



Shire of Pingelly

Minutes

Ordinary Council Meeting
16 September 2020

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9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Meeting – 19 August 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

12892 Moved: Cr Hotham Seconded: Cr McBurney

Recommendation and Council Decision:

That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 19 August 2020 be confirmed.

Carried 8:0

9.2 Audit Committee Meeting – 19 August 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

12893 Moved: Cr Oliveri Seconded: Cr Narducci

Recommendation and Council Decision:

That the Minutes of the Audit Committee Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 19 August 2020 be confirmed.

Carried 8:0

10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

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 attended August

18th Media interview - Countryman re: drought funding
25th Meeting with National Party Leader Mia Davis - Council's forward plans
27th Councillor training Face to Face Module - Understanding Financial Reports and Budgets
28th Central Country Zone meeting with Deputy President and CEO – Kulin
31st Radio Interview with FM 101.3 re: Council activities.

Meetings attended September

1st Local Emergency Management Committee quarterly meeting - Wandering
2nd Training- Councillor Essentials Training Assessments - Meeting Procedures-Serving on Council
- Understanding Financial Reports and Budgets - Conflicts of Interest - Understanding Local Government by e-learning and assessment.
7th Photo Shoot - Promote Pingelly Gift Card sponsored by Shire of Pingelly with Businesses of Pingelly
8th President, Deputy President and CEO meeting and Agenda Briefing
9th PRACC Monthly meeting
15th Pingelly Somerset Alliance Committee meeting with CEO and Project Manager RDA re: Grants for Project
15th President and CEO meeting with CEO and Project Manager of RDA re Council Grants
16th September Ordinary Council Meeting

14 OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.1 Proposed Policy - Christmas Closure

File Reference:	ADM0000
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Draft Christmas Closure Policy
Previous Reference:	Nil

Summary

Council is requested to consider adopting a Christmas Closure Policy to govern the annual administration closure, in order to eliminate the requirement for an annual item to Council on this matter.

Background

The Shire of Pingelly has traditionally closed for a period of two weeks over the Christmas and New Year period. This has operated well and provided an opportunity for staff to take annual leave over what is ordinarily a quiet period for the Shire administration and the Pingelly community.

Comment

Historically, an item has been considered by Council each year to discuss the specific dates of the administration and depot Christmas closure. It is considered that the adoption of a Policy to address this matter is a more efficient way to manage the process, noting that the Policy should consider all risks, including the level of service expectations of the community.

The draft Policy proposes a maximum closure period of 10 working days (2 calendar weeks), in line with previous decisions. The exact days of closure each year will be dependent on how the public holidays fall, and may be shorter than the 10 days, in order to deliver on the services expectations of the community.

To ensure minimal risk, the Policy includes items to address:

- Advice of the closure dates provided to the community by the first week in December
- The maintenance of a register of contact persons for urgent and emergency requests during the closure
- The continuity of the issuing of fire/weather warnings and harvest ban information

Consultation

Nil

Statutory Environment

Nil

Policy Implications

No current policies address this subject matter. All changes or additions to Shire of Pingelly Policies are required to be adopted by absolute majority.

Financial Implications

Nil

Strategic Implications

Goal 5	Innovation Leadership and Governance
Outcome 5.7	Customer service and other corporate systems are of a high quality and effective
Strategy 5.7.1	The Shire strives for best practice in its customer service and continually seeks ways to improve delivery where needed

Risk Implications

Risk	The key risk is the failure to address community expectations around customer service.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

12894 Moved: Cr Hotham Seconded: Cr Hastings

Recommendation and Council Decision

That Council adopts the draft Christmas Closure policy as attached.

Carried 8:0

14.2 Future Use of Pingelly Town Hall

File Reference:	ADM0618
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Final Report from Community Workshops
Previous Reference:	Nil

Summary

Council is requested to endorse a direction for the future use of the Pingelly Town Hall following a period of public consultation.

Background

In February 2019, notification was conveyed to the public that the Pingelly Town Hall was officially closed, and no longer available for hire. This decision coincided with the opening of the Pingelly Recreation and Cultural Centre and the desire to encourage use of that facility.

