



Shire of Ngaanyatjaraku
ON A JOURNEY

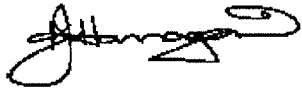
ORDINARY MEETING OF COUNCIL

MINUTES

**26 May 2021
at
1.06 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.

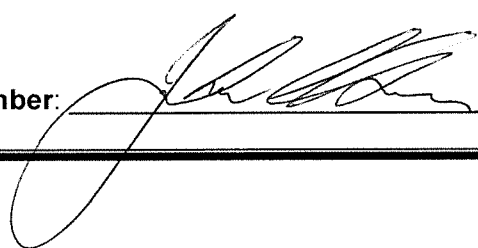


Chief Executive Officer

Date: 27-5-2021

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 27 May 2021.

Presiding Member: _____



Date: 30/6/2021

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1. DECLARATION OF OPENING

The President has advised that after his recent knee replacement operation he has not been able to return to Warburton but will be able to attend the meeting via Zoom in Perth.

The Chief Executive Officer took over as presiding member and declared the meeting open at 1.06pm.

Council Resolution

Moved: Cr D Frazer Seconded: Cr A Bates

That Council approves Cr D McLean's request to attend this Ordinary Meeting of Council by electronic means as he will be:

- (a) in contact, by video conference or other electronic means, with each other person present at the meeting; and**
- (b) will be in a suitable place (Perth).**

Carried: 5/0

The Chief Executive Officer passed chairing the meeting to Cr D McLean, President, who took over presiding the meeting at 1.07pm.

2. ANNOUNCEMENT OF VISITORS

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

3. ATTENDANCE

3.1 PRESENT

Elected Members:	President Councillor Councillor Councillor Councillor Councillor	D McLean (via Zoom from 1.07pm) D Frazer J Frazer L West J Porter A Bates
Staff:	CEO DGC FAC	K Hannagan (via Zoom) C Green (via Zoom) G Handy
Guests:		
Members of Public:	There was one member of the public in attendance at the commencement of the meeting, Harriet Olney, Independent, NCAC.	

3.2 APOLOGIES

Cr. A Jones

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

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) with not 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 leased land 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 given when 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 MINUTES OF ORDINARY MEETING OF COUNCIL

Voting Requirement

Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr J Frazer Seconded: Cr J Porter

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 28 April 2021 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: 6/0

9.2 MINUTES OF AUDIT & RISK COMMITTEE MEETING

Officers Recommendation and Council Resolution

Moved: Cr A Bates Seconded: Cr J Frazer

That Council:

- 1. Notes the Unconfirmed Minutes of the Audit and Risk Committee Meeting held on Wednesday 26 May 2021 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community (as Tabled); and**
- 2. Adopts the Recommendations from the Audit & Risk Committee.**

Carried: 6/0

10. CEO REPORTS

10.1 PROGRESS ON THE IMPLEMENTATION OF COUNCIL RESOLUTIONS

FILE REFERENCE:	GV.05
AUTHOR'S NAME AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	17 May 2021
DISCLOSURE OF INTERESTS:	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

A resolution from the July 2020 meeting is still in progress, see Attachment 10.1 for details.

Statutory Environment

Section 2.7 of the Local Government Act 1995 states:

“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'.

Financial Implications

There are no known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

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

10.1 - Council Resolutions - Status Report

Voting Requirement

Simple Majority

Officers Recommendation and Council Resolution

Moved: Cr J Porter

Seconded: Cr D Frazer

That Council notes the attached Council Resolutions – Status table as at April OCM 2021, (Attachment 10.1) and this report.

Carried: 6/0

11 DEPUTY CEO / DIRECTOR CORPORATE REPORTS

11.1 PAYMENTS LISTING, APRIL 2021

FILE REFERENCE:	FM.07
AUTHOR'S NAME AND POSITION:	Kerry Fisher Deputy CEO / Director Corporate
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	17 May 2021
DISCLOSURE OF INTERESTS:	Nil

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

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

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 Listings

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr L West

That Council receives the Payment Listing, April 2021 totaling payments of \$833,977.13 as per Attachment 11.1.

Carried: 6/0

11.2 COUNCIL INVESTMENTS

FILE REFERENCE:	FM.04
AUTHOR'S NAME AND POSITION:	Kerry Fisher Deputy CEO / Director Corporate
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	20 May 2021
DISCLOSURE OF INTERESTS:	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 recent reduction of RBA interest rate to 0.10% has greatly reduced term deposit interest to 0.30% for a 12-month term. As such the Shire will not achieve its budgeted interest income for 2020/21 FYE.

