NOTICE OF MEETING

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Perenjori will be held on Thursday 16th February 2017 in the Council Chambers, Fowler Street, Perenjori commencing at 3.00pm.

Ali Mills
Chief Executive Officer
10th February 2017

Shire of Perenjori
Ordinary Council Meeting
16th February 2017

Agenda

16th February 2017
Copies forward to:

All Councillors

Cr LC Butler
Cr PJ Waterhouse
Cr RP Desmond
Cr JM Hirsch
Cr KJ Pohl
Cr GK Reid
Cr LJ Smith
Cr RL Spencer
Cr JR Cunningham
Shire of Perenjori  
Ordinary Council Meeting  
AGENDA  
16th February 2017

To be held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on the 16th February 2017, to commence at 3.00 pm.

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Shire of Perenjori

Ordinary Council Meeting

AGENDA 16th February 2017

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17021 PRELIMINARIES

17021.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

17021.2 OPENING PRAYER

17021.3 DISCLAIMER READING

17021.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

17021.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

17021.6 PUBLIC QUESTION TIME

17021.7 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.

17021.8 APPLICATIONS FOR LEAVE OF ABSENCE

17021.9 CONFIRMATION OF MINUTES

Minutes from the Ordinary Council Meeting held on the 14th December 2016 are attached.

Council Resolution – Item 17021.9

That Council accepts the Minutes from the Ordinary Meeting of the 14th December 2016 as a true and correct record of that Meeting.

17021.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

17021.11 PETITIONS / DEPUTATIONS / PRESENTATIONS
Executive Summary
This item recommends that Council accepts the Financial Activity Statement for the period ending 31st December 2016.

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

Details

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-recurrent as well as 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) (d); and (c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or
(b) by program; or
(c) by business unit

(4) A statement of financial activity, and the accompanying documents referred to in subregulation 34 (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
(b) recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

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

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

a. is incurred in a financial year before the adoption of the annual budget by the local government; or
b. is authorised in advance by resolution; or
c. is authorised in advance by the mayor or president in an emergency.

Policy Implications

Nil

Financial Implications
Strategic Implications
Area 5: Investing in Council's Leadership
Goal: Strengthen the Shire’s position as an innovative, independent local government providing excellence in all areas of governance, management and leadership.

Consultation
Liaison with MCDS, FO, & MIS.

Voting Requirements - Simple Majority

Committee Recommendation – Item 17022.1


17022.2 ACCOUNTS FOR PAYMENT – DECEMBER 2016.

APPLICANT: SHIRE OF PERENJORI
FILE: 1306P
DISCLOSURE OF INTEREST: NIL
AUTHOR: LIZ MARKHAM - FO
RESPONSIBLE OFFICER: PETER MONEY – MCDS
REPORT DATE: 16TH FEBRUARY 2017
ATTACHMENTS: ACCOUNTS FOR PAYMENT

Executive Summary
This item recommends that the schedule of accounts for payment for the month ending 31st December 2016 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**
Committee Recommendation – Item 17022.2

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 31st December 2016 as attached to and forming part of this report.

<table>
<thead>
<tr>
<th>Municipal Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$534,217.08</td>
</tr>
<tr>
<td>Direct Debits</td>
<td>$116,274.05</td>
</tr>
<tr>
<td>Cheques</td>
<td>$44,390.98</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$2,483.45</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$298.82</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$697,664.38</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trust Account - Shire</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$600.00</td>
</tr>
<tr>
<td>Cheques</td>
<td>$150.00</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$750.00</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>$</td>
</tr>
<tr>
<td>Cheques</td>
<td>$</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

**Totalling $698,414.38 from Municipal and Trust Accounts for** the month ending 31st December 2016.
Executive Summary
This item recommends that Council accepts the Financial Activity Statement for the period ending 31st January 2017.

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

Details

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

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

(7) Each statement of financial activity is to be accompanied by documents containing —

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
(b) an explanation of each of the material variances referred to in subregulation (1) (d); and (c) such other supporting information as is considered relevant by the local government.

(8) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or
(b) by program; or
(c) by business unit

(9) A statement of financial activity, and the accompanying documents referred to in subregulation 34 (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
(b) recorded in the minutes of the meeting at which it is presented.

(10) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

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

(2) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

a. is incurred in a financial year before the adoption of the annual budget by the local government; or
b. is authorised in advance by resolution; or
c. is authorised in advance by the mayor or president in an emergency.

Policy Implications
Nil

Financial Implications
Nil

Strategic Implications
Area 5: Investing in 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

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Committee Recommendation – Item 17022.3


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17022.4 ACCOUNTS FOR PAYMENT – JANUARY 2016.

APPLICANT: SHIRE OF PERENJORI
FILE: 1306P
DISCLOSURE OF INTEREST: NIL
AUTHOR: LIZ MARKHAM- FO
RESPONSIBLE OFFICER: PETER MONEY – MCDS
REPORT DATE: 16TH FEBRUARY 2017
ATTACHMENTS: ACCOUNTS FOR PAYMENT

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 31st January 2017 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

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
Committee Recommendation – Item 17022.4

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 31st January 2017 as attached to and forming part of this report.

<table>
<thead>
<tr>
<th>Municipal Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$338,269.26</td>
</tr>
<tr>
<td>Direct Debits</td>
<td>$101,401.41</td>
</tr>
<tr>
<td>Cheques</td>
<td>$53,101.33</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$2849.85</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$169.99</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$495,791.84</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trust Account - Shire</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$300.00</td>
</tr>
<tr>
<td>Cheques</td>
<td>$</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$300.00</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>$</td>
</tr>
<tr>
<td>Cheques</td>
<td>$</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 0</strong></td>
</tr>
</tbody>
</table>

*Totalling $496,091.84 from Municipal and Trust Accounts for the month ending 31st January 2017.*
17022.5 POLICY MANUAL REVIEW

APPLICANT: SHIRE OF PERENJORI
FILE: NIL
DISCLOSURE OF INTEREST: NIL
AUTHOR: PETER MONEY – MCDS
RESPONSIBLE OFFICER: PETER MONEY – MCDS
REPORT DATE: 16th JANUARY 2017
ATTACHMENTS: POLICY MANUAL

Executive Summary
This item recommends the Council approves the Policy Manual with the amendments highlighted.

Background
Policies are set by the Council and direct processes on how certain matters (not specifically included in the Act and Regulations) are to be managed by the CEO provided such Policies comply with legislation and reasonable management standards.

The policies are operational guidelines for the CEO and hence this is an internal operations document.

The Council Policy Manual was substantially updated and adopted by the Council in November 2014 and this is the next major review. At this stage the index is not accurate and will be updated if the amendments are accepted by the Council.

In this review the suggested amendments are minor and generally there is no significant effect on how we operate. There are some amendments and additions in the financial area and these reflect recommendations made by auditors to ensure we maintain tight control on financial operations.

Throughout the Manual there are green, yellow, red and grey highlighted sections.

The Green highlights are new policies recommended from the DLG guidelines or for matters that it is considered a Policy is necessary.

Red highlights are recommended for removal as they either are already legislated, are procedures not policies or are they no longer relevant.

Yellow highlights are where the text has been added (or amended if accompanied by strikeouts) to correct the grammar or to make the text more accurate.

Grey highlights are sections recommended for removal and to be relocated into an operational manual as they are procedural texts.

Due to the large number of recommended amendments, additions and deletions I have not listed them all in this report but they are clearly shown in the Draft document.

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
This Manual proposes minor amendments, additional polices and deletions to Policies and operational procedures.

Financial Implications
Nil

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

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

Risk Management

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of policies is recommended to ensure operational matters are best practice</td>
<td>Medium</td>
<td>Ensure the regular review of polices to ensure policies are current and relevant</td>
</tr>
</tbody>
</table>

Consultation
Internal staff
DLG
Various sources of legislation and regulations.

Comment
The Policy Manual is a dynamic document subject to regular review and improvement and should be the basis of the internal operations of the Shire.

Voting Requirements – Simple Majority

Officers Recommendation – Item 17022.5
That Council adopts the Policy Manual dated November 2016 in accordance with the items highlighted in the Draft document.
Executive Summary
This item seeks the support of Council to waive the fees for the use of the shower and kitchen facilities in the Pavilion.

Background
The Cycle Touring Association of W.A. (Inc.) is planning a nine-day cycling trip from Moora to Dongara and will stop in Perenjori overnight on Monday, 4th of September. This organisation is bringing a total of 130 riders to town, which will camp at the oval and get a three-course dinner at the Sports Club.

To use the showers and the kitchen in the Pavilion, Council is asked to consider waiving of the fees which would be valued at $180.

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 well-being 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>Cycle Touring Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>The status of the applicant organisation (eg charity, not for profit).</td>
<td>Not for profit, Cycling club</td>
</tr>
<tr>
<td>The numbers of people benefiting</td>
<td>200</td>
</tr>
<tr>
<td>The availability of the event, service to the community.</td>
<td>A Community group is catering, brings people into town, especially to the Sports Club</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 3 : People and place – our Community</td>
</tr>
<tr>
<td>The perceived benefit of the event or activity to the Perenjori community</td>
<td>Community groups are fundraising for their clubs.</td>
</tr>
<tr>
<td>Alternative funding sources that may be</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Risk Statement</td>
<td>Level of Risk</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Setting a precedence where others can expect the same. Community upset with lack of support for this event.</td>
<td>A low consequence and a low risk. A low consequence and a low risk.</td>
</tr>
</tbody>
</table>

**Consultation**
Trevor Knox, P&C, Perenjori Sports Club, Meredith Morton

**Comment**
This event is an opportunity to attract tourists to town. Being held in September it is a great time to explore the wildflowers and Perenjori’s friendly community. It is an opportunity to help the Sports club and the catering group to raise funds.

**Voting Requirements – Simple Majority**

**Officer Recommendation – Item 16114.1**

That Council supports the request from Trevor Knox to waive the cost of $180 for the hire of the Pavilion for the Cycle Touring Association on 04th September 2017.

OR

That Council doesn’t support the request from Trevor Knox to waive the cost of $180 for the hire of the Pavilion for the Cycle Touring Association on the 04th September 2017.
This item provides information and minutes of the Public Benefit Trust panel meeting held on Monday 19th December 2016.

**Background**

Round 9 of the Perenjori Public Benefit Trust was promoted as being open in October/November 2016 via the Bush Telegraph and the Shire of Perenjori website and Facebook page. Round 9 closed on Friday 25th November at 4pm. There were a total of four applications submitted by the following groups: Perenjori Sports Club, Bowls Club, Latham St John Ambulance and the Perenjori Pistol Club. Councils Community Development Officer spoke with each about their applications to confirm or amend information, before meeting with CEO Ali Mills to assess and rate the applications. The table below outlines each application, their rating and comments. (Note: Applications are rated on a scale of 1-4, with 1 complying to criteria most and 4 complying with criteria least.)

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project</th>
<th>Amount Requested</th>
<th>Amount recommended</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perenjori Sports Club</td>
<td>Community Crop</td>
<td>$15,000</td>
<td>$15,000</td>
<td>2</td>
<td>This project seeks to plant a crop of wheat on 80ha of land which is owned by the Shire of Perenjori (40ha) and Cooperative Bulk Handling (40ha). The crops are intended to be harvested in 2017-18 at a profit which will be invested into the management and sustainability of the PSC</td>
</tr>
<tr>
<td>Perenjori Bowls Club</td>
<td>Cementing of outdoor surrounds</td>
<td>$12,000</td>
<td>$12,000</td>
<td>4</td>
<td>The project will see an area of the outdoor surrounds of the Perenjori Bowls Green cemented. The current old cement blocks will be removed, the ground levelled and the existing undercover veranda extended. Significant</td>
</tr>
</tbody>
</table>
### Shire of Perenjori

**Ordinary Council Meeting**

**AGENDA**

16th February 2017

<table>
<thead>
<tr>
<th>Improvement</th>
<th>Description</th>
<th>Cost</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pistol Club</td>
<td>Bullet Press and outdoor setting</td>
<td>$5,000</td>
<td>3</td>
<td>Purchase of Bullet press and reloading gear and purchase of 2 x outdoor dining setting for the Pistol Club.</td>
</tr>
<tr>
<td>Latham St John Ambulance</td>
<td>New Vehicle Shed</td>
<td>$10,000</td>
<td>1</td>
<td>Purchase and installation of new vehicle shed next to the Latham Sports Club for amenities and training purpose. Modern electric doors and mobile range will make response times to emergencies faster.</td>
</tr>
</tbody>
</table>

**Total** | | $42,000 | | |

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

An amount of up to $42,000 from the trust to be allocated to successful applicants.

### 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

Not applicable.

### Consultation

Ali Mills, CEO  
Perenjori Sports Club, Les Hepworth  
St John Ambulance, Ally Bramley  
Perenjori Bowls Club, Emily Sutherland  
Pistol Club, Brendan Mason

### Comment

The Latham St John Ambulance a strong and worthy case for funding. The Perenjori Sports Club will be informed that this was probably the last time if there are stronger applications in the future as they received a lot of funding previously.
Voting Requirements – Simple Majority

Committee Recommendation – Item 16114.1
That Council receive the Public Benefit Trust panel meeting minutes of the meeting held on 19th December 2016.

17024 INFRASTRUCTURE SERVICES

17024.1 ROAD MAINTENANCE – DECEMBER 2016

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: 16TH FEBRUARY 2017
ATTACHMENTS MAP

Executive Summary
This item seeks Council’s acceptance of the road maintenance report for December 2016.

Background
Listed are the roads graded for the month of December.

Koolanooka Road  Syson Road
Odea Road  Griffiths Road
Grant Road  Taylors Road
Caron Road  Hirsch Road
Bamford Road  Forte Road
McDonald Road  Caffin Road
Spencer Road  Maya Coorow Road
Caron East Road  Maya East Road
Burgess Road  Barker 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

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.
**Risk Management**

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not maintaining roads will lead to deterioration of the asset and safety issues for users</td>
<td>High</td>
<td>To maintain roads to a standard and implementation of a Road Maintenance Plan.</td>
</tr>
</tbody>
</table>

**Consultation**
Team Leader - Ken Barndon
Maintenance Grader Operators

**Comment**
The Maintenance graders have been continuing on maintaining the school bus routes.

**Voting Requirements – Simple Majority**

**Committee Recommendation – Item 17022.1**
That the road maintenance report for December 2016 be accepted as presented.
**Executive Summary**
This item seeks Council’s acceptance of the road maintenance report for January 2017.

**Background**
Listed are the roads that were maintenance graded for the month of January.

- Olden Road
- Back Bowgada Road
- Metcalfe Road
- Camac Road
- Caron Road
- Dring Road
- Tremlett Road
- Stan Cannon Road
- Old Perth Road
- Bamford Road
- Caron East Road
- Spencer Road
- Griffith Road
- Moriarty Road
- Syson Road
- Forte Road
- Rabbit Proof Fence Road
- Rayner Road
- James Road
- Baxter 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 Council's 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
<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not maintaining roads will lead to deterioration of the asset and safety issues for users</td>
<td>High</td>
<td>To maintain roads to a standard and implementation of a Road Maintenance Plan.</td>
</tr>
</tbody>
</table>

**Consultation**

Team Leader- Ken Barndon
Maintenance Grader Operators

**Comment**

Maintenance graders continue to keep roads up to standard.

**Voting Requirements – Simple Majority**

**Committee Recommendation- Item 17022.2**

That the road maintenance report for January 2017 be accepted as presented.
This item seeks Council’s decision on an expression of interest for the purchase of the concrete batching plant.

Background
Expressions of interest for the purchase of the concrete batch plant and the agitator truck were advertised as per Council resolution in November to dispose of the items.
One letter of interest was received for the purchase of the Batch plant.
No interest was received for the agitator truck.
The expression of interest was submitted by Mr John Rose for $5,000 plus GST.
The successful purchaser is responsible for the removal of the batch plant.

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.
Section 3.57 Local Government Act 1995 (“the Act”)
Part 4 Local Government (Functions and General) Regulations 1996 (“the Regulations”)
Local Government (Functions and General) Amendment Regulations 2007 (“the Regulations”)

Policy Implications
Financial Implications
$5,000 income if the expression of interest is accepted.

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

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
</table>

If the batch plant is not sold it would be at Council’s cost to dismantle the plant and dispose of.

Consultation
CEO
Council

Comment
The price received for the concrete batching plant is probably lower than what we would have been expecting.

Voting Requirements – Simple Majority

Committee Recommendation – Item 17024.3

That accepts the expression of interest received from Mr John Rose for the purchase of the concrete batching plant for $5,000 plus GST

17025 GOVERNANCE

17025.1 AQUATIC CENTRE – SOLAR PROJECT

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0553
DISCLOSURE OF INTEREST: NIL
AUTHOR: CEO- ALI MILLS
RESPONSIBLE OFFICER: CEO- ALI MILLS
REPORT DATE: 16TH FEBRUARY 2017
ATTACHMENTS QUOTES

Executive Summary

This item seeks Council consideration of a proposal to install solar panels at the Aquatic centre to assist with increasing power bills, utilizing grant funds from Department Sport and Recreation.

Background
The Community Pool Revitalisation Program (CPRP) provides funding to regional local governments to assist with the maintenance and upgrade of their centre. Funding of up to $32,000 per aquatic centre and $10,000 per water playground per annum (that is the primary aquatic facility in a town) will be available to eligible local governments. Previous grants have provided opportunity to improve safety, painting poles, additional shade, and the pool blanket.

As the power bills for the centre are now reaching $40,000 per annum it was decided to investigate the installation of solar panels to reduce these costs. Quotes have been received amounting to $46,625. The proposed system will provide a C230 Microinverter System, with details below:
Built on the fifth-generation platform, the Enphase S230 Microinverter achieves the highest inverter efficiency for module-level power electronics. With its all-AC approach, the S230 simplifies design and installation, and delivers optimal energy harvest.

- Output Power: 220/230VA
- Commonly used module pairing – input power: 195 W – 285W
- Peak Power Tracking Voltage: 27 - 37 V
- 95.8% EU Efficiency
- 96.7% Peak Efficiency
- Integrated ground, eliminating the need for a copper grounding wire or WEEB
- Configurable for variable grid profiles
- Pump re-starter and timer to reduce nighttime power use

**Statutory Environment**
Nil

**Policy Implications**
Nil

**Financial Implications**
$35,000 of funding has been secured with Council contribution of $12,000 required.

**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**

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatic centre does not operate efficiently increasing the burden on the annual shire budget.</td>
<td>A moderate consequence which is possible resulting in medium level of risk.</td>
<td>Investigate and adopt efficient systems for operating to reduce overall costs.</td>
</tr>
</tbody>
</table>

**Consultation**
Building Maintenance Officer
Aquatic Centre Manager

**Comment**
It would seem the long term benefits will assist Council in keeping the overall costs of the operations of the centre down.

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 17025.1**
That Council accept the quote from GG Pumps and Electrical of $46,623 for the Solar Project
17025.2 DISPOSAL OF SHIRE PROPERTIES

**APPLICANT:** SHIRE OF PERENJORI  
**FILE:** ADM  
**DISCLOSURE OF INTEREST:** NIL  
**AUTHOR:** CEO- ALI MILLS  
**RESPONSIBLE OFFICER:** CEO- ALI MILLS  
**REPORT DATE:** 16TH FEBRUARY 2017  
**ATTACHMENTS** NIL

**Executive Summary**

This item proposes that Council advertise the sale of Lot 157 and 163 England Crescent through a public tender process.

**Background**

Lot 163 is 3850 metres squared and was acquired by the Shire of Perenjori in 2013 as a result of the owner seeking to sell the property. The lot is fenced and was originally set up to develop a fish farming business, and has resulted in two small ponds and one large pond being left on the site, which would need filling if to be used for other purposes. The site contains a septic system and has power, water and phone on site.

Lot 157 consists of 2629 metres squared and is an undeveloped lot, with no fencing.

The Local Government Act allows the Council to dispose of the property by either public auction or by public tender. Public tender will have costs associated and unless there is some interest in the
property a public auction could attract little attendance and even less response in terms of an acceptable sale price. Two enquiries have been received in the past month which is the reason for the proposal, and to advertise for a two week period, with all offers presented to Council for consideration.

By disposing of the properties by public tender the Council gives the opportunity for a wider range of interest. A sale of the property to an interested party at a reasonable price provides the opportunity for a buyer to establish or re-locate a business.

Statutory Environment
Local Government Act s3.58

Policy Implications
Nil

Financial Implications
Currently the property provides no income, and hasn’t required any upkeep. The disposal will provide income from the sale and on-going rate income to the Shire and eliminate the potential for any future maintenance costs.

Strategic Implications
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

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk of maintenance costs on the vacant land.</td>
<td>A low consequence which is possible resulting in low level of risk.</td>
<td>The sale of the properties will remove the risk and provide opportunity for a new or re-located business.</td>
</tr>
</tbody>
</table>

Consultation
Nil

Comment
Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 17025.2

That Council approves:

1. Advertising for disposal by public tender the properties at Lot 163 and 157, England Crescent, Perenjori.
2. Advertise for a two week period or until such time as a reasonable price is offered.
17025.3 DRAFT BUDGET REVIEW 2016/17

APPLICANT: SHIRE OF PERENJORI
FILE: NIL
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS – CEO
RESPONSIBLE OFFICER ALI MILLS – CEO
REPORT DATE: 16th FEBRUARY 2017
ATTACHMENTS BUDGET REVIEW - FINANCIAL DOCUMENT

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

Background
The review has been carried out by senior staff responsible for their own budgets. The review has required a thorough investigation of all areas over several meetings to ensure expenditure and income stated will be as accurate as possible.

Local Government Financial Management regulation 33A requires the Council to consider the review for the period from July to December of that financial year. The regulation also requires the Council to consider the local governments financial position, consider the options presented and decide whether or not to adopt the review as presented, any part of the review or any recommendations made in the review, and consider the outcomes that are forecast in the budget.

The Shire is required to provide the budget review to the Department of Local Government within 30 days after Council has made its determinations.

