

# Attachment 4

## 15.1 Monthly Statement of Financial Activity – October 2017

Monthly Statements of Financial Activity for the period 1 July 2017 to 31 October 2017

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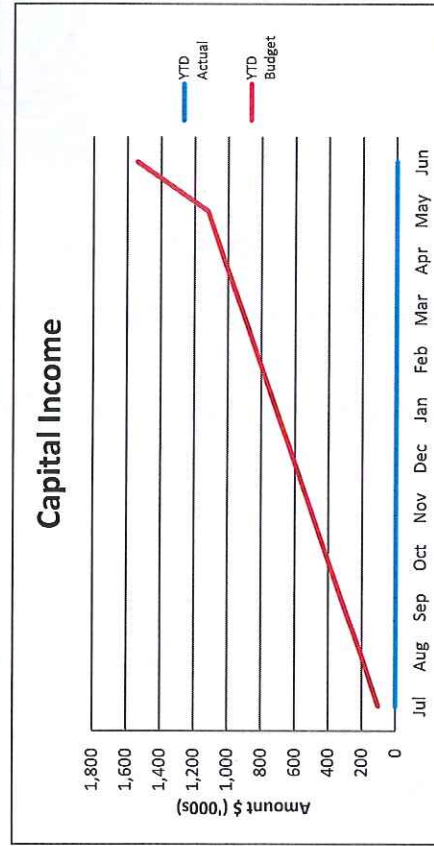
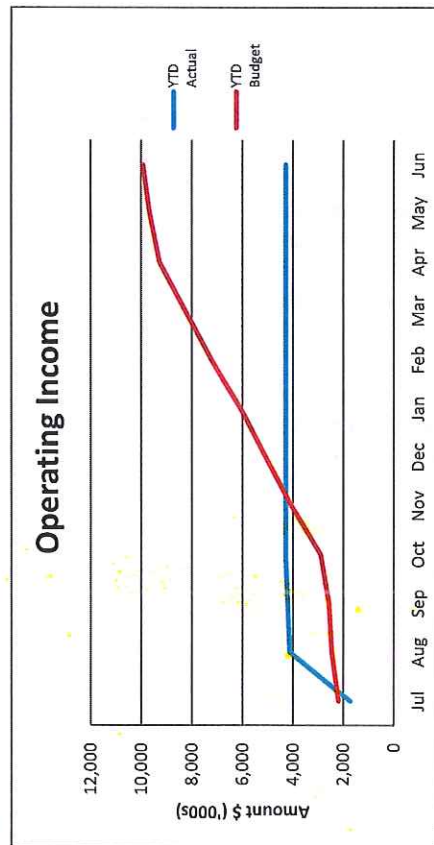
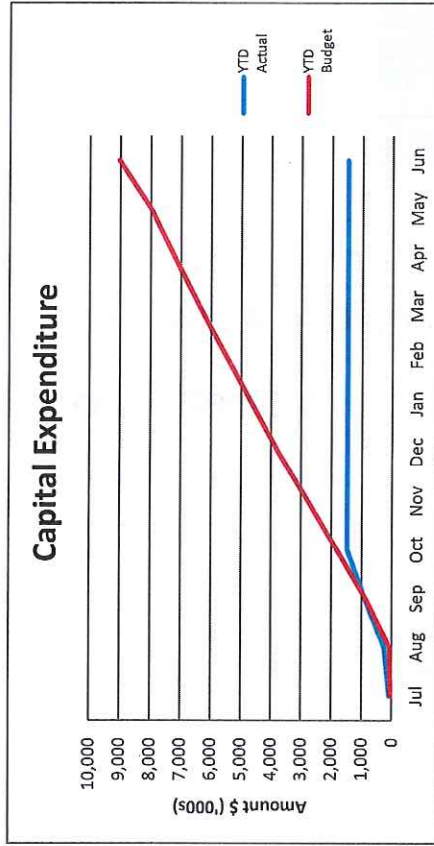
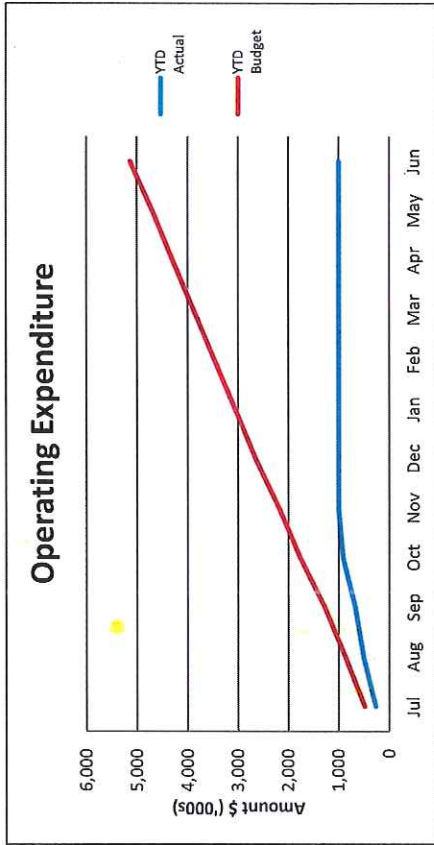


**SHIRE OF PINGELLY**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017**

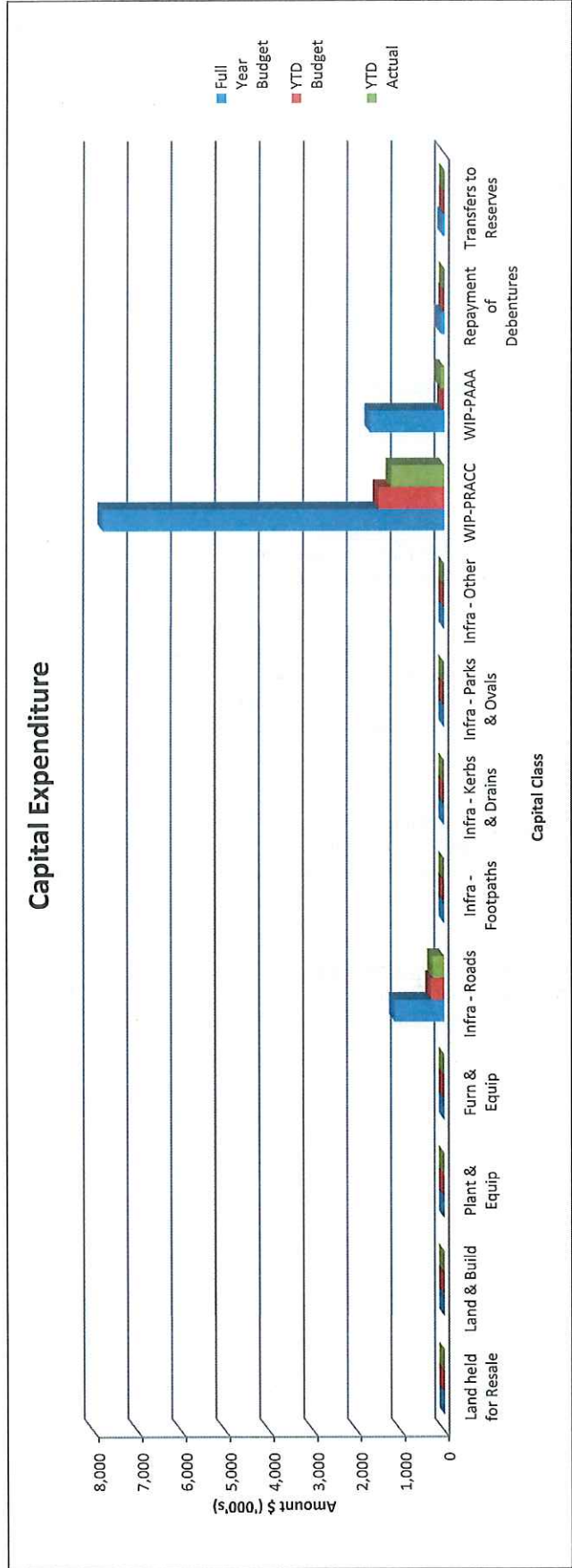
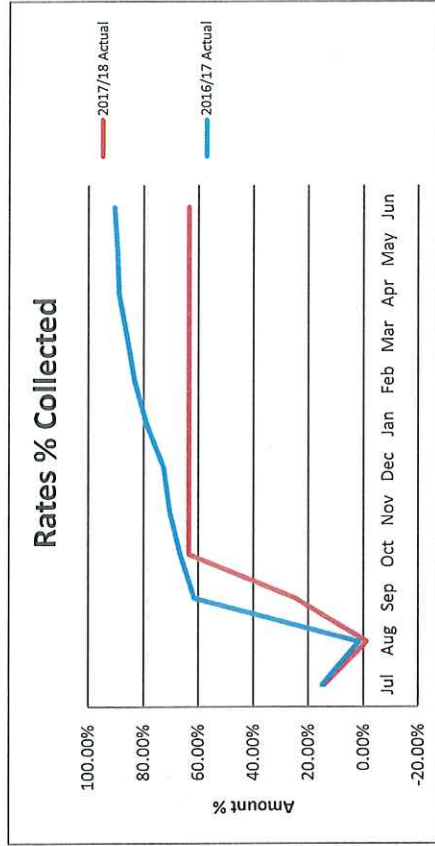
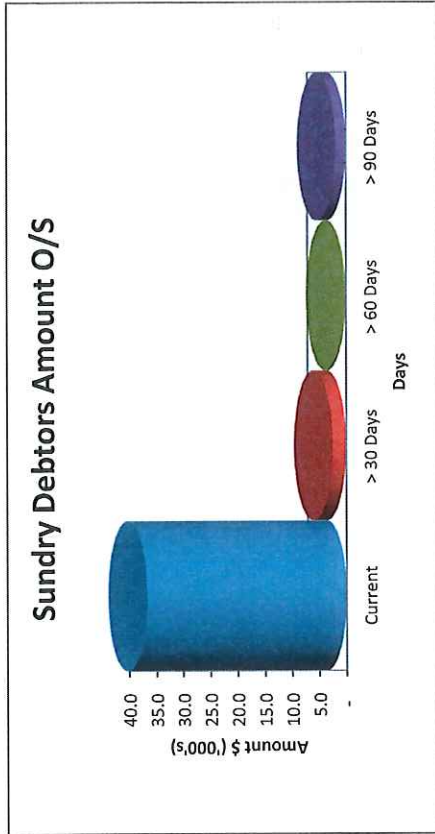
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# Income and Expenditure Graphs to 31 October 2017



# Other Graphs to 31 October 2017



## SHIRE OF PINGELLY

### Summary of Balancing Contained Within The Monthly Reports

	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	October 2017 Y-T-D Budget \$	October 2017 Actual \$
<b>Finance Statement</b>				
<b><u>Balancing to Rating Note</u></b>				
Rates Balance per Finance Statement	1,890,925	1,890,925	1,890,925	1,893,188
Balance per Note 6 (Rating Information)	1,890,925	1,890,925	1,890,925	1,893,188
Variance	0	0	0	0
<b><u>Balancing of Closing Position</u></b>				
Closing Balance per Finance Statement	0	(38,026)	1,523,820	3,239,438
Closing Balance per General Fund Summary	0	(38,026)	1,523,820	3,239,439
Variance	0	0	0	(2)
<b><u>Balancing of Operating Income</u></b>				
Operating Income per Finance Statement	9,933,667		2,858,932	4,282,368
Operating Income per General Fund Summary	9,933,667	9,933,667	2,858,932	4,282,369
Variance	0	0	0	(1)
<b><u>Balancing of Operating Expenditure</u></b>				
Operating Expense per Finance Statement	(5,126,247)	(5,126,247)	(1,762,111)	(909,396)
Operating Expense per General Fund Summary	(5,126,247)	(5,126,247)	(1,762,111)	(909,396)
Variance	0	0	0	0
<b><u>Balancing of Capital Income</u></b>				
Capital Income per Finance Statement	1,554,489	1,554,489	405,000	0
Capital Income per General Fund Summary	1,554,489	1,554,489	405,000	0
Variance	0	0	0	0
<b><u>Balancing of Capital Expenditure</u></b>				
Capital Expense per Finance Statement	(10,984,429)	(10,984,429)	(1,833,934)	(1,550,636)
Capital Expense per General Fund Summary	(10,984,429)	(10,984,429)	(1,833,934)	(1,550,636)
Variance	0	0	0	0



