Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on the 15th October 2015, commenced at 3.00pm.

Table of Contents

15101 PRELIMINARIES ................................................................. 3
  15101.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS .......... 3
  15101.2 OPENING PRAYER ......................................................... 3
  15101.3 DISCLAIMER READING ................................................ 3
  15101.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE ...... 3
  15101.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE ...... 3
  15101.6 PUBLIC QUESTION TIME ............................................... 3
  15101.7 NOTATIONS OF INTEREST ............................................. 3
  15101.8 APPLICATIONS FOR LEAVE OF ABSENCE .................................. 4
  15101.9 CONFIRMATION OF MINUTES ......................................... 4
  15101.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION ...... 4
  15101.11 PETITIONS / DEPUTATIONS / PRESENTATIONS .......................... 4

15102 CORPORATE AND DEVELOPMENT SERVICES .................................. 4
  15102.1 FINANCIAL STATEMENTS – SEPTEMBER 2015 ............................. 4
  15102.2 ACCOUNTS FOR PAYMENT – SEPTEMBER 2015 ............................ 6
  15102.3 STANDING ORDERS LOCAL LAW .......................................... 11
  15102.4 SCHOOL SITE – RESERVE 17051 LATHAM .................................. 13
  15102.5 DRAFT SHIRE OF PERENJORI EBA 2015 .................................... 20
  15102.6 FUNDING FOR MAJOR REPAIRS AT THE CARAVAN PARK ................. 23

15103 INFRASTRUCTURE SERVICES .................................................. 25
  15103.1 ROAD MAINTENANCE SEPTEMBER 2015 .................................... 25
  15103.2 ROADS TO RECOVERY ALLOCATIONS .................................... 28

15104 GRAPHIC DESIGN DEVELOPMENT OFFICER .................................. 30
  15104.1 YARRA YARRA CATCHMENT MANAGEMENT GROUP WORKSHOP – REQUEST FOR WAVER OF FEES ................................................. 30
  15104.2 REQUEST TO WAIVE FEES FOR THE PAVILION .......................... 32

15105 GOVERNANCE ........................................................................ 34
  15105.1 PERENJROI BUSINESS INCUBATOR (PBI) ..................................... 34
  15105.2 APPOINTMENT OF FIRE OFFICERS AND RECEIVING OF BUSH FIRE ADVISORY COMMITTEE MINUTES .................................................. 37
  15105.3 WORKFORCE DEVELOPMENT PLAN REVIEW – 2015 ..................... 42
  15105.4 SPECIAL MEETING FOLLOWING COUNCIL ELECTION 2015 ............. 47
| 15105.5 | CHRISTMAS CLOSURE, COUNCIL AND STAFF FUNCTION 2015 | 49 |
| 15105.6 | ANNUAL LEAVE - CEO | 51 |
| 15106 | PROJECT STATUS REPORT | 53 |
| 15107 | STATUS REPORT | 54 |
| 15048 | OTHER BUSINESS | 55 |
| 15109.1 | MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN | 55 |
| 15109.2 | QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN | 55 |
| 15109.3 | URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION | 55 |
| 15109.4 | MATTERS BEHIND CLOSED DOORS | 56 |
| 15109.5 | CONFIDENTIAL | 56 |
| 15109.6 | DATE OF NEXT MEETING | 57 |
| 15109.7 | CLOSURE | 57 |
15101 PRELIMINARIES

15101.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Cr C King declared the meeting open at 3.20pm.

15101.2 OPENING PRAYER

Cr C King led the opening prayer.

15101.3 DISCLAIMER READING

Cr C King
Cr L Butler
Cr G Reid
Cr R Desmond
Cr H Wass
Cr P Waterhouse
Cr L Smith
Cr J Hirsch
Ali Mills – Chief Executive Officer
Peter Money – Manager Corporate Development Services
Deb Barndon – Senior Finance Officer
Christina Laue – Graphic Design Development Officer
Ken Markham – Manager Infrastructure Services

15101.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Nil

15101.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

15101.6 PUBLIC QUESTION TIME

Nil

15101.7 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.

Cr C King declared a Proximity Interest in item 15109.5.2.

15101.8 APPLICATIONS FOR LEAVE OF ABSENCE
Nil

15101.9 CONFIRMATION OF MINUTES
Minutes from Ordinary Council Meeting 17th September 2015 are attached.

<table>
<thead>
<tr>
<th>Council Resolution – Item 15101.9</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council accepts the Minutes from the Ordinary Meeting of the 17th September 2015 as a true and correct record of that Meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Resolution – Item 15101.9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr L Butler</td>
</tr>
<tr>
<td>That Council accepts the Minutes from the Ordinary Meeting of the 17th September 2015 as a true and correct record of that Meeting.</td>
</tr>
<tr>
<td>Carried: 8/0</td>
</tr>
</tbody>
</table>

15101.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

15101.11 PETITIONS / DEPUTATIONS / PRESENTATIONS

15102 CORPORATE AND DEVELOPMENT SERVICES

15102.1 FINANCIAL STATEMENTS – SEPTEMBER 2015

| APPLICANT: SHIRE OF PERENJORI |
| FILE: ADM 0081 |
| DISCLOSURE OF INTEREST: NIL |
| AUTHOR: DEBBY BARNDON-SFO |
| RESPONSIBLE OFFICER: PETER MONEY - MCDS |
| REPORT DATE: 15TH OCTOBER 2015 |
| ATTACHMENTS: MONTHLY FINANCIAL REPORT |

Executive Summary
This item recommends the Council accepts the Financial Activity Statement for the period ending 30th September 2015.

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

Details

Presented is the Financial Activity Statement Report for the period ending 30th September 2015.

The following statements are presented to Council:
- Monthly Summary Information - Charts
- Statement of Financial Activity (Program and Nature & Type) - This provides the budget and actual income and expenditure for operating and non-recurring as well and the closing surplus to date. (FM Reg 34(1))
- Statement of Capital Acquisitions and Capital Funding
- 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.- Explanation of Material Variances
  - Note 3.- Net Current Funding Position
  - Note 4.- Cash & Investments
  - Note 5.- Budget Amendments
  - Note 6.- Receivables
  - Note 7.- Cash Back Reserves
  - Note 8.- Capital Disposals
  - Note 9.- Rating Information
  - Note 10.- Information on Borrowings
  - Note 11.- Grant and Contributions
  - Note 12.- Trust Fund
  - Note 13.- Details of Capital Acquisition

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)
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 MCDS, FO, & MIS.

**Voting Requirements - Simple Majority**

<table>
<thead>
<tr>
<th>Officer Recommendation – Item 15102.1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Council Resolution – Item 15092.1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Moved: Cr L Smith
Seconded: Cr J Cunningham


Carried: 8/0

15102.2 ACCOUNTS FOR PAYMENT – SEPTEMBER 2015

APPLICANT: SHIRE OF PERENJORI
FILE: 1306P
DISCLOSURE OF INTEREST: NIL
AUTHOR: DEBBY BARNDON – SENIOR FINANCE OFFICER
RESPONSIBLE OFFICER: PETER MONEY – MCD5
REPORT DATE: 15TH OCTOBER 2015
ATTACHMENTS: ACCOUNTS FOR PAYMENT

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 30th September 2015 to be confirmed.

Background

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.

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.

Voting Requirements – Simple Majority

Officer Recommendation – Item 15102.2
That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 30th September 2015 as attached to and forming part of this report.

Municipal Account
### Shire of Perenjori

#### Ordinary Council Meeting

**MINUTES**

**15th October 2015**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$370,570.88</td>
</tr>
<tr>
<td>Direct Debits</td>
<td>$104,017.49</td>
</tr>
<tr>
<td>Cheques</td>
<td>$75,914.70</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$3,524.24</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$1,403.57</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$555,430.88</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Account - Shire</td>
<td></td>
</tr>
<tr>
<td>EFT</td>
<td>$20,100.58</td>
</tr>
<tr>
<td>Cheques</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,100.58</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Account – Mt Gibson Public Benefit Funds</td>
<td></td>
</tr>
<tr>
<td>EFT</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cheques</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

**Totalising $575,531.46 from Municipal and Trust Accounts for the month ending 30th September 2015.**

---

**Council Resolution – Item 15102.2**

Moved: Cr H Wass  
Seconded: Cr P Waterhouse

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 30th September 2015 as attached to and forming part of this report.

Carried: 8/0
<table>
<thead>
<tr>
<th>Municipal Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$370,570.88</td>
</tr>
<tr>
<td>Direct Debits</td>
<td>$104,017.49</td>
</tr>
<tr>
<td>Cheques</td>
<td>$75,914.70</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$3,524.24</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$1,403.57</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$555,430.88</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trust Account - Shire</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$20,100.58</td>
</tr>
<tr>
<td>Cheques</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,100.58</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trust Account – Mt Gibson Public Benefit Funds</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cheques</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

*Totalling $575,531.46 from Municipal and Trust Accounts for the month ending 30th September 2015.*

Deb Barndon left the meeting at 3.40 pm.
15102.3 STANDING ORDERS LOCAL LAW

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0279
DISCLOSURE OF INTEREST: NIL
AUTHOR: PETER MONEY – MCDS
RESPONSIBLE OFFICER: PETER MONEY – MCDS
REPORT DATE: 15TH OCTOBER 2015
ATTACHMENTS STANDING ORDERS

Executive Summary
This item recommends that Council adopts the Standing Orders Local Law that has been vetted by the Department of Local Government and submits the local law for gazettal in the Government Gazette.

Background
The Council’s current Standing Orders were gazetted in 2001 and a draft revised local law was presented to the Council in October 2014. This draft document was accepted by the Council for advertising and vetting by the Joint Standing Committee on Delegated Legislation that considers all local laws.

