Shire of Perenjori
MINUTES
Ordinary Council Meeting

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on
20th February 2014 at 1:30pm.

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14021 PRELIMINARIES

14021.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS
Cr C King declared the meeting open at 1:35 pm.

14021.2 OPENING PRAYER
Cr C King led Council in the opening prayer

14021.3 DISCLAIMER READING
Nil

14021.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE
Cr C King  
Cr H Wass  
Cr R Desmond  
Cr J Cunningham  
Cr P Waterhouse  
Cr L Butler  
Cr G Reid  
Ali Mills – CEO  
Carla Parker – EO  
Peter Money – ECDS  
David Fong – SFO  
Sam Parker – ECDC  
Ken Markham – MIS  
Jemma Cusworth – Trainee

Leave of Absence
Nil

Apologies
Cr L Smith  
Cr J Hirsch

14021.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil

14021.6 PUBLIC QUESTION TIME
Nil

14021.7 NOTATIONS OF INTEREST
FINANCIAL INTEREST – LOCAL GOVERNMENT ACT S 5.60A
PROXIMITY INTEREST – LOCAL GOVERNMENT ACT S 5.60B
INTEREST AFFECTING IMPARTIALITY – LOCAL GOVERNMENT - CODE OF CONDUCT.

14021.8 APPLICATIONS FOR LEAVE OF ABSENCE
Nil

14021.9 CONFIRMATION OF MINUTES
Minutes of the Ordinary Council Meeting held on Thursday 19th December 2013 are attached

COUNCIL RESOLUTION – ITEM 14021.9

Moved: Cr J Cunningham Seconded: Cr L Butler
That the minutes from the Ordinary Council Meeting held on Thursday 19th December 2013 be accepted as a true and accurate record.

Carried: 7/0

14021.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION
Nil

14021.11 PETITIONS / DEPUTATIONS / PRESENTATIONS
Nil
Executive Summary


Background

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

Details


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:
  o Note 1.- Significant Accounting Policies
  o Note 2. - Graphical Representation
  o Note 3. – Net Current Funding Position
  o Note 4. – Cash & Investments
  o Note 5. – Major Variances
  o Note 6. – Budget Amendments
  o Note 7. – Receivables & Rates Information
  o Note 8. – Payables - Borrowings
  o Note 9. – Grants and Contributions
Note 10. – Cash Back Reserves

Note 11. - Capital Disposals and Acquisitions

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, MCDS, and MIS.

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

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Officer and Committee Recommendation – Item 14022.1</th>
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</thead>
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<table>
<thead>
<tr>
<th>COUNCIL RESOLUTION – ITEM 14022.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr J Cunningham</td>
</tr>
</tbody>
</table>
**Executive Summary**

Recommendation - The Schedule of Accounts for 31 December 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.

**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,
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 Requirements – Simple Majority

<table>
<thead>
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<tr>
<td><em>That the accounts paid to 31 December 2013 as listed in Schedule below</em></td>
</tr>
<tr>
<td><strong>Municipal Account</strong></td>
</tr>
<tr>
<td>EFT</td>
</tr>
<tr>
<td>Direct Debits</td>
</tr>
<tr>
<td>Cheques</td>
</tr>
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## Shire of Perenjori

**Ordinary Council Meeting**  
**MINUTES**  
**20th February 2014**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
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<tbody>
<tr>
<td>Corporate MasterCard</td>
<td>$2,817</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$1,195.91</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$576,773.57</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Account - Shire</td>
<td></td>
</tr>
<tr>
<td>EFT</td>
<td>$350</td>
</tr>
<tr>
<td>Cheques</td>
<td>$100</td>
</tr>
<tr>
<td>Bank Fees</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$450.00</strong></td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Trust Account – Mt Gibson Public Benefit Funds</td>
<td></td>
</tr>
<tr>
<td>EFT</td>
<td>$0</td>
</tr>
<tr>
<td>Cheques</td>
<td>$0</td>
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<tr>
<td>Bank Fees</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

**totalling $577,223.57 from Muni and Trust Account for the month of December 2013 be approved.**

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

---

**COUNCIL RESOLUTION – ITEM 14022.2**

Moved: Cr H Wass  
Seconded: Cr J Cunningham  

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid to 31 December 2013 totalling $577,223.57 from Municipal and Trust Accounts as attached to and forming part of this report be approved.
## Municipal Account

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>EFT</td>
<td>$482,396.68</td>
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<tr>
<td>Direct Debits</td>
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<td>Cheques</td>
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<tr>
<td>Corporate MasterCard</td>
<td>$2,817</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$1,195.91</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$576,773.57</strong></td>
</tr>
</tbody>
</table>

## Trust Account - Shire

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$350</td>
</tr>
<tr>
<td>Cheques</td>
<td>$100</td>
</tr>
<tr>
<td>Bank Fees</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$450.00</strong></td>
</tr>
</tbody>
</table>

## Trust Account – Mt Gibson Public Benefit Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$0</td>
</tr>
<tr>
<td>Cheques</td>
<td>$0</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

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

**Carried: 7/0**
Executive Summary


Background

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

Details


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
  - 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
  - Note 10. – Cash Back Reserves
  - Note 11. - Capital Disposals and Acquisitions
  - Note 12.- Trust Fund
Legal Compliance

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

(6) 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.

(7) 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.

(8) 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

(9) 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.

(10) 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 —

(2) 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 Council’s 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, MCDS, and MIS.

Comment
It is recommended that the Financial Activity Statement Report – 31 January 2014 be accepted.

Voting Requirements – Simple Majority

Officer and Committee Recommendation – Item 14022.3

COUNCIL RESOLUTION – ITEM 14022.3
Moved: Cr J Cunningham Seconded: Cr H Wass
Carried: 7/0

14022.4 ACCOUNTS FOR PAYMENT - JANUARY 2014
APPLICANT: SHIRE OF PERENJORI
FILE: 1306P
DISCLOSURE OF INTEREST: NIL
AUTHOR: DAVID FONG – SFO
RESPONSIBLE OFFICER: ALI MILLS – CEO
REPORT DATE: 20 FEBRUARY 2014
ATTACHMENTS: ACCOUNTS FOR PAYMENT

Executive Summary
Recommendation - The Schedule of Accounts for 31 January 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.

**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 Requirements – Simple Majority**

**Officer and Committee Recommendation – Item 14022.4**

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

*That the accounts paid to 31 January 2014 as listed in Schedule covering vouchers numbered from* –

<table>
<thead>
<tr>
<th>Municipal Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$283,101.65</td>
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<tr>
<td>Direct Debits</td>
<td>$14,489.52</td>
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<td>Cheques</td>
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<td>Corporate MasterCard</td>
<td>$2,658.23</td>
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<td>Bank Fees</td>
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<td><strong>Total</strong></td>
<td><strong>$329,216.24</strong></td>
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<table>
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<tr>
<th>Trust Account - Shire</th>
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<tbody>
<tr>
<td>EFT</td>
<td>$300.00</td>
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<tr>
<td>Cheques</td>
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</table>
Shire of Perenjori

Ordinary Council Meeting

MINUTES

20th February 2014

<table>
<thead>
<tr>
<th>Bank Fees</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>$500.00</td>
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</table>

Trust Account – Mt Gibson Public Benefit Funds

<table>
<thead>
<tr>
<th>EFT</th>
<th>$0</th>
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</thead>
<tbody>
<tr>
<td>Cheques</td>
<td>$0</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$0</td>
</tr>
</tbody>
</table>

*Totalling $329,716.24 from Muni and Trust Account for the month of January 2013.*

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

COUNCIL RESOLUTION – ITEM 14022.4

Moved: Cr L Butler  
Seconded: Cr P Waterhouse

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid to 31 January 2014 totalling $329,716.24 from Municipal and Trust Accounts as attached to and forming part of this report be approved.

Municipal Account

<table>
<thead>
<tr>
<th>EFT</th>
<th>$283,101.65</th>
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<tbody>
<tr>
<td>Direct Debits</td>
<td>$14,489.52</td>
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<td>Cheques</td>
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<td>Corporate MasterCard</td>
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<td>$332.19</td>
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<td>$329,216.24</td>
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Trust Account - Shire
EFT $300.00
Cheques $200.00
Bank Fees $0
Total $500.00

Trust Account – Mt Gibson Public Benefit Funds
EFT $0
Cheques $0
Bank Fees $0
Total $0

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

Carried: 7/0

Sam Parker entered the Meeting at 1.50pm

14022.5 BUDGET REVIEW 2013/14

APPLICANT: SHIRE OF PERENJORI
FILE: ADM0039
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 20 February 2014
ATTACHMENTS: BUDGET REVIEW

Executive Summary
Each Local Government is required to conduct a budget review between 1 January and 31 March each financial year. A budget review is a detailed comparison of the year to date actual results with the adopted budget.

Background
The review has been carried out by senior staff responsible for their own budgets. The review has required a thorough investigation of all areas to ensure expenditure and income stated will be accurate.
Council is to consider the review and the options presented and decide whether or not to adopt the review, any part of the review or any recommendations made in the review.

Within 30 days after Council has made its determinations, a copy of the review and determination is to be provided to the Department of Local Government.

