



Ordinary Meeting of Council

Agenda

19 September 2024

Shire of Yilgarn NOTICE OF MEETING



Councillors:

Please be advised that the

September 2024 Ordinary Meeting of Council

Will be held in the Mt Hampton Hall on
Thursday, 19 September 2024
Commencing at **5pm**

COUNCILLORS PLEASE NOTE:

- *The Discussion Session will start at 4pm*
- *The Ordinary Meeting of Council will start at 5pm*



Nicholas Warren
Chief Executive Officer

13/9/2024

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3. ATTENDANCE

Members

Cr W Della Bosca
Cr Close
Cr B Bradford
Cr G Guerini
Cr L Granich
Cr Newbury
Cr L Rose

Council Officers	N Warren	Chief Executive Officer
	C Watson	Executive Manager Corporate Services
	G Brigg	Executive Manager Infrastructure
	F Mudau	Finance Manager
	L Della Bosca	Minute Taker

Apologies:

Observers:

Leave of Absence:

4. DECLARATION OF INTEREST

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the August 2024 Ordinary Council meeting, the following question was posed by Kaye Crafter.

Question *The owners of the Southern Star Café have mentioned to Kaye that the buildings backing onto the café building have white ants and are generally in a bad state of repair, is there anything the Shire can do about these buildings?*

Answer during the meeting The President, Cr Wayne Della Bosca, passed on the question onto Glen Brigg, EMI. Glen confirmed that as the buildings are privately owned, they are generally the owners' issues with the Shire only able to issue a notice but he and the CEO, Nic Warren, will confer to see what kind of solution they could come up with and come back with possible actions.

Follow up information for Council and Observers

Nic Warren followed up with the owners of the building that backs onto the Southern Star café and found that there is a redevelopment plan in the works for the buildings, the Shire is also continuing with a redevelop concept for Antares Street. The same contractor for redevelopment is being used by both the Shire and owners of the buildings in question. The Shire will wait on further information regarding the redevelopment.

5.1. PUBLIC QUESTION TIME

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council, Thursday, 15 August 2024- (Minutes Attached)

Recommendation

That the minutes from the Ordinary Council Meeting held on the 15 August 2024 be confirmed as a true record of proceedings.

Voting Requirements: Simple Majority

6.2 Great Eastern Country Zone (GECZ), Thursday, 15 August 2024- (Minutes Attached)

Recommendation

That the minutes from the GECZ meeting held on the 15 August 2024 be received.

Voting Requirements: Simple Majority

7. PRESENTATIONS, PETITIONS, DEPUTATIONS

Nil

8. DELEGATES' REPORTS

9.1 Officers Report – Chief Executive Officer

9.1.1 Annual Policy Manual Review 2024

File Reference	2.3.3.2
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Author	Nic Warren – Chief Executive Officer
Attachments	<ul style="list-style-type: none"> - Proposed Final Draft of Council Policy Manual. - Tracked Changes document. - Policy Changes Spreadsheet.

Purpose of Report

To inform Council of the Annual Review in relation to Council and Staff Policy Manuals.

Background

Council previously undertook a substantial review of Council Policies at its Ordinary Council meeting held on Thursday 21 September 2023.

The draft policy documents are attached, with tracked changes for Councillors reference.

Comment

Detailing the proposed changes are the following attachments:

- Proposed Final Draft of Council Policy manual
- Tracked Changes document;
- Spreadsheet identifying relevant changes.

Statutory Environment

Section 2.7 of the Local Government Act 1995

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.

Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Civic Leadership Objectives – Outcome 4.1 – A trustworthy and cohesive Council that functions efficiently and effectively
4.1.2 Maintain a high level of corporate governance, responsibility and accountability.

Policy Implications

Recommended changes to Policy Manuals

Financial Implications

Nil

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Annual review of Policy Manuals	High (15)	Once reviewed and adopted by Council, Policy Manuals to be placed on Shire website for community information
Reputational	Demonstration of good governance through review processes	High (15)	Open and transparent review
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council:

1. *Notes the Annual Review of Council's Policies undertaken by Council's Executive Managers and staff; and*
2. *Endorses the Council Policy Manual 2024 as presented.*

9.1 Officers Report – Chief Executive Officer

9.1.2 Risk Management Procedures 2024

File Reference	1.1.12.3
Disclosure of Interest	None
Voting Requirements	Absolute Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Risk Management Procedures 2024

Purpose of Report

For Council to review the Shire’s Risk Management Procedures 2024.