In June and July 2019, Council provided an opportunity to the community to submit ideas for the future use of the Town Hall. A total of 12 submissions were received, with a summary of the key ideas being:

- Tourist attraction including the local museum and historical group items. Support collaboration of groups e.g. Craft & Information Centre, Museum & Historical Group, Pingelly Tourism Group & Friends of Pingelly Railway Station.
- Convert the Town Hall into a Museum to depict the history and culture of Pingelly, with provision to acknowledge the Noongar People. Tourism Information & Promotion.
- Display of Higgins Brothers photos of Pingelly soldiers past and present.
- Relocation of the existing Museum collection.
- Expansion of the Pingelly Opportunity Shop.
- Leave vacant for 1-3 years.
- Gift to the National Trust of Australia with the view of setting it up as an interactive museum on Agriculture for the Pingelly/Great Southern area, giving history on farming. Displays on what the town hall has been used for over the years. Open a cafe/souvenir shop.
- Maintained by ratepayers for all functions, including the ANZAC Day service and Stay Active Group.

In March 2020, workshops were scheduled to progress the conversations around the use of the Town Hall, however, due to COVID-19 and the associated social distancing restrictions, the workshops were rescheduled.

Comment

The consultation to gain ideas to maximise the Pingelly Town Hall has now concluded, with the final element being 2 community workshops held in July 2020. Approximately 50 residents in total attended the workshops, with the purpose being to enable conversations to occur about what use would maximise the Town Hall for Pingelly, and how the different ideas for the use of the facility can co-exist.

During the course of the workshops, it has become apparent that there are three specific options that the community feel is appropriate for the Town Hall.

1. Undertake community based historical projects to capture and display the Town's diverse history on the wall spaces and potentially the stage area, utilising photos, physical displays and audio-visual displays. Ensure that these displays are regularly rotated to provide variety and ongoing dialogue for residents, visitors and tourists. Likely initial displays are the Higgins War Photos, selected historical records, aboriginal culture/history and an agricultural display.
2. A flexible space in the central hall component focused on rotations of art / craft workshops, additional historical displays, community pop up markets and stalls, tourism events and potentially the ANZAC day service.

3. Incorporate a Tourism / Visitors Centre at the front of the Hall in a converted kitchen space.

The community members present at the workshops felt that of the above ideas can work in partnership with each other, providing all spaces within the Town Hall are utilised (kitchen, stage, main area). The ANZAC Day Service is potentially the exception to this due to the space requirement.

In order for the options to co-exist, there needs to be an acknowledgement that the Hall will continue to remain unavailable for casual hire indefinitely and will unlikely be available for the ANZAC Day service. This will render the PRACC Sports Hall the only similar option within the town. It is recognised that this may not suit all users, however, the results of the workshops suggest that the availability of the Pingelly Hall for a hireable space, is considered to be a lower priority than the opportunity for the space to be used for an economic purpose.

In order to inform the wider community about the direction proposed from the workshops, it is proposed to communicate this for a period of approximately 14 days, to allow any final comments to be received. A final recommendation will then be made to Council in October 2020.

Consultation

Initial consultation regarding the use of the Town Hall was undertaken in June 2019. Further consultation was undertaken in July 2020, with active participation from approximately 50 stakeholders over two workshops.

Following a Council decision on this item, a final opportunity for comment will be provided for a period of approximately two weeks.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are no specific financial implications resulting from the recommendation. The likely financial implications in the future will depend on the use of the Hall, but may include capital works to refurbish the Hall, and operational costs depending on the operating model of the facility. An injection of funds for the capital works is likely to be required as a matching contribution to grant funding.

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 Council endorsing a direction that is different from the community engagement outcome. Where a decision is made to activate the Town Hall, there will always be some members of the community who feel that the facility should remain open for hire.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Financial
Risk Action Plan (Controls or Treatment Proposed)	Acknowledging that the maximisation of the use of the Town Hall does require it to be rendered unavailable for hire, provides recognition of the need to choose between the options presented, while still acknowledging that all elements are important for different community members and groups.

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

12895 Moved: Cr Wood Seconded: Cr Hotham

Recommendation and Council Decision

That Council:

- 1. Approve the direction for the future use of the Pingelly Town Hall being in accordance with the final report as attached.**
- 2. Endorse a final period of community consultation with the results of the consultation to be brought back to Council for a decision on this matter.**

Carried 8:0

14.3 Memorial Park Project

File Reference:	A8882
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Draft Terms of Reference
Previous Reference:	Item 14.4 Ordinary Council Meeting 15 April 2020

Summary

Council is requested to select representatives to be a part of the Memorial Park Project Reference Group, which will inform the detailed design component of this project and provide an additional sounding board for feedback and ideas as the project is delivered. In addition, Council is requested to endorse the commitment of up to \$40,000 prior to formal notification of the grant funding outcome, to minimise other project risks that are arising due to time constraints.

