



**Shire of Ngaanyatjaraku**  
ON A JOURNEY

**ORDINARY MEETING OF COUNCIL**

**MINUTES**

**24 November 2021**

**at**

**1.10 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: 25-11-2021

These minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on the 24 November 2021.

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



Date: 15/12/2021

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## 1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 1.10pm.

## 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 Deputy President Councillor Councillor Councillor Councillor Councillor	D McLean P Thomas (via phone) D Frazer J Frazer L West J Porter A Benning
<b>Staff:</b>	CEO DCEO / DCS AC DGC DIS	K Hannagan (via video-conference) K Fisher (via video-conference) S Richardson C Green (via video-conference) L Morgan (via video-conference)
<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

Note; Cr Elect A Jones has been away and has not yet completed his Cr Declaration

### 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) without 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 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
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**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 27 October 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: 7/0**

## 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>	18 November 2021
<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 A Benning**

**Seconded: Cr D Frazer**

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

**Carried: 7/0**



## 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>	4 November 2021
<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 A Benning**

**Seconded: Cr J Frazer**

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

**Carried: 7/0**

### 10.3 REVIEW OF 2020/21 ANNUAL FINANCIAL STATEMENTS, INDEPENDENT AUDIT / MANAGEMENT REPORTS

<b>FILE REFERENCE:</b>	FM.02
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	19 November 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author has no financial, proximity or impartiality interests in the proposal.

#### Summary

The Auditors conducted the Annual Financial Audit for 2020/21 during April 2021 to November 2021.

This report discusses outcomes of the Audit including the Independent Auditors Report and Management Letter and recommends that Council accept the Independent Auditors Report, Management Letter and Annual Financial Report and actions contained in this report in respect of the audit conducted.

#### Background

The following reports are to be tabled for the Auditors for the year ended 30 June 2021:

- Independent Auditors Report to the Electors of the Shire of Ngaanyatjarraku (Auditor's Report);
- Management Report for the year ended 30 June 2021 (Management Report); and
- Annual Financial Report 2020/21.

#### Comment

In accordance with Section 7.12A of the Local Government Act 1995, a local government is to meet with the auditor of the local government at least once in every year.

The President / Chair Audit Committee, Chief Executive Officer and Deputy Chief Executive Officer met with Mona Lu, OAG Auditor and Marcia Johnson, Director, Butler Settineri by video teleconference at 1.00pm on Thursday 18 November 2021.

The following matters will be the subject of a separate report to the Minister for Local Government:

A - Matters indicating significant adverse trends in the financial position from the Management Report are as follows:

- 1 The own source revenue coverage ratio as reported in Note 29 of the annual financial report has been below the Department of Local Government, Sport and Cultural Industries' standard for 2021, 2020 and 2019 financial years.

*Management comment* - Given the level of disability of the shire due to population, size and geographical location and that all housing is owned by the State Government who are exempt from paying rates or service charges it is difficult to raise the Shires Ratio to that of the benchmark ratio of 40%. The Shire is currently negotiating with the State Government on a range of matters to address the Shire's Long-Term Financial Sustainability.

B - Matters indicating non-compliance:

1. A review of the appropriateness and effectiveness of the Shire's financial management systems and procedures was not completed by the Chief Executive Officer (CEO) at least

once every three financial years, as required by section 5(2)(c) of the Local Government (Financial Management) Regulations 1996. The last review took place in 2016.

*Management comment* - The Financial Management Review was commenced earlier this year and will be presented to the Audit & Risk Committee and the Ordinary Council Meeting (Agenda item 10.5) on 24 November 2021.

2. A review of the appropriateness and effectiveness of the Shire's system and procedures in relation to risk management, internal control and legislative compliance was not completed by the CEO at least once every three financial years, as required by paragraph 17 of the Local Government (Audit) Regulations 1996. The last review took place in 2017.

*Management comment* - The Review of Systems and Procedures was commenced earlier this year and will be presented to the Audit & Risk Committee and the Ordinary Council Meeting (Agenda item 10.5) on 24 November 2021.

