



Minutes

Ordinary Council Meeting

21 April 2020

Shire of Victoria Plains
Council Chambers, Calingiri
AND
via E-Meeting Protocol

Commencing – 2.02pm

DISCLAIMER:

The recommendations contained in this document are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed or advised in writing by the CEO or authorised person.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

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Members of the public are advised that meetings of Council are audio recorded to assist with ensuring an accurate record of the meeting is provided for the formal minutes of the meeting. In terms of the Privacy Act 1998 this may involve the recording of personal information provided at the meeting. The provision of any information that is recorded is voluntary, however if any person does not wish to be recorded they should not address or request to address the meeting. By remaining in this meeting, you consent to the recording of the meeting.

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E – Disclaimer

It is the Presiding Member's responsibility to preserve order in the meeting and this can be more difficult in an eMeeting. Therefore, each Council Member must consistently and respectfully follow the Local Government's Meeting Procedures Local Law, any additional eMeeting guidance provided by the Local Government and support the Presiding Member in their conduct of the eMeeting.

The pace of an eMeeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:

Speak clearly and slowly, as connections may be distorted or delayed;

Always state your name to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first;

In debate, only speak after the Presiding Member has acknowledged you. Then state your name, so that others know who is speaking;

Follow the Presiding Member's directions and rulings;

If you are unclear about what is happening in an eMeeting, immediately state your name to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member;

Avoid looking for opportunities to call Points of Order; instead, politely, and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act or any other relevant matter.

Commonly-used abbreviations

AAS / AASB	Australian Accounting Standard / Australian Accounting Standards Board
BF Act	Bush Fire Act 1954
BFB	Bush fire brigade
CEO	Chief Executive Officer
CDO	Community Development Officer
DBCA	Dept of Biodiversity, Conservation and Attractions
DFES	Dept of Fire and Emergency Services
DPLH	Dept of Planning, Lands and Heritage
DWER	Dept of Water and Environmental Regulation
EHO	Environmental Health Officer
EFT	Electronic Funds Transfer
FAM	Finance and Administration Manager
JSCDL	Parliamentary Joint Standing Committee on Delegated Legislation
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG Act	Local Government Act 1995
LGGC	WA Local Government Grant Commission
LPP	Local Planning Policy
LPS	Local Planning Scheme
MOU	Memorandum of Understanding
MRWA	Main Roads WA
NNTT	National Native Title Tribunal
OAG	Office of Auditor General
OCM	Ordinary Council Meeting
PTA	Public Transport Authority
RRG	Regional Roads Group
RTR	Roads to Recovery
SAT	State Administrative Tribunal
SEMC	State Emergency Management Committee
SGC	Superannuation Guarantee Contribution
SJAA	St John Ambulance Association
SWALSC	South West Aboriginal Land and Sea Council
WAEC	WA Electoral Commission
WALGA	WA Local Government Association
WSM	Works and Services Manager

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Minutes

Ordinary Meeting of the Victoria Plains Shire Council

Held in the Calingiri Shire Chambers and via E-meeting Protocol
on 21 April 2020 commencing at 2.02pm

1. DECLARATION OF OPENING

1.1 Opening

The President declared the meeting open at 2.02pm, welcoming Councillors and staff to the Meeting, ensuring that all attendees could hear participants within the Meeting both in Chambers and via Teleconference.

1.2 Announcements by Shire President

The Presiding Member stated the declaration of the State Emergency and State Health Emergency and the means of conducting meetings under the E-meeting platform.

Requested Elected Members state their name for acknowledgement by the Shire President prior to asking a question during the meeting.

Regarding Confirmation of Vote, the Presiding Member conducted a roll or order of call for each item.

2. RECORD OF ATTENDANCE

Members present

Cr P Bantock
Cr J Corless-Crowther
Cr J King
Cr N Clarke – via teleconference
Cr D Lovelock - via teleconference
Cr J Kelly - via teleconference
Cr S Penn - via teleconference

Staff in attendance

CEO – Ms G Teede
Works & Services Manager – Mr R Edwards
Manager Finance & Administration – Mrs I Edwardson
Minute Taker – Mrs J Klobas – via Teleconference

Shire Planner – Mr J Douglas - via teleconference
Interim Governance Officer – Mr S Fletcher - via teleconference.

Apologies	Nil
Approved leave of absence	Nil
Visitors	Nil
Members of the public	Nil

3. DISCLOSURES OF INTEREST

Refer – Local Government Act, Regulations, Code of Conduct, and Declaration Forms in Councillor folders.

	Type	Item	Person / Details
3.1	Financial		Nil
3.2	Proximity		Cr Bantock - item 10.1 "Consideration of WSNF Indicative 5 Yr Road Program" due to "trustee of a Trust owning property on Mogumber- Yarawindah Road, Mogumber".
3.3	Impartiality		Nil

4. PUBLIC QUESTION TIME

Refer – Local Government Act, Regulations, Local Law and Submission Form & Guidelines circulated.

There will Nil public questions at the 25 March 2020 Ordinary Council Meeting.

4.1 Public Questions With Notice

Public Question Time was opened to the floor at 2.06 pm.

Nil.

4.2 Public Questions Without Notice

Where written questions are not submitted, a summary of the questions and responses are given, as per the Local Government (Administration) Regulations 1996 r.11(e).

Nil.

Public question time closed at 2.06 pm

5. PRESENTATIONS AND DEPUTATIONS

5.1 Presentations

Nil

5.2 Deputations

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. MINUTES OF MEETINGS

7.1 Confirmation of Council Meeting minutes

VOTING REQUIREMENTS

Absolute majority required: No

2004-01 Officer Recommendation / Council Resolution
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Moved Cr D Lovelock

Seconded Cr J Corless-Crowther

That the Minutes of the following meeting:

1. Ordinary Council Meeting held 25 March 2020;

as circulated, be **CONFIRMED** as a true and correct record.

CARRIED BY UNANIMOUS DECISION OF THE MEETING

8. REPORTS REQUIRING DECISION**8.1 Accounts for Endorsement**

File reference	F1.8.4		
Report date	09 April 2020		
Applicant/proponent	Nil		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	Glenn Deocampo – Finance Officer/Ina Edwardson – Finance Manager		
Authorised by	Glenda Teede – CEO		
Attachments			
Attachment 1	Page	2 n/a	Public schedule – in the Attachments to Agenda Restricted schedule – to councillors under separate cover

PURPOSE

This Item presents the attached List of Accounts Paid, paid under delegated authority, for March 2020.

BACKGROUND

As per Local Government Act and Financial Management Regulations.

COMMENT

Each month Council is to be advised of payments made during the preceding month; the amount, payee, date and reason for payment.

CONSULTATION

CEO
RSM

STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.8(2)(b) – expenditure is to be reported to the next ordinary meeting of Council

Local Government (Finance) Regulations 1996 –

- r.13 Payments for municipal fund or trust fund
 - (1) the Chief Executive Officer is to provide a list of accounts paid from the Municipal fund or Trust fund, a list of all accounts paid each month showing for each account paid –
 - a) The payee's name
 - b) The amount of the payment
 - c) The date of the payment
 - d) Sufficient information to identify the transaction
 - (2) the listing to be presented to the Council at the next ordinary meeting of Council after preparation.

CORPORATE CONTEXT

Delegations Register –

- 3.2 – Municipal Fund and Trust Fund – Payments from Bank Accounts
 - o CEO authorised, subject to conditions
 - o compliance with legislation and procedures
 - o Minimum of 2 signatories with varying level of authorisation

FINANCIAL IMPLICATIONS

All payments are in accordance Council's adopted budget.

VOTING REQUIREMENTS

Absolute Majority Required: No

Question by Cr Kelly requesting further detail to the below charges:

DD11685.5	Calingiri Sport Ground	\$2,000.96
DD1685.6	Telstra Corporation (Internet)	\$ 464.97

Finance Manager took Question on Notice.

2004-02 Officer Recommendation / Council Resolution**Moved: Cr N Clarke****Seconded: Cr J King**

That the payments made for March 2020 from the Municipal Bank Account/Trust Bank Account as per the attached listing and summarised below, and the Credit Card Reconciliation/Statement be **ENDORSED**:

Payment type	References from – to	\$ Amount
Creditor EFT Payments**	8714 - 8815	353,692.90
Creditor Cheque Payments	12262	97.50
Direct Debit Payments**	DD11656 – DD11698	78,229.09
Salaries & Wages EFT	PE 04/03/20- PE 23/03/20	99,889.03
Credit Card Statements	D11686.2	568.94
Fuel Card – Wright Express	D11686.1	811.32
Trust Payments	248	155.00
	TOTAL	\$533,443.78

**includes salary and wages deductions, and SGC

CARRIED For 5 / Against 2*Cr Penn and Cr Kelly requested to have their names recorded as voting against the motion.*

8.2 Monthly Financial Statements – March 2020

File reference			
Report date	15 April 2020		
Applicant/proponent	Shire of Victoria Plains		
Officer disclosure of interest	Nil		
Previous meeting references	Nil		
Prepared by	RSM – Glenn Boyes/Ina Edwardson – Finance & Administration Manager		
Authorised by	Glenda Teede		
Attachments			
Attachment 1	Page	14	Monthly Financial Statements – 31 March 2020

PURPOSE

To receive the monthly financial statements for the period ending 31 March 2020.

BACKGROUND

Section 6.4 of the Local Government Act 1995 requires a Local Government to prepare financial reports.

The Local Government (Financial Management) Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

COMMENT

The 31 March 2020 Monthly Financial Statements are presented for consideration.

Significant variances have been reported on within the Statements at Note 2. Most variances reported on, are timing variances.

CONSULTATION

RSM
CEO

STATUTORY CONTEXT

Local Government (Financial Management) Regulations 1996 –

- r.34 – financial activity statement required each months and details of what is to be included

CORPORATE CONTEXT

None

FINANCIAL IMPLICATIONS

None

VOTING REQUIREMENTS

Absolute Majority Required: No

2004-03 Officer Recommendation / Council Resolution
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Moved: Cr D Lovelock

Seconded: Cr J King

That Council **RECIEVE** the 31 March 2020 Monthly Financial Reports as presented:

CARRIED For 5 / Against 2

Cr Penn and Cr Kelly requested to have their names recorded as voting against the motion.