## SHIRE OF PINGELLY

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

	NOTE	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	October 2017 Y-T-D Budget \$	October 2017 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
Governance		65,370	65,370	21,676	19,184	(2,492)	(11.50%)	
General Purpose Funding		668,714	668,714	190,040	146,373	(43,667)	(22.98%)	▼
Law, Order, Public Safety		111,624	111,624	28,000	47,440	19,440	69.43%	▲
Health		11,908	11,908	3,968	10,704	6,736	169.76%	▲
Education and Welfare		631,390	631,390	79,876	20,464	(59,412)	(74.38%)	▼
Community Amenities		163,170	163,170	152,196	158,909	6,713	4.41%	
Recreation and Culture		4,535,396	4,535,396	3,494	1,540,897	1,537,403	44001.23%	▲
Transport		1,746,020	1,746,020	452,393	412,616	(39,777)	(8.79%)	
Economic Services		50,150	50,150	16,708	7,829	(8,879)	(53.14%)	▼
Other Property and Services		59,000	59,000	19,656	24,764	5,108	25.99%	▲
		8,042,742	8,042,742	968,007	2,389,180	1,421,173	146.81%	
<b>(Expenses)/(Applications)</b>								
Governance		(589,754)	(589,754)	(225,341)	(228,156)	(2,815)	(1.25%)	
General Purpose Funding		(167,704)	(167,704)	(54,828)	(39,213)	15,615	28.48%	▼
Law, Order, Public Safety		(252,396)	(252,396)	(88,308)	(52,240)	36,068	40.84%	▼
Health		(112,480)	(112,480)	(38,214)	(26,639)	11,575	30.29%	▼
Education and Welfare		(48,243)	(48,243)	(13,339)	(4,098)	9,241	69.28%	▼
Community Amenities		(391,955)	(391,955)	(111,259)	(75,810)	35,449	31.86%	▼
Recreation & Culture		(998,815)	(998,815)	(308,028)	(159,972)	148,056	48.07%	▼
Transport		(2,254,150)	(2,254,150)	(773,312)	(357,693)	415,619	53.75%	▼
Economic Services		(285,114)	(285,114)	(84,704)	(45,452)	39,252	46.34%	▼
Other Property and Services		(25,636)	(25,636)	(64,778)	79,877	144,655	223%	▼
		(5,126,247)	(5,126,247)	(1,762,111)	(909,396)	852,715	(48.39%)	
<b>Net Operating Result Excluding Rates</b>		<b>2,916,495</b>	<b>2,916,495</b>	<b>(794,104)</b>	<b>1,479,784</b>	<b>2,273,888</b>	<b>(286.35%)</b>	
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals	2	12,000	12,000	0	0	0	0.00%	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%	
Adjustments in Fixed Assets		0	0	0	0	0	0.00%	
Rounding		0	0	0	0	0	0.00%	
Depreciation on Assets		1,532,000	1,532,000	510,656	0	(510,656)	100.00%	▼
<b>Capital Revenue and (Expenditure)</b>								
Purchase Land Held for Resale	1	0	0	0	0	0	0.00%	
Purchase of Land and Buildings	1	0	0	0	0	0	0.00%	
Purchase of Furniture & Equipment	1	0	0	0	0	0	0.00%	
Purchase of Plant & Equipment	1	0	0	0	0	0	0.00%	
Purchase of WIP - PP & E	1	0	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(1,387,460)	(1,387,460)	(299,134)	(254,497)	44,637	14.92%	▼
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	0	0	0	0	0	0.00%	
Purchase of WIP Recreation and Culture	1	(7,781,145)	(7,781,145)	(1,498,504)	(1,217,192)	281,312	18.77%	▼
Purchase of WIP Aged Accommodation	1	(1,698,348)	(1,698,348)	(29,560)	(78,947)	(49,387)	(167.07%)	▲
Proceeds from Disposal of Assets	2	20,000	20,000	5,000	0	(5,000)	(100.00%)	▼
Repayment of Debentures	3	(78,674)	(78,674)	(6,736)	0	6,736	100.00%	▼
Proceeds from New Debentures	3	1,200,000	1,200,000	400,000	0	(400,000)	(100.00%)	▼
Advances to Community Groups		0	0	0	0	0	0.00%	
Self-Supporting Loan Principal Income		14,489	14,489	0	0	0	0.00%	
Transfer from Restricted Asset - Unspent Loans		1,903,210	1,903,210	0	71,825	71,825	0.00%	
Transfers to Restricted Assets (Reserves)	4	(38,802)	(38,802)	0	0	0	0.00%	
Transfers from Restricted Asset (Reserves)	4	320,000	320,000	0	0	0	0.00%	
Transfers to Restricted Assets (Other)		0	0	0	0	0	0.00%	
Transfers from Restricted Asset (Other)		(200,000)	(200,000)	0	0	0	0.00%	
ADD Net Current Assets July 1 B/Fwd	5	1,375,310	1,337,284	1,345,277	1,345,277	(30,033)	0.00%	
Net Current Assets - Unspent Grants		0	0	0	0	0		
LESS Net Current Assets Year to Date	5	0	(38,026)	1,523,820	3,239,438	1,715,618	(112.59%)	▼
<b>Amount Raised from Rates</b>		<b>(1,890,925)</b>	<b>(1,890,925)</b>	<b>(1,890,925)</b>	<b>(1,893,188)</b>	<b>(2,263)</b>	<b>0.12%</b>	

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

**Material Variances Symbol**

Above Budget Expectations

Greater than 10% and \$5,000

▲

Below Budget Expectations

Less than 10% and \$5,000

▼

**SHIRE OF PINGELLY**  
**FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 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.

**REPORTABLE OPERATING REVENUE VARIATIONS**

<b>General Purpose Funding</b>		(43,667)
Penalty Interest - YTD Budget more than YTD Actual (Timing Difference)	(8,656)	
Rates Admin Fee - YTD Budget more than YTD Actual (Timing Difference)	(430)	
Movement in Excess Rates - YTD Budget nil compared to YTD Actual (Permanent Difference) EOY adj	(24,370)	
<b>Law Order and Public Safety - variance below budget expectations</b>		19,440
ESL SES grants - YTD Higher than budgeted (Timing difference) received early Q1 Instal in June 16/17	8,305	
ESL BFB grants - YTD Higher than budgeted (Timing difference) received early Q1 Instal in June 16/17	8,825	
Aware Emergency Exercise training exercise \$10,000 YTD Actual more than YTD Budget (Timing Difference)	10,000	
<b>Health - Variance above budget expectations</b>		6,736
BBP reimbursement Income YTD Actual higher than YTD Budget (Timing Difference)	-6668	
<b>Education and Welfare - Variance below budget expectations</b>		(59,412)
Wheatbell Development Commission - Community Chest Funding Sensory Garden YTD Budget higher than YTD Actuals- first \$20,000 received second payment of \$10,00 not yet received (Timing Difference)	10,000	
PAAA Grant from WA Country Health Service YTD Actual less than YTD Budget (Timing Difference)	(65,060)	
<b>Recreation and Culture - variance above budget expectations</b>		1,537,403
PRACC Grants YTD Actual less than YTD Budget - NSRF (Timing Difference) claim 2 Raised in July 2017 \$1,466,579	1,466,579	
PRACC Grants YTD Actual more than YTD Budget - Lottery West claim 1 \$70,111,(Timing Difference)	70,111	
<b>Economic Services - variance below budget expectations</b>		(8,879)
Income from Public Standpipes - Less than anticipated	(328)	
Building Licenses - Less than anticipated - Income based on previous year	(1,078)	
Other Income YTD Budget Higher than YTD Actual (Timing Difference)	(6,664)	
<b>Other Property and Services - variance below budget expectations</b>		5,108
Private Works - Less than anticipated - Income based on previous year (Timing Difference)	1,610	
Fuel Tax Credits Actual YTD more than Budget YTD AITS claim	(2,627)	
Reimbursements & Rebates Ex Cst less than Budget YTD		
Reimbursement Workers Compensation YTD Budget less than YTD Actual (Permanent Difference)	6,840	

**REPORTABLE OPERATING EXPENSE VARIATIONS**

<b>General Purpose Funding - variance below budget expectations</b>		15,615
Administration Allocated less YTD actual than YTD Budget (Timing Difference)	13,282	
<b>Law, Order, Public Safety - variance below budget expectations</b>		36,068
Building Maintenance YTD Actual less than YTD Budget (Timing Difference)	9,312	
Depreciation not run until audit signoff on revaluation of Assets (Timing difference)	7,332	
SES Expenses Actual YTD less than Budget YTD (Timing Difference)	9,938	
Depreciation LOPS YTD less than Budget YTD as depn not run until EOY Audit in October 2017 signed off (Timing Difference)	7,332	
<b>Health - variance below budget expectations</b>		11,575
Other Health - Contract Health Services YTD actual less than YTD Budget (Timing difference).	5,000	
<b>Education and Welfare - variances below budget expectations</b>		9,241
Education - Depreciation YTD less than Budget YTD as depn not run until EOY Audit in October 2017 signed off. (Timing Difference)	3,000	
<b>Community Amenities - variance below budget expectations</b>		35,449
Domestic Refuse collection charges YTD less than YTD Budget (Timing difference)	6,558	
Recycle Domestic Refuse collection charges YTD less than YTD Budget (Timing difference)	6,333	
Refuse site maintenance YTD Actual more than YTD Budget (Timing difference)	(1,640)	
Other Community Amenities - Depreciation YTD less than Budget YTD as depn not run until EOY Audit in October 2017 signed off	6,664	
Admin Allocation - Town planning YTD Actuals less than YTD Budget (Timing Difference)	6,641	
Other Community Amenities Admin Allocated YTD Actual less than YTD Budget	4,981	
Other Community Amenities - Depreciation YTD less than Budget YTD as depn not run until EOY Audit in October 2017 signed off. (Timing Difference)	6,664	
<b>Recreation and Culture - variance above budget expectations</b>		148,056
Halls - Admin Allocated YTD Actual less than YTD Budget	4,981	
Swimming Pool Building Operations YTD Actual less than YTD Budget (Timing Difference) Pool opens 1 Nov 2017	8,905	
Swimming Pool Contract management YTD less than YTD Actuals (Timing Difference) Pool opens 1 Nov 2017	9,428	
Memorial Park YTD Actuals less than YTD Budget (Timing difference)	7,047	
Linear Park Grounds Mice YTD Actual higher than YTD Budget (Permanent Difference)	(6,378)	
Other Town Parks and Gardens Mice YTD Actuals less than YTD Budget (Timing Difference)	7,606	
Youth Activities YTD Actual less than YTD Budget (Timing Difference)	7,974	
Other Rec and Sport Admin Allocated YTD Actuals less than YTD Budget (Timing Difference)	6,641	
Library - Management Fee YTD Actuals less than YTD Budget	6,732	
Other Culture - Depreciation YTD less than Budget YTD, Depreciation will be calculated and assets rolled over after auditor's report (Timing difference)	65,000	
<b>Transport - variance below budget expectations</b>		415,619
Road Maintenance YTD Actual more than YTD Budget (Timing Difference)	(44,217)	
Townsite Maintenance YTD Actual more than YTD Budget (Timing Difference)	(31,200)	
Depreciation YTD Actual less than Budget YTD, Depreciation will be run/calculated and assets rolled over after auditor's final audit in October 2017 (Timing difference)	343,664	
<b>Economic Services - variance below budget expectations</b>		39,252
OES Depreciation will be calculated and assets rolled over after auditor's report YTD Actual less than YTD Budget	13,332	
<b>Other Property and Services - variance below budget expectations</b>		144,655
Public Works Overheads YTD Actuals More than YTD Budget over allocated YTD	(16,499)	
Plant Op Costs - Fuel and Oil YTD Less than YTD Budget	8,445	
Plant Op Costs - Parts and Repairs YTD Actual more than YTD Budget	(16,363)	
Plant Op Costs - Depreciation less than YTD Budget Depreciation will be run/calculated and assets rolled over after auditor's final audit in October 2017 (Timing difference)	38,332	
Gross Salaries and Wages - YTD Actual less than YTD Budget (Timing Difference)	43,463	

**REPORTABLE NON-CASH VARIATIONS**

<b>Depreciation on Assets</b>		
Depreciation - Lower than anticipated for this reporting period - (Timing Difference)		(510,656)
Waiting to run Depreciation after Revaluation L&B completed Oct 2017 for 2016/17 AFR		

**REPORTABLE CAPITAL EXPENDITURE VARIATIONS**

<b>Purchase of Road Infrastructure Assets</b>		44,637
R2R01 Wickiepin Pingelly/Chopping Road Failure-project not commenced (Timing Difference)	9,544	
CC118 Reviskw Street And Great Southern Highway-not commenced (Timing Difference)	3,332	
RRG08 Capex - 156 Wickiepin Pingelly Rd - Regional Road Group (Timing Difference)	76,536	
RRG09 Yennellin Road Upgrade Rrg (Timing Difference)	82,671	
RRG10 North Bannister Road-project not commenced (Timing Difference)	11,548	
CC156 Pingelly- Wickiepin Road - Council Constr-project not commenced (Timing Difference)	3,000	
CRSF3 YTD Budget (Timing Difference)	(198,705)	
CRSF4 10 Shaddick Rd Realine & Regravel - Crsf Funding Project YTD Actuals higher than YTD Budget	62,092	
<b>Purchase of Works In Progress Assets - PRACC</b>		
PRACC Project Expenditure YTD Actual less than YTD Budget - (Timing Difference)		281,312
<b>Purchase of Works In Progress Assets - PAAA</b>		
PAAA Project Expenditure YTD Actual more than YTD Budget - (Timing Difference)		(49,387)

