



# Council Agenda

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## Shire of Pingelly Ordinary Council Meeting 20 May 2020

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### **MISSION STATEMENT**

*To enhance the quality of life for the people of Pingelly through the provision of leadership, services and infrastructure.*



## **Shire of Pingelly**

### **Notice of Meeting**

Notice is given that a meeting of the Council will be held in the Council Chambers, 17 Queen Street, Pingelly on 20 May 2020, commencing at 2.00pm.

Your attendance is respectfully requested.

### **Disclaimer**

The recommendations contained in this agenda 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. 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 Councils decision.

A handwritten signature in black ink, appearing to read 'Julie Burton', written over a horizontal line.

**Julie Burton**  
**Chief Executive Officer**

## PUBLIC QUESTION TIME INFORMATION

The Shire of Pingelly welcomes community participation during public question time. This document is to be read in conjunction with the *Shire of Pingelly Standing Orders Local Law 2017* and the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

1. A member of the public who raises a question during question time must:
  - a. be in attendance at the meeting;
  - b. first state their name and address;
  - c. direct the question to the Presiding Member;
  - d. ask the question briefly and concisely;
  - e. limit any preamble to matters directly relevant to the question; and
  - f. ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.
2. Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
3. Where a member of the public seeks a written response to their questions to be tabled at a meeting, the member of the public must submit their questions to Council by no later than 12 noon on the day prior to the meeting date of which the response is to be tabled.
4. Where a member of the public submits their questions after 12 noon on the day prior to the meeting date of which the response is to be tabled, a written response may be provided at the discretion of the presiding member.
5. Where a member of the public submits a written question after 12 noon the day prior to the meeting at which they are to be tabled, a verbal response may be provided at the meeting.
6. A member of the public may ask questions without notice at a meeting, provided they present a written copy of their questions to Council prior to the commencement of the meeting.

Questions may be submitted by e-mail to [admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au).

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman to declare the meeting open.

**2. ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to both the Aboriginal and non-Aboriginal people past and present and emerging.

**3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

**3.1 Council Agenda Reports**

Please note that all elected members have been provided with the relevant information pertaining to each Officers reports within today's Agenda and the Officer Recommendations are based on Council Policy and or State Acts and Legislation.

**4. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**

**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**6. PUBLIC QUESTION TIME**

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

**8. DISCLOSURES OF INTEREST**

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

**9.1 Ordinary Meeting – Wednesday 15<sup>th</sup> April 2020**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on Wednesday 15<sup>th</sup> April 2020 be confirmed.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## **10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

### **11. REPORTS OF COMMITTEES OF COUNCIL**

- Audit Committee Full Council
- Pingelly Recreation & Cultural Committee Member – Shire President  
Deputy – Deputy President
- Bushfire Advisory Committee Member – Cr Freebairn  
Deputy – Cr Hotham
- Chief Executive Officer Performance Review Committee Member – Shire President  
Member – Deputy President  
Member – Cr Hastings

### **12. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES**

- Central Country Zone of WALGA Delegate – Shire President  
Delegate – Deputy President  
Deputy – Cr Wood
- Hotham-Dale Regional Road Sub-Group Delegate – Shire President  
Deputy – Cr Oliveri
- Development Assessment Panel Delegate – Shire President  
Delegate – Cr Wood  
  
Deputy – Cr McBurney  
Deputy – Cr Hotham
- Pingelly Tourism Group Delegate – Cr Hotham  
Deputy – Cr Oliveri
- Regional Waste Group Delegate – Cr Mulroney  
Deputy – Cr Wood
- Shires of Pingelly and Wandering Joint Local Emergency Management Committee Delegate – Shire President  
Deputy – Cr Freebairn
- Youth Focus Group Delegate – Cr Hastings  
Deputy – Cr McBurney
- Pingelly Somerset Alliance Delegate – Shire President  
Deputy – Cr McBurney
- Pingelly Early Years Network Delegate – Cr Hastings

### **13. REPORTS FROM COUNCILLORS**

#### **Cr William Mulronev (President)**

##### **Meetings for April:**

17<sup>th</sup> Webinar WALGA- Minister for Local Government re COVID -19  
22<sup>nd</sup> Councillor Training. - Understanding Financial Reports and Budgets (Cancelled)  
23<sup>rd</sup> Pingelly Wandering LEMC Teleconference re COVID 19  
24<sup>th</sup> WALGA Webinar with Local Government Minister and Guest Speaker Minister for Health.  
27<sup>th</sup> Radio Interview 101.3 FM re Council Issues and COVID-19

##### **Meetings for May:**

1<sup>st</sup> CCZ Teleconference  
1<sup>st</sup> WALGA Webinar with Minister for Local Government and Guest Speaker Minister for Emergency Services re COVID 19  
4<sup>th</sup> Councillor Shire Road Tour of inspection (Cancelled)  
7<sup>th</sup> Pingelly Wandering LEMC Teleconference re COVID -19  
8<sup>th</sup> WALGA Webinar with Local Government Minister and Guest Speaker Minister for Agriculture re COVID 19  
12<sup>th</sup> Meeting with CEO  
13<sup>th</sup> Council discussion on Business Plan for Funding from Federal Govt Grant Scheme Drought Relief Fund.  
13<sup>th</sup> Teleconference with CEO and Doctors re contract renewal.  
15<sup>th</sup> WALGA Webinar with Minister for Local Government re COVID-19  
19<sup>th</sup> PRACC meeting  
20<sup>th</sup> Ordinary Council Meeting

## **14 OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **14.1 Installation of Solar Power System**

<b>File Reference:</b>	<b>ADM0019</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to approve the purchase of a solar power system on the Shire Administration Building.

#### **Background**

With Solar Photovoltaic (PV) Systems becoming regarded as standard items at local government facilities, staff have investigated various Solar PV options for Pingelly in order to produce a financial saving, and in consideration of the environmental benefits.

Analysis has been undertaken across a number of Shire facilities, with the Administration Building proposed to be the first of a number of proposed installations of sustainable energy options.

Investigation has been undertaken to determine the most ideal solar PV system, maximising the use of solar electricity production to offset grid electricity demand. In addition to assessing the current usage rates of electricity, the time of usage and its relationship to solar production, the impact of Small-Scale Renewable Energy Certificates (STC's) was considered. Solar PV systems under a 100 kW capacity, offer STC's which can be transferred to the installer for an immediate discount off the purchase price. Following analysis by suppliers, a 19.8kW system is considered appropriate for the Shire of Pingelly Administration building.

#### **Comment**

The Shire has averaged approximately \$7,200 annually over the last three years for the provision of electricity to the Administration Building, with \$7,310 being the estimated charges for the full 2019/20 year. Quotes from 2 suppliers for Solar PV systems indicate the cost for the most appropriate system for the power consumption is between \$18,000 and \$20,000.

The profitability analysis indicates a saving of between \$4,870 and \$6,617 per annum. The lower estimated saving is based on conservative modelling, assuming a 5 day operating week with no benefit on the weekend. The average of these two figures is \$5,744, which is considered to be a reasonable estimate of the actual saving.

It is proposed to lease the system over 48 months, with the lease being funded through the savings in electricity generated from the system. A lease option equating to approximately \$5,664 in payments per year, provides a potential small saving in the first four years, with the full value of the system being realised in year 5.

	LTFP allocation	Electricity Charges	Lease Payment	Estimated Savings / yr
Current year	\$7,310	\$7,310		
Year 1	\$7,310	\$1,566	\$5,664	\$80
Year 2	\$7,310	\$1,566	\$5,664	\$80
Year 3	\$7,310	\$1,566	\$5,664	\$80
Year 4	\$7,310	\$1,566	\$5,664	\$80
Year 5 +	\$7,310	\$1,566	\$0	\$5,744



The Shire's dependence on electricity is not expected to reduce at any stage in the future. In addition, charges from electricity suppliers are likely to increase, notwithstanding a 0% increase is predicted in 2020/21. Investing in a high quality solar PV system that will perform well now and into the future, is seen as a sound operational decision.

The estimated life of the system is at least 15 years, with the inverter expected to perform for 15-25 years, and the panels for 25 years. Based on a life of 15 years for the entire system, a saving of \$5,744 per year for years 5-15 is considered a minimum cost saving, as consumption costs are likely to increase into the future.

In addition to the financial benefits, the 19.8kW solar system is estimated to offset the equivalent of 24.2t CO2 equivalent per year.

### Consultation

No consultation is deemed required in relation to this matter.

### Statutory Environment

Not applicable

### Policy Implications

Policy 5.11 Purchasing

### Financial Implications

The draft 2020/21 Budget has an allocation of \$7,310 for electricity. Proposed lease payments can be funded through electricity savings that will be achieved from the Solar PV system.

Under the proposed lease option there will be a significant positive financial impact over the life of the infrastructure.

### Strategic Implications

Goal 4	Natural Environment
Outcome 4.4	Energy is used efficiently and there is an increased use of renewable energy in the Shire
Strategy 4.4.1	Continued inclusion of energy efficient design and systems, and solar energy systems in Council buildings and other key facilities.

### Risk Implications

Risk	There is a risk that the performance expectations of the system do not meet projections and therefore the annual savings anticipated to the Budget are not fully realised.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Financial
Risk Action Plan (Controls or Treatment Proposed)	No further actions are proposed, as a conservative estimation on power (and financial) savings has been utilised to calculate the estimated positive impact. A negative 10% variation is approximately \$564, which could be accommodated within the operating budget.

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

**Voting Requirements**

Simple Majority

**Recommendation**

**That Council agrees to enter into a lease agreement for the installation of a 19.8 kW Photovoltaic System over a 48 month lease period, to be installed at the Shire of Pingelly Administration Building, with annual lease payments of \$5,664 to be funded from the electricity allocation within the 2020/21 Budget.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## **14.2 National Redress Scheme – Participation of Local Governments**

<b>File Reference:</b>	<b>ADM0630</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Local Government Information Paper (December 2019)</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary**

Council is requested to note the background information and the WA Government's decision in relation to the National Redress Scheme, as well as the key considerations and administrative arrangements for the Shire of Pingelly to participate in the National Redress Scheme. In addition, Council is requested to formally endorse the Shire of Pingelly's participation as part of the WA Government's declaration in the National Redress Scheme, and provide authority to execute a service agreement with the State, if a Redress application is received.

### **Background**

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community. The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme. All levels of Australian society (including the WA local government sector), will be required to consider leading practice approaches to child safeguarding separately in the future.

The Royal Commission's Redress and Civil Litigation (September 2015) Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse. The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme. The Western Australian Government (the State) started participating in the Scheme from 1 January 2019. Under the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth), local governments may be considered a State Government institution.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

### **Comment**

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the State Records Act 2000); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested. This would be on a fee for service basis with costs to be covered by the individual local government (see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration. State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements). The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Pingelly's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Pingelly formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Pingelly will not be included in the State's amended declaration, unless it formally decides to be included. The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Pingelly to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should Council decide not to participate with the State or in the Scheme altogether, considerations for the Shire of Pingelly include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Pingelly having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Pingelly.

Detailed below is a list of considerations with regard to participation in the Scheme:

#### 1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Pingelly will receive a Redress application. A Service Agreement will only be executed if the Shire of Pingelly receives a Redress application. The Shire of Pingelly needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

#### 2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

#### 3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Pingelly will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

#### 4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the State Records Act 2000 (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Pingelly's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in The Act.

#### 5. Redress Decisions

The Shire of Pingelly should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Pingelly do not have any influence on the decision made and there is no right of appeal.

### **Consultation**

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.
2. WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

### **Statutory Environment**

In agreeing to join the Scheme, the Shire of Pingelly is required to adhere to legislative requirements set out in the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the Local Government Act 1995.

### **Policy Implications**

There are no relevant policy implications.

### **Financial Implications**

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and

The State will also provide trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested, noting that this will be on a fee for service basis with costs to be covered by the individual local government. The cost would be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

## Strategic Implications

Goal	Innovation, Leadership and Governance
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## Risk Implications

Risk	The most significant risk will arise from the failure to elect to participate in the National Redress Scheme, which will leave the Shire of Pingelly without any protection should future claims arise.
Risk Rating (Prior to Treatment or Control)	Medium (8)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Participation in the scheme will adequately reduce the risk of future Redress application being received by the Shire of Pingelly.

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

## Voting Requirements

Simple Majority

## Recommendation

That Council, with respect to the participation in the National Redress Scheme:

- 1) Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;
- 2) Notes that the Shire of Pingelly will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Council makes a specific and formal decision to be included;
- 3) Endorses the participation of the Shire of Pingelly in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
- 4) Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; and
- 5) Notes that a confidential report will be provided if a Redress application is received by the Shire of Pingelly.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_



# **National Redress Scheme for Institutional Child Sexual Abuse**

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**Department of Local Government, Sport  
and Cultural Industries**

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Information Paper

3 February 2020

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# 1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

## 2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

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The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

### CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.<sup>1</sup>

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

<sup>1</sup> Section 111(1)(b).

### 3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

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The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

#### LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

## WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

## 4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

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Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

## KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

### State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

### Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). \*

\* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.



Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

## 5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

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Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

### CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

### APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

### RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

## REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

## MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

## 6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

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In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

## ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au).
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

## FOR MORE INFORMATION

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## APPENDIX A

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### ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions<sup>2</sup> to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks (August 2015)*; *Redress and Civil Litigation (September 2015)* and *Criminal Justice (August 2017)*. The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

<sup>2</sup> \* For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

## THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
  - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
  - Places emphasis on genuine engagement with and valuing of children;
  - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
  - Creates conditions that increase the likelihood of identifying any harm;
  - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

## APPENDIX B

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### NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au) or the [National Redress Guide](#).



## SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

## TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> <li>No responsibility for local governments.</li> <li>The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.</li> </ul>
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> <li>ACT has no municipalities, and the ACT Government is responsible for local government functions.</li> <li>ACT has therefore not been required to explore the issue of local government participation in the Scheme.</li> </ul>
New South Wales (NSW)	<ul style="list-style-type: none"> <li>In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability.</li> <li>The NSW Office for Local Government is leading communications with local councils about this decision.</li> <li>NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.</li> </ul>
Northern Territory (NT)	<ul style="list-style-type: none"> <li>The NT Government has consulted all of the Territory's local governments, including individually visiting each local government.</li> <li>NT is in the process of amending Territory's declaration of participating institutions to include local governments.</li> </ul>
Queensland	<ul style="list-style-type: none"> <li>Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions.</li> <li>The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.</li> </ul>
South Australia (SA)	<ul style="list-style-type: none"> <li>Local governments are not currently included in the SA Government's declaration</li> <li>The SA Government is still considering its approach to local governments.</li> </ul>
Tasmania	<ul style="list-style-type: none"> <li>Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration.</li> <li>A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.</li> </ul>
Victoria	<ul style="list-style-type: none"> <li>The Victorian Government's declaration includes local governments.</li> <li>The Victorian Government is covering local governments' redress liability.</li> </ul>
Western Australia (WA)	<ul style="list-style-type: none"> <li>The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.</li> </ul>

## TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

## THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

## MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

## EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

### **14.3 Road Asset Management Plan**

<b>File Reference:</b>	<b>ADM0617</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Road Asset Management Plan</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to approve the Road Asset Management Plan 2020 - 2039.

#### **Background**

As part of the Integrated Planning and Reporting Framework introduced to Local Governments in 2011, there is a requirement to develop asset management plans. This requirement was introduced to enhance the sustainable management of assets by encouraging whole of life and whole of organisation approaches and the effective identification and management of risks associated with the use of assets.

The Framework was developed to assist local governments plan and manage assets, and highlights the fundamental link between asset management, long term financial planning and strategic planning.

A formal review of the RAMP was last undertaken in 2014.

#### **Comment**

The Road Asset Management Plan (RAMP) is an important document which explains:

- The assets owned (inventory)
- The service levels or minimum required standards of the asset
- The anticipated future demand for the services provided for the asset including identifying desired increases in the services
- The risks associated with the asset
- Operation and maintenance of the network and the associated costs
- Renewal costs for the network over the next 20 years

The assets covered by the Road Asset Management Plan include:

- 372 km unsealed roads
- 201 km sealed roads
- 726 km surface water channel
- 11.2 km footpaths
- 745 culverts
- 908 – road signs

These infrastructure assets have a replacement value of \$78.74 million, including the formation and earthwork components of roads. The predicted costs to operate, maintain and renew the assets covered by this Plan is an average of \$1.87 million per year. The renewal component of this annual average expenditure is \$1,204,779.

The condition profile for unsealed roads shows a large proportion of unsealed road pavements are in poor or below condition (43%). The majority of sealed road pavements are in an average or better condition (93%). Due to the number of assets being in a poor condition, there is a peak of renewal requirement in the first year of the planning period. The year one renewal requirement is \$4,121,930, which reflects the total expenditure required to return the network to a desired level of service. Such a backlog is not uncommon in local government, and while it is not feasible to renew all assets in the first year, a long term strategy to gradually increase the level of road funding, combined with careful maintenance to increase the life of the infrastructure, is a sustainable and practical way to manage and renew the Shires road assets.

The current industry ratio to measure if there is sufficient future funding for renewal and replacement of assets is the asset renewal ratio. This indicator is a measure of the ability of the local government to fund its projected asset renewals and replacements in the future. A local government must have developed a Long Term Financial Plan supported by Asset Management Plans to determine this ratio. A ratio of less than 75% indicates that the local government may not be making adequate provision for the future renewal or replacement of its asset base. The Road Asset Management Plan shows a renewal ratio of 71% is being achieved over the 10 years, based on current spending levels. This percentage will fluctuate significantly depending on the level of funding for capital roadworks, however, it will need close monitoring to ensure adequate funding is provided for the Shire's road network.

The Plan will be reviewed on a cyclic basis every 4 years and will be used to support the annual updates to the 10 year Long Term Financial Plan and annual budget.

### Consultation

No consultation is deemed required in relation to this item.

### Statutory Environment

Asset Management is a core function of managing local government assets which meets the objectives of the Local Government Act 1995, Section 2.7.

### Policy Implications

Policy 5.13 Asset Management

### Financial Implications

The standards as set out in the RAMP show a backlog in the renewal program and an average required annual expenditure of \$1,204,779. The annual review of the Long Term Financial Plan should carefully consider the level of expenditure allocated to road renewal to ensure a minimum of 75% of asset renewal is provided for.

### Strategic Implications

Goal 3	Built Environment
Outcome 3.4	It is easy and safe to move around and in and out of the district
Strategy 3.4.1	Provision of a road network with service levels that meet the needs of industry and residents

### Risk Implications

Risk	Not considering financial requirements for input into the Long Term Financial Plan may result in infrastructure deteriorating to a poor condition. This will lead to heightened community concern where assets become non-functional.
Risk Rating (Prior to Treatment or Control)	High (16)
Principal Risk Theme	Financial and Reputational
Risk Action Plan (Controls or Treatment Proposed)	The renewal requirement will be considered on an annual basis as the Long Term Financial Plan is developed and reviewed.

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

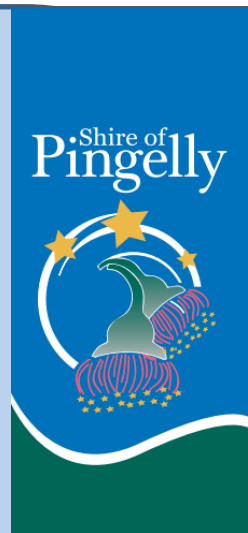
**Voting Requirements**

Simple Majority

**Recommendation**

**That Council adopt the Road Asset Management Plan 2020 – 2039 as attached.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_



# **ROAD ASSET MANAGEMENT PLAN**

Shire of Pingelly

Version 1.0  
April 2020



Document Control		Asset Management Plan			
Document ID :					
Rev No	Date	Revision Details	Author	Reviewer	Approver
1.0	2020	Initial draft of a Road AMP	SOP	SOP	SOP

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## 1.0 EXECUTIVE SUMMARY

### 1.1 The Purpose of the Plan

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

This asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide the services generally over a 20-year planning period.

This plan covers the infrastructure assets that support a road transport network provided by the Shire of Pingelly (the Shire) to the community.

### 1.2 Asset Description

These assets include:

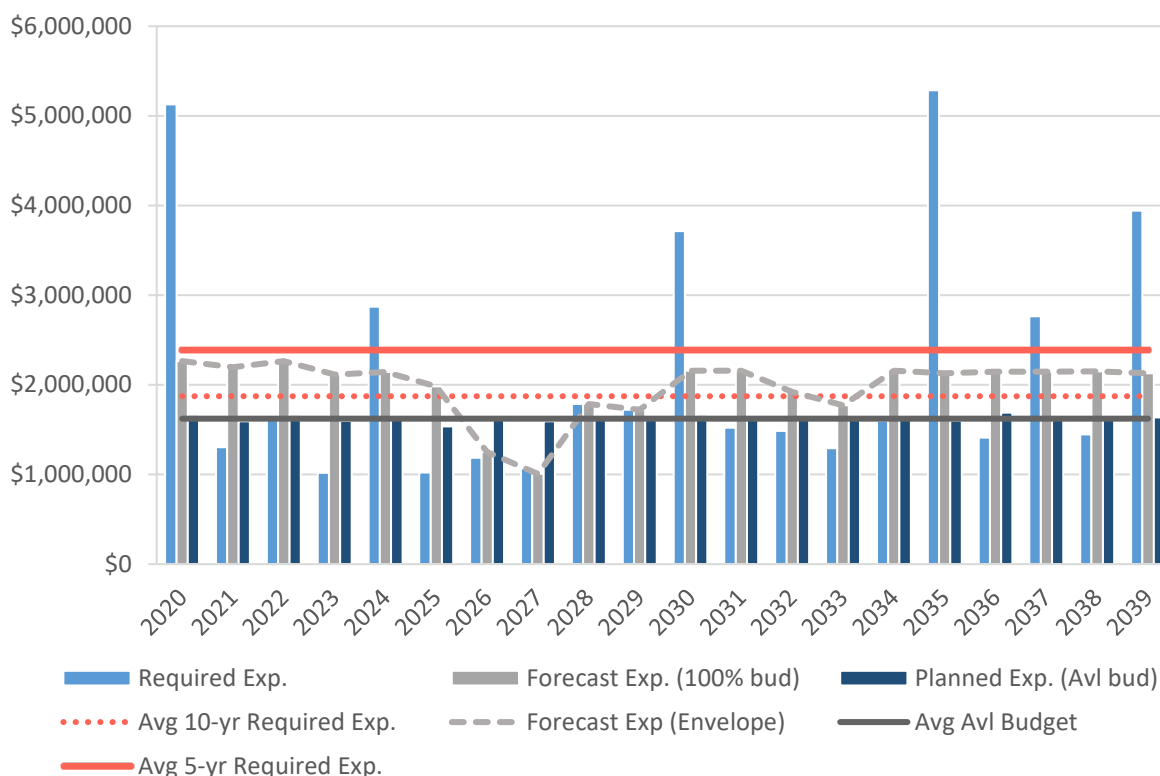
- 372 km unsealed roads
- 201 km sealed roads
- 726 km surface water channel
- 11.2 km footpath
- 745 – circular/box shaped culverts for the drainage system
- 908 – signs for the roadside furniture

These infrastructure assets have a replacement value of **\$78.74 Million**. This includes the formation and earthworks; the depreciable value is **\$39.47 Million**.

### 1.3 What does it Cost?

The forecast lifecycle costs necessary to provide the services covered by this Asset Management Plan (AM Plan) includes operation, maintenance, renewal, acquisition, and disposal of assets over the 10-year planning period is \$18.73M or \$1.87M on average per year.

**Forecast Lifecycle Costs and Planned Budget**



Estimated available funding for this 10-year period is \$16.22M or \$1.62M on average per year, which is equal to 86.6% of the cost to provide the service. The anticipated planned budget leaves a shortfall of \$250,071 per year over 10 years to sustain the current level of service at the lowest lifecycle cost.

However, the financial sustainability indicators for the 5-year and long-term financial planning periods show greater shortfalls in the annual budget. Of these, the 5-year financial plan outlay is of 68.50% of the forecast expenditure, which leaves a shortfall of \$752,307 per year and the indicator for the long-term financial plan outlay is 70.96% leaving a shortfall of \$664,174 per year. Details on financial sustainability indicators are given in Section 7.1.

Councils' present funding levels are insufficient to continue to provide existing services at current service levels in the medium and long-term period. A detailed summary of the lifecycle costs and planned budget is shown in Appendices A and B.