8.3 Mogumber – Yarawindah Road Reserve – April 2020

File reference	
Report date	21 April 2020
Applicant/proponent	Shire of Victoria Plains
Officer disclosure of interest	Nil
Previous meeting references	Nil
Prepared by	RSM – Travis Bate/Ina Edwardson – Finance & Administration Manager
Authorised by	Glenda Teede

PURPOSE

To obtain Council approval to create the Mogumber – Yarawindah Road Reserve and transfer the funds.

That Council approves:

1. The creation of the Mogumber – Yarawindah Road Reserve.
2. The transfer of \$420,000 to the reserve.
3. The purpose of the reserve: “to be used for the Mogumber - Yarawindah Road project”.

BACKGROUND

The Shire has received \$746,666 (ex. GST) for the Mogumber – Yarawindah Road project. The project was budgeted to be completed in the 2020 financial year, however, due to COVID-19 restrictions, the contractor engaged to undertake the project has had to cease work. It is anticipated that the project will now be completed in the 2021 financial year.

Establishing the Reserve allows Council to set aside the surplus funds received for the Mogumber – Yarawindah Road project until work commences in a future financial year. The project is currently on hold due to the Covid-19 restrictions.

COMMENT

The funding can only be used for the Mogumber – Yarawindah Road project, therefore, it is suggested the Shire transfers \$420,000 to the Mogumber – Yarawindah Road Reserve.

CONSULTATION

Nil

STATUTORY CONTEXT

Local Government Act 1995

Section 6.11 Reserve Accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

Local Government (Financial Management) Regulations 1996

Section 17 Reserve Accounts, Title of etc.

- (1) A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.

CORPORATE CONTEXT

None

RISK IMPLICATIONS

The likelihood of risk arising from creating a new reserve account is expected to be rare and the consequences to be insignificant. Therefore, the risk is low.

FINANCIAL IMPLICATIONS

The Shire has received \$746,666 (ex. GST) from MRWA and expensed \$332,000 (ex. GST) for the road project. The difference to be transferred to the new reserve account.

VOTING REQUIREMENTS

Simple Majority

2004-04 Officer Recommendation / Council Resolution
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Moved: Cr J Corless-Crowther

Seconded: Cr N Clarke

That Council **APPROVE**:

1. the creation of the Mogumber – Yarawindah Road Reserve;
2. the transfer of \$420,000 to the reserve; and
3. the purpose of the reserve: “to be used for the Mogumber - Yarawindah Road project”.

CARRIED BY UNANIMOUS DECISION OF THE MEETING

8.4 Proposed Changes to Council Policies – Strategic Policy Framework, Financial Management (Debt) and Purchasing (Procurement)

File reference			
Report date	16 April 2020		
Applicant/proponent	Council		
Officer disclosure of interest	Nil		
Previous meeting references	2003-05 25 March 2020		
Prepared by	Sean Fletcher, Interim Governance Officer		
Authorised by	CEO		
Attachments			
Attachment 1	Page	41	Amended Policy 1.5 – Strategic Policy Framework
Attachment 2	Page	47	New Policy 3.6 – Debt Management
Attachment 3	Page	50	Amended Policy 3.1 – Procurement Framework
Attachment 4	Page	54	Financial Hardship Policy Template (WALGA)

PURPOSE

The Audit Committee is recommending that Council consider changes to Council policies regarding:

- Policy 1.5 – Making, Amending, Deleting amended to Strategic Policy Framework;
- Financial Management – New Policy 3.6 Debt Management;
- Policy 3.1 Purchasing Framework amended regarding Schedule 3.1(b) Clauses 1, 2 and 3;
- Status of policies including purchasing exemptions, corporate credit cards, panel of pre-qualified suppliers and the proposed financial hardship policy (recommended to be implemented as part of the Shire's COVID-19 response in due course).

BACKGROUND

At its meeting on 25 March 2020, in response to the 2018/2019 Annual Financial Report and the Auditor's Report, Council resolved the following:

2003-05 Audit Committee Recommendation Point 1 / Officer's Recommendation Points 2 - 4 / Council Resolution

Moved Cr J Corless Crowther

Seconded Cr D Lovelock

1. That Council consider the Auditor's Report on risk issues, and also take note and consider the significant adverse trends in relation to the Shire of Victoria Plains operating surplus ratio; and
2. In accordance with Section 7.2 of the *Local Government Act 1995* **ADOPT** the 2018/2019 Annual Financial Report including Auditor's Report from the Office of the Auditor General as per attachments 1 and 3.
3. Authorises the CEO, in accordance with *Section 7.12A of the Local Government Act 1995*, to prepare an Action Plan to the Minister for Local Government regarding improvements to the Shire's tender process and the Operating Surplus Ratio. Once

prepared, the CEO is to present the Action Plan to the Audit Committee and then to Council for its consideration.

4. Requires the matters in Point 3 (the preparation of the Action Plan and presentation of that plan to the Audit Committee and then Council) to be completed by 30 April 2020.

CARRIED For 4 / Against 0

Both the Audit Committee on 13 January 2020 and Council at its meeting on 25 March 2020 were advised of the significant matters reported in the transmittal letter from the Office of the Auditor General. In particular, the following:

Report on Other Legal and Regulatory Requirements in the Auditor's Report:

Matter indicating significant adverse trends in the financial position

The Shire's Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries (DLGSCI) basic standard for the past three years (2017 to 2019) and the current year is below last year. This indicates a significant adverse trend in the financial position of the Shire. This significant adverse trend was reported in the Auditor's report.

Management Letter A - Matter indicating non-compliance with Part 6 of the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* or applicable financial controls of any other written law

The tender process was not followed in 2 instances where the total spend to supplier during the year exceeded \$150,000. The Shire has failed to adhere to the tender process contained within the procurement policy and Local Government (*Financial Management Regulations 1996*).

As such, the CEO in her report to the Audit Committee on 13 January 2020 proposed proactive implementation strategy measures into the future that are reflected in the management responses to include:

- Council Policy – Debt Management;
- Council Policy – Procurement Framework;
- Council Policy – Strategic Policy Framework;
- Purchasing Exception Memorandums Accounts Payable Executive Policy;
- Debtor Management Executive Policy;
- Credit Card Use Executive Policy;
- Executive Policy Purchasing Goods & Services;
- Rates Debt Management Executive Policy;
- Procurement Training.

At the Council meeting on 25 March 2020, Council was advised the CEO had obtained appropriate copies of relevant policies for review and implementation. These included:

- Council Policy – Debt Management;
- Council Policy – Procurement Framework;
- Council Policy – Strategic Policy Framework;
- Purchasing Exception Memorandums Accounts Payable Executive Policy;
- Credit Card Use Executive Policy.

In addition to the above:

- The author on 26 February 2020 took Council through the proposed procurement training for staff;
- Council adopted, at its meeting on 26 February 2020, the policy regarding implementing Panels of Pre-Qualified Suppliers.

The matters as outlined in Management Letter A regarding the overall improvements to the financial management and purchasing practices concerning the tender process at the Shire is addressed in today's audit committee agenda item regarding the Report to the Minister for Local Government.

COMMENT

In response to the OAG transmittal letter and in accordance with the remedies recommended by the CEO as reported to the Audit Committee and Council previously, the changes to Council policies include:

- Policy 1.5 – Making, Amending, Deleting amended to Strategic Policy Framework;
- Financial Management – New Policy 3.6 Debt Management;
- Policy 3.1 Purchasing Framework amended regarding Schedule 3.1(b) Clauses 1, 2 and 3;
- Status of policies including purchasing exemptions, corporate credit cards, panel of pre-qualified suppliers and the proposed financial hardship policy (recommended to be implemented as part of the Shire's COVID-19 response in due course).

A summary of the required changes and an explanation is provided in the following matrix:

Management Letter A	New Amend Delete	Changes Required	Status and Other Course of Action Required
Strategic Policy Framework	Amend	<p>Policy 1.5 amended to incorporate policy hierarchy and methodology:</p> <p>A. Council Policy. B. Executive Policy. C. Procedures/Manuals. D. Reusable Components (Tools/Templates) and Measurements of Success.</p>	<p>Based on Shire of Narembeen policy. However, restructured to reflect correct policy protocol and modern policy approach re better practice. This also includes the CEO (in conjunction with staff) consideration of the following:</p> <ul style="list-style-type: none"> • The implementation of Executive Policies (Instructions to Staff); • Recognising the need for procedures and manuals; • The focus on tools e.g. templates and the need to measure the success of a policy from time to time

			Includes the Executive Policy Template, Memo Template and Delegation Instrument Template
Debt Management	New	<p>Policy 3.6 introduces the Council's position on collecting debt for general debtors and rate debtors.</p> <p>This includes the CEO to provide reports to Council from time to time (six monthly re general debtors and 36 monthly re selling of debtor property) and suggestions (guidance) on what the CEO should consider in an Executive Policy</p>	<p>Only a handful of local governments have implemented such a policy. It is based on Shire of Narembeen policy.</p> <p>Note: the CEO is already required (has direct authority) to put systems and procedures in place for monies owing as per the Local Government (Financial Management) Regulations.</p>
Purchasing Framework	Amend	<p>The main change required is to Schedule 3.1(b) as follows:</p> <p><u>Clause 1 – Purchasing Thresholds</u></p> <p>General Thresholds Table amended to reflect the Purchasing Thresholds presented to Council in February 2020</p> <p>Requirements Changed throughout the purchasing thresholds is the need to “obtain the required number of quotes” to “seek the number of quotes”</p> <p>Evaluation Panels Introduced for the first time is the number of staff/persons required to evaluate a quote or tender and is set out against each threshold</p> <p><u>Clause 2 – Quotations/ Submissions</u></p> <p>Clause restructured so that it is easier to follow. Also list of requirements turned into checklist format</p> <p><u>Clause 3 – Specifications,</u></p>	<p>Purchasing Framework It was suggested that the Narembeen Procurement Framework Policy was introduced. The Shire's current procurement framework is sufficient, however, it is recommended that the suggested changes to Schedule 3.1(b) clauses 1, 2 and 3 do are implemented.</p> <p>Staff Accreditation</p> <ul style="list-style-type: none"> • The CEO obtained the presentation on Staff Accreditation from Narembeen regarding purchasing. This is to ensure that staff involved with purchasing understand the purchasing policy framework; • Interim GO presented this to Council in Feb 2020, which includes the requirements for purchasing. Staff need to attend this presentation in order to undertake the purchasing process; • The presentation has additional criteria regarding the Purchasing Thresholds. These need to be included in the Procurement Policy. <p>Delegations</p> <ul style="list-style-type: none"> • Delegation 3.1 will need to be updated to reflect an appropriate delegation from the CEO to appropriate staff regarding purchase orders; • The CEO issued an email on 3 October 2019 clarifying who was authorised to make a purchase and the levels. However, it is not in the correct form i.e. by way of letter or instrument. The

