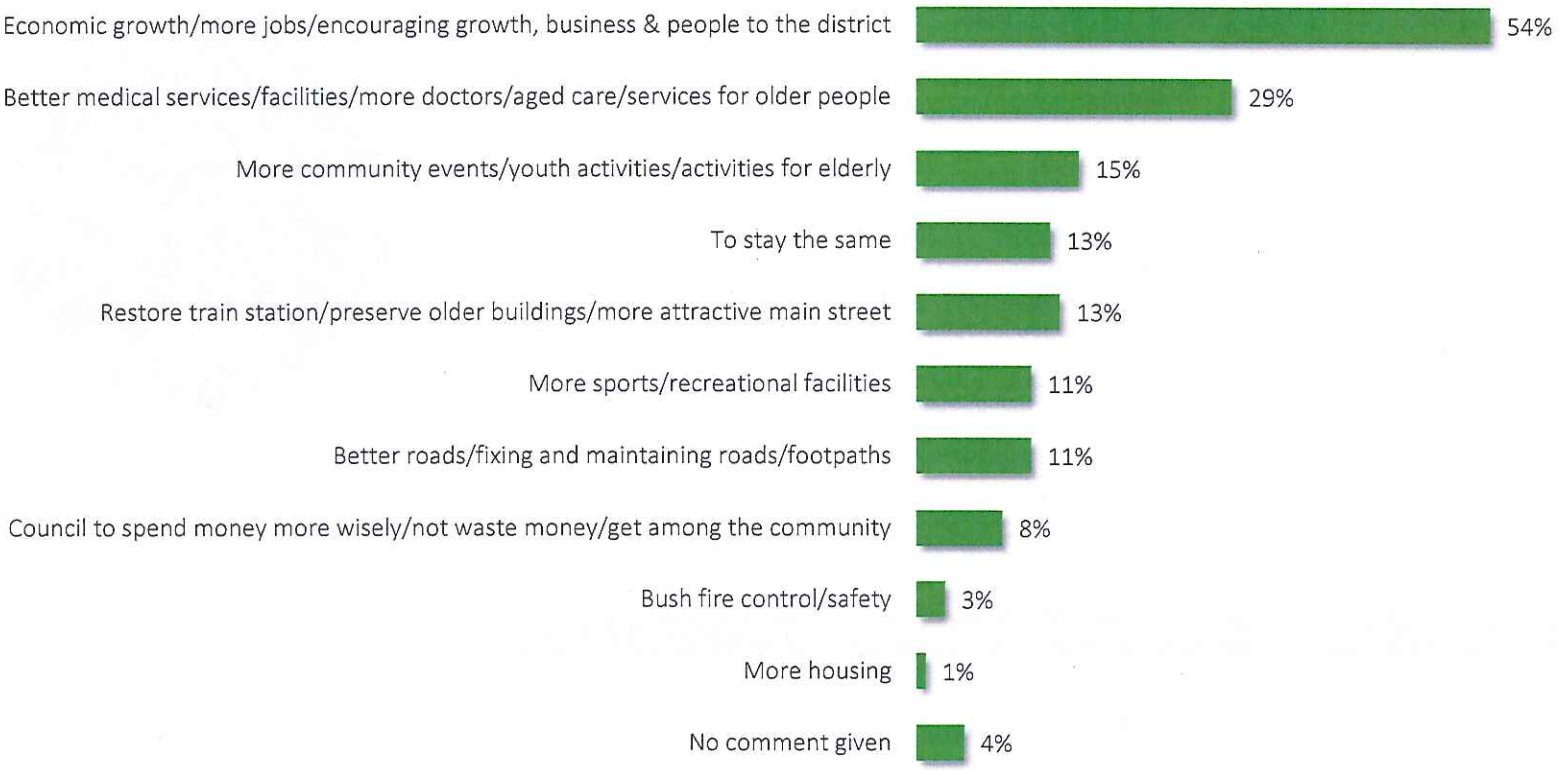


Reasons given for not likely to be living in the Shire in 5 years
Living here until I pass on.
Farm is on the market but not easy to sell a farm.
I've retired, and will be travelling a bit. We will only stay for economic reasons. Expect to be in & out of the area.
Age, we would like to.
Climate is to cold for me, heading further north.
Because the area has gone down hill, a lot of people leaving because not enough jobs. A lot of people who come to town are either retired, not work ready, or not able or willing to work if there are jobs. We have been here 14 years and had expected to retire here, but there is just not the same atmosphere in the town as there once was. We've relied on industries which have deteriorated eg shearing and farming. There needs to be investment in new economic activities and industries. To date the Shire hasn't encouraged this to happen.
Age.
I have a house but have now moved away.
The school is out of town and I don't want to have to commute.
Doesn't suit me.
Because its medical facilities are not good enough for older people, we are attracting the wrong age group – older non contributors. We need an industry and to have the vitality of young families.
Because I'll be retiring and going back to Perth where I have a house; but I have a job here.
Lack of medical and the Shire Council do not take into consideration any resident's complaints. The whole Shire is dreadful.
We are considering moving somewhere else.

1. Sample: n=112
2. Q7. Do you think you are likely to still be living in the Shire of Pingelly in 5 years' time?
3. Q8. Why do you say that? n=14 No/not sure. Open ended

How the community imagines the Shire in 10 – 15 years time

Many would like to see a Shire in 10-15 years time that has stronger economic growth, encouraging businesses and people to the district



1. Sample: n=112
2. Q9. Now, imagine the Shire of Pingelly as you would like it to be in 10 to 15 years time. What comes to mind? Please consider things like the economy, social wellbeing, natural environment, townscape and cultural vitality. What would you like the Shire of Pingelly to be like in 10 to 15 years' time?
3. Excludes 'Don't know' responses

Most important activities for the Shire to focus on

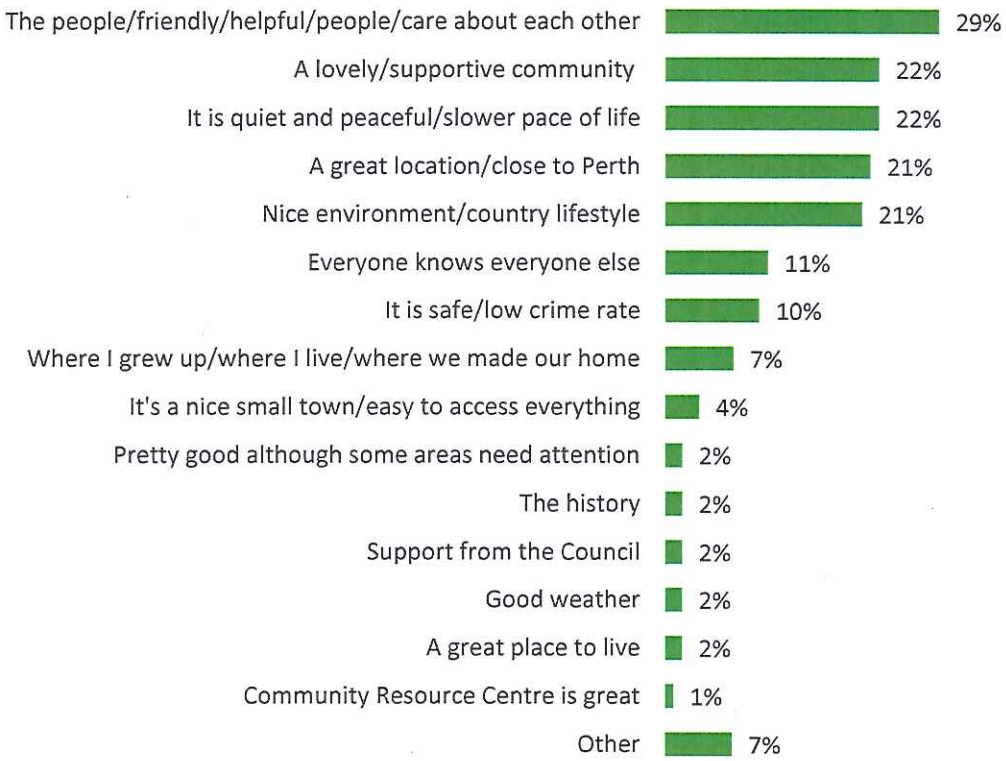
More medical services and facilities as well as encouraging economic growth and prosperity to the Shire are the areas that residents talk of as important for now and in the future

Activities to focus on now (first mention)	%	Activities to focus on in the future (first mention)	%
More medical services/better facilities/more doctors/aged care/services for older people	21%	Economic growth/more jobs/encouraging growth, new businesses and people to the district	22%
Economic growth/more jobs/encouraging growth, new businesses and people to the district	17%	More medical services/better facilities/more doctors/aged care/services for older people	18%
Better roads/fix and maintain roads/footpaths	15%	Encourage sports/sporting facilities maintained/current plan re new facilities implemented	8%
More sports and recreational facilities	12%	Community events/youth activities/activities for the elderly	5%
Council to spend money wisely/not waste money/get among the community	9%	Employment opportunities for youth	4%
More community events/youth activities/activities for elderly	6%	Preserve older buildings/take pride in appearance of town	4%
Improving/fixing drainage	4%	Better roads/fixing and maintaining roads/footpaths	4%
Restore train station/preserve older building/more attractive streets	4%	Council spend money more wisely/not waste money/maintain rates	2%
Bush fire control/safety	3%	Rubbish collection	2%
More housing	2%	Promote the town/highlight points of difference/encourage tourism	2%
Other	8%	More affordable housing/better quality housing	2%
No comment	7%	Other	7%
		No comment	20%

1. Sample: n=112
2. Q10. Can you tell me what you consider to be the three most important activities that the Shire of Pingelly should be focusing on now? Open ended. Multiple response
3. Q11. And what are the three most important activities in the future? Open ended. Multiple response

Most special thing about the Shire

The Shire people (29%), a supportive community (22%), a slower pace of life (22%), good location (21%) and being a nice environment (21%) together make Pingelly a special place to live

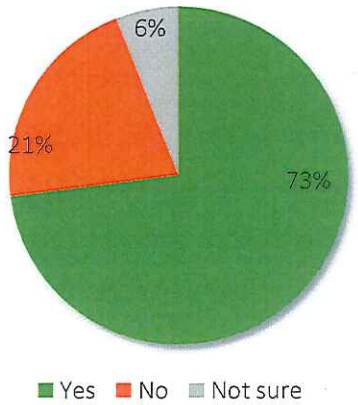


1. Sample: n=112
2. Q12. Thinking now about what makes the Shire of Pingelly a special place to live, in your opinion, what is the most special thing about it? Open ended. Multiple response

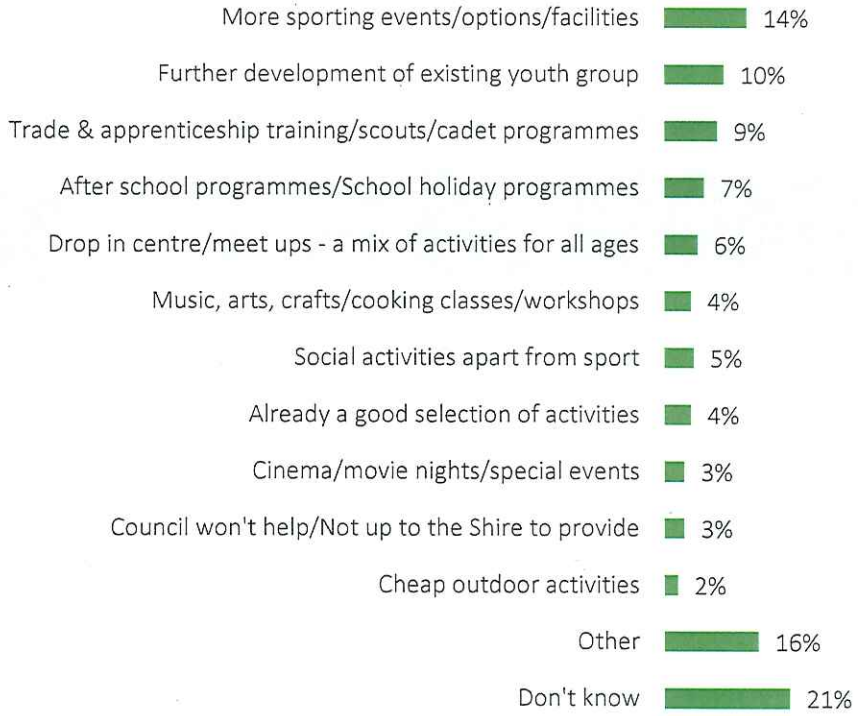
Activities for young people

Many residents believe there needs to be more activities for youth, mentions were made of the need for more sporting options and facilities, developing the existing youth group and more training/programmes for youth