## **Statutory Environment**

*Local Government Act 1995*

*7.12AD. Reporting on a financial audit*

- (1) *The auditor must prepare and sign a report on a financial audit.*
- (2) *The auditor must give the report to —*
  - (a) *the mayor, president or chairperson of the local government; and*
  - (b) *the CEO of the local government; and*
  - (c) *the Minister.*

*7.12A. Duties of local government with respect to audits*

- (1) *A local government is to do everything in its power to —*
  - (a) *assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and*
  - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
  - (aa) *examine an audit report received by the local government; and*
  - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
  - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
  - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
  - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

## **Financial Implications**

The Shire has made a Budget Allocation for this Audit in its 2021/22 Adopted Budget.

## **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 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, other than contained in the Recommendation.

### **Policy Implications**

There are no known policy implications for this matter.

### **Attachments**

Attachment 10.3 – Annual Financial Statements 2020/21

Note: Independent Auditors Report to be tabled at the meeting.

### **Voting Requirement**

Simple Majority Required.

### **Officer's Recommendation**

That Council:

1. Accepts the Independent Auditors Report and Annual Financial Report and actions contained in the reports in respect of the 2020/21 audit conducted;
2. Notes progress made on addressing material matters raised in the Audit Report and other matters in the Management Report;
3. Requests the Chief Executive Officer to prepare a report to the Minister for Local Government addressing matters identified as significant by the auditor in the audit report and stating as above what action the local government has taken or intends to take with respect to each of those matters; and
4. Within 14 days after giving the above report to the Minister the Chief Executive Officer must publish a copy of the report on the local government's official website.

### **Council Resolution**

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

**That Council:**

1. **Requests the Chief Executive Officer to give public notice of a Special Council Meeting to be held 1pm, Wednesday, 1 December 2021 in the Shire Council Chambers, Warburton to consider Items 10.3 & 10.4 from this Agenda; and**
2. **Defer Items 10.3 & 10.4 of this Agenda to the above Special Council Meeting.**

**Carried: 7/0**

**Note: The change from the Officers Recommendation is due the Office of the Auditor General, Independent Audit Report and Management Report not being available as planned for today's meeting.**

## 10.4 ANNUAL REPORT 2020/21 AND AGM OF ELECTORS

<b>FILE REFERENCE:</b>	CS.13
<b>AUTHOR'S NAME AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	5 November 2021
<b>DISCLOSURE OF FINANCIAL INTEREST:</b>	The author has no financial, proximity or impartiality interests in the proposal.

### Summary

The Local Government Act 1995 ("the Act") requires that Council accepts the draft Annual Report for 2020/21, including the Financial and Auditor's Report, no later than 31 December or within two months of the Auditor's Report becoming available if that is not received prior to 31 December of that FYE.

Council is also required to select a date, time and venue for the Annual General Meeting of Electors.

### Background

Under section 5.53 of the Act, the Shire is required to prepare an Annual Report for each financial year. The report is to contain:

- A report from the Shire President and the Chief Executive Officer;
- An overview of the Plan for the Future, including any major initiatives that are proposed to commence or continue in the next financial year;
- The Financial Report;
- Prescribed information in relation to payments made to employees;
- The Auditor Report;
- A report under section 29(2) of the Disability Services Act 1993;
- Entries made under section 5.121 during the financial year in the register of complaints; and
- Any other prescribed information.

Copies of the Annual Report for 2020/21 will be placed on the Shire's website when adopted.

### Comment

Council is also requested to consider determining the date, time and location of the Annual General Meeting (AGM). The meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements. If Council accepts the Annual Report at this meeting the latest possible date for the AGM is Wednesday, 19 January 2022.

It is recommended the Annual Report be considered by the electors of the Shire at an AGM to be held on Wednesday 15 December 2021 commencing at 1.00 pm in Warburton.

### Statutory Environment

*Local Government Act 1995*

#### 5.27. *Electors' general meetings*

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

5.29. *Convening electors' meetings*

(1) *The CEO is to convene an electors' meeting by giving —*  
(a) *at least 14 days' local public notice; and*  
(b) *each council member at least 14 days' notice,*  
*of the date, time, place and purpose of the meeting.*

2) *The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.*

5.53. *Annual reports*

(1) *The local government is to prepare an annual report for each financial year.*

(2) *The annual report is to contain — .....*

5.54. *Acceptance of annual reports*

(1) *Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*

*\* Absolute majority required.*

**Financial Implications**

The financial implications are detailed in the Annual Financial Report.

**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 Ngaanyatjaraku's Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is now "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

**Policy Implications**

Not Applicable

**Attachments**

Attachment 10.4 – Annual Report 2020/21

Note: Independent Auditors Report to be tabled at the meeting

**Voting Requirement**

Absolute Majority Required.