		<p><u>Assessment Criteria and Evaluation</u></p> <p>Clause restructured so that it is easier to follow. Also list of requirements turned into checklist format</p>	<p>purchasing levels are:</p> <ul style="list-style-type: none"> o Manager of Works up to \$50,000 o Finance Manager up to \$5,000 o Works Supervisor up to \$2,000 o Finance Officer up to \$2,000 o Depot Clerk up to \$5,000 <p>Obtain/Seek Quotes By changing the wording from “obtain” to “seek”, it will make it easier for staff to manage a request for quote. This means that once the time frame has expired or no response has been received, a decision can be made on the number of quotes received, even if it is below the number required.</p> <p>Evaluation Panels By introducing the number of staff/persons required to assess each quote/tender will ensure that an additional level of scrutiny has been introduced. Due to SoVP being a small local government, the minimum number for an evaluation panel is two employees. With regard to tender panels, the regulations allow for one employee and for the CEO to approve one other person who is not an employee.</p>
<p>Purchasing Exemptions</p>	<p>Existing</p>	<p>Not required as this appropriately covered in:</p> <p>Policy 3.1 Purchasing Framework Schedule 3.1(c) Regulatory Compliance for all Purchases – Clause 1. re</p>	<p>Part of Procurement Framework – Schedule 3.1(c) Regulatory Compliance for all Purchases – Clause 1. Refer to Reg.11 of the Local Government (Function & General) Regulations. This refers to</p> <p>CEO must approve the following purchase orders regardless of delegation to employees:</p> <p><u>Sole Supplier</u> When the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.</p> <p><u>Emergency Situations</u> CEO can occur expenditure initially subject to approval by the President without the need to adhere to the number of quotes required for each general purchasing threshold. This expenditure is then reported</p>

			<p>to the next Council meeting.</p> <p>Other Exemptions that do not require CEO approval are:</p> <ul style="list-style-type: none"> • the goods to be supplied under the contract are: <ul style="list-style-type: none"> ○ petrol or oil; or ○ any other liquid, or any gas, used for internal combustion engines; • the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA up to \$250 000 • the goods or services are to be supplied by an Australian Disability Enterprise; • the contract is a renewal or extension of the term of a contract (the original contract) • the goods or services are to be supplied by a pre-qualified supplier under Division 3.
Corporate Credit Card	Existing	Policy 3.3 is adequate	No change required. CEO to implement Executive Policy for staff to follow
Panel of Pre-qualified Suppliers	New	Yet to be initiated	Implemented at the February 2020 OCM
Financial Hardship Policy	New	Implement initially as part of COVID-19 measures.	<p>To be Subsequently Implemented as part of the Shire's COVID-19 Response</p> <p>Not included in the original list of measures for improvement. Based on WALGA Template and supplements the proposed new Debt Management Policy.</p> <p>Key elements include:</p> <ul style="list-style-type: none"> • Focus is on all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc; • Anticipated financial hardship (COVID-19) statement; • Financial hardship criteria i.e: <ul style="list-style-type: none"> ○ Recent unemployment or under-employment ○ Sickness or recovery from sickness ○ Low income or loss of income ○ Unanticipated circumstances such as caring for and supporting extended family • Payment arrangements, waiving of interest charges, deferment of rates (senior card holders), suspension of debt recovery

Table One: Required Policy Changes and Current Policy Positions

Conclusion

Guidelines through policy to the CEO (and hence the administration) and for Council to follow is an important part of ensuring openness, trust and transparency. They also provide for certain matters to be handled in an even-handed way. The recommendations in this report are important regarding the overall improvement to the Shire's policies in general, its financial management (debt recovery) and purchasing functions.

CONSULTATION

CEO

Mr Travis Bate, RSM

Manager Finance and Administration

STATUTORY CONTEXT

Local Government Act

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.

It can be seen of Council's four key functions, it has a direct responsibility to determine the Shire's policies at Council level.

Audit Regulations

16 Functions of Audit Committee (in part)

- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c)

CORPORATE CONTEXT

Civic Leadership		<i>to better allocate scarce resources and effectively interact with the community</i>
5.1	Implement measures to improve relationship and communication between Council and community	<ul style="list-style-type: none"> • <i>Implementation of initiatives to better connect Council with the community and associated matters.</i>
5.2	Improve elected member performance	
5.3	Develop an advocacy and lobbying capacity	
5.4	Measures to improve organisational efficiency	

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: No

2004-05 Audit Committee Recommendation / Council Resolution**Moved: Cr D Lovelock****Seconded: Cr J Corless-Crowther**That the Audit Committee **RECOMMEND** to Council it:

1. In accordance with section 2.7(b) of the *Local Government Act 1995*, makes the following changes to its policies as set out in Attachments 1 - 3 as follows:
 - A. Amends Policy 1.5 – Making, Amending, Deleting to become the Strategic Policy Framework that includes the following hierarchy:
 - a. Council Policy.
 - b. Executive Policy (CEO Instructions to Staff).
 - c. Procedures/Manuals.
 - d. Reusable Components (Tools/Templates) and Measurements of Success.
 - B. Improves the Shire's Financial Management through introducing New Policy 3.6 Debt Management. This includes the criteria for general debtors and rate debtors; and
 - C. Amends Policy 3.1 Purchasing Framework regarding Schedule 3.1(b) Clauses 1, 2 and 3 regarding:
 - o General Thresholds Table amended to reflect the Purchasing Thresholds presented to Council in February 2020;
 - o The criteria for the required number of quotes throughout the purchasing thresholds is changed from the need to "obtain the required number of quotes" to "seek the number of quotes";
 - o The implementation of the number of staff/persons when Evaluation Panels are required to evaluate a quote or tender for each threshold; and
 - o Restructuring each clause so that the requirements are easier to follow with the requirements turned into "checklist format."

2. Notes the status of the policies and requirements as set out in the Table One – Required Policy Changes and Current Policy Positions in the body of this report including purchasing exemptions, corporate credit cards, panel of pre-qualified suppliers and the proposed financial hardship policy (recommended to be implemented as part of the Shire’s COVID-19 response in due course).

CARRIED BY UNANIMOUS DECISION OF THE MEETING

8.5 Report to the Minister for Local Government Regarding Significant Matters from the 2018-2019 Audit Report and Non-Compliance with Part 6 of the Local Government Act

File reference			
Report date			15 April 2020
Applicant/proponent			Council
Officer disclosure of interest			Nil
Previous meeting references			2003-05 25 March 2020
Prepared by			Sean Fletcher, Interim Governance Officer Travis Bate, Consultant Financial Adviser, RSM
Authorised by			CEO
Attachments			
Attachment 1	Page	58	Report on Significant Matter to the Minister for Local Government. Includes the following appendices: 1. OAG Report 2. Department's Guide Regarding Ratios 3. SRP – Extract Ratios
Attachment 2	Page	92 102	Report on Material Matters Regarding Non-Compliance with Part 6 of the Local Government Act. Includes the following Appendix: A. Management Letter A and B – CEO's Response to Audit Findings

PURPOSE

For the Audit Committee to consider the report (Action Plan) to the Minister for Local Government regarding how the Shire will address and improve its Operating Surplus Ratio and confirm that the CEO's action plan is satisfactory to improve the procurement process regarding the Shire's tender and quotations process and other financial management practices.

BACKGROUND

At its meeting on 25 March 2020, in response to the 2018/2019 Annual Financial Report and the Auditor's Report, Council resolved the following:

2003-05 Audit Committee Recommendation Point 1 / Officer's Recommendation Points 2 - 4 / Council Resolution

Moved Cr J Corless Crowther

Seconded Cr D Lovelock

1. That Council consider the Auditor's Report on risk issues, and also take note and consider the significant adverse trends in relation to the Shire of Victoria Plains operating surplus ratio; and
2. In accordance with Section 7.2 of the *Local Government Act 1995* **ADOPT** the 2018/2019 Annual Financial Report including Auditor's Report from the Office of the Auditor General as per attachments 1 and 3.

3. Authorises the CEO, in accordance with *Section 7.12A of the Local Government Act 1995*, to prepare an Action Plan to the Minister for Local Government regarding improvements to the Shire's tender process and the Operating Surplus Ratio. Once prepared, the CEO is to present the Action Plan to the Audit Committee and then to Council for its consideration.
4. Requires the matters in Point 3 (the preparation of the Action Plan and presentation of that plan to the Audit Committee and then Council) to be completed by 30 April 2020.

CARRIED For 4 / Against 0

Both the Audit Committee on 13 January 2020 and Council at its meeting on 25 March 2020 were advised of the significant matters reported in the transmittal letter from the Office of the Auditor General. In particular, the following:

Report on Other Legal and Regulatory Requirements in the Auditor's Report (Attachment 1 - Appendix 1):

Matter indicating significant adverse trends in the financial position

The Shire's Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries (DLGSCI) basic standard for the past three years (2017 to 2019) and the current year is below last year. This indicates a significant adverse trend in the financial position of the Shire. This significant adverse trend was reported in the Auditor's report.

Under Section 7.12A(4) the Shire is required to report to the Minister for Local Government how it will address this matter.