**REPORTABLE CAPITAL REVENUE VARIATIONS**

<b>Proceeds from New Loans</b>		(400,000)
New Loans for PRACC programmed to be raised in October 2017. (Timing Difference) To be raised in February 2018	(400,000)	
Timing of disposals variation - refer timing of plant purchases		



SHIRE OF PINGELLY  
 NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

1. ACQUISITION OF ASSETS	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Budget \$	October 2017 YTD Actual \$
The following assets have been acquired during the period under review:				
<u>By Program</u>				
<b>Education &amp; Welfare</b>				
<u>Other Aged &amp; Disabled Services</u>				
Capex - Paaa Development	0	0	0	0.00
Capex - Paaa Project Manager	0	0	0	0.00
Capex - Paaa Architects & Consultants	23,800	23,800	4,760	11,682.42
Capex - Paaa Building Construction	1,550,548	1,550,548	0	61,862.79
Capex - Paaa Quantity Surveyor	0	0	0	0.00
Capex - Paaa Demolition	0	0	0	0.00
Capex - Paaa Utility Services	24,000	24,000	4,800	0.00
Capex - Paaa Earth Works	0	0	0	0.00
Capex - Paaa Carpark & Drainage	0	0	0	0.00
Capex - Paaa Landscaping Soft & Hard	0	0	0	0.00
Capex - Paaa Playground	0	0	0	0.00
Capex - Paaa Opening & Promotion	0	0	0	0.00
Capex - Paaa Fit Out Furniture	0	0	0	0.00
Capex - Paaa Site Works	0	0	0	0.00
Capex - Paaa Landscaping Sensory	100,000	100,000	20,000	5,401.66
<b>Recreation and Culture</b>				
<u>Works in Progress - Recreation Centre</u>				
Capex - Pracc Development	4,500	4,500	1,500	2,500.10
Capex - Pracc Project Manager	105,093	105,093	21,338	54,483.93
Capex - Pracc Architects & Consultants	88,000	88,000	17,600	24,868.28
Capex - Praac Building Construction	7,179,052	7,179,052	1,435,810	1,079,763.31
Capex - Pracc Quantity Surveyor	0	0	0	0.00
Capex - Pracc Demolition	0	0	0	0.00
Capex - Pracc Utility Services	101,500	101,500	20,300	0.00
Capex - Pracc Earth Works	0	0	0	614.09
Capex - Pracc Carpark And Drainage	95,000	95,000	0	32,535.11
Capex - Pracc Landscaping Soft & Hard	78,000	78,000	0	22,427.10
Capex - Pracc Playground	26,000	26,000	1,956	0.00
Capex - Pracc Opening & Promotion	2,000	2,000	0	0.00
Capex - Pracc Fit Out Furniture	102,000	102,000	0	0.00
Capex - Pracc Bowling Green	0	0	0	0.00
Capex - Pracc Gym Equipment	0	0	0	0.00

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

1. ACQUISITION OF ASSETS (Continued)	2017/18 Adopted Budget \$	2017/18 Revised Budget \$	2017/18 YTD Budget \$	October 2017 Actual \$
<b>Transport</b>				
<i>Construction - Roads, Bridges, Depots</i>				
Capex - Bridge 1191 - Replace Box	252,000	252,000	0	0.00
Capex - 156 Wickepin Pingelly Rd -	251,952	251,952	83,983	7,447.24
Yenellin Road Upgrade Rrg	260,197	260,197	86,731	4,060.00
North Bannister Road	34,657	34,657	11,548	0.00
Wickepin Pingelly/Chopping Road Failure	28,654	28,654	9,544	0.00
Capex - 10 Shaddick Rd Realine &	235,000	235,000	0	198,704.53
10 Shaddick Rd Realine & Regravel - Crsf	300,000	300,000	99,996	37,903.76
Review Street And Great Southern	10,000	10,000	3,332	0.00
Capex - Quadrant St Construction	6,000	6,000	1,000	6,381.79
Pingelly- Wickepin Road - Council Constr	9,000	9,000	3,000	0.00
	<u>10,866,953</u>	<u>10,866,953</u>	<u>1,827,198</u>	<u>1,550,636.11</u>
<b>By Class</b>				
Land	0	0	0	0.00
Buildings	0	0	0	0.00
Furniture & Equipment	0	0	0	0.00
Plant & Equipment	0	0	0	0.00
Work in Progress - PPE	0	0	0	0.00
Infrastructure - Roads	1,387,460	1,387,460	299,134	254,497.32
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	0	0	0	0.00
Works in Progress - Recreation Centre	7,781,145	7,781,145	1,498,504	1,217,191.92
Works in Progress - Aged Care Accommodation	1,698,348	1,698,348	29,560	78,946.87
	<u>10,866,953</u>	<u>10,866,953</u>	<u>1,827,198</u>	<u>1,550,636.11</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 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)	
		2017/18 Budget	October 2017 Actual	2017/18 Budget	October 2017 Actual	2017/18 Budget	October 2017 Actual
		\$	\$	\$	\$	\$	\$
1037	Governance 5 Webb St (Land)	32,000	0.00	20,000	0.00	(12,000)	0.00
		32,000	0.00	20,000	0.00	(12,000)	0.00

Asset No	By Class of Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
		2017/18 Budget	October 2017 Actual	2017/18 Budget	October 2017 Actual	2017/18 Budget	October 2017 Actual
		\$	\$	\$	\$	\$	\$
1037	Land & Buildings 5 Webb St (Land)	32,000	0.00	20,000	0.00	(12,000)	0.00
		32,000	0.00	20,000	0.00	(12,000)	0.00

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2017/18 Adopted Budget	October 2017 Actual
\$	\$
0	0.00
(12,000)	0.00
<u>(12,000)</u>	<u>0.00</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
<b>Education &amp; Welfare</b>	196,207	0	0	14,489	0	181,718	196,207	12,464	(69)
Loan 120 - SSL Pingelly Cottage Homes									
<b>Recreation &amp; Culture</b>	2,332,996	600,000	0	43,971	0	2,289,025	2,332,996	49,110	(267)
Loan 123 - Recreation and Cultural Centre									
Loan 124 - Recreation and Cultural Centre		600,000	0	10,107	0	589,893	0	11,520	0
Loan 125 - Recreation and Cultural Centre		600,000	0	10,107	0	589,893	0	11,520	0
	2,529,203	1,200,000	0	78,674	0	3,650,529	2,529,203	84,614	(336)

(\*) 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 2017 TO 31 OCTOBER 2017

	2017/18 Adopted Budget \$	October 2017 Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	169,097	169,097
Amount Set Aside / Transfer to Reserve	3,456	0
Amount Used / Transfer from Reserve	<u>(60,000)</u>	<u>0</u>
	<u>112,553</u>	<u>169,097</u>
<b>(b) Plant Reserve</b>		
Opening Balance	240,391	240,391
Amount Set Aside / Transfer to Reserve	4,913	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>245,304</u>	<u>240,391</u>
<b>(c) Building and Recreation Reserve</b>		
Opening Balance	284,266	284,266
Amount Set Aside / Transfer to Reserve	29,767	0
Amount Used / Transfer from Reserve	<u>(260,000)</u>	<u>0</u>
	<u>54,033</u>	<u>284,266</u>
<b>(d) Electronic Equipment Reserve</b>		
Opening Balance	6,130	6,130
Amount Set Aside / Transfer to Reserve	5	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>6,135</u>	<u>6,130</u>
<b>(e) Community Bus Reserve</b>		
Opening Balance	11,147	11,147
Amount Set Aside / Transfer to Reserve	15	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>11,162</u>	<u>11,147</u>
<b>(f) Swimming Pool Reserve</b>		
Opening Balance	49,878	49,878
Amount Set Aside / Transfer to Reserve	300	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>50,178</u>	<u>49,878</u>
<b>(g) Joint Venture Housing Reserve</b>		
Opening Balance	51,293	51,293
Amount Set Aside / Transfer to Reserve	318	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>51,611</u>	<u>51,293</u>
<b>Refuse Site Rehab/Closure Reserve</b>		
Opening Balance	15,186	15,186
Amount Set Aside / Transfer to Reserve	28	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>15,214</u>	<u>15,186</u>
<b>Total Cash Backed Reserves</b>	<u><u>546,190</u></u>	<u><u>827,388</u></u>

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



SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

	2017/18 Adopted Budget \$	October 2017 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>Summary of Transfers</b>		
<b>To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	3,456	0
Plant Reserve	4,913	0
Building and Recreation Reserve	29,767	0
Electronic Equipment Reserve	5	0
Community Bus Reserve	15	0
Swimming Pool Reserve	300	0
Joint Venture Housing Reserve	318	0
Refuse Site Rehab/Closure Reserve	28	0
	<u>38,802</u>	<u>0</u>
<b>Transfers from Reserves</b>		
Leave Reserve	(60,000)	0
Plant Reserve	0	0
Building Reserve	(260,000)	0
Electronic Equipment Reserve	0	0
Community Bus Reserve	0	0
Swimming Pool Reserve	0	0
Joint Venture Housing Reserve	0	0
Refuse Site Rehab/Closure Reserve	0	0
	<u>(320,000)</u>	<u>0</u>
<b>Total Transfer to/(from) Reserves</b>	<u>(281,198)</u>	<u>0</u>

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

**Leave Reserve**

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

**Plant Reserve**

- to be used for the purchase of major plant.

**Building and Recreation Reserve**

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

**Electronic Equipment Reserve**

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

**Community Bus Reserve**

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

**Swimming Pool Reserve**

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

**Joint Venture Housing Reserve**

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

**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 2017 TO 31 OCTOBER 2017

	2016/17 B/Fwd Per 2017/18 Budget \$	2016/17 B/Fwd Per Financial Report \$	October 2017 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(76,096)	(225,748)	1,025,875
Cash - Restricted Unspent Grants	926,934	926,934	1,249,337
Cash - Restricted Unspent Loans	1,903,210	1,903,210	1,831,385
Cash - Restricted Reserves	827,388	827,388	827,388
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	153,986	153,986	774,269
Sundry Debtors	601,751	601,751	172,773
Provision for Doubtful Debts	(9,508)	(9,508)	(9,508)
Gst Receivable	100,879	100,879	64,228
Loans - clubs/institutions	0	83,747	0
Accrued Income/Payments In Advance	1,778	1,778	0
Investments	0	0	0
Inventories	2,474	2,474	7,735
	<u>4,432,796</u>	<u>4,366,891</u>	<u>5,943,482</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(168,302)	(18,650)	(321)
Accrued Interest On Loans	(336)	(336)	0
Accrued Salaries & Wages	(35,071)	(35,071)	0
Income In Advance	0	0	0
Gst Payable	(58,547)	(58,547)	(5,856)
Payroll Creditors	0	0	0
Accrued Expenses	(26,477)	(56,508)	0
PAYG Liability	(34,643)	(34,643)	(35,055)
Other Payables	(3,514)	(3,514)	(4,039)
Current Employee Benefits Provision	(259,672)	(250,326)	(250,326)
Current Loan Liability	(58,460)	(58,460)	(58,460)
	<u>(645,022)</u>	<u>(516,055)</u>	<u>(354,057)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>3,787,774</b>	<b>3,850,836</b>	<b>5,589,425</b>
Less: Cash - Reserves - Restricted	(827,388)	(827,388)	(827,388)
Less: Cash - Unspent Grants/Loans - Fully Restricted	(1,903,210)	(1,903,210)	(1,831,385)
Less: Current Loans - Clubs / Institutions	0	(83,747)	0
Less: Investments	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	259,672	250,326	250,326
Add Back : Current Loan Liability	58,460	58,460	58,460
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,375,310</b></u>	<u><b>1,345,277</b></u>	<u><b>3,239,438</b></u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2017/18 Rate Revenue \$	2017/18 Interim Rates \$	2017/18 Back Rates \$	2017/18 Total Revenue \$	2017/18 Budget \$
<b>General Rate</b>								
GRV - Residential	0.122533	315	3,087,332	378,300	0	0	378,300	378,300
GRV - Rural Residential	0.122533	68	712,052	87,250	0	0	87,250	87,250
GRV - Commercial/Industrial	0.122533	31	448,114	54,909	0	0	54,909	54,909
GRV - Townsites	0.122533	12	128,439	15,738	0	0	15,738	15,738
UV - Broadacre Rural	0.010704	250	114,659,500	1,227,315	(534)	0	1,226,781	1,224,318
<b>Sub-Totals</b>		676	119,035,437	1,763,512	(534)	0	1,762,978	1,760,515
<b>Minimum Rates</b>								
GRV - Residential	898	63	144,961	56,574	0	0	56,574	56,574
GRV - Rural Residential	898	21	76,672	18,858	0	0	18,858	18,858
GRV - Commercial/Industrial	898	10	43,695	8,980	0	0	8,980	8,980
GRV - Townsites	898	7	20,271	6,286	0	0	6,286	6,286
UV - Broadacre Rural	898	44	2,493,240	39,512	0	0	39,512	39,512
<b>Sub-Totals</b>		145	2,778,839	130,210	0	0	130,210	130,210
<b>Ex Gratia Rates</b>								
Movement in Excess Rates							1,893,187.95	1,890,725
							219	200
							(24,370)	0
<b>Total Amount of General Rates Specified Area Rates</b>							1,869,037	1,890,925
							0	0
<b>Total Rates</b>							1,869,037	1,890,925