The review provides the details of anticipated changes in income and expenditures and these changes are identified below. In some instances the changes are minor and a verbal explanation is provided. More significant changes to income or expenditures are provided in writing.

Statutory Environment
Local Government (Financial Management) Regulations 1996, regulation 33A

Policy Implications
Nil

Financial Implications
This review fine tunes the budget for the remainder of the year, taking into consideration changed circumstances that were not evident when the budget was adopted

Strategic Implications
Nil

Consultation
The budget review has the input of all senior staff, and is reflective of discussions held with Council regarding this situation. Most of the changes in circumstances have been highlighted in various Council meetings and other changes are predicted using the best knowledge available.

Comment
Annual budgets are by nature predictions of what will happen during the term of the budget. Though budgets are carefully prepared unexpected circumstances and external influences result in the need to review the proposed activities for the remainder of the financial year. The process for this review has been thorough and the expected changes are suggested from careful analysis of each circumstance.

Voting Requirements – Absolute Majority

Officers Recommendation – Item 17025.3
That in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 Council:

1. Adopts the statutory budget review for the financial year of 2016/2017.
2. That a copy of the budget review be provided to the Department of Local Government within 30 days of Council adoption.

17025.4 ANNUAL ELECTORS MEETING 2017

Executive Summary
This item recommends the Council receives the unconfirmed minutes of the Annual Electors meeting dated the 7th February 2017.

Background
At the December ordinary council meeting Council resolved the following:

Moved: Cr L Smith                           Seconded: Cr R Desmond

That Council by absolute majority and by virtue of section 5.54 of the Local Government Act 1995 resolves to:

1. Adopt the 2015/2016 Annual Report for the financial period ending 30 June 2016 for the Shire of Perenjori as presented and attached; and
2. Confirm the date for the Annual Electors Meeting for Tuesday 7th February 2017 in Perenjori and authorise the statutory advertising.
Council held its Annual Electors Meeting on the 7th February 2017 and a copy of the unconfirmed minutes from the meeting have been included as Attachment 1.

The unconfirmed minutes are required to be presented to the next ordinary council meeting following an Electors meeting to enable consideration of the issues raised. There being no decisions or resolutions from the Annual Electors meeting requiring Councils consideration Council only needs to receive the minutes.

**Statutory Environment**

Local Government Act s5.33

Section 5.33 of the *Local Government Act 1995* requires that:

1. All decisions made at an electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable –
   
   (a) At the first ordinary council meeting after that meeting; or
   
   (b) At a special meeting called for that purpose.
   
   which ever happens first.

2. If at a meeting of the Council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.”

**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**

Not Applicable

**Consultation**

Shire President

**Comment**

Nil

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 17025.4**

That Council receives the unconfirmed minutes of the Annual Electors meeting held on the 7th February 2017.
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 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

Officer Recommendation – Item 17026

**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

**Officer Recommendation – Item 17027**

17028 OTHER BUSINESS

17028.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

17028.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

17028.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

17028.4 MATTERS BEHIND CLOSED DOORS

17028.4.1 CONFIDENTIAL: MIDWEST TRANSPORTABLES - AGREEMENT

<table>
<thead>
<tr>
<th>APPLICANT:</th>
<th>SHIRE OF PERENJORI</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE:</td>
<td>ADM</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>16th FEBRUARY 2017</td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>NIL</td>
</tr>
</tbody>
</table>

Officer’s Recommendation – Item 17028.4.1

That Council:

1. Charge the President and the CEO to negotiate with Mid West Transportables through the services of Kott Gunning Lawyers, with the intent to reach agreement on a suitable amount to obtain complete ownership of the Perenjori Caravan Park Village,

2. Consider the final agreement amount at a future Council meeting,

OR

3. Withdraw the notice of termination to Mid West Transportables and allow the agreement to live its life until 2020.

17028.5 DATE OF NEXT MEETING

The date of the next Council meeting will be held on Thursday 16th March 2017 commencing at 3.00 pm.

17028.6 CLOSURE
Attachments

Ordinary Council Meeting
16th February 2017
Attachments
17022.1

Finance Statements
December 2016

Ordinary Council Meeting
16th February 2017
Compilation Report

Monthly Summary Information

Statement of Financial Activity by Program

Statement of Financial Activity By Nature or Type

Statement of Capital Acquisitions and Capital Funding

Statement of Budget Amendments

Note 1 Significant Accounting Policies

Note 2 Explanation of Material Variances

Note 3 Net Current Funding Position

Note 4 Cash and Investments

Note 5 Budget Amendments

Note 6 Receivables

Note 7 Cash Backed Reserves

Note 8 Capital Disposals

Note 9 Rating Information

Note 10 Information on Borrowings

Note 11 Grants and Contributions

Note 12 Trust

Note 13 Details of Capital Acquisitions

Appendix A Detailed Schedules
Report Purpose
This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34.

Overview
Summary reports and graphical progressive graphs are provided on page 3, 4 and 5. No matters of significance are noted.

Statement of Financial Activity by reporting program
Is presented on page 7 and shows a surplus as at 31 December 2016 of $2,342,180.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation
Prepared by: Debby Barndon
Reviewed by: Ali Mills
Date prepared: 31/01/2017
Liquidity Over the Year (Refer Note 3)

- 2014-15
- 2015-16
- 2016-17

Rates Received (Refer Note 6)

- Month 2015-16
- Month 2016-17

Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.
### Capital Expenditure Program YTD (Refer Note 13)

<table>
<thead>
<tr>
<th>Category</th>
<th>Current YTD Budget</th>
<th>YTD Actual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture and Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure Assets - Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure - Parks, Ovals, &amp; Dam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure Assets - Roads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land and Buildings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)

<table>
<thead>
<tr>
<th>Reserve Equity</th>
<th>Actual YTD Closing Balance</th>
<th>Current Budget Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport &amp; Rec Amenities Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Amen Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gravel Pit Rehab Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Bus &amp; Maint Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Supply Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocal History Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Harvesting Control Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airstrip Development Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cvp Village Maintenance Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caravan Park Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swimming Pool Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refuse Site Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Achievement Reserve Equity..</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Groups Int Free Loan Reserve Equity..</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joint Venture Housing Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Housing Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Replacement Reserve Equity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave Reserve Equity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reserve Equity</th>
<th>Actual YTD Closing Balance</th>
<th>Current Budget Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mt Gibson Infrastructure Equity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Revenues

Budget Operating Revenues - v- Actual (Refer Note 2)

Budget Capital Revenue - v- Actual (Refer Note 2)

Expenditure

Budget Operating Expenses - v- YTD Actual (Refer Note 2)

Budget Capital Expenses - v- Actual (Refer Note 2)

Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.
### SHIRE OF PERENJORI

**STATEMENT OF FINANCIAL ACTIVITY**

*Statutory Reporting Program*

For the Period Ended 31 December 2016

<table>
<thead>
<tr>
<th>Note</th>
<th>Current Annual Budget</th>
<th>Current YTD Budget (a)</th>
<th>YTD Actual (b)</th>
<th>Var. % (b-a)/(a)</th>
<th>Var. $ (b-a)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governance</td>
<td>$100,811</td>
<td>$54,288</td>
<td>$26,688</td>
<td>50.82%</td>
<td>(27,560)</td>
</tr>
<tr>
<td>General Purpose Funding - Rates</td>
<td>$2,579,353</td>
<td>$2,930,889</td>
<td>$2,602,959</td>
<td>0.47%</td>
<td>12,070</td>
</tr>
<tr>
<td>General Purpose Funding - Other</td>
<td>$1,896,290</td>
<td>$943,122</td>
<td>$936,278</td>
<td>0.73%</td>
<td>6,844</td>
</tr>
<tr>
<td>Law, Order and Public Safety</td>
<td>$24,100</td>
<td>$12,258</td>
<td>$10,296</td>
<td>16.00%</td>
<td>1,904</td>
</tr>
<tr>
<td>Health</td>
<td>$2,600</td>
<td>$1,296</td>
<td>$1,600</td>
<td>23.46%</td>
<td>304</td>
</tr>
<tr>
<td>Education and Welfare</td>
<td>$129,940</td>
<td>$57,498</td>
<td>$66,456</td>
<td>15.58%</td>
<td>8,958</td>
</tr>
<tr>
<td>Housing</td>
<td>$165,000</td>
<td>$82,500</td>
<td>$106,810</td>
<td>29.47%</td>
<td>24,310</td>
</tr>
<tr>
<td>Community Amenities</td>
<td>$68,500</td>
<td>$54,746</td>
<td>$51,665</td>
<td>5.63%</td>
<td>(2,081)</td>
</tr>
<tr>
<td>Recreation and Culture</td>
<td>$438,500</td>
<td>$411,734</td>
<td>$340,113</td>
<td>17.49%</td>
<td>(71,622)</td>
</tr>
<tr>
<td>Transport</td>
<td>$215,133</td>
<td>$207,431</td>
<td>$199,347</td>
<td>3.90%</td>
<td>(8,084)</td>
</tr>
<tr>
<td>Economic Services</td>
<td>$279,000</td>
<td>$139,500</td>
<td>$166,699</td>
<td>19.50%</td>
<td>27,199</td>
</tr>
<tr>
<td>Other Property and Services</td>
<td>$489,000</td>
<td>$244,000</td>
<td>$157,908</td>
<td>35.28%</td>
<td>(321,092)</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>$6,388,227</td>
<td>$4,798,204</td>
<td>$4,666,796</td>
<td>(321,408)</td>
<td></td>
</tr>
</tbody>
</table>

| **Operating Expense** | | | | | |
| Governance | $256,222 | $222,635 | $151,294 | 32.04% | (71,331) |
| General Purpose Funding | $151,310 | $76,324 | $65,654 | 13.98% | (10,670) |
| Law, Order and Public Safety | $186,842 | $114,797 | $112,511 | 1.99% | 2,286 |
| Health | $131,919 | $78,261 | $48,876 | 37.55% | (29,385) |
| Education and Welfare | $418,521 | $203,672 | $254,600 | 25.01% | (50,929) |
| Housing | $292,381 | $65,340 | $44,344 | 32.16% | (21,007) |
| Community Amenities | $388,633 | $195,625 | $193,951 | 0.86% | 1,674 |
| Recreation and Culture | $1,391,341 | $794,438 | $931,080 | 17.20% | (136,642) |
| Transport | $3,362,861 | $1,695,312 | $1,349,750 | 20.38% | 345,562 |
| Economic Services | $689,734 | $378,770 | $360,690 | 4.70% | 17,780 |
| Other Property and Services | $384,166 | $280,598 | $473,048 | 68.58% | (192,444) |
| **Total Operating Expenditure** | $7,464,220 | $4,105,791 | $3,986,086 | 119,705 | |

| **Funding Balance Adjustments** | | | | | |
| Add back Depreciation | $3,155,150 | $1,577,586 | $1,361,303 | 13.71% | (216,283) |
| Adjust (Profit)/Loss on Asset Disposal | $12,027 | $12,027 | $8,173 | 22.05% | (3,854) |
| Adjust Provisions and Accruals | 0 | 0 | 0 | 0 | 0 |
| **Net Cash from Operations** | $2,091,184 | $2,283,031 | $2,050,186 | (321,845) | |

| **Capital Revenues** | | | | | |
| Grants, Subsidies and Contributions | $2,161,679 | $859,826 | $728,932 | 15.22% | (130,894) |
| Proceeds from Disposal of Assets | $95,000 | $95,000 | $16,364 | 82.78% | (78,636) |
| **Total Capital Revenues** | $2,256,679 | $954,826 | $745,296 | (509,530) | |

| **Capital Expenses** | | | | | |
| Land Held for Resale | 0 | 0 | 0 | 0 | |
| Land and Buildings | $1,443,712 | $745,826 | $816,680 | 9.50% | (70,855) |
| Infrastructure - Roads | $2,297,981 | $1,662,966 | $907,052 | 44.74% | 735,014 |
| Infrastructure - Parks, Ovals, & Dam | $300,000 | $20,000 | $33,938 | 19.69% | (3,938) |
| Infrastructure - Other | $102,000 | $342,498 | $9,091 | 97.45% | 333,407 |
| **Total Capital Expenditure** | $5,177,184 | $3,041,405 | $1,837,152 | 1,204,343 | |

| **Net Cash from Capital Activities** | $2,860,427 | $2,086,609 | $1,091,857 | 994,812 | |

| **Financing** | | | | | |
| Proceeds from New Debentures | 0 | 0 | 0 | 0 | |
| Transfer from Reserves | $452,500 | $348,504 | $850,000 | 143.90% | 501,496 |
| Repayment of Debentures | $238,797 | $119,370 | $117,342 | 1.67% | 1,058 |
| Transfer to Reserves | $123,861 | $16,415 | $7,091 | 51.87% | 8,324 |
| **Net Cash from Financing Activities** | $80,902 | $212,718 | $72,737 | 512,999 | |

| **Net Operations, Capital and Financing** | ($688,841) | 409,080 | 1,683,046 | 1,273,966 | |

| **Opening Funding Surplus(Deficit)** | $749,960 | $749,960 | $659,134 | (90,826) | (12.11%) |

| **Closing Funding Surplus(Deficit)** | $61,619 | $1,159,040 | $2,342,180 | 1,183,140 | |

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.
## SHIRE OF PERENJORI
### STATEMENT OF FINANCIAL ACTIVITY
#### (By Nature or Type)
#### For the Period Ended 31 December 2016

<table>
<thead>
<tr>
<th>Note</th>
<th>Current Annual Budget (b)</th>
<th>Current YTD Budget (a)</th>
<th>YTD Actual (b)</th>
<th>Var. $ (b)-(a)</th>
<th>Var. % (b)-(a)/(a)</th>
<th>Var.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>9</td>
<td>2,590,889</td>
<td>2,590,889</td>
<td>2,602,959</td>
<td>12,070</td>
<td>0.47%</td>
</tr>
<tr>
<td>Operating Grants, Subsidies and Contributions</td>
<td>11</td>
<td>2,535,272</td>
<td>1,549,478</td>
<td>1,459,263</td>
<td>(90,215)</td>
<td>(5.82%)</td>
</tr>
<tr>
<td>Fees and Charges</td>
<td>1</td>
<td>0,505,550</td>
<td>488,008</td>
<td>502,808</td>
<td>(45,200)</td>
<td>(8.25%)</td>
</tr>
<tr>
<td>Service Charges</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>64,861</td>
<td>32,424</td>
<td>19,180</td>
<td>(13,244)</td>
<td>(40.85%)</td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td>136,500</td>
<td>68,250</td>
<td>82,587</td>
<td>14,337</td>
<td>21.01%</td>
<td></td>
</tr>
<tr>
<td>Profit on Disposal of Assets</td>
<td>8</td>
<td>10,155</td>
<td>10,155</td>
<td>0</td>
<td>(10,155)</td>
<td>(100.00%)</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td></td>
<td>6,388,227</td>
<td>4,799,204</td>
<td>4,666,796</td>
<td>(132,408)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6,388,227</td>
<td>4,799,204</td>
<td>4,666,796</td>
<td>(132,408)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note</th>
<th>Current Annual Budget (b)</th>
<th>Current YTD Budget (a)</th>
<th>YTD Actual (b)</th>
<th>Var. $ (b)-(a)</th>
<th>Var. % (b)-(a)/(a)</th>
<th>Var.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Costs</td>
<td>(2,222,271)</td>
<td>(1,177,269)</td>
<td>(1,403,834)</td>
<td>(226,565)</td>
<td>(19.24%)</td>
<td></td>
</tr>
<tr>
<td>Materials and Contracts</td>
<td>(1,336,991)</td>
<td>(874,404)</td>
<td>(820,923)</td>
<td>53,481</td>
<td>6.12%</td>
<td></td>
</tr>
<tr>
<td>Utility Charges</td>
<td>(224,445)</td>
<td>(111,725)</td>
<td>(88,366)</td>
<td>23,359</td>
<td>20.91%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenditure</strong></td>
<td>(7,464,220)</td>
<td>(4,105,786)</td>
<td>(3,986,086)</td>
<td>119,700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add back Depreciation</td>
<td>3,155,150</td>
<td>1,577,586</td>
<td>1,361,303</td>
<td>(216,283)</td>
<td>(13.71%)</td>
<td></td>
</tr>
<tr>
<td>Adjust (Profit)/Loss on Asset Disposal</td>
<td>12,027</td>
<td>12,027</td>
<td>8,173</td>
<td>3,854</td>
<td>32.05%</td>
<td></td>
</tr>
<tr>
<td>Adjust Provisions and Accruals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Cash from Operations</strong></td>
<td>2,091,184</td>
<td>2,283,031</td>
<td>2,050,186</td>
<td>(232,845)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants, Subsidies and Contributions</td>
<td>11</td>
<td>2,161,679</td>
<td>859,826</td>
<td>728,932</td>
<td>(130,894)</td>
<td>(15.22%)</td>
</tr>
<tr>
<td>Proceeds from Disposal of Assets</td>
<td>8</td>
<td>95,000</td>
<td>95,000</td>
<td>16,364</td>
<td>(78,636)</td>
<td>(82.78%)</td>
</tr>
<tr>
<td><strong>Total Capital Revenues</strong></td>
<td>2,256,679</td>
<td>954,826</td>
<td>745,296</td>
<td>(209,530)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Held for Resale</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land and Buildings</td>
<td>13</td>
<td>(1,443,712)</td>
<td>(745,825)</td>
<td>(816,685)</td>
<td>(70,855)</td>
<td>(9.50%)</td>
</tr>
<tr>
<td>Infrastructure - Roads</td>
<td>13</td>
<td>(2,297,981)</td>
<td>(1,642,966)</td>
<td>(605,015)</td>
<td>735,014</td>
<td>44.74%</td>
</tr>
<tr>
<td>Infrastructure - Parks, Ovals, &amp; Dam</td>
<td>13</td>
<td>(300,000)</td>
<td>(200,000)</td>
<td>(100,000)</td>
<td>(90,993)</td>
<td>(30.30%)</td>
</tr>
<tr>
<td>Infrastructure - Others</td>
<td>13</td>
<td>(505,000)</td>
<td>(342,498)</td>
<td>(162,502)</td>
<td>333,407</td>
<td>97.35%</td>
</tr>
<tr>
<td>Infrastructure - Footpaths</td>
<td>13</td>
<td>(505,000)</td>
<td>(342,498)</td>
<td>(162,502)</td>
<td>333,407</td>
<td>97.35%</td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td>13</td>
<td>(505,000)</td>
<td>(342,498)</td>
<td>(162,502)</td>
<td>333,407</td>
<td>97.35%</td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>13</td>
<td>(10,000)</td>
<td>(7,502)</td>
<td>(2,500)</td>
<td>4,874</td>
<td>64.97%</td>
</tr>
<tr>
<td><strong>Total Capital Expenditure</strong></td>
<td>(5,117,106)</td>
<td>(3,041,495)</td>
<td>(1,837,152)</td>
<td>1,204,343</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Cash from Capital Activities</strong></td>
<td>(2,860,427)</td>
<td>(2,086,669)</td>
<td>(1,091,857)</td>
<td>994,812</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note</th>
<th>Current Annual Budget (b)</th>
<th>Current YTD Budget (a)</th>
<th>YTD Actual (b)</th>
<th>Var. $ (b)-(a)</th>
<th>Var. % (b)-(a)/(a)</th>
<th>Var.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceeds from New Debentures</td>
<td>7</td>
<td>452,500</td>
<td>348,504</td>
<td>850,000</td>
<td>501,496</td>
<td>143.90%</td>
</tr>
<tr>
<td>Transfer from Reserves</td>
<td>7</td>
<td>(238,737)</td>
<td>(119,370)</td>
<td>(117,382)</td>
<td>1,988</td>
<td>1.67%</td>
</tr>
<tr>
<td><strong>Net Cash from Financing Activities</strong></td>
<td>80,902</td>
<td>212,718</td>
<td>724,717</td>
<td>511,999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants, Subsidies and Contributions</td>
<td>11</td>
<td>(888,341)</td>
<td>409,080</td>
<td>1,683,046</td>
<td>1,273,666</td>
<td></td>
</tr>
<tr>
<td><strong>Opening Funding Surplus/(Deficit)</strong></td>
<td>749,960</td>
<td>749,960</td>
<td>659,134</td>
<td>(90,826)</td>
<td>(12.11%)</td>
<td></td>
</tr>
<tr>
<td><strong>Closing Funding Surplus/(Deficit)</strong></td>
<td>61,619</td>
<td>1,159,040</td>
<td>2,342,180</td>
<td>1,183,140</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.
## SHIRE OF PERENJOURI

**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**

For the Period Ended 31 December 2016

### Capital Acquisitions

<table>
<thead>
<tr>
<th>Capital Acquisitions</th>
<th>YTD Actual New /Upgrade (a)</th>
<th>YTD Actual (Renewal Expenditure) (b)</th>
<th>YTD Actual Total (c) = (a) + (b)</th>
<th>Current YTD Budget (d)</th>
<th>Current Annual Budget</th>
<th>Variance (d) - (c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land and Buildings</td>
<td>11,836</td>
<td>804,844</td>
<td>816,680</td>
<td>745,825</td>
<td>1,443,712</td>
<td>70,855</td>
</tr>
<tr>
<td>Infrastructure Assets - Roads</td>
<td>907,952</td>
<td>0</td>
<td>907,952</td>
<td>1,642,966</td>
<td>2,297,981</td>
<td>(735,014)</td>
</tr>
<tr>
<td>Infrastructure - Parks, Ovals, &amp; Dam</td>
<td>0</td>
<td>23,938</td>
<td>23,938</td>
<td>40,000</td>
<td>300,000</td>
<td>(16,062)</td>
</tr>
<tr>
<td>Infrastructure Assets - Others</td>
<td>9,091</td>
<td>0</td>
<td>9,091</td>
<td>342,498</td>
<td>505,000</td>
<td>(333,407)</td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td>76,863</td>
<td>0</td>
<td>76,863</td>
<td>282,704</td>
<td>560,413</td>
<td>(205,841)</td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>2,628</td>
<td>0</td>
<td>2,628</td>
<td>7,502</td>
<td>10,000</td>
<td>(4,874)</td>
</tr>
<tr>
<td><strong>Capital Expenditure Totals</strong></td>
<td><strong>1,008,371</strong></td>
<td><strong>828,782</strong></td>
<td><strong>1,837,152</strong></td>
<td><strong>3,061,495</strong></td>
<td><strong>5,117,106</strong></td>
<td><strong>(1,224,343)</strong></td>
</tr>
</tbody>
</table>

