

Shire of Perenjori

MINUTES

Ordinary Council Meeting

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on 15th August 2013,
commenced at 1.30 pm.

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13081	PRELIMINARIES
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DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Cr C King officially opened the meeting at 1:30 PM.

OPENING PRAYER

Cr C. King led Council in the opening prayer.

DISCLAIMER READING

Nil

RECORD OF ATTENDANCE

APOLOGIES AND LEAVE OF ABSENCE

Cr CR King
Cr LC Butler
Cr GK Reid
Cr JH Hirsch From 2:20PM
Cr JR Cunningham
Cr PJ Waterhouse
Cr LJ Smith
Ali Mills –CEO
David Fong – SFO
Peter Money – Acting DCEO

Leave of Absence

None

Apologies: Cr RP Desmond;
Cr H C Wass;
Ken Markham – Works Supervisor

RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

PUBLIC QUESTION TIME

Nil

NOTATIONS OF INTEREST

Financial Interest – Local Government Act s 5.60A

Proximity Interest – Local Government Act s 5.60B

Cr King recorded a proximity interest in Item 13086.4

Interest Affecting Impartiality – Shire of Perenjori Code of Conduct.

APPLICATIONS FOR LEAVE OF ABSENCE

Nil

CONFIRMATION OF MINUTES

Minutes of Ordinary Council meeting held 18th July 2013 are attached.

COUNCIL RESOLUTION – Item 13081.9
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Moved: Cr Waterhouse

Seconded: Cr Butler

That the minutes from the Ordinary Council Meeting held on Thursday 18th July 2013 be accepted as a true and accurate record.

Carried: 6/0

ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Nil

PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

13082	FINANCE
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FINANCIAL STATEMENTS – JULY 2013

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0081
DISCLOSURE OF INTEREST:	0
AUTHOR:	DAVID FONG – SENIOR FINANCE OFFICER
RESPONSIBLE OFFICER	ALI MILLS–CEO
REPORT DATE:	05 Aug 2013
ATTACHMENTS	MONTHLY FINANCIAL REPORT

Executive Summary

The Financial Activity Statement Report is presented for the Month of 31 July 2013. The report complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996.

Background

Each month officers are required to prepare monthly financial reports, covering prescribed information, and present these to Council for acceptance.

It should be noted that the opening surplus 2013/2014 does not include transfer from/to Reserves and it does not include all the end of year adjustments. It should not be relied on and a final figure will be provided once the Annual Statement has been compiled.

Furthermore, the Financial Statements for the month ending 31 July 2013 shows the Shire operations in actuals only and hence, **there are no variances to report** for this month since the 2013/14 Budget has not been adopted at the time of preparing this report.

Details

Presented is the Financial Activity Statement Report – 31 July 2013.

The following statements are presented to Council:

Statement of Financial Activity (Statutory Reporting by Program) - This provides the budget and actual income and expenditure for operating and non- recurrent as well and the closing surplus to date. (FM Reg 34(1))

Net Current (Assets) Funding Position (Note 3.)-This provides the amount of assets over liabilities within the Balance Sheet. (FM Reg 34 (1)(e))

- Notes to the Financial Statements include:
 - Note 1.- Significant Accounting Policies
 - Note 2. - Graphical Representation (*under development*)
 - Note 3. – Net Current Funding Position

- Note 4. – Cash & Investments
- Note 5. – Major Variances
- Note 6. – Budget Amendments
- Note 7. – Receivables & Rates Information
- Note 8. – Payables - Borrowings
- Note 9. – Grants and Contributions (*under development*)
- Note 10. – Cash Back Reserves
- Note 11. - Capital Disposals and Acquisitions (*Under development*)
- Note 12.- Trust Fund

Legal Compliance

Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996 states –

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
 - (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 subregulation (1) (d); and (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown –
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be –
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Section 6.8 of the Local Government Act 1995 (Expenditure from municipal fund not included in annual budget) states –

- (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.

Policy Implications :

Nil

Financial Implications:

Nil

Strategic Implications:

Area 5: Investing in Councils Leadership

Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Consultation:

Liaison with CEO and External Contractor.

Comment:

It is recommended that the Financial Activity Statement Report – 31 July 2013 be accepted.

A full set of July 13 Financial Activity Statement Report will be provided at the next meeting once the Budget 13/14 is adopted by Council.

The new Haines Norton's Monthly Financial Statement 13/14 has been used and some notes are still under development and will be available to Council over the next few months.

Voting Requirements:

Absolute majority.

Officers Recommendation – Item 13082.1

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report – 31 July 2013, and note that there **are no variances for this month** due to the Budget yet to be adopted and the Opening Surplus 2013/14 is subject to change once the Annual Statement 2012/13 has been finalised.

COUNCIL RESOLUTION – Item 13082.1

Moved: Cr Smith

Seconded: Cr Butler

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report – 31 July 2013, and note that there are no variances for this month due to the Budget yet to be adopted and the Opening Surplus 2013/14 is subject to change once the Annual Statement 2012/13 has been finalised.

Carried: 6/0

ACCOUNTS FOR PAYMENT

APPLICANT:	SHIRE OF PERENJORI
FILE:	1306P
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	DAVID FONG – SENIOR FINANCE OFFICER
RESPONSIBLE OFFICER:	ALI MILLS–CEO
REPORT DATE:	05 Aug 2013
ATTACHMENTS:	ACCOUNTS FOR PAYMENT

Executive Summary:**Recommendation - The Schedule of Accounts for 31 July 2013 be confirmed.**

The Schedule of Accounts is presented pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.

The report identifies payments made from the Municipal and Trust Fund.

Voting Requirements:**Simple Majority****Background:**

Council has delegated to the Chief Executive Officer the authority to make payments from the Municipal and Trust funds in accordance with the Local Government (Financial Management) Regulations 1996.

Under Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal fund or the Trust fund, each payment from the Municipal fund or the Trust fund is to be noted on a list compiled for each month showing:

- 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

That list should then be presented at the next Ordinary Meeting of the Council following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.

Legal Compliance:

Section 6.10 (d) of the Local Government Act 1995 refers, i.e.-

6.10. financial management regulations

Regulations may provide for —

(d) the general management of, and the authorisation of payments out of —

(i) the municipal fund; and

(ii) the trust fund,

of a local government.

Regulation 13(1), (3) & (4) of the Local Government (Financial Management) Regulations 1996 refers, i.e. -

13. Lists of Accounts

(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.

(3) A list prepared under subregulation (1) 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:

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures.

Financial Implications:

Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made.

Strategic Implications:

Area 5: Investing in Councils Leadership

Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership

Consultation:

Nil

Comment:

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures and it is therefore recommended that the payments, as contained within the Appendices, be confirmed.

Voting Requirement – Simple Majority**OFFICER AND COMMITTEE RECOMMENDATION/S: ITEM 13082.2**

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for 31 July 2013 as attached to and forming part of this report.

That the accounts paid to 31 July 2013 as listed in Schedule covering vouchers numbered from

Municipal Account	
EFT	\$625,891.59
Direct Debits	\$16,121.18
Cheques	\$37,036.31
Corporate MasterCard	\$0
Bank Fees	\$ 270.91
Total	\$679,319.99

Trust Account	
EFT	\$0
Cheques	\$0
Bank Fees	\$0
Total	\$0.00

Totalling \$679,319.99 from Muni and Trust Account for the month of July 13.