Background

At the December 2020 Ordinary Council meeting, the following motions was carried:

185/2020

Moved Cr Nolan/Seconded Cr Shaw

That Council adopts the Risk Management Procedures and Risk Management Policy as presented by staff in order that it complies with recommendations arising from the Regulation 17 Review relating appropriate Risk Management frameworks being put in place.

CARRIED BY ABSOLUTE MAJORITY (7/0)

The Risk Management Procedures encompasses the Shire’s Risk Management Framework. It sets out the Shire’s approach to the identification, assessment, management, reporting and monitoring of risks. All components of the procedures are based on AS/NZS ISO 31000:2018 Risk management - Guidelines.

The procedures ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This procedures aims to balance a documented, structured and systematic process with the current size and complexity of the Shire.

Comment

The procedures are due for review, however management have determined the procedure is still fit for purpose and no material amendments are required.

The proposed Risk Management Procedures 2024 document is attached for Councillors perusal.

Statutory Environment

Nil

Strategic Implications

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Lack of relevant procedures may increase risk to Council.	Moderate (9)	Risk Management Procedures ensures Management and Council understand appetite for risk and manage accordingly.
Reputational	Lack of relevant procedures may increase risk to Council's reputation	Moderate (9)	Risk Management Procedures ensures Management and Council understand appetite for risk and manage accordingly.
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council, note the review of the Shire of Yilgarn's Risk Management Procedures 2024 and endorse the document as presented.

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.1 Financial Reports-August 2024

File Reference	8.2.3.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Fadzai Mudau - Finance Manager
Attachments	Financial Reports

Purpose of Report

To consider the Financial Reports

Background

Enclosed for Council’s information are various financial reports that illustrate the progressive position of Council financially on a month-by-month basis.

The following reports are attached and have been prepared as at the 31 August 2024

- Rates Receipt Statement
- Statement of Investments
- Monthly Statement of Financial Activity

Councillors will be aware that it is normal practice for all financial reports to be indicative of Council’s current Financial Position as at the end of each month.

Comment

Nil

Statutory Environment

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 subregulation (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 subregulation (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.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Monthly snapshot of Councils financial position	Moderate (6)	Ongoing review of Councils operations
Service Interruption	Nil	Nil	Nil
Compliance	Local Government (Financial Management) Regulations 1996	Moderate (6)	Adherence to statutory requirements
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council endorse the various Financial Reports as presented for the period ending 31 August 2024.

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.2 Accounts for Payment – August 2024

File Reference	8.2.1.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Wes Furney - Finance Officer
Attachments	Accounts for Payment

Purpose of Report

To consider the Accounts Paid under delegated authority.

Background

- Municipal Fund – Cheques 41288 to 41290 totalling \$37,703.80
- Municipal Fund - EFT 15548 to 15655 totalling \$799,310.74
- Municipal Fund – Cheques 2434 to 2451 totalling \$286,068.55
- Municipal Fund - Direct Debit Numbers:
 - 19066.1 to 19066.14 totalling \$25,664.94
 - 19100.1 to 19100.14 totalling \$26,161.96

The above are presented for endorsement as per the submitted list.

Comment

Nil

Statutory Environment

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

13. 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.

Strategic Implications

Nil

Policy Implications

Council Policy 3.11 – Timely Payment of Suppliers

Financial Implications

Drawdown of Bank funds

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Transactions require two senior managers to approve.	Moderate (8)	Transactions require two senior managers to sign cheques or approve bank transfers.
Financial Impact	Reduction in available cash.	Moderate (5)	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Local Government (Financial Management) Regulations 1996	Moderate (6)	Adherence to statutory requirements
Reputational	Non or late payment of outstanding invoices and/or commitments	Moderate (9)	Adherence to Timely Payment of Suppliers Policy
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That council endorse the following payments paid in August 2024

- *Municipal Fund – Cheques 41288 to 41290 totalling \$37,703.80*
- *Municipal Fund - EFT 15548 to 15655 totalling \$799,310.74*
- *Municipal Fund – Cheques 2434 to 2451 totalling \$286,068.55*
- *Municipal Fund - Direct Debit Numbers:*
 - *19066.1 to 19066.14 totalling \$25,664.94*
 - *19100.1 to 19100.14 totalling \$26,161.96*

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.3 Budget Amendment – Regional Road Group Funding

File Reference	8.2.5.3
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Author	Cameron Watson - Executive Manager Corporate Service
Attachments	Nil

Purpose of Report

This report seeks Council’s approval for an amendment to its 2024/2025 budget to allow for additional income and expenditure that relates to its currently budgeted Regional Roads Group funding.