### Funded By:

<table>
<thead>
<tr>
<th>Source</th>
<th>YTD Actual Total</th>
<th>YTD Actual (b)</th>
<th>YTD Actual Total (c) = (a) + (b)</th>
<th>Current YTD Budget (d)</th>
<th>Current Annual Budget</th>
<th>Variance (d) - (c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Grants and Contributions</td>
<td>728,932</td>
<td>859,826</td>
<td>2,161,679</td>
<td>130,894</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borrowings</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other (Disposals &amp; C/Fwd)</td>
<td>16,364</td>
<td>95,000</td>
<td>95,000</td>
<td>(78,636)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Own Source Funding - Cash Backed Reserves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Replacement Reserve</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Harvesting Control Reserve</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Bus &amp; Maintenance Reserve</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Own Source Funding - Cash Backed Reserves</td>
<td>850,000</td>
<td>348,504</td>
<td>452,500</td>
<td>501,496</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Own Source Funding - Operations</td>
<td>241,857</td>
<td>1,758,165</td>
<td>2,407,927</td>
<td>(1,516,308)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capital Funding Total</strong></td>
<td><strong>1,837,152</strong></td>
<td><strong>3,061,495</strong></td>
<td><strong>5,117,106</strong></td>
<td><strong>1,224,343</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Comments and graphs

**Capital Expenditure Program YTD**

- **Furniture and Equipment**
- **Plant and Equipment**
- **Infrastructure Assets - Others**
- **Infrastructure - Parks, Ovals, & Dam**
- **Infrastructure Assets - Roads**
- **Land and Buildings**

Legend:
- Current YTD Budget
- YTD Actual Total
<table>
<thead>
<tr>
<th>Category</th>
<th>Adopted Budget</th>
<th>Current Annual Budget (a)</th>
<th>Current YTD Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governance</td>
<td>$100,811</td>
<td>$25,622</td>
<td>$25,622</td>
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<tr>
<td>General Purpose Funding - Rates</td>
<td>2,579,353</td>
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<tr>
<td>General Purpose Funding - Other</td>
<td>1,896,290</td>
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<tr>
<td>Law, Order and Public Safety</td>
<td>24,100</td>
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<tr>
<td>Health</td>
<td>2,600</td>
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<tr>
<td>Education and Welfare</td>
<td>129,940</td>
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<tr>
<td>Housing</td>
<td>165,000</td>
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<tr>
<td>Community Amenities</td>
<td>68,500</td>
<td></td>
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<tr>
<td>Recreation and Culture</td>
<td>438,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td>215,133</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic Services</td>
<td>279,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Property and Services</td>
<td>489,000</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>6,388,227</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Expense</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governance</td>
<td>(256,222)</td>
<td>(12,070)</td>
<td>(12,070)</td>
</tr>
<tr>
<td>General Purpose Funding</td>
<td>(151,310)</td>
<td>(418,521)</td>
<td>(418,521)</td>
</tr>
<tr>
<td>Law, Order and Public Safety</td>
<td>(186,842)</td>
<td>(816,310)</td>
<td>(816,310)</td>
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<tr>
<td>Health</td>
<td>(131,919)</td>
<td>(935,590)</td>
<td>(935,590)</td>
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<tr>
<td>Education and Welfare</td>
<td>(243,742)</td>
<td>(875,420)</td>
<td>(875,420)</td>
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<tr>
<td>Housing</td>
<td>(102,531)</td>
<td>(298,330)</td>
<td>(298,330)</td>
</tr>
<tr>
<td>Recreation and Culture</td>
<td>(1,391,341)</td>
<td>(3,962,341)</td>
<td>(3,962,341)</td>
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<tr>
<td>Transport</td>
<td>(3,362,861)</td>
<td>(7,193,900)</td>
<td>(7,193,900)</td>
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<tr>
<td>Economic Services</td>
<td>(689,724)</td>
<td>(1,914,124)</td>
<td>(1,914,124)</td>
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<tr>
<td>Other Property and Services</td>
<td>(384,316)</td>
<td>(967,574)</td>
<td>(967,574)</td>
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<tr>
<td><strong>Total Operating Expenditure</strong></td>
<td>(7,464,220)</td>
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<tr>
<td><strong>Funding Balance Adjustments</strong></td>
<td></td>
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<tr>
<td>Add back Depreciation</td>
<td>3,155,150</td>
<td></td>
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<tr>
<td>Adjust (Profit)/Loss on Asset Disposal</td>
<td>12,027</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjust Provisions and Accruals</td>
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<tr>
<td><strong>Net Cash from Operations</strong></td>
<td>2,091,184</td>
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<tr>
<td><strong>Capital Revenues</strong></td>
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<tr>
<td>Grants, Subsidies and Contributions</td>
<td>2,161,679</td>
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<tr>
<td>Proceeds from Disposal of Assets</td>
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<tr>
<td>Proceeds from Sale of Investments</td>
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<tr>
<td><strong>Total Capital Revenues</strong></td>
<td>2,256,679</td>
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<tr>
<td><strong>Capital Expenses</strong></td>
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<tr>
<td>Land Held for Resale</td>
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<tr>
<td>Land and Buildings</td>
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<tr>
<td>Infrastructure - Roads</td>
<td>(2,297,981)</td>
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<tr>
<td>Infrastructure - Parks, Ovals, &amp; Dam</td>
<td>(300,000)</td>
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<tr>
<td>Infrastructure - Public Facilities</td>
<td>0</td>
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</tr>
<tr>
<td>Infrastructure - Others</td>
<td>(505,000)</td>
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</tr>
<tr>
<td>Plant and Equipment</td>
<td>(560,413)</td>
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<tr>
<td>Furniture and Equipment</td>
<td>(10,000)</td>
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<tr>
<td><strong>Total Capital Expenditure</strong></td>
<td>(5,117,106)</td>
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<tr>
<td><strong>Net Cash from Capital Activities</strong></td>
<td>(2,860,427)</td>
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<tr>
<td><strong>Financing</strong></td>
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<tr>
<td>Proceeds from New Debentures</td>
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<tr>
<td>Transfer from Reserves</td>
<td>452,500</td>
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<tr>
<td>Repayment of Debentures</td>
<td>(238,737)</td>
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<tr>
<td>Transfer to Reserves</td>
<td>(132,861)</td>
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<tr>
<td><strong>Net Cash from Financing Activities</strong></td>
<td>80,902</td>
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<td><strong>Net Operations, Capital and Financing</strong></td>
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<tr>
<td>Opening Funding Surplus(Deficit)</td>
<td>749,960</td>
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</tr>
<tr>
<td>Closing Funding Surplus(Deficit)</td>
<td>61,619</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting
This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity
All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures
All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General
Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale
Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council’s intentions to release for sale.

(i) Fixed Assets
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

- Buildings: 25 to 50 years
- Construction other than Buildings (Public Facilities): 5 to 50 years
- Furniture and Equipment: 4 to 10 years
- Plant and Equipment: 5 to 15 years
- Heritage Assets: 25 to 50 years
- Roads: 25 years
- Footpaths: 50 years
- Sewerage Piping: 75 years
- Water Supply Piping and Drainage Systems: 75 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees’ benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council’s operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council’s intentions to release for sale.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions
Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges
Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs
All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker’s compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance
All insurance other than worker’s compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal
Loss on the disposal of fixed assets.

Depreciation on non-current assets
Depreciation expense raised on all classes of assets.

Interest expenses
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure
Statutory fees, taxes, provision for bad debts, member’s fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:
"A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives"

The Strategic Community Plan defines the key objectives of the Shire as:
"Economic: A strong, resilient and balanced economy.
Environment: Our unique natural and built environment is protected and enhanced.
Social: Our community enjoys a high quality of life.
Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE
Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING
Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY
Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH
Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING
Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES
Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE
Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, public halls.

TRANSPORT
Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

ECONOMIC SERVICES
Tourism, community development, pest control, building services, caravan parks and private works.

OTHER PROPERTY & SERVICES
Plant works, plant overheads and stock of materials.
### Note 2: EXPLANATION OF MATERIAL VARIANCES

#### Reporting Program | Var. $ | Var. % | Var. | Timing/Permanent | Explanation of Variance
--- | --- | --- | --- | --- | ---
**Operating Revenues**
Governance | (27,560) | -51% | ▼ | Interest & Sundry Income
General Purpose Funding | 5,225 | 0% | ▼ | Under Reporting Threshold
Law Order & Public Safety | (1,962) | -16% | ▼ | Under Reporting Threshold
Health | 304 | 23% | ▲ | Under Reporting Threshold
Education & Welfare | 8,958 | 16% | ▲ | Under Reporting Threshold
Housing | 24,310 | 29% | ▲ | Under Reporting Threshold
Community Amenities | (3,081) | -6% | ▼ | Under Reporting Threshold
Recreation and Culture | (71,622) | -17% | ▼ | Grant Dept Of Sport & Rec received prior to budget allocation
Transport | (8,084) | -4% | ▼ | Under Reporting Threshold
Economic Services | 27,199 | 19% | ▲ | Caravan Park & Village Income exceeding budget YTD
Other Property and Services | (86,094) | -35% | ▼ | Private Works & Mining Project Income under budget YTD

#### Operating Expense
Governance | 71,331 | 32.04% | ▼ | Membership, travel etc. under expended
General Purpose Funding | 10,670 | 13.98% | ▼ | Valuations & rates legal fees below budget YTD
Law, Order and Public Safety | 2,286 | 1.99% | ▼ | Under Reporting Threshold
Health | 29,385 | 37.55% | ▼ | Building funds not yet expended
Education and Welfare | (50,929) | (25.01%) | ▲ | Salary & Wages up due to grant & increase in numbers
Housing | 21,021 | 32.16% | ▼ | Under Reporting Threshold
Community Amenities | 1,674 | 0.86% | ▼ | Under Reporting Threshold
Recreation and Culture | (136,642) | (17.20%) | ▼ | Blues for the Bush offset with income
Transport | 345,562 | 20.38% | ▼ | Under Reporting Threshold
Economic Services | 17,788 | 4.70% | ▼ | Under Reporting Threshold
Other Property and Services | (192,446) | (68.58%) | ▼ | Less allocation to PWO

#### Capital Expenses
Land and Buildings | (70,855) | -10% | ▼ | CP & Seniors Units
Infrastructure - Roads | 735,014 | 45% | ▼ | Construction commenced
Infrastructure - Parks, Ovals, & Dam | (3,938) | -20% | ▼ | Under Reporting Threshold
Infrastructure - Other | 333,407 | 97% | ▼ | Townscape & transfer station not commenced
Plant and Equipment | 205,841 | 73% | ▼ | Purchases still to occur
Furniture and Equipment | 4,874 | 65% | ▼ | Under Reporting Threshold

#### Surplus/(Deficit)
Opening Funding Surplus/(Deficit) | (90,826) | -12% | ▼ | Year End Journals as per Auditors - Stock Adjustment
### Note 3: NET CURRENT FUNDING POSITION

<table>
<thead>
<tr>
<th>Note</th>
<th>YTD 31 Dec 2016</th>
<th>Prior Year End 30th June 2016</th>
<th>YTD 31 Dec 2015</th>
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<tr>
<td></td>
<td>Actual YTD</td>
<td>Previous YTD</td>
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</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
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<td>Cash Unrestricted</td>
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<td>Cash Restricted</td>
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<td>Receivables - Rates &amp; Rubbish</td>
<td>6</td>
<td>280,543</td>
<td>287,276</td>
</tr>
<tr>
<td>Receivables -Other</td>
<td>6</td>
<td>64,599</td>
<td>179,771</td>
</tr>
<tr>
<td>Interest / ATO Receivable/Trust</td>
<td>6</td>
<td>(0)</td>
<td>506</td>
</tr>
<tr>
<td>Inventories</td>
<td></td>
<td>62,060</td>
<td>110,055</td>
</tr>
<tr>
<td><strong>Less: Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td></td>
<td>(171,852)</td>
<td>(848,299)</td>
</tr>
<tr>
<td>Provisions</td>
<td></td>
<td>(219,375)</td>
<td>(25,673)</td>
</tr>
<tr>
<td><strong>Less: Adjustments</strong></td>
<td>7</td>
<td>(391,226)</td>
<td>(873,972)</td>
</tr>
<tr>
<td>Cash Reserves - Restricted</td>
<td>7</td>
<td>1,267,306</td>
<td>(1,497,587)</td>
</tr>
<tr>
<td>For Current Leave Provisions</td>
<td>7</td>
<td>219,375</td>
<td>25,673</td>
</tr>
<tr>
<td>For Current Borrowings</td>
<td>7</td>
<td>120,394</td>
<td>88,707</td>
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<tr>
<td><strong>Net Current Funding Position</strong></td>
<td></td>
<td>3,660,945</td>
<td>4,506,815</td>
</tr>
<tr>
<td><strong>Comments - Net Current Funding Position</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Receivables Other is comprised of Sundry Debtors, Pensioners Rebates Allowed
Sundry Debtors Rubbish & ESL Interest
## Note 4: CASH AND INVESTMENTS

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Trust</th>
<th>Investments</th>
<th>Total Amount</th>
<th>Institution</th>
<th>Maturity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Cash Deposits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Bank Account</td>
<td>5375008</td>
<td>0.05%</td>
<td>16,819</td>
<td></td>
<td>16,819</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Telenet Saver Account</td>
<td>0542587</td>
<td>1.10%</td>
<td>758,929</td>
<td>554,481</td>
<td>1,313,409</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Mt Gibson Infrastructure Account</td>
<td>0860049</td>
<td>1.10%</td>
<td>712,825</td>
<td></td>
<td>712,825</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Trust Bank Account</td>
<td>5373006</td>
<td>0.00%</td>
<td></td>
<td>3,270</td>
<td>3,270</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Perenjori Benefit Trust Account</td>
<td>0849576</td>
<td>1.10%</td>
<td></td>
<td></td>
<td>0</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Community Dev Projects Account</td>
<td>0856328</td>
<td>1.10%</td>
<td>10,390</td>
<td></td>
<td>10,390</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Mt Gibson Public Benefit Account</td>
<td>903351</td>
<td>1.10%</td>
<td></td>
<td>169,175</td>
<td></td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Petty Cash</td>
<td></td>
<td></td>
<td>300</td>
<td></td>
<td>300</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Term Deposit 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>700,000</td>
<td>Bankwest</td>
<td>29th Sept 2017</td>
</tr>
<tr>
<td>Term Deposit 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500,000</td>
<td>Bankwest</td>
<td>30th Jan 2017</td>
</tr>
<tr>
<td>Total</td>
<td>1,286,438</td>
<td>1,267,306</td>
<td>172,445</td>
<td>700,000</td>
<td>2,057,014</td>
<td></td>
<td></td>
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</tbody>
</table>

## Note 4A: CASH INVESTMENTS

### Comments/Notes - Investments
### Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

<table>
<thead>
<tr>
<th>Program</th>
<th>GL Account Code</th>
<th>Description</th>
<th>Council Resolution</th>
<th>Classification</th>
<th>No Change (Non Cash Items Adjust)</th>
<th>Increase in Available Cash</th>
<th>Decrease in Available Cash</th>
<th>Amended Budget Running Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Adoption</td>
<td></td>
<td></td>
<td>Opening Surplus(Deficit)</td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Operating Expenses</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amended Budget Cash Position as per Council Resolution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Classifications Pick List:
- Operating Revenue
- Operating Expenses
- Capital Revenue
- Capital Expenses
- Opening Surplus(Deficit)
- Non Cash Item
### Note 6: RECEIVABLES

**Receivables - Rates Receivable**

<table>
<thead>
<tr>
<th></th>
<th>YTD 31 Dec 2016</th>
<th>30 June 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Arrears Previous Years</td>
<td>50,540</td>
<td>136,240</td>
</tr>
<tr>
<td>Levied this year</td>
<td>2,607,907</td>
<td>2,638,222</td>
</tr>
<tr>
<td>Less Collections to date</td>
<td>(2,352,746)</td>
<td>(2,723,922)</td>
</tr>
<tr>
<td>Equals Current Outstanding</td>
<td>305,702</td>
<td>50,540</td>
</tr>
<tr>
<td>Net Rates Collectable</td>
<td>305,702</td>
<td>50,540</td>
</tr>
<tr>
<td>% Collected</td>
<td>88.50%</td>
<td>98.18%</td>
</tr>
</tbody>
</table>

**Non Current Assets:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates Non-Current</td>
<td>21,081</td>
<td>21,081</td>
</tr>
</tbody>
</table>

**Total Rates Outstanding**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>283,979</td>
<td>71,621</td>
</tr>
</tbody>
</table>

**Receivables - General**

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90+Days</th>
<th>Credit Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Receivables - General</td>
<td>13,025</td>
<td>4,020</td>
<td>38,365</td>
<td>710</td>
<td>-$</td>
</tr>
</tbody>
</table>

**Total Receivables General Outstanding**

|                      | 56,112 |

**Note 6 - Accounts Receivable (non-rates)**

- **Current** 23%
- **30 Days** 7%
- **60 Days** 69%
- **90+Days** -1%
- **Credit Payments** 1%

**Comments/Notes - Receivables Rates**

- Total Rates Outstanding does not include Rubbish & ESL Levy

**Comments/Notes - Receivables General**

- Credit Payments are rental income payments paid in advance.
### Note 6A - RECEIVABLES GENERAL

#### Debtors Trial Balance

<table>
<thead>
<tr>
<th>Debtors</th>
<th>GT 90 Days</th>
<th>Age</th>
<th>GT 60 Days</th>
<th>GT 30 Days</th>
<th>Current</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>80658</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 308.00</td>
<td>$ 308.00</td>
</tr>
<tr>
<td>80664</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 3,630.00</td>
<td>$ 3,630.00</td>
</tr>
<tr>
<td>80591</td>
<td>$ 224.30</td>
<td>361</td>
<td></td>
<td></td>
<td>$ 224.30</td>
<td>$ 224.30</td>
</tr>
<tr>
<td>80581</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 520.00</td>
<td>$ 520.00</td>
</tr>
<tr>
<td>80662</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 230.00</td>
<td>$ 230.00</td>
</tr>
<tr>
<td>80598</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 79.99</td>
<td>$ 79.99</td>
</tr>
<tr>
<td>80236</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 750.00</td>
<td>$ 750.00</td>
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<tr>
<td>80219</td>
<td></td>
<td></td>
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<td></td>
<td>$ 200.00</td>
<td>$ 200.00</td>
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<td>80103</td>
<td></td>
<td></td>
<td>$ 160.00</td>
<td></td>
<td>$ 160.00</td>
<td>$ 160.00</td>
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<tr>
<td>80555</td>
<td>$ 256.07</td>
<td>246</td>
<td></td>
<td></td>
<td>$ 256.07</td>
<td>$ 256.07</td>
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<tr>
<td>80648</td>
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<td></td>
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<td></td>
<td>$ 286.00</td>
<td>$ 286.00</td>
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<tr>
<td>80573</td>
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<td></td>
<td>$ 2,980.00</td>
<td>$ 80.00</td>
<td>$ 3,060.00</td>
<td>$ 3,060.00</td>
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<td></td>
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<td>$ 14,000.00</td>
<td>$ 14,000.00</td>
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<tr>
<td>80580</td>
<td></td>
<td></td>
<td>$ 1,800.00</td>
<td></td>
<td>$ 1,800.00</td>
<td>$ 1,800.00</td>
</tr>
<tr>
<td>80649</td>
<td></td>
<td></td>
<td>$ 840.00</td>
<td>$ 910.00</td>
<td>$ 1,750.00</td>
<td>$ 1,750.00</td>
</tr>
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<td></td>
<td>$ 156.35</td>
<td></td>
<td>$ 156.35</td>
<td>$ 156.35</td>
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<td>$ 23,511.40</td>
<td>$ 23,511.40</td>
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<td>80154</td>
<td></td>
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<td>$ 498.00</td>
<td>$ 498.00</td>
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<tr>
<td>80602</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-$ 8.87</td>
<td>$ 8.87</td>
</tr>
<tr>
<td>80651</td>
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<td></td>
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<td></td>
<td>$ 194.70</td>
<td>$ 194.70</td>
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<td></td>
<td>$ 2,454.77</td>
<td>$ 2,454.77</td>
</tr>
<tr>
<td>81564</td>
<td></td>
<td></td>
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<td></td>
<td>$ 528.00</td>
<td>$ 528.00</td>
</tr>
<tr>
<td>80562</td>
<td></td>
<td></td>
<td>$ 567.46</td>
<td></td>
<td>$ 505.59</td>
<td>$ 1,073.05</td>
</tr>
<tr>
<td>81496</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 220.00</td>
<td>$ 220.00</td>
</tr>
<tr>
<td></td>
<td>$ 710.37</td>
<td></td>
<td>$ 38,364.86</td>
<td>$ 4,020.00</td>
<td>$ 13,025.40</td>
<td>$ 56,111.76</td>
</tr>
</tbody>
</table>
### Note 7: Cash Backed Reserve