.....(Author). (Manager/CEO)

COUNCIL RESOLUTION – ITEM 13082.2

Moved: Cr Cunningham

Seconded: Cr Smith

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for 31 July 2013 as attached to and forming part of this report.

That the accounts paid to 31 July 2013 as listed in Schedule covering vouchers numbered from –

Municipal Account	
EFT	\$625,891.59
Direct Debits	\$16,121.18
Cheques	\$37,036.31
Corporate MasterCard	\$0
Bank Fees	\$ 270.91
Total	\$679,319.99

Trust Account	
EFT	\$0
Cheques	\$0
Bank Fees	\$0
Total	\$0.00

Totalling \$679,319.99 from Muni and Trust Account for the month of July 13.

.....(Author). (Manager/CEO)

CARRIED: 6/0

13083 COMMUNITY DEVELOPMENT

Nil

13084 HEALTH BUILDING & PLANNING

Nil

13085 PLANT AND WORKS**ROAD MAINTENANCE JULY 2013**

APPLICANT:	WORKS SUPERVISOR
FILE:	NII
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	KEN MARKHAM – WORKS SUPERVISOR
RESPONSIBLE OFFICER:	KEN MARKHAM – WORKS SUPERVISOR
REPORT DATE:	5TH AUGUST 2013
ATTACHMENTS	MAP

Executive Summary

Listed are the roads graded for the month of July.

<i>Payne rd</i>	<i>Norrish rd</i>
<i>Keogh rd</i>	<i>Old Mullewa rd</i>
<i>Sutherland rd</i>	<i>Barrett rd</i>
<i>Bartlett rd</i>	<i>Metcalfe rd</i>
<i>Caron rd</i>	<i>Chapman rd</i>
<i>Farrs rd</i>	<i>Old Well rd</i>
<i>Taylor's rd</i>	<i>I Just rd</i>
<i>Benton rd</i>	<i>Forte rd</i>
<i>Waterhouse rd</i>	<i>Avery rd</i>
<i>Waddi rd</i>	

Background

Nil

Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

Consultation

Nil

Comment

Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 13085.1

That the road maintenance report for July be accepted as presented.

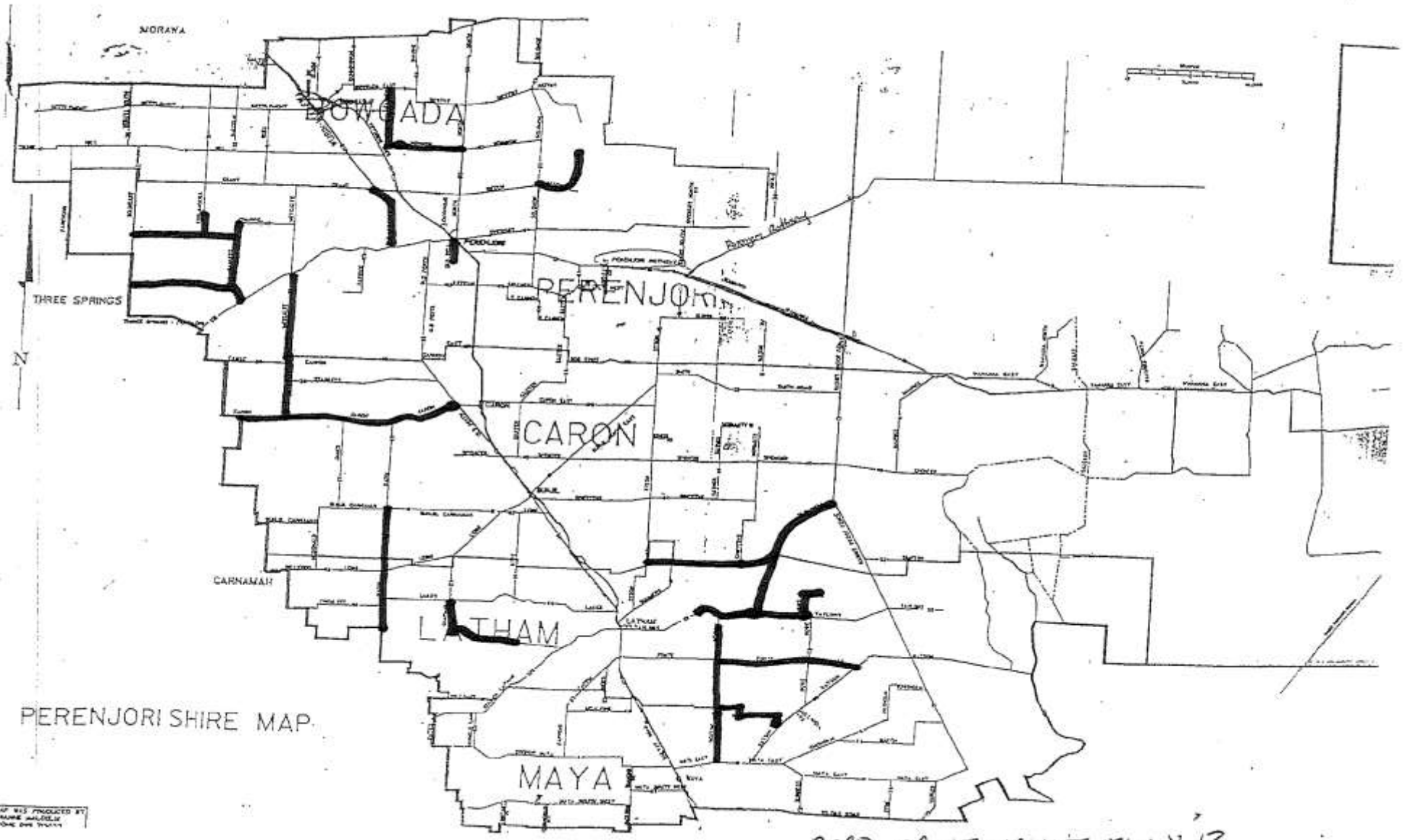
COUNCIL RESOLUTION – Item 13085.1
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MOVED: Cr Cunningham

SECONDED: Cr Reid

That the road maintenance report for July be accepted as presented.

CARRIED: 6/0



MAP WAS PRODUCED BY
KARNE ANDERSON
ONE ONE THREE

ROAD MAINTENANCE JULY 13

13086	GOVERNANCE
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ORGANISATION STRUCTURE REVIEW

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM0473
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	ALI MILLS - CEO
RESPONSIBLE OFFICER	ALI MILLS - CEO
REPORT DATE:	15TH AUGUST 2013
ATTACHMENTS	ORGANISATION CHART AND STAFF RESPONSIBILITIES

Executive Summary:

This report seeks the support of Council for the implementation of a revised organisation structure making more effective use of existing staff positions and addressing current skill gaps.

Background:

Staffing structures have been varied across the organisation with a reliance on the availability of skills to meet the many and range of areas of responsibility required. Council's Community Strategic Plan, has a focus on five areas, with the Corporate Business Plan providing the detail on what will be delivered and how it will be implemented. This has been considered throughout the review of the existing organisation structure.

Across the organisation a wage review has also been conducted to ensure all positions are adequately remunerated and are competitive across the region and similar sized Shires. Attraction and retention of staff is very challenging with the need to ensure packages on offer do provide the incentive for existing staff to stay with the Shire. Within the inside staff the organisation structure in the past has included, Manager of Community Services, Economic Development Officer, Director of Development Services and Deputy Chief Executive Officer (DCEO) positions. Earlier this year Council's DCEO incumbent left the organisation with this position and areas of responsibility being met by the current CEO, contracted Accountant, MWRC Accountant and more recently a Part-time Acting DCEO.