The draft approved by the Council was based on the Shire of Carnamah & model local laws with two clauses carried over from the Shire’s 2001 Standing Orders.

These additions were Clause 6.8 referring to the means of recognising distinguished visitors at Council meetings and Clause 8.5 which explains how the presiding member of a meeting may break down complex motions in order to facilitate clear and unambiguous voting of such complex issues.

The Standing Orders approved by the Council were advertised in accordance with the regulations and have now been fully vetted by an officer of the DLG.

The Shire has been advised of some amendments that are “recommended” for the document but all are administrative and formatting amendments. There are no changes to the context of any of the matters in the document that was approved by the Council.

Accordingly the Council may now adopt the Standing Orders Local Law and submit it for publication in the Government Gazette.

Statutory Environment

Regulation 3 of the Local Government (Functions and General) Regulations 1996

Policy Implications
Nil

Financial Implications
Nil

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

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

Risk Management

The Council risks non-compliance as local laws require review each 8 years. The previous Standing Orders were dated and did not comply with the standards currently expected within local government.

This current document meets all current standards and is based on local law Standing Orders already approved for the Shire of Carnamah.

Consultation
Shire of Carnamah
Department of Local Government

Comment
The Shire of Carnamah is recognized for providing its recently adopted Standing Orders Local Law which made the production of the Shire of Perenjori Standing Orders a much simpler task.

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 15102.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council;</td>
</tr>
<tr>
<td>1. Adopts the Standing Orders Local Law 2015 as attached; and</td>
</tr>
<tr>
<td>2. Submits the Standing Orders Local Law 2015 to the Joint Standing Committee on Delegated Legislation in preparation for publishing in the Government Gazette; and</td>
</tr>
<tr>
<td>3. Provides the signed Explanatory Memoranda material to the Joint Standing Committee on Delegated Legislation as required by the Local Laws Explanatory Memoranda Directions 2010 after the local law is gazetted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Resolution – Item 15102.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr G Reid</td>
</tr>
<tr>
<td>Seconded: Cr J Cunningham</td>
</tr>
<tr>
<td>That Council;</td>
</tr>
<tr>
<td>1. Adopts the Standing Orders Local Law 2015 as attached; and</td>
</tr>
<tr>
<td>2. Submits the Standing Orders Local Law 2015 to the Joint Standing Committee on Delegated Legislation in preparation for publishing in the Government Gazette; and</td>
</tr>
<tr>
<td>3. Provides the signed Explanatory Memoranda material to the Joint Standing Committee on Delegated Legislation as required by the Local Laws Explanatory Memoranda Directions 2010 after the local law is gazetted.</td>
</tr>
<tr>
<td>Carried: 8/0</td>
</tr>
</tbody>
</table>
Executive Summary

1. This item seeks Council’s consideration of the proposed disposal of Lot 17 Chapple Street Latham, reserve 17051 which the Department of Lands (DoL) is proposing with two options being presented.

2. The item also seeks Council’s consideration for re-zoning of the land from “Public purposes primary school” to another zoning on request from Landgate.

Background

The Department of Lands has been advised by the Department of Education that school at Latham is to close and the land is now surplus to its requirements.

The DoL is investigating whether the land can be disposed of and has sought comment from the Shire as the land is zoned for “Public Purposes” in the Town Planning Scheme.

The DoL is also seeking any information on:

- The age of the property;
- Whether any heritage/historical or community groups have shown any interest in the site;
- Whether the Council is aware of any potentially significant evidence of aesthetic, historic, social or scientific value on the property.

It is recommended that Council seek public comment on the proposed disposal by the Department of education and ascertain via public consultation if there is any support for the acquisition of the land.

The Shire would seek public comment through the Community Development Officer and seek suggestions from the community of what uses could be made of the land if it is acquired.

Comment would be provided to the Council with some conceptual costs on any developmental suggestions that might be made. The Shire would be expected to pay for land transfer costs should it choose to acquire the land but this cost would not be excessive.

Alternatively the Council may allow the land to revert to the DoL and avoid any costs which may be a preferred option if there are no suggested uses for the land.
The Shire has received an enquiry from Gray & Lewis Land Use Planners who are acting on behalf of Landcorp and are seeking comment from the Shire on the proposed re-zoning of the reserve 17051 Chapple Street Latham. Currently the site is zone Public purposes for a primary school.

Retaining this zoning would severely restrict future use of the site and the Council now has the opportunity to seek a zoning that may enable some future use of the site given that a future primary school in Latham is unlikely to eventuate.

Gray and Lewis have suggested a Residential zoning but a Rural or Rural Residential zoning would provide for more flexible options especially as there is already unused residential land in the townsite that would be adequate for future residential development.

An extract from the Town Planning Scheme zoning table is attached for Councillors information.

Given that the Council has an option to acquire the land, any such acquisition and re-zoning could be considered in unison.

Should the Council choose to not acquire the land a re-zoning to Rural or Residential Rural could be beneficial in the long term should circumstances arise where some use of the land could be made for example as a private purchase.

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

If the Council was to acquire the land there would likely be minimal cost for the purchase but care and maintenance of any remaining buildings could be substantial and ongoing (should there be any remaining buildings). If the Shire acquired the land fully cleared of buildings ongoing maintenance costs would be minimal.

**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.*

**Risk Management**

The option to acquire the land has some financial risks though minimal through maintenance costs. Alternatively the Council could control the use of the land and should a private acquisition occur in the future this can occur more easily if it is owned by the Shire.

In reference to rezoning the Residential zoning is less flexible that Rural or Rural Residential and to rezone as Residential as suggested by the consultant planners will likely restrict future usage.

**Consultation**

Nil

**Comment**
If public comment is sought it will be necessary advise the community of the potential implications in terms of cost and maintenance of retaining the buildings. It would also be necessary to seek within the comments, what would be the purpose of the keeping of the buildings.

**Voting Requirements – Simple Majority**

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 15102.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>Option 1.</td>
</tr>
<tr>
<td>That Council advises the Department of Lands that it will seek public comment of the possible acquisition of the Latham school site being Reserve 17051, Lot 17 Chapple Street Latham.</td>
</tr>
</tbody>
</table>

Option 2.  
That Council advises the Department of Lands that it has no interest in the acquisition of Latham school site being Reserve 17051, Lot 17 Chapple Street Latham.

2.  
That Council advises Gray & Lewis that it prefers reserve 17051, Lot 17 Chapple Street Latham to be re-zoned Rural.

<table>
<thead>
<tr>
<th>Council Resolution – Item 15102.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr L Smith  Seconded: Cr J Cunningham</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>Option 1.</td>
</tr>
<tr>
<td>That Council advises the Department of Lands that it will seek public comment of the possible acquisition of the Latham school site being Reserve 17051, Lot 17 Chapple Street Latham.</td>
</tr>
</tbody>
</table>

Carried: 8/0

Moved: Cr J Cunningham  Seconded: Cr R Desmond  
That Council Defer option 2

Option 2.  
That Council advises the Department of Lands that it has no interest in the acquisition of Latham school site being Reserve 17051, Lot 17 Chapple Street Latham.

2.  
That Council advises Gray & Lewis that it prefers reserve 17051, Lot 17 Chapple Street Latham to be re-zoned Rural.

Carried: 8/0
**Rural Residential zone**

The Objectives are:

- To encourage development for the purpose of closer settlement on land that is suitable for such a purpose, without impacting on the continued rural operation of adjoining land.
- To ensure that development maintains the rural character of the locality, maintains a high level of amenity and minimises disturbance to the landscape through construction of buildings and structures, clearing, earthworks and access roads.
- To discourage or prohibit development not compatible with the predominantly rural nature and residential amenity of the zone.
- To encourage rural residential subdivision where it is reasonable and economic to provide, or extend, services and facilities.
- To promote and encourage cluster subdivision and other innovative rural residential designs, having consideration for conservation values.
- To ensure the provision of community facilities and emergency services in the vicinity of rural residential developments.
- To encourage the provision of vegetation and fauna corridors and the revegetation of the land to adequately protect any areas or sites of conservation value within the design.
- To encourage rural residential subdivision by permitting a range of lot sizes thereby providing flexibility for subdivision to appropriately recognise any demonstrated special characteristics of the land.
- To ensure the land is provided with road, electricity, communication services and, where appropriate and practical, water services.

**Rural zone**

The objectives are:

- To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.
- To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.
- To protect the land from closer development that would detract from the rural character and amenity of the area.
- To prevent any development that may affect the viability of a holding.
- To encourage small scale, low impact tourist accommodation in rural locations.
- To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.
- To support mining activities where an environmental management plan has been prepared and is acceptable to the Council and EPA.
- To preclude the disposal of material that may be detrimental to the quality of the land.

**TABLE 1 - ZONING TABLE**

4.3.1 The Zoning Table indicates, subject to the provisions of the Scheme, the uses permitted in the Scheme area in the various zones. The permissibility of any uses is determined by cross-reference between the list of use classes on the left-hand side of the Zoning Table and the list of zones at the top of the Zoning Table.