The review highlights areas where income has been expected to be reduced or increased along with reduced or increased expenditure. The following provides a highlight of the significant changes which have impacted on the budget:

- Housing Project – Staff units, income or total project cost was not included in the adopted budget as it was thought Mingenew would pay contractors direct. $311,000 will now be received along with a reduction due to the Commonwealth funds of 89,605 being removed and the total cost reflected in the expenditure.
- The income and expenditure amount for the RSL Memorial has been removed as there are no funding sources identified.
- Increased income has been projected for the Caravan Park with the Road crews in town with figures based on the crews staying for 16 weeks.
- Adjustments to the Mining project charges and private works areas to accurately reflect works
- Decrease in salaries across the Admin area, due to an over estimation in the adopted budget
- Reduction in Allocation to other services due to a reduction in Governance costs
- Reduction in Caravan Park Village Expense, and Reduction in Village fees
- Reduction in the Business Incubator project costs due to use of staff as opposed to contractors
- Adjustment of Wages and Salaries in the Infrastructure area to accommodate Manager and Supervisor positions, and to allow for the Mechanic and Apprentice.
- Rates, an increase in discounts provided of $28 636, an increase of $94,168 GRV mining and a decrease of $78,542 of UV rates.

### CODA

<table>
<thead>
<tr>
<th>CODA</th>
<th>COD</th>
<th>ORG</th>
<th>REV</th>
<th>Revised</th>
<th>Notes</th>
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**Housing Grant - Regional**

-311,000.00 311,000.00 Increased
## Shire of Perenjori
### Ordinary Council Meeting
#### MINUTES
20th February 2014

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
<th>Change</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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<td><strong>Total</strong></td>
<td><strong>207,925.29</strong></td>
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</table>

<p>|        | Administration allocated                                                    | 43,543.00    | 36,680.33 | -6,862.67 Decreased                 |
|        | WRITE-OFFS                                                                 | 20,000.00    | 0.00      | -20,000.00 Decreased               |
|        | Administration Allocated                                                   | 43,543.00    | 36,680.33 | -6,862.67 Decreased                 |
|        | COUNCIL IPAD COSTS                                                         | 14,810.00    | 9,000.00  | -5,810.00 Decreased                 |
|        | Administration Allocated                                                   | 435,431.00   | 366,804.13 | -68,626.87 Decreased               |
|        | WCRC Annual Contribution                                                   | 67,801.12    | 40,000.00 | -27,801.12 Decreased               |
|        | other Services                                                             | 10,000.00    | 7,500.00  | -2,500.00 Decreased                 |
|        | Administration Salaries                                                    | 341,364.55   | 300,000.00 | -41,364.55 Decreased               |
|        | Superannuation Expense                                                     | 36,298.00    | 30,000.00 | -6,298.00 Decreased                 |
|        | Telephone Expense                                                          | 30,000.00    | 27,000.00 | -3,000.00 Decreased                 |
|        | Office Equipment Maintenance                                               | 4,000.00     | 2,000.00  | -2,000.00 Decreased                 |
|        | Expense                                                                     | 6,500.00     | 2,700.00  | -3,800.00 Decreased                 |
|        | Photocopyier Expense                                                       | 18,000.00    | 15,000.00 | -3,000.00 Decreased                 |
|        | TRAVELLING &amp; ACCOMMODATION                                                 | 15,000.00    | 12,000.00 | -3,000.00 Decreased                 |
|        | Admin Vehicle Running Expenses                                             | 6,000.00     | 12,000.00 | 6,000.00 Increased                  |
|        | AUDIT FEES EXPENSE                                                         | 25,000.00    | 30,000.00 | 5,000.00 Increased                  |
|        | Admin Training Salaries                                                    | 9,000.00     | 0.00      | -9,000.00 Decreased                 |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>First Amount</th>
<th>Second Amount</th>
<th>Difference</th>
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<td>04232</td>
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<td>04245</td>
<td>Software Licensing CEO PROFESSION</td>
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<tr>
<td>05299</td>
<td>ADMINISTRATION ALLOCATED</td>
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<td>9,170.29</td>
<td>-1,715.71</td>
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<tr>
<td>05399</td>
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<td>07299</td>
<td>Administration Allocated</td>
<td>10,886.00</td>
<td>9,170.29</td>
<td>-1,715.71</td>
<td>Decreased</td>
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<tr>
<td>08499</td>
<td>ADMINISTRATION ALLOCATED</td>
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<td>9,170.29</td>
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<tr>
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<tr>
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<td>21,000.00</td>
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<td>10411</td>
<td>CDO Superannuation</td>
<td>6,476.00</td>
<td>6,756.00</td>
<td>280.00</td>
<td>Increased</td>
</tr>
<tr>
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<td>Cemetery Maintenance Expense</td>
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<tr>
<td>Code</td>
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## ALLOCATED

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**Statutory Environment**

24
The requirement is covered by Regulation 33A of the Local Government (Financial Management) Regulations 1996 (FM Regulations).

**Policy Implications**
Nil

**Financial Implications**
The budget review fine tunes the budget for the balance of the year, taking account of changed circumstances that were not evident when the budget was adopted.

**Strategic Implications**
Council has committed to strategic investments as detailed in the Corporate Business Plan.

**Consultation**
The budget review has the input of all senior staff, and is reflective of discussions held with Council regarding this situation.

**Comment**
The process for the budget review was much improved from the previous year, with more accurate estimations being made. I envisage next year will be improved again as the figures within the budget adopted are more reflective of the situation.

**Voting Requirements - Absolute majority**

<table>
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<th>Officers Recommendation – Item 14022.5</th>
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<tr>
<td>That Council:</td>
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<tr>
<td>1. Adopts the Statutory Budget Review for the financial year of 2013/14</td>
</tr>
<tr>
<td>2. That a copy of the Budget Review be sent to the Department of Local Government within 30 days of Council considering it.</td>
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**COUNCIL RESOLUTION – ITEM 14022.5**

Moved: Cr R Desmond  
Seconded: Cr J Cunningham

That Council:  
1. Adopts the Statutory Budget Review for the financial year of 2013/14  
2. That a copy of the Budget Review be sent to the Department of Local Government.  

Carried: 7/0 – Absolute Majority
Executive Summary
The 2012/2013 Audit Report and Management Letter from UHY Haines Norton are presented for the Audit Committee’s endorsement and/or amendment.

Background
The Shire is required to prepare annual financial statements by 30th September and the auditor is to prepare a report in respect of the Financial Statements by 31st December each year. The required details and information was provided to the auditors during September and October 2013 but there were a number of queries on some minor matters particularly relating to the calculation of fair value.

There were no significant issues identified in the financial or audit reports.

Statutory Environment
Local Government Financial Management Regulations 1996
Local Government Audit Regulations 1996
Australian Accounting Standards

Policy Implications
Nil

Financial Implications
The cost of this report is more than budgeted due to the need to involve Accountant Megan Shirt to answer numerous minor questions on the fair value calculations.

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

Goal: Strengthen the shires position as an innovative, independent local government providing excellence in all areas of governance, management and leadership

Consultation
Megan Shirt – Accountant
UHY Haines Norton

Comment
Nil

Voting Requirements – Simple Majority

Officer’s Recommendation – Item 14022.6

That the Audit Committee accepts the Audit Report and Management Letter and recommends the Report and Management Letter for Council endorsement.

COUNCIL RESOLUTION – ITEM 14022.6

Moved: Cr L Butler                   Seconded: Cr J Cunningham
That Council accepts the Audit Report and Management Letter.
Carried: 7/0

Moved: Cr L Butler                   Seconded: Cr J Cunningham
That Council thanks staff involved in the changing of systems in the Finance Department and for the excellent results.
Carried: 7/0

14022.7 ADOPTION OF COMPLIANCE AUDIT RETURN

APPLICANT:  SHIRE OF PERENJORI
FILE: ADM0081
DISCLOSURE OF INTEREST: NIL
AUTHOR: PETER MONEY - MCDS
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 20 February 2014
ATTACHMENTS: COMPLIANCE AUDIT RETURN 2013

Executive Summary
This Item recommends that the Audit Committee accepts the attached Compliance Audit Return and recommends the Council adopts the Return without amendment.

Background
Local Governments are required to carry out a compliance audit in relation to the period 1 January to 31 December each year relative to the requirements set out in the attached document.

The Return is completed online via the Department of Local Government (DLG) website, provided to the Audit Committee prior to being referred to the Council for adoption.

The Return addresses various compliance matters with which local government CEO’S must advise the Department they have complied or explain why the compliance was not met.

The Return must be provided to the Department by 31st March each year after it has been adopted by the Council and signed by the President and CEO.
Compliance issues have been met except with the provision of the Audit Report which was not received prior to 31\textsuperscript{st} December. However UHY Haines Norton formally applied for an extension to this date and this is recorded in the Return.

**Statutory Environment**

*Local Government (Audit) Regulations 1996 clause 14* requires adoption of the Return prior to providing it to the Department of Local Government.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

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

**Goal:** Strengthen the shires position as an innovative, independent local government providing excellence in all areas of governance, management and leadership.

**Consultation**

Nil

**Comment**

The Return demonstrates the Shire complied with all compliance matters.

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 14022.7**

That the Audit Committee accepts the Compliance Audit Return 2013 without amendment and recommends it for adoption by the Council.

**COUNCIL RESOLUTION – ITEM 14022.7**

Moved: Cr L Butler  
Seconded: Cr J Cunningham  
That Council accepts the Compliance Audit Return 2013 without amendment.  
Carried: 7/0

**14022.8 NAME CHANGES FOR OLD PERTH ROAD**

| APPLICANT: | SHIRE OF PERENJORI |
| FILE: | ADM0343 |
| DISCLOSURE OF INTEREST: | NIL |
| AUTHOR: | PETER MONEY - MCDS |
| RESPONSIBLE OFFICER: | PETER MONEY - MCDS |
| REPORT DATE: | 20 FEBRUARY 2014 |
| ATTACHMENTS: | NONE |
Executive Summary
This Item seeks a Council decision on a proposed name for the southern section of the Old Perth Road to be provided to the Geographic Names Committee.

