



**Shire of Ngaanyatjaraku**  
ON A JOURNEY

**ORDINARY MEETING OF COUNCIL**

**MINUTES**

**27 April 2022**

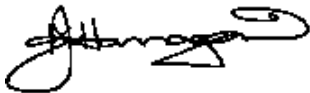
**at**

**1.00 pm**

**SHIRE OF NGAANYATJARRAKU**

**ORDINARY MEETING OF COUNCIL**

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.

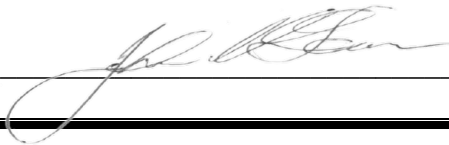


**Chief Executive Officer**

Date: 28-4-2022

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 27 April 2022.

**Presiding Member:** \_\_\_\_\_



Date: 24 5/2022

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## 1. **DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 1.06 pm.

## 2. **ANNOUNCEMENT OF VISITORS**

The Presiding Member welcomed members of the public to the gallery.

## 3. **ATTENDANCE**

### 3.1 **PRESENT**

<b>Elected Members:</b>	President Councillor Councillor Councillor Councillor	D McLean D Frazer J Frazer L West J Porter
<b>Staff:</b>	CEO DCS FAC DGC DIS	K Hannagan (via videoconference) K Fisher (via videoconference) G Handy C Green (via videoconference) L Morgan (via videoconference)
<b>Guests:</b>	Nil	
<b>Members of Public:</b>	There were no members of the public in attendance at the commencement of the meeting.	

### 3.2 **APOLOGIES**

Cr. A Jones  
Cr. P Thomas  
Cr. A Benning

### 3.3 **APPROVED LEAVE OF ABSENCE**

## 4. **PUBLIC QUESTION TIME**

### 4.1 **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

### 4.2 **PUBLIC QUESTION TIME**

## 5. **APPLICATIONS FOR LEAVE OF ABSENCE**

Cr P Thomas has submitted a request for leave of absence for the May Ordinary Council Meeting as per Attachment 5.

### **Council Resolution**

**Moved: Cr J Porter                      Seconded: Cr J Frazer**

**That Council approves Cr P Thomas's request for leave of absence for the May Ordinary Council Meeting.**

**Carried: 5/0**

## 6. DECLARATION BY MEMBERS

### 6.1 DUE CONSIDERATION BY COUNCILLORS TO THE AGENDA

Councillors are requested to give due consideration to all matters contained in the Agenda presently before the meeting.

### 6.2 DECLARATIONS OF INTEREST

#### Councillors to Note

A member who has an Impartiality, Proximity or Financial Interest in any matter to be discussed at a Council or Committee Meeting, that will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (a) Preside at the part of the Meeting, relating to the matter or;
- (b) Participate in or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under *Section 5.68 or Section 5.69 of the Local Government Act 1995*.

#### **NOTES ON DECLARING INTERESTS (FOR YOUR GUIDANCE)**

The following notes are a basic guide for Councillors when they are considering whether they have an interest in a matter.

These notes are included in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor, or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the *Local Government Act 1995*, but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) withnot less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leasedland to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
  4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be givenwhen the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under *s.5.68(1)(b)(ii) or the Local Government Act*, or

6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the *Local Government Act*, with or without conditions.

Declarations of Interest provided:

Item Number/ Name	Type of Interest	Nature/Extent of Interest

**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

**8. PETITIONS, DEPUTATIONS, PRESENTATIONS**

**8.1 PETITIONS**

**8.2 DEPUTATIONS**

**8.3 PRESENTATIONS**

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.1 ORDINARY MEETING OF COUNCIL**

**Voting Requirement**  
Simple Majority

**Officers Recommendation and Council Resolution**

**Moved: Cr L West                      Seconded: Cr D Frazer**

**That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 31 March 2022 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (as circulated and available on the Shires official website) be confirmed as a true and accurate record.**

**Carried: 5/0**

**9.2 AUDIT AND RISK COMMITTEE**

**Voting Requirement**  
Simple Majority

**Officers Recommendation and Council Resolution**

**Moved: Cr J Porter          Seconded: Cr J Frazer**

**That Council:**

- 1. Notes the Unconfirmed Minutes (Tabled) of the Audit and Risk Committee Meeting held on Wednesday 27 April 2022 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community; and**
- 2. Adopts the Recommendations from the Audit & Risk Committee.**

**Carried: 5/0**

## 10. CEO REPORTS

### 10.1 PROGRESS ON THE IMPLEMENTATION OF COUNCIL RESOLUTIONS

<b>FILE REFERENCE:</b>	GV.05
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	15 April 2022
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interest in the proposal.

#### Summary

The purpose of this agenda item is to report back to Council on the progress of the implementation of Council resolutions.

#### Background

The best practice in governance supports the regular review of Council decisions to ensure that they are actioned and implemented in a timely manner.

#### Comment

All resolutions of Council have been acted upon.