Matter indicating non-compliance with Part 6 of the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* or applicable financial controls of any other written law (Attachment 2 – Appendix A - Management Letter A)

The tender process was not followed in 2 instances where the total spend to supplier during the year exceeded \$150,000. The Shire has failed to adhere to the tender process contained within the procurement policy and Local Government (*Financial Management Regulations 1996*).

Under Section 7.12A(3) the Shire is required to consider material matters regarding non-compliance that need to be addressed and undertake this action

As such, the CEO in her report to the Audit Committee on 13 January 2020 proposed proactive implementation strategy measures into the future that are reflected in the management responses to include:

- Council Policy – Debt Management;
- Council Policy – Procurement Framework;
- Council Policy – Strategic Policy Framework;
- Purchasing Exception Memorandums Accounts Payable Executive Policy;
- Debtor Management Executive Policy;
- Credit Card Use Executive Policy;
- Executive Policy Purchasing Goods & Services;

- Rates Debt Management Executive Policy;
- Procurement Training.

At the Council meeting on 25 March 2020, Council was advised the CEO had obtained appropriate copies of relevant policies for review and implementation. These included:

- Council Policy – Debt Management;
- Council Policy – Procurement Framework;
- Council Policy – Strategic Policy Framework;
- Purchasing Exception Memorandums Accounts Payable Executive Policy;
- Credit Card Use Executive Policy.

In addition to the above:

- The author on 26 February 2020 took Council through the proposed procurement training for staff;
- Council adopted, at its meeting on 26 February 2020, the policy regarding implementing Panels of Pre-Qualified Suppliers.

At a meeting on 1 April 2020 consisting of the CEO, Interim Governance Officer, the Manager Finance and Administration and Mr Travis Bate of RSM, the Shire's Consultant Financial Adviser agreed on a process to prepare a report to the Minister that addresses both significant matters.

COMMENT

Attached for the Audit Committee's consideration and recommendation is a report to the Minister to Local Government on how the Shire will address both significant matters regarding the Shire's Operating Surplus Ratio (Attachment 1) and improving the tender and purchasing process in general (Attachment 2).

Operating Surplus Ratio

A key indicator of a local government's financial performance is measure by the 'Operating Surplus Ratio'. If a local government consistently achieves a positive operating surplus ratio and has soundly based long term financial plans showing that it can continue to do so in the future, having regard to asset management and the community's service level needs, then it is considered financially sustainable.

A positive ratio indicates the percentage of total own source revenue available to help fund proposal capital expenditure, transfer to cash reserves or to reduce debt.

A negative ratio indicates the percentage increase in total own source revenue (principally rates) that would have been required to achieve a break-even operating result.

The following table presents the financial ratios for the Shire against DLGSCI benchmarks for the past five years:

	Standard	2019	2018	2017	2016	2015	5 Year Average
Current ratio	≥ 1.00	0.99	1.26	1.67	1.85	3.14	1.78
Asset consumption ratio	≥ 0.50	0.72	0.68	0.97	0.98	1.00	0.87
Asset renewal funding ratio	≥ 0.75	1.12	0.84	0.94	1.03	0.90	0.97
Asset sustainability ratio	≥ 0.90	0.86	0.71	1.25	0.80	1.49	1.02
Debt service cover ratio	≥ 2.00	(8.54)	2.90	13.92	4.48	16.53	5.86
Operating surplus ratio	≥ 0.01	(1.60)	(0.60)	(0.32)	(0.86)	(0.11)	(0.70)
Own source revenue coverage ratio	≥ 0.40	0.34	0.50	0.51	0.46	0.57	0.48

The DLGSCI considers a “basic” standard to be between 1% and 15% and an “advanced” standard with a measure of over 15%.

Implication

If a Local Government runs ongoing under-lying operating deficits, it needs to recognise longer-term implications. Not addressing ongoing deficits is likely to mean that future Councils will struggle to be able to accommodate asset renewal needs and that service levels will decline over time. It is acknowledged that a trending reduction in the operating deficit is necessary for improved sustainable financial health of the Shire.

Improvements to the Operating Surplus Ratio

Historically, the Shire has had no robust integrated financial planning framework that incorporates sustainable ‘own source’ funded long term asset management plans.

The Shire is transitioning towards improved long-term financial sustainability and Council adopted a Strategic Resource Plan (SRP) at the 12 August 2019 Special Council Meeting as part of this process. Within the SRP, the planned increases to Rates and Fees and Charges will improve the Own Source Revenue Ratio over the course of the Plan.

The SRP forecasts rate revenue along with fees and charges to increase by 7.0% (CPI 2.0% + 5%) from year 1 to year 5 of the Plan, with a 3.0% increase (CPI 2.0% + 1%) for the remaining term of the Plan. These increases are to assist in the long-term financial stability of the Shire and to maintain the level of services to the community.

The forecast increases in rate revenue and fees and charges result in an improvement to the Operating Surplus ratio from (0.66%) in 2020 to (0.31%) in 2034.

Whilst it is acknowledged that the forecast Operating Surplus ratio remains below the DLGSCI benchmark, it is a significant improvement from the 2019 ratio of (1.60).

However, a key issue that has transpired at this point in time is COVID-19. The six-month expected economic impact will have implications not just for 2020/2021 but for many years to come. This includes the request for local governments to freeze their rates, fees and charges (this means a zero rate increase for 2020/2021) amongst other measures. The Prime Minister at the National Cabinet briefing on 16 April 2020 defined the six month economic measures are for the June and September 2020 quarters. These implications will be considered by Council, the CEO, key employees and support personnel at a workshop in the near future regarding its COVID-19 response and SRP.

Recommendation

That Council is committed to a trending improvement in the Operating Surplus Ratio and long term sustainable financial health of the Shire through continued implementation and funding of its Integrated Financial Planning Framework, recognising that changes may need to be made to its Strategic Resource Plan in light of COVID-19.

Improvements to the Tender Process (Includes Improvements to Procurement Practices)

On the matter of dealing with the non-compliance regarding Part 6 of the Local Government Act, the Finance Management Regulations or applicable financial controls or other written law regarding tenders, it was recommended as an outcome of the 2018-2019 Audit that the Shire of Victoria Plains communicates its purchasing thresholds effectively to employees and implement internal controls to prevent non-compliance with the purchasing policy and the FM Regulations.

The CEO in the management letter (Part A and B) to the Office of the Auditor General (OAG) specified a range of improvements to be undertaken. The status of these improvements are as follows:

Improvement	Who	Status	Due
LGA section 6.8 - not to incur expenditure without an adopted budget unless by resolution	CEO	Requirement is in place under Function 1 (b) of Delegation 3.1 – Municipal Fund Incurring Expenditure. Action This needs to be encapsulated within employee delegations (i.e. a delegation from the CEO to employees) as appropriate	30/04/20
LGA Section 6.10 - regulations to outline the management of and the making of payments from the muni and trust funds	MFA	Clause 3 under Application within Delegation 3.2 stipulates who can make payments from the muni and trust funds and who can authorise the payments (i.e. two signatories) Action The CEO will implement: <ul style="list-style-type: none"> Executive Policies regarding Accounts Payable 	30/04/20

		<p>processes/procedures;</p> <ul style="list-style-type: none"> An appropriate delegation instrument for other staff regarding 3.2 	
Function and Gen Reg 11. - specifies the process and rules regarding tenders. Tenders must be used for anything over \$150,000 unless an exemption applies.	CEO	<p>Policy 3.1 – Purchasing Framework Schedule 3.1(b) Purchasing Thresholds and Requirements (Including Tenders) already exists</p> <p>Action (See Attachment A)</p> <ul style="list-style-type: none"> Employees required for Evaluation Panels for each threshold added; Schedule 3.1(b) restructured so that it is easier for employees to follow (checklist format) 	21/04/20
Ensure proper authorisation for the incurring of liabilities and the making of payments	CEO	<p>Delegation 3.1 to be updated and Delegation Instrument implemented to reflect CEO's instruction to staff 3 October 2019:</p> <ul style="list-style-type: none"> Manager of Works up to \$50,000 Finance Manager up to \$5,000 Works Supervisor up to \$2,000 Finance Officer up to \$2,000 Depot Clerk up to \$5,000 <p>It would seem letters were issued accordingly, although not in the correct form</p> <p>Action New letters of delegation to employees required</p>	30/04/20
Before the approval of the payment of accounts, the requirement to confirm relevant debt was incurred by a person properly authorised to do so	MFA	<p>Delegation 3.2 sets out the requirements.</p> <p>Action</p> <ul style="list-style-type: none"> To implement an Executive Policy that sets out the basic financial controls to govern the Shire's Accounts Payable – creditor (See Attachment A) payment - practice This needs to be encapsulated within an appropriate employee delegation 	30/04/20
Monthly list of accounts provided to Council showing who has been paid how much and when	MFA	<p>The MFA has improved the level of information provided in the list of payments in the first quarter of 2020</p> <p>Action NFA</p>	Mar 2020

The Shire has recently obtained a quote to update the Shire Purchasing Policy to set up a Panel of Pre-Qualified Suppliers which will assist considerably.	CEO	Policy developed by CEO and GO was submitted to Council at the Feb 2020 OCM Action Panels to be established in due course	Feb 2020
Review of implementing the following: <ul style="list-style-type: none"> • Policy -Debt Management • Policy - Procurement Framework • Policy - Strategic Policy Framework • Policy - Purchasing Exemptions • Policy - Credit Card use 	MFA	Regarding policies to be introduced or amended to improve procurement practices, a number of relevant policies, executive policies and memos were obtained by the CEO from the Shire of Narembeen. The GO has reviewed these and drafted new/variations as required and identified executive policies and approval memos for implementation. See attachment A Action Changes to procurement policies to be implemented as per GO's recommendation	21/04/20
Additional Training Presentation Module in place and to be delivered by January 2020 (Employee Accreditation)	CEO GO	Elected Members Training module explained to EMs by GO at a briefing session before Feb OCM Employees CEO to conduct with staff	May 2020

Please note that the matter regarding the introduction or amendment of new Council policies, Executive policies and procedures are dealt with in a separate item in today's meeting agenda.

Conclusion

The Audit Committee is required to oversee the above actions in conjunction with the CEO and it would be appropriate to advise the Minister for Local Government of the same as set out in Attachment 2.