REVIEWING WORK PRACTICES ACROSS THE ORGANISATION

Many duties carried out by temporary contract persons has and is still focusing on areas which have required significant attention due to the lack of application to standard practice. The Finance management area being the main challenge has required significant resources in order to address the queries and concerns as have been raised by Auditors and Accountants. This has involved a complete review and re-development of:

- Payroll
- Stock control
- Leasing management
- Creditors

- Debtors
- Rates

Whilst there has been an approach to start fresh, attending to some of the areas of concern will continue due to the need to have accurate figures to bring forward into this financial year. This will require the continued skills and expertise of Megan Shirt and Ron Back. Council's own Finance team including, Senior Finance Officer and Finance Officer, will have additional support from the proposed new Manager position, Customer Services Officer position, Aquatic Centre Manager position and a casual Finance Officer as required. These approaches will multi-skill staff ensuring continuity of skills and service when staff may leave.

Human resources

This area has also required considerable attention, due to the lack of documentation regarding employees, pay rates, additional package incentives, Award conditions, and performance reviews. Position descriptions are not reflective of the work being completed in some areas, a staff induction package and process is not in place, along with a policy and procedure manual for the operations. Inconsistencies across the organisation exist requiring the need to review the EBA and individual contracts of employment. Human Resource Policies and procedures need to be established to ensure a fair and consistent approach to the employment of staff occurs.

Property Management

Council has 22 Residential properties, along with 27 other buildings across the Shire. The residential buildings consist of a variety of housing to accommodate all staff. The area of Property Management involving, the reporting and attendance to maintenance, tenancy agreements, bond payment, inspections and property condition reports, has required significant attention. A lack of good practice has left this area requiring considerable resources to ensure we are meeting the requirements of the Tenancy Act whilst preserving these important assets.

Contracted Services

Council has in the past, contracted the following services on an as needs basis to assist with meeting local community needs and compliance requirements:

- Building
- Health
- Ranger
- Planning
- Accounting
- Emergency Management

It is envisaged these services will continue to be contracted on an as need basis to meet community demands, along with, financial, health, building and law and order compliance requirements. The effective management of these contracted services is vital to ensuring they are delivering outcomes as required.

REVISED ORGANISATION STRUCTURE DRAFT

A Draft Organisation structure has been developed along with details of areas of responsibility for each position, which is attached. The structure has been developed

making more effective use of current positions as well as identifying the gap areas which need addressing.

Multi-skilling is a key focus of the new structure, whilst having positions with specific responsibilities it is essential multi-skilling across all areas occurs to ensure the organisation can continue to function well when change occurs.

ECONOMIC AND COMMUNITY DEVELOPMENT

Council's existing Community Development Officer has supported the ongoing development of business opportunities in Perenjori with the opportunity to now acknowledge and recognize this as an important part of this role. This will enable Council to adequately meet the resource requirements of the Corporate Business Plan. Along with being responsible for overall Business Development, the position will also be responsible for Community Development, which will include Community Engagement, Sport and Recreation, Art and Culture, heritage, and Community Services to special needs groups.

This position will also be responsible for the overall Management of the Perenjori Aquatic Centre, including the Manager of this facility. The facility and the Manager have not had the attention needed to enable planning for the effective operations of this facility. A recent short review of the operational hours, pool operation standards and practices has resulted in a plan to incorporate a flexible approach to hours of operation, with the Manager position being given additional duties to be responsible for Youth Development and assistance to the administration office when required. The Manager Aquatic Centre wage and package is meeting industry standards, and is competitive in the market and therefore, will not change.

A title change is proposed, from Community Development Officer to Coordinator Economic and Community Development. The current incumbent is supportive of these changes and will receive a \$3000 pay increase per annum as an incentive and to address CPI. This increase has been included in the budget proposed for 2013/14. This increased pay rate and package for this position and level of responsibility is comparable to like Shires and positions, sitting in the middle of the varying packages researched.

INFRASTRUCTURE SERVICES

The current Works and Services area consists of a total of 18 outside staff, with a variety of disciplines. The Works Supervisor has predominantly been the Supervisor for all staff in all areas. This has meant a great deal of responsibility and control sat with this position, with a heavy load building and no real strategies in place to address the short comings. There is a leading hand position established at an appropriate level to re-distribute the areas of responsibility and lessen the load for the Works Supervisor role. A review of work areas with both current position holders has provided the opportunity to separate the work areas, and areas of responsibility. Whilst the Works Supervisor after the review will have a reduced operations work load, the duties in the area of financial management, reporting, Strategic Planning and Project Management will increase.

It is proposed for the following title changes to acknowledge the high level planning and management skills required to meet the new requirements, from Work Supervisor to Manager of Infrastructure Services. The Manager of Infrastructure Services will be responsible for:

- Property maintenance
- Mechanic and Workshop
- Private Works
- Road Construction, including planning, funding, budget
- Project Management
- Strategic Planning for Infrastructure across Shire
- MRD ISA
- Procurement
- Plant, Replacement and Maintenance
- Waste management

The package for this position will be increased by \$5000 per annum to again acknowledge the higher level of responsibility and extra duties to be attended to. This does bring this position's package in line with other like positions across similar sized Shires.

The current Leading Hand position will become the Works Supervisor, with no changes to the current package for this position. The structure will not include a Leading Hand position at this stage. The Works Supervisor will be responsible for:

- Parks and Gardens operations
- Tourist site maintenance
- Road maintenance
- Aerodrome maintenance
- Stand pipes and dams maintenance

This will include all areas of Human Resource management for all positions working in these areas, administration, report writing, occupation, safety and health, and financial management relevant to the areas.

CORPORATE AND DEVELOPMENT SERVICES

The previous DCEO position had a range of areas of responsibility including:

- Overall Financial management, including Budget's, Audits, Acquittals
- Compliance requirements
- Caravan park operations and management
- Cleaning Staff
- Property Management
- Aquatic Centre operations and management
- Manage Council's insurance portfolio

- Oversee preparations for Council elections, ie Electoral Roll, advertising etc and act as Deputy Returning Officer

- Human Resource Management

- Manage the computer system and resources

This position has been vacant since early May 2013, with additional accounting services contracted to address this gap and the extensive review of our financial management

practices that was required. The CEO has been attending to all building, health, planning, financial management, insurance, Property management, Human Resource Management, compliance, Caravan Park, cleaning staff and management of Finance staff. The recent assistance provided with the Acting DCEO has provided relief to attending to the back log of areas needing attention.

Accounting support is continuing to be provided by MWRC and Megan Shirt. Whilst each of these are continuing to assist with the back log that has been identified, they are also providing the “high end” financial management advice and skills. It is envisaged once the back log has been conquered and the finance team is secured and operating well, this assistance will reduce to a minimum.

Within the review of positions and responsibilities, the following areas have now been allocated to other staff:

Property management – Executive Officer

Aquatic centre – Coordinator Economic and Community Development

Human Resource Management - CEO

Road funding acquittals and reporting – Manager Infrastructure Services

The remaining areas needing to be filled include:

- Overall Financial management, including Budget’s, Audits, Acquittals
- Compliance requirements
- Caravan park operations and management
- Cleaning Staff
- Manage Council’s insurance portfolio
- Oversee preparations for Council elections, ie Electoral Roll, advertising etc and act as Deputy Returning Officer
- Manage the computer system and resources
- Manage Building, Health and Planning
- Manage Contract Ranger services
- Project Management

It is proposed for a new position to replace the previous DCEO role, to be titled Manager of Corporate and Development Services. The package for this position will be similar to that offered to the DCEO, with a slight decrease, given the skill level, experience, knowledge and level of responsibility is similar. Research has indicated that this level of package would be competitive in attracting a reasonable caliber of skills.