Background
In 2013 the Council advised the Geographic Names Committee (GNC) that it wanted to change the name of Old Perth Road to Carstairs Road. The GNC advised that significant changes should have occurred to the road structure or other significant reasons occur for them to support a change.

The GNC was then advised that Old Perth Road had recently had an intersection re-alignment at the junction with Caron Road and also a cul de sac had been constructed at its southern extremity and the junction with the Mullewa Wubin road was now closed.

The GNC subsequently advised the Shire that as the road was now two distinct roads it is appropriate to have two separate road names. Effectively the whole of the realigned Old Perth Road should not have one single name.

The proposed Carstairs name would be suitable for the northern section of the road as this is in close proximity to the Carstairs property. Old Perth Road could be retained for the southern section of the road from Caron Road to the cul-de-sac if that is the Council’s long term preference.

However if it is not Council’s intention to retain any of the name Old Perth Road then it would be far easier and save discussion and negotiation at a later date to change the name of the southern section at the same time as the northern section. To retain the name now and if a further name change was received in future years this may not be well received by the GNC.

Therefore it would be appropriate to continue with the proposed name of Carstairs Road for the northern section of Old Perth Road and offer another name for the southern section of Old Perth Road.

In proposing any names the Council needs to be mindful that the GNC will ask for a précis of the reasons for accepting proposed names which may include personal achievements and history of the person or family for whom the road is to be named.

Of course names may also relate to geographic or other features of names proposed that are not of persons.

Accordingly direction is sought from the Council on a proposed name change for the southern section of Old Perth Road or a direction that Old Perth Road be retained for that section.

Statutory Environment
Geographic Names Committee Guidelines

8.5 Road naming amendments
Road names are intended to be enduring. The renaming of any road is discouraged unless there are good reasons for a change of name. Reasons that may be considered in support of a name change are: redesign of a road layout;
changed traffic flow; mail delivery problems; the misspelling of a name in the original application; name duplication issues; and property street addressing issues

Policy Implications
Nil

Financial Implications
There are no direct financial costs if the name changes meet the GNC guidelines.

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.

This strategy area will build the capacity of the Council to undertake ongoing planning, reviews and report on progress and develop leadership and management capacity within Council and staff. It will also ensure Council strategically targets fundraising strategies to achieve key projects

Consultation
Nil

Comment
The Geographic Names Committee seeks to ensure re-naming processes are well thought out and various options considered and are within the guidelines.

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 14022.8</th>
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<tbody>
<tr>
<td>That Council;</td>
</tr>
<tr>
<td>1. Reaffirms its decision to name the northern section of Old Perth Road from the intersection with Carnamah Perenjori Road to the intersection with Caron Road, as Carstairs Road; and</td>
</tr>
<tr>
<td>2. Designates the southern section of Old Perth Road from the intersection with Caron Road to the southern end which is now a cul de sac to be named XXXXX Road.</td>
</tr>
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</table>

**COUNCIL RESOLUTION – ITEM 14022.8**

Moved: Cr G Reid  
Seconded: Cr P Waterhouse

That Council;

1. Reaffirms its decision to name the northern section of Old Perth Road from the intersection with Carnamah Perenjori Road to the intersection with Caron Road, as Carstairs Road; and
2. Designates the southern section of Old Perth Road from the intersection with Caron Road to the southern end which is now a cul de sac to be named Lakeman Road.

Carried: 7/0

Cr C King declared a proximity interest in Item 14022.9 as he farms an adjoining lot and left the Meeting at 2.40pm. He did not participate in the discussion or the voting.

Cr Butler assumed the chair for this Item

**14022.9 REALIGNMENT OF AIRFIELD RESERVE**

**APPLICANT:** SHIRE OF PERENJORI

**FILE:** ADM0190

**DISCLOSURE OF INTEREST:** NIL

**AUTHOR:** PETER MONEY - MCDS

**RESPONSIBLE OFFICER:** PETER MONEY - MCDS

**REPORT DATE:** 20 FEBRUARY 2014

**ATTACHMENTS:** NONE

**Executive Summary**

This Item recommends that the Council request the Department of Lands to realign the boundaries of Reserve 17056 and Reserve 21977. This realignment is to encompass the encroachments already existing on reserve 17056 into the Airfield Reserve 21544. A map is attached showing the recommended realignment.

The Item also seeks Council approval to request the Department of Lands to amend the Management Order on Reserve 21977 giving the Shire authority to lease on the Reserve or to license improvements on the Reserve.

**Background**

At the Ordinary Meeting of 15th August 2013 The Council approved the construction of a hangar at the Perenjori airfield. The applicant’s preferred location was the northern corner of reserve 17056 which required an application to Landgate to amend the vesting order over the Reserve. A draft Lease Agreement has also been provided to Landgate but the approval of the lease has been delayed as they identified some infrastructure on the Reserve that has not been authorised.

In mid-January the Department of Lands as the controller of Reserves, sought information from the Shire about the improvements as they are not in accordance with the Reserve’s Management Order. The Department was subsequently advised that the improvements were a shed housing the landing lights control equipment, a toilet and septic, shelter for the ambulance and part of the taxi way. The Department advised that these improvements would require a change to the Management Order on Reserve 17056 though they are part of the airfield infrastructure. Any development on the airfield Reserve 21977 would also require changes to that Management Order.
Further to that, the developments which are airfield infrastructure infringe on Reserve 17056 which is a Recreation and Show Ground Reserve, not the airfield Reserve. For this reason it was suggested to the Department that a portion of R17056 be incorporated into the airfield Reserve R21977 through a boundary realignment which would incorporate these improvements into the airfield reserve.

At the same time as applying for a boundary realignment it is appropriate to ask the Department to approve the existing improvements by means of an amendment to the Management order giving the Shire the power to lease or licence improvements on Reserve 21977.

The Department may support the realignment of the boundaries for both these Reserves and a change to the Management Order on Reserve 21977 which would enable the Shire to consider approving further developments on the Reserve should there be any future demand.

**Statutory Environment**

The Shire has been granted Management Orders for the Reserves but this does not include the power to lease or make improvements. Changes to the Management Orders must be granted through the Department of Lands.

**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**

Department of Lands
Aero Surveys Pty Ltd
Landgate

**Comment**

Nil

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 14022.9**

That Council:

1. Requests the Department of Lands to issues a Section 18 Ministerial consent to finalise the proposed lease of a portion of Reserve 21977 which will amend the Management Order permitting the lease of a portion of the Reserve to Aero Surveys Pty Ltd; and

2. Requests the Department of Lands to realign the northern boundary of Reserve 17056 “Recreation and Showground” to coordinates 29°25’ 28.82” S and 116° 16’ 49.26” E as...
shown on the maps below and incorporate that portion of R17056 into Airfield Reserve R21977.

COUNCIL RESOLUTION – ITEM 14022.9

Moved: Cr P Waterhouse  
Seconded: Cr H Wass

That Council:

1. Requests the Department of Lands to issues a Section 18 Ministerial consent to finalise the proposed lease of a portion of Reserve 21977 which will amend the Management Order permitting the lease of a portion of the Reserve to Aero Surveys Pty Ltd; and

2. Requests the Department of Lands to realign the northern boundary of Reserve 17056 “Recreation and Showground” to coordinates 29°25' 28.82" S and 116° 16’ 49.26” E as shown on the maps below and incorporate that portion of R17056 into Airfield Reserve R21977.

Carried: 6/0

Cr C King returned to the Meeting at 2.46pm

Cr J Cunningham declared a financial interest in Item 14022.10 as he does occasional work for the Applicant. Cr Cunningham left the Meeting at 2.47pm and did not participate in the discussion or the voting,

14022.10 APPLICATIONS FOR EXPLORATION LICENCE 59/143

APPLICANT: MINJAR GOLD PTY LTD

FILE: ADM0216

DISCLOSURE OF INTEREST: NIL

AUTHOR: PETER MONEY - MCDS

RESPONSIBLE OFFICER: PETER MONEY - MCDS

REPORT DATE: 20 FEBRUARY 2014

ATTACHMENTS: LETTER AND MAP

Executive Summary

Correspondence has been received advising Council of applications for Miscellaneous Licences submitted to the Department of Mines and Petroleum (DMP).

This report recommends that Council acknowledges the applications and recommends to the DMP that certain conditions be imposed.

Background

We have been advised this company has applied to the DMP for a miscellaneous licence. All companies have a requirement to notify the respective Shire of the application for the licence. They have provided location plans detailing land area to be explored.
Correspondence received from:
- Andersons Tenement Management for an exploration Licence 59143

**Statutory Environment**

*Mining Act 1978*

33. Application for mining tenement by permit holder

1) Subject to subsection (1a), where an application is made in accordance with this Act for a mining tenement that relates to private land notice of the application shall be given in the prescribed manner by the applicant to —
   a) The Chief Executive Officer of the local government;
   b) The owner and occupier of the private land; and
   c) Each mortgagee of the land under a mortgage endorsed or noted on the title or land register or record relating to that land, but if there is no occupier of the land, or no such occupier can be found, the notice of the application shall be affixed in some conspicuous manner on the land.

