

Shire of Pingelly

Attachments

Ordinary Council Meeting
17 May 2017

Attachment 1

15.1 Monthly Statement of Financial Activity

Monthly Statements of Financial Activity for the period 1 July 2016 to 30 April 2017

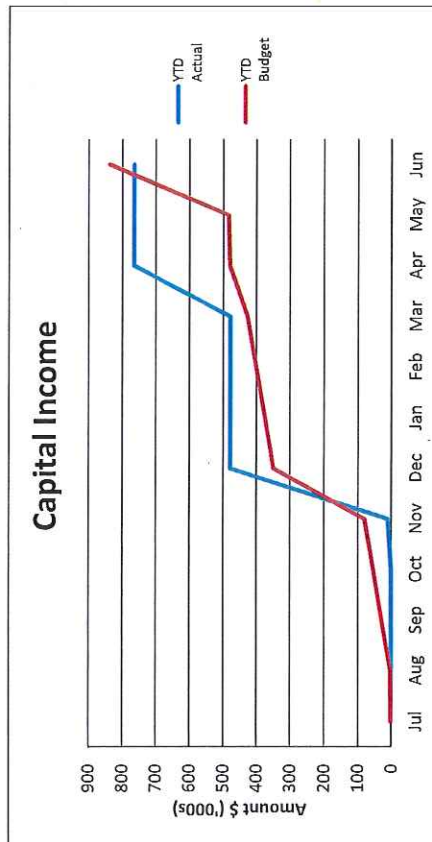
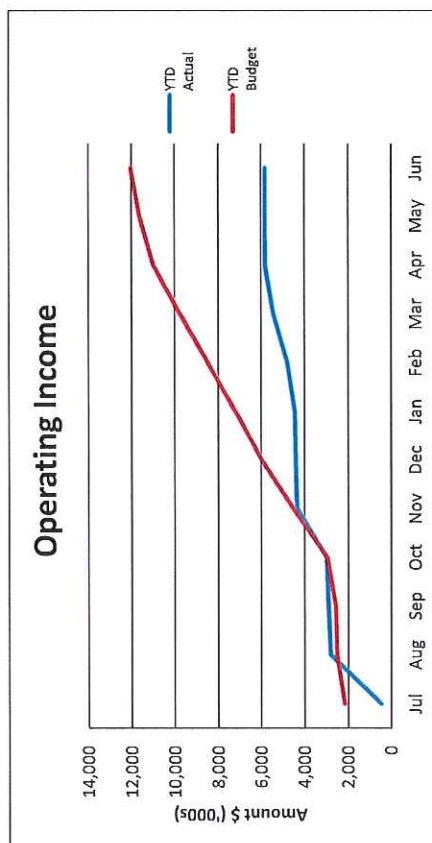
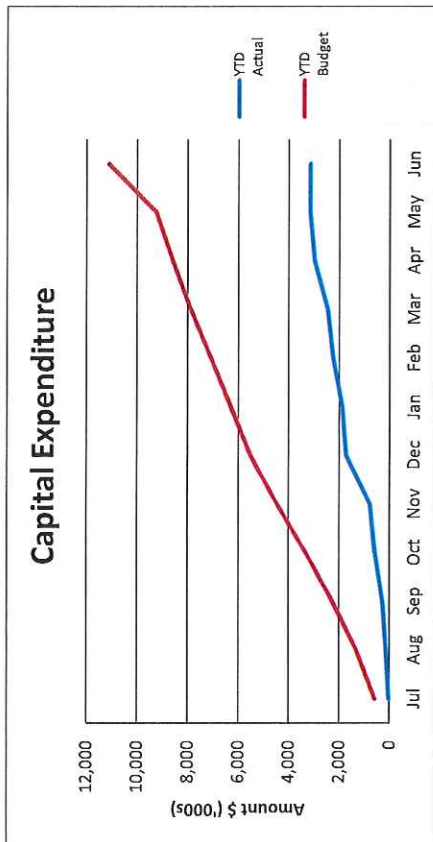
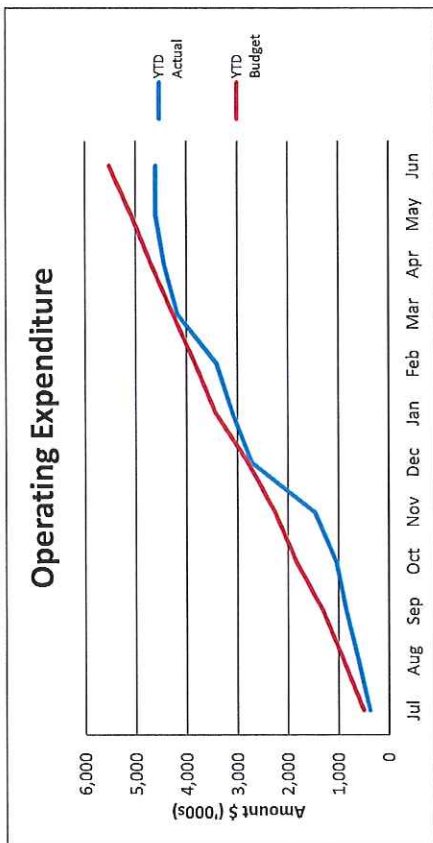


SHIRE OF PINGELLY
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

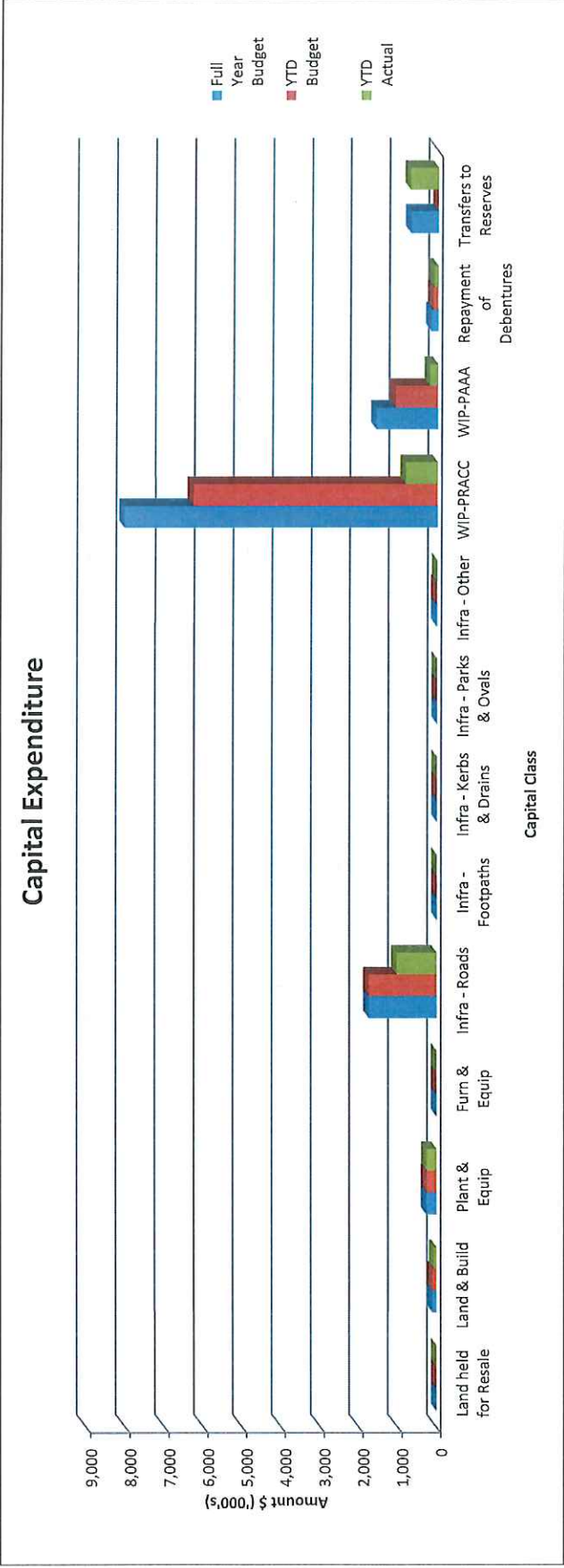
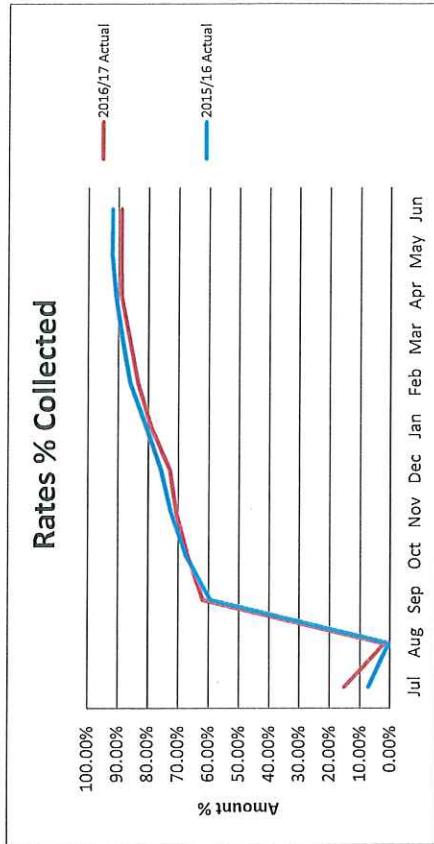
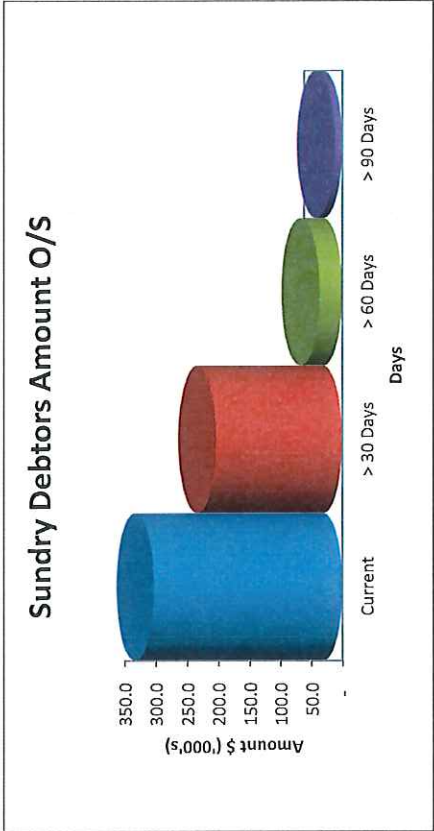
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Income and Expenditure Graphs to 30 April 2017



Other Graphs to 30 April 2017



SHIRE OF PINGELLY

Summary of Balancing Contained Within The Monthly Reports

	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	April 2017 Y-T-D Budget \$	April 2017 Actual \$
Finance Statement				
<u>Balancing to Rating Note</u>				
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
<u>Balancing of Closing Position</u>				
Closing Balance per Finance Statement	0	0	(158,996)	1,794,368
Closing Balance per General Fund Summary	(1)	0	(158,996)	1,794,370
Variance	1	0	0	(2)
<u>Balancing of Operating Income</u>				
Operating Income per Finance Statement	12,381,717	12,009,024	10,961,141	5,809,123
Operating Income per General Fund Summary	12,381,717	12,009,024	10,961,141	5,809,123
Variance	0	0	0	(0)
<u>Balancing of Operating Expenditure</u>				
Operating Expense per Finance Statement	(5,280,008)	(5,509,676)	(4,676,010)	(4,430,921)
Operating Expense per General Fund Summary	(5,280,008)	(5,509,676)	(4,676,010)	(4,430,921)
Variance	0	0	0	(0)
<u>Balancing of Capital Income</u>				
Capital Income per Finance Statement	932,940	923,557	290,141	807,192
Capital Income per General Fund Summary	932,940	923,557	290,141	807,192
Variance	0	0	0	0
<u>Balancing of Capital Expenditure</u>				
Capital Expense per Finance Statement	(12,865,426)	(12,687,393)	(9,647,053)	(3,199,639)
Capital Expense per General Fund Summary	(12,865,426)	(12,687,393)	(9,647,053)	(3,199,639)
Variance	0	0	0	1