Background

Each year, council adopts a budget that includes a capital road construction component. These works are funded through several different funding streams; Federal Roads to Recoveries funding, State Main Roads WA Regional Road Group (RRG) funding and Shire Municipal funding.

Council has been notified that the Main Roads WA (MRWA) Regional Road Group funding has been increased by \$64,989 to \$1,181,522.

Comment

Councils only RRG funded project for 2024/25 is the replacement of a significant number of damaged culverts and the reconstruction and sealing of ~2km of the Bodallin Bin Road. The currently approved budget for these works is \$1,674,799.

Regional Road Group subsidised projects are funded on a 2/3 MRWA, 1/3 Shire basis. The current allocations are \$1,116,534 MRWA and \$558,266 Shire. MRWA has indicated that additional funding of \$64,989 is available for the project bringing the MRWA contribution to \$ 1,181,522. This increase means that Council will be required to increase their contribution to \$590,778, an increase of \$32,512. The total project budget has increased to \$1,772,300.

Statutory Environment

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

The recommendation that follows is consistent with the legislative requirements.

Strategic Implications

Economic Objective

Outcome 2.5 - Safety and quality of transport networks are maintained and improved.

2.5.1 - Continue to maintain and upgrade our road network.

Policy Implications

There are no policy implications as a result of this report.

Financial Implications

If the recommendation below is endorsed, an additional income of \$64,988 and expenditure of \$97,500 will be incurred in Councils Capital Expenditure Budget.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Increased Expenditure	Moderate (6)	Ensure adequate project funding is available
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council approves the following budget amendments:

<i>Sub-Program</i>	<i>Account / Job</i>	<i>Current Budget</i> \$	<i>Amended Budget</i> \$
<u>Expenditure</u>			
121 - Infrastructure - Construction	RRG28 - R2030 - Bodallin Wheatbin Rd	1,674,799	1,772,300
	Wages	98,829	98,829
	Public Works Overheads	88,682	88,682
	Plant Operating Costs	80,462	80,462
	Plant Depreciation	28,785	28,785
	Contractors & Materials	1,378,041	1,475,542
<u>Income</u>			
121 - Infrastructure - Construction	R12100 - Grant Roads 2025	1,116,533	1,181,522

9.3 Reporting Officer– Executive Manager Infrastructure

9.3.1 Building Asset Management Plan, Levels of Service and Strategy

File Reference	1.10.3
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Glen Brigg-Executive Manager Infrastructure
Attachments	Building Asset Management Plan, Levels of Service and Replacement Strategy

Purpose of Report

For Council to endorse the Building Asset Management Plan, Levels of Service and Strategy.

Background

The plan guides the direction for the management of 108 buildings and minor structures across the Shire that support the delivery of many services for the community.

It formally documents a sustainable and strategic approach to plan, develop and maintain the organisation’s building assets throughout their entire life cycle from acquisition to disposal. It provides direction and understanding to Council officers, the community and key stakeholders and demonstrates the organisation’s commitment to maintaining community buildings in accordance with industry best practice.

This is a 10-year plan, noting that many building assets have a life longer than this timeframe, the focus of this plan is determining strategies required for maintaining, rehabilitating and renewing components of the asset portfolio over the next 10 years.

Comment

The Shire of Yilgarn is responsible for managing 108 buildings and minor structures across many locations that support the delivery of many services for the community. These buildings range in age, quality, and function and vary from simple shelters and storage sheds through to amenity blocks, office blocks, and community centres.

The Building Asset Management Plan outlines how the organisation will sustainably plan, develop and maintain community infrastructure in line with agreed levels of services within available resources. The plan details information on the organisation’s building assets and outlines the management approach to:

- Describing and aligning the assets to services.
- Managing the future demand for assets to achieve and maintain financial sustainability.

- Optimising the lifecycle management of assets (achieving service demand at lowest lifecycle cost).
- Resource (operating and capital) requirements to operate the asset portfolio in alignment with levels of service over a 20-year planning period.