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

The Shires budgeted 2020/21 Interest Income will need to be reduced as part of the Mid-Year Budget Review process.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

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 and Investment Accounts. (No monies are recurrently being held with any other institutions.)

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Porter

Seconded: Cr D Frazer

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

Carried: 6/0

11.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH ENDED

FILE REFERENCE:	FM.10
AUTHOR'S NAME AND POSITION:	Kerry Fisher Deputy CEO / Director Corporate
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	18 May 2021
DISCLOSURE OF INTERESTS:	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 for April 2021.

Background

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

Council has resolved that 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 are:

- Housing rental income is higher due to better-than-expected rentals
- Recreation income higher as WA Police grant received for the Strong Wati program
- Proceeds from sale of assets is higher as Sale of the Works cruiser received a much higher auction price.

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

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku 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 - Monthly Financial Report.

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Frazer Seconded: Cr L West

That Council receives the monthly financial report for April 2021.

Carried: 6/0

11.4 RATES WRITE OFF

FILE REFERENCE:	FM.08
AUTHOR'S NAME AND POSITION:	Kerry Fisher Deputy Chief Executive Officer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	26 March 2021
DISCLOSURE OF FINANCIAL INTEREST:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider writing-off interest amounts charged to CA Friello for mining tenement E69/03519, Assessment 2825 of \$30.97.

Background

Rates were raised to CA Friello on Assessment A2825, Mining Tenement E69/03519 at 20.21 billing for \$3,912.30. This account remained unpaid and subsequent notices were sent requesting payment. Interested charges of \$133.51 have been raised against this assessment, of which \$102.54 has been paid with the payment received via bank cheque dated 17 March 2021 for the amount of \$4,043.26.

Comment

It is not financially viable for the Shire to pursue the outstanding amount.

Statutory Environment

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

Financial Implications

The write-off of the rates debtor considered unviable to recover will result in an expense to the Shire for the 2020/21 Financial Year End of \$30.97.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 4, Our Leadership

Outcome 4.2, A capable and compliant local government

Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku's 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

Nil

Voting Requirement

Absolute Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr J Porter Seconded: Cr D Frazer

That Council approves to write-off the outstanding amount of \$30.97 interest charges owed by CA Friello for Mining Tenement E69/03519, Assessment A2825.

Carried: 6/0

12. DIRECTOR GOVERNANCE & STRATEGIC REPORTS

12.1 INTEGRATED PLANNING AND REPORTING (IPR) FRAMEWORK

FILE REFERENCE:	CM.14
AUTHOR'S NAME AND POSITION:	Cary Green Director Governance and Strategic
AUTHORISING OFFICER AND POSITION	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	13 May 2021
DISCLOSURE OF INTERESTS:	The author has no financial, proximity or impartiality interest in the proposal.

Summary

For Council to consider adopting the following Integrated Planning and Reporting (IPR) Framework suite of documents:

- a) Plan for the Future (Strategic Community Plan / Community Business Plan)
- b) Long Term Financial Plan (LTFP)
- c) Workforce Plan (WFP)

Background

The Local Government Act 1995 and the Local Government (Administration) Regulations 1996 require each Local Government to adopt a Strategic Community Plan and Corporate Business Plan as part of a 'Plan for the Future'.

The legislative requirements of the Plan for the Future are underpinned by the Department of Local Government, Sport and Cultural Industries' Advisory Standards and Guidelines, titled the Integrated Planning and Reporting (IPR) Framework. The IPR framework identifies three 'informing strategies', namely a Long-Term Financial Plan (LTFP), Asset Management Plan (AMP) and Workforce Plan (WFP) that Local Governments are required to complete. The Shire reports on the progress of these plans annually via the Compliance Audit Return (CAR) and requires the Asset Management Plan and Long-Term Financial Plan to calculate financial and asset sustainability ratios that form part of the Annual Financial Statements.