Policy Implications:

Nil

Financial Implications:

The 2013/14 budget has been developed incorporating these proposed changes.

Strategic Implications:**Area 5: Investing in Councils Capacity – Our Leadership**

Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Consultation:

Senior Staff
Shire President
Other CEO's

Comment:

Considerable time with research and thought has gone into reaching this point. As CEO I have been very mindful, of the need to ensure all positions across our organisation are contributing positive outcomes for the Perenjori community. Thus I have been hesitant to move to hastily on the vacant DCEO position, whilst shuffling and massaging other work areas to reach their capacity.

I feel the structure proposed will provide a solid approach to ensuring operations is run well as well as work to position Perenjori well strategically across the North Midlands and Mid-West region.

Voting Requirements:

Simple Majority

Officers Recommendation – Item 13086.1

1. That Council supports the revised organisation structure as presented in the Organisation Chart July 2013, including:
 - a. Manager of Corporate and Development Services position,
 - b. Title and role changes for the Community Development Officer to Coordinator of Economic and Community Development, and
 - c. Works Supervisor to become the Manager of Infrastructure Services, and the current Leading Hand to become the Works Supervisor.

COUNCIL RESOLUTION – Item 13086.1
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MOVED: Cr Reid

SECONDED: Cr Butler

1. That Council supports the revised organisation structure as presented in the Organisation Chart July 2013, including:
 - a. Manager of Corporate and Development Services position,
 - b. Title and role changes for the Community Development Officer to Coordinator of Economic and Community Development, and
 - c. Works Supervisor to become the Manager of Infrastructure Services, and the current Leading Hand to become the Works Supervisor

CARRIED: 6/0

ANNUAL DELEGATIONS REGISTER REVIEW

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM0474
DISCLOSURE OF INTEREST:	0
AUTHOR:	PETER MONEY- ACTING DEPUTY CEO
RESPONSIBLE OFFICER	ALI MILLS - CEO
REPORT DATE:	15th August 2013
ATTACHMENTS	DELEGATIONS REGISTER

Executive Summary:

Council is requested to adopt the changes to the Delegations Register as presented.

Background:

The Shire of Perenjori has power under the Local Government Act, 1995 (Act) to delegate to the Chief Executive Officer the exercise of any of its powers, or discharge of any of its duties under the Act, in order to facilitate and manage the “day to day” operations of the Council.

The Act allows the CEO to delegate any of his/her powers to another employee; such sub-delegations must be done in writing and can be sub-delegated with or without conditions.

The delegations remain subject to budgetary and Policy constraints.

The existing Delegations Register was adopted in 2009, whilst being reviewed annually it is now in need of a thorough review. Numerous changes have been required including:

- changes to the titles of sub delegated authorities;
- changes to references to the Health Act, Dog Act and Cat Act;
- numerous additions to help clarify and more accurately define the delegations;
- additional delegations that were not previously included; and

- changes to the delegation numbering to align related matters with each other.

References to the Local Government Miscellaneous Provisions Act 1960 have been removed as these provisions have been revoked. Other references regarding Building are now references to the Building Act 2011 and the Building Regulations 2012.

There are new delegations relative to the Cat Act 2011 although some matters such as sterilisation do not come into law until October 2013 but these delegations prepare for that happening.

The sub delegations reflect the new internal positions and any changes to position responsibilities. There are also new delegations relating to financial control and these are designed to ensure greater accountability for and control over the Shire's financial matters.

The following additions or significant amendments have been included:

Item	Proposed Change
1021	Prescribed manner for advertising CEO position
1022	Approving a process to select & appoint a CEO
1024	Advertising a senior employee position
1027	Preparing a gratuity policy
1029	Strategic community plan
1030	Consultation for a new or modified community plan
1031	Advertising a new or modified community plan
1035	Information prescribed confidential available to the public
1036	Cost of FOI information
1038	Provision of information to the Minister
1041	Consideration of tenders not rejected
1042	Giving advice to all tenders
1043	Right to negotiate minor tender variations
1044	Action if a minor variation is refused
1045	Seeking expressions of interest
1046	Giving notice for expressions of interest
1047	Consideration of expressions of interest
1049	Considering submissions for a regional pricing policy
2003.4	Affected owners to be notified of certain proposals
2003.5	Public access to be maintained and plans kept
2003.6	If an unvested facility lies in two or more districts
2003.7	Actions allowed under Parks & Reserves Act 1996

2010	Disposal of property at public auction
2011	Disposal of property by private treaty
2018	Compensation for damage cause by the local government
2019	Making a person comply with a notice
2020	Continuing works not carried out by an owner
2021	Authority to carry out works on private land
2022	Authority to enter land or premises without consent
2025	Notice to open a fence
3002	Procedures for cheques, credit cards & security
3003	Procedures for approval of accounts
3004	Preparing monthly accounts for payment
3013	Revoking the right to pay unpaid rates by instalments
3014	Taking possession of land for unpaid rates
3015	Lodgement of caveats for unpaid rates
3016	Cancellation of property sale when debts are paid
3017	Transfer of land to Crown for unpaid rates
3018	Land reverted in the Crown for unpaid debts
3019	Procedures for control over investments
3030	Payments to entitled person
3031	Transfer of trust funds to municipal funds
3032	Establishing reserve accounts
3034	Referral to Minister for inability to agree with CBH payments
3036	Power to defer, write off or waive debts
5005	Delegations under the Building Act
5006	Delegations under Schedule 3.1 of LG Act
5007	Delegations under Schedule 3.2 of LG Act
6004	Enforcement of Cat Act
6005	Cat Act – Microchipping and sterilisation
6006	Registration of cats
6007	Cat Act infringements
7001	Responding to appeals for reconsideration of decisions (planning)
7002	Land sub divisions and amalgamations
7003	WA Planning Commission Act

7004	Planning Scheme Administration
7005	Authority to issue infringements in clear matters

Background:

The Local Government Act requires that the Delegations register be reviewed at least once every financial year.

Statutory Environment:

Local Government Act 1995, S3.1 – the general Function of Local Government is to provide for the good government of people in its district.

In accordance with Section 5.46(2) of the *Local Government Act 1995* delegations made under the Act must be reviewed at least annually by the Delegator (i.e. Council).

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications:**Area 5: Investing in Councils Capacity – Our Leadership**

Goal: Strengthen the Shire’s position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Delegations to the CEO (and subsequent sub-delegations) ensure the “day to day” operations of the Council are streamlined and efficient.

Consultation: DLG Delegations Guidelines; Shire of Carnarvon – Delegations Register; CEO.

Comment:

It is timely to review the delegations due to the significant changes with new Acts and alterations to existing Act’s.

Voting Requirements: Absolute Majority

Section 5.42 of the Act states any decision to amend or revoke a delegation by a local government is to be by an **Absolute Majority**.

Officers Recommendation – Item 13086.2

Council adopts the amended Delegations Register for 2013 as presented.