Levels of Service is the defined quality of service of an asset and can be seen as a response to stakeholder values and expectations. Levels of service are further supplemented by organisational measures such as the Council's Strategic Plan and the Annual Budget.

Current and target levels of service and associated performance measures are outlined. These are based on current statutory obligations, organisational goals, current accepted industry standards and the historic interpretation of customer expectations of service levels.

A number of the performance measures refer to the annual Local Government Community Satisfaction Survey. The organisation will participate in this biannual survey which measures community views towards, and satisfaction with, the services delivered by the organisation.

The performance measures also refer to the Building Functionality Index. This index will be delivered as part of the improvement plan and will help to gauge and measure at what rate building facilities satisfy stakeholder and operational demands.

The organisation's buildings are classified according to a hierarchy in terms of their specific function, demand, capacity, use patterns, and potential risk. The hierarchy classification is used to assist in prioritising works programs and intervention responses to remedy defects. In the management of building and structure assets, higher quality standards and quicker response times are given to the more important buildings and structures in the portfolio.

Such prioritisation is an essential part of providing the expected level of service across the entire asset portfolio at the lowest total cost.

Challenges

Assessing the community's asset needs is a significant and evolving organisational challenge. Some of the challenges and questions that the Shire grapples with include:

- Do we have the workforce capacity to undertake the required level of asset renewal?
- How do we balance our community's desire to retain assets of heritage value that are under-utilised or no longer fit for purpose?
- How can we consistently integrate sustainable environmental practices into asset design and management?
- Do community groups have the appetite to share facilities to reduce the asset burden?

- Is the community satisfied with taking 20+ years to address this backlog problem and deal with broken assets?
- What will we do, if we do not obtain the necessary funding to undertake capital works?

The Building Asset Management Plan, Levels of Service and Building Strategy are live documents and changes can be made to suit short term and long-term budgets. These plans have been developed from council workshops. There are a number of buildings to be further discussed to complete the 10-year replacement strategy for the Long-Term Financial Plan.

Statutory Environment

This Asset Management Plan has been compiled to comply with Local Government regulatory requirements including the Integrated Planning and Reporting requirements, and to demonstrate the Shire's responsible management of assets (and services and facilities provided from these assets). This AMP is concerned with the major asset class:

- Land;
- Buildings;

Land, buildings, infrastructure and investment property must be carried at fair value, now revalued on a 5-year cycle, unless fair value is materially different from the carrying amount.

Strategic Implications

Strategic Community Plan

Outcome 2.3 Quality and affordable housing is available:

- 2.3.1 Continue to invest in housing to attract professionals to the region to attract and retain professionals and young people in the Shire

Outcome 2.4 Tourism opportunities are maximised

- 2.4.1 Continue to manage and promote the Southern Cross Caravan Park
- 2.4.2 Continue to support the Southern Cross Museum

Strategic issues facing the community

- maintaining and renewing our community assets within our own financial resources

Policy Implications

Policy 3.1 Asset Capitalisation and Deprecation

Policy 3.1A Disposal of Assets

Financial Implications

Financial sustainability evaluations of councils are based on the use of agreed ratios that seek to identify whether the infrastructure assets of the council are being maintained (renewals emphasis) whilst the council remains financially viable in the long term (operating surplus emphasis) and retains financial capacity to manage risks and unexpected events.

The expected outcome from sound asset management and Long-Term Financial Plans is,

- financially sustainable council
- an understanding of the options, risks and consequences associated with the ongoing management of large-scale infrastructure
- a basis for engagement with the community on financing options, service levels, priorities and associated trade-offs.

Financing Options

Managing large-scale infrastructure brings associated challenges with financing the often substantial and periodic outlays required. Options available to councils include:

- rating levels and distribution
- strategic use of debt
- appropriate user fees and charges.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Yearly budgets and long term financial plan to make provisions for the strategy. Increased maintenance to buildings in poor condition.	Low (2)	If the strategy can't be funded in any one, year staff will revise the plan to suit.
Service Interruption	Failure to any building would impact the levels of service	Low (2)	Continue to maintain the existing buildings to provide the levels of service required.
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

1. *By simple majority, Council endorses the Building Asset Management Plan, Levels of Service and 10-year Building Replacement Strategy.*
2. *That Council and Staff continue to engage the Community, to discuss further changes required and use the outcomes to develop the Long-Term Financial Plan.*

9.3 Reporting Officer– Executive Manager Infrastructure

9.3.2 5 Year Development Plan for Regional Roads Group

File Reference	1.6.21.10
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Glen Brigg-Executive Manager Infrastructure
Attachments	RRG 5-year Strategy spreadsheet.