CONSULTATION

CEO

Mr Travis Bate, RSM

Manager Finance and Administration

STATUTORY CONTEXT

The Audit Committee under the Local Government Act and the Audit Regulations is required to oversee the implementation of any action that the Shire is required to do regarding the significant finding and the material matters raised in the Auditor's Report.

Local Government Act

7.2. Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.12A. Duties of local government with respect to audits

- (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.

Audit Regulations

16 Functions of Audit Committee (in part)

- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c)

CORPORATE CONTEXT

Civic Leadership	<i>to better allocate scarce resources and effectively interact with the community</i>	
5.1	Implement measures to improve relationship and communication between Council and community	<ul style="list-style-type: none"> • <i>Implementation of initiatives to better connect Council with the community and associated matters.</i>
5.2	Improve elected member performance	
5.3	Develop an advocacy and lobbying capacity	
5.4	Measures to improve organisational efficiency	

FINANCIAL IMPLICATIONS

As per the comments in this report regarding future trends and improvements to purchasing and the Shire's financial management.

Nil regarding action out of today's report.

Ongoing strategies to address the Shire's Operating Surplus Ratio are set out in the body of this agenda item.

VOTING REQUIREMENTS

Absolute majority required: No

2004-06 Audit Committee Recommendation / Council Resolution**Moved Cr J Corless-Crowther****Seconded Cr D Lovelock**

That Council as per the Audit Committee Recommendation:

1. In accordance with Regulation 16(f)(i) and (ii) of the *Local Government (Function and General) Regulations 1996* is satisfied with the:
 - a. Report on Material Matters – Non Compliance With Part 6 of the *Local Government Act 1995* prepared by the CEO and will monitor the progress in the action plan accordingly as required by 7.12(3) of the *Local Government Act 1995*;
 - b. Report on the Significant Matter regarding the Shire's Operating Surplus Ratio as required by Section 7.12(4)(a) of the *Local Government Act 1995*.
2. Recommend that Council is committed to a trending improvement in the Operating Surplus Ratio and long term sustainable financial health of the Shire through continued implementation and funding of its Integrated Financial Planning Framework as per the report in Point 1b.
3. Advise Council that in regard to Point 2, the Shire will need to assess the impact of the COVID-19 pandemic on the Shire's financial position going forward including the Shire's Operating Surplus Ratio. It is recommended that the CEO raises this concern

in the Letter to the Minister for Local Government when submitting the report in Point 1b

4. Recommend to Council that the Shire (CEO) in accordance with Section 7.12A (4)(b) of the *Local Government Act 1995* submits the Report on the Significant Matter regarding the Shire's Operating Surplus Ratio and the Report on Material Matter – Non Compliance with Part 6 of the *Local Government Act 1995* to the Minister for Local Government.
5. Advise Council that it will undertake the matters identified in Point 1a.

CARRIED BY UNANIMOUS DECISION OF THE MEETING

8.6 Shire of Victoria Plains Response to the COVID-19 Pandemic

File reference			
Report date	17 April 2020		
Applicant/proponent	Commonwealth of Australia, State Government		
Officer disclosure of interest	Nil		
Previous meeting references			
Prepared by	Sean Fletcher, Interim Governance Officer		
Authorised by	CEO		
Attachments			
Attachment 1	Page	113	Draft Shire Response
Attachment 2	Page	139	eMeeting Guide
Attachment 3	Page	153	WALGA Delegations and Decision Making Guide
Attachment 4	Page	159	Model Financial Hardship Policy
Attachment 5	Page	163	Draft Letter – Local Government Access to the Jobkeeper Payment Scheme

PURPOSE

The purpose of this item is to advise Council on the COVID-19 Pandemic and to consider the development of a framework that will be the Shire's response to the current State Emergency regarding the Pandemic. It is also recommended that the Shire

BACKGROUND

Australia's Chief Medical Officer advised on 19 January 2020 of developments regarding the novel coronavirus (COVID-19) from the Wuhan Region in China. The first Australian case was confirmed in Victoria on 25 January 2020. The first Western Australian death occurred on 1 March 2020.

The State Pandemic Plan was updated on 11 March 2020 to deal with the COVID-19 Pandemic declaration by the World Health Organisation (WHO). The National Cabinet consisting of the Prime Minister, State Premiers and Chief Ministers formed on 13 March 2020.

The State Government declared a State of Emergency under the Emergency Management Act on 15 March 2020 and a Public Health Emergency on 16 March 2020 under the Public Health Act. The State of Emergency declaration provides the WA Government, the WA Police Force and the Chief Health Officer with the powers and flexibility they need to enforce quarantine and self-isolation measures.

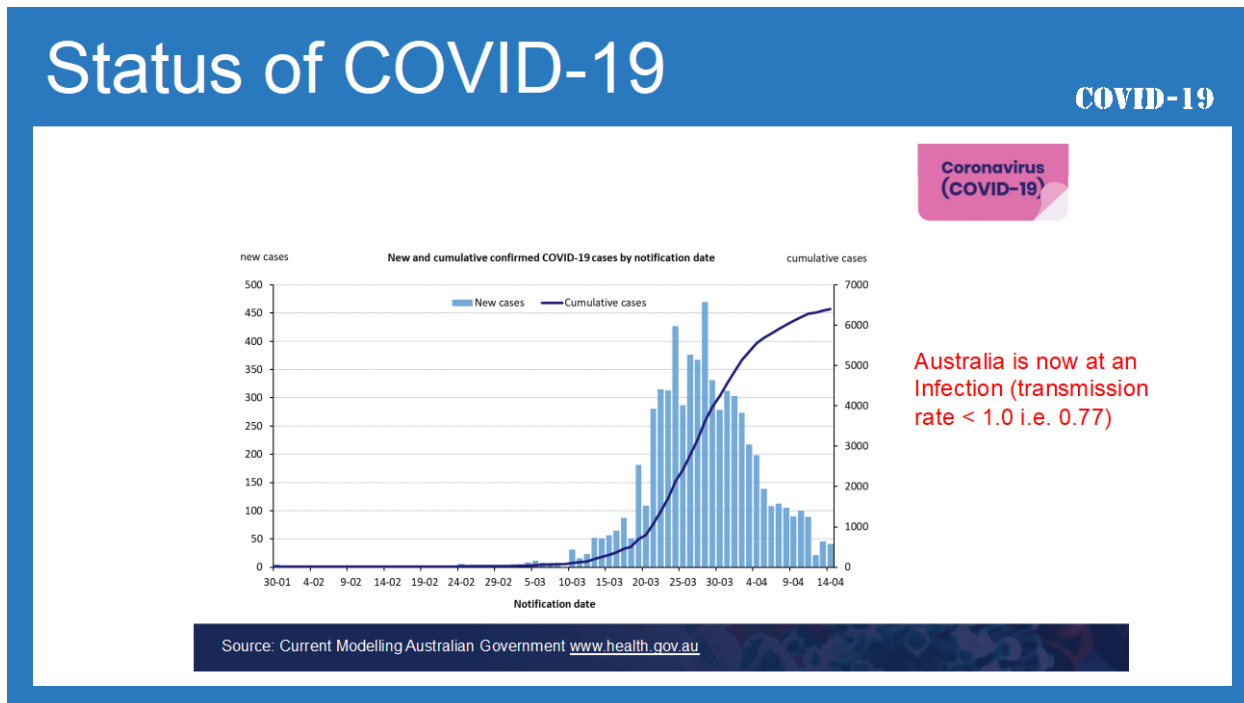
On 16 April 2020, the Prime Minister confirmed in his address to the nation that the six months required to weather the pandemic emergency refers to the June and September 2020 Quarters.

Local governments, including the Shire of Victoria Plains, are a key part of the Plan. The Minister for Local Government wrote to the WALGA State President, Mayor Tracy Roberts for Local Government to enter into the spirit of the Commonwealth and the State and freeze rates, fees and charges for 2020/21.

COMMENT

Current Level of COVID-19 In Australia

As at 16 April 2020, the objective of “flattening the curve” can be seen in the following graphic:



Community Support Package

WALGA has suggested on its COVID Community Page the types of assistance that could be in a community support package:

- Freeze Rate (no rates increase in June)
- Fast track approvals processes
- Refund booking fees for Shire events and assets
- Implement Buy Local Policy
- Develop strategy for vulnerable people in the community
- Link to local not-for-profit groups
- Implement payment plans for hardship
- Revise current budget

A number of local governments have already implemented a community support package. An example is the Shire of Dandaragan. The approved measures including the waiving of a range of charges including:

- food premise licensing and inspection fees;
- accommodation venue licensing and inspection fees;
- planning application and building application fees for small businesses.

Dandaragan will also implement payment arrangements on a case-by-case basis for debtors and ratepayers affected by COVID-19, as well as removing interest charges on overdue rates. Dandaragan is also currently preparing its 2020-21 budget which will

include a range of targeted local projects and procurement to support the local community and economy.

The list of those who have initiated initiatives so far can be found on the Small Business Development Corporation's website: <https://www.smallbusiness.wa.gov.au/blog/local-government-response-covid-19>

The "Road Out"

On 16 April 2020, the Prime Minister announced that the start to the "Road Out" or the consideration of lifting some restrictions in four weeks time will consist of meeting the following benchmarks:

- More extensive surveillance or sentinel testing regime;
- Greater tracing capability than today;
- Local (state) response capability.

In short the States will need to demonstrate that, based on the benchmarks, they have the capacity to deal with any outbreaks of the coronavirus quickly and effectively (containment).

The Shire's COVID-19 Response (Framework)

Once it became apparent that the State would enact emergency arrangements, the Local Recovery Coordination Group was activated. This group on a regular basis has met and assisted the CEO in the preparation of ensuring that the Shire has a safe work environment regarding COVID-19 as well as considered the level of support the Community needs at this time.