COUNCIL RESOLUTION – Item 13086.2**MOVED: Cr Smith****SECONDED: Cr Reid****Council adopts the amended Delegations Register for 2013 as presented.****CARRIED: 7/0**

Cr Smith left the Meeting at 2:42 PM and returned at 2:45 PM

Cr Reid left the Meeting at 2:58 PM and returned at 3:00 PM

Cr Hirsch arrived at 2:20 PM prior to the voting on Item 13086.2

JOINT HOUSING PROJECT – DESIGN AND CONSTRUCTION RFT01/13**APPLICANT: SHIRE OF PERENJORI****FILE: ADM0366****DISCLOSURE OF INTEREST: Nil****AUTHOR: ALI MILLS - CEO****RESPONSIBLE OFFICER ALI MILLS - CEO****REPORT DATE: 15TH AUGUST 2013****ATTACHMENTS SPREADSHEET****Executive Summary:**

This report requires Council's consideration of tender's submitted for the design and construction of two units for staff housing.

Background:

Regional Country Local Government Funding (CLGF) has been approved to contribute towards the construction of three (3) triplex units in each of the town sites of Mingenew, Perenjori and Three Springs for worker accommodation. The Shire of Mingenew is the lead for this project being the administrator of the funds for all shires.

A total of \$933 111 has been approved, with an allocation of \$311,000 per Shire. The Financial Assistance Agreement (FAA) was signed by all Shires in May 2013.

The units are required to accommodate Shire staff who are currently being accommodated in larger Shire houses.

The new smaller accommodation units will enable the respective Shires to provide appropriate accommodation options to staff and allow for any proposed increase in future staff numbers. Shire funds currently being expended on renting private accommodation for staff will be used to carry out necessary future maintenance on shire accommodation units.

The new accommodation units will also allow the respective Shires to upgrade the quality of their existing houses/units to meet the reasonable expectations of current and future staff.

Tenders for the Design and Construct of two, two bedroom two bath units in each of the three shires were advertised with the closing date being the 27th June 2013. Ten compliant tenders were received with one tender being received after the due date. The tenders included specific requirements along with optional components which allowed for a provision to incorporate a variety of designs to suit the particular needs of each Shire.

Shire of Three Springs Environmental Health Officer provided a spreadsheet with the costing details included for each Shire to assess. An individual sheet has been developed based on the Shire of Perenjori. The spreadsheet is attached.

The following works have been identified to be completed by the Shire with the following costs estimated:

ADDITIONAL COSTS	
ESTIMATED COST OF WORKS UNDERTAKEN BY SHIRE	
\$6,000	Landscaping
\$23,000	Fencing
\$13,000	Driveways
\$900	TV antennas
\$30,000	Work by Shire
\$72,900	Shire costs

The following provides details of the overall price range quoted inclusive of GST and shire costs.

TR HOMES	FAMLONGA BUILDING CO.	PINDAN	AUSCO	NORDIC	McGRATH	McGRATH	DEVPRO	STH INTEGRITY	FREO	S. FREMANTLE CONSTRUCTION Co.
\$552,830	\$585,743	\$591,354	\$840,974	\$533,741	\$542,930	\$533,878	\$585,830	\$614,100 569,866		\$569,866
2	7	9	10	1	6	5	8	3	4	

The criteria for the tender included:

- Relevant experience
- Key personnel Skills, experience and resources
- Demonstrated Understanding
- Local Contractors Content, and
- Design

Each of the tenders has been assessed based on the criteria above with the rating's as indicated in the table above.

Council's budget for this project was set at \$500,000, consisting of:

- \$311,000 CLGF regional funds
- \$89,604 RDA funds (to be confirmed)
- \$99,396, Council Reserve funds

The total costs of each tender exceed this budget limit. Given this situation Council can decide to not accept any of the tenders, due to each exceeding the budget allocated for this project. Council is then able to negotiate with any of the tenderers to meet the projects budget amount.

Policy Implications:

Council's purchasing policy provides the guidelines for the tendering process.

Financial Implications:

\$500,000 has been allocated in the draft 2013/14 budget

Strategic Implications:

Area 5: Investing in Councils Capacity – Our Leadership

Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Consultation:

Shires of Mingenew and Three Springs

Comment:

The tenders received provided a variety of designs, materials and finishes. Whilst these were all comparable the prices presented showed considerable variations. As none of the tenderers were able to meet the budget allocated for this project it would be advisable for Council to consider not accepting any tender and negotiating with any of the preferred tenderers as rated..

Voting Requirements:

Simple Majority

Officers Recommendation – Item 13086.3

1. That Council does not accept any of the tenders for RFT 01/13 as submitted for the Joint Housing Project – Design and Construct.
2. That Council request the CEO contact the preferred tenderers for RFT01/13 based upon the assessment conducted and negotiate with them to meet a maximum budget of \$500,000.
3. Tenders are not being accepted as they all exceed the Shire budget for this project.

COUNCIL RESOLUTION – ITEM 13086.3**MOVED: Cr Reid****SECONDED: Cr Hirsch**

1. That Council does not accept any of the tenders for RFT 01/13 as submitted for the Joint Housing Project – Design and Construct.
2. That Council request the CEO contact the preferred tenderers for RFT01/13 based upon the assessment conducted and negotiates with them to meet a maximum budget of \$500,000.
3. Tenders are not being accepted as they all exceed the Shire budget for this project.

CARRIED: 7/0

Cr King declared a proximity interest in Item 13086.4 and left the Meeting at 3:09 PM

Deputy President Cr Butler took the Chair

PLANNING APPLICATION – AIRFIELD HANGER

APPLICANT:	Aero Surveys Pty Ltd
FILE:	ADM0190
DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Peter Money – Acting MCDS
RESPONSIBLE OFFICER:	Ali Mills - CEO
REPORT DATE:	2nd August 2013
ATTACHMENTS	Maps

Executive Summary

Council approval is sought for a permanent and temporary structure to serve as a hangar to accommodate a light aircraft at the Perenjori Airport on a location to be determined by Council.

Background

The applicant seeks planning consent from the Council to construct a hanger for a light aircraft at the Perenjori airfield, which will consist of a shade cloth cover between two sea containers which will protect the aircraft from the weather until a permanent structure is completed.

Only planning consent is sought at this stage. The airfield could cater for hangers for private aircraft with Council granting planning approval along with a building application and location of the structure to be subject to a future building application. Maps are provided to indicate the proposed area and the applicant is willing to work with Council to determine the most appropriate site.

The Shire of Perenjori owns the airfield which is located on Reserve 21977. The airfield is not licensed with CASA as its air traffic and passenger numbers are insufficient. The applicant operates an aerial survey business. The proposed site for the hangar is the northern corner of R17056 which is zoned Parks & Recreation.

Statutory Environment

At this time the Council is only asked to consider planning approval in accordance with **Local Planning Scheme 2** which does not contain any impediments to approving hangars at the airfield. Building regulations will only apply when a building application is submitted.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Plan 2013 – 2023

Area 2: Industry and Business Development – Our Economy

Goal: Fostering and maximising growth across the economy, embracing opportunities for diversifying and strengthening our economic base.

Consultation

John Sparkman

Comment

The applicant at this time seeks planning consent from the Council for the proposed hangar and the location preferred by the Council. The area is contained within the northern corner of Reserve R17056.

The applicant intends at a later date, to build a permanent hangar which will be a colour bond shed of light green walls and an off white roof. In the interim the applicant would like to erect a temporary structure of shade cloth between two sea containers to protect his aircraft from the weather.

Some clearing will be required and the applicant is agreeable to planting replacement shrubs in the adjacent location.