#### Statutory Environment

*Local Government Act 1995:*

Section 2.7

*"Role of council*

*(1) The council —*

- a) governs the local government's affairs; and*
- b) is responsible for the performance of the local government's functions.*

*(2) Without limiting subsection (1), the council is to —*

- a) oversee the allocation of the local government's finances and resources; and*
- b) determine the local government's policies."*

The above section of the Act notwithstanding, there is no specific legal requirement to present such a report to Council or for Council to receive or consider such a report. The decision to have the report in the Council's monthly agenda is entirely Council's prerogative. Staff acknowledge the critical and ongoing nature of the document, in that Council 'speaks by resolution'.

Section 5.100 of the Act expressly provides that a person who is a committee member but is not a council member or an employee is not to be paid a fee for attending any meeting.

#### Financial Implications

There are no known financial implications for this matter.

#### Strategic Implications

Plan for the Future 2021 – 2031

Goal 3, Our Leadership

Outcome 8, A well-functioning organisation

Strategy, 8.2, Maintain corporate governance, responsibility and accountability

#### Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be



managed by routine procedures and is unlikely to need specific application of resources.

**Policy Implications**

There are no known policy implications for this matter.

**Attachments**

Not applicable

**Voting Requirement**

Simple Majority

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer      Seconded: Cr L West**

**That Council notes the monthly report, Progress on the implementation of Council Resolutions.**

**Carried: 5/0**

## 10.2 USE OF COMMON SEAL

<b>FILE REFERENCE:</b>	IM.14
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	5 April 2022
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interests in the proposal.

### Summary

The purpose of this agenda item is to report to Council for information, use of the Common Seal.

### Background

In accordance with Council Policy 1.17, Use of Common Seal, Council is to receive a copy of details from the register of all Common Seals affixed for the previous month at the first Ordinary Council Meeting of each month.

### Comment

The relevant extract from the Current Register – Use of Common Seal has been prepared for Council and is attached.

### Statutory Environment

*Local Government Act 1995:*

Section 2.7

*“Role of council*

*(3) The council —*

*a) governs the local government's affairs; and*

*b) is responsible for the performance of the local government's functions.*

*(4) Without limiting subsection (1), the council is to —*

*a) oversee the allocation of the local government's finances and resources; and*

*b) determine the local government's policies.”*

### Financial Implications

Not applicable.

### Strategic Implications

Plan for the Future 2021 – 2031

Goal 3, Our Leadership

Outcome 8, A well-functioning organisation

Strategy, 8.2, Maintain corporate governance, responsibility and accountability

### Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### Policy Implications

Council Policy, 1.17, Use of Common Seal

### Attachments

Attachment 10.2, Extract from Current Register, Use of Common Seal

### Voting Requirement

Simple Majority

**Officers Recommendation and Council Resolution**

**Moved: Cr J Porter      Seconded: Cr D Frazer**

**That Council receives and notes Attachment 10.2, Extract from Current Register, Use of Common Seal.**

**Carried: 5/0**

# 11 DEPUTY CEO / DIRECTOR CORPORATE SERVICES REPORTS

## 11.1 MONTHLY PAYMENTS LISTING

<b>FILE REFERENCE:</b>	FM.07
<b>AUTHOR'S NAME AND POSITION:</b>	Kerry Fisher Director Corporate Services
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	21 April 2022
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interest in the proposal

### Summary

For Council to confirm the payment of accounts listed in the attached Accounts for Payment.

### Background

In accordance with the Local Government (Financial Management) Regulations 1996 the Chief Executive Officer is required to present a list of payments to the Council at the next ordinary meeting of the council after the list is prepared.

### Comment

The payments made are consistent with previous months.

### Statutory Environment

*Local Government (Financial Management) Regulations 1996*

*S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) the payee's name; and*
  - (b) the amount of the payment; and*
  - (c) the date of the payment; and*
  - (d) sufficient information to identify the transaction.*
- (2) A list of accounts for approval to be paid is to be prepared each month showing-*
  - (a) for each account which requires council authorisation in that month —*
    - (i) the payee's name; and*
    - (ii) the amount of the payment; and*
    - (iii) sufficient information to identify the transaction;*  
*and*
    - (b) the date of the meeting of the council to which the list is to be presented.*
- (3) A list prepared under subregulation (1) or (2) is to be —*
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) recorded in the minutes of that meeting.*

### Financial Implications

The Shire makes annual budget allocations for payment of accounts.

**Strategic Implications**

Plan for the Future 2021 – 2031

Goal 3, Our Leadership: Showing the way for our communities

Outcome 8, A well-functioning organisation

Strategy, 8.1, Maintain corporate governance, responsibility and accountability

**Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

**Policy Implications**

There are no known policy implications for this matter

**Attachments**

11.1 – Payment Listing

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr D Frazer**

**That Council receives the Payment Listing March 2022 totaling payments of \$927,411.63 as per Attachment 11.1.**

**Carried: 5/0**

## 11.2 COUNCIL INVESTMENTS

<b>FILE REFERENCE:</b>	FM.04
<b>AUTHOR'S NAME AND POSITION:</b>	Kerry Fisher Director Corporate Services
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	20 April 2022
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

For Council to be advised of the Shires Municipal Account and Investments as attached.