Purpose of Report

For Council to endorse the Regional Road Group 5-year funding strategy to improve the Shire of Yilgarn’s Local Government Roads of Regional Significance.

Background

The Regional Strategies for Significant Local Government Roads with Regional Importance short title ROADS 2040 are documented lists of regionally significant Local Government roads for each Regional Road Group (RRG) and the development strategies for them.

The first editions, were released during 1997 and 1998 and were an initiative of the 1992 Memorandum of Understanding between the State Government and the Western Australian Local Government Association (WALGA), then known as the Western Australian Municipal Association (WAMA). This document will inform the compilation of the latest version, which will supersede Roads 2030 published in 2013.

Local Governments (via RRGs) work collaboratively to review and update the current list of Significant Local Roads to produce this next strategy. This provides an agreed, strategic approach to the allocation of limited funding across the extensive road network within the state of Western Australia. Only projects on local roads included in Roads 2040 will be eligible for Road Project Grant funding under the latest State Roads Funds to Local Government Agreement

The five yearly reviews balance the need for a strategic approach to funding allocation with changes in demand on the road network within the region. Should a Regional Road Group agree to seek an amendment to the endorsed road development strategy this should be documented and endorsed by the State Road Funds to Local Government Advisory Committee. If an affected road crosses into another Region, agreement should be reached with the adjoining Regional Road Group on the proposed change.

Comment

The intent of these guidelines and criteria is to assist Regional Road Groups to identify Significant Local Government Roads. Ideally, a consistent set of criteria will ensure equity for all Local Governments throughout the state when selecting roads to be added to ROADS 2040. However, a flexible arrangement is required to address the many geographical and other variations across the State, especially in the more remote and sparsely populated areas. To that end, the Regional Road Groups have autonomy to identify those circumstances where it is felt a road should be added, even if only one of the Criteria is met.

ROADS 2040 are an investment-planning tool to assist with allocating funding in a systematic fashion to achieve long-term significant planning goals for the Region and State through improvement of road infrastructure. These documents are created for each Regional Road Group from the lists of Significant Local Government Roads with Regional Importance.

Reconstruction of roads is not maintenance as it replaces the existing asset with a new one, typically with a design life of 40 years. Where appropriate, the need to undertake reconstruction of all or part of a road is to be included in strategies for individual roads within ROADS 2040.

Criteria Selection 1: Network Significance

- Roads/routes connecting areas or towns of significance to the Region
- A road/route that is a Regional or Inter Regional Route providing the main connection between this region and other regions, in the State and interstate. Note – “region” does not refer specifically to Main Roads or RRG Regions in this instance refers to a generic region of significance i.e. tourist region, mining region, major town or centre etc.
- A road/route that connects major transport terminals or connects a major transport terminal to a major route. Examples of a Major Transport Terminal include Bulk Storage facilities, Container yards, Rail or Air terminals and other terminals that generate a significant freight movement.
- A road/route that serves a major resource or industrial site. Such as mine sites, abattoirs, stock yards etc.
- A road/route providing access to significant institutions or regional community service centres. Such as schools, hospitals etc.
- A road/route that provides access to a remote community (including Aboriginal communities), OR a road that is the only land access between a remote community (including Aboriginal communities) and at least one town centre.

Urban Roads

- A road (or section of a road) which is the main connector to a significant hub e.g. industrial area, port facility, airport, major shopping centre or activity centre. A road

(or section of a road) which connects two rural routes/roads qualifying as Significant Local Government Roads through a townsite via the most direct and/or suitable route (e.g. a heavy vehicle bypass). This is only for roads that do not form part of another significant route/road.

Parallel routes should be avoided. However, this is not to be a determining factor to reject an application if the Local Government and RRG approve the proximity of a parallel route being appropriately warranted.