There are a number of options available to the Council:

Not support the planning application;

Support the planning application and advise the applicant of the Council's desired location for the structure;

Indicate support for a temporary structure which would be subject to a building application and a time limit after which a permanent structure must be built;

Support the planning application but not a temporary structure requiring the applicant to build a permanent structure (subject to a building application);

Voting Requirements – Simple Majority

Officers Recommendation – Item 13086.4

1. That Council grants planning approval for the construction of a permanent aircraft hangar at the Perenjori airfield to the applicant Aero Surveys Pty Ltd.
2. That the Council advises the applicant of the preferred location for the proposed hangar.
3. That the Council supports the installation of a temporary structure subject to a building application and for a period not exceeding 6 months.

COUNCIL RESOLUTION – ITEM 13086.4**MOVED: Cr Cunningham****SECONDED: Cr Hirsch**

1. That Council grants planning approval for the construction of a permanent aircraft hangar at the Perenjori airfield to the applicant Aero Surveys Pty Ltd.
2. That the Council advises the applicant of the preferred location for the proposed hangar.
3. That the Council supports the installation of a temporary structure subject to a building application and for a period not exceeding 6 months.

CARRIED: 6 / 0

Cr King returned to the Meeting at 3:25PM

LATE ITEM – DRAFT BUDGET 2013/2014

Moved Cr Cunningham Seconded Cr Waterhouse seconded that Council deal with the Late item – 2013/2014 Draft Budget

Carried 7/0**13087 DRAFT BUDGET 2013/14**

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0339
DISCLOSURE OF INTEREST:	0
AUTHOR:	ALI MILLS - CEO
RESPONSIBLE OFFICER	ALI MILLS - CEO
REPORT DATE:	18TH JULY 2013
ATTACHMENTS	Documents

Executive Summary

A Draft 2013-14 Budget is attached for Councils adoption.

Background

The draft budget has been developed by the administration to reflect decisions taken by Council, our strategic priorities and the efficient and effective management of our assets.

Surplus

The 2012/13 Surplus is estimated to be \$1.4 million. This is calculated as follows:

Current Assets	
Unrestricted cash	1,457,820
Stock	42,698
Rates	216,175
Sundry Debtors	837,274
Loans	1,500
Prepayments	3,570
Total	2,559,037
Current Liabilities	
Payables	751,916
Clearing Accounts	66,016
Total	817,932
Net Current Assets	1,741,105
Less Budget reserve trf	324,000
Reserve Interest	24,000
Total	1,393,015

The budget has been structured including this brought forward surplus.

Rates Revenue

In accordance with the requirements of the Local Government Act 1995 the Shire advertised its proposed Differential Rates for 2013/14.

In response to the advertisement a local resident lodged a submission in writing suggesting that no rate increase should be adopted due to the hardships faced by many farmers over the recent years.

Council, when it adopts its budget may adopt a lower rate than that advertised so long as the budget documents include an explanation, and advertise the changed rate.

The Rating model shown in the draft Budget papers uses the new values with a GRV rate of 7.1017, Rural UV rate of 1.7976 cents in the dollar and Mining UV rate of 31.7255 cents in the dollar. This has the effect of increasing revenue from \$2,363,903 to an estimated \$2,440,805 this represents a 7% increase overall whilst also allowing for a \$94,000 reduction in income following the removal of the mining camp.

Projected rate income:

Category	2012-13	2013-14 5% rate inc	2013-14 7%rate inc
Agricultural UV Rates	\$1,402,032	\$1,472,272	\$1,500,312
GRV Rates - Town sites	\$74,213	\$79,571	\$81,098
Mining UV Rates	\$534,358	\$561,630	\$572,182
Mining GRV Rates	\$516,651	\$448,455*	\$456,994*
Payments in Lieu of Rates	\$13,369	\$10,219	\$10,219
Adjustments (discounts/ costs / ESL Int)	-174,096	-\$180,000	-\$180,000
Total Rates	\$2,376,724	\$2,392,147	\$2,440,805

*Excludes mining camp.

Rates Discounts

Council has the option of altering its current discount arrangements. The existing arrangement provides a discount of 10% on all current rates paid within 35 days from the date of issue, this is a common arrangement (see table below) amongst local governments. Council also provides a discount of 5% on all current rates paid between the day following the first due date and close of business on the 13th January.

Financial Assistance Grants (FAGS) – General Purpose

FAGS grants are Federal Grants to Local Government delivered via a State based Local Government Grants Commission. Funding is distributed in two components, the first of which is General purpose funding.

General Purpose funding which is delivered by a complex series of calculations based around “horizontal equalisation” to ensure that small local governments retain the capacity to deliver services.

The methodology is under review and this year's allocation will be based on the new formula. At last years Northern Country Zone Conference the Grants Commission revealed that Perenjori can expect the maximum 15% increase for each of the next 2 years.

For the third year in succession part of the grant has been paid in advance before the end of the previous financial year. For this year the advance will be 50% of the allocation based on the previous formula. Based on this information the expected General Purpose grant is as follows.

	2011-12	2012-13	2013-14
FAGS Grant	\$741,460	\$852,679	\$958,516
Advance Paid	\$185,365	\$391,172	\$442,561
Balance	\$556,095	\$461,507	\$515,955

Financial Assistance Grants (FAGS) – Untied Road Grant

Untied Road Grants are provided based on the asset preservation model. The information provided by Local Governments to Main Roads through the Roman's Road Database is collated by the Grants Commission. The funding required maintaining that asset base is calculated and Local Governments receive a share based on their proportion of the asset base. The Perenjori asset base now includes the upgraded Wanarra and Mungada Roads. For the third year in succession 50% of the grant has been paid in advance before the end of the previous financial year.

	2011-12	2012-13	2013-14
Untied Road Grant	\$743,648	\$762,814	\$816,547
Advance Paid	\$185,912	\$437,616	\$437,575
Balance	\$557,736	\$325,198	\$378,972

Fees and Charges

Fees and charges have been reviewed with the following areas requiring changes:

- Building and Health Fees as per the new building standards in line with the Building and Food Act;
- Burial Fees,
- Caravan Park fees;
- Rubbish Fees have been increased from \$200 to \$300 per household. It is advisable to look at cost recovery for this service, which would require our fees to be at \$400 per household. As this is a big rise it has been allocated over two years, requiring another \$100 increase in 2014/15.

All other fees have been left as per 2012/13 fees schedule.

Significant Projects

The Draft Budget will include a number of significant projects. Continuing projects from 2012-13 include:

- The second Flat Packed House ;
- Business Incubator project
- The Latham Bowling Green.
- The Perenjori Early Childhood Centre
- Community Bus – this project has been deferred and is proposed for 2014/15.