**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**

Whilst Council has minimal power over whether exploration licences are approved or not it is recommended that certain conditions be presented.

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 14022.10**

That Council acknowledges the application for miscellaneous Licence 59/133 and 59/134 and requests the following conditions be imposed by the Department of Mines and Petroleum if the exploration licences are to be issued:

1. All surface holes drilled for the purpose of exploration are to be capped, filled or otherwise made safe after completion.
2. All costeans and other disturbances to the surface of the land made as a result of exploration, including drill pads, grid lines and access tracks, being backfilled and rehabilitated to the satisfaction of the district mining engineer. Backfilling and rehabilitation being required no later than six (6) months after excavation unless otherwise approved in writing by the district mining engineer.
3. Abandoned equipment and temporary buildings being removed from the mining tenement prior to or at the termination of exploration program.
4. No activities taking place to the detriment of any roads, streets or verges.
5. Minimum disturbance being made to natural vegetation.
6. Adequate dust suppression control methods and practices being used.
7. Except with the approval of the Shire of Perenjori, all mining excavations or drilling operations being backfilled and the ground reinstated and revegetated at the completion of the operation to the satisfaction of the Shire of Perenjori.
8. All works comply with the Environmental Protection (Noise) Regulations 1997.
9. All waste materials, rubbish and plastic sample bags to be removed within 60 days of placement.

COUNCIL RESOLUTION – ITEM 14022.10

Moved: Cr H Wass
Seconded: Cr P Waterhouse
That Council acknowledges the application for miscellaneous Licence 59/133 and 59/134 and requests the following conditions be imposed by the Department of Mines and Petroleum if the exploration licences are to be issued:

1. All surface holes drilled for the purpose of exploration are to be capped, filled or otherwise made safe after completion.
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3. Abandoned equipment and temporary buildings being removed from the mining tenement prior to or at the termination of exploration program.
4. No activities taking place to the detriment of any roads, streets or verges.
5. Minimum disturbance being made to natural vegetation.
6. Adequate dust suppression control methods and practices being used.
7. Except with the approval of the Shire of Perenjori, all mining excavations or drilling operations being backfilled and the ground reinstated and revegetated at the completion of the operation to the satisfaction of the Shire of Perenjori.
8. All works comply with the Environmental Protection (Noise) Regulations 1997.
9. All waste materials, rubbish and plastic sample bags to be removed within 60 days of placement.

Carried: 6/0

Cr J Cunningham returned to the Meeting at 2.49pm

14022.11 POLICY MANUAL

APPLICANT: SHIRE OF PERENJORI
FILE: ADM0311
DISCLOSURE OF INTEREST: NIL
AUTHOR: PETER MONEY - MCDS
Executive Summary
This item recommends the first third of the Draft Policy Manual 2014 be adopted with any changes made by the Council at the February Council Meeting.

Background
The Council Policy Manual has not been reviewed since June 2009. Since that time there has been policy additions and amendments that have never been incorporated into the Manual, changes in legislation that affect Policies, changes in the operations of local governments and also changes in the expectations of the Council, Employees and the Community that all have effects on Policies.

Policies are set by the Council which effectively operational guidelines for the CEO. Policies also direct processes on how certain matters are to be managed provided they do not conflict with legislation. Therefore the Council determines the content of the Policy Manual but being mindful that Policies should be practical, achievable and fair.

The Draft Policy Manual 2014 is a more comprehensive document than the previous Manual and includes Policies relating to many contemporary issues that were absent in the 2009 Manual. Because of the size of the document it is proposed to issue it in three parts and this item refers to the first part issued to the elected members in January 2014.

The suggested changes are too numerous to list individually but they include deletions, amendments and additions. All new Policies are highlighted in purple and where there has been significant changes to Policies these are highlighted in yellow or have a strikeout through the print which indicate either additions or removal.

At this stage the index is not accurate and the formatting of the document is not addressed. The reason is that the Council could make changes that would affect the formatting and therefore it is proposed to index and format the document when the Council is satisfied with the content of the whole document.

It is also suggested that any changes the Council wishes to make to this first part of the document are made at the Council Meeting with the live document.

Statutory Environment
Local Government Act 1995
S2.7 - Role of council
(2) Without limiting subsection (1), the council is to —
(b) determine the local government’s policies

Policy Implications
This Manual proposes some significant changes to Policies and operational procedures.

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.

Consultation
Internal staff
Local Government Act
Other Acts and Regulations relative to various Policies.

Comment
The Draft Policy Manual 2014 is a dynamic document subject to constant change and improvement and should be the basis of the internal operations of the Shire.

Voting Requirements – Simple Majority

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<tr>
<th>Officers Recommendation – Item 14022.11</th>
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<tr>
<th>COUNCIL RESOLUTION – ITEM 14022.11</th>
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</thead>
<tbody>
<tr>
<td>Moved: Cr H Wass  Seconded: Cr R Desmond</td>
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<tr>
<td>Carried: 7/0</td>
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</tbody>
</table>

David Fong left the meeting at 2.50pm
Ali Mills and Carla Parker left the meeting at 2.57pm
Ali Mills Returned to the meeting at 2.59pm

14023 Economic and Community Development

14023.1 Perenjori Centenary Book

| APPLICANT: | SHIRE OF PERENJORI |
| FILE: | ADM0406 |
| DISCLOSURE OF INTEREST: | NIL |
| AUTHOR: | SAM PARKER – ECDC |
| RESPONSIBLE OFFICER: | SAM PARKER – ECDC |
| REPORT DATE: | 20 FEBRUARY 2014 |
| ATTACHMENTS: | NONE |

Executive Summary
Seeking endorsement from Council to support the Centenary Committee to apply for Mt Gibson Public Benefit Trust to secure an additional $30,000 needed to publish the Perenjori Centenary Book to a high quality including the audio feature.

Background

37
As part of the Perenjori Centenary Celebrations in 2012, the committee sought Council support to commission a book, documenting the history of the Shire of Perenjori, over its hundred year lifespan as a European settlement.

The purpose was to create an engaging history of the area, told through the communities own words. The outcome of the book is to create a resource that’s captures the rich social fabric of the town.

Bill Bunbury was appointed as the author of the book, who came highly recommended as the best person to deliver this project. Both Bill and his wife Jenny have undertaken a great deal of research, and transcribed hours of interviews to create a paper based book and an audio feature to tell the story of the town of Perenjori.

The book is split into 5 main chapters, which span the 100 years of Perenjori, with stories covering the different era’s, made up from interviews with current and former residents who lived through those periods. In total 87 people were interviewed including previous audio recordings that were undertaken in 1995 for the book.

A grant of $12,500 was secured from LotteryWest to contribute to the project. The Shire is now looking to have the book published.

Statutory Environment
Nil

Policy Implications
Nil

Financial Implications
$9000 from the 2013/14 Budget Review

Strategic Implications
People and place – Our Community

Goal: Demonstrating a high quality of life for all, offering relevant activities, facilities, and services to enable people to meet their needs and achieve their potential.

Consultation
With various members of the community and councilors

Comment
This has been an ongoing project since the Centenary in September 2012, and has involved a large number of current and former Perenjori residents. It is a wonderful project that documents the history of the town in a way that keeps it alive for future generations.

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 14023.1</th>
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<tbody>
<tr>
<td>1. That Council support the progress of the Centenary Book by endorsing the allocation of $9000 as part of the 2013/14 Budget Review, whilst supporting the Centenary Committee to apply for $30,000 in the next round of Mount Gibson Public Benefit Trust Fund.</td>
</tr>
<tr>
<td>2. Council formerly acknowledge written thanks to Bill and Jenny Bunbury for their</td>
</tr>
</tbody>
</table>
commitment and excellent work with the writing of the book and Professor Geoffrey Bolton for the foreword he wrote for the book.

3. Council acknowledge current and former residents who have been involved in the creation of the book.

COUNCIL RESOLUTION – ITEM 14023.1

Moved: Cr G Reid  Seconded: Cr P Waterhouse

1. That Council support the progress of the Centenary Book by endorsing the allocation of $9000 as part of the 2013/14 Budget Review, whilst supporting the Centenary Committee to apply for $30,000 in the next round of Mount Gibson Public Benefit Trust Fund.

2. That Council formally acknowledge in writing thanks to Bill and Jenny Bunbury for their commitment and excellent work with the writing of the book and Professor Geoffrey Bolton for the forward he wrote for the book.

3. That Council acknowledge current and former residents who have been involved in the creation of the book.

Carried: 7/0

Carla Parker returned to the meeting at 3.05pm

14023.2 COUNCILLOR NOMINATION FOR MEMBERSHIP OF THE BLUES FOR THE BUSH AND COMMUNITY OPEN DAY MANAGEMENT GROUP.

APPLICANT: SHIRE OF PERENJORI

FILE: ADM0494

DISCLOSURE OF INTEREST: NIL

AUTHOR: SAM PARKER – ECDC

RESPONSIBLE OFFICER: ALI MILLS – CEO

REPORT DATE: 20 FEBRUARY 2014

ATTACHMENTS: MANAGEMENT COMMITTEE ROLE DESCRIPTION STEERING COMMITTEE STRUCTURE

Executive Summary
The Shire of Perenjori and Bush Heritage Australia are seeking a Councillor to sit on the management group for the event.

The purpose of this role is to enable the nominated Councillor to be an advocate of the event and feed back to Council, and address any issues raised by Council.