### Background

To invest the Shire of Ngaanyatjarraku surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that liquidity requirements are being met.

### Comment

Preservation of capital is to be the principal objective with consideration given to liquidity, cash flow requirements and return on investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional target set by the Shire will also consider the risk limitation and prudent investment principles.

The reduction of RBA interest rate has greatly reduced term deposit interest. Quotations have been sought from other institutions with better rates on offer from Commonwealth Banking and as such \$3.5m has now been deposited there. These funds are mainly from the Commonwealth's FAG's 2022/23 grants paid in advance. An investment Register has now been developed to record the details of these longer-term investments.

### Statutory Environment

#### *Local Government Act 1995*

#### *Section 6.14 Power to Invest*

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.*
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).*
- (2) Regulations in relation to investments by local governments may —*
  - (a) make provision in respect of the investment of money referred to in subsection (1);*

- and  
 [(b) deleted]  
 (c) *prescribe circumstances in which a local government is required to invest money held by it; and*  
 (d) *provide for the application of investment earnings; and*  
 (e) *generally, provide for the management of those investments.*

*Local Government (Financial Management) Regulations 1996*

19. *Investments, control procedures for*  
 (1) *A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*  
 (2) *The control procedures are to enable the identification of —*  
 (a) *the nature and location of all investments; and*  
 (b) *the transactions related to each investment.*
- 19C. *Investment of money, restrictions on (Act s. 6.14(2)(a))*  
 (1) *In this regulation —*  
*authorised institution means —*  
 (a) *an authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*  
 (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*  
*foreign currency means a currency except the currency of Australia.*  
 (2) *When investing money under section 6.14(1), a local government may not do any of the following —*  
 (a) *deposit with an institution except an authorised institution;*  
 (b) *deposit for a fixed term of more than 3 years;*  
 (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*  
 (d) *invest in bonds with a term to maturity of more than 3 years;*  
 (e) *invest in a foreign currency.*

**Financial Implications**

Not applicable.

**Strategic Implications**

Plan for the Future 2021 – 2031

Goal 3, Our Leadership: Showing the way for our communities

Outcome 8, A well-functioning organisation

Strategy, 8.1, Maintain corporate governance, responsibility and accountability

**Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

**Policy Implications**

Corporate Policy Finance 2.12 Investment.

**Attachments**

11.2 – Westpac screen prints of Municipal Accounts and CBA Investment Register.

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer      Seconded: Cr J Porter**

**That the report on Council Investments as at Attachment 11.2 be received.**

**Carried: 5/0**



## 11.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH ENDED

<b>FILE REFERENCE:</b>	FM.10
<b>AUTHOR'S NAME AND POSITION:</b>	Kerry Fisher Director Corporate Services
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	21 April 2022
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

For Council to receive the monthly financial report.

### Background

Council is to prepare monthly financial reports as required by the Local Government (Financial Management Regulations) 1996.

Council has resolved those details and explanations of the material variances reflected on the Statement of Financial Activity are provided as required by Local Government (Financial Management) Regulation 34(1) (d). The attached statements include details of variances between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of \$20,000 or 10.00% whichever is the greater (refer last page of statements). These materiality levels have been applied in the preparation of this report.

### Comment

Comments in relation to budget to actual variances are included as notes (last page) in the Financial Reports attached. Comments related to 'Timing' refer to an estimate of when costs would occur at the time the budget was formulated versus actual costs being incurred. 'Permanent' variances to note as at end January 2021 are:

- Education Income is down as Mach Invoice yet to be raised
- Transport Income is down as some road projects behind and income can yet be realised
- Governance expense generally tracking under with savings of \$19k due to no election required, other items also under budget contributing to less overhead allocated to other programs
- Health inspection staffing costs now back on track with new EHO and under budget due to lower overheads
- Housing Expenses are under budget in as the Maintenance Officer has not returned to the lands as yet to undertake budgeted works, Housing maintenance is under budget due to unavailability of staff;
- Community Amenities expenditure under as difficulty in sourcing rubbish collection staff and replacement of the Operations Coordinator;
- Recreation expenditure under due to difficulty in recruiting replacement staff;
- Transport expenditure under due to difficulty sourcing grader operators and Covid border closures.
- Tourism under as consultancy projects have begun but are behind in timing.

### Statutory Environment

*Local Government Act 1995*

#### 6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

- (2) The financial report is to —
  - (a) be prepared and presented in the manner and form prescribed; and
  - (b) contain the prescribed information.

*Local Government (Financial Management) Regulations 1996.*

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the month to which the statement relates; and
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

### **Financial Implications**

Monthly financial reporting is a primary financial management and control process. It provides the Council with the ability to oversee the Shire's financial performance against budgeted targets.