#### **1.4 What we will do**

Council plans to provide transport services regarding operation, maintenance, renewal and upgrade of the road network to achieve the following strategic objectives:

- Ensure the road transport network is maintained at a safe and functional standard as set out in this asset management plan.
- Improve roads, footpath and other assets within funding constraints.
- Efficient use of Council Resources

#### **1.5 What we cannot do**

We currently do **not** allocate enough budget to sustain these services at the desired standard or to provide all new services being sought. Works and services that cannot be provided under present funding levels are:

- Many pavements and surfaces of the unsealed and sealed roads that have reached their useful lives and are now in Poor or below condition cannot be replaced in the coming years. Deterioration of these assets in the medium to long term will cause a reduction in the level of service.

#### **1.6 Managing the Risks**

Our present budget levels are insufficient to continue to manage risks in the medium term.

The main risk consequences are:

- Reduced level of services; operation and maintenance interruption
- Reduction in vehicle travel speed; damage to vehicles from poor road condition; loss all weather access of unsealed roads
- Lack of information resulting in decision making which can potentially be compromised.

We will endeavour to manage these risks within available funding by:

- Develop a maintenance/renewal plan based on condition and hierarchy as presented in this plan to spread out evenly the forecast expenditure over the planning period as presented in Section 5.3.
- Regular inspections and maintenance to maintain asset condition.

#### **1.7 Asset Management Practices**

Our systems to manage assets include:

- SynergySoft Enterprise for the accounting and financial management functions, which include the financial register of the Shire's assets.
- RAMM Asset Management System (ROMAN II) to manage the road network. Changes in asset data are updated annually.

Assets requiring renewal/replacement are identified from either the asset register or an alternative method. These methods are part of the Lifecycle Model.

- If Asset Register data is used to forecast the renewal costs, this is done using the acquisition year and the useful life
- Alternatively, an estimate of renewal lifecycle costs is projected based on Renewal ranking criteria, annual budget allocation and professional judgement.

Both the Asset Register and Alternate Method were conducted to forecast the renewal life cycle costs for this asset management plan.

### **1.8 Monitoring and Improvement Program**

The next steps resulting from this asset management plan to improve asset management practices are:

- Re-evaluate condition of all assets, then update the Remaining Useful Lives of the assets.
- Update all new segmented and componentised road asset data into RAMM.
- Conduct research on customer expectations and consultation in order to finalise customer levels of service and technical levels of service.
- Ensure future needs are reflected in future asset management plans and considered in the development of the Long-Term Financial Plan
- Continue to develop the integration between strategic plans, asset plans and long-term financial plans

## 2.0 INTRODUCTION

### 2.1 Background

This asset management plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the long term planning period.

The asset management plan is to be read with the Shire planning documents. This should include the Asset Management Policy and Asset Management Strategy, where developed, along with other key planning documents:

- Pingelly Strategic Community Plan
- Asset Management Plan 2013/14
- Long Term Financial Plan
- Annual Reports

The Shire is moving towards a stronger asset planning focus, however, the strategic plans, asset plans and long-term financial plans are not fully integrated.

This infrastructure assets covered by this asset management plan are given in Table 2.1, having a total replacement value of \$78.74 Million. For more details of the assets physical parameters, condition and hierarchy refer to Table 5.1.1 in Section 5.

**Table 2.1: Assets covered by this Plan**

Asset Category	Dimension	Replacement Value (\$M)
Road (includes road formations)	573 km	67.78
SW Channel	726 km	3.43
Footpath	11.2 km	1.52
Drainage	745	5.75
Sign	908	0.26
<b>TOTAL</b>		<b>78.74</b>

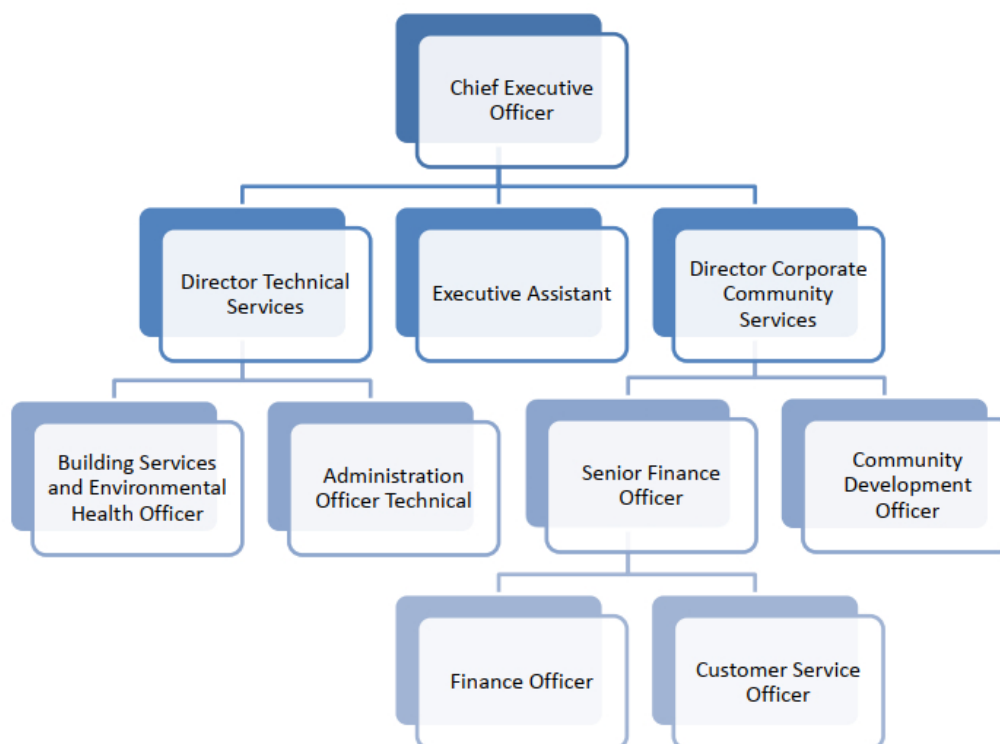
Key stakeholders in the preparation and implementation of this asset management plan are shown in Table 2.1.

**Table 2.1: Key Stakeholders in the AM Plan**

Key Stakeholder	Role in Asset Management Plan
Councillors	Represent needs of community; Allocate resources to meet planning objectives in providing services while managing risks; Ensure service is sustainable.
Employees / Contractors	Safe working environment
Community Residents and Businesses	Value for money, equitable and responsible service, well maintained assets
Road Users	Well maintained assets specific to users' needs
Insurers	Appropriate risk management policies and practices, safe working environments, well maintained assets

Key Stakeholder	Role in Asset Management Plan
Tourists/Cyclists	Well maintained assets, accessible services, safe facilities
Government (Federal and State)	Systems in place to sustain road infrastructure, accountability, transparency

Our organisational structure for service delivery from infrastructure assets is detailed below:



**Figure 2.1: Organisational chart**

## 2.2 Goals and Objectives of Asset Ownership

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a long-term financial plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are:

- Levels of service – specifies the services and levels of service to be provided,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,

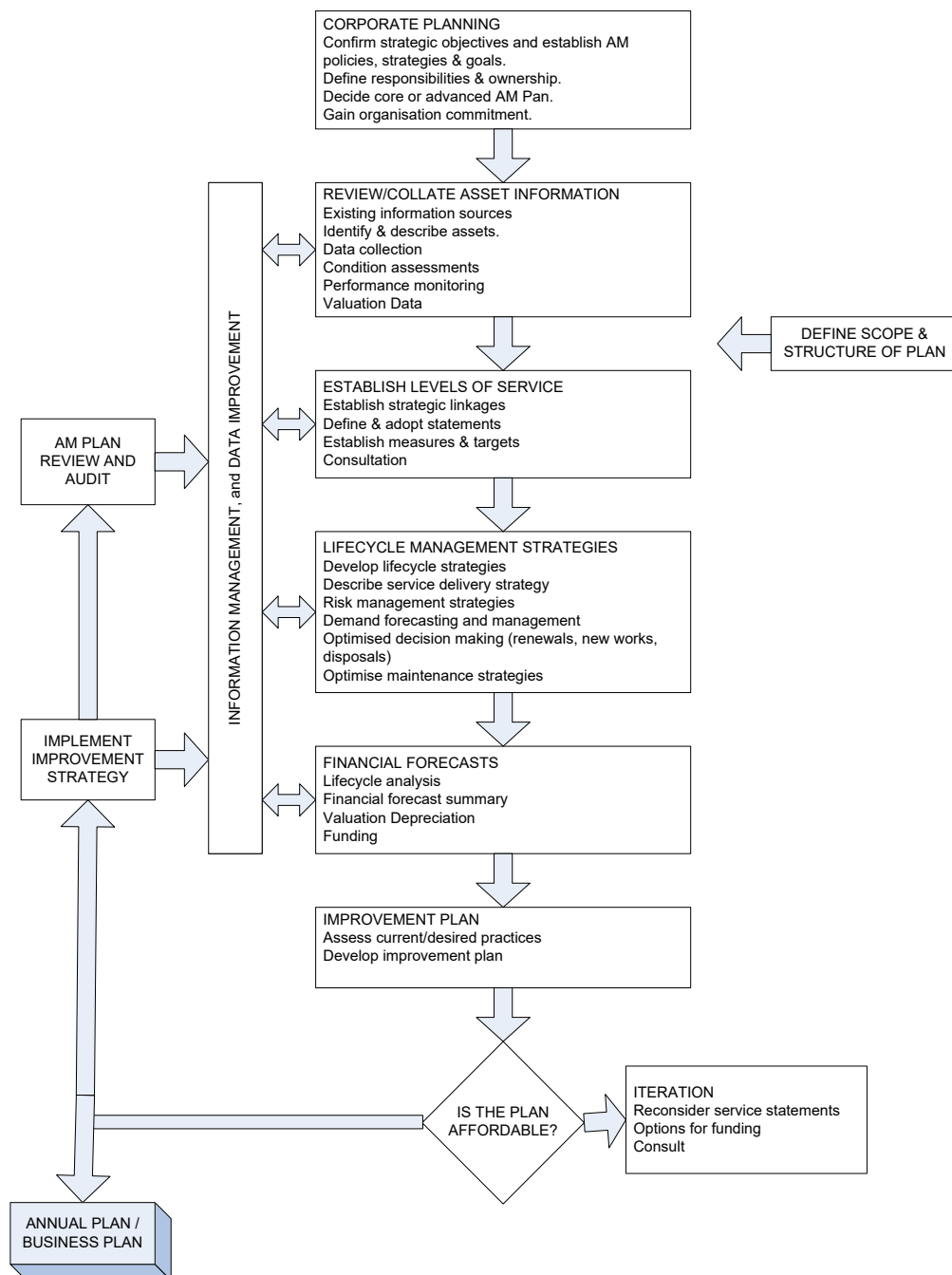


- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 <sup>1</sup>
- ISO 55000<sup>2</sup>

A road map for preparing an asset management plan is shown below in Figure 2.2.



**Figure 2.2: Road Map for preparing an Asset Management Plan**  
 Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11

<sup>1</sup> Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

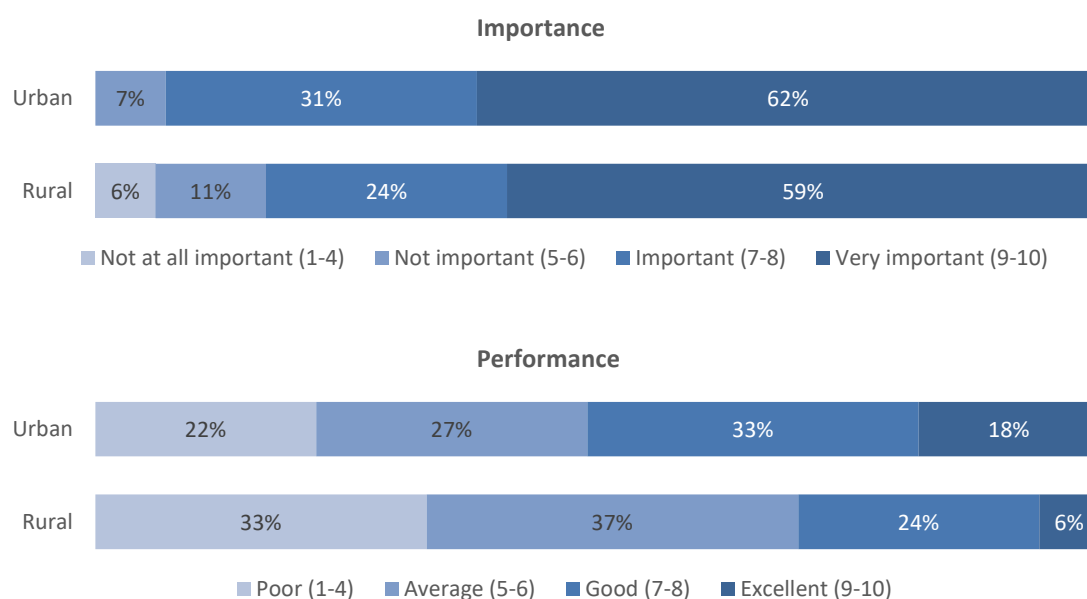
<sup>2</sup> ISO 55000 Overview, principles and terminology

### 3.0 LEVELS OF SERVICE

#### 3.1 Customer Research and Expectations

This asset management plan is prepared to facilitate consultation prior to adoption of levels of service by the Shire. Future revisions of the asset management plan will incorporate customer consultation on service levels and costs of providing the service. This will assist the Shire and stakeholders in matching the level of service required, service risks and consequences with the customer’s ability and willingness to pay for the service.

The Shire has not carried out any detailed research on customer expectations. However, a survey on the importance and performance of the road network by urban and rural residents was undertaken in 2018. The results are shown in the following graphs.



**Figure 3.1: Importance and Performance of Roads by Urban and Rural Residents**

It is seen that roads are considered to be important but are not performing at a level which meets customer expectations. Residents are less satisfied with rural roads than with urban roads. This represents an opportunity for the Shire to improve.

More detailed community expectations and consultation will be undertaken for future updates of this asset management plan.

#### 3.2 Strategic and Corporate Goals

This asset management plan is prepared under the direction of the Shire’s vision, mission, goals and objectives.

Our vision is:

Pingelly, a sustainable community, where natural beauty and economic diversity provide opportunities for all.

Our mission is:

To enhance the quality of life for the people of Pingelly through the provision of leadership, services and infrastructure.

Strategic goals have been set by the Shire. The relevant goals and objectives and how these are addressed in this asset management plan are summarised in Table 3.2.

**Table 3.2: Goals and how these are addressed in this Plan**

Goal	Objective	How Goal and Objectives are addressed in the AM Plan
Develop a Stronger community	Strengthen asset management capability	<ul style="list-style-type: none"> <li>▪ Taking a life cycle approach</li> <li>▪ Developing cost-effective management strategies for the long term</li> <li>▪ Providing a defined level of service and monitoring performance</li> </ul>
Financial Sustainability	Be responsible with the stewardship of the resources we manage	<ul style="list-style-type: none"> <li>▪ This Asset Management Plan in conjunction with Long Term Financial Plan are the tools by which we assess the long-term financial sustainability of infrastructure assets</li> <li>▪ Planning long term sustainable infrastructure is important to enable the appropriate resources to be identified and provided</li> <li>▪ Planning long term sustainable infrastructure is important to enable the Shire to meet its statutory requirements</li> </ul>
Strategic Leadership	Engage the community in establishing the directions for the Shire	<ul style="list-style-type: none"> <li>▪ Development of the service levels provided by infrastructure, and the balancing of this with the available funding and acceptable risk will require communication and consultation with the community</li> <li>▪ A primary objective of the first asset management plans prepared by the Shire is to establish the position in relation to maintaining the current infrastructure at a level, which will sustain the current standard of services</li> <li>▪ Once the current sustainability position is established community discussion can be sought to identify acceptable changes to services</li> </ul>

### 3.3 Legislative Requirements

There are many legislative requirements relating to the management of assets. Legislative requirements that impact the delivery of transport assets are outlined in Table 3.3.

**Table 3.3: Legislative Requirements**

Legislation	Requirement
Local Government Act	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long-term financial plan supported by asset management plans for sustainable service delivery. Integrated Planning and Reporting.
Roads Act 1993	Sets out the rights for the use of public roads, confers certain road related functions on road authorities and regulates the carrying out of various activities
Work Health and Safety Act 2011	Sets out an employee's obligations to provide a safe work environment for all users, including processes and documentation.
Environment Planning & Assessment Act 1979	Encourages the proper management, development and conservation of natural and artificial resources, for the purpose of promoting the social and economic welfare of the community and a better environment.

Civil Liability Amendment (Personal Responsibility) Act 2002	Sets out a road authority's responsibility in the development and implementation of appropriate inspection and maintenance programs subject to the availability of financial and other resources.
Native Vegetation Act	The responsibilities and powers of Council in providing protection for native vegetation.
Australian Accounting Standards Board - AASB 116, AASB1031	Accounting rules setting out Council requirements for maintaining accounting standards and the financial reporting of assets.

### 3.4 Customer Values

Service levels are defined in three ways, customer values, customer levels of service and technical levels of service.

**Customer Values** indicate:

- what aspects of the service is important to the customer,
- whether they see value in what is currently provided, and
- the likely trend over time based on the current budget provision.

**Table 3.4: Customer Values**

<b>Service Objective:</b>			
<b>Customer Values</b>	<b>Customer Satisfaction Measure</b>	<b>Current Feedback</b>	<b>Expected Trend Based on Planned Budget</b>
Road reseals, resheets and maintenance	Customer surveys & Complaints	Moderate number of complaints related to road maintenance	Complaints anticipated to increase
Upgrading of gravel roads to sealed roads	Customer surveys & Complaints	Moderate number of complaints related to road maintenance	Anticipated to increase as the expectations change
Widening of narrow roads	Customer surveys & Complaints	Minimal number of complaints	Remain reasonably constant
Roughness / smoothness of roads	Customer surveys & Complaints	Moderate number of complaints related to road maintenance	With the current budget, complaints anticipated to increase
Upgrading dangerous intersections	Customer surveys & Complaints	Minimal number of complaints	Remain reasonably constant
Safety crossings for children going to school	Customer surveys & Complaints	Minimal number of complaints	Remain reasonably constant
More street lighting required on roads	Customer surveys & Complaints	Moderate number of complaints related to road maintenance	Complaints anticipated to increase
Visibility on corners	Customer surveys & Complaints	Minimal number of complaints	Not anticipated to change

### 3.5 Customer Levels of Service

The Customer Levels of Service are considered in terms of:

- Quality**            How good is the service ... what is the condition or quality of the service?
- Function**            Is it suitable for its intended purpose .... Is it the right service?
- Capacity/Use**        Is the service over or under used ... do we need more or less of these assets?

In Table 3.5 under each of the service measures types (Quality, Function, Capacity/Use) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current funding level.

These are measures of fact related to the service delivery outcome e.g. number of occasions when service is not available, condition %'s of Very Poor, Poor/Average/Good, Very Good and provide a balance in comparison to the customer perception that may be more subjective.

**Table 3.5: Customer Level of Service Measures**

Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
<b>Condition</b>	Road provides a comfortable ride	Condition rating of the assets' components (4-yearly condition reassessment cycle)	<ul style="list-style-type: none"> <li>- Unsealed roads: a large portion of unsealed road pavement is in Poor or Very poor condition (43%)</li> <li>- Sealed roads: Most of the pavement is in Average or Better condition (95%); Majority of the surface of sealed roads are in Average or Better condition (75%) while 26% of the assets are in Poor or below condition.</li> <li>- Other assets: most of the SW Channel, Footpath, Drainage and Signs are in Average or Better condition, except a large proportion of concrete slabs footpath is in Poor and Very poor Condition (48%).</li> <li>-More details on condition profile of all assets refer to Section 5.1.3.</li> </ul>	<ul style="list-style-type: none"> <li>- The current budget allocation enables the Shire to maintain the current performance in the short-term.</li> <li>- The Shire is planning to replace the concrete slabs with cement concrete footpaths to provide a better service to the community.</li> <li>- The Long-Term Financial Plan will be revised when more information on customer expectations is achieved.</li> </ul>
	<b>Confidence levels</b>		Medium (Professional judgement supported by data sampling)	Medium (Professional judgement supported by data sampling)
<b>Function</b>	Meets road construction Standards	Refers to Section 5.2.1 for the minimum cross-section width of roads	- Most assets meet standard	- No widening/upgrading the current road width based on user's need and budget allocation
	<b>Confidence levels</b>		High (Professional Judgement supported by extensive data)	High (Professional Judgement supported by extensive data)

<b>Capacity</b>	The road network is sufficient to the transportation service	Levels of traffic congestion	Most roads have sufficient capacity	Maintain sufficient in the coming years.
	<b>Confidence levels</b>		High (Professional Judgement supported by extensive data)	High (Professional Judgement supported by extensive data)

### 3.6 Technical Levels of Service

**Technical Levels of Service** – To deliver the customer values, and impact the achieved Customer Levels of Service, are operational or technical measures of performance. These technical measures relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

- **Acquisition** – the activities to provide a higher level of service (e.g. widening a road, sealing an unsealed road, replacing a pipeline with a larger size) or a new service that did not exist previously (e.g. a new library).
- **Operation** – the regular activities to provide services (e.g. opening hours, cleansing, mowing grass, energy, inspections, etc).
- **Maintenance** – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. road patching, unsealed road grading, building and structure repairs),
- **Renewal** – the activities that return the service capability of an asset up to that which it had originally provided (e.g. road resurfacing and pavement reconstruction, pipeline replacement and building component replacement),

Service and asset managers plan, implement and control technical service levels to influence the service outcomes.<sup>3</sup>

Table 3.6 shows the activities expected to be provided under the current Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

**Table 3.6: Technical Levels of Service**

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
<b>TECHNICAL LEVELS OF SERVICE</b>				
<b>Acquisition</b>				No New/Upgrade work planned in the next 5 years
		<b>Budget</b>	-	-
<b>Operation</b>	Inspections for potholes, cracking, lighting systems, obstacles on road surfaces	Frequency	Every 6 months	Maintain current performance
	Check growth of grass on unsealed	Frequency	Twice per year	Maintain current performance

<sup>3</sup> IPWEA, 2015, IIMM, p 2|28.

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
	shoulder or sealed roads			
		<b>Budget</b>	<i>\$100,620 per annum</i>	<i>\$100,620 per annum</i>
<b>Maintenance</b>	Keep road network safe for use: grading, repairing potholes, sealing cracks, repairing wheel ruts, road signs, cleaning road surfaces, lighting system	Frequency	Every 6-12 months	Maintain current performance
	Control vegetation growth on unsealed shoulder or sealed roads	Frequency	Twice per year	Maintain current performance
		<b>Budget</b>	<i>\$905,580 per annum</i>	<i>\$905,580 per annum</i>
<b>Renewal</b>	Resealing sealed roads	Frequency	Every 25 years for chip seal, 30 years for asphalt	85% of the current performance (Intervene at Poor condition, 85% of TUL)
	Resheeting unsealed roads	Frequency	Every 15 years	85% of the current performance (Intervene at Poor condition, 85% of TUL)
	SW Channel	Frequency	Every 15 years for Open, Spoon and Table Drain; 75 years for Kerb; and 100 years for Underground Pipe	85% of the current performance (Intervene at Poor condition, 85% of TUL)
	Footpath	Frequency	Every 20 to 80 years depending on footpath types	85% of the current performance (Intervene at Poor condition, 85% of TUL)
	Drainage	Frequency	Every 100 years for both circle and box shaped culverts	85% of the current performance (Intervene at Poor condition, 85% of TUL)
	Sign	Frequency	Carry out annually maintenance	Maintain current performance
		<b>Budget</b>	<i>\$600,000</i>	<i>\$1,000,000 (80% of \$1,204,779)</i>
<b>Disposal</b>				No disposals planned in the next 5 years
		<b>Budget</b>	-	-

Note: \* Current activities related to planned budget.

\*\* Forecast required performance related to forecast lifecycle costs.

It is important to monitor the service levels provided regularly as these will change. The current performance is influenced by work efficiencies and technology, and customer priorities will change over time.



## 4.0 FUTURE DEMAND

### 4.1 Demand Forecasts

Drivers affecting demand include things such as population change, regulations, changes in demographics, seasonal factors, vehicle ownership rates, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, etc.

Demand driver trends and their impacts that may affect future service delivery and use of assets are summarised in Table 4.1.