4.3.2 The symbols used in the cross-reference in the Zoning Table have the following meanings —

- **P’** means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.
- **D’** means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.
- **A’** means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4.
- **X’** means a use that is not permitted by the Scheme.
### Shire of Perenjori

#### Ordinary Council Meeting

**MINUTES**

**15th October 2015**

#### ZONES

<table>
<thead>
<tr>
<th>USE CLASSES</th>
<th>RESIDENTIAL</th>
<th>COMMERCIAL</th>
<th>LIGHT INDUSTRY</th>
<th>GENERAL INDUSTRY</th>
<th>TOURIST</th>
<th>RURAL RESIDENTIAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agist or dependent persons dwelling</strong></td>
<td>D</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Carers’ dwelling</strong></td>
<td>X</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Home Business</strong></td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>P</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td><strong>Home Occupation</strong></td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>P</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td><strong>Home Office</strong></td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>P</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td><strong>Home Store</strong></td>
<td>A</td>
<td>D</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td><strong>Park home park</strong></td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Residential towing yard</strong></td>
<td>A</td>
<td>D</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Single House</strong></td>
<td>P</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td><strong>Grouped Dwelling</strong></td>
<td>P</td>
<td>D</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Multiple Dwelling</strong></td>
<td>D</td>
<td>D</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

#### TOURIST AND ENTERTAINMENT

<table>
<thead>
<tr>
<th>USE CLASSES</th>
<th>RESIDENTIAL</th>
<th>COMMERCIAL</th>
<th>LIGHT INDUSTRY</th>
<th>GENERAL INDUSTRY</th>
<th>TOURIST</th>
<th>RURAL RESIDENTIAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amusement park</strong></td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Bed and breakfast</strong></td>
<td>A</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>D</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Camping ground</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td><strong>Caravan park</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Short stay accommodation</strong></td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td><strong>Hotel</strong></td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Motel</strong></td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Tavern</strong></td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

#### COMMERCE

<table>
<thead>
<tr>
<th>USE CLASSES</th>
<th>RESIDENTIAL</th>
<th>COMMERCIAL</th>
<th>LIGHT INDUSTRY</th>
<th>GENERAL INDUSTRY</th>
<th>TOURIST</th>
<th>RURAL RESIDENTIAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Getting agency</strong></td>
<td>X</td>
<td>P</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Cinema/Theatre</strong></td>
<td>X</td>
<td>P</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Consulting rooms</strong></td>
<td>X</td>
<td>D</td>
<td>D</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Convenience store</strong></td>
<td>A</td>
<td>P</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Dry cleaning premises</strong></td>
<td>X</td>
<td>D</td>
<td>D</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Fast food outlet</strong></td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Garage Centre</strong></td>
<td>X</td>
<td>P</td>
<td>D</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Lunch bar</strong></td>
<td>X</td>
<td>P</td>
<td>D</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Market</strong></td>
<td>X</td>
<td>P</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Medical centre</strong></td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Motor vehicle, boat or caravan sales</strong></td>
<td>X</td>
<td>D</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Motor vehicle repair</strong></td>
<td>X</td>
<td>D</td>
<td>P</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Motor vehicle wash</strong></td>
<td>X</td>
<td>D</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Night club</strong></td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Office</strong></td>
<td>X</td>
<td>P</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Plant nursery</strong></td>
<td>X</td>
<td>D</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td><strong>Reception centre</strong></td>
<td>X</td>
<td>P</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Recreational – private</strong></td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>A</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Restaurant</strong></td>
<td>X</td>
<td>P</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Restricted premises</strong></td>
<td>X</td>
<td>D</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Service station</strong></td>
<td>X</td>
<td>D</td>
<td>D</td>
<td>P</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Shup</strong></td>
<td>X</td>
<td>P</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Showroom</strong></td>
<td>X</td>
<td>P</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Trade display</strong></td>
<td>X</td>
<td>D</td>
<td>P</td>
<td>D</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Transport depot</strong></td>
<td>X</td>
<td>X</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Winery</strong></td>
<td>X</td>
<td>D</td>
<td>D</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>

#### OTHER

<table>
<thead>
<tr>
<th>USE CLASSES</th>
<th>RESIDENTIAL</th>
<th>COMMERCIAL</th>
<th>LIGHT INDUSTRY</th>
<th>GENERAL INDUSTRY</th>
<th>TOURIST</th>
<th>RURAL RESIDENTIAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Carpark</strong></td>
<td>D</td>
<td>P</td>
<td>D</td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>D</td>
</tr>
<tr>
<td><strong>Funeral Parlour</strong></td>
<td>X</td>
<td>A</td>
<td>D</td>
<td>P</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Service utility</strong></td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td><strong>Telecommunication Infrastructure</strong></td>
<td>A</td>
<td>D</td>
<td>D</td>
<td>P</td>
<td>D</td>
<td>A</td>
<td>D</td>
</tr>
<tr>
<td>USE CLASSES</td>
<td>RESIDENTIAL</td>
<td>COMMERCIAL</td>
<td>LIGHT INDUSTRY</td>
<td>GENERAL INDUSTRY</td>
<td>TOWNSITE</td>
<td>RURAL RESIDENTIAL</td>
<td>RURAL</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------</td>
<td>------------</td>
<td>----------------</td>
<td>------------------</td>
<td>----------</td>
<td>-------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Veterinary centre</td>
<td>X</td>
<td>A</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>A</td>
</tr>
<tr>
<td>Industry</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Industry – cottage</td>
<td>A</td>
<td>D</td>
<td>D</td>
<td>X</td>
<td>D</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Industry – extractive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>P</td>
<td>X</td>
<td>X</td>
<td>A</td>
</tr>
<tr>
<td>Industry – general</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Industry – hazardous</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Industry – light</td>
<td>X</td>
<td>X</td>
<td>P</td>
<td>D</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Industry – mining</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
</tr>
<tr>
<td>Industry – rural</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>P</td>
<td>A</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Industry – service</td>
<td>X</td>
<td>D</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Industry – Storage</td>
<td>X</td>
<td>D</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Storage</td>
<td>X</td>
<td>D</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Warehouse</td>
<td>X</td>
<td>D</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INDUSTRY</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child care premises</td>
<td>A</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Civic use</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Club premises</td>
<td>A</td>
<td>D</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Community purpose</td>
<td>A</td>
<td>P</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Corrective institution</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Educational establishment</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Exhibition centre</td>
<td>X</td>
<td>D</td>
<td>A</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Family day care</td>
<td>A</td>
<td>D</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Hospital</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Place of worship</td>
<td>A</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Rural</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agriculture – extensive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Agriculture – intensive</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>D</td>
<td>X</td>
<td>X</td>
<td>A</td>
</tr>
<tr>
<td>Agro forestry</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Animal establishment</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>A</td>
<td>X</td>
<td>X</td>
<td>A</td>
</tr>
<tr>
<td>Animal husbandry – intensive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>X</td>
<td>A</td>
</tr>
<tr>
<td>Plantation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>D</td>
</tr>
<tr>
<td>Rural pursuit</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Stockyards</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>A</td>
<td>X</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Wayside stall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>D</td>
<td>X</td>
<td>D</td>
<td>D</td>
</tr>
</tbody>
</table>
Shire of Perenjori

MINUTES

15th October 2015

15102.5 DRAFT SHIRE OF PERENJORI EBA 2015

APPLICANT: SHIRE OF PERENJORI
FILE: ADM
DISCLOSURE OF INTEREST: NIL
AUTHOR: PETER MONEY – MCDS
RESPONSIBLE OFFICER: PETER MONEY – MCDS
REPORT DATE: 15th OCTOBER 2015
ATTACHMENTS DRAFT EBA

Executive Summary
The item recommends that the Council approves the Draft EBA 2015 negotiated with Shire employees.

Background
The current Shire of Perenjori Enterprise Bargaining Agreements (EBA) with its operational services employees expires on the 30th November 2015. In accordance with the Agreement the Shire is required to commence discussions on a new EBA six months prior to the expiry of the current Agreement.

The MCDS and the CEO discussed what would be appropriate in a new EBA in terms of the current financial environment, the downturn in mining developments and the current conditions of employees compared to the market place. The CEO also considered it appropriate and fairer that all employees of the Shire (excluding employees on maximum term contracts) should be included in the new EBA.

The MCDS was tasked with representing the Shire management through the negotiations with the employees and accordingly sought advice from WALGA Workplace Solutions to ensure that correct procedures were followed.

A working group was formed with employee’s representatives and a series of meeting were held with the employee working group and at times with the employees as a whole.

Employees were kept advised of the progress of negotiations through newsletters this being to ensure there were no misinterpretations of the discussions.

On Monday 21st September a meeting was held with the employees and a secret ballot was held and the result was unanimous support for the proposed EBA.

The draft EBA is attached with some additions included by WALGA but the additions are administrative and do not affect the conditions agreed to by the employees not do they have any financial implications for the Shire.

One of the key tests of an EBA is that the employees covered under an EBA must be better off than they would be under an Award. This test is conducted by the Fair Work Commission and I am confident that we comply when the time comes.

The draft EBA will not be limited to the employees at the works depot but will include all employees except those on maximum term (or fixed term) contracts. As such the expanse of the proposed EBA extends to a further 5 employees, some being part time employees. This limits the additional costs which are calculated in the chart below.
In summary the cost variations between the existing Agreement and the proposed Agreement are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Benefit / cost to Shire – per annum</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional week annual leave</td>
<td>-$19,858</td>
<td>This is negotiated as an alternative to the Safety bonus shown below @ $18,360 per annum.</td>
</tr>
<tr>
<td>CPI salary/wage increase</td>
<td>-$16,644</td>
<td>Previous increases have been 4% per annum. It is proposed to limit pay increases to CPI which is around 1.5% and not expected to vary significantly in the future.</td>
</tr>
<tr>
<td>Additional superannuation increased from 5% to 6%</td>
<td>-$1,200</td>
<td>Currently there are only two employees who take advantage of the additional superannuation available. The cost is minimal and is based on no additional employees accepting the offer.</td>
</tr>
<tr>
<td>Uniforms</td>
<td>Unknown</td>
<td>The change in providing uniforms will be from an annual replacement of uniforms (whether they are needed or not) to an as-needed basis. This provided more flexibility and ensures those who need more than the annual allowance are catered for and uniforms are provided only when needed. There will likely be a small saving but the actual amount is unknown.</td>
</tr>
<tr>
<td>Payout of accumulated personal / carers leave</td>
<td>Unknown</td>
<td>Payout of personal leave is not an Award entitlement but is included in the existing EBA. The conditions have been modified to less generous than the previous EBA and will only apply when an employee retires or resigns. The new clause complies with the limitations of the Local Government Act. It is not costed as it unknown how many employees will be affected by retirement or resignation.</td>
</tr>
<tr>
<td>Additional public holidays Easter Monday and January 2nd</td>
<td>-$2,500</td>
<td>This clause exists in the current EBA and will only affect a few employees not currently included in the existing EBA.</td>
</tr>
<tr>
<td>Healthcare</td>
<td>Unknown</td>
<td>This will depend on what is eventually implemented but healthcare programmes are also supported financially by our insurers LGIS.</td>
</tr>
<tr>
<td>Safety bonus</td>
<td>$18,360</td>
<td>The deletion of this clause is a cost saving to the shire and the total shown is the maximum that would be paid if there were no accidents during the year which would reduce total sum paid out.</td>
</tr>
</tbody>
</table>
Shire of Perenjori  
Ordinary Council Meeting  
MINUTES  
15th October 2015

Statutory Environment
Nil

Policy Implications
Nil

Financial Implications
The 2014/2015 budget was prepared with a 4% increase allowed for the outside employees. This will now not occur so there will be an under expenditure even allowing for the few additional inside employees who will receive a CPI increase under this agreement.