**Officer's Recommendation**

That Council:

1. Accepts the 2020/21 Annual Report as per Attachment 10.4 and tabled;
2. Hold the Annual General Meeting of Electors on Wednesday 15 December 2021 commencing at 1.00 pm prior to the Ordinary Meeting of Council in Warburton;
5. Publish the Annual Report on the Shire's official website within 14 days;
4. Provide Public Notice of availability of the 2020/21 Annual Report; and
5. Advertise the Annual General Meeting of Electors giving at least 14 days local public notice.

**Note: This Item has been deferred to a Special Meeting of Council 1pm, Wednesday, 1 December 2021 in the Shire Council Chambers, Warburton as per Resolution 10.3 above.**

## 10.5 LEGISLATED MANAGEMENT REVIEWS

**FILE REFERENCE:** FM.00 and FM.02

**AUTHOR'S NAME AND POSITION:** Kevin Hannagan  
Chief Executive Officer

**DATE REPORT WRITTEN:** 17 November 2021

**DISCLOSURE OF INTERESTS:** The author has no financial, proximity or impartiality interests in the proposal.

### Summary

To provide the Council with a report on the Review of the Shire's Financial Management Systems as per *Local Government (Financial Management) Regulations 1996*, regulation 5(2)(c), and a review of the Shire's Risk Management, Internal Controls and Legislative Compliance Systems as required by *Local Government (Audit) Regulations 1996* Regulation 17.

### Background

During 2019, the Shire of Ngaanyatjarraku requested tenders for Accounting and Compliance Services for select statutory compliance, accounting and risk management services. Moore Australia were awarded the tender for this service from 1 July 2019 for a three year term. One of the services included within the scope of the risk management service was a review of financial management, risk management, legislative compliance and internal controls. This review and subsequent report were finalised in early November 2021.

### Comment

The CEO is required by the *Local Government (Audit) Regulations 1996* Regulation 17 to review the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance systems and procedures every three years. A review of financial management systems to assess the appropriateness and effectiveness of these systems and procedures, is also required by *Local Government (Financial Management) Regulations 1996*, regulation 5(2)(c) every three years.

The results of the risk management, legislative compliance and internal controls review are to be reported by the CEO to the Audit & Risk Committee. The Audit & Risk Committee is required to review the CEO's report and on-report to the Council. The report from the Audit & Risk Committee to the Council is required to have attached a copy of the CEO's initial report to the Audit & Risk Committee.

The attached report includes details of matters noted during the review, as well as improvements to be considered by the Shire and comments from the executive team in response to some findings. A risk assessment working document, summarising the findings and improvements noted within the report has been prepared for internal use by the executive. This risk assessment working document will form future status reports for the Shire of Ngaanyatjarraku as improvements are implemented and completed by responsible officers. This document is also attached for committee information.

### Statutory Environment

Local Government (Financial Management) Regulations 1996

Section (5)(2) – The CEO is to –

- c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of the reviews.*

Local Government (Audit) Regulations 1996

Sec (17) - *CEO is to review the appropriateness and effectiveness of a local governments systems and procedures in relation to:*

- a) *Risk management*
- b) *Internal control*



c) *Legislative compliance*

**Financial Implications**

Provision is included in the 2021/22 Adopted Budget for Moore Australia to deliver Statutory Compliance Services, including risk management, in line with the awarded tender.

**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, receipt of the report by the committee (and subsequently Council) as well as the progression of risk management activities aligned with the Risk Management Strategy will reduce the risk to low.

**Policy Implications**

The Risk Management Policy outlines the Shire's commitment and approach to managing risks impacting on day-to-day operations and the delivery of strategic objectives. The Legislative Compliance Policy and Internals Control Policy also apply.