<table>
<thead>
<tr>
<th>Name</th>
<th>Budget Opening Balance</th>
<th>Budget Interest Earned</th>
<th>Actual Interest Earned</th>
<th>Budget Transfers In (+)</th>
<th>Budget Transfers Out (-)</th>
<th>Actual Transfers In (+)</th>
<th>Actual Transfers Out (-)</th>
<th>Council Resolution</th>
<th>Current Closing Balance</th>
<th>Actual YTD Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Reserve Equity</td>
<td>59,114</td>
<td>1262</td>
<td>360</td>
<td>0</td>
<td>360</td>
<td>0</td>
<td>0</td>
<td>16074.4.1</td>
<td>60,376</td>
<td>59,473</td>
</tr>
<tr>
<td>Plant Replacement Reserve Equity</td>
<td>236,246</td>
<td>4241</td>
<td>1,077</td>
<td>100000</td>
<td>1,077</td>
<td>(188,000)</td>
<td>(190,000)</td>
<td>16074.10</td>
<td>8,522</td>
<td>8,574</td>
</tr>
<tr>
<td>Computer Reserve Equity</td>
<td>8,522</td>
<td>52</td>
<td>0</td>
<td>52</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>8,522</td>
<td>8,574</td>
</tr>
<tr>
<td>Staff Housing Reserve Equity</td>
<td>274,484</td>
<td>3130</td>
<td>1,057</td>
<td>0</td>
<td>1,057</td>
<td>(244,500)</td>
<td>(150,000)</td>
<td>16074.10</td>
<td>33,114</td>
<td>125,541</td>
</tr>
<tr>
<td>Joint Venture Housing Reserve Equity</td>
<td>286,752</td>
<td>5150</td>
<td>1,214</td>
<td>0</td>
<td>1,214</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>291,902</td>
<td>7,966</td>
</tr>
<tr>
<td>Local Groups Int Free Loan Reserve Equity</td>
<td>16,158</td>
<td>290</td>
<td>98</td>
<td>0</td>
<td>98</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>16,448</td>
<td>16,288</td>
</tr>
<tr>
<td>Local Achievement Reserve Equity</td>
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<td>16</td>
<td>0</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>2,662</td>
<td>2,662</td>
</tr>
<tr>
<td>Refuse Site Reserve Equity</td>
<td>96,398</td>
<td>1731</td>
<td>586</td>
<td>0</td>
<td>586</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>98,129</td>
<td>96,964</td>
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<tr>
<td>Swimming Pool Reserve Equity</td>
<td>82,940</td>
<td>1489</td>
<td>353</td>
<td>0</td>
<td>353</td>
<td>0</td>
<td>(80,000)</td>
<td>16074.10</td>
<td>84,429</td>
<td>3,293</td>
</tr>
<tr>
<td>Caravan Park Reserve Equity</td>
<td>8,168</td>
<td>147</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>8,522</td>
<td>8,574</td>
</tr>
<tr>
<td>Airstrip Development Reserve Equity</td>
<td>30,927</td>
<td>914</td>
<td>189</td>
<td>0</td>
<td>189</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>31,841</td>
<td>31,116</td>
</tr>
<tr>
<td>Water Harvesting Control Reserve Equity</td>
<td>39,910</td>
<td>717</td>
<td>243</td>
<td>0</td>
<td>243</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>40,649</td>
<td>40,152</td>
</tr>
<tr>
<td>Vocal History Reserve Equity</td>
<td>7,463</td>
<td>134</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>7,997</td>
<td>7,508</td>
</tr>
<tr>
<td>Water Supply Reserve Equity</td>
<td>18,191</td>
<td>327</td>
<td>111</td>
<td>0</td>
<td>111</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>18,301</td>
<td>18,301</td>
</tr>
<tr>
<td>Community Bus &amp; Maint Reserve Equity</td>
<td>17,954</td>
<td>322</td>
<td>109</td>
<td>0</td>
<td>109</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>18,276</td>
<td>18,063</td>
</tr>
<tr>
<td>Road Reserve Equity</td>
<td>10,302</td>
<td>185</td>
<td>63</td>
<td>0</td>
<td>63</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>10,487</td>
<td>10,365</td>
</tr>
<tr>
<td>Gravel Pit Rehab Reserve Equity</td>
<td>18,780</td>
<td>337</td>
<td>114</td>
<td>0</td>
<td>114</td>
<td>0</td>
<td>0</td>
<td>16074.10</td>
<td>19,157</td>
<td>18,894</td>
</tr>
<tr>
<td>Community Amen Reserve Equity</td>
<td>24,825</td>
<td>446</td>
<td>151</td>
<td>0</td>
<td>151</td>
<td>0</td>
<td>(20,000)</td>
<td>16074.10</td>
<td>5,275</td>
<td>24,975</td>
</tr>
<tr>
<td>Sport &amp; Rec Amenities Reserve Equity</td>
<td>2,707</td>
<td>49</td>
<td>16</td>
<td>0</td>
<td>16</td>
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<td>0</td>
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Total: $1,905,405 $ 32,861 $ 7,901 $ 100,000 $ 207,301 $ 452,500 $ 850,000 $ 1,589,786 $ 1,267,106

### Note 7 - Year To Date Reserve Balance to End of Year Estimate
## Note 8 CAPITAL DISPOSALS

### Actual YTD Profit/(Loss) of Asset Disposal

<table>
<thead>
<tr>
<th>Cost</th>
<th>Accum Depr</th>
<th>Proceeds</th>
<th>Profit (Loss)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$33,455</td>
<td>$8,918</td>
<td>$16,364</td>
<td>$8,173</td>
</tr>
</tbody>
</table>

### Plant and Equipment
- **CDO Vehicle - 2 PJ**
  - Cost: $18,000
  - Accum Dep: $18,000
  - Proceeds: $0
  - Profit (Loss): $0

- **MCDS Vehicle - 4 PJ**
  - Cost: $24,500
  - Accum Dep: $16,000
  - Proceeds: $0
  - Profit (Loss): $(8,500)

- **Backhoe - PJ 1575**
  - Cost: $47,682
  - Accum Dep: $34,000
  - Proceeds: $0
  - Profit (Loss): $(13,682)

- **Mitsubishi Triton - (2012) PJ 1562**
  - Cost: $7,845
  - Accum Dep: $9,000
  - Proceeds: $9,000
  - Profit (Loss): $1,155

- **Mitsubishi Triton - (2011) PJ 1570**
  - Cost: $0
  - Accum Dep: $9,000
  - Proceeds: $9,000
  - Profit (Loss): $0

- **Mitsubishi Triton - (2012) PJ 1572**
  - Cost: $9,000
  - Accum Dep: $9,000
  - Proceeds: $9,000
  - Profit (Loss): $0

Total:
- **Cost**: $33,455
- **Accum Dep**: $8,918
- **Proceeds**: $16,364
- **Profit (Loss)**: $8,173

### Current Budget

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<thead>
<tr>
<th>Net Book Value</th>
<th>Sale Proceeds</th>
<th>Profit</th>
<th>Loss</th>
<th>Comments</th>
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<td>$107,027</td>
<td>$95,000</td>
<td>$10,155</td>
<td>$(22,182)</td>
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### Comments - Capital Disposal/Replacements

---
### SHIRE OF PERNJORI
### NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2016

#### Note 9: RATING INFORMATION

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<th>RATE TYPE</th>
<th>Rate in $</th>
<th>Number of Properties</th>
<th>Rateable Value $</th>
<th>Rate Revenue $</th>
<th>Interim Rates $</th>
<th>Back Rates $</th>
<th>Total Revenue $</th>
<th>Current Budget Rate Revenue $</th>
<th>Current Budget Interim Rate $</th>
<th>Current Budget Back Rate $</th>
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</tbody>
</table>

#### Comments - Rating Information

- **Total Revenue** for the Period Ended 31 December 2016:
  - Differential General Rate: $2,794,566
  - Minimum Payment: $2,794,566
  - Total: $2,794,566

---

**Discounts:** $(203,723)

**Concession:** $0

**Amount from General Rates:** $2,590,043

**Ex-Gratia Rates:** $12,116

**Totals:** $2,602,959
### 10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

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<tr>
<th>Particulars</th>
<th>Interest Rate</th>
<th>Lending Date</th>
<th>Term</th>
<th>Interest Repayments Actual $</th>
<th>Current Budget $</th>
<th>Principal Outstanding Actual $</th>
<th>Current Budget $</th>
<th>Maturity Date</th>
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</thead>
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<tr>
<td>Loan 94 Industrial Land</td>
<td>7.38%</td>
<td>9th June 2008</td>
<td>10 Years</td>
<td>4,340</td>
<td>8,880</td>
<td>13,841</td>
<td>9,300</td>
<td>671</td>
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<tr>
<td>Loan 96 CHA Housing</td>
<td>6.44%</td>
<td>2nd February 2004</td>
<td>20 Years</td>
<td>5,343</td>
<td>10,974</td>
<td>105,829</td>
<td>100,198</td>
<td>3,635</td>
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<tr>
<td>Loan 97 Flat Pack Housing</td>
<td>4.68%</td>
<td>9th May 2012</td>
<td>10 Years</td>
<td>10,536</td>
<td>21,432</td>
<td>133,438</td>
<td>122,542</td>
<td>3,364</td>
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<tr>
<td>Loan 98 Subdivision John Street</td>
<td>6.97%</td>
<td>14th April 2008</td>
<td>20 Years</td>
<td>8,098</td>
<td>16,690</td>
<td>287,736</td>
<td>279,144</td>
<td>10,296</td>
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<tr>
<td>Loan 99 Aquatic Centre</td>
<td>6.09%</td>
<td>15th September 2009</td>
<td>10 Years</td>
<td>34,202</td>
<td>69,807</td>
<td>227,919</td>
<td>192,314</td>
<td>7,983</td>
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<tr>
<td>Loan 100 Aquatic Centre</td>
<td>4.81%</td>
<td>10th April 2012</td>
<td>10 Years</td>
<td>16,735</td>
<td>34,070</td>
<td>212,591</td>
<td>195,256</td>
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<td>Loan 101 2x Duplex Housing</td>
<td>4.68%</td>
<td>9th April 2010</td>
<td>10 Years</td>
<td>11,967</td>
<td>24,214</td>
<td>151,639</td>
<td>139,392</td>
<td>3,828</td>
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<td>Loan 102 Volvo Grader</td>
<td>2.65%</td>
<td>6th January 2016</td>
<td>5 Years</td>
<td>26,161</td>
<td>52,670</td>
<td>236,887</td>
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<td><strong>1,369,879</strong></td>
<td><strong>1,248,524</strong></td>
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(b) New Debentures

All debenture repayments were financed by general purpose revenue.
### Shire of Perenjori

**Notes to the Statement of Financial Activity**

For the Period Ended 31 December 2016

---

**Note 11: Grants and Contributions**

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<tr>
<th>Program/Details GL</th>
<th>Grant Provider</th>
<th>Approval</th>
<th>Variations Current Budget</th>
<th>Variations Additions/Deletions</th>
<th>Operating</th>
<th>Capital</th>
<th>Recoup Status</th>
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<td>(Y/N)</td>
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<td>04315</td>
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<td>192,278</td>
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<td>192,278</td>
</tr>
<tr>
<td>12301</td>
<td>Regional Road Group Funding.</td>
<td>32</td>
<td>Main Roads</td>
<td>Y</td>
<td>619,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12302</td>
<td>Mrd Street Lighting Subsidy</td>
<td>30</td>
<td>Dept of Inf and Transport</td>
<td>Y</td>
<td>2,650</td>
<td>0</td>
<td>2,650</td>
</tr>
<tr>
<td>12303</td>
<td>Roads To Recovery Funding</td>
<td>32</td>
<td>Dept of Inf and Transport</td>
<td>Y</td>
<td>897,109</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Economic Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13612</td>
<td>Grant Funding Income</td>
<td>32</td>
<td>Mt Gibson</td>
<td>Y</td>
<td>100,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Operate Operating**: 30
  - 2,535,272 | 0 | 1,437,254
- **Non-Operate Non-operating**: 32
  - 2,161,679 | 0 | 728,932
- **Balance**
  - 4,696,951 | 2,166,186 | 2,530,765 | 4,696,951
**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Opening Balance 1 Jul 16</th>
<th>Amount Received</th>
<th>Amount Paid</th>
<th>Closing Balance 31-Dec-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sundry Income</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Bus Bonds</td>
<td>400</td>
<td>600</td>
<td>(800)</td>
<td>200</td>
</tr>
<tr>
<td>Hall Bonds</td>
<td>0</td>
<td>800</td>
<td>(800)</td>
<td>0</td>
</tr>
<tr>
<td>Housing Bonds</td>
<td>3,260</td>
<td>860</td>
<td>(1,300)</td>
<td>2,820</td>
</tr>
<tr>
<td>Other Bonds</td>
<td>1,100</td>
<td>250</td>
<td>(1,100)</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,760</td>
<td>2,510</td>
<td>(4,000)</td>
<td>3,270</td>
</tr>
</tbody>
</table>

**Comments - Trust**

<table>
<thead>
<tr>
<th>Description</th>
<th>Opening Balance 1 Jul 16</th>
<th>Amount Received</th>
<th>Amount Paid</th>
<th>Closing Balance 31-Dec-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perenjori Public Benefit Bank Account</td>
<td>170,808</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income/Expenditure</td>
<td>51,102</td>
<td></td>
<td>(52,735)</td>
<td></td>
</tr>
<tr>
<td>Closing Bank Balance</td>
<td>0</td>
<td>51,102</td>
<td>(52,735)</td>
<td>169,175</td>
</tr>
</tbody>
</table>
Note 13: CAPITAL ACQUISITIONS

### Level of Completion Indicators

<table>
<thead>
<tr>
<th>% of Completion</th>
<th>Level of Completion Indicator</th>
<th>Infrastructure Assets</th>
<th>Current Annual Budget</th>
<th>Current YTD Budget</th>
<th>YTD Actual</th>
<th>Variance (Under)/Over</th>
<th>YTD Actual (Renewal Exp)</th>
<th>Strategic Reference / Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance</td>
<td>Capital - Office Equipment.</td>
<td>431</td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
<td>(5,000)</td>
<td>0</td>
<td>No purchases to date</td>
</tr>
<tr>
<td></td>
<td>Capital - Admin Building.</td>
<td>4218</td>
<td>60,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Works not commenced to date</td>
</tr>
<tr>
<td>Governance Total</td>
<td></td>
<td></td>
<td>65,000</td>
<td>5,000</td>
<td>0</td>
<td>(5,000)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Law, Order And Public Safety</td>
<td>Latham Firestation &amp; Ambulance Shed.</td>
<td>5150</td>
<td>45,000</td>
<td>45,000</td>
<td>0</td>
<td>(45,000)</td>
<td>0</td>
<td>PO raised for Shed</td>
</tr>
<tr>
<td></td>
<td>Perenjori Fire Brigade - Building.</td>
<td>5250</td>
<td>20,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Works not commenced to date</td>
</tr>
<tr>
<td></td>
<td>Cctv</td>
<td>5610</td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
<td>(5,000)</td>
<td>0</td>
<td>No purchase made to date</td>
</tr>
<tr>
<td>Law, Order And Public Safety Total</td>
<td></td>
<td></td>
<td>70,000</td>
<td>50,000</td>
<td>0</td>
<td>(50,000)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>Capital - Medical Centre Building.</td>
<td>07250</td>
<td>9,500</td>
<td>9,500</td>
<td>0</td>
<td>(9,500)</td>
<td>0</td>
<td>Works not commenced to date</td>
</tr>
<tr>
<td>Health Total</td>
<td></td>
<td></td>
<td>9,500</td>
<td>9,500</td>
<td>0</td>
<td>(9,500)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>Capital - Housing Expenditure.</td>
<td>10286</td>
<td>799,896</td>
<td>402,009</td>
<td>804,844</td>
<td>402,835</td>
<td>804,844</td>
<td>Seniors Housing commenced &amp; Caravan Park Units</td>
</tr>
<tr>
<td>Housing Total</td>
<td></td>
<td></td>
<td>799,896</td>
<td>402,009</td>
<td>804,844</td>
<td>402,835</td>
<td>804,844</td>
<td></td>
</tr>
<tr>
<td>Community Amenities</td>
<td>Capital Expenditure - Other Infrastructure</td>
<td>10418</td>
<td>505,000</td>
<td>342,498</td>
<td>9,091</td>
<td>(333,407)</td>
<td>9,091</td>
<td>Project Townscape &amp; Transfer station still pending</td>
</tr>
<tr>
<td></td>
<td>Capital - Land.</td>
<td>10133</td>
<td>150,000</td>
<td>150,000</td>
<td>0</td>
<td>(150,000)</td>
<td>0</td>
<td>Not required to date</td>
</tr>
<tr>
<td></td>
<td>Capital - Public Conveniences.</td>
<td>10892</td>
<td>9,000</td>
<td>9,000</td>
<td>0</td>
<td>(9,000)</td>
<td>0</td>
<td>Works not commenced to date</td>
</tr>
<tr>
<td>Community Amenities Total</td>
<td></td>
<td></td>
<td>664,000</td>
<td>501,498</td>
<td>9,091</td>
<td>(492,407)</td>
<td>9,091</td>
<td></td>
</tr>
<tr>
<td>Recreation And Culture</td>
<td>Capital - Perenjori Pavillion Building</td>
<td>11450</td>
<td>220,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Works not commenced to date</td>
</tr>
<tr>
<td></td>
<td>Pj Sports Facility Capital Expenditure</td>
<td>11459</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Works not commenced to date</td>
</tr>
<tr>
<td></td>
<td>Playground Upgrade.</td>
<td>11484</td>
<td>40,000</td>
<td>20,000</td>
<td>23,938</td>
<td>3,938</td>
<td>23,938</td>
<td>Ongoing works</td>
</tr>
<tr>
<td></td>
<td>Capital - Gym Equipment.</td>
<td>11815</td>
<td>5,000</td>
<td>2,502</td>
<td>2,628</td>
<td>126</td>
<td>2,628</td>
<td>Slightly over budget YTD</td>
</tr>
<tr>
<td>Recreation And Culture Total</td>
<td></td>
<td></td>
<td>275,000</td>
<td>22,502</td>
<td>26,567</td>
<td>4,065</td>
<td>23,938</td>
<td></td>
</tr>
</tbody>
</table>
### SHIRE OF PERENJOURI

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

**For the Period Ended 31 December 2016**

**Note 13: CAPITAL ACQUISITIONS**

<table>
<thead>
<tr>
<th>Level of Completion Indicators</th>
<th>% of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>20%</td>
</tr>
<tr>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>80%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Infrastructure Assets</th>
<th>Current Annual Budget</th>
<th>Current YTD Budget</th>
<th>YTD Actual</th>
<th>Variance (Under)/Over</th>
<th>YTD Actual (Renewal Exp)</th>
<th>Strategic Reference / Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Construction Expense Council</td>
<td>12001 472,372</td>
<td>227,820</td>
<td>32,323</td>
<td>(195,497)</td>
<td>0</td>
<td>Under Budget YTD</td>
</tr>
<tr>
<td>Road Construction Expense Rrg</td>
<td>12003 928,500</td>
<td>916,104</td>
<td>487,718</td>
<td>(428,386)</td>
<td>0</td>
<td>Under Budget YTD</td>
</tr>
<tr>
<td>Road Construction R2R</td>
<td>12006 897,109</td>
<td>499,042</td>
<td>387,910</td>
<td>(111,132)</td>
<td>0</td>
<td>Under Budget YTD - Sealing Completed</td>
</tr>
<tr>
<td>Plant &amp; Equipment Purchase</td>
<td>12283 555,413</td>
<td>277,704</td>
<td>76,863</td>
<td>(200,841)</td>
<td>0</td>
<td>Captiva purchased in November</td>
</tr>
<tr>
<td>Capital Expenditure L &amp; B</td>
<td>12285 14,316</td>
<td>14,316</td>
<td>3,829</td>
<td>(10,489)</td>
<td>0</td>
<td>Under Budget YTD</td>
</tr>
</tbody>
</table>

**Transport Total**

<table>
<thead>
<tr>
<th>Current Annual Budget</th>
<th>Current YTD Budget</th>
<th>YTD Actual</th>
<th>Variance (Under)/Over</th>
<th>YTD Actual (Renewal Exp)</th>
<th>Strategic Reference / Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,867,710</td>
<td>1,934,988</td>
<td>988,644</td>
<td>(946,344)</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Economic Services**

<table>
<thead>
<tr>
<th>Infrastructure Assets</th>
<th>Current Annual Budget</th>
<th>Current YTD Budget</th>
<th>YTD Actual</th>
<th>Variance (Under)/Over</th>
<th>YTD Actual (Renewal Exp)</th>
<th>Strategic Reference / Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caravan Park - Buildings - Ablution Block</td>
<td>13190 50,000</td>
<td>49,998</td>
<td>5,598</td>
<td>(44,402)</td>
<td>0</td>
<td>Under Budget YTD</td>
</tr>
<tr>
<td>Caravan Park - New Ablutions - Apron</td>
<td>13192 8,000</td>
<td>8,000</td>
<td>2,409</td>
<td>(5,591)</td>
<td>0</td>
<td>Under Budget YTD</td>
</tr>
<tr>
<td>Caravan Park - Capital</td>
<td>13194 58,000</td>
<td>58,000</td>
<td>0</td>
<td>(58,000)</td>
<td>0</td>
<td>Works not commenced to date</td>
</tr>
<tr>
<td>Capital - Caron Dam Roof</td>
<td>14980 250,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Project not commenced to date</td>
</tr>
</tbody>
</table>

**Economic Services Total**

<table>
<thead>
<tr>
<th>Current Annual Budget</th>
<th>Current YTD Budget</th>
<th>YTD Actual</th>
<th>Variance (Under)/Over</th>
<th>YTD Actual (Renewal Exp)</th>
<th>Strategic Reference / Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>366,000</td>
<td>115,998</td>
<td>8,007</td>
<td>(107,991)</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Capital Expenditure Total**

<table>
<thead>
<tr>
<th>Current Annual Budget</th>
<th>Current YTD Budget</th>
<th>YTD Actual</th>
<th>Variance (Under)/Over</th>
<th>YTD Actual (Renewal Exp)</th>
<th>Strategic Reference / Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,117,106</td>
<td>3,041,496</td>
<td>1,837,152</td>
<td>(1,204,343)</td>
<td>837,873</td>
<td></td>
</tr>
</tbody>
</table>
Attachments
17022.2