Officers have undertaken a significant body of work to ensure that the Shire complies with the Integrated Planning and Reporting (IPR) Framework. This work will ensure that:

- the Shire will have a full suite of Council adopted IPR documents;
- the Shire is able to report on financial and asset sustainability ratios;
- the Shire's Financial Health Indicators (FHI) score improves;

Comment

The Shire engaged Moore Australia to work with the Shires Executive Team and develop the Integrated Planning and Reporting (IPR) Framework suite of documents listed for consideration in this report. The following is a summary of these IPR documents:

Plan for the Future (SCP/CBP)

The Plan for the Future is the integrated approach to combining the Strategic Community Plan and Corporate Business Plan into one document and is our principal strategy and planning document that links community aspirations with the Council's vision and long-term strategy.

The *Strategic Community Plan* (SCP) forms the basis of the IPR Framework and provides the foundation to develop other strategic documents, including the Corporate Business Plan, Workforce Plan, Asset Management Plan and Long-Term Financial Plan.

In accordance with statutory requirements, the SCP is reviewed and updated on a 4-year review cycle including community consultation, with a desktop review being undertaken every 2 years.

The *Corporate Business Plan (CBP)* identifies projects, initiatives and actions that the Shire will undertake over a four-year period to improve operations whilst delivering key services and facilities that support the community vision.

In accordance with statutory requirements, the CBP component of this Plan for the Future is reviewed and updated annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding. The draft Plan for the Future is presented to Council for adoption as part of this item.

Long Term Financial Plan

The Shire's LTFP comprises long term financial forecasting over a fifteen-year period. This consists of projecting revenue (money coming in) and expenditure (money going out) over the fifteen years. The LTFP does this by using assumptions about the economy, future spending, funding sources and other variables. The LTFP then aligns the Shire's financial capacity with the strategic priorities of the community to ensure the Local Government remains financially sustainable while planning for new or improved services.

The Long Term Financial Plan will be reviewed annually to ensure it remains contemporary and reflects any relevant changes that have occurred during the preceding twelve months. The draft Long Term Financial Plan is presented to Council for adoption as part of this item.

Asset Management Plan

The Shire's Strategic Asset Management Plan is a twenty-year plan that identifies, records and values Shire-owned assets. The Plan also identifies the point at which assets need to be replaced or renewed, and the associated cost, to ensure that services can be delivered for future generations.

The current Asset Management Plan was adopted in November 2018 and contained Fair Value valuations as at 30 June 2018 for Road Infrastructure. The Shire is developing (due to be completed in late 2021) a revised asset management plan for major asset classes in accordance with Council's Asset Management Policy.

Workforce Plan

The Workforce Plan is the Shire's four-year 'people plan' that ensures the organisation has the right people, in the right positions, at the right time for the right cost. It seeks to provide the best opportunity for achieving the Shire's Strategic Community Plan aspirations and Corporate Business Plan projects. The draft Workforce Plan is presented to Council for adoption as part of this item.

Statutory Environment

S5.56 (1) of the Local Government Act 1995.

Council's minimum obligations relating to planning for the future (IPR).

Financial Implications

The Plan for the Future is an informing document that links the Shires Strategic objectives with the operational functions. This plan provides a valuable management tool to allow the Shire to focus on financial sustainability and informs the Long-Term Financial Plan and the Annual Budgets. The Long Term Financial Plan will provide the basis for items considered in future Annual Budgets.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 3, Leadership

Outcome 3.2, Good Leadership

Risk Management

This item has been evaluated against the Shire of Ngaanyatjaraku Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is medium as the IPR Framework provides guidance to Council on how to manage its business. However, continuing to monitor and progress the outcomes of the plan will further reduce the risk.

Policy Implications

Not Applicable.

Attachments

12.1

- a) Plan for the Future (Strategic Community Plan / Community Business Plan)
- b) Long Term Financial Plan (LTFP)
- c) Workforce Plan (WFP)

Voting Requirement

Absolute Majority

Officers Recommendation and Council Resolution

Moved: Cr J Frazer

Seconded: Cr D Frazer

That Council:

1. **adopts the following Integrated Planning and Reporting (IPR) Framework suite of documents:**
 - a) **Plan for the Future (Strategic Community Plan / Community Business Plan)**
 - b) **Long Term Financial Plan (LTFP)**
 - c) **Workforce Plan (WFP)**
2. **gives local public notice that the above plans have been adopted by the Council, and;**
3. **publishes copies of the plans on the Shires website.**

Carried: 6/0

13. DIRECTOR INFRASTRUCTURE SERVICES REPORT

13.1 LEVELS OF SERVICE, ROADS

FILE REFERENCE:	RD.00
AUTHOR'S NAME AND POSITION:	Peter Kerp Casual Works Engineer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	6 May 2021
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

The purpose of this agenda item is for Council to consider the adoption of amended Levels of Service in respect to the Shires Road Asset Inventory.