Also, as per previous advice through the briefing sessions and President's emails, Council needs to be aware of the following:

- The Minister has overseen the following changes:
 1. Attendance through eMeetings
 2. Emergency access to Reserves, changes to tender arrangements and seeking loans
 3. Employees access to Long Service Leave
- As part of the Public Health Response, the Department of Health requires the environmental health officers at each local government to assist it in managing the response;
- The State Emergency Welfare plan is being updated to deal with COVID-19. Local Governments will need to have in place a Local Government Welfare Coordinator.
- The Shire's CESM assists with the Shire's local response across the District;
- The Department of Planning Lands and Heritage has advised that it is continuing to progress local planning schemes and amendments despite the Department also commencing alternative working arrangements. . . .

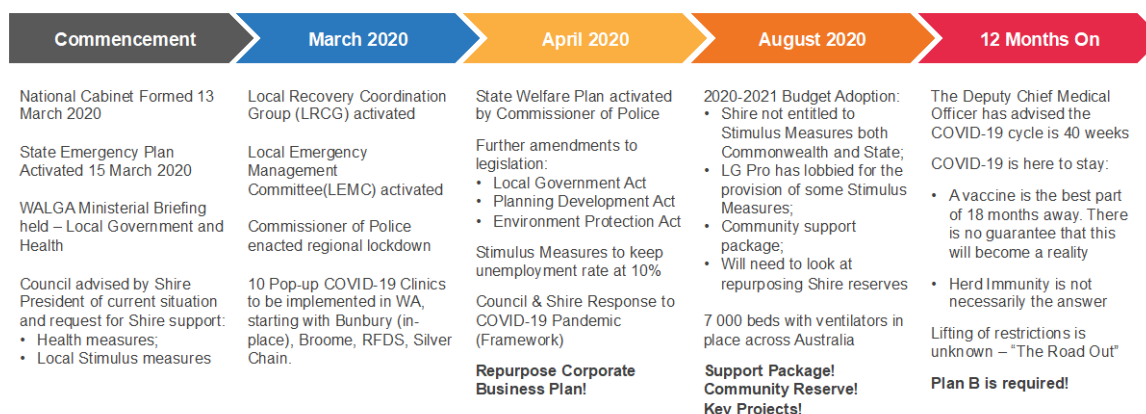
As advised by the Shire President in her recent email to councillors, the author has developed for consideration a framework to outline the response by the Shire of Victoria Plains to the Pandemic.

The attached draft (Attachment 1) is designed to guide Council on what it needs to consider in response to the Pandemic. In particular, it sets out what we know, what has been applied administratively so far by the CEO and what Council needs to do going forward regarding a policy and strategic direction including the need for a community support package and appropriate resourcing.

Please remember this framework is only a draft and that Council’s input is required regarding the key requirements apart from those that have been applied administratively through normal day to day operations. The key considerations regarding the framework are outlined as follows:

What Are The Response Steps? COVID-19

COVID-19 Progress steps



Advocacy – Access to Stimulus Measures

WALGA and LG Pro are advocating that Local Government has access to Stimulus measures (e.g. JobKeeper Payment). In the meantime the CEO will write to the local Federal Member of Parliament urging them to advocate for Local Governments to be included in the JobKeeper scheme.

Conclusion

In order for the Shire to consider the above measures and others, it will need to review its resourcing capability and essential services as suggested in the framework it now needs to review and develop further the Response (Framework). Council, the CEO, senior officers and other personnel that support the Shire will need to get together to review and complete the proposed framework. Ideally, this should be done on a workshop basis, even though it will have to be done through an on-line meeting process.

Once the workshop(s) is completed, the framework will be updated and submitted to Council for adoption.

CONSULTATION

President
CEO
Council at briefing sessions
LRGC
CESM
Consultant Planner
Attended WALGA Briefing Sessions (on-line)

STATUTORY CONTEXT

Local Government Act
The Local Government (Financial Management) Regulations
The State Emergency Act

CORPORATE CONTEXT

Civic Leadership *to better allocate scarce resources and effectively interact with the community*

5.1	Implement measures to improve relationship and communication between Council and community	<ul style="list-style-type: none"> Implementation of initiatives to better connect Council with the community and associated matters.
5.2	Improve elected member performance	
5.3	Develop an advocacy and lobbying capacity	
5.4	Measures to improve organisational efficiency	

FINANCIAL IMPLICATIONS

There are a number of matters that need to be addressed regarding the financial impact so far:

- WSNF project. There is a separate late item coming through on this matter;
- Teleconference purchase;
- Survey of cemetery including use of ground penetrating radar;
- Possibility of getting environmental assessment of the entire Mogumber-Yarawindah Rd undertaken so clearing permits can be applied for, opening the possibility to move forward with other elements of WSNF project.

As per the Ministers recent address, the Shire needs to plan for a 0% rate rise in the 20-21 budget. The Parliament plans to legislate the Ministers ability to enforce this during the State of Emergency period.

VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation

That Council:

1. ACCEPT the update regarding the unfolding issues concerning the COVID-19 Pandemic, appreciates the response to those issue to date and welcomes the development of a draft framework to guide the Shire's Response to COVID-19.
2. REQUEST the CEO to arrange for a workshop on _____ to consider the scope, content, finalisation and implementation of the Shire's COVID-19 Response (Framework). This includes, but is not limited to:
 - a. What the Shire needs to respond to COVID-19;
 - b. The Community Support Package;
 - c. Service delivery implications;
 - d. Working in a much more flexible environment;
 - e. The economic considerations, projects to be undertaken by consultants that are not required by legislation, or part of any grant funding, are put on hold until the economic ramifications of COVID-19 are known for the Victoria Plains Shire and the Victoria Plains community;
 - f. The social considerations including the vulnerable, at risk and the elderly;
 - g. Budgetary constraints; consideration for a 30% decrease in Councillor sitting fees; and
 - h. The need for a Plan B.
3. ENDORSE the CEO writing to the local Federal Member of Parliament urging them to advocate for Local Governments to be included in the JobKeeper scheme.

Cr S Penn requested an amendment to the motion in part (2) (e) and (g) as below:

2004-07 Councillor Recommendation

Moved: Cr S Penn

Seconded: Cr J Kelly

That Council:

1. ACCEPT the update regarding the unfolding issues concerning the COVID-19 Pandemic, appreciates the response to those issue to date and welcomes the development of a draft framework to guide the Shire's Response to COVID-19.
2. REQUEST the CEO to arrange for a workshop on Thursday 30 April 2020 to consider the scope, content, finalisation and implementation of the Shire's COVID-19 Response (Framework). This includes, but is not limited to:

- a. What the Shire needs to respond to COVID-19;
 - b. The Community Support Package;
 - c. Service delivery implications;
 - d. Working in a much more flexible environment;
 - e. The economic considerations, projects to be undertaken by consultants that are not required by legislation, or part of any grant funding, are put on hold until the economic ramifications of COVID-19 are known for the Victoria Plains Shire and the Victoria Plains community;
 - f. The social considerations including the vulnerable, at risk and the elderly;
 - g. Budgetary constraints; consideration for a 30% decrease in Councillor sitting fees; and
 - h. The need for a Plan B.
3. **ENDORSE** the CEO writing to the local Federal Member of Parliament urging them to advocate for Local Governments to be included in the JobKeeper scheme.

LOST For 2 / Against 5

Cr J Kelly and Cr S Penn voted for the motion.

Cr N Clarke, Cr D Lovelock, Cr J Corless-Crowther, Cr J King, Cr P Bantock voted against the motion.

2004-08 Council Resolution

Moved Cr N Clarke

Seconded Cr J Corless-Crowther

That Council:

1. **ACCEPT** the update regarding the unfolding issues concerning the COVID-19 Pandemic, appreciates the response to those issue to date and welcomes the development of a draft framework to guide the Shire's Response to COVID-19.
2. **REQUEST** the CEO to arrange for a workshop on Thursday 30 April 2020 to consider the scope, content, finalisation and implementation of the Shire's COVID-19 Response (Framework). This includes, but is not limited to:
 - a. What the Shire needs to respond to COVID-19;
 - b. The Community Support Package;
 - c. Service delivery implications;
 - d. Working in a much more flexible environment;
 - e. The economic considerations, including the bringing forward of key projects;
 - f. The social considerations including the vulnerable, at risk and the elderly;
 - g. Budgetary constraints;
 - h. The need for a Plan B
3. **ENDORSE** the CEO writing to the local Federal Member of Parliament urging them to advocate for Local Governments to be included in the JobKeeper scheme.

CARRIED For 6 / Against 1

Reason for Variation

To include a date for the COVID-19 Workshop.

Cr Kelly requested to have his name recorded as voting against the motion.

2004-09 Council Resolution**Moved Cr N Clarke****Seconded Cr P Bantock**

That the decision be made that Council unfortunately not break for afternoon tea due to the current Western Australian State of Emergency and E-Meeting circumstances.

CARRIED BY UNANIMOUS DECISION OF THE MEETING**8.7 Bushfire Risk Management**

File reference	
Report date	09/04/2020
Applicant/proponent	CEO / Council
Officer disclosure of interest	Refer Local Govt Act, Regs, Code of Conduct
Previous meeting references	NA
Prepared by	David Wilson, Bushfire Risk Planning Coordinator
Authorised by	Entered once authorised by CEO
Attachments	

PURPOSE

Reporting Purposes Only – Shire of Victoria Plains Bushfire Risk Management Plan.

BACKGROUND

This BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

COMMENT

Work progresses on the development of the Shire Bushfire Risk Management Plan (BRMP). As of April 9, 2020, approximately 65% of the BRMP (draft) has been completed. Expected completion date of the draft is mid – late June 2020.

Approximately 20% of the Shire assets have been risk assessed with the expectation to complete this in mid-late July 2020.

Once the BRMP (draft) is completed it will be submitted to the Office of Bushfire Risk Management for review and comment. Once approved by OBRM the BRMP will be submitted to Council for endorsement. Upon endorsement by Council the Shire of Victoria Plains will be eligible to apply for mitigation funding through the Bushfire Mitigation Activity Fund (MAF) to address identify treatment strategies for assets identified as Extreme, Very High and High risk within the plan. Funding under MAF is subject to strict conditions on tenure/management of land.

CONSULTATION

Consultation has occurred with CEO, Shire CESM and Shire Ranger. Further consultation will occur with identified stakeholders as the initial draft of the BRMP nears completion.