Strategic Implications
Area 5: Investing in Council’s 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.

Risk Management
If the Shire does not reach agreement with its employees on an EBA, the current EBA continues in its entirety until such time as a new EBA is negotiated. This does not include wage increases.

The proposed EBA does not place any unsustainable financial risk on the Shire but improves the working conditions of the employees and works towards making the Shire an employer of choice, which ultimately attracts better employees.

Consultation
CEO
Workplace Solutions (WALGA)
Employee working group
Employees

Comment
Through the series of meetings with employees the discussions have been productive and the initial reluctance to dispose of the safety bonus system was overcome with the proposed additional leave. The safety bonus system is not favoured by employee organisations as it can encourage non-reporting of incidents and near misses.

This proposed EBA will benefit employees in terms of being more employee friendly with the additional leave and improvements in healthcare programmes (supported by LGIS) without affecting any of the other benefits already paid to employees.

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 15102.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council approves the draft <em>Shire of Perenjori Enterprise Bargaining Agreement 2015</em> and agrees to implementation effective from 1st December 2015 subject to the document being approved by the Fair Work Commission.</td>
</tr>
</tbody>
</table>
Shire of Perenjori
Ordinary Council Meeting
MINUTES
15th October 2015

Council Resolution – Item 15102.5

Moved: Cr L Butler
Seconded: Cr H Wass

That Council approves the draft Shire of Perenjori Enterprise Bargaining Agreement 2015 and agrees to implementation effective from 1st December 2015 subject to the document being approved by the Fair Work Commission.

Carried: 8/0

15102.6 FUNDING FOR MAJOR REPAIRS AT THE CARAVAN PARK

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0176
DISCLOSURE OF INTEREST: NIL
AUTHOR: PETER MONEY – MCDS
RESPONSIBLE OFFICER: PETER MONEY – MCDS
REPORT DATE: 15TH OCTOBER 2015
ATTACHMENTS NIL

Executive Summary
This item recommends that Council approves the transfer of $20,000 from Reserve 2006 Caravan Park Village Maintenance for repairs to the sewerage system in the Caravan Park and increases the budget for account 13194 Caravan Park Capital by $25,000.

Background
The sewerage system in the Park has been failing periodically and recent inspections have revealed the system has not been functioning effectively for some time.

Discussions with a system supplier indicate that major repairs are required which initially includes:

• Assessment of the effectiveness of the existing filtering system;
• Replacing three pumps;
• Replacing at least one holding tank;
• Installing an additional holding tank to cater for peaks in loads;
• Replacing the irrigation system with a system that meets current standards.

The total cost of repairs is not yet known and will be assessed within 1 – 2 weeks but will be in the vicinity of $45,000.

As the accommodation village feeds into this system it is considered that some of the funds from the reserve for the Village can be used to repair the sewerage system, being $20,000.

The remaining funds of $25,000 will come from account 13194 Caravan Park Capital by increasing the budgeted sum from $56,000 to $81,000. Account 13194 was established with funds budgeted for capital repairs to the chalets, old ablution building, and extensions to the fire hoses.

Statutory Environment
Section 6.11 of the Local Government Act does not apply in this situation as utilising funds from Reserve 2006 Caravan Park Village Maintenance is justified as the Village links directly to the sewerage system and without a functioning sewerage system the village could not function.

Policy Implications
Nil

Financial Implications
The cost is expected to be about $45,000 and this will be confirmed after inspection and a quotation is provided by the system provider.

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.

Risk Management
Currently there is a potential serious health risk with the existing system not functioning as it should. There are likely to be further system failures that could create a situation where the Park would have to close until the system is repaired. This would result in lost income – and the repair costs could increase.

Carrying out essential repairs and probably increasing the capacity of the system now, will reduce the likelihood of a major failure and increasing the system capacity will alleviate future problems when the park is at capacity.

Consultation
Building maintenance Officer
Aquarius Wastewater Management
CEO

Comment
The additional funds budgeted in account 13194 for capital works in the park can be utilized in this more urgent situation. The greater than expected carry forward funds from 2014/2015 should ensure sufficient funds are available for all these works.

Voting Requirements – Absolute Majority

Officers Recommendation – Item 15102.6
That Council approves the transfer of $20,000 from reserve account 2006 Caravan Park Village Maintenance to Caravan Park Capital 13194 and increases the budgeted sum of account 13194 by $25,000 to $81,000 for the purpose of funding repairs to the sewerage system in the Caravan Park.

Council Resolution – Item 15102.6
Moved: Cr L Smith  Seconded: Cr J Cunningham
That Council approves the transfer of $20,000 from reserve account 2006 Caravan Park Village Maintenance to Caravan Park Capital 13194 and increases the budgeted sum of account 13194 by $25,000 to $81,000 for the purpose of funding repairs to the sewerage.
system in the Caravan Park.

Carried: 8/0

15103 INFRASTRUCTURE SERVICES

15103.1 ROAD MAINTENANCE SEPTEMBER 2015

APPLICANT: SHIRE OF PERENJORI
FILE: R999
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
REPORT DATE: 15TH OCTOBER 2015
ATTACHMENTS MAP

Executive Summary
This item seeks Council’s acceptance of the road maintenance report for September 2015.

Background
Listed are the roads graded in for the month of September.
Settlement Road Stan Cannon Road
Malcolm Road Baxter Road
Odea Road Bob Kings Road
Koolanooka Road Spencer Road
Barwick Road Rayner Road
Old Perth Road Griffiths Road
Keegan Road North Road
Lochada Road Solomon Road
Moriarty Road Old Mullewa Road

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
As per road maintenance budget

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
Roads graded for September have included harvest routes. A contractor has assisted with the works.

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Committee Recommendation – Item 15103.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the road maintenance report for September 2015 be accepted as presented.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Resolution – Item 15103.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr L Smith</td>
</tr>
<tr>
<td>Seconded: Cr P Waterhouse</td>
</tr>
<tr>
<td>That the road maintenance report for September 2015 be accepted as presented.</td>
</tr>
<tr>
<td>Carried: 8/0</td>
</tr>
</tbody>
</table>

Ali Mills left the meeting at 3.51 pm.
Ali Mills and Christina Laue entered the meeting at 3.52 pm.

### 15103.2 ROADS TO RECOVERY ALLOCATIONS

**APPLICANT:** SHIRE OF PERENJORI  
**FILE:** ADM 0097  
**DISCLOSURE OF INTEREST:** NIL  
**AUTHOR:** KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES  
**RESPONSIBLE OFFICER:** KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES  
**REPORT DATE:** 15TH OCTOBER 2015  
**ATTACHMENTS** NIL

**Executive Summary**

This item seeks Council’s endorsement for the inclusion of increased allocations from Roads to Recovery funding in the Annual Budget for the 2015-16 financial year.

**Background**

The Federal Government has advised that the allocations for 2015/16 and 2016/17 Roads to Recovery have been increased due to the reintroduction of the fuel excise.

The Perenjori Shire’s initial allocation for 2015/16 was already doubled to $776,600 when the 2015/16 budget was set and the additional funding has meant the overall amount has been increased to $1,109,787. This equates to an increase of $333,187.

As per correspondence received, it is the intention that Council’s spend their new allocation in the year it is intended, and we have been asked to budget to spend the allocation accordingly.

It is anticipated by Roads to Recovery that Council’s will list their remaining projects for 2015/16 as part of the October quarterly reporting.

Council’s Manager of Infrastructure Services has assessed possibilities which won’t require significant labour resources from our own staff and identified two potential projects that would justify the expenditure, enabling the allocation to be spent in this financial year with minimal impact or increase in work load. There is a need for the widened section of North road to be resealed. This is eight kilometres long and the other project is to seal widen Bunjil North East road which is currently in the budget under Roads to Recovery to gravel widen the shoulders.

Both projects would involve a minimal amount of extra time to carry out so as not to impact on the existing works program.

At the time of writing this report a response from Roads to Recovery regarding the Bunjil North East project has not been received. It is unknown whether we are able to increase on the existing project or submit a new one for the proposed works.

**Statutory Environment**
Shire of Perenjori  
Ordinary Council Meeting  
MINUTES  
15th October 2015

Local Government Financial Regulation 1996, Section 6.2, Annual Budget, Unbudgeted expenditure

Policy Implications

Purchasing Policy will be applied as per normal procurement methods.

Financial Implications

An increased expenditure of $333,187 to the 2015-16 Road Program Budget from Roads to Recovery funding, which will be offset by additional income.

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.