**Table 4.1: Demand drivers, projections and impact on Services**

Demand driver	Current position	Projection	Impact on services
Population	1,170 (2016 census)	1,025 (2031)	The Shire has a declining and aging population in the next 10 years <sup>(a)</sup> . The population is therefore not a driver impacting on the services.
Demographics	0 – 14yrs = 17.1% 15 – 29yrs = 14.1% 30 – 49yrs = 20.1% 50 – 64yrs = 25.2% 65yrs plus = 23.5%	0 – 14yrs = 15.1% 15 – 29yrs = 14.6% 30 – 49yrs = 19.5% 50 – 64yrs = 16.1% 65yrs plus = 34.6%	Significant increase of the over 65 year's age group may affect footpath facilities. Availability of footpaths and their condition need to be improved. Footpath hazards should also be reduced.
Agricultural Practice	Local industry within the Shire is mainly the production of agricultural based products (cereal grains and sheep).	Increase in number of heavy haulages from Grain Freight Network and economic sources.	Increase axle loading will apply higher pressure on the current road surfaces and pavements. This will increase maintenance requirements. Existing roads and bridges may become deficient under increased loading standards.
Technology change	Majority of the Shire's road network is unsealed. Chip sealed is predominately used for sealed roads.	No change in the road materials, construction and maintenance techniques for the time being.	No significant effect on the services
Tourism		No changes <sup>(b)</sup>	Insignificant impact on the services
Climate Change	The climate is warm and temperate. The average max/min temperature in Pingelly is 23.1°C/10.4°C. The annual average rainfall is 451 mm.	The temperature could rise by 0.4°C to 2.0°C by 2030 and up to 1.0°C to 6.0°C by 2070. Lower annual average rainfall is expected. Also, severe weather events are forecast to occur more frequent and more severe. <sup>(c)</sup>	An increase in climatic variation may potentially reduce pavement life of both sealed and unsealed roads, increase level of damage to bridges and culvert, consequently lead to a potential higher lifecycle cost.

<sup>(a)</sup> Western Australia Tomorrow, Population Report No. 11 - Local Government Area, Medium-Term Population Forecasts 2016 to 2031, Pingelly (S), March 2019.

<sup>(b)</sup> Tourism Forecasting Committee (2011), Forecast 2011 Issue 2, Tourism Research Australia, Canberra.

<sup>(c)</sup> CSIRO (2001), Climate Change Projections for Australia, CSIRO Atmospheric Research, Melbourne

## 4.2 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.2. Further opportunities will be developed in future revisions of this asset management plan.

**Table 4.2: Demand Management Plan**

Demand driver	Demand Management Plan
Population	Monitor the needs and usage.
Demographics	The Shire is planning to convert concrete slabs into cement concrete footpath in order to improve the condition of the footpath system.
Agricultural Practice	Monitor the needs and usage. Further research is required for the Shire resource capacity.
Tourism	Monitor the needs and usage.
Technology change	Keep updated with new materials, construction and maintenance techniques.
Climate change	Building asset resilience to Climate Change for New/Upgrade work or renewals

## 5.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Shire plans to manage and operate the assets at the agreed levels of service (Refer to Section 3) while managing life cycle costs.

### 5.1 Background Data

#### 5.1.1 Physical parameters

The assets covered by this asset management plan are presented in Table 2.1. These assets comprise 573 km of sealed and unsealed roads, 726 km of surface water channel, 11.2 km of footpath, 745 culverts and 908 signs.

The age profile of the assets included in this AM Plan are shown in Figure 5.1.1. The age profile shown has been compiled primarily from condition data and therefore does not necessarily provide an accurate picture of asset age. This does not affect the overall integrity of the plan and will be rectified in future revisions of this plan.

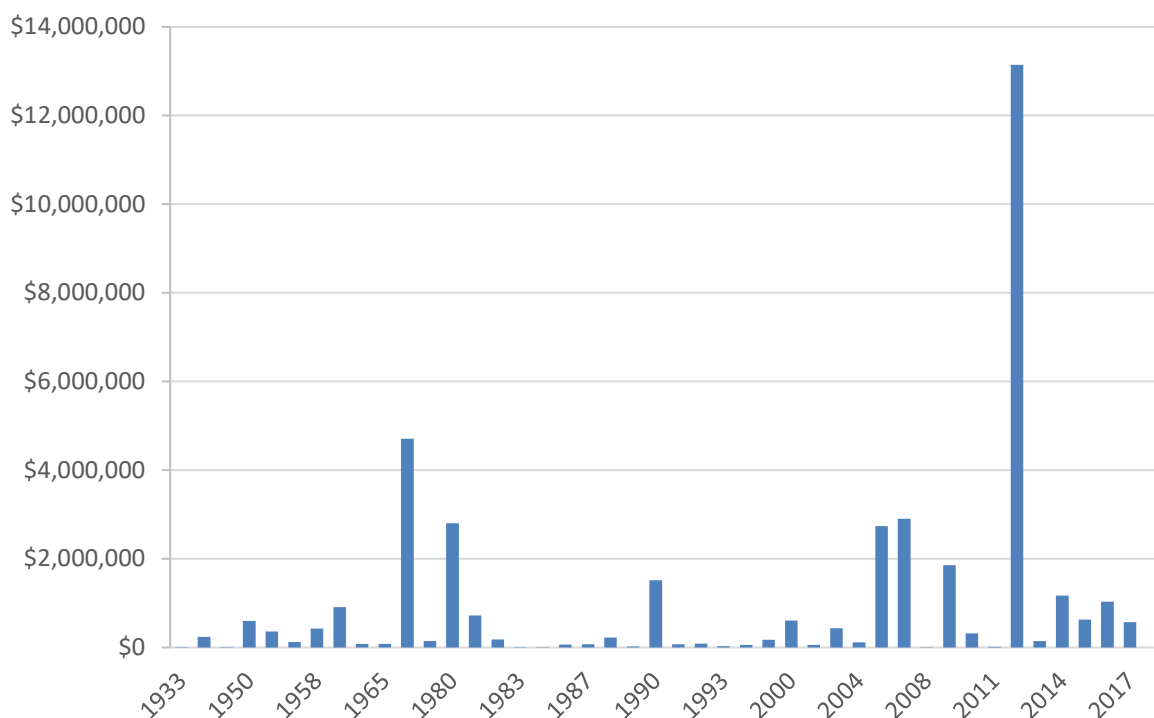


Figure 5.1.1: Asset Age Profile

All figure values are shown in current (real) dollars.

#### 5.1.2 Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there is insufficient resources to address all known deficiencies. Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

Table 5.1.2: Known Service Performance Deficiencies

Location	Service Deficiency
Roads – Various locations	Past low renewal budgets resulted in a significant backlog of reseal and resheet work. There is also a large peak in the first year of planning period based on Asset Register Method for the prediction of renewal due to the assets past their useful life. A further investigation will be carried out to assess if their useful life correlate with the assets’ condition. This is listed in the AMP Improvement Plan. There is a high economic risk if pavements are damaged by delaying reseals. <b>High Risk</b>

Footpath – Various locations	Footpath inspections show extensive damage of footpath, especially concrete slabs type. 48% of concrete slabs are in Poor and below condition according to a condition revaluation on Oct 2018. The Shire is planning to replace this type of footpath with cement concrete type. <b>High Risk</b>
Drainage – Various locations	There is an amount of \$336k unfunded for the renewal of drainage at the time of this plan. Renewal work will be carried out for these deficient culverts according to the planned renewal budget in this plan. <b>Medium Risk</b>
Traffic signs – Various locations	Many traffic signs are in Poor or below condition. However, these signs will be repaired using the annual maintenance budget for the roadside furniture.

The above service deficiencies were identified from asset inspections, which were carried out in October 2018.

### 5.1.3 Asset condition

The Shire of Pingelly has undertaken a revaluation of all infrastructure assets on a 4-yearly cycle. The Shire would ideally review the valuation inputs annually to ensure relevancy. The last date that the Shire had the road network surveyed was in October 2018.

The field survey was performed in accordance with the WALGA Road Visual Condition Assessment Manual (Version 1 -2016). The condition valuation was conducted on all the road network assets, which include road components, drainage, footpaths, road signs and surface water channel.

Condition is measured using a 1 – 5 grading system<sup>4</sup> as detailed in Table 5.1.3. It is important that consistent condition grades be used in reporting various assets across an organisation. This supports effective communication. At the detailed level assets may be measured utilising different condition scales, however, for reporting in the AM plan they are all translated to the 1 – 5 grading scale.

**Table 5.1.3: Simple Condition Grading Model**

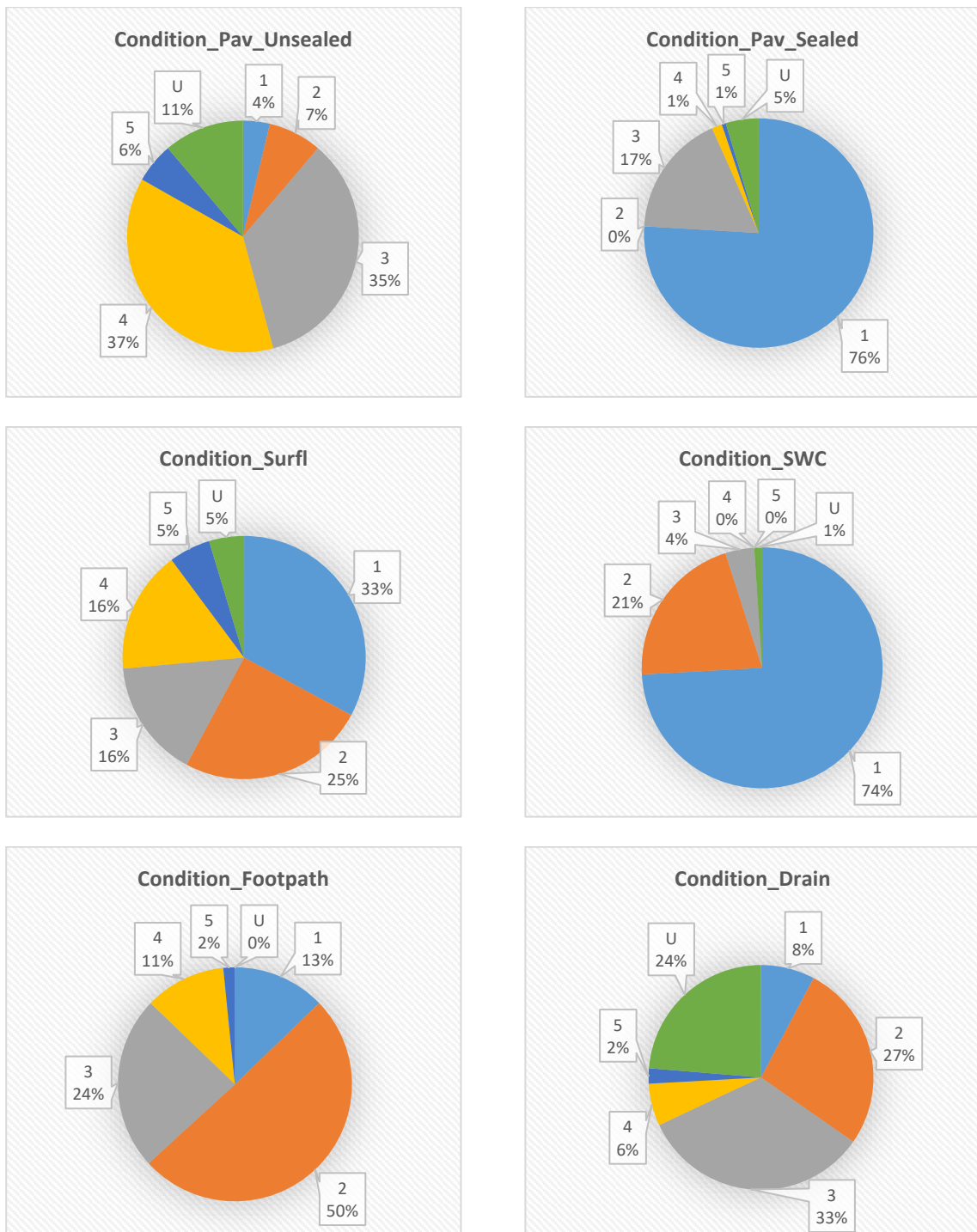
Condition Grading	Description of Condition
1	<b>Very Good:</b> only planned maintenance required
2	<b>Good:</b> minor maintenance required plus planned maintenance
3	<b>Fair:</b> significant maintenance required
4	<b>Poor:</b> significant renewal/rehabilitation required
5	<b>Very Poor:</b> physically unsound and/or beyond rehabilitation

The condition profile of our assets is shown in Figure 5.1.3.

The condition profile for unsealed roads shows a large proportion of unsealed road pavements are in poor or below condition (43%). Condition is unknown for 11% of unsealed roads. The majority of sealed road pavements are in an average or better condition, which made up 93% of this group. Meanwhile, a relatively large percentage of surfaces are in poor or below condition, which made up 21% of this group. There is a high economic risk if pavements are damaged due to the delaying of reseals. A renewal plan for both surfaces and pavements of sealed/unsealed roads which are in poor or below condition needs to be undertaken promptly.

Most of the surface water channels are in good or better condition, which makes up 95% of its group. It is noted that 67% of underground pipes are in unknown condition due to accessibility for inspections. The condition of these structures is predicted based on age and actual working condition and will be updated in the future updates of this plan.

<sup>4</sup> IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.



**Figure 5.1.3: Asset Condition Profile**

The condition profile shows that 87% of footpath are in an average or better condition. When considering further detailed levels, a large proportion of concrete slabs are in poor and below condition. As outlined previously, the community demographic over 65 years of age is forecast to increase significantly in the next 10 years, requiring the availability of footpaths and their condition to be improved. The Shire is therefore planning to replace all the concrete slabs with cement concrete in order to improve the quality of the footpath network.

In terms of drainage system, 68% of the structures are in average or better condition. 24% are in unknown condition. This is listed in the AMP Improvement Plan and will be updated in future revisions of this plan.

In summary, a large proportion of unsealed roads pavements and sealed roads surfaces are in poor or below condition. The majority of the concrete slabs are in poor or below condition. A timely renewal plan therefore is needed to prevent potential higher lifecycle cost of the road network as well as to improve the condition of the transportation network for a better-quality service delivery to the community.

### 5.1.4 Asset hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery. The service hierarchy is shown below.

**Table 5.1.4: Asset Service Hierarchy**

Service Hierarchy	Service Level Objective (Minimum cross-section width)
Regional Distributor	- Unsealed roads: 10.0 m - Sealed roads: 8.0m seal, 10.0 m carriageway
Local Distributor	- Unsealed roads: 10.0 m - Sealed roads: 7.0m seal, 10.0m carriageway
Access Road	- Unsealed roads: 8.0 m - Sealed roads: 6.0m seal, 8.0m carriageway

## 5.2 Operations and Maintenance Plan

### 5.2.1 Operations and Maintenance Plan

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs, asphalt patching, and equipment repairs.

The trend in maintenance budgets are shown in Table 5.2.1.

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Assessment and priority of reactive maintenance is undertaken by staff using experience and judgement.

**Table 5.2.1: Maintenance Budget Trends**

Year	Maintenance Budget \$
2014-15	\$840,000
2015-16	\$750,000
2016-17	\$1,181,000
2017-18	\$1,255,000
2018-19	\$1,005,000
<b>Average</b>	<b>\$1,006,000</b>

### 5.2.2 Summary of forecast operations and maintenance costs

Forecast operations and maintenance costs are expected to vary in relation to the total value of the asset stock. If additional assets are acquired, the future operations and maintenance costs are forecast to increase. If assets are disposed of the forecast operation and maintenance costs are expected to decrease. Figure 5.2.2 shows the

forecast operations and maintenance costs relative to the proposed operations and maintenance planned budget.

**Figure 5.2.2: Operation and Maintenance Summary**



All figure values are shown in current (real) dollars.

The forecast operation and maintenance expenditure are based on the past 5 years average expenditure on operation and maintenance activities.

Maintenance expenses include: grading, pothole repairs, patching. Operations expenses include: traffic management, street sweeping, clearing drainage assets. A detailed summary of the forecast operation and maintenance costs is given in the below table, noting that indexation rates will be applied to each year through the Long-Term Financial Plan.

**Table 5.2.2: Operation and Maintenance Forecast Summary**

Year	Operation Forecast	Maintenance Forecast	Total Ops \$ Maint Forecast	Planned budget
2020	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2021	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2022	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2023	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2024	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2025	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2026	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2027	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2028	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2029	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2030	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2031	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2032	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2033	\$100,620	\$905,580	\$1,006,200	\$1,006,200

2034	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2035	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2036	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2037	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2038	\$100,620	\$905,580	\$1,006,200	\$1,006,200
2039	\$100,620	\$905,580	\$1,006,200	\$1,006,200

Deferred maintenance (i.e. works that are identified for maintenance activities but unable to be completed due to available resources) are to be included in the infrastructure risk management plan. Future revisions of this plan will address this risk.

### 5.3 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

#### 5.3.1 Useful life of the assets

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3.

**Table 5.3.1: Useful Lives of Assets**

Asset (Sub)Category	Asset Components	Useful life (years)
Roads	Pavement Structure – Sealed	80
	Pavement Structure – Unsealed	15
	Surface Structure - Chip Seal	20
	Surface Structure - Asphalt	25
Surface water channel	SWC - Kerb	75
	SWC – Open/Spoon/Table Drain	15
	SWC - Underground Pipe	100
Footpath	Footpath - Concrete	80
	Footpath - Asphalt	30
	Footpath - Brick Paving	60
	Footpath - Concrete Slabs	40
	Footpath - Gravel	20
Drainage	Box/pipe culverts	100

#### **Determination of Remaining Useful Life (RUL) and Total Useful Life (TUL) based on Condition**

In this plan, the RUL and TUL of assets are determined based on current condition relative to their expected condition. This is done by applying a defined increase or decrease percentage of the assets TUL based on the



condition of the asset. The expected condition is determined based on the deterioration model recommended by IPWEA5, which relate an asset's condition with its age. The current (actual) condition is determined from field condition assessment.

Depending on varying working conditions such as level of usage, maintenance, and environmental impact, the assets may have depreciated more or less than the expected TUL. As such, the application of condition effect will correlate the RUL and TUL closer to its actual condition of the asset. For example, given an asset that is expected to have average condition based on its age, however, the actual condition is good, then the RUL would be understated, and the effect of condition will increase the RUL by 35%. If the actual condition is poor, then the RUL would be overstated, and the effect of condition will decrease the RUL by 25%. The results of the last survey, which was undertaken on October 2018 by RMECS was used in this plan to determine the actual condition of the assets.

The percentage changes for each combination of expected and actual condition are given as below:

**Table 5.3.2: Changes in RUL based on Condition**

Expected Condition	Actual Condition	% incr/dcr of RUL
Excellent	Excellent	0%
Excellent	Good	-25%
Excellent	Average	-60%
Excellent	Poor	-85%
Excellent	Very poor	-90%
Good	Excellent	25%
Good	Good	0%
Good	Average	-35%
Good	Poor	-60%
Good	Very poor	-65%
Average	Excellent	60%
Average	Good	35%
Average	Average	0%
Average	Poor	-25%
Average	Very poor	-30%
Poor	Excellent	85%
Poor	Good	60%
Poor	Average	25%
Poor	Poor	0%
Poor	Very poor	-5%
Very poor	Excellent	90%
Very poor	Good	65%
Very poor	Average	30%
Very poor	Poor	5%
Very poor	Very poor	0%

### 5.3.2 Renewal ranking criteria

Asset renewal is typically undertaken to either:

<sup>5</sup> IPWEA, 2015, Practice Note 9.2, p 22

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a bridge that has a 5 t load limit), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. condition of a playground).<sup>6</sup>

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.<sup>7</sup>

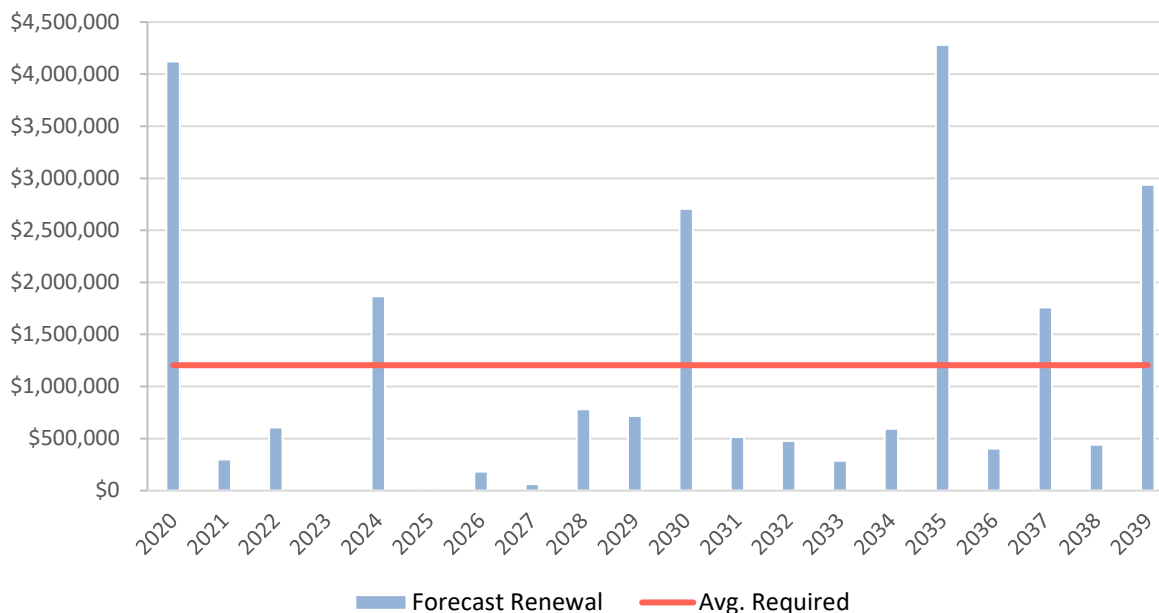
The ranking criteria used to determine priority of identified renewal proposals is detailed in Table 5.3.3.

**Table 5.3.3: Renewal Priority Ranking Criteria**

Criteria	Weighting
Condition	60%
Hierarchy	40%
<b>Total</b>	<b>100%</b>

### 5.3.3 Summary of future renewal costs

The required costs associated with renewals and their average are shown in Figure 5.3.3. The total costs for renewals over the planning period is \$23,072,944 or \$1,204,779 in average. It is noted that there is a peak of renewals in the first year of the planning period due to a large number of deferrals from previous years. The year one renewal requirement is \$4,121,930.



**Figure 5.3.3: Required Renewal Costs**

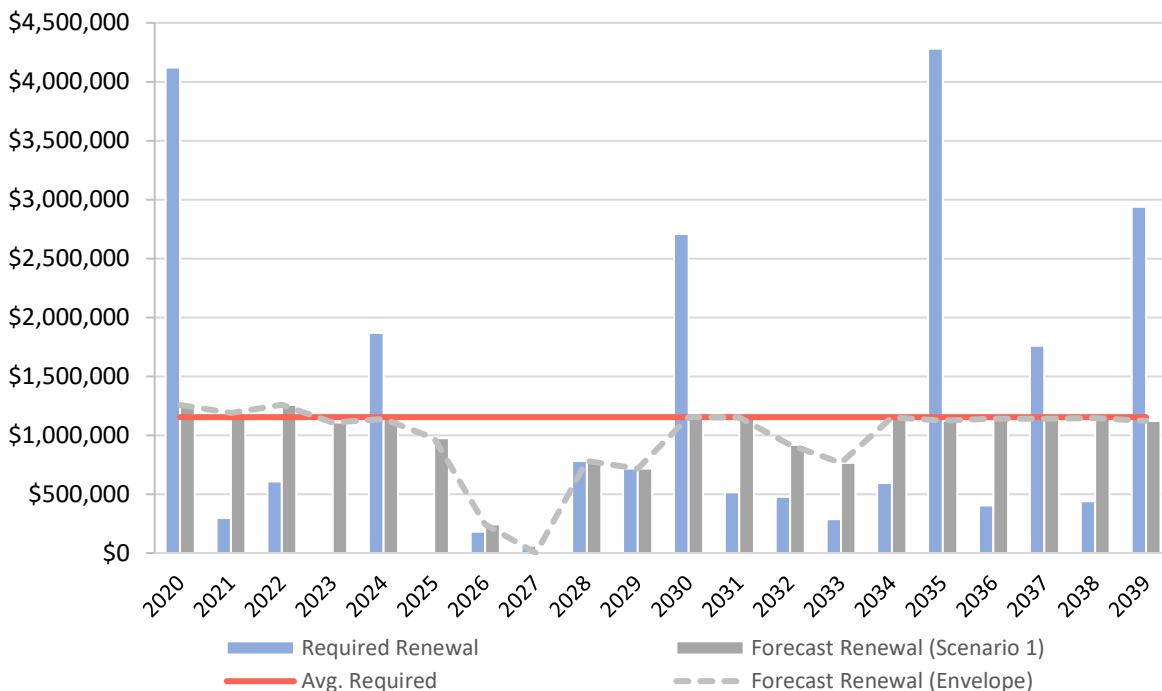
Due to the limitation of the annual budget allocation, it is not feasible to renew all these assets in the first year as required. The renewals have therefore been prioritised according to the renewal ranking criteria to fit the budget allocation. Figure 5.3.4 shows the planned renewals according to two scenarios:

<sup>6</sup> IPWEA, 2015, IIMM, Sec 3.4.4, p 3|91.