Background

The proposal for the redevelopment of Memorial Park was submitted for funding under the Drought Communities Program in July 2020. A decision on the application is expected by the first week in October, with this being delayed due to the volume of applications and the impact of COVID-19 in the Eastern States. In order to prepare for the project with the most possible amount of time, and to deliver the best outcome, some elements of the planning process need to commence immediately.

Comment

The detailed design component is critical to the success and quality of the overall outcome. This process is likely to take 2 months. Estimates for the cost of detailed design and associated technical drawings and specifications suitable for tender is \$40,000. The grant funding team have confirmed that should the grant be approved, expenditure committed for the design process will be an eligible item of expenditure, even though it is prior to the formal notification of the grant application outcome.

To ensure the project progresses smoothly and with as much community feedback informing the design and delivery as possible, a project reference group is proposed to be established with the following representation:

- 2 Councillors
- 6 community representatives
- Shire of Pingelly staff

The primary role of the Reference Group is to inform the detailed design component of the project. Similar to other external committees, 2 Councillors are requested as representatives, in order to provide a conduit of information between the Reference Group and Council. The draft Terms of Reference for the Memorial Park Reference Group is attached.

Consultation

Consultation will occur immediately following the selection of Councillors for the Reference Group, in order to determine 6 additional representatives from the community.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Goal 1	Economy
Outcome 1.2	A truly working main street which symbolises a confident local economy and results in people spending more locally
Strategy 1.2.2	Further develop the town centre as an attractive environment which supports business investment, and community and visitor use.
Action 1.2.2.1	Deliver the re-development of Memorial Park project

Risk Implications

Risk	The key risk arises from the Shire not obtaining as much community input as possible for the detail of this project, resulting in fewer ideas, and a lower quality project which is less likely to represent the community vision for the precinct. Councillor representation on the Group will ensure the community aspirations are reflected in Council discussion. A financial risk exists due to the commitment to the design element of the project prior to notification of the grant funding outcome. This risk is considered less significant than a delay in planning the design, as any delay is likely to impact on the overall quality of the project outcome. The likelihood of the entire project being rejected is considered low.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Reputational, Financial.
Risk Action Plan (Controls or Treatment Proposed)	Should the grant not be approved in its entirety, the commitment of funds to the design will be minimised, and any impact on the financial position of the Shire will be addressed at Budget Review.

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

12896 Moved: Cr Oliveri Seconded: Cr McBurney

Recommendation and Council Decision

That Council:

1. Endorse Councillor Narducci and Councillor Oliveri as representatives on the Memorial Park Project Reference Group.
2. Endorse expenditure to a maximum of \$40,000 to progress the detailed design and planning of the project, prior to formal notification of the outcome of the grant application.

Carried 8:0

14.4 Addition to Schedule of Fees and Charges

File Reference:	ADM0067
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

Summary

Council is requested to endorse the inclusion of fees for the Pingelly Gift Cards, and Tutanning Accommodation in the Schedule of Fees and Charges.

Background

In accordance with Section 6.16(1) of the Local Government Act 1995, Council may impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed. Fees and Charges are required to be adopted annually through the budget process. In accordance with the Local Government Act and associated Regulations, there is a requirement to give notice to the public of the intent to change, or introduce, new fees and charges.

Comment

As a part of the continued expansion of the Pingelly Gift Card, the Shire of Pingelly is an ideal organisation to act as a load up business due to the high amount of foot traffic it receives. In order to be able to act as a load up business, Council is required to approve the charging of the relevant fee. The fee structure is currently set at cost, being \$2.65 per card, and is proposed to be noted in the Schedule of Fees and Charges at this amount. In addition, the 'load up' fee is also recommended to be listed, as while there is no impact on the Shire through loading up funds onto a card, a note that this will be 'at cost' will ensure compliance with relevant legislation.

The Shire has been part of discussions with the Pingelly Tourism Group and the Department of Biodiversity Conservation and Attractions (DBCA) to activate the Tutanning Reserve, in particular the Percy Marshall Research Centre, in order to provide additional accommodation within Pingelly and add to the diversity of attractions that are promoted. While the Pingelly Tourism Group will determine the fee structure in consultation with DBCA, the Shire will be one option for booking the facility. In order to ensure no ambiguity exists in terms of compliance with the Local Government Act, these fees are also proposed to be noted in the Schedule of Fees and Charges.