A need for activities for young people



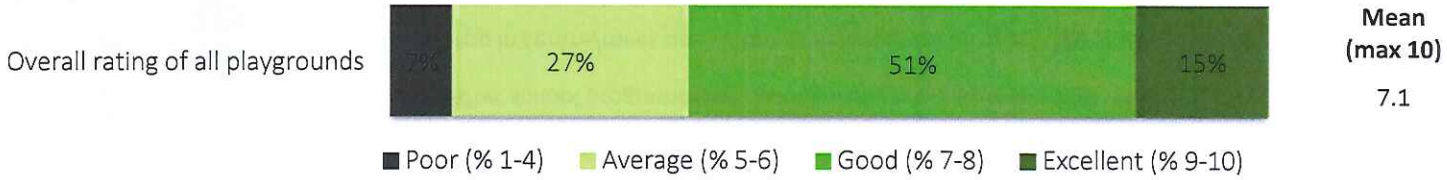
Activities needed



1. Sample: n=112
2. Q13. Thinking about youth in the Shire of Pingelly (those aged 15 to 24 years), in your opinion, is there a need for more activities for young people?
3. Q14. And what activities should the Shire provide for young people? n=89 Stated a need for activities/not sure. Open ended. Multiple response

Rating amount and quality of playgrounds

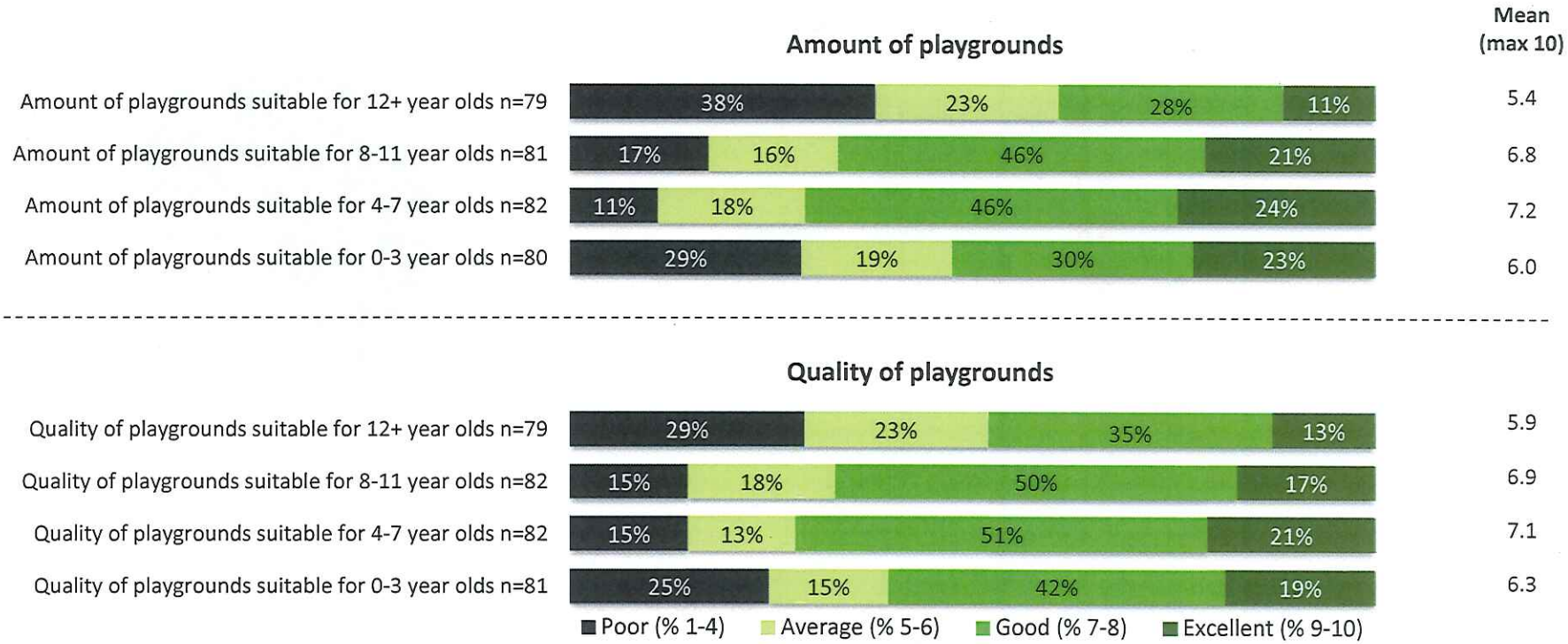
Residents generally rate playgrounds overall as *'good'* (51%) rather than *'excellent'* (15%)



1. Sample: n=110
2. Q17. Now thinking about all the playgrounds in the Shire, how would you rate them overall? Please use the scale of 1 to 10 where 1 is poor and 10 is excellent. Excluded 'Don't know' n=24
3. Q18. Would you be willing to pay more to improve the amount and quality of playgrounds in the Shire? n=1 rated playgrounds 1-3 out of 10

Rating amount and quality of playgrounds for different age groups

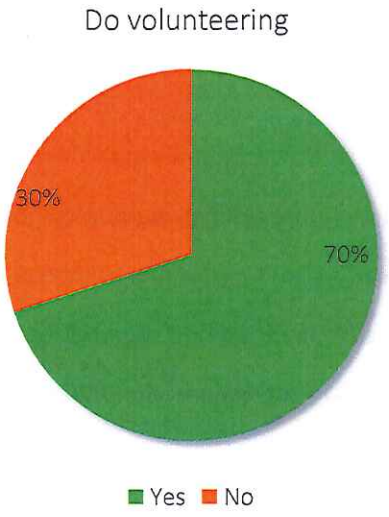
Satisfaction with the amount and quality of playgrounds is highest for 4-11 year olds and lowest for 0-3 year olds and 12+ year olds

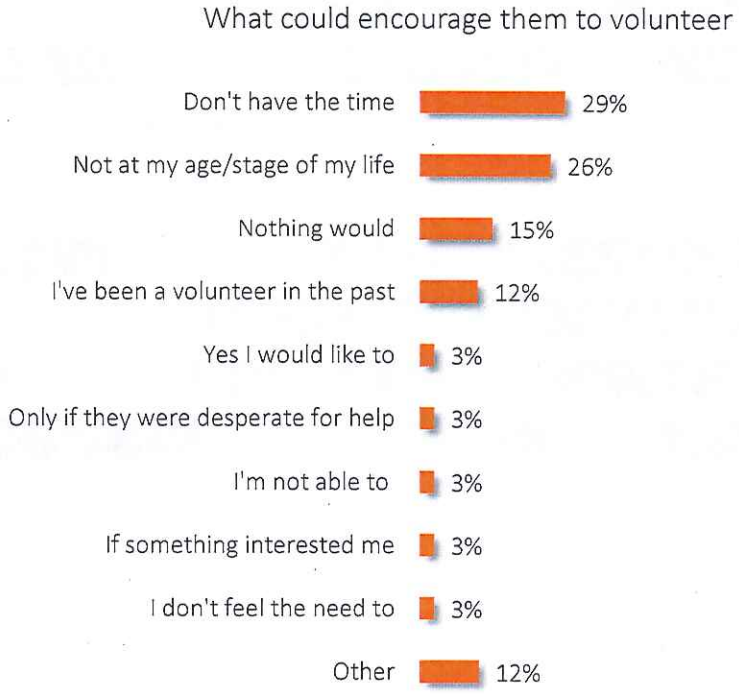


1. Sample: n=112
2. Q15. Thinking about the playgrounds in the Shire, how would you rate the amount of playgrounds that are suitable for each of the following age groups? Please use the scale of 1 to 10 where 1 is poor and 10 is excellent
3. Q16. And still thinking about the playgrounds, how would you rate the quality of the playgrounds for each of the following age groups? Please use the scale of 1 to 10 where 1 is poor and 10 is excellent
4. Results excluded 'Don't know' responses

Volunteering

For those who don't volunteer, the most commons reasons cited are to do with not having enough time and not wanting to at their age or stage of life

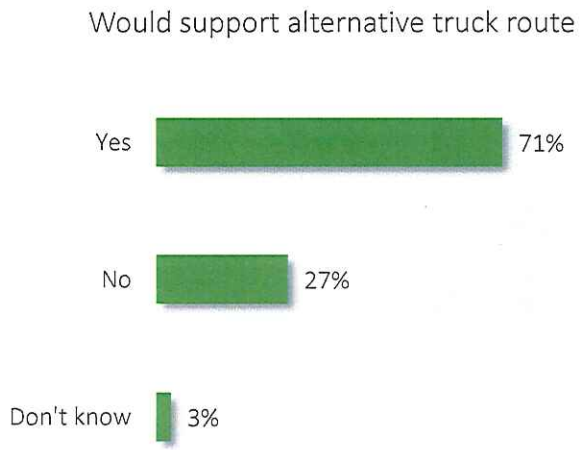


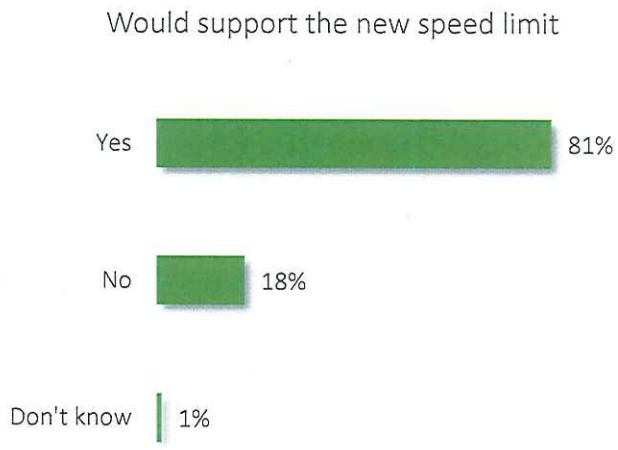


1. Sample: n=112
2. Q19. Do you currently volunteer with any of the associations in the Shire?
3. Q20. What, if anything, could encourage you to consider volunteering?
   n=34 Do not do volunteering. Open ended. Multiple response

Support for alternative truck route and a new speed limit

Residents are generally in support of an alternative truck route and a new 40km per hour speed limit in the main street of Pingelly



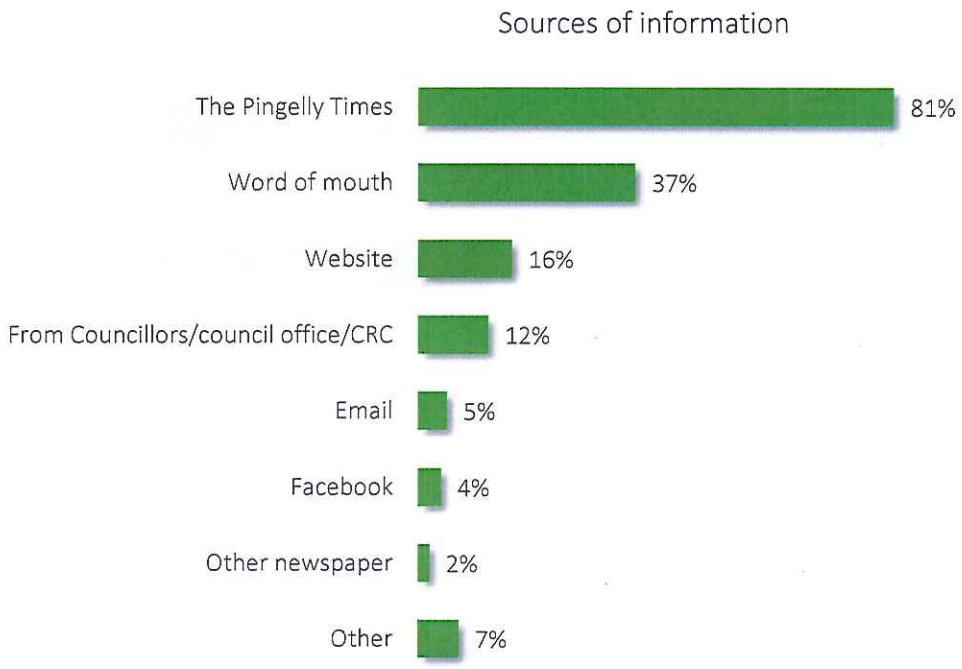


1. Sample: n=112
2. Q21. Would you support an alternative truck route around the main street of Pingelly?
3. Q22. And do you support the new 40km per hour speed limit in the main street of Pingelly?

