



# Shire of Pingelly

## Attachments

Ordinary Council Meeting  
20 May 2020



# **National Redress Scheme for Institutional Child Sexual Abuse**

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**Department of Local Government, Sport  
and Cultural Industries**

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Information Paper

## Contents

<b>1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS .....</b>	<b>3</b>
<b>2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME.....</b>	<b>4</b>
CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME .....	4
<b>3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR.....</b>	<b>5</b>
<b>4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME .....</b>	<b>7</b>
KEY ASPECTS OF THE STATE'S DECISION .....	8
<b>5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS .....</b>	<b>10</b>
CONFIDENTIALITY .....	10
APPLICATION PROCESSING / STAFFING .....	10
RECORD KEEPING.....	10
REDRESS DECISIONS .....	11
MEMORIALS.....	11
<b>6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME .....</b>	<b>12</b>
<b>ACKNOWLEDGEMENTS .....</b>	<b>13</b>
<b>FOR MORE INFORMATION .....</b>	<b>13</b>
<b>APPENDIX A.....</b>	<b>14</b>
ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION .....	14
THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION.....	15
<b>APPENDIX B.....</b>	<b>16</b>
NATIONAL REDRESS SCHEME - FURTHER INFORMATION.....	16
SURVIVORS IN THE COMMUNITY .....	17
TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS .....	18
TIMEFRAME TO JOIN THE SCHEME.....	19
THE SCHEME'S STANDARD OF PROOF .....	19
MAXIMUM PAYMENT AND SHARED RESPONSIBILITY .....	20
EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS .....	20

# 1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

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The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

## 2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

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The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

### CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.<sup>1</sup>

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

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<sup>1</sup> Section 111(1)(b).

### 3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

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The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

#### LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

## WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

## 4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

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Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.



## KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

### State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

### Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). \*

\* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

## 5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

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Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

### CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

### APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

### RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

## REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

## MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

## 6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

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In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

# ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at [https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au).
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

## FOR MORE INFORMATION

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# APPENDIX A

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## ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions<sup>2</sup> to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks* (August 2015); *Redress and Civil Litigation* (September 2015) and *Criminal Justice* (August 2017). The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

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<sup>2</sup> \* For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

## THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
  - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
  - Places emphasis on genuine engagement with and valuing of children;
  - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
  - Creates conditions that increase the likelihood of identifying any harm;
  - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.



# APPENDIX B

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## NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au) or the [National Redress Guide](#).

## SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

## TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> <li>No responsibility for local governments.</li> <li>The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.</li> </ul>
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> <li>ACT has no municipalities, and the ACT Government is responsible for local government functions.</li> <li>ACT has therefore not been required to explore the issue of local government participation in the Scheme.</li> </ul>
New South Wales (NSW)	<ul style="list-style-type: none"> <li>In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability.</li> <li>The NSW Office for Local Government is leading communications with local councils about this decision.</li> <li>NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.</li> </ul>
Northern Territory (NT)	<ul style="list-style-type: none"> <li>The NT Government has consulted all of the Territory's local governments, including individually visiting each local government.</li> <li>NT is in the process of amending Territory's declaration of participating institutions to include local governments.</li> </ul>
Queensland	<ul style="list-style-type: none"> <li>Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions.</li> <li>The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.</li> </ul>
South Australia (SA)	<ul style="list-style-type: none"> <li>Local governments are not currently included in the SA Government's declaration</li> <li>The SA Government is still considering its approach to local governments.</li> </ul>
Tasmania	<ul style="list-style-type: none"> <li>Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration.</li> <li>A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.</li> </ul>
Victoria	<ul style="list-style-type: none"> <li>The Victorian Government's declaration includes local governments.</li> <li>The Victorian Government is covering local governments' redress liability.</li> </ul>
Western Australia (WA)	<ul style="list-style-type: none"> <li>The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.</li> </ul>

## TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

## THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

## MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

## EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).



# **ROAD ASSET MANAGEMENT PLAN**

Shire of Pingelly

Version 1.0  
**April 2020**

Document Control		Asset Management Plan			
Document ID :					
Rev No	Date	Revision Details	Author	Reviewer	Approver
1.0	2020	Initial draft of a Road AMP	SOP	SOP	SOP

# Contents

<b>1.0</b>	<b>EXECUTIVE SUMMARY</b>	<b>5</b>
1.1	The Purpose of the Plan.....	5
1.2	Asset Description .....	5
1.3	What does it Cost?.....	5
1.4	What we will do .....	6
1.5	What we cannot do .....	6
1.6	Managing the Risks .....	6
1.7	Asset Management Practices .....	6
1.8	Monitoring and Improvement Program .....	7
<b>2.0</b>	<b>INTRODUCTION</b>	<b>8</b>
2.1	Background .....	8
2.2	Goals and Objectives of Asset Ownership .....	9
<b>3.0</b>	<b>LEVELS OF SERVICE</b>	<b>11</b>
3.1	Customer Research and Expectations .....	11
3.2	Strategic and Corporate Goals .....	11
3.3	Legislative Requirements.....	12
3.4	Customer Values.....	13
3.5	Customer Levels of Service .....	13
3.6	Technical Levels of Service.....	15
<b>4.0</b>	<b>FUTURE DEMAND</b>	<b>18</b>
4.1	Demand Forecasts .....	18
4.2	Demand Management Plan .....	19
<b>5.0</b>	<b>LIFECYCLE MANAGEMENT PLAN</b>	<b>20</b>
5.1	Background Data .....	20
5.2	Operations and Maintenance Plan .....	23
5.3	Renewal Plan .....	25
5.4	Acquisition Plan .....	29
5.5	Disposal Plan .....	30
<b>6.0</b>	<b>RISK MANAGEMENT PLANNING</b>	<b>31</b>
6.1	Critical Assets.....	31
6.2	Risk Assessment.....	31
6.3	Infrastructure Resilience Approach .....	32
<b>7.0</b>	<b>FINANCIAL SUMMARY</b>	<b>33</b>
7.1	Financial Statements and Projections.....	33



7.2	Funding Strategy.....	36
7.3	Valuation Forecasts .....	36
7.4	Key Assumptions Made in Financial Forecasts .....	36
7.5	Forecast Reliability and Confidence.....	37
<b>8.0</b>	<b>PLAN IMPROVEMENT AND MONITORING</b>	<b>38</b>
8.1	Status of Asset Management Practices .....	38
8.2	Improvement Plan .....	38
8.3	Monitoring and Review Procedures .....	38
8.4	Performance Measures .....	39
<b>9.0</b>	<b>REFERENCES</b>	<b>40</b>
<b>10.0</b>	<b>APPENDICES</b>	<b>41</b>
Appendix A	Lifecycle Cost Summary .....	41
Appendix B	Planned Budget Summary .....	42
Appendix C	Planned Renewal and Shortfall Report.....	43
Appendix D	10-Year Renewal Report based on Available Budget.....	44

## 1.0 EXECUTIVE SUMMARY

### 1.1 The Purpose of the Plan

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

This asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide the services generally over a 20-year planning period.

This plan covers the infrastructure assets that support a road transport network provided by the Shire of Pingelly (the Shire) to the community.

### 1.2 Asset Description

These assets include:

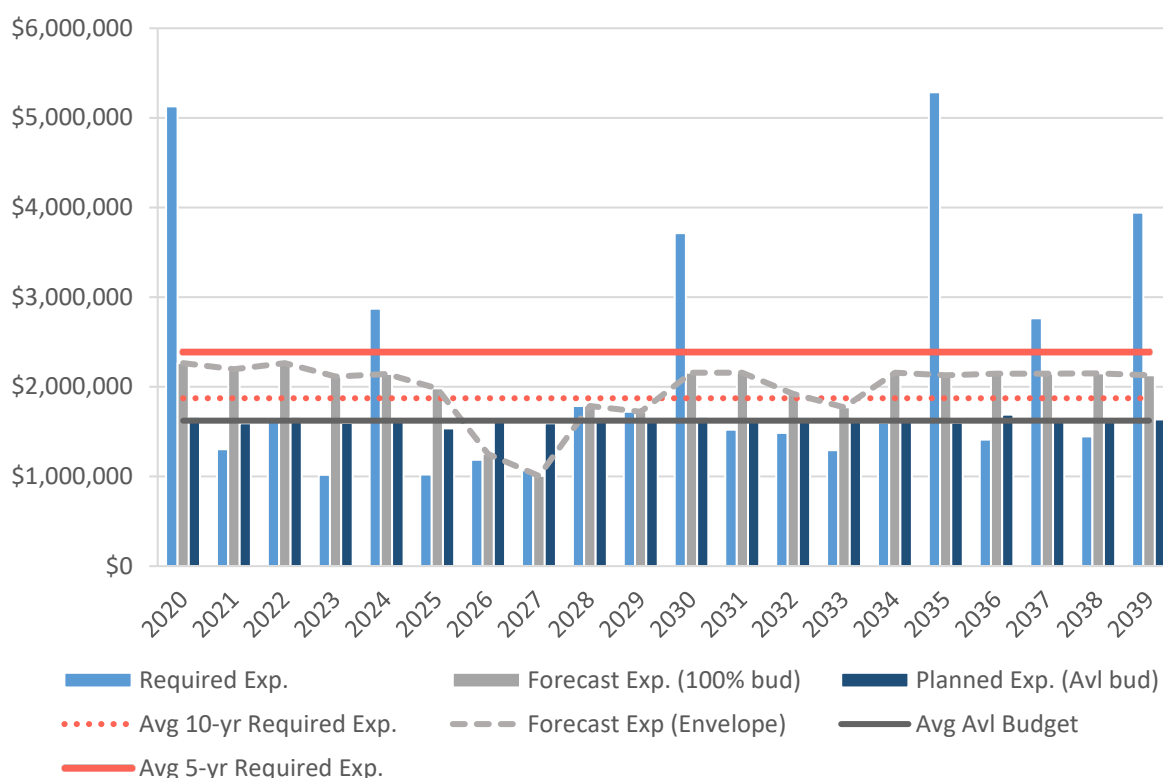
- 372 km unsealed roads
- 201 km sealed roads
- 726 km surface water channel
- 11.2 km footpath
- 745 – circular/box shaped culverts for the drainage system
- 908 – signs for the roadside furniture

These infrastructure assets have a replacement value of **\$78.74 Million**. This includes the formation and earthworks; the depreciable value is **\$39.47 Million**.

### 1.3 What does it Cost?

The forecast lifecycle costs necessary to provide the services covered by this Asset Management Plan (AM Plan) includes operation, maintenance, renewal, acquisition, and disposal of assets over the 10-year planning period is \$18.73M or \$1.87M on average per year.

**Forecast Lifecycle Costs and Planned Budget**



Estimated available funding for this 10-year period is \$16.22M or \$1.62M on average per year, which is equal to 86.6% of the cost to provide the service. The anticipated planned budget leaves a shortfall of \$250,071 per year over 10 years to sustain the current level of service at the lowest lifecycle cost.

However, the financial sustainability indicators for the 5-year and long-term financial planning periods show greater shortfalls in the annual budget. Of these, the 5-year financial plan outlay is of 68.50% of the forecast expenditure, which leaves a shortfall of \$752,307 per year and the indicator for the long-term financial plan outlay is 70.96% leaving a shortfall of \$664,174 per year. Details on financial sustainability indicators are given in Section 7.1.

Councils' present funding levels are insufficient to continue to provide existing services at current service levels in the medium and long-term period. A detailed summary of the lifecycle costs and planned budget is shown in Appendices A and B.

#### **1.4 What we will do**

Council plans to provide transport services regarding operation, maintenance, renewal and upgrade of the road network to achieve the following strategic objectives:

- Ensure the road transport network is maintained at a safe and functional standard as set out in this asset management plan.
- Improve roads, footpath and other assets within funding constraints.
- Efficient use of Council Resources

#### **1.5 What we cannot do**

We currently do **not** allocate enough budget to sustain these services at the desired standard or to provide all new services being sought. Works and services that cannot be provided under present funding levels are:

- Many pavements and surfaces of the unsealed and sealed roads that have reached their useful lives and are now in Poor or below condition cannot be replaced in the coming years. Deterioration of these assets in the medium to long term will cause a reduction in the level of service.

#### **1.6 Managing the Risks**

Our present budget levels are insufficient to continue to manage risks in the medium term.

The main risk consequences are:

- Reduced level of services; operation and maintenance interruption
- Reduction in vehicle travel speed; damage to vehicles from poor road condition; loss all weather access of unsealed roads
- Lack of information resulting in decision making which can potentially be compromised.

We will endeavour to manage these risks within available funding by:

- Develop a maintenance/renewal plan based on condition and hierarchy as presented in this plan to spread out evenly the forecast expenditure over the planning period as presented in Section 5.3.
- Regular inspections and maintenance to maintain asset condition.

#### **1.7 Asset Management Practices**

Our systems to manage assets include:

- SynergySoft Enterprise for the accounting and financial management functions, which include the financial register of the Shire's assets.
- RAMM Asset Management System (ROMAN II) to manage the road network. Changes in asset data are updated annually.

Assets requiring renewal/replacement are identified from either the asset register or an alternative method. These methods are part of the Lifecycle Model.

- If Asset Register data is used to forecast the renewal costs, this is done using the acquisition year and the useful life
- Alternatively, an estimate of renewal lifecycle costs is projected based on Renewal ranking criteria, annual budget allocation and professional judgement.

Both the Asset Register and Alternate Method were conducted to forecast the renewal life cycle costs for this asset management plan.

### **1.8 Monitoring and Improvement Program**

The next steps resulting from this asset management plan to improve asset management practices are:

- Re-evaluate condition of all assets, then update the Remaining Useful Lives of the assets.
- Update all new segmented and componentised road asset data into RAMM.
- Conduct research on customer expectations and consultation in order to finalise customer levels of service and technical levels of service.
- Ensure future needs are reflected in future asset management plans and considered in the development of the Long-Term Financial Plan
- Continue to develop the integration between strategic plans, asset plans and long-term financial plans

## 2.0 INTRODUCTION

### 2.1 Background

This asset management plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the long term planning period.

The asset management plan is to be read with the Shire planning documents. This should include the Asset Management Policy and Asset Management Strategy, where developed, along with other key planning documents:

- Pingelly Strategic Community Plan
- Asset Management Plan 2013/14
- Long Term Financial Plan
- Annual Reports

The Shire is moving towards a stronger asset planning focus, however, the strategic plans, asset plans and long-term financial plans are not fully integrated.

This infrastructure assets covered by this asset management plan are given in Table 2.1, having a total replacement value of \$78.74 Million. For more details of the assets physical parameters, condition and hierarchy refer to Table 5.1.1 in Section 5.

**Table 2.1: Assets covered by this Plan**

Asset Category	Dimension	Replacement Value (\$M)
Road (includes road formations)	573 km	67.78
SW Channel	726 km	3.43
Footpath	11.2 km	1.52
Drainage	745	5.75
Sign	908	0.26
<b>TOTAL</b>		<b>78.74</b>

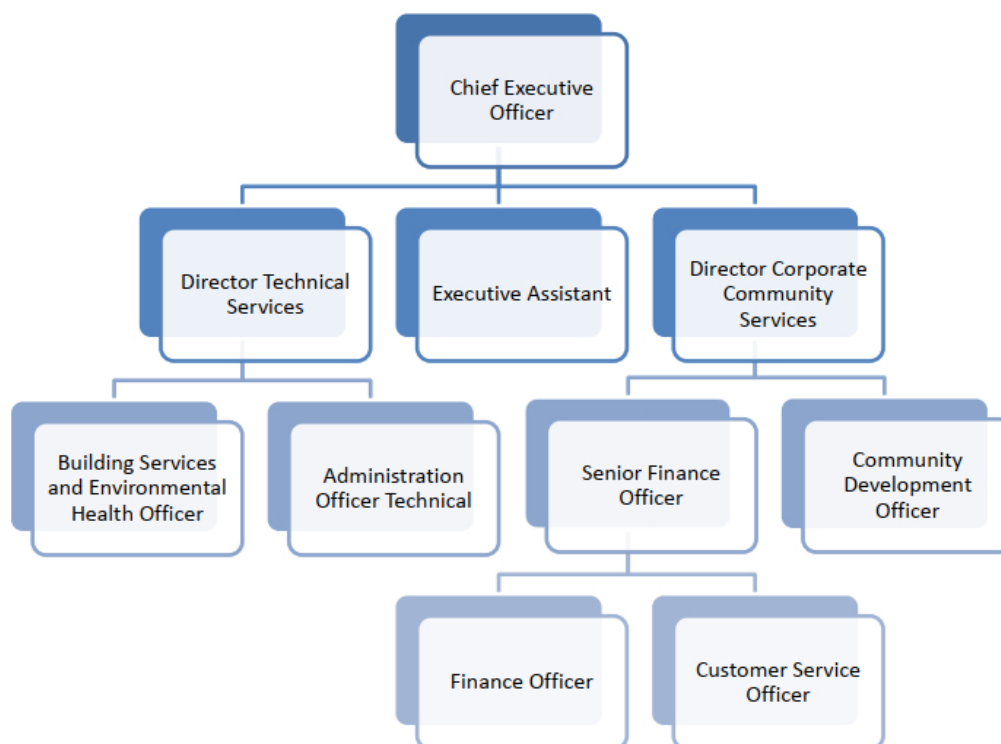
Key stakeholders in the preparation and implementation of this asset management plan are shown in Table 2.1.

**Table 2.1: Key Stakeholders in the AM Plan**

Key Stakeholder	Role in Asset Management Plan
Councillors	Represent needs of community; Allocate resources to meet planning objectives in providing services while managing risks; Ensure service is sustainable.
Employees / Contractors	Safe working environment
Community Residents and Businesses	Value for money, equitable and responsible service, well maintained assets
Road Users	Well maintained assets specific to users' needs
Insurers	Appropriate risk management policies and practices, safe working environments, well maintained assets

Key Stakeholder	Role in Asset Management Plan
Tourists/Cyclists	Well maintained assets, accessible services, safe facilities
Government (Federal and State)	Systems in place to sustain road infrastructure, accountability, transparency

Our organisational structure for service delivery from infrastructure assets is detailed below:



**Figure 2.1: Organisational chart**

## 2.2 Goals and Objectives of Asset Ownership

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a long-term financial plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are:

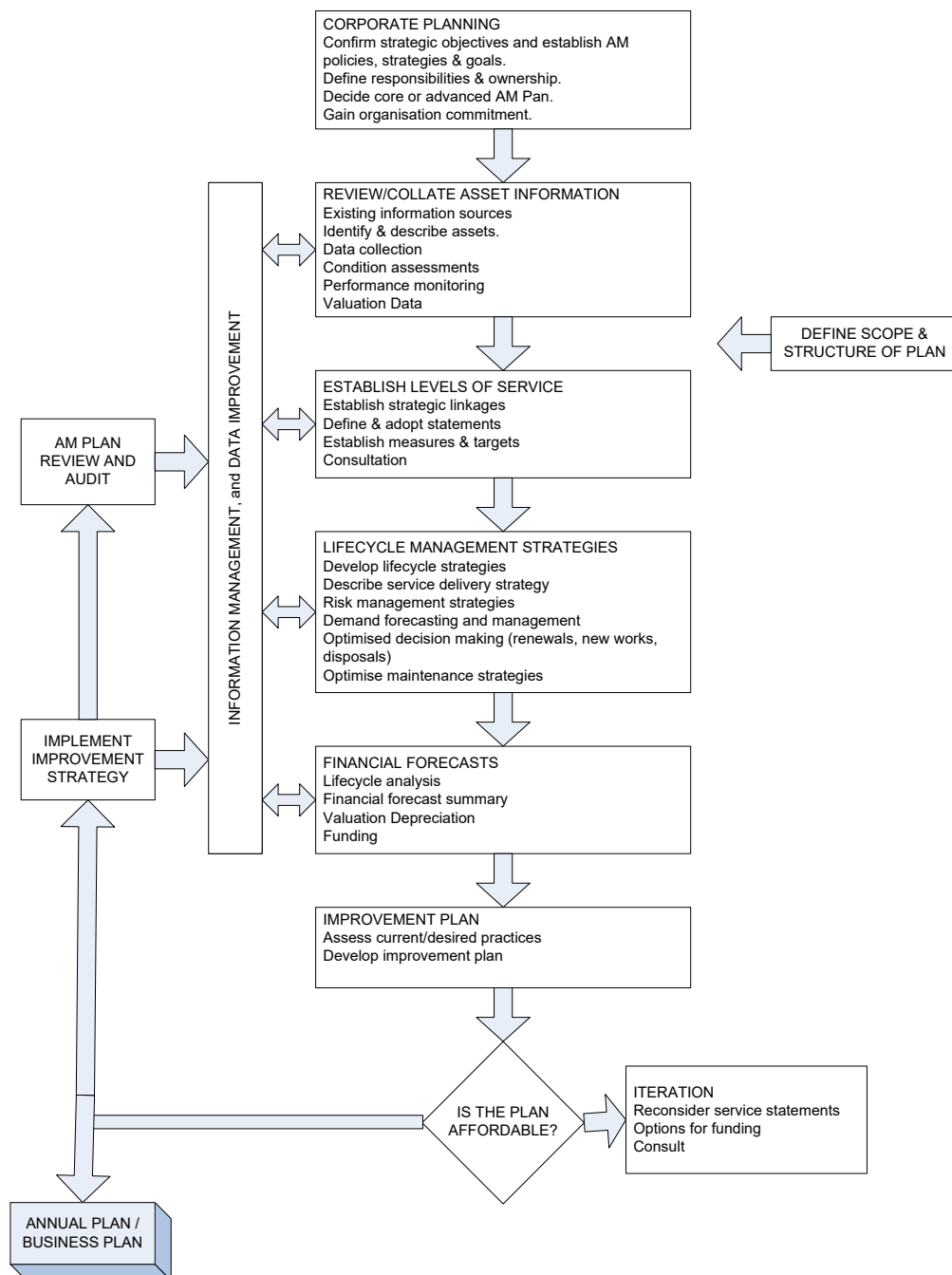
- Levels of service – specifies the services and levels of service to be provided,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,

- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 <sup>1</sup>
- ISO 55000<sup>2</sup>

A road map for preparing an asset management plan is shown below in Figure 2.2.