Background
The Shire of Perenjori has agreed to run the Blues for the Bush and Community Open Day in 2014, and in principle until 2016 in partnership with Bush Heritage Australia. With the MOU now signed, Bush Heritage Australia and the Shire of Perenjori are looking to form the management group who will oversee the event and ensure it is run to the highest standards that will create an event of state significance.

The specifics of the role are included in the attachment to this item, but in summary the role will involve:

- Being an Advocate for the event to Council, the community and stakeholders
- Supporting the strategic decision making process
- Communicating feedback to Council and being the main point of contact for Council to raise issues
- Regular attendance at meetings

**Statutory Environment**

Nil

**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.

Corporate Business Plan Shire of Perenjori 2013 - 2017 Page 10

*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.

*Area 3: People and place – Our Community*

**Goal:** Demonstrating a high quality of life for all, offering relevant activities, facilities, and services to enable people to meet their needs and achieve their potential.

*Area 4: Investing in Community Capacity – Civic Leadership*

**Goal:** Supporting community’s strong volunteering culture and supporting community leaders to grow and develop.

*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**

Based on lessons learned in the previous year, and further feedback from Council.
Comment
Having a Councilor as part of the management group, will ensure Council are kept up to date with developments in the event. It will also enable the nominated Councilor to be an advocate for the event, and provide a direct link to council in order to address issues.

Voting Requirements – Simple Majority

Officers Recommendation – Item 14023.2
That Council endorse Councillor (Insert Name) to be the Council representative on the Event Management Group for the Blues for the Bush Event for 2014 and 2015.

COUNCIL RESOLUTION – ITEM 14023.2
Moved: Cr J Cunningham  Seconded: Cr G Reid
Carried: 7/0

Sam Parker left the meeting at 3.12pm
Cr R Desmond left the meeting at 3.12pm

14024 INFRASTRUCTURE SERVICES

14024.1 ROAD MAINTENANCE NOVEMBER 2013
APPLICANT:  MANAGER OF INFRASTRUCTURE SERVICES
FILE:  NIL
DISCLOSURE OF INTEREST:  NIL
AUTHOR:  KEN MARKHAM – MIS
RESPONSIBLE OFFICER:  KEN MARKHAM – MIS
REPORT DATE:  19 FEBRUARY 2014
ATTACHMENTS:  MAP

Executive Summary
Listed are the roads graded for the months of December 2013 and January 2014.

Settlement Road  Olden Road
Hill Road  Back Bowgada Road
Grant Road  Syson Road
North Road  Spencer Road
Lochada Road  Coorow Maya Road
Keogh Road  Wilder Road
Bartlett Road
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

Officer and Committee Recommendation – Item 14024.1
That the road maintenance report for December 13 and January 14 be accepted as presented.

COUNCIL RESOLUTION – ITEM 14024.1
Moved: Cr P Waterhouse  Seconded: Cr L Butler
That the road maintenance report for December 2013 and January 2014 be accepted as presented.

Carried: 6/0

Cr R Desmond returned to the Meeting at 3.13pm
14024.2 REGIONAL ROAD GROUP

APPLICANT: MANAGER OF INFRASTRUCTURE SERVICES
FILE: ADM0141
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM - MIS
RESPONSIBLE OFFICER: KEN MARKHAM - MIS
REPORT DATE: 19 FEBRUARY 2014
ATTACHMENTS: DRAFT ROAD BUDGET

Executive Summary
This item seeks the council’s endorsement of the applications to add roads to be added to the Roads 2030 document for Regional Road Group funding. Applications close on the 7th March 2014.

Background
During a workshop on Council’s road network last year to review RAV’s, current and future road user needs, identify gaps, concerns and opportunities to guide the road works program along with roads of regional significance and road hierarchy the workshop identified several roads for addition the roads of regional significance.

The roads identified were Warriedar Coppermine Road, Karara Road, Syson Road, Summers Road and Oversby South Road.

This report seeks Councils confirmation of the roads they wish to have considered for addition to the Roads 2030 document.

Statutory Environment
Nil

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
Council road review workshop 2013, involving Councillors, CEO

Comment
By having the listed roads on the Roads 2030 document, Council would then be able to apply for Regional Road Group funding to carry out works on these roads. This could be of benefit to the Shire and road users.
Voting Requirements – Simple Majority

Officer and Committee Recommendation – Item 14024.2

That the following Shire of Perenjori roads be forwarded for consideration and addition to the Roads 2030 document:

- Warriedar Coppermine Road
- Karara Road
- Syson Road
- Oversby South Road
- Summers Road

COUNCIL RESOLUTION – ITEM 14024.2

Moved: Cr L Butler
Seconded: Cr H Wass

That the following Shire of Perenjori roads be forwarded for consideration and addition to the Roads 2030 document:

- Warriedar Coppermine Road
- Karara Road
- Syson Road
- Oversby South Road
- Summers Road
- Oliver Road

Carried: 7/0

The following motion was moved from the floor and carried at the Works and Plant Committee for consideration by the Council:

Moved: Cr H Wass
Seconded: Cr P Waterhouse

That the section of Oliver Road between Syson and Oversby South, and the section of Oversby South from Perenjori/Rothsay to Oliver be named Syson Road.

Carried: 7/0

Ken Markham left the meeting at 3.23pm
Executive Summary

The Annual Report for the 2012/13 financial year is presented for Council’s endorsement, along with the proposed date for the Annual Electors meeting.

Background

An Annual Report is required to be produced every year after the audit has been completed and upon receipt of the Audit Report.

The 2012/2013 Annual Report (attached) has been prepared in accordance with Section 5.53 of the Local Government Act and includes the audited Annual Financial Report.

The Annual Report highlights the Shire of Perenjori’s achievements in 2012/13.

For statutory compliance a local government must:

- If the Auditors Report is not available in time for the annual report to be accepted by 31 December, the annual report is to be accepted no later than 2 months after the auditor’s report becomes available. As the audit report became available on the 7th February 2014 the annual report must be accepted before 7th April 2014.

- Advertise the availability of the annual report

- The date of the Annual Electors Meeting is also required to be set. The meeting must be held within 56 days of acceptance of the Annual Report, that is by 4th April 2014.

- It is proposed that the annual meeting of Electors be held at 5.00 pm on Wednesday 5th March 2014 at the Perenjori Pavilion.

- Fourteen days public notice of the meeting is also required.

The Shire is required to prepare annual financial statements by 30th September and the auditor is to prepare a report in respect of the Financial Statements by 31st December each year. The required details and information was provided to the auditors in January 2013, with a number of further queries requiring follow-up between January and February 2014.

The auditors have stated in their management Report that, “the audit in respect of the year ended 30 June 2013 was more efficient and, whilst finalisation of the audit has been
delayed, the reasons for the delay relate predominantly to the new reporting requirements in respect of fair value, recognition of Crown Land and the new ratios”.

Correspondence generated by the auditor to the Department of Local Government requested an extension until the 31st March. The audit report, management report and financial report were presented electronically to the Shire on the 7th February 2014.

The Financial Report is a key component of the Annual report which provides the details of the Shires financial position with a thorough checking of financial practices. No adverse comments have been raised whilst there are areas that can benefit from improvement.

**Statutory Environment**
Section 5.53 of the Local Government Act requires the preparation of an annual report and details what has to be contained within.
Section 5.54 requires that the Annual Report for a financial year be accepted no later than 31 December after that financial year or within 2 months of receiving the auditor’s report. Council is required to hold an Annual Electors Meeting within 56 days of acceptance of the Annual Report. Pending adoption of the Annual Report, the Annual Electors meeting will be scheduled for 7th March 2014.

**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**
Staff
DLG

**Comment**
The Annual Report provides information on the years activities and providing facts and figures on achievements in varying areas. Staff have worked as a team to present this information. The detailed financial report should provide a return of confidence of the community and Council that our financial management practices are back on track and in control.

**Voting Requirements – Absolute Majority**

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 14025.1</th>
</tr>
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<tbody>
<tr>
<td>That Council by Absolute Majority by virtue of section 5.54 of the Local Government Act 1995 resolves to:</td>
</tr>
<tr>
<td>1. Adopt the 2012/13 Annual Report for the financial period ending 30 June 2013 for the Shire of Perenjori; and</td>
</tr>
<tr>
<td>2. Request that the CEO arrange an Annual Electors meeting to be held on Wednesday 5th March 2014 as per section 5.27(2) of the Act.</td>
</tr>
</tbody>
</table>
COUNCIL RESOLUTION – ITEM 14025.1

Moved: Cr G Reid  
Seconded: Cr J Cunningham

That Council by Absolute Majority by virtue of section 5.54 of the Local Government Act 1995 resolves to:

1. Adopt the 2012/13 Annual Report for the financial period ending 30 June 2013 for the Shire of Perenjori; and

2. Hold the Annual Electors meeting on Friday 7th March 2014 as per section 5.27(2) of the Act.

Carried: 7/0 – Absolute Majority

14025.2 BROOKFIELD RAIL – INTERFACE AGREEMENT

APPLICANT: SHIRE OF PERENJORI
FILE: ADM0344
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 20 FEBRUARY 2014
ATTACHMENTS: AGREEMENT

Executive Summary

Council’s endorsement is sought for the signing of the Interface Agreement for Public Road and Rail Crossing at Grade Interfaces between Brookfield Rail Pty Ltd, the Shire of Perenjori and the Commissioner of Main Roads WA.

Background

New legislation is coming into effect on 1 February 2014 that requires Road Managers and Rail Infrastructure Managers to enter into an agreement for all road/rail interfaces.