<sup>7</sup> Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

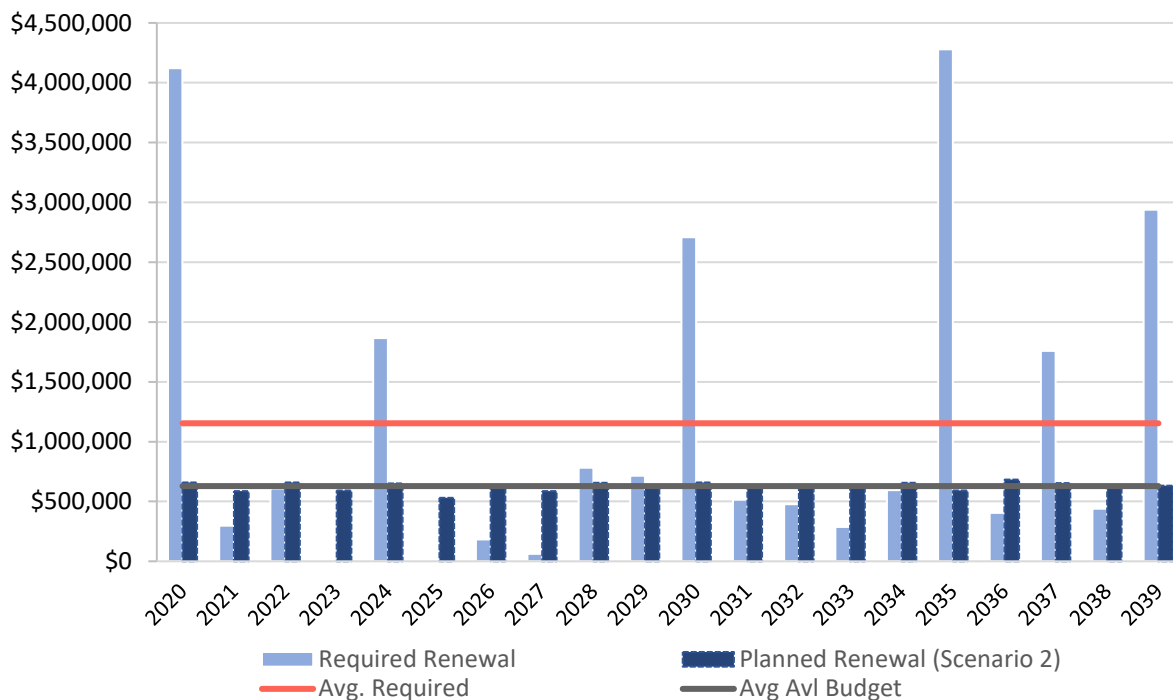
**Scenario 1:** 100% budgeted (\$1,204,779 annual average)

**Scenario 2:** Available budget according to LTFP (\$600,000 annual average).



**Figure 5.3.4: Forecast Renewal Costs (Scenario 1)**

In the first scenario, the annual budget allocation is \$1,204,779, which is equal to 100% of the average required renewal cost as shown in Figure 5.3.3, the renewals in the first year will be spread evenly in the next 5 years and there is no renewal backlog in the short-term 5 year and medium-term 10 year periods. As such, there is no reduction in the level of service over the medium-term period.



**Figure 5.3.5: Planned Renewal Costs (Scenario 2)**

In the second scenario, the average annual budget is \$600,000, which is about 49.8% of the average required renewal cost, the renewals are spread evenly over the planning period (Figure 5.3.5). This scenario leaves a budget shortfall of \$752,307 annually over 5-year period and \$250,071 annually over 10-year period, respectively. As such, many renewals are expected to be further delayed. For instance, all the assets in the first

year need 4 year to be able to renew, resulting in the delay in the assets in the next years at least 4 years. At the end of 2029 (year 10), the amount of deferral works remains \$2,500,712. The level of service is expected to reduce over the medium-term period. Details of planned renewal works over 10-year period is given in Appendices C and D.

**Table 5.3.4: Planned Renewal and Shortfall Summary**

Year	Forecast Renewal	Planned Renewal <sup>(*)</sup> (Scenario 2)	Annual Shortfall	Cumulative Shortfall
2020	\$4,121,930	\$659,765	(\$3,462,165)	(\$3,462,165)
2021	\$299,151	\$587,411	\$288,260	(\$3,173,905)
2022	\$608,034	\$659,965	\$51,931	(\$3,121,974)
2023	\$13,797	\$591,210	\$577,413	(\$2,544,561)
2024	\$1,867,142	\$650,171	(\$1,216,972)	(\$3,761,533)
2025	\$16,629	\$529,385	\$512,756	(\$3,248,777)
2026	\$181,501	\$627,150	\$445,649	(\$2,803,128)
2027	\$62,439	\$585,659	\$523,220	(\$2,279,908)
2028	\$781,145	\$655,835	(\$125,311)	(\$2,405,219)
2029	\$716,454	\$620,961	(\$95,493)	(\$2,500,712)
2030	\$2,707,856	\$659,317	(\$2,048,539)	(\$4,549,251)
2031	\$514,544	\$626,689	\$112,145	(\$4,437,105)
2032	\$478,453	\$638,524	\$160,071	(\$4,277,034)
2033	\$286,451	\$633,757	\$347,306	(\$3,929,728)
2034	\$594,267	\$656,395	\$62,128	(\$3,867,600)
2035	\$4,280,353	\$593,004	(\$3,687,349)	(\$7,554,949)
2036	\$405,041	\$682,960	\$277,918	(\$7,277,030)
2037	\$1,759,866	\$653,847	(\$1,106,018)	(\$8,383,048)
2038	\$439,282	\$630,013	\$190,731	(\$8,192,317)
2039	\$2,938,609	\$631,578	(\$2,307,031)	(\$10,499,348)

(\*) Planned renewal based on available budget.

Deferred renewal (assets identified for renewal and not scheduled in capital works programs) is included in the risk analysis process in the risk management plan.

## 5.4 Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to the Shire.

### 5.4.1 Selection criteria

Proposed upgrade of existing assets, and new assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Potential upgrade and new works should be reviewed to verify that they are essential to the Entities needs. Proposed upgrade and new work

analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term. Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes. The priority ranking criteria is detailed in Table 5.4.1.

**Table 5.4.1: Acquired Assets Priority Ranking Criteria**

Criteria	Weighting
Current/future service capacity/specification	60%
Condition/remaining life	30%
Road hierarchy	10%
<b>Total</b>	<b>100%</b>

#### 5.4.2 Summary of future asset acquisition costs

There are no plans for new roads/ assets and upgrade projects in the next 5 years. Future revisions of this plan will include acquisition cost if it is incurred.

#### 5.5 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation. Assets identified for possible decommissioning and disposal are shown in Table 5.6. A summary of the disposal costs and estimated reductions in annual operations and maintenance of disposing of the assets are also outlined in Table 5.6. Any costs or revenue gained from asset disposals is included in the long term financial plan.

No roads/ assets have been identified as being required to be disposed of over the length of this plan.

## 6.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: ‘coordinated activities to direct and control with regard to risk’<sup>8</sup>.

An assessment of risks<sup>9</sup> associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

### 6.1 Critical Assets

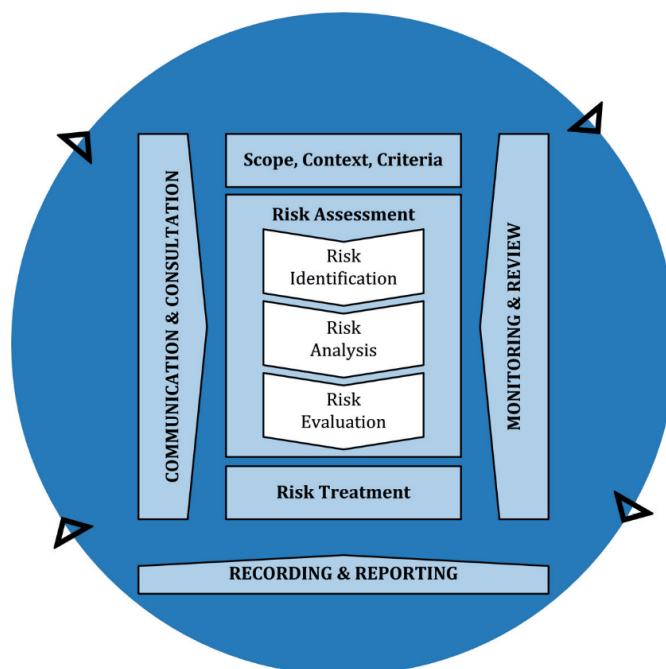
Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery. Failure modes may include physical failure, collapse or essential service interruption.

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

No critical assets are identified in this plan.

### 6.2 Risk Assessment

The risk management process used is shown in Figure 6.2 below. It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks. The process is based on the fundamentals of International Standard ISO 31000:2018.



**Fig 6.2 Risk Management Process – Abridged**  
 Source: ISO 31000:2018, Figure 1, p9

<sup>8</sup> ISO 31000:2009, p 2

<sup>9</sup> REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks<sup>10</sup> associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the Infrastructure Risk Management Plan. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 6.2. It is essential that these critical risks and costs are reported to management and the Shire.

**Table 6.2: Risks and Treatment Plans**

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Treatment Costs
Sealed road network	Reduction in vehicle travel speed, damage to vehicle from poor or very poor condition	H	Develop reseal plans based on renewal ranking criteria	TBC
Unsealed road network	Loss access due to weather	H	Develop resheet plans based on renewal ranking criteria	TBC
Footpath	Trip hazard  Conflict between pedestrian and bicycle users on shared paths	H	Defect inspections and maintenance.  Replace concrete slabs by cement concrete	Ongoing costs are included in the ops&maint budget
Drainage	Loss of access and damage to vehicle due to culverts broken	H	Defect inspections and maintenance	Ongoing costs are included in the ops&maint budget

Note \* The residual risk is the risk remaining after the selected risk treatment plan is implemented.

### 6.3 Infrastructure Resilience Approach

The resilience of our critical infrastructure is vital to the ongoing provision of services to customers. To adapt to changing conditions we need to understand our capacity to 'withstand a given level of stress or demand', and to respond to possible disruptions to ensure continuity of service.

Resilience is built on aspects such as response and recovery planning, financial capacity, climate change and crisis leadership.

We do not currently measure our resilience in service delivery. This will be included in future iterations of the asset management plan.

<sup>10</sup> REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

## 7.0 FINANCIAL SUMMARY

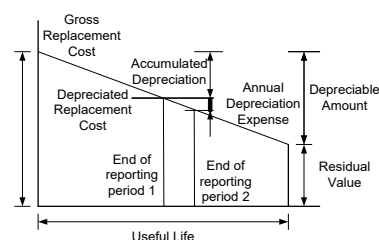
This section contains the financial requirements resulting from the information presented in the previous sections of this asset management plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

### 7.1 Financial Statements and Projections

#### 7.1.1 Asset valuations

The best available estimate of the value of assets included in this Asset Management Plan are shown below. The assets are valued at cost to replace service capacity:

Current (Gross) Replacement Cost	\$78,739,829
Depreciable Amount	\$39,466,441
Depreciated Replacement Cost <sup>11</sup>	\$62,528,559
Depreciation	\$1,280,925



#### 7.1.2 Sustainability of service delivery

There are four key indicators of sustainable service delivery that are considered in the asset management plan for this service area. These indicators are: 1/ the asset renewal funding ratio (proposed renewal budget for the next 10 years / forecast renewal costs for next 10 years); 2/ long-term forecast costs/proposed budget; 3/ medium-term forecast costs/proposed budget (over 10 years of the planning period); and 4/ short-term forecast costs/proposed budget (over 5 years of the planning period).

#### Asset Renewal Funding Ratio

Asset Renewal Funding Ratio<sup>12</sup>: 71.15%

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 71.15% of the funds required for the optimal renewal of assets.

The forecast renewal work along with the proposed renewal budget, and the cumulative shortfall, is illustrated in Appendix C.

#### Long term – lifecycle cost

Life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the longest asset life. Life cycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The life cycle cost for the services covered in this asset management plan is **\$2,287,125** per year which is calculated as the sum of operation, maintenance expenditure and depreciation expense in year 1, using 10 year planned outlays.

Life cycle costs can be compared to life cycle expenditure to give an indicator of sustainability in service provision. Life cycle expenditure includes operations, maintenance and capital renewal expenditure in year 1. Life cycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure at the start of the plan is **\$1,622,951** (operations and maintenance expenditure plus budgeted capital renewal expenditure in year 1).

Medium Term - 10 year financial planning period	Per Annum
Life Cycle Cost [average 10 years projected ops, maint exp and depr]	\$2,287,125
Life Cycle Expense [average 10 years LTFP budget ops, maint & capital renewal]	\$1,622,951
Life Cycle Gap [life cycle expenditure - life cycle cost (-ve = gap)]	-\$664,174
Life Cycle Indicator [life cycle expenditure / life cycle cost]	70.96%

<sup>11</sup> Also reported as Written Down Value, Carrying or Net Book Value.

<sup>12</sup> AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.



A shortfall between life cycle cost and life cycle expenditure is the life cycle gap. The life cycle gap for services covered by this asset management plan is **\$664,174** per year, giving a life cycle sustainability index of 70.96%.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

### Medium term – 10 year financial planning period

This asset management plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the 10 year period to identify any funding shortfall. The forecast operations, maintenance and renewal costs over the 10 year planning period is **\$1,873,022** on average per year. The proposed (budget) operations, maintenance and renewal funding is **\$1,622,951** on average per year giving a 10 year funding shortfall or funding excess of **\$250,071** per year.

This indicates that 86.65% of the forecast costs needed to provide the services documented in this asset management plan are accommodated in the proposed budget. This excludes acquired assets.

Medium Term - 10 year financial planning period	Per Annum
10 yr Ops, Maint & Renewal Projected Expenditure	\$1,873,022
10 yr Ops, Maint & Renewal LTFP Budget Exp	\$1,622,951
10 year financing shortfall [10 yr proj exp - LTFP Budget exp]	-\$250,071
10 year financing indicator [LTFP Budget exp / 10 yr proj exp]	86.65%

### Medium term – 5 year financial planning period

The forecast operations, maintenance and renewal costs over the first 5 years of the planning period is as below:

Medium Term - 5 year financial planning period	Per Annum
5 yr Ops, Maint & Renewal Projected Expenditure	\$2,388,211
5 yr Ops, Maint & Renewal LTFP Budget Exp	\$1,635,904
5 year financing shortfall [5 yr proj exp - LTFP Budget exp]	-\$752,307
5 year financing indicator [LTFP Budget exp / 5 yr proj exp]	68.50%

### Financial Sustainability Indicators

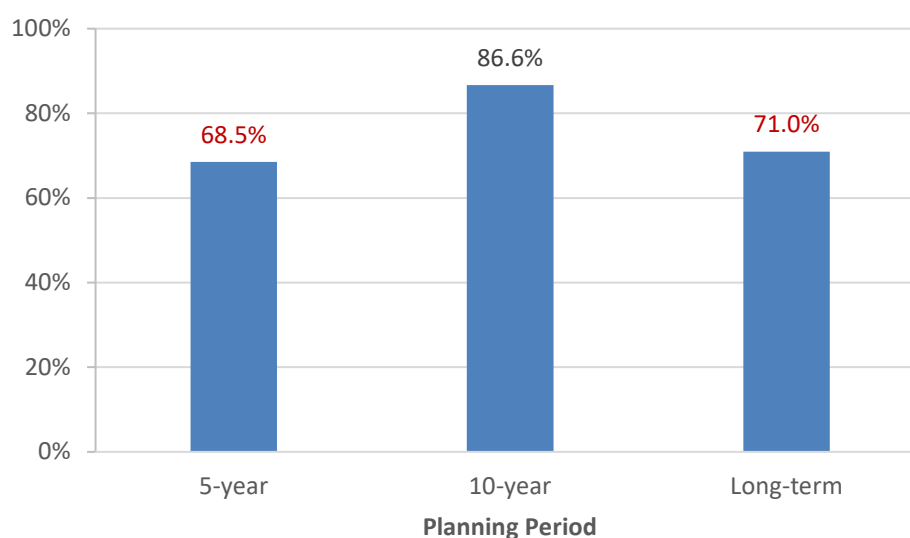
Figure 7.1.2 shows the financial sustainability indicators over the 10 year planning period and for the long term life cycle, where it gives a comparison of LTFP outlays as a percentage of projected requirements.

A Council's long-term financial sustainability is dependent upon ensuring that, on average over time, its expenses are less than associated revenues. In essence this requires current day citizens to fully meet the cost of services provided for them by their Council. This is a Sustainability indicator > 1.0.

If a Council is not generating an operating surplus in most periods then it is unlikely to be operating sustainably. It means that the cost of services provided to the community exceeds revenue generated. The change of an operating deficit into a surplus can only occur by ensuring in future that revenues are increased and/or that costs are reduced (at least relative to revenue increases, either by reducing service levels or improving productivity).

If a Council is operating with a significant deficit over several years and its strategic management and long-term financial plans do not provide clear proposals for this to be turned around then it is inevitable that it will face major financial shocks in future. The Council effectively is in the same position as individuals living beyond their means. Sooner or later they will be caught by the consequences. For a Council the problem is likely to come to a head when existing major assets fail. The Council would then need to choose between large rate rises (not

available under rate pegging) or not replacing assets thereby effectively providing its community with a lower standard of service.



**Figure 7.1.2: Financial Sustainability Indicators**

Providing sustainable services from infrastructure requires the management of service levels, risks, forecast costs and financing to achieve a financial indicator of approximately 1.0 for the first years of the asset management plan and ideally over the 10-year life of the Long Term Financial Plan.

### 7.1.3 Forecast costs for long term financial plan

Table 7.1.3 shows the forecast costs for the 10 year long term financial plan. The forecast costs are shown in 2019 real values. Further details on the forecast costs are shown in Appendices A to C.

**Table 7.1.3: Forecast Costs for Long Term Financial Plan**

Year	Forecast Acquisition	Forecast Operation	Forecast Maintenance	Forecast Renewal	Forecast Disposal
2020	-	\$100,620	\$905,580	\$4,121,930	-
2021	-	\$100,620	\$905,580	\$299,151	-
2022	-	\$100,620	\$905,580	\$608,034	-
2023	-	\$100,620	\$905,580	\$13,797	-
2024	-	\$100,620	\$905,580	\$1,867,142	-
2025	-	\$100,620	\$905,580	\$16,629	-
2026	-	\$100,620	\$905,580	\$181,501	-
2027	-	\$100,620	\$905,580	\$62,439	-
2028	-	\$100,620	\$905,580	\$781,145	-
2029	-	\$100,620	\$905,580	\$716,454	-
2030	-	\$100,620	\$905,580	\$2,707,856	-
2031	-	\$100,620	\$905,580	\$514,544	-
2032	-	\$100,620	\$905,580	\$478,453	-
2033	-	\$100,620	\$905,580	\$286,451	-
2034	-	\$100,620	\$905,580	\$594,267	-
2035	-	\$100,620	\$905,580	\$4,280,353	-
2036	-	\$100,620	\$905,580	\$405,041	-

Year	Forecast Acquisition	Forecast Operation	Forecast Maintenance	Forecast Renewal	Forecast Disposal
2037	-	\$100,620	\$905,580	\$1,759,866	-
2038	-	\$100,620	\$905,580	\$439,282	-
2039	-	\$100,620	\$905,580	\$2,938,609	-

## 7.2 Funding Strategy

Projected expenditure identified in Section 7.1 is to be funded from future operating and capital budgets. The funding strategy is detailed in the Shire's long term financial plan.

Achieving the financial strategy will require:

- Engaging with the community to gain agreement on service levels for our transport infrastructure,
- Further developing and refining our Asset Management System to ensure it reflects comprehensive and current information regarding our transport infrastructure,
- Making continuous improvements to our road maintenance activities in order to gain maximum efficiency and value for money,
- Plea to State and Federal Governments for funding assistance to address our infrastructure funding crisis
- Establishing policies to direct rural subdivision and dwelling construction to areas where acceptable road standards can provide access, or required road upgrading can be achieved to minimum public standards.

## 7.3 Valuation Forecasts

Asset values are forecast to maintain in the coming years as there is no plans for new assets or upgrade projects being added to the service.

Additional assets will generally add to the operations and maintenance needs in the longer term. Additional assets will also require additional costs due to future renewals. Any additional assets will also add to future depreciation forecasts.

## 7.4 Key Assumptions Made in Financial Forecasts

In compiling this asset management plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

- The current levels of service will remain constant over the life time of this AMP.
- The asset register contained in RAMM is accurate.
- The level of confidence of the field survey results conducted by RMECS on Oct 2018 is high.
- The treatment and maintenance costs are based on Shire's current schedule of rates and may not directly compare to Shire's internal service provision actual costs.
- All predicted financial figures are based on 2019/20 rates and are not adjusted by the inflation rate for the particular year of works.

Accuracy of future financial forecasts may be improved in future revisions of this asset management plan by the following actions:

- Consult with the community and other stakeholders to finalise the levels of service currently being delivered.
- Improving the accuracy of the current asset register;

- Improving asset inspection procedures;
- Refining useful lives for all asset classes;
- Refining planned maintenance and renewal for asset classes;
- Refinement of growth forecasts used in the current plan;
- Refining accurate unit rates for asset classes.
- Refine and improve the prediction modelling (life cycle paths and decision matrices).

## 7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale<sup>13</sup> in accordance with Table 7.5.1.

**Table 7.5.1: Data Confidence Grading System**

Confidence Grade	Description
A. Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B. Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C. Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D. Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E. Unknown	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 6.5.1.

**Table 7.5.1: Data Confidence Assessment for Data used in AM Plan**

Data	Confidence Assessment	Comment
Demand drivers	C	Professional Judgement
Growth projections	N/A	N/A
Acquisition forecast	B	Included in the Long-term Financial Plan
Operation forecast	B	Included in the Long-term Financial Plan
Maintenance forecast	B	Included in the Long-term Financial Plan
Renewal forecast	C	Included in the Long-term Financial Plan
- Asset values	C	Included in the Long-term Financial Plan
- Asset useful lives	C	Generic estimates in the Asset Register
- Condition modelling	C	Professional Judgement
Disposal forecast	B	Included in the Long-term Financial Plan

The estimated confidence level for and reliability of data used in this AM Plan is considered to be Medium.

<sup>13</sup> IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

## 8.0 PLAN IMPROVEMENT AND MONITORING

### 8.1 Status of Asset Management Practices<sup>14</sup>

#### 8.1.1 Accounting and financial data sources

This asset management plan utilises accounting and financial data. The Shire uses the SynergySoft Enterprise for the accounting and financial management functions, which include the financial register of the Shire's assets.

#### 8.1.2 Asset management data sources

This asset management plan also utilises asset management data. The Shire manage their road network using the RAMM Asset Management System (ROMAN II). The RAMM evaluation module was utilised to evaluate road components, surface water channel, footpath, drainage and roadside signs.

### 8.2 Improvement Plan

It is important that an entity recognise areas of their asset management plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this asset management plan is shown in Table 8.2.

**Table 8.2: Improvement Plan**

Task	Task	Responsibility	Resources Required	Timeline
1	Condition of the assets requires re-evaluation	Asset Team	Surveyors Staff Time	2 years
2	Useful Lives (RUL and TUL) for the assets to be updated and validated	Asset Manager Asset Team	Staff Time	1 year
3	Age profile for the assets to be updated	Asset Team	Staff Time	1 year
4	Bulk upload all new segmented and componentised road asset data into Asset Management System	Asset and Financial Teams	RAMM SynergySoft	1 year
5	Research on Customer' expectations and consultation	Asset Team	Staff Time	1 year
6	Finalise Customer's levels of service and Technical levels of service. Have these Levels of Service adopted by Council.	Asset Manager Asset Team	Surveyors Staff Time	2 year
7	Review maintenance and renewal plans to ensure they match the budget allocations	Asset and Financial Teams	Staff Time	1 year
8	Review and revise risk management	Asset and Financial Teams	Staff Time	1 year
9	Ensure future needs are reflected in future asset management plans and considered in the development of the Long-Term Financial Plan	CEO and Senior Management	Asset and Finance Teams	2 years
10	Continue to develop the integration between strategic plans, asset plans and long term financial plans	CEO and Senior Management	Staff resources required to implement	2 years

### 8.3 Monitoring and Review Procedures

This asset management plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

<sup>14</sup> ISO 55000 Refers to this the Asset Management System

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, upgrade/new and asset disposal costs and proposed budgets. These forecast costs and proposed budget are incorporated into the long-term financial plan or will be incorporated into the long-term financial plan once completed.