Information about the Shire and its activities

(a) Sources of information about the Shire and its activities

The Pingelly Times (81%) is used as the main source of information about the Shire followed by word of mouth (37%)

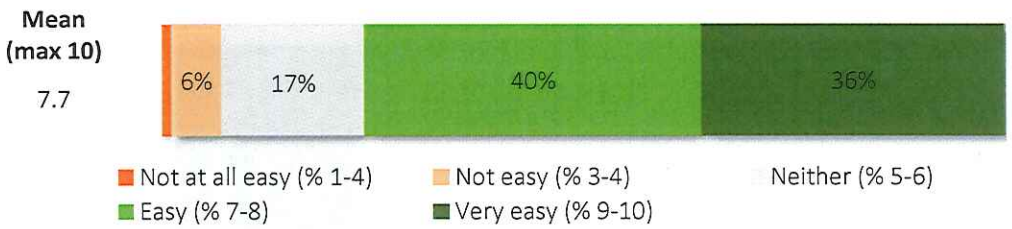


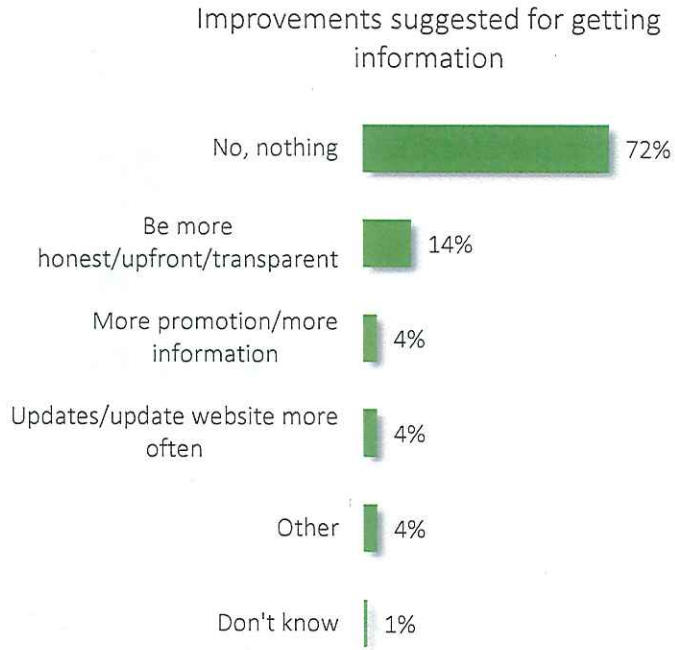
1. Sample: n=110
2. Q23. Where do you primarily get your information about the Shire and what it is doing? Multiple response

Information about the Shire and its activities

(b) Ease of getting information

Most residents believe it *'easy'* (40%) or *'very easy'* (36%) to get information and generally residents were unable to give further suggestions to improve the way they get information



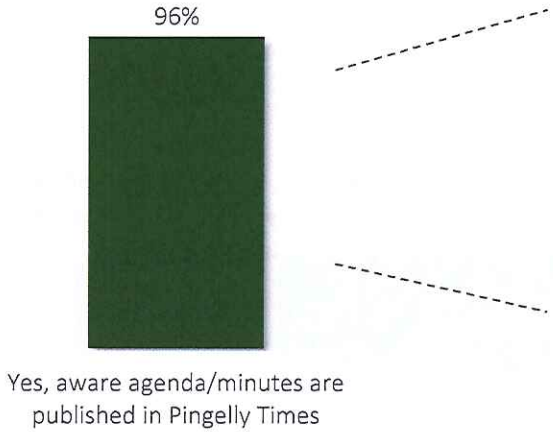


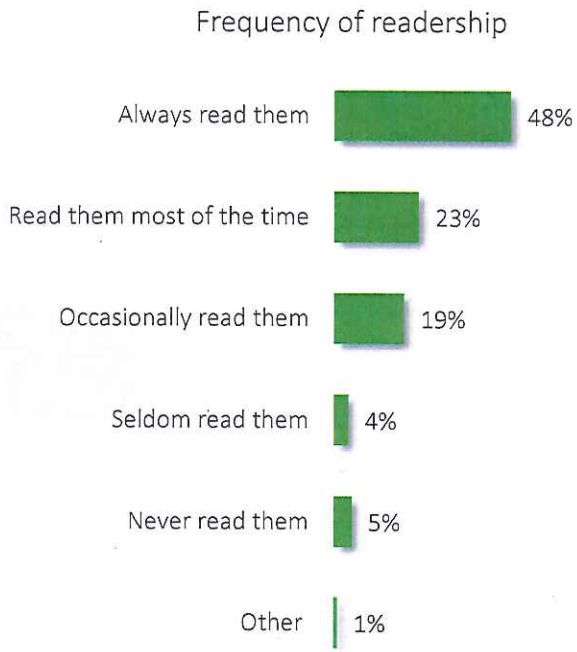
1. Sample: n=112
2. Q24. Overall, how would you rate the ease of getting information about the Shire and what it is doing on a scale of 1 to 10 where 1 is not at all easy and 10 is very easy? Results exclude 'Don't know' n=5
3. Q25. Is there anything you would like to see improved in the way that the Shire information is provided? Open ended. Multiple response

Information about the Shire and its activities

(c) Awareness and readership of the Shire agenda and minutes

Almost all residents are aware the Shire agenda and minutes are published in the Pingelly Times and there is high readership – 48% *'always read them'*, 23% *'read them most of the time'*



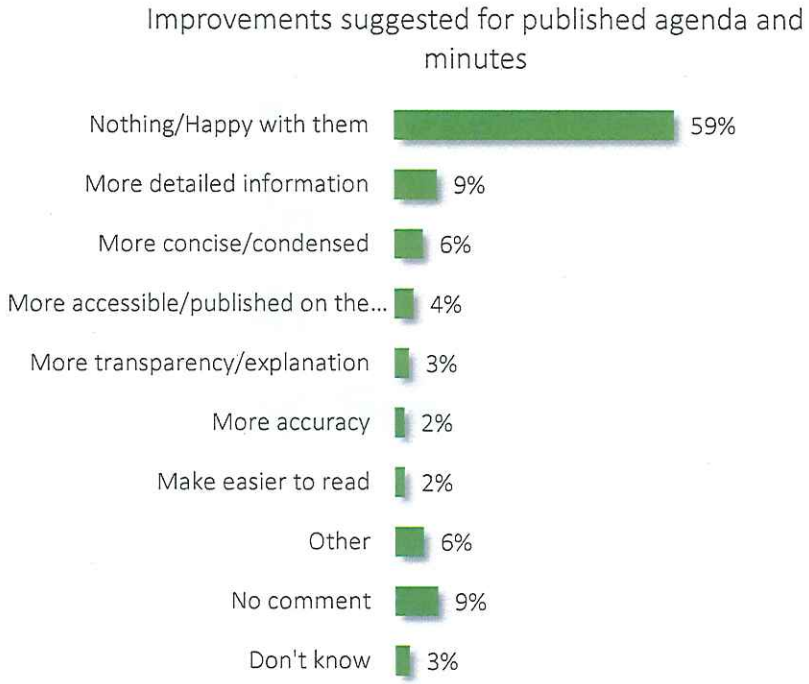


1. Sample: n=112
2. Q25a. Currently the Shire agenda and minutes are published in the Pingelly Times under the Shire Notes section. Are you aware of this?
3. Q26. How frequently do you read the published agenda and minutes? n=108 Aware of agenda and minutes are published in Pingelly Times

Information about the Shire and its activities

(d) Usefulness of the published agenda and minutes

Generally the published agenda and minutes are perceived as useful (70% rate 7-10 out of 10)

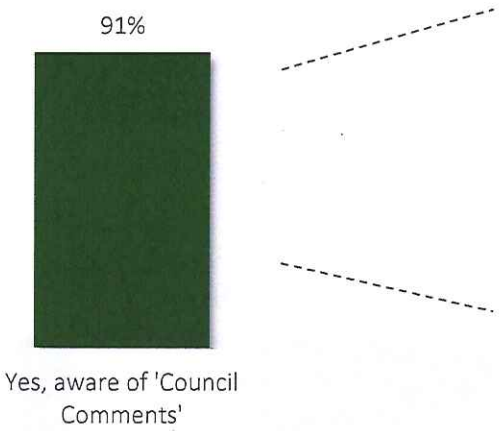


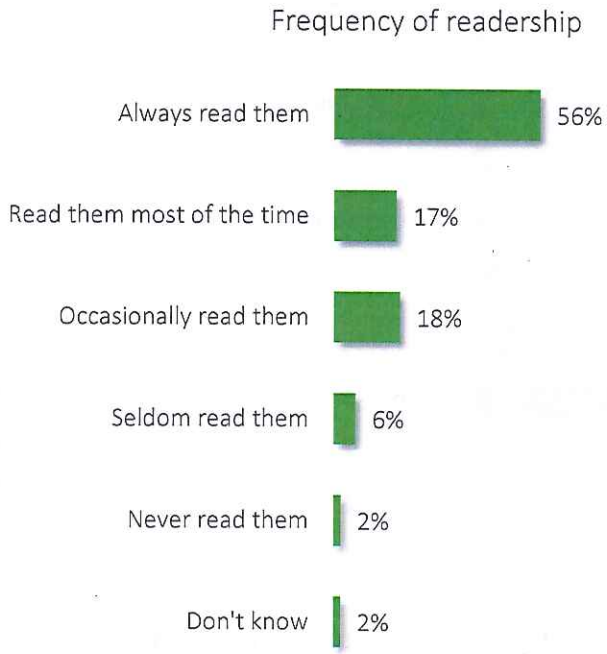
1. Q27. How useful do you find the published agenda and minutes on a scale of 1 to 10 where 1 is not at all useful and 10 is very useful? Results exclude 'Don't know' n=2. n=108 Aware of agenda and minutes are published in Pingelly Times
2. Q28. What improvements, if any, would you like to see to the published agenda and minutes? Open ended. Multiple response. n=112

Information about the Shire and its activities

(e) Awareness and readership of 'Council Comments'

High awareness of the 'Council Comments' published in the Pingelly Times and there is high readership, almost six in ten (56%) *'always read them'*, 17% *'read them most of the time'*



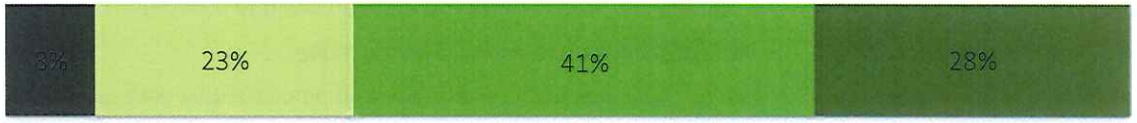


1. Sample: n=112
2. Q29. The Pingelly Times also publishes "Council Comments" by the President. Are you aware of this?
3. Q30. How frequently do you read the "Council Comments" by the President? n=102 Aware of 'Council Comments'

Information about the Shire and its activities

(f) Usefulness of the 'Council Comments'

Almost seven in ten (69%) residents find the 'Council Comments' from the President as *'useful'* or *'very useful'*



Mean (max 10)