### **Strategic Implications**

Plan for the Future 2021 – 2031

Goal 3, Our Leadership: Showing the way for our communities

Outcome 8, A well-functioning organisation

Strategy, 8.1, Maintain corporate governance, responsibility and accountability

**Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

**Policy Implications**

No policy implications apply in the preparation of the report.

**Attachments**

11.3(a) - Monthly Financial Report, December

11.3(b) - Monthly Financial Report, January

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr D Frazer**

**That Council receives the monthly financial report for March 2022.**

**Carried: 5/0**

## 12. DIRECTOR GOVERNANCE & STRATEGIC REPORTS

### 12.1 IT DISASTER RECOVERY PLAN (2022)

<b>FILE REFERENCE:</b>	RM.00
<b>AUTHOR'S NAME AND POSITION:</b>	Cary Green Director Governance and Strategic
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	12 April 2022
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interests in the proposal.

#### Summary

For Council to endorse the IT Disaster Recovery Plan (2022) for the Shire.

#### Background

The Emergency Management Act 2005 requires Local Governments to have an IT Disaster Recovery Plan to ensure the Shires critical IT systems can be maintained at normal or near-normal performance following an incident that has the potential to disrupt or damage the Shire.

The Shires has recently adopted a Business Continuity Disaster Recovery Plan (BCDRP) and the IT DR Plan is used to compliment the BCDRP.

#### Comment

The purpose of the IT Disaster Recovery Plan is to provide restoration and continuation of the core IT systems for The Shire of Ngaanyatjarraku when a disaster occurs. This is accomplished by developing and maintaining a detailed Disaster Recovery Plan (DRP) that will organize and govern the disaster recovery operation. The DRP must:

- Provide the information and procedures necessary to;
  - ✓ respond to an occurrence,
  - ✓ notify personnel,
  - ✓ assemble recovery teams,
  - ✓ recover data, and,
  - ✓ resume processing at the current or alternate site as soon as possible after a disaster has been declared.
- Create a disaster recovery structure strong enough to provide guidance to all interrelated groups, yet flexible enough to allow The Shire of Ngaanyatjarraku staff and teams to respond to whatever type of disaster may occur,
- Identify those activities necessary to resume full services at the reconstructed disaster site or new permanent facility,
- Establish a return to a “business as usual” environment.

This plan details the communications structure, roles and responsibilities of the Crisis Management Team (CMT).

The CMT is responsible for managing the rapid and orderly resumption of core IT systems to The Shire of Ngaanyatjarraku in the event of a disaster. Consequently, the members of the CMT must have the appropriate authority and skills to accomplish their assigned tasks.

### **Statutory Environment**

Emergency Management Act 2005

### **Financial Implications**

The initial financial implications of the IT DR Plan (2022) are budgeted for on the 2021/22 Annual Budget. Any further financial impacts will be brought to council for consideration through the 2022/23 Budget process.

### **Strategic Implications**

Plan for the Future 2021 – 2031

Goal 3, Our Leadership

Outcome 8, A well-functioning organisation

Strategy, 8.2, Maintain corporate governance, responsibility and accountability

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku's Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment, the progression of risk management activities aligned with the Risk Management Strategy will reduce the risk to low.

### **Policy Implications**

Council Policy 1.3 – Risk Management

### **Attachments**

Attachment 12.1 – IT Disaster Recovery Plan (2022)

### **Voting Requirement**

Simple Majority

#### **Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer      Seconded: Cr L West**

**That Council endorses the IT Disaster Recovery Plan (2022) for the Shire.**

**Carried: 5/0**

## 12.2 AUSTRALIA'S GOLDEN OUTBACK (AGO) TOURISM PROPOSAL

<b>FILE REFERENCE:</b>	ED.00
<b>AUTHOR'S NAME AND POSITION:</b>	Cary Green Director Governance and Strategic
<b>AUTHORISING OFFICER AND POSITION</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	13 April 2022
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interest in the proposal.

### Summary

For Council to consider the proposed contribution of \$15,000 towards the AGO Tourism Proposal for the Northern Goldfields Shires.

### Background

At a recent Northern Goldfields Working Group (NGWG) meeting, there has been discussion regarding a working collaboration with AGO and other shires for tourism development. As a follow up to these initial discussions, AGO was invited to come forward with a tourism proposal.

In partnership with Goldfields Shires, Australia's Golden Outback (AGO) proposed to recruit and manage a Goldfields Tourism Development Manager (GTDM), starting on 1 July 2022, that would facilitate the implementation of agreed destination development initiatives across all Goldfields' Shires. The initiatives would come from existing and new local or regional tourism strategies, as well as agreed initiatives that come from the AGO Tourism Destination Management Plan (TDMP) that is currently being developed by Tourism WA, due to be complete in August 2022. A component of the TDMP will be a regional tourism development strategy for the Goldfields.

To fund this, it was proposed that AGO will contribute \$30k + GST cash contribution, per annum for the next four years, and requests a \$30k + GST contribution from each of the eight Goldfields Shire partners (Kalgoorlie-Boulder, Coolgardie, Laverton, Wiluna, Ngaanyatjaraku, Dundas, Menzies and Leonora), providing a budget of \$270k + GST per annum).