An interface agreement is a written agreement between the road manager and rail infrastructure manager, which details the management of safety risks at locations where road and railway tracks cross. The agreement can cover one or more level crossings.

The Act places obligations on road managers and rail infrastructure managers to ensure safety risks at each level crossing are identified, assessed and managed. The Interface Agreement is a formal agreement between both parties on the management of these safety risks.

Parties who unreasonably delay negotiation or refuse to enter an agreement could face penalties from the Rail Safety Regulator.

The Agreement provided outlines the responsibilities of all as follows:

Responsibilities
Where not otherwise subject to separate agreement, the parties agree that each party to this Agreement will have the following responsibilities in respect of the Interfaces specified in Schedule 1:

**Main Roads Western Australia/Commissioner of Main Roads (MRWA)**

- Install and maintain the appropriate regulatory signs, warning signs, road markings and advance flashing warning panels on Public Road approaches to Level Crossings – excludes signage affixed to railway hardware.

**Road Manager – Local Government**

- Maintain the Road approaches up to three metres (3m) either side from the outside running rail.
- Arrange, undertake and maintain any vegetation clearing and/or removal of other physical obstructions on Roads (including on adjacent private properties if required) to provide requisite driver visibility sightlines on the approaches to railway Level Crossings.
- Notify the Rail Infrastructure Manager of any road works planned, either of a temporary or permanent nature, in the vicinity of a crossing. (See section 9 of this Agreement)
- Notify the Rail Infrastructure Manager of any change in land use adjacent to an Interface or any change in Level Crossing use.
- Report to MRWA any damaged and unserviceable line marking and signage associated with a Level Crossing identified during inspection in accordance with normal maintenance regimes.

**Rail Infrastructure Manager**

- Install and maintain flashing lights and boom barriers, warning bells, pedestrian mazes, gates and crossing paths (not approach paths) including any signage affixed to these devices.
- Provide control devices for advance warning signs.
- Undertake and maintain any vegetation clearing and/or removal of other physical obstructions within the Rail Corridor to provide adequate visibility on the approaches to railway Level Crossings.
- Maintain the roadway within three metres (3m) of the outside running rail.

**Reciprocal responsibilities of all parties**

- Notify each other party of material changes to usage of an Interface of which a party is aware. These changes may arise from things such as higher speed rail or road traffic, increased volume of rail or road traffic (for example arising from a changes in land usage or development) or change of road vehicle types or change to road...
Consultation with Mal Shervill from WALGA has indicated most local governments are comfortable with the agreement and will proceed with signing it. There have been a minority who have raised the following concerns:

- Risks associated with not reporting any damaged and unserviceable line marking and signage associated with a level crossing. The concern here is having the capacity to ensure regular monitoring and reporting.
- Responsibility for arranging, undertaking and maintaining any vegetation clearing and or removal of obstructions on roads. Once again this can be a resourcing and timing issue.
- Costs – associated with the responsibilities, as there is no consistent model across WA from Brookfields on this. This will be discussed at a future time.

**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**

Staff

DLG

**Comment**

Nil

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 14025.2**

That Council endorses the signing of the Interface Agreement (Rail Safety Act 2010 WA), Public Road and Rail Crossing at Grade Interfaces between Brookfield Rail, Shire of Perenjori and the Commissioner of Main Roads.

**COUNCIL RESOLUTION – ITEM 14025.2**

Moved: Cr R Desmond                Seconded: Cr H Wass

That Council endorses the signing of the Interface Agreement (Rail Safety Act 2010 WA), Public Road and Rail Crossing at Grade Interfaces between Brookfield Rail, Shire of Perenjori and the Commissioner of Main Roads.

Carried: 7/0
14025.3 ANNUAL LEAVE – CEO

APPLICANT: SHIRE OF PERENJORI
FILE: NIL
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 20 FEBRUARY 2014
ATTACHMENTS: NIL

Executive Summary
This item seeks Council’s endorsement of Annual leave for the CEO and the appointment of the Manager of Corporate and Development Services to Act as the CEO throughout the leave.

Background
The CEO is proposing to take 17 days Annual leave commencing on the 10th March 2014 and returning to work on the 1st April 2014. The CEO currently has 22 days accrued as annual leave.

As the leave periods are for a reasonable time and does coincide with a Council meeting it is proposed to have an Acting CEO, being Council’s Manager Corporate and Development Services (MCDS). The MCDS will be paid at the base rate for a Band 4 CEO as per the Local Government Award.

The CEO is entitled to 4 weeks annual leave as per the contract.

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
Payroll

Comment
Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 14025.3

That Council approve the following leave dates for the CEO:
Commencing on the 10th March 2014 to the 1st April 2014 inclusive, and endorse the appointment of the Manager of Corporate and Development Services for this period of time as the Acting CEO.
COMMITTEE RECOMMENDATION – ITEM 14025.3

Moved: Cr L Butler  Seconded: Cr P Waterhouse

That Council approve the following leave dates for the CEO:

Commencing on the 10TH March 2014 to the 1st April 2014 inclusive, and endorse the appointment of the Manager of Corporate and Development Services for this period of time as the Acting CEO.

Carried: 7/0

14025.4 CLUB DEVELOPMENT OFFICER SCHEME – NORTH MIDLANDS
APPLICATION

APPLICANT: SHIRE OF PERENJORI
FILE: ADM0413
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: SAM PARKER - ECDC
REPORT DATE: 20 FEBRUARY 2014
ATTACHMENTS: APPLICATION

Executive Summary
Council’s endorsement of the application to the Department of Sport and Recreation Club Development Officer Scheme for 2014 and 2015.

Background
The Club Development Officer (CDO) Scheme is a collaborative partnership between the Department of Sport and Recreation (DSR) and Local Governments (LG) and demonstrates a total commitment of $6.28 million from 2009/10 to 2012/13. The scheme currently employs 38 CDOs in 48 LGs across the state from Kununurra to Esperance.

The role of the CDO is to build the capacity of community sport and recreation clubs through the provision of education, information, resources and training programs to club administrators, committees and boards in a wide range of management and governance areas.

The North Midlands areas have been identified by DSR in the Midwest Club Development Plan 2013 - 2017 as benefiting from being included in the Club Development Officer Scheme. A Club Development Officer has been included as number 20, Medium priority project in Council’s Corporate Business Plan:

Community consultations conducted by DSR in 2013/13 identified the following concerns and issues:

North Midlands Strengths
- Coordination between sports- Winter sports all travel together
- Social involvement – Sport is one of the most important social vehicles in the district.
Weaknesses
• Lack of volunteers (same people, lack of experience, lack of interest from young people)
• Declining playing members (lack of commitment)

Opportunities
• Educate committee members
• Applying for grants (i.e. volunteers)

Threats
• Declining population
• Everyday costs
• Building and health compliance make small facilities in communities non-viable
• Grade 7’s leaving the district.

The following strategies were stated within the report:

Strategic Outcome: Clubs demonstrate sound governance and strong business practices

<table>
<thead>
<tr>
<th>Organisational Development</th>
<th>Partners/Key stakeholders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategies</td>
<td></td>
</tr>
<tr>
<td>Educate and support committee members in</td>
<td>DSR, LG’s, RSA’s clubs and broader community</td>
</tr>
<tr>
<td>achieving good governance practices,</td>
<td></td>
</tr>
<tr>
<td>processes and structures</td>
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</table>

Strategic Outcome: Sport and Recreation is served by a skilled, dedicated and abundance workforce

<table>
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<tbody>
<tr>
<td>Strategies</td>
<td></td>
</tr>
<tr>
<td>Improve planning and management of workforce</td>
<td>DSR, LG’s, RSA’s, clubs</td>
</tr>
<tr>
<td>Reduce volunteer workload and turnover</td>
<td>DSR, LG’s, RSA’s, clubs</td>
</tr>
<tr>
<td>Improve recruitment and retention strategies</td>
<td>DSR, LG’s, RSA’s, clubs</td>
</tr>
<tr>
<td>Targeted acknowledgement and rewards for</td>
<td>DSR, LG’s, RSA’s, clubs</td>
</tr>
<tr>
<td>volunteers</td>
<td></td>
</tr>
<tr>
<td>Deliver specialised and quality training and</td>
<td>DSR, LG’s, RSA’s, clubs and regional service providers</td>
</tr>
<tr>
<td>development opportunities for club workforce</td>
<td></td>
</tr>
<tr>
<td>Promote the Mid West Academy of Sport (MWAS)</td>
<td>DSR, LG’s, RSA’s, MWA’s and clubs</td>
</tr>
<tr>
<td>(MWAS) development opportunities for</td>
<td></td>
</tr>
<tr>
<td>coaches and talented players</td>
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Strategic Outcome: Clubs will allow more people to become more active more often

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</tbody>
</table>
Promote and support initiatives that enable sports to be played in the same town and participants can travel together

Provide greater acknowledgement that sport provides the social fabric for communities to encourage participation

Support initiatives that modify games to account for declining membership/population

<table>
<thead>
<tr>
<th><strong>Strategic Outcome: Clubs will have access to resources that assist them in delivering sport and recreation to their communities</strong></th>
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<tbody>
<tr>
<td><strong>Strategies</strong></td>
<td><strong>Partners/Key stakeholders</strong></td>
</tr>
<tr>
<td>Promote funding opportunities to Sport and recreation clubs</td>
<td>DSR, LG’s, RSA’s, clubs</td>
</tr>
<tr>
<td>Support sport and recreation clubs in the application of grants and funding</td>
<td>LG’s and clubs</td>
</tr>
<tr>
<td>Support Regional Sporting Associations through the organisational sustainability program to further support sport and recreation clubs</td>
<td>DSR, RSA’s</td>
</tr>
<tr>
<td>Support Clubs to address the increasing operational costs and explore alternative and additional revenue opportunities</td>
<td>DSR, LG’s, clubs</td>
</tr>
</tbody>
</table>

Further to these strategies discussions have occurred with CEO’s from Shires of Three Springs, Mingenew and Morawa and DSR regarding the implementation of such strategies to provide the support and guidance Clubs across the Shires require. All agree the Club Development Scheme could provide the necessary resources to ensure a dedicated officer was employed to implement such strategies which would work towards strengthening our Clubs and providing benefits to our communities.