The AM Plan has a maximum life of 5 years which is aligned with the revaluation cycle.

#### **8.4 Performance Measures**

The effectiveness of this asset management plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this asset management plan are incorporated into the long term financial plan,
- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures take into account the 'global' works program trends provided by the asset management plan,
- The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Plan and associated plans,
- The Asset Renewal Funding Ratio achieving the Organisational target (this target is often 1.0).

## 9.0 REFERENCES

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## 10.0 APPENDICES

### Appendix A Lifecycle Cost Summary

Year	Acquisition	Operation	Maintenance	Renewal			Disposal	Total Forecast		
				Forecast (Asset Register)	100% budgeted (Scenario 1)	Avl budget (Scenario 2)		Forecast Exp.	Planned Exp. (100% bud)	Planned Exp. (Avl bud)
2020	\$0	\$100,620	\$905,580	\$4,121,930	\$1,257,434	\$659,765	\$0	\$5,128,130	\$2,263,634	\$1,665,965
2021	\$0	\$100,620	\$905,580	\$299,151	\$1,189,146	\$587,411	\$0	\$1,305,351	\$2,195,346	\$1,593,611
2022	\$0	\$100,620	\$905,580	\$608,034	\$1,258,260	\$659,965	\$0	\$1,614,234	\$2,264,460	\$1,666,165
2023	\$0	\$100,620	\$905,580	\$13,797	\$1,107,550	\$591,210	\$0	\$1,019,997	\$2,113,750	\$1,597,410
2024	\$0	\$100,620	\$905,580	\$1,867,142	\$1,138,857	\$650,171	\$0	\$2,873,342	\$2,145,057	\$1,656,371
2025	\$0	\$100,620	\$905,580	\$16,629	\$975,436	\$529,385	\$0	\$1,022,829	\$1,981,636	\$1,535,585
2026	\$0	\$100,620	\$905,580	\$181,501	\$243,941	\$627,150	\$0	\$1,187,701	\$1,250,141	\$1,633,350
2027	\$0	\$100,620	\$905,580	\$62,439	\$0	\$585,659	\$0	\$1,068,639	\$1,006,200	\$1,591,859
2028	\$0	\$100,620	\$905,580	\$781,145	\$781,145	\$655,835	\$0	\$1,787,345	\$1,787,345	\$1,662,035
2029	\$0	\$100,620	\$905,580	\$716,454	\$716,454	\$620,961	\$0	\$1,722,654	\$1,722,654	\$1,627,161
2030	\$0	\$100,620	\$905,580	\$2,707,856	\$1,152,804	\$659,317	\$0	\$3,714,056	\$2,159,004	\$1,665,517
2031	\$0	\$100,620	\$905,580	\$514,544	\$1,152,296	\$626,689	\$0	\$1,520,744	\$2,158,496	\$1,632,889
2032	\$0	\$100,620	\$905,580	\$478,453	\$917,299	\$638,524	\$0	\$1,484,653	\$1,923,499	\$1,644,724
2033	\$0	\$100,620	\$905,580	\$286,451	\$764,903	\$633,757	\$0	\$1,292,651	\$1,771,103	\$1,639,957
2034	\$0	\$100,620	\$905,580	\$594,267	\$1,150,906	\$656,395	\$0	\$1,600,467	\$2,157,106	\$1,662,595
2035	\$0	\$100,620	\$905,580	\$4,280,353	\$1,124,451	\$593,004	\$0	\$5,286,553	\$2,130,651	\$1,599,204
2036	\$0	\$100,620	\$905,580	\$405,041	\$1,139,143	\$682,960	\$0	\$1,411,241	\$2,145,343	\$1,689,160
2037	\$0	\$100,620	\$905,580	\$1,759,866	\$1,141,137	\$653,847	\$0	\$2,766,066	\$2,147,337	\$1,660,047
2038	\$0	\$100,620	\$905,580	\$439,282	\$1,145,882	\$630,013	\$0	\$1,445,482	\$2,152,082	\$1,636,213
2039	\$0	\$100,620	\$905,580	\$2,938,609	\$1,121,283	\$631,578	\$0	\$3,944,809	\$2,127,483	\$1,637,778
<b>SUM5</b>	<b>\$0</b>	<b>\$503,100</b>	<b>\$4,527,900</b>	<b>\$6,910,054</b>	<b>\$5,951,248</b>	<b>\$3,148,522</b>	<b>\$0</b>	<b>\$11,941,054</b>	<b>\$10,982,248</b>	<b>\$8,179,522</b>
<b>SUM10</b>	<b>\$0</b>	<b>\$1,006,200</b>	<b>\$9,055,800</b>	<b>\$8,668,223</b>	<b>\$8,668,223</b>	<b>\$6,167,511</b>	<b>\$0</b>	<b>\$18,730,223</b>	<b>\$18,730,223</b>	<b>\$16,229,511</b>
<b>SUM20</b>	<b>\$0</b>	<b>\$2,012,400</b>	<b>\$18,111,600</b>	<b>\$23,072,944</b>	<b>\$19,478,328</b>	<b>\$12,573,596</b>	<b>\$0</b>	<b>\$43,196,944</b>	<b>\$39,602,328</b>	<b>\$32,697,596</b>



**Appendix B Planned Budget Summary**

Year	Acquisition	Operation	Maintenance	Renewal			Disposal	Total budget		
				Forecast (Avg Ass Reg)	100% budgeted (Scenario 1)	Avl budget (Scenario 2)		Avg Required budget	100% budgeted	Avg Avl budget
2020	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$659,765	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2021	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$587,411	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2022	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$659,965	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2023	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$591,210	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2024	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$650,171	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2025	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$529,385	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2026	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$627,150	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2027	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$585,659	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2028	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$655,835	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2029	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$620,961	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2030	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$659,317	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2031	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$626,689	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2032	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$638,524	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2033	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$633,757	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2034	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$656,395	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2035	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$593,004	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2036	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$682,960	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2037	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$653,847	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2038	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$630,013	\$0	\$2,210,979	\$2,210,979	\$1,634,880
2039	\$0	\$100,620	\$905,580	\$1,204,779	\$1,204,779	\$631,578	\$0	\$2,210,979	\$2,210,979	\$1,634,880
<b>SUM5</b>	<b>\$0</b>	<b>\$503,100</b>	<b>\$4,527,900</b>	<b>\$6,023,894</b>	<b>\$6,023,894</b>	<b>\$3,148,522</b>	<b>\$0</b>	<b>\$11,054,894</b>	<b>\$11,054,894</b>	<b>\$8,174,399</b>
<b>SUM10</b>	<b>\$0</b>	<b>\$1,006,200</b>	<b>\$9,055,800</b>	<b>\$12,047,788</b>	<b>\$12,047,788</b>	<b>\$6,167,511</b>	<b>\$0</b>	<b>\$22,109,788</b>	<b>\$22,109,788</b>	<b>\$16,348,798</b>
<b>SUM20</b>	<b>\$0</b>	<b>\$2,012,400</b>	<b>\$18,111,600</b>	<b>\$24,095,575</b>	<b>\$24,095,575</b>	<b>\$12,573,596</b>	<b>\$0</b>	<b>\$44,219,575</b>	<b>\$44,219,575</b>	<b>\$32,697,596</b>

**Appendix C      Planned Renewal and Shortfall Report**

Year	Forecast Renewal	Planned Renewal (Scenario 2)	Annual Shortfall	Cumulative Shortfall
2020	\$4,121,930	\$659,765	(\$3,462,165)	(\$3,462,165)
2021	\$299,151	\$587,411	\$288,260	(\$3,173,905)
2022	\$608,034	\$659,965	\$51,931	(\$3,121,974)
2023	\$13,797	\$591,210	\$577,413	(\$2,544,561)
2024	\$1,867,142	\$650,171	(\$1,216,972)	(\$3,761,533)
2025	\$16,629	\$529,385	\$512,756	(\$3,248,777)
2026	\$181,501	\$627,150	\$445,649	(\$2,803,128)
2027	\$62,439	\$585,659	\$523,220	(\$2,279,908)
2028	\$781,145	\$655,835	(\$125,311)	(\$2,405,219)
2029	\$716,454	\$620,961	(\$95,493)	(\$2,500,712)
2030	\$2,707,856	\$659,317	(\$2,048,539)	(\$4,549,251)
2031	\$514,544	\$626,689	\$112,145	(\$4,437,105)
2032	\$478,453	\$638,524	\$160,071	(\$4,277,034)
2033	\$286,451	\$633,757	\$347,306	(\$3,929,728)
2034	\$594,267	\$656,395	\$62,128	(\$3,867,600)
2035	\$4,280,353	\$593,004	(\$3,687,349)	(\$7,554,949)
2036	\$405,041	\$682,960	\$277,918	(\$7,277,030)
2037	\$1,759,866	\$653,847	(\$1,106,018)	(\$8,383,048)
2038	\$439,282	\$630,013	\$190,731	(\$8,192,317)
2039	\$2,938,609	\$631,578	(\$2,307,031)	(\$10,499,348)
<b>SUM5</b>	<b>\$6,910,054</b>	<b>\$3,148,522</b>	<b>-\$3,761,533</b>	<b>-\$16,064,137</b>
<b>SUM10</b>	<b>\$8,668,223</b>	<b>\$6,167,511</b>	<b>-\$2,500,712</b>	<b>-\$29,301,882</b>
<b>SUM20</b>	<b>\$23,072,944</b>	<b>\$12,573,596</b>	<b>-\$10,499,348</b>	<b>-\$92,269,293</b>

(\*) Scenario 2: based on available budget set in LTFP

**Appendix D 10-Year Renewal Report based on Available Budget****Year Renewal: 2020 (Y1)****Total Cost: \$659,765**

ROAD	\$643,850	FTP	\$15,915
SWC	\$0	DRN	\$0

Group	Road Name	Location	Treatment	Cost
ROAD	SOMERSET STREET	From 0 - 330	Reseal	\$10,456
ROAD	SOMERSET STREET	From 330 - 500	Reseal	\$5,386
ROAD	BODEY STREET	From 0 - 380	Reseal	\$8,756
ROAD	BODEY STREET	From 380 - 450	Reseal	\$1,613
ROAD	WICKEPIN - PINGELLY ROAD	From 15380 - 16490	Reseal	\$29,408
ROAD	BROWN STREET	From 270 - 336	Reseal	\$1,629
ROAD	HARPER STREET	From 0 - 460	Reseal	\$12,493
ROAD	MARCONI STREET	From 0 - 400	Reseal	\$9,876
ROAD	NEW STREET	From 0 - 60	Reseal	\$1,185
ROAD	NEW STREET	From 60 - 130	Reseal	\$1,383
ROAD	PARADE STREET	From 0 - 240	Reseal	\$25,457
ROAD	PARKER STREET	From 780 - 970	Reseal	\$4,691
ROAD	REALM STREET	From 0 - 210	Resheet	\$2,526
ROAD	RENNET STREET	From 0 - 66	Resheet	\$1,180
ROAD	RENNET STREET	From 66 - 133	Resheet	\$1,198
ROAD	RENNET STREET	From 133 - 201	Resheet	\$1,216
ROAD	RENNET STREET	From 201 - 283	Resheet	\$1,466
ROAD	RENNET STREET	From 283 - 370	Resheet	\$1,556
ROAD	RETFORD STREET	From 0 - 60	Reseal	\$1,185
ROAD	RETFORD STREET	From 60 - 130	Reseal	\$1,383
ROAD	RETFORD STREET	From 130 - 210	Reseal	\$1,580
ROAD	RETFORD STREET	From 210 - 300	Reseal	\$1,778
ROAD	SOUTH KWEDA ROAD	From 40 - 9270	Resheet	\$350,725
ROAD	SOUTH KWEDA ROAD	From 9270 - 12350	Resheet	\$110,151
ROAD	YENELLIN ROAD	From 5130 - 5260	Reseal	\$3,210
ROAD	YENELLIN ROAD	From 5660 - 7420	Reseal	\$45,625
ROAD	YENELLIN ROAD	From 7420 - 7680	Reseal	\$6,740
FTP	PARK STREET	From 285 - 447; Side= Right	Replace	\$14,574
FTP	QUADRANT STREET	From 213 - 220; Side= Right	Replace	\$1,341

## 10-Year Renewal Report

**Year Renewal: 2021 (Y2)**

**Total Cost: \$587,411**

ROAD \$456,526	FTP \$8,986
SWC \$0	DRN \$121,900

Group	Road Name	Location	Treatment	Cost
DRN	JINGARING ROAD	At 2780	Replace	\$4,389
DRN	MERWANGA ROAD	At 4380	Replace	\$4,389
DRN	NAPPING POOL ROAD	At 2270	Replace	\$4,877
DRN	NAPPING POOL ROAD	At 3250	Replace	\$4,877
DRN	WALWALLING ROAD	At 3950	Replace	\$4,389
DRN	NALYA ROAD	At 750	Replace	\$3,901
DRN	STANES ROAD	At 1020	Replace	\$3,901
DRN	GILLETT ROAD	At 950	Replace	\$4,389
DRN	HICKMOTT ROAD	At 5180	Replace	\$4,389
DRN	KULYALING ROAD WEST	At 3390	Replace	\$3,109
DRN	SHADDICK ROAD	At 4940	Replace	\$7,864
DRN	STANES ROAD	At 1020	Replace	\$3,901
DRN	WALWALLING ROAD	At 5670	Replace	\$3,109
DRN	NORTH WANDERING ROAD	At 10300	Replace	\$35,763
DRN	WELSHMAN ROAD	At 1230	Replace	\$3,901
DRN	REALM STREET	At 100	Replace	\$3,454
DRN	THOMPSON ROAD	At 1020	Replace	\$4,389
DRN	HASELL ROAD	At 580	Replace	\$2,764
DRN	MERWANGA ROAD	At 2130	Replace	\$4,389
DRN	WOYERLING ROAD	At 8570	Replace	\$5,852
ROAD	BROWN STREET	From 569 - 889	Reseal	\$7,900
ROAD	TREFORT ROAD	From 0 - 560	Resheet	\$10,014
FTP	PASTURE STREET	From 580 - 630; Side= Right	Renew	\$8,986
DRN	WELSHMAN ROAD	At 2200	Replace	\$3,901
ROAD	ALDERSYDE - PINGELLY ROAD	From 6200 - 8590	Resheet	\$220,546
ROAD	TANNERS ROAD	From 0 - 630	Resheet	\$22,531
ROAD	TANNERS ROAD	From 630 - 1860	Resheet	\$43,989
ROAD	WALWALLING ROAD	From 0 - 1900	Resheet	\$59,456
ROAD	WALWALLING ROAD	From 8320 - 8700	Resheet	\$11,891
ROAD	WALWALLING ROAD	From 8700 - 8980	Resheet	\$8,762
ROAD	WALWALLING ROAD	From 8980 - 9000	Resheet	\$626
ROAD	WOYERLING ROAD	From 0 - 1980	Resheet	\$70,811

## 10-Year Renewal Report

**Year Renewal: 2022 (Y3)**

**Total Cost: \$659,965**

ROAD \$659,965	FTP \$0
SWC \$0	DRN \$0

Group	Road Name	Location	Treatment	Cost
ROAD	WOYERLING ROAD	From 1980 - 5950	Resheet	\$141,980
ROAD	WOYERLING ROAD	From 5950 - 10880	Resheet	\$171,172
ROAD	YEALERING - PINGELLY ROAD	From 5160 - 8460	Resheet	\$132,771
ROAD	YEALERING - PINGELLY ROAD	From 8460 - 13780	Resheet	\$214,043

## 10-Year Renewal Report

**Year Renewal: 2023 (Y4)**

**Total Cost: \$591,210**

ROAD \$348,736	FTP \$143,536
SWC \$0	DRN \$98,938

Group	Road Name	Location	Treatment	Cost
ROAD	YEALERING - PINGELLY ROAD	From 13780 - 14350	Resheet	\$22,933
ROAD	YENELLIN ROAD	From 10020 - 11630	Resheet	\$57,579
ROAD	YENELLIN ROAD	From 11630 - 16200	Resheet	\$163,438
FTP	BROWN STREET	From 422 - 481; Side= Right	Replace	\$6,330
FTP	BROWN STREET	From 0 - 1; Side= Left	Replace	\$6,482
FTP	PARK STREET	From 460 - 650; Side= Left	Replace	\$33,617
FTP	PARAGON STREET	From 390 - 600; Side= Right	Replace	\$18,776
FTP	SHARROW STREET	From 334 - 401; Side= Right	Replace	\$6,116
FTP	PEMBERTON STREET	From 206 - 285; Side= Left	Replace	\$3,532
FTP	PEMBERTON STREET	From 287 - 320; Side= Left	Replace	\$4,023
FTP	PEMBERTON STREET	From 288 - 320; Side= Right	Replace	\$4,023
FTP	PASTURE STREET	From 570 - 700; Side= Right	Replace	\$6,545
FTP	STRATFORD STREET	From 640 - 760; Side= Left	Replace	\$12,982
FTP	STRATFORD STREET	From 630 - 631; Side= Right	Replace	\$1,162
FTP	TAYLOR STREET	From 130 - 320; Side= Left	Replace	\$33,617
FTP	PASTURE STREET	From 500 - 570; Side= Right	Replace	\$6,330
DRN	BLECHYNDEN ROAD	At 10	Replace	\$4,877
DRN	ALDERSYDE - PINGELLY ROAD	At 6210	Replace	\$7,315
DRN	JAMES STREET	At 230	Replace	\$3,901
DRN	DHU STREET	At 10	Replace	\$5,852
DRN	MILTON ROAD	At 8380	Replace	\$5,852
DRN	NAPPING POOL ROAD	At 720	Replace	\$4,877
DRN	MILTON ROAD	At 7080	Replace	\$5,852
DRN	SOUTH KWEDA ROAD	At 2680	Replace	\$4,389
DRN	NORTH WANDERING ROAD	At 16210	Replace	\$5,364
DRN	NORTH BANNISTER - PINGELLY ROAD	At 6970	Replace	\$5,852
DRN	MOORUMBINE ROAD	At 100	Replace	\$4,633
DRN	TUTANNING ROAD	At 3520	Replace	\$3,109
DRN	NORTH BANNISTER - PINGELLY ROAD	At 6630	Replace	\$5,852
DRN	MILTON ROAD	At 8150	Replace	\$5,852
DRN	MILTON ROAD	At 4170	Replace	\$5,852
DRN	PHILIP STREET	At 20	Replace	\$5,852
DRN	YORK - WILLIAMS ROAD	At 10	Replace	\$4,877
DRN	DWARLAKING ROAD	At 5440	Replace	\$4,389
DRN	OLD WICKEPIN ROAD	At 620	Replace	\$4,389
ROAD	DWARLAKING ROAD	From 4800 - 5600	Resheet	\$32,187
ROAD	DWARLAKING ROAD	From 6650 - 7880	Resheet	\$43,989
ROAD	DWARLAKING ROAD	From 7880 - 8680	Resheet	\$28,611

## 10-Year Renewal Report

**Year Renewal: 2024 (Y5)**

**Total Cost: \$650,171**

ROAD \$650,171	FTP \$0
SWC \$0	DRN \$0

Group	Road Name	Location	Treatment	Cost
ROAD	JINGARING ROAD	From 80 - 8140	Resheet	\$288,251
ROAD	MILTON ROAD	From 50 - 2040	Resheet	\$54,266
ROAD	MILTON ROAD	From 2040 - 8440	Resheet	\$174,524
ROAD	MOORUMBINE ROAD	From 910 - 2470	Resheet	\$55,791
ROAD	MOORUMBINE ROAD	From 2470 - 4320	Resheet	\$66,162
ROAD	BALFOUR STREET	From 850 - 1100	Resheet	\$11,176

## 10-Year Renewal Report

**Year Renewal: 2025 (Y6)**

**Total Cost: \$529,385**

ROAD \$529,385	FTP \$0
SWC \$0	DRN \$0

Group	Road Name	Location	Treatment	Cost
ROAD	HICKMOTT ROAD	From 0 - 3850	Resheet	\$103,266
ROAD	KULYALING ROAD WEST	From 0 - 1330	Resheet	\$41,619
ROAD	KULYALING ROAD WEST	From 1330 - 2770	Resheet	\$45,062
ROAD	KULYALING ROAD WEST	From 2770 - 4000	Resheet	\$38,490
ROAD	KULYALING ROAD WEST	From 4000 - 5460	Resheet	\$45,687
ROAD	LAMARD ROAD	From 0 - 2700	Resheet	\$84,491
ROAD	MERWANGA ROAD	From 3000 - 3050	Resheet	\$2,235
ROAD	MERWANGA ROAD	From 3050 - 4800	Resheet	\$78,232
ROAD	MERWANGA ROAD	From 4800 - 5200	Resheet	\$17,882
ROAD	NALYA ROAD	From 0 - 3240	Resheet	\$72,420



## 10-Year Renewal Report

**Year Renewal: 2026 (Y7)**

**Total Cost: \$627,150**

ROAD \$627,150	FTP \$0
SWC \$0	DRN \$0

Group	Road Name	Location	Treatment	Cost
ROAD	NAPPING POOL ROAD	From 2325 - 7120	Resheet	\$150,049
ROAD	NAYLOR STREET	From 0 - 770	Resheet	\$27,538
ROAD	PALM STREET	From 10 - 180	Resheet	\$4,157
ROAD	PEMBERTON STREET	From 200 - 320	Resheet	\$6,759
ROAD	REEDS ROAD	From 0 - 1200	Resheet	\$37,551
ROAD	WICKEPIN - PINGELLY ROAD	From 3800 - 6620	Reseal	\$71,943
ROAD	WICKEPIN - PINGELLY ROAD	From 6620 - 7050	Reseal	\$12,032
ROAD	WICKEPIN - PINGELLY ROAD	From 7050 - 7740	Reseal	\$17,603
ROAD	WICKEPIN - PINGELLY ROAD	From 9930 - 11240	Reseal	\$33,420
ROAD	JINGARING ROAD	From 11930 - 16520	Resheet	\$164,153
ROAD	STONE STREET	From 760 - 770	Reseal	\$383
ROAD	STONE STREET	From 770 - 880	Reseal	\$2,308
ROAD	YENELLIN ROAD	From 4780 - 5130	Reseal	\$5,617
ROAD	YENELLIN ROAD	From 5260 - 5420	Reseal	\$2,568
ROAD	YENELLIN ROAD	From 5420 - 5660	Reseal	\$3,851
ROAD	YENELLIN ROAD	From 7680 - 9250	Reseal	\$23,903
ROAD	PARK STREET	From 650 - 830	Reseal	\$10,666
ROAD	PARK STREET	From 830 - 860	Reseal	\$1,778
ROAD	PARK STREET	From 860 - 990	Reseal	\$7,703
ROAD	SOMERSET STREET	From 500 - 630	Reseal	\$4,119
ROAD	SOMERSET STREET	From 630 - 760	Reseal	\$4,119
ROAD	SOMERSET STREET	From 760 - 770	Reseal	\$317
ROAD	SOMERSET STREET	From 770 - 820	Reseal	\$1,584
ROAD	SOMERSET STREET	From 820 - 960	Reseal	\$3,053
ROAD	SOMERSET STREET	From 960 - 1030	Reseal	\$1,527
ROAD	SOMERSET STREET	From 1030 - 1100	Reseal	\$1,527
ROAD	SOMERSET STREET	From 1100 - 1170	Reseal	\$1,527
ROAD	SOMERSET STREET	From 1170 - 1250	Reseal	\$1,745
ROAD	SOMERSET STREET	From 1250 - 1270	Reseal	\$436
ROAD	MOORUMBINE ROAD	From 0 - 910	Reseal	\$23,216