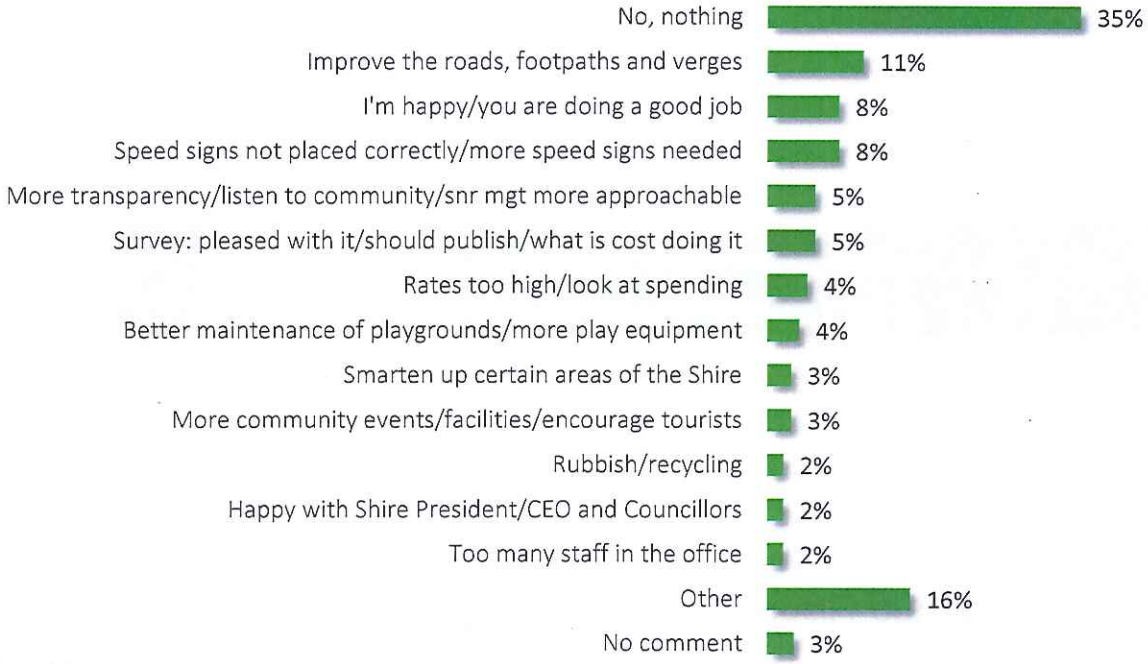
7.3

■ Not at all useful (% 1-4) ■ Not useful (% 5-6) ■ Useful (% 7-8) ■ Very useful (% 9-10)

1. Q31. How useful do you find the "Council Comments" by the President on a scale of 1 to 10 where 1 is not at all useful and 10 is very useful? Results exclude 'Don't know/NA' n=5. n=102 Aware of 'Council Comments'

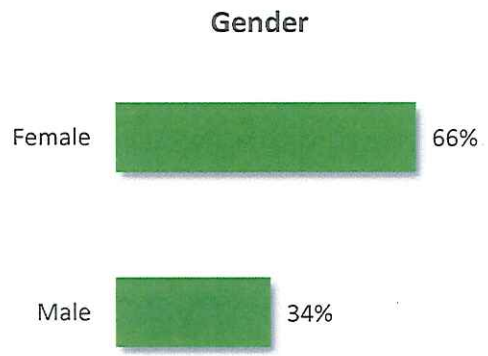
Other feedback

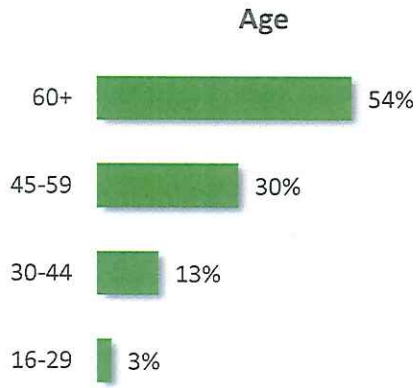
Over a third of residents had no further comments to make; one in ten (11%) would like to see roads and footpaths improved while a further 8% thought more speed signs are needed

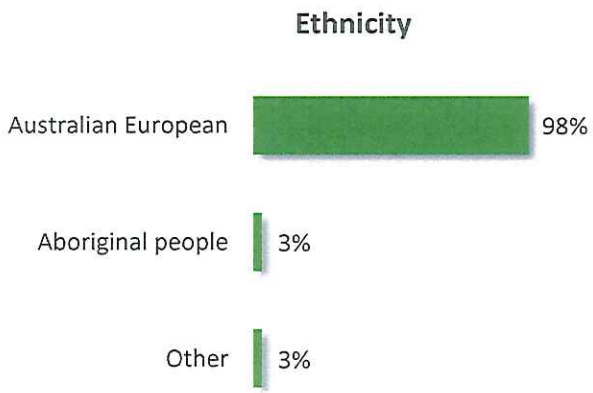


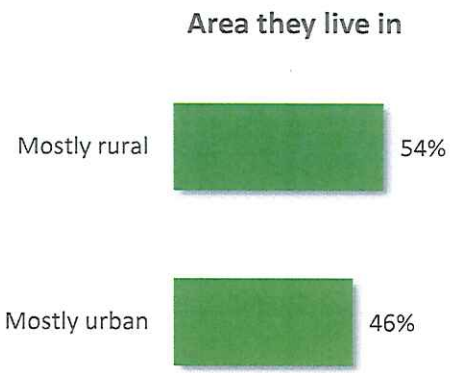
1. Sample: n=112
2. Q32. Finally, is there anything else you would like to comment further on or do you have any other comments or feedback for the Shire of Pingelly? Open ended. Multiple response

Demographic profile of respondents: Note that the survey responses have been weighted to ensure valid demographic representation of the community. This has been done by qualified experts using well accepted techniques.









1. Sample: n=112
2. Ethnicity – multiple response

Attachment 2

15.1 Monthly Statement of Financial Activity

Monthly Statements of Financial Activity for the period 1 July 2016 to 28 February 2017

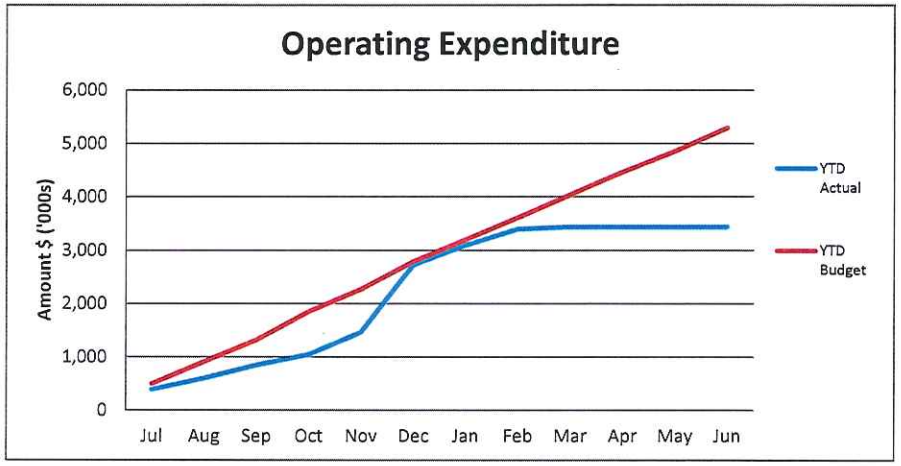
SHIRE OF PINGELLY

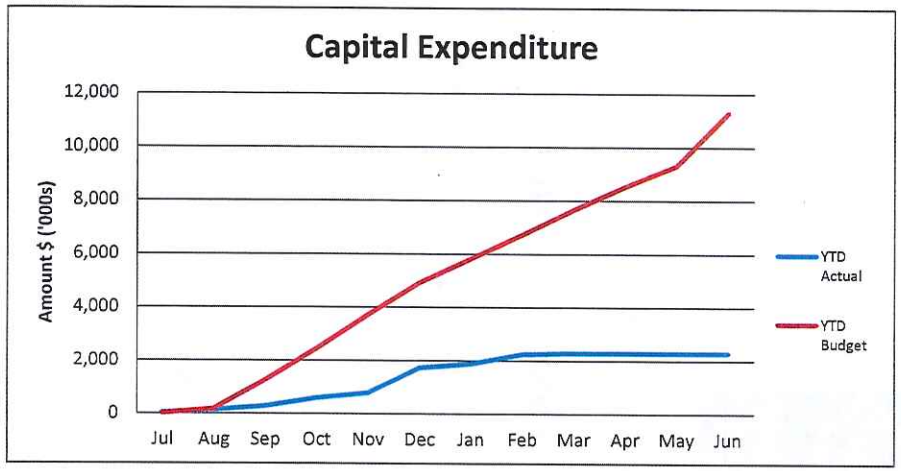
MONTHLY STATEMENT OF FINANCIAL ACTIVITY

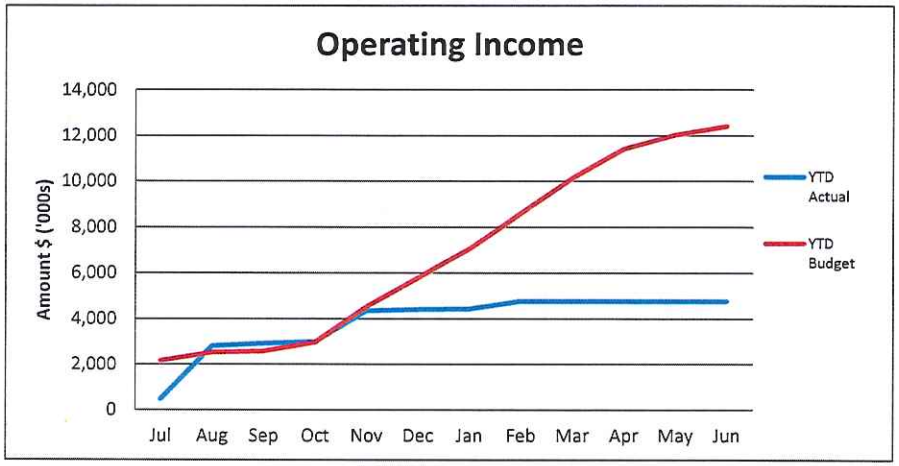
FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