Risk Management

Consultation

Plant and Works Committee
CEO
Allan Chisholm- Roads to Recovery – Pending response

Comment

By allocating the increased expenditure on the two identified projects, we will be carrying out works that have been projected to happen in future years, with the North road resealing project already pushed out a year due to budget constraints.

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 15103.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. That Council endorses the budget inclusion of the increased allocations from Roads to Recovery for the 2015-16 financial year.</td>
</tr>
<tr>
<td>2. That Council endorses the expenditure of the increased allocations from Roads to Recovery for 2015-16 on the two projects identified, being North road reseal and Bunjil North East road seal widening.</td>
</tr>
<tr>
<td>3. If the proposed project for Bunjil North East road is not acceptable by Roads to Recovery, then an item will be represented to Council for endorsement of another project.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 15103.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr G Reid</td>
</tr>
<tr>
<td>1. That Council endorses the budget inclusion of the increased allocations from Roads to Recovery for the 2015-16 financial year.</td>
</tr>
<tr>
<td>2. That Council endorses the expenditure of the increased allocations from Roads to Recovery for 2015-16 on the two projects identified, being North road reseal and</td>
</tr>
</tbody>
</table>
Bunjil North East road seal widening.

3. If the proposed project for Bunjil North East road is not acceptable by Roads to Recovery, then an item will be represented to Council for endorsement of another project.

Carried: 8/0

15104 GRAPHIC DESIGN DEVELOPMENT OFFICER

15104.1 YARRA YARRA CATCHMENT MANAGEMENT GROUP WORKSHOP – REQUEST FOR WAIVER OF FEES

APPLICANT: NACC
FILE: ADM 0047
DISCLOSURE OF INTEREST: NIL
AUTHOR: CHRISTINA LAUE - CDO
RESPONSIBLE OFFICER: CHRISTINA LAUE - CDO
REPORT DATE: 15TH OCTOBER 2015
ATTACHMENTS NIL

Executive Summary
This item seeks the support of Council to waive the fees for the Yarra Yarra Catchment Management Group for use of the Sports Pavilion on Thursday 22nd of October for the conduct of a community workshop.

Background
NACC has submitted a letter with the workshop description and proposals to hire the Sports Pavilion of the Shire for a seed collection and identification workshop.

The purpose of the workshop is to gain a greater understanding and appreciation of native flora, and ability to identify the different plant families as well as confidence to use knowledge to collect seed for their own revegetation works either on large properties or for the backyard.

The workshop is run by Julie Firth, Fiona Falconer and Angela Waters, who have plenty of experience and knowledge in nursing, flora and fauna. The one day workshop is funded through an Australian Government Community Environment Grant and free of charge for the whole community.

Council is asked to consider a waiving at the fees which would be valued at $120.

The Shire of Perenjori has established a Donations Policy which assists with the assessment of such requests. The Policy states:

*Council is committed to building strong and resilient communities in Perenjori and to maximising social wellbeing for all citizens. One means of achieving these goals is to provide assistance being financial or in kind in the form of donations to individuals and groups to help develop leadership skills, increase community participation in civic life and address identified social issues.*
The criteria are as follows:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>YARRA YARRA CATCHMENT MANAGEMENT GROUP WORKSHOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>The status of the applicant organisation (e.g. charity, not for profit).</td>
<td>Not for Profit</td>
</tr>
<tr>
<td>The numbers of people benefiting</td>
<td>Open to whole community, approx. 25</td>
</tr>
<tr>
<td>The availability of the event, service to the community.</td>
<td>Open to all, no charge</td>
</tr>
<tr>
<td>The alignment of the event, service or activity with Council’s philosophies and strategic direction.</td>
<td>Very applicable and relates to Strategy Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment</td>
</tr>
<tr>
<td>The perceived benefit of the event or activity to the Perenjori community</td>
<td>Very applicable and accessible, would expect much interest and benefit of this practice.</td>
</tr>
<tr>
<td>Alternative funding sources that may be applicable.</td>
<td>Nil other than own, none known</td>
</tr>
<tr>
<td>Contribution to the event or activity made by the applicant organisation or individual/s.</td>
<td>Organisation covers all other operational costs including staff/presenters</td>
</tr>
<tr>
<td>Commitment to acknowledgement of the Shire of Perenjori</td>
<td>Shire to be acknowledged as a sponsor</td>
</tr>
</tbody>
</table>

**Statutory Environment**

S6.12 Subject to subsection (2) and any other written law, a local government may –
(a) when adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money;
(b) waive or grant concessions in relation to any amount of money; or
(c) write off any amount of money, which is owed to the local government.

**Policy Implications**

Donations Policy

**Financial Implications**

An amount of $120 is estimated for the Pavilion.

**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.

**Risk Management**

The risks with supporting this request include:
- Setting a precedence where others can expect the same

The risks with not supporting this request include:
- Event doesn’t take place
- Community upset with lack of support

Consultation
Lizzie King

Comment
Initially the room at the telecentre was booked, and as the grant money had to be spent before the end of June. In view of unexpected local enthusiasm, the room is considered too small for the event and would be better held at the Sports Pavilion.

Voting Requirements – Absolute Majority

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 15104.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. That Council supports the request from the Yarra Yarra Catchment Management Group to waive costs of $120 for hiring the pavilion for the community workshop to be held on the 22nd October 2015.</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>2. That Council doesn’t support the request from the Yarra Yarra Catchment Management Group to wave fees of $120 for hiring the pavilion for the community workshop to be held on the 22nd October 2015.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Resolution – Item 15104.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr L Smith</td>
</tr>
<tr>
<td>1. That Council supports the request from the Yarra Yarra Catchment Management Group to waive costs of $120 for hiring the pavilion for the community workshop to be held on the 22nd October 2015.</td>
</tr>
<tr>
<td>Carried: 8/0</td>
</tr>
</tbody>
</table>

15104.2 REQUEST TO WAIVE FEES FOR THE PAVILION

| APPLICANT: | KAROLYN MASON – LEUKAEMIA FOUNDATION |
| FILE: | ADM 0047 |
| DISCLOSURE OF INTEREST: | NIL |
| AUTHOR: | PETER MONEY – MCDS |
| RESPONSIBLE OFFICER: | PETER MONEY – MCDS |
| REPORT DATE: | 15TH OCTOBER 2015 |
| ATTACHMENTS | NIL |

Executive Summary
This item seeks Council endorsement for the waiving of fees for the hire of the Pavilion for Friday 9th October for use by the Leukaemia Foundation.

Background
Local volunteers requested the use of the pavilion for a fund raising function for the Leukaemia Foundation. Generally the local volunteers would make an earlier request for waiving of the fees but the chief organiser has been out of the country and this request has come too late for pre Council approval.

The function is held to raise funds for a charitable cause and also provides the opportunity for people to gather and remember those suffering from and lost to leukaemia.

In anticipation of Council approval the CEO has agreed to waive the fees for this event.

**Statutory Environment**

S6.12 Subject to subsection (2) and any other written law, a local government may

- (a) when adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money;
- (b) waive or grant concessions in relation to any amount of money; or
- (c) write off any amount of money, which is owed to the local government.

**Policy Implications**

Donations Policy 1011

**Financial Implications**

If approved the Shire would not receive the $180 fee.

**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.*

**Risk Management**

There are no financial risks if this was to be approved. The loss of income to the Shire is minimal and having the Shire show its support for community events that benefit the local and wider community demonstrates that the Council is sympathetic to the efforts of the local community.

**Consultation**

Karolyn Mason

**Comment**

Nil

**Voting Requirements – Absolute Majority**

**Officers Recommendation – Item 15104.2**

That Council endorses the action of the CEO in agreeing to waive the fee of $180 for the pavilion hire by the Leukaemia Foundation.

**Council Resolution – Item 15104.2**

Moved: Cr J Cunningham  
Seconded: Cr P Waterhouse
Shire of Perenjori  
Ordinary Council Meeting  
MINUTES  
15th October 2015

That Council endorses the action of the CEO in agreeing to waive the fee of $180 for the pavilion hire by the Leukaemia Foundation.

Carried: 8/0

Christina Laue left the meeting at 4.01 pm.

15105 GOVERNANCE

15105.1 PERENJROI BUSINESS INCUBATOR (PBI)

APPLICANT: SHIRE OF PERENJROI  
FILE: ADM 0420
DISCLOSURE OF INTEREST: NIL  
AUTHOR: ALI MILLS -CEO
RESPONSIBLE OFFICER: ALI MILLS -CEO  
REPORT DATE: 15TH OCTOBER 2015
ATTACHMENTS INFORMATION PACKAGE AND PROMOTIONAL FLYER

Executive Summary
This item seeks Council’s endorsement of the Perenjori Business Incubator Information package 2015.

Background
The objective of the Perenjori Business Incubator project is to provide an environment for the development of entrepreneurs in the mid-west region to either commence or expand their business within the Shire of Perenjori. These businesses will have access to support networks and business opportunities in partnership with mining companies, agricultural businesses and services in addition to the local community.

The Perenjori Business Incubator Centre will be supportive of current community members who wish to bring their services out from the backyard shed or kitchen table and onto the street within our business district. The Incubator centre environment will enable opportunities for these businesses to grow with the confidence that they have a supportive team which will work with them to develop;

- Business Management Plans
- Networks with potential business partners
- Opportunities for growth & expansion
- Funding guidance

AIMS
1) Development of up to 12 business units in a three (3) stage approach at the site of the old shire depot of different sizes to cater for the needs of multiple business types
2) Increase business services available to the community & industry located within the region
3) Increased employment opportunities
4) Increased business diversity
5) Increased confidence within our community through higher levels of service access and availability

As construction of the first three units are near completion the marketing and promotion of the PBI and details associated with access, costs and tenancy needs to be determined. The information pack provides much of this information to enable potential businesses to make informed decisions.