Consultation

A minimum of 7 days public notice is required prior to the additional charge taking effect.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

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 primary risk relates to the appropriate authorisation of the new fee structure, which must be in accordance with legislation and include local public notice.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

12897 Moved: Cr Narducci Seconded: Cr Wood

Recommendation and Council Decision

That Council approve the inclusion of the following items in the Schedule of Fees and Charges:

- | | |
|--------------------------------------|--|
| 1. Pingelly Gift Card | Fee: \$2.65 |
| 2. Pingelly Gift Card Load Up | Fee: load up amount |
| 3. Tutanning Accommodation | Fee: as set by the Pingelly Tourism Group |

Carried 8:0

14.5 Asset Management Planning

File Reference:	ADM0615, ADM0616, ADM0617
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	2015 Asset Management Plan Renewal Schedule
Previous Reference:	Nil

Summary

Council is requested to endorse a direction for the calculation of asset management renewal requirements over the next 10 years, as required to be reported in the Annual Financial Report.

Background

The Office of the Auditor General requires 10-years of financial projections to be available to calculate the Asset Renewal Funding Ratio. This requirement resulted in a material matter noted in the 2018/19 Audit Report, due to the inability to calculate this Ratio as follows:

The Shire has not reported the Asset Renewal Funding Ratio for 2019, 2018, 2017 in the annual financial report as required by section 50(1) of the Local Government (Financial Management) Regulations 1996, as planned capital renewals and required capital expenditure were not estimated in a long term financial plan and asset management plans respectively.

The asset renewal ratio is calculated as follows:

$$\frac{\text{Net present value of planned capital renewal over 10 years}}{\text{Net present value of required capital expenditure over 10 years}}$$

The Shire of Pingelly last completed a full asset management plan in 2015, with this Plan including projections for a period of 10 years, ending 30 June 2025.

Comment

Significant progress has been made over the last 12 months to progress a solution to this item. The Long Term Financial Plan has been adopted by Council. This contains the planned asset renewal expenditure for the 10 year period ending 30 June 2031, and will fulfil the requirement to calculate the 'planned capital renewal over 10 years'.

The 'required capital expenditure over 10 years' is determined through asset management planning. It is proposed to develop one asset management plan each year, in accordance with the legislative requirement to revalue assets every five years. The Roads Asset Management Plan, including footpath and drainage infrastructure, was adopted by Council in May 2020, including ten years of financial projections. In the past 12 months, the Shire has also developed a renewal schedule for plant and equipment, and information technology equipment, covering a period of 10 years.

Asset management planning for other asset classes has not yet commenced, and therefore, it is proposed to utilise the 2015 adopted Asset Management Plan to calculate some of the financial estimations for 'required capital expenditure', by indexing the relevant funding requirements in the 2015 Plan, by CPI, to provide a reasonable estimate of the requirement for capital expenditure for a 10 year period. The assets covered under this method are not expected to generate any significant renewal requirement over the next 10 years. The schedule of renewal as detailed in the 2015 Plan is attached.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.4	The value of community owned assets is maintained
Strategy 5.4.1	Asset renewals and upgrades are funded to the level required to maintain asset value and agreed service levels
Action 5.4.1.1	Review Asset Management Plans

Risk Implications

Risk	The primary risk relates to the non-compliance with the Local Government Act, due to the inability to calculate the asset renewal ratio. Should the Office of the Auditor General not be satisfied with this method of estimation for some asset classes, this matter is likely to again be noted in the audit report.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

12898 Moved: Cr Hastings Seconded: Cr Hotham

Recommendation and Council Decision

That Council endorses the following direction for the purposes of calculating asset management renewal requirements over the next 10 years:

- Infrastructure: Roads Asset Management Plan
- Plant and Equipment: 10 year renewal schedule
- Information Technology Equipment: 10 year renewal schedule
- Other asset classes: Shire of Pingelly 2015 Asset Management Plan, indexed by CPI for 5 years to provide a total renewal requirement for a period of 10 years.

Carried 8:0

15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES

15.1 Monthly Statement of Financial Activity – August 2020

File Reference:	ADM0075
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Executive Manager Corporate Services
Disclosure of Interest:	Nil
Attachments:	Monthly Statements of Financial Activity for the period 1 August 2020 to 31 August 2020
Previous Reference:	Nil

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 August 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;

Comment

The Monthly Financial report has been prepared in accordance with statutory requirements and provides council with their financial position as at 31 August 2020.

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 2020/21.