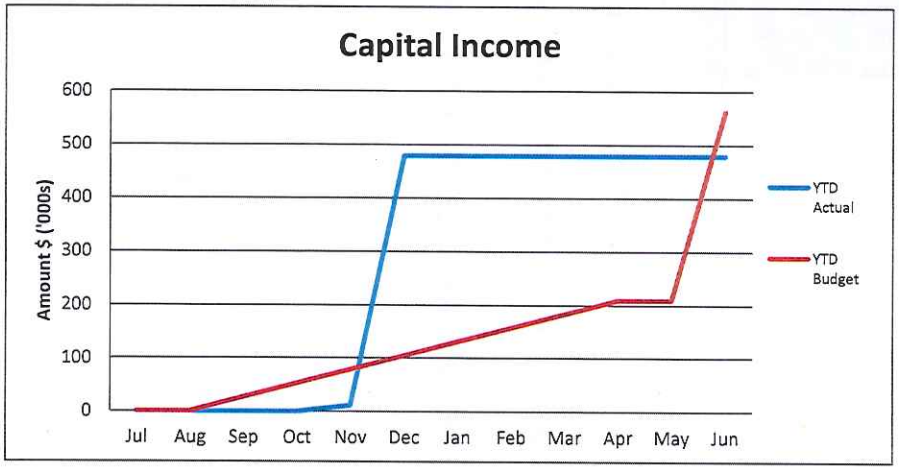
TABLE OF CONTENTS

Income and Expenditure Graphs to 28 February 2017

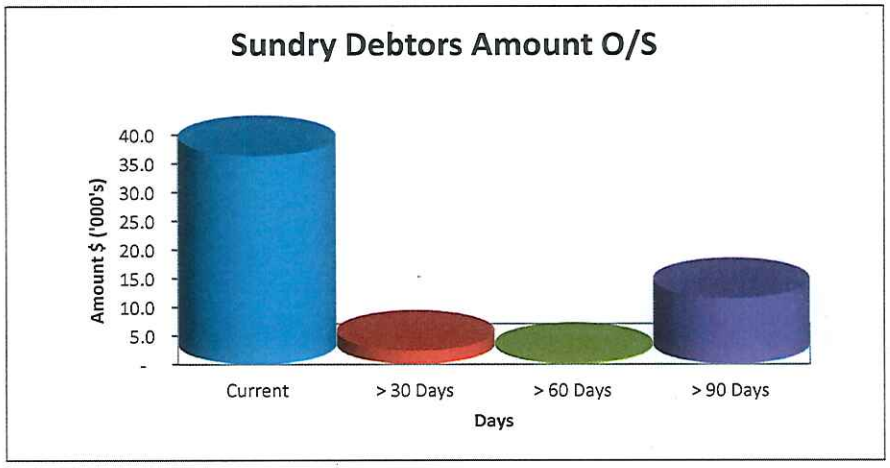


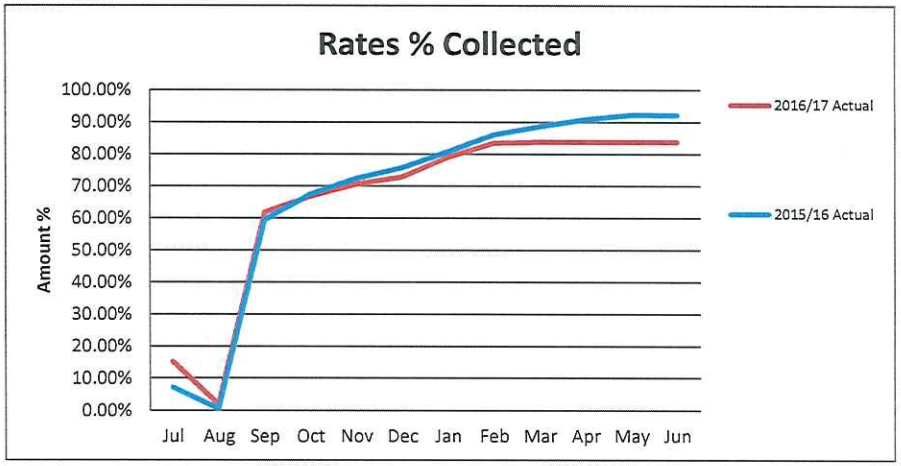


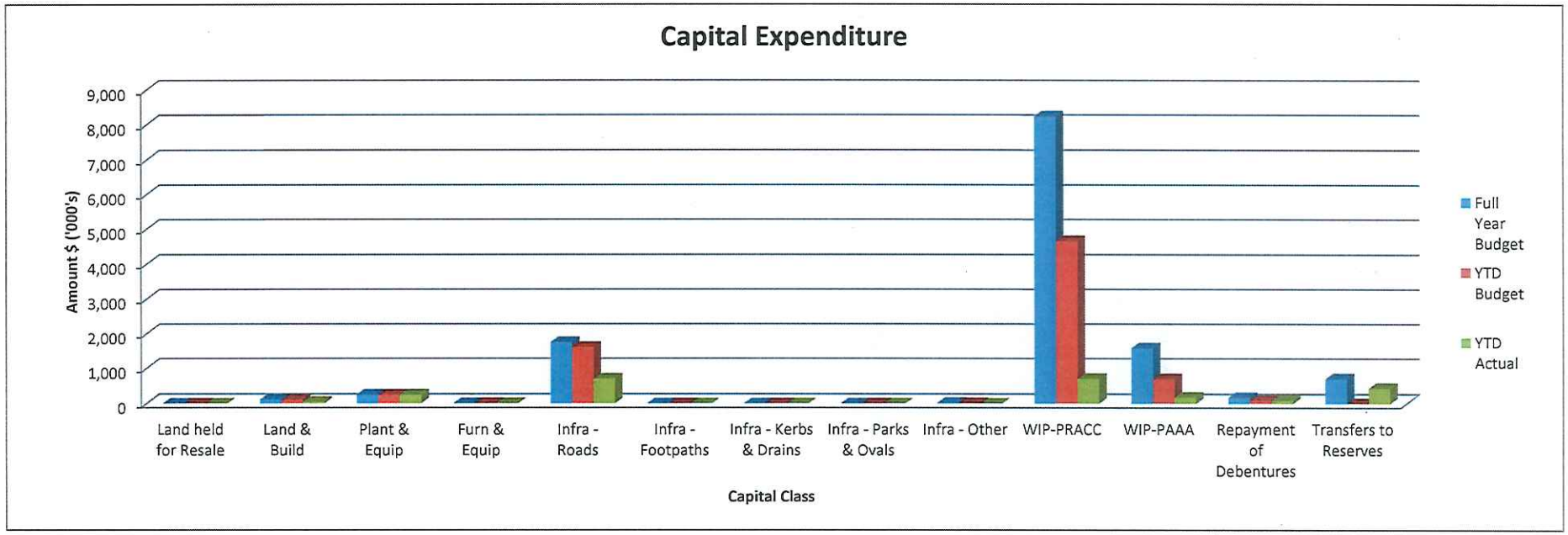




Other Graphs to 28 February 2017







SHIRE OF PINGELLY

Summary of Balancing Contained Within The Monthly Reports

	2016/17 Adopted Budget $	2016/17 Revised Budget $	February 2016 Y-T-D Budget $	February 2016 Actual $
Finance Statement				
Balancing to Rating Note				
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
Balancing of Closing Position				
Closing Balance per Finance Statement	0	(1)	(417,547)	1,044,634
Closing Balance per General Fund Summary	(1)	(1)	(417,547)	1,044,634
Variance	1	0	0	0
Balancing of Operating Income				
Operating Income per Finance Statement	12,381,717	12,381,717	8,575,046	4,759,888
Operating Income per General Fund Summary	12,381,717	12,381,717	8,575,046	4,759,887
Variance	0	0	0	1
Balancing of Operating Expenditure				
Operating Expense per Finance Statement	(5,280,008)	(5,280,008)	(3,606,504)	(3,397,141)
Operating Expense per General Fund Summary	(5,280,008)	(5,280,008)	(3,606,504)	(3,397,141)
Variance	0	0	0	0
Balancing of Capital Income				
Capital Income per Finance Statement	932,940	932,940	200,719	522,192
Capital Income per General Fund Summary	932,940	932,940	200,719	522,192
Variance	0	0	0	0
Balancing of Capital Expenditure				
Capital Expense per Finance Statement	(12,865,426)	(12,865,426)	(7,418,571)	(2,440,291)
Capital Expense per General Fund Summary	(12,865,426)	(12,865,426)	(7,418,571)	(2,440,292)
Variance	0	0	0	1

SHIRE OF PINGELLY

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

Operating	NOTE	2016/17 Adopted Budget $	2016/17 Revised Budget $	February 2016 Y-T-D Budget $	February 2016 Actual $	Variances Actuals to Budget $	Variances Actual Budget to Y-T-D %	
Revenues/Sources								
Governance		93,800	93,800	62,312	42,949	(19,363)	(31.07%)	▼
General Purpose Funding		1,285,537	1,285,537	960,537	888,164	(72,373)	(7.53%)	
Law, Order, Public Safety		102,122	102,122	46,663	48,349	1,686	3.61%	
Health		11,700	11,700	7,792	10,162	2,370	30.42%	
Education and Welfare		1,328,174	1,328,174	737,347	7,713	(729,634)	(98.95%)	▼
Housing		0	0	0	0	0	0.00%	
Community Amenities		174,400	174,400	165,148	157,146	(8,002)	(4.85%)	
Recreation and Culture		5,512,030	5,512,030	3,658,569	857,253	(2,801,316)	(76.57%)	▼
Transport		1,656,871	1,656,871	999,034	832,311	(166,723)	(16.69%)	▼
Economic Services		293,675	293,675	33,768	22,312	(11,456)	(33.93%)	▼
Other Property and Services		58,500	58,500	38,968	28,367	(10,601)	(27.20%)	▼
		10,516,809	10,516,809	6,710,138	2,894,726	(3,815,412)	(56.86%)	
(Expenses)/(Applications)								
Governance		(682,916)	(682,916)	(506,651)	(358,549)	148,102	29.23%	▼
General Purpose Funding		(150,901)	(150,901)	(98,456)	(104,897)	(6,441)	(6.54%)	
Law, Order, Public Safety		(257,691)	(257,691)	(161,473)	(134,585)	26,888	16.65%	▼
Health		(128,846)	(128,846)	(86,220)	(89,185)	(2,965)	(3.44%)	
Education and Welfare		(49,134)	(49,134)	(31,170)	(30,049)	1,121	3.60%	
Housing		0	0	0	0	0	0.00%	
Community Amenities		(422,643)	(422,643)	(274,998)	(286,642)	(11,644)	(4.23%)	
Recreation & Culture		(1,031,095)	(1,031,095)	(694,609)	(679,959)	14,650	2.11%	
Transport		(2,274,833)	(2,274,833)	(1,532,549)	(1,295,411)	237,138	15.47%	▼
Economic Services		(262,790)	(262,790)	(176,076)	(368,272)	(192,196)	(109.16%)	▲
Other Property and Services		(19,159)	(19,159)	(44,302)	(49,592)	(5,290)	(12%)	▲
		(5,280,008)	(5,280,008)	(3,606,504)	(3,397,141)	209,363	(5.81%)	
Net Operating Result Excluding Rates		5,236,801	5,236,801	3,103,634	(502,415)	(3,606,049)	(116.19%)	
Adjustments for Non-Cash (Revenue) and Expenditure								
(Profit)/Loss on Asset Disposals	2	(202,200)	(202,200)	40,172	235,145	194,973	(485.35%)	▲
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	1,406,640	979,893	(426,747)	30.34%	▼
Capital Revenue and (Expenditure)								
Purchase Land Held for Resale	1	0	0	0	0	0	0.00%	
Purchase of Land and Buildings	1	(112,389)	(112,389)	(99,365)	(49,200)	50,165	50.49%	▼
Purchase of Furniture & Equipment	1	(7,989)	(7,989)	(7,989)	(7,432)	557	6.97%	
Purchase of Plant & Equipment	1	(254,400)	(254,400)	(249,397)	(253,958)	(4,561)	(1.83%)	
Purchase of Infrastructure Assets - Roads	1	(1,752,724)	(1,752,724)	(1,615,193)	(701,248)	913,945	56.58%	▼
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	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Other	1	(22,880)	(22,880)	(11,440)	0	11,440	100.00%	▼
Purchase of WIP Recreation and Culture	1	(8,250,154)	(8,250,154)	(4,651,854)	(727,391)	3,924,463	84.36%	▼
Purchase of WIP Aged Accommodation	1	(1,585,954)	(1,585,954)	(696,744)	(177,783)	518,961	74.48%	▼
Proceeds from Disposal of Assets	2	492,000	492,000	156,750	478,759	322,009	205.43%	▲
Repayment of Debentures	3	(173,181)	(173,181)	(86,589)	(85,609)	980	1.13%	
Self-Supporting Loan Principal Income		87,940	87,940	43,969	43,433	(536)	(1.22%)	
Unspent Loans going forward		2,500,000	2,500,000	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	4	(705,755)	(705,755)	0	(437,670)	(437,670)	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%	
ADD Net Current Assets July 1 B/Fwd	5	422,976	422,976	384,951	384,951	(38,025)	0.00%	
Net Current Assets - Unspent Grants		0	0	0	0	0		
LESS Net Current Assets Year to Date	5	0	(1)	(417,547)	1,044,634	1,462,181	350.18%	▲
Amount Raised from Rates		(1,864,909)	(1,864,908)	(1,864,908)	(1,865,162)	(254)	0.01%	