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 2017 TO 31 OCTOBER 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-17 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Transport Licensing	0	135,845	(135,845)	0
BCITF Levy	0	0	0	0
Rates	0	0	0	0
Funds Held on Behalf of Groups	40	0	0	40
Unclaimed Monies	100	0	0	100
Builders Registration Board	0	0	0	0
Social Club	0	0	0	0
Nomination Deposits	0	400	(400)	0
Bond Monies (Including Key Deposits)	3,920	1,150	(1,520)	3,550
	<u>4,060</u>	<u>137,395</u>	<u>(137,765)</u>	<u>3,690</u>

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

## 8. OPERATING STATEMENT

	October 2017 Actual	2017/18 Adopted Budget	2016/17 Actual
	\$	\$	\$
<b>OPERATING REVENUES</b>			
Governance	19,184	65,370	73,207
General Purpose Funding	2,039,561	2,559,639	3,742,376
Law, Order, Public Safety	47,440	111,624	103,107
Health	10,704	11,908	11,983
Education and Welfare	20,464	631,390	794,058
Housing	0	0	0
Community Amenities	158,909	163,170	162,643
Recreation and Culture	1,540,897	4,535,396	1,031,664
Transport	412,616	1,746,020	1,548,147
Economic Services	7,829	50,150	35,980
Other Property and Services	24,764	59,000	62,574
<b>TOTAL OPERATING REVENUE</b>	<b>4,282,368</b>	<b>9,933,667</b>	<b>7,565,741</b>
<b>OPERATING EXPENSES</b>			
Governance	228,156	589,754	594,713
General Purpose Funding	39,213	167,704	188,660
Law, Order, Public Safety	52,240	252,396	249,555
Health	26,639	112,480	137,690
Education and Welfare	4,098	48,243	49,969
Housing	0	0	0
Community Amenities	75,810	391,955	457,121
Recreation & Culture	159,972	998,815	1,580,337
Transport	357,693	2,254,150	2,028,955
Economic Services	45,452	285,114	475,991
Other Property and Services	(79,877)	25,636	65,766
<b>TOTAL OPERATING EXPENSE</b>	<b>909,396</b>	<b>5,126,247</b>	<b>5,828,758</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>3,372,972</u></b>	<b><u>4,807,420</u></b>	<b><u>1,736,983</u></b>



SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

9. STATEMENT OF FINANCIAL POSITION

	October 2017 Actual \$	2016/17 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	4,933,985	3,431,783
Investments	5,000	5,000
Trade and Other Receivables	1,016,252	863,376
Inventories	7,735	2,474
Trust at Bank	3,690	4,060
<b>TOTAL CURRENT ASSETS</b>	<u>5,966,662</u>	<u>4,306,693</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	233,102	233,102
Inventories	0	0
Property, Plant and Equipment	11,309,698	10,013,560
Infrastructure	72,181,995	71,927,498
<b>TOTAL NON-CURRENT ASSETS</b>	<u>83,724,795</u>	<u>82,174,160</u>
<b>TOTAL ASSETS</b>	<u>89,691,457</u>	<u>86,480,853</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	45,271	207,269
Long Term Borrowings	58,460	58,460
Provisions	250,326	250,326
Trust Liability	3,690	4,060
<b>TOTAL CURRENT LIABILITIES</b>	<u>357,747</u>	<u>520,115</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	2,470,742	2,470,742
Provisions	65,225	65,225
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>2,535,967</u>	<u>2,535,967</u>
<b>TOTAL LIABILITIES</b>	<u>2,893,714</u>	<u>3,056,082</u>
<b>NET ASSETS</b>	<u>86,797,743</u>	<u>83,424,771</u>
<b>EQUITY</b>		
Retained Surplus	30,584,856	27,211,884
Reserves - Cash Backed	827,388	827,388
Revaluation Surplus	55,385,499	55,385,499
<b>TOTAL EQUITY</b>	<u>86,797,743</u>	<u>83,424,771</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

10. FINANCIAL RATIOS

	2018 YTD	2017	2016	2015
Current Ratio	19.16	3.04	1.05	3.89
Operating Surplus Ratio	0.70	(0.62)	(0.72)	(0.47)

The above ratios are calculated as follows:

**Current Ratio**

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

Purpose:

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

Standards:

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

Below Std
Std met

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

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

**Operating Surplus Ratio**

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

Purpose:

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

Standards:

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

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

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

Below Std
Basic Std
Adv Std

**SHIRE OF PINGELLY**  
**RESTRICTED CASH RECONCILIATION**  
31 October 2017

Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure previous year 2015/16	Actual Expenditure previous year 2016/17	Actual Expenditure 2017/18	Restricted Funds Remaining	
Health Department (WACHS)-claim 1	Aged Approp Accom Units	0860	272,727.27	5,456.91	197,609.67	68,881.44	779.25	
Health Department (WACHS)-claim 2	Aged Approp Accom Units	PAA01	181,818.18	0.00	0.00	10,065.43	171,752.75	
Health Department (WACHS)-claim 3	Aged Approp Accom Units	PAA01	272,727.27	0.00	0.00	0.00	272,727.27	
Health Department (WACHS)-claim 4	Aged Approp Accom Units	PAA01	272,727.27	0.00	0.00	0.00	272,727.27	
WDC Community Chest Funding-Sensory Garden	Aged Approp Accom Units	PAA02	0.00	0.00	0.00	0.00	0.00	
Lotterywest Grant-Aged Sensory Space	Aged Approp Accom Units	PAA02	50,000.00	0.00	0.00	0.00	50,000.00	
National Stronger Regions Funds claim 1	Recreation & Cultural Centre	11PR/PR01	777,719.00	0.00	777,719.00	0.00	0.00	
National Stronger Regions Funds claim 2	Recreation & Cultural Centre	11PR/PR01	1,466,579.00	0.00	0.00	995,228.61	471,350.39	
Lotterywest Grant \$1,000,000	Recreation & Cultural Centre	11PR/PR02	70,111.00	0.00	0.00	70,111.00	0.00	
Dept of Sport & Rec \$350,000	Recreation & Cultural Centre	11PR/PR03	87,500.00	0.00	87,500.00	0.00	0.00	
Bendigo Bank-Pingelly Community Financial Services	Recreation & Cultural Centre	11PR/PR04	50,000.00	0.00	0.00	50,000.00	0.00	
Contributions Other	Recreation & Cultural Centre	11PR/PR10	1,408.63	0.00	1,408.63	0.00	0.00	
CBH Contribution Grass Roots Fund -playground	Recreation & Cultural Centre	11PR/PR11	10,000.00	0.00	0.00	0.00	10,000.00	
Forestry Products Commission	Recreation & Cultural Centre	11PR/PR12	20,000.00	0.00	0.00	20,000.00	0.00	
Unspent Loan 123 - TD01	Recreation & Cultural Centre	1703	1,007,035.09	0.00	0.00	0.00	1,007,035.09	
Unspent Loan 123 - TD01 Funds in Muni Funds	Recreation & Cultural Centre	1703	500,000.00	0.00	161,980.70	16,662.11	321,357.19	
Unspent Loan 123 - interest TD01 in Muni	Recreation & Cultural Centre	1703	110,359.46	0.00	45,169.26	65,190.20	0.00	
Unspent Loan 123 in Muni Fund -TD02	Recreation & Cultural Centre	1703	500,000.00	0.00	500,000.00	0.00	0.00	
Unspent Loan 123 in Muni Fund interest TD02	Recreation & Cultural Centre	1703	20,509.36	0.00	20,509.36	0.00	0.00	
Unspent Loan 123 - TD03	Recreation & Cultural Centre	1703	502,993.10	0.00	0.00	0.00	502,993.10	
<b>Sub Total</b>					1,840,970.62	1,296,138.79	3,080,722.31	
<b>Total Restricted Grant Funds</b>							<b>3,080,722.31</b>	
<b>Available Cash</b>							<b>Balance</b>	
Municipal Bank	Muni Fund Bank	0111	Variable	Ongoing	N.A.		1,125,738.45	
Municipal Bank-National Stronger Regions TD	Muni Fund Bank TD	0111	1.25%	1 month	1/11/2017		1,470,080.75	
Municipal Bank	Till Float SES	0112					50.00	
Municipal Bank	Till Float	0113					200.00	
Municipal Bank	Petty Cash on hand	0114					500.00	
Municipal Term Deposit 155081136	Unspent Loan 123	TD01	1.65%	1 month	30-Nov-17		1,007,035.09	
Municipal Term Deposit 12690699/2515	Unspent Loan 123	TD03	1.65%	1 month	30-Nov-17		502,993.10	
Total Cash	<b>NB : TD02 as at 30 March 17 brought into Muni funds as spent.</b>							4,106,597.39
Less Restricted Cash	<b>NB : TD01 as at 30 June 17 brought into Muni funds \$500,000 and interest of \$110,359.46 as spent.</b>							<b>(3,080,722.31)</b>
<b>Total Unrestricted Cash</b>							<b>1,025,875.08</b>	





# Attachment 6

## 16.2 Reinstatement of Revoked Policy 13.2 Outbuildings

Updated Policy – Outbuildings



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## Shire of Pingelly Outbuildings Policy

---

**Policy Owner:** Technical Services  
**Person Responsible:** Director Technical Services  
**Date of Approval:**

---

**Objective** This policy provides direction and guidance on the area and height of outbuildings and the like that Council will permit within the Shire boundaries.

Outbuildings and structures that comply with the following requirements may be approved by Council's Building Surveyor without having the need to be submitted to an Ordinary Meeting of Council.

### Policy Intention

- To provide some flexibility in the requirements for outbuildings and the like in residential areas.
- To ensure that the provisions of the current *Residential Design Codes* are appropriately addressed.
- To improve customer service standards through the timely processing of planning and building applications for outbuildings.

### Policy Definitions:

- **Outbuilding** is an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.
- **Carport** is a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side and being without a door.
- **Garage** is any enclosed and roofed structure, other than a carport, designed to accommodate one or more motor vehicles.
- **Patio** is a roofed shade structure either attached to a dwelling or free standing is required to be open on fifty percent of its sides.
- **Pergola** is a light weight shade structure that does not have a solid roof. It may be attached to a dwelling or can be free standing.
- **Statutory Powers:** This policy has been prepared in conjunction with the requirements of the *Residential Design Codes of Western Australia*, i.e. The performance criteria relative to outbuildings (Clause 5.4.3) states:  
*"Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties."*

Buildings are to comply with any local planning policy made under the Scheme in respect of the design of carports and garages, including the colour, scale, materials and roof pitch of buildings. This policy provides design requirements for carports and garages, however it does not interfere with any other requirement of the Residential Design Codes relating to carports and garages.

This policy does not alter or change in any way the acceptable development criteria of the *Residential Design Codes currently in force*.

Within all "Residential" and "Rural Residential" zoned areas of the Shire and on Farming zoned lots with an area of 2ha or less except as otherwise stated, planning consent for all outbuildings is required. If planning consent is granted, building approval will be issued for outbuildings which are appurtenant to a dwelling, provided all boundary setbacks and building separation requirements have been complied with, the building is of single storey construction, located behind any residence on-site and provided the proposed development complies with the following:

1. In any residential zone with an R10 code or above in the Shire:
  - a. Non-masonry construction, where the total non-masonry outbuilding area does not exceed 60m<sup>2</sup> and the total outbuilding area does not exceed 75m<sup>2</sup>;
  - b. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 75m<sup>2</sup> and no parapet wall is greater in length than 8m;
  - c. Wall height of any outbuildings not to exceed 3m. This height limitation also applies to parapet walls. In the case of gable roof construction, the maximum building height is not to exceed 4.2m;
  - d. Prior to considering a parapet wall construction over 8m in length, the applicant will present Council with written agreement to the same by any affected adjoining landowner;
  - e. No planning consent or building licence approval will be granted or issued for any outbuildings, on any Residential zoned lot, which does not contain a residence;
  - f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Shire's operative Local Planning Scheme;
  - g. Any development application which does not comply with the above, shall be referred to Council for consideration.
  