**Attachments**

Attachment 10.5 (a) - Shire of Ngaanyatjarraku, FMR Reg 5 &17 Review, Moore Australia

Attachment 10.5 (b) - Ngaanyatjarraku Risk Management Assessment working document

**Voting Requirement**

Simple Majority

**Officers Recommendation and Council Resolution**

**Moved: Cr J Frazer**

**Seconded: Cr A Benning**

**That Council endorses the Audit and Risk Committee's recommendation:**

- 1. And receive the attached report by the CEO detailing the findings of the Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls.**
- 2. Notes the Risk Management Assessment document with the planned actions to implement the findings.**

**Carried: 7/0**

# 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 Deputy CEO / Director Corporate
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	15 November 2021
<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 D Frazer      Seconded: Cr A Benning**

**That Council receives the Payment Listing, October 2021 totaling payments of \$739,928.03 as per Attachment 11.1.**

**Carried: 7/0**

## 11.2 COUNCIL INVESTMENTS

<b>FILE REFERENCE:</b>	FM.04
<b>AUTHOR'S NAME AND POSITION:</b>	Kerry Fisher Deputy CEO / Director Corporate
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	17 November 2021
<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.

### 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 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 J Frazer**

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

**Carried: 7/0**

## 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 Deputy CEO / Director Corporate
<b>AUTHORISING OFFICER AND POSITION:</b>	Kevin Hannagan Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	18 November 2021
<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 are:

- Governance income is higher due to refunds for FBT and workers compensation;
- Road income higher as submission to WALGGC re Unit Rates has increased grant \$200k pa;
- 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 project has begun but no invoices received to date.

Please note that depreciation has not been run yet due to finalization of previous years Audit.

### 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 - Monthly Financial Report.

**Voting Requirement**

Simple Majority Required.

**Officers Recommendation and Council Resolution**

**Moved: Cr A Benning**

**Seconded: Cr D Frazer**

**That Council receives the monthly financial report for October 2021.**

**Carried: 7/0**



## 12. DIRECTOR GOVERNANCE & STRATEGIC REPORTS

### 13. DIRECTOR INFRASTRUCTURE SERVICES REPORT

#### 13.1 STRATEGIC ASSET MANAGEMENT ROADMAP

<b>FILE REFERENCE:</b>	CM.00
<b>AUTHOR'S NAME AND POSITION:</b>	Les Morgan Director Infrastructure Services
<b>AUTHORISING OFFICER'S NAME AND POSITION:</b>	Kevin Hoanagan Les Morgan Director Infrastructure Services Chief Executive Officer
<b>DATE REPORT WRITTEN:</b>	21 <sup>st</sup> October 2021
<b>DISCLOSURE OF INTERESTS:</b>	The author has no financial, proximity or impartiality interest in the proposal.

#### Summary

To provide Council a recommendation on a path to enhance the Shire of Ngaanyatjarraku's capacity to strategically manage its infrastructure and reach an acceptable level of asset management maturity.

#### Background

This report seeks to provide a path to enhance the Shire of Ngaanyatjarraku's capacity to strategically manage its infrastructure and reach an acceptable level of asset management maturity. The process proposed also has critical points where progress should be reported to aid understanding and buy-in by all stakeholders. This process of development and informing should also enhance the Elected Council's level of trust in staff reporting important issues such as the works program due to the transparent methodological steps inherent to the process.

The Shire needs to develop and document a processes to strategically manage its infrastructure in order to meets legislative requirements and day to day operational needs. These documents must also be written with the intention of being informative of the Shire's infrastructure management strategies, whilst being easily understood by stakeholders. They should seek to provide an understanding of the Shire's infrastructure and their sustainable provision. To achieve this, there are 3 crucial questions that need to be asked before steps can be taken to reach good practice in the strategic management of the Shire's infrastructure, as follows:

1. Where are we now?
2. Where do we want to be?
3. How do we get there?

This strategy seeks to outline a path to answer these questions and achieve the goal of developing and documenting the Shire of Ngaanyatjarraku's Strategic Management of its infrastructure and to reach an acceptable level of asset management maturity.

#### Shire Needs Versus Integrated Planning and Reporting Framework

The Integrated Planning and Reporting Framework (IP&R) and the Local Government Act require that the Shire prepare an Asset Management Policy, Asset Management Strategy and Asset Management Plan/s. However, these documents, if developed to only meet the requirements of IP&R, do not present the full picture of how the infrastructure, within the Shire of Ngaanyatjarraku's Local Government Area is managed by the Shire on behalf of its stakeholders. What is needed is more dynamic documentation that includes:

- Asset inventory
- Asset Hierarchy/s.