The incubator will be marketed for start-up, emerging or home-based businesses that have a capacity and willingness to expand with the following businesses being sought after:

- Auto electrician,
- Carpenter;
- Welder
- Plumber
- Builder

**Fees and Charges**

The following fees are proposed for to assist with attracting new businesses to take up this opportunity, providing very low rates for the start-up and gradually increasing over a two year period to cover costs:

<table>
<thead>
<tr>
<th>FIRST 6 MONTHS</th>
<th>AFTER 6 MONTHS TO 12 MONTHS</th>
<th>BEYOND 12 MONTHS</th>
<th>BEYOND 2 YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50 PER WEEK</td>
<td>$100 PER WEEK</td>
<td>$150 PER WEEK</td>
<td>$200 PER WEEK</td>
</tr>
</tbody>
</table>

**Statutory Environment**

Council is required to set Fees and Charges which are normally adopted with the Annual Budget each year. As a new initiative the Fees and Charges for the PBI need to be set by Council before marketing and operations.

**s6.16(1)** A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

**Policy Implications:**

Nil

**Financial Implications:**

The current budget has an income expectation of $5000, and an expenditure amount of $15,000.

**Strategic**

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.

**Risk Management**
The information package, fees and charges are responding to the current economic climate offering very cheap rates and a supportive environment. Without offering these it would be very difficult to attract new business.

Consultation
Business

Comment
Nil

Voting Requirements – Absolute Majority

**Officers Recommendation – Item 15105.1**

That Council:

1. Approve the Business Incubator Information package for 2015 including the fees and charges for 2015/16 as:

<table>
<thead>
<tr>
<th>FIRST 6 MONTHS</th>
<th>AFTER 6 MONTHS TO 12 MONTHS</th>
<th>BEYOND 12 MONTHS</th>
<th>BEYOND 2 YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50 PER WEEK</td>
<td>$100 PER WEEK</td>
<td>$150 PER WEEK</td>
<td>$200 PER WEEK</td>
</tr>
</tbody>
</table>

2. Review the fees and charges annually in conjunction with the annual budget process.

**Council Resolution – Item 15105.1**

Moved: Cr J Cunningham  
Seconded: Cr H Wass

That Council:

3. Approve the Business Incubator Information package for 2015 including the fees and charges for 2015/16 as:

<table>
<thead>
<tr>
<th>FIRST 6 MONTHS</th>
<th>AFTER 6 MONTHS TO 12 MONTHS</th>
<th>BEYOND 12 MONTHS</th>
<th>BEYOND 2 YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50 PER WEEK</td>
<td>$100 PER WEEK</td>
<td>$150 PER WEEK</td>
<td>$200 PER WEEK</td>
</tr>
</tbody>
</table>

4. Review the fees and charges annually in conjunction with the annual budget process.

Carried: 8/0
Executive Summary

The purpose of this report is to:

(a) Appoint the Shire of Perenjori Bush Fire Control Officers, pursuant to Section 38 of the Bush Fires Act 1954;
(b) Appoint the Chief Fire Control Officer and Deputy Chief Bush Fire Control Officer, pursuant to Section 38 of the Bush Fires Act 1954;
(c) Appoint the Fire Weather Officer, pursuant to Section 38 of the Bush Fires Act 1954; and
(d) to receive the minutes from the recent Bush Fire Advisory Committee meeting.

Background

The Shire of Perenjori Appoints Officers on an annual basis to ensure adequate resources are available throughout the year.

A Shire of Perenjori, Bush Fire Advisory Committee was held on the 7th October 2015 where nominations were called, received and accepted for the positions required.

Similar to the CBFCO a person appointed to this role should have a good understanding of the role of FCO and fire behaviour in this district.

Statutory Environment:

Section 38 (1) of the Bush Fires Act 1954 states as follows

A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

Section 38 (1) of the Bush Fires Act 1954 states as follows

(c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.

(h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be
burnt is situated, is “extreme” or “very high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.

(i) This subsection does not authorise the burning of bush during the prohibited burning times or within the defined area during a bush fire emergency period.

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.

Risk Management
It is a requirement to have appointed officers and would leave the Shire very exposed without such responsible people in place to attend to matters as they arise.

Consultation
Bush Fire Advisory Committee

Comment
Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 15105.2

That Council;

1. Appoint the following Officers for the 2015/16 year:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Bush Fire Control Officer</td>
<td>John Bensdorp</td>
</tr>
<tr>
<td>Deputy Chief Bush Fire Control Officer</td>
<td>Ali Mills</td>
</tr>
<tr>
<td>Fire Control Officers</td>
<td>John Bensdorp</td>
</tr>
<tr>
<td>Fire Weather Control Officers</td>
<td>Ali Mills, Peter Waterhouse, Phil Page, Ken Markham, Rick Ryan, John Bensdorp, Peter Waterhouse</td>
</tr>
</tbody>
</table>

Council Resolution – Item 15105.2

Moved: Cr G Reid  
Seconded: Cr H Wass

That Council;

1. Appoint the following Officers for the 2015/16 year:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Bush Fire Control Officer</td>
<td>John Bensdorp</td>
</tr>
<tr>
<td>Deputy Chief Bush Fire Control Officer</td>
<td>Ali Mills</td>
</tr>
<tr>
<td>Fire Control Officers</td>
<td>John Bensdorp</td>
</tr>
<tr>
<td></td>
<td>Ali Mills</td>
</tr>
<tr>
<td></td>
<td>Peter Waterhouse</td>
</tr>
<tr>
<td></td>
<td>Phil Page</td>
</tr>
<tr>
<td></td>
<td>Ken Markham</td>
</tr>
<tr>
<td></td>
<td>Rick Ryan</td>
</tr>
<tr>
<td>Fire Weather Control Officers</td>
<td>John Bensdorp</td>
</tr>
<tr>
<td></td>
<td>Peter Waterhouse</td>
</tr>
</tbody>
</table>


Carried: 8/0
Bush Fire Advisory Meeting

MINUTES

Tuesday 18th September 2014 at 4.30pm

1. Attendance
   Present
   Ali Mills - CEO
   Ken Markham – MIS
   Rick Ryan - Community Emergency Service Manager
   Cr Peter Waterhouse
   John Bensdorp

   Apologies
   Brian Campbell
   Phil Page

2. Call for Nominations for positions
   4.1 Chief Bush Fire Control Officer

   Cr Peter Waterhouse nominated John Bensdorp, Ali Mills Seconded, John Bensdorp accepted.

   2.2 Deputy Chief Bush Fire Officer

   John Bensdorp nominated Ali Mills, Peter Waterhouse seconded, Ali Mills accepted.

   2.3 Fire Weather Control Officer

   For Perenjori John Bensdorp
   For Latham Peter Waterhouse

   2.4 Fire Control Officers

   It was agreed all trained officers would be Fire Control Officers and Permit Issuers.

   Ali Mills
Shire of Perenjori

Ordinary Council Meeting

MINUTES

15th October 2015

John Bensdorp
Ken Markham
Robbie Green
Phil Page
Rick Ryan
Brian Campbell (once training as been completed)

3. Schedule Future Meetings
A discussion took place as to when would be best for the Bush Fire Advisory Meetings. It was agreed that there should be a pre and post-harvest meeting.

Pre-Harvest Meeting – After the Council Meeting in October

Post-Harvest Meeting – After Council Meeting 20th February 2013

4. Training Needs
Rick Ryan will look into Fire Control Officer training for Brian Campbell to attend. **Action - Rick Ryan**

Rick Ryan will arrange training for Shire crews, due to number of new staff, offering an Introduction to Bush Fire Fighting with a sausage sizzle and drinks after training at the Perenjori Fire Shed.

**Action - Rick Ryan**

5. Updates for this Fire Season, Latham and Perenjori
Dates were confirmed for prohibited Burning (31st January) and restricted burning to commence 1st October.

It was requested that a SMS was sent to all making people aware of the 1st October 2014 as the commencement of the restrictive fire period.

**Action – Ali Mills**

Rick Ryan has been working on fridge magnets providing local emergency phone numbers. This will be funded by the Shire and distributed to all residents.

6. Christmas Break – Getting Ready and Contacts
Rick Ryan will follow-up on this and Ken Markham will be gathering together all Shire workers who are available over the Christmas Period. **Action – Ken Markham.**

7. General Business
Servicing of the Perenjori Truck was raised, with Ken Markham to follow-up. **Action Ken Markham.**

**Fire Breaks**
Rick Ryan and Peter Smith are carrying out inspections soon.
Need permanent poles to put up Fire break signage.

A weather/fire indicator sign has been purchased and will be placed in a visible spot close to Shire Admin to ensure it is altered as required.

8. Closure
John Bensdorp closed the meeting at 5.33pm.

**15105.3 WORKFORCE DEVELOPMENT PLAN REVIEW – 2015**

<table>
<thead>
<tr>
<th>APPLICANT:</th>
<th>SHIRE OF PERENJORI</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE:</td>
<td>ADM 0398</td>
</tr>
<tr>
<td>DISCLOSURE OF INTEREST:</td>
<td>NIL</td>
</tr>
<tr>
<td>AUTHOR:</td>
<td>ALI MILLS -CEO</td>
</tr>
<tr>
<td>RESPONSIBLE OFFICER:</td>
<td>ALI MILLS -CEO</td>
</tr>
<tr>
<td>REPORT DATE:</td>
<td>15TH OCTOBER 2015</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td>INTEGRATED WORKFORCE PLAN UPDATED 2015</td>
</tr>
</tbody>
</table>

**Executive Summary**

This item seeks Council’s acceptance of the review of the Workforce Development Plan 2015, acknowledgement of the importance of the plan and improvements, surety of adequate annual budget allocation.