2. In any residential zone with an R code below R10, the rural residential zone of the Shire and on farming zoned lots which have an area of 2ha or less
  - a. Non-masonry zincalume construction, where the total zincalume outbuilding area does not exceed 75m<sup>2</sup> and the total outbuilding area does not exceed 200m<sup>2</sup>, or
  - b. Non-masonry colorbond construction, where the total colorbond outbuilding area does not exceed 150m<sup>2</sup> and the total outbuilding area does not exceed <sup>2</sup>
  - c. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 200m<sup>2</sup>,

- d. Wall height of any outbuilding not to exceed 4m. In the case of a gable roof construction, the maximum building height is not to exceed 5m;
  - e. No planning consent or building licence approval will be granted or issued, for any outbuildings on a residential or rural residential zoned lot where a building licence has not been issued for a residence and / or where an outbuilding is not located at least 4m from any boundary of the lot;
  - f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for purposes permitted within the zone in which it is located under the provisions of the Shire's operative Local Planning Scheme;
  - g. Any development application which does not comply with the above shall be referred to Council for consideration.
3. Distance from boundaries on any residential zoned lot with an R code of 10 or above:
- a. Garages, shed, pergolas and patios - brick construction
    - i. Attached to house - 1m from side boundaries. Eaves not closer than 750mm measured from the outer edge of the gutter.
    - ii. Detached from house - Must be 1.8m clear of house with either parapet wall on boundary or walls 1m from boundary with eaves 750mm clear of boundary.
  - b. Garages, sheds, pergolas, and patios - steel framed construction - Detached from house only - Must be at the rear of the residence 1.8m clear of the residence, leach drains and septic tanks and 1.2m clear of side and rear boundaries
  - c. Carports - Columns of brick (350mm x 350mm) or steel may be erected on a boundary provided no more than 4 columns are used and roofing including guttering is at least 750mm clear of the boundary. Beams must be of steel within 750mm of a boundary and a dividing fence forming a side wall of the carport must not be higher than 1.8m. Timber framed carports must be sited 1.2m clear of boundaries.
  - d. On corner lots - Where an outbuilding is constructed in brick or clad in colorbond, Council will permit a setback of 3.75m to the minor street. Where an outbuilding is clad in zincalume a setback of 7.5m to the minor street will apply.
4. Distance from boundaries in any residential zone with an R code below R10 and the rural residential zone of the Shire and on farming zoned lots which have an area of 2 hectares or less

- a. Detached outbuildings - To be at the rear or the residence on-site, at least 1.8m clear of the residence, leach drains and septic tanks. All boundary setbacks to be as laid down in the Shire of Pingelly's operative Local Planning Scheme.
  
- b. On corner lots - The setback to the minor street to be the same as the frontage setback laid down in the Shire of Pingelly's operative Local Planning Scheme.
  
- c. Garden sheds - Under this policy, Council will without the need for planning consent or building permit approval, permit the erection of one only garden shed per lot which has a maximum area of up to 10m<sup>2</sup>. The garden shed is to be located on the lot in a position and in a manner agreed to in writing by the Shire's Building Surveyor and such shed is in addition to any other shed permitted under this "Policy".

DRAFT

# Attachment 7

## 16.3 Application for an Exemption for Four Dogs

Report from Ranger





# **WA CONTRACT RANGER SERVICES**

**Ph: 0459 678 154**

## **COMMENT**

Jodie Taylor has conducted a site visit to 4 Sharow Street Pingelly and the property has adequate fencing to contain the dogs. Council's Technical Administration Officer has consulted with adjoining neighbours and has received no objections to the keeping of the extra dogs. We have received no complaints regarding the dogs at this property and there has been no issues with the welfare, barking, containment of the dogs on this property. WA Contract Ranger Services therefore advise that there are no reasons to withhold granting an exemption to keep 4 dogs at the property.

## **RANGER SERVICES RECOMMENDATION**

***"That Council: approve an exemption for the keeping of four dogs at 4 Sharow Street Pingelly subject to the following conditions:***

***That the exemption be reviewed in twelve months' time to ensure that no adverse problems have been experienced as a result of the exemption,***

***and***

***That Council reserve the right to withdraw the exemption at any time if any major or substantial problems are experienced prior to the review period.***

***The exemption applies only to the dogs nominated by the applicant.***

***Each dog must be registered with the Shire of Pingelly.***

***Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property***





# Attachment 8

## 16.4 Proposed Garage

Letter of Objection, Letter from Applicant, Extracts from Residential  
Design Codes 2015



A3281 + A3318

SHIRE OF PINGELLY	
FILE	OCT 2017
DATE	01 NOV 2017
Copy to	AOI IBAI 163

TO THE SHIRE OF PINGELLY

AS THE OWNERS OF 10 STRATFORD ST  
 WE THE TETHLOW UNIT TRUST OBJECT  
 TO THIS PROPOSED SHED APPLICATION.  
 AS WE PLAN TO DEVELOP THIS  
 BLOCK WITH 2x RESIDENTIAL HOMES.  
 1 FACING STRATFORD ST

1. AT REAR FACING DELM ST.

DUE TO THE POSITION SIZE AND  
 WALL HEIGHT BEING 3.2m<sup>2</sup> MAKING  
 THE APPEX APPROX 4.2 METERS AND WILL  
 CAUSE A SHADE PROBLEM.

AS THE DELM ST HOME WILL FACE  
 WEST. WE WILL REQUIRE SUNLIGHT  
 TO THE NORTH FACING WINDOWS.

THIS WILL CAUSE A SHADE PROBLEM.  
 WATER DRAINAGE MAY BE A PROBLEM  
 DUE TO SLOPE OF BLOCK.

AS THIS PROPERTY HAS 2x EXISTING  
 SHEDS 1x APPROX 9x6 1x APPROX 6x5  
 GIVING A TOTAL OF APPROX 180 SQ METERS  
 BEING A LARGE SHED IT COULD BE  
 USED FOR COMMERCIAL PURPOSES.

KEITH BURGHAN  
 FOR TETHLOW UNIT TRUST 0417958141

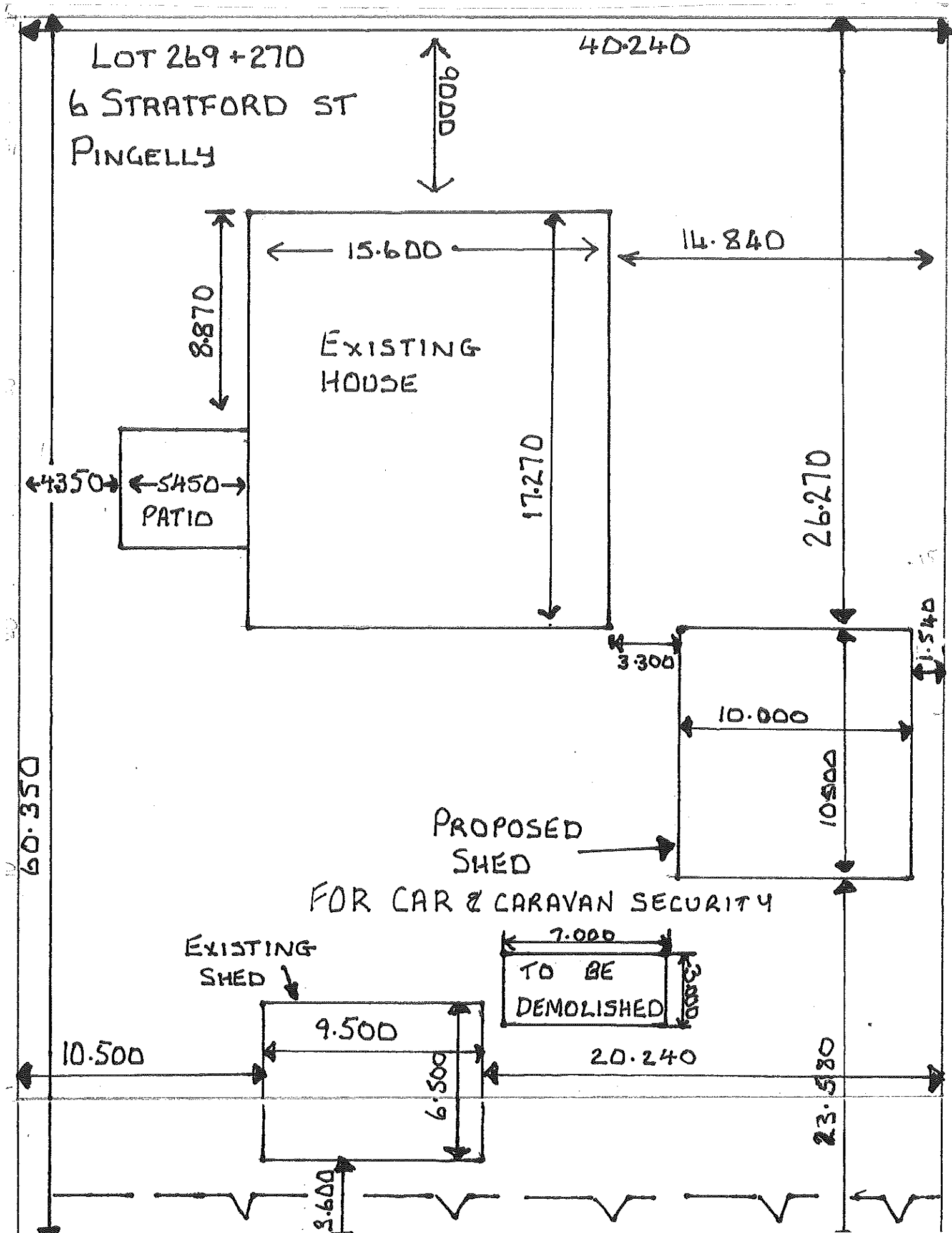
*Keith Burghan*

PO Box 539  
 PINGELLY



ATTACHMENT # 4

SITE  
PLAN







SHIRE OF PINGELLY	
FILE	A3281
DATE	02 NOV 2017
Officer	ACT.
Copy to	PA1731

Mrs Frith Stafford  
6 Stratford Street  
Pingelly WA 6308  
Ph 0416 047 100

1<sup>st</sup> November 2017

Attn: Mr Gavin Pollock  
Shire Councilors

Shire Of Pingelly  
17 Queen Street  
Pingelly WA 6308

**Re: Application for planning approval File Ref A3281 Proposed Garage at 6 Stratford Street Pingelly.**

*Response to questions raised at the Council meeting held 18<sup>th</sup> October 2017 and concluding with matters that require further investigation by the CEO and objection letter submitted by Mr Keith Burgham and tabled in item 10*

In support of my planning application, I would like to submit the following information to address questions that have been raised by the Pingelly Shire and the letter of objection submitted by Mr Keith Burgham.

***Council questions/concerns as verbally relayed to me from Ms Sheryl Squires via telephone on 20<sup>th</sup> October 2017.***

***What Cladding will be used on the proposed shed?***

The proposed shed will be full colorbond. The walls will be Windspray (Grey) with the roof and 2 front roller doors being colorbond Manor Red.

We have chosen these colors as they will match in the with the existing house and patio and will look aesthetically pleasing from the street.

***Can the shed be moved to 3.00M off the southern boundary because of possible overshadowing onto 10 Stratford Street.***

The proposed garage is currently positioned 1.540 off the southern boundary which is .340 more than the requirement.

Any development on No 10 will also be subject to the minimum set back giving a minimum distance between the dwelling and the garage of 2.740M if the dwelling and garage were positioned opposite each other.

The sun rising in the east which is from Stratford Street and setting in the west off Relm Street casts a shadow at the rear of the proposed garage (towards Relm St) in the morning, across the roof of the garage during the day then to the front of the garage (towards Stratford St) in the afternoon.

It is also worth noting that the gable roof of the garage is positioned east to west with the roof pitch facing north and south.

Please see *attachment #1, 2 & 3* photos taken at different times of the day showing south facing shadows cast by our house which will also be indicative of shadowing by the proposed garage.

The shadows have minimal south facing effect which will not impede on #10 to the extend of shadowing residential home windows.

Please ignore address on photos as this is placed by Google Location Services based on an approximate GPS location.





***Council questions/concerns as verbally relayed to me from Ms Sheryl Squires via telephone on 20<sup>th</sup> October 2017 Continued;***

*You have a secondary shed on the property which was not drawn on the submitted site plan?*

The shed in question was built prior the house being built in 1959 and was the original house on the block. It has been clad with tin in past years but is in a state of disrepair and not worth rebuilding.

Our intension's are to demolish this shed once our proposed shed had been completed.

Currently we are storing gardening equipment and our winter wood supply in it so cannot demolish it until we have further storage room.

This was perhaps a mistake on my part when drawing up the site plan to not include this shed however I thought it would not be necessary because it would not ultimately contribute to the overall shed storage area on the block once demolished.

Please see *attachment #4* revised site plan with the old shed as mentioned. I have marked this as "To Be Demolished".

***The above points are the only issues which were raised verbally with me by Ms Sheryl Squires in regards to the councils concerns about our application.***

In addressing the objection letter submitted by Mr Keith Burgham on behalf of The Tetlow Unit Trust, I would like to make the following statements.

As the Tetlow Trust "*plan to develop this block with 2 x residential homes*", it can be reasonably assumed that the block will be divided in the middle and a house placed at either end.

One house East facing at the top of the block facing Stratford Street, the other West facing at the rear of block being Relm street, as stated by Mr Burgham in his letter.

It would then, also be reasonable to assume that a dividing fence for the two houses be placed across the middle/centre of the block to divide each property equally.

Our garage will be positioned approx 1.340 off central to the overall length of the block, placing it opposite the assumed dividing fence and to the rear of each backyard of the proposed houses.

*"Wall height being 3.2M making the Apex 4.2M"*

As these measurements have been written in Mr Burgham's letter in relation to a shade problem, I would like to correct this for the reader at this time. Wall height is 3.1M Apex height is 4.16M

Mr Burgham states "*Water drainage may be a problem due to slope of block*".