**Figure 2.2: Road Map for preparing an Asset Management Plan**

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11

<sup>1</sup> Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

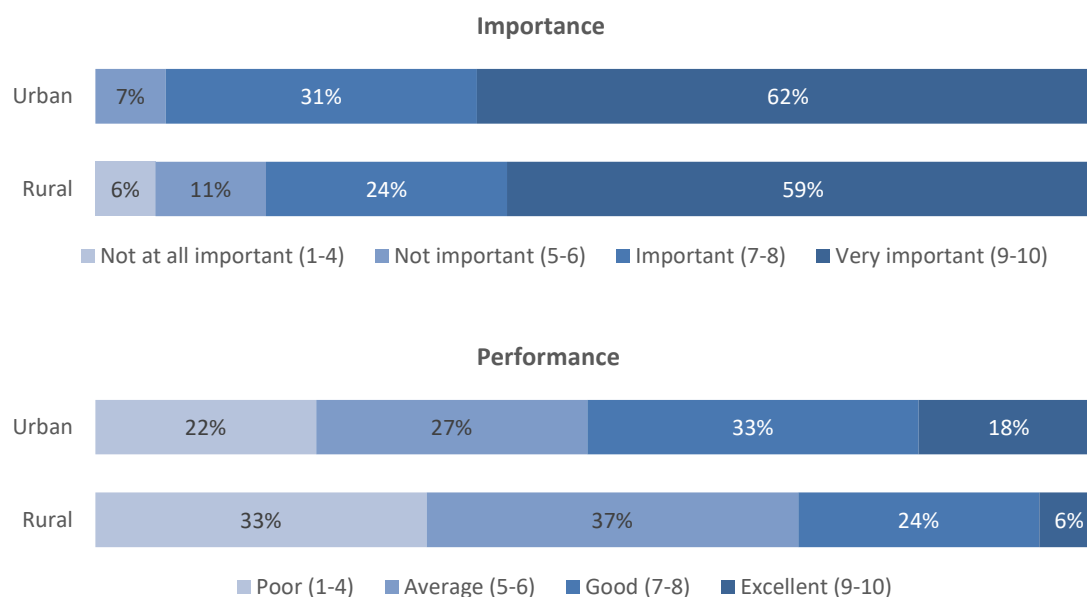
<sup>2</sup> ISO 55000 Overview, principles and terminology

### 3.0 LEVELS OF SERVICE

#### 3.1 Customer Research and Expectations

This asset management plan is prepared to facilitate consultation prior to adoption of levels of service by the Shire. Future revisions of the asset management plan will incorporate customer consultation on service levels and costs of providing the service. This will assist the Shire and stakeholders in matching the level of service required, service risks and consequences with the customer's ability and willingness to pay for the service.

The Shire has not carried out any detailed research on customer expectations. However, a survey on the importance and performance of the road network by urban and rural residents was undertaken in 2018. The results are shown in the following graphs.



**Figure 3.1: Importance and Performance of Roads by Urban and Rural Residents**

It is seen that roads are considered to be important but are not performing at a level which meets customer expectations. Residents are less satisfied with rural roads than with urban roads. This represents an opportunity for the Shire to improve.

More detailed community expectations and consultation will be undertaken for future updates of this asset management plan.

#### 3.2 Strategic and Corporate Goals

This asset management plan is prepared under the direction of the Shire's vision, mission, goals and objectives.

Our vision is:

Pingelly, a sustainable community, where natural beauty and economic diversity provide opportunities for all.

Our mission is:

To enhance the quality of life for the people of Pingelly through the provision of leadership, services and infrastructure.

Strategic goals have been set by the Shire. The relevant goals and objectives and how these are addressed in this asset management plan are summarised in Table 3.2.



**Table 3.2: Goals and how these are addressed in this Plan**

Goal	Objective	How Goal and Objectives are addressed in the AM Plan
Develop a Stronger community	Strengthen asset management capability	<ul style="list-style-type: none"> <li>▪ Taking a life cycle approach</li> <li>▪ Developing cost-effective management strategies for the long term</li> <li>▪ Providing a defined level of service and monitoring performance</li> </ul>
Financial Sustainability	Be responsible with the stewardship of the resources we manage	<ul style="list-style-type: none"> <li>▪ This Asset Management Plan in conjunction with Long Term Financial Plan are the tools by which we assess the long-term financial sustainability of infrastructure assets</li> <li>▪ Planning long term sustainable infrastructure is important to enable the appropriate resources to be identified and provided</li> <li>▪ Planning long term sustainable infrastructure is important to enable the Shire to meet its statutory requirements</li> </ul>
Strategic Leadership	Engage the community in establishing the directions for the Shire	<ul style="list-style-type: none"> <li>▪ Development of the service levels provided by infrastructure, and the balancing of this with the available funding and acceptable risk will require communication and consultation with the community</li> <li>▪ A primary objective of the first asset management plans prepared by the Shire is to establish the position in relation to maintaining the current infrastructure at a level, which will sustain the current standard of services</li> <li>▪ Once the current sustainability position is established community discussion can be sought to identify acceptable changes to services</li> </ul>

### 3.3 Legislative Requirements

There are many legislative requirements relating to the management of assets. Legislative requirements that impact the delivery of transport assets are outlined in Table 3.3.

**Table 3.3: Legislative Requirements**

Legislation	Requirement
Local Government Act	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long-term financial plan supported by asset management plans for sustainable service delivery. Integrated Planning and Reporting.
Roads Act 1993	Sets out the rights for the use of public roads, confers certain road related functions on road authorities and regulates the carrying out of various activities
Work Health and Safety Act 2011	Sets out an employee's obligations to provide a safe work environment for all users, including processes and documentation.
Environment Planning & Assessment Act 1979	Encourages the proper management, development and conservation of natural and artificial resources, for the purpose of promoting the social and economic welfare of the community and a better environment.

Civil Liability Amendment (Personal Responsibility) Act 2002	Sets out a road authority's responsibility in the development and implementation of appropriate inspection and maintenance programs subject to the availability of financial and other resources.
Native Vegetation Act	The responsibilities and powers of Council in providing protection for native vegetation.
Australian Accounting Standards Board - AASB 116, AASB1031	Accounting rules setting out Council requirements for maintaining accounting standards and the financial reporting of assets.

### 3.4 Customer Values

Service levels are defined in three ways, customer values, customer levels of service and technical levels of service.

**Customer Values** indicate:

- what aspects of the service is important to the customer,
- whether they see value in what is currently provided, and
- the likely trend over time based on the current budget provision.

**Table 3.4: Customer Values**

Service Objective:			
Customer Values	Customer Satisfaction Measure	Current Feedback	Expected Trend Based on Planned Budget
Road reseals, resheets and maintenance	Customer surveys & Complaints	Moderate number of complaints related to road maintenance	Complaints anticipated to increase
Upgrading of gravel roads to sealed roads	Customer surveys & Complaints	Moderate number of complaints related to road maintenance	Anticipated to increase as the expectations change
Widening of narrow roads	Customer surveys & Complaints	Minimal number of complaints	Remain reasonably constant
Roughness / smoothness of roads	Customer surveys & Complaints	Moderate number of complaints related to road maintenance	With the current budget, complaints anticipated to increase
Upgrading dangerous intersections	Customer surveys & Complaints	Minimal number of complaints	Remain reasonably constant
Safety crossings for children going to school	Customer surveys & Complaints	Minimal number of complaints	Remain reasonably constant
More street lighting required on roads	Customer surveys & Complaints	Moderate number of complaints related to road maintenance	Complaints anticipated to increase
Visibility on corners	Customer surveys & Complaints	Minimal number of complaints	Not anticipated to change

### 3.5 Customer Levels of Service

The Customer Levels of Service are considered in terms of:

- Quality**                      How good is the service ... what is the condition or quality of the service?
- Function**                    Is it suitable for its intended purpose .... Is it the right service?
- Capacity/Use**              Is the service over or under used ... do we need more or less of these assets?

In Table 3.5 under each of the service measures types (Quality, Function, Capacity/Use) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current funding level.

These are measures of fact related to the service delivery outcome e.g. number of occasions when service is not available, condition %'s of Very Poor, Poor/Average/Good, Very Good and provide a balance in comparison to the customer perception that may be more subjective.

**Table 3.5: Customer Level of Service Measures**

Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
<b>Condition</b>	Road provides a comfortable ride	Condition rating of the assets' components (4-yearly condition reassessment cycle)	<ul style="list-style-type: none"> <li>- Unsealed roads: a large portion of unsealed road pavement is in Poor or Very poor condition (43%)</li> <li>- Sealed roads: Most of the pavement is in Average or Better condition (95%); Majority of the surface of sealed roads are in Average or Better condition (75%) while 26% of the assets are in Poor or below condition.</li> <li>- Other assets: most of the SW Channel, Footpath, Drainage and Signs are in Average or Better condition, except a large proportion of concrete slabs footpath is in Poor and Very poor Condition (48%).</li> <li>-More details on condition profile of all assets refer to Section 5.1.3.</li> </ul>	<ul style="list-style-type: none"> <li>- The current budget allocation enables the Shire to maintain the current performance in the short-term.</li> <li>- The Shire is planning to replace the concrete slabs with cement concrete footpaths to provide a better service to the community.</li> <li>- The Long-Term Financial Plan will be revised when more information on customer expectations is achieved.</li> </ul>
	<b>Confidence levels</b>		Medium (Professional judgement supported by data sampling)	Medium (Professional judgement supported by data sampling)
<b>Function</b>	Meets road construction Standards	Refers to Section 5.2.1 for the minimum cross-section width of roads	- Most assets meet standard	- No widening/upgrading the current road width based on user's need and budget allocation
	<b>Confidence levels</b>		High (Professional Judgement supported by extensive data)	High (Professional Judgement supported by extensive data)

<b>Capacity</b>	The road network is sufficient to the transportation service	Levels of traffic congestion	Most roads have sufficient capacity	Maintain sufficient in the coming years.
	<b>Confidence levels</b>		High (Professional Judgement supported by extensive data)	High (Professional Judgement supported by extensive data)

### 3.6 Technical Levels of Service

**Technical Levels of Service** – To deliver the customer values, and impact the achieved Customer Levels of Service, are operational or technical measures of performance. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

- **Acquisition** – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).
- **Operation** – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).
- **Maintenance** – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),
- **Renewal** – the activities that return the service capability of an asset up to that which it had originally provided (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),

Service and asset managers plan, implement and control technical service levels to influence the service outcomes.<sup>3</sup>

Table 3.6 shows the activities expected to be provided under the current Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

**Table 3.6: Technical Levels of Service**

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
<b>TECHNICAL LEVELS OF SERVICE</b>				
<b>Acquisition</b>				No New/Upgrade work planned in the next 5 years
		<b>Budget</b>	-	-
<b>Operation</b>	Inspections for potholes, cracking, lighting systems, obstacles on road surfaces	Frequency	Every 6 months	Maintain current performance
	Check growth of grass on unsealed	Frequency	Twice per year	Maintain current performance

<sup>3</sup> IPWEA, 2015, IIMM, p 2|28.

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
	shoulder or sealed roads			
		<b>Budget</b>	<i>\$100,620 per annum</i>	<i>\$100,620 per annum</i>
<b>Maintenance</b>	Keep road network safe for use: grading, repairing potholes, sealing cracks, repairing wheel ruts, road signs, cleaning road surfaces, lighting system	Frequency	Every 6-12 months	Maintain current performance
	Control vegetation growth on unsealed shoulder or sealed roads	Frequency	Twice per year	Maintain current performance
		<b>Budget</b>	<i>\$905,580 per annum</i>	<i>\$905,580 per annum</i>
<b>Renewal</b>	Resealing sealed roads	Frequency	Every 25 years for chip seal, 30 years for asphalt	85% of the current performance (Intervene at Poor condition, 85% of TUL)
	Resheeting unsealed roads	Frequency	Every 15 years	85% of the current performance (Intervene at Poor condition, 85% of TUL)
	SW Channel	Frequency	Every 15 years for Open, Spoon and Table Drain; 75 years for Kerb; and 100 years for Underground Pipe	85% of the current performance (Intervene at Poor condition, 85% of TUL)
	Footpath	Frequency	Every 20 to 80 years depending on footpath types	85% of the current performance (Intervene at Poor condition, 85% of TUL)
	Drainage	Frequency	Every 100 years for both circle and box shaped culverts	85% of the current performance (Intervene at Poor condition, 85% of TUL)
	Sign	Frequency	Carry out annually maintenance	Maintain current performance
		<b>Budget</b>	<i>\$600,000</i>	<i>\$1,000,000 (80% of \$1,204,779)</i>
<b>Disposal</b>				No disposals planned in the next 5 years
		<b>Budget</b>	-	-

Note: \* Current activities related to planned budget.

\*\* Forecast required performance related to forecast lifecycle costs.

It is important to monitor the service levels provided regularly as these will change. The current performance is influenced by work efficiencies and technology, and customer priorities will change over time.

## 4.0 FUTURE DEMAND

### 4.1 Demand Forecasts

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

Demand driver trends and their impacts that may affect future service delivery and use of assets are summarised in Table 4.1.

**Table 4.1: Demand drivers, projections and impact on Services**

Demand driver	Current position	Projection	Impact on services
Population	1,170 (2016 census)	1,025 (2031)	The Shire has a declining and aging population in the next 10 years <sup>(a)</sup> . The population is therefore not a driver impacting on the services.
Demographics	0 – 14yrs = 17.1% 15 – 29yrs = 14.1% 30 – 49yrs = 20.1% 50 – 64yrs = 25.2% 65yrs plus = 23.5%	0 – 14yrs = 15.1% 15 – 29yrs = 14.6% 30 – 49yrs = 19.5% 50 – 64yrs = 16.1% 65yrs plus = 34.6%	Significant increase of the over 65 year's age group may affect footpath facilities. Availability of footpaths and their condition need to be improved. Footpath hazards should also be reduced.
Agricultural Practice	Local industry within the Shire is mainly the production of agricultural based products (cereal grains and sheep).	Increase in number of heavy haulages from Grain Freight Network and economic sources.	Increase axle loading will apply higher pressure on the current road surfaces and pavements. This will increase maintenance requirements. Existing roads and bridges may become deficient under increased loading standards.
Technology change	Majority of the Shire's road network is unsealed. Chip sealed is predominately used for sealed roads.	No change in the road materials, construction and maintenance techniques for the time being.	No significant effect on the services
Tourism		No changes <sup>(b)</sup>	Insignificant impact on the services
Climate Change	The climate is warm and temperate. The average max/min temperature in Pingelly is 23.1°C/10.4°C. The annual average rainfall is 451 mm.	The temperature could rise by 0.4°C to 2.0°C by 2030 and up to 1.0°C to 6.0°C by 2070. Lower annual average rainfall is expected. Also, severe weather events are forecast to occur more frequent and more severe. <sup>(c)</sup>	An increase in climatic variation may potentially reduce pavement life of both sealed and unsealed roads, increase level of damage to bridges and culvert, consequently lead to a potential higher lifecycle cost.

<sup>(a)</sup> Western Australia Tomorrow, Population Report No. 11 - Local Government Area, Medium-Term Population Forecasts 2016 to 2031, Pingelly (S), March 2019.

<sup>(b)</sup> Tourism Forecasting Committee (2011), Forecast 2011 Issue 2, Tourism Research Australia, Canberra.

<sup>(c)</sup> CSIRO (2001), Climate Change Projections for Australia, CSIRO Atmospheric Research, Melbourne

## 4.2 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.2. Further opportunities will be developed in future revisions of this asset management plan.

**Table 4.2: Demand Management Plan**

Demand driver	Demand Management Plan
Population	Monitor the needs and usage.
Demographics	The Shire is planning to convert concrete slabs into cement concrete footpath in order to improve the condition of the footpath system.
Agricultural Practice	Monitor the needs and usage. Further research is required for the Shire resource capacity.
Tourism	Monitor the needs and usage.
Technology change	Keep updated with new materials, construction and maintenance techniques.
Climate change	Building asset resilience to Climate Change for New/Upgrade work or renewals



## 5.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Shire plans to manage and operate the assets at the agreed levels of service (Refer to Section 3) while managing life cycle costs.

### 5.1 Background Data

#### 5.1.1 Physical parameters

The assets covered by this asset management plan are presented in Table 2.1. These assets comprise 573 km of sealed and unsealed roads, 726 km of surface water channel, 11.2 km of footpath, 745 culverts and 908 signs.

The age profile of the assets included in this AM Plan are shown in Figure 5.1.1. The age profile shown has been compiled primarily from condition data and therefore does not necessarily provide an accurate picture of asset age. This does not affect the overall integrity of the plan and will be rectified in future revisions of this plan.

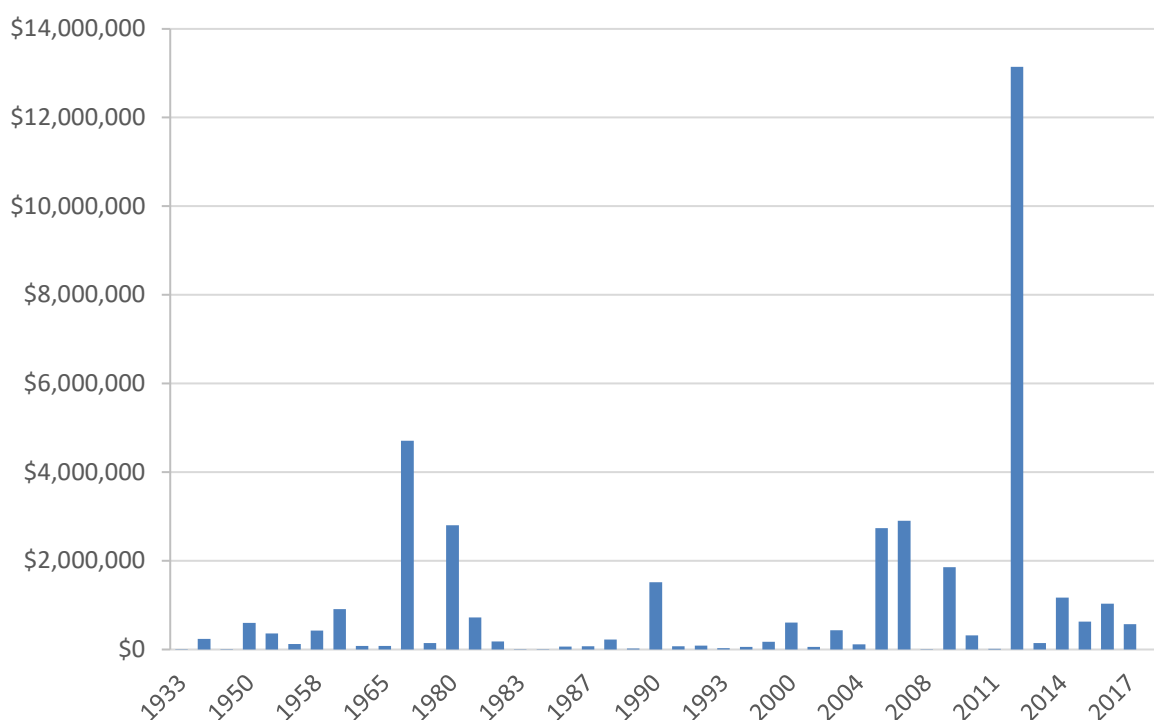


Figure 5.1.1: Asset Age Profile

All figure values are shown in current (real) dollars.

#### 5.1.2 Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there is insufficient resources to address all known deficiencies. Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

Table 5.1.2: Known Service Performance Deficiencies

Location	Service Deficiency
Roads – Various locations	Past low renewal budgets resulted in a significant backlog of reseal and resheet work. There is also a large peak in the first year of planning period based on Asset Register Method for the prediction of renewal due to the assets past their useful life. A further investigation will be carried out to assess if their useful life corporate with the assets' condition. This is listed in the AMP Improvement Plan. There is a high economic risk if pavements are damage by delaying reseals. <b>High Risk</b>

Footpath – Various locations	Footpath inspections show extensive damage of footpath, especially concrete slabs type. 48% of concrete slabs are in Poor and below condition according to a condition revaluation on Oct 2018. The Shire is planning to replace this type of footpath with cement concrete type. <b>High Risk</b>
Drainage – Various locations	There is an amount of \$336k unfunded for the renewal of drainage at the time of this plan. Renewal work will be carried out for these deficient culverts according to the planned renewal budget in this plan. <b>Medium Risk</b>
Traffic signs – Various locations	Many traffic signs are in Poor or below condition. However, these signs will be repaired using the annual maintenance budget for the roadside furniture.

The above service deficiencies were identified from asset inspections, which were carried out in October 2018.

### 5.1.3 Asset condition

The Shire of Pingelly has undertaken a revaluation of all infrastructure assets on a 4-yearly cycle. The Shire would ideally review the valuation inputs annually to ensure relevancy. The last date that the Shire had the road network surveyed was in October 2018.

The field survey was performed in accordance with the WALGA Road Visual Condition Assessment Manual (Version 1 -2016). The condition valuation was conducted on all the road network assets, which include road components, drainage, footpaths, road signs and surface water channel.

Condition is measured using a 1 – 5 grading system<sup>4</sup> as detailed in Table 5.1.3. It is important that consistent condition grades be used in reporting various assets across an organisation. This supports effective communication. At the detailed level assets may be measured utilising different condition scales, however, for reporting in the AM plan they are all translated to the 1 – 5 grading scale.

**Table 5.1.3: Simple Condition Grading Model**

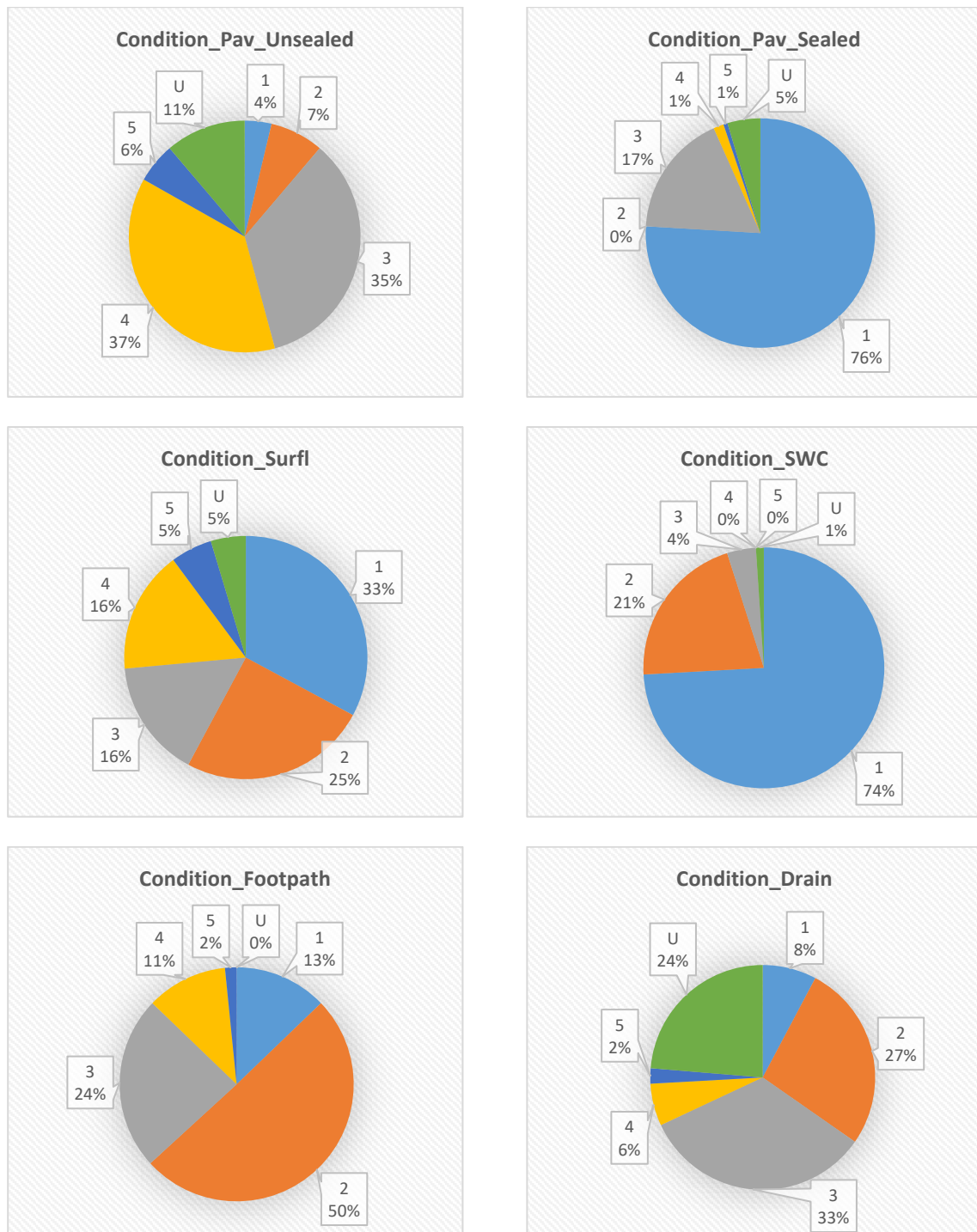
Condition Grading	Description of Condition
<b>1</b>	<b>Very Good:</b> only planned maintenance required
<b>2</b>	<b>Good:</b> minor maintenance required plus planned maintenance
<b>3</b>	<b>Fair:</b> significant maintenance required
<b>4</b>	<b>Poor:</b> significant renewal/rehabilitation required
<b>5</b>	<b>Very Poor:</b> physically unsound and/or beyond rehabilitation

The condition profile of our assets is shown in Figure 5.1.3.