## 10-Year Renewal Report

**Year Renewal: 2027 (Y8)**

**Total Cost: \$585,659**

ROAD \$585,659	FTP \$0
SWC \$0	DRN \$0

Group	Road Name	Location	Treatment	Cost
ROAD	NORTH WANDERING ROAD	From 100 - 3300	Reseal	\$81,638
ROAD	NORTH WANDERING ROAD	From 3300 - 5560	Reseal	\$57,657
ROAD	NORTH WANDERING ROAD	From 5560 - 8720	Reseal	\$80,617
ROAD	SHARROW STREET	From 580 - 640	Reseal	\$1,531
ROAD	SHARROW STREET	From 640 - 700	Reseal	\$1,531
ROAD	SHARROW STREET	From 700 - 710	Reseal	\$255
ROAD	SHARROW STREET	From 710 - 720	Reseal	\$255
ROAD	SHARROW STREET	From 720 - 790	Reseal	\$1,786
ROAD	SHARROW STREET	From 790 - 800	Reseal	\$255
ROAD	SHARROW STREET	From 800 - 870	Reseal	\$1,728
ROAD	SHARROW STREET	From 870 - 1160	Reseal	\$7,160
ROAD	SHARROW STREET	From 1160 - 1210	Reseal	\$1,234
ROAD	SHARROW STREET	From 1210 - 1260	Reseal	\$1,234
ROAD	DICKENS STREET	From 0 - 190	Reseal	\$4,378
ROAD	ELIOT STREET	From 0 - 190	Reseal	\$3,609
ROAD	KERR PLACE	From 0 - 90	Reseal	\$2,222
ROAD	PEMBERTON STREET	From 200 - 320	Reseal	\$2,765
ROAD	QUADRANT STREET	From 220 - 280	Reseal	\$1,185
ROAD	QUADRANT STREET	From 280 - 380	Reseal	\$1,975
ROAD	QUADRANT STREET	From 380 - 450	Reseal	\$1,383
ROAD	QUADRANT STREET	From 450 - 540	Reseal	\$1,778
ROAD	QUADRANT STREET	From 540 - 630	Reseal	\$1,778
ROAD	QUADRANT STREET	From 630 - 710	Reseal	\$1,580
ROAD	QUADRANT STREET	From 710 - 1170	Reseal	\$9,859
ROAD	QUADRANT STREET	From 1170 - 1410	Reseal	\$4,234
ROAD	QUARTZ STREET	From 640 - 750	Reseal	\$2,127
ROAD	QUARTZ STREET	From 750 - 850	Reseal	\$1,934
ROAD	QUARTZ STREET	From 850 - 860	Reseal	\$193
ROAD	STONE STREET	From 0 - 210	Reseal	\$4,580
ROAD	STONE STREET	From 210 - 320	Reseal	\$2,399
ROAD	STONE STREET	From 610 - 760	Reseal	\$4,506
ROAD	MOORUMBINE ROAD	From 4370 - 9070	Resheet	\$168,087
ROAD	MOORUMBINE ROAD	From 9070 - 10430	Resheet	\$48,638
ROAD	BROWN STREET	From 889 - 1221	Reseal	\$8,197
ROAD	NAPPING POOL ROAD	From 2275 - 2325	Reseal	\$1,234
ROAD	PASTURE STREET	From 700 - 778	Reseal	\$4,366
ROAD	WICKEPIN - PINGELLY ROAD	From 7050 - 7740	Resheet	\$51,288
ROAD	STRATFORD STREET	From 790 - 970	Resheet	\$14,484

## 10-Year Renewal Report

**Year Renewal: 2028 (Y9)**

**Total Cost: \$655,835**

ROAD \$655,835	FTP \$0
SWC \$0	DRN \$0

Group	Road Name	Location	Treatment	Cost
ROAD	BOYAGIN ROAD	From 0 - 5170	Resheet	\$231,120
ROAD	BOYAGIN ROAD	From 5690 - 8340	Resheet	\$71,079
ROAD	BOYAGIN ROAD	From 11680 - 14790	Resheet	\$103,610
ROAD	DWARLAKING ROAD	From 8680 - 10120	Resheet	\$50,158
ROAD	DWARLAKING ROAD	From 10120 - 12420	Resheet	\$56,443
ROAD	DWARLAKING ROAD	From 12490 - 12900	Resheet	\$7,881
ROAD	JINGARING ROAD	From 8140 - 11930	Resheet	\$135,543

## 10-Year Renewal Report

**Year Renewal: 2029 (Y10)**

**Total Cost: \$620,961**

ROAD \$620,961	FTP \$0
SWC \$0	DRN \$0

Group	Road Name	Location	Treatment	Cost
ROAD	SHADDICK ROAD	From 17250 - 17580	Resheet	\$10,327
ROAD	SHADDICK ROAD	From 17580 - 20810	Resheet	\$101,076
ROAD	YEALERING - PINGELLY ROAD	From 4500 - 5160	Resheet	\$26,554
ROAD	BALFOUR STREET	From 0 - 130	Resheet	\$4,068
ROAD	BALFOUR STREET	From 130 - 530	Resheet	\$12,517
ROAD	DHUS ROAD	From 0 - 900	Resheet	\$32,187
ROAD	DHUS ROAD	From 900 - 2640	Resheet	\$62,228
ROAD	HICKMOTT ROAD	From 4650 - 6140	Resheet	\$46,626
ROAD	IVANHOE ROAD	From 0 - 350	Resheet	\$9,388
ROAD	LEONS ROAD	From 0 - 1070	Resheet	\$38,267
ROAD	MARCONI STREET	From 400 - 660	Resheet	\$4,649
ROAD	MARSHALL ROAD	From 0 - 1060	Resheet	\$8,047
ROAD	MERWANGA ROAD	From 160 - 2800	Resheet	\$118,019
ROAD	MERWANGA ROAD	From 2800 - 3000	Resheet	\$8,941
ROAD	MERWANGA ROAD	From 5200 - 6020	Resheet	\$32,992
ROAD	MERWANGA ROAD	From 6020 - 6100	Resheet	\$3,219
ROAD	NAPPING POOL ROAD	From 45 - 2275	Resheet	\$76,734
ROAD	NAYLOR STREET	From 770 - 820	Resheet	\$1,788
ROAD	PARAGON STREET	From 1125 - 1345	Resheet	\$7,868
ROAD	PARAGON STREET	From 1515 - 1625	Resheet	\$2,950
ROAD	RYAN ROAD	From 0 - 350	Resheet	\$12,517

#### **14.4 Masterplan – Pingelly Caravan Park**

<b>File Reference:</b>	<b>ADM0022</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to approve a reallocation of expenditure from within the 2019/20 Budget in order to fund a masterplan for the Pingelly Caravan Park.

#### **Background**

The Shire of Pingelly currently owns and manages the Pingelly Caravan Park, with bookings administered by the Pingelly Community Craft Centre in return for a commission.

The caravan park is one of a small number of accommodation options in town, and the only facility that allows for caravans, campervans and tents. The current amenity of the caravan park is basic.

As Pingelly continues to diversify its economy, and provide for tourism and increased visitation, it is important to have a well designed caravan park that maximises the space available, as well as provides a quality facility. While it is possible to upgrade components of the park without a masterplan, a well planned facility will ensure various stages of the park's development are constructed with a clear ultimate vision.

#### **Comment**

The development of a masterplan responds to the Shire of Pingelly Strategic Community Plan which identifies the need for short term accommodation and supports an increased focus in this area.

A masterplan will identify development and improvement opportunities for the Park, including key items to improve the facility in order to provide a better visitor experience and create an environment that will support longer stays. Following the development of the plan, any works can be staged as financial resources become available.

An upgrade to the Pingelly Caravan Park will have a number of benefits, including:

##### **Environmental**

- Promote energy efficient and sustainable design principles; and
- Promote the use of native flora species within the Park.

##### **Social**

- Create an affordable and family friendly holiday stay option;
- Provide a diverse range of accommodation options;
- Create a safe holiday environment; and
- Promote greater universal access and inclusion opportunities.

##### **Economic**

- Increase economic activity through increased intrastate and interstate tourist visitation;
- Increase the duration of visitor stays by developing suitable alternative accommodation options; and
- Increase the marketing potential for Pingelly overall.

An allocation of \$7,000 exists in the 2019/20 Budget for the Refuse site rehabilitation and decommission. The materials and contracts component of this is \$4,040, and available for reallocation as this project is not proposed to be carried out in the current financial year. A site

management plan for the Pingelly Waste Management Facility and a Post Closure Management Plan are proposed in Years 3 and 4 of the draft Corporate Business Plan.

In the current economic climate, it is considered an opportune time to be ready to maximise funding opportunities that align with an economic benefit to a community and therefore may align with eligibility for stimulus funding. A masterplan is a key component of a grant application as it demonstrates planning and community consultation around a project.

### Consultation

Consultation with the wider community will form part of the development of the masterplan.

### Statutory Environment

Local Government Act 1995 section 6.8:

6.8. Expenditure from municipal fund not included in annual budget

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

\* Absolute majority required.

### Policy Implications

Nil

### Financial Implications

Based on two quotations received, an allocation of \$4,750 is required to undertake a masterplan. The reallocation of \$4,040 for refuse site rehabilitation will fund most of this project with the remaining \$710 impacting on the 30 June 2020 surplus.

### Strategic Implications

Goal 1	Economy
Outcome 1.3	The right resources and infrastructure are in place to support business development, including an increase in visitors and visitor spend in the Shire.
Strategy 1.3.1	Support local tourism infrastructure development.

### Risk Implications

Risk	The key risk arises from the Shire not have a masterplan for the Park, therefore not being able to take advantage of funding opportunities as they arise. In addition, this leads to the situation where capital works are undertaken without a future plan, leading to inefficiencies.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Financial
Risk Action Plan (Controls or Treatment Proposed)	Nil further actions proposed, as the masterplan will provide future configuration of the park as well as supporting documentation for any funding opportunities that arise.

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

**Voting Requirements**

Absolute Majority

**Recommendation**

**That Council:**

- 1) **approve the reallocation of \$4,040 from the Refuse Site Rehabilitation and Decommission budget, to facilitate a masterplan being prepared for the Pingelly Caravan Park; and**
- 2) **Notes an additional impact of \$710 on the 2019/20 Budget in order to complete the masterplan for the Pingelly Caravan Park.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## **14.5 Councillor Training and Development Policy**

<b>File Reference:</b>	<b>ADM0085</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Updated Councillor Training and Development Policy</b>
<b>Previous Reference:</b>	<b>N/A</b>

### **Summary**

Council is requested to adopt changes to the Councillor Training Policy, in order to include recent legislative changes requiring newly elected Councillors to attend mandatory training, and to include professional development as part of the training process.

### **Background**

The Shire of Pingelly currently has a Councillor Training Policy that includes an induction when first appointed to the role and that encourages Councillors to complete further training.

Amendments to the Local Government Act now require Councils to adopt a policy in relation to the continuing professional development of Council Members, with a requirement for a Policy to be published on the local government website. Specifically, Part 5, Division 10 of the Local Government Act 1995 describes provisions related to the universal training of Councillors:

- under section 5.126 of the Act, each Councillor must complete training in accordance with the Regulations
- under section 5.127 of the Act, the CEO must publish a report on the local government's website within 1 month of the end of the financial year detailing the training completed by Councillors
- under section 5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of councillors

### **Comment**

Councillors have a unique and challenging role performing their functions. The Shire recognises the value of training and continuing professional development to build and supplement Councillor skills and experience.

The Department of Local Government, Sport and Cultural Industries (DLGSC) have advised that all Elected Members will need to complete the "Council Member Essentials" training course within 12 months of being elected.

The draft Policy includes the provision for an induction for newly elected Councillors, and also describes the Shire of Pingelly's approach to enable Councillors to meet their statutory obligations in relation to Councillor training.

### **Consultation**

Nil

### **Statutory Environment**

#### *Local Government Act 1995*

5.126. Training for council members

- (1) Each council member must complete training in accordance with regulations.
- (2) Regulations may —
  - (a) prescribe a course of training; and
  - (b) prescribe the period within which training must be completed; and
  - (c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and
  - (d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.



Local Government Regulations Amendment (Induction and Training) Regulations 2019 introduced the requirement for mandatory training of elected members.

### Policy Implications

Amendments to policies must be determined by an absolute majority decision.

### Financial Implications

An allocation is made in the annual budget for the purpose of Councillor training.

### Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.2	The Shire's community feels community involvement and engagement is working well.
Strategy 5.2.3	Ensure that there is good communication between the Shire of Pingelly and the community via a range of methods.
Outcome 5.7	Customer service and other corporate systems are of a high quality and effective.
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed.

### Risk Implications

Risk	Failure to adopt a policy that meets the requirements of amended legislation may result in deemed non-compliance with the Local Government Act. A secondary risk arises where Councillors do not participate in training, leading to poor governance and decision making.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

### Voting Requirements

Absolute Majority

### Recommendation

**That Council adopts the updated Councillor Training and Development Policy as attached.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

# Council Policy



Council Policy Name: 4.10 Councillor Training

Responsible Directorate: Chief Executive Office

## 1. PURPOSE

To provide access to training and development for Councillors in order to enhance their knowledge, representation and decision-making.

## 2. SCOPE

This Policy is applicable to Shire of Pingelly Elected Members (Councillors).

## 3. DEFINITIONS

“Event” means conferences, seminars, forums, workshops, courses, information training sessions and other like events.

## 4. POLICY STATEMENT

### 4.1 Eligible Events

Events to which this policy applies will generally be limited to those coordinated and/or run by either:

- a) The Western Australian Local Government Association (WALGA).
- b) The major professional bodies associated with local government.
- c) Accredited organisations offering training relating to the role and responsibilities of Councillors.

### 4.2 Mandatory Training

- a) Councillors are required to complete the Council Member Essentials training modules prescribed by Regulation 35, Local Government (Administration) Regulations 1996 within the first 12 months of their election to Council.
- b) The cost of completing the training modules will be funded from the Councillors annual allocation for training activities.

### 4.3 Request for Attendance

- a) Any approval for conference, seminar or training program attendance is always subject to budgetary funds being available.
- b) The Chief Executive Officer may approve Councillors attending the WALGA Convention, the Council Member Essentials training modules, and a training request where there is a specific budget provision and all Councillors have been offered the opportunity to attend.
- c) Requests for course participation or conference attendance may be initiated by the Council Member and should be forwarded to the Chief Executive Officer in a reasonable time prior to enrolment or registration.

### 4.4 Councillor Induction

Following their election, new Councillors will be given an induction by the Shire President and Chief Executive Officer. Part of that induction will include information and recommendations on which training course they are required to attend.

#### 4.5 Reporting

A report will be included in each year's Annual Report, and maintained on the Shire of Pingelly website, advising the attendance of elected members at events during the year and the total number of mandatory training modules completed by each elected member.

4.6 All costs associated with attendance at training activities will be paid by Council in accordance with Policy 4.5 Conference and Meeting Expenses

### 5 RELATED DOCUMENTATION / LEGISLATION

- Part 5, Division 10 of the *Local Government Act 1995*
- Part 10 of the *Local Government (Administration) Regulations 1996*
- Sections 5.126, 5.127 and 5.128 of the *Local Government Act 1995*
- Regulation 35, *Local Government (Administration) Regulations 1996*
- Regulation 36, *Local Government (Administration) Regulations 1996*

### 6 REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	20 May 2020
Previous Adoption	

## **15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES**

### **15.1 Monthly Statement of Financial Activity – April 2020**

<b>File Reference:</b>	<b>ADM0075</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Director Corporate &amp; Community Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Statements of Financial Activity for the period 1 July 2019 to 30 April 2020</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

In Accordance with the *Local Government Act 1995* Section 5.25 (1) and *Local Government (Financial Management) Regulations 1996*, Monthly Financial Statements are required to be presented to Council, in order to ensure that income and expenditure is in keeping with budget forecasts.

The Monthly Statements of Financial Activity for the month of April 2020 are attached for Council consideration and adoption. This report now incorporates new Australian Accounting Standards Board (AASB) requirements effective from 1 July 2019. AASB 15 Revenue from Contracts with Customers (IFRS 15), AASB 1058 Income for Not-for Profit Entities, AASB 16 Lease replaces AASB 117 (IFRS 16).

#### **Background**

In order to prepare the monthly statements, the following reconciliations have been completed and verified:

- Reconciliation of assets, payroll and taxation services;
- Reconciliation of all shire's bank accounts, including term deposits;
- Reconciliation of Rates, including outstanding debtors;
- Reconciliation of Sundry Creditors and Debtors;

#### **Consultation**

Nil

#### **Statutory Environment**

*Local Government Act 1995*;

*Local Government (Financial Management) Regulations 1996*

Section 34: Financial Reports to be Prepared

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
- (b) Budget estimates to the end of the month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) The net current assets at the end of the month to which the statement relates.

- (2) Each statement of financial activity is to be accompanied by documents containing -
- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
  - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown -
- (a) According to nature and type classification;
  - (b) By program; or
  - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
- (a) Presented to the council -
    - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
    - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

### Policy Implications

There are no policy implications.

### Financial Implications

There are no significant trends or issues to be reported. The report and officer recommendation is consistent with Council's adopted Budget 2019/2020.

### Strategic Implications

Goal 4	Effective Governance and Organisation
Outcome 4.5	Effective and efficient corporate and administrative services
Strategy 4.5.1	Provide a full range of financial services to support Shire's operations and to meet planning, reporting and accountability requirements

### Risk Implications

Risk	Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

**Voting Requirements**

Simple Majority

**Recommendation**

**That with respect to the Monthly Statements of Financial Activity for the month ending 30 April 2020 be accepted and material variances be noted.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## **15.2 Accounts Paid by Authority – April 2020**

**File Reference:** ADM0066  
**Location:** Not Applicable  
**Applicant:** Not Applicable  
**Author:** Senior Finance Officer  
**Disclosure of Interest:** Nil  
**Attachments:** List of Accounts  
**Previous Reference:** Nil

### **Summary**

Council endorsement is required for accounts made by authority for the month of April 2020.

### **Comment**

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2019/20 Budget.

### **Consultation**

Nil

### **Statutory Environment**

Regulation 12 of the *Local Government (Financial Management) Regulations* provides that:

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

Regulation 13 of the *Local Government (Financial Management) Regulations* provides that:

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

**Policy Implications**

There are no policy implications arising from this amendment.

**Financial Implications**

There are no known financial implications upon either the Council's current budget or long term financial plan.

**Strategic Implications**

Goal 4	Effective Governance and Organisation
Outcome 4.5	Effective and efficient corporate and administrative services
Strategy 4.5.1	Provide a full range of financial services to support Shire's operations and to meet planning, reporting and accountability requirements

**Risk Implications**

Risk	Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit.
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

**Voting Requirements**

Simple Majority

**Recommendation**

That Council endorse the Accounts for Payments for April 2020 as presented:

<b>APRIL 2020</b>	
<b>MUNI - 117984856</b>	
EFT 6919 - 6998	\$315,319.49
CHEQUE 24765 - 24768	\$5,309.21
<b>TRUST ACCOUNTS</b>	
DEPT OF TRANSPORT – DD11228.1 – DD11277.1	\$13,008.30
TRUST FUND – NIL	N/A
<b>DIRECT DEBIT -</b>	
DD11235.1 – DD11263.5 & EFT6926 – EFT6997 – Pay and Super	\$18,624.74
<b>CREDIT CARDS</b>	
DD11242.1 – DD11242.1	\$896.91
<b>GRAND TOTAL</b>	<b>\$353,158.65</b>
<b>Notification</b>	<b>Explanation</b>
Nil	N/A

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_



**CONFIDENTIAL ITEMS**

**Recommendation**

**THAT pursuant to Section 5.23 of the Local Government Act 1995 these items be dealt with, with the public excluded as the items deal with the personal affairs of a person.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**15.3 Confidential item- Sundry Debtors Write Off 2020**

**File Reference: ADM0494**  
**Location: Shire of Pingelly**  
**Applicant: Not Applicable**  
**Author: Director Corporate & Community Services**  
**Disclosure of Interest: Nil**  
**Attachments: Nil**  
**Previous Reference: Nil**

**15.4 Confidential Item - Shire of Pingelly Sale of Land for Unpaid Rates over Three Years**

**File Reference: ADM0133**  
**Location: Pingelly**  
**Applicant: Not Applicable**  
**Author: Director Corporate & Community Services**  
**Disclosure of Interest: Nil**  
**Attachments: Nil**  
**Previous Reference: Nil**

**Recommendation:**

**That the meeting be re-opened to the public.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## **15.5 Budget Amendment - Pingelly Public Swimming Pool Capital Works**

**File Reference:** ADM0067  
**Location:** Pingelly Public Swimming Pool  
**Applicant:** N/A  
**Author:** Director Corporate & Community Services  
**Date:** 30 April 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

### **Summary**

Council is requested to approve a 2019/20 budget amendment to undertake the repainting of the Pingelly Public Swimming Pool, pool bowl and repair of the damaged pool bowl expansion joint.

### **Background**

The Pingelly Swimming Pool requires works to be undertaken to repair the damaged pool expansion joint. In addition, the repainting of the pool bowl has not been undertaken for a number of years, and it is considered an opportune time to do both works together to maximise efficiencies.

### **Comment**

The proposed pool bowl painting and repair was proposed to be included in the 2020/21 draft Budget, being fully funded from the swimming pool reserve. As the works are proposed to be funded through the Swimming Pool Reserve, there is no financial impact, and the works can be undertaken in the current financial year.

Two quotes have been sourced from suitable contractors to undertake the capital works at the swimming pool which includes repainting the pool bowl and undertaking the repair of the damaged expansion joint. This item is brought to Council now due to the timing of when best to undertake the works in May before the winter rains.

### **Consultation**

Contract Aquatics  
Wetdeck Pools

### **Statutory Environment**

Local Government Act 1995 section 6.8 states:

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

\* Absolute majority required.

- (1a) In subsection (1) —  
additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

[Section 6.8 amended by No. 1 of 1998 s. 19.]

## Policy Implications

Nil

## Financial Implications

Estimated cost of repairs \$30,000 to be 100% funded from the Swimming Pool Reserve. The Reserve has a budgeted balance of \$53,111 as at 30 June 2020.

## Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.5	The Value of community owned assets is maintained
Strategy 5.5.1	Asset renewals and upgrades are funded to the level required to maintain asset value and agreed service levels.

## Risk Implications

Risk	Leaking pool bowl due to damaged expansion joint, failure to repair leaking joint may lead to increased water bills and possible main pump failure should water levels drop.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Infrastructure failure
Risk Action Plan (Controls or Treatment Proposed)	Drain pool and repair damaged expansion joint.

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

## Voting Requirements

Absolute Majority

## Recommendation

**That Council approves a 2019/20 budget amendment of \$30,000, being for repairs to the expansion joint and repainting of the pool bowl at the Pingelly Swimming Pool, to be funded in full from the Swimming Pool Reserve Account.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## **15.6 Regional Development Australia Wheatbelt Invitation – Joint Membership to Grants Guru**

<b>File Reference:</b>	<b>ADM0281</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Community Development Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>RDA Letter</b>
<b>Previous Reference:</b>	<b>Not Applicable</b>

### **Summary**

Council is requested to approve funds to join the Grant Guru program over an initial 3-year period.

### **Background**

Regional Development Australia Wheatbelt has advised an opportunity exists for the Shire of Pingelly to become involved with an aggregated subscription to Grant Guru, initially over a 3-year period commencing June 2020.

This item relates to a regional grants portal connected via an internet-based software service that delivers Grant Guru funding opportunities throughout the Wheatbelt & Midwest-Gascoyne region. Regional Wheatbelt Australia is requesting a commitment from 42 Local Governments in the Wheatbelt Region to be involved in a collaboration, namely providing access to the Grant Guru funding opportunities.

Each Shire, should they join, will have the benefit of a service streamlined to their needs with the addition of educational videos and written materials to enable suitably placed grant writing opportunities and a limit to crossover applications from competing Local Government Authorities. Regional Development Australia Wheatbelt will have “master user” information, as this will enable them to flag duplicating grant applications creating a coordinated approach to grant funding.

### **Comment**

Grant funding is becoming increasingly vital to progress opportunities of benefit to the region. This is reinforced by the COVID-19 environment which is escalating the need for grant funding to assist in recovery efforts for local communities. It is expected there will be multiple funding opportunities arising from the Federal Government’s desire to improve social and economic outcomes, as a result of social distancing and infection control measures.

Overall the benefits of a collaborative approach under the Grant Guru proposal includes:

- Reduced subscription fees for Grant Guru.
- The ability to collaborate with other Shires, thus reducing cross over of applications within funding opportunities.
- Additional availability of training material (video and written).
- Empowered understanding of the grants landscape, and how to successfully access the funding.
- A valuable investment for COVID-19 recovery initiatives.