Our block does not slope towards No 10 so I am unsure of the concerns expressed by Mr Burgham in his statement as he fails to detail what drainage issue may be present.

Our block slopes from Stratford street down to Relm street as does No 10. The slopes of each block are identical and ground levels of each block are also the same. I can see no drainage problem being caused by either block to each other at this time.

The proposed garage will have gutters channeling any rain water onto our block until such time as it is connected to a rain water tank for watering of the fruit trees in our yard.



Mr Burgham states *"As this property has 2 x existing sheds" "giving a total of approx 180 sq mtrs"*

This statement seems quite misleading in regards to the coverage size of existing sheds on our property so I would like to add more clarity to his statement.

We have two quarter acre lots totaling 2428sqm. The shed measuring 9.5m x 6.5m (61.75sqm) is located on Lot 269.

The second shed which is set mainly on Lot 270 measures 7m x 3m (21 sqm) not 6m x 5m (30 sqm) as stated in the objection letter.

The total square meterage of both sheds spread across the 2 Lots equal 82.75 sq mtrs not 180 sq mtrs as stated by Mr Burgham.

Mr Burgham states *"being a large shed it could be used for commercial purposes"*

I can assure Council that our intended use of the shed is definitely not for commercial purposes and am quite surprised by such an unsubstantiated assumption by the complainant.

We are aware it is not within our zoning regulations to use the shed for commercial purposes as I'm sure other residents with similar size sheds in the residential area are also aware.

We are proposing this size shed for the following reasons;

Our existing 9.5 x 6.5 shed is located well to the back of the property fronting Relm Street and affords no security to vehicles or valuable items locked in their due to its distance from the house and its easy accessibility from Relm Street.

The doors have a poor clearance height not allowing for taller vehicles to enter and being quite old, it lets in a lot of dirt and dust. Our intension with this shed is to use it for wood storage, garden implement storage and working on projects associated with the renovation projects to our old house.

The purpose of the proposed new shed/garage is to store both of our vehicles and a future caravan in it plus household storage items.

The shed will be much closer to the house than the existing shed so security of our vehicles is increased and the extra size allows all of our vehicles to be garaged so they are also protected from the weather. The shed being closer to the house also allows much easier and quicker access to the house once vehicles are garaged especially in winter when its raining.

The 4.16M Apex allows for a centre roller door with a 3.00M high drive through clearance so higher vehicles can be garaged.

We have proposed this shed size to allow for garaging of two 4WD vehicles, a future caravan of approximately 21' to 23' plus room for any storage boxes and furniture from the house as we progress with our renovating projects within the house.

I trust I have managed to answer any queries or concerns council may have regarding our application for the proposed garage and respectfully request that we be given planning permission so we can proceed with our application.

Kind Regards  
Frith Stafford

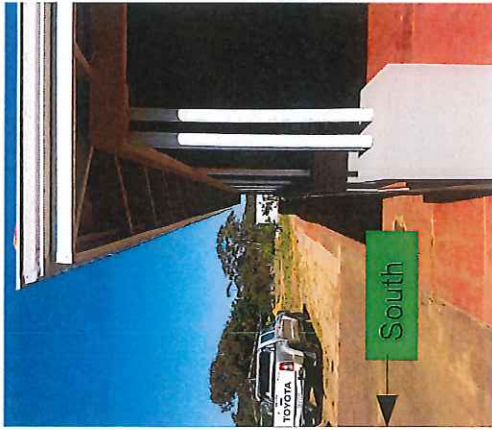
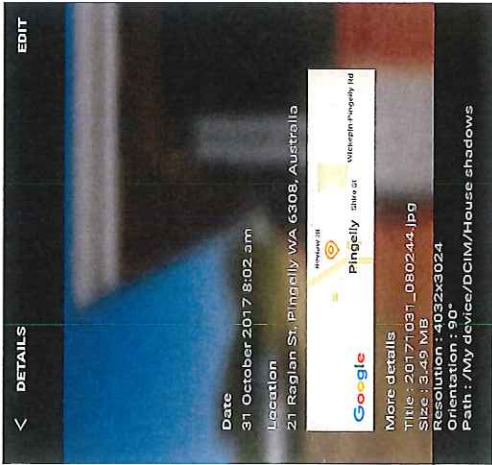


***Attachments – 4 pages – 3 x photo pages + 1 Site Plan***



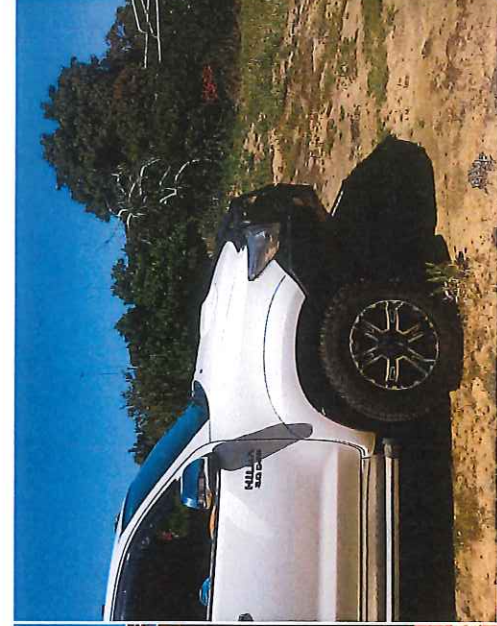
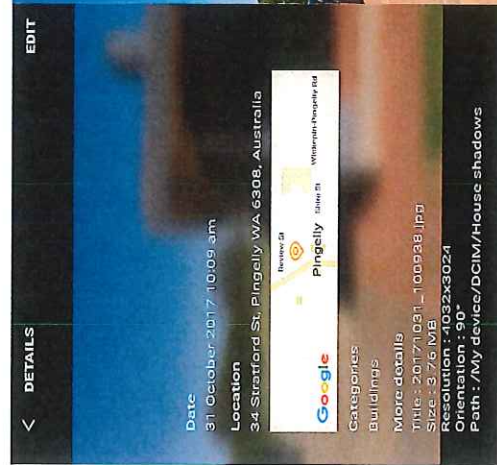


Attachment #1  
Southern shadowing from house



8.02 am. Showing shadowing off South side of house, Main shadowing is to the West

Vehicle with shadowing to the West. 10 Stratford St block at rear and to the south in photo.



Shadowing moving towards the east by 10.09am

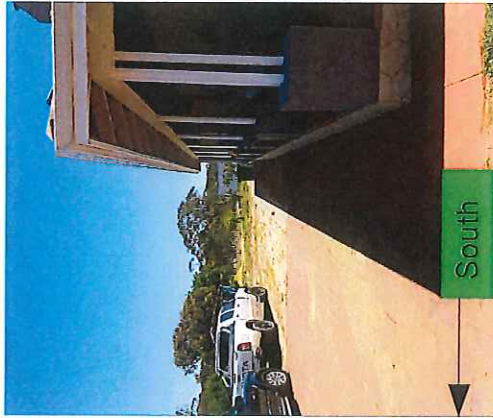
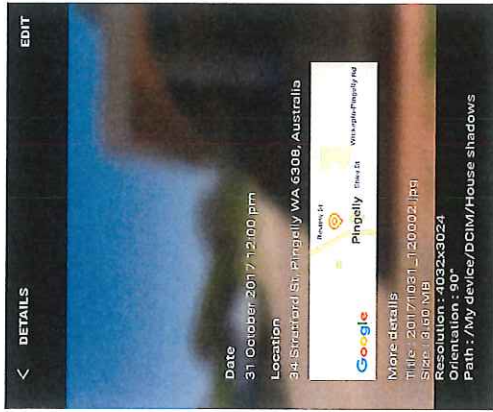


South shadow @ 830mm off eaves of house

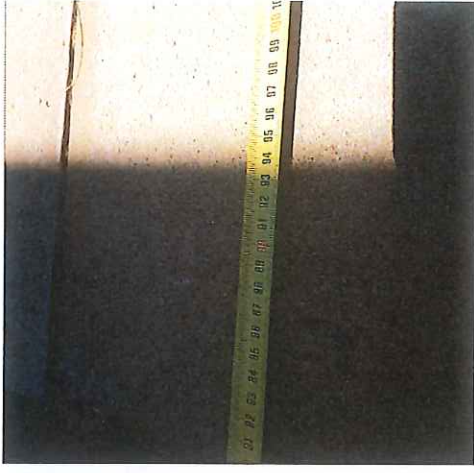




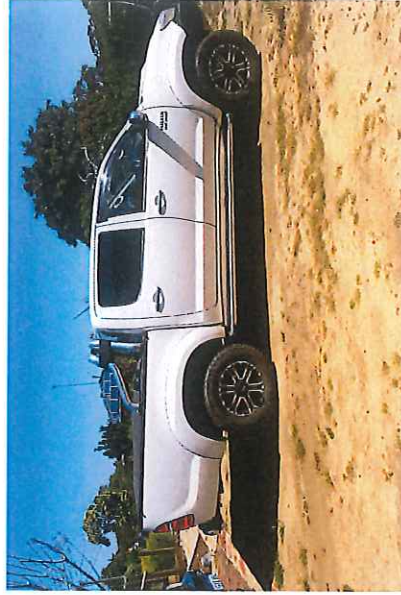
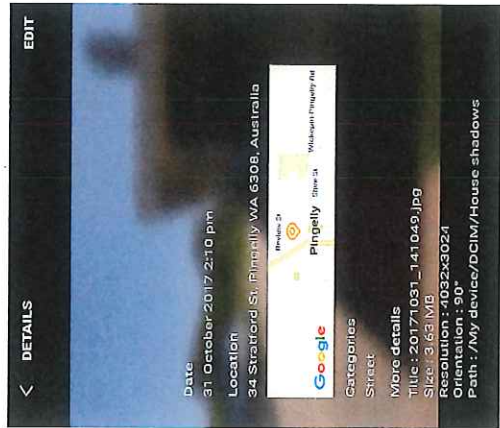
Attachment #2  
Southern shadowing from house



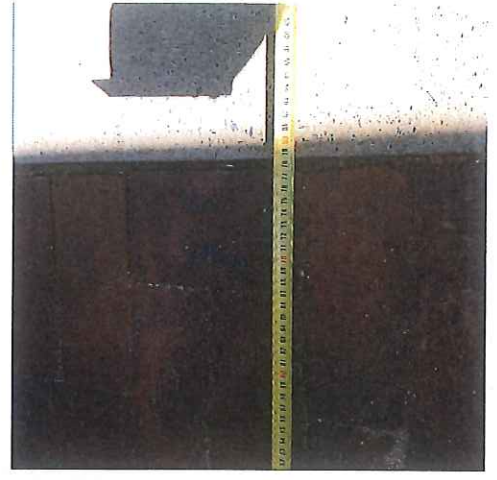
Shadowing tracking West to East over vehicle



Shadowing 935mm off eaves at 12pm – 1540mm to boundary fence



Shadowing now to rear of vehicle being East

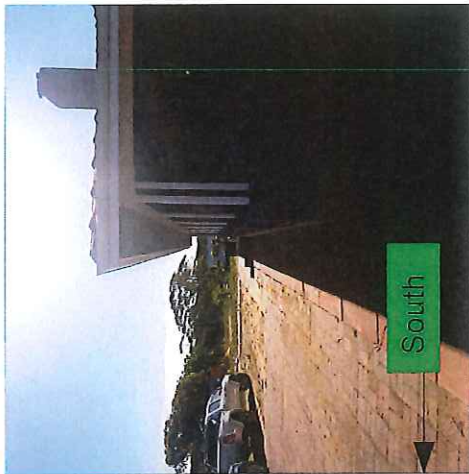
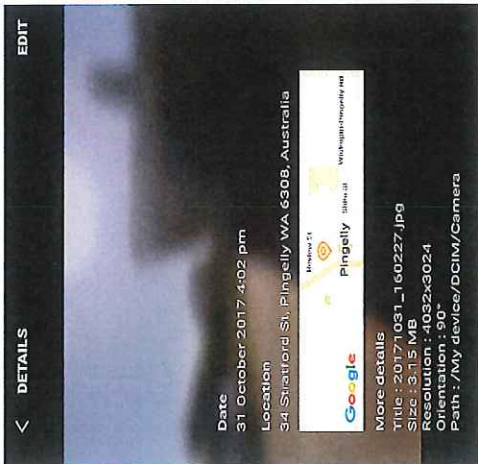