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 2016 TO 28 FEBRUARY 2017
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: 10% and $5,000	**Account**	**Program**
REPORTABLE OPERATING REVENUE VARIATIONS		
Governance - variance below budget expectations		(19,363)
Members Reimbursements and rebates more than Budget YTD (Timing difference)	3,040	
Admin Reimbursements and rebates yet to be received as per budget forecast (Timing difference)	(13,804)	
Transport Licensing commission yet to be paid. (Timing difference)	(1,853)	
Education and Welfare - Variance below budget expectations		(729,634)
PAAA Grant from WA Country Health Service YTD Actual less than YTD Budget (Timing difference)	(729,340)	
Recreation and Culture - variance above budget expectations		(2,801,316)
PRACC Grants YTD Actual less than YTD Budget - NSRF Timing Difference	(1,814,677)	
PRACC Grants YTD Actual less than YTD Budget - Lottery West, DSR $174,999 Timing Difference	(666,664)	
PRACC Grants YTD Actual less than YTD Budget - Dept of Sport & Rec Timing Difference	(233,332)	
Other Culture Reimb Insurance Stables Claim income more than budgeted (Permanent difference)	20,414	
Transport - variance above budget expectations		(166,723)
Regional Road Group funding Actual YTD received sooner than budget YTD (Timing difference)	34,199	
Main Roads Grants funding Actual YTD less than YTD Budget (Timing Difference)	(36,000)	
Roads to Recovery funding Actual YTD received less than budget YTD (Timing difference)	(60,130)	
Federal Blackspot Funding Actual YTD less than YTD Budget (Timing Difference)	(56,192)	
Road Projects Other Grnats Actual YTD less than Budget YTD (Timing Difference)	(48,600)	
Economic Services - variance below budget expectations		(11,456)
Income from Public standpipe - Less than anticipated	(3,604)	
Building Licenses - Less than anticipated - Income based on previous year	(1,433)	
Other Property and Services - variance below budget expectations		(10,601)
Private Works - Less than anticipated - Income based on previous year (Timing difference)	(8,492)	
Fuel Tax Credits Actual YTD more than Budget YTD	2,061	
Reimbursements & Rebates Ex Gst less than Budget YTD	(3,328)	
REPORTABLE OPERATING EXPENSE VARIATIONS		
Governance - variance below budget expectations		148,102
Administration Allocated more YTD actual than YTD budget (Timing Difference)	94,937	
Admin Salaries and Wages Actual YTD less than budget YTD (Timing difference)	27,028	
Law,Order, Public Safety - variance below budget expectations		26,888
Depreciation OLOPS YTD less than Budget YTD	9,761	
CESM Exp YTD less than Budget YTD	7,500	
Interest on S/S Loan 122 less than YTD Budget - (Timing Difference)	3,169	
Transport - variance below budget expectations		237,138
Road Maintenance YTD Actual more than YTD Budget	63,242	
Townsite Maintenance YTD Actual more than YTD Budget	20,345	
Capex - 157 Bullaring Road Slk 26.618 Tree Roots Failure - Roads To Recovery	5,014	
Capex - 22 Dwarlaking Rd Culvert Upgrade Slk 5.8 - Roads To Recovery	(37)	
Capex - 157 Bullaring Road Reseal Slk 23 - Roads To Recovery	1,425	
Capex - 10 Shaddock Rd Realine & Regravel Slk 14.0-17.5 - Crsf Funding	206,581	
Capex - York Williams Rd Reseal & Regravel Slk 00.0-8.25	6,401	
Capex - York Williams Rd Drain Maint Slk 0.00-8.25	28,219	
Capex - 156 Wickepin Pingelly Rd - Regional Road Group	91,114	
Capex - 156 Wickepin Pingelly Rd - National Black Spot	255,477	
Bulyee Road - Roads To Recovery	1,059	
North Wandering Road 9.00-13.00 Slk	(246)	
Economic Services - variance below budget expectations		(192,196)
Other Economic Services Loss on Sale of Asset Actual YTD more than Budget YTD	(214,189)	
REPORTABLE NON-CASH VARIATIONS		
(Profit)/Loss on Asset Disposals		
Sale of 2 Paragon Street YTD Actual Loss of $214,188 instead of budgeted Profit $243,000 - NB: 2016/17 Stautory Budget no WDV		194,973
Depreciation on Assets		
Depreciation - Lower than anticipated for this reporting period - (Timing difference)		(426,747)
REPORTABLE CAPITAL EXPENDITURE VARIATIONS		
Purchase of Land & Buildings		
Land & Buildings YTD Actuals under YTD Budget (Timing difference)		50,165
Purchase of Road Infrastructure Assets		
Road Infrastructure YTD Actuals under YTD Budget (Timing difference)		913,945
Purchase of Works in Progress Assets - PRACC		
PRACC Project Expenditure YTD Actual less than YTD Budget - (Timing difference)		3,924,463
Purchase of Works in Progress Assets - PAAA		
PAAA Project Expenditure YTD Actual less than YTD Budget - (Timing difference)		518,961
REPORTABLE CAPITAL REVENUE VARIATIONS		
Proceeds from Disposal of Assets		
Proceeds from Disposal of assets YTD Actual more than YTD Budget (Timing Difference)		322,009
2 Paragon Street - Disposed of this Financial Year - Settlement Dec 2016		
16 Eliot Street - Disposed of this Financial Year - Settlement Dec 2016		

1. ACQUISITION OF ASSETS	2016/17 Adopted Budget $	2016/17 Revised Budget $	2016/17 YTD Budget $	February 2016 Actual $
The following assets have been acquired during the period under review:				
By Program				
Governance				
Other Governance				
Capex - Air Conditioner - Administration	29,271	29,271	29,271	0.00
Capex - Phone System	7,989	7,989	7,989	7,432.43
Capex - Admin Plant Purchases	97,000	97,000	97,000	104,240.07
Law, Order & Public Safety				
Fire Prevention				
Plant Purchase - Weather Stations X 3	0	0	0	566.39
Animal Control				
Capex - Dog/Cat Pound Upgrade	14,000	14,000	4,665	0.00
Education & Welfare				
Education				
Building Purchase - Education Schedule 8	3,400	3,400	1,133	0.00
Other Aged & Disabled Services				
Capex - Paaa Development	3,247	3,247	3,246	3,415.04
Capex - Paaa Project Manager	106,174	106,174	63,702	61,555.92
Capex - Paaa Architects & Consultants	140,000	140,000	84,000	111,448.09
Capex - Paaa Building Construction	804,533	804,533	344,799	0.00
Capex - Paaa Quantity Surveyor	25,000	25,000	10,713	0.00
Capex - Paaa Demolition	10,000	10,000	4,284	0.00
Capex - Paaa Utility Services	200,000	200,000	120,000	1,363.64
Capex - Paaa Earth Works	85,000	85,000	34,000	0.00
Capex - Paaa Carpark & Drainage	50,000	50,000	20,000	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	12,000	0.00
Community Amenities				
Sanitation - Household Refuse				
Capex - Waste Transfer Station	8,000	8,000	8,000	7,587.95
Recreation and Culture				
Other Recreation & Sport				
Capex - Gardener Vehicle	33,500	33,500	33,500	37,204.55
Works in Progress - Recreation Centre				
Capex - Pracc Development	15,336	15,336	9,198	21,417.65
Capex - Pracc Project Manager	144,417	144,417	86,646	82,565.48
Capex - Pracc Architects & Consultants	140,000	140,000	84,000	314,019.27
Capex - Praac Building Construction	7,000,000	7,000,000	4,200,000	120,150.00
Capex - Pracc Quantity Surveyor	25,000	25,000	15,000	0.00
Capex - Pracc Demolition	35,000	35,000	21,000	89,684.46
Capex - Pracc Utility Services	250,000	250,000	150,000	210.00
Capex - Pracc Earth Works	27,000	27,000	16,200	80,439.60
Capex - Pracc Carpark And Drainage	162,901	162,901	69,810	9,657.18
Capex - Pracc Landscaping Soft & Hard	90,000	90,000	0	8,497.73
Capex - Pracc Playground	45,000	45,000	0	0.00
Capex - Pracc Opening & Promotion	5,500	5,500	0	750.00
Capex - Pracc Fit Out Furniture	310,000	310,000	0	0.00
Capex - Pracc Bowling Green	0	0	0	0.00

1. ACQUISITION OF ASSETS (Continued)	2016/17 Adopted Budget $	2016/17 Revised Budget $	2016/17 YTD Budget $	February 2016 Actual $
Transport				
Construction - Roads, Bridges, Depots				
Capex - Bridge 1191 - Replace Box	163,000	163,000	162,998	74,820.23
Capex - 156 Wickepin Pingelly Rd -	351,200	351,200	351,195	95,718.29
Capex - York Williams Rd Reseal &	138,530	138,530	138,528	132,127.21
Capex - York Williams Rd Drain Maint Slk	193,712	193,712	193,710	165,490.58
Capex - 157 Bullaring Road Failure -	16,825	16,825	16,822	9,274.24
Capex - 157 Bullaring Road Reseal Slk 23 -	62,190	52,190	52,190	50,764.70
Capex - 157 Bullaring Road Slk 26.618	46,600	36,600	36,598	31,583.64
Capex - 22 Dwarlaking Rd Culvert	23,530	23,530	0	37.04
Bulyee Road - Roads To Recovery	0	20,000	20,000	18,940.91
Capex - 156 Wickepin Pingelly Rd -	177,759	177,759	177,756	86,642.32
Capex - 10 Shaddock Rd Realine &	338,394	338,394	225,592	19,010.54
Capex - Quadrant St Construction	7,000	7,000	5,830	0.00
Parking Bays Parade St	0	0	0	721.99
Capex - Reseal Of Railway St - Roads To	14,856	14,856	14,854	0.00
Capex - Paragon St Road Failure - Roads	11,345	11,345	11,342	7,890.77
Capex - 155 Brown Street Renewal -	163,000	163,000	163,000	7,979.31
Capex - 123 Webb St Reseal - Roads To	15,040	15,040	15,038	0.00
Capex - 87 Paragon Street Reseal - Roads	29,743	29,743	29,740	0.00
Capex - Depot Bund Pipe And Fuel Tank	42,318	42,318	42,316	36,310.07
Capex - Communications Tower - Depot	8,500	8,500	7,080	0.00
Road Plant Purchases				
Capex - Purchase Traffic Counters	7,500	7,500	7,500	4,034.36
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	5,209.56
Capex - Pt18 Pn437 Mitsubishi Fuso 918	79,400	79,400	79,398	79,630.00
Capex - Pt13 Upgrade Truck Tip Tray	5,000	5,000	0	0.00
Capex - Pl5 Upgrade Loader	5,000	5,000	5,000	4,033.22
Capex - Second Hand Forklift	10,000	10,000	9,999	9,236.03
Economic Services				
Tourism & Area Promotion				
Capex - Caravan Park Drainage	22,880	22,880	11,440	0.00
Other Economic Services				
Capex - Museum Historic Collection Aircon	5,400	5,400	5,400	4,726.00
Capex - Purchase Of Land	1,500	1,500	1,500	576.00
	11,986,490	11,986,490	7,331,982	1,917,012.62
By Class				
Land	1,500	1,500	1,500	576.00
Buildings	110,889	110,889	97,865	48,624.02
Furniture & Equipment	7,989	7,989	7,989	7,432.43
Plant & Equipment	254,400	254,400	249,397	253,958.18
Work in Progress - PPE	0	0	0	0.00
Infrastructure - Roads	1,752,724	1,752,724	1,615,193	701,247.93
Infrastructure - Footpaths	0	0	0	0.00
Infrastructure - Kerbs & Drains	0	0	0	0.00
Infrastructure - Parks & Ovals	0	0	0	0.00
Infrastructure - Bridges	0	0	0	0.00
Infrastructure - Other	22,880	22,880	11,440	0.00
Works in Progress - Recreation Centre	8,250,154	8,250,154	4,651,854	727,391.37
Works in Progress - Aged Care Accommodation	1,585,954	1,585,954	696,744	177,782.69
	11,986,490	11,986,490	7,331,982	1,917,012.62

2. DISPOSALS OF ASSETS

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

Asset No	By Program	Written Down Value 2016/17 Budget $	Written Down Value February 2016 Actual $	Sale Proceeds 2016/17 Budget $	Sale Proceeds February 2016 Actual $	Profit(Loss) 2016/17 Budget $	Profit(Loss) February 2016 Actual $
	Governance						
1015	16 Eliot St - House	134,850	134,850.04	107,000	128,272.49	(27,850)	(6,577.55)
10182	16 Eliot St (Land)	38,000	38,000.00	38,000	36,146.48	0	(1,853.52)
1037	5 Webb St (Land)	32,000	0.00	20,000	0.00	(12,000)	0.00
PCEO15	PCEO15 - CEO Vehicle	40,000	35,528.41	30,000	35,454.55	(10,000)	(73.86)
EMCCS02	EMCCS02 - DCCS Vehicle	17,000	0.00	14,000	0.00	(3,000)	0.00
EMEDS02	EMEDS02 - DTS Vehicle	0	17,225.26	0	10,442.82	0	(6,782.44)
	Recreation & Culture						
PC15	PC15 - Parks & Gardener Ute	450	0.00	15,000	0.00	14,550	0.00
	Transport						
PT18	PT18 Fuso 918 Crew Cab Tip Truck	27,500	31,669.16	25,000	26,000.00	(2,500)	(5,669.16)
	Economic Services						
10922	Industrial Shed - 2 Paragon Street	0	387,967.16	243,000	205,986.35	243,000	(181,980.81)
10933	Industrial Shed - Lot 853 (Land)	0	68,664.31	0	36,456.30	0	(32,208.01)
		289,800	713,904.34	492,000	478,758.99	202,200	(235,145.35)