SHIRE OF PINGELLY

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

	NOTE	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	April 2017 Y-T-D Budget \$	April 2017 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
Operating								
Revenues/Sources								
Governance		93,800	88,740	74,040	52,886	(21,154)	(28.57%)	▼
General Purpose Funding		1,285,537	1,267,205	960,366	922,680	(37,686)	(3.92%)	
Law, Order, Public Safety		102,122	102,122	86,470	67,815	(18,655)	(21.57%)	▼
Health		11,700	11,700	9,740	11,983	2,243	23.03%	
Education and Welfare		1,328,174	1,328,174	1,029,415	513,486	(515,929)	(50.12%)	▼
Housing		0	0	0	0	0	0.00%	
Community Amenities		174,400	174,400	169,760	160,346	(9,414)	(5.55%)	
Recreation and Culture		5,512,030	5,416,571	5,356,592	956,450	(4,400,142)	(82.14%)	▼
Transport		1,656,871	1,656,871	1,327,950	1,193,177	(134,773)	(10.15%)	▼
Economic Services		293,675	38,150	31,780	30,873	(907)	(2.85%)	
Other Property and Services		58,500	60,183	50,120	34,265	(15,855)	(31.63%)	▼
		10,516,809	10,144,116	9,096,233	3,943,961	(5,152,272)	(56.64%)	
(Expenses)/(Applications)								
Governance		(682,916)	(696,546)	(606,417)	(436,521)	169,896	28.02%	▼
General Purpose Funding		(150,901)	(150,901)	(123,070)	(126,730)	(3,660)	(2.97%)	
Law, Order, Public Safety		(257,691)	(244,191)	(211,344)	(163,441)	47,903	22.67%	▼
Health		(128,846)	(128,846)	(107,492)	(105,712)	1,780	1.66%	
Education and Welfare		(49,134)	(63,384)	(48,664)	(38,366)	10,298	21.16%	▼
Housing		0	0	0	0	0	0.00%	
Community Amenities		(422,643)	(422,643)	(348,730)	(327,488)	21,242	6.09%	
Recreation & Culture		(1,031,095)	(1,031,095)	(851,793)	(1,281,918)	(430,125)	(50.50%)	▲
Transport		(2,274,833)	(2,274,833)	(1,907,413)	(1,564,370)	343,043	17.98%	▼
Economic Services		(262,790)	(476,978)	(438,152)	(411,057)	27,095	6.18%	
Other Property and Services		(19,159)	(20,259)	(32,935)	24,682	57,617	175%	▼
		(5,280,008)	(5,509,676)	(4,676,010)	(4,430,921)	245,089	(5.24%)	
Net Operating Result Excluding Rates		5,236,801	4,634,440	4,420,223	(486,960)	(4,907,183)	(111.02%)	
Adjustments for Non-Cash (Revenue) and Expenditure								
(Profit)/Loss on Asset Disposals	2	(202,200)	269,538	269,534	700,121	430,587	(159.75%)	▲
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	1,758,300	1,223,544	(534,756)	30.41%	▼
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)	(104,389)	(104,377)	(58,218)	46,159	44.22%	▼
Purchase of Furniture & Equipment	1	(7,989)	(7,989)	(7,989)	(7,432)	557	6.97%	
Purchase of Plant & Equipment	1	(254,400)	(265,340)	(262,003)	(255,307)	6,696	2.56%	
Purchase of Infrastructure Assets - Roads	1	(1,752,724)	(1,752,724)	(1,752,683)	(1,028,992)	723,691	41.29%	▼
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)	(22,880)	0	22,880	100.00%	▼
Purchase of WIP Recreation and Culture	1	(8,250,154)	(8,046,068)	(6,289,518)	(834,901)	5,454,617	86.73%	▼
Purchase of WIP Aged Accommodation	1	(1,585,954)	(1,585,954)	(1,083,842)	(206,510)	877,332	80.95%	▼
Proceeds from Disposal of Assets	2	492,000	479,617	209,000	478,759	269,759	129.07%	▲
Repayment of Debentures	3	(173,181)	(173,181)	(123,761)	(85,609)	38,152	30.83%	▼
Self-Supporting Loan Principal Income		87,940	87,940	81,141	43,433	(37,708)	(46.47%)	▼
Transfer from Restricted Asset - Unspent Loans		2,500,000	2,500,000	500,000	500,000	0	0.00%	
Transfers to Restricted Assets (Reserves)	4	(705,755)	(728,868)	0	(722,670)	(722,670)	0.00%	
Transfers from Restricted Asset (Reserves)	4	353,000	356,000	0	285,000	285,000	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	384,950	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	0	(158,996)	1,794,368	1,953,364	1228.56%	▲
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 30 APRIL 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		(21,154)
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)	(17,330)	
Transport Licensing commission yet to be paid. (Timing Difference)	(2,208)	
Education and Welfare - Variance below budget expectations		(515,929)
PAAA Grant from WA Country Health Service YTD Actual less than YTD Budget (Timing Difference) Project to be rolled over into 2017/2018 Budget	(566,531)	
Recreation and Culture - variance above budget expectations		(4,400,142)
PRACC Grants YTD Actual less than YTD Budget - NSRF (Timing Difference) Project to be rolled over into 2017/2018 Budget	(3,110,875)	
PRACC Grants YTD Actual less than YTD Budget - Lottery West, DSR \$174,999 (Timing Difference) Project to be rolled over into 2017/2018 Budget	(999,996)	
PRACC Grants YTD Actual less than YTD Budget - Dept of Sport & Rec (Timing Difference) Project to be rolled over into 2017/2018 Budget	(262,498)	
Other Culture Reimb Insurance Stables Claim income more than budgeted (Permanent Difference) Project to be rolled over into 2017/2018 Budget	20,691	
Transport - variance above budget expectations		(134,773)
Regional Road Group funding Actual YTD received sooner than budget YTD (Timing Difference)	6,801	
Main Roads Grants funding Actual YTD less than YTD Budget (Timing Difference)	(85,500)	
Roads to Recovery funding Actual YTD received more than budget YTD (Timing Difference)	(14,498)	
Federal Blackspot Funding Actual YTD less more YTD Budget (Timing Difference)	7,024	
Road Projects Other Grants Actual YTD less than Budget YTD (Timing Difference)	(48,600)	
Other Property and Services - variance below budget expectations		(15,855)
Private Works - Less than anticipated - Income based on previous year (Timing Difference)	(11,774)	
Fuel Tax Credits Actual YTD more than Budget YTD AITS claim	2,225	
Reimbursements & Rebates Ex Gst less than Budget YTD	(4,160)	
REPORTABLE OPERATING EXPENSE VARIATIONS		
Governance - variance below budget expectations		169,896
Audit fees YTD less than YTD Budget (Timing Difference)	(14,669)	
Administration Allocated more YTD actual than YTD budget (Timing Difference)	89,927	
Members subscriptions Actual YTD lower than YTD budget (Timing difference)	(4,462)	
Refreshments - YTD Actual more than YTD Budget for this reporting period	1,745	
Donations - Less than anticipated - None paid under this schedule	(830)	
Admin Salaries and Wages Actual YTD less than budget YTD (Timing difference)	(2,272)	
Law, Order, Public Safety - variance below budget expectations		47,903
Depreciation OLOPS YTD less than Budget YTD	12,187	
Interest on S/S Loan 122 less than YTD Budget - (Timing Difference)	13,360	
Emergency Services training \$14,000 has not occurred and revenue not received	14,000	
Transport - variance below budget expectations		343,043
Road Maintenance YTD Actual more than YTD Budget (Timing Difference)	(25,138)	
Townsite Maintenance YTD Actual more than YTD Budget (Timing Difference)	(27,227)	
Depreciation YTD less than Budget YTD	444,208	
Other Property and Services - variance below budget expectations		57,617
Public Works Overheads YTD Actuals More than YTD Budget over allocated YTD	(78,382)	
Plant Op Costs - Fuel and Oil YTD Less than YTD Budget	19,222	
Plant Op Costs - Parts and Repairs YTD Actual less than YTD Budget	12,769	
Plant Op Costs - Depreciation less than YTD Budget (Timing difference)	38,200	
Gross Salaries and Wages - YTD Actual less than YTD Budget (Timing Difference)	86,259	
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 Statutory Budget no WDV	149,773	430,587
Depreciation on Assets		
Depreciation - Lower than anticipated for this reporting period - (Timing Difference)		(534,756)
REPORTABLE CAPITAL EXPENDITURE VARIATIONS		
Purchase of Land & Buildings		
Land & Buildings YTD Actuals under YTD Budget (Timing Difference)		46,159
Purchase of Plant & Equipment		
Plant & Equipment YTD Actuals under YTD Budget (Timing difference)		6,696
Purchase of Road Infrastructure Assets		
Road Infrastructure YTD Actuals under YTD Budget (Timing Difference)		723,691
NBS01 Capex - 156 Wickepin Pingelly Rd - National Black Spot	83,820	
R2R17 Capex - 157 Bullaring Road Reseal Slk 23 - Roads To Recovery	237	
R2R18 Capex - 157 Bullaring Road Slk 26.618 Tree Roots Failure - Roads To Recovery	5,016	
R2R19 Capex - 22 Dwarlaking Rd Culvert Upgrade Slk 5.8 - Roads To Recovery	23,493	
R2R20 Bullye Road - Roads To Recovery	(13,662)	
RRG03 North Wandering Road 9.00-13.00 Slk	(246)	
RRG06 Survey North Wandering Road	(5,207)	
RRGA7 Capex - York Williams Rd Reseal & Regravel Slk 00.0-8.25	6,403	
RRGB7 Capex - York Williams Rd Drain Maint Slk 0.00-8.25	1,281	
RRG08 Capex - 156 Wickepin Pingelly Rd - Regional Road Group	49,130	
CRSF3 Capex - 10 Shaddick Rd Realine & Regravel Slk 14.0-17.5 - Crsf Funding	319,360	

SHIRE OF PINGELLY
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017
Report on Significant variances Greater than 10% and \$5,000

<i>Purchase of Works in Progress Assets - PRACC</i>		
PRACC Project Expenditure YTD Actual less than YTD Budget - (Timing Difference)		5,454,617
<i>Purchase of Works in Progress Assets - PAAA</i>		
PAAA Project Expenditure YTD Actual less than YTD Budget - (Timing Difference)		877,332
<i>Repayment of Debentures - Variance below budget expectations.</i>		
(Timing difference)		38,152
<i>Transfers to Restricted Assets (Reserves) - Variance below budget expectations.</i>		
Not all transfers to reserves required.		
Timing variance with calculation of reserve Term Deposit Interest		
Most Transfer timed to be undertaken at EOFY		-722669.81
REPORTABLE CAPITAL REVENUE VARIATIONS		
<i>Proceeds from Disposal of Assets</i>		
Proceeds from Disposal of assets YTD Actual more than YTD Budget (Timing Difference)		269,759
2 Paragon Street - Disposed of this Financial Year - Settlement Dec 2016 (Permanent Difference)	242,443	
16 Eliot Street - Disposed of this Financial Year - Settlement Dec 2016 (Permanent Difference)	164,419	

SHIRE OF PINGELLY
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	2016/17 YTD Budget \$	April 2017 YTD Actual \$
1. ACQUISITION OF ASSETS				
The following assets have been acquired during the period under review:				
<u>By Program</u>				
Governance				
<u>Other Governance</u>				
Capex - Air Conditioner - Administration	29,271	21,271	21,271	0.00
Capex - Phone System	7,989	7,989	7,989	7,432.43
Capex - Admin Plant Purchases	97,000	104,240	104,240	104,240.07
Law, Order & Public Safety				
<u>Fire Prevention</u>				
Plant Purchase - Weather Stations X 3	0	0	0	0.00
<u>Animal Control</u>				
Capex - Dog/Cat Pound Upgrade	14,000	14,000	13,995	1,082.72
Education & Welfare				
<u>Education</u>				
Building Purchase - Education Schedule 8	3,400	3,400	3,399	0.00
<u>Other Aged & Disabled Services</u>				
Capex - Paaa Development	3,247	3,247	3,246	3,415.04
Capex - Paaa Project Manager	106,174	106,174	84,936	74,805.67
Capex - Paaa Architects & Consultants	140,000	140,000	112,000	126,925.36
Capex - Paaa Building Construction	804,533	804,533	574,665	0.00
Capex - Paaa Quantity Surveyor	25,000	25,000	17,855	0.00
Capex - Paaa Demolition	10,000	10,000	7,140	0.00
Capex - Paaa Utility Services	200,000	200,000	160,000	1,363.64
Capex - Paaa Earth Works	85,000	85,000	68,000	0.00
Capex - Paaa Carpark & Drainage	50,000	50,000	40,000	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	16,000	0.00
Community Amenities				
<u>Sanitation - Household Refuse</u>				
Capex - Waste Transfer Station	8,000	8,000	8,000	7,587.95
Recreation and Culture				
<u>Other Recreation & Sport</u>				
Capex - Gardener Vehicle	33,500	37,200	37,200	37,204.55
<u>Works in Progress - Recreation Centre</u>				
Capex - Pracc Development	15,336	57	50	14,571.33
Capex - Pracc Project Manager	144,417	144,417	115,528	107,321.94
Capex - Pracc Architects & Consultants	140,000	140,000	112,000	304,770.63
Capex - Praac Building Construction	7,000,000	6,811,193	5,675,990	120,150.00
Capex - Pracc Quantity Surveyor	25,000	25,000	20,000	22,000.00
Capex - Pracc Demolition	35,000	35,000	28,000	91,037.50
Capex - Pracc Utility Services	250,000	250,000	200,000	8,225.28
Capex - Pracc Earth Works	27,000	27,000	21,600	102,555.02
Capex - Pracc Carpark And Drainage	162,901	162,901	116,350	55,021.68
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

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

	2016/17 Adopted Budget \$	2016/17 Revised Budget \$	2016/17 YTD Budget \$	April 2017 Actual \$
1. ACQUISITION OF ASSETS (Continued)				
Transport				
<u>Construction - Roads, Bridges, Depots</u>				
Capex - Bridge 1191 - Replace Box	163,000	163,000	162,998	135,393.10
Capex - 156 Wickepin Pingelly Rd - Survey North Wandering Road	351,200	351,200	351,195	267,379.52
Capex - York Williams Rd Reseal & Capex - York Williams Rd Drain Maint Slk	0	0	0	5,206.57
Capex - 157 Bullaring Road Failure - Capex - 157 Bullaring Road Reseal Slk 23 -	138,530	138,530	138,528	132,127.21
Capex - 157 Bullaring Road Slk 26.618	193,712	193,712	193,710	192,430.58
Capex - 22 Dwarlaking Rd Culvert	16,825	16,825	16,822	9,274.24
Bulyee Road - Roads To Recovery	62,190	52,190	52,190	51,953.48
Capex - 156 Wickepin Pingelly Rd - Capex - 10 Shaddick Rd Realine &	46,600	36,600	36,598	31,583.64
	23,530	23,530	23,528	37.04
Capex - Quadrant St Construction	0	20,000	20,000	33,661.53
Parking Bays Parade St	177,759	177,759	177,756	128,628.91
Capex - Reseal Of Railway St - Roads To	338,394	338,394	338,388	19,033.72
Capex - Paragon St Road Failure - Roads	7,000	7,000	6,996	0.00
Capex - 155 Brown Street Renewal - Capex - 123 Webb St Reseal - Roads To	0	0	0	721.99
Capex - 87 Paragon Street Reseal - Roads	14,856	14,856	14,854	1,118.68
Capex - Depot Bund Pipe And Fuel Tank	11,345	11,345	11,342	7,890.77
Capex - Communications Tower - Depot	163,000	163,000	163,000	7,988.69
	15,040	15,040	15,038	4,316.61
	29,743	29,743	29,740	0.00
<u>Road Plant Purchases</u>				
Capex - Purchase Traffic Counters	42,318	42,318	42,316	37,751.97
Capex - Hitachi Compactor Zv350Pr-De	8,500	8,500	8,496	6,493.40
Capex - Water Tank Spray Bar Upgrade	7,500	7,500	7,500	4,034.36
Capex - Pt18 Pn437 Mitsubishi Fuso 918	10,000	10,000	10,000	9,804.00
Capex - Pt13 Upgrade Truck Tip Tray	7,000	7,000	7,000	5,494.32
Capex - Pt15 Upgrade Loader	79,400	79,400	79,398	81,260.00
Capex - Second Hand Forklift	5,000	5,000	1,666	0.00
	5,000	5,000	5,000	4,033.22
	10,000	10,000	9,999	9,236.03
Economic Services				
<u>Tourism & Area Promotion</u>				
Capex - Caravan Park Drainage	22,880	22,880	22,880	0.00
<u>Other Economic Services</u>				
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
	<u>11,986,490</u>	<u>11,785,344</u>	<u>9,523,292</u>	<u>2,391,360.28</u>
By Class				
Land	1,500	1,500	1,500	576.00
Buildings	110,889	102,889	102,877	57,642.04
Furniture & Equipment	7,989	7,989	7,989	7,432.43
Plant & Equipment	254,400	265,340	262,003	255,306.55
Work in Progress - PPE	0	0	0	0.00
Infrastructure - Roads	1,752,724	1,752,724	1,752,683	1,028,992.44
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	22,880	0.00
Works in Progress - Recreation Centre	8,250,154	8,046,068	6,289,518	834,901.11
Works in Progress - Aged Care Accommodation	1,585,954	1,585,954	1,083,842	206,509.71
	<u>11,986,490</u>	<u>11,785,344</u>	<u>9,523,292</u>	<u>2,391,360.28</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

2. DISPOSALS OF ASSETS

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

Asset No	By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
		2016/17 Budget \$	April 2017 Actual \$	2016/17 Budget \$	April 2017 Actual \$	2016/17 Budget \$	April 2017 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)
1016	Community Centre & Pav-demolished	0	464,975.49		0.00		(464,975.49)
		289,800	1,178,879.83	492,000	478,758.99	202,200	(700,120.84)

Asset No	By Class of Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
		2016/17 Budget \$	April 2017 Actual \$	2016/17 Budget \$	April 2017 Actual \$	2016/17 Budget \$	April 2017 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)
1016	Community Centre & Pav-demolished		464,975.49		0.00		(464,975.49)
		289,800	1,178,879.83	492,000	478,758.99	202,200	(700,120.84)

Summary

	2016/17 Adopted Budget \$	April 2017 Actual \$
Profit on Asset Disposals	257,550	0.00
Loss on Asset Disposals	(55,350)	(700,120.84)
	202,200	(700,120.84)

SHIRE OF PINGELLY
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

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 30 APRIL 2017

	2016/17 Adopted Budget \$	April 2017 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
	<u>170,454</u>	<u>167,026</u>
(b) Plant Reserve		
Opening Balance	163,399	163,399
Amount Set Aside / Transfer to Reserve	255,646	252,247
Amount Used / Transfer from Reserve	(151,000)	(151,000)
	<u>268,045</u>	<u>264,646</u>
(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)	(129,000)
	<u>256,626</u>	<u>350,915</u>
(d) Electronic Equipment Reserve		
Opening Balance	1,041	1,041
Amount Set Aside / Transfer to Reserve	5,000	5,014
Amount Used / Transfer from Reserve	0	0
	<u>6,041</u>	<u>6,055</u>
(e) Community Bus Reserve		
Opening Balance	5,929	5,929
Amount Set Aside / Transfer to Reserve	5,007	5,082
Amount Used / Transfer from Reserve	0	0
	<u>10,936</u>	<u>11,011</u>
(f) Swimming Pool Reserve		
Opening Balance	43,666	43,666
Amount Set Aside / Transfer to Reserve	5,400	5,600
Amount Used / Transfer from Reserve	0	0
	<u>49,066</u>	<u>49,266</u>
(g) Joint Venture Housing Reserve		
Opening Balance	49,917	49,917
Amount Set Aside / Transfer to Reserve	5,523	5,686
Amount Used / Transfer from Reserve	(2,000)	(5,000)
	<u>53,440</u>	<u>50,603</u>
Refuse Site Rehab/Closure Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	15,000	15,000
Amount Used / Transfer from Reserve	0	0
	<u>15,000</u>	<u>15,000</u>
Total Cash Backed Reserves	<u>829,608</u>	<u>914,522</u>

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

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

	2016/17 Adopted Budget \$	April 2017 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	252,247
Building and Recreation Reserve	408,486	431,775
Electronic Equipment Reserve	5,000	5,014
Community Bus Reserve	5,007	5,082
Swimming Pool Reserve	5,400	5,600
Joint Venture Housing Reserve	5,523	5,686
Refuse Site Rehab/Closure Reserve	15,000	15,000
	<u>705,755</u>	<u>722,669</u>
Transfers from Reserves		
Leave Reserve	0	0
Plant Reserve	(151,000)	(151,000)
Building Reserve	(200,000)	(129,000)
Electronic Equipment Reserve	0	0
Community Bus Reserve	0	0
Swimming Pool Reserve	0	0
Joint Venture Housing Reserve	(2,000)	(5,000)
Refuse Site Rehab/Closure Reserve	0	0
	<u>(353,000)</u>	<u>(285,000)</u>
Total Transfer to/(from) Reserves	<u>352,755</u>	<u>437,669</u>

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

Leave Reserve

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

Plant Reserve

- to be used for the purchase of major plant.