Shadowing 800mm off eaves at 2.10pm

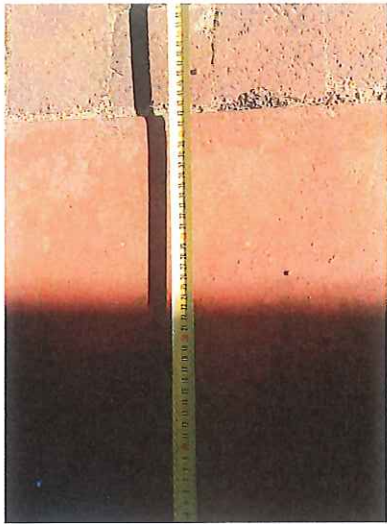




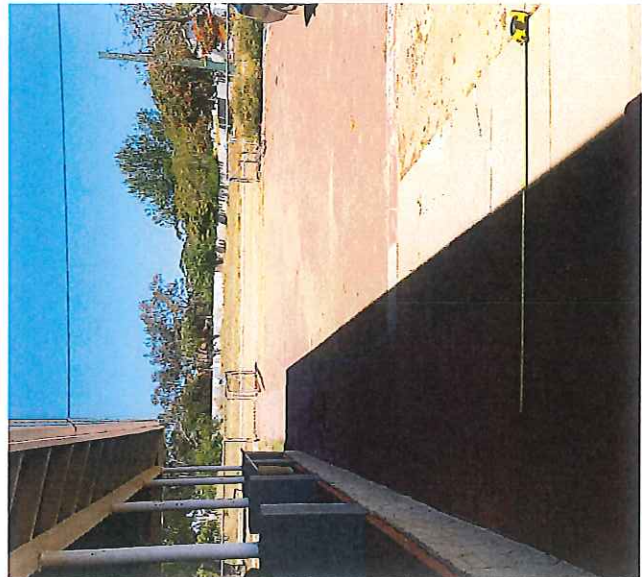
Attachment #3  
Southern shadowing from house



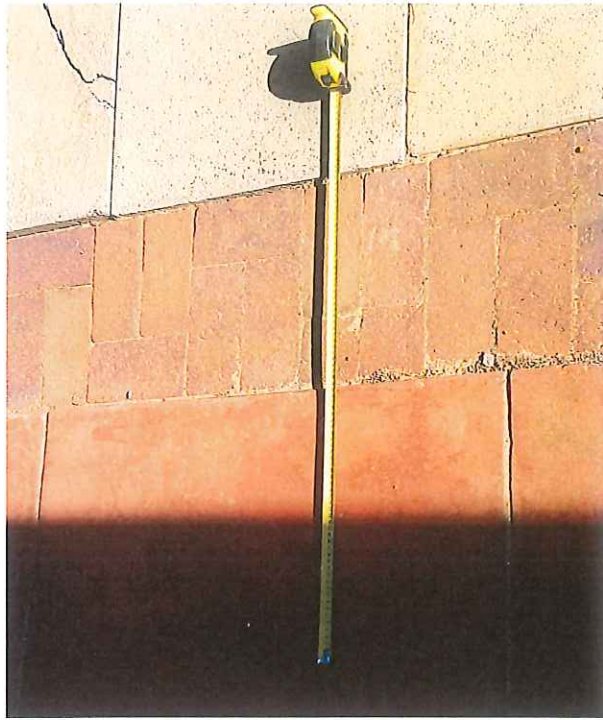
Shadows fully to East of vehicles



Southern shadow 220mm off eaves of house @ 4.02pm



Tape measure set in approx alignment with eaves  
Photo time 10.11am  
830mm off eaves

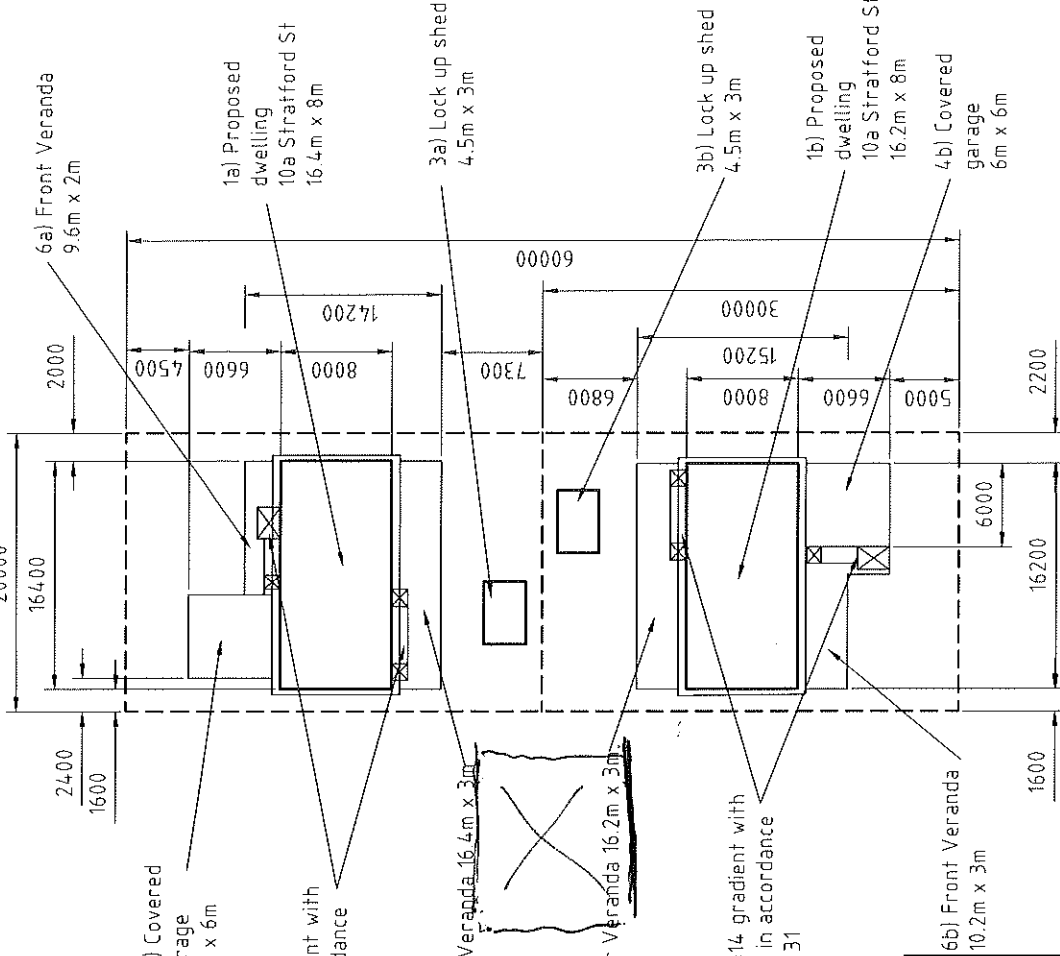


Tape measure off eaves.  
Photo taken 4.05pm  
220mm off eaves



Stratford Street

Realm Street



PROPOSED 10A STRATFORD ST  
COMPRISES:

- 1a) 10a Stratford St Dwelling 16.4m x 8m
- 2a) Rear Veranda 16.4m x 3.6m
- 3a) Lock up shed 4.5m x 3m
- 4a) Covered garage 6m x 6m
- 5a) Ramp 1.2m wide at 1:14 gradients with Exterior Entry landings in accordance with AS 1428.1-2009 Fig 31
- 6a) Front Veranda 9.6m x 2m

AS 4299-1995 adopted as per annotated Appendix A 'SCHEDULE OF FEATURES FOR ADAPTABLE HOUSING'

PROPOSED 10B STRATFORD ST  
COMPRISES:

- 1b) 10b Stratford St Dwelling 16.2m x 8m
- 2b) Rear Veranda 16.2m x 3m
- 3b) Lock up shed 4.5m x 3m
- 4b) Covered garage 6m x 6m
- 5b) Ramp 1.2m wide at 1:14 gradients with Exterior Entry landings in accordance with AS 1428.1-2009 Fig 31
- 6a) Front Veranda 10.2m x 3m

AS 4299-1995 adopted as per annotated Appendix A 'SCHEDULE OF FEATURES FOR ADAPTABLE HOUSING'

GENERAL SPECIFICATION :

CONSTRUCTION TYPE:

Both Dwellings: timber frame on stumps clad in Custom Orb to client specified Colourbond colour with Custom Orb Zincalume roof.

Shed: of steel construction to client specified Colourbond colour.

- Existing boundary fencing
- - - New boundary fence ex. Colourbond

PROPOSED ACCESSIBLE GROUP  
 DWELLING DEVELOPMENT 10a and 10b  
 STRATFORD ST PINGELLY LOT 278  
 TITLE: PLOT PLAN  
 SHT 1  
 DRAWING No. NA  
 REV 0

CLIENT: TUT Enterprises  
 DATE: 20/1/2017  
 SCALE: NA  
 DRAWN: GAT  
 FILE: NA  
 DSCR: NA

UNLESS OTHERWISE SPECIFIED:  
 DIMENSIONS ARE IN MM  
 DECIMALS TOLERANCES ANGULAR  
 X ± 3.0 ± 0.5°

IF IN DOUBT  
 ASK

29/1/17  
 DATE

Issued for planning approval  
 REVISIONS  
 CT  
 MADE/UPD

CAD

A3



### Part 5 –

Design elements for all single house(s) and grouped dwellings; and multiple dwellings in areas coded less than R40

Return to contents page

Part 5 – Design elements for all single house(s) and grouped dwellings; and multiple dwellings in areas coded less than R40

- 5.1 Context
- 5.2 Streetscape
- 5.3 Site planning and design
- 5.4 Building design
- 5.5 Special purpose dwellings

#### Design principles

*Development demonstrates compliance with the following design principles (P)*

#### Deemed-to-comply

*Development satisfies the following deemed-to-comply requirements (C)*

C1.2 Screening devices such as obscure glazing, timber screens, external blinds, window hoods and shutters are to be at least 1.6m in height, at least 75 per cent obscure, permanently fixed, made of durable material and restrict view in the direction of overlooking into any **adjoining property**.

Note: i. Where the subject **site** and an affected adjoining site are subject to a different R-Codes, the **setback** distance is determined by reference to the lower density code.

ii. Line of sight **setback** distances shall be measured by application of the **cone of vision** set out in **Figure Series 10**.

iii. Line of sight **setback** distances include the width of any adjoining **right-of-way, communal street or battlease leg** or the like.

iv. These provisions apply to adjoining **sites** only where that land is zoned to allow for **residential development**.

#### 5.4.2 Solar access for adjoining sites

P2.1 Effective solar access for the proposed **development** and protection of the solar access.

P2.2 **Development** designed to protect solar access for neighbouring properties taking account the potential to overshadow existing:

- **outdoor living areas;**
- north facing **major openings** to **habitable rooms**, within 15 degrees of north in each direction; or
- roof mounted **solar collectors**.

C2.1 Notwithstanding the **lot boundary setbacks** in clause 5.1.3, **development** in climatic zones 4, 5 and 6 of the State shall be so designed that its shadow cast at midday, 21 June onto any other **adjoining property** does not exceed the following limits:

- on adjoining properties coded R25 and lower – 25 per cent of the **site area;**
- on adjoining properties coded R30 to R40 inclusive – 35 per cent of the site area;
- on adjoining properties coded higher than R40 – 50 per cent of the site area.

C2.2 Where a **development site** shares its southern boundary with a **lot**, and that lot is bound to the north by another lot(s), the limit of shading for the development site set out in clause 5.4.2 C2.1 shall be reduced proportionate to the percentage of the affected property's northern boundary that the development site abuts (refer to **Figure 11b**).

Note: With regard to clause 5.4.2 C2.1 **site area** refers to the surface of the adjoining **lot** and is measured without regard to any **building** on it but taking into account its **natural ground levels**.







### Part 5 – Design elements for all single house(s) and grouped dwellings; and multiple dwellings in areas coded less than R40

Return to contents page

Part 5 – Design elements for all single house(s) and grouped dwellings; and multiple dwellings in areas coded less than R40

- 5.1 Context
- 5.2 Streetscape
- 5.3 Site planning and design
- 5.4 Building design
- 5.5 Special purpose dwellings

#### Design principles

**Development demonstrates compliance with the following design principles (P)**

#### Deemed-to-comply

**Development satisfies the following deemed-to-comply requirements (C)**

#### 5.4.3 Outbuildings

**P3 Outbuildings** that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

**C3 Outbuildings** that:

- i. are not attached to a **dwelling**;
- ii. are non-habitable;
- iii. collectively do not exceed 60m<sup>2</sup> in area or 10 per cent in aggregate of the **site area**, whichever is the lesser;
- iv. do not exceed a **wall height** of 2.4m;
- v. do not exceed ridge height of 4.2m;
- vi. are not within the **primary or secondary street setback area**;
- vii. do not reduce the amount of **open space** required in **Table 1**; and
- viii. are set back in accordance with **Tables 2a** and **2b**.

#### 5.4.4 External fixtures

**P4.1 Solar collectors, aerials, antennas, satellite dishes, pipes and external fixtures** integrated into the design of the **building** to not be visually obtrusive when viewed from the **street** and to protect the visual amenity of surrounding properties.

**C4.1 Solar collectors** installed on the roof or other parts of **buildings**.

**C4.2 Television aerials** of the standard type, essential plumbing vent pipes above the roof line and external roof water down pipes.

**C4.3 Other external fixtures** provided they are:

- i. not visible from the **primary street**;
- ii. are designed to integrate with the **building**; or
- iii. are located so as not to be visually obtrusive.