Asset No	By Class of Asset	Written Down Value 2016/17 Budget $	Written Down Value February 2016 Actual $	Sale Proceeds 2016/17 Budget $	Sale Proceeds February 2016 Actual $	Profit(Loss) 2016/17 Budget $	Profit(Loss) February 2016 Actual $
	Plant & Equipment						
PCEO15	PCEO15 - CEO Vehicle	40,000	35,528.41	30,000	35,455	(10,000)	(73.86)
EMCCS02	EMCCS02 - DCCS Vehicle	17,000	0.00	14,000	0	(3,000)	0.00
EMEDS02	EMEDS02 - DTS Vehicle	0	17,225.26	0	10,443	0	(6,782.44)
PC15	PC15 - Parks & Gardener Ute	450	0	15,000	0	14,550	0
PT18	PT18 Fuso 918 Crew Cab Tip Truck	27,500	31,669.16	25,000	26,000.00	(2,500)	(5,669.16)
	Land & Buildings						
1015	16 Eliot St - House	134,850	134,850.04	107,000	128,272.49	(27,850)	(6,577.55)
10182	16 Eliot St (Land)	38,000	38,000.00	38,000	36,146.48	0	(1,853.52)
1037	5 Webb St (Land)	32,000	0.00	20,000	0.00	(12,000)	0.00
10922	Industrial Shed - 2 Paragon Street	0	387,967.16	243,000	205,986.35	243,000	(181,980.81)
10933	Industrial Shed - Lot 853 (Land)	0	68,664.31	0	36,456.30	0	(32,208.01)
		289,800	713,904.34	492,000	478,758.99	202,200	(235,145.35)

Summary	2016/17 Adopted Budget $	February 2016 Actual $
Profit on Asset Disposals	257,550	0.00
Loss on Asset Disposals	(55,350)	(235,145.35)
	202,200	(235,145.35)

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 $
Law, Order & Public Safety										
Loan 122 - SSL DFES	*	454,830	0	0	74,345	36,743	380,485	418,087	20,382	7,022
Education & Welfare										
Loan 120 - SSL Pingelly Cottage Homes	*	209,802	0	0	13,595	6,689	196,207	203,113	13,358	6,713
Recreation & Culture										
Loan 123 - Recreation and Cultural Centre		2,418,237	0	0	85,241	42,177	2,332,996	2,376,060	100,920	50,626
		3,082,869	0	0	173,181	85,609	2,909,688	2,997,260	134,660	64,361

(*) 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 28 FEBRUARY 2017

	2016/17 Adopted Budget $	February 2016 Actual $
4. RESERVES		
Cash Backed Reserves		
(a) Leave Reserve		
Opening Balance	164,761	164,761
Amount Set Aside / Transfer to Reserve	5,693	2,265
Amount Used / Transfer from Reserve	0	0
	170,454	167,026
(b) Plant Reserve		
Opening Balance	163,399	163,399
Amount Set Aside / Transfer to Reserve	255,646	2,247
Amount Used / Transfer from Reserve	(151,000)	0
	268,045	165,646
(c) Building and Recreation Reserve		
Opening Balance	48,140	48,140
Amount Set Aside / Transfer to Reserve	408,486	431,775
Amount Used / Transfer from Reserve	(200,000)	0
	256,626	479,915
(d) Electronic Equipment Reserve		
Opening Balance	1,041	1,041
Amount Set Aside / Transfer to Reserve	5,000	14
Amount Used / Transfer from Reserve	0	0
	6,041	1,055
(e) Community Bus Reserve		
Opening Balance	5,929	5,929
Amount Set Aside / Transfer to Reserve	5,007	82
Amount Used / Transfer from Reserve	0	0
	10,936	6,011
(f) Swimming Pool Reserve		
Opening Balance	43,666	43,666
Amount Set Aside / Transfer to Reserve	5,400	600
Amount Used / Transfer from Reserve	0	0
	49,066	44,266
(g) Joint Venture Housing Reserve		
Opening Balance	49,917	49,917
Amount Set Aside / Transfer to Reserve	5,523	686
Amount Used / Transfer from Reserve	(2,000)	0
	53,440	50,603
Refuse Site Rehab/Closure Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	15,000	0
Amount Used / Transfer from Reserve	0	0
	15,000	0
Total Cash Backed Reserves	**829,608**	**914,522**

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

	2016/17 Adopted Budget $	February 2016 Actual $
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	5,693	2,265
Plant Reserve	255,646	2,247
Building and Recreation Reserve	408,486	431,775
Electronic Equipment Reserve	5,000	14
Community Bus Reserve	5,007	82
Swimming Pool Reserve	5,400	600
Joint Venture Housing Reserve	5,523	686
Refuse Site Rehab/Closure Reserve	15,000	0
	705,755	**437,669**
Transfers from Reserves		
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
	(353,000)	**0**
Total Transfer to/(from) Reserves	**352,755**	**437,669**

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 28 FEBRUARY 2017

	2015/16 B/Fwd Per 2016/17 Budget $	2015/16 B/Fwd Per Financial Report $	February 2016 Actual $
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	30,459	(132,831)	491,283
Cash - Restricted Unspent Grants	272,727	660,239	151,224
Cash - Restricted Unspent Loans	2,500,000	2,500,000	2,500,000
Cash - Restricted Reserves	476,854	476,854	914,524
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	136,256	118,368	324,187
Sundry Debtors	132,206	132,972	109,427
Provision for Doubtful Debts	0	(9,661)	(9,661)
Gst Receivable	24,088	31,662	36,977
Loans - clubs/institutions	83,747		
Accrued Income/Payments In Advance	0	5,912	0
Investments	5,000	0	0
Inventories	2,321	1,148	(16,566)
	3,663,658	3,784,663	4,501,395
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)		0	0
Sundry Creditors	(84,810)	(312,625)	978
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)	(3,912)
Payroll Creditors	0	0	0
Accrued Expenses	(29,953)	(30,495)	0
PAYG Liability	(44,673)	(44,673)	(34,936)
Other Payables	0	(100)	(4,367)
Current Employee Benefits Provision	(228,642)	(164,274)	(164,274)
Current Loan Liability	(165,510)	(173,181)	(87,572)
	(565,226)	(760,313)	(294,083)
NET CURRENT ASSET POSITION	3,098,432	3,024,350	4,207,312
Less: Cash - Reserves - Restricted	(476,854)	(476,854)	(914,524)
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	87,572
Adjustment for Trust Transactions Within Muni	(4,007)	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	422,976	384,951	1,044,634

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 $
General Rate								
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
Sub-Totals		662	115,900,686	1,720,584	0	0	1,720,584	1,720,130
	Minimum $							
Minimum Rates								
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
Sub-Totals		161	2,438,556	144,578	0	0	144,578	144,578
Ex Gratia Rates							1,865,162	1,864,708
Movement in Excess Rates							207	200
							(20,348)	0
Total Amount of General Rates							1,845,021	1,864,908
Specified Area Rates							0	0
Total Rates							1,845,021	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.

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	279,392	(281,429)	0
BCITF Levy	0	0	0	0
Rates	0	0	0	0
Funds Held on Behalf of Groups	0	40	0	40
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	4,623	(5,002)	10,883
	13,559	284,055	(286,591)	11,023

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

8. OPERATING STATEMENT

OPERATING REVENUES	February 2016 Actual $	2016/17 Adopted Budget $	2015/16 Actual $
Governance	42,949	93,800	109,073
General Purpose Funding	2,753,326	3,150,445	2,427,841
Law, Order, Public Safety	48,349	102,122	108,374
Health	10,162	11,700	11,162
Education and Welfare	7,713	1,328,174	300,450
Housing	0	0	0
Community Amenities	157,146	174,400	171,343
Recreation and Culture	857,253	5,512,030	78,567
Transport	832,311	1,656,871	1,095,123
Economic Services	22,312	293,675	97,759
Other Property and Services	28,367	58,500	56,944
TOTAL OPERATING REVENUE	**4,759,888**	**12,381,717**	**4,456,636**
OPERATING EXPENSES			
Governance	358,549	682,916	569,219
General Purpose Funding	104,897	150,901	150,054
Law, Order, Public Safety	134,585	257,691	236,203
Health	89,185	128,846	130,248
Education and Welfare	30,049	49,134	42,500
Housing	0	0	0
Community Amenities	286,642	422,643	330,773
Recreation & Culture	679,959	1,031,095	1,072,605
Transport	1,295,411	2,274,833	1,993,275
Economic Services	368,272	262,790	247,498
Other Property and Services	49,592	19,159	29,470
TOTAL OPERATING EXPENSE	**3,397,141**	**5,280,008**	**4,801,843**
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	**1,362,747**	**7,101,709**	**(345,207)**

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

9. STATEMENT OF FINANCIAL POSITION

	February 2016 Actual $	2015/16 Actual $
CURRENT ASSETS		
Cash and Cash Equivalents	4,057,031	3,504,262
Investments	5,000	5,000
Trade and Other Receivables	505,436	367,192
Inventories	(16,566)	1,148
Trust at Bank	11,023	13,558
TOTAL CURRENT ASSETS	4,561,924	3,891,160
NON-CURRENT ASSETS		
Other Receivables	614,928	614,928
Inventories	0	0
Property, Plant and Equipment	10,511,970	10,243,368
Infrastructure	70,925,725	70,971,112
TOTAL NON-CURRENT ASSETS	82,052,623	81,829,408
TOTAL ASSETS	86,614,547	85,720,568
CURRENT LIABILITIES		
Trade and Other Payables	42,236	422,858
Long Term Borrowings	87,572	173,181
Provisions	164,274	164,274
Trust Liability	11,023	13,558
TOTAL CURRENT LIABILITIES	305,105	773,871
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	2,909,687	2,909,687
Provisions	43,748	43,748
TOTAL NON-CURRENT LIABILITIES	2,953,435	2,953,435
TOTAL LIABILITIES	3,258,540	3,727,306
NET ASSETS	83,356,007	81,993,262
EQUITY		
Retained Surplus	26,750,510	25,825,435
Reserves - Cash Backed	914,524	476,854
Revaluation Surplus	55,690,973	55,690,973
TOTAL EQUITY	83,356,007	81,993,262

10. FINANCIAL RATIOS

	2017 YTD	2016	2015	2014
Current Ratio	7.07	1.05	3.89	5.35
Operating Surplus Ratio	(0.08)	(0.72)	(0.47)	(0.91)

The above ratios are calculated as follows:

Current Ratio

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

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

Standards:
The standard is not met if the ratio is lower than 1:1 (less than 100%)
The standard is met if the ratio is greater than 1:1 (100% or greater)
A ratio less than 1:1 means that a local government does not have sufficient assets that can be quickly converted into cash to meet its immediate cash commitments. This may arise from a budget deficit from the past year, a Council decision to operate an overdraft or a decision to fund leave entitlements from next year's revenues.

Operating Surplus Ratio

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

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

Standards:
Basic Standard is not met less than 1% or 0.01
Basic Standard between 1% and 15% (0.01 and 0.15)
Advanced Standard > 15% (>0.15).

SHIRE OF PINGELLY
RESTRICTED CASH RECONCILIATION
28 February 2017

Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure Previous Years	Actual Expenditure 2016/17	Restricted Funds Remaining
						0.00
Health Department (WACHS)	Aged Approp Accom Units	0860	272,727.27	5,456.91	177,782.69	89,487.67
	Donation Community Car	1391	43,000.00	35,926.00	7,074.00	0.00
Dept of Local Govt & Communities	Youth Being Heard Project	1180 Job GR003	10,000.00	10,000.00	0.00	0.00
Transferred from Building Reserve 30/6/2016	Recreation & Cultural Centre	RCC01,RCC02,RCC03	250,000.00	250,000.00	0.00	0.00
National Stronger Regions Funds	Recreation & Cultural Centre	11PR/PR01	777,719.00	0.00	727,391.37	50,327.63
Lotterywest Grant	Recreation & Cultural Centre	11PR/PR02	0.00	0.00	0.00	0.00
Dept of Sport & Rec	Recreation & Cultural Centre	11PR/PR03	0.00	0.00	0.00	0.00
Bendigo Bank	Recreation & Cultural Centre	11PR/PR04	0.00	0.00	0.00	0.00
Pingelly Times	Recreation & Cultural Centre	11PR/PR05	0.00	0.00	0.00	0.00
Pingelly Development Association	Recreation & Cultural Centre	11PR/PR06	0.00	0.00	0.00	0.00
Focus Group Grain	Recreation & Cultural Centre	11PR/PR07	0.00	0.00	0.00	0.00
Contributions Other	Recreation & Cultural Centre	11PR/PR10	1,408.63	0.00	0.00	1,408.63
CBH Contribution Grass Roots Fund -playgrou	Recreation & Cultural Centre	11PR/PR11	0.00	0.00	0.00	0.00
Forestry Products Commission	Recreation & Cultural Centre		0.00	0.00	0.00	0.00
Unspent Loan 123	Recreation & Cultural Centre	1703	2,500,000.00	0.00	0.00	2,500,000.00
Aged Friendly Communities Grant-Strat Plan	Education & Welfare	0861	10,000.00	0.00	0.00	10,000.00
Sub Total						2,651,223.93
Total Restricted Grant Funds						**2,651,223.93**
Available Cash		**GL/Job Account**	**Interest Rate**	**Term**	**Maturing**	**Balance**
Municipal Bank		0111	Variable	Ongoing	N.A.	549,563.07
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-Mar-17	2,072,797.67
Muncipal Term Deposit 155081144	Unspent Loan 123	TD02	1.25%	2 months	30-Mar-17	518,800.01
Total Cash						3,142,507.28
Less Restricted Cash						(2,651,223.93)
Total Unrestricted Cash						**491,283.35**

Attachment 3

15.2 Accounts Paid by Authority

Moore Stephens Fraud Scam Alert 2016

Local Government Alert
Beware - Online Payment "Scam/Fraud"

We have become aware of a recent increase in activity associated with online payment scams/frauds and thought it relevant to provide a warning to all local governments.