**Background**

This workforce plan project has been established to further address the integrated planning requirements of the Local Government Act 1995 S5.561 and associated Regulations which require that local governments:

- Develop a Strategic Community Plan that links community aspirations with the Council’s long term strategy
- Have a corporate business plan linking to long term financial planning that integrates asset management, workforce planning and specific Council plans (Informing Strategies) with the Strategic Plan.

Regulation changes were gazetted in August 2011, with full compliance required by 30 June 2013.

The Shire had completed a workforce plan which meets and exceeds the basic level regulatory requirements. While some of the strategies have been carried out, it has not yet become a fully communicated plan thus is an integral part of workforce planning and people management in the Shire.

This has been a reasonably common finding across WA in smaller Shires with limited resources or skills in integrated planning and reporting.

In June 2014 the Department of Local Government and Communities offered grants to Shires that had not previously been funded to resource workforce planning activities. As a result of a successful grant application of $25,000 a project had been developed to review the current
Shire of Perenjori

Ordinary Council Meeting

MINUTES 15th October 2015

plan, address gaps and omissions and to build culture and capacity within the Shire to implement, integrate and sustain workforce planning affordably into the future.

LG People and Left of Centre Concepts have been contracted using the grant funds with the following approach being undertaken:

Phase One
- Review of the current organisational structure, workforce demographics and costs, the internal environment and employment trends to establish a baseline.
- Update of the external of the conditions in which the plan is being implemented
- Review of roles and responsibilities, position description format, current KPI development and performance appraisal processes.
- Review of current WFP strategies and progress towards them in the last financial year.

Phase Two
- Review of the updated Community Strategic and Corporate Plan, and the Long Term Financial Plans (in relation to key goals, organisational objectives and employment related costs.
- Review of any regional commitments / initiatives
- Gap analysis to determine capacity, capability or risk factors that may impact on the Shire being able to deliver the required services and functions in a timely and affordable manner.
- Determination of areas of external influence that may require strategies to be developed to minimise their impact
- Determination of priorities and timeframes of the Strategic Community Plan
- Review of current Corporate Plans or Plans for the Future to determine ongoing or outstanding activities.
- Determination of services delivered across all divisions

Phase Three
- Update / development of recommended strategies to address present and future workforce needs identified in the Strategic Community Plan and Corporate Plan.
- Risk assessment of strategies to support prioritisation and resourcing
- Determination of potential costs and budget implications
- Development of resourcing strategies
- Determination of WFP Outcome and Performance Measures
- Update of Organisational Charts in consultation with Key Personnel
● Desktop publication of the Plan

● Implementation plan development

● Support for presentations to Elected Members and staff

● Process and timeline developed for implementation of the plan to include actions and accountabilities

● Process, timelines and responsibilities developed for monitoring of outcomes and performance measures

● Determine process to ensure sustainability of the workforce planning culture and reduction of workforce risk factors into the future.

The following has been extracted from the final reviewed report and has been identified for future attention:

SUMMARY AND MOVING FORWARD WITH THE WORKFORCE PLAN

2014/15 WORKFORCE PLANNING ACTIVITIES

Over the last financial year through the support of consultants engaged as a result of grant funding being made available through the Department of Local Government and Communities there has been extensive consultation and engagement with management and staff to achieve the following outcomes.

HR Policies and Procedures review and identification of gaps and omissions
2013 staff survey review and update survey carried out 2015
Roles and tasks matrix of staff compiled and outcomes used to update all position descriptions
Succession planning review carried out and key issues identified.
Update of performance appraisal process to accommodate workforce plan and training needs
Development of formal training register and procedures to populate it.
Development of Employee Manual commenced.
Governance Manual draft compiled
Council briefing re Integrated planning and the role of the Workforce Plan
Update of Workforce Plan
Integration of updated workforce plan into other strategic and informing plans in progress.

WORKFORCE PLANNING ACTIVITIES RECOMMENDED FOR 2015-2017

Strategies for the remainder of the term of this workforce plan are to complete the development and implementation of the employee manuals, governance manual, identified gaps and omissions in HR policy and procedure, and integration of the
workforce plan into other plans of the Integrated Planning and Reporting Framework. All work will be absorbed within current roles and budget.

**EMPLOYEE REMUNERATION AND RETENTION STRATEGY (REWARD AND RECOGNITION)**

Assessment of total compensation implication
Mapping total compensation strategy into objectives & policies
Strategy implementation stages identified
Monitor and Review process mapped

**RECRUITMENT AND SELECTION POLICY**

Development of a Position Justification Form
Review or development of a Job Description Form
Assessment and determination of the salary level
Creation of the vacancy package
Advertisement internally and externally
Application management and shortlisting
Conducting the interview
Communication with applicants
Interview folder cover page completion
Background and references check
Panel selection report
Pre-employment medical / physical review
Letter of offer, letter of employment contract and New Employee Starter Pack
Start date and Orientation & Induction training
Recruitment and selection data recording processes outlined
Recruitment and selection reporting processes outlined

**TRAINING AND DEVELOPMENT POLICY**

Identifying Employee Training Needs (and skills audit)
Planning and Record Keeping
Prioritising Training
Training priority and funding model
Skills and Knowledge Management
Monitor and Review processes outlined

**SUCCESSION PLAN**

Identification of key positions
Identification of competency, skills and success factors of identified positions
Assessment of current organisational strength
Design and implementation of succession strategies with milestones and key performance indicators determined
Costing and budgeting of strategies
Monitoring and evaluation of outcomes

EXIT MANAGEMENT STRATEGY
Employee Exit Management Strategy, Objectives and Responsibilities Identified
Exit Interview
Letter of Employment Termination (with notice)
Employee Exit Questionnaire
Employee Pre-exit Checklist
Letters of Acknowledgement of Resignation
Letter of Employment Termination (with notice)
Letter of First/Second Warning
Final Warning Letter
Letter of Unsuccessful Probationary – Termination of Employment
Letter of Termination – Summarily Dismissal/Serious Misconduct
Record of Meeting with Employee
Letter of Termination of Employment (Redundancy)
Employee Exit Spreadsheet

PERFORMANCE APPRAISAL POLICY
Performance Appraisal & Development Plan
Performance Appraisal Rating Scale
Performance Appraisal Interview Checklist
Employee Performance Appraisal Questionnaire
Employee Performance Appraisal Questionnaire
Action and Development Plan
Annual Performance Appraisal Outcome Summaries
Employee Probationary Review Form
Performance Appraisal Letters Templates

Statutory Environment
Local Government Act 1995 S5.561 and associated Regulations

Policy Implications:
Nil

Financial Implications:
Further allocation of funds will be required in annual budgets to ensure the plan continues to be implemented.

**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.

**Risk Management**
Risks are being minimised with the adoption of the reviewed plan, ensuring adequate policies and procedures are in place and are being practiced by all levels of staff. Not accepting the plan would leave the organisation open to much interpretation and a very ad hoc approach.

**Consultation:**
Staff
Consultants

**Comment:**
The process has been very helpful, and confirming that we have developed some good solid practices which have put us in good stead for stabilising the workforce. Whilst there are a number of areas for improvement the achievements to date need to be celebrated and acknowledgement to all staff and in particular the senior staff for being committed to this process.

**Voting Requirements:**
Simple Majority

**Officers Recommendation – Item 15105.3**
That Council receive the reviewed Workforce Development Plan 2015 and continue to acknowledge the importance of the plan and improvements with adequate budget allocations each year as required.

**Council Resolution – Item 15105.3**
Moved: Cr L Smith            Seconded: Cr J Cunningham
That Council receive the reviewed Workforce Development Plan 2015 and continue to acknowledge the importance of the plan and improvements with adequate budget allocations each year as required.

Carried: 8/0

15105.4   SPECIAL MEETING FOLLOWING COUNCIL ELECTION 2015

<table>
<thead>
<tr>
<th>APPLICANT:</th>
<th>SHIRE OF PERENJORI</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE:</td>
<td>ADM 0398</td>
</tr>
<tr>
<td>DISCLOSURE OF INTEREST:</td>
<td>NIL</td>
</tr>
<tr>
<td>AUTHOR:</td>
<td>ALI MILLS -CEO</td>
</tr>
</tbody>
</table>
Executive Summary
This item recommends Council agrees to hold a special meeting on Wednesday 21st October 2015 to swear in the new elected members elect a President and Deputy President and elect members of the committees.

Background
Following the date of the Council election, the Council has no elected President or Deputy President and hence Policy 9012 was adopted to ensure the Shire does not operate for any extended period without elected leaders.

Holding a special meeting to elect a President and Deputy President gives the Council the opportunity to swear in any new Councillors and also elect members to the Council committees.

The date recommended is one week after the last Council meeting in October and the Wednesday immediately following the election.

However, the Council may wish to amend the date of the proposed meeting.

Statutory Environment
Local Government Act 1995, Division 3 Ordinary Elections

Policy Implications

9012 – ELECTION OF SHIRE PRESIDENT & DEPUTY AFTER ORDINARY ELECTIONS
SHIRE PRESIDENT AND DEPUTY - ELECTIONS
If after ordinary local government elections the positions of Shire President and / or Deputy Shire President are vacant and there is no Ordinary Meeting of Council planned within seven days after the election, then a Special Meeting will be called as soon as practicable to enable the Council to elect Councillors to fill those positions.

The date and time of the Special Meeting should be set by the retiring Council at the last Ordinary Meeting of the Council prior to the election.

Adopted 20th November 2014

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.

Risk Management
Council will remain in “limbo” until new elected members are sworn in along with the election of new President and Vice President. The Special meeting is important to keep decision making happening and to ensure the Local Government Act is abided by.

Consultation
Nil

Comment
Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 15105.4

This item recommends:

1. That Council agrees to hold a special meeting on Wednesday 21st October 2015 to swear in the newly elected members, elect a President and Deputy President and elect members of the committees.
2. That Council invites the new elected member’s partners along with existing Councillor’s and partners to attend an informal celebration drinks and light food in the Council lounge area following the meeting.