After further discussion, the NGWG agreed to the AGO proposal, subject to individual Council approvals, with the preferred funding model being Laverton, Leonora, Menzies, Wiluna, Kalgoorlie-Boulder, Coolgardie and Dundas each contributing \$32,140 while NG put in \$15,000.

The pooled funds would fund the salary and expense costs of the GTDM based in the region (who would implement and facilitate many of the initiatives) as well as provide important activity budget, which would be spent on agreed activities.

### Comment

Tourism is an important part of the Goldfields future development, however without a recognised local tourism industry body, that has the resources and capability to lead the development of tourism in the Goldfields, the region risks not reaching its optimum tourism potential.

NGWG strongly believe the AGO, as the peak Regional Tourism Organisation can be the critically needed catalyst to drive a co-ordinated tourism development approach across the Goldfields and foster a new era of collaboration and partnership between key stakeholders.

The timing is critical too. The sealing of the Outback Way provides a great opportunity to add this as a vital gateway to the region and to attract visitors through the Northern Goldfields and to the rest of the region. However, resources and a collaborative approach is needed to facilitate new product development and attract tourism investment.

The proposed GTDM would report to AGO CEO and AGO proposes that a reference committee consisting of LGA partners and a small number of other stakeholders, including the Goldfields-Esperance Development Commission. The GEDC have advised that it is fully supportive of AGO playing a key role in leading and co-ordinating a collaborative approach to tourism development across the Goldfields.

As such it is recommended that we support the proposed tourism proposal and contribute the amount of \$15,000 requested

### **Statutory Environment**

*Local Government Act 1995:*

Section 2.7

*“Role of council*

1. *The council —*

- a) *governs the local government’s affairs; and*
- b) *is responsible for the performance of the local government’s functions.*

2. *Without limiting subsection (1), the council is to —*

- a) *oversee the allocation of the local government’s finances and resources; and*
- b) *determine the local government’s policies*

### **Financial Implications**

An allowance of \$15,000 was made in the 2021/22 Annual Budget for a joint Northern Goldfields Tourism Strategy. As this initiative can be rolled into the AGO proposal that budget allowance can be used for the AGO proposal.

### **Strategic Implications**

Plan for the Future, 2021 – 2031

Goal 3, Our Land

Outcome 4, Enjoying our land.

Strategy 4.2, Support appropriate tourism and visitor attraction initiatives

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### **Policy Implications**

N/A

### **Attachments**

N/A

### **Voting Requirement**

Simple Majority

#### **Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer      Seconded: Cr J Porter**

**That Council supports the AGO Tourism Proposal and the existing tourism budget allocation be used to fund it.**

**Carried: 5/0**

### **13. DIRECTOR INFRASTRUCTURE SERVICES REPORT**

#### **13.1 ACTION REPORT – WORKS ENGINEER**

**FILE REFERENCE:** RD.00

**AUTHOR'S NAME AND POSITION:** Peter Kerp  
Works Engineer

**AUTHORISING OFFICER AND POSITION:** Les Morgan  
Director Infrastructure

**DATE REPORT WRITTEN:** 20 April 2022

**DISCLOSURE OF INTERESTS:** The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

To inform Council of Works Engineering activities and actions for the preceding month.

#### **Background**

Not applicable

#### **Comment**

See attachment.

#### **Statutory Environment**

Not applicable

#### **Financial Implications**

No known financial implications for this matter.

#### **Strategic Implications**

Plan for the Future 2021 - 2031

Goal 2, Our Land

Outcome 5, Travelling our Land

Strategy: 5.1, Effective management and planning of road infrastructure

#### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

#### **Policy Implications**

There are no known policy implications for this matter.

#### **Attachments**

Attachment 13.1 – Action Report, Works Engineering

#### **Voting Requirement**

Simple Majority Required.

#### **Officers Recommendation and Council Resolution**

**Moved: Cr D Frazer      Seconded: Cr J Frazer**

**That Council receives the Action Report, Works Engineering April 2022.**

**Carried: 5/0**



## 13.2 ACTION REPORT – OPERATIONS COORDINATOR

<b>FILE REFERENCE:</b>	RD.00
<b>AUTHOR'S NAME AND POSITION:</b>	Joseph Joseph Operations Coordinator
<b>AUTHORISING OFFICER AND POSITION:</b>	Les Morgan Director Infrastructure
<b>DATE REPORT WRITTEN:</b>	20 April 2022
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

### Summary

To inform Council of Operational activities and actions for the preceding month.

### Background

Not applicable

### Comment

See attachment.

### Statutory Environment

Not applicable

### Financial Implications

No known financial implications for this matter.

### Strategic Implications

Plan for the Future 2021 - 2031

Goal 2, Our Land

Outcome 6, Living on our Land

Strategy: 6.1, Maintain Shire owned buildings and facilities

### Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### Policy Implications

There are no known policy implications for this matter.