The condition profile for unsealed roads shows a large proportion of unsealed road pavements are in poor or below condition (43%). Condition is unknown for 11% of unsealed roads. The majority of sealed road pavements are in an average or better condition, which made up 93% of this group. Meanwhile, a relatively large percentage of surfaces are in poor or below condition, which made up 21% of this group. There is a high economic risk if pavements are damaged due to the delaying of reseals. A renewal plan for both surfaces and pavements of sealed/unsealed roads which are in poor or below condition needs to be undertaken promptly.

Most of the surface water channels are in good or better condition, which makes up 95% of its group. It is noted that 67% of underground pipes are in unknown condition due to accessibility for inspections. The condition of these structures is predicted based on age and actual working condition and will be updated in the future updates of this plan.

<sup>4</sup> IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.



**Figure 5.1.3: Asset Condition Profile**

The condition profile shows that 87% of footpath are in an average or better condition. When considering further detailed levels, a large proportion of concrete slabs are in poor and below condition. As outlined previously, the community demographic over 65 years of age is forecast to increase significantly in the next 10 years, requiring the availability of footpaths and their condition to be improved. The Shire is therefore planning to replace all the concrete slabs with cement concrete in order to improve the quality of the footpath network.

In terms of drainage system, 68% of the structures are in average or better condition. 24% are in unknown condition. This is listed in the AMP Improvement Plan and will be updated in future revisions of this plan.

In summary, a large proportion of unsealed roads pavements and sealed roads surfaces are in poor or below condition. The majority of the concrete slabs are in poor or below condition. A timely renewal plan therefore is needed to prevent potential higher lifecycle cost of the road network as well as to improve the condition of the transportation network for a better-quality service delivery to the community.

### 5.1.4 Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery. The service hierarchy is shown below.

**Table 5.1.4: Asset Service Hierarchy**

Service Hierarchy	Service Level Objective (Minimum cross-section width)
Regional Distributor	- Unsealed roads: 10.0 m - Sealed roads: 8.0m seal, 10.0 m carriageway
Local Distributor	- Unsealed roads: 10.0 m - Sealed roads: 7.0m seal, 10.0m carriageway
Access Road	- Unsealed roads: 8.0 m - Sealed roads: 6.0m seal, 8.0m carriageway

## 5.2 Operations and Maintenance Plan

### 5.2.1 Operations and Maintenance Plan

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs, asphalt patching, and equipment repairs.

The trend in maintenance budgets are shown in Table 5.2.1.

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Assessment and priority of reactive maintenance is undertaken by staff using experience and judgement.

**Table 5.2.1: Maintenance Budget Trends**

Year	Maintenance Budget \$
2014-15	\$840,000
2015-16	\$750,000
2016-17	\$1,181,000
2017-18	\$1,255,000
2018-19	\$1,005,000
<b>Average</b>	<b>\$1,006,000</b>

### 5.2.2 Summary of forecast operations and maintenance costs

Forecast operations and maintenance costs are expected to vary in relation to the total value of the asset stock. If additional assets are acquired, the future operations and maintenance costs are forecast to increase. If assets are disposed of the forecast operation and maintenance costs are expected to decrease. Figure 5.2.2 shows the

forecast operations and maintenance costs relative to the proposed operations and maintenance planned budget.

**Figure 5.2.2: Operation and Maintenance Summary**



All figure values are shown in current (real) dollars.

The forecast operation and maintenance expenditure are based on the past 5 years average expenditure on operation and maintenance activities.

Maintenance expenses include: grading, pothole repairs, patching. Operations expenses include: traffic management, street sweeping, clearing drainage assets. A detailed summary of the forecast operation and maintenance costs is given in the below table, noting that indexation rates will be applied to each year through the Long-Term Financial Plan.

**Table 5.2.2: Operation and Maintenance Forecast Summary**

Year	Operation Forecast	Maintenance Forecast	Total Ops \$ Maint Forecast	Planned budget
2020	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2021	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2022	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2023	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2024	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2025	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2026	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2027	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2028	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2029	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2030	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2031	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2032	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2033	\$100,620	\$905,580	\$1,006,200	\$1,006,200

2034	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2035	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2036	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2037	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2038	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2039	\$100,620	\$905,580	\$1,006,200	\$1,006,200

Deferred maintenance (i.e. works that are identified for maintenance activities but unable to be completed due to available resources) are to be included in the infrastructure risk management plan. Future revisions of this plan will address this risk.

### 5.3 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

#### 5.3.1 Useful life of the assets

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3.

**Table 5.3.1: Useful Lives of Assets**

Asset (Sub)Category	Asset Components	Useful life (years)
Roads	Pavement Structure – Sealed	80
	Pavement Structure – Unsealed	15
	Surface Structure - Chip Seal	20
	Surface Structure - Asphalt	25
Surface water channel	SWC - Kerb	75
	SWC – Open/Spoon/Table Drain	15
	SWC - Underground Pipe	100
Footpath	Footpath - Concrete	80
	Footpath - Asphalt	30
	Footpath - Brick Paving	60
	Footpath - Concrete Slabs	40
	Footpath - Gravel	20
Drainage	Box/pipe culverts	100

#### ***Determination of Remaining Useful Life (RUL) and Total Useful Life (TUL) based on Condition***

In this plan, the RUL and TUL of assets are determined based on current condition relative to their expected condition. This is done by applying a defined increase or decrease percentage of the assets TUL based on the

condition of the asset. The expected condition is determined based on the deterioration model recommended by IPWEA5, which relate an asset's condition with its age. The current (actual) condition is determined from field condition assessment.

Depending on varying working conditions such as level of usage, maintenance, and environmental impact, the assets may have depreciated more or less than the expected TUL. As such, the application of condition effect will correlate the RUL and TUL closer to its actual condition of the asset. For example, given an asset that is expected to have average condition based on its age, however, the actual condition is good, then the RUL would be understated, and the effect of condition will increase the RUL by 35%. If the actual condition is poor, then the RUL would be overstated, and the effect of condition will decrease the RUL by 25%. The results of the last survey, which was undertaken on October 2018 by RMECS was used in this plan to determine the actual condition of the assets.

The percentage changes for each combination of expected and actual condition are given as below:

**Table 5.3.2: Changes in RUL based on Condition**

Expected Condition	Actual Condition	% incr/dcr of RUL
Excellent	Excellent	0%
Excellent	Good	-25%
Excellent	Average	-60%
Excellent	Poor	-85%
Excellent	Very poor	-90%
Good	Excellent	25%
Good	Good	0%
Good	Average	-35%
Good	Poor	-60%
Good	Very poor	-65%
Average	Excellent	60%
Average	Good	35%
Average	Average	0%
Average	Poor	-25%
Average	Very poor	-30%
Poor	Excellent	85%
Poor	Good	60%
Poor	Average	25%
Poor	Poor	0%
Poor	Very poor	-5%
Very poor	Excellent	90%
Very poor	Good	65%
Very poor	Average	30%
Very poor	Poor	5%
Very poor	Very poor	0%

### 5.3.2 Renewal ranking criteria

Asset renewal is typically undertaken to either:

<sup>5</sup> IPWEA, 2015, Practice Note 9.2, p 22

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).<sup>6</sup>

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.<sup>7</sup>

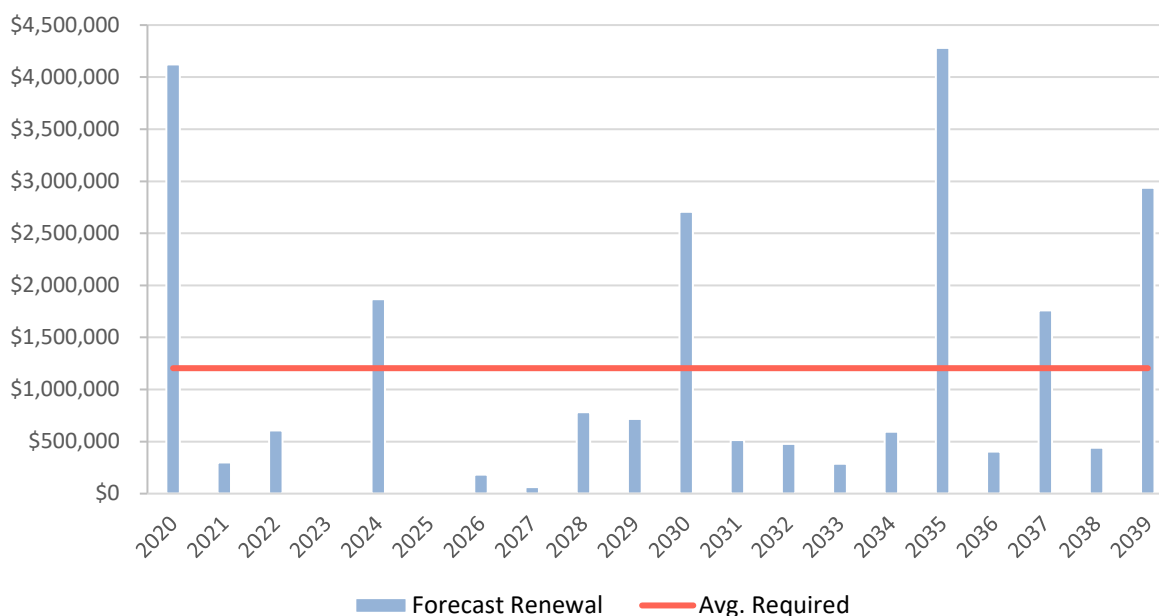
The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 5.3.3.

**Table 5.3.3: Renewal Priority Ranking Criteria**

Criteria	Weighting
Condition	60%
Hierarchy	40%
<b>Total</b>	<b>100%</b>

### 5.3.3 Summary of future renewal costs

The required costs associated with renewals and their average are shown in Figure 5.3.3. The total costs for renewals over the planning period is \$23,072,944 or \$1,204,779 in average. It is noted that there is a peak of renewals in the first year of the planning period due to a large number of deferrals from previous years. The year one renewal requirement is \$4,121,930.



**Figure 5.3.3: Required Renewal Costs**

Due to the limitation of the annual budget allocation, it is not feasible to renew all these assets in the first year as required. The renewals have therefore been prioritised according to the renewal ranking criteria to fit the budget allocation. Figure 5.3.4 shows the planned renewals according to two scenarios:

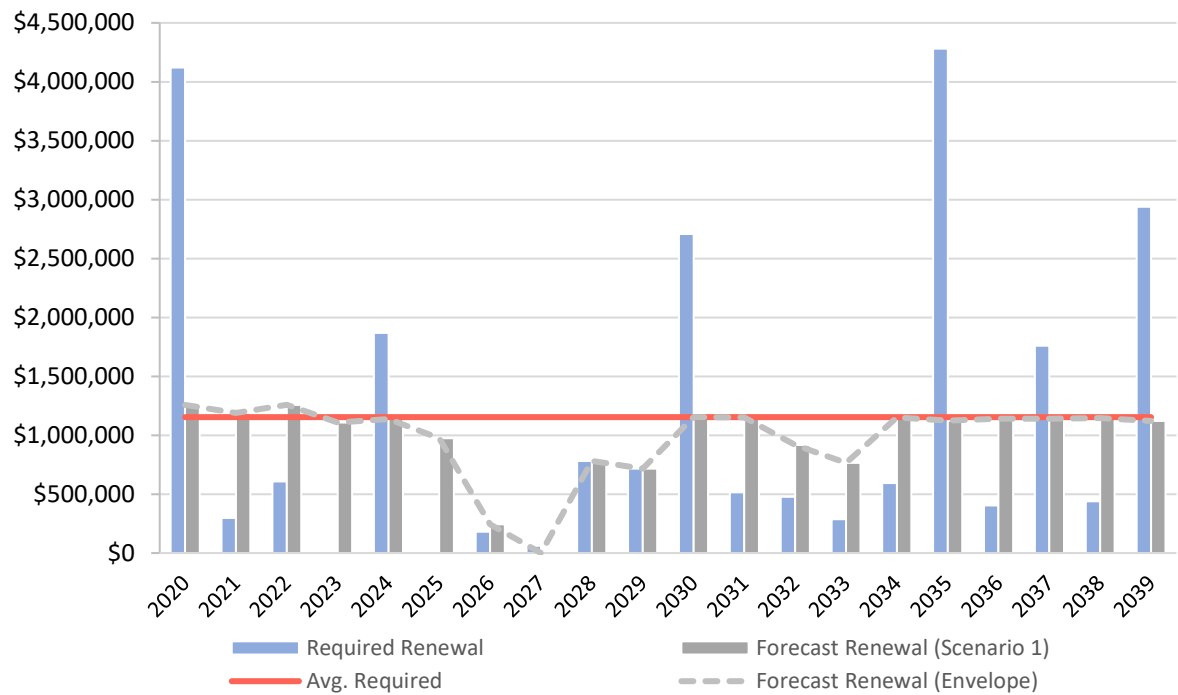
<sup>6</sup> IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

<sup>7</sup> Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.



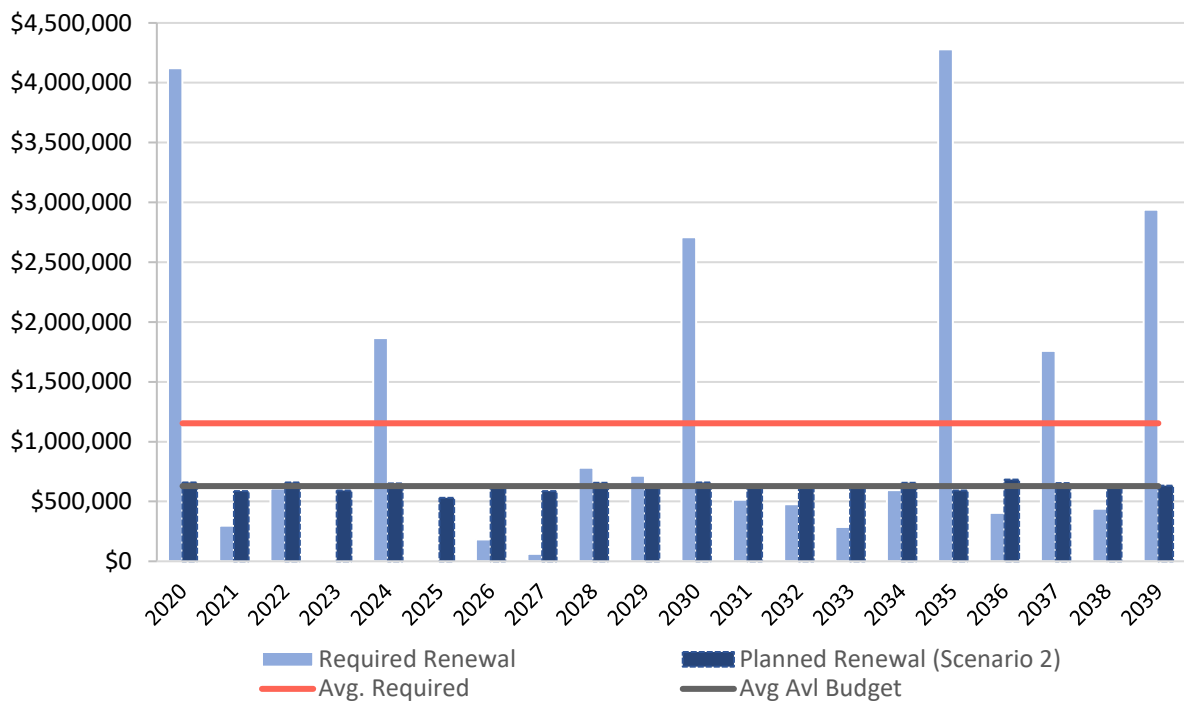
**Scenario 1:** 100% budgeted (\$1,204,779 annual average)

**Scenario 2:** Available budget according to LTFP (\$600,000 annual average).



**Figure 5.3.4: Forecast Renewal Costs (Scenario 1)**

In the first scenario, the annual budget allocation is \$1,204,779, which is equal to 100% of the average required renewal cost as shown in Figure 5.3.3, the renewals in the first year will be spread evenly in the next 5 years and there is no renewal backlog in the short-term 5 year and medium-term 10 year periods. As such, there is no reduction in the level of service over the medium-term period.



**Figure 5.3.5: Planned Renewal Costs (Scenario 2)**

In the second scenario, the average annual budget is \$600,000, which is about 49.8% of the average required renewal cost, the renewals are spread evenly over the planning period (Figure 5.3.5). This scenario leaves a budget shortfall of \$752,307 annually over 5-year period and \$250,071 annually over 10-year period, respectively. As such, many renewals are expected to be further delayed. For instance, all the assets in the first

year need 4 year to be able to renew, resulting in the delay in the assets in the next years at least 4 years. At the end of 2029 (year 10), the amount of deferral works remains \$2,500,712. The level of service is expected to reduce over the medium-term period. Details of planned renewal works over 10-year period is given in Appendices C and D.

**Table 5.3.4: Planned Renewal and Shortfall Summary**

Year	Forecast Renewal	Planned Renewal <sup>(*)</sup> (Scenario 2)	Annual Shortfall	Cumulative Shortfall
2020	\$4,121,930	\$659,765	(\$3,462,165)	(\$3,462,165)
2021	\$299,151	\$587,411	\$288,260	(\$3,173,905)
2022	\$608,034	\$659,965	\$51,931	(\$3,121,974)
2023	\$13,797	\$591,210	\$577,413	(\$2,544,561)
2024	\$1,867,142	\$650,171	(\$1,216,972)	(\$3,761,533)
2025	\$16,629	\$529,385	\$512,756	(\$3,248,777)
2026	\$181,501	\$627,150	\$445,649	(\$2,803,128)
2027	\$62,439	\$585,659	\$523,220	(\$2,279,908)
2028	\$781,145	\$655,835	(\$125,311)	(\$2,405,219)
2029	\$716,454	\$620,961	(\$95,493)	(\$2,500,712)
2030	\$2,707,856	\$659,317	(\$2,048,539)	(\$4,549,251)
2031	\$514,544	\$626,689	\$112,145	(\$4,437,105)
2032	\$478,453	\$638,524	\$160,071	(\$4,277,034)
2033	\$286,451	\$633,757	\$347,306	(\$3,929,728)
2034	\$594,267	\$656,395	\$62,128	(\$3,867,600)
2035	\$4,280,353	\$593,004	(\$3,687,349)	(\$7,554,949)
2036	\$405,041	\$682,960	\$277,918	(\$7,277,030)
2037	\$1,759,866	\$653,847	(\$1,106,018)	(\$8,383,048)
2038	\$439,282	\$630,013	\$190,731	(\$8,192,317)
2039	\$2,938,609	\$631,578	(\$2,307,031)	(\$10,499,348)

(\*) Planned renewal based on available budget.

Deferred renewal (assets identified for renewal and not scheduled in capital works programs) is included in the risk analysis process in the risk management plan.

## 5.4 Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to the Shire.

### 5.4.1 Selection criteria

Proposed upgrade of existing assets, and new assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work

analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in Table 5.4.1.

**Table 5.4.1: Acquired Assets Priority Ranking Criteria**

Criteria	Weighting
Current/future service capacity/specification	60%
Condition/remaining life	30%
Road hierarchy	10%
<b>Total</b>	<b>100%</b>

#### **5.4.2 Summary of future asset acquisition costs**

There are no plans for new roads/ assets and upgrade projects in the next 5 years. Future revisions of this plan will include acquisition cost if it is incurred.

### **5.5 Disposal Plan**

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 5.6. A summary of the disposal costs and estimated reductions in annual operations and maintenance of disposing of the assets are also outlined in Table 5.6. Any costs or revenue gained from asset disposals is included in the long term financial plan.

No roads/ assets have been identified as being required to be disposed of over the length of this plan.

## 6.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: ‘coordinated activities to direct and control with regard to risk’<sup>8</sup>.

An assessment of risks<sup>9</sup> associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

### 6.1 Critical Assets

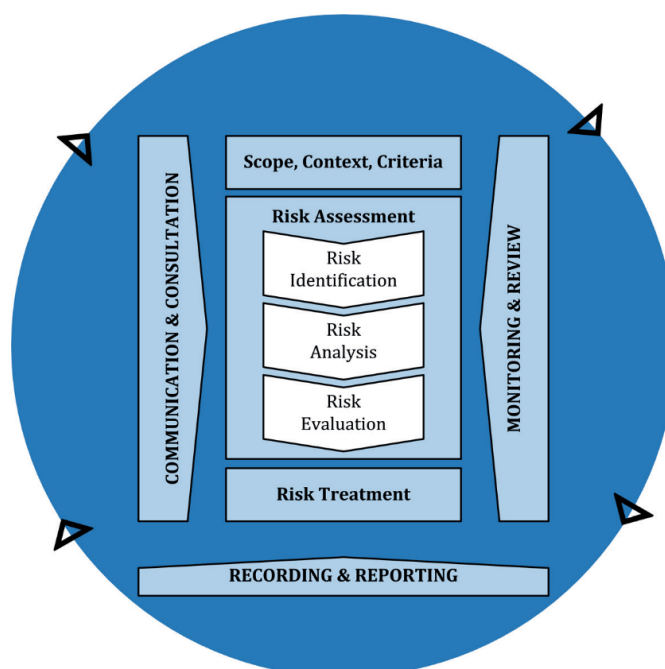
Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery. Failure modes may include physical failure, collapse or essential service interruption.