Building and Recreation Reserve

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

Electronic Equipment Reserve

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

Community Bus Reserve

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

Swimming Pool Reserve

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

Joint Venture Housing Reserve

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

Refuse Site Rehab/Closure Reserve

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

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

	2015/16 B/Fwd Per 2016/17 Budget \$	2015/16 B/Fwd Per Financial Report \$	April 2017 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	30,459	(132,831)	193,057
Cash - Restricted Unspent Grants	272,727	660,239	839,305
Cash - Restricted Unspent Loans	2,500,000	2,500,000	2,000,000
Cash - Restricted Reserves	476,854	476,854	914,524
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	136,256	118,368	202,533
Sundry Debtors	132,206	132,972	626,376
Provision for Doubtful Debts	0	(9,661)	(9,661)
Gst Receivable	24,088	31,662	18,506
Loans - clubs/institutions	83,747	83,747	
Accrued Income/Payments In Advance	0	5,912	0
Investments	5,000	0	0
Inventories	2,321	1,148	5,463
	<u>3,663,658</u>	<u>3,868,410</u>	<u>4,790,103</u>
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)	(38,568)
Payroll Creditors	0	0	0
Accrued Expenses	(29,953)	(30,495)	0
PAYG Liability	(44,673)	(44,673)	(38,793)
Other Payables	0	(100)	(4,828)
Current Employee Benefits Provision	(228,642)	(164,274)	(164,274)
Current Loan Liability	(165,510)	(173,181)	(87,572)
	<u>(565,226)</u>	<u>(760,313)</u>	<u>(333,057)</u>
NET CURRENT ASSET POSITION	3,098,432	3,108,097	4,457,046
Less: Cash - Reserves - Restricted	(476,854)	(476,854)	(914,524)
Less: Cash - Unspent Grants/Loans - Fully Restricted	(2,500,000)	(2,500,000)	(2,000,000)
Less: Current Loans - Clubs / Institutions	(83,747)	(83,747)	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	<u>422,976</u>	<u>384,951</u>	<u>1,794,368</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

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 Rates	Minimum \$							
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								
Movement in Excess Rates							1,865,162	1,864,708
							207	200
							(20,348)	0
Total Amount of General Rates Specified Area Rates							1,845,021	1,864,908
							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.

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

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	376,445	(378,482)	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	6,738	(11,597)	6,403
	<u>13,559</u>	<u>383,223</u>	<u>(390,239)</u>	<u>6,543</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

8. OPERATING STATEMENT

	April 2017 Actual \$	2016/17 Adopted Budget \$	2015/16 Actual \$
OPERATING REVENUES			
Governance	52,886	93,800	109,073
General Purpose Funding	2,787,842	3,150,445	2,427,841
Law, Order, Public Safety	67,815	102,122	108,374
Health	11,983	11,700	11,162
Education and Welfare	513,486	1,328,174	300,450
Housing	0	0	0
Community Amenities	160,346	174,400	171,343
Recreation and Culture	956,450	5,512,030	78,567
Transport	1,193,177	1,656,871	1,095,123
Economic Services	30,873	293,675	97,759
Other Property and Services	34,265	58,500	56,944
TOTAL OPERATING REVENUE	5,809,123	12,381,717	4,456,636
OPERATING EXPENSES			
Governance	436,521	682,916	569,219
General Purpose Funding	126,730	150,901	150,054
Law, Order, Public Safety	163,441	257,691	236,203
Health	105,712	128,846	130,248
Education and Welfare	38,366	49,134	42,500
Housing	0	0	0
Community Amenities	327,488	422,643	330,773
Recreation & Culture	1,281,918	1,031,095	1,072,605
Transport	1,564,370	2,274,833	1,993,275
Economic Services	411,057	262,790	247,498
Other Property and Services	(24,682)	19,159	29,470
TOTAL OPERATING EXPENSE	4,430,921	5,280,008	4,801,843
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>1,378,202</u>	<u>7,101,709</u>	<u>(345,207)</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

9. STATEMENT OF FINANCIAL POSITION

	April 2017 Actual \$	2015/16 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	3,946,886	3,504,262
Investments	5,000	5,000
Trade and Other Receivables	882,262	367,192
Inventories	5,463	1,148
Trust at Bank	6,543	13,558
TOTAL CURRENT ASSETS	<u>4,846,154</u>	<u>3,891,160</u>
NON-CURRENT ASSETS		
Other Receivables	614,928	614,928
Inventories	0	0
Property, Plant and Equipment	10,137,373	10,243,368
Infrastructure	71,066,044	70,971,112
TOTAL NON-CURRENT ASSETS	<u>81,818,345</u>	<u>81,829,408</u>
TOTAL ASSETS	<u>86,664,499</u>	<u>85,720,568</u>
CURRENT LIABILITIES		
Trade and Other Payables	81,211	422,858
Long Term Borrowings	87,572	173,181
Provisions	164,274	164,274
Trust Liability	6,543	13,558
TOTAL CURRENT LIABILITIES	<u>339,600</u>	<u>773,871</u>
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	<u>2,953,435</u>	<u>2,953,435</u>
TOTAL LIABILITIES	<u>3,293,035</u>	<u>3,727,306</u>
NET ASSETS	<u>83,371,464</u>	<u>81,993,262</u>
EQUITY		
Retained Surplus	26,765,967	25,825,435
Reserves - Cash Backed	914,524	476,854
Revaluation Surplus	55,690,973	55,690,973
TOTAL EQUITY	<u>83,371,464</u>	<u>81,993,262</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 APRIL 2017

10. FINANCIAL RATIOS

	2017 YTD	2016	2015	2014
Current Ratio	6.23	1.05	3.89	5.35
Operating Surplus Ratio	(0.50)	(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%)

Below Std

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

Std met

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

Operating Surplus Ratio

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

Purpose:

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

Standards:

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

Below Std

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

Basic Std

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

Adv Std

SHIRE OF PINGELLY RESTRICTED CASH RECONCILIATION 30 April 2017						
Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure Previous Years	Actual Expenditure 2016/17	Restricted Funds Remaining
Health Department (WACHS)-claim 1	Aged Approp Accom Units	0860	272,727.27	5,456.91	206,509.71	0.00
Health Department (WACHS)-claim 2	Aged Approp Accom Units	PAA01	181,818.18	0.00	0.00	60,760.65
Health Department (WACHS)-claim 3	Aged Approp Accom Units	PAA01	272,727.27	0.00	0.00	181,818.18
Community Chest Funding-Dementia Garden	Aged Approp Accom Units	PAA02	30,000.00	0.00	0.00	0.00
Lotterywest Grant-Aged Sensory Space	Aged Approp Accom Units	PAA02	50,000.00	0.00	0.00	50,000.00
	Donation Community Car	1391	43,000.00	35,926.00	7,074.00	0.00
		RCC01,RCC02,R				
Transferred from Building Reserve 30/6/2016	Recreation & Cultural Centre	CC03	250,000.00	250,000.00	0.00	0.00
National Stronger Regions Funds	Recreation & Cultural Centre	11PR/PR01	777,719.00	0.00	408,237.21	369,481.79
Lotterywest Grant	Recreation & Cultural Centre	11PR/PR02	0.00	0.00	0.00	0.00
Dept of Sport & Rec	Recreation & Cultural Centre	11PR/PR03	87,500.00	0.00	0.00	87,500.00
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	1,408.63	0.00
CBH Contribution Grass Roots Fund -playgro	Recreation & Cultural Centre	11PR/PR11	10,000.00	0.00	0.00	10,000.00
Forestry Products Commission	Recreation & Cultural Centre	11PR/PR12	0.00	0.00	0.00	0.00
Unspent Loan 123	Recreation & Cultural Centre	1703	2,000,000.00	0.00	0.00	2,000,000.00
Unspent Loan 123 in Muni Fund	Recreation & Cultural Centre	1703	500,000.00	0.00	425,255.27	74,744.73
Aged Friendly Communities Grant-Strat Plan	Education & Welfare	0861/0844	10,000.00	0.00	5,000.00	5,000.00
Sub Total						2,839,305.35
Total Restricted Grant Funds						
Available Cash						2,839,305.35
Municipal Bank		0111	Variable	Ongoing	N.A.	932,557.58
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	2.25%	3 months	30-Jun-17	2,098,458.61
Municipal Term Deposit 155081144	Unspent Loan 123	TD02			30-Mar-17	0.00
Total Cash	NB : TD02 as at 30 March 17 brought into Muni funds as spent.					3,032,362.72
Less Restricted Cash						(2,839,305.35)
Total Unrestricted Cash						193,057.37

Attachment 3

15.3 Pingelly Tourism Group Inc – Strategic Plan 2017

Pingelly Tourism Group – Strategic Plan 2017

PINGELLY TOURISM GROUP INC.

SHIRE OF PINGELLY	
FILE	ADM0051
DATE	02 MAY 2017
Officer	CEO
Copy to	ICR173



Tutanning Wildflower Walk



STRATEGIC PLAN 2017

Prepared at the request of the Pingelly Tourism Group Inc. following a resolution by the PTG that Vince Holt be commissioned to facilitate and develop a strategic plan document.

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1. INTRODUCTION

This document serves to accompany a draft Strategic Plan template for the Pingelly Tourism Group Inc. (PTG) It provides insights and observations into the current state of tourism in WA, the Shire of Pingelly Strategic Plan summary, an outline of potential stakeholders and recommendations as to how the PTG should work toward further development of its Strategic Plan.

The Strategic Plan template is by no means complete. The PTG members will need to convene several workshop planning sessions and collectively add elements to the plan prior to its adoption by the PTG executive, publication and distribution.



2. BACKGROUND

The PTG is a volunteer group who have been operating in various forms for some years. Until 2014 the group operated under the umbrella of the Pingelly Development Association as one of the many community volunteer groups striving to make a difference to the Pingelly community. After several meetings and discussions with the executive of the PDA it was clear that the PTG had gathered sufficient momentum to outgrow the capacity of the PDA to look after their affairs. It was subsequently decided to become an incorporated body. That took place in 2014.

Since incorporation the PTG have focused on projects and issues which had already been identified as beneficial to the local community and directly relating to tourism. Some of these projects include, but are not limited to:

- Boyagin Rock
- Tutanning Wildflowers
- Bush Schools Project
- Arts, Craft and Culture Weekend
- Interpreted Historical Town Walk

Sub-committees have been developed to focus on each of the current projects.

The committee of the PTG have identified the real need to develop a Strategic Plan if it is to continue to build support and credibility toward its stated objects. It is agreed by the committee that a Strategic Plan would provide an agreed set of objectives which align themselves with strategies established by the Shire of Pingelly and the wider community including the Wheatbelt Development Commission (WDC) in its Economic Development Blueprint. The process involved in developing a Strategic Plan will also prove useful in bringing the group closer together and more focused, as a collective, moving forward.



Planning session at Boyagin Rock - Photo courtesy Vince Holt

3. THE VISION, MISSION AND VALUES

The following is a statement provided by the current Chair, Ray Marshall, which describes, in his words, why the group was formed as it currently stands:

"At an Australia Day Breakfast in 2009 I had an in-depth discussion with the late Dawn Box in regards to Pingelly and Tourism. Dawn had been a driving force in developing Pingelly as a Tourist destination but owing to ill health she could no longer be involved. She asked me would I continue where she had left off as she had noted there was little happening since her departure. My reply was; "I would agree to her request and could she attend an inaugural meeting and pass on all her previous notes & projects." Dawn agreed to this and she did attend 1-2 very early meetings of the newly formed "Pingelly Tourism Group." I know she was pleased about this. It was agreed by the Group to name the access road into Tutanning "DAWN BOX LANE" in recognition of her time and energy towards Tourism in Pingelly.

From memory, our first meeting of the Group consisted of Merv Beard, Les Marshall, John Bostock, Merv Abraham, Vince Holt, Dawn Box, Greg Durell, Terry Page, Helen Price and others. In the early days we were just an "informal group" of interested community members. As time progressed it was agreed we establish what is now known as the Pingelly Tourism Group Inc. with the vision to carry on where Dawn had left off i.e. creating a tourism vision/profile for Pingelly.

Our first task was to ascertain the tourism potential of Pingelly. Two free bus trips were organised by the Group to allow the locals to see firsthand what Pingelly had to offer. It was agreed Pingelly being only 90 minutes from the metro area had the potential to attract tourists and visitors. The vision is/was, to give tourists and visitors an enjoyable and meaningful experience and at the same time, to stimulate Pingelly's economy. Figures provided by Tourism WA recently suggest the State of W.A. derives \$9 billion from tourism per annum and this figure is expected to rise at a steady rate in the future.

In summary, PTG have created and achieved many positive outcomes in promoting Pingelly as a place to visit and enjoy. As always there have been some road blocks but our vision and determination has, and will continue to, secure positive outcomes which Dawn Box set out to achieve."

At a meeting held 7th March 2017 much discussion was had to identify a Vision and Mission Statement and to agree on the core values of the PTG. The result of these discussions is documented as follows:

Ray Marshall, Chair, February 2017

The Vision

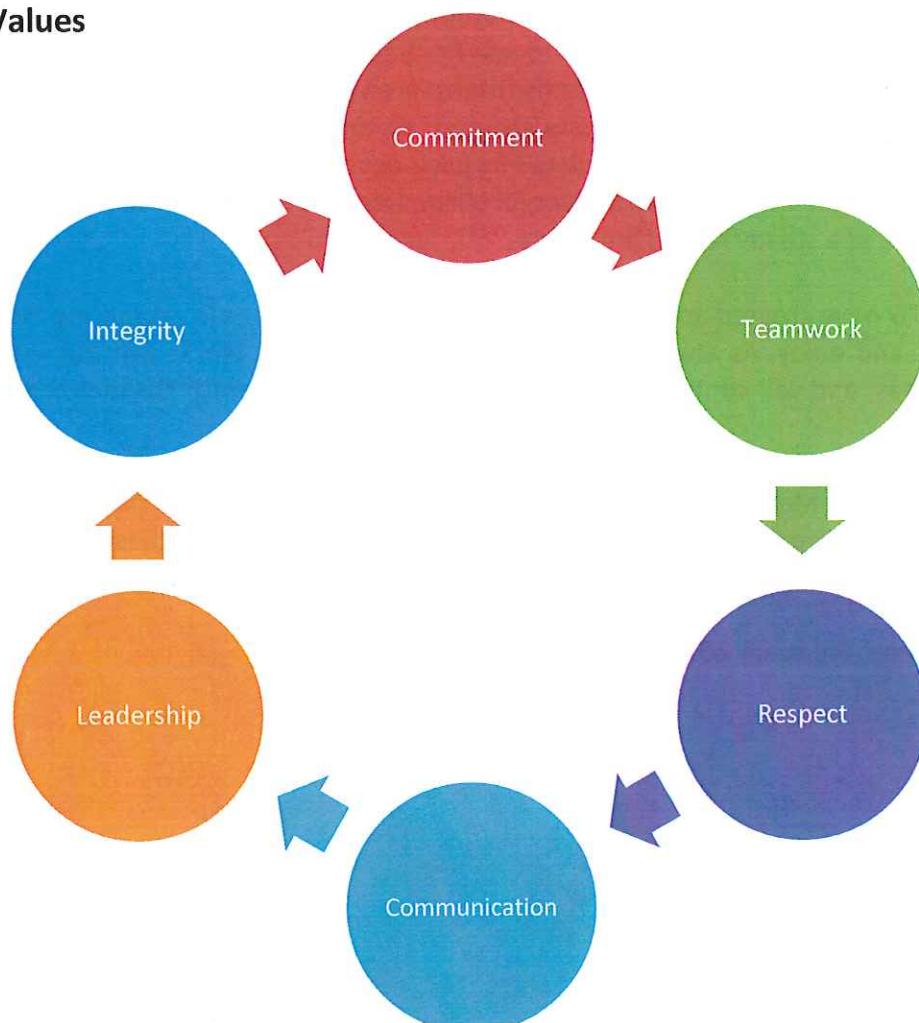
A vibrant Central Wheatbelt community creating tourism opportunities and positive/meaningful visitor experiences in Pingelly and surrounding areas.

The Mission

To identify and create tourism opportunities and enhanced visitor experiences through:

- *Effective promotion of the Pingelly district, it's people and attractions*
- *Positive engagement with industry stakeholders comprising the Shire of Pingelly, local businesses and other community groups in Pingelly and surrounding areas.*
- *Actively lobbying to drive change in attitudes and infrastructure and develop a sense of achievement and pride in our approach to tourism related activities.*

Core Values



4. OBJECTS OF THE PINGELLY TOURISM GROUP

As documented in the current constitution the objects of the Pingelly Tourism Group are:

- i. To promote the Shire of Pingelly and surrounding regions as an attractive tourist destination
- ii. To promote tourist services and attractions
- iii. To actively work with other community organisations to develop a collaborative set of strategies for the beautification of the Pingelly town site and its surrounds
- iv. To encourage the local business community to actively promote Pingelly by providing quality services and information to visitors to Pingelly
- v. To lobby with the Local Government Council to establish priorities for works projects to enhance the image of Pingelly to tourists and touring groups.

Initially, any Strategic Plan should be a tool used to identify these objects and to develop a blueprint of strategies and actions identified by the group as a key to achieving positive outcomes toward, while remaining focused on, the stated objects of the PTG. Figure 1 is an example of a blank Strategic Planning document focusing on the stated objects of the PTG.