### Attachments

Attachment 13.2 – Action Report, Operations Coordinator

### Voting Requirement

Simple Majority Required.

#### Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr L West

That Council receives the Action Report, Operations April 2022.

Carried: 5/0

### 13.3 STRATGIC ASSET MANAGEMENT ROADMAP – SEALED ROADS

<b>FILE REFERENCE:</b>	RD.00
<b>AUTHOR'S NAME AND POSITION:</b>	Les Morgan Director Infrastructure
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	20 April 2022
<b>DISCLOSURE OF INTERESTS:</b>	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

#### **Summary**

To inform Council of work undertaken to strategically manage the sealed roads as a crucial step in meeting legislative requirements, day to day operational needs and ensuring that present and future generations living within the shire will continue to enjoy an acceptable level of service without being left to meet a substantial financial burden.

#### **Background**

At the November 2021 Ordinary Council Meeting it was resolved as follows:

*That Council:*

- 1. endorses the recommended Strategic Asset Management Roadmap as contained within this report; and*
- 2. requests management to report back to the Council at each stage of the journey as outlined in this report.*

Accordingly, the purpose of this report is to update Council of the progress of this journey.

#### **Comment**

##### Introduction

The previous report outlined critical points where progress should be reported to aid understanding and buy-in. This process of informing should also enhance the Elected Council's understanding in staff reporting issues such as the works program to underline the essential transparency in the process. To address these critical points, an Operational Management Manual for Sealed Roads (Appendix A) has been developed to guide the strategic management of the Shire's sealed roads. A summary of how this manual addressed the critical points outlined previously are as follows.

##### Road Inventory

The inventory of all sealed roads under the care and control of the Shire has been reviewed, updated and is included in the attached manual.

##### Road Hierarchy

A road hierarchy for sealed roads has been developed to enable the Shire to provide levels of service that are appropriate for the function a road. The following applies to the new hierarchy:

- Roads within communities are Urban Roads and roads that connect communities or have a through road function have been designated as rural roads.
- Roads that carry vehicles to and from a significant Regional centre such as Kalgoorlie and Alice Springs are Regional Distributer roads.
- Roads that carry vehicles between communities on the Ngaanyatjarra Lands are deemed to be Local Distributer roads.
- All other roads under the care and control of the Shire are Access roads.

### Condition Rating

An asset condition rating methodology is established in the attached manual. The aspects of a sealed road that are condition rated are as follows:

- Wearing Surface (bituminous seal), and
- Pavement.

Wearing Surface includes defects such as potholes, cracking and surface defects as these defects have an impact on the longevity of a bituminous surface. Pavement incorporates defects such as rutting and cracking as rutting is a direct reflection of the pavements condition and cracking allows water into the pavement layers and thus, accelerating the deterioration of the pavement.

### Work practices for each stage of the life of a sealed road.

The three main work practices for each stage of a sealed road are resealing, pavement renewal and routine maintenance. Pavement renewal involves the removal of the existing seal and the addition of granular material to strengthen and deepen the existing pavement. A new double coat seal is then added to the pavement. Resealing involves the laying of a new coat of bituminous seal over an existing aged seal. Routine maintenance is unplanned repairs such as pothole patching.

### Works prioritisation

Both pavement and resealing works are prioritised to ensure that the road in highest need is undertaken first as outlined in the attached manual.

### Accomplishment records of Previous Works

Whilst accomplishment records are not directly addressed in the manual, this directly informs many aspects of the manual. Most records such as the date of last reseal and pavement renewal on a section of road will now be captured in the Shire's asset management database (RAMMS).

### Unit rates for all work types

The capture of costs for individual works, in the Shire's general ledger is an important aspect that has not been done adequately. Accordingly, this vital aspect is current being addressed through revamping the job costing system in Synergy and should be ready for use in the new financial year.

The tables below outline the how the cost of a 2 coat and single coat seal was estimated. This is based on sealing works carried out in 2018 on Great Central Road by Main Roads Western Australia. CPI was used to bring the costs from 2018 to 2022 prices. The costs were also increased by a factor of 155% as this is how much further Warburton is from Kalgoorlie as compared to Laverton.