**Funding**

DSR recently advertised a new funding round for the Club Development Scheme 2014 and 2015 with new areas encouraged to apply. A maximum of $50,000 can be provided each year with a minimum 25% contribution required as an overall cash contribution form the Local governments. The total budget will be $98,000 which will provide a Club Development position with approx. 30 hours per week for the position. The total amount includes costs for, office space, travel and accommodation for the worker/s in cash and in-kind values. The details of how the position will work across the Shires will need to be addressed if funding is provided and can include a range of models from the employment of one person to each Shire employing locally.

The Regional Manager from DSR Geraldton had identified the North Midlands Region as a high priority area and encouraged the Shires to work together to submit an application. Council’s CEO has worked with the scheme in other Local government areas and offered to collect information from each of the Shires and prepare the application for funding.
The Shire of Mingenew decided it would not require the program and thus is not included in the application submitted. The application involves the Shires of Three Springs, Morawa and Perenjori.

Statutory Environment
Nil

Policy Implications
Nil

Financial Implications
If funding is offered by DSR and accepted by Council an annual cash contribution of $8,333 would be required along with in-kind contributions of approx. $6,500.

Strategic Implications
Area 3: People and place – Our Community

Goal: Demonstrating a high quality of life for all, offering relevant activities, facilities, and services to enable people to meet their needs and achieve their potential.

Project 20: Sports Club Development Officer – Regional Project

Scope statement
Many sporting clubs in the region are experiencing difficulties to develop their membership and volunteer base due to work pressures from the key industries of agriculture, mining and energy. Sport is a key developmental outlet for young people and as such this is seen as a key developmental activity for the population of 5 to 25 yr olds in the region.

Consultation
DSR
Club Development Scheme
Shires of Mingenew, Three Springs, and Morawa
Local Clubs
ECDC

Comment
Having worked with the scheme in the Gascoyne area, and witnessing firsthand the benefits from these dedicated resources being applied to Clubs, I support the scheme and the DSR initiative 100%. The capacity of Clubs, along with the capacity of smaller local governments like the North Midland Shires is not at the level Clubs often need to operate at a functional level. The clubs in Perenjori are no different from those in other areas, and could benefit a great deal from having a resource which provided information, supported and assisted needed changes and access to opportunities for players, coaches and committee members.

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 14025.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council support the joint application from the Shire of Three Springs and Morawa for</td>
</tr>
</tbody>
</table>
funding to the Department of Sport and Recreation’s Club Development Officer Scheme for 2014 and 2015.

COUNCIL RESOLUTION – ITEM 14025.4

Moved: Cr J Cunningham  
Seconded: Cr H Wass

That Council support the joint application from the Shire of Three Springs and Morawa for funding to the Department of Sport and Recreation’s Club Development Officer Scheme for 2014 and 2015.

Carried: 7/0

3.35pm Cr King adjourned the Meeting for a short break

3.54pm Cr C King re-opened the Meeting

14025.5  MWRC – WINDING UP

APPLICANT: MWRC
FILE: ADM0055
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 20 FEBRUARY 2014
ATTACHMENTS: MINUTES

Executive Summary

This report provides Council with information regarding the recent meeting of the MWRC.

Background

Council discussed the future of the MWRC at the meeting on the 19th December 2013 and made the following recommendation:

Council Resolution – Item 13129.4.3

Moved: Cr G Reid  
Seconded: Cr L Smith

1. at the Shire of Perenjori formerly advise the MWRC of its intention to withdraw from the MWRC, and thus for it to commence the process of dissolution.

2. That the Shire of Perenjori commit in principal to working in cooperation with the Shire of Morawa and support the CEO to further explore the opportunities for shared servicing and resource sharing between the two Shires.

Carried: 9/0
A MWRC meeting was held on the 4th February 2014 at the Shire of Mingenew. Cr Smith attended in the absence of Cr King and Cr Butler. The following decisions were made regarding the date of dissolution and cessation dates for staff:

**COUNCIL RESOLUTION – ITEM 14022.2**

**Moved: Cr Treloar**

**Seconded: Cr Smith**

The MWRC resolves to:

- **a.** Ratify the decision of member councils to dissolve MWRC and to officially cease to operate on 31 March 2014.
- **b.** The ACEO is hereby authorised to apply the provisions under the establishment agreement read together with the LGA and finalise all matters as listed in Annexures 3 Assets and Annexure 4 Contracts, as soon as reasonably possible.
- **c.** Staff be given notice of termination of their contracts of employment in terms of item 6.3.2 – Termination of Staff Employment.
  - **I.** A/CEO 1 month notice, 1 March terminating 31 March 2014
  - **II.** Accountant 2 weeks’ notice, 14 March terminating 31 March 2014
  - **III.** Administration Officer 2 weeks’ notice, 14 March terminating 31 March 2014
- **d.** In the event that the dissolution process is not finalised by 31 March 2014,
  - **ii.** option 8.3.1. B – A/CEO and/or Accountants services are terminated and council appoints the four Member Shires CEO’s to act and finalise any outstanding matters, for the period following 31 March 2014 to deregistration.
- **e.** Notify the Minister of the decision of the council.

**Carried: 3/0 ABSOLUTE MAJORITY**

**Moved: Cr Smith**

**Seconded: Cr Treloar**

Member Shire CEO’s to discuss Annexure 3 and advise MWRC CEO within 10 days.

**Carried: 3/0**

**Moved: Cr Treloar**

**Seconded: Cr Smith**

MWRC A/CEO to auction Item 30 (2009 Toyota Prado) Annexure 3.

**Carried: 3/0**
Moved: Cr Smith  
Seconded: Cr Treloar

Council delegates to the 4 Member Shire CEO’s the authority to discuss and make a decision regarding officer redundancy or ex gratia payments as outlined in Annexure 4.

Carried: 3/0

A final meeting has been planned for the 25th March 2014 to be held at Three Springs.

**Statutory Environment**

Local Government Act 1995, Part 3 Functions of local governments, Division 4
Regional local governments, s3.63 Dissolution or partial dissolution of regional local government.
The Establishment Agreement June 2006 as amended by Deed of Variation 07 November 2007, Deed of Amendment 20 July 2011 and amended Establishment Agreement 2013. (Signed by four participating Shires, but unsigned by the Minister.)
For purposes of this matter the 2006 Establishment Agreement, as amended, signed by the minister will be used as the source document.

**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**

MWRC Members and CEO’s

**Comment**

The time allocated for the staff to wind up the MWRC would seem to be generous and thus quite considerable time to attend to many of the matters for dissolution.

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 14025.5**

That Council receives the information and minutes provided regarding the dissolution of the MWRC.

**COUNCIL RESOLUTION – ITEM 14025.5**

Moved: Cr H Wass  
Seconded: Cr L Butler

That Council receives the information and minutes provided regarding the dissolution of the MWRC.

Carried: 7/0
Executive Summary

This report seeks Council’s endorsement to request the Northern Country Zone (NCZ) of the Western Australian Local Government Association (WALGA) approach WALGA State Council and Shane Love, MLA, Member for Moore seeking their support for voluntary amalgamations.

Background

The Local Government Metropolitan Structural Reform process has created significant dialogue amongst many and varied local government authorities, both metropolitan and non-metropolitan, over the past few months. The current concerns are in relation to the Poll provisions if boundary changes or amalgamations are proposed.

Clause 8 of Schedule 2.1. of the Local Government Act 1995 provides that:

8. Electors may demand poll on a recommended amalgamation

(1) Where the Advisory Board recommends to the Minister the making of an order to abolish 2 (emphasis added) or more districts (the districts) and amalgamate them into one or more districts, the Board is to give notice to affected local governments, affected electors and the other electors of districts directly affected by the recommendation about the recommendation.

(2) The notice to affected electors has to notify them of their right to request a poll about the recommendation under subclause (3).

(3) If, within one month after the notice is given, the Minister receives a request made in accordance with regulations and signed by at least 250, or at least 10%, of the electors of one of the districts asking for the recommendation to be put to a poll of electors of that district, the Minister is to require that the Board’s recommendation be put to a poll accordingly.

(4) This clause does not limit the Minister’s power under clause 7 to require a recommendation to be put to a poll in any case.

The City of Subiaco has obtained legal advice (see attached) from McLeods Barristers and Solicitors. There comments are as follows:

*the existing poll provisions cannot be invoked by affected electors in the case that one local government is proposed to be partitioned into two or more parts to be shared amongst neighbouring local governments by way of boundary adjustments. This is the very dilemma*
that Cockburn now faces with the Minister’s recent proposal to the LGAB to partition Cockburn into three parts to be distributed amongst the neighbouring local governments of Fremantle, Melville and Kwinana. The stark reality confronting the Cockburn community is that it cannot veto the implementation of the Minister’s proposal by way of a poll should the LGAB recommend the Minister’s proposal back to the Minister and he accepts it. The community’s only redress is by way of submissions to the LGAB before it makes a final recommendation to the Minister.