STATUTORY CONTEXT

Under the *State Hazard Plan - Fire* (OEM 2019) an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Victoria Plains (SoVP) in accordance with the requirements of the *Guidelines for Preparing a Bushfire Risk Management Plan* (Guidelines) (OBRM 2015). The risk management processes used to develop this BRM Plan are aligned to the key principles of *AS/NZS ISO 31000:2009 Risk management – Principles and guidelines* (AS/NZS ISO 31000:2009), as described in the Second Edition of the *National Emergency Risk Assessment Guidelines* (NERAG 2015).

This approach is consistent with *State Emergency Management Policy (State EM Policy) 3.2 - Emergency Risk Management Planning*.

The Bush Fires Act 1954 applies to the whole of the State and is used for the prevention, preparedness and response elements of bushfires. Day to day responsibilities for fire management are shared between DFES, PWS, and LG within their respective jurisdictions

CORPORATE CONTEXT

State Emergency Management Policy (State EM Policy) 3.2 - Emergency Risk Management Planning.

FINANCIAL IMPLICATIONS

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

VOTING REQUIREMENTS

Absolute majority required: No

2004-10 Officer Recommendation / Council Resolution
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Moved Cr D Lovelock

Seconded Cr J King

That Council **RECEIVE** this Report for information only.

CARRIED BY UNANIMOUS DECISION OF THE MEETING

8.8 Planning Changes To Support Covid-19 Response & Recovery

File reference		
Report date	15 April 2020	
Applicant/Proponent	Western Australian Government & Minister for Planning	
Officer disclosure of interest	Nil	
Previous meeting references	Nil	
Prepared by	Mr Joe Douglas – Town Planning Consultant	
Authorised by	Ms Glenda Teede - CEO	
Attachments		
Attachment 1	Page 164	Planning and Development (Local Planning Schemes) Amendment Regulations 2020
Attachment 2	Page 168	Notice of Exemption
Attachment 3	Page 178	Explanatory Notes

PURPOSE

To provide details of recent amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* initiated by the State Government and approved by the Minister for Planning to temporarily override requirements of local planning schemes, and existing conditions of planning approvals, in response to the current State of Emergency for the Coronavirus (COVID-19) pandemic.

BACKGROUND & COMMENT

On 3 April 2020 the *Planning and Development (Local Planning Schemes) Regulations 2015* were formally amended to empower the Minister for Planning to issue a notice to temporarily exempt the planning requirements prescribed in local planning schemes where such an exemption is considered necessary to respond to a State of Emergency, or to assist with the recovery.

On 8 April 2020 the Minister for Planning issued a Notice of Exemption to provide specific guidance to both landowners and local government on a range of temporary exemptions for certain approvals and requirements within local planning frameworks. These exemptions, which are a direct response to the current State of Emergency for the Coronavirus (COVID-19) pandemic, will remain in effect until 90 days after the end of the State of Emergency.

The exemptions remove any existing barriers within the planning system to ensure flexible and speedy responses to a changing crisis environment, support business and guarantee the provision of essential community services. They include:

- medical or health-related facilities required in response to the COVID-19 pandemic;
- truck and logistic companies needing to deliver goods but currently with restricted loading and unloading times;
- businesses seeking to adapt by changing their current approved use;

- restaurants and cafes required to sell takeaway in contravention of current planning conditions;
- people operating their businesses from residential zones;
- parking commercial vehicles on residential properties;
- a blanket two-year extension for all current development approvals;
- businesses needing to change advertising signs; and
- temporary workers accommodation.

A copy of the notice published in the Government Gazette providing details of the Planning and Development (Local Planning Schemes) Amendment Regulations 2020 is provided in Attachment 1.

A copy of the Notice of Exemption issued by the Minister for Planning on 8 April 2020 is provided in Attachment 2.

A set of explanatory notes in relation to each exemption has been prepared and published by the Western Australian Planning Commission to guide implementation of the Notice of Exemption by local governments across the State (see Attachment 3).

Council should also note the following key points:

1. The exemptions listed in the Notice of Exemption are discretionary. There is no obligation for a local government or landowners to use an exemption if they do not wish to do so. However, if they wish to rely upon an exemption, all relevant conditions as stated in the Notice must be complied with.
2. The exemptions listed in the Notice of Exemption are temporary. The Notice does not provide a permanent exemption from a planning requirement under a local planning scheme. Once an exemption expires, the existing planning framework requirements, including existing conditions of approval, will apply. That means without a new or amended development approval:
 - any exempt condition of approval will be reinstated;
 - any uses that were exempt from planning approval requirements under the Notice will need to seek approval through the appropriate processes if no similar exemption applies under the existing planning framework;
 - any requirements that were exempt from applying, such as cash-in-lieu or the provision of car bays are not permanently waived; and
 - any temporary works associated with any exemption will need to be removed.

For this reason, many of the conditions set out in the Notice have a 90-day transitional period from the end of the State of Emergency, whenever that may be declared by the State government, to the end of the exemption. This period gives time for any landowner who wishes to continue the particular use or regularise any particular work to obtain a new or amended development approval. An application for development approval can be submitted and determined at any point while the exemption is in place if it is intended that the activity continues beyond the Notice period.

3. Given the very fast nature of change and uncertainty surrounding the Pandemic, it is impossible to forecast when the State of Emergency will finish, and when any

necessary recovery phase might also conclude. As an in-built safeguard, the Minister is required to revoke the Notice if considered no longer necessary to respond to or recover from the emergency. Similarly, because of the dynamic changing nature of the Pandemic, the Minister also has the power to amend the Notice.

4. The Notice of Exemption will not affect progression of the proposed Omnibus Amendment to the Shire's Local Planning Scheme No.5. If the Omnibus Amendment is ultimately approved by the Minister for Planning in the latter part of 2020, the Notice of Exemption will continue to temporarily override any new requirements incorporated in Local Planning Scheme No.5 until expiry of the 90-day transitional period from the end of the State of Emergency when that is ultimately declared by the State government.

Given the significance of the of recent amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* and the subsequent Notice of Exemption issued by the Minister for Planning in response to the COVID-19 pandemic, it is considered prudent and beneficial to inform the local community of its potential implications to raise awareness and ensure landowners comply with the relevant conditions as stated in the Notice if they wish to rely upon an exemption. This could be achieved through the preparation and publication of information on the Shire's website, Facebook page and newsletter.

CONSULTATION

- Ms Vanessa Jackson – Policy Manager, Planning and Improvement, WALGA
- Department of Planning, Lands & Heritage

STATUTORY CONTEXT

- *Planning and Development Act 2005*
 - Part 15, Division 1 – 'Subsidiary legislation made by Minister'
- *Planning and Development (Local Planning Schemes) Amendment Regulations 2020*
 - Amendments to the Deemed Provisions being Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- *Shire of Victoria Plains Local Planning Scheme No.5*

CORPORATE CONTEXT

Nil

FINANCIAL IMPLICATIONS

Nil aside from the cost associated with preparing and publishing information on the Shire's website, Facebook page and newsletter to inform the local community of the potential implications of the Notice of Exemption issued by the Minister for Planning on 8 April 2020 which is expected to be in the order of \$350.00 excluding GST.

VOTING REQUIREMENTS

Absolute majority required: No

2004-11	Officer Recommendation / Council Resolution
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Moved Cr P Bantock**Seconded Cr J Corless-Crowther**That Council **RESOLVE** to:

1. Note the recent amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* initiated by the State Government and approved by the Minister for Planning to temporarily override requirements of local planning schemes, and existing conditions of planning approvals, in response to the current State of Emergency for the Coronavirus (COVID-19) pandemic;
2. Acknowledge the Notice of Exemption issued by the Minister for Planning on 8 April 2020 providing details of the various temporary exemptions now in force for certain approvals and requirements under the Shire of Victoria Plains' local planning framework; and
3. Authorise the Shire Administration to prepare and publish information on the Shire's website, Facebook page and newsletter to inform the local community of the potential implications of the Notice of Exemption issued by the Minister for Planning on 8 April 2020 with the cost to be assigned to the Shire's town planning budget for the 2020 financial year.

CARRIED BY UNANIMOUS DECISION OF THE MEETING

9. MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION

Admitted by resolution of Council

2004-12	Officer Recommendation / Council Resolution
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Moved Cr J King

Seconded: Cr N Clarke

For Council to consider “*Consideration of WSFN Indicative 5 Yr Road Program*” under item 10 ‘New Business of an Urgent Nature Requiring Decision’ at 3.07pm.

CARRIED BY UNANIMOUS DECISION OF THE MEETING

Cr P Bantock declared a proximity interest in Item 10.1 “Consideration of WSNF Indicative 5 Yr Road Program” due to “trustee of a Trust owning property on Mogumber- Yarawindah Road, Mogumber” and withdrew from the meeting at 3.08 pm with Deputy Shire President, Cr D Lovelock, taking the Presiding Chair at 3.08pm, conducting a roll call at this time to ensure all EM’s were present both in the Chamber and via E-Meeting Teleconference for which all Elected Members confirmed their presence.

10.1 Consideration of WSNF Indicative 5 Yr Road Program

File reference	
Report date	19 th April 2020
Applicant/proponent	Wheatbelt Secondary Freight Network Committee
Officer disclosure of interest	No Interest to Disclose
Previous meeting references	Nil
Prepared by	Rod Munns – R Munns Engineering Consulting Services (Consultant)
Authorised by	
Attachments	
Attachment 1	Proposed SoVP Indicative Five (5) Yr WSNF Road Program

PURPOSE

For Council to consider committing to a potential five (5) year road program to upgrade roads on the AgLime Route #2, which entails receiving potentially \$ 8,344,800 of WSNF funding and matching this funding with \$ 702,025 of “Own Source” revenue, over this period.