Project 1 - 2 Coat Seal				
Item	Unit	Quantity	Rate	Amount
1st Coat primer seal using C170 bitumen @ 1.6L/m2	m2	88,062	\$ 3.54	\$ 311,739.48
14mm aggregate supply & delivery - Kalgoorlie to Warburton	m2	88,062	\$ 2.10	\$ 184,983.17
Cost recovery for using 14mm aggregate ex Little Industries	m2	88,062	\$ 0.54	\$ 47,553.48
2nd Coat primer seal using C170 bitumen @ 0.7L/m2	m2	88,062	\$ 1.12	\$ 98,629.44
7mm aggregate supply & delivery - Kalgoorlie to Warburton	m2	88,062	\$ 1.66	\$ 146,616.29
Cost recovery for using 7mm aggregate ex Little Industries	m2	88,062	\$ 0.53	\$ 46,672.86
Additional Product used above quoted binder application rates	Litre	7,952	\$ 1.11	\$ 8,826.72
Mobilisation & Demobilisation	per visit	1	\$ 24,896.02	\$ 24,896.02
Induction/medical requirements	day	1	\$ 12,850.00	\$ 6,425.00
<b>Total</b>				<b>\$ 876,342.46</b>
CPI				25%
<b>Cost per m2 2 Coat Spray Seal</b>				<b>\$ 12.44</b>
Project 2 - 2 Coat Seal				
Item	Unit	Quantity	Rate	Amount
1st Coat primer seal using C170 bitumen @ 1.6L/m2	m2	74,400	\$ 3.54	\$ 263,376.00
14mm aggregate supply & delivery	m2	74,400	\$ 2.10	\$ 156,284.76
Cost recovery for using 14mm aggregate (reduced rate for Lot 3, 2 and 1)	m2	74,400	\$ 0.45	\$ 33,480.00
2nd Coat primer seal using C170 bitumen @ 0.7L/m2	m2	74,400	\$ 1.12	\$ 83,328.00
7mm aggregate supply & delivery	m2	74,400	\$ 1.07	\$ 79,608.00
Cost recovery for using 7mm aggregate (reduced rate for Lot 3, 2 and 1)	m2	74,400	\$ 0.42	\$ 31,248.00
Additional Product used above quoted binder application rates	L	11,160	\$ 1.11	\$ 12,387.60
Cost recovery for increase in binder price - as agreed	per visit	178,634	\$ 0.16	\$ 28,581.44
Mobilisation & Demobilisation	per visit	1	\$ 24,896.02	\$ 24,896.02
Standby on 15/5	day	1	\$ 12,850.00	\$ 12,850.00
<b>Total</b>				<b>\$ 726,039.81</b>
CPI				25%
<b>Cost per m2</b>				<b>\$ 12.20</b>
<b>Total Cost Project 1 &amp; 2</b>				<b>\$1,602,382.28</b>
<b>Average Cost per m2 used for double coat seals</b>				<b>\$ 12.32</b>
Single Coat Reseal				
Item	Unit	Quantity	Rate	Amount
1st Coat primer seal using C170 bitumen @ 1.6L/m2	m2	88,062	\$ 3.54	\$ 311,739.48
14mm aggregate supply & delivery - Kalgoorlie to Warburton	m2	88,062	\$ 2.10	\$ 184,983.17
Cost recovery for using 14mm aggregate ex Little Industries	m2	88,062	\$ 0.54	\$ 47,553.48
Additional Product used above quoted binder application rates	Litre	7,952	\$ 1.11	\$ 8,826.72
Mobilisation & Demobilisation	per visit	1	\$ 24,896.02	\$ 24,896.02
Induction/medical requirements	day	1	\$ 12,850.00	\$ 6,425.00
<b>Total</b>				<b>\$584,423.87</b>
CPI				25%
<b>Cost per m2 Single Coat Spray Seal</b>				<b>\$ 10.33</b>

It is the Shire of Ngaanyatjarraku's practice to renew sealed road pavements by applying a 200mm gravel overlay, binding this to the existing pavement and applying a 2 coat bitumen seal. Whilst there have not been any pavement renewals carried out in recent years, there have been many 200mm gravel resheeting projects. The average cost of 3 of these gravel resheets together with the cost of a 2 coat bitumen seal, as shown above have been used to estimate the cost of undertaking a sealed road pavement renewal, as shown below:

Road Name	Length (Km)	Area (M2)	Scope Of Works	Expenditure	Cost Per Sq.m
Outback Way	9.00	90,000	200mm Gravel Overlay	\$ 954,858.70	\$ 10.61
Third Street	0.74	5,920	200mm Gravel Overlay	\$ 101,488.00	\$ 17.14
Wanarn Road	5.20	41,600	200mm Gravel Overlay	\$ 389,368.72	\$ 9.36
<b>Totals / Average</b>	<b>14.94</b>	<b>137,520</b>		<b>\$ 1,445,715.42</b>	<b>\$ 13.14</b>
<b>2 Coat Reseal Cost Per M<sup>2</sup></b>					<b>\$ 12.32</b>
<b>Total 200mm Pavement Renewal Cost</b>					<b>\$ 25.46</b>

### Useful Life

The condition of the seal and pavement is used to calculate the estimated useful life of each separately. The condition of the seal and likewise pavement correlates to the remaining life in each component of the road. Hence, the useful life is calculated by adding the years since and the last reseal or pavement renewal to the remaining life derived from the condition score.

### Intervention Life

The useful life of a bitumen seal and pavement effectively relates to the time from the date the seal or pavement renewal was carried out to the date that they are essentially worthless and no longer can provide their intended service and function. This point is also characterised by increasing routine maintenance costs for activities such as crack sealing, pothole patching and heavy patching.