A supplementary request for further legal advice has also confirmed "...that a boundary change proposal that would absorb the whole of the City of Subiaco into the City of Perth, without abolishing the City of Perth, would fail to trigger off the poll provisions."

In other words it is open to the Minister right now to propose to the LGAB a 50% reduction in the number of local governments in Western Australia by way of "boundary changes” without being exposed to the veto powers of the existing poll provisions”.

Local Governments who have a desire to remain independent are requesting for their communities to have a say in a proposed amalgamation or boundary change.

Statutory Environment
Local Government Act, 1995, Schedule 2.1, Clause 8

8. Electors may demand poll on a recommended amalgamation

(1) Where the Advisory Board recommends to the Minister the making of an order to abolish 2 (emphasis added) or more districts (the districts) and amalgamate them into one or more districts, the Board is to give notice to affected local governments, affected electors and the other electors of districts directly affected by the recommendation about the recommendation.

(2) The notice to affected electors has to notify them of their right to request a poll about the recommendation under subclause (3).

(3) If, within one month after the notice is given, the Minister receives a request made in accordance with regulations and signed by at least 250, or at least 10%, of the electors of one of the districts asking for the recommendation to be put to a poll of electors of that district, the Minister is to require that the Board’s recommendation be put to a poll accordingly.

(4) This clause does not limit the Minister’s power under clause 7 to require a recommendation to be put to a poll in any case.

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
CEO’s

Comment
Up until now it seems amalgamation proposals have been voluntary. This could be the right time to test the State Government on whether we are operating in an environment where the amalgamation agenda is genuinely voluntary.
The question that remains is whether affected local communities should have a say in how their local governments are constituted.

**Voting Requirements – Simple Majority**

<table>
<thead>
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<th>Officers Recommendation – Item 14025.6</th>
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**Carried: 7/0**
Executive Summary
This item seeks Council’s endorsement of the Integrated Workforce Plan 2013 – 2017 is being sought so the plan can be implemented.

Background
As a part of the Local Government (Administration) Regulations 1996 which were amended to require each local government to develop integrated plans an Integrated Workforce Plan links in with the Shires Community Strategic Plan and Corporate Business Plan.

Section 5.56(1) and (2) of the Act requires that each local government is ‘to plan for the future of the district’, by developing plans in accordance with the regulations.

The new regulations specify what a ‘plan for the future’ should involve. In particular, local governments will be formally required to develop and adopt two new planning instruments:

- A Strategic Community Plan, and (adopted by Council 16th May 2013)
- A Corporate Business Plan (adopted by Council 18th July 2013)

The Mid West Regional Council provided a Consultant to assist with the development of an Integrated Workforce Plan. The Integrated Workforce Plan identifies and reports on the internal capacity to meet current and future goals and objectives of the Shire and the Community, both in capacity and capability. It identifies the gaps or surplus in human assets or financial resources and identifies strategies to deliver on expectations.

Aims and objectives of the Integrated Workforce Plan
This Workforce Plan aims to address the workforce needs of the Shire that arise from core operations, projects, strategic initiatives and priorities. It also aims to build capacity and resilience to enable the Shire to respond to the changing environment and to issues arising from external pressures and legislative compliance issues.

The Workforce Plan aims to ensure the Shire’s workforce has the right skills, at the right time and in the right quantities to ensure sustainable service delivery in the future. It will address gaps between current and future workforce capability, identify areas of skills or capacity shortage, and outline strategies to address them.
Methodology
The methodology used will follow the practices and principles of the WA Department of Local Government’s Workforce Planning Guidelines Toolkit -Ref: http://integratedplanning.dlg.wa.gov.au

Figure 1. The four steps of Workforce Planning
There are four distinct stages as outlined in the diagram from the toolkit below. The process was carried out in a consultative and capacity building manner to ensure ownership and sustainability. This plan will be used to guide recruitment, retention and growth in the workforce and any development or changes over the term of its life.

The following areas have been covered within the report:

- External Employment Environments
- SOPJ Employment Environment
- Employment Costs
- Current workforce profile
- Assessment of employee satisfaction
- Implications from Community Strategic Plan
- Implications from Asset Management Plan
- Implementation of the Plan
- Sustainability in Workforce Planning
- Monitoring, Evaluation and Review
Summary of Workforce Issues and Risks
The following areas were identified as needing attention as risks and challenges are predicted:

- An ageing Workforce – there will be a need for succession planning and creative ways of encouraging younger people to the Shire
- Recruitment and Retention – difficulties in attracting suitably skilled staff and being able to be competitive in the market
- Skills Shortages – No alarming gaps at the moment, however the need for multiskilling and continued up skilling will be required.
- Flexible Work Arrangements – There will be a need to allow for different employment types and flexible work options in all areas.
- Long Service and Annual Leave Liability – this needs to be monitored and managed
- Human Resource Management and Systems – systems and processes need to be modernised and up to date.

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
Staff
DLG

Comment
The Integrated Workforce Plan, provides good insight into our current situation and presents areas for consideration and potential strategies for the future. Our workforce is currently reasonably stable with good level of skills, knowledge and experience on board. There will be continuous challenges to maintain a skilled workforce in a competitive environment, and thus the need for flexibility, resource sharing with neighbouring Shires and close monitoring will be critical. I believe our strongest asset is people and as an organisation if we can attract and keep good workers this saves enormous amounts of time and money in the long run.

Voting Requirements – Simple Majority

Officers Recommendation – Item 14025.7

COUNCIL RESOLUTION – ITEM 14025.7

Moved: Cr R Desmond  Seconded: Cr J Cunningham
Carried: 7/0
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 14026

Council accepts the Project Status Report as presented.

COUNCIL RESOLUTION – ITEM 14026

Moved: Cr G Reid
Seconded: Cr P Waterhouse
Council accepts the Project Status Report as presented.
Carried: 7/0

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.
Shire of Perenjori

MINUTES

Ordinary Council Meeting

20th February 2014

Officers Recommendation – Item 14027

Council accepts the Status Report as presented.

COUNCIL RESOLUTION – ITEM 14027

Moved: Cr L Butler
Seconded: Cr J Cunningham

Council accepts the Status Report as presented.

Carried: 7/0

14028 OTHER BUSINESS

14028.1 MOTIONS OF WHICH DUE NOTICE HAVE BEEN GIVEN

14028.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

14028.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

14028.4 MATTERS BEHIND CLOSED DOORS

Moved: Cr L Butler
Seconded: Cr R Desmond

That Council moved behind closed doors for the confidential items.

Carried: 7/0

14028.5 CONFIDENTIAL ITEM – VILLAGE ACCOMMODATION REVIEW & BUDGET AMENDMENT

Council Resolution – Item 14028.5

Moved: Cr H Wass
Seconded: Cr J Cunningham

That Council receives the report on the income and payments for the Caravan Park Accommodation Units for the period April to October 2013 and endorses the repayment plan for the overpaid funds from Midwest Transportables to the Shire of Perenjori.

Carried: 7/0

66
### Councilor Resolution - Item 14028.6

**Option 2**  
Moved: Cr G Reid  
Seconded: Nil  

The motion lapsed.

**Option 1**  
Moved: Cr H Wass  
Seconded: Cr L Butler

That Council:

**Option 1**

Accept the Extension Hill PTY LTD MGM pipelines PTY LTD agreement dated 18th February 2014 relating to miscellaneous licences for Extension Hill Magnetite project between Extension Hill PTY LTD and MGM pipelines PTY LTD and Shire of Perenjori and endorse the Shire President to sign on behalf of the Shire of Perenjori.

**Option 2**

Request that Clause 21 of the Extension Hill PTY LTD MGM pipelines PTY LTD agreement dated 18th February 2014 relating to miscellaneous licences for Extension Hill Magnetite project between Extension Hill PTY LTD and MGM pipelines PTY LTD and Shire of Perenjori, be changed to:

21 **Community Benefit Payment**

1.1 EHPL and MGMP agree to contribute jointly to the Shire’s community programs and/or community infrastructure by a joint contribution of $600,000 to the Shire (Community Benefit Payment) payable as follows:

(a) $100,000 within 28 days of the commencement of any clearing within 5.1 on any part of the Licence Area or Construction Area;

(b) $100,000 on the first anniversary of the commencement of such clearing; and

(c) $100,000 on the second, third, fourth, fifth and sixth anniversary of the commencement of such clearing.

1.2 The parties acknowledge and agree that:

(a) the Community Benefit Payment is separate from any other obligation or payment under this Deed;

(b) the Community Benefit Payment is non-refundable;
the Shire will allocate and expend the Community Benefit Payment for such programs and/or infrastructure that are for the benefit of the community of the Shire of Perenjori as the Shire may in its discretion determine (Community Benefit).

1.3 For the avoidance of doubt, the Parties do not intend that the Community Benefit Payments be held as a trust fund under section 6.9 of the Local Government Act 1995.

Carried: 6/1

Moved: Cr L Butler
Seconded: Cr H Wass

That Council move to open Council

Carried: 7/0

14028.7 DATE OF NEXT MEETING / MEETINGS

The date of the next Council meeting will be held on Thursday 20\textsuperscript{th} March 2014 at 1.30pm.

14028.8 CLOSURE

Cr C King closed the meeting at 4.48pm.