Figure 1

DRAFT Strategic Planning Worksheet					
PTG OBJECTS	STRATEGIES	ACTIONS	RESPONSIBLE BODY	COMPLETION	KPIs/MEASURE
Promote the Shire of Pingelly and surrounding areas					
Promote tourist services, information and attractions					
Collaborate with other tourism groups in the region					
Provide quality services and information for visitors to the area					
Lobby local council to enhance facilities and services relating to tourism					

Figure 2 is an example of the draft Strategic Plan after identifying some strategies and associated actions toward meeting each object documented by the PTG. The “strategies” column can be one or many. The “actions” column identifies a list of tasks identified to build on a strategy. The “responsible body” column lists probable stakeholders who should/could be involved in the development and delivery of each action. Stakeholders are other groups/entities who can contribute in some way to achieve successful outcomes as set out in the plan.

Figure 2

Pingelly Tourism Group – Strategic Plan Template 2017

PTG OBJECTS	STRATEGIES	ACTIONS	RESPONSIBLE BODY	COMPLETION	KPIs/MEASURE
Promote the Shire of Pingelly and surrounding areas	Maximise online marketing	1. Research and review current local online marketing	PTG, Shire, CRC		1. Google searches return high rated results for Pingelly tourism 2.
		2. Identify Shire commitment to maintaining tourism information			
		3. Review “Community Link” agreement between the Shire and CRC.			
		4. Create linkages between existing web sites and Facebook pages e.g. FOPRS, Lost Pingelly, SOP, CRC			
		5.			
	Maximise published marketing	1. Review newspaper advertising for events – market locally or to a wider audience?			
		2. Review Golden Outback marketing			
		3. marketing			
		4.			

Promote tourist services, information and attractions	Increase capacity to deliver services, events and information in the town	1. Review current information services			
		2. Review each event and document suggestions for improvements			
		3. Investigate the functions of the new Community Recreation and Cultural Centre – look for opportunities to use this facility to promote tourism and provide services to tourists			
Collaborate with other tourism groups in the region	Establish a regional network of tourism providers	1. Create a distribution network for information flow			
		2. Create online linkage between network members			
		3. Establish yearly meetings/forums – seek funding			
		4. Determine WDC strategy for regional tourism and funding			
		5.			

Provide quality services and information for visitors to the area	Increase capacity to provide services	<ol style="list-style-type: none"> 1. Improve service levels for the caravan park 2. Provide and promote facilities for caravan clubs 3. Review effectiveness of current information centre 4. Get businesses involved 			
	Lobby local council to enhance facilities and services relating to tourism	<ol style="list-style-type: none"> 1. Ensure Shire delivers on its promises 			

5. TOURISM WA STATISTICS – WHAT DO THEY MEAN?

In the year ending March 2016, 19 million intrastate daytrips were taken within the State and 9.8 million overnight visitors came to or travelled within WA. Together, these visitors spent \$9.3 billion in the State, \$4.3 billion of which (46%) was spent in Regional WA. Figure 3 provides a brief overall summary.

Figure 3



Produced by Tourism Research Australia (TRA), the State based Tourism Satellite Account (TSA) measures the economic contribution of tourism to the Western Australian (WA) economy. The TSA reports the economic contribution of tourism to the economy in relation to total output, value added and employment. The development of a TSA is necessary because there is no tourism 'industry' identified within the current national accounting framework.

The current TSA is based on 2014-15 financial year data, and is the most recent and accurate data on tourism's contribution to the WA economy.

The key findings are as follows:

- The value of the WA Tourism Industry is \$10.04 billion (by Gross State Product (GSP)).
- The WA tourism industry directly employs 64,000 people and accounts for a further 33,000 indirectly, making a total of 97,000 people in WA employed in the tourism industry.

- The WA tourism industry directly accounts for 1.9% of the State economy by Gross Value Added (GVA), and indirectly a further 1.8%: contributing 3.8% in total.
- The WA tourism industry is an important contributor to the national direct tourism industry, accounting for 10.5% by GVA.

ECONOMIC CONTRIBUTION OF TOURISM TO WESTERN AUSTRALIA IN 2014-15 – GROSS FIGURES FOR TOURISM

	Gross Value Added (\$ billions)	Gross State Product (\$ billions)	Employment*
Direct tourism contribution	\$4.58	\$5.02	64,000
Indirect tourism contribution	\$4.38	\$5.02	33,000
Total tourism contribution	\$8.96	\$10.04	97,000

*Rounded to the nearest 1,000



6. SHIRE OF PINGELLY STRATEGIC DIRECTIONS

Figure 4 and 5 are extracts from the Shire of Pingelly 2012-2021 Strategic Plan as published on the Shire web site:

Figure 4

Shire of Pingelly

Strategic Community Plan 2012 - 2021

11 STRATEGIC PLAN FRAMEWORK

The table below provides an overview of the Council's strategic Goals and Outcomes.

Goals	A Healthy and Cohesive Community	Enhanced Natural and Built Environment	Prosperous and Sustainable Local Economy	Effective Governance and Organisation
Outcomes	<ul style="list-style-type: none">• A cohesive and supportive community• A safe community• Access to recreation, sporting and leisure opportunities• Development and participation of young people• Health and family support services that are accessible and meet the needs of our community• Quality of life for the aged and disabled	<ul style="list-style-type: none">• Protection of the natural environment• Assets and infrastructure that meet current and future needs• Effective waste management• Attractive streetscapes, open spaces, parks and gardens• Appropriate development which is diverse in nature and protects local heritage• Safe and reliable transport infrastructure• Shire of Pingelly buildings and facilities that meet community	<ul style="list-style-type: none">• A diverse and strong economic base• Viable businesses providing local employment• Infrastructure that supports economic development• Sustainable population growth in Pingelly	<ul style="list-style-type: none">• Effective leadership and governance• Skilled, effective and committed staff in a supportive environment• Effective information and customer services• A financially sustainable Shire• Effective and efficient Corporate and administrative services

Figure 5

Shire of Pingelly		Strategic Community Plan 2012 - 2021	
Outcome 3.1: A diverse and strong economic base			
Strategy 3.1.1:	Support development and Implementation of regional or local economic development		
Strategy 3.1.2:	Encourage and support ways to attract development in Pingelly		
Outcome 3.2: Viable businesses providing local employment			
Strategy 3.2.1:	Advocate for increased resources for business development		
Strategy 3.2.2:	Promote Pingelly as a good business destination		
Strategy 3.2.3:	Support tourism and business initiatives that are beneficial to Pingelly		
Strategy 3.2.4:	Develop, maintain and strengthen relationships with local businesses		

Note: Refer to the full document for all outcomes

Figure 6 and 7 are extracts from the Shire of Pingelly Corporate Business Plan as published on the Shire web site:

Figure 6

Pingelly 2023 Making It Happen

	Service / Activity Description	Current Level of Service	Change?	Level of Service Change over 4 years
	S5.7 Library			
1.1	The Shire supports the CRC provision to the community of a free library service, the library collection includes books donated by the community and an allocation from the State Library	<ul style="list-style-type: none"> • Pingelly Public Library is situated in the Community Resource Centre (CRC) and managed by the CRC • Open 5 days a week • Membership is free to local community while some categories of borrow attract a small charge 	Maintain	
	S5.8 Heritage and Culture			
1.1	The Shire supports the preservation of heritage and culture.	<ul style="list-style-type: none"> • Annual cultural activities and celebrations are supported: <ul style="list-style-type: none"> – Australia Day celebrations – Anzac Day Activities – Remembrance Day Activities • Moorumbine Heritage Trail • Developing Boyagin Rock trail 	Increase	The Council will actively pursue opportunities to develop heritage attractions.
	S5.9 Museum			
1.1	The Shire's history is preserved in the Pingelly Courthouse Museum for community and visitors	<ul style="list-style-type: none"> • The Pingelly Courthouse Museum is run by volunteers and is open every Saturday from 10am to 11am and Tuesday 11-12 	Maintain	

Corporate Business Plan

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Figure 7

Pingelly 2023 Making It Happen

	Service / Activity Description	Current Level of Service	Change?	Level of Service Change over 4 years
	S5.10 Tourism			
3.2	The Shire promotes tourism in the area.	The Shire promotes tourism through: <ul style="list-style-type: none"> • Tourism and area promotion • SE Wheatbelt Marketing • Dryandra Country Visitors Centre • Pingelly Community Craft Centre • Pingelly Caravan Park, managed by the Pingelly Community Craft Centre • Hotham Way Drive Trail links Pinjarra via Dwellingup, Boddington and Wandering • A volunteer Pingelly Tourism Group (Pingelly Development Association) 	Maintain	

Corporate Business Plan

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As can be seen of the above these plans contain information which could be considered as obsolete, redundant or, at the very least, in need of review. In 2016 the Council resolved to cease support for the Dryandra Country Visitor's Centre. In doing so Council have reduced its funding commitments to tourism with no apparent published strategy to provide an alternative method for ongoing support of tourism in Pingelly.

In developing this strategic plan the PTG acknowledge the efforts of the Shire of Pingelly in developing its strategic plan and for the periodic community surveys it undertakes to engage community feedback.

Latest feedback clearly shows that the community are concerned about economic development in Pingelly. Tourism is a key opportunity to help boost economic development. The PTG clearly have a passion and a vision to actively work in the tourism arena. The mission statement identifies the need to work with the Shire and other stakeholders, locally and from afar, to develop programs and initiatives which help toward achieving stated objectives of the Shire and the community.

The Shire have established focus groups to tackle issues relating to Health, Aged Care and Recreation and Culture. It therefore stands to reason that the Shire would be willing to form a close relationship with the PTG to develop tourism related initiatives and events.

The Shire of Pingelly web site contains some tourism related information. The Shire, as with other communities, are the flagship for the community to the outside world. A potential function of the PTG could be to scrutinize the Shire web content and propose refreshed content with the view of also providing stronger links to other web-based social media platforms relating to Pingelly. These include FOPRS, Lost Pingelly, Pingelly Buy, Swap and Sell and the Shire Facebook page.

The Pingelly Community Resource Centre also provide highly rated services and have resources and capacity to assist in developing community initiatives which, not only attract local participation, but also reaches out to a broader audience.

The PTG believes that any promotion of the district needs to be consistent and coordinated. This can only be achieved if the various community groups in the town, as well as the Shire, work closely together and acknowledge the various roles of the groups in the Pingelly community and show a willingness to work together.

The PTG membership has always been open to those who show a keen interest in promoting tourism in Pingelly. The group is keen to see an expansion in its membership and feel that this strategic plan will prove a useful tool in gathering further community support for tourism related activities in Pingelly.

7. INDUSTRY STAKEHOLDERS

Stakeholders are other groups/entities/individuals who can contribute in some way to achieve successful outcomes as set out in the plan. Stakeholders can provide advice, information, ideas, financial support and much more. It is important that the PTG establish two-way information flows with potential stakeholders. The left-hand needs to know what the right hand is doing. The strategic plan should include an engagement strategy and a list of actions to implement such a strategy. Some examples could include periodic meetings and planning sessions with the Shire, subscription to key industry group publications, social media interactions, etc.

The following is a list of some potential stakeholders.

Stakeholder	Contact/s	Description
Shire of Pingelly	Cr. Freebairn	Cr. Freebairn has been appointed by Council to be the link to the PTG.
Wheatbelt Development Commission (WDC)	Lauren Clarke- Senior Regional Officer 08 9881 5888 lauren.clarke@wheatbelt.wa.gov.au	Responsible for policy development and a possible funding source for tourism in the Wheatbelt.
Tourism WA	Tourism.wa.gov.au	Tourism WA is the State Government agency responsible for promoting Western Australia as an extraordinary holiday destination.
Western Australian Indigenous Tourism Operators Council (WAITOC)	Robert Taylor (CEO) 0419 921 946 ceo@waitoc.com	Promoting and funding indigenous tourism initiatives.
Australia's Golden Outback	Jac Eerbeek - Chief Executive Officer 9325 1511 www.australiasgoldenoutback.com	Regional marketing arm of Tourism WA for the Golden Outback. Shire of Pingelly currently helps fund an annual subscription for its publications.
WA Association of Caravan Clubs	secretary@caravanclubswa.asn.au 08 9457 5281 www.caravanclubswa.asn.au	Producer of the WA Caravan and Camping magazine.
Local business		Encourage representation of local business in tourism planning initiatives. Enhance visitor servicing.

8. REGIONAL TOURISM

Opportunities exist for regional tourism development which will require collaborative approaches with other shires and organisations involved in regional tourism. The Shire of Beverley have made good progress in developing a draft plan to boost tourism in their region and little is known of efforts in other wheatbelt towns close to Pingelly.

The Pingelly Shire have opted out of the Dryandra Country Visitor's Centre arrangement which was established to promote tourism in our region as it became apparent there was little measurable return on investment to the Pingelly community for its annual cash contribution. Other Shires involved with DCVC have also opted out, or reduced their contributions to the activities of the DCVC for similar reasons. An opportunity therefore exists for the Shires to work together to adopt alternative ways of expanding and promoting regional tourism for the Central Wheatbelt.

With the recent change of government some uncertainty exists regarding the Royalties for Regions programme. Indications are however a key focus for the RforR will be to focus on projects which support economic development in the regions. One could assume that the new government will continue to see tourism as an essential industry in WA.

9. SUMMARY

This document has been developed following a series of facilitated meetings of the members of the PTG. The Vision Statement, Mission Statement and Core Values were identified and agreed on by the members. In developing these statements and strategies the group are now much more focused and have something which can be referred to when undertaking planning sessions, project planning and implementation and in industry engagement and promotion.

Staying focused is seen by the group as a key to success in achieving its vision.

What next?

The first task for the PTG is to work through this draft and adopt a final version which can be incorporated as its core strategy document on which to base a more detailed set of strategies moving forward.

Further consideration needs to be given to potential stakeholders and how to engage them. Initially, tourism related stakeholders should be contacted to seek comment and support for this strategic document.

The PTG could then request a formal set of discussions with the Shire, through the Council appointed delegate to the PTG, Currently Cr Freebairn, to seek support for a collaborative set of workshops to identify opportunities and priorities to enhance local tourism related programmes.

A key opportunity exists to push for the establishment of a Tourism Focus Group where the PTG is a key stakeholder but which also can include representatives from other stakeholder groups locally and from within industry e.g. Tourism Council of WA, Wheatbelt Development Commission and the Golden Outback.

The primary focus of the Shire at present is the infrastructure projects which includes the PRACC (Recreational and Cultural Centre). These projects are resource consuming but provide opportunities for tourism related initiatives which can be identified now by a Focus Group.

The PTG have projects currently underway and should remained focused on these projects to ensure delivery of quality outcomes before taking on further projects until a formal collaborative strategy is in place for future tourism initiatives.

Attachment 4

16.1 Local Emergency Management Plan for the Shire of Pingelly and Shire of Wandering

Revised Local Recovery Plan for the Shires of Pingelly and Wandering

Abstract

A review of the literature on the effects of the 1997 Asian financial crisis on the economies of the Asian countries is presented.

Keywords: Asian financial crisis, Asian economies, Asian financial crisis, Asian financial crisis, Asian financial crisis.

Local Recovery Management Plan



Shires of Pingelly & Wandering

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INTRODUCTION

1. Following the impact of a hazard on a community within the Shire of Pingelly or Shire of Wandering, there may be the need to assist the community recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:
 - a. reconstruction of the physical infrastructure; and
 - b. restoration of emotional, social, economic and physical wellbeing.Its purpose is to assist the community attain a proper level of functioning as soon as possible.
2. Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

AIM

3. The aim of this plan is to detail the recovery management arrangements for the Shire of Pingelly or Shire of Wandering.

OBJECTIVES

4. The objectives of the plan are to:
 - a. prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
 - b. establish a basis for coordination between agencies that may become involved in the recovery effort;
 - c. provide a framework for recovery operation; and
 - d. provide guidelines for the operation of the recovery management arrangements.

AUTHORITY AND PLANNING RESPONSIBILITY

5. This plan is part of the Shire of Pingelly & Shire of Wandering's Local Emergency Management Arrangements, the authority for which is vested in the Emergency Management Act 2005.
6. The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Shire of Pingelly & Shire of Wandering.
7. The arrangements in this plan are consistent with the recovery principles and concepts detailed in the State Emergency Management Recovery Plan and in the [Australian Institute for Disaster Resilience "Community Recovery' Handbook](https://www.dss.gov.au/sites/default/files/documents/05_2012/recovery.pdf). Both of these documents are available from the Shire of Pingelly or Shire of Wandering. https://www.dss.gov.au/sites/default/files/documents/05_2012/recovery.pdf

8. As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan:
- The community has a right to be involved in the decision making and management of all aspects of the recovery process;
 - The community has a 'right to know', as information is an essential part of the recovery process;
 - Every person has a right to effective assistance until long-term recovery is achieved;
 - Both the affected person and the community have a responsibility to account for financial and material resources used;
 - The community has a right to know the criteria for the determination of financial support and grants; and
 - The community has a right to expect the maintenance of family cohesion.