Accounts for Payment
December 2016

Ordinary Council Meeting
16th February 2017
<table>
<thead>
<tr>
<th>Cheque/Date</th>
<th>Description</th>
<th>Cheque No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>366 01/12/2016</td>
<td>1x pack zip tie cables</td>
<td>A001536220</td>
<td>-3422.92</td>
</tr>
<tr>
<td>EFT9164 14/12/2016</td>
<td>TOX2117 Manifold Set Complete With 72 Inch Hoses - R134a</td>
<td>EFT9164</td>
<td>-6000.00</td>
</tr>
<tr>
<td>27962-1 01/12/2016</td>
<td>supply of aggregates, supply of aggregates,</td>
<td>EFT9165</td>
<td>12331.35</td>
</tr>
<tr>
<td>EFT9165 14/12/2016</td>
<td>WINCHESTER INDUSTRIES Payment Total</td>
<td>1603/004</td>
<td>-12313.10</td>
</tr>
<tr>
<td>EFT9166 14/12/2016</td>
<td>Warren Taylor Homes Payment Total</td>
<td>1603/004</td>
<td>-119032.00</td>
</tr>
<tr>
<td>914 21/11/2016</td>
<td>ADVENTURES WITH JUMP N&quot;BUMP AMUSEMENTS&quot; Christmas Street Party, bouncy castle,water slide double lane, delivery and generator</td>
<td>EFT9167</td>
<td>-1507.00</td>
</tr>
<tr>
<td>26510 01/11/2016</td>
<td>AGRI SERVICES PERENJORI 3x Paint brushes, Heavy duty 9v, 9 Volt battery, 1x 19mm Ratchet Clip, 1x 13mm Ratchet Clip, 3x natures botanical fly cream, 2x natures botanical fly pollen</td>
<td>EFT9169</td>
<td>110.70</td>
</tr>
<tr>
<td>26525 15/11/2016</td>
<td>AGRI SERVICES PERENJORI 1x 0 D Shackle</td>
<td>EFT9169</td>
<td>9.00</td>
</tr>
<tr>
<td>26574 22/11/2016</td>
<td>AGRI SERVICES PERENJORI 2x phillips light globe</td>
<td>EFT9169</td>
<td>15.00</td>
</tr>
<tr>
<td>26525 17/11/2016</td>
<td>AGRI SERVICES PERENJORI 3x grinder discs, 1x 13mm connector, 2x Gel conn, 1x neta tap adaptor, 2x bag rapid cement, 2x bag rapid cement, 1x bag of rags</td>
<td>EFT9169</td>
<td>112.95</td>
</tr>
<tr>
<td>26526 18/11/2016</td>
<td>AGRI SERVICES PERENJORI 2x caps bsp 1/2 inch cap, 1x medium cripplies, 1x philmac plug 3/4, 2x neta 19mm ratchet clip, 1x 9volt battery</td>
<td>EFT9169</td>
<td>81.55</td>
</tr>
<tr>
<td>26527 24/11/2016</td>
<td>AGRI SERVICES PERENJORI 3x fly net, 2x mtr starter cord 4mm, 2x ELGate hinges sh80/40, 1x freight, 1x philmac joiner 2inch</td>
<td>EFT9169</td>
<td>161.45</td>
</tr>
<tr>
<td>26512 28/11/2016</td>
<td>AGRI SERVICES PERENJORI 8x 30x75 bolts, 8x 10l o nucus nuts</td>
<td>EFT9169</td>
<td>13.60</td>
</tr>
<tr>
<td>26529 29/11/2016</td>
<td>AGRI SERVICES PERENJORI 25x hunter sprinkler PG94A 100mm- order returned wrong size, 1x Freight</td>
<td>EFT9169</td>
<td>35.00</td>
</tr>
<tr>
<td>26530 29/11/2016</td>
<td>AGRI SERVICES PERENJORI 2x clamp hose</td>
<td>EFT9169</td>
<td>2.90</td>
</tr>
<tr>
<td>26513 30/11/2016</td>
<td>AGRI SERVICES PERENJORI 2x pairs of safety glasses</td>
<td>EFT9169</td>
<td>20.00</td>
</tr>
<tr>
<td>26531 30/11/2016</td>
<td>AGRI SERVICES PERENJORI 6x 7/6x4 bolts and nuts, 4x bolts, 4x washers, 4x nuts</td>
<td>EFT9169</td>
<td>19.00</td>
</tr>
<tr>
<td>26511 03/11/2016</td>
<td>AGRI SERVICES PERENJORI 2x hose clamps 15mm, 6x gal connector, 1x neta 19mm barbend plug w/crp, 3x neta 19mm joiner, 2x Elbow 19mm barb 1/2, 1x 13mm ratchet clips, 1x 19mm poly pipe</td>
<td>EFT9169</td>
<td>49.10</td>
</tr>
<tr>
<td>26524 15/11/2016</td>
<td>AGRI SERVICES PERENJORI 1x slip coupling, 1x tee PVC, 1x Brass tap 15mm, 1x 9volt battery, 1x garden hose 15m</td>
<td>EFT9169</td>
<td>67.00</td>
</tr>
<tr>
<td>26514 07/11/2016</td>
<td>AGRI SERVICES PERENJORI 1x pack 10x 5cables</td>
<td>EFT9169</td>
<td>10.00</td>
</tr>
<tr>
<td>26515 07/11/2016</td>
<td>AGRI SERVICES PERENJORI 1x fly net</td>
<td>EFT9169</td>
<td>7.00</td>
</tr>
<tr>
<td>26518 07/11/2016</td>
<td>AGRI SERVICES PERENJORI Sure can fly spray</td>
<td>EFT9169</td>
<td>31.50</td>
</tr>
<tr>
<td>26519 08/11/2016</td>
<td>AGRI SERVICES PERENJORI 2x grey cement, 2x BCC fast setting cement, 1x Red hot blue clue PVC Pipe</td>
<td>EFT9169</td>
<td>69.50</td>
</tr>
<tr>
<td>26520 09/11/2016</td>
<td>AGRI SERVICES PERENJORI 1x Boom Gate 3475mm x 40mm, 1x Freight, 1x Jamrojon ring fasteners, 3x hose clamps 14.27mm, 3x hose clamps 8-16mm</td>
<td>EFT9169</td>
<td>335.05</td>
</tr>
<tr>
<td>26521 11/11/2016</td>
<td>AGRI SERVICES PERENJORI 3x pop up sprinkler, 4x adaptors, 4x neta joiner barbed 19mm, 1x neta 19mm ratchet clip, 2x hose clamp 8-16mm, 1x hose clamp 14-27mm, 1x black tap chemical, 2x Dishacke 11mm</td>
<td>EFT9169</td>
<td>54.40</td>
</tr>
<tr>
<td>26522 15/11/2016</td>
<td>AGRI SERVICES PERENJORI 12x I25 Sprinklers, 1x cable ties 300mm x 4.8mm</td>
<td>EFT9169</td>
<td>1672.00</td>
</tr>
<tr>
<td>EFT9168 15/11/2016</td>
<td>AGRI SERVICES PERENJORI Payment Total</td>
<td>EFT9169</td>
<td>-2876.70</td>
</tr>
<tr>
<td>640602-01 01/12/2016</td>
<td>ARROW BRONZE Nichel wall plain cast bronze plaque 135mmx 115mm with no text</td>
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<td>640602-02 01/12/2016</td>
<td>ARROW BRONZE Nichel Wall Plaque for Harry &amp; Violae Brooks, 320mm x 152mm as per job number 611250/51/52, postage</td>
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<td>ASHDOWN-INGRAM 1x RPI D4701 FUSH GUN WITH HOSE</td>
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<td>ASHDOWN-INGRAM TOX2117 Manifold Set Complete With 72 Inch Hoses - R134a</td>
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<td>BLUISHILL COURIERS Freight - Geraldon to Perenjori - 02/09 - 1 x bundle timber @ 6mts, 1 x ctn door locks - GIBS, Freight - Geraldon to Perenjori - 07/09 - 2 x tins paint - Paint Place, Freight - Geraldon to Perenjori - 07/09 - 1 x bundle roofing sheets @ 5mts, 2 x bundle roofing sheets @ 3 mts - Onesteel, Freight - Geraldon to Perenjori - 21/09 - 8 x 30lt paint / thinners, 3 x ctn sundries - Paint Place, Freight - Geraldon to Perenjori - 28/09 - 1 x ctn - GIBS, Freight - Geraldon to Perenjori - 28/09 - 3 x concrete boxes, 1 x ctn - Galvins, Freight - Geraldon to Perenjori - 30/09 - 1 pack particle board 1200 x1400 - GIBS</td>
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<td>Freight - Perth to Perenjori - 10/11 x pallet flashings, 1 x metal flashings envelope - Central Metals, Freight - Perth to Perenjori - 18/11 - Bonaire evap aircon - Climate Technologies</td>
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<td>Oval Toilets - 10kg blockettes</td>
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<td>Caravan Park - 20kg bluewash laundry powder, Village - 20kg bluewash laundry powder, Pecc - blue microfibre cloth pk 10, Pecc - yellow microfibre cloth pk 10, Pecc - red microfibre cloth pk 10, napsunulot oil</td>
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<td>475578L. Wedge Globe 12V 27W Standard - 2 Pce, R2736P Ryco Oil Filter Cartridge, R2745P. Ryco Fuel Filter Cartridge</td>
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<td>Caravan Park - quarterly maintenance service of C10 size biomax system</td>
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<td>54</td>
<td>Flash Flowers</td>
<td>40 x Ladies Corsages @ $11.50 ea Senior Citz and Volunteer Dinner</td>
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<td>GELLATLY'S ROADHOUSE</td>
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<td>10 Litre - Solvent trade ceiling white x 8 (47088563.410), 10litre-Low sheen acrylic white Dulux Whisper White x 6 (137001.410), 10litre-High gloss white Dulux Whisper White x1 (128871.010), 10litre- Dulux Whisper White x1 (43113239.410), 10litre-Duraguard Classic Cream x1 (47501239.410), 4litre-Duraguard Classic Cream x1 (47501239.410), 4litre- Master prep Stain seal x (9138225.004), 4litre- Methylated Spirits x1 (15000-4), Fill and paint gap filler 300ml x 12 (122394)</td>
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<td>1 Gallery Whitely Toilet Suite - Back to wall, 1 Flexi Joint Hose, 1 Min Tap, 1 Cover Plate, 1 Pan Collar</td>
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<td>CHALLENGE CHEMICALS AUSTRALIA</td>
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125 01/12/2016 FRANK GILMOUR PEST CONTROL 2 John St - annual pest management on Shire properties from 09/16 Nov & 30th November, 8A John St - annual pest management on Shire properties from 09/16 Nov & 30th November, 8B John St - annual pest management on Shire properties from 09/16 Nov & 30th November, 4 John St - annual pest management on Shire properties from 09/16 Nov & 30th November, 23 Hesford St - annual pest management on Shire properties from 09/16 Nov & 30th November, 21 Hesford St - annual pest management on Shire properties from 09/16 Nov & 30th November, 19 Hesford St - annual pest management on Shire properties from 09/16 Nov & 30th November, 32 Livingstone St - annual pest management on Shire properties from 09/16 Nov & 30th November, 30 Livingstone St - annual pest management on Shire properties from 09/16 Nov & 30th November, 28 Livingstone St - annual pest management on Shire properties from 09/16 Nov & 30th November, 21A Livingstone St - annual pest management on Shire properties from 09/16 Nov & 30th November, 11B Livingstone St - annual pest management on Shire properties from 09/16 Nov & 30th November, 11A Livingstone St - annual pest management on Shire properties from 09/16 Nov & 30th November, 38A Russell St - annual pest management on Shire properties from 09/16 Nov & 30th November, 38B Russell St - annual pest management on Shire properties from 09/16 Nov & 30th November, 50 Russell St - annual pest management on Shire properties from 09/16 Nov & 30th November, 59 Russell St - annual pest management on Shire properties from 09/16 Nov & 30th November, 9 Hirshauer St - annual pest management on Shire properties from 09/16 Nov & 30th November.  
8528.00

EFT9224 23/12/2016 FRANK GILMOUR PEST CONTROL Payment Total -8528.00  
1829776 01/12/2016 GALVINS PLUMBING SUPPLIES 155 John St - 1 x corona uniset cistern with seat - white, ATT; JAMIE  
269.79

EFT9225 23/12/2016 GALVINS PLUMBING SUPPLIES Payment Total -269.79  
699046 01/12/2016 GERALDTON DECORATOR CENTRE PTY LTD 4 ltrs ex low sheen Dory Colour, 20ltrs turpentine, 4ltrs metholated spirits  
183.37

EFT9226 23/12/2016 GERALDTON DECORATOR CENTRE PTY LTD Payment Total -183.37  
0000160377-001 01/12/2016 GERALDTON INDEPENDENT BUILDING SUPPLIES New Units - 75mm Partical Board Screws x 500, New Units - Roll 180 grit sand paper x 1, New Units - Roll 120 grit sand paper x 1, satin chrome knob entrance sets x 3  
364.89

EFT9227 23/12/2016 GERALDTON INDEPENDENT BUILDING SUPPLIES Payment Total -673.35  
603985 12/12/2016 GERALDTON MOWER & REPAIR SPECIALIST 1 x 30lt Line trimmer Model FS85 $449.1 x Champ Head $145.40  
631.00

EFT9228 23/12/2016 GERALDTON MOWER & REPAIR SPECIALIST Payment Total -631.00  
TRAVEL141216 14/12/2016 GRAEME KINGSLEY REID Cr Travel Fees - Ordinary Council Meeting 14/12/2016 - 104kms @ $.9397/km  
93.97

DEC2016 14/12/2016 GRAEME KINGSLEY REID Cr Meeting Fees - Ordinary Council Meetings 14/11/2016 @ $200  
200.00

EFT9229 23/12/2016 GRAEME KINGSLEY REID Payment Total -293.97  
174873 20/12/2016 JASON SIGNMAKERS Geoff Trotter Memorial Park wood sign  
1958.00

EFT9230 23/12/2016 JASON SIGNMAKERS Payment Total -1958.00  
73763P 01/12/2016 JCB CONSTRUCTION EQUIPMENT AUSTRALIA Pi 1575 JB-827/80249 Glass right side w, ZZ-JCB-1400-1000-200-K7 Glass Box  
552.41

EFT9231 23/12/2016 JCB CONSTRUCTION EQUIPMENT AUSTRALIA Payment Total -552.41  
151.72

41573 14/12/2016 JMH MECHANICAL SERVICES Glass Fuse Electronic 6.3A 250V 5X20, Freight  
32.51

41318 01/12/2016 JMH MECHANICAL SERVICES New units - Heater Hose, New units - hose 25mm - id 35mm od silicone, New units - 14 -27 mm perforated hose clamp, New units 21-38 mm perforated hose clamp  
73.51

EFT9232 23/12/2016 JMH MECHANICAL SERVICES Payment Total -257.74  
TRAVEL1131216 13/12/2016 JOANNE MAUD HIRSCH Cr Travel Fees - Finance Committee Meeting 13/12/2016 @ 104kms @ $ 5.9397  
69.53

TRAVEL141216 14/12/2016 JOANNE MAUD HIRSCH Cr Travel Fees - Ordinary Council Meeting 14/12/2016 - 104kms @ $ 5.9397  
69.53

DEC2016 14/12/2016 JOANNE MAUD HIRSCH Cr Meeting Fees - Ordinary Council Meetings 14/12/2016 @ $200, Cr Meeting Fees - Finance Committee Meetings 13/12/2016 @ $118, Cr Meeting Fees - Audit Committee Meetings 13/12/2016 @ $118  
436.00

EFT9233 23/12/2016 JOANNE MAUD HIRSCH Payment Total -575.00  
TRAVEL1131216 13/12/2016 JOHN CUNNINGHAM Cr Travel Fees - Finance Committee Meeting 13/12/2016 - 50kms @ $ 5.9397  
46.98

TRAVEL141216 14/12/2016 JOHN CUNNINGHAM Cr Travel Fees - Ordinary Council Meeting 14/12/2016 - 50kms @ $ 5.9397  
46.98

DEC2016 14/12/2016 JOHN CUNNINGHAM Cr Meeting Fees - Ordinary Council Meetings 14/12/2016 @ $200, Cr Meeting Fees - Finance Committee Meetings 13/12/2016 @ $118  
318.00

EFT9234 23/12/2016 JOHN CUNNINGHAM Payment Total -411.90
Preparation and issuing of draft letters to Les Panting to appraise the Caravan Park Village, addressing the items specifically mentioned in Williams + Hughes’ letter of 5 October 2016. Preparation of a separate letter requesting an estimate of removal and replacement costs which will be for the Shire’s use only. All reports will remain subject to legal professional privilege until such time as the Shire instructs me to provide it to MWT’s lawyers.

3975.29

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TRAVEL131216

13/12/2016 | LAURIE CHARLES BUTLER | Cr Travel Fees - Finance Committee Meeting 13/12/2016 - 16kms @ $6.872 | 10.83 |

TRAVEL141216

14/12/2016 | LAURIE CHARLES BUTLER | Cr Travel Fees - Ordinary Council Meeting 14/12/2016 - 16kms @ $6.872 | 10.83 |

DEC2016

14/12/2016 | LAURIE CHARLES BUTLER | Cr Meeting Fees - Ordinary Council Meetings 14/12/2016 @ $400, Cr Meeting Fees - Finance Committee Meetings 13/12/2016 @ $518, Cr Meeting Fees - Audit Committee Meetings 13/12/2016 @ $518 | 636.00 |

EFT9235

23/12/2016 | KOTT GUNNING LAWYERS | Payment Total                                                             | -438.28 |

EFT9237

23/12/2016 | LGIS | Payment Total                                                             | -794.05 |

TRAVEL131216

13/12/2016 | LISA JANE SMITH | Cr Travel Fees - Finance Committee Meeting 13/12/2016 - 21.8 kms @ $9397 | 20.37 |

TRAVEL141216

14/12/2016 | LISA JANE SMITH | Cr Travel Fees - Ordinary Council Meeting 14/12/2016 - 21.8 kms @ $9397 | 20.56 |

DEC2016

14/12/2016 | LISA JANE SMITH | Cr Meeting Fees - Ordinary Council Meetings 14/12/2016 @ $200, Cr Meeting Fees - Finance Committee Meetings 13/12/2016 @ $518, Cr Meeting Fees - Audit Committee Meetings 13/12/2016 @ $518 | 436.00 |

EFT9238

23/12/2016 | LISA JANE SMITH | Payment Total                                                             | -476.93 |

D243-12

01/12/2016 | MARKET CREATIONS | 193 x standard active archive cartons for the month of November 2016 | 530.75 |

EFT9239

23/12/2016 | MARKET CREATIONS | Payment Total                                                             | -530.75 |

SOPR76

07/12/2016 | MIDWEST TRANSPORTABLES | Rental Return for the MWT units for November 2016 | 7506.03 |

EFT9240

23/12/2016 | MIDWEST TRANSPORTABLES | Payment Total                                                             | -7506.03 |

S2

15/12/2016 | NAVSDRON PTY LTD | Assistance with revaluation $2,890, Assistance with annual financial statements $2,380 | 5797.00 |

EFT9241

23/12/2016 | NAVSDRON PTY LTD | Total                                                                    | -5797.00 |

00001610

12/12/2016 | PERENJORI COMMUNITY RESOURCE CENTRE | Catering for the Shire Christmas Party 10th December 2016 | 600.00 |

00001614

14/12/2016 | PERENJORI COMMUNITY RESOURCE CENTRE | Catering for December Council Meeting | 53.00 |

EFT9242

23/12/2016 | PERENJORI COMMUNITY RESOURCE CENTRE | Total                                                                    | -633.00 |

DEC2016

16/12/2016 | PERENJORI IGA X - PRESS | selley's liquid sugar soap, stainless steel scourer, chux magic eraser, oates scour/sponge, sotchbrite scoours 4 pack, gumption past cleaner, clorox handy andy, pineapple, grapes white seed less, dorsonga cabanossi, dorsonga csabai, dorsonga salami hungarian, dorsongna salami hot, Aussie gold cheese, Coon tasty cheese, ing tenders, Dors Csabai, Mrs Macs Party Pies, Mrs Macs Party Sausage Rolls, Oranges, service deli, service deli, cherries, IGA rolls enterainer, inhouse bakery, Harvy fresh free range milk 2L, panadol tablets, fantastic original, smyths xmas mix, pink lady apples, Harvey fresh milk hilo 2L, armnotts family assortment, groceries - unaccountable receipts for Oct - Nov and Dec 2016 | 758.92 |

EFT9243

23/12/2016 | PERENJORI IGA X - PRESS | Payment Total                                                             | -758.92 |

00000750

09/12/2016 | PERENJORI PRIMARY SCHOOL P&C ASSOCIATION INC | P&C Catering provided for the Senior Citizens & Volunteer Dinner, $40.00 per head @ 79 People | 3160.00 |

EFT9244

23/12/2016 | PERENJORI PRIMARY SCHOOL P&C ASSOCIATION INC | Payment Total                                                             | -3160.00 |

63

16/12/2016 | PERENJORI SPORTS CLUB | Senior Citizens Dinner - Club Hire, Senior Citizens Dinner - Drinks | 1690.00 |

64

16/12/2016 | PERENJORI SPORTS CLUB | Shire of Perenjori Christmas Party - Club Hire, Shire of Perenjori Christmas Party - Drinks | 1688.00 |

PUBLIC BENRND9

19/12/2016 | PERENJORI SPORTS CLUB | Round 9 Mt Gibson - wheat crop for harvest | 16500.00 |

EFT9245

23/12/2016 | PERENJORI SPORTS CLUB | Payment Total                                                             | -19878.00 |

TRAVEL141216

14/12/2016 | PETER JOHN WATERHOUSE | Cr Travel Fees - Ordinary Council Meeting 14/12/2016 - 128kms @ $9.397/km | 120.28 |