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

No critical assets are identified in this plan.

### 6.2 Risk Assessment

The risk management process used is shown in Figure 6.2 below. It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks. The process is based on the fundamentals of International Standard ISO 31000:2018.



**Fig 6.2 Risk Management Process – Abridged**  
Source: ISO 31000:2018, Figure 1, p9

<sup>8</sup> ISO 31000:2009, p 2

<sup>9</sup> REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks<sup>10</sup> associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 6.2. It is essential that these critical risks and costs are reported to management and the Shire.

**Table 6.2: Risks and Treatment Plans**

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Treatment Costs
Sealed road network	Reduction in vehicle travel speed, damage to vehicle from poor or very poor condition	H	Develop reseal plans based on renewal ranking criteria	TBC
Unsealed road network	Loss access due to weather	H	Develop resheet plans based on renewal ranking criteria	TBC
Footpath	Trip hazard  Conflict between pedestrian and bicycle users on shared paths	H	Defect inspections and maintenance.  Replace concrete slabs by cement concrete	Ongoing costs are included in the ops&maint budget
Drainage	Loss of access and damage to vehicle due to culverts broken	H	Defect inspections and maintenance	Ongoing costs are included in the ops&maint budget

Note \* The residual risk is the risk remaining after the selected risk treatment plan is implemented.

### 6.3 Infrastructure Resilience Approach

The resilience of our critical infrastructure is vital to the ongoing provision of services to customers. To adapt to changing conditions we need to understand our capacity to 'withstand a given level of stress or demand', and to respond to possible disruptions to ensure continuity of service.

Resilience is built on aspects such as response and recovery planning, financial capacity, climate change and crisis leadership.

We do not currently measure our resilience in service delivery. This will be included in future iterations of the asset management plan.

<sup>10</sup> REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

## 7.0 FINANCIAL SUMMARY

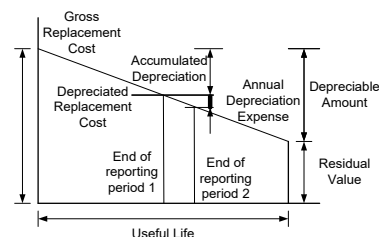
This section contains the financial requirements resulting from the information presented in the previous sections of this asset management plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

### 7.1 Financial Statements and Projections

#### 7.1.1 Asset valuations

The best available estimate of the value of assets included in this Asset Management Plan are shown below. The assets are valued at cost to replace service capacity:

Current (Gross) Replacement Cost	\$78,739,829
Depreciable Amount	\$39,466,441
Depreciated Replacement Cost <sup>11</sup>	\$62,528,559
Depreciation	\$1,280,925



#### 7.1.2 Sustainability of service delivery

There are four key indicators of sustainable service delivery that are considered in the asset management plan for this service area. These indicators are: 1/ the asset renewal funding ratio (proposed renewal budget for the next 10 years / forecast renewal costs for next 10 years); 2/ long-term forecast costs/proposed budget; 3/ medium-term forecast costs/proposed budget (over 10 years of the planning period); and 4/ short-term forecast costs/proposed budget (over 5 years of the planning period).

#### Asset Renewal Funding Ratio

Asset Renewal Funding Ratio<sup>12</sup>: 71.15%

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 71.15% of the funds required for the optimal renewal of assets.

The forecast renewal work along with the proposed renewal budget, and the cumulative shortfall, is illustrated in Appendix C.

#### Long term – lifecycle cost

Life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the longest asset life. Life cycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The life cycle cost for the services covered in this asset management plan is **\$2,287,125** per year which is calculated as the sum of operation, maintenance expenditure and depreciation expense in year 1, using 10 year planned outlays.

Life cycle costs can be compared to life cycle expenditure to give an indicator of sustainability in service provision. Life cycle expenditure includes operations, maintenance and capital renewal expenditure in year 1. Life cycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure at the start of the plan is **\$1,622,951** (operations and maintenance expenditure plus budgeted capital renewal expenditure in year 1).

Medium Term - 10 year financial planning period	Per Annum
Life Cycle Cost [average 10 years projected ops, maint exp and depr]	\$2,287,125
Life Cycle Expense [average 10 years LTFP budget ops, maint & capital renewal]	\$1,622,951
Life Cycle Gap [life cycle expenditure - life cycle cost (-ve = gap)]	-\$664,174
Life Cycle Indicator [life cycle expenditure / life cycle cost]	70.96%

<sup>11</sup> Also reported as Written Down Value, Carrying or Net Book Value.

<sup>12</sup> AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

A shortfall between life cycle cost and life cycle expenditure is the life cycle gap. The life cycle gap for services covered by this asset management plan is **\$664,174** per year, giving a life cycle sustainability index of 70.96%.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

#### Medium term – 10 year financial planning period

This asset management plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the 10 year period to identify any funding shortfall. The forecast operations, maintenance and renewal costs over the 10 year planning period is **\$1,873,022** on average per year. The proposed (budget) operations, maintenance and renewal funding is **\$1,622,951** on average per year giving a 10 year funding shortfall or funding excess of **\$250,071** per year.

This indicates that 86.65% of the forecast costs needed to provide the services documented in this asset management plan are accommodated in the proposed budget. This excludes acquired assets.

Medium Term - 10 year financial planning period	Per Annum
10 yr Ops, Maint & Renewal Projected Expenditure	\$1,873,022
10 yr Ops, Maint & Renewal LTFP Budget Exp	\$1,622,951
10 year financing shortfall [10 yr proj exp - LTFP Budget exp]	-\$250,071
10 year financing indicator [LTFP Budget exp / 10 yr proj exp]	86.65%

#### Medium term – 5 year financial planning period

The forecast operations, maintenance and renewal costs over the first 5 years of the planning period is as below:

Medium Term - 5 year financial planning period	Per Annum
5 yr Ops, Maint & Renewal Projected Expenditure	\$2,388,211
5 yr Ops, Maint & Renewal LTFP Budget Exp	\$1,635,904
5 year financing shortfall [5 yr proj exp - LTFP Budget exp]	-\$752,307
5 year financing indicator [LTFP Budget exp / 5 yr proj exp]	68.50%

#### Financial Sustainability Indicators

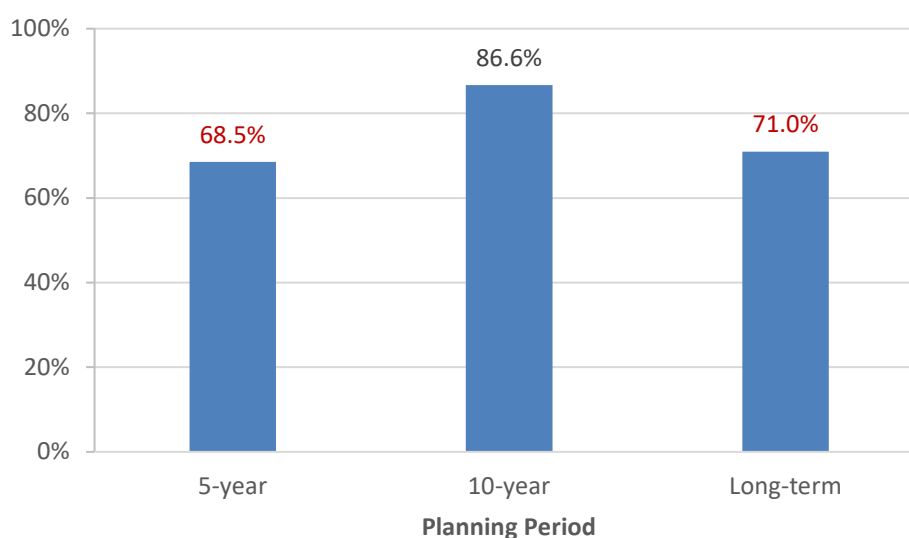
Figure 7.1.2 shows the financial sustainability indicators over the 10 year planning period and for the long term life cycle, where it gives a comparison of LTFP outlays as a percentage of projected requirements.

A Council's long-term financial sustainability is dependent upon ensuring that, on average over time, its expenses are less than associated revenues. In essence this requires current day citizens to fully meet the cost of services provided for them by their Council. This is a Sustainability indicator > 1.0.

If a Council is not generating an operating surplus in most periods then it is unlikely to be operating sustainably. It means that the cost of services provided to the community exceeds revenue generated. The change of an operating deficit into a surplus can only occur by ensuring in future that revenues are increased and/or that costs are reduced (at least relative to revenue increases, either by reducing service levels or improving productivity).

If a Council is operating with a significant deficit over several years and its strategic management and long-term financial plans do not provide clear proposals for this to be turned around then it is inevitable that it will face major financial shocks in future. The Council effectively is in the same position as individuals living beyond their means. Sooner or later they will be caught by the consequences. For a Council the problem is likely to come to a head when existing major assets fail. The Council would then need to choose between large rate rises (not

available under rate pegging) or not replacing assets thereby effectively providing its community with a lower standard of service.



**Figure 7.1.2: Financial Sustainability Indicators**

Providing sustainable services from infrastructure requires the management of service levels, risks, forecast costs and financing to achieve a financial indicator of approximately 1.0 for the first years of the asset management plan and ideally over the 10-year life of the Long Term Financial Plan.

### 7.1.3 Forecast costs for long term financial plan

Table 7.1.3 shows the forecast costs for the 10 year long term financial plan. The forecast costs are shown in 2019 real values. Further details on the forecast costs are shown in Appendices A to C.

**Table 7.1.3: Forecast Costs for Long Term Financial Plan**

Year	Forecast Acquisition	Forecast Operation	Forecast Maintenance	Forecast Renewal	Forecast Disposal
2020	-	\$100,620	\$905,580	\$4,121,930	-
2021	-	\$100,620	\$905,580	\$299,151	-
2022	-	\$100,620	\$905,580	\$608,034	-
2023	-	\$100,620	\$905,580	\$13,797	-
2024	-	\$100,620	\$905,580	\$1,867,142	-
2025	-	\$100,620	\$905,580	\$16,629	-
2026	-	\$100,620	\$905,580	\$181,501	-
2027	-	\$100,620	\$905,580	\$62,439	-
2028	-	\$100,620	\$905,580	\$781,145	-
2029	-	\$100,620	\$905,580	\$716,454	-
2030	-	\$100,620	\$905,580	\$2,707,856	-
2031	-	\$100,620	\$905,580	\$514,544	-
2032	-	\$100,620	\$905,580	\$478,453	-
2033	-	\$100,620	\$905,580	\$286,451	-
2034	-	\$100,620	\$905,580	\$594,267	-
2035	-	\$100,620	\$905,580	\$4,280,353	-
2036	-	\$100,620	\$905,580	\$405,041	-



Year	Forecast Acquisition	Forecast Operation	Forecast Maintenance	Forecast Renewal	Forecast Disposal
2037	-	\$100,620	\$905,580	\$1,759,866	-
2038	-	\$100,620	\$905,580	\$439,282	-
2039	-	\$100,620	\$905,580	\$2,938,609	-

## 7.2 Funding Strategy

Projected expenditure identified in Section 7.1 is to be funded from future operating and capital budgets. The funding strategy is detailed in the Shire's long term financial plan.

Achieving the financial strategy will require:

- Engaging with the community to gain agreement on service levels for our transport infrastructure,
- Further developing and refining our Asset Management System to ensure it reflects comprehensive and current information regarding our transport infrastructure,
- Making continuous improvements to our road maintenance activities in order to gain maximum efficiency and value for money,
- Plea to State and Federal Governments for funding assistance to address our infrastructure funding crisis
- Establishing policies to direct rural subdivision and dwelling construction to areas where acceptable road standards can provide access, or required road upgrading can be achieved to minimum public standards.

## 7.3 Valuation Forecasts

Asset values are forecast to maintain in the coming years as there is no plans for new assets or upgrade projects being added to the service.

Additional assets will generally add to the operations and maintenance needs in the longer term. Additional assets will also require additional costs due to future renewals. Any additional assets will also add to future depreciation forecasts.

## 7.4 Key Assumptions Made in Financial Forecasts

In compiling this asset management plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

- The current levels of service will remain constant over the life time of this AMP.
- The asset register contained in RAMM is accurate.
- The level of confidence of the field survey results conducted by RMECS on Oct 2018 is high.
- The treatment and maintenance costs are based on Shire's current schedule of rates and may not directly compare to Shire's internal service provision actual costs.
- All predicted financial figures are based on 2019/20 rates and are not adjusted by the inflation rate for the particular year of works.

Accuracy of future financial forecasts may be improved in future revisions of this asset management plan by the following actions:

- Consult with the community and other stakeholders to finalise the levels of service currently being delivered.
- Improving the accuracy of the current asset register;

- Improving asset inspection procedures;
- Refining useful lives for all asset classes;
- Refining planned maintenance and renewal for asset classes;
- Refinement of growth forecasts used in the current plan;
- Refining accurate unit rates for asset classes.
- Refine and improve the prediction modelling (life cycle paths and decision matrices).

## 7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale<sup>13</sup> in accordance with Table 7.5.1.

**Table 7.5.1: Data Confidence Grading System**

Confidence Grade	Description
A. Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B. Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C. Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D. Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E. Unknown	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 6.5.1.

**Table 7.5.1: Data Confidence Assessment for Data used in AM Plan**

Data	Confidence Assessment	Comment
Demand drivers	C	Professional Judgement
Growth projections	N/A	N/A
Acquisition forecast	B	Included in the Long-term Financial Plan
Operation forecast	B	Included in the Long-term Financial Plan
Maintenance forecast	B	Included in the Long-term Financial Plan
Renewal forecast		
- Asset values	C	Included in the Long-term Financial Plan
- Asset useful lives	C	Generic estimates in the Asset Register
- Condition modelling	C	Professional Judgement
Disposal forecast	B	Included in the Long-term Financial Plan

The estimated confidence level for and reliability of data used in this AM Plan is considered to be Medium.

<sup>13</sup> IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

## 8.0 PLAN IMPROVEMENT AND MONITORING

### 8.1 Status of Asset Management Practices<sup>14</sup>

#### 8.1.1 Accounting and financial data sources

This asset management plan utilises accounting and financial data. The Shire uses the SynergySoft Enterprise for the accounting and financial management functions, which include the financial register of the Shire's assets.

#### 8.1.2 Asset management data sources

This asset management plan also utilises asset management data. The Shire manage their road network using the RAMM Asset Management System (ROMAN II). The RAMM evaluation module was utilised to evaluate road components, surface water channel, footpath, drainage and roadside signs.

### 8.2 Improvement Plan

It is important that an entity recognise areas of their asset management plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this asset management plan is shown in Table 8.2.

**Table 8.2: Improvement Plan**

Task	Task	Responsibility	Resources Required	Timeline
1	Condition of the assets requires re-evaluation	Asset Team	Surveyors Staff Time	2 years
2	Useful Lives (RUL and TUL) for the assets to be updated and validated	Asset Manager Asset Team	Staff Time	1 year
3	Age profile for the assets to be updated	Asset Team	Staff Time	1 year
4	Bulk upload all new segmented and componentised road asset data into Asset Management System	Asset and Financial Teams	RAMM SynergySoft	1 year
5	Research on Customer' expectations and consultation	Asset Team	Staff Time	1 year
6	Finalise Customer's levels of service and Technical levels of service. Have these Levels of Service adopted by Council.	Asset Manager Asset Team	Surveyors Staff Time	2 year
7	Review maintenance and renewal plans to ensure they match the budget allocations	Asset and Financial Teams	Staff Time	1 year
8	Review and revise risk management	Asset and Financial Teams	Staff Time	1 year
9	Ensure future needs are reflected in future asset management plans and considered in the development of the Long-Term Financial Plan	CEO and Senior Management	Asset and Finance Teams	2 years
10	Continue to develop the integration between strategic plans, asset plans and long term financial plans	CEO and Senior Management	Staff resources required to implement	2 years

### 8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

<sup>14</sup> ISO 55000 Refers to this the Asset Management System

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, upgrade/new and asset disposal costs and proposed budgets. These forecast costs and proposed budget are incorporated into the long-term financial plan or will be incorporated into the long-term financial plan once completed.

The AM Plan has a maximum life of 5 years which is aligned with the revaluation cycle.

#### **8.4 Performance Measures**

The effectiveness of this asset management plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this asset management plan are incorporated into the long term financial plan,
- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures take into account the 'global' works program trends provided by the asset management plan,
- The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Plan and associated plans,
- The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 1.0).

## 9.0 REFERENCES

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## 10.0 APPENDICES

### Appendix A Lifecycle Cost Summary

Year	Acquisition	Operation	Maintenance	Renewal			Disposal	Total Forecast		
				Forecast (Asset Register)	100% budgeted (Scenario 1)	Avl budget (Scenario 2)		Forecast Exp.	Planned Exp. (100% bud)	Planned Exp. (Avl bud)
2020	\$0	\$100,620	\$905,580	\$4,121,930	\$1,257,434	\$659,765	\$0	\$5,128,130	\$2,263,634	\$1,665,965
2021	\$0	\$100,620	\$905,580	\$299,151	\$1,189,146	\$587,411	\$0	\$1,305,351	\$2,195,346	\$1,593,611
2022	\$0	\$100,620	\$905,580	\$608,034	\$1,258,260	\$659,965	\$0	\$1,614,234	\$2,264,460	\$1,666,165
2023	\$0	\$100,620	\$905,580	\$13,797	\$1,107,550	\$591,210	\$0	\$1,019,997	\$2,113,750	\$1,597,410
2024	\$0	\$100,620	\$905,580	\$1,867,142	\$1,138,857	\$650,171	\$0	\$2,873,342	\$2,145,057	\$1,656,371
2025	\$0	\$100,620	\$905,580	\$16,629	\$975,436	\$529,385	\$0	\$1,022,829	\$1,981,636	\$1,535,585
2026	\$0	\$100,620	\$905,580	\$181,501	\$243,941	\$627,150	\$0	\$1,187,701	\$1,250,141	\$1,633,350
2027	\$0	\$100,620	\$905,580	\$62,439	\$0	\$585,659	\$0	\$1,068,639	\$1,006,200	\$1,591,859
2028	\$0	\$100,620	\$905,580	\$781,145	\$781,145	\$655,835	\$0	\$1,787,345	\$1,787,345	\$1,662,035
2029	\$0	\$100,620	\$905,580	\$716,454	\$716,454	\$620,961	\$0	\$1,722,654	\$1,722,654	\$1,627,161
2030	\$0	\$100,620	\$905,580	\$2,707,856	\$1,152,804	\$659,317	\$0	\$3,714,056	\$2,159,004	\$1,665,517
2031	\$0	\$100,620	\$905,580	\$514,544	\$1,152,296	\$626,689	\$0	\$1,520,744	\$2,158,496	\$1,632,889
2032	\$0	\$100,620	\$905,580	\$478,453	\$917,299	\$638,524	\$0	\$1,484,653	\$1,923,499	\$1,644,724
2033	\$0	\$100,620	\$905,580	\$286,451	\$764,903	\$633,757	\$0	\$1,292,651	\$1,771,103	\$1,639,957
2034	\$0	\$100,620	\$905,580	\$594,267	\$1,150,906	\$656,395	\$0	\$1,600,467	\$2,157,106	\$1,662,595
2035	\$0	\$100,620	\$905,580	\$4,280,353	\$1,124,451	\$593,004	\$0	\$5,286,553	\$2,130,651	\$1,599,204
2036	\$0	\$100,620	\$905,580	\$405,041	\$1,139,143	\$682,960	\$0	\$1,411,241	\$2,145,343	\$1,689,160
2037	\$0	\$100,620	\$905,580	\$1,759,866	\$1,141,137	\$653,847	\$0	\$2,766,066	\$2,147,337	\$1,660,047
2038	\$0	\$100,620	\$905,580	\$439,282	\$1,145,882	\$630,013	\$0	\$1,445,482	\$2,152,082	\$1,636,213
2039	\$0	\$100,620	\$905,580	\$2,938,609	\$1,121,283	\$631,578	\$0	\$3,944,809	\$2,127,483	\$1,637,778
SUM5	\$0	\$503,100	\$4,527,900	\$6,910,054	\$5,951,248	\$3,148,522	\$0	\$11,941,054	\$10,982,248	\$8,179,522
SUM10	\$0	\$1,006,200	\$9,055,800	\$8,668,223	\$8,668,223	\$6,167,511	\$0	\$18,730,223	\$18,730,223	\$16,229,511
SUM20	\$0	\$2,012,400	\$18,111,600	\$23,072,944	\$19,478,328	\$12,573,596	\$0	\$43,196,944	\$39,602,328	\$32,697,596

## Appendix B      Planned Budget Summary

Year	Acquisition	Operation	Maintenance	Renewal			Disposal	Total budget		
				Forecast (Avg Ass Reg)	100% budgeted (Scenario 1)	Avl budget (Scenario 2)		Avg Required budget	100% budgeted	Avg Avl budget
2020	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$659,765	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2021	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$587,411	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2022	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$659,965	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2023	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$591,210	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2024	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$650,171	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2025	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$529,385	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2026	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$627,150	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2027	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$585,659	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2028	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$655,835	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2029	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$620,961	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2030	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$659,317	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2031	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$626,689	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2032	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$638,524	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2033	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$633,757	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2034	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$656,395	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2035	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$593,004	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2036	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$682,960	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2037	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$653,847	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2038	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$630,013	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2039	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$631,578	\$0	\$2,210,979	\$2,210,979	\$1,634,880
SUM5	\$0	\$503,100	\$4,527,900	\$6,023,894	\$6,023,894	\$3,148,522	\$0	\$11,054,894	\$11,054,894	\$8,174,399
SUM10	\$0	\$1,006,200	\$9,055,800	\$12,047,788	\$12,047,788	\$6,167,511	\$0	\$22,109,788	\$22,109,788	\$16,348,798
SUM20	\$0	\$2,012,400	\$18,111,600	\$24,095,575	\$24,095,575	\$12,573,596	\$0	\$44,219,575	\$44,219,575	\$32,697,596