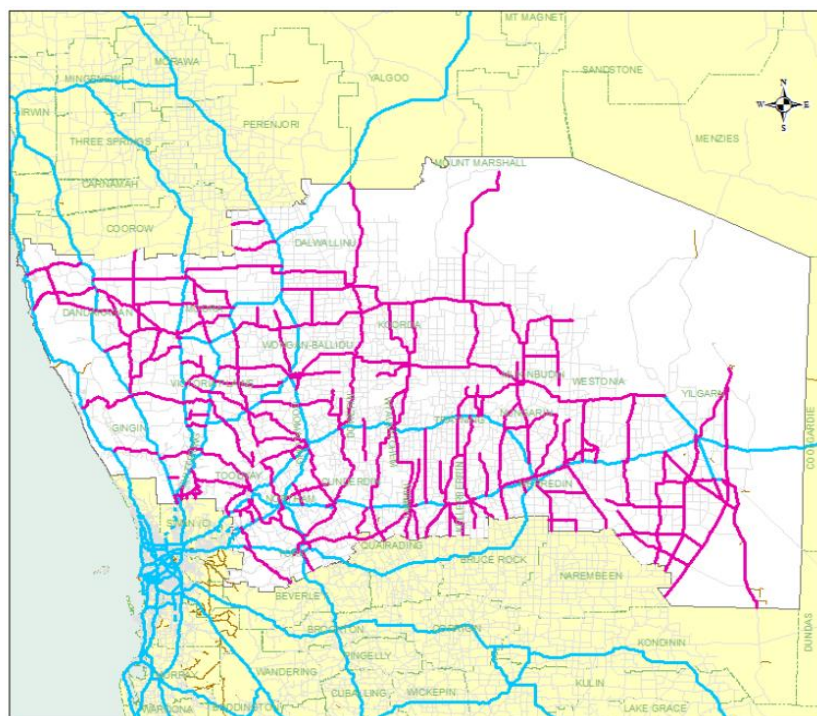
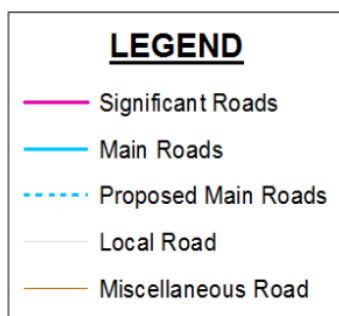
The Shire's Regional Road Group 5-year Strategy spreadsheet is attached for Councillors perusal.

Statutory Environment

The State Road Funds to Local Agreement provides an allocation of funds to Local Governments in Western Australia for the improvement and maintenance of roads and bridges. The quantum of funding in the Agreement is based on a percentage of motor vehicle licence fee collections by the State Government. The Agreement is intended to ensure that the available funds are allocated across the State of Western Australia, focusing on areas of strategic importance and areas that will provide maximum benefit.

Strategic Implications

Wheatbelt North Region Significant Local Government Roads



Since the inaugural Agreement of this type in 1995-96 this arrangement has been of enormous significance to both State and Local Government in Western Australia. As with past Agreements, it provides certainty and a collaborative approach which supports both levels of Government to meet the challenge of maintaining and improving the State and Local Road Network.

Strategic Community Plan

Outcome 2.5 Safety and quality of transport networks are maintained and improved

- 2.5.1 Continue to maintain and upgrade our road network
- 2.5.2 Continue to maintain the Southern Cross Airstrip and facilities

Policy Implications

Engineering Policy 5.2

Financial Implications

Regional Road Group works off yearly allocations from a 5-year State Road Agreement. All project totals include, 2/3 Main Roads and 1/3 Local Government funding. Council will continue to allocate funding through the Annual Budget each financial year.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Council will continue make provisions for Regional Roads Group Funding each year on a 2/3 RRG and 1/3 LG funding basis	Low (2)	Any reduction in funding will require a reduction in the scope of works.
Service Interruption	Unsealed roads will continue to impact access during wet periods.	Low (2)	Sealing gravel roads will provide all weather access.
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

By simple majority that Council endorses the 5-year plan for Local Roads of Regional Significance.

9.3 Reporting Officer– Executive Manager Infrastructure

9.3.3 Asset Disposal

File Reference	1.6.21.14
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Author	Glen Brigg-Executive Manager Infrastructure
Attachments	Nil

Purpose of Report

For Council to consider offers received through WALGA’s Preferred Suppliers asset disposal network for surplus equipment.

Background

The 2023/2024 budget identified 2 items of surplus equipment for disposal. These units were not carried over for disposal in the 2024/2025 budget. The units include 2014 Bomag Roller (not being replaced), Toro mower which was replaced with a new unit in 2023/2024 financial year, as no trade was offered.