- Design and construction standards.
- Asset condition rating and valuation methods.
- Work practices for each stage of the life of an Asset.
- How works programs are prioritised.
- Accomplishment, unit rates, useful lives and levels of service.
- Risk management procedures and systems.
- Budgets linked to defined Levels of Service.
- Backlog of works and remediation plan.
- Minimising life – cycle costs.
- Asset Management Policy, Strategy, and Operational Plans.
- Asset Management Systems.
- Asset Management Maturity.

### The Strategy

Below is a list of the steps that are proposed to be carried out to have a suite of documents that inform and guide the management of the Shire's Infrastructure and enable acceptable asset management maturity to be attained. It should be noted that the process has critical points where the progress will be reported to the Ordinary Council Meeting (OCM). This is considered a crucial part of the process to facilitate transparency, trust, understanding, collaboration and buy-in by all relevant stakeholders. The process is as follow:

#### Step 1. Where are we now?

The following questions need to be asked and answered:

- How accurate and relevant is current asset inventory data?
- Is the Asset Hierarchy relevant and functional for all asset classes?
- Are the current design and construction standards appropriate?
- How are assets condition rated and valued?
- What are the work practices for each stage of the life of an asset?
- How are works currently prioritised?
- What are the accomplishment records for previous works?
- What are the current unit rates for all work types?
- What are the current estimated Useful lives?
- What levels of service does the Shire currently provide?
- What is the current budgets for all works and are they historical, grant availability or needs based?
- What is the existing backlogs of works?
- What are the current life – cycle costs?
- Are the Asset Management Policy, Strategy and Plans still relevant?
- Is the Asset Management System appropriate for the need of the Shire of Ngaanyatjarraku?
- What is the current Asset Maturity level?

#### Step 2. Where do we want to be?

- Accurate asset inventory.
- Relevant Asset Hierarchy/s.
- Relevant design and construction standards.
- Transparent asset condition rating and valuation methods.
- Cost – effective work practices for the whole life of an Asset.
- Transparent priority systems for works programs that guides decisions.
- Accurate work records to allows unit rates, useful lives, levels of service to be deciphered.
- Risk management procedures and systems.
- Budgets that enable defined Levels of Service to be met.
- Minimal backlogs of works.
- Minimal life – cycle costs.
- Asset Management Policy, Strategy and Plans that meet legislative and Community needs.
- A functional and relevant Asset Management System.
- Acceptable Asset Management Maturity

#### Step 3. How do we get there?

- Undertake a Maturity Audit of existing processes to provide the starting point. This also gives a reference to assess progress and accurately define the improvements to be tackled on an action plan. A report will be forward to OCM at this point as a first point of buy in.
- Review and, if necessary, update the asset inventory and register.
- Review and, if necessary, update Asset Hierarchy/s.
- Review and, if necessary, update design and construction standards.
- Develop and document asset condition rating and valuation methods. This manual provides the basis for many crucial aspects of infrastructure management, including:
  - It defines terms to ensure that all stakeholders are talking the same language.
  - Valuation procedures to undertake “Fair Value” in-house.
  - Method to determine condition of the asset class for works programs and “Fair Value”.
  - How condition is converted to a % of replacement cost for “Fair Value”.
  - How life cycles and useful lives are determined for an asset class for strategic modelling, budget development, works program development and “Fair Value”.
  - Intervention levels for renewal and replacement for works program development.
  - Unit rates, replacement costs and depreciation for development of Works programs and “Fair Value.”
  - When undertaking “Fair Value” in-house this document can also be handed to auditors as a support and proof to the methodology used for the valuation.
- Review, update and document work practices carried out for each stage of the life of an Asset and develop life – cycle modelling of the asset class and associated budget to meet the desired level of service and develop transparent priority systems. A further report will be forwarded to OCM at this stage to show how strategic modelling was used to develop an appropriate level of service, an associated life – cycle and the costs associated with maintaining the asset through the life – cycle. An appropriate budget will be developed in this report to match the desired levels of service. The condition rating system and transparent priority system is also included in this report for the purposes of gaining endorsement prior to program development. This report is an important step in gaining trust and underlining transparency.
- Develop works programs based on the now adopted strategic modelling budget, condition rating system and priority system. The relevant works program can now be forwarded to OCM for adoption. This report should include as a minimum:
  - A review of the existing program.
  - An example of how a condition assessment and priority score was calculated on a relevant asset to enhance understanding, trust and transparency.
- Review and develop systems to record works accomplished that allows the Shire to carry out analysis and review on items such as unit rates, useful lives and levels of service for future improvement.
- Review and develop risk management procedures and systems.
- Develop plan to minimise backlogs of works.
- Develop plan to minimise life – cycle costs.
- Review/adjust/develop Asset Management Policy, Strategy, and Operational Plans.
- Review/adjust/develop a functional and relevant Asset Management System.
- Undertake Maturity Audit to analyse progress and update associated action plan
- Review budgets, Forward Capital Works / Maintenance Management Plans and Long-Term Financial Plan in line with previously defined Levels of Service.