## Appendix C      Planned Renewal and Shortfall Report

Year	Forecast Renewal	Planned Renewal (Scenario 2)	Annual Shortfall	Cumulative Shortfall
2020	\$4,121,930	\$659,765	(\$3,462,165)	(\$3,462,165)
2021	\$299,151	\$587,411	\$288,260	(\$3,173,905)
2022	\$608,034	\$659,965	\$51,931	(\$3,121,974)
2023	\$13,797	\$591,210	\$577,413	(\$2,544,561)
2024	\$1,867,142	\$650,171	(\$1,216,972)	(\$3,761,533)
2025	\$16,629	\$529,385	\$512,756	(\$3,248,777)
2026	\$181,501	\$627,150	\$445,649	(\$2,803,128)
2027	\$62,439	\$585,659	\$523,220	(\$2,279,908)
2028	\$781,145	\$655,835	(\$125,311)	(\$2,405,219)
2029	\$716,454	\$620,961	(\$95,493)	(\$2,500,712)
2030	\$2,707,856	\$659,317	(\$2,048,539)	(\$4,549,251)
2031	\$514,544	\$626,689	\$112,145	(\$4,437,105)
2032	\$478,453	\$638,524	\$160,071	(\$4,277,034)
2033	\$286,451	\$633,757	\$347,306	(\$3,929,728)
2034	\$594,267	\$656,395	\$62,128	(\$3,867,600)
2035	\$4,280,353	\$593,004	(\$3,687,349)	(\$7,554,949)
2036	\$405,041	\$682,960	\$277,918	(\$7,277,030)
2037	\$1,759,866	\$653,847	(\$1,106,018)	(\$8,383,048)
2038	\$439,282	\$630,013	\$190,731	(\$8,192,317)
2039	\$2,938,609	\$631,578	(\$2,307,031)	(\$10,499,348)
<b>SUM5</b>	<b>\$6,910,054</b>	<b>\$3,148,522</b>	<b>-\$3,761,533</b>	<b>-\$16,064,137</b>
<b>SUM10</b>	<b>\$8,668,223</b>	<b>\$6,167,511</b>	<b>-\$2,500,712</b>	<b>-\$29,301,882</b>
<b>SUM20</b>	<b>\$23,072,944</b>	<b>\$12,573,596</b>	<b>-\$10,499,348</b>	<b>-\$92,269,293</b>

(\*) Scenario 2: based on available budget set in LTFP



## Appendix D 10-Year Renewal Report based on Available Budget

**Year Renewal: 2020 (Y1)**

**Total Cost: \$659,765**

ROAD	\$643,850	FTP	\$15,915
SWC	\$0	DRN	\$0

Group	Road Name	Location	Treatment	Cost
ROAD	SOMERSET STREET	From 0 - 330	Reseal	\$10,456
ROAD	SOMERSET STREET	From 330 - 500	Reseal	\$5,386
ROAD	BODEY STREET	From 0 - 380	Reseal	\$8,756
ROAD	BODEY STREET	From 380 - 450	Reseal	\$1,613
ROAD	WICKEPIN - PINGELLY ROAD	From 15380 - 16490	Reseal	\$29,408
ROAD	BROWN STREET	From 270 - 336	Reseal	\$1,629
ROAD	HARPER STREET	From 0 - 460	Reseal	\$12,493
ROAD	MARCONI STREET	From 0 - 400	Reseal	\$9,876
ROAD	NEW STREET	From 0 - 60	Reseal	\$1,185
ROAD	NEW STREET	From 60 - 130	Reseal	\$1,383
ROAD	PARADE STREET	From 0 - 240	Reseal	\$25,457
ROAD	PARKER STREET	From 780 - 970	Reseal	\$4,691
ROAD	REALM STREET	From 0 - 210	Resheet	\$2,526
ROAD	RENNET STREET	From 0 - 66	Resheet	\$1,180
ROAD	RENNET STREET	From 66 - 133	Resheet	\$1,198
ROAD	RENNET STREET	From 133 - 201	Resheet	\$1,216
ROAD	RENNET STREET	From 201 - 283	Resheet	\$1,466
ROAD	RENNET STREET	From 283 - 370	Resheet	\$1,556
ROAD	RETFORD STREET	From 0 - 60	Reseal	\$1,185
ROAD	RETFORD STREET	From 60 - 130	Reseal	\$1,383
ROAD	RETFORD STREET	From 130 - 210	Reseal	\$1,580
ROAD	RETFORD STREET	From 210 - 300	Reseal	\$1,778
ROAD	SOUTH KWEDA ROAD	From 40 - 9270	Resheet	\$350,725
ROAD	SOUTH KWEDA ROAD	From 9270 - 12350	Resheet	\$110,151
ROAD	YENELLIN ROAD	From 5130 - 5260	Reseal	\$3,210
ROAD	YENELLIN ROAD	From 5660 - 7420	Reseal	\$45,625
ROAD	YENELLIN ROAD	From 7420 - 7680	Reseal	\$6,740
FTP	PARK STREET	From 285 - 447; Side= Right	Replace	\$14,574
FTP	QUADRANT STREET	From 213 - 220; Side= Right	Replace	\$1,341

## 10-Year Renewal Report

**Year Renewal: 2021 (Y2)**

**Total Cost: \$587,411**

ROAD	\$456,526	FTP	\$8,986
SWC	\$0	DRN	\$121,900

Group	Road Name	Location	Treatment	Cost
DRN	JINGARING ROAD	At 2780	Replace	\$4,389
DRN	MERWANGA ROAD	At 4380	Replace	\$4,389
DRN	NAPPING POOL ROAD	At 2270	Replace	\$4,877
DRN	NAPPING POOL ROAD	At 3250	Replace	\$4,877
DRN	WALWALLING ROAD	At 3950	Replace	\$4,389
DRN	NALYA ROAD	At 750	Replace	\$3,901
DRN	STANES ROAD	At 1020	Replace	\$3,901
DRN	GILLET ROAD	At 950	Replace	\$4,389
DRN	HICKMOTT ROAD	At 5180	Replace	\$4,389
DRN	KULYALING ROAD WEST	At 3390	Replace	\$3,109
DRN	SHADDICK ROAD	At 4940	Replace	\$7,864
DRN	STANES ROAD	At 1020	Replace	\$3,901
DRN	WALWALLING ROAD	At 5670	Replace	\$3,109
DRN	NORTH WANDERING ROAD	At 10300	Replace	\$35,763
DRN	WELSHMAN ROAD	At 1230	Replace	\$3,901
DRN	REALM STREET	At 100	Replace	\$3,454
DRN	THOMPSON ROAD	At 1020	Replace	\$4,389
DRN	HASSELL ROAD	At 580	Replace	\$2,764
DRN	MERWANGA ROAD	At 2130	Replace	\$4,389
DRN	WOYERLING ROAD	At 8570	Replace	\$5,852
ROAD	BROWN STREET	From 569 - 889	Reseal	\$7,900
ROAD	TREFORT ROAD	From 0 - 560	Resheet	\$10,014
FTP	PASTURE STREET	From 580 - 630; Side= Right	Renew	\$8,986
DRN	WELSHMAN ROAD	At 2200	Replace	\$3,901
ROAD	ALDERSYDE - PINGELLY ROAD	From 6200 - 8590	Resheet	\$220,546
ROAD	TANNERS ROAD	From 0 - 630	Resheet	\$22,531
ROAD	TANNERS ROAD	From 630 - 1860	Resheet	\$43,989
ROAD	WALWALLING ROAD	From 0 - 1900	Resheet	\$59,456
ROAD	WALWALLING ROAD	From 8320 - 8700	Resheet	\$11,891
ROAD	WALWALLING ROAD	From 8700 - 8980	Resheet	\$8,762
ROAD	WALWALLING ROAD	From 8980 - 9000	Resheet	\$626
ROAD	WOYERLING ROAD	From 0 - 1980	Resheet	\$70,811

## 10-Year Renewal Report

**Year Renewal: 2022 (Y3)**

**Total Cost: \$659,965**

ROAD	\$659,965	FTP	\$0
SWC	\$0	DRN	\$0

Group	Road Name	Location	Treatment	Cost
ROAD	WOYERLING ROAD	From 1980 - 5950	Resheet	\$141,980
ROAD	WOYERLING ROAD	From 5950 - 10880	Resheet	\$171,172
ROAD	YEALERING - PINGELLY ROAD	From 5160 - 8460	Resheet	\$132,771
ROAD	YEALERING - PINGELLY ROAD	From 8460 - 13780	Resheet	\$214,043

## 10-Year Renewal Report

**Year Renewal: 2023 (Y4)**

**Total Cost: \$591,210**

ROAD \$348,736

FTP \$143,536

SWC \$0

DRN \$98,938

Group	Road Name	Location	Treatment	Cost
ROAD	YEALERING - PINGELLY ROAD	From 13780 - 14350	Resheet	\$22,933
ROAD	YENELLIN ROAD	From 10020 - 11630	Resheet	\$57,579
ROAD	YENELLIN ROAD	From 11630 - 16200	Resheet	\$163,438
FTP	BROWN STREET	From 422 - 481; Side= Right	Replace	\$6,330
FTP	BROWN STREET	From 0 - 1; Side= Left	Replace	\$6,482
FTP	PARK STREET	From 460 - 650; Side= Left	Replace	\$33,617
FTP	PARAGON STREET	From 390 - 600; Side= Right	Replace	\$18,776
FTP	SHARROW STREET	From 334 - 401; Side= Right	Replace	\$6,116
FTP	PEMBERTON STREET	From 206 - 285; Side= Left	Replace	\$3,532
FTP	PEMBERTON STREET	From 287 - 320; Side= Left	Replace	\$4,023
FTP	PEMBERTON STREET	From 288 - 320; Side= Right	Replace	\$4,023
FTP	PASTURE STREET	From 570 - 700; Side= Right	Replace	\$6,545
FTP	STRATFORD STREET	From 640 - 760; Side= Left	Replace	\$12,982
FTP	STRATFORD STREET	From 630 - 631; Side= Right	Replace	\$1,162
FTP	TAYLOR STREET	From 130 - 320; Side= Left	Replace	\$33,617
FTP	PASTURE STREET	From 500 - 570; Side= Right	Replace	\$6,330
DRN	BLECHYNDEN ROAD	At 10	Replace	\$4,877
DRN	ALDERSYDE - PINGELLY ROAD	At 6210	Replace	\$7,315
DRN	JAMES STREET	At 230	Replace	\$3,901
DRN	DHU STREET	At 10	Replace	\$5,852
DRN	MILTON ROAD	At 8380	Replace	\$5,852
DRN	NAPPING POOL ROAD	At 720	Replace	\$4,877
DRN	MILTON ROAD	At 7080	Replace	\$5,852
DRN	SOUTH KWEDA ROAD	At 2680	Replace	\$4,389
DRN	NORTH WANDERING ROAD	At 16210	Replace	\$5,364
DRN	NORTH BANNISTER - PINGELLY ROAD	At 6970	Replace	\$5,852
DRN	MOORUMBINE ROAD	At 100	Replace	\$4,633
DRN	TUTANNING ROAD	At 3520	Replace	\$3,109
DRN	NORTH BANNISTER - PINGELLY ROAD	At 6630	Replace	\$5,852
DRN	MILTON ROAD	At 8150	Replace	\$5,852
DRN	MILTON ROAD	At 4170	Replace	\$5,852
DRN	PHILIP STREET	At 20	Replace	\$5,852
DRN	YORK - WILLIAMS ROAD	At 10	Replace	\$4,877
DRN	DWARLAKING ROAD	At 5440	Replace	\$4,389
DRN	OLD WICKEPIN ROAD	At 620	Replace	\$4,389
ROAD	DWARLAKING ROAD	From 4800 - 5600	Resheet	\$32,187
ROAD	DWARLAKING ROAD	From 6650 - 7880	Resheet	\$43,989
ROAD	DWARLAKING ROAD	From 7880 - 8680	Resheet	\$28,611

## 10-Year Renewal Report

**Year Renewal: 2024 (Y5)**

**Total Cost: \$650,171**

ROAD	\$650,171	FTP	\$0
SWC	\$0	DRN	\$0

Group	Road Name	Location	Treatment	Cost
ROAD	JINGARING ROAD	From 80 - 8140	Resheet	\$288,251
ROAD	MILTON ROAD	From 50 - 2040	Resheet	\$54,266
ROAD	MILTON ROAD	From 2040 - 8440	Resheet	\$174,524
ROAD	MOORUMBINE ROAD	From 910 - 2470	Resheet	\$55,791
ROAD	MOORUMBINE ROAD	From 2470 - 4320	Resheet	\$66,162
ROAD	BALFOUR STREET	From 850 - 1100	Resheet	\$11,176

## 10-Year Renewal Report

**Year Renewal: 2025 (Y6)**

**Total Cost: \$529,385**

ROAD	\$529,385	FTP	\$0
SWC	\$0	DRN	\$0

Group	Road Name	Location	Treatment	Cost
ROAD	HICKMOTT ROAD	From 0 - 3850	Resheet	\$103,266
ROAD	KULYALING ROAD WEST	From 0 - 1330	Resheet	\$41,619
ROAD	KULYALING ROAD WEST	From 1330 - 2770	Resheet	\$45,062
ROAD	KULYALING ROAD WEST	From 2770 - 4000	Resheet	\$38,490
ROAD	KULYALING ROAD WEST	From 4000 - 5460	Resheet	\$45,687
ROAD	LAMARD ROAD	From 0 - 2700	Resheet	\$84,491
ROAD	MERWANGA ROAD	From 3000 - 3050	Resheet	\$2,235
ROAD	MERWANGA ROAD	From 3050 - 4800	Resheet	\$78,232
ROAD	MERWANGA ROAD	From 4800 - 5200	Resheet	\$17,882
ROAD	NALYA ROAD	From 0 - 3240	Resheet	\$72,420

## 10-Year Renewal Report

**Year Renewal: 2026 (Y7)**

**Total Cost: \$627,150**

ROAD	\$627,150	FTP	\$0
SWC	\$0	DRN	\$0

Group	Road Name	Location	Treatment	Cost
ROAD	NAPPING POOL ROAD	From 2325 - 7120	Resheet	\$150,049
ROAD	NAYLOR STREET	From 0 - 770	Resheet	\$27,538
ROAD	PALM STREET	From 10 - 180	Resheet	\$4,157
ROAD	PEMBERTON STREET	From 200 - 320	Resheet	\$6,759
ROAD	REEDS ROAD	From 0 - 1200	Resheet	\$37,551
ROAD	WICKEPIN - PINGELLY ROAD	From 3800 - 6620	Reseal	\$71,943
ROAD	WICKEPIN - PINGELLY ROAD	From 6620 - 7050	Reseal	\$12,032
ROAD	WICKEPIN - PINGELLY ROAD	From 7050 - 7740	Reseal	\$17,603
ROAD	WICKEPIN - PINGELLY ROAD	From 9930 - 11240	Reseal	\$33,420
ROAD	JINGARING ROAD	From 11930 - 16520	Resheet	\$164,153
ROAD	STONE STREET	From 760 - 770	Reseal	\$383
ROAD	STONE STREET	From 770 - 880	Reseal	\$2,308
ROAD	YENELLIN ROAD	From 4780 - 5130	Reseal	\$5,617
ROAD	YENELLIN ROAD	From 5260 - 5420	Reseal	\$2,568
ROAD	YENELLIN ROAD	From 5420 - 5660	Reseal	\$3,851
ROAD	YENELLIN ROAD	From 7680 - 9250	Reseal	\$23,903
ROAD	PARK STREET	From 650 - 830	Reseal	\$10,666
ROAD	PARK STREET	From 830 - 860	Reseal	\$1,778
ROAD	PARK STREET	From 860 - 990	Reseal	\$7,703
ROAD	SOMERSET STREET	From 500 - 630	Reseal	\$4,119
ROAD	SOMERSET STREET	From 630 - 760	Reseal	\$4,119
ROAD	SOMERSET STREET	From 760 - 770	Reseal	\$317
ROAD	SOMERSET STREET	From 770 - 820	Reseal	\$1,584
ROAD	SOMERSET STREET	From 820 - 960	Reseal	\$3,053
ROAD	SOMERSET STREET	From 960 - 1030	Reseal	\$1,527
ROAD	SOMERSET STREET	From 1030 - 1100	Reseal	\$1,527
ROAD	SOMERSET STREET	From 1100 - 1170	Reseal	\$1,527
ROAD	SOMERSET STREET	From 1170 - 1250	Reseal	\$1,745
ROAD	SOMERSET STREET	From 1250 - 1270	Reseal	\$436
ROAD	MOORUMBINE ROAD	From 0 - 910	Reseal	\$23,216

## 10-Year Renewal Report

**Year Renewal: 2027 (Y8)**

**Total Cost: \$585,659**

ROAD	\$585,659	FTP	\$0
SWC	\$0	DRN	\$0

Group	Road Name	Location	Treatment	Cost
ROAD	NORTH WANDERING ROAD	From 100 - 3300	Reseal	\$81,638
ROAD	NORTH WANDERING ROAD	From 3300 - 5560	Reseal	\$57,657
ROAD	NORTH WANDERING ROAD	From 5560 - 8720	Reseal	\$80,617
ROAD	SHARROW STREET	From 580 - 640	Reseal	\$1,531
ROAD	SHARROW STREET	From 640 - 700	Reseal	\$1,531
ROAD	SHARROW STREET	From 700 - 710	Reseal	\$255
ROAD	SHARROW STREET	From 710 - 720	Reseal	\$255
ROAD	SHARROW STREET	From 720 - 790	Reseal	\$1,786
ROAD	SHARROW STREET	From 790 - 800	Reseal	\$255
ROAD	SHARROW STREET	From 800 - 870	Reseal	\$1,728
ROAD	SHARROW STREET	From 870 - 1160	Reseal	\$7,160
ROAD	SHARROW STREET	From 1160 - 1210	Reseal	\$1,234
ROAD	SHARROW STREET	From 1210 - 1260	Reseal	\$1,234
ROAD	DICKENS STREET	From 0 - 190	Reseal	\$4,378
ROAD	ELIOT STREET	From 0 - 190	Reseal	\$3,609
ROAD	KERR PLACE	From 0 - 90	Reseal	\$2,222
ROAD	PEMBERTON STREET	From 200 - 320	Reseal	\$2,765
ROAD	QUADRANT STREET	From 220 - 280	Reseal	\$1,185
ROAD	QUADRANT STREET	From 280 - 380	Reseal	\$1,975
ROAD	QUADRANT STREET	From 380 - 450	Reseal	\$1,383
ROAD	QUADRANT STREET	From 450 - 540	Reseal	\$1,778
ROAD	QUADRANT STREET	From 540 - 630	Reseal	\$1,778
ROAD	QUADRANT STREET	From 630 - 710	Reseal	\$1,580
ROAD	QUADRANT STREET	From 710 - 1170	Reseal	\$9,859
ROAD	QUADRANT STREET	From 1170 - 1410	Reseal	\$4,234
ROAD	QUARTZ STREET	From 640 - 750	Reseal	\$2,127
ROAD	QUARTZ STREET	From 750 - 850	Reseal	\$1,934
ROAD	QUARTZ STREET	From 850 - 860	Reseal	\$193
ROAD	STONE STREET	From 0 - 210	Reseal	\$4,580
ROAD	STONE STREET	From 210 - 320	Reseal	\$2,399
ROAD	STONE STREET	From 610 - 760	Reseal	\$4,506
ROAD	MOORUMBINE ROAD	From 4370 - 9070	Resheet	\$168,087
ROAD	MOORUMBINE ROAD	From 9070 - 10430	Resheet	\$48,638
ROAD	BROWN STREET	From 889 - 1221	Reseal	\$8,197
ROAD	NAPPING POOL ROAD	From 2275 - 2325	Reseal	\$1,234
ROAD	PASTURE STREET	From 700 - 778	Reseal	\$4,366
ROAD	WICKEPIN - PINGELLY ROAD	From 7050 - 7740	Resheet	\$51,288
ROAD	STRATFORD STREET	From 790 - 970	Resheet	\$14,484



## 10-Year Renewal Report

**Year Renewal: 2028 (Y9)**

**Total Cost: \$655,835**

ROAD	\$655,835	FTP	\$0
SWC	\$0	DRN	\$0

Group	Road Name	Location	Treatment	Cost
ROAD	BOYAGIN ROAD	From 0 - 5170	Resheet	\$231,120
ROAD	BOYAGIN ROAD	From 5690 - 8340	Resheet	\$71,079
ROAD	BOYAGIN ROAD	From 11680 - 14790	Resheet	\$103,610
ROAD	DWARLAKING ROAD	From 8680 - 10120	Resheet	\$50,158
ROAD	DWARLAKING ROAD	From 10120 - 12420	Resheet	\$56,443
ROAD	DWARLAKING ROAD	From 12490 - 12900	Resheet	\$7,881
ROAD	JINGARING ROAD	From 8140 - 11930	Resheet	\$135,543

## 10-Year Renewal Report

**Year Renewal: 2029 (Y10)**

**Total Cost: \$620,961**

ROAD	\$620,961	FTP	\$0
SWC	\$0	DRN	\$0

Group	Road Name	Location	Treatment	Cost
ROAD	SHADDICK ROAD	From 17250 - 17580	Resheet	\$10,327
ROAD	SHADDICK ROAD	From 17580 - 20810	Resheet	\$101,076
ROAD	YEALERING - PINGELLY ROAD	From 4500 - 5160	Resheet	\$26,554
ROAD	BALFOUR STREET	From 0 - 130	Resheet	\$4,068
ROAD	BALFOUR STREET	From 130 - 530	Resheet	\$12,517
ROAD	DHUS ROAD	From 0 - 900	Resheet	\$32,187
ROAD	DHUS ROAD	From 900 - 2640	Resheet	\$62,228
ROAD	HICKMOTT ROAD	From 4650 - 6140	Resheet	\$46,626
ROAD	IVANHOE ROAD	From 0 - 350	Resheet	\$9,388
ROAD	LEONS ROAD	From 0 - 1070	Resheet	\$38,267
ROAD	MARCONI STREET	From 400 - 660	Resheet	\$4,649
ROAD	MARSHALL ROAD	From 0 - 1060	Resheet	\$8,047
ROAD	MERWANGA ROAD	From 160 - 2800	Resheet	\$118,019
ROAD	MERWANGA ROAD	From 2800 - 3000	Resheet	\$8,941
ROAD	MERWANGA ROAD	From 5200 - 6020	Resheet	\$32,992
ROAD	MERWANGA ROAD	From 6020 - 6100	Resheet	\$3,219
ROAD	NAPPING POOL ROAD	From 45 - 2275	Resheet	\$76,734
ROAD	NAYLOR STREET	From 770 - 820	Resheet	\$1,788
ROAD	PARAGON STREET	From 1125 - 1345	Resheet	\$7,868
ROAD	PARAGON STREET	From 1515 - 1625	Resheet	\$2,950
ROAD	RYAN ROAD	From 0 - 350	Resheet	\$12,517

# Council Policy



Council Policy Name: 4.10 Councillor Training

Responsible Directorate: Chief Executive Office

## 1. PURPOSE

To provide access to training and development for Councillors in order to enhance their knowledge, representation and decision-making.

## 2. SCOPE

This Policy is applicable to Shire of Pingelly Elected Members (Councillors).

## 3. DEFINITIONS

“Event” means conferences, seminars, forums, workshops, courses, information training sessions and other like events.

## 4. POLICY STATEMENT

### 4.1 Eligible Events

Events to which this policy applies will generally be limited to those coordinated and/or run by either:

- a) The Western Australian Local Government Association (WALGA).
- b) The major professional bodies associated with local government.
- c) Accredited organisations offering training relating to the role and responsibilities of Councillors.

### 4.2 Mandatory Training

- a) Councillors are required to complete the Council Member Essentials training modules prescribed by Regulation 35, Local Government (Administration) Regulations 1996 within the first 12 months of their election to Council.
- b) The cost of completing the training modules will be funded from the Councillors annual allocation for training activities.