**C4.4 Antennas, satellite dishes** and the like not visible from any **primary** and **secondary street**.





# Attachment 9

## 16.5 Bush Fire Advisory Committee Minutes

### Bush Fire Advisory Committee Minutes





# Shire of Pingelly

## Minutes

Bushfire Advisory Committee Meeting  
10 October 2017

**Minutes of the Bushfire Advisory Committee Meeting of the Shire of Pingelly held in the Council Chambers, 17 Queen Street, Pingelly on 10 October 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 representatives
  - FCOs
- General Deputy – Cr R Marshall

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## **1. OPENING & ANNOUNCEMENTS**

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

## **2. ATTENDANCE & APOLOGIES**

### **2.1 Attendance**

Membership	Cr D Freebairn
Shire of Pingelly	Mr Barry Gibbs (DTS) Mrs Sheryl Squiers (AOT)
West Pingelly	Mr Allan Parsons
Moorumbine-Noonebin	Mr Rodney Shaddick (CBFCO) Mr Brodie Cunningham
East Brigade	Nil
Town	Mr Robert Kirk (DCBFCO)
DFES	Mr Paul Blechynden

### **2.2 Observers & Visitors**

Nil

### **2.3. Apologies**

Mr Gavin Pollock  
Mr Mathew Sharpe WA Contract Ranger Services  
Mr Stuart Billingham (DCCS)  
Mr Peter Narducci  
Mr Greg Durell (DPAW)  
Mr Andrew Marshall  
Mr Sam MacNamara

## **3. DECLARATIONS OF INTEREST**

Nil

## **4. CONFIRMATION OF MINUTES**

Minutes of the Shire of Pingelly Bushfire Advisory Committee meeting held on 11 April 2017 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 April 2017 be confirmed.

**11345 – Moved Barry Gibbs,**

**Seconded David Freebairn**

**That the Minutes of the Shire of Pingelly Bushfire Advisory Meeting held in the Council chamber on the 11 April 2017 be confirmed.**

## **CARRIED**

### **Business Arising:**

Nil

## **5. AGENDA ITEMS**

### **5.1 Brigade Burns on Private Property:**

Does the Shire continue with this process of having property owners completing a request for their property to have a hazard reduction burn, or does the Shire do an assessment of each property and recommend the property has the hazard reduction completed by another method.

#### **Recommended**

##### **Discussion and decision:**

Every fire season there are a number of property owners who do not reside in Pingelly complete a Request for Brigade Burning on Private Property and pay the relevant fee. These properties are mostly vacant blocks and the owners rarely visit Pingelly or undertake any other maintenance apart from the hazard reduction burn.

These burns are generally conducted in the Prohibited Burning Period from 1 November to 11pm on 14 December each year between 4pm and 11.00pm.

There are several factors indicated below that this process should be discouraged and property owners offered other alternative arrangements to maintain their properties

1. There is the issue of being able to organize enough volunteer fire fighters to carry out each burn and the amount of time these volunteers spend doing these blocks. These volunteers generally working during the day and may spend up 4hrs per night carrying out these hazard reduction burns and sometimes returning the next day to mop up if there are trees that have caught alight or large piles of rubbish smouldering on the block.
2. Weather conditions at this time of the year also play a large part in this and can affect the opportunity to carry out the hazard reduction burn.
3. Damage to brigade vehicles and the costs for repairs is another concern as in previous years there have been issues with old wire dumped on blocks causing punctures and damage to vehicles which at this time of the year the vehicles cannot afford to be unavailable while repairs are carried out.
4. There are also concern of safety issues for the volunteers in having access for the truck on properties and being able to have a safe exit route in the event the fire gets out of control. There have been issues with some blocks being too overgrown with trees or the block may be completely enclosed with a fence and there is not a large enough access for the truck and the Volunteer Fire & Rescue Service have declined to carry out a burn on such properties.

Rod Shaddick suggested putting up the cost of the hazard reduction burns, which was agreed all round to do this.

Currently a landowner pays the following fees for a hazard reduction burn:

\$150 for blocks up to 1012<sup>2</sup> or at the discretion of the Administration Officer Technical.

\$300 for blocks up to 2.5ha.

Larger block sizes. ie 5 hectares, 10ha etc. by quotation only.

It is suggested that the fees be doubled and that Administration Officer Technical prior to 2018-19 season contact all the landowners who generally have a hazard reduction burn and suggest other alternatives to maintain the hazard reduction on their property, ie names of contractors who they can engage.

Proposed charges for block hazard reduction burns:

\$300 for blocks up to 2024m<sup>2</sup>.

\$600 for blocks from 2024m<sup>2</sup> up to 2.5ha.

Larger block sizes. ie 5 hectares, 10ha etc. by quotation only.

It was also suggested if any requests for private works were submitted to the Shire for the Shire to complete the hazard reduction where conditions did not suit a hazard reduction burn in the Prohibited Period that when working out the costs to include not only the mower or slasher but a water tanker as well to wet down any long dry grass to reduce the chances of a fire igniting.

Matt Sharpe, WA Contract Ranger Services was discussing with Administration Officer Technical in regards to the above and he says that other Shires Volunteer Fire Services no longer do private property hazard reduction burns and Paul Blechynden, DFES also said the same.

**Decision:**

**There were no other objections from the attendees of the meeting for the above procedure be implemented.**

**5.2 PPE Gear for BFB Members:**

In regards to the ordering of PPE gear for Bush Fire Brigade Members all orders to be given to Sheryl Squiers by 4 November 2017, there will only be one order submitted except if there are any new members join after this date. The order will only be for those members who do not have any PPE already and anyone who can prove their PPE is no longer viable. You are also required to be a registered bush fire volunteer before PPE is issued.

David Freebairn asked about helmets and where they required to be replaced and was everyone issued with one. As helmets have an expiry date and the previous ones issued were plastic and not made out of Kevlar that anyone who wished to have their helmets replaced and anyone who did not currently have a helmet request for one to be issued.

**Discussion**

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

**For those volunteer fire fighters who would like to have their helmets replaced and any that do not currently have one, once numbers have been received an order will be placed.**

**5.3 State Bushfire Level 3 Pre-Performed (Incident Management) Teams**

Correspondence received from WALGA requesting an update of Pre-formed Incident Management Teams established last year

SHIRE OF PINGELLY	
FILE	AD10004
DATE	30 AUG 2017
Officer	DTS.
Copy to	CR1731

Local Government Positions for Level 3 Pre Formed Incident Management Teams 2017/18

Operations Section				
Deputy Operations Officer (local)	LG/Vol	Provides local knowledge input to Operations Officer	CBFCO/DBFCO/CESM	L2 Operations Officer (preferred) OR significant, relevant operational experience; + as for 'Runner'
Sector Commander	LG/Vol	Provides local knowledge for relevant sector/supervises predominantly BFB crews	FCO/BFB Captain	Sector Commander competency; + as for 'Runner'
Planning Section				
LGA Advisor(s) * see role description last page	LG	Refer (proposed) LGA Advisor role statement	LGA staff (e.g., perhaps, Environmental Officer, Health Officer, Building Surveyor, Ranger)	Refer (proposed) LGA Advisor role statement (attached)
Situation Support Officer	LG/Vol	See pre-requisites	FCO/BFB Captain	Lived locally for some time - can provide local knowledge for Intelligence/Situation
Logistics Section				
Deputy Logistics Officer (local)	LG/Vol	See pre-requisites	Senior LGA staff (preferred) or volunteer (no need to be BFB Vol/member)	Lived locally for some time - can provide local knowledge for Logistics

Facilities Unit				
Accommodation Officer	LG/Vol	Focusses on details relating to accommodation requirements/arrangements for IMT, field crews. Supports LG Deputy Logistics Officer	More junior LGA staff (preferred) or volunteer (no need to be BFB vol/member)	Lived locally for some time - can provide local knowledge for Logistics
Ground Support Unit				
Runner x 2	LG/Vol	Delivers supplies, food/drinks, documents, messages etc to field crews. May also gather specific information/map certain things, if required	BFB volunteer	<ul style="list-style-type: none"> <li>• Suitable 4WD vehicle,</li> <li>• high-band VHF WAERN radio and handheld – relevant training,</li> <li>• burn over blanket – relevant training,</li> <li>• map reading* (not just ESD) drills/skills (annually refreshed)</li> </ul> **Note DFES will provide a cache of vehicle equipment (not vehicle) with respect to above.
Runner Information	LG/Vol			

## **\*LGA ADVISOR Role Description**

### **Purpose**

Local knowledge is immensely valuable to inform planning activities during an emergency and should be harnessed to make the process more efficient.

### **Role**

The role of a Local Government Authority Advisor (LGAA) is to work collaboratively and effectively with the Incident Management Team (IMT) Planning Unit to identify key threats or concerns that may impact the local community. The LGAA identifies local issues that are subsequently used to frame and shape the content of the incident action plan. This approach ensures key local interests and priorities are being considered and managed effectively by the IMT.

### **Reporting**

Reports to the Planning Officer.

### **Key Focus Points**

- Community groups potentially at risk or potentially vulnerable:
  - culturally and linguistically diverse populations
  - information on difficult or potentially dangerous land owners
- Population and demographic information i.e. Australian Business Register (ABR)
- Locations of safer places
- Critical infrastructure types and locations
- Culturally and environmentally significant locations
- Local emergency management arrangement important areas for attention, including local recovery plan.
- Historical bushfire behaviour information and points to note:
  - fuel load information
  - bushfire prone areas
- Local roadways, access trails traffic and transport route management including school bus routes
- Impacts to individuals, families, households, businesses and communities:
  - short to medium, medium to longer term horizons



- Local public health management (via local government Environmental Health Officer/s):
  - health, hygiene services and waste management key points or considerations
- Primary producers key issues and recovery management strategies
- Tourism considerations – campsites, caravan parks, accommodation sites, planned events etc.
- Community and stakeholder outreach management:
  - medium and method
  - return of community consideration themes or issues
- Assistance animals, companion pet management key points or issues
- Livestock management/welfare issues key points or issues
- Management of localised spontaneous volunteer's recommendation

**Recommended:**

Information be received.

Information received and short discussion on contact details

**5.4 Fatigue Management and Alcohol and Other Drug Policies**

Correspondence received in the form of a resource package from Department of Fire and Emergency Services on the recent implementation of the above policy.

**Recommended:**

Information be received.

Information received and discussed, Paul Blechynden spoke on this training resource package and the benefits .

**DFES Report, Paul Blechynden**

- 1) DFES training program is drawing to a close as we approach bush fire season
- 2) The Pingelly and Narrogin pre bushfire season sessions organised for the 7 and 10 October went very well with good attendance and were a great opportunity to learn from others and get prepared for the upcoming bushfire season.

Paul spoke on the success of the above training sessions and that both the Pingelly & Narrogin sessions were well attended and everyone who attended got some benefit from the session.

Paul said that other courses are available for any volunteers who have not had any training:  
Introduction to Bush Fire Fighting  
Community Bush Fire Awareness

There is a requirement for a minimum of 6-8 attendees for the Community Bush Fire Awareness session which could be run in an evening and goes for about 2 hours.

Paul spoke on the Vehicle Identifier Stickers to go on vehicles for verification when entering the fire ground, this can include any vehicles that may be used to take in refreshments or fresh volunteers to replace crews already on fire ground.

Barry Gibbs suggested the Community Bush Fire Awareness session maybe something that could be run through the Community Resource Centre.

Refresher for shire staff on using plant and water trucks on the fire ground, Paul said he was running a training day in Brookton on 18 October 2017 and suggested the relevant Shire of Pingelly staff could attend this.

Paul working on the application for a loan light tanker for the West Pingelly Brigade again for this coming fire season.

## **6 General Business:**

### **Rod Shaddick:**

There were 18 attendees with a few apologies for the Informal Bush Fire Training session on 7 October 2017 which was good to see.

There was discussion of a Fire Ground Log such as a text message or radio call when someone was entering the fire ground and also using a dedicated radio channel.

Rod asked if the Shire would have a water tanker set up and ready to go during the season, Barry stated that there would be a water tanker on standby with all the relevant fittings and pump available on Friday afternoon during the prohibited Fire Season for the weekend and during the Christmas/New Year break when the Shire Depot is closed

Rod will send a text message for anyone who requires their radios to be serviced and to letter Sheryl know asap.

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

Rob said the light tanker is away having work done at the present and there is currently a loan tanker at the station.

When filling in the attendee incident reports you need to identify all bush fire trucks that attend the fire ground as this is then recorded that which trucks are being utilised during a fire emergency and helps towards our funding allocations and statistics for when a replacement truck is required.

**Sheryl Squiers**

The preliminary round of fire break reminder notices has been completed by Ranger Services and letters issued. Some residents were not happy with receiving a letter but they are only a reminder. There will be no more inspections until 1 November 2017 so any property owners not compliant at this date will be infringed.

There have also been 3 unpermitted burns in the townsite in the last week, these people have been spoken to and given a warning. A notice was placed in the Shire News to this effect of the consequences for anyone lighting a fire without a permit.

**7. CLOSURE**

The Chairman declared the meeting closed at 8.30 pm.

Next meeting will be on Tuesday 10 April 2018 at 7.00pm in the Council Chambers.

These minutes were received by Council at an Ordinary Meeting held on 15 November 2017 .....

Signed .....

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