DEC2016

14/12/2016 | PETER JOHN WATERHOUSE | Cr Meeting Fees - Plant and Works Committee Meetings 07/12/2016 @ $518, Cr Meeting Fees - Ordinary Council Meetings 14/12/2016 @ $200 | 318.00 |

EFT9246

23/12/2016 | PETER JOHN WATERHOUSE | Payment Total                                                             | -438.28 |

4384

11/12/2016 | RJ & LJ KING | 20L Delo Syn Atf HD, AdBlue Pod, Belt | 1867.80 |

4403

18/12/2016 | RJ & LJ KING | Trailer tires | 1100.00 |

TRAVEL141216

14/12/2016 | ROBIN LYN SPENCER | Cr Travel Fees - Ordinary Council Meeting 14/12/2016 46kms @ $9.397 | 43.22 |

DEC2016

14/12/2016 | ROBIN LYN SPENCER | Cr Meeting Fees - Ordinary Council Meetings 14/12/2016 @ $200 | 200.00 |

EFT9248

23/12/2016 | ROBIN LYN SPENCER | Payment Total                                                             | -243.22 |

DEC2016

14/12/2016 | RODNEY PAUL DESMOND | Cr Meeting Fees - Council Meetings 14/12/2016 @ $200.00, Cr Meeting Fees - Plant and Works Committee Meetings 07/12/2016 @ $518.00 | 318.00 |

EFT9249

23/12/2016 | RODNEY PAUL DESMOND | Payment Total                                                             | -318.00 |
9332888425 09/12/2016 SETON AUSTRALIA NO SMOKING Sign - Pool 53.94
EPT9250 23/12/2016 SETON AUSTRALIA Payment Total -53.94
5880 13/12/2016 SHIRE OF MORAWA Payment Total -5000.00
EPT9251 23/12/2016 SHIRE OF MORAWA Payment Total -4211.39
13333 05/12/2016 SHIRE OF THREE SPRINGS Advertising - Three Springs Yakabout For Local Government Trainee 40.00
13333 05/12/2016 SHIRE OF THREE SPRINGS Yakabout advertising - traineeship ( issue 115) 05/12/2016, 40.00
EPT9252 23/12/2016 SHIRE OF THREE SPRINGS Payment Total -80.00
PUBLICBENNIND9 19/12/2016 ST JOHN AMBULANCE WESTERN AUSTRALIA LTD Round 9 Mt Gibson new ambulance shed in Latham 11000.00
EPT9253 23/12/2016 ST JOHN AMBULANCE WESTERN AUSTRALIA LTD Payment Total -11000.00
M209409 01/12/2016 STAPLES AUSTRALIA PTY LTD P and S Meter charges Black and White, P and S Meter charges Colour 573.78
EPT9254 23/12/2016 STAPLES AUSTRALIA PTY LTD Payment Total -573.78
B0622 15/11/2016 THINK WATER GERALDTON 2x pvc faucet elbow 25 x 15mm, 2 hunter Mp 2000 rotator female 90-210 black, 2 x poly riser 15x 25mm, 2 x hunter popup body sprinkler pro-S 42.75
EPT9253 23/12/2016 THINK WATER GERALDTON Payment Total -42.75
O280 16/12/2016 TOLL IPEC PTY LTD 02/12/2016 - From Staples - 2 x 286 kg, 13/12/2016 - From Staples 5 x 59 kg, 14/12/2016 - From Challenge - 1 x 25kg, 15/12/2016 From Staples - 1 x 9KG 82.37
EPT9256 23/12/2016 TOLL IPEC PTY LTD Payment Total -82.37
13444 13/12/2016 WALLIS COMPUTER SOLUTIONS Wireless Keyboard & Mouse for PECC 165.00
13440 13/12/2016 WALLIS COMPUTER SOLUTIONS Synergy Upgrade to all computers 363.83
13443 13/12/2016 WALLIS COMPUTER SOLUTIONS Platinum services 15.00
EPT9257 23/12/2016 WALLIS COMPUTER SOLUTIONS Payment Total -543.83
5795333000 12/12/2016 TELSTRA CORPORATION 99731316 Ph Charges Depot, 99731632 Ph Charges DECO Res, 99731751 Internet Data (Bianca), 6495199650, 9004646360, 99730100 Ph Charges Admin, 99730101 Ph Charges trainee, 99730102 Ph Charges MDCS line, 99730103, 99730104 Ph Charges SFO line, 99730105 Phone Charges Admin Line, 99730106 Ph Charges Finance, 99730107 Ph Charges Club, 99730108 Ph Charges CEO, 99730109 Ph, 99730110 Ph Charges CEO line, 99730111 Ph Charges Pool, 99730112 Ph Charges MIS, 99730113 Ph Charges Mechanic, 99730114 Ph Charges Ws, 99730116 Ph Charges, 99730117 Ph Charges Depot Admin, 99730200 PECC, 99730206 PECC, Mobile Net 0418187081L, 99731042 Internet and date N9052846R - Pool, N9514753R Internet and Data CEO, N9096369R Internet and Data Sfo Herford, N9519201R Internet and Data SFO 356 Hinshauer, N9725312R Internet and Data MDCS 355 Hinshauer, 99731002 Ph Charges Admin Eftpos, 99731354 Ph Charges Admin Line, 99731102 Ph Charges Admin Fax, 99731102 Ph Charges CEO Fax, 0427731004 Ph Charges CEO Mobile, 0427731336 Ph ChargesPECC Coordinator, 99731120 Ph Charges CEO Residence, 99731119 Ph ChargesPECC Home, 99731401 Ph Charges CPark, 99736509 Ph Charges Lthm Ambulance, 99731483 Ph Charges Public Access Computer, 2510846114 Ph Charges Shared Included Calls, 0408774761 Ph Charges Building Maintenance, 0475953764 New Ipad Charges, 0475953765 New Ipad Charges Cr Peter Waterhouse, 0475953767 New Ipad Charges MIS Ken Markham, 0475953769 New Ipad Charges, 0475963477 New Ipad Charges CEO Ali Mills, 0475963478 New Ipad Charges, 0475963020 New Ipad Charges Cr Graeme Reid, 3759.71
EPT9455 13/12/2016 TELSTRA CORPORATION Payment Total -3759.71
14246 01/12/2016 SHIRE OF IRWIN Customer Service and Complaints Handling Course - Tia Markham 489.50
19438 15/12/2016 SHIRE OF IRWIN Payment Total -489.50
2316224480 08/12/2016 Synergy, 8A John Street - electricity usage from 11/10/2016 - 05/12/2016 156.65
SLNOV2016 07/12/2016 Synergy, Street Lights - electricity usage from 01/11/2016 - 07/12/2016 1842.75
13447 15/12/2016 Synergy, Payment Total -1999.40
2000479035303 NOV 01/12/2016 TELSTRA CORPORATION Telephone charges from 24/10/2016 - 23/11/2016 - Club Development Officer, telephone charges from 24/10/2016 - 23/11/2016 - Graphic Design Development Officer 143.20
13448 15/12/2016 TELSTRA CORPORATION Payment Total -143.20
DEDUCTION 13/12/2016 SHIRE OF PERENJORI - TRUST Payroll Deduction Housing Bond 200.00
13440 15/12/2016 SHIRE OF PERENJORI - TRUST Payment Total -200.00
DEC2016 14/12/2016 KIRK JINDRICH POHL Cr Meeting Fees - Ordinary Council Meetings 14/12/2016 @ $200, Cr Meeting Fees - Plant and Works Committee Meetings 07/12/2016 @ $118, Cr Meeting Fees - Audit Committee Meetings 13/12/2016 @ $118 436.00
19441 23/12/2016 KIRK JINDRICH POHL Payment Total -436.00
5112 15/12/2016 PERENJORI HOTEL December Council Meeting Lunch - Perenjori Hotel 14 People 372.50
19442 23/12/2016 PERENJORI HOTEL Payment Total -372.50
PUBLICBENNIND9 19/12/2016 PERENJORI MENS BOWLS CLUB Round 9 Mt Gibson cementing outdoor area bowls green 12000.00
19443 23/12/2016 PERENJORI MENS BOWLS CLUB Payment Total -12000.00
PUBLICBENNIND9 19/12/2016 PERENJORI PISTOL CLUB Round 9 Mt Gibson bullet press and outdoor settings 5000.00
19444 23/12/2016 PERENJORI PISTOL CLUB Payment Total -5000.00
DEDUCTION 27/12/2016 SHIRE OF PERENJORI - TRUST Payroll Deduction Housing Bond 50.00
<table>
<thead>
<tr>
<th>Date</th>
<th>Agency/Department</th>
<th>Description</th>
<th>Bill Amount</th>
</tr>
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<tbody>
<tr>
<td>12/10/2016</td>
<td>Synergy.</td>
<td>Depot - electricity usage from 12/10/2016 - 08/12/2016</td>
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<td>2 John Street - electricity usage from 12/10/2016 - 08/12/2016</td>
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<td>Synergy.</td>
<td>Fowler st public conveniences - electricity usage from 12/10/2016 - 08/12/2016</td>
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<td>Mascom Logde - electricity usage from 12/10/2016 - 08/12/2016</td>
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<td>9 Hirshauer St - electricity usage from 12/10/2016 - 08/12/2016</td>
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<td>Unit 1 - 15 Russell Street - electricity usage from 12/10/2016 - 08/12/2016</td>
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<td>CRC - electricity usage from 12/10/2016 - 08/12/2016</td>
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<td>Museum/Tourist Bureau - electricity usage from 12/10/2016 - 08/12/2016</td>
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<td>Lot 53X Crossing St - electricity usage from 17/11/2016 - 14/12/2016</td>
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<td>PAYROLL DEDUCTION ACCOUNTS</td>
<td>Loan No. 94 Principal payment - Industrial Park land, Loan No. 94 Interest payment - Industrial Park land, Loan No. 94 Fixed Component - Industrial Park land</td>
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<td>01/12/2016</td>
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<td>Payment Total</td>
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<td>Amount</td>
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<td>CAPITAL FINANCE AUSTRALIA Pi4578 - 2010 VOLVO GRADER QTRLY LEASE</td>
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<tr>
<td>28/12/2016</td>
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<td></td>
</tr>
</tbody>
</table>

**Total Payments for December**: $698414.96
Attachments
17022.3

Finance Statements
January 2017

Ordinary Council Meeting
16th February 2017
### SHIRE OF PERENJORI

**MONTHLY FINANCIAL REPORT**

For the Period Ended 31 January 2017

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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Report Purpose
This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34.

Overview
Summary reports and graphical progressive graphs are provided on page 3, 4 and 5. No matters of significance are noted.

Statement of Financial Activity by reporting program
Is presented on page 7 and shows a surplus as at 31 January 2017 of $1,091,487.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation
Prepared by: Debby Barndon
Reviewed by: Ali Mills
Date prepared: 9/02/2017
This information is to be read in conjunction with the accompanying Financial Statements and notes.
Capital Expenditure Program YTD (Refer Note 13)

Shire of Perenjori
Monthly Summary Information
For the Period Ended 31 January 2017

- **Land and Buildings**
  - Furniture and Equipment
  - Plant and Equipment
  - Infrastructure Assets - Others
  - Infrastructure - Parks, Ovals, & Dam
  - Infrastructure Assets - Roads

- **Plant and Equipment**

- **Infrastructure Assets - Roads**

- **Current YTD Budget**
- **YTD Actual Total**

Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)

- **Actual YTD Closing Balance**
- **Current Budget Closing Balance**

Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)

- **Mt Gibson Infrastructure Equity**

- **Leave Reserve Equity**

- **Local Groups Int Free Loan Reserve Equity**

- **Local Achievement Reserve Equity**

- **Refuse Site Reserve Equity**

- **Swimming Pool Reserve Equity**

- **Computer Reserve Equity**

- **Staff Housing Reserve Equity**

- **Joint Venture Housing Reserve Equity**

- **Gravel Pit Rehab Reserve Equity**

- **Vocal History Reserve Equity**

- **Water Harvesting Control Reserve Equity**

- **Cvp Village Maintenance Reserve Equity**

- **Airstrip Development Reserve Equity**

- **Water Supply Reserve Equity**

- **Community Bus & Maint Reserve Equity**

- **Vocal History Reserve Equity**

- **Community Amen Reserve Equity**

- **Sport & Rec Amenities Reserve Equity**
This information is to be read in conjunction with the accompanying Financial Statements and notes.
Var. $  
(b)-(a)  
%  
Governance  
100,811  
62,116  
31,782  
(30,934)  
49.80%  
General Purpose Funding - Rates  
9  
2,579,353  
2,590,889  
2,602,959  
12,070  
0.47%  
General Purpose Funding - Other  
1,896,290  
945,800  
941,785  
(4,015)  
(0.42%)  
Law, Order and Public Safety  
24,100  
14,116  
16,286  
2,170  
15.37%  
Health  
2,600  
1,512  
1,800  
288  
19.05%  
Education and Welfare  
129,940  
69,571  
69,509  
(5,291)  
(7.82%)  
Recreation and Culture  
438,500  
416,190  
375,023  
(41,167)  
(9.89%)  
Total Operating Revenue  
6,388,227  
4,909,214  
4,750,143  
(159,071)  
Governance  
(217,722)  
(217,422)  
(154,946)  
62,476  
28.74%  
General Purpose Funding  
(159,810)  
(96,642)  
(85,569)  
11,073  
11.46%  
Law, Order and Public Safety  
(186,842)  
(126,715)  
(129,264)  
(2,549)  
(2.01%)  
Health  
(131,919)  
(84,436)  
(60,403)  
24,033  
28.46%  
Education and Welfare  
(418,521)  
(239,219)  
(287,291)  
(48,072)  
(20.10%)  
Housing  
(102,531)  
(65,156)  
(87,155)  
21,999  
33.76%  
Community Amenities  
(388,633)  
(237,393)  
(229,312)  
8,081  
3.40%  
Recreation and Culture  
(1,391,341)  
(980,935)  
(1,021,627)  
(40,692)  
(15.97%)  
Transport  
(3,365,861)  
(1,972,075)  
(1,021,627)  
416,546  
21.12%  
Economic Services  
(689,724)  
(424,525)  
(417,521)  
7,004  
1.65%  
Other Property and Services  
(411,316)  
(305,805)  
(506,906)  
201,101  
65.76%  
Total Operating Expenditure  
(7,464,220)  
(4,650,323)  
(4,535,523)  
114,800  
Add back Depreciation  
3,155,150  
1,840,517  
1,588,973  
(251,544)  
13.67%  
Adjust (Profit)/Loss on Asset Disposal  
8  
12,027  
12,027  
8,173  
(3,854)  
(32.05%)  
Adjust Provisions and Accruals  
0  
0  
0  
0  
0  
Net Cash from Operations  
2,091,184  
2,111,435  
1,811,766  
(299,669)  
Grants, Subsidies and Contributions  
2,161,679  
921,624  
728,932  
(192,692)  
20.91%  
Proceeds from Disposal of Assets  
95,000  
95,000  
16,364  
(78,636)  
82.78%  
Total Capital Revenues  
2,256,679  
1,016,624  
745,296  
(271,328)  
Land Held for Resale  
0  
0  
0  
0  
0  
Land and Buildings  
(1,443,712)  
(812,139)  
(903,378)  
(91,239)  
(11.23%)  
Infrastructure - Roads  
(2,297,981)  
(1,738,115)  
(996,023)  
742,092  
42.70%  
Infrastructure - Parks, Ovals, & Dam  
(300,000)  
(211,667)  
(32,185)  
(167,482)  
(20.50%)  
Infrastructure - Other  
(505,000)  
(369,581)  
(29,098)  
340,483  
92.13%  
Plant and Equipment  
(560,413)  
(328,988)  
(163,363)  
165,625  
50.34%  
Furniture and Equipment  
(10,000)  
(7,919)  
(2,628)  
5,291  
66.81%  
Total Capital Expenditure  
(5,117,106)  
(3,278,409)  
(2,126,675)  
1,151,734  
Net Cash from Capital Activities  
(2,860,427)  
(2,261,785)  
(1,381,889)  
880,406  
Proceeds from New Debentures  
0  
0  
0  
0  
0  
Transfer from Reserves  
452,500  
365,838  
150,000  
(215,838)  
59.00%  
Repayment of Debentures  
(238,737)  
(140,883)  
(138,558)  
1,925  
1.37%  
Transfer to Reserves  
(133,851)  
(10,112)  
(9,070)  
10,076  
75.61%  
Net Cash from Financing Activities  
80,902  
205,803  
1,966  
(203,837)  
Net Operations, Capital and Financing  
(688,341)  
55,453  
432,353  
376,900  
Opening Funding Surplus(Deficit)  
3  
749,960  
749,960  
659,134  
(90,826)  
(12.11%)  
Closing Funding Surplus(Deficit)  
3  
61,619  
805,413  
1,091,487  
286,074  
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. 
Refer to Note 2 for an explanation of the reasons for the variance. 
This statement is to be read in conjunction with the accompanying Financial Statements and notes.
### SHIRE OF PERENJORI

**STATEMENT OF FINANCIAL ACTIVITY**

(By Nature or Type)

*For the Period Ended 31 January 2017*

#### Operating Revenues

<table>
<thead>
<tr>
<th>Note</th>
<th>Current Annual Budget ($)</th>
<th>Current YTD Budget ($)</th>
<th>YTD Actual ($)</th>
<th>Var. $ (b)-(a)</th>
<th>Var. % (b)-(a)/(a)</th>
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<td>Rates</td>
<td>9</td>
<td>2,590,889</td>
<td>2,602,959</td>
<td>12,070</td>
<td>0.47%</td>
</tr>
<tr>
<td>Operating Grants, Subsidies and Contributions</td>
<td>11</td>
<td>2,535,272</td>
<td>1,510,454</td>
<td>(1,024,818)</td>
<td>(40.43%)</td>
</tr>
<tr>
<td>Fees and Charges</td>
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<td>1,050,550</td>
<td>631,641</td>
<td>(418,909)</td>
<td>(40.43%)</td>
</tr>
<tr>
<td>Service Charges</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>64,861</td>
<td>37,828</td>
<td>25,862</td>
<td>(11,966)</td>
<td>(31.63%)</td>
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<tr>
<td>Other Revenue</td>
<td>136,500</td>
<td>79,625</td>
<td>77,074</td>
<td>(2,551)</td>
<td>(3.20%)</td>
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<tr>
<td>Profit on Disposal of Assets</td>
<td>8</td>
<td>10,155</td>
<td>0</td>
<td>(10,155)</td>
<td>(100.00%)</td>
</tr>
</tbody>
</table>

**Total Operating Revenue**

|                      | 6,388,227     | 4,909,214             | 4,750,143      | (159,071)     | (5.12%)           |

#### Operating Expense

<table>
<thead>
<tr>
<th>Note</th>
<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Employee Costs</td>
<td>(2,222,271)</td>
<td>(1,342,025)</td>
<td>(1,588,973)</td>
<td>(246,948)</td>
<td>(16.91%)</td>
</tr>
<tr>
<td>Materials and Contracts</td>
<td>(1,336,991)</td>
<td>(944,727)</td>
<td>(902,068)</td>
<td>(42,659)</td>
<td>(4.52%)</td>
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<tr>
<td>Utility Charges</td>
<td>(224,445)</td>
<td>(116,435)</td>
<td>(113,439)</td>
<td>2,996</td>
<td>2.57%</td>
</tr>
<tr>
<td>Depreciation on Non-Current Assets</td>
<td>(3,155,150)</td>
<td>(1,840,517)</td>
<td>(1,588,973)</td>
<td>251,544</td>
<td>13.67%</td>
</tr>
<tr>
<td>Insurance Expenses</td>
<td>(128,228)</td>
<td>(128,228)</td>
<td>(117,240)</td>
<td>10,988</td>
<td>8.57%</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>(300,470)</td>
<td>(208,798)</td>
<td>(182,260)</td>
<td>26,538</td>
<td>12.71%</td>
</tr>
<tr>
<td>Loss on Disposal of Assets</td>
<td>(22,182)</td>
<td>(22,182)</td>
<td>(8,173)</td>
<td>14,009</td>
<td>63.16%</td>
</tr>
</tbody>
</table>

**Total Operating Expenditure**

|                      | (7,464,220)     | (4,650,323)          | (4,535,523)    | 114,800       |                   |

#### Funding Balance Adjustments

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<thead>
<tr>
<th>Note</th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Add back Depreciation</td>
<td>3,155,150</td>
<td>1,840,517</td>
<td>1,588,973</td>
<td>251,544</td>
<td>(13.67%)</td>
</tr>
<tr>
<td>Adjust (Profit)/Loss on Asset Disposal</td>
<td>8</td>
<td>12,027</td>
<td>8,173</td>
<td>(3,854)</td>
<td>(32.05%)</td>
</tr>
<tr>
<td>Adjust Provisions and Accruals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Net Cash from Operations**

|                      | 2,091,184       | 2,111,435            | 1,811,766      | (299,669)     |                   |

#### Capital Revenues

<table>
<thead>
<tr>
<th>Note</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants, Subsidies and Contributions</td>
<td>11</td>
<td>2,161,679</td>
<td>728,932</td>
<td>(1,432,747)</td>
<td>(66.36%)</td>
</tr>
<tr>
<td>Proceeds from Disposal of Assets</td>
<td>8</td>
<td>95,000</td>
<td>16,364</td>
<td>(78,636)</td>
<td>(82.78%)</td>
</tr>
</tbody>
</table>

**Total Capital Revenues**

|                      | 2,256,679       | 1,016,624            | 745,296        | (271,328)     |                   |