ORGANISATION AND RESPONSIBILITIES

9. The recovery management organisation for the Shire of Pingelly or Shire of Wandering is based on the following:
- Local Recovery Coordinator;
 - Local Recovery Coordinating Committee; and
 - Other participating organisations and community groups.

APPOINTMENT

10. Shire of Pingelly:

The Local Recovery Coordinator is the Chief Executive Officer of the Shire of Pingelly, noting that in the event of the activation of the Plan, the Chief Executive Officer may delegate this responsibility to another person.

Shire of Wandering:

The Local Recovery Coordinator is the Chief Executive Officer of the Shire of Wandering, noting that in the event of the activation of the Plan, the Chief Executive Officer may delegate this responsibility to another person.

RESPONSIBILITIES

11. ***SHIRE OF PINGELLY AND SHIRE OF WANDERING***

The Shire of Pingelly and Shire of Wandering will undertake the following

- 1) Nominate a Recovery Coordinator
- 2) Be responsible for ensuring a co-ordinated recovery
- 3) Provide executive support to the Recovery Committee
- 4) Provide staff and equipment for the Recovery Coordination Centre as required

LOCAL RECOVERY COORDINATOR ROLE

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the Local Recovery Coordination Group.

FUNCTIONS

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the incident Support Group and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordination Group;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordination Group;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group and State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

LOCAL RECOVERY COORDINATING COMMITTEE

COMPOSITION

The Local Recovery Coordinating Committee comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The composition includes as follows:

- a) President, Shire of Pingelly and/or Shire of Wandering
- b) Local Recovery Coordinator
- c) Chief Executive Officer, Shire of Pingelly and/or Shire of Wandering
- d) Manager of Works, Shire of Pingelly and/or Shire of Wandering
- e) Local Emergency Coordinator
- f) Local Welfare Coordinator and/or Department for Child Protection and Family Services representative
- g) Relevant Hazard Management Agency representative
- h) Lifeline Agencies Representatives (where appropriate)
- i) plus other members drawn from government and non-government organisations, including community groups with a role to play in the recovery process.

FUNCTIONS

The functions of the committee include the following:

- a) assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan
- b) following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that:
 - 1) meets the immediate needs of the community;
 - 2) takes account of local government long term planning and goals;
 - 3) includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;
 - 4) develops a time table for completing the major functions;
 - 5) considers the needs of youth, aged, the disabled, and non English speaking people;
 - 6) allows for the monitoring of the progress of recovery;
 - 7) allows full community participation and access;
 - 8) effectively uses the State and Commonwealth agencies;
 - 9) provides for public access to information on the proposed programs and subsequent decisions and actions; and
 - 10) allows consultation with all relevant community groups.

RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

SHIRE OF PINGELLY OR SHIRE OF WANDERING

- a) Chair and manage the activities of the Local Recovery Coordinating Committee;
- b) Appoint the Local Recovery Coordinator
- c) Provide secretariat and administrative support to the Local Recovery Committee;
- d) Provides the Local Recovery Management Centre;
- e) Ensure the restoration or reconstruction of services/facilities normally provided by the local government authority.

HAZARD MANAGEMENT AGENCY

- a) Provide a representative to the Local Recovery Committee;
- b) Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
- c) Initiate the recovery process;
- d) Participate in the development of the recovery plan; and
- e) Advise the Recovery Coordinator when withdrawing from the recovery process.

DEPARTMENT FOR CHILD PROTECTION AND FAMILY SERVICES

- a) Provide a representative to the Local Recovery Coordinating Committee;
- b) Provide the welfare components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance.

LIFELINE AGENCIES

- a) Provide a representative to the Local Recovery Coordinating Committee;
- b) Undertake repairs and restoration of services;
- c) Assist the recovery effort with resources and expertise available from within the service.

MANAGEMENT ARRANGEMENTS

LOCAL RECOVERY COORDINATION CENTRE – Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Coordination Centre located:

Shire of Pingelly: at the Pingelly Community Centre

Shire of Wandering: at the Wandering Community Centre

ADVICE – The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator or the Hazard Management Agency to the Local Recovery Coordinator who will in turn alert the Local Recovery Coordinating Committee.

ACTIVATION

- a. In order to facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Hazard Management Agency.
- b. Based upon the assessment of the recovery and restoration requirements and the advice of the Hazard Management Agency and the Local Emergency Coordinator the Local Recovery Coordinator will advise the Chairman of the Local Recovery Committee as to whether the recovery plan should be activated and the Local Recovery committee convened.
- c. Where the decision is taken not to activate the plan or convene the Local Recovery Committee because statutory agencies are coping with the situation, the local Recovery Coordinator will monitor the situation and keep the Local Recovery Coordinating Committee advised accordingly.

METHOD OF OPERATIONS

- a. Recovery arrangements will normally be instigated by the Hazard Management Agency, in the first instance, with statutory organisations providing recovery services that are part of their everyday responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Coordinating Committee advised accordingly.
- b. In major events, recovery management may be passed to the Shire of Pingelly or Shire of Wandering.
- c. It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Coordinating Committee, to ensure development, implementation and monitoring of the tactical recovery plan.

RECOVERY ACTIVITIES AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Committee a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

ACTIVITIES

- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/Town Planning schemes

STRATEGIES

COMMUNITY INVOLVEMENT STRATEGIES

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

RECOVERY INFORMATION STRATEGIES

- Provide regular updates on –
 - current state and extent of the disaster,
 - actual and proposed official response
 - desired community response
 - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations

Information may be made available to the public using a combination of the methods such as;

- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets
- Community Newsletters

RECOVERY ASSISTANCE STRATEGIES

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple and caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

ACCOUNTABILITY STRATEGIES

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

STRATEGIES FOR GRANTS, LOANS AND GIFTS

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support and grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

STRATEGIES TO MAINTAIN FAMILY COHESION

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

STAND DOWN/DEBRIEFS/POST OPERATION REPORTS

The Recovery Management structure will gradually be stood-down as the Shire and statutory authorities capability to manage the services improve.

The Recovery Coordinator will arrange for a debrief of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event.

FINANCIAL ARRANGEMENTS

WESTERN AUSTRALIA NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS (WANDRRA)

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a natural disaster, the State Government has established the WANDRRA, providing a range of eligible measures designed to help those within disaster affected communities.

Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self help by way of commercial insurance and/or other appropriate strategies of disaster mitigation. Insurable assets such as houses and vehicles will not be eligible under the WANDRRA.

DECLARATION OF ELIGIBLE NATURAL DISASTERS

Before any WANDRRA relief or recovery measures can be accessed, a disaster must be declared a "natural disaster", in accordance with the criteria specified under the WANDRRA.

The WANDRRA criteria for the declaration of an eligible disaster are as follows:

- Must be an **eligible event**; and
- The anticipated cost to the State of eligible measures must exceed the small **disaster criterion**, being the amount of \$240,000.
(Further information concerning the terms '*eligible event*' and '*eligible measures*' follow.)

Eligible Events

The WANDRRA ONLY apply for those events resulting from any one, or a combination of, the following natural hazards: Bushfire; Cyclone; Earthquake; Flood; Landslide; Meteorite Strike; Storm; Storm Surge; Tornado or Tsunami.'

Eligible Measures

The WANDRRA comprises a range of eligible measures that have been approved by the State Government. An eligible measure means an act of relief or recovery that is:

- carried out to alleviate damage or distress arising as a direct result of a natural disaster; and
- of a type described below as a Category A, B, C or D measure.

Category A measure

Is a form of emergency assistance that is given to *individuals* to alleviate their personal hardship or distress arising as a direct result of a *natural disaster*.

Category B measure

Is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster;

Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.

Category C measure

Is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a *natural disaster*.

Category D measure

Is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

Administration and Management of the WANDRRA

The Office of Emergency Management (OEM) is responsible for the overall administration of the WANDRRA.

OEM is assisted by a number of State Government agencies that manage specific components of the WANDRRA (e.g., Personal Hardship or Distress measures by the Department for Child Protection and Family Services).

OEM is also the contact point for the Australian Government in respect of the NDRRA.

APPEALS AND DONATIONS

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

Donations of Cash: The Local Recovery Coordinating Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations.

DONATIONS OF SERVICE AND LABOUR:

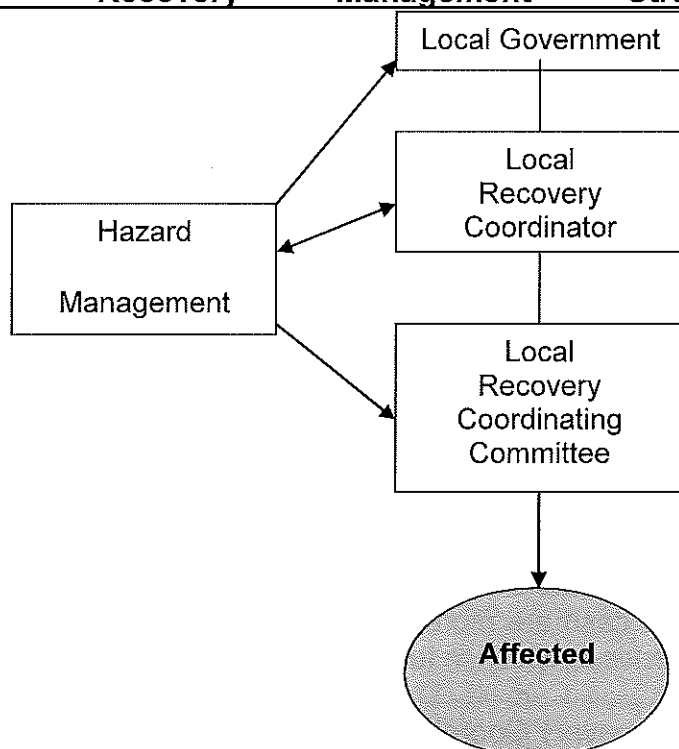
Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Coordinating Committee. Consideration should be given to using a third party such as Volunteering Australia or Blaze Aid to manage volunteers.

DONATIONS OF GOODS:

The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

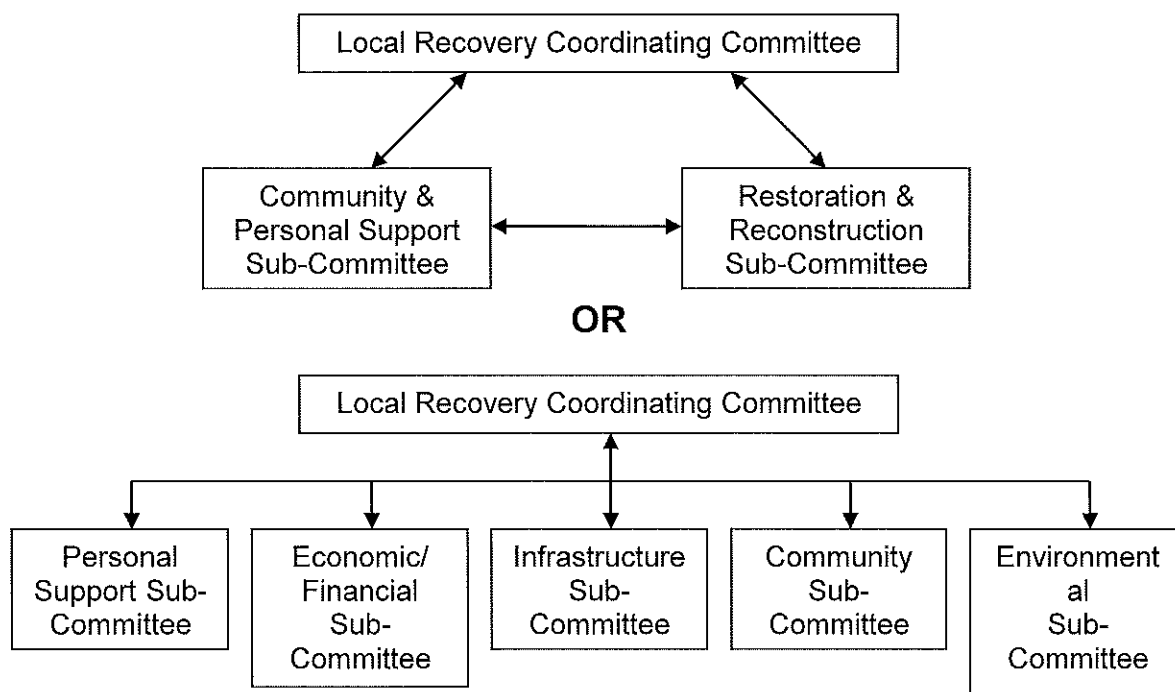
ANNEX 1 LOCAL RECOVERY ORGANISATION

Initial Recovery Management Structure (during response)



Recovery Committee Structures (following handover from HMA to LRC)

(depending upon community impact and complexity of event)



ANNEX 2 CONTACTS (RECOVERY SPECIFIC)

ANNEX 3 LOCAL RECOVERY COORDINATOR/LOCAL RECOVERY COORDINATING COMMITTEE

Within 48 hours	
Local Recovery Coordinator to contact and alert key local contacts	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency	
Local Recovery Coordinator to determine the need for the Local Recovery Coordination Group to be convened and its members briefed, in conjunction with the local government	
Local Recovery Coordinator and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the local governments internal communication processes	
Consider support required, for example resources to maintain a record of events and actions	
Within 1 week	
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals	
Determine the need to establish subcommittees, and determine functions and membership if necessary	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available	
Manage offers of assistance, including volunteers, material aid and donated money	

Within 1 week (cont..)	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Consider establishing a call centre with prepared responses for frequently asked questions	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services	
Manage restoration of essential infrastructure/utilities	
Brief media on the recovery program	
Within 12 months	
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

ANNEX 4 COMPREHENSIVE IMPACT ASSESSMENT

In accordance with State Emergency Management Procedure 4, the Controlling Agency is to complete a comprehensive impact assessment for all affected local governments.

The procedure is as follows:

4. Comprehensive Impact Assessment

BACKGROUND

The comprehensive impact assessment is to:

- identify and quantify impacts relating to all recovery environments;
- identify any risks arising from the emergency;
- include a risk assessment, identify risk treatments undertaken, and contain a treatment plan (including the allocation of responsibilities) to provide for safe community access to the affected area; and
- inform and support the objectives of the Recovery Plan.

PROCEDURE

This procedure is to be completed prior to the cessation of the response phase, in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator and in accordance with the following procedure:

- the Controlling Agency is responsible for coordinating the Comprehensive Impact Assessment in consultation with the members of the Incident Support Group;
- the complete draft Comprehensive Impact Assessment is to be provided to all members of the Incident Support Group for comment and clarification; and
- the amended Comprehensive Impact Assessment is to be provided to affected local governments and the State Recovery Coordinator for final clarification.

Please note that completion of a Comprehensive Impact Assessment is not required in circumstances in which, through the initial impact assessment and consultation with the State Recovery Coordinator, there are no significant impacts requiring recovery activity.

The Comprehensive Impact Assessment template that accompanies this procedure is located on the OEM website

<https://www.oem.wa.gov.au/resources/legislation-and-policy-framework/procedure>

ANNEX 5 OPERATIONAL SEQUENCE GUIDE/CHECKLIST

Situation	Organisation/Action
<p>ALERT (Transition)</p> <p>On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities</p>	<p>HMA</p> <ul style="list-style-type: none"> • Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements. • Include Local Recovery Coordinators/local governments in briefings/Incident Management Group. <p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • Establish liaison with Local Recovery Coordinator/Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support. • Advise and liaise with LRCC members.
<p>ACTIVATION</p> <p>Requirement for Local level coordination of recovery identified/requested</p>	<p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees. <p>LRC</p> <ul style="list-style-type: none"> • Arrange for conduct of on-site assessment, if appropriate. • Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
<p>STAND DOWN</p> <p>On completion of Local coordinated recovery activities.</p>	<p>LOCAL GOVERNMENT/LRC</p> <ul style="list-style-type: none"> • Ensure handover of responsibility for ongoing recovery activities to a managing agency. • Advise LEC and LRC members of stand-down. • Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group. • Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.

ANNEX 6 OPERATIONAL RECOVERY PLAN TEMPLATE

OPERATIONAL RECOVERY PLAN

Local Recovery Coordination Group

Operational Recovery Plan

Emergency: (type and location)

Date of Emergency:

Section 1 Introduction

- Background on the nature of the emergency or incident;
- Aim or purpose of the plan; and
- Authority for plan.

Section 2 Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure);
- Estimates of costs of damage;
- Temporary accommodation requirements (includes details of evacuation centres);
- Additional personnel requirements (general and specialist);
- Human services (personal and psychological support) requirements; and
- Other health issues.