Additionally, the Shire of Pingelly would be better placed to pursue grant funding in a timely manner through the Grant Guru program/portal, further enhanced by the educational features as well as the endorsement by Regional Development Australia Wheatbelt. Staff access would optimise the acceleration of opportunities to progress projects and plans.

### **Consultation**

Regional Development Australia consulted with Grant Guru to request a cross regional subscription to access their portal as an internet-based software service, primarily to assist Regional Development Australia Wheatbelt in their ability to service those looking for funding

opportunities such as Government, Business or Community Groups. This consultation afforded Regional Development Australia Wheatbelt to reduce costs for those joining the program proposed to 63 Local Governments, 42 of which are Wheatbelt located. Regional Development Australia has subsequently consulted Local Government zone members throughout late 2019 requesting support of the program.

### Statutory Environment

Local Government Act 1995 – Part 6 – Financial Management, Division 4 – General financial Provisions – 6.8 (1), (b).

### Policy Implications

Nil.

### Financial Implications

\$775 Annual Subscription – initially over a three-year period (usually \$7000).

Program set up at nil cost – a saving of \$2000.

### Strategic Implications

Goal 1	Economy
Objective 1.1	The Shire experiences significant new business growth and employment and is known widely as an innovative and collaborative community which is attracting new population and investment.
Strategy 1.1.1	Work with community groups, local business and other partners to explore and leverage opportunities for business development around the PRACC.
Strategy 1.1.2	Continue to build relationships with tertiary research institutions (e.g. UWA), local business and other partners which bring collaboration on key projects and support Pingelly's vision for the future.
Strategy 1.1.4	Support business and community tourism promotion initiatives.
Objective 1.3	The right resources and infrastructure are in place to support business development, including an increase in visitors and visitor spend in the Shire.
Strategy 1.3.1	Support local tourism infrastructure development.
Goal 2	Community
Objective 2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
Strategy 2.4.1	Provide a range of community facilities and associated services in a way that maximises use and community activity.
Strategy 2.4.2	Continue to develop the PRACC as a focal point for recreation and cultural activities.
Strategy 2.4.4	Celebrate key annual national events and support a range of local community events.
Objective 2.5	The young, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment.
Strategy 2.5.1	Enable people, particularly seniors and people with disability, to be able to move easily around the town and to use community facilities.
Strategy 2.5.2	Advocate for and facilitate provision of services and resources to address issues experienced by young people and seniors.

### Risk Implications

Risk	There is little risk to the Shire of Pingelly joining the Grant Guru subscription other than the possibility of internet difficulties or grant opportunities not being streamlined effectively, however, this could be mitigated by Regional Development Australia Wheatbelt monitoring of the portal, viewing applications and aspirations of the Shires and as such able to assist with applications.
Risk Rating (Prior to Treatment or Control)	Low
Principal Risk Theme	Infrastructure
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

### Voting Requirements

Absolute Majority

### Recommendation

**That Council agrees to endorse funding of \$775 being allocated in the draft 2020-21 Budget, for the purpose of joining the Grant Guru program, noting that this commitment will be required on an annual basis for a total of three financial years.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_



SHIRE OF PINGELLY	
FILE	ADM 0554
DATE	30 MAR 2020
Officer	EA DCSS
Copy to	IFM201396



**Regional  
Development**  
*Australia*  
W H E A T B E L T W A

19 March 2020

Ms Julie Burton  
Chief Executive Officer  
Shire of Pingelly  
17 Queen Street  
Pingelly WA 6308

RDA Wheatbelt Inc  
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Dear Julie

### **Opportunity to join the Wheatbelt aggregated subscription to GrantGuru**

ABN: 30 580 026 380

Wheatbelt Local Governments (LGs) and RDA Wheatbelt spend a huge amount of time looking for funding streams to progress projects and limited resources often mean our LGs are disadvantaged in their endeavours to access that elusive 'pot of gold'.

This proposal offers a 'one stop shop' where grant searches can be tailored to your needs, reducing the time spent researching, along with the resources to help produce a quality application. Whilst LGs may have current GrantGuru subscription, copyright can limit the use for your local organisations, this subscription allows you to share your portal access. All at a fraction of the usual annual fee of \$7000 per LG plus \$2000 set up fee. This may be a valuable investment for COVID-19 recovery initiatives.

RDA Wheatbelt (RDAW) and RDA Midwest Gascoyne (RDAMWG) requested a cross regional proposal for a subscription to the GrantGuru portal. The proposed portal will help councils and communities find grants, be alerted to relevant grants and learn about best practice grant writing so they can win more grants to build their communities. It will also provide RDAW and RDAMWG with important 'master user' information including which grants our LGs are planning to apply for (flagging potential duplication), are applying for and grants they are winning. All of this helps us to form a more coordinated approach toward funding in the region by promoting collaborative efforts and preventing unnecessary regional competition.

The proposed regional grants portal, will be an internet based software service to assist RDAMWG and RDAW to empower LGs, Community Groups, businesses and RDA staff with a detailed understanding of the grants landscape as well as tools to easily find, learn about, apply for and manage applications for Federal, State and Local Government, and nongovernment grants and assistance. This service will greatly reduce recurrent efforts currently undertaken by those seeking funding for initiatives that enhance the economic growth of local communities. In short, this online service provides the 'Trivago for grants' as well as a learning space (written information) and additional tools (videos) to provide a 'how to' + 'make information quick and easy' service.

GrantGuru is offering LGs within the Wheatbelt and Midwest Gascoyne regions, an aggregated discount opportunity via RDAW and RDAMWG to help raise grant awareness amongst the region's communities and, in turn, promote economic growth. It is intended that the regional site will be developed and linked to both RDA websites for regional use with open access to all.

The GrantGuru subsidised subscription is being made available to RDAW and RDAMWG as a joint project for \$40,000 plus GST per year across 63 Local Governments. RDAW is unable to fund the 2/3 contribution for this subscription as a single entity, therefore we are proposing a cost sharing arrangement with all 42 Wheatbelt Local Governments, based on population size. RDAW's contribution will be through in kind support to all portal users in addition to an annual subscription cash contribution. An indication of in principle support for this proposal was sought from Zone members throughout late 2019.



Please note – RDAs Wheatbelt and Midwest Gascoyne are not affiliated with, nor will they receive any benefits from Grant Guru for promotion of this proposal.

<b>Proposed Contribution Across all 42 Wheatbelt LGs and RDAW (2/3 of the \$40,000)</b>			
<b>LG population - 2016 ABS</b>	<b>Number of LGs</b>	<b>Single Contribution ex GST</b>	<b>Total Contribution</b>
Under 500	6	\$300	\$1,800
500 - 1000	15	\$425	\$6,375
1000 - 2000	12	\$775	\$9,300
2000 - 4000	5	\$950	\$4,750
over 4000	4	\$1,125	\$4,500
<b>Total LGs</b>	<b>42</b>		
RDA Wheatbelt		\$2,000	\$2,000
<i>NOTE - Initial discussions indicated some LGs may not participate in this program. Should this not be the case any surplus funding will be used for portal training and capacity building workshops.</i>			-\$2058.00
<b>Total funds required for 2/3 of joint subscription</b>			<b>\$26,667.00</b>

GrantGuru are waiving the setup fee for this unique collaboration and RDAW is committed to this initiative, so we now approach you in asking for a commitment towards this highly valuable resource.

Request:

That the Shire of Pingelly undertake a three year commitment to the collaborative GrantGuru portal at the cost of \$775 ex GST per year, in advance, commencing in June 2020 for the 2020-21 period. These funds will be paid to RDA Wheatbelt Inc who will be managing the payments to GrantGuru.

To participate in this initiative we request that you provide evidence of your commitment in writing by the 29th May 2020. We also request contact details of the person who will be your point of contact.

Examples of GrantGuru portals (We cannot access specific information relevant to each portal owner):

- RDA Adelaide Hills, Fleurieu and Kangaroo Island [www.rdahc.grantguru.com.au](http://www.rdahc.grantguru.com.au)
- Sunshine Coast Council [www.sunshinecoast.grantguru.com.au](http://www.sunshinecoast.grantguru.com.au)
- Noosa Council [www.noosa.grantguru.com.au](http://www.noosa.grantguru.com.au)

Yours sincerely



Mandy Walker

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## **15.7 Disability Access and Inclusion Plan 2020-25**

<b>File Reference:</b>	<b>ADM0044</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Community Development Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Disability Access and Inclusion Plan 2020-25</b>
<b>Previous Reference:</b>	<b>Not Applicable</b>

### **Summary**

Council is requested to endorse the Disability Access and Inclusion Plan 2020-25 in order to comply with legislative requirements.

### **Background**

The Disability Access Inclusion Plan 2020-25 is a strategic document for the Shire of Pingelly required by the Government of Western Australia and registered with the Department of Communities. It is a public document which is implemented over five years and reported on annually to improve quality of life outcomes for people who live with a disability.

The Shire of Pingelly has received advice from the Department of Communities that the Disability Access and Inclusion Plan 2020-25 is compliant with legislative requirements. Following Council endorsement, a final version will be submitted for the Department to retain.

### **Comment**

All public authorities in Western Australia are required under the Disability Services Act (1993) to develop, implement, review and report on a DAIP. The requirements of a DAIP are to ensure that people with a disability can access services, facilities, buildings, employment, complaints processes, services and information provided by public authorities in Western Australia in a way that facilitates increased independence, opportunities and inclusion within the community.

The Australian Bureau of Statistics, 2012 Survey of Disability, Ageing and Carers (SDAC) estimated that 4.2 million Australians, or 18.5% of the population, had a disability. This statistic has important implications for the Shire of Pingelly which has one of the state's highest proportion of residents aged 60 years and over (35.6%) compared to the state average of 19.3% and the national average of 21.4%. The Shire acknowledges accessibility and inclusion affects local residents and visitors.

In addition, according to the Australian Institute of Health and Welfare, the rate of disability in Aboriginal and Torres Strait Islander people is much higher than in the rest of the population across all age groups, with Aboriginal and Torres Strait Islander people 1.7 times as likely to have a disability and 1.5 times as likely for that disability to be profound core activity limitation. The 2016 Census confirms Aboriginal and Torres Strait Islander people make up 12.47% of the Shire of Pingelly population (compared to 2.8% nationally). As a result, the Shire must be aware and proactive in providing accessible and inclusive services for First Australian people.

Some of the highlights of the Shire of Pingelly's progress for the former Disability Access and Inclusion Plan 2015-19 are:

- Successful grant applicant for the Lighthouse Project, provided by Local Government Professionals WA and administrated by Department of Communities, to deliver the Pingelly and Surrounding Districts Disability in Employment Awareness Program.
- The provision of Disability, Access and Inclusion awareness training to all Shire of Pingelly staff, as well as facilitation of targeted workshops for local businesses, community groups and surrounding local government areas.
- All Shire of Pingelly Administration staff completed the Forrest Personnel Disability, Access and Inclusion short course.

- Implementation of the Shire of Pingelly Customer Service Charter which includes information for accessing the National Relay Service for people who are deaf, have a hearing impairment or speech impairment.
- Construction of the Pingelly Recreation and Cultural Centre (PRACC) to replace the former Pingelly Community Centre to current building standards.
- Corporate documents including agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website.
- Implementation of inclusive recruitment practices, including incorporation of Equal Employment Opportunity statement on job vacancy advertisements, job advertisements are available in an accessible format and interviews for positions are held in accessible venues.

The Disability Access and Inclusion Plan 2020-25 will benefit people with disability and their families, the elderly, young parents and people from culturally and linguistically diverse backgrounds by ensuring our services, facilities, buildings, employment and information provided by the Shire of Pingelly are accessible and inclusive.

### **Consultation**

During 2019-20 the Shire undertook a review of the DAIP 2015-19 and consulted with key Shire employees, community members and local agencies to draft a DAIP that guides further improvements in access and inclusion. The process included:

- An internal review of the DAIP 2015-19 outcomes to determine what had been achieved and an evaluation on what was unaccomplished.
- Consultation with key Shire employees, and
- Consultation with the community, people living with a disability, their families, carers and disability service providers.

The community will be informed of the new Disability Access and Inclusion Plan through a community notice, social media, local media, online via the Shire's website and at our facilities. It will be made available upon request in a preferred format which may include large print, braille, audio, or accessible electronic format.

### **Statutory Environment**

All public authorities in Western Australia are required under Part 5, sections 27-29 of the Disability Services Act (1993) to develop, implement, review and report on a Disability Access and Inclusion Plan (DAIP).

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunities Act 1984 (amended 1988), Commonwealth Disability Discrimination Act 1992 (DDA) and the United Nations Convention on the Rights of Persons with a Disability (2007).

Additional legislation and policy relating to disability when planning for access and inclusion include:

- The Building Code of Australia (BCA) that provides a set of minimum requirements for new buildings and renovations;
- The Access to Premises Standard under the Disability Discrimination Act (DDA) that became effective for any buildings or major redevelopments commencing after May 2011;
- Count Me In – Disability Future Directions, the state government's long-term plan based on its vision that, 'All people live in welcoming communities that facilitate friendship, mutual support and a fair go for everyone'.

### **Policy Implications**

Nil

## Financial Implications

Nil

## Strategic Implications

Goal 2	Community
Objective 2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life.
Strategy 2.4.3	Provide parks and gardens which can be enjoyed by all, including easy to access, good quality and interesting play areas for children, recreation opportunities for young people, and appropriate pathways and seating for older people and those with disability.
Strategy 2.5.1	Enable people, particularly seniors and people with disability, to be able to move easily around the town and to use community facilities

## Risk Implications

Risk	As there is a legislative requirement for Local Government Authorities to adopt a Disability Access and Inclusion Plan the risk of not endorsing one could lead to non-compliance with the Disability Services Act 1993.
Risk Rating (Prior to Treatment or Control)	Low
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

## Voting Requirements

Simple Majority

## Recommendation

**That Council adopts the Disability Access and Inclusion Plan 2020-25 as attached.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

# SHIRE OF PINGELLY

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## Disability Access and Inclusion Plan 2020 - 2025

**This plan is available on the Shire's website and can be requested in alternative formats including electronic , hard copy in large and standard print, audio format on cassette or compact disc upon request.**

**17 Queen Street, Pingelly WA 6308**

**Phone: 9887 1066**

**Email: [admin@pingelly.wa.gov.au](mailto:admin@pingelly.wa.gov.au)**



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## People living with a disability

The Australian Bureau of Statistics, 2012 Survey of Disability, Ageing and Carers (SDAC) estimated that 4.2 million Australians, or 18.5% of the population, had a disability. SDAC defines disability as any limitation, restriction or impairment which restricts everyday activities and has lasted, or is likely to last, for at least six months. The Disability Services Act (1993) defines 'disability' as meaning a disability which:

- is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- is permanent or likely to be permanent;
- may or may not be of a chronic or episodic nature; and
- results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services.

Disability can impact on a person's ability to attain employment, gain access to educational opportunities and to participate in social and community activities. For instance, people aged between 15 and 64 years with a disability have both lower participation (53%) and higher unemployment rates (9.4%) than people without disability (83% and 4.9% respectively).

These statistics have important implications for the Shire of Pingelly which has one of the state's highest proportion of residents aged 60 years and over (35.6%) compared to the state average of 19.3% and the national average of 21.4%.

## Planning for Access

It is a requirement of the Disability Services Act 1993 (amended 2004) that all Local Governments develop and implement a Disability Access and Inclusion Plan (DAIP). Preparation of this DAIP has identified opportunities to improve service and facility planning and delivery. This in turn will facilitate elimination of barriers which prevent access and inclusion by people with disability.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunities Act 1984 (amended 1988), Commonwealth Disability Discrimination Act 1992 (DDA) and the United Nations Convention on the Rights of Persons with a Disability (2007). Additional legislation and policy relating to disability when planning for access and inclusion include:

- The Building Code of Australia (BCA) that provides a set of minimum requirements for new buildings and renovations;
- The Access to Premises Standard under the Disability Discrimination Act (DDA) that became effective for any buildings or major redevelopments commencing after May 2011;
- Count Me In – Disability Future Directions, the state government's long-term plan based on its vision that, 'All people live in welcoming communities that facilitate friendship, mutual support and a fair go for everyone'.

There is now broader awareness of the benefits of being more diverse, accessible and inclusive throughout all aspects of the community. The Shire's Strategic Community Plan 2020-30 envisions a growing community underpinned by being inclusive and resilient.

## Access and Inclusion Statement

Preparation of this DAIP has identified opportunities to improve service and facility planning and delivery to eliminate barriers preventing access and inclusion by people with disability, their families and carers.

The Shire envisions an accessible and inclusive community as one in which all Council facilities and services are planned and delivered as open, available and accessible to people with a disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Pingelly:

- Recognises that people with a disability are valued members of the community who make a variety of contributions to local life in social, economic and cultural sectors;
- Believes that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life;
- Believes that people with a disability, their families and carers should be supported to remain in and connected to the community;
- Is committed to consulting people with a disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- Will ensure its agents and contractors take all practical measures to implement desired outcomes of the DAIP;
- Is committed to supporting local community groups and businesses to provide access and inclusion of people living with a disability;
- Will ensure that recruitment policies, procedures and practices actively encourage and include people with a disability.

## Development of the DAIP 2020-25

### Development Process

During 2019-20 the Shire undertook a review of the DAIP 2015-19 and consulted with key Shire employees, community members and local agencies to draft a DAIP that guides further improvements in access and inclusion. The process included:

- An internal review of the DAIP 2015-19 outcomes to determine what had been achieved and an evaluation on what was unaccomplished.
- Consultation with key Shire employees, and
- Consultation with the community, people living with a disability, their families, carers and disability service providers.

### Consultation Process

The Disability Services Act Regulations (2004) sets out the minimum consultation requirements for public authorities in relation to DAIPs. Local Governments must call for submissions by notice of newspaper, circulating in the local district of the Local Government and any website maintained by or on behalf of the Local Government.

The methods selected were suited to the nature and needs of the community and are in line with the outcomes the Shire was hoping to achieve through consultation. The consultation period extended throughout March 2020 with submissions by the community, people with a disability, their families and carers requested via:

- Advertising campaign in local print media;
- The Shire's website;
- Direct contact with
  - People with a disability;
  - Key disability service providers.

## The consultation process included:

### 1. Consultation with people with disability, their families, carers and disability service providers

- Request for public comment: Collected information from people with a disability, their family members and carers regarding their experiences in accessing the Shire of Pingelly's services, buildings, and information. Information about making a complaint and employment opportunities at the Shire were also collected.
- Focus group: Consisting of local people and disability service providers about the Shire's progress with the seven outcomes from the DAIP 2015-19. Participants had the opportunity to discuss and provide suggestions for inclusion in the DAIP 2020-25.
- Community Survey: Targeting local people to determine current perceptions and awareness, as well as levels of engaging people living with a disability in community activities.

### 2. Consultation with Shire staff

- Survey: Collected information from Shire of Pingelly staff regarding their experiences and feedback around the community's ability to access Shire of Pingelly's services, buildings and information.
- Workshop: Present results from the community consultation process to the Executive Management team. Include discussion about the results including potential barriers to participation and identify potential strategies for the DAIP 2020-25.

## Findings from the Consultation Process

While the internal review and public consultation celebrated achievement in improving access and inclusion, there remains several barriers. The DAIP 2020-25 will address these, while also reflecting changes to legislative requirements and accommodating the community's aspirations captured in the Shire's 2020-30 Strategic Community Plan.

## Access barriers and other issues identified included:

- Opportunities for ongoing community awareness of the DAIP.
- Local perceptions and attitudes toward people living with a disability.
- Limited awareness of consultation opportunities with the Shire.
- Improvements to Shire processes to foster inclusivity.
- Increase ACROD parking.
- Improvements to local pathways and footpaths; i.e. lack of tactile paving, road to footpath transition issues or gaps in network.
- Events may not be held in a format or at a location suitable for achieving maximum community participation.
- Events specifically for people with disability or to raise awareness of disability.
- Improve access to the Shire Office.
- Staff confidence or awareness to adequately provide the same level of service to people living with a disability.

The DAIP 2020-25 strategies and implementation plan reflect initiatives to address these findings.

## Responsibility for implementing the DAIP

The Disability Services Act 1993 (amended 2004) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors. Implementing the Shire of Pingelly's DAIP strategies is the responsibility of all operating sections of the Shire and the strategies will identify staff responsible for each action.



## Communicating the DAIP

- **March 2020** Internal review by Shire Executive team to measure progress and identify achievements.
- **March 2020** Place an advertisement in the local newspaper and Shire website inviting public comment for a period of three weeks on the DAIP 2015-19 with the option to request the document in an alternative format including electronic format via email, in hardcopy, or large/small print.
- **March 2020** Community consultation workshop.
- **April 2020** Distribute the Draft DAIP 2020-25 to participants of the consultation process for review and feedback.
- **May 2020** The DAIP 2020-25 is finalised and considered by Council for endorsement, before notice is published in the local newspaper.
- **Ongoing 2020-25** Progress of the DAIP will be reported in the Shire of Pingelly's Annual Report. Should the DAIP be amended Shire employees and the community will be advised of the availability of updated plans including alternative formats.

## Review and Evaluation Mechanisms

The Disability Services Act (amended 2004) sets out the minimum review requirements for public authorities in relation to DAIPs. The Shire's DAIP will be formally reviewed at least every five years, in accordance with the Act. Should the DAIP 2020-25 be amended, a copy of the amended plan will be lodged with the Department of Communities.

## Monitoring and Reviewing

- The Shire will continue to liaise with the community to review progress on the implementation of the strategies identified in the DAIP.
- A review of the Shire's DAIP 2015 -19 is included in the DAIP 2020-25 which will be submitted to the Department of Communities in

2020. The report will outline what has been achieved under the Shire DAIP 2015-19.

- The Shire in liaison with the community and relevant employees will prepare a report each year on the implementation of the DAIP.

## Evaluation

- The Shire will continue to inform and seek feedback from people with a disability, their families, carers and disability organisations regarding the DAIP outcomes and strategies.
- Elected Members and Shire employees will be kept informed about the implementation of the DAIP and feedback on the effectiveness of the strategies will be sought.
- The DAIP will be reviewed bi-annually and amended accordingly based on consultation with the people with a disability, their families, carers, disability organisations, Shire employees and Elected Members.

## Reporting on the DAIP

The Disability Services Act (amended 2004) sets out the minimum reporting requirements for public authorities in relation to their DAIPs. The Shire of Pingelly will report on the implementation of the DAIP through its Annual Report and by completing the Department of Communities prescribed progress report template by July 4 each year, outlining:

- Progress towards the outcomes of the DAIP;
- Progress of the Shire's agents and contractors towards meeting the seven desired outcomes, and
- Strategies used to inform agents and contractors about the DAIP.

## Progress and Achievements from the Disability Access and Inclusion Plan 2015-19

Since the endorsement by the Shire Council of the DAIP 2015-19, the review found the Shire of Pingelly has undertaken a range of initiatives over the years to facilitate access and inclusion for people with a disability. These include:

Initiative	Corresponding DAIP Outcome
Successful grant applicant for the Lighthouse Project, provided by Local Government Professionals WA and administrated by Department of Communities, to deliver the <i>Pingelly and Surrounding Districts Disability in Employment Awareness Program</i> .	1, 3, 4, 5, 6
The provision of Disability, Access and Inclusion awareness training to all Shire of Pingelly staff, as well as facilitation of targeted workshops for local businesses, community groups and surrounding local government areas.	1, 3, 4, 5, 6
All Shire of Pingelly Administration staff completed the Forrest Personnel Disability, Access and Inclusion short course.	1, 3, 4, 5, 6
Implementation of the Shire of Pingelly Customer Service Charter which includes information for accessing the National Relay Service for people who are deaf, have a hearing impairment or speech impairment.	1, 3, 4, 5
Construction of the Pingelly Recreation and Cultural Centre (PRACC) to replace the former Pingelly Community Centre to current building standards.	2
Corporate documents including agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website.	3, 6
Implementation of inclusive recruitment practices, including incorporation of Equal Employment Opportunity statement on job vacancy advertisements, job advertisements are available in an accessible format and interviews for positions are held in accessible venues.	1, 7

## Strategies to improve Access and Inclusion

As a result of the consultation process the following strategies will guide actions for 2020-25. The seven desired outcomes provide a framework for improving access and inclusion for people with a disability in the Shire of Pingelly.