### **Comment**

A documented processes to strategically manage infrastructure in order to meets legislative requirements and day to day operational needs is critical to the present and future operations of the Shire. The proposed documented processes will be informative of the Shire’s infrastructure management strategies and easily understood by stakeholders. This will also provide an understanding of the Shire’s infrastructure and their sustainable provision. Hence, the proposed path should enhance the Shire’s ability to strategically manage its infrastructure and reach an acceptable level of asset management maturity. It is noted that the Shire has previously used consultants to provide components of the above to initially gain IPRF ‘Basic Core’ compliance. A lot of in-house tasks have been undertaken over the last two years to get the groundwork ready for the Shires asset

management journey. The Shire must now move to an 'Advanced' stage for future management of its Assets.

### **Statutory Environment**

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

### **Financial Implications**

Whilst there are no financial implications contained within this report, financial implications are inherent in the report. It is anticipated that these implications will be both negative and positive. However, these cannot be measured adequately until the recommended path is undertaken. It should be remembered however, that financial problems for both the present and future sustainable provision of assets can only be addressed once they have been identified.

### **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

Outcome 6 Living on our Land

Strategy 6.1 Maintain Shire owned buildings and facilities

Strategy 6.2 Appropriate service delivery

#### Goal 3, Our Leadership

Outcome 7 Good leadership, effectively representing and advocating for our communities

Strategy 7.1 Provide strategic leadership and good governance

Outcome 8 A well-functioning organisation

Strategy 8.1 Maintain corporate governance, responsibility and accountability

### **Risk Management**

Undertaking the recommended process will enhance the Shire's ability to identify and reduce its exposure to financial risk and the communities exposure to infrastructure risk.

### **Policy Implications**

Policy 2.7, Asset Management

### **Attachments**

Nil

### **Voting Requirement**

Simple Majority

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

**Moved: Cr A Benning**

**Seconded: Cr J Frazer**

#### **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.**

**Carried: 7/0**

## 13.2 ACTION REPORT – ENVIRONMENTAL HEALTH & BUILDING SERVICES

**FILE REFERENCE:** EM.00

**AUTHOR'S NAME AND POSITION:** Maurice Walsh  
EHO & Building Officer

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

**DATE REPORT WRITTEN:** 9 November 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 Environmental Health & Building Services 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 1, Our People

Outcome 2, Healthy People

Strategy: 2.2, Ensure appropriate regulatory health and waste services provision with funding

### **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, EHO / Building Services

### **Voting Requirement**

Simple Majority Required.

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

**Moved: Cr P Thomas**

**Seconded: Cr D Frazer**

**That Council receives the Action Report, EHO / Building Services for October 2021.**

**Carried: 7/0**

### 13.3 ACTION REPORT – WORKS ENGINEER

<b>FILE REFERENCE:</b>	RD.00
<b>AUTHOR'S NAME AND POSITION:</b>	Peter Kerp Works Engineer
<b>AUTHORISING OFFICER AND POSITION:</b>	Les Morgan Director Infrastructure
<b>DATE REPORT WRITTEN:</b>	17 November 2021
<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 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 13.3 – Action Report, Works Engineering

#### **Voting Requirement**

Simple Majority Required.

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

**Moved: Cr A Benning**

**Seconded: Cr J Frazer**

**That Council receives the Action Report, Works Engineering for November 2021.**

**Carried: 7/0**

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

**Council Resolution**

**Moved: Cr A Benning**

**Seconded: Cr J Frazer**

**That Council approves Cr P Thomas's request to attend the Special Council Meeting and next Ordinary Meeting of Council by telephone (if necessary), as he will be:**

- (a) in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and**
- (b) will be in a suitable place.**

**Carried: 7/0**

**15. CONFIDENTIAL MATTERS**

**16. NEXT MEETING**

Scheduled for Wednesday, 15 December 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.