### 4.3 Request for Attendance

- a) Any approval for conference, seminar or training program attendance is always subject to budgetary funds being available.
- b) The Chief Executive Officer may approve Councillors attending the WALGA Convention, the Council Member Essentials training modules, and a training request where there is a specific budget provision and all Councillors have been offered the opportunity to attend.
- c) Requests for course participation or conference attendance may be initiated by the Council Member and should be forwarded to the Chief Executive Officer in a reasonable time prior to enrolment or registration.

### 4.4 Councillor Induction

Following their election, new Councillors will be given an induction by the Shire President and Chief Executive Officer. Part of that induction will include information and recommendations on which training course they are required to attend.

#### 4.5 Reporting

A report will be included in each year's Annual Report, and maintained on the Shire of Pingelly website, advising the attendance of elected members at events during the year and the total number of mandatory training modules completed by each elected member.

4.6 All costs associated with attendance at training activities will be paid by Council in accordance with Policy 4.5 Conference and Meeting Expenses

### 5 RELATED DOCUMENTATION / LEGISLATION

- Part 5, Division 10 of the *Local Government Act 1995*
- Part 10 of the *Local Government (Administration) Regulations 1996*
- Sections 5.126, 5.127 and 5.128 of the *Local Government Act 1995*
- Regulation 35, *Local Government (Administration) Regulations 1996*
- Regulation 36, *Local Government (Administration) Regulations 1996*

### 6 REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	20 May 2020
Previous Adoption	

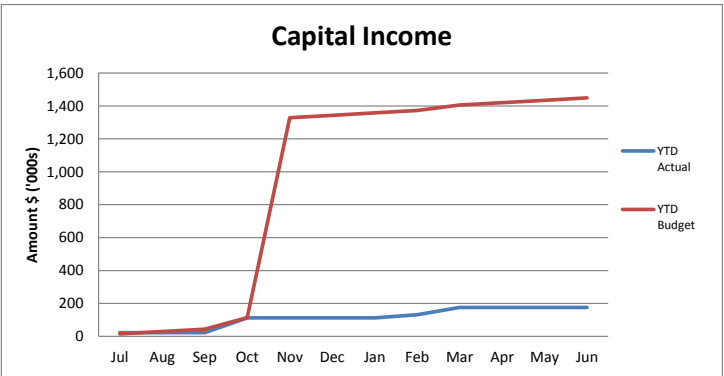
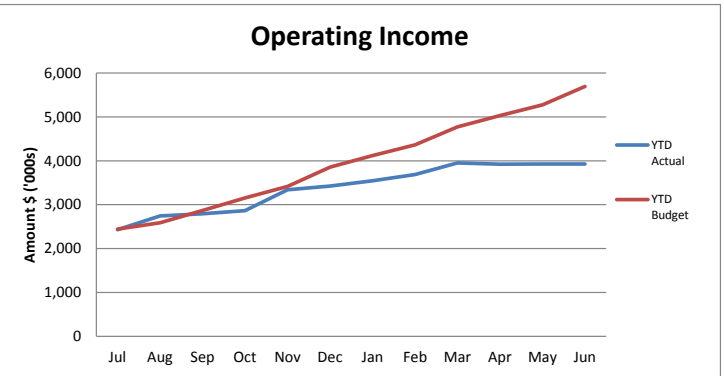
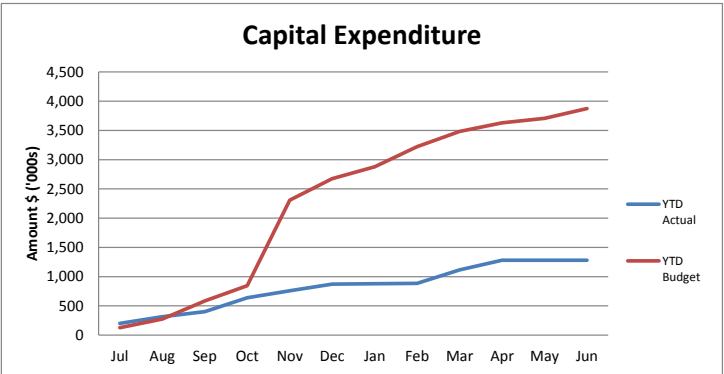
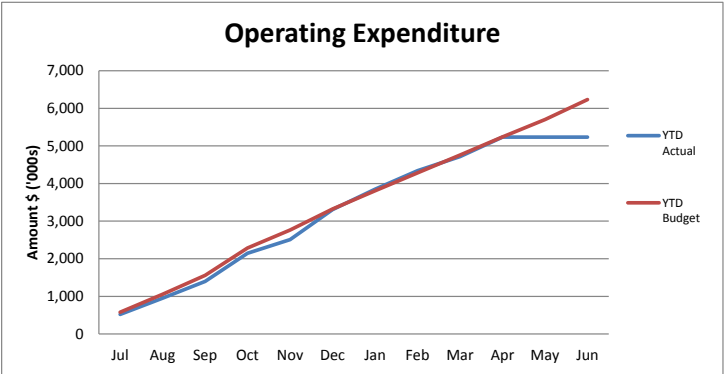


**SHIRE OF PINGELLY**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 30 APRIL 2020**

**TABLE OF CONTENTS**

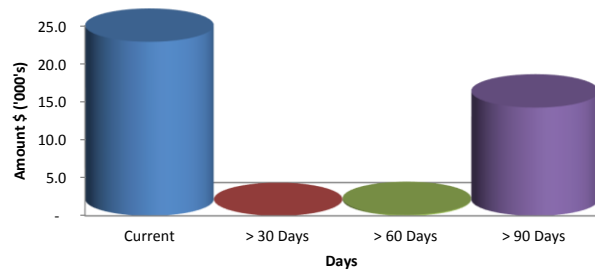
Graphical Analysis	1 to 2
Report Balancing Integrity	3
Statement of Financial Activity	4
Report on Significant Variances	5
Notes to and Forming Part of the Statement	
1 Acquisition of Assets	6 to 7
2 Disposal of Assets	8
3 Information on Borrowings	9
4 Reserves	10 to 11
5 Net Current Assets	12
6 Rating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

Income and Expenditure Graphs to 30 April 2020

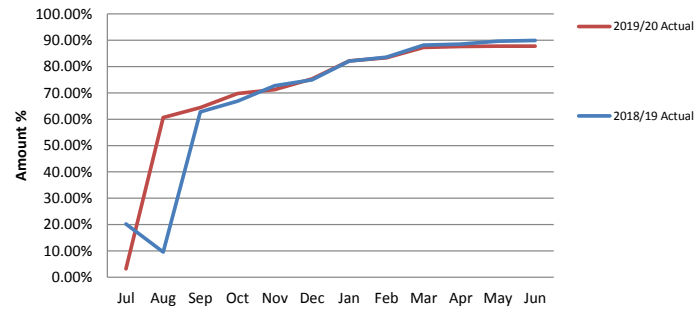


## Other Graphs to 30 April 2020

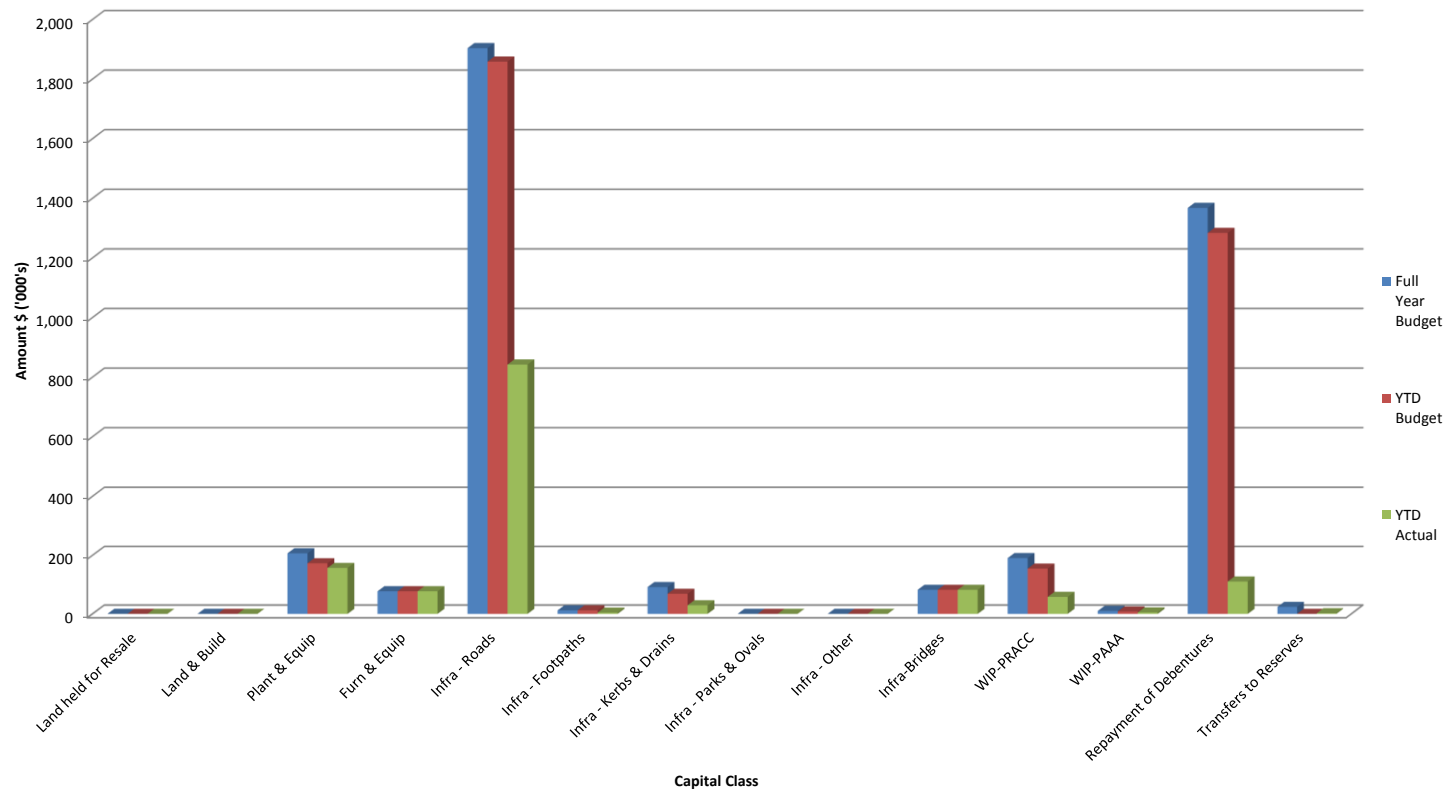
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



# SHIRE OF PINGELLY

## Summary of Balancing Contained Within The Monthly Reports

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	April 2020 Y-T-D Budget \$	April 2020 Actual \$
<b>Finance Statement</b>				
<b><u>Balancing to Rating Note</u></b>				
Rates Balance per Finance Statement	2,084,298	2,084,298	2,084,630	2,094,169
Balance per Note 6 (Rating Information)	2,084,298	2,084,298	2,084,630	2,094,170
Variance	0	0	0	(0)
<b><u>Balancing of Closing Position</u></b>				
Closing Balance per Finance Statement	0	120,677	177,287	402,489
Closing Balance per General Fund Summary	0	120,677	177,277	402,489
Variance	0	0	10	(0)
<b><u>Balancing of Operating Income</u></b>				
Operating Income per Finance Statement	5,584,572	5,694,024	5,032,352	3,922,956
Operating Income per General Fund Summary	5,584,572	5,694,024	5,032,352	3,922,956
Variance	0	0	0	0.18
<b><u>Balancing of Operating Expenditure</u></b>				
Operating Expense per Finance Statement	(6,325,500)	(6,233,965)	(5,238,609)	(5,234,463)
Operating Expense per General Fund Summary	(6,325,500)	(6,233,965)	(5,238,609)	(5,234,464)
Variance	0	0	0	1.16
<b><u>Balancing of Capital Income</u></b>				
Capital Income per Finance Statement	1,409,380	1,473,380	1,409,820	191,486
Capital Income per General Fund Summary	1,409,380	1,473,380	1,409,810	191,486
Variance	0	0	10	(0)
<b><u>Balancing of Capital Expenditure</u></b>				
Capital Expense per Finance Statement	(3,808,527)	(3,985,818)	(3,734,804)	(1,384,144)
Capital Expense per General Fund Summary	(3,808,527)	(3,985,818)	(3,734,804)	(1,384,144)
Variance	0	0	0	(0.06)



## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 APRIL 2020

	NOTE	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	April 2020 Y-T-D Budget \$	April 2020 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>								
<b>Revenues/Sources</b>								
General Purpose Funding	657947	657,947	675,504	515,012	491,994	(23,018)	(4.47%)	
Governance	0	38,385	68,683	62,288	71,851	9,563	15.35%	▲
Law, Order, Public Safety		70,802	71,264	54,740	56,516	1,776	3.24%	
Health		1,636	1,636	1,350	1,309	(41)	(3.04%)	
Education and Welfare		28,425	28,425	23,248	16,016	(7,232)	(31.11%)	▼
Community Amenities	20,667	211,850	199,640	193,440	189,353	(4,087)	(2.11%)	
Recreation and Culture	36618	57,285	70,487	62,526	50,082	(12,444)	(19.90%)	▼
Transport	355834	2,336,897	2,396,800	1,954,298	873,369	(1,080,929)	(55.31%)	▼
Economic Services	1,981,063	45,820	45,820	38,160	42,026	3,866	10.13%	
Other Property and Services		51,227	51,227	42,660	36,270	(6,390)	(14.98%)	▼
	2,001,730	3,500,274	3,609,486	2,947,722	1,828,786	(1,118,936)	(37.96%)	
<b>(Expenses)/(Applications)</b>								
General Purpose Funding		(198,531)	(198,531)	(162,950)	(170,289)	(7,339)	(4.50%)	
Governance		(669,607)	(634,768)	(548,812)	(559,686)	(10,874)	(1.98%)	
Law, Order, Public Safety		(236,557)	(236,557)	(200,150)	(202,033)	(1,883)	(0.94%)	
Health		(140,955)	(145,955)	(121,810)	(108,543)	13,267	10.89%	▼
Education and Welfare		(119,363)	(128,363)	(103,676)	(119,582)	(15,906)	(15.34%)	▲
Community Amenities		(417,533)	(416,833)	(348,114)	(316,805)	31,309	8.99%	
Recreation & Culture		(1,383,936)	(1,366,116)	(1,141,906)	(1,249,082)	(107,176)	(9.39%)	
Transport		(2,817,866)	(2,829,541)	(2,362,674)	(2,210,326)	152,348	6.45%	
Economic Services		(314,988)	(314,988)	(265,966)	(245,725)	20,241	7.61%	
Other Property and Services		(26,164)	37,687	17,449	(52,392)	(69,841)	400%	▼
		(6,325,500)	(6,233,965)	(5,238,609)	(5,234,463)	4,146	(0.08%)	
<b>Net Operating Result Excluding Rates</b>		(2,825,226)	(2,624,479)	(2,290,887)	(3,405,677)	(1,114,790)	48.66%	
<b>Adjustments for Non-Cash</b>								
<b>(Revenue) and Expenditure</b>								
(Profit)/Loss on Asset Disposals	2	385,719	397,219	331,010	376,612	45,602	(13.78%)	▲
Changes in Accounting Policy - Lease Liability		0	77,269	0	77,269	0	0.00%	
Depreciation on Assets		2,472,000	2,472,000	2,059,970	2,135,225	75,255	(3.65%)	
<b>Capital Revenue and (Expenditure)</b>								
Purchase of Furniture & Equipment	1	0	(77,269)	(77,269)	(77,269)	0	0.00%	
Purchase of Plant & Equipment	1	(126,900)	(206,900)	(172,830)	(156,868)	15,962	9.24%	
Purchase of WIP - PP & E	1	0	-	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(1,903,851)	(1,903,851)	(1,858,825)	(842,097)	1,016,728	54.70%	▼
Purchase of Infrastructure Assets - Footpaths	1	(12,000)	(12,000)	(12,000)	(4,220)	7,780	64.83%	▼
Purchase of Infrastructure Assets - Kerbs & Drains	1	(91,588)	(91,588)	(68,694)	(29,425)	39,269	57.17%	▼
Purchase of Infrastructure Assets - Bridges	1	(101,888)	(82,186)	(82,186)	(82,186)	0	0.00%	
Purchase of WIP Recreation and Culture	1	(148,464)	(190,605)	(154,644)	(58,043)	96,601	62.47%	▼
Purchase of WIP Aged Accommodation	1	(10,000)	(10,000)	(8,038)	(4,965)	3,073	38.23%	
Proceeds from Disposal of Assets	2	120,430	166,430	116,690	122,082	5,392	4.62%	
Repayment of Debentures	3	(1,389,880)	(1,367,697)	(1,283,848)	(110,540)	1,173,308	91.39%	▼
Proceeds from New Debentures	3	1,200,000	1,200,000	1,200,000	0	(1,200,000)	(100.00%)	▼
Repayment of Leases	3	0	(19,766)	(16,470)	(16,431)	39	(0.24%)	
Self-Supporting Loan Principal Income		24,300	24,300	12,150	15,941	3,791	31.20%	
Transfer from Restricted Asset - Unspent Loans		0	-	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	4	(23,956)	(23,956)	0	(2,100)	(2,100)	0.00%	
Transfers from Restricted Asset (Reserves)	4	64,650	82,650	80,980	53,463	(27,517)	(33.98%)	▼
Transfers to Restricted Assets (Other)		0	-	0	0	0	0.00%	
Transfers from Restricted Asset (Other)		0	-	0	0	0	0.00%	
ADD Net Current Assets July 1 B/Fwd	5	282,356	226,568	317,548	317,548	35,192	0.00%	
Net Current Assets - Unspent Grants		0	-	0	0	0	0.00%	
LESS Net Current Assets Year to Date	5	0	120,677	177,287	402,489	225,202	(127.03%)	▼
<b>Amount Raised from Rates</b>		(2,084,298)	(2,084,538)	(2,084,630)	(2,094,169)	(9,539)	0.46%	

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 2019 TO 30 APRIL 2020**  
**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>Governance - variance below budget expectations</b>		9,563
Members Reimbursements and rebates YTD Actual more than Budget YTD (Permanent Difference)	21,598	
Lighthouse Project Grant not budgetd for YTD Actual higher than YTD Budget.(Permanent Difference)	9,000	
<b>Education and Welfare - Variance below budget expectations</b>		(7,232)
Reimbursements Cottage Homes Administration (Timing Difference)	(4,421)	
Loan 120 - Cottage Homes Ssl Interest Receivable (Timing Difference)	(3,076)	
<b>Recreation and Culture - variance below budget expectations</b>		(12,444)
Insurance Rebate - Good Driver rebate above budget expextations (Permanent Difference)	3,006	
Community Event Program Income YTD Actuals less than YTD Budget - Fervor event postponed	(8,660)	
Dept of Sport and Rec Cricket practice nets Grant YTD Actual less than YTD Budget (Timing Difference)	2,633	
<b>Transport - variance below budget expectations</b>		(1,080,929)
Regional Road Group funding Actual YTD received less than budget YTD (Timing Difference)	(124,368)	
Main Roads Grants funding Actual YTD less than YTD Budget (Timing Difference)	(504,684)	
Roads to Recovery funding Actual YTD less than budget YTD (Timing Difference)	(95,911)	
State Blackspot Funding Actual YTD less than YTD Budget (Timing Difference)	(99,070)	
Road Projects Other Grants Actual YTD less than Budget YTD (Timing Difference)	(31,023)	
WANDRAA Funding Storm Damage - Actual YTD less than YTD Budget (Timing Difference)	(277,926)	
<b>Other Property and Services - variance below budget expectations</b>		(6,390)
Private Works - YTD Actual less than YTD Budget - Income based on previous year (Timing Difference)	(14,603)	
Training Reimbursements YTD Actuals more than YTD Budget (Permanent Difference) Income not listed in budget.	2,273	
Reimbursement Drum Muster and Rebates - YTD Actuals More than YTD Budget (Permanent Difference)	4,522	
Sml grant for fencing drummuster yard not in budget.		