Background

Council adopted a Level of Service prepared by Core Business Australia at its 14 December 2016 Ordinary Council Meeting.

The Core Business Report identified the Shire Levels of Service within the following categories:

- Administrative Services
- Buildings and Health
- Roads
- Parks, Gardens and Reserves
- Recreation and Youth Services
- Early Years Services
- Works Services

Comment

Level of Service (LOS) provides the basis for the life cycle management strategies and works programmes identified within the Asset Management Plan.

The LOS report (Attachment 13.1) is proposed to replace the Current Levels of Service identified in the Core Business Report headed under the Roads section.

The revised report is simpler in context and implementation and contains both strategic and operational objectives based on:

- Strategic and Corporate Goals;
- Legislative Requirements; and
- Design Standards and Code of Practice.

Statutory Environment

S5.56 (1) of the Local Government Act 1995

Council's minimum obligations relating to planning for the future (Integrated Strategic Plan (2018-2028 – adopted by Council 28 November 2018)

Financial Implications

The Integrated Strategic Plan is an informing document that links the Shires Strategic objectives with the operational functions. This plan provides a valuable management tool to

allow the Shire to focus on financial sustainability and informs the Long-Term Financial Plan and the Annual Budgets.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 1, Our Land

Outcome 1.2, Travel the Land

Strategy: 1.2.1, Good Roads

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” and can be managed by specific application of resources.

Policy Implications

There are no known policy implications.

Attachments

13.1 Levels of Service - Roads

Voting Requirement

Simple Majority.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer Seconded: Cr L West

That Council:

- 1. adopts the amended Levels of Service – Roads, as per Attachment 13.1; and**
- 2. deletes the section headed Roads in the Core Business Australia Levels of Service Report dated 12 December 2016, adopted by Council 16 December 2016.**

Carried: 6/0

13.2 ROAD INSPECTION GUIDANCE MANUAL

FILE REFERENCE:	RD.00
AUTHOR'S NAME AND POSITION:	Peter Kerp Casual Works Engineer
AUTHORISING OFFICER AND POSITION:	Kevin Hannagan Chief Executive Officer
DATE REPORT WRITTEN:	13 May 2021
DISCLOSURE OF INTERESTS:	The author and the authorising officer have no financial, proximity or impartiality interests in the proposal.

Summary

For Council to consider the adoption of a Road Inspection Guidance Manual.

Background

The Integrated Planning and Reporting Framework (IPR) is a nationally consistent approach to local government planning for service delivery. The focus of IPR is to establish local priorities and link this information to operational functions.

The Shire is currently undertaking to upgrade procedures and systems to meet IPR requirements. These improvements included a project which relates to 'Levels of Service'.

Council adopted a 'Level of Service' (LOS) at its Ordinary Council meeting 16 December 2016. within the following categories:

- Administrative Services
- Buildings and Health
- Roads
- Parks, Gardens and Reserves
- Recreation and Youth Services
- Early Years Services
- Works Services

An amended LOS is the subject of the above preceding Council agenda report to focus entirely on the Roads section.

Comment

Level of Service (LOS) provides the basis for the life cycle management strategies and works programmes identified within the Shire of Ngaanyatjaraku Asset Management Plan.

A Road Inspection Guidance Manual will assist Council's technical officers and complements the LOS plan designed that a consistent methodology is applied to visual identification of surface defect data collection and their reporting to ensure compliance across Western Australian local government road networks across the various defect categories covering both sealed and unsealed pavements.

The visual condition assessment methodology described in this manual is based on the WALGA publication *Road Visual Condition Assessment Manual Version 1 – 2016* and the IPWEA publication *Practice Note 9 2015 Road Pavements (Visual Assessment)*.

The manual focusses on visual inspection of road pavement assets and promotes consistency in the way in which defects are scored to assign a condition grade (1 to 5) across the whole road network. There are two-point scoring scale systems used in Western Australia, the 0-to-10-point scale used in the Moloney Model, and the 1-to-5 point scale used in the IPWEA documents (and also used by MRWA).