Section 3 Organisational Aspects

Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process

Details the inter-agency relationships and responsibilities

Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

Section 4 Operational Aspects

- Details resources available and required;
- Redevelopment Plans (includes mitigation proposals);
- Reconstruction restoration programme and priorities, (including estimated timeframes);
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies;
- Includes the local government program for community services restoration;
- Financial arrangements (assistance programs (NDRRA), insurance, public appeals and donations; and
- Public information dissemination.

Section 5 Administrative Arrangements

- Administration of recovery funding and other general financial issues;
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

Section 6 Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordination Group Date:

**LOCAL RECOVERY COORDINATING COMMITTEE
RECOVERY REPORT – <Emergency Situation>**

Pingelly Wandering Local Recovery Coordinating Committee
Report No:

To: Chairman, SRCC/State Recovery Coordinator

Situation Update: *Should include: full damage report (once only) and estimated amount in dollars, work in progress including estimated completion dates, details of difficulties or problems being experienced.*

Proposed Activities: *Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.*

Special Assistance:

Requirements: *Includes support from other agencies, LRCC intervention with priorities.*

Financial Issues: *May include support from LRCC for additional funding from Treasury.*

Recommendations:

Name & Signature:

Title:

Date:

ANNEX 8 SUB-COMMITTEE ROLE STATEMENTS

COMMUNITY (OR SOCIAL) SUBCOMMITTEE

Objectives

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing; and
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

ENVIRONMENT (OR NATURAL) SUBCOMMITTEE

Objectives

- To provide advice and guidance to assist in the restoration of the natural environment post the event;
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife; and
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.

INFRASTRUCTURE (OR BUILT) SUBCOMMITTEE

Objectives

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate;
- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency; and
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

FINANCE (OR ECONOMIC) SUBCOMMITTEE

Role

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Functions

- the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - ensure the principles of equity, fairness, simplicity and transparency apply;
 - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
 - recognise the extent of loss suffered by individuals;
 - complement other forms of relief and assistance provided by government and the private sector;
 - recognise immediate, short, medium and longer term needs of affected individuals; and
 - ensure the privacy of individuals is protected at all times.
- facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Sample LMDRF Eligibility Criteria and Levels of Financial Assistance

(Criteria used by the Shire of Mundaring for the Parkerville-Stoneville- Mt Helena Fire on 12 January 2014)

Owners/Owner Occupiers

For Owners/Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

- Level One – shall apply in those instances where the house/house and contents have been totally destroyed;
- Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable; and
- Level Three – shall apply in those instances where there has been other property damage/loss, eg sheds, shed contents, pergolas, outdoor furniture etc.

Occupiers

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

- Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed; and
- Level Five - shall apply in those instances where there has been partial damage/ loss of house contents and other personal effects

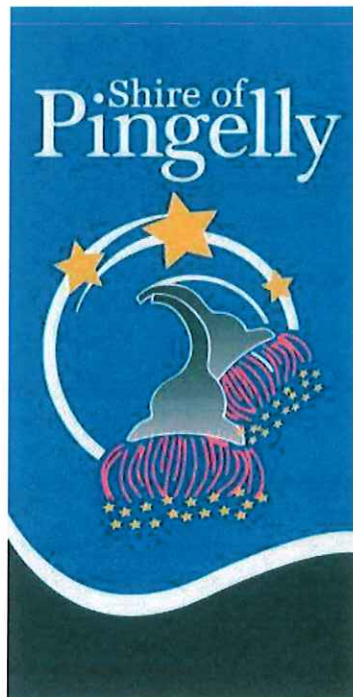
ANNEX 9 POST INCIDENT ANALYSIS PRO FORMA

ISSUE	COMMENT	RECOMMENDATIONS
Management		
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Administration structure effective.		
Reporting relationships clear ? <i>(Did you know who to report to?)</i>		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade		
Inter-agency liaison Were there any issues working/liaising with other organisations?		
Emergency Management - Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		

Attachment 5

16.5 Bush Fire Advisory Committee Minutes

Copy of Minutes



Shire of Pingelly

Minutes

Bushfire Advisory Committee Meeting
11 April 2017

Minutes of the Bushfire Advisory Committee Meeting of the Shire of Pingelly held in the Council Chambers, 17 Queen Street, Pingelly on 11 April 2017.

Charter (Item 10.6 – 17 March 2010):

Is to advise Council on all matters relating to:

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

Membership

- Cr D Freebairn
 - Brigade representative
 - FCOs
- General Deputy – Cr R Marshall

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1. OPENING & ANNOUNCEMENTS

The CBFCO, Mr Rod Shaddick, declared the meeting open at 7.00 pm.

2. ATTENDANCE & APOLOGIES**2.1 Attendance**

Council	Cr David Freebairn
West Pingelly	Mr Adam Watts Mr Anthony Turton Mr Allan Parsons
Moorumbine-Noonebin	Mr Rodney Shaddick (CBFCO) Mr Andrew Pauley
East Brigade	Mr Andrew Marshall
Town	Mr Peter Narducci Mr Rob Kirk (DCBFCO) Mrs Kerry Keys Mrs Sheryl Squiers (Admin FCO) Mr Barry Gibbs (DTS)
DFES	Mr Paul Blechynden
DPAW	Mr Greg Durrell

2.2 Observers & Visitors**2.3. Apologies**

Mr Gavin Pollock (CEO)
Mr Malcolm Cunningham
Mr Stuart Billingham (DCCS)

3. DECLARATIONS OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

Minutes of the Shire of Pingelly Bushfire Advisory Committee meeting held on 11 October 2016 have been circulated.

Statutory Environment:

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

Recommendation:

That the Minutes of the Shire of Pingelly Bushfire Advisory Meeting held in the Council Chamber on 11 October 2016 be confirmed.

11337 – Moved: Peter Narducci, Seconded: Adam Watts

That the Minutes of the Shire of Pingelly Bushfire Advisory Meeting held in the Council Chamber on 27 October 2015 be confirmed.

CARRIED

5. NOMINATION OF OFFICERS

Officers nominated at the meeting on 12 April 2016 and appointed by Council on 18 May 2016 were:

Chief Fire Control Officer	Rodney Leonard Shaddick
Deputy Chief Fire Control Officer	Robert Alexander Kirk
Training Officer	Shire of Pingelly
Fire Control Officers	
East Pingelly Brigade	Jeffrey Bernard Edwards Victor Arthur Lee Andrew Augustin Marshall Sam MacNamara (approved after FCO training in September 2015)
Moorumbine - Noonebin Brigade	Rodney Leonard Shaddick Andrew Todd Pauley Brodie Cunningham (on the condition FCO training is completed)
West Pingelly Brigade	Malcolm Leslie Cunningham Alan William Parsons Anthony Turton Adam Lindsay Watts
Town Brigade/VFR	Robert Alexander Kirk (DCBFCO) Peter Narducci Damien Spencer (on the condition FCO training is completed) Barry Gibbs (EMEDS) Russell Dyer (Works Supervisor) Sheryl Frances Squiers (Shire Administration)
Fire Weather Officers (Harvest & Vehicle movement ban)	Rodney Leonard Shaddick Robert Alexander Kirk Graeme Alex Watts Sam MacNamara
Dual Fire Control Officers	
Brookton:	Rodney Leonard Shaddick Robert Alexander Kirk Jeffrey Bernard Edwards Victor Arthur Lee Malcolm Leslie Cunningham Adam Lindsay Watts
Wickepin:	Rodney Leonard Shaddick Robert Alexander Kirk Victor Arthur Lee Andrew Augustin Marshall
Cuballing:	Rodney Leonard Shaddick Robert Alexander Kirk Alan William Parsons Anthony Turton Robert Alexander Kirk Andrew Augustin Marshall

Corrigin: Rodney Leonard Shaddick
Robert Alexander Kirk
Jeffrey Bernard Edwards
Victor Arthur Lee

Wandering: Rodney Leonard Shaddick
Robert Alexander Kirk
Alan William Parsons
Anthony Turton
Adam Lindsay Watts
Malcolm Leslie Cunningham

**be recommended for appointment to the various Offices.
CARRIED**

Legislation:

Section 38 of the *Bush Fires Act* provides that:

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2)
 - (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
 - (c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
 - (d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person who is not a member of staff (as defined in the DFES Act) to the vacant office.
 - (e) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
 - (a) carrying out normal brigade activities;
 - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
 - (e) procuring the due observance by all persons of the provision of Part III.
- (5)
 - (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
 - (b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.

- (c) The provisions of this subsection are not in derogation of those of subsection (4).
- (6) (a) In this section —
 - approved local government** means a local government approved under paragraph (b) by the Authority.
- (b) If it appears to the Authority that the standard of efficiency of a local government in fire prevention and control justifies the Authority doing so, the Authority, by notice published in the *Government Gazette* —
 - (i) may approve the local government as one to which this subsection applies; and
 - (ii) may from time to time cancel or vary any previous approval given under this paragraph.
- (c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.
- (ca) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by paragraph (h).
- (cb) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (cc) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under paragraph (cb) is, subject to paragraph (cd), entitled to act in the discharge of the duties of that office.
- (cd) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under paragraph (cb) is available and able to discharge those duties.
- (d) The local government shall give notice of an appointment made under paragraph (c) or (cb) to the Authority and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the Authority shall cause notice of the appointment to be published once in the *Government Gazette*.
- (e) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under this subsection.
- (f) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by paragraph (h), notwithstanding the advice and assistance tendered to him by the committee.
- (g) The provisions of this subsection are not in derogation of those of any other subsection of this section.
- (h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is "catastrophic", "extreme", "severe" or "very high", and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.
- (i) This subsection does not authorise the burning of bush —
 - (i) during the prohibited burning times; or
 - (ii) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

Section 38A of the *Bush Fires Act* provides that:

- (1) At the request of a local government the Authority may appoint a member of staff (as defined in the DFES Act) to be the Chief Bush Fire Control Officer for the district of that local government.

- (2) Where a Chief Bush Fire Control Officer has been appointed under subsection (1) for a district the local government is not to appoint a Chief Bush Fire Control Officer under section 38(1).
- (3) The provisions of this Act, other than section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government.
- (4) Section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if —
 - (a) he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government; and
 - (b) the references in those subsections to the local government were references to the Authority.

Section 40 of the *Bush Fires Act* provides that:

- (1) Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.
- (2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.

Policy:

Council's Policy provides that:

1. Council will not appoint or reappoint a person as a Fire Control Officer unless they have completed a Fire Control Officer's training course certified by DFES within the previous ten years. Proof of satisfactory completion of the course is required.
2. It is desirable that Dual Fire Control Officers nominated by neighbouring Shires have completed a Fire Control Officer's training course certified by DFES within the previous ten years. The Chief Executive Officer is to seek training status details from the nominating Shire.

Recommendation:

That a recommendation be made to Council nominating people to be appointed to the various Offices.

11338 – Moved: Andrew Pauley Seconded: Adam Watts

That:

Chief Fire Control Officer	Rodney Leonard Shaddick
Deputy Chief Fire Control Officer	Robert Alexander Kirk
Training Officer/Organization	Shire of Pingelly

Fire Control Officers
East Pingelly Brigade

Jeffrey Bernard Edwards
Victor Arthur Lee
Andrew Augustin Marshall
Sam MacNamara

Moorumbine -
Noonebin Brigade

Rodney Leonard Shaddick
Andrew Todd Pauley
Brodie Cunningham

West Pingelly Brigade

Alan William Parsons
Anthony Turton
Adam Lindsay Watts
Malcolm Leslie Cunningham

Town Brigade/VFRS

Robert Alexander Kirk (DCBFCO & Captain)
Peter Narducci

Barry Gibbs (DTS)
Russell Dyer (Works Supervisor)
Sheryl Frances Squiers (Shire Administration)

Fire Weather Officers
(Harvest & Vehicle movement ban)

Rodney Leonard Shaddick
Robert Alexander Kirk
Graeme Alex Watts
Sam MacNamara

Dual Fire Control Officers
Brookton:

Rodney Leonard Shaddick
Robert Alexander Kirk
Jeffrey Bernard Edwards
Victor Arthur Lee
Malcolm Leslie Cunningham
Adam Lindsay Watts

Wickepin:

Rodney Leonard Shaddick
Robert Alexander Kirk
Victor Arthur Lee
Andrew Augustin Marshall
Sam MacNamara

Cuballing:

Rodney Leonard Shaddick
Alan William Parsons
Anthony Turton
Robert Alexander Kirk
Andrew Augustin Marshall

Corrigin:

Rodney Leonard Shaddick
Robert Alexander Kirk
Jeffrey Bernard Edwards
Victor Arthur Lee
Sam MacNamara

Wandering:

Rodney Leonard Shaddick
Robert Alexander Kirk
Alan William Parsons
Anthony Turton
Adam Lindsay Watts
Malcolm Leslie Cunningham

Be recommended for appointment to the various Offices.

CARRIED

6. FIRE CONTROL ORDER 2017/18

The 2016/17 Fire Control Order was:

Bush Fires Act 1954

Pursuant to the powers contained in section 33 of the *Bush Fires Act 1954*, all owners and occupiers of land within the Shire of Pingelly are hereby required to take, provide and/or maintain fire control measures during the firebreak period as follows:

“Excluded Area” means an area of rural land not exceeding 30ha, where it is physically impossible to install firebreaks, or where in the owner's or occupier's opinion, the installation of firebreaks would be detrimental to the conservation of remnant or natural vegetation or the establishment of re-afforested areas.

“Farming Land” means all land within the Shire of Pingelly zoned ‘Farming’ under the *Local Planning Scheme No. 3*.

“Firebreak Period” means the time between 1 November and 15 April in the following year.

“Firebreak” means ground from which all flammable material has been removed and on which no flammable material is permitted during the firebreak period.

“Flammable Material” means bush (as defined by the *Bush Fires Act 1954*), timber boxes, cartons, paper and the like flammable materials, rubbish and any combustible matter, but does not include buildings, standing trees or growing bushes or plants in gardens or lawns.

“Rural Residential Land” means all land within the Shire of Pingelly zoned ‘Rural Residential’ under the *Local Planning Scheme No. 3*.

“Townsite Land” means all land within the townsite of Pingelly not zoned as ‘Rural Residential’ under the *Local Planning Scheme No. 3*.

“Very High Fire Danger” means on days forecast by the Bureau of Meteorology. On days forecast as *Very High Fire Danger or above*, permits are to be automatically suspended.

Farming Land

On farming land other than excluded areas, the owner or occupier shall:-

- a) Clear firebreaks not less than 3m wide:
 - i. inside all external boundaries of the land,
 - ii. within 15m of the perimeter of all buildings and remove all flammable material from within the 3m of all such buildings, and
 - iii. so as to divide the land into areas not exceeding 400ha.
- b) remove all flammable material for a continuous distance of 5m immediately surrounding every haystack, hayshed, stationary pump or engine, and
- c) remove all flammable material for a continuous distance of 15m or to the external boundary of the land whichever is nearer, from around fuel depots.

Note: Landowners may use a single firebreak on a neighbour's common fenced boundary as long as both parties agree in writing and a copy of the agreement is delivered to the Shire of Pingelly.

All excluded areas remain the owner's or occupier's responsibility and any variation as permitted by the Order does not render null and void any duty otherwise required by law.

Townsite Land

On townsite land, where a property or adjoining properties having the same ownership or control and are used as a single holding, the owner or occupier, shall:-

- a) where holding is under 2000m² clear by burning, all flammable material likely to be conducive to the outbreak, spread or extensions of a fire from the whole of the land, or
- b) have all flammable material likely to be conducive to the outbreak, spread or extension of fire removed, and the grass maintained to a height not greater than 10cm.
- c) where the holding is over 2000m² comply with the requirements of farming land.

Rural Residential Land

On rural residential land, where a property or adjoining properties having the same ownership or control and are used as a single holding, the owner or occupier shall comply with the requirements of:

- a) farming land where the holding exceeds 10ha in area, or
- b) townsite land, where the holding does not exceed 2000m² in area.
- c) where the holding is 2000m² to 10ha in area:
 - i clear by burning, all flammable material likely to be conducive to the outbreak, spread or extensions of a fire from the whole of the land, or
 - ii have all flammable material likely to be conducive to the outbreak, spread or extension of fire removed, and the grass maintained to a height not greater than 10cm; or
 - iii comply with the requirements for farming land.

Use of Mowers & Whipper Snippers/Slashers During the Prohibited Burning Period

- a) not to be used during Harvest Bans, Vehicle Movement Bans or Total Fire Bans on any area
- b) not to be used between 6.00am to 6.00pm from 1 November and during the rest of the prohibited burning period unless on a reticulated area. (This means the grass is "green" and non-combustible).
- c) vegetation that is not green and flammable and that can be reticulated, can be slashed between 6.00am and 6.00pm must must be well watered prior to mowing, whipper snipping or slashing (that is within the hour of watering) so that there is no chance of "sparking" and must remain damp during the operation.
- d) the area in an orchard that is not watered between rows if the trees are reticulated by drippers is not considered to be reticulated.
- e) as an added precaution have a "watcher" on hand with a hose.
- f) the use of disk or slashing type machines for agricultural purposes during the Prohibited Burning Period is to be by specific permit from the Chief Bushfire Control Officer or the Deputy CBFCO.