The Freightliner truck was readvertised as it has exceeded 6 months since the Truck Centre WA original trade price was received. This truck was readvertised for sale through the WALGA asset disposal service.

The Works Supervisor’s Toyota Landcruiser YL 333 was advertised as it exceeds the \$75,000 threshold for trading vehicles. Staff received a trade price through the Valley Ford Northam and for outright sale through WALGA’s asset disposal service.

The Mack end tipping body is surplus to Council’s requirements as this has been replaced with a side tipping body.

Comment

Replacement of the existing Toyota Landcruiser YL 333 has been offered for sale through the WALGA asset disposal service. The Landcruiser is being replaced with a Ford Ranger XLT dual cabin with GVM upgrade.

Vehicles purchased by Local Government are Tender Exempt but regulations through Local Government (Functions and General) Regulations 1996 include,

(3) A disposition of property other than land is an exempt disposition if —

(a) its market value is less than \$20 000; or

(b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

Edit to Agenda Item by EMCS – 16th Sept 2024

A request has been received from the Southern Cross Golf Club regarding the possibility of the Shire donating, at nil cost, the Toro mower to the Golf Club for the purpose of maintaining the fairways and surrounds. This request was made due to the club's current fairway mower being well past its useful life and requiring replacement.

As indicated in the Financial Section, this disposal does not have a value in the 2024/25 Budget and as such, a nil value disposal will not affect budgeted income but will mean that Councils loss on sale will be increased by \$7,273.

Prices received for the Toyota Landcruiser YL 333

Company	Outright Sale (GST exclusive)	Trade offer (GST exclusive)
Northam Ford		\$63,636.36
Smith and Broughton	\$59,090.91	
AR Plant Hire	\$20,000	
Webbs Diesel Service	\$45,000	

Prices received for the 2014 Bomag Roller

Company	Outright sale GST exclusive
Smith and Broughton	\$24,545.45
AR Plant Hire	\$15,000

Prices received for the Toro mower

Company	Outright sale GST exclusive
Smith and Broughton	\$7272.73
AR Plant Hire	\$2,000
T Quip	\$3,500
<i>Southern Cross Golf Club</i>	\$0.00

Prices received for the Mack end tipping body

Company	Outright sale GST exclusive
Smith and Broughton	\$3,636.36

Prices received for the Freightliner Prime Mover

Company	Outright Sale (GST exclusive)	Trade offer (GST exclusive)
Truck Centre WA		\$150,000
Smith and Broughton	\$40,000	
AR Plant Hire	\$4,500	
GTMB Pty Ltd	\$52,000	

At the time of the agenda settlement the trade price hadn't been received from Truck Centre WA.

Trade In.

Indicative Trade value 2017 Freightliner \$150,000 + GST to be appraised within 3 months of delivery of new truck.

Statutory Environment

Local Government Act 1995 3.57 – tenders for providing goods or services and the Local Government (functions & general) Regulations, section 11

Strategic Implications

Asset Management Practices

Strategic Community Plan

2.5 Safety and quality of transport networks are maintained and improved

2.5.1 Continue to maintain and upgrade our road network

Policy Implications

Finance Policy 3.5 Purchasing and Tendering

Local Government (Functions and General) Regulations 1996

Financial Implications

The 2024/2025 budget does not make provision for the disposal of the

- Bomag Roller
- Toro Mower
- End tipping truck body

The 2024/2025 does make provisions of \$90,000 to purchase a new Works Supervisor's vehicle with a trade of \$70,000 with a total changeover of \$20,000

The 2024/2025 does make provisions to replace the Freightliner Prime Mover purchasing a new 8x4 truck for \$415,000 (ordered in the 2023/2024) and trading the Freightliner Prime Mover for \$65,000 for a total changeover of \$350,000.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Funds were allocated in the 2024/205 budget	Low (2)	Any reduction to the trade value will have little impact to the 20024/2025 budget
Service Interruption	Truck has been on order for over 12 months	Low (2)	Nil
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council, by Absolute Majority in accordance Local Government Act 1995 and Local Government (Functions and General) Regulations 1996:

- 1. Accepts the quote from Valley Ford Northam to purchase a new XLT Dual Cabin Ford Ranger 4x4 for \$71,376.17 and trades the Toyota Landcruiser YL 333 for \$63,636.36 for a total changeover of \$7,739.81 excluding GST*
- 2. Accepts the price offered by Smith and Broughton to purchase the 2014 Bomag Roller for \$24,545.45 excluding GST*
- 3. Donates the Toro Mower to the Southern Cross Golf Club for \$0.00.*
- 4. Does not accept the price offered by Smith and Broughton for the Mack 8x4 end tipping body and advertises the body for private sale.*
- 5. That Council authorises the CEO to negotiate and accept the most advantageous trade offer, for the 2017 Freightliner Prime Mover.*

10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

13 MEETING CLOSED TO THE PUBLIC-CONFIDENTIAL ITEMS

CONFIDENTIAL

Recommendation

That the meeting be closed to the public in accordance with the Local Government Act 1995 section 5.23 (2)(a).

Voting Requirements: Simple Majority

13 Officers Report – Chief Executive Officer

13.1 Chief Executive Officer Annual Appraisal Process

File Reference	1.1.1.1
Disclosure of Interest	None
Voting Requirements	Simple Majority
Author	Nic Warren-Chief Executive Officer
Attachments	Price Consulting – Quotation – 2024 CEO Review

Purpose of Report

For Council, in consultation with the CEO, to endorse the Chief Executive Officers 2024 Annual Performance Review process.

Background

As per section 4 of the Chief Executive Officers contract of employment it states:

4.1 Performance Criteria

- (1) *The Performance Criteria is included at Appendix 1*
- (2) *The Performance Criteria must be reasonably achievable by You.*
- (3) *You must use every reasonable endeavour to comply with the Performance Criteria.*
- (4) *The Performance Criteria –*
 - (a) *must be reviewed annually by the parties; and*

- (b) *may be amended, from time to time, by agreement in writing between the parties.*
- 4.2 *Performance Criteria and performance review*
Your performance under this Contract, must be reviewed and determined by the Reviewer –
 - (a) *by reference to the Performance Criteria;*
 - (b) *at least annually; and*
 - (c) *more frequently if the Council or You perceives there is a need to do so and, in that case, gives to the other party a Review Notice.*
- 4.3 *Selection of Reviewer*
 - (1) *The Council, in consultation with You, is to determine, in respect of each review under clause 4.2 -*
 - (a) *who the Reviewer is to be; and*
 - (b) *whether the Reviewer is to be accompanied or assisted by any other person and, if so, the identity of that person.*
 - (2) *For example, the Reviewer may be –*
 - (a) *the Council;*
 - (b) *a committee to which the conduct of the performance review has been delegated by the Council under section 5.16 of the Act; or*
 - (c) *a person who is a HR professional who is agreed to by the Council to conduct the performance review.*
 - (3) *For the avoidance of doubt, if the Council and You are unable to agree on any of the matters set out in subclauses 4.3(1)(a), the Council is to make the relevant determination.*

The Shire’s “Standards for Chief Executive Officer Recruitment and Selection, Performance Review and Termination” states in relation to CEO reviews:

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) *The local government and the CEO must agree on —*
 - (a) *the process by which the CEO’s performance will be reviewed; and*
 - (b) *any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.*

- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

In 2023, Councillors and the CEO determined that the utilisation of an external consultant was the preferred option for the CEO Annual Review, and Price Consulting were chosen to undertake the review.

Responses to an email sent by the CEO to Councillors dated the 2/09/2024 indicated utilisation of Price Consulting to again undertake the 2024 CEO Annual Review was preferable to seeking alternative providers.

Comment

The CEO has received a quote from Price Consulting to undertake the review utilising a similar methodology as 2023. The quote has been attached for Councillors reference, and whilst it has been advised the Shire will only be charged for hours worked, a maximum estimated cost of \$7,121 ex gst has been submitted.

In 2023, all 7 Councillors were included in the review panel, with this to be confirmed again for 2024.

Statutory Environment

CEO Contract of Employment

Strategic Implications

Nil.

Policy Implications

Nil.

Financial Implications

\$7,121 ex gst in consultancy costs

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Compliance with Contract of Employment	Moderate (6)	Setting of annual review process in accordance with contract
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation

That Council, with agreement from the CEO:

- (1) Engage Price Consulting to undertake the CEO Annual Review for 2024, utilising the methodology as per the provided quotation; and*
- (2) Confirm all 7 Councillors will form the review panel for 2024.*

14 CLOSURE