Hence, it is desirable that the Shire intervene before this point to ensure that the road remains functional and to negate the accelerating maintenance requirements. The point at which this intervention should be put in place is considered to be when hey reaches a condition score of 25% as this equates to the point that defects in the seal and pavement are still less than 20% of the whole area of the road.

Integration of Life-cycles

To maximise cost effectiveness, seal and pavement life cycles have been adjusted to ensure that resealing and pavement renewals are undertake at the optimum time. Using the life cycles calculated in the attached manual would mean that resealing would be carried out at years 19, 38 and 57, whilst a pavement renewal would be undertaken in year 45.

Effectively this means that the reseal undertaken at year 38 would only be in place for 7 years before it is overlaid and replaced with a 2 coat seal as part of the pavement renewal undertaken in year 45. Similarly, the 2 coat seal undertaken as part of the pavement renewal at year 45 would only be in place for 12 years before it was resealed in year 57.

To negate this inefficient practice, the pavement intervention life has been reduced to 38 years to align with the resealing intervention life. Hence, this will result in a reseal being carried out in year 19, then pavement renewal in year 38, reseal in year 57 etc.

Levels of service

The levels of service relate to the frequency that each work activity is undertaken on the roads. As the road hierarchy reflects the function and use of each road, the levels of service for the three main activities on a sealed road are connected to the road hierarchy as shown below:

Road Hierarchy Classification		Resealing	Pavement Renewal	Routine Maintenance
<b>Rural</b>	Regional Distributor	Every 19 years	Every 38 years	As required
	Local Distributor	Every 19 years	Every 38 years	
	Access	Every 19 years	Every 38 years	
<b>Urban</b>	Regional Distributor	Every 19 years	Every 38 years	
	Local Distributor	Every 19 years	Every 38 years	
	Access	Every 19 years	Every 38 years	

Works Programs

A 45 year, full life-cycle works programs has been developed and provided in the attached manual for resealing and pavement renewal.

Budget

In order to reseal all sealed roads within the Shire, within their intervention life thus keep the sealed roads in their existing condition, an annual budget of \$100,022 is required for each year of the 45 year program.

In order to renew the pavements of all sealed roads within the Shire, once in their intervention life and thus keep the sealed roads in their existing condition an annual budget of \$252,574 is required.

Backlog of Works

If no works were carried out, the sealed road network would need to be reconstructed in 42 years. The cost of this in today's dollars would be about \$16,000,000.

Whereas by spending just under \$16,000,000 over the 45 years of the program the overall condition of the sealed road network will be maintained at between 55% and 90% to enable the continuation of the service and function that they are intended to provide.

Life – cycle costs

The overall cost of implementing the above program is \$15,866,844.88 spread over 45 years or \$352,596.55 per annum on average.

### Valuation

When undertaking “Fair Value” assessments, the results of the condition rating methodology are merely converted to a percentage of a road in perfect condition or its current replacement cost. By multiplying this percentage from the condition assessment by the current replacement cost the “Fair Value” or depreciated replacement cost is attained. The current replacement cost is divided by the useful life to provide the annual depreciation. The annual depreciation is multiplied by the years that the road has been in use provides the accumulated depreciation.

### **Conclusion**

The attached document outlines the process to strategically manage the sealed roads and is a crucial step in meeting legislative requirements, day to day operational needs and ensuring that present and future generations living within the LGA will continue to enjoy an acceptable level of service without being left to meet a substantial financial burden.

### **Statutory Environment**

Section 5.56 (1) of the Local Government Act 1995.

### **Financial Implications**

Whilst there are no financial implications recommended within this report, financial implications are inherent in implementation of the attached manual. Whilst implementation will require a higher funding level, the financial implications of not implementing the attached manual are higher over the life cycle of these roads. Not only will not implementing this manual cost more in the long term, it will also result in significant poor outcomes in terms of road condition, driver comfort, road safety, service delivery, community connectiveness and road network functionality.

### **Strategic Implications**

Plan for the Future 2021 - 2031

Goal 2, Our Land

Outcome 5, Travelling our Land

Strategy: 5.1, Effective management and planning of road infrastructure

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

Implementation of the attached manual will enhance the Shire’s ability to identify and reduce its exposure to financial risk and the communities exposure to infrastructure risk.

### **Policy Implications**

Council Policy - 2.6 Asset Management.

### **Attachments**

Attachment 13.3 – Operations Management Manual – Sealed Roads

### **Voting Requirement**

Simple Majority Required.

#### **Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr D Frazer**

**That Council adopt the Operations Management Manual – Sealed Roads (Attachment 13.3) in principle and use this manual for budget deliberations for the 2022/23 Financial Year.**

**Carried: 5/0**

**14. NEW BUSINESS OF AN URGENT NATURE AS ADMITTED BY DECISION**

**15. CONFIDENTIAL MATTERS**

**16 NEXT MEETING**

Scheduled for Wednesday, 25 May 2022 at the Tjulyuru Cultural and Civic Centre, Warburton Community commencing at 1:00 pm.

**17 CLOSURE OF MEETING**

There being no further business to discuss the Presiding Member closed the meeting at 1.25pm.