Control of Operations Likely to Cause a Fire

Property owners should take care to prevent bush fires. The operation of welding equipment and angle grinders are activities likely to create a fire danger when used in the open air. A person shall provide at least one fire extinguisher at the place where welding or cutting operations are carried out and surround this place with a firebreak which is at least five (5) metres wide.

For updates on Hot Works, Harvest and Movement of Machinery Bans please ring the information line on **(08) 9887 1265** (recorded message) or register with the SMS warning system with the Shire to receive a text when a ban is implemented.

Firebreaks on Road Reserves

Firebreaks are not permitted on a road reserve.

Fire Fighting Units

During any period when harvesting operations are being conducted there shall be provided in the same paddock or within close proximity of that paddock, an operational independent mobile firefighting unit having an engine driven pump and a water capacity of not less than 450 litres; the tank of the unit shall be kept full of water at all times during harvesting, and the responsibility to supply the unit is that of the landholder. Harvesting operations include the use of mobile augers and seed cleaning units.

Firefighting trailers for fire suppression are regarded as out dated and dangerous—both to their operators and to other fire fighters on a fire ground. Their use at wild fires is not encouraged.

Clover Harvesting

Harvesting bans include the harvesting of clover.

Boyagin Rock Picnic Area

No wood fires are permitted in the Boyagin Rock Picnic Area (Reserve No. 29413) between 1 October each year and 30 April following.

General

If it is considered impracticable to clear firebreaks or remove flammable material from the land as required, application may be made in writing to the Council or its duly authorised officer for permission to put in place alternative fire hazard reduction measures. If permission is not granted, the requirements of this Order shall be complied with.

The penalty for failing to comply with this notice is a fine not exceeding \$250 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed in this notice if it is not carried out by the owner and/or occupier by the date required by this notice.

Recommendation:

That it be recommended that the 2017/18 Fire Break Order wording be reviewed based on the recommendations for 2016/17 Fire Break Order.

There was discussion if any changes need to be made to the current Fire Control Order, specifically in relation to slashers & mowers and to fire equipment being available on small holdings.

Sheryl Squiers asked to get a copy of Brookton or Beverley's Fire Control Orders.

Slashing & mowing guidelines to be pushed with more advertising.

In the meantime adopt the current Fire Control Order.

11339 – Moved: Barry Gibbs Seconded: Rob Kirk

That it be recommended that the 2017/18 Fire Break Order wording be based on the 2016/17 Fire Break Order wording.

CARRIED

7. REPORTS

7.1 Chief Bushfire Control Officer's Report

The 2016/2017 fire season has been mild in terms of weather conditions with only a few harvest bans. With most of the shire receiving between 100 and 200mm of rain in late January/February the fire risk since has significantly reduced, hence the Restricted Period was not extended this season.

There were several callouts prior to Christmas in our shire, all were well attended and controlled quickly. After Christmas there were two fires in the Cuballing shire and one in the Brookton shire which we assisted with. The East Popo fire on the 5th of January certainly had the potential to become very large due to the unfavourable weather conditions and given that the fire started in a heavy barley stubble early in the day.

The response from volunteers not only from this shire but also from surrounding shires was amazing. Equipment came from the Wickepin, Wagin, Corrigin, Kulin, Narrogin, Cuballing, Pingelly and Brookton shires and the combined efforts of all of the above saw the fire controlled in a reasonably timely manner. Aided by a canola and quinoa stubble. I would like to acknowledge the efforts of GVC transport and Pingelly Transport on getting large tankers of water to the fireground.

Our weather stations were operational prior to the harvest period and although they still need some fine tuning, I believe they are a very useful tool.

I have attended all the brigade AGMs and was pleased to see there was good numbers at these meetings and thank the brigades for the opportunity to attend.

A base radio has also been installed at the Post Office and manned by Kerry which will give us some additional coverage to compliment that offered by the Shire Office.

I would like to take this opportunity to thank Rob Kirk for his commitment and help with fire issues. Along with Barry and Sheryl, the Shire Council and their staff, the crew of the Bushfire 3:4, FRS, SES, DFES staff, Brigade members, fellow control officers and those who serve in fire matters for their continued commitment and co-operation shown in the past twelve months.

I welcome the any new Brigade officers who I'm sure will serve the district well.

Rod Shaddick CBFCO

11340 - Moved: Cr David Freebairn
That the CBFCO Report be received.
CARRIED.

Seconded: Rob Kirk

7.2 Brigade Reports

7.2.1 West Pingelly Brigade

West Pingelly Volunteer Bushfire Brigade

Minutes of Annual General Meeting

6 April 2017

1. Attendance

Matt Cunningham, Graeme Watts, Bruce Sewell, Cullem Pech, Gary Page, Malcom Cunningham, Kim Parsons, Rod Shaddick, Adam Watts, Alan Parsons (chairperson), Sam Lange

2. Apologies

Chris Murphy, Antony Turton, Simon Parsons, Rob Kirk, Kane Page

3. Opening – Meeting opened at 7.12pm by Alan Parsons.

4. Prior Year Minutes Read

Moved: Graeme Watts Sec: Adam Watts

Business arising

- Map Book in fast attack unit – was not replaced. Was taken when fast attack vehicle removed. Put request to shire to obtain another one.
- Fuel Card Scheme – To be brought up in general business
- Overalls – Jaan Shaddick still hasn't received a set
- Radios – All working properly.

5. Correspondence

Inward

- Email invitation to thank a volunteer day.

Outward

- Nil

Moved: Malcom Cunningham Sec: Kim Parsons

6. Office Bearers

Position	Person/s Nominated	Moved	Sec	Carried
Sec / Treasurer	Mark Sewell	Graeme Watts	Bruce Sewell	Yes
Captain	Gary Page	Graeme Watts	Bruce Sewell	Yes
Lieutenants	Kim Hughes Luke Hardie Simon Parsons Des Morrison	Graeme Watts	Bruce Sewell	Yes
FCOs	Malcolm Cunningham Anthony Turton Adam Watts Alan Parsons	Graeme Watts	Bruce Sewell	Yes
Fire Weather Officer	Graeme Watts	Graeme Watts	Bruce Sewell	Yes

7. Reports

- a. 5 January 2017 - Tanner Road, East Popanyinning.
- b. 28 December 2017 - Hotham River Bridge, Great Southern Highway.
- c. 30 December 2017 - Hotham River Bridge, Great Southern Highway.
- d. 5 January 2017 - Bob Eva's Header Fire, North side of Kulyalling East Rd Kulyalling.
- e. 28 November 2017 - Burnoff from September 2016 that had re-ignited – Location next door to Gary Page.

8. Financial Statements

Opening Balance at 31 Jan 2016 \$939.15

Receipts – \$0.47 interest

Expenses – Donated

Closing Balance at 31 Jan 2017 \$939.62

Move: Mark Sewell Sec: Bruce Sewell

9. General Business

- a. New Weather Instruments being used by Fire Weather Officers– Working well and delivering a more consistent reading and assisting more effective decision making

- b. Brigade needs to get better at reporting attendance at fires by members on official report stationary and submitting to shire. Even those fires outside the brigade area.
- c. Shire rang regarding the brigade burning pile of rubbish on intersection of North Wandering and York Williams Roads. Will pay the brigade. Resolved to charge \$500.
- d. Rod Shaddick items raised:
 - i. Popo Fire – Response was fantastic and thanked those from the brigade who attended
 - ii. Training – Not a lot of interest in formal training but there had been good interest in a customised informal training for non FCOs who attend fires to better understand what to do. Members present indicated a willingness to attend. Rod Shaddick to set date and will text members to try and get there.
 - iii. ID Stickers for utes – Stickers can be obtained to attach to utes to gain access through road closures and be identified on fire ground. Mark Sewell to obtain details of vehicles to submit to Sheryl to obtain stickers.
- e. Equipment – Anything required. No.
- f. Need to be demonstrating a lot better use of fast attack unit – Decided to relocate to Sewell's on intersection of North Wandering and North Bannister Pingelly Roads to enable better access from brigade members coming from different directions. Needs to be taken to every fire where possible.
- g. SMS within the brigade to brigade members needs to be used more. For example where a roster was being worked out for East Popanyinning fire a lot of brigade members would have assisted but weren't aware of the roster. A direct SMS from the brigade captain or secretary would have enabled the brigade to assist a lot better.

10. Meeting Closed at 8.26pm

7.2.2 Moorumbine-Noonebin Brigade

Moorumbine-Noonebine BFB AGM 31/03/2017

Meeting opened 5.30pm.

Present:

B Cunningham, L Johns, G Townend, B Cunningham, C Shaddick, C Draper, C Shaddick, C Davis, E Blechynden, R Overington, B Jennings and M Smith.

Apologies:

B Eva, A Cunningham and L Draper

Minutes Read and accepted by C Shaddick second L Smith.

Election of Officers:

Moved as a block: Moved: C Davis Second: J Overington

Officers are:

Captain – R Overington

Secretary – L Johns

1st Lt – L Smith

2nd Lt – E Blechynden

FCO's – R Shaddick, B Cunningham and A Pauley

Meeting closed at 5:35pm

Moorumbine-Noonebin BFB General Meeting 31/03/2017

Meeting opened at 5.35pm

Present and Apologies as AGM.

Minutes read and accepted by R Shaddick and L Smith.

Business Arising: Nil

Correspondence: Nil

Treasurers Report: \$353.53 in bank account. Accepted L Johns and B Cunningham.

Captains Report: only a couple of fires. Under control pretty quick, good to see.

FCO Report: Major fire was in Cuballing. Shire was well attended by most of the Eastern Brigades and a few Western Brigade members.

Brookton Shire had a couple of fires.

East Popo fire was well attended by other Shires and Brigades in general.

General Business:

- The younger guys need to start thinking about the future of the Brigade.
- Application for truck still with Shire.
- Town Bushfire Truck might be going out east and town getting new truck. If we get a truck it will have to be housed, maintained and crewed.
- When at fire try to follow bushfire truck maybe with a few units.
- Think about your water source on your own land and how you can get there and if there's enough if you have a fire. You need to be able to fill more than one unit at a time to help get units back to the fire as quick as possible. If you have no water let FCO know as soon as possible.
- Don't put anyone on the back unless you have a three sided cage.
- Make sure you think about weather conditions to work out your plan of attack, also take into account conditions later in the day.
 - Will try and organise a course with DFES around September with the other Brigades.

Next meeting 13/10/2017

Meeting closed at 6.30pm

7.2.3 East Pingelly Brigade

East Pingelly Bush Fire Brigade Meeting.

Held on 22nd February 2017 at Walton's Shearing Shed.

Meeting Opened at 5.30 pm.

Present:

C. Walton, M. Walton, G. Poultney, R. Shaddick (Chief FCO), L. Corke, V. Lee, R. Marshall, D. Squires, B. Blechynden, A. Fairhead, S. McNamara, M. Pockran, L. Marshall, S. Moulton, R. Elson, R. Hickmott, A. Marshall.

Apologies:

B. Gibbs, A. Robinson, J. Edwards, L. Turner.

Minutes of the previous meeting were read and tabled as true and correct. Moved: A. Marshall Second: M. Walton.

Business Arising:

C. Walton has made sure we will receive the fuel as 2000 litres delivered to the tank on Walton's Farm instead of receiving a fuel card.

S. McNamara has said that the weather station that has been installed at his farm has been working well.

Correspondence Inwards and Outwards: Nil

General Business:

1. Fire Truck has gone for a service at Malaga. C. Walton showed all the truck faults to the DFES sub employee hoping that they will all get attended too.
2. A GPS alarm, which is like and Eperb, was installed in the truck. The result being, it has given other electrical problems.
3. All at the meeting think DFES are not using our levy money to how we would like. The ESL is \$337 million a year to DFES. The meeting discussed that we should have a country fire authority run by ourselves instead. It is noted that litigation and protecting themselves is the reason why decisions from DFES take so long and more often than not, are wrong. We really need to see a breakdown of where our ESL money is spent.
4. It was agreed that a letter should be written to the Pingelly Shire outlining that they should agree to go down the path of a CFA. Since the meeting I have spoken with a DFES employee who used to farm and he thinks our ESL levy will go to \$700 per rate notice if we were to split and form a CFA. Personally I am not willing to pay that extra amount on top of our already exorbitant rates so the letter will be put on hold until further discussions with the relevant parties.
5. The sensitivity with the hand held weather stations are a lot higher and it leads to giving higher wind readings. Rodney has said the new installed weather stations have worked well, especially in picking up the wind shifts from West to East. The three weather stations in our Shire are at S. McNamara's, R. Shaddick's and G. Watts.
6. Rod spoke of the East Popo Fire. The cooperation between brigades was very good. The general feeling was the effort at the fire was well operated for such a bad day.
7. Repeater Radio has been installed at the Post Office and they are happy to help coordinate if required.
8. Permits issued from 14th February. If Easter falls in restricted period, then no permits to be issued.
9. Discussed about putting bans on from first thing in the morning on known catastrophic days. The feeling was we keep things the same.
10. L. Marshall thanked Rodney for all his efforts as Chief FCO.

Brigade Positions:

President: C. Walton.

Secretary: G. Poultney.

FCO'S: V. Lee, A. Marshall, J. Edwards, S. McNamara.

Captain: C. Walton.

Lieutenant's: B. Blechynden, M. Page.

Nominated by M. Walton Second: D. Squires.

Meeting Closed at 6.40 pm.

7.2.4 Pingelly Brigade

Pingelly VFRS/ Pingelly Town BFB.

Still waiting on the changeover of the VFRS 3.4 truck.

There are no immediate problems to report.

Currently running with 20 members.

11341: Moved: Barry Gibbs Seconded: Rob Kirk

That all Brigade reports be received.

CARRIED.

7.3 DFES Report

DFES Report to Pingelly BFAC 11 April 2017, Paul Blechynden 2016/17 Fire season

A significantly quieter season compared to last season; East Popanyinning and Ranford fires the most significant locally. February 2017 eight arson attempts Dwellingup to Mt Barker.

Reports

000 records indicate that there have been eight fires recorded for the Pingelly Shire this season (as of the 3/2/17).

The benefits of completing bushfire reports include:

- Better records and support for members attending, particularly once the Presumptive Legislation comes into effect for volunteer fire fighter in respect to hazardous fires and the 12 prescribed cancers.
- 000 reports may not capture every fire that occurs in the shire. Forwarding reports provides a more accurate picture of the Pingelly Shire and will help with future funding bids.

DOAC, Narrogin 16 March 2017

- Discussion on a simpler bushfire report form
- Discussion occurred on improving the 000 calls to BFBs. Support from DFES senior personnel present to trial changes for those shires interested to change 000 agreements that include group call and SMS lists. Benefits include fitting more people onto the calls and providing SMS's to key people; please let me now if you are interested in trialling these arrangements?
- Push to increase the number of WAERN radios

Automatic Vehicle Location system (AVL)

- Installed at the start of the bushfire season
- Recommendation from Ferguson Report
- Distress alarm function
- Allows vehicles to be identified at a fire; brigade members can request access to web-based system to view vehicles.
- Portable units available for use on earthmoving equipment etc.

Training program

- Introduction to Bush Fire Fighting
- Bushfire Fighting Pingelly
- Ground Controller 12 September 2017
- Fire Control Officer 22 August 2017
- Other training that the shire may be interested in?

Information sessions, conducted at brigade sheds as part of pre-season work

- Radio use ● Automatic Vehicle Location system
- Map reading ● Community bushfire awareness
- Crew protection – discussion/hands-on (burn-over, deluge system, in-cab air units)
- Rural Urban interface (issues and strategies in fighting bush fires in built up areas)
- Walk through responding to a serious bush fire incident

Shire / Brigade Mapping: Working with shires to produce shire / brigade maps

Bushfire information: Requesting feedback on a local initiative – good idea or not anything missing?

Paul has also produce a draft Bushfire Handbook that can be easily stored in vehicles for quick reference during a fire emergency.

11342: Moved: Rob Kirk Seconded: Kerry Keys
That the DFES Report be received.
CARRIED.

7.4 DPAW Report **Fires**

There have been only 6 fires on Parks and Wildlife reserves in the Wheatbelt this season. Most fires attended occurred in the Cuballing and Narrogin Shires. These include 3 fires that were suspicious or cause unknown.

Thankfully there have been no large incidents across the state this season requiring our local resources to be deployed.