#### Capital Expenses

<table>
<thead>
<tr>
<th>Note</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Held for Resale</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Land and Buildings</td>
<td>13</td>
<td>(1,443,712)</td>
<td>(903,779)</td>
<td>(540,933)</td>
<td>(11.53%)</td>
</tr>
<tr>
<td>Infrastructure - Roads</td>
<td>13</td>
<td>(2,297,981)</td>
<td>(996,023)</td>
<td>742,958</td>
<td>42.70%</td>
</tr>
<tr>
<td>Infrastructure - Parks, Ovals, &amp; Dam</td>
<td>13</td>
<td>(300,000)</td>
<td>(128,185)</td>
<td>(101,815)</td>
<td>(44.54%)</td>
</tr>
<tr>
<td>Infrastructure - Others</td>
<td>13</td>
<td>(505,000)</td>
<td>(29,098)</td>
<td>340,402</td>
<td>67.77%</td>
</tr>
<tr>
<td>Infrastructure - Footpaths</td>
<td>13</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td>13</td>
<td>(560,413)</td>
<td>(163,363)</td>
<td>397,050</td>
<td>70.66%</td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>13</td>
<td>(10,000)</td>
<td>(4,218)</td>
<td>5,782</td>
<td>57.82%</td>
</tr>
</tbody>
</table>

**Total Capital Expenditure**

|                      | (5,117,106)     | (3,278,009)          | (2,126,675)    | 1,151,334     |                   |

#### Net Cash from Capital Activities

|                      | (2,860,427)     | (2,261,781)          | (1,381,380)    | 880,406       |                   |

#### Financing

<table>
<thead>
<tr>
<th>Note</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceeds from New Debentures</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transfer from Reserves</td>
<td>7</td>
<td>452,500</td>
<td>150,000</td>
<td>(302,500)</td>
<td>(67.00%)</td>
</tr>
<tr>
<td>Advances to Community Groups</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Repayment of Debentures</td>
<td>10</td>
<td>(238,737)</td>
<td>(138,958)</td>
<td>1,915</td>
<td>1.37%</td>
</tr>
<tr>
<td>Transfer to Reserves</td>
<td>7</td>
<td>(132,861)</td>
<td>(9,076)</td>
<td>123,785</td>
<td>52.61%</td>
</tr>
</tbody>
</table>

**Net Cash from Financing Activities**

|                      | 80,902          | 205,803              | 1,966          | (203,837)     |                   |

### Net Operations, Capital and Financing

|                      | (888,341)       | 55,453               | 432,353        | 376,900       |                   |

### Opening Funding Surplus(Deficit)

<table>
<thead>
<tr>
<th>Note</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>749,960</td>
<td>749,960</td>
<td>659,134</td>
<td>(90,826)</td>
<td>(12.11%)</td>
</tr>
</tbody>
</table>

### Closing Funding Surplus(Deficit)

<table>
<thead>
<tr>
<th>Note</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>61,619</td>
<td>805,413</td>
<td>1,091,487</td>
<td>286,074</td>
<td></td>
</tr>
</tbody>
</table>

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.
### SHIRE OF PERENJOURI

**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**

For the Period Ended 31 January 2017

<table>
<thead>
<tr>
<th>Capital Acquisitions</th>
<th>Note</th>
<th>YTD Actual New / Upgrade (a)</th>
<th>YTD Actual Renewal Expenditure (b)</th>
<th>YTD Actual Total (c) = (a)+ (b)</th>
<th>Current YTD Budget (d)</th>
<th>Current Annual Budget</th>
<th>Variance (d) - (c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land and Buildings</td>
<td>13</td>
<td>$11,836</td>
<td>$891,542</td>
<td>$903,378</td>
<td>$812,139</td>
<td>$1,443,712</td>
<td>$91,239</td>
</tr>
<tr>
<td>Infrastructure Assets - Roads</td>
<td>13</td>
<td>$996,023</td>
<td>0</td>
<td>$996,023</td>
<td>$1,738,115</td>
<td>$2,297,981</td>
<td>$(742,092)</td>
</tr>
<tr>
<td>Infrastructure - Parks, Ovals, &amp; Dam</td>
<td>13</td>
<td>0</td>
<td>32,185</td>
<td>32,185</td>
<td>21,667</td>
<td>300,000</td>
<td>10,518</td>
</tr>
<tr>
<td>Infrastructure Assets - Others</td>
<td>13</td>
<td>0</td>
<td>29,098</td>
<td>29,098</td>
<td>369,581</td>
<td>505,000</td>
<td>$(340,483)</td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td>13</td>
<td>$163,363</td>
<td>0</td>
<td>$163,363</td>
<td>$328,988</td>
<td>$560,413</td>
<td>$(165,625)</td>
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<tr>
<td>Furniture and Equipment</td>
<td>13</td>
<td>2,628</td>
<td>0</td>
<td>2,628</td>
<td>7,919</td>
<td>10,000</td>
<td>$(5,291)</td>
</tr>
</tbody>
</table>

**Capital Expenditure Totals**

- YTD 31 01 2017
  - Land and Buildings: $1,443,712
  - Infrastructure Assets - Roads: $2,297,981
  - Infrastructure - Parks, Ovals, & Dam: $300,000
  - Infrastructure Assets - Others: $505,000
  - Plant and Equipment: $560,413
  - Furniture and Equipment: $10,000

**Funded By:**

- **Capital Grants and Contributions**
  - Note 11
  - 728,932
  - 921,624
  - 2,161,679
  - 192,692

- **Borrowings**
  - Note 10
  - 0
  - 0
  - 0

- **Other (Disposals & C/Fwd)**
  - Note 8
  - 16,364
  - 95,000
  - 95,000
  - $(78,636)

- **Own Source Funding - Cash Backed Reserves**
  - Plant Replacement Reserve
    - 0
    - 0
    - 188,000
    - 0
  - Water Harvesting Control Reserve
    - 0
    - 0
    - 0
  - Community Bus & Maintenance Reserve
    - 0
    - 0
    - 0

- **Total Own Source Funding - Cash Backed Reserves**
  - Note 7
  - 150,000
  - 365,838
  - 452,500
  - $(215,838)

- **Own Source Funding - Operations**
  - 1,231,380
  - 1,895,947
  - 2,407,927
  - $(664,568)

**Capital Funding Total**

- 2,126,675
- 3,278,409
- 5,117,106
- $(1,151,734)

### Comments and graphs

#### Capital Expenditure Program YTD

- **Current YTD Budget**
- **YTD Actual Total**
### SHIRE OF PERENJORI  
**STATEMENT OF BUDGET AMENDMENTS**  
*(Statutory Reporting Program)*  
**For the Period Ended 31 January 2017*  

<table>
<thead>
<tr>
<th>Category</th>
<th>Adopted Budget</th>
<th>Current Annual Budget (a)</th>
<th>Current YTD Budget (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governance</td>
<td>100,811</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Purpose Funding - Rates</td>
<td>2,579,353</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Purpose Funding - Other</td>
<td>1,896,290</td>
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</tr>
<tr>
<td>Law, Order and Public Safety</td>
<td>24,100</td>
<td></td>
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</tr>
<tr>
<td>Health</td>
<td>2,600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education and Welfare</td>
<td>129,940</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>165,000</td>
<td></td>
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</tr>
<tr>
<td>Community Amenities</td>
<td>68,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation and Culture</td>
<td>438,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td>215,133</td>
<td></td>
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</tr>
<tr>
<td>Economic Services</td>
<td>279,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Property and Services</td>
<td>489,000</td>
<td></td>
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<tr>
<td><strong>Total Operating Revenue</strong></td>
<td><strong>6,388,227</strong></td>
<td></td>
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<tr>
<td>Operating Expense</td>
<td></td>
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<tr>
<td>Governance</td>
<td>(217,722)</td>
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<tr>
<td>General Purpose Funding</td>
<td>(159,810)</td>
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<tr>
<td>Law, Order and Public Safety</td>
<td>(186,842)</td>
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<tr>
<td>Health</td>
<td>(131,919)</td>
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<td></td>
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<tr>
<td>Education and Welfare</td>
<td>(418,521)</td>
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<td></td>
</tr>
<tr>
<td>Housing</td>
<td>(102,531)</td>
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<tr>
<td>Community Amenities</td>
<td>(388,633)</td>
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<tr>
<td>Recreation and Culture</td>
<td>(1,391,341)</td>
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<tr>
<td>Transport</td>
<td>(3,365,861)</td>
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<tr>
<td>Economic Services</td>
<td>(689,724)</td>
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</tr>
<tr>
<td>Other Property and Services</td>
<td>(411,316)</td>
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<td></td>
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<tr>
<td><strong>Total Operating Expenditure</strong></td>
<td><strong>(7,464,220)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Funding Balance Adjustments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add back Depreciation</td>
<td>3,155,150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjust (Profit)/Loss on Asset Disposal</td>
<td>12,027</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjust Provisions and Accruals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Cash from Operations</strong></td>
<td><strong>2,091,184</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants, Subsidies and Contributions</td>
<td>2,161,679</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from Disposal of Assets</td>
<td>95,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from Sale of Investments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Capital Revenues</strong></td>
<td><strong>2,256,679</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Held for Resale</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land and Buildings</td>
<td>(1,443,712)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure - Roads</td>
<td>(2,297,981)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure - Parks, Ovals, &amp; Dam</td>
<td>(300,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure - Public Facilities</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure - Others</td>
<td>(505,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td>(560,413)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>(10,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Capital Expenditure</strong></td>
<td><strong>(5,117,106)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Cash from Capital Activities</strong></td>
<td><strong>(2,860,427)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from New Debentures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer from Reserves</td>
<td>452,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repayment of Debentures</td>
<td>(238,737)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer to Reserves</td>
<td>(132,861)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Cash from Financing Activities</strong></td>
<td><strong>80,902</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Operations, Capital and Financing</strong></td>
<td><strong>(688,341)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Funding Surplus(Deficit)</td>
<td>749,960</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing Funding Surplus(Deficit)</td>
<td>61,619</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
1. **SIGNIFICANT ACCOUNTING POLICIES**

(a) **Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) **The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) **Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

(d) **Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) **Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories
General
Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale
Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council’s intentions to release for sale.

(i) Fixed Assets
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

- Buildings: 25 to 50 years
- Construction other than Buildings (Public Facilities): 5 to 50 years
- Furniture and Equipment: 4 to 10 years
- Plant and Equipment: 5 to 15 years
- Heritage Assets: 25 to 50 years
- Roads: 25 years
- Footpaths: 50 years
- Sewerage Piping: 75 years
- Water Supply Piping and Drainage Systems: 75 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees’ benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council’s operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council’s intentions to release for sale.
1. **SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p)** Nature or Type Classifications

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker’s compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance
All insurance other than worker’s compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal
Loss on the disposal of fixed assets.

Depreciation on non-current assets
Depreciation expense raised on all classes of assets.

Interest expenses
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure
Statutory fees, taxes, provision for bad debts, member’s fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:
"A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives"

The Strategic Community Plan defines the key objectives of the Shire as:
"Economic: A strong, resilient and balanced economy.
Environment: Our unique natural and built environment is protected and enhanced.
Social: Our community enjoys a high quality of life.
Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE
Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING
Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY
Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH
Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING
Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES
Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE
Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, public halls.

TRANSPORT
Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

ECONOMIC SERVICES
Tourism, community development, pest control, building services, caravan parks and private works.

OTHER PROPERTY & SERVICES
Plant works, plant overheads and stock of materials.
### Notes to the Statement of Financial Activity

**For the Period Ended 31 January 2017**

#### Note 2: Explanation of Material Variances

<table>
<thead>
<tr>
<th>Reporting Program</th>
<th>Var. $</th>
<th>Var. %</th>
<th>Var. Timing/Permanent</th>
<th>Explanation of Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governance</td>
<td>(30,934)</td>
<td>-50%</td>
<td>▼</td>
<td>Interest and sundry income under budget</td>
</tr>
<tr>
<td>General Purpose Funding</td>
<td>8,055</td>
<td>0%</td>
<td></td>
<td>Under Reporting Threshold</td>
</tr>
<tr>
<td>Law Order &amp; Public Safety</td>
<td>2,170</td>
<td>15%</td>
<td></td>
<td>No Admin allocated in budget</td>
</tr>
<tr>
<td>Health</td>
<td>288</td>
<td>19%</td>
<td></td>
<td>Under Reporting Threshold</td>
</tr>
<tr>
<td>Education &amp; Welfare</td>
<td>(62)</td>
<td>0%</td>
<td></td>
<td>Under Reporting Threshold</td>
</tr>
<tr>
<td>Housing</td>
<td>24,738</td>
<td>26%</td>
<td>▲</td>
<td>Rental income exceeding budget YTD</td>
</tr>
<tr>
<td>Community Amenities</td>
<td>(5,291)</td>
<td>-9%</td>
<td>▲</td>
<td>Under Reporting Threshold</td>
</tr>
<tr>
<td>Recreation and Culture</td>
<td>(41,167)</td>
<td>-10%</td>
<td></td>
<td>Under Reporting Threshold</td>
</tr>
<tr>
<td>Transport</td>
<td>(8,342)</td>
<td>-4%</td>
<td></td>
<td>Under Reporting Threshold</td>
</tr>
<tr>
<td>Economic Services</td>
<td>14,821</td>
<td>9%</td>
<td></td>
<td>Under Reporting Threshold</td>
</tr>
<tr>
<td>Other Property and Services</td>
<td>(123,347)</td>
<td>-43%</td>
<td>▼</td>
<td>Private and Mining Income under budget YTD</td>
</tr>
<tr>
<td><strong>Operating Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governance</td>
<td>62,476</td>
<td>28.74%</td>
<td>▼</td>
<td>Councillors’s conference and travel expenses under expended</td>
</tr>
<tr>
<td>General Purpose Funding</td>
<td>11,073</td>
<td>11.46%</td>
<td>▼</td>
<td>Valuations &amp; rates legal fees below budget YTD</td>
</tr>
<tr>
<td>Law, Order and Public Safety</td>
<td>(2,549)</td>
<td>(2.01%)</td>
<td></td>
<td>Under Reporting Threshold</td>
</tr>
<tr>
<td>Health</td>
<td>24,033</td>
<td>28.46%</td>
<td>▼</td>
<td>Building funds not yet expended</td>
</tr>
<tr>
<td>Education and Welfare</td>
<td>(48,072)</td>
<td>(20.10%)</td>
<td>▼</td>
<td>Building funds not yet expended</td>
</tr>
<tr>
<td>Housing</td>
<td>(21,999)</td>
<td>33.76%</td>
<td>▲</td>
<td>Housing Allocations over budget YTD, Unplanned costs allocated to maintenance</td>
</tr>
<tr>
<td>Community Amenities</td>
<td>8,081</td>
<td>3.40%</td>
<td>▲</td>
<td>Under Reporting Threshold</td>
</tr>
<tr>
<td>Recreation and Culture</td>
<td>(140,692)</td>
<td>(15.97%)</td>
<td>▲</td>
<td>Blues for the Bush (Offset with income)</td>
</tr>
<tr>
<td>Transport</td>
<td>416,546</td>
<td>21.12%</td>
<td>▼</td>
<td>Works commencing now on sealing</td>
</tr>
<tr>
<td>Economic Services</td>
<td>7,004</td>
<td>1.65%</td>
<td></td>
<td>Under Reporting Threshold</td>
</tr>
<tr>
<td>Other Property and Services</td>
<td>(201,101)</td>
<td>(65.76%)</td>
<td>▲</td>
<td>Depreciation and less allocation to Public Works</td>
</tr>
<tr>
<td><strong>Capital Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land and Buildings</td>
<td>(91,239)</td>
<td>-11%</td>
<td>▲</td>
<td>Caravan Park &amp; Seniors Units</td>
</tr>
<tr>
<td>Infrastructure - Roads</td>
<td>742,092</td>
<td>43%</td>
<td>▼</td>
<td>Sealing Program delayed</td>
</tr>
<tr>
<td>Infrastructure - Parks, Ovals, &amp; Dam</td>
<td>(10,518)</td>
<td>-49%</td>
<td></td>
<td>Timing of Works</td>
</tr>
<tr>
<td>Infrastructure - Other</td>
<td>340,483</td>
<td>92%</td>
<td>▼</td>
<td>Townscape and Transfer Station not commenced</td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td>165,625</td>
<td>50%</td>
<td>▼</td>
<td>Purchases to still occur</td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>5,291</td>
<td>67%</td>
<td>▼</td>
<td>Purchases to still occur</td>
</tr>
<tr>
<td><strong>Surplus/(Deficit)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Funding Surplus/(Deficit)</td>
<td>(90,826)</td>
<td>-12%</td>
<td>▼</td>
<td>Year End Journals as per Auditors - Stock Adjustment</td>
</tr>
</tbody>
</table>
### Note 3: NET CURRENT FUNDING POSITION

<table>
<thead>
<tr>
<th>Note</th>
<th>YTD 31 Jan 2017</th>
<th>Prior Year End 30th June 2016</th>
<th>YTD 31 Jan 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual YTD</td>
<td>Previous YTD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

#### Current Assets
- Cash Unrestricted
  - 4: 810,090
  - 4: 620,137
  - 4: 1,766,631
- Cash Restricted
  - 4: 1,968,481
  - 4: 1,909,405
  - 4: 1,719,896
- Receivables - Rates & Rubbish
  - 6: 192,409
  - 6: 43,208
  - 6: 195,235
- Receivables - Other
  - 6: 77,914
  - 6: 43,323
  - 6: 506
- Interest / ATO Receivable/Trust
  - (0): 43,323
  - (0): 506
- Inventories
  - 5: 54,306
  - 5: 55,290
  - 5: 112,315

#### Less: Current Liabilities
- Payables
  - (142,050)
  - (520,369)
  - (255,438)
- Provisions
  - (219,375)
  - (219,375)
  - (25,673)

#### Less: Adjustments
- Cash Reserves - Restricted
  - 7: (1,968,481)
  - 7: (1,909,405)
  - 7: (1,719,896)
- For Current Leave Provisions
  - 7: 219,375
  - 7: 211,375
  - 7: 25,673
- For Current Borrowings
  - 7: 98,818
  - 7: 237,775
  - 7: 80,896

#### Net Current Funding Position
- 1,091,487
- 659,134
- 2,079,915

### Note 3 - Liquidity Over the Year

#### Comments - Net Current Funding Position
Receivables Other is comprised of Sundry Debtors, Pensioners Rebates Allowed
Sundry Debtors Rubbish & ESL Interest
## Note 4: CASH AND INVESTMENTS

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Trust</th>
<th>Investments</th>
<th>Total Amount</th>
<th>Institution</th>
<th>Maturity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Cash Deposits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Bank Account</td>
<td>0.05%</td>
<td>19,509</td>
<td></td>
<td></td>
<td>19,509</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Telenet Saver Account</td>
<td>1.10%</td>
<td>779,880</td>
<td>1,255,031</td>
<td></td>
<td>2,034,911</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Mt Gibson Infrastructure Account</td>
<td>1.10%</td>
<td>713,450</td>
<td></td>
<td></td>
<td>713,450</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Trust Bank Account</td>
<td>0.00%</td>
<td></td>
<td>3,570</td>
<td></td>
<td>3,570</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Perenjori Benefit Trust Account</td>
<td>1.10%</td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Community Dev Projects Account</td>
<td>1.10%</td>
<td>10,400</td>
<td></td>
<td></td>
<td>10,400</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Mt Gibson Public Benefit Account</td>
<td>1.10%</td>
<td></td>
<td>169,372</td>
<td></td>
<td>169,372</td>
<td>Bankwest</td>
<td>At Call</td>
</tr>
<tr>
<td>Petty Cash</td>
<td></td>
<td></td>
<td></td>
<td>300</td>
<td>300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Deposit 1</td>
<td>3.00%</td>
<td></td>
<td></td>
<td>700,000</td>
<td>700,000</td>
<td>Bankwest</td>
<td>29th Sept 2017</td>
</tr>
<tr>
<td>Term Deposit 2</td>
<td>2.70%</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>Bankwest</td>
<td>30th Jan 2017</td>
</tr>
</tbody>
</table>

**Total**

810,090  1,968,481  172,942  700,000  2,782,141

## Note 4A: CASH INVESTMENTS

**Comments/Notes - Investments**

Term Deposit No. 2 Matured on the 30th January 2017 and interest received was $4539.82
Shire of Perenjori
NOTES TO THE BUDGET REVIEW REPORT
31/01/2017

Note 5: BUDGET AMENDMENTS
Amendments to original budget since budget adoption. Surplus/(Deficit)

<table>
<thead>
<tr>
<th>Program</th>
<th>GL Account Code</th>
<th>Description</th>
<th>Council Resolution</th>
<th>Classification</th>
<th>No Change (Non Cash Items)</th>
<th>Increase in Available Cash</th>
<th>Decrease in Available Cash</th>
<th>Amended Budget Running Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Adoption</td>
<td></td>
<td></td>
<td>Opening Surplus(Deficit)</td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Operating Expenses</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Amended Budget Cash Position as per Council Resolution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Classifications Pick List:
- Operating Revenue
- Operating Expenses
- Capital Revenue
- Capital Expenses
- Opening Surplus(Deficit)
- Non Cash Item
Note 6: RECEIVABLES

**Receivables - Rates Receivable**

<table>
<thead>
<tr>
<th></th>
<th>YTD 31 Jan 2017</th>
<th>30 June 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Arrears Previous Years</td>
<td>50,540</td>
<td>136,240</td>
</tr>
<tr>
<td>Leved this year</td>
<td>2,607,907</td>
<td>2,638,222</td>
</tr>
<tr>
<td>Less Collections to date</td>
<td>(2,442,662)</td>
<td>(2,723,922)</td>
</tr>
<tr>
<td>Equals Current Outstanding</td>
<td>215,786</td>
<td>50,540</td>
</tr>
<tr>
<td>Net Rates Collectable</td>
<td>215,786</td>
<td>50,540</td>
</tr>
<tr>
<td>% Collected</td>
<td>91.88%</td>
<td>98.18%</td>
</tr>
</tbody>
</table>

**Non Current Assets:**

Rates Non-Current: 21,081

**Total Rates Outstanding**: 194,063

**Total Rates Outstanding does not include Rubbish & ESL Levy**

**Credit Payments**

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90+Days</th>
<th>Credit Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables - General</td>
<td>53,886</td>
<td>506</td>
<td>2,740</td>
<td>14,878</td>
<td>1,049</td>
</tr>
</tbody>
</table>