**Outcome one: People with a disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Pingelly.**

Strategy	Responsibility	Timeframe
1.1 Ensure that people living with a disability are consulted on their need for services and the accessibility of current services.	DCCS	Ongoing
1.2 Incorporate the objectives of the DAIP into Council's Strategic Community Plan, and Corporate Business Plan.	CEO	Ongoing
1.3 Ensure Shire staff, agents and contractors are aware of the DAIP and of the requirements for providing access and inclusion to services and events.	DCCS	Ongoing

**Outcome two: People with a disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Pingelly.**

Strategy	Responsibility	Timeframe
2.1 Ensure that all Shire facilities and infrastructure comply with minimum access standards as required by Australian Standards on Access and Mobility (AS 1428 suite) and are physically accessible and safe.	DCCS / DTS	Ongoing
2.2 Ensure ACROD parking meets the needs of people with disability in terms of quantity and location.	DTS	Ongoing
2.3 Continue to review and improve access to public open spaces and public areas, including: facilities, parks and reserves	DTS	Ongoing
2.4 Prioritise addressing access barriers to the Shire's existing public buildings and facilities.	DCCS / DTS	Ongoing

**Outcome three: People with a disability receive information from the Shire of Pingelly in a format that enables them to access the information as readily as other people.**

Strategy	Responsibility	Timeframe
3.1 Ensure that the community is aware Shire information is available in alternative formats upon request.	CEO	Ongoing
3.2 Ensure information from the Shire website is accessible	CEO	Ongoing
3.3 Ensure reception staff are aware of the DAIP and its implementation plan and know how to respond to a customer who may request that Shire documents be provided in an alternative format.	DCCS	Ongoing
3.4 Complete an audit of signage and ensure that signage meets accessibility requirements.	DTS	Ongoing

**Outcome four: People with a disability receive the same level and quality of service from the staff of the Shire of Pingelly as other people.**

Strategy	Responsibility	Timeframe
4.1 Improve staff awareness of disability and access issues and improve skills to provide a good service to people with disability.	DCCS	Ongoing
4.2 Seek feedback on service provision for people with a disability.	DCCS	Ongoing
4.3 Improve Executive Management's awareness of the importance of the DAIP as an instrument for improving access and inclusion within the Shire.	CEO	Ongoing

**Outcome five: People with a disability have the same opportunities as other people to make complaints to the Shire of Pingelly.**

Strategy		Responsibility	Timeframe
5.1	Ensure that current complaint processes are accessible for people with disability.	DCCS	Ongoing
5.2	Ensure that all information relating to the complaints/ feedback process is available in alternative formats as required.	DCCS	Ongoing
5.3	Promote the Shire's complaints and reporting processes.	DCCS	Ongoing

**Outcome six: People with a disability have the same opportunities as other people to participate in any public consultation by the Shire of Pingelly.**

Strategy		Responsibility	Timeframe
6.1	Ensure people with disability are actively consulted about the DAIP.	DCCS	Ongoing
6.2	Support and encourage people with disability to attend community consultations.	DCCS	Ongoing
6.3	Continue to seek a broad range of views on disability access issues from the local community.	DCCCS	-

**Outcome seven: People with a disability have the same opportunities as other people to obtain and maintain employment with the Shire of Pingelly**

Strategy		Responsibility	Timeframe
7.1	Implement flexible employment practices	CEO	Ongoing
7.2	Ensure the Shire's recruitment procedures and practices encourage people with disability to apply for job vacancies with the Shire.	DCCS	Ongoing
7.3	Ensure that any Shire employee with a disability receive the support required to successfully undertake their work as specified in their position description.	DCCS	Ongoing

## **16. DIRECTORATE OF TECHNICAL SERVICES**

### **16.1 Reduction of Level of Service Pingelly Waste Facility**

<b>File Reference:</b>	<b>ADM0026</b>
<b>Location:</b>	<b>Lot 308 – 73 Rickard Street</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Director Technical Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to approve the proposed changes to operating hours of the Pingelly Waste Management Facility.

#### **Background**

The Shire of Pingelly operates the Pingelly Waste Management Facility located at Lot 38 Crown Reserve 22955 Great Southern Highway, Pingelly.

This Category 62, Class 2 and 3 facility operates under licence issued by the Department of Water and Environment Regulation under the Environmental Protection Act 1986, Part V.

#### **Comment**

The existing agreement between Great Southern Waste and the Shire of Pingelly for the provision of waste facility management services expired on 9<sup>th</sup> January 2017.

This has been no price increase from Great Southern Waste since the commencement of the now expired agreement.

The Director of Technical Services sought a quote from Great Southern Waste for the provision of waste management facility services based on two options of levels of service provided:  
Option 1- Maintain existing service levels (open to public 4 days per week)  
Option 2 – Reduced level of service (open to public 3 days per week)

Currently the Pingelly Waste Facility operates Friday, Saturday, Sunday & Monday from 7.30am to 4.00pm at a cost of \$86,372 per annum and increasing for 2020/21 to \$97,812 per annum.

The proposal is to reduce the level of service to be open to the public three days per week on Saturday, Sunday and Monday's 7.30am to 4.00pm from 1 July 2020 at a service contract cost of \$75,933 per annum.

Comparison of operating hours at other Shires are as follows;

- Shire of Brookton Waste Facility operates 3 days per week
- Shire of Beverley Waste Facility operates 3 days per week
- Shire of Wandering Waste Facility operates 2 days per week
- Shire of Cuballing Waste Facility operates 3 half days per week

Any changes to the opening hours of the Pingelly Waste Management Facility would be communicated the broader public via the Pingelly Times, Social Media and Shire website throughout June 2020 prior to the changes being implemented.

#### **Consultation**

Great Southern Waste

## Statutory Environment

Waste Avoidance and Resource Recovery Act 2007

## Policy Implications

Not Applicable

## Financial Implications

The costs related to the proposed reduction of levels of service represents a saving of approximately \$21,879 for the 2020/2021 financial year based on rates advised by Great Southern Waste.

## Strategic Implications

Goal 4	Natural Environment
Outcome 4.1	Maximised resource recovery from waste and safe disposal of residual waste.
Strategy 4.1.1	Provide people with the ability to reduce their waste and deal with residual waste appropriately.
Strategy 4.1.2	Ensure the Shire's waste disposal facilities can appropriately handle all solid and liquid waste.

## Risk Implications

Risk	The decrease in service level may result in heightened community concern due to the reduced ability to access the Pingelly Waste Facility.
Risk Rating (Prior to Treatment or Control)	Medium (8)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	A short period of advertising is proposed to advise the community about this change.

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

## Voting Requirements

Simple Majority

## Recommendation

**That Council authorise the reduction in the level of service for the Pingelly Waste Management Facility from four days per week to three days per week as at 1 July 2020.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

## **16.2 Bush Fire Advisory Committee**

**File Reference:** ADM0057  
**Location:** Shire of Pingelly  
**Applicant:** Chief Bush Fire Control Officer  
**Author:** Administration Officer Technical  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

### **Summary**

Council is requested to adopt the recommendations from the Bush Fire Advisory Committee to endorse the election of the Fire Control Officers and changes to the Fire Control Order.

### **Background**

Each year the Shire of Pingelly appoints persons to undertake statutory and representative rolls to perform the obligations under the Bush Fires Act 1954. Nominations are forwarded from the individual Brigades via the Shire of Pingelly Bush Fire Advisory Committee, who make recommendation to the Council.

The conditions in the Fire Control Order are also reviewed and any changes that need to be made are endorsed.

### **Comment**

The Bush Fire Advisory Committee have recommended to the Council that the following people be appointed to the respective Bush Fire Control positions, as indicated:

Chief Fire Control Officer	Rodney Leonard Shaddick
Deputy Chief Fire Control Officer	Robert Alexander Kirk
Training Officer/Organisation	Shire of Pingelly
Shire of Pingelly	Julie Burton (CEO) Darryn Watkins (DTS) Sheryl Frances Squiers (AOT)
Fire Control Officers:	
East Pingelly Brigade	Jeffrey Bernard Edwards Victor Arthur Lee Andrew Augustin Marshall Sam MacNamara
Moorumbine Noonebin Brigade	Rodney Leonard Shaddick (CBFCO) Brodie Cunningham Scott Cunningham
West Pingelly Brigade	Simon Parsons Anthony Turton Adam Lindsay Watts Malcolm Leslie Cunningham
Pingelly Central/VFRS	Robert Alexander Kirk (DCBFCO & Captain) Peter Narducci
Fire Weather Officers (Harvest & Vehicle movement ban)	Rodney Leonard Shaddick Robert Alexander Kirk Graeme Alex Watts Sam MacNamara



## Dual Fire Control Officers

Brookton:	Rodney Leonard Shaddick Robert Alexander Kirk Jeffrey Bernard Edwards Victor Arthur Lee Malcolm Leslie Cunningham Adam Lindsay Watts
Wickepin:	Rodney Leonard Shaddick Robert Alexander Kirk Victor Arthur Lee Andrew Augustin Marshall Sam MacNamara
Cuballing:	Rodney Leonard Shaddick Simon Parsons    Anthony Turton Robert Alexander Kirk Andrew Augustin Marshall
Corrigin:	Rodney Leonard Shaddick Robert Alexander Kirk Jeffrey Bernard Edwards Victor Arthur Lee Sam MacNamara
Wandering:	Rodney Leonard Shaddick Robert Alexander Kirk Simon Parsons Anthony Turton Adam Lindsay Watts Malcolm Leslie Cunningham

There has also been a recommendation to add the following wording to the Fire Control Order in relation to ongoing maintenance of firebreaks/hazard reduction throughout the restricted and prohibited burning periods.

The following options were put to the BFAC Committee via email.

### Option 1:

#### Ongoing Maintenance of Firebreaks/Hazard Reduction

Firebreaks/Hazard Reduction must be completed before the 1 November and maintain compliance until the 29 March for each and every year.

### Option 2:

#### Ongoing Maintenance of Firebreaks/Hazard Reduction

Pursuant to the powers contained in section 33 of the Bush Fires Act 1954, you are hereby required on or before 31 October, to plough, scarify, cultivate, spray or otherwise clear and thereafter maintain free of all inflammable material until 29 March mineral earth Firebreaks or hazard reduction, on the land owned or occupied by you.

The wording in Option 2 was the preferred response received.

## Consultation

Consultation has occurred with the Brigades following call for nominations and consideration at individual Brigade AGM's.

BFAC committee decision to alter wording in Fire Control Order

## Statutory Environment

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Section 38 of the *Bush Fires Act* provides that:

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2)
  - (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
  - (c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
  - (d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person who is not a member of staff (as defined in the DFES Act) to the vacant office.
  - (e) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
  - (a) carrying out normal brigade activities;
  - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
  - (e) procuring the due observance by all persons of the provision of Part III.
- (5)
  - (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
  - (b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.
  - (c) The provisions of this subsection are not in derogation of those of subsection (4).
- (6)
  - (a) In this section —

**approved local government** means a local government approved under paragraph (b) by the Authority.
  - (b) If it appears to the Authority that the standard of efficiency of a local government in fire prevention and control justifies the Authority doing so, the Authority, by notice published in the *Government Gazette* —
    - (i) may approve the local government as one to which this subsection applies; and

- (ii) may from time to time cancel or vary any previous approval given under this paragraph.
- (c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.
- (ca) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by paragraph (h).
- (cb) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (cc) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under paragraph (cb) is, subject to paragraph (cd), entitled to act in the discharge of the duties of that office.
- (cd) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under paragraph (cb) is available and able to discharge those duties.
- (d) The local government shall give notice of an appointment made under paragraph (c) or (cb) to the Authority and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the Authority shall cause notice of the appointment to be published once in the Government Gazette.
- (e) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under this subsection.
- (f) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by paragraph (h), notwithstanding the advice and assistance tendered to him by the committee.
- (g) The provisions of this subsection are not in derogation of those of any other subsection of this section.
- (h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is "catastrophic", "extreme", "severe" or "very high", and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.
- (i) This subsection does not authorise the burning of bush —
  - (i) during the prohibited burning times; or
  - (ii) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

Section 38A of the *Bush Fires Act* provides that:

- (1) At the request of a local government the Authority may appoint a member of staff (as defined in the DFES Act) to be the Chief Bush Fire Control Officer for the district of that local government.
- (2) Where a Chief Bush Fire Control Officer has been appointed under subsection (1) for a district the local government is not to appoint a Chief Bush Fire Control Officer under section 38(1).
- (3) The provisions of this Act, other than section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government.
- (4) Section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if —

- (a) he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government; and
- (b) the references in those subsections to the local government were references to the Authority.

Section 40 of the *Bush Fires Act* provides that:

- (1) Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.
- (2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.

**Policy Implications:**

Council’s Policy provides that:

- 1. Council will not appoint or reappoint a person as a Fire Control Officer unless they have completed a Fire Control Officer’s training course certified by DFES within the previous ten years. Proof of satisfactory completion of the course is required.
- 2. It is desirable that Dual Fire Control Officers nominated by neighbouring Shires have completed a Fire Control Officer’s training course certified by DFES within the previous ten years. The Chief Executive Officer is to seek training status details from the nominating Shire.

**Financial Implications**

There are no known financial implications.

**Strategic Implications**

Goal 2	Community
Outcome 2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
Strategy 2.3.2	Act to reduce the risk of bush fire, and be prepared in case of bush fire in terms of emergency response and disaster recovery

**Risk Implications**

Risk	Risk of the potentiality of bush fire.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Operations
Risk Action Plan (Controls or Treatment Proposed)	To promote the prevention and control of the outbreak of bush fire.

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

**Voting Requirements**

Simple Majority

## Recommendation

### That Council:

1. Endorse the following Bush Fire Control Order for the 2020/21 season

#### **FIRE CONTROL ORDER 2020/21**

##### ***Bush Fires Act 1954***

Pursuant to the powers contained in section 33 of the *Bush Fires Act 1954*, all owners and occupiers of land within the Shire of Pingelly are hereby required to take, provide and/or maintain fire control measures during the firebreak period as follows:

**“Excluded Area”** means an area of rural land not exceeding 30ha, where it is physically impossible to install firebreaks, or where in the owner’s or occupier’s opinion, the installation of firebreaks would be detrimental to the conservation of remnant or natural vegetation or the establishment of re-forested areas.

**“Farming Land”** means all land within the Shire of Pingelly zoned ‘Farming’ under the *Local Planning Scheme No. 3*.

**“Firebreak Period”** means the time between 1 November and 29 March in the following year.

**“Firebreak”** means ground from which all flammable material has been removed and on which no flammable material is permitted during the firebreak period.

**“Flammable Material”** means bush (as defined by the *Bush Fires Act 1954*), timber boxes, cartons, paper and the like flammable materials, rubbish and any combustible matter, but does not include buildings, standing trees or growing bushes or plants in gardens or lawns.

**“Rural Residential Land”** means all land within the Shire of Pingelly zoned ‘Rural Residential’ under the *Local Planning Scheme No. 3*.

**“Townsite Land”** means all land within the townsite of Pingelly not zoned as ‘Rural Residential’ under the *Local Planning Scheme No. 3*.

**“Very High Fire Danger”** means on days forecast by the Bureau of Meteorology. On days forecast as *Very High Fire Danger* or above, permits are to be automatically suspended.

#### **Farming Land**

On farming land other than excluded areas, the owner or occupier shall:-

- a) Clear firebreaks not less than 3m wide:
  - i. inside all external boundaries of the land,
  - ii. within 15m of the perimeter of all buildings and remove all flammable material from within the 3m of all such buildings, and
  - iii. so as to divide the land into areas not exceeding 400ha.
- b) remove all flammable material for a continuous distance of 5m immediately surrounding every haystack, hayshed, stationary pump or engine, and
- c) remove all flammable material for a continuous distance of 15m or to the external boundary of the land whichever is nearer, from around fuel depots.

**Note:** Landowners may use a single firebreak on a neighbour’s common fenced boundary as long as both parties agree in writing and a copy of the agreement is delivered to the Shire of Pingelly. *All agreements to be submitted to the Shire of Pingelly by 1 October of each year for the Chief Executive Officer to acknowledge agreement.*

**All excluded areas remain the owner's or occupier's responsibility and any variation as permitted by the Order does not render null and void any duty otherwise required by law.**

**Townsite Land**

**On townsite land, where a property or adjoining properties having the same ownership or control and are used as a single holding, the owner or occupier, shall:-**

- a) where the holding is under 2024m<sup>2</sup> in area have all flammable material likely to be conducive to the outbreak, spread or extension of fire removed, and the grass maintained to a height not greater than 10cm and all slashed material removed or**
- b) where the holding is under 2024m<sup>2</sup> in area clear by burning all flammable material likely to be conducive to the outbreak, spread or extensions of a fire from the whole of the land subject to prior approval from the Shire of Pingelly.**
- c) All townsite properties over 2,024m<sup>2</sup> in area are required to be fire hazard reduced by:
  - i). Construction and maintenance of a 3 metre wide bare mineral earth unobstructed trafficable firebreak within 10 metres of the boundary; and**
  - ii). Reduction of the vegetation fire hazard to a maximum height of 100mm including the removal of slashed material, unless an exemption is granted by the Chief Executive Officer in consultation with the Chief Bush Fire Control Officer/VFRS Captain and Ranger Services.**
  - iii). Firebreak must be constructed on and contained within the property: footpaths and roads or road verges will not be accepted as firebreaks.****
- d) Trees, bushes, shrubs are to be trimmed back over driveways and access ways to all buildings to three (3) metres width with a clear vertical axis over it of four (4) metres. This is to afford access for emergency services to all structures and points of the property.**

**RURAL RESIDENTIAL LAND (including Moorumbine, Dattening, Pingelly Heights & Pingelly Townsite)**

**On rural residential land, where a property or adjoining properties having the same ownership or control and are used as a single holding, the owner or occupier shall:**

- a) Comply with the requirements of townsite land, where the holding does not exceed 2024m<sup>2</sup> in area; or**
- b) where the holding is over 2,024m<sup>2</sup> in area and not greater than 10ha in area is required to be fire hazard reduced by:
  - i). Construction and maintenance of a 3 metre wide bare mineral earth unobstructed trafficable firebreak within 10 metres of the boundary; and**
  - ii). Reduction of the vegetation fire hazard to a maximum height of 100mm including the removal of slashed material, unless an exemption is granted by the Chief Executive Officer in consultation with the Chief Bush Fire Control Officer/VFRS Captain and Ranger Services.**
  - iii). Firebreak must be constructed on and contained within the property: footpaths and roads or road verges will not be accepted as firebreaks.****
- c) Trees, bushes, shrubs are to be trimmed back over driveways and access ways to all buildings to three (3) metres width with a clear vertical axis over it of four (4) metres. This is to afford access for emergency services to all structures and points of the property.**

### **Application to Vary Firebreak Requirements**

If it is considered impracticable to clear firebreaks or remove flammable material from the land as required, application may be made in writing to the Council or its duly authorised officer *by 1 October prior to the upcoming season* for permission to put in place alternative fire hazard reduction measures. If permission is not granted, the requirements of this Order shall be complied with.

The penalty for failing to comply with this notice is a fine not exceeding \$250 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed in this notice if it is not carried out by the owner and/or occupier by the date required by this notice.

By Order of Council

### **Use of Mowers & Whipper Snippers/Slashers During The Prohibited Burning Period**

- a) not to be used during Harvest Bans, Vehicle Movement Bans or Total Fire Bans on any area
- b) not to be used between 6.00am to 6.00pm from 1 November and during the rest of the prohibited burning period unless on a reticulated area. (This means the grass is “green” and non-combustible).
- c) vegetation that is not green and flammable and that can be reticulated, can be slashed between 6.00am and 6.00pm must be well watered prior to mowing, whipper snipping or slashing (that is within the hour of watering) so that there is no chance of “sparking” and must remain damp during the operation.
- d) the area in an orchard that is not watered between rows if the trees are reticulated by drippers is not considered to be reticulated.
- e) as an added precaution have a “watcher” on hand with a hose.
- f) the use of disk or slashing type machines for agricultural purposes during the Prohibited Burning Period is to be by specific permit from the Chief Bushfire Control Officer or the Deputy CBFCO.

### **Control of Operations Likely to Cause a Fire**

Property owners should take care to prevent bush fires. The operation of welding equipment and angle grinders are activities likely to create a fire danger when used in the open air. A person shall provide at least one fire extinguisher at the place where welding or cutting operations are carried out and surround this place with a firebreak which is at least five (5) metres wide.

For updates on Hot Works, Harvest and Movement of Machinery Bans please ring the information line on 9887 1265 (recorded message) or register with the SMS warning system with the Shire to receive a text when a ban is implemented.

### **Firebreaks on Road Reserves**

Firebreaks are not permitted on a road reserve.

### **Primary Fire Fighting Units**

During any period when harvesting operations are being conducted there shall be provided in the same paddock or within close proximity of that paddock, an operational independent mobile primary firefighting unit having an engine driven pump and a water capacity of not less than 600 litres; the tank of the unit shall be kept full of water at all times during harvesting, and the responsibility to supply the unit is that of the landholder. Harvesting operations include the use of mobile augers and seed cleaning units.

**Firefighting trailers for fire suppression are regarded as out dated and dangerous — both to their operators and to other fire fighters on a fire ground. Their use at wild fires is not encouraged.**

**Clover Harvesting**

**Harvesting bans include the harvesting of clover.**

**Boyagin Rock Picnic Area**

**No wood fires are permitted in the Boyagin Rock Picnic Area (Reserve No. 29413) between 1 October each year and 30 April following.**

**Option 2 to be inserted into the Fire Control Order:**

**Ongoing Maintenance of Firebreaks/Hazard Reduction**

**Pursuant to the powers contained in section 33 of the Bush Fires Act 1954, you are hereby required on or before 31 October, to plough, scarify, cultivate, spray or otherwise clear and thereafter maintain free of all inflammable material until 29 March mineral earth Firebreaks or hazard reduction, on the land owned or occupied by you.**

- 2. Appoint Rodney Leonard Shaddick to the position of Chief Fire Control Officer and Robert Alexander Kirk to the position of Deputy Chief Bush Fire Officer and Captain of the district of the Shire of Pingelly pursuant to Section 38(1) of the Bush Fires Act 1954,**
- 3. Appoint the following people to the respective Bush Fire Control positions of the Shire of Pingelly pursuant to Section 38(1) of the Bush Fires Act 1954:**

**Chief Fire Control Officer  
Deputy Chief Fire Control Officer  
Training Officer/Organisation**

**Rodney Leonard Shaddick  
Robert Alexander Kirk  
Shire of Pingelly**

**Shire of Pingelly**

**Shire of Pingelly Julie Burton (CEO)  
Darryn Watkins (DTS)  
Sheryl Frances Squiers (AOT)**

**Fire Control Officers  
East Pingelly Brigade**

**Jeffrey Bernard Edwards  
Victor Arthur Lee  
Andrew Augustin Marshall  
Sam MacNamara**

**Moorumbine  
Noonebin Brigade**

**Rodney Leonard Shaddick (CBFCO)  
Brodie Cunningham  
Scott Cunningham (FCO training required)**

**West Pingelly Brigade**

**Simon Parsons  
Anthony Turton  
Adam Lindsay Watts  
Malcolm Leslie Cunningham**

**Pingelly Central/VFRS**

**Robert Alexander Kirk (DCBFCO & Captain)  
Peter Narducci**

**Fire Weather Officers  
(Harvest & Vehicle Movement Ban)**

**Rodney Leonard Shaddick  
Robert Alexander Kirk  
Graeme Alex Watts  
Sam MacNamara**



**4. Appoint the following people to the respective Dual Bush Fire Control positions of the Shire of Pingelly and the Shires of Brookton, Corrigin, Cuballing, Wandering and Wickepin pursuant to Section 40 of the Bush Fires Act 1954:**

**Dual Fire Control Officers**

**Brookton:**

**Rodney Leonard Shaddick  
Robert Alexander Kirk  
Jeffrey Bernard Edwards  
Victor Arthur Lee  
Malcolm Leslie Cunningham  
Adam Lindsay Watts**

**Wickepin:**

**Rodney Leonard Shaddick  
Robert Alexander Kirk  
Victor Arthur Lee  
Andrew Augustin Marshall  
Sam MacNamara**

**Cuballing:**

**Rodney Leonard Shaddick  
Simon Parsons Anthony Turton  
Robert Alexander Kirk  
Andrew Augustin Marshall**

**Corrigin:**

**Rodney Leonard Shaddick  
Robert Alexander Kirk  
Jeffrey Bernard Edwards  
Victor Arthur Lee  
Sam MacNamara**

**Wandering:**

**Rodney Leonard Shaddick  
Robert Alexander Kirk  
Simon Parsons  
Anthony Turton  
Adam Lindsay Watts  
Malcolm Leslie Cunningham**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**17. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**18. NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

**19. CLOSURE OF MEETING**

The Chairman to declare the meeting closed.