The adopted condition rating system used in Western Australian local governments across all defect

classes is the IPWEA 1-to-5 point scoring system where Condition 1 is very good or as new and Condition 5 is very poor and approaching total failure and extreme risk in leaving an asset in service. The data and information collected during a road visual condition assessment includes:

- Current condition of the asset and its components using a defined rating scale
- Evaluation of the remaining life of assets
- Defects, remedial maintenance tasks, and timing of any works needed to restore the functionality and levels of service requirements
- Identification of refurbishment works
- Review of preventative maintenance programs
- Identification of assets that need to be replaced over the next ten years

Inspection data will be linked to the parent asset and stored in Council's RAMM management system.

The Shire has information relating to road assets stored offsite on a database provided by a third party, Road Assessment and Maintenance Management (RAMM). This product was formerly known as "ROMAN II". The asset registers include asset attribute data and condition assessments for most road assets.

No visual road condition assessments have been previously carried out on the urban seal network in the communities of Warakurna, Jameson and Blackstone but this will be corrected over the next few months when visual road condition inspections will be performed by Council staff.

Centreline surveys of the community road networks in the above three communities also need to be undertaken by Council staff before road visual inspections can be undertaken as these roads do not have centreline shape profiles in the road asset management system that Council utilises.

Once the road centreline survey data has been collected this will be uploaded into RAMM and subsequently into the MRWA Integrated Roads Information System (IRIS) and finally uploaded onto the GPS apps Council currently uses, the Fulton Hogan SLK Meter app and MRWA GPS-SLK app, respectively. On completion of centreline shape files uploaded into either of the two apps described above, road visual condition inspections can be undertaken by Council staff.

Council has been informed that WALGA has invited engineering consultants to submit a proposal to WALGA for the Condition Survey of Specified Local Government Roads in the Great Southern and Goldfields – Esperance regions including remote Aboriginal access roads. The appointed consultancy will undertake condition inspections of all aboriginal community access roads including the four roads listed in the Roads Strategy 2030 (Great Central Road, Blackstone Warburton Road, Jameson Wanarn Road and Giles Mulga Park Road). The project must be completed within 20 weeks of contract award, but no contract has been awarded to date.

Statutory Environment

S5.56 (1) of the Local Government Act 1995

Council's minimum obligations relating to planning for the future (Integrated Strategic Plan (2018-2028 – adopted by Council 28 November 2018)

Financial Implications

The Integrated Strategic Plan is an informing document that links the Shires Strategic objectives with the operational functions. This plan provides a valuable management tool to allow the Shire to focus on financial sustainability and informs the Long-Term Financial Plan and the Annual Budgets.

Strategic Implications

Integrated Strategic Plan 2018 - 2028

Goal 1, Our Land

Outcome 1.2, Travel the Land

Strategy: 1.2.1, Good Roads

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” and can be managed by specific application of resources.

Policy Implications

There are no known policy implications.

Attachments

13.2 Road Inspection Guidance Manual

Voting Requirement

Simple Majority.

Officers Recommendation and Council Resolution

Moved: Cr J Porter Seconded: Cr L West

That Council:

- 1 Adopts the Road Inspection Guidance Manual;**
- 2 Notes staff progress to date in updating its Road Assessment and Maintenance Management system;**
- 3 Notes further work to be undertaken to enable a revised Asset Management Plan to be presented to Council late 2021; and**
- 4 Update the Long-Term Financial Plan for any material changes from the revised AMP.**

Carried: 6/0

13.3 ACTION REPORT – WORKS ENGINEER

FILE REFERENCE: RD.00

AUTHOR'S NAME AND POSITION: Peter Kerp
Works Engineer

AUTHORISING OFFICER AND POSITION: Kevin Hannagan
Chief Executive Officer

DATE REPORT WRITTEN: 18 May 2021

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 months.

Background

Not applicable

Comment

See attachment.

Statutory Environment

Not applicable

Financial Implications

No known financial implications for this matter.

Strategic Implications

Integrated Strategic Plan 2018 -2028

Goal 1, Our Land

Outcome 1.2, Travel the Land

Strategy: 1.2.1, Good Roads

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 13.3 – Action Report, Works Engineering

Voting Requirement

Simple Majority Required.

Officers Recommendation and Council Resolution

Moved: Cr D Frazer

Seconded: Cr L West

That Council receives the Action Report, Works Engineering for April / May 2021.

Carried: 6/0

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

15. **CONFIDENTIAL MATTERS**

16. **NEXT MEETING**

Scheduled for Wednesday, 30 June 2021 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 1.41pm.