BACKGROUND

This item follows Council’s resolution number 1909 – 17 from the September 2019 Ordinary Council Meeting, relating to the consideration to receive \$ 1 Million of WSNF funding to complete a Pilot Project in upgrading a 2.75km section of the Mogumber – Yarawindah Rd. Over the last three (3) week period, WSNF Project Manager Steve Thomson has driven the priority one (1) WSNF routes and caught up with representatives from each of the ten (10) affected Wheatbelt Region LG’s, to establish an indicative five (5) year WSNF program. It is expected that the majority of the available total \$87 Million of WSNF funding will be expended mainly on upgrading these priority one (1) routes over the next four (4) to five (5) year period, until this funding is extinguished. It is then hoped that a second round of funding can be obtained, if we can demonstrate to the Federal and State Government that our KPI’s and targets have been met, and this funding has been shown to be good value for money.

I have provided a proposed five (5) year indicative WSNF Road Program for the Shire of Victoria Plains, for Council consideration. This program includes the upgrades of the following AgLime Route #2 roads, one of the main priority one (1) routes, within this period:

- 1) Mogumber – Yarawindah Rd – from SLK 3.32 to 18.04 (the end of the Pilot Project section to the Great Northern Highway intersection) – Stages 1 to 4 (20/21 Yr to the 23/24 Yr)

- 2) Calingiri – New Norcia Rd – from SLK 11.50 – 15.20 (the low lying section east of Yenart Rd) – Stage 5 (24/25 Yr)

The WSFN Committee expects to submit the second PPR to the Federal Government funding body (ROSI) for the 2020/21 Yr Stage 1 works, in the very near future. The WSFN Committee are meeting on the 24th April 2020, to consider and endorse this Indicative five (5) year program. It is expected that the 2020/21 Yr Stage 1 works for the second PPR will be taken from this program.

COMMENT

MOGUMBER – YARAWINDAH PILOT PROJECT WORKS STATUS

Council's works crew stopped works on this Pilot Project on the 20th March 2020, due to the concerns with managing an unsealed pavement surface into the future, via disrupting the existing sealed surface (the next task at this time to be commenced was lime stabilising the existing pavement, which involves turning in the existing bitumen surfacing) with the unknown availability of future crew and contractor resources with the COVID-19 threat, and the near future onset of the colder wetter winter months, hanging over this project. At that time, nearly one third of the project costs had been expended and we were on schedule and had completed all of the clearing of regrowth vegetation in the Maintenance Zone, removal of spoil material from the verges and reshaping of table drains and widening and shoulder reconditioning, on this 2.75km section from SLK 0.47 to 3.32. I advised the WSFN Committee that we had temporarily postponed these works, and would resume the pavement upgrade works around mid to late September 2020, providing the site materials were dry enough and the COVID-19 threat had passed at that time. The WSFN Steering Committee understood these concerns at the time, and accepted the temporary postponement. Recently, they have approached Council with a request to consider utilising some of the claimed but unspent WSFN funding to clear the regrowth vegetation from the maintenance zone, for the remaining 14.72km east of the Pilot Project section, on the Mogumber – Yarawindah Rd from SLK 3.32 to 18.04. This would be on the proviso that the funding expended on this task, would be reimbursed with additional funding in the Stage 1 year (and the \$ 258,000 estimated for this task has been added into Council's indicative five year WSFN program – see item 5). As a result, Council's works crew intends resuming works on this Pilot Project by completing this regrowth verge vegetation removal on the remainder of this road section within this current financial year. We expect to recommence pavement upgrade works on the Pilot Project section in mid to late September 2020, and if Council agrees to commit to the five (5) year indicative WSFN program and funding is available, we would expect to continue on with the adjoining stage 1 upgrade works (with the expected preliminary works for this section being complete by that time) during the 2020 harvest period.

COST TO COUNCIL FOR ONGOING INDICATIVE 5 YR PROGRAM

The Federal Government funding body (ROSI) providing the majority of the WSFN funding, are applying pressure to the WSFN Committee to have the \$87 Million of WSFN funding effectively expended in the next four (4) to five (5) years, and sooner if possible.

Over the provided five (5) year program funding period, the SoVP may stand to receive approximately \$ 8,344,800 of WSFN Funding. However, this program is not guaranteed, and is indicative only and will vary depending upon:

- Funding Priorities - as to be determined via the MCA process
- Each affected priority one (1) route LG's ability and capacity to transfer this road

- upgrade funding onto the ground
- Each affected priority one (1) route LG's capacity to contribute the matching 6.7% funding levels to the overall total funding amount.
- Fine tuning individual years projects cost estimates or Scopes of Works, each year.

The WSNF Technical Committee is still fine tuning the MCA system, which will be utilised increasingly in future years to prioritise funding. This MCA system will be heavily weighted upon heavy vehicle road counts and the pavement condition based upon the High Speed assessment of the WSNF road network, recently conducted. This TSD data is not yet available to use, but will be in the near future. It is expected that the pavement condition will reflect the heavy vehicle counts, in that more depreciated pavements will correlate to higher heavy vehicle counts.

The Technical Committee has realised that due to the lack of Clearing Permits mainly and some other preliminary works requirements, currently there are sufficient but limited "shovel ready" projects on priority one (1) routes, for this funding to be expended on. Subsequently, the Stage 1 projects will be prioritised based more upon which projects are "shovel ready", rather than priority via outcomes from the MCA system. It is expected there will be some slight changes to the WSNF's overall indicative five (5) year program from the Stage 2 year, since the MCA system will come into play. Whilst LGs will have some input into this funding allocation process, ultimately the MCA system will determine which sections of the priority one (1) routes will be worked upon and funded.

Based on the indicative program, the projected costs to Council to match the WSNF funding in the next five (5) years road budgets, would be :

Yr 1 – Stage 1 - \$ 177,731

Yr 2 – Stage 2 - \$ 125,740

Yr 3 – Stage 3 - \$ 117,339

Yr 4 – Stage 4 - \$ 144,607

Yr 5 – Stage 5 - \$ 125,006

In resolving to commit to this potential five (5) year program and the opportunity to accept the projected WSNF funding, Council is committing to budgeting this matching funding each year over this time period.

OPPORTUNITY AND PROPOSED METHODOLOGY TO COMPLETE UPGRADE WORKS

As per the current WSNF Pilot Project work, it is expected that the SoVP would utilise their Roadworks Crew supplemented with suitably experienced Contractors (expected to be mainly Locally or Regionally based) to complete any ongoing WSNF funded work. The acceptance of this offer of additional WSNF funding provides an excellent opportunity to Council, in that it will allow:

- the Shire Works Crew to be upskilled in constructing high quality pavements which should provide ongoing high Crew productivity and work quality standards
- higher productivity levels in completing other funded road projects
- a chance to catch up on high contractor and material rich road projects such as reseals, which are in urgent need (since it is expected the WSNF road upgrade projects will take up a considerable amount of the Shire's Works Crew's labour and plant resources each year, and other road funding streams can be utilised to fund reseals).

- the upgrade of plant resources if this is desired, especially if funding is to be guaranteed for a minimum four (4) year period.
- provision of an upgraded and safer AgLime route, for both AgLime haulage operators and other motorists.
- the AgLime Route #2 roads to be upgraded at a lesser cost to Council than the only other sustainable funding opportunity, which is via SGFtLRA funding. This is since the matching funding for WSNF funding is 6.67% by the affected LG, as compared to the SGFtLRA funding arrangement where 33% matching funding is required from the affected LG.

CONSULTATION

Cr Wayne Gibson – Chairman of the Wheatbelt North Regional Road Group
Mr Craig Manton – Regional Manager of MRWA Wheatbelt Region.
Glenda Teede – CEO
Bob Edwards - Works & Services Manager

STATUTORY CONTEXT

Supporting this application will improve facilities for trucks and drivers – as per item 4.5 of the Strategic Community Plan adopted 28 March 2018.

4.	Infrastructure – to maintain / add to infrastructure used by the community
4.5	Improve facilities for trucks and drivers

CORPORATE CONTEXT

Nil

STRATEGIC IMPLICATIONS

Will provide a safer more efficient route for AgLime traffic through the Shire at minimal cost to Council.

FINANCIAL IMPLICATIONS

Attaining this funding to preserve this AgLime Route #2 road into the future, will reduce the financial burden on Council from contributing 33% matching funding via SGFtLRA funding (the only other available road funding to preserve these road sections on this route), down to 6.67% matching funding via Wheatbelt Secondary Freight Network funding. The indicative projected costs to Council to match the WSNF funding in the next five (5) years road budgets would be :

- Yr 1 – Stage 1 - \$ 177,731
- Yr 2 – Stage 2 - \$ 125,740
- Yr 3 – Stage 3 - \$ 117,339
- Yr 4 – Stage 4 - \$ 144,607
- Yr 5 – Stage 5 - \$ 125,006

Over this five (5) year funding period, the SoVP may stand to receive \$ 8,344,800 of WSNF Funding.

VOTING REQUIREMENTS

Absolute majority required: Yes

Cr J Kelly withdrew from the meeting via E-Meeting Teleconference at 3.16pm, re-joining the meeting at 3.18pm to partake in the vote.

2004-13 Officer Recommendation / Council Resolution
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Moved Cr N Clarke

Seconded Cr J Corless-Crowther

That Council:

- a) **COMMITTS** to the proposed indicative five (5) year WSFN funded road program on the AgLime Route #2 roads; and
- b) makes **PROVISION** to allocate “Own Resource” funding in the next five (5) year annual budgets (as required), to match the available WSFN funding at 6.7% of the agreed upon annual program amount to a maximum value of say \$150,000 to \$170,000 of “Own Resource” funding per annum. From the indicative program, the highest allocation would be in the coming 20/21 Yr which is \$177,731, due mainly to the carryover of WSFN funding from this financial year, and the loading up of required preliminary works.

CARRIED BY ABSOLUTE MAJORITY For 6 / Against 0

Cr Bantock re-joined the meeting at 3.19pm, resuming the Presiding Chair with Item 10.1 Council resolution being read aloud.

11. MEETING CLOSED TO PUBLIC – CONFIDENTIAL ITEMS


Nil

12. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 3.21pm.

CERTIFICATION

These minutes were confirmed at the Ordinary Council Meeting held on 27th May 2020 2020.

Signed 
(Presiding member at the meeting which confirmed the minutes)

Date 27th May 2020

Council Minutes are unconfirmed until they have been adopted at the following meeting of Council.