Significant new projects in 2013-14 include:

- Staff Housing units through the Regional CLGF component;
- Telecommunication Towers
- The extensive Road Program
- Work to upgrade existing staff housing

FUNDING PROPOSALS FOR PROJECTS:

PROJECT	Reserve	Other Funds	Loan	TOTAL
Business Incubator project	0	\$255,000 (CLGF)	\$165,000	<i>\$420,000</i>
Latham Bowling Green	\$100,00	\$122,000 (CLGF) \$20,000 (Mt Gib)	\$58,000	<i>\$300,000</i>
PECC	0	\$600,000 (MWIP) \$200,000 (Mt Gib) \$50,000 (Karara) \$400,000 (CLGF reg) \$105,000 (CLGF Loc) \$300,000 (Lotterywest) \$1,655,000	\$145,000	<i>\$1,800,000</i>
Staff Housing Units	\$99,395	\$311,000 (CLGF) \$89,605 (RDA)		<i>\$500,000</i>

The following funding sources will assist with these costs:

- Mt Gibson Infrastructure funds 2013/14 - \$180,000, allocated to the telecommunication towers

- RDA Funds – \$89,605, allocated to Staff Housing Units
- Mt Gibson Infrastructure Funds 2012/13 - \$200,000, allocated to PECC,
- Country Local Government Funding – Regional, \$311,000 allocated to the Staff Housing Units, (held by Shire of Mingenew)

Roads Program

The roads program for 13/14 has been revised from \$3.04 m to \$2.792 m to assist with the balancing of the budget and includes:

- Direct Grant of \$151,050
- Regional Rd Group funding of \$389,609
- Roads to Recovery funding of \$362,109
- Black Spot funding of \$64,800
- Untied Road Grant of \$816,547
- Council funds of \$857,775 compared to previous of \$1,277,508

This brings the total cost of the program for 2013/14 to \$2,791,890.

Plant Replacement Program

Plant replacement is in accordance with the 10 year plan and includes:

- Replacement of Skid Steer Loader (Reserve funds)
- Replacement of Western Star (lease arrangement)
- New tri-axle Water Tanker (Reserve Funds)
- Replacement of the CEO and CDO vehicles,
- Hino Light Truck (Reserve)
- Nissan UD two way Tipper (Lease)

The budget has included \$251,000 to be used from the Plant reserve fund. The Plant Reserve fund will have an estimated closing balance of \$255,000 at 30 June 2013.

Debentures

The Budget is proposing the following new loans to fund the Council contribution for the following major projects:

Business Incubator Project: \$150,000

Latham Bowling Green: \$100,000

PECC: \$100,000

Mid West Regional Council

The costs have been increased by approx. 30% for the coming year, whilst it is unknown of the future of this Council. The revised budget proposed has reduced the fees back to the amounts paid in 2012/13. These costs will be reviewed by the Acting CEO, with the aim to minimise where possible.

Operational Expenses**Staffing****New Positions**

Two new positions are being proposed instead of the three originally proposed:

- Grader/Operator
- Trainee Admin Officer

The Operator position is aimed to meet the current gap in the Road Works team, as well as preparing for when our Grader Driver retires. The Trainee Admin position will be targeted at local young people providing a career path opportunity into Local Government, and the Shire OF Perenjori with a trained Officer on completion if required.

Positions Reduced:

DCEO – A new Manager position of Corporate and Development Services is proposed. The budget has made an allowance for a replacement at the same rate as the previous DCEO. A pro rata amount has been determined with the current allocation at \$81,011 for the year. Funds have been included in the Consultants fees for the temporary Acting CEO.

Cleaning Staff – Cleaning staff numbers and hours have been reduced to reflect the reduced occupancy of the Mid West Transportables and better efficiency in other areas.

Caravan Park – Manager Position has not been replaced as was previously structured. It is proposed to have a Manager position with assistance from the Head Cleaner and other cleaners to manage the park. This will mean there will be no Assistant Manager position.

The income and expenditure for the Caravan Park Village has been reduced to reflect the current low occupancy rates.

Elected Members Fees and Allowances

Elected Members Fees and Allowances are shown below as outlined in the determination on June 2013 by the Salaries and Allowances Tribunal.

Council Meeting Fees (per meeting) have been increased to reflect the requests of Council.

1. Council Meeting Attendance Fees – Per Meeting

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
President	\$88	\$463	\$370
Councillor (other than President)	\$88	\$225	\$150

2. Committee Meeting and Prescribed Meeting Attendance Fees – Per Meeting

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
Council member including President	\$44	\$113	\$100

3. Annual Allowance for a President

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
President	\$500	\$19,000	\$19,000

4. Annual Allowance for a Deputy President

RECIPIENT	AMOUNT	Perenjori Proposed
Deputy President	25 per cent	\$4,750

5. Expenses to be Reimbursed

Travel costs to be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission as at the date of this determination.

Statutory Environment

Local Government Act 1995 S6.2 sets out the requirement for an annual budget as follows:

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

* *Absolute majority required.*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —
- (a) the expenditure by the local government;
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate —
- (a) particulars of the estimated expenditure proposed to be incurred by the local government;
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including —
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;
 - (c) the fees and charges proposed to be imposed by the local government;
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.
- (5) Regulations may provide for —
- (a) the form of the annual budget;
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget.

Policy Implications

Nil

Financial Implications:

Specific financial implications are as outlined in the Detail Section of this report and as itemised in the draft 2013/14 budget attached for adoption for the Future and Strategic planning documents adopted by Council.

Strategic Implications

The draft 2013/14 budget has been developed based on the existing Corporate Business and Community Strategic Plan documents. These plans are needing to be adjusted to reflect the proposed budget.

Consultation

Whilst no specific consultation has occurred on the draft 2013/14 budget, community consultation and engagement has previously occurred during development of the Community Strategic Plan from which the Corporate Business Plan was developed. In addition the proposed differential rates were advertised in the Geraldton Guardian on the 22nd May 2013.

Comment

The Rates proposed were originally based on a 5% increase across all rate codes, however as more accurate figures became available it was evident this would not be sufficient and a 7% rate increase is being recommended, which is still lower than Council's advertised intention in May 2013. A mixture of the rate increase, loans, and use of reserve funds has assisted in getting the budget to a balance point.

Rubbish Charges in 2012/13 were \$200 per service. For full cost recovery of the contract costs this would need to be increased to \$400. It is proposed that consideration be given to implementing this over the next 2 years.

Instalment arrangements are in line with previous years.

Discount charges have not been altered and are the same as for previous years, whilst interest rates will be applied for rates outstanding after the fourth instalment due date.

OFFICER RECOMMENDATION – Item 13087

That:

Part A – Municipal Fund Budget for 2013/2014

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in Attachment 13072.3 of this agenda and the minutes, for the Shire of Perenjori for the 2013/2014 financial year which includes the following:

- **Statement of Comprehensive Income by Nature and Type**
- **Statement of Comprehensive Income by Program**
- **Statement of Cash Flows**
- **Rate Setting Statement**
- **Notes to and Forming Part of the Budget**
- **Budget Program Schedules**

- Transfers to/from Reserve Accounts

Part B – General and Minimum Rates, Instalment Payment Arrangements

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general rates and minimum payments on Gross Rental and Unimproved Values.

1.1 DIFFERENTIAL GENERAL RATES:

Differential General Rates	Cents in the Dollar
Rural (UV)	1.7976
Mining (UV)	31.7255
Mining (GRV)	7.1017
Townsite (GRV)	7.1017

1.2 MINIMUM RATES:

Minimum Rates	Per Assessment
Rural (UV)	\$235
Mining (UV)	\$395
Townsites (GRV)	\$235

2. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:
 - Full payment and 1st instalment due date 2nd October
 - 2nd Quarterly instalment due date 28th November
 - 3rd Quarterly instalment due date 24th January
 - 4th Quarterly instalment due date 21st March
3. Pursuant to Section 6.46 of the *Local Government Act 1995*, council offers a discount of 10% to ratepayers who have paid their rates in full, including arrears, waste and service charges, on or before 2nd October 2013 or 35 days after the date of service appearing on the rate notice, whichever is the later. Council offers a further discount of 5% on rates up until 10th January 2014.
4. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.

5. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

6. Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after the fourth instalment due date.