Strategic Implications

Goal 5	Innovation Leadership and Governance
Outcome 5.6	Financial systems are effectively managed
Strategy 5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting) and long-term financial planning 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	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

12899 Moved: Cr Hotham Seconded: Cr McBurney

Recommendation and Council Decision

That with respect to the Monthly Statements of Financial Activity for the month ending 31 August 2020 be accepted and material variances be noted.

Carried 8:0

15.2 Accounts Paid by Authority – August 2020

File Reference:	ADM0066
Location:	Not Applicable
Applicant:	Not Applicable
Author:	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 August 2020.

Comment

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2020/21 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 5	Innovation Leadership and Governance
Outcome 5.6	Financial systems are effectively managed
Strategy 5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting) and long term financial planning 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	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

12900 Moved: Cr Hastings Seconded: Cr Narducci

Recommendation and Council Decision

That Council endorse the Accounts for Payments for August 2020 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:

To 31 August 2020:

Municipal Account	\$174,264.09
Trust Account	\$80.00
Trust Licensing Account	\$23,975.70

Carried 8:0

16. DIRECTORATE OF TECHNICAL SERVICES

Nil

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).

12901 Moved: Cr McBurney Seconded: Cr Hastings
That late item 18.1 Regional Connectivity Program be introduced as new business

Carried 8:0

18.1 Regional Connectivity Program

File Reference: ADM0299
Location: Not Applicable
Applicant: Not Applicable
Author: Chief Executive Officer
Disclosure of Interest: Nil
Attachments: CRISP Wireless Information
Previous Reference: Nil

Summary

Council is requested to endorse a letter of support being provided to CRISP Wireless, for their application under the Regional Connectivity Program to improve telecommunications connectivity in the Wheatbelt.

Background

The Federal Government has recently announced the 'Regional Connectivity Program' grant. The aim of the grant is for licensed telecommunications providers to deliver improved connectivity in Australia, to enable businesses such as those in the Shire of Pingelly to 'do business better'. The importance of having fast and secure connectivity has been magnified with the effects of the COVID-19 virus.

The Regional Connectivity Program was announced as part of the Australian Government's response to the 2018 Regional Telecommunications Review, and will be administered by the Department of Infrastructure, Transport, Regional Development and Communications. The objective of the Program is to use a place-based approach to target telecommunications infrastructure investment to provide economic opportunities and improve participation in the digital economy for regional communities and businesses.

CRISP Wireless is planning to submit an application under this grant program to expand its network in the Wheatbelt and is seeking a letter of support from the Shire of Pingelly to strengthen its application.

Comment

CRISP Wireless has a full telecommunications license and has been successfully operating since 2016, delivering fast and reliable internet in regional WA since early 2017. Regionally based in the Wheatbelt, the business goals are to provide faster internet and communications services to regional Western Australia. CRISP has been successful in gaining both federal and state government grant funding which has enabled the expansion of the services across 10 Shires in the Wheatbelt in recent years.

Capital costs for the infrastructure such as the equipment, towers and also the servicing, are typically borne by CRISP Wireless, and form the majority of the expenditure required to expand the network. The Regional Connectivity Program specifically funds the delivery of new infrastructure in order to improve access to mobile and or broadband services.

CRISP is seeking Council's support by way of providing a Letter of Support and a commitment to waiving future development application fees for each tower that is constructed as a result of a successful grant application.

Consultation

The increase in telecommunications availability and lobbying for this increase is listed as a strategic goal in the Shire's Strategic Community Plan, which was developed from community feedback.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are no financial implications, as this recommendation only relates to a letter of support and a commitment to waive development application fees in the future for the towers, if the grant application is successful. The current fee for development applications where the cost of the development is no more than \$50,000, is \$147.

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 1.3.2	Advocate for adequate broadband, water and power supply capacity
Action 1.3.2.1	Undertake advocacy with major utility providers to ensure provision of services is maintained or increased

Risk Implications

Risk	The key risk is the failure to adequately plan for and take advantages of opportunities to improve telecommunications infrastructure and connectivity options for businesses and residents.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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

**12902 Moved: Cr McBurney
Recommendation and Council Decision**

Seconded: Cr Wood

That Council:

1. **Endorses a letter of support being provided to CRISP Wireless in support of their application under the Regional Connectivity Program.**
2. **Endorses a waiver of planning fees in relation to development applications for towers relevant to this grant application.**

Carried 8:0

19. CLOSURE OF MEETING

The Chairman declared the meeting closed at 2.48pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 21 October 2020.

Signed.....
Presiding Person at the meeting at which the minutes were confirmed.