**REPORTABLE OPERATING EXPENSE VARIATIONS**

<b>Health - variance below budget expectations</b>		13,267
Other Health - Contract Health Services YTD Actual less than YTD Budget (Timing difference).	11,660	
<b>Education and Welfare - variances above budget expectations</b>		(15,906)
Education - Depreciation YTD Actual more than Budget YTD (Timing difference)	(19,974)	
<b>Other Property and Services - variance above budget expectations</b>		( 69,841)
Private Works - YTD Actual less than YTD Budget (Timing Difference) Shire of Brookton Private works down	(13,922)	
Public Works O/heads - Allocated to Works & Svcs - YTD Actuals less than YTD Budget under allocated YTD (Timing Difference) Manual allocation required.	(30,411)	

**REPORTABLE NON-CASH VARIATIONS**

<b>(Profit)/Loss on Asset Disposals - above budget expectations</b>		45,602
Handover of CRC finalised (Timing Difference)	(237,029)	
Handover Joint Venture Housing occurred October 2019 (Timing Difference)	120,957	

**REPORTABLE CAPITAL EXPENDITURE VARIATIONS**

<b>Purchase of Road Infrastructure Assets - below budget expectations</b>		1,016,728
Road Infrastructure YTD Actuals less than YTD Budget (Timing Difference)		
SBS01 Capex - Sbs Bodey Street And Harper Street YTD ctual less than YTD Budget (Timing Difference)	109,515	
Wickepin Pingelly Slk 7.9-9.0 YTD Actuals less than YTD Budget (Timing Difference) Possible carryover into 2020/21 budget	208,214	
CRSF5 Capex - Wickepin Pingelly Road - Crsf Funding (Timing Difference) Possible carryover into 2020/21 budget	701,006	
<b>Purchase of Works in Progress Assets - PRACC - below budget expectations</b>		(96,601)
PRACC Project Expenditure YTD Actuals less than YTD Budget - (Timing Difference) Bowls Shade structures	(96,601)	
<b>Repayment of Debentures - Variance below budget expectations.</b>		(1,173,308)
Repayment of Loans Actuals YTD less than YTD Budget (Timing Difference)	110,540	
Conversion of Short Term Borrowings postponed pending LTFP review by WATC (Timing Difference)	(1,200,000)	

**REPORTABLE CAPITAL REVENUE VARIATIONS**

<b>Proceeds from Disposal of Assets - below budget expectations</b>		5,392
Proceeds from Disposal of assets Actuals YTD more than YTD Budget - (Timing Difference)	122,082	
<b>Proceeds from New Loans below budget expectations</b>		(1,200,000)
S/T Loan conversion to Debenture for PRACC programmed to be raised in November 2019 with WATC pending review of LTFP by WATC (Timing Difference)	(1,200,000)	
<b>Transfers from Restricted Assets below budget expectations</b>		(27,517)
Actuals YTD less than Budget YTD (Timing Difference) final transfer of funds in June 2020 period 12 when term deposit matures		

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 30 APRIL 2020**

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	April 2020 YTD Actual \$
<b>1. ACQUISITION OF ASSETS</b>				
The following assets have been acquired during the period under review:				
<b><u>By Program</u></b>				
<b>Governance</b>				
<u>Other Governance</u>				
Capex-Right Of Use Asset Photocopier	0	77,269	77,269	77,269.09
Capex - Admin Plant Purchases	80,000	160,000	133,330	109,546.73
<b>Education &amp; Welfare</b>				
<u>Other Aged &amp; Disabled Services</u>				
Capex - Paaa Construction Community Place	9,000	9,000	7,238	4,965.45
Capex - Paaa Landscaping Sensory Garden	1,000	1,000	800	0.00
<b>Recreation and Culture</b>				
<u>Works in Progress - Recreation Centre</u>				
Capex - Pracc Architects & Consultants	4,000	15,600	13,000	6,405.22
Capex - Praac Building Construction	15,192	15,192	12,152	6,700.08
Capex - Pracc Utility Services	0	7,952	7,952	5,367.62
Capex - Pracc Earth Works	15,772	15,772	13,080	0.00
Capex - Pracc Carpark And Drainage	25,000	25,000	17,850	15,448.81
Capex - Pracc Landscaping Soft & Hard	30,000	30,000	21,040	2,745.50
Capex - Pracc Playground	0	12,000	12,000	0.00
Capex - Pracc Opening & Promotion	0	0	0	344.00
Capex - Pracc Bowling Green	23,500	29,500	24,580	5,804.67
Capex - Cricket practice nets				
CSRFF project	35,000	39,589	32,990	15,227.27

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2019 TO 30 APRIL 2020

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	April 2020 Actual \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>				
<b>Transport</b>				
<i>Construction - Roads, Bridges, Depots</i>				
<b>Bridges Purchase - Schedule 12</b>				
Capex - Bridge - Replace Box Culverts	101,888	82,186	82,186	82,186.00
<b>Roads Construction</b>				
Capex - Sbs Bodey Street And Harper Street	167,000	167,000	166,997	57,481.67
Capex - Rrg Yenellin Road Upgrade	126,235	126,235	126,235	128,240.74
Capex - Rrg Bullaring Road	64,500	64,500	64,500	64,500.01
Capex - Aldersyde Pingelly Road - Roads	96,016	96,016	96,016	96,016.00
Capex - Milton Road	198,000	198,000	198,000	198,000.00
Capex - Rrg Wickepin Pingelly Slk 7.9-9.0	270,000	270,000	224,980	16,765.90
Capex - Wickepin Pingelly Road - Crsf	738,100	738,100	738,098	37,092.18
Capex - Zig Zag Road - Crsf Funding	244,000	244,000	243,999	244,000.03
Footpaths - Construction	12,000	12,000	12,000	4,220.00
Rennet Street Drainage Flume	91,588	91,588	68,694	29,425.00
<i>Road Plant Purchases</i>				
Capex - Fuel Pods	2,500	2,500	2,500	2,495.44
<b>Economic Services</b>				
<i>Other Economic Services</i>				
Plant Purchase - Schedule 13	44,400	44,400	37,000	44,826.05
	<u>2,394,691</u>	<u>2,574,399</u>	<u>2,434,486</u>	<u>1,255,073.46</u>
<b>By Class</b>				
Land Held for Resale - Current	0	0	0	0.00
Land Held for Resale - Non Current	0	0	0	0.00
Lease Repayments	0	0	0	0.00
Land	0	0	0	0.00
Buildings	0	0	0	0.00
Furniture & Equipment	0	77,269	77,269	77,269.09
Plant & Equipment	126,900	206,900	172,830	156,868.22
Work in Progress - PPE	0	0	0	0.00
Infrastructure - Roads	1,903,851	1,903,851	1,858,825	842,096.53
Infrastructure - Footpaths	12,000	12,000	12,000	4,220.00
Infrastructure - Kerbs & Drains	91,588	91,588	68,694	29,425.00
Infrastructure - Parks & Ovals	0	0	0	0.00
Infrastructure - Bridges	101,888	82,186	82,186	82,186.00
Infrastructure - Other	0	0	0	0.00
Works in Progress - Recreation Centre	148,464	190,605	154,644	58,043.17
Works in Progress - Aged Care Accommodation	10,000	10,000	8,038	4,965.45
	<u>2,394,691</u>	<u>2,574,399</u>	<u>2,434,486</u>	<u>1,255,073.46</u>

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2019 TO 30 APRIL 2020

## 2. DISPOSALS OF ASSETS

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

By Program		Written Down Value			Sale Proceeds			Profit(Loss)		
		2019/20		April 2020 Actual \$	2019/20		April 2020 Actual \$	2019/20		April 2020 Actual \$
		Budget \$	Revised Budget		Budget \$	Revised Budget		Budget \$	Revised Budget	
Asset No										
	<b>Governance</b>									
1037	5 Webb St (Land)	23,000	23,000	23,000.00	20,000	20,000	20,000.00	(3,000)	(3,000)	(3,000.00)
PCEO18	PCEO18 - CEO Vehicle	40,000	40,000	34,895.42	39,000	39,000	35,958.82	(1,000)	(1,000)	1,063.40
PCEO19	PCEO19 - CEO Vehicle	40,000	40,000	32,585.19	39,000	39,000	35,588.82	(1,000)	(1,000)	3,003.63
PCEO20	PCEO20 - CEO Vehicle	0	40,000	0.00	0	39,000	0.00	0	(1,000)	0.00
DCCS01	DCCS01 - DCCS Vehicle	0	17,500	17,486.82	0	7,000	8,181.82	0	(10,500)	(9,305.00)
10180	CRC Lot 2 (18) Parade Street-Spec Building	230,600.00	230,600	221,028.69	0	0	0.00	(230,600)	(230,600)	(221,028.69)
10191	CRC Lot 2 (18) Parade Street-Land	16,000.00	16,000	16,000.00	0	0	0.00	(16,000)	(16,000)	(16,000.00)
10173	Lot 602 (38) Sharow St Land	4,753	4,753	4,752.80	0	0	0.00	(4,753)	(4,753)	(4,752.80)
10174	Lot 603(36) Sharow St Land	4,753	4,753	4,752.80	0	0	0.00	(4,753)	(4,753)	(4,752.80)
10289A	Lot 602 (38) and Lot 603 (4 Units only)	115,043	115,043	111,451.72	0	0	0.00	(115,043)	(115,043)	(111,451.72)
	<b>Economic Services</b>									
PCOM1	Community Car	32,000	32,000	32,740.77	22,430	22,430	22,352.73	(9,570)	(9,570)	(10,388.04)
		506,149	563,649	498,694.21	120,430	166,430	122,082.19	(385,719)	(397,218)	(376,612.02)

By Class of Asset		Written Down Value			Sale Proceeds			Profit(Loss)		
		2019/20		April 2020 Actual \$	2019/20		April 2020 Actual \$	2019/20		April 2020 Actual \$
		Budget \$	Revised Budget		Budget \$	Revised Budget		Budget \$	Revised Budget	
Asset No										
	<b>Plant &amp; Equipment</b>									
PCEO18	PCEO18 - CEO Vehicle	40,000	40,000	34,895.42	39,000	39,000	35,959	(1,000)	(1,000)	1,063.40
PCEO19	PCEO19 - CEO Vehicle	40,000	40,000	32,585.19	39,000	39,000	35,589	(1,000)	(1,000)	3,003.63
PCEO20	PCEO20 - CEO Vehicle	0	40,000	0.00	0	39,000	0	0	(1,000)	0.00
DCCS01	DCCS01 - DCCS Vehicle	0	17,500	17,486.82	0	7,000	8,182	0	(10,500)	(9,305.00)
PCOM1	Community Car	32,000	32,000	32,740.77	22,430	22,430	22,353	(9,570)	(9,570)	(10,388.04)
	<b>Land &amp; Buildings</b>									
10180	CRC Lot 2 (18) Parade Street-Spec Building	230,600	230,600	221,028.69	0	0	0	(230,600)	(230,600)	(221,028.69)
10191	CRC Lot 2 (18) Parade Street-Land	16,000	16,000	16,000.00	0	0	0	(16,000)	(16,000)	(16,000.00)
10173	Lot 602 (38) Sharow St Land	4,753	4,753	4,752.80	0	0	0	(4,753)	(4,753)	(4,752.80)
10174	Lot 603(36) Sharow St Land	4,753	4,753	4,752.80	0	0	0	(4,753)	(4,753)	(4,752.80)
10289A	Lot 602 (38) and Lot 603 (4 Units only)	115,043	115,043	111,451.72	0	0	0	(115,043)	(115,043)	(111,451.72)
1037	5 Webb St (Land)	23,000	23,000	23,000.00	20,000	20,000	20,000.00	(3,000)	(3,000)	(3,000.00)
		506,149	563,649	498,694.21	120,430	166,430	122,082.19	(385,719)	(397,218)	(376,612.02)

## Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2019/20		April 2020 Actual \$
Adopted Budget \$	Revised Budget \$	
0	0	4,067.03
(385,719)	(397,219)	(380,679.05)
(385,719)	(397,219)	(376,612.02)

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2019 TO 30 APRIL 2020

## 3. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans		Principal Repayments			Principal Outstanding			Interest Repayments		
		2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$
<b>Education &amp; Welfare</b>												
Loan 120 - SSL Pingelly Cottage Homes *	174,120	0	0	24,300	24,300	15,941	149,820	149,820	158,179	16,129	16,129	5,320
<b>Recreation &amp; Culture</b>												
Loan 123 - Recreation and Cultural Centre	2,198,286			143,397	143,397	94,599	2,054,889	2,054,889	2,103,687	135,845	135,845	47,862
Loan 124 - Recreation and Cultural Centre		1,200,000	0	22,183	0	0	1,177,817	1,200,000	0	17,820	0	0
WATC Short Term Facility	1,200,000		0	1,200,000	1,200,000	0	0	0	1,200,000	29,440	29,440	10,746
	3,572,406	1,200,000	0	1,389,880	1,367,697	110,540	3,382,526	3,404,709	3,461,866	199,234	181,414	63,928

(\*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

## 3. INFORMATION ON LEASES

## (b) Lease Repayments

Particulars	Principal 1-Jul-19	New Lease		Principal Repayments			Principal Outstanding			Interest Repayments		
		2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$	2019/20 Budget \$	2019/20 Revised Budget	2019/20 Actual \$
<b>Administration</b>												
Photocopier Lease	77,269	0	0	0	19,766	16,431	0	57,503	60,838	0	2,041	1,807
	77,269	0	0	0	19,766	16,431	0	57,503	60,838	0	2,041	1,807

## SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2019 TO 30 APRIL 2020

	2019/20 Adopted Budget \$	April 2020 Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	35,203	35,203
Amount Set Aside / Transfer to Reserve	515	590
Amount Used / Transfer from Reserve	(10,000)	0
	<u>25,718</u>	<u>35,793</u>
<b>(b) Plant Reserve</b>		
Opening Balance	65,722	65,722
Amount Set Aside / Transfer to Reserve	961	756
Amount Used / Transfer from Reserve	0	0
	<u>66,683</u>	<u>66,478</u>
<b>(c) Building and Recreation Reserve</b>		
Opening Balance	3,747	3,747
Amount Set Aside / Transfer to Reserve	20,006	33
Amount Used / Transfer from Reserve	0	0
	<u>23,753</u>	<u>3,780</u>
<b>(d) Electronic Equipment Reserve</b>		
Opening Balance	3,190	3,190
Amount Set Aside / Transfer to Reserve	4	28
Amount Used / Transfer from Reserve	0	0
	<u>3,194</u>	<u>3,218</u>
<b>(e) Community Bus Reserve</b>		
Opening Balance	11,618	11,618
Amount Set Aside / Transfer to Reserve	56	101
Amount Used / Transfer from Reserve	0	0
	<u>11,674</u>	<u>11,719</u>
<b>(f) Swimming Pool Reserve</b>		
Opening Balance	51,988	51,988
Amount Set Aside / Transfer to Reserve	1,123	453
Amount Used / Transfer from Reserve	0	0
	<u>53,111</u>	<u>52,441</u>
<b>(g) Joint Venture Housing Reserve</b>		
Opening Balance	53,463	53,463
Amount Set Aside / Transfer to Reserve	1,187	0
Amount Used / Transfer from Reserve	(54,650)	(53,463)
	<u>0</u>	<u>0</u>
<b>(h) Refuse Site Rehab/Closure Reserve</b>		
Opening Balance	15,829	15,829
Amount Set Aside / Transfer to Reserve	104	138
Amount Used / Transfer from Reserve	0	0
	<u>15,933</u>	<u>15,967</u>
<b>Total Cash Backed Reserves</b>	<u><b>200,066</b></u>	<u><b>189,396</b></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 2019 TO 30 APRIL 2020**

	<b>2019/20 Adopted Budget \$</b>	<b>April 2020 Actual \$</b>
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	515	590
Plant Reserve	961	756
Building and Recreation Reserve	20,006	33
Electronic Equipment Reserve	4	28
Community Bus Reserve	56	101
Swimming Pool Reserve	1,123	453
Joint Venture Housing Reserve	1,187	0
Refuse Site Rehab/Closure Reserve	104	138
	<u><b>23,956</b></u>	<u><b>2,099</b></u>
<b>Transfers from Reserves</b>		
Leave Reserve	(10,000)	0
Plant Reserve	0	0
Building Reserve	0	0
Electronic Equipment Reserve	0	0
Community Bus Reserve	0	0
Swimming Pool Reserve	0	0
Joint Venture Housing Reserve	(54,650)	(53,463)
Refuse Site Rehab/Closure Reserve	0	0
	<u><b>(64,650)</b></u>	<u><b>(53,463)</b></u>
<b>Total Transfer to/(from) Reserves</b>	<u><b>(40,694)</b></u>	<u><b>(51,364)</b></u>

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

**Leave Reserve**

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

**Plant Reserve**

- to be used for the purchase of major plant.

**Building and Recreation Reserve**

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

**Electronic Equipment Reserve**

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

**Community Bus Reserve**

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

**Swimming Pool Reserve**

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

**Joint Venture Housing Reserve**

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

**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 2019 TO 30 APRIL 2020**

	<b>2018/19 B/Fwd Per 2019/20 Budget \$</b>	<b>2018/19 B/Fwd Per Financial Report \$</b>	<b>April 2020 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	191,736	191,736	82,108
Cash - Restricted Unspent Grants	99,356	99,356	451,755
Cash - Restricted Unspent Loans	0	0	(0)
Cash - Restricted Reserves	240,760	240,760	189,396
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	180,395	180,395	245,105
Sundry Debtors	24,386	24,386	38,679
Provision for Doubtful Debts	0	0	0
Gst Receivable	21,955	21,955	25,460
Contract Asset	0	0	0
Loans - clubs/institutions	24,300	24,300	8,359
Accrued Income/Payments In Advance	0	0	0
Investments	0	0	0
Inventories	8,744	8,744	8,048
	<u>791,631</u>	<u>791,631</u>	<u>1,048,910</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	-
Sundry Creditors	127	127	211
Accrued Interest On Loans	(74,614)	(74,614)	-
Accrued Salaries & Wages	(23,698)	(23,698)	-
Income In Advance	(90,981)	0	(75,519)
Gst Payable	(9,832)	(9,832)	(3,547)
Payroll Creditors	0	0	-
Contract Liabilities	0	0	-
Performance Obligation Liability	0	0	(447,184)
Prepaid Rates Liability	0	0	(24,224)
Current Lease Liability	0	0	(3,336)
Accrued Expenses	(12,406)	(68,195)	55,789
PAYG Liability	(27,512)	(27,512)	(41,448)
Other Payables	(5,299)	(5,299)	(3,724)
Current Employee Benefits Provision	(282,570)	(329,149)	(329,149)
Current Loan Liability	(1,367,697)	(1,367,697)	(1,257,157)
	<u>(1,894,482)</u>	<u>(1,905,869)</u>	<u>(2,129,287)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>(1,102,851)</b>	<b>(1,114,238)</b>	<b>(1,080,378)</b>
Less: Cash - Reserves - Restricted	(240,760)	(240,760)	(189,396)
Less: Cash - Unspent Grants/Loans - Fully Restricted	0	0	0
Less: Current Loans - Clubs / Institutions	(24,300)	(24,300)	(8,359)
Less: Investments	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	282,570	329,149	329,149
Add Back : Current Loan Liability	1,367,697	1,367,697	1,257,157
Add Back : Current Lease Liability	0	0	3,336
Adjustment in Accounting policies	0	0	90,981
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>282,356</b></u>	<u><b>317,548</b></u>	<u><b>402,489</b></u>

# SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2019 TO 30 APRIL 2020

### 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2019/20 Rate Revenue \$	2019/20 Interim Rates \$	2019/20 Back Rates \$	2019/20 Total Revenue \$	2019/20 Budget \$
<b>General Rate</b>								
GRV - Residential	0.120060	322	3,678,844	441,682	709	(117)	442,274	439,884
GRV - Rural Residential	0.120060	66	816,816	98,067	841	14	98,922	98,067
GRV - Commercial/Industrial	0.120060	29	412,252	49,495	0	0	49,495	39,744
GRV - Townsites	0.120060	12	144,560	17,356	0	0	17,356	17,356
UV - Broadacre Rural	0.010340	247	130,804,500	1,352,519	(497)	0	1,352,022	1,352,447
<b>Sub-Totals</b>		676	135,856,972	1,959,119	1,054	(103)	1,960,070	1,947,498
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Residential	900	62	96,900	55,800	0	0	55,800	55,800
GRV - Rural Residential	900	23	52,909	20,700	0	0	20,700	20,700
GRV - Commercial/Industrial	900	11	36,200	9,900	0	0	9,900	12,600
GRV - Townsites	900	8	44,160	7,200	0	0	7,200	7,200
UV - Broadacre Rural	900	45	2,753,000	40,500	0	0	40,500	40,500
<b>Sub-Totals</b>		149	2,983,169	134,100	0	0	134,100	136,800
Ex Gratia Rates							2,094,170	2,084,298
Movement in Excess Rates							214	240
							(26,037)	0
<b>Total Amount of General Rates</b>							2,068,347	2,084,538
Specified Area Rates							0	0
<b>Total Rates</b>							2,068,347	2,084,538

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 2018/19 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 2019 TO 30 APRIL 2020**

**Municipal Funds Restricted Cash - Bonds and Deposits**

<b>Detail</b>	<b>Balance 01-Jul-19 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>Balance \$</b>
Transport Licensing	0	315,347	(315,347)	0
BCITF Levy	0	0	0	0
Rates	0	0	0	0
Funds Held on Behalf of Groups	40	0	0	40
Unclaimed Monies	1,052	0	0	1,052
Builders Registration Board	0	0	0	0
Social Club	0	0	0	0
Nomination Deposits	0	160	(160)	0
Bond Monies (Including Key Deposits)	7,150	1,100	(2,650)	5,600
	<u>8,242</u>	<u>316,607</u>	<u>(318,157)</u>	<u>6,692</u>

**SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 JULY 2019 TO 30 APRIL 2020**

**8. OPERATING STATEMENT**

	<b>April 2020 Actual \$</b>	<b>2019/20 Revised Budget \$</b>	<b>2019/20 Adopted Budget \$</b>	<b>2018/19 Actual \$</b>
<b>OPERATING REVENUES</b>				
Governance	71,851	68,683	38,385	80,098
General Purpose Funding	2,586,164	2,760,042	2,742,245	3,307,592
Law, Order, Public Safety	56,516	71,264	70,802	94,360
Health	1,309	1,636	1,636	1,526
Education and Welfare	16,016	28,425	28,425	12,737
Housing	0	0	0	0
Community Amenities	189,353	199,640	211,850	210,008
Recreation and Culture	50,082	70,487	57,285	735,338
Transport	873,369	2,396,800	2,336,897	938,651
Economic Services	42,026	45,820	45,820	25,394
Other Property and Services	36,270	51,227	51,227	48,273
<b>TOTAL OPERATING REVENUE</b>	<b>3,922,956</b>	<b>5,694,024</b>	<b>5,584,572</b>	<b>5,453,978</b>
<b>OPERATING EXPENSES</b>				
Governance	559,686	634,768	669,607	544,118
General Purpose Funding	170,289	198,531	198,531	174,790
Law, Order, Public Safety	202,033	236,557	236,557	232,566
Health	108,543	145,955	140,955	112,673
Education and Welfare	119,582	128,363	119,363	67,615
Housing	0	0	0	0
Community Amenities	316,805	416,833	417,533	380,608
Recreation & Culture	1,249,082	1,366,116	1,383,936	1,310,318
Transport	2,210,326	2,829,541	2,817,866	2,916,697
Economic Services	245,725	314,988	314,988	237,135
Other Property and Services	52,392	(37,687)	26,164	114,281
<b>TOTAL OPERATING EXPENSE</b>	<b>5,234,463</b>	<b>6,233,965</b>	<b>6,325,500</b>	<b>6,090,801</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(1,311,507)</u></b>	<b><u>(539,941)</u></b>	<b><u>(740,928)</u></b>	<b><u>(636,823)</u></b>

**SHIRE OF PINGELLY**

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

**FOR THE PERIOD 1 JULY 2019 TO 30 APRIL 2020**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>April 2020 Actual \$</b>	<b>2018/19 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	723,259	531,852
Investments Current	5,000	5,000
Trade and Other Receivables	317,603	251,036
Inventories	8,048	8,744
Trust at Bank	6,692	8,242
<b>TOTAL CURRENT ASSETS</b>	<b>1,060,602</b>	<b>804,874</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	219,278	219,278
Inventories	0	0
Property, Plant and Equipment	19,443,558	20,141,783
Infrastructure	66,771,089	67,451,711
Investments Non Current	52,551	52,551
<b>TOTAL NON-CURRENT ASSETS</b>	<b>86,486,476</b>	<b>87,865,323</b>
<b>TOTAL ASSETS</b>	<b>87,547,078</b>	<b>88,670,197</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	542,981	209,023
Long Term Borrowings	1,257,157	1,367,697
Provisions	329,149	329,149
Trust Liability	6,692	8,242
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,135,979</b>	<b>1,914,111</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	57,503	0
Long Term Borrowings	2,204,709	2,204,709
Provisions	96,091	96,091
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,358,303</b>	<b>2,300,800</b>
<b>TOTAL LIABILITIES</b>	<b>4,494,282</b>	<b>4,214,911</b>
<b>NET ASSETS</b>	<b>83,052,796</b>	<b>84,455,286</b>
<b>EQUITY</b>		
Retained Surplus	31,239,594	32,590,720
Reserves - Cash Backed	189,396	240,760
Revaluation Surplus	51,623,806	51,623,806
<b>TOTAL EQUITY</b>	<b>83,052,796</b>	<b>84,455,286</b>

# SHIRE OF PINGELLY

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

FOR THE PERIOD 1 JULY 2019 TO 30 APRIL 2020

### 10. FINANCIAL RATIOS

	2019 YTD	2018	2017	2016
Current Ratio	0.23	0.51	2.03	1.05
Operating Surplus Ratio	(0.86)	(0.74)	(0.60)	(0.72)

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.