Part C – General Fees and Charges for 2013/2014

Pursuant to section 6.16 of the *Local Government Act 1995*, council adopts the Fees and Charges inclusive of the draft 2013/2014 budget included as Attachment 13082.3 of this agenda and minutes.

Part D – Other Statutory Fees for 2013/2014

1. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, council adopt the following charges for the removal and deposit of domestic and commercial waste:
 - 1.1 Residential Premises – per weekly collection
 - 240ltr bin \$300
 - 240ltr bin – eligible pensioner \$150
 - 1.2 Commercial Premises – per weekly collection
 - 240ltr bin \$300

Part E – Elected Members' Fees and Allowances for 2013/2014

1. Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administrations) Regulations 1996*, council adopts the following payment to elected members:

Per Meeting Fee: Council

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
President	\$88	\$463	\$370
Councillor (other than President)	\$88	\$225	\$150

Per Meeting Fee: Committee

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
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Council member including Presider	\$44	\$113	\$100
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2. Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
President	\$500	\$19,000	\$19,000

3. Pursuant to section 5.98A of the *Local Government Act 1995* and regulation 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
Deputy President	\$125	\$4,750	\$4,750

4. Expenses to be Reimbursed

Travel costs to be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission as at the date of this determination.

Part F – Material Variance Reporting for 2013/2014

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2013/2014 for reporting material variances shall be 10% or \$10,000 whichever is the greater.

COUNCIL DECISION – Item 13087

That:

Part A – Municipal Fund Budget for 2013/2014

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in Attachment 13072.3 of this agenda and the minutes, for the Shire of Perenjori for the 2013/2014 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flows
- Rate Setting Statement
- Notes to and Forming Part of the Budget
- Budget Program Schedules
- Transfers to/from Reserve Accounts

Voting Requirements - Absolute Majority

Moved: Cr Cunningham

Seconded: Cr Butler

Carried 7/0 by absolute majority

Part B – General and Minimum Rates, Instalment Payment Arrangements

7. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general rates and minimum payments on Gross Rental and Unimproved Values.

1.1 DIFFERENTIAL GENERAL RATES:

Differential General Rates	Cents in the Dollar
Rural (UV)	1.7976
Mining (UV)	31.7255
Mining (GRV)	7.1017
Townsite (GRV)	7.1017

1.2 MINIMUM RATES:

Minimum Rates	Per Assessment
Rural (UV)	\$235

Mining (UV)	\$395
Townsites (GRV)	\$235

8. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:
- Full payment and 1st instalment due date 2nd October
 - 2nd Quarterly instalment due date 28th November
 - 3rd Quarterly instalment due date 24th January
 - 4th Quarterly instalment due date 21st March
9. Pursuant to Section 6.46 of the *Local Government Act 1995*, council offers a discount of 10% to ratepayers who have paid their rates in full, including arrears, waste and service charges, on or before 2nd October 2013 or 35 days after the date of service appearing on the rate notice, whichever is the later. Council offers a further discount of 5% on rates up until 10th January 2014.
10. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.
11. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
12. Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after the fourth instalment due date.

Voting Requirements - Absolute Majority

Moved: Cr Smith

Seconded: Cunningham

Carried 7/0 by Absolute Majority

Part C – General Fees and Charges for 2013/2014

Pursuant to section 6.16 of the *Local Government Act 1995*, council adopts the Fees and Charges inclusive of the draft 2013/2014 budget included as Attachment 13082.3 of this agenda and minutes. To include \$185 per hour charge for the use of the Jet Patcher.

Voting Requirements - Absolute Majority

Moved: Cr Reid

Seconded: Waterhouse

Carried 7/0 by absolute majority

Part D – Other Statutory Fees for 2013/2014

2. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, council adopt the following charges for the removal and deposit of domestic and commercial waste:

2.1 Residential Premises – per weekly collection

- 240ltr bin \$300
- 240ltr bin – eligible pensioner \$150

2.2 Commercial Premises – per weekly collection

- 240ltr bin \$300

Voting Requirements – Simple Majority

Moved: Cr Butler

Seconded: Cr Cunningham

Carried 7/0 by absolute majority

Part E – Elected Members' Fees and Allowances for 2013/2014

5. Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administrations) Regulations 1996*, council adopts the following payment to elected members:

Per Meeting Fee: Council

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
President	\$88	\$463	\$370
Councillor (other than President)	\$88	\$225	\$150

Per Meeting Fee: Committee

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
Council member including Presider	\$44	\$113	\$100

6. Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
President	\$500	\$19,000	\$19,000

7. Pursuant to section 5.98A of the *Local Government Act 1995* and regulation 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
Deputy President	\$125	\$4,750	\$4,750

8. Expenses to be Reimbursed

Travel costs to be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission as at the date of this determination.

Voting Requirements – Absolute Majority

Moved: Cr Waterhouse

Seconded: Cr Smith

Carried 7/0 by absolute majority

Part F – Material Variance Reporting for 2013/2014

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2013/2014 for reporting material variances shall be 10% or \$10,000 whichever is the greater.

Voting Requirements – Simple Majority

Moved: Cr Hirsch

Seconded: Cr Cunningham

Carried 7/0

Cr Reid left the meeting at 4:28 PM

Cr Reid returned to the Meeting at 4:31

13088 PROJECT STATUS REPORT

APPLICANT: SHIRE OF PERENJORI
 FILE: Nil
 DISCLOSURE OF INTEREST: 0

AUTHOR: ALI MILLS–CEO
RESPONSIBLE OFFICER ALI MILLS–CEO
REPORT DATE: 8th August 2013
ATTACHMENTS Project Status Report

SUMMARY

The project status report is provided to Council in order that actionable items are recorded and results reported to council. Although this is information only, the project status report is to be accepted by Council and recorded in the minutes to ensure councils are kept informed on the progress of the work undertaken by the Shire of Perenjori.

Officers Recommendation – Item 13088

Council accepts the Project Status Report as presented.

COUNCIL RESOLUTION – ITEM 13088

MOVED: Cr Cunningham **SECONDED:** Cr Reid

Council accepts the Project Status Report as presented.

CARRIED: 7/ 0

13089 STATUS REPORT

APPLICANT: SHIRE OF PERENJORI
FILE: Nil
DISCLOSURE OF INTEREST: 0
AUTHOR: ALI MILLS–CEO
RESPONSIBLE OFFICER ALI MILLS–CEO
REPORT DATE: 8th August 2013
ATTACHMENTS Status Report

SUMMARY

The status report is provided to Council in order that actionable items are recorded and results reported to council. Although this is information only, the status report is to be accepted by Council and recorded in the minutes to ensure councils are kept informed on the progress of the work undertaken by the Shire of Perenjori.

Officers Recommendation – Item 13089

Council accepts the Status Report as presented.

COUNCIL RESOLUTION – ITEM 13089

MOVED: Cr Waterhouse

SECONDED: Cr Cunningham

Council accepts the Status Report as presented.

CARRIED: 7 / 0

13090 OTHER BUSINESS

Motions of which due notice have been given

Nil

QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

DATE OF NEXT MEETING / MEETINGS

THE NEXT ORDINARY COUNCIL MEETING WILL BE AN EVENING MEETING, HELD ON THE 19TH SEPTEMBER 2013 AT 5:00PM.

CLOSURE

The Presiding member Cr C King officially closed the meeting at 4:36 PM.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 15th August 2013.

Signed: _____

Presiding Elected Member

Date: _____