There have been several instances where local governments have been advised a creditor has changed/amended banking details and a new BSB and account number is provided.

Whilst such a request may, from time to time be genuine and require action, we know of two specific instances where it was not and the local government in question suffered a loss. We knew of one other instance where the change was acted upon to an extent but no loss was suffered.

In all cases, the local governments in question had an internal process to manage changes to creditor payment details.

In all cases, the internal processes were either not strong enough or not followed completely.

In all cases, local government officers acted in good faith and were mindful of ensuring the change was a valid one.

Yet the scam/fraud was still successful.

It is imperative, if such requests are received a robust internal process is followed prior to any changes being made.

How do these requests appear?
Generally, an unsolicited email or phone call requesting a change to bank account details for an existing creditor in your system.

How is the perpetrator aware of the creditor name?
They scan minutes freely available on your website to find a high value creditor you pay regularly.

What are the actions you should follow when such requests are received?

Step 1
Do not respond to any such unsolicited request received via email.

If the unsolicited request is via telephone, inform the caller you can only initiate such requests if they are received in writing. You must also insist this written notification is received as an original on company/business letterhead.

Step 2
In either instance, review internal records to find a contact name and telephone number from your supplier and contact them directly to enquire if the initial contact (either via email or telephone) was from them.

This contact number should be cross referenced with other sources where possible (ie Google search), other internal databases.

Step 3
When contact is made with the supplier, enquire if they initiated the request. Be aware, only discuss the matter if it is clear you have initiated the call. Do not allow yourself to be "called back".

Step 4
If the supplier confirms they have indeed initiated the request reiterate you are only able to initiate the change if it is received in writing, is an original and is on company/business letterhead.

Do not feel perturbed if they make you feel uncomfortable and complain about "red tape".

Simply explain the increased incidence of frauds of this nature and the procedure is to ensure appropriate controls are in place.

Step 5
Review the original documents requesting the change when received and contact the individual who has signed the request.

Ensure the contact is made via your own contact numbers and not those on the letter request to hand.

When contact is made, confirm it is genuine.

Step 6
Online payment transfer details should also be present on official invoices and you should insist invoices are amended before payments are made to the new account details.

As an aside, these details should be checked every time a transfer is made for all creditors (it is effectively the same as a name on a cheque).

Step 7

Implement a procedure to review audit trail logs of supplier detail changes. This should be performed by a Senior Officer in the finance department and should occur prior to every payment run.

Step 8
Remove payment lists from minutes published on the website. As it is a statutory requirement to present these to Council and include in the minutes, they should still form part of the "official" minute register.

We are advocating to the Department of Local Government and Communities (in the interests of increased fraud control) to have Financial Management Regulations amended to only require the list to be presented to Council and not be required to form part of the official record.

Step 9
If at any time, you are sceptical or become suspicious in any way that something does not seem correct at any of the steps above, escalate your concerns so they can be followed up appropriately.

We are ever hopeful such instances do not occur and we all generally perform our day to day duties in "good faith".

Nonetheless, given the increased occurrence of this type of "scam"/fraud it pays to complement the internal control process outlined above with a level of "professional scepticism" to such requests.

Whilst at first glance the steps we have outlined may appear excessive, it is better to receive complaints about unnecessary "red tape" than be left "red faced".

Should you require any further advice in this regard, please contact David Tomasi on +61 8 9225 5355 or via email at dtomasi@moorestephens.com.au.

www.moorestephens.com.au / 08 9225 5355 / Email Us

Attachment 4

15.3 Minutes of Audit Committee and Compliance Audit Return 2016

Audit Committee Minutes 1 March 2017 and Compliance Audit Return 2016

Shire of Pingelly

Minutes

Audit Committee Meeting
1 March 2017

SHIRE OF PINGELLY

Minutes of the Audit Committee Meeting of the Shire of Pingelly held in the Council Chambers, 17 Queen Street, Pingelly on 1 March 2017 at 10am.

Contents

MEMBERS PRESENT

Cr SJ Lange	President
Cr WV Mulroney	Deputy President
Cr RJ Marshall	
Cr DI Freebairn	
Cr LN Steel	
Cr E Hodges	
Cr P Wood	

STAFF IN ATTENDANCE

Mr G Pollock	Chief Executive Officer
Mr S Billingham	Director Corporate & Community Services
Mr B Gibbs	Director Technical Services
Mrs L Boddy	Executive Assistant

APOLOGIES

Cr JM Walton-Hassell

OBSERVERS & VISITORS

Tim Partridge, AMD Chartered Accountants

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman, Cr Shirley Lange, declared the meeting open at 10.02am.

1.1. ACKNOWLEDGEMENT OF COUNTRY

I respectfully acknowledge the past and present traditional owners of this land on which we are meeting, the Noongar people. It is a privilege to be standing on Noongar country. I also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the security and wellbeing of all the people of this country where we live and that we share together – Australia.

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

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

There were no members of the public present.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. DISCLOSURES OF INTEREST

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Audit Committee Meeting – 14 December 2016

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

Voting Requirements:
Simple Majority

Cr Marshall entered the room at 10.03am

12153 Moved: Cr Mulroney Seconded: Cr Hodges

Recommendation:
That the Minutes of the Audit Committee of the Shire of Pingelly held in the Council Chambers on 14 December 2016 be confirmed.

Carried 7:0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Tim Partridge – AMD Chartered Accountants discussed the auditor's letter and report and answered questions.

10. BUSINESS
10.1 Compliance Audit Return 2016

File Reference:	**00023**
Location:	**Shire of Pingelly**
Applicant:	**N/A**
Author:	**Stuart Billingham, Director Corporate & Community Services**
Date:	**3 February 2017**
Disclosure of Interest:	**Nil**
Attachments:	**2016 Compliance Audit Return**

Summary:
Submission of the Compliance Audit Return 2016 to Council for adoption.

Background:
Under the Local Government Audit Regulations 1996, Local Government is required to carry out a Compliance Audit for the period 1 January 2016 to 31 December 2016. The certified return must be submitted to the Director General, Department of Local Government and Communities by 31 March 2017.

Consultation:
Shire of Pingelly Audit Committee
Chief Executive Officer

Statutory Environment:

Regulation 14 of the Local Government (Audit) Regulations 1996 provides:

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
  (a) presented to the council at a meeting of the council; and
  (b) adopted by the council; and
  (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 provides that:

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  (b) any additional information explaining or qualifying the compliance audit,
  (c) is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
(2) In this regulation —
  certified in relation to a compliance audit return means signed by —
  (a) the mayor or president; and
  (b) the CEO.

Policy Implications:
There are no policy implications arising from this report.

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

Strategic Implications:
There are no known significant strategic implications relating to the report or the committee recommendation.

Voting Requirements:
Absolute Majority

12154 Moved: Cr Marshall Seconded: Cr Wood

Recommendation:
That the Audit Committee recommends to Council:

1. **To adopt the Compliance Audit Return 2016, as amended;**
2. **The Chief Executive Officer and the Shire President be authorised to sign the Compliance Audit Return 2016;**
3. **The Compliance Audit Return be submitted to the Department of Local Government & Communities.**

Barry Gibbs left the room at 11am and did not return.

Carried 7:0

With the following corrections:

Page 2 no 5 regulation s5.18 to be changed to a 'no' response; and
Page 8 no 13 F & G regulation 23(4) to be changed to a 'yes' response.

11. CLOSURE OF MEETING

The Chairman declared the meeting closed at 11.02am.

These minutes were confirmed by Council at the Audit Committee Meeting held on Signed..... Presiding Person at the meeting at which the minutes were confirmed.

Government of **Western Australia**
Department of **Local Government and Communities**

Pingelly - Compliance Audit Return 2016

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2016.	N/A		Stuart Billingham
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2016.	N/A		Stuart Billingham
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2016.	N/A		Stuart Billingham
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2016.	N/A		Stuart Billingham
5	s3.59(5)	Did the Council, during 2016, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Stuart Billingham

Government of **Western Australia**
Department of **Local Government and Communities**

Delegation of Power / Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Stuart Billingham
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Stuart Billingham
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Stuart Billingham
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Stuart Billingham
5	s5.18	Has Council reviewed delegations to its committees in the 2015/2016 financial year.	No	Individual Officer delegation only reviewed. Council to review delegations to Committees in 16/17	Stuart Billingham
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Stuart Billingham
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Stuart Billingham
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Stuart Billingham
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Stuart Billingham
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Stuart Billingham
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Stuart Billingham
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2015/2016 financial year.	Yes		Stuart Billingham
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Stuart Billingham

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Stuart Billingham
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Stuart Billingham

Government of **Western Australia**
Department of **Local Government and Communities**

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Stuart Billingham
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Stuart Billingham
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Stuart Billingham
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016.	Yes		Stuart Billingham
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016.	Yes		Stuart Billingham
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Stuart Billingham
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Stuart Billingham
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Stuart Billingham
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Stuart Billingham
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Stuart Billingham
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Stuart Billingham
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Stuart Billingham

Government of **Western Australia**
Department of **Local Government and Communities**

No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Stuart Billingham
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Stuart Billingham

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Stuart Billingham
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Stuart Billingham

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Stuart Billingham

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Stuart Billingham
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Stuart Billingham
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Stuart Billingham
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Stuart Billingham

Government of **Western Australia**
Department of **Local Government and Communities**

No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit.	Yes		Stuart Billingham
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government by 31 December 2016.	Yes		Stuart Billingham
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	Yes		Stuart Billingham
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes		Stuart Billingham
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	Yes		Stuart Billingham
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Stuart Billingham
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Stuart Billingham
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Stuart Billingham
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Stuart Billingham
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Stuart Billingham

Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Stuart Billingham
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Stuart Billingham
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Stuart Billingham
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Stuart Billingham
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Stuart Billingham

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Stuart Billingham
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Stuart Billingham
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Stuart Billingham
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Stuart Billingham
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occured.	Yes		Stuart Billingham
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Stuart Billingham

Government of **Western Australia**
Department of **Local Government and Communities**

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Stuart Billingham
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Stuart Billingham
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Stuart Billingham
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Stuart Billingham
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Stuart Billingham
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Stuart Billingham
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Stuart Billingham
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Stuart Billingham
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Stuart Billingham
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Stuart Billingham
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Stuart Billingham
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Stuart Billingham

Government of **Western Australia**
Department of **Local Government and Communities**

No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Stuart Billingham
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Stuart Billingham
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	Yes		Stuart Billingham
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	Yes		Stuart Billingham
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	Yes		Stuart Billingham
18	F&G Reg 24AD(6)	If the local government to sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	Yes		Stuart Billingham
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	Yes		Stuart Billingham
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Stuart Billingham
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	Yes		Stuart Billingham
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	Yes		Stuart Billingham

Government of **Western Australia**
Department of **Local Government and Communities**

No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	Yes		Stuart Billingham
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		Stuart Billingham
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $150,000 or less.	Yes		Stuart Billingham

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

_____ _____

Signed Mayor / President, Pingelly Signed CEO, Pingelly