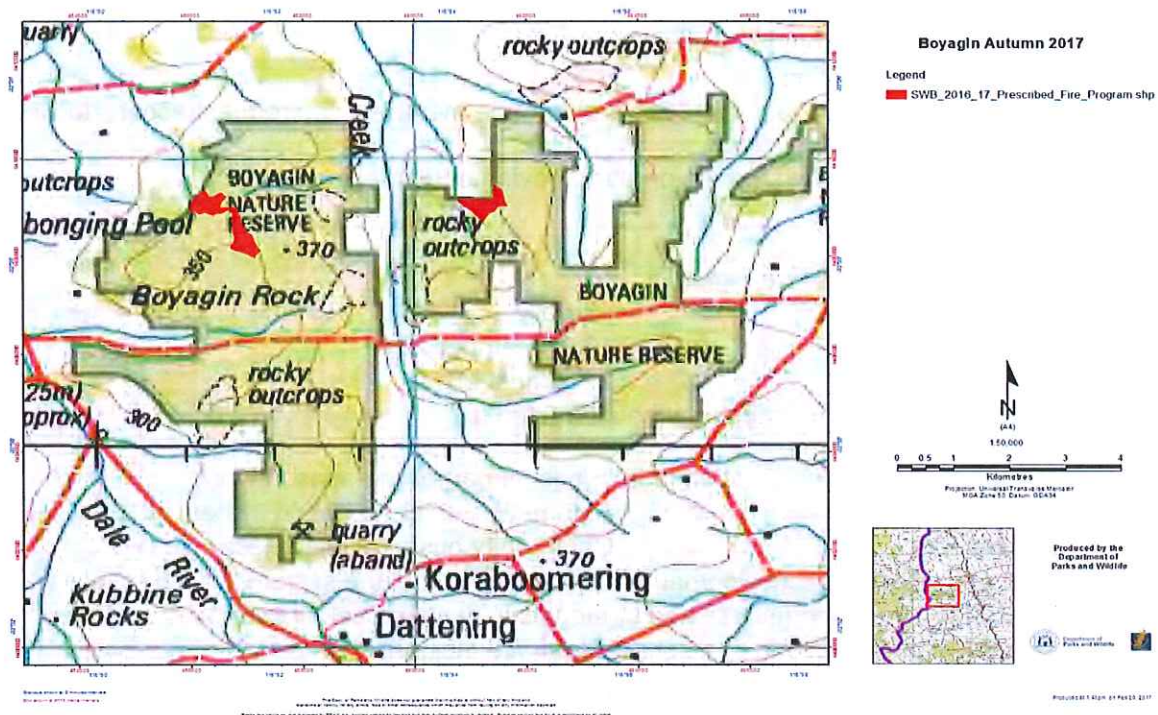
Prescribed Fire

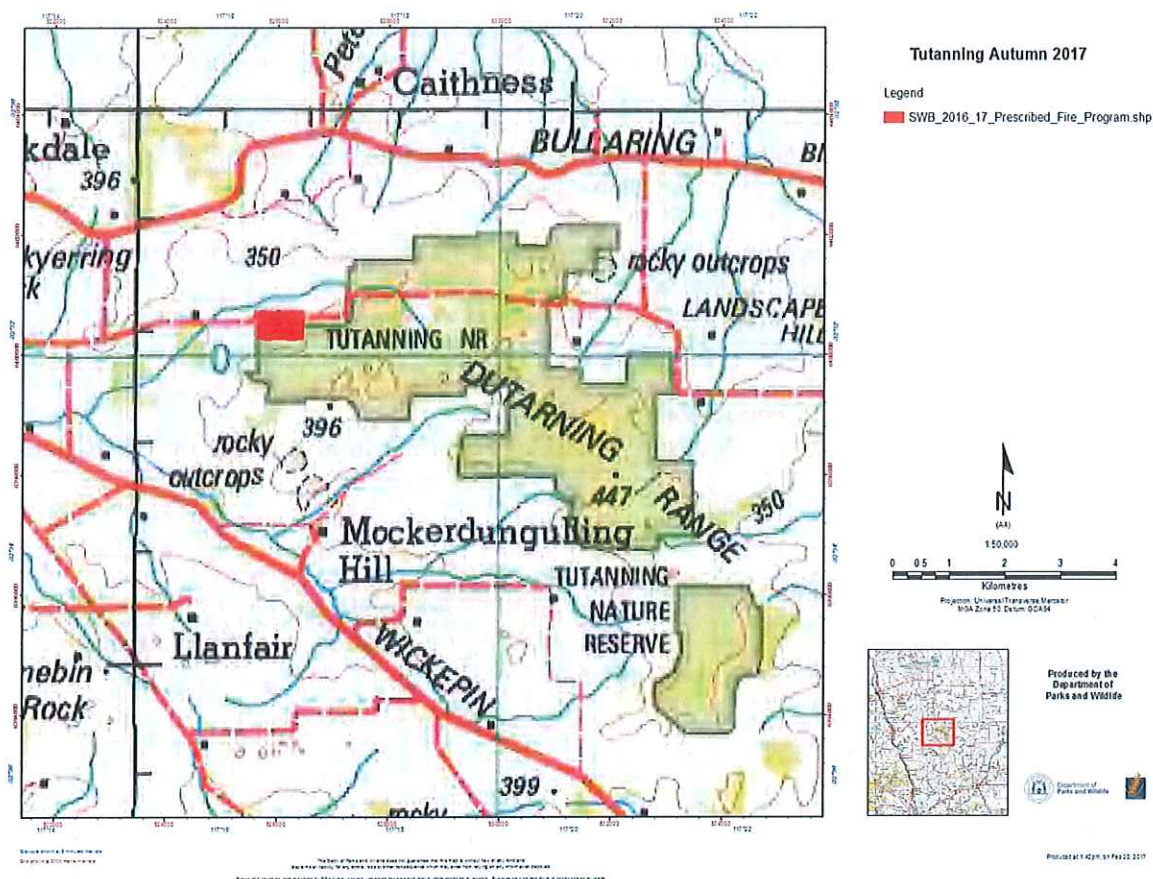
The autumn burn program consists of 12 burns in the Southern Wheatbelt including 3 in the Pingelly Shire as shown in the agenda.

Burning has commenced as of the 28th of March.

Fire Access Tracks

We have been successful in gaining Bushfire Mitigation funding to complete track upgrade and maintenance at Tutanning and Boyagin. Dozer works to clear the odd tree and stump has been completed and grading is underway at Boyagin. Some works have commenced at Tutanning with our own skid steer and will resume once burning is completed.





Greg Durell also commented on the fact that with all the summer rains the grape harvest is early which has put a hold on DPAW Prescribed Burns because the smoke taints the grapes.

There is also the opportunity for any of the Bush Fire Brigade members to attend the prescribed burns to gain some experience.

11343: Moved: Rob Kirk Seconded: Andrew Marshall
That the DPAW Report be received.
CARRIED.

8. GENERAL BUSINESS

8.1 Request to Change the Name of Brigade Shire of Pingelly 9106

Peter Narducci has put in a request to have the Shire of Pingelly Bush Fire Brigade 9106 name changed to alleviate confusion when the VFRS is taking the 3.4 rural to fires it is not getting logged as the 9106 Brigade truck and when new members are added to this brigade DFES is putting them in as Local Government Employees not VFF's.

The suggested name is Pingelly Central Brigade 9106.

Recommended:

Discussion and decision

Peter explained the reasons behind this change of name is because of issues when logging the trucks in the electronic Incident Reporting System after an incident and the system is not picking up the Shire of Pingelly's white 3.4 Rural truck. Because the logs are being done by the VFRS the system is automatically logging the red 3.4 truck as the one going out and there are no records of the 3.4 Rural being used. The recording of this vehicle being used is vital for ESL funding.

There are also issues with new members that are registering as Volunteer Fire Fighters under the Bush Fire brigade they are being recorded as LG Employees and not VFF's. The VFRS is also a BFB.

It would also alleviate confusion with two way call signs because there is currently Shire Base, Shire Depot, Shire Workshop and Shire Brigade.

Other Shire Brigades in Brookton, Beverley & York have recently changed to Brookton Central, Beverley Central & York Central.

Paul Blechynden (DFES) is happy to help get this issue resolved.

Recommendation:

11344 – Moved: Rob Kirk Seconded: Kerry Keys

That the Shire of Pingelly 9106 Bush Fire Brigade be renamed as Pingelly Central 9106.

CARRIED.

8.2 Period of Time a Burning Permit May be Issued

Barry Gibbs would like a discussion on the period of time burning permits may be issued for during the restricted burning period. Specifically the permits issued by the CEO to residents who want to burn the road reserve abutting their properties.

Recommended:

Discussion and decision.

Discussion was held and unanimous decision that any Permits issued to residents for the burning of a road reserve does not be issued for no longer than a week. They are also not to be issued during the prohibited burning period.

It was also pointed out that in previous years part of the permit conditions were that at least to Local Government employees be in attendance during the duration of the burn.

8.3 Identifying FCO's Vehicles on Fire Ground

Item initiated by Rod Shaddick

Recommended:

Discussion.

It was asked for any suggestions on what could be used to identify FCO vehicles on the fire ground, the following ideas were put forward:

1. Magnetic stickers for the vehicles.
2. Green flashing lights – it was pointed out these are already used to locate the fast fill water points.
3. Better radio communications.
4. Spring loaded flag e.g. sand dune flags but shorter.
5. Flag aerial with a light on top such as ones used on mining sites.

8.4 Weather Stations Updates

Item initiated by Rod Shaddick

Recommended:

Discussion.

Rod gave a report on how the weather stations installed in mid 2016 were going. They have been operational for the fire season. They need to be tweaked a bit as they are quite sensitive.

There is still a way off before being used a fully operational system as far as automatically putting on a harvest ban.

Would the app be available for other FCO's and ratepayers to use? It has been suggested that all FCO's have access during the fire season. The levels of access cannot be differentiated.

Some of the data may be exported to the Shire website for the ratepayers' information.

The weather stations update every 10 minutes during the fire season and half hourly in the off season.

8.5 Clarifying Locations on Fire Permits

Item initiated by Rod Shaddick

Recommended:

Discussion.

Rod asked about how many location numbers should be put on a fire permit. Paul Blechynden stated that it is not a requirement to have the location number on permits, it would be better to give a specific description of the location of where the burning is going to take place (such as 2kms north of Shaddick Rd) and maybe have a map showing the location. If there are several location numbers for the permit, these may be written on a separate sheet of paper and attached to the permit.

8.6 Succession Plan for All FCO's

Item initiated by Rod Shaddick

Recommended:

Discussion.

Rod would like all BFB volunteers to be mindful of a succession plan in relation to FCO & other positions.

It would be encouraging to mentor newer FCO's and other BFB volunteers in preparation for taking on any of these positions.

Some members are not keen to take on leadership roles due to the responsibilities involved in these roles especially in a fire emergency situation.

8.7 DPAW Request for Permit to Burn Road Reserve

DPAW submitted a request to the Shire of Pingelly for another permit to burn the road reserve on Tutanning Road adjacent to Tutanning Reserve, this burn was programmed for Autumn 2016 but did not go ahead. The burn will now be done in Autumn 2017.



Government of Western Australia
Department of Parks and Wildlife
Wheatbelt Region

Your ref:
Our ref: GSN_023
Enquiries: Mitchell Davies
Phone: 0427 193 556
Email: Mitchell.Davies@dpaw.wa.gov.au

Mr Gavin Pollock
Chief Executive Officer
Shire of Pingelly
17 Queen Street
PINGELLY WA 6308

Dear Gavin

Permission To Burn Road Reserve (Tutanning Road)

The Department of Parks and Wildlife was unable to complete a planned prescribed burn in Tutanning Nature Reserve ↑25555 adjacent to Tutanning Road last Autumn. The burn has been rescheduled to take place this Autumn

To facilitate this burn we are seeking a new permit to burn a section of Tutanning Road Reserve (see map attached) which is managed by the Shire of Pingelly. A copy of last years permit is also attached.

The burn is being undertaken with the assistance of the Tutanning fire brigade and appropriate road signage will be installed on the day to warn motorists of smoke and other hazards.

Once the burn is completed the road reserve will be walked by an appropriately experienced Parks and Wildlife staff member to ensure no hollow butts or other hazards are left that could impact the road.

If you require any clarification on any of the above matters please contact District Fire Coordinator, Mitchell Davies, on 0428 215 921.

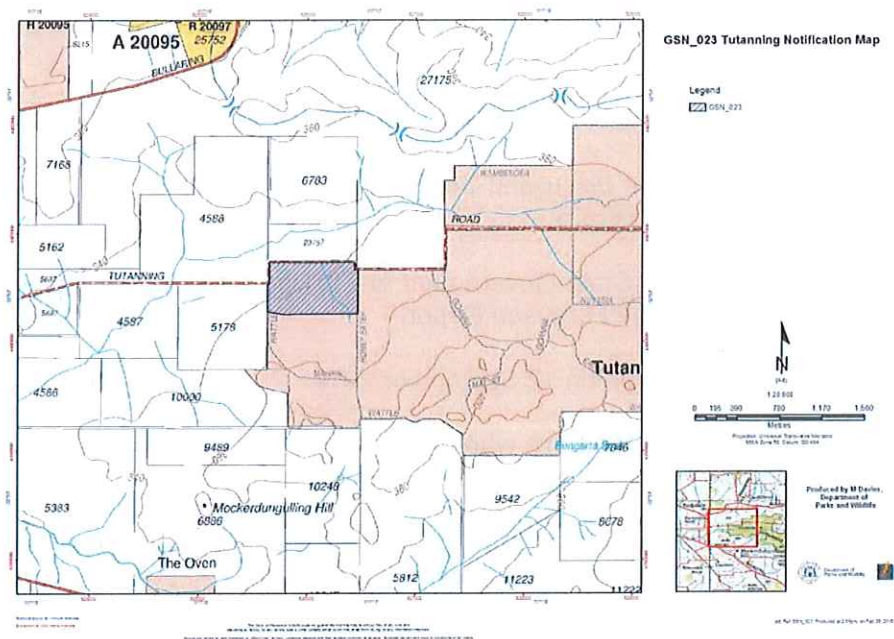
Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Greg Durell'.

Greg Durell
Regional Manager

17 March 2017

Wheatbelt Regional Office
PO Box 100 / Wald St, Narrogin, Western Australia 6312
Phone: (08) 9881 9200 Fax (08) 9881 1645 Email: narrogin@dpaw.wa.gov.au
www.dpaw.wa.gov.au



Greg Durell said the road reserve burn on Tutanning Road on 12 April 2017. The scheduled prescribed burn for Boyagin Reserve will be started after the Easter long weekend.

Other General Business:

Rod Shaddick: Paul Blechynden spoke about available training for volunteers, this subject was discussed at two brigade meetings but there was not a lot of support for this. There was more interest in some sort of fire ground training.

Paul Blechynden happy to customise a suitable form of training possibly in late August or early September, this type of training would give the volunteers a bit more confidence on the fire ground and operations.

It was suggested maybe some more desktop sessions could be conducted, everyone who attended the last one got a lot out of the session. This could be set out in two sessions starting with a basic one followed by a more complex session.

Other suggested training areas would be with radio functions training and improvement in the coms system during a fire event.

There was the suggestion that each brigade has their own channel for a fire event as channel 5 gets swamped. If this was to happen Paul Blechynden suggested that the fire ground be broken into maybe two sectors with different channels.

Adam Watts: The Bushfire Handbook that Paul Blechynden has devised would be quite suitable to keep in the fast attack unit.

Andrew Pauley: Advised that when he was on the driving on the road near the fire ground at the East Popanyinning fire he came across a vehicle going towards the fire ground, the driver asked if he could help, but because he did not have a fire unit or any protective gear he was advised he could not go on the fire ground. This person was later seen in a farmer fast attack unit assisting.

It is a reminder that you need to have an appropriate fire unit and protective gear when attending a fire event.

Peter Narducci: Spoke on the Wellness Branch and that he is now the team leader for the Great Southern Region.

To use this service you do not need to have suffered in a major trauma to use the Wellness Support.

The Wellness Branch are running six Mental Health courses in WA this year.

Andrew Marshall: East Pingelly Brigade discussed the proposed CFA and there is great support for this to be set up in Western Australia.

Rod Shaddick said that even though the State Government are talking down setting this up there will be changes happening due to the Ferguson Report.

There is a ground control course in Narrogin on 12 September 2017

Allan Parsons: Congratulated the efforts of those who instigated the installation of the base station at the Post Office under the control of Kerry Keys.

Sheryl Squiers: Reported that there were a total of 30 burning permits issued over the restricted burning periods, 11 were to the VFRS for requested burns.

Following inspections by Ranger Services on 2 November 2017 there were 21 infringement notices issued for non-compliance to the Fire Control Order. After the second round inspections there were 5 infringement notices issued, with the Shire of Pingelly authorising the hazard reduction work completed on 4 properties with the costs charged to the property owners.

Meeting closed at 8.47pm.

Next meeting will be on Tuesday 10 October 2017 at 7.00pm.

These minutes were confirmed by the Committee at the Meeting held on 17 May 2017

Signed

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