NB: Ratio is currently affected by \$1.2M Short Term Borrowing recorded as a current liability.

Adjusted Current Ratio adjusting for this figure is:

\*\* 0.76

#### 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 2020								
Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure previous year 2016/17	Actual Expenditure current year 2017/18	Actual Expenditure current year 2018/19	Actual Expenditure current year 2019/20	Restricted Funds Remaining
Harper St Bodey St State Blackspot SBS01 Stage 1	Transport	1235	41,066.40	0.00	0.00	0.00	41,066.40	0.00
Harper St Bodey St State Blackspot SBS01 Stage 2	Transport	1235	48,000.00	0.00	0.00	0.00	16,415.27	31,584.73
Wickepin Pingelly Road 0156 - RRG05 and R2R	Transport	1230	162,000.00	0.00	0.00	0.00	16,765.90	145,234.10
Yenellin Road Upgrade RRG09	Transport	1230	142,462.00	0.00	0.00	14,400.00	128,062.00	0.00
Bullaring Road 0157 - RRG12	Transport	1230	34,350.40	0.00	0.00	0.00	34,350.40	0.00
Milton Road RRG14 and R2R	Transport	1230	198,000.00	0.00	0.00	0.00	198,000.00	0.00
Aldersyde Pingelly Road R2R	Transport	1230	15,791.00	0.00	0.00	0.00	15,791.00	0.00
Wickepin Pingelly Road CRSF5	Transport	1231	295,240.00	0.00	0.00	0.00	37,092.18	258,147.82
Zig Zag Road CRSF6 and R2R	Transport	1231	244,000.00	0.00	0.00	0.00	244,000.00	0.00
Rennet Street Drainage Flume-Water Corporation KD002	Transport	1250	40,000.00	0.00	0.00	0.00	29,425.00	10,575.00
Lighthouse Project Grant	Administration	0469	9,000.00	0.00	0.00	0.00	2,786.89	6,213.11
WA Bicycle Network Grant	Transport	1262	2,400.00	0.00	0.00	0.00	2,400.00	0.00
Main Roads Bullaring rd Bridge Funding 18/19 c/fwd	Transport	1250	252,000.00	0.00	0.00	170,720.40	81,279.60	0.00
<b>Sub Total</b>								451,754.75
<b>Total Restricted Grant Funds</b>								<b>451,754.75</b>
<b>Available Cash</b>		<b>GL/Job Account</b>	<b>Interest Rate</b>	<b>Maturing</b>				<b>Balance</b>
Municipal Bank	Muni Fund Bank	0111	Variable	N.A.				533,112.26
Municipal Bank	Till Float SES	0112						50.00
Municipal Bank	Till Float	0113						200.00
Municipal Bank	Petty Cash on hand	0114						500.00
Total Cash								533,862.26
Less Restricted Cash								(451,754.75)
<b>Total Unrestricted Cash</b>								<b>82,107.51</b>



SHIRE OF PINGELLY	
FILE	ADM 0554
DATE	30 MAR 2020
Officer	EA DCS
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**Regional  
Development  
Australia**  
W H E A T B E L T W A

19 March 2020

Ms Julie Burton  
Chief Executive Officer  
Shire of Pingelly  
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Dear Julie

### **Opportunity to join the Wheatbelt aggregated subscription to GrantGuru**

ABN: 30 580 026 380

Wheatbelt Local Governments (LGs) and RDA Wheatbelt spend a huge amount of time looking for funding streams to progress projects and limited resources often mean our LGs are disadvantaged in their endeavours to access that elusive 'pot of gold'.

This proposal offers a 'one stop shop' where grant searches can be tailored to your needs, reducing the time spent researching, along with the resources to help produce a quality application. Whilst LGs may have current GrantGuru subscription, copyright can limit the use for your local organisations, this subscription allows you to share your portal access. All at a fraction of the usual annual fee of \$7000 per LG plus \$2000 set up fee. This may be a valuable investment for COVID-19 recovery initiatives.

RDA Wheatbelt (RDAW) and RDA Midwest Gascoyne (RDAMWG) requested a cross regional proposal for a subscription to the GrantGuru portal. The proposed portal will help councils and communities find grants, be alerted to relevant grants and learn about best practice grant writing so they can win more grants to build their communities. It will also provide RDAW and RDAMWG with important 'master user' information including which grants our LGs are planning to apply for (flagging potential duplication), are applying for and grants they are winning. All of this helps us to form a more coordinated approach toward funding in the region by promoting collaborative efforts and preventing unnecessary regional competition.

The proposed regional grants portal, will be an internet based software service to assist RDAMWG and RDAW to empower LGs, Community Groups, businesses and RDA staff with a detailed understanding of the grants landscape as well as tools to easily find, learn about, apply for and manage applications for Federal, State and Local Government, and nongovernment grants and assistance. This service will greatly reduce recurrent efforts currently undertaken by those seeking funding for initiatives that enhance the economic growth of local communities. In short, this online service provides the 'Trivago for grants' as well as a learning space (written information) and additional tools (videos) to provide a 'how to' + 'make information quick and easy' service.

GrantGuru is offering LGs within the Wheatbelt and Midwest Gascoyne regions, an aggregated discount opportunity via RDAW and RDAMWG to help raise grant awareness amongst the region's communities and, in turn, promote economic growth. It is intended that the regional site will be developed and linked to both RDA websites for regional use with open access to all.

The GrantGuru subsidised subscription is being made available to RDAW and RDAMWG as a joint project for \$40,000 plus GST per year across 63 Local Governments. RDAW is unable to fund the 2/3 contribution for this subscription as a single entity, therefore we are proposing a cost sharing arrangement with all 42 Wheatbelt Local Governments, based on population size. RDAW's contribution will be through in kind support to all portal users in addition to an annual subscription cash contribution. An indication of in principle support for this proposal was sought from Zone members throughout late 2019.





Please note – RDAs Wheatbelt and Midwest Gascoyne are not affiliated with, nor will they receive any benefits from Grant Guru for promotion of this proposal.

<b>Proposed Contribution Across all 42 Wheatbelt LGs and RDAW (2/3 of the \$40,000)</b>			
<b>LG population - 2016 ABS</b>	<b>Number of LGs</b>	<b>Single Contribution ex GST</b>	<b>Total Contribution</b>
Under 500	6	\$300	\$1,800
500 - 1000	15	\$425	\$6,375
1000 - 2000	12	\$775	\$9,300
2000 - 4000	5	\$950	\$4,750
over 4000	4	\$1,125	\$4,500
Total LGs	42		
RDA Wheatbelt		\$2,000	\$2,000
<i>NOTE - Initial discussions indicated some LGs may not participate in this program. Should this not be the case any surplus funding will be used for portal training and capacity building workshops.</i>			-\$2058.00
<b>Total funds required for 2/3 of joint subscription</b>			<b>\$26,667.00</b>

GrantGuru are waiving the setup fee for this unique collaboration and RDAW is committed to this initiative, so we now approach you in asking for a commitment towards this highly valuable resource.

Request:

That the Shire of Pingelly undertake a three year commitment to the collaborative GrantGuru portal at the cost of \$775 ex GST per year, in advance, commencing in June 2020 for the 2020-21 period. These funds will be paid to RDA Wheatbelt Inc who will be managing the payments to GrantGuru.

To participate in this initiative we request that you provide evidence of your commitment in writing by the 29th May 2020. We also request contact details of the person who will be your point of contact.

Examples of GrantGuru portals (We cannot access specific information relevant to each portal owner):

- RDA Adelaide Hills, Fleurieu and Kangaroo Island [www.rdahc.grantguru.com.au](http://www.rdahc.grantguru.com.au)
- Sunshine Coast Council [www.sunshinecoast.grantguru.com.au](http://www.sunshinecoast.grantguru.com.au)
- Noosa Council [www.noosa.grantguru.com.au](http://www.noosa.grantguru.com.au)

Yours sincerely



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# SHIRE OF PINGELLY

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## Disability Access and Inclusion Plan 2020 - 2025

**This plan is available on the Shire's website and can be requested in alternative formats including electronic , hard copy in large and standard print, audio format on cassette or compact disc upon request.**



**17 Queen Street, Pingelly WA 6308**

**Phone: 9887 1066**

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## Contents

<b>People living with a disability .....</b>	<b>1</b>
<b>Planning for Access.....</b>	<b>1</b>
<b>Access and Inclusion Statement .....</b>	<b>2</b>
<b>Development of the DAIP 2020-25 .....</b>	<b>2</b>
<b>Development Process.....</b>	<b>2</b>
<b>Consultation Process .....</b>	<b>2</b>
<b>Findings from the Consultation Process .....</b>	<b>3</b>
<b>Responsibility for implementing the DAIP .....</b>	<b>3</b>
<b>Communicating the DAIP .....</b>	<b>4</b>
<b>Review and Evaluation Mechanisms .....</b>	<b>4</b>
<b>Monitoring and Reviewing.....</b>	<b>4</b>
<b>Evaluation .....</b>	<b>4</b>
<b>Reporting on the DAIP .....</b>	<b>4</b>
<b>Progress and Achievements from the Disability Access and Inclusion Plan 2015-19 .....</b>	<b>5</b>
<b>Strategies to improve Access and Inclusion .....</b>	<b>6</b>

## People living with a disability

The Australian Bureau of Statistics, 2012 Survey of Disability, Ageing and Carers (SDAC) estimated that 4.2 million Australians, or 18.5% of the population, had a disability. SDAC defines disability as any limitation, restriction or impairment which restricts everyday activities and has lasted, or is likely to last, for at least six months. The Disability Services Act (1993) defines 'disability' as meaning a disability which:

- is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- is permanent or likely to be permanent;
- may or may not be of a chronic or episodic nature; and
- results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services.

Disability can impact on a person's ability to attain employment, gain access to educational opportunities and to participate in social and community activities. For instance, people aged between 15 and 64 years with a disability have both lower participation (53%) and higher unemployment rates (9.4%) than people without disability (83% and 4.9% respectively).

These statistics have important implications for the Shire of Pingelly which has one of the state's highest proportion of residents aged 60 years and over (35.6%) compared to the state average of 19.3% and the national average of 21.4%.

## Planning for Access

It is a requirement of the Disability Services Act 1993 (amended 2004) that all Local Governments develop and implement a Disability Access and Inclusion Plan (DAIP). Preparation of this DAIP has identified opportunities to improve service and facility planning and delivery. This in turn will facilitate elimination of barriers which prevent access and inclusion by people with disability.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunities Act 1984 (amended 1988), Commonwealth Disability Discrimination Act 1992 (DDA) and the United Nations Convention on the Rights of Persons with a Disability (2007). Additional legislation and policy relating to disability when planning for access and inclusion include:

- The Building Code of Australia (BCA) that provides a set of minimum requirements for new buildings and renovations;
- The Access to Premises Standard under the Disability Discrimination Act (DDA) that became effective for any buildings or major redevelopments commencing after May 2011;
- Count Me In – Disability Future Directions, the state government's long-term plan based on its vision that, 'All people live in welcoming communities that facilitate friendship, mutual support and a fair go for everyone'.

There is now broader awareness of the benefits of being more diverse, accessible and inclusive throughout all aspects of the community. The Shire's Strategic Community Plan 2020-30 envisions a growing community underpinned by being inclusive and resilient.

## Access and Inclusion Statement

Preparation of this DAIP has identified opportunities to improve service and facility planning and delivery to eliminate barriers preventing access and inclusion by people with disability, their families and carers.

The Shire envisions an accessible and inclusive community as one in which all Council facilities and services are planned and delivered as open, available and accessible to people with a disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Pingelly:

- Recognises that people with a disability are valued members of the community who make a variety of contributions to local life in social, economic and cultural sectors;
- Believes that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life;
- Believes that people with a disability, their families and carers should be supported to remain in and connected to the community;
- Is committed to consulting people with a disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- Will ensure its agents and contractors take all practical measures to implement desired outcomes of the DAIP;
- Is committed to supporting local community groups and businesses to provide access and inclusion of people living with a disability;
- Will ensure that recruitment policies, procedures and practices actively encourage and include people with a disability.

## Development of the DAIP 2020-25

### Development Process

During 2019-20 the Shire undertook a review of the DAIP 2015-19 and consulted with key Shire employees, community members and local agencies to draft a DAIP that guides further improvements in access and inclusion. The process included:

- An internal review of the DAIP 2015-19 outcomes to determine what had been achieved and an evaluation on what was unaccomplished.
- Consultation with key Shire employees, and
- Consultation with the community, people living with a disability, their families, carers and disability service providers.

### Consultation Process

The Disability Services Act Regulations (2004) sets out the minimum consultation requirements for public authorities in relation to DAIPs. Local Governments must call for submissions by notice of newspaper, circulating in the local district of the Local Government and any website maintained by or on behalf of the Local Government.

The methods selected were suited to the nature and needs of the community and are in line with the outcomes the Shire was hoping to achieve through consultation. The consultation period extended throughout March 2020 with submissions by the community, people with a disability, their families and carers requested via:

- Advertising campaign in local print media;
- The Shire's website;
- Direct contact with
  - People with a disability;
  - Key disability service providers.

## **The consultation process included:**

### **1. Consultation with people with disability, their families, carers and disability service providers**

- Request for public comment: Collected information from people with a disability, their family members and carers regarding their experiences in accessing the Shire of Pingelly's services, buildings, and information. Information about making a complaint and employment opportunities at the Shire were also collected.
- Focus group: Consisting of local people and disability service providers about the Shire's progress with the seven outcomes from the DAIP 2015-19. Participants had the opportunity to discuss and provide suggestions for inclusion in the DAIP 2020-25.
- Community Survey: Targeting local people to determine current perceptions and awareness, as well as levels of engaging people living with a disability in community activities.

### **2. Consultation with Shire staff**

- Survey: Collected information from Shire of Pingelly staff regarding their experiences and feedback around the community's ability to access Shire of Pingelly's services, buildings and information.
- Workshop: Present results from the community consultation process to the Executive Management team. Include discussion about the results including potential barriers to participation and identify potential strategies for the DAIP 2020-25.

## **Findings from the Consultation Process**

While the internal review and public consultation celebrated achievement in improving access and inclusion, there remains several barriers. The DAIP 2020-25 will address these, while also reflecting changes to legislative requirements and accommodating the community's aspirations captured in the Shire's 2020-30 Strategic Community Plan.

## **Access barriers and other issues identified included:**

- Opportunities for ongoing community awareness of the DAIP.
- Local perceptions and attitudes toward people living with a disability.
- Limited awareness of consultation opportunities with the Shire.
- Improvements to Shire processes to foster inclusivity.
- Increase ACROD parking.
- Improvements to local pathways and footpaths; i.e. lack of tactile paving, road to footpath transition issues or gaps in network.
- Events may not be held in a format or at a location suitable for achieving maximum community participation.
- Events specifically for people with disability or to raise awareness of disability.
- Improve access to the Shire Office.
- Staff confidence or awareness to adequately provide the same level of service to people living with a disability.

The DAIP 2020-25 strategies and implementation plan reflect initiatives to address these findings.

## **Responsibility for implementing the DAIP**

The Disability Services Act 1993 (amended 2004) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors. Implementing the Shire of Pingelly's DAIP strategies is the responsibility of all operating sections of the Shire and the strategies will identify staff responsible for each action.

## Communicating the DAIP

- **March 2020** Internal review by Shire Executive team to measure progress and identify achievements.
- **March 2020** Place an advertisement in the local newspaper and Shire website inviting public comment for a period of three weeks on the DAIP 2015-19 with the option to request the document in an alternative format including electronic format via email, in hardcopy, or large/small print.
- **March 2020** Community consultation workshop.
- **April 2020** Distribute the Draft DAIP 2020-25 to participants of the consultation process for review and feedback.
- **May 2020** The DAIP 2020-25 is finalised and considered by Council for endorsement, before notice is published in the local newspaper.
- **Ongoing** 2020-25 Progress of the DAIP will be reported in the Shire of Pingelly's Annual Report. Should the DAIP be amended Shire employees and the community will be advised of the availability of updated plans including alternative formats.

## Review and Evaluation Mechanisms

The Disability Services Act (amended 2004) sets out the minimum review requirements for public authorities in relation to DAIPs. The Shire's DAIP will be formally reviewed at least every five years, in accordance with the Act. Should the DAIP 2020-25 be amended, a copy of the amended plan will be lodged with the Department of Communities.

## Monitoring and Reviewing

- The Shire will continue to liaise with the community to review progress on the implementation of the strategies identified in the DAIP.
- A review of the Shire's DAIP 2015 -19 is included in the DAIP 2020-25 which will be submitted to the Department of Communities in

2020. The report will outline what has been achieved under the Shire DAIP 2015-19.

- The Shire in liaison with the community and relevant employees will prepare a report each year on the implementation of the DAIP.

## Evaluation

- The Shire will continue to inform and seek feedback from people with a disability, their families, carers and disability organisations regarding the DAIP outcomes and strategies.
- Elected Members and Shire employees will be kept informed about the implementation of the DAIP and feedback on the effectiveness of the strategies will be sought.
- The DAIP will be reviewed bi-annually and amended accordingly based on consultation with the people with a disability, their families, carers, disability organisations, Shire employees and Elected Members.

## Reporting on the DAIP

The Disability Services Act (amended 2004) sets out the minimum reporting requirements for public authorities in relation to their DAIPs. The Shire of Pingelly will report on the implementation of the DAIP through its Annual Report and by completing the Department of Communities prescribed progress report template by July 4 each year, outlining:

- Progress towards the outcomes of the DAIP;
- Progress of the Shire's agents and contractors towards meeting the seven desired outcomes, and
- Strategies used to inform agents and contractors about the DAIP.

## Progress and Achievements from the Disability Access and Inclusion Plan 2015-19

Since the endorsement by the Shire Council of the DAIP 2015-19, the review found the Shire of Pingelly has undertaken a range of initiatives over the years to facilitate access and inclusion for people with a disability. These include:

Initiative	Corresponding DAIP Outcome
Successful grant applicant for the Lighthouse Project, provided by Local Government Professionals WA and administrated by Department of Communities, to deliver the <i>Pingelly and Surrounding Districts Disability in Employment Awareness Program</i> .	1, 3, 4, 5, 6
The provision of Disability, Access and Inclusion awareness training to all Shire of Pingelly staff, as well as facilitation of targeted workshops for local businesses, community groups and surrounding local government areas.	1, 3, 4, 5, 6
All Shire of Pingelly Administration staff completed the Forrest Personnel Disability, Access and Inclusion short course.	1, 3, 4, 5, 6
Implementation of the Shire of Pingelly Customer Service Charter which includes information for accessing the National Relay Service for people who are deaf, have a hearing impairment or speech impairment.	1, 3, 4, 5
Construction of the Pingelly Recreation and Cultural Centre (PRACC) to replace the former Pingelly Community Centre to current building standards.	2
Corporate documents including agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website.	3, 6
Implementation of inclusive recruitment practices, including incorporation of Equal Employment Opportunity statement on job vacancy advertisements, job advertisements are available in an accessible format and interviews for positions are held in accessible venues.	1, 7



## Strategies to improve Access and Inclusion

As a result of the consultation process the following strategies will guide actions for 2020-25. The seven desired outcomes provide a framework for improving access and inclusion for people with a disability in the Shire of Pingelly.

**Outcome one: People with a disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Pingelly.**

Strategy		Responsibility	Timeframe
1.1	Ensure that people living with a disability are consulted on their need for services and the accessibility of current services.	DCCS	Ongoing
1.2	Incorporate the objectives of the DAIP into Council's Strategic Community Plan, and Corporate Business Plan.	CEO	Ongoing
1.3	Ensure Shire staff, agents and contractors are aware of the DAIP and of the requirements for providing access and inclusion to services and events.	DCCS	Ongoing

**Outcome two: People with a disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Pingelly.**

Strategy		Responsibility	Timeframe
2.1	Ensure that all Shire facilities and infrastructure comply with minimum access standards as required by Australian Standards on Access and Mobility (AS 1428 suite) and are physically accessible and safe.	DCCS / DTS	Ongoing
2.2	Ensure ACROD parking meets the needs of people with disability in terms of quantity and location.	DTS	Ongoing
2.3	Continue to review and improve access to public open spaces and public areas, including: facilities, parks and reserves	DTS	Ongoing
2.4	Prioritise addressing access barriers to the Shire's existing public buildings and facilities.	DCCS / DTS	Ongoing

**Outcome three: People with a disability receive information from the Shire of Pingelly in a format that enables them to access the information as readily as other people.**

Strategy		Responsibility	Timeframe
3.1	Ensure that the community is aware Shire information is available in alternative formats upon request.	CEO	Ongoing
3.2	Ensure information from the Shire website is accessible	CEO	Ongoing
3.3	Ensure reception staff are aware of the DAIP and its implementation plan and know how to respond to a customer who may request that Shire documents be provided in an alternative format.	DCCS	Ongoing
3.4	Complete an audit of signage and ensure that signage meets accessibility requirements.	DTS	Ongoing

**Outcome four: People with a disability receive the same level and quality of service from the staff of the Shire of Pingelly as other people.**

Strategy		Responsibility	Timeframe
4.1	Improve staff awareness of disability and access issues and improve skills to provide a good service to people with disability.	DCCS	Ongoing
4.2	Seek feedback on service provision for people with a disability.	DCCS	Ongoing
4.3	Improve Executive Management's awareness of the importance of the DAIP as an instrument for improving access and inclusion within the Shire.	CEO	Ongoing

**Outcome five: People with a disability have the same opportunities as other people to make complaints to the Shire of Pingelly.**

Strategy		Responsibility	Timeframe
5.1	Ensure that current complaint processes are accessible for people with disability.	DCCS	Ongoing
5.2	Ensure that all information relating to the complaints/ feedback process is available in alternative formats as required.	DCCS	Ongoing
5.3	Promote the Shire's complaints and reporting processes.	DCCS	Ongoing

**Outcome six: People with a disability have the same opportunities as other people to participate in any public consultation by the Shire of Pingelly.**

Strategy		Responsibility	Timeframe
6.1	Ensure people with disability are actively consulted about the DAIP.	DCCS	Ongoing
6.2	Support and encourage people with disability to attend community consultations.	DCCS	Ongoing
6.3	Continue to seek a broad range of views on disability access issues from the local community.	DCCCS	-

**Outcome seven: People with a disability have the same opportunities as other people to obtain and maintain employment with the Shire of Pingelly**

Strategy		Responsibility	Timeframe
7.1	Implement flexible employment practices	CEO	Ongoing
7.2	Ensure the Shire's recruitment procedures and practices encourage people with disability to apply for job vacancies with the Shire.	DCCS	Ongoing
7.3	Ensure that any Shire employee with a disability receive the support required to successfully undertake their work as specified in their position description.	DCCS	Ongoing