Council Resolution – Item 15105.4

Moved: Cr J Cunningham  Seconded: Cr P Waterhouse

This item recommends:

1. That Council agrees to hold a special meeting on Wednesday 21st October 2015 to swear in the newly elected members, elect a President and Deputy President and elect members of the committees.
2. That Council invites the new elected member’s partners along with existing Councillor’s and partners to attend an informal celebration drinks and light food in the Council lounge area following the meeting.

Carried: 8/0

15105.5  CHRISTMAS CLOSURE, COUNCIL AND STAFF FUNCTION 2015

APPLICANT:  SHIRE OF PERENJORI
FILE:  ADM 0492
DISCLOSURE OF INTEREST:  NIL
AUTHOR:  ALI MILLS -CEO
RESPONSIBLE OFFICER:  ALI MILLS -CEO
REPORT DATE:  15TH OCTOBER 2015
ATTACHMENTS  NIL

Executive Summary
This item seeks Council’s endorsement of the closure of the administration building between Christmas and the New Year.

Background
Office Closure
In previous years the administration staff observed a Christmas/New Year stand down in which the main administration building was closed during the period between Christmas and New Year. It would be proposed that a similar Christmas stand down be observed over the period between Christmas and New Year 2015/2016.

The proposal would be that the Christmas stand down is advertised to the general public and that alternative contact numbers are provided in the event that urgent action needs to be undertaken by resident staff.

Where a Christmas stand down is invoked, all staff will be expected to take that time off either using rostered days off or annual leave. The proposed closure will be from 12 noon 24th December 2015 and re-opening at 8.00am Monday 4th January 2016 (4.5 work days in total).

Christmas Function
The Council has traditionally put on a single end of year staff and Council Christmas function in order to recognise the efforts of all throughout the calendar year. This event in 2014 was held at the Perenjori Sports Club and is proposed for a similar event to be held after Council’s Ordinary meeting on Thursday 17th December 2015.

Statutory Environment
Nil

Policy Implications:
Nil

Financial Implications:
Funds for the Christmas function are included in the existing budget allocations for Council functions.

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.

Risk Management
Notifying the community will be important to ensure people are well prepared and not surprised by the closure. The Administration building has a history of closing so it is expected the community would be aware.

Consultation:
Internal and external staff

Comment:
Office Closure
The annual administration Christmas/New Year stand down would appear to be an appropriate response where there is not a high volume of counter or telephone enquiries, and where there is no particular need to have the administration building open at what is otherwise considered a very quiet part of the year.

End of Year Function
This event provides opportunity for all Councillors and staff to join together and have a Christmas meal and drinks. The function signifies the end of the calendar year and acknowledges the efforts by all to achieve over the year.

**Voting Requirements – Simple Majority**

### Officers Recommendation – Item 15105.5

That the Council –

1. Note the observance of a Christmas stand-down for staff with the office to be closed from 12 noon 24th December 2015 and re-opening at 8.00 a.m. on the 4th January 2016.
2. Support a Councillor/ Staff Christmas function on 17th December 2015 commencing at 6.00pm, at the Perenjori Sports Club.

### Council Resolution – Item 15105.5

Moved: Cr J Cunningham Seconded: Cr H Wass

That the Council –

1. Note the observance of a Christmas stand-down for staff with the office to be closed from 12 noon 24th December 2015 and re-opening at 8.00 a.m. on the 4th January 2016.
2. Support a Councillor/ Staff Christmas function on 17th December 2015 commencing at 6.00pm, at the Perenjori Sports Club.

Carried: 8/0

### 15105.6 ANNUAL LEAVE - CEO

**APPLICANT:** SHIRE OF PERENJORI  
**FILE:** PER 259  
**DISCLOSURE OF INTEREST:** NIL  
**AUTHOR:** ALI MILLS – CHIEF EXECUTIVE OFFICER  
**RESPONSIBLE OFFICER:** ALI MILLS – CHIEF EXECUTIVE OFFICER  
**REPORT DATE:** 15TH OCTOBER 2015  
**ATTACHMENTS:** NIL

**Executive Summary**

This item seeks Council’s endorsement of 6 days 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 6 days Annual leave commencing on the 27th November 2015 to the 7th December 2015.
As the leave period is for one week 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 5 weeks annual leave as per the contract and has approx. 9 days owing.

**Policy Implications:**

Nil

**Financial Implications:**

A higher duties amount will be paid to the MCDS for assuming the Acting CEO role and the associated responsibilities that attach to the position.

**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.

**Risk Management**

It is important to have an Acting CEO for this time providing the key responsible person for staff to refer to. Not having an Acting CEO could leave staff to their own devices with a lack of clear direction and key person to refer to on important matters.

**Consultation**

Payroll

**Comment**

Nil

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 15105.6**

That Council approve the following leave dates for the CEO:
Commencing on the 27th November 2015 to the 4th December 2015 inclusive, and endorse the appointment of the Manager of Corporate and Development Services for this period of time as the Acting CEO.

**Council Resolution – Item 15105.6**

Moved: Cr L Butler  
Seconded: Cr P Waterhouse

That Council approve the following leave dates for the CEO:
Commencing on the 27th November 2015 to the 4th December 2015 inclusive, and endorse the appointment of the Manager of Corporate and Development Services for this period of time as the Acting CEO.

Carried: 8/0
### EXECUTIVE 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 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.

### 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 5: Investing in Council's 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

### Comment

Nil

### Officers Recommendation – Item 15106

Council accepts the Project Status Report as presented for the month of September 2015.
Council Resolution – Item 15106

Moved: Cr R Desmond  
Seconded: Cr H Wass

Council accepts the Project Status Report as presented for the month of September 2015.

Carried: 8/0

Cr R Desmond left the Meeting at 4.31 pm.

15107  STATUS REPORT

APPLICANT:  SHIRE OF PERENJORI
FILE:  NIL
DISCLOSURE OF INTEREST:  NIL
AUTHOR:  ALI MILLS – CHIEF EXECUTIVE OFFICER
RESPONSIBLE OFFICER  ALI MILLS – CHIEF EXECUTIVE OFFICER
REPORT DATE:  15TH OCTOBER 2015
ATTACHMENTS  STATUS REPORT

Executive 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.

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 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

Comment

Nil
Officers Recommendation – Item 15047

Council accepts the Status Report as presented for the month of September 2015.

Council Resolution – Item 15047

Moved: Cr L Smith  
Seconded: Cr J Cunningham  
Council accepts the Status Report as presented for the month of September 2015.  
Carried: 7/0

Cr R Desmond entered the meeting at 4.31 pm.

15048  OTHER BUSINESS

15109.1  MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

15109.2  QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

15109.3  URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Cr C King declared a proximity interest and left the meeting at 4.35 pm and did not participate in the debate or vote on the item. Deputy President Cr L Butler took the chair for this item at 4.36 pm.

Moved: Cr J Cunningham  
Seconded: Cr L Butler  
That Council agrees to deal with the late item 15109.5.1.  
Carried: 7/0

Moved: Cr L Smith  
Seconded: Cr P Waterhouse  
That Council Moves behind closed doors to deal with item 15109.5.1 as it contains confidential rate payer information and item 15109.5.2 as it contains confidential commercial information.  
Carried: 7/0

15109.5.1  CONFIDENTIAL ITEM - RATES - SALE OF LAND A14849

APPLICANT:  
SHIRE OF PERENJORI

FILE:  
ADM 0033

DISCLOSURE OF INTEREST:  
FINANCIAL

AUTHOR:  
SEAN FLETCHER – PRINCIPAL CONSULTANT

RESPONSIBLE OFFICER:  
PETER MONEY – MCDS

REPORT DATE:  
15TH OCTOBER 2015
Officers Recommendation – Item 15109.5.1

That Council pursuant to Section 6.64 (1) (b) of the Local Government Act 1995, authorises the CEO to proceed to sell the property of Assessment 14849 which has rates in arrears for three or more years of $4,828.38 and recover from the proceeds of sale the outstanding balances which total $29,614.88 as at 01/08/2015.

Council Resolution – Item 15109.5.1

Moved : Cr G Reid Seconded : Cr P Waterhouse

That Council pursuant to Section 6.64 (1) (b) of the Local Government Act 1995, authorises the CEO to proceed to sell the property of Assessment 14849 which has rates in arrears for three or more years of $4,828.38 and recover from the proceeds of sale the outstanding balances which total $29,614.88 as at 01/08/2015.

Carried: 7/0

Cr C King returned to the meeting at 4.42 pm.

15109.4 MATTERS BEHIND CLOSED DOORS

15109.5 CONFIDENTIAL

15109.5.2 CONFIDENTIAL ITEM – SEAL QUOTES FOR 2015/16

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0366
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
REPORT DATE: 15TH OCTOBER 2015
ATTACHMENTS SPREADSHEET

Voting Requirements – Simple Majority
Committee Recommendation – Item 15109.5.2
That the Plant & Works Committee endorses the preferred supplier being Bitutek Pty Ltd to carry out the 2015/16 sealing program for the Shire of Perenjori

Council Resolution – Item 15109.5.2
Moved: Cr P Waterhouse
Seconded: Cr J Cunningham

That the Plant & Works Committee endorses the preferred supplier being Bitutek Pty Ltd to carry out the 2015/16 sealing program for the Shire of Perenjori

Carried: 8/0

15109.6 DATE OF NEXT MEETING
The date of the next Council meeting will be held on Thursday 19th November at 7.00pm.

15109.7 CLOSURE
Cr C King declared the meeting closed at 4.53pm.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 15th October 2015.

Signed: ______________________

Presiding Elected Member

Date: ______________________