**Total Receivables General Outstanding**: 70,960

**Notes**

- Receivables - General
- Rates Non-Current
- Total Rates Outstanding
- Comments/Notes - Receivables Rates
- Comments/Notes - Receivables General

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2017

Note 6 - Accounts Receivable (non-rates)

- Current: 74%
- 30 Days: 4%
- 60 Days: 1%
- 90+ Days: -1%

Credit Payments are income and or reimbursements.
### SHIRE OF PERENJORI  
#### NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 January 2017

**Note 6A - RECEIVABLES GENERAL**

<table>
<thead>
<tr>
<th>Debitors</th>
<th>GT 90 Days</th>
<th>Age</th>
<th>GT 60 Days</th>
<th>GT 30 Days</th>
<th>Current</th>
<th>Total</th>
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<tbody>
<tr>
<td>80281</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 550.00</td>
<td>$ 550.00</td>
</tr>
<tr>
<td>8064</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 3,630.00</td>
<td>$ 3,630.00</td>
</tr>
<tr>
<td>80591</td>
<td>$ 224.30</td>
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<td></td>
<td></td>
<td></td>
<td>$ 224.30</td>
</tr>
<tr>
<td>80581</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>$ 1,062.34</td>
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<tr>
<td>80394</td>
<td></td>
<td></td>
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<td>$ 7,392.00</td>
<td>$ 7,392.00</td>
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<tr>
<td>80557</td>
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<td></td>
<td></td>
<td></td>
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<td>$ 36,300.00</td>
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<tr>
<td>80555</td>
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<td></td>
<td></td>
<td></td>
<td>$ 256.07</td>
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<tr>
<td>80577</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 11.51</td>
<td>$ 11.51</td>
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<tr>
<td>80597</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 200.00</td>
<td>$ 200.00</td>
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<tr>
<td>80357</td>
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<td>$ 556.92</td>
<td>$ 556.92</td>
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<tr>
<td>80573</td>
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<td></td>
<td></td>
<td></td>
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<td>$ 2,740.00</td>
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<tr>
<td>80542</td>
<td>$ 14,000.00</td>
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<td></td>
<td></td>
<td></td>
<td>$ 14,000.00</td>
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<tr>
<td>80580</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-$</td>
<td>1,040.35</td>
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<tr>
<td>80649</td>
<td></td>
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<td></td>
<td></td>
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<td>$ 400.00</td>
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<td>80154</td>
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<td></td>
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<td>$ 498.00</td>
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<td>80602</td>
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<td></td>
<td></td>
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<td>8.87</td>
</tr>
<tr>
<td>80378</td>
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<td>$ 450.00</td>
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<td>$ 528.00</td>
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<tr>
<td>80610</td>
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<td>$ 207.33</td>
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<tr>
<td>80665</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>$ 1,120.00</td>
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<tr>
<td>80562</td>
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<td></td>
<td></td>
<td>$ 505.59</td>
<td>$ 79.71</td>
</tr>
<tr>
<td>80653</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 80.00</td>
<td>$ 80.00</td>
</tr>
<tr>
<td>81496</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 220.00</td>
<td>$ 220.00</td>
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<tr>
<td>80652</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 600.00</td>
<td>$ 600.00</td>
</tr>
<tr>
<td></td>
<td>$ 14,877.83</td>
<td>$ 2,740.00</td>
<td>$ 505.59</td>
<td>$ 53,885.81</td>
<td>$ 70,960.01</td>
<td></td>
</tr>
</tbody>
</table>
### Note 7: Cash Backed Reserve

#### 2016-17

<table>
<thead>
<tr>
<th>Name</th>
<th>Budgeted Opening Balance</th>
<th>Current Budget Interest Earned</th>
<th>Actual Interest Earned</th>
<th>Current Budget Transfers in (c)</th>
<th>Actual Transfers in (v)</th>
<th>Current Budget Transfers Out (w)</th>
<th>Actual Transfers Out (u)</th>
<th>Council Resolution</th>
<th>Current Budget Closing Balance</th>
<th>Actual YTD Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Reserve Equity</td>
<td>59,114</td>
<td>1262</td>
<td>419</td>
<td>0</td>
<td>419</td>
<td>0</td>
<td>128 (188,000)</td>
<td>0</td>
<td>60,376</td>
<td>59,532</td>
</tr>
<tr>
<td>Plant Replacement Reserve Equity.</td>
<td>236,246</td>
<td>4241</td>
<td>1,124</td>
<td>100000</td>
<td>1,124</td>
<td>(188,000)</td>
<td>0</td>
<td>16075.4.1</td>
<td>152,487</td>
<td>237,370</td>
</tr>
<tr>
<td>Computer Reserve Equity</td>
<td>8,521</td>
<td>50</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>16085.10</td>
<td>8,521</td>
<td>8,582</td>
</tr>
<tr>
<td>Staff Housing Reserve Equity.</td>
<td>274,484</td>
<td>3130</td>
<td>1,182</td>
<td>0</td>
<td>6075.4.1</td>
<td>1,182</td>
<td>(244,500)</td>
<td>(150,000)</td>
<td>291,902</td>
<td>287,974</td>
</tr>
<tr>
<td>Joint Venture Housing Reserve Equity.</td>
<td>286,752</td>
<td>5150</td>
<td>1,222</td>
<td>0</td>
<td>201,055</td>
<td>1,222</td>
<td>0</td>
<td>16085.10</td>
<td>160,747</td>
<td>152,487</td>
</tr>
<tr>
<td>Local Groups Int Free Loan Reserve Equity.</td>
<td>16,158</td>
<td>290</td>
<td>114</td>
<td>0</td>
<td>114</td>
<td>0</td>
<td>0</td>
<td>16085.10</td>
<td>16,448</td>
<td>16,727</td>
</tr>
<tr>
<td>Local Achievement Reserve Equity.</td>
<td>2,646</td>
<td>19</td>
<td>0</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>16095.10</td>
<td>2,646</td>
<td>2,665</td>
</tr>
<tr>
<td>Refuse Site Reserve Equity.</td>
<td>96,398</td>
<td>1731</td>
<td>683</td>
<td>0</td>
<td>683</td>
<td>0</td>
<td>0</td>
<td>98,129</td>
<td>97,080</td>
<td>97,080</td>
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<tr>
<td>Swimming Pool Reserve Equity.</td>
<td>82,940</td>
<td>1489</td>
<td>356</td>
<td>0</td>
<td>356</td>
<td>0</td>
<td>0</td>
<td>16085.10</td>
<td>84,429</td>
<td>83,296</td>
</tr>
<tr>
<td>Caravan Park Reserve Equity.</td>
<td>8,188</td>
<td>147</td>
<td>58</td>
<td>0</td>
<td>58</td>
<td>0</td>
<td>0</td>
<td>8,315</td>
<td>8,226</td>
<td>8,226</td>
</tr>
<tr>
<td>Cup Village Maintenance Reserve Equity.</td>
<td>30,927</td>
<td>914</td>
<td>220</td>
<td>0</td>
<td>220</td>
<td>0</td>
<td>0</td>
<td>31,841</td>
<td>31,147</td>
<td>31,147</td>
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<tr>
<td>Arstrip Development Reserve Equity.</td>
<td>2,980</td>
<td>53</td>
<td>21</td>
<td>0</td>
<td>21</td>
<td>0</td>
<td>0</td>
<td>3,033</td>
<td>3,001</td>
<td>3,001</td>
</tr>
<tr>
<td>Water Harvesting Control Reserve Equity.</td>
<td>39,910</td>
<td>717</td>
<td>283</td>
<td>0</td>
<td>283</td>
<td>0</td>
<td>0</td>
<td>40,627</td>
<td>40,192</td>
<td>40,192</td>
</tr>
<tr>
<td>Vocal History Reserve Equity.</td>
<td>7,463</td>
<td>134</td>
<td>55</td>
<td>0</td>
<td>55</td>
<td>0</td>
<td>0</td>
<td>7,597</td>
<td>7,515</td>
<td>7,515</td>
</tr>
<tr>
<td>Water Supply Reserve Equity.</td>
<td>18,191</td>
<td>327</td>
<td>129</td>
<td>0</td>
<td>129</td>
<td>0</td>
<td>0</td>
<td>18,319</td>
<td>18,319</td>
<td>18,319</td>
</tr>
<tr>
<td>Community Bus &amp; Maintain Reserve Equity.</td>
<td>17,954</td>
<td>322</td>
<td>127</td>
<td>0</td>
<td>127</td>
<td>0</td>
<td>0</td>
<td>18,276</td>
<td>18,081</td>
<td>18,081</td>
</tr>
<tr>
<td>Road Reserve Equity.</td>
<td>10,302</td>
<td>185</td>
<td>73</td>
<td>0</td>
<td>73</td>
<td>0</td>
<td>0</td>
<td>10,478</td>
<td>10,375</td>
<td>10,375</td>
</tr>
<tr>
<td>Gravel Pit Rehab Reserve Equity.</td>
<td>18,780</td>
<td>337</td>
<td>133</td>
<td>0</td>
<td>133</td>
<td>0</td>
<td>0</td>
<td>19,117</td>
<td>18,912</td>
<td>18,912</td>
</tr>
<tr>
<td>Community Amen Reserve Equity.</td>
<td>24,825</td>
<td>446</td>
<td>176</td>
<td>0</td>
<td>176</td>
<td>0</td>
<td>0</td>
<td>25,001</td>
<td>25,001</td>
<td>25,001</td>
</tr>
<tr>
<td>Sport &amp; Rec Amenities Reserve Equity.</td>
<td>2,707</td>
<td>49</td>
<td>19</td>
<td>0</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>2,756</td>
<td>2,727</td>
<td>2,727</td>
</tr>
<tr>
<td>Communications Reserve</td>
<td>152,450</td>
<td>2737</td>
<td>646</td>
<td>0</td>
<td>646</td>
<td>0</td>
<td>0</td>
<td>155,187</td>
<td>153,096</td>
<td>153,096</td>
</tr>
<tr>
<td>Mt Gibson Infrastructure Equity.</td>
<td>511,490</td>
<td>9200</td>
<td>1,961</td>
<td>0</td>
<td>201,961</td>
<td>0</td>
<td>0</td>
<td>713,450</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note 7: Year To Date Reserve Balance to End of Year Estimate**

<table>
<thead>
<tr>
<th></th>
<th>Current Budget Closing Balance</th>
<th>Actual YTD Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>1,905,405</td>
<td>$ 32,861</td>
</tr>
<tr>
<td>$</td>
<td>5,076</td>
<td>$ 100,000</td>
</tr>
<tr>
<td>$</td>
<td>209,076</td>
<td>$ 452,500</td>
</tr>
<tr>
<td>$</td>
<td>150,000</td>
<td>$ 1,588,766</td>
</tr>
<tr>
<td>$</td>
<td>1,968,481</td>
<td>$ 1,968,481</td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td>Cost</td>
<td>Accum Dep</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>CD0 Vehicle - 2 PJ</td>
<td>33,455</td>
<td>8,918</td>
</tr>
<tr>
<td>MCDS Vehicle - 4 PJ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Backhoe - PJ 1575</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mitsubishi Triton - (2012) PJ 1562</td>
<td>0</td>
<td>9,000</td>
</tr>
<tr>
<td>Mitsubishi Triton - (2011) PJ 1570</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mitsubishi Triton - (2012) PJ 1572</td>
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<td></td>
</tr>
</tbody>
</table>

Comments - Capital Disposal/Replacements
### RATE TYPE

#### Differential General Rate

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Rate in $</th>
<th>Number of</th>
<th>Rateable Value $</th>
<th>Rate Revenue $</th>
<th>Interim Rates $</th>
<th>Back Rates $</th>
<th>Total Revenue $</th>
<th>Current Budget Rate Revenue $</th>
<th>Current Budget Interim Rate $</th>
<th>Current Budget Back Rate $</th>
<th>Current Budget Total Revenue $</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRV Townsites</td>
<td>7.9114</td>
<td>102</td>
<td>1,109,336</td>
<td>1,717,531</td>
<td>(162)</td>
<td></td>
<td>1,717,369</td>
<td>87,764</td>
<td>0</td>
<td>0</td>
<td>87,764</td>
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<tr>
<td>GRV Mining</td>
<td>7.9114</td>
<td>2</td>
<td>4,320,020</td>
<td>622,292</td>
<td></td>
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<td>622,292</td>
<td>341,774</td>
<td>0</td>
<td>0</td>
<td>341,774</td>
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<tr>
<td>UV Rural/Pastoral</td>
<td>2.0024</td>
<td>265</td>
<td>85,773,600</td>
<td>88,570</td>
<td></td>
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<td>88,570</td>
<td>1,717,531</td>
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<td>0</td>
<td>1,717,531</td>
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<tr>
<td>UV Mining</td>
<td>34.3112</td>
<td>61</td>
<td>1,770,875</td>
<td>342,091</td>
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<td>342,091</td>
<td>607,608</td>
<td>0</td>
<td>0</td>
<td>607,608</td>
</tr>
</tbody>
</table>

#### Sub-Total

|                     | 430       | 92,973,831 | 2,770,484       | 0                  | 0                | 2,770,484    | 2,754,677       | 0                              | 0                             | 2,754,677                      |

#### Minimum Payment

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Rate in $</th>
<th>Number of</th>
<th>Rateable Value $</th>
<th>Rate Revenue $</th>
<th>Interim Rates $</th>
<th>Back Rates $</th>
<th>Total Revenue $</th>
<th>Current Budget Rate Revenue $</th>
<th>Current Budget Interim Rate $</th>
<th>Current Budget Back Rate $</th>
<th>Current Budget Total Revenue $</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRV Townsites</td>
<td>319.00</td>
<td>36</td>
<td>34,888</td>
<td>3,509</td>
<td>0</td>
<td>0</td>
<td>3,509</td>
<td>11,484</td>
<td>0</td>
<td>0</td>
<td>11,484</td>
</tr>
<tr>
<td>GRV Mining</td>
<td>319.00</td>
<td>0</td>
<td>0</td>
<td>9,251</td>
<td>0</td>
<td>0</td>
<td>9,251</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>UV Rural/Pastoral</td>
<td>319.00</td>
<td>11</td>
<td>74,100</td>
<td>11,484</td>
<td>0</td>
<td>0</td>
<td>11,484</td>
<td>3,509</td>
<td>0</td>
<td>0</td>
<td>3,509</td>
</tr>
<tr>
<td>UV Mining</td>
<td>319.00</td>
<td>34</td>
<td>18,866</td>
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<td>0</td>
<td>0</td>
<td>10,846</td>
<td>0</td>
<td>0</td>
<td>10,846</td>
</tr>
</tbody>
</table>

#### Sub-Total

|                     | 81        | 127,854    | 24,244           | 0                | 0              | 24,244        | 25,839                      | 0                              | 0                             | 25,839                        |

#### Discounts

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Rate in $</th>
<th>Number of</th>
<th>Rateable Value $</th>
<th>Rate Revenue $</th>
<th>Interim Rates $</th>
<th>Back Rates $</th>
<th>Total Revenue $</th>
<th>Current Budget Rate Revenue $</th>
<th>Current Budget Interim Rate $</th>
<th>Current Budget Back Rate $</th>
<th>Current Budget Total Revenue $</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRV Townsites</td>
<td>2,794,566</td>
<td>2,780,516</td>
<td>203,723</td>
<td>(201,163)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRV Mining</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UV Rural/Pastoral</td>
<td>2,590,843</td>
<td>2,579,353</td>
<td>11,536</td>
<td>12,116</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>UV Mining</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

#### Ex-Gratia Rates

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Rate in $</th>
<th>Number of</th>
<th>Rateable Value $</th>
<th>Rate Revenue $</th>
<th>Interim Rates $</th>
<th>Back Rates $</th>
<th>Total Revenue $</th>
<th>Current Budget Rate Revenue $</th>
<th>Current Budget Interim Rate $</th>
<th>Current Budget Back Rate $</th>
<th>Current Budget Total Revenue $</th>
</tr>
</thead>
</table>

#### Sub-Total

|                     | 2,602,959 | 2,590,889 |                  |                 |                 |              |                |                               |                               |                             |                               |
### 10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Interest Rate</th>
<th>Principal Repayments</th>
<th>Lending Date</th>
<th>Term</th>
<th>Principal Outstanding</th>
<th>Interest Repayments</th>
<th>Maturity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>%</td>
<td>Actual $</td>
<td>Current Budget $</td>
<td>Actual $</td>
<td>Current Budget $</td>
<td>Actual $</td>
<td>Current Budget $</td>
</tr>
<tr>
<td>Loan 94 Industrial Land</td>
<td>7.38%</td>
<td>4,340</td>
<td>8,880</td>
<td>13,841</td>
<td>9,300</td>
<td>745</td>
<td>1,182</td>
</tr>
<tr>
<td>Loan 96 CHA Housing</td>
<td>6.44%</td>
<td>5,343</td>
<td>10,974</td>
<td>105,829</td>
<td>100,198</td>
<td>4,012</td>
<td>7,094</td>
</tr>
<tr>
<td>Loan 97 Flat Pack Housing</td>
<td>4.68%</td>
<td>10,536</td>
<td>21,432</td>
<td>133,438</td>
<td>122,542</td>
<td>3,853</td>
<td>6,492</td>
</tr>
<tr>
<td>Loan 98 Subdivision John Street</td>
<td>6.97%</td>
<td>16,463</td>
<td>16,690</td>
<td>279,371</td>
<td>279,144</td>
<td>21,318</td>
<td>20,338</td>
</tr>
<tr>
<td>Loan 99 Aquatic Centre</td>
<td>6.09%</td>
<td>34,202</td>
<td>69,807</td>
<td>227,919</td>
<td>192,314</td>
<td>8,896</td>
<td>14,922</td>
</tr>
<tr>
<td>Loan 100 Aquatic Centre</td>
<td>4.81%</td>
<td>16,735</td>
<td>34,070</td>
<td>212,591</td>
<td>195,256</td>
<td>6,286</td>
<td>10,628</td>
</tr>
<tr>
<td>Loan 101 2x Duplex Housing</td>
<td>4.68%</td>
<td>11,967</td>
<td>24,214</td>
<td>151,639</td>
<td>139,392</td>
<td>3,828</td>
<td>7,377</td>
</tr>
<tr>
<td>Loan 102 Volvo Grader</td>
<td>2.65%</td>
<td>39,372</td>
<td>52,670</td>
<td>223,676</td>
<td>210,378</td>
<td>6,385</td>
<td>6,450</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>1,487,261</strong></td>
<td><strong>138,958</strong></td>
<td><strong>238,737</strong></td>
<td><strong>1,348,303</strong></td>
<td><strong>1,248,524</strong></td>
<td><strong>55,324</strong></td>
<td><strong>74,483</strong></td>
</tr>
</tbody>
</table>

(b) New Debentures

All debenture repayments were financed by general purpose revenue.
<table>
<thead>
<tr>
<th>Program/Details</th>
<th>Grant Provider</th>
<th>Approval</th>
<th>2016-17 Current Budget</th>
<th>Variations (Deletions)</th>
<th>Operating</th>
<th>Capital</th>
<th>Recoup Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Y/N)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>GENERAL PURPOSE FUNDING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03300 Grants Commission Grant</td>
<td>Dept Local Government</td>
<td>Y</td>
<td>1,049,870</td>
<td>0</td>
<td>1,049,870</td>
<td>0</td>
<td>524,935</td>
</tr>
<tr>
<td>03301 Unied Road Grant</td>
<td>Dept Local Government</td>
<td>Y</td>
<td>801,234</td>
<td>0</td>
<td>801,234</td>
<td>0</td>
<td>398,764</td>
</tr>
<tr>
<td><strong>GOVERNANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04315 Grant Income - Trainee.</td>
<td></td>
<td>Y</td>
<td>4,000</td>
<td>0</td>
<td>4,000</td>
<td>0</td>
<td>3,636</td>
</tr>
<tr>
<td><strong>LAW, ORDER, PUBLIC SAFETY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>05100 Fesa Operating Grant</td>
<td>FESA</td>
<td>Y</td>
<td>22,300</td>
<td>0</td>
<td>22,300</td>
<td>0</td>
<td>14,000</td>
</tr>
<tr>
<td>05106 Grant Income</td>
<td>FESA</td>
<td>Y</td>
<td>30,000</td>
<td>0</td>
<td>30,000</td>
<td>0</td>
<td>30,000</td>
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<tr>
<td><strong>EDUCATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08427 Grant Income</td>
<td></td>
<td>Y</td>
<td>14,940</td>
<td>0</td>
<td>14,940</td>
<td>0</td>
<td>13,843</td>
</tr>
<tr>
<td>08551 Youth Activities Grant</td>
<td></td>
<td>Y</td>
<td>25,000</td>
<td>0</td>
<td>25,000</td>
<td>0</td>
<td>25,000</td>
</tr>
<tr>
<td><strong>HOUSING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09287 Community Housing Project - Mt Gibson Funding</td>
<td></td>
<td>Y</td>
<td>200,000</td>
<td>0</td>
<td>200,000</td>
<td>0</td>
<td>200,000</td>
</tr>
<tr>
<td>09312 Housing Grant Funding</td>
<td></td>
<td>Y</td>
<td>168,000</td>
<td>0</td>
<td>168,000</td>
<td>0</td>
<td>168,000</td>
</tr>
<tr>
<td><strong>COMMUNITY AMENITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10509 Grant Income</td>
<td>Mt Gibson</td>
<td>Y</td>
<td>147,570</td>
<td>0</td>
<td>0</td>
<td>147,570</td>
<td>6,232</td>
</tr>
<tr>
<td><strong>RECREATION AND CULTURE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11300 Govt Grant - Swimming Pool</td>
<td>Dept of Sport &amp; Rec</td>
<td>Y</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>35,200</td>
</tr>
<tr>
<td>11306 Grant - Dept Of Sport &amp; Rec.</td>
<td>Dept of Sport &amp; Rec</td>
<td>Y</td>
<td>38,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>29,871</td>
</tr>
<tr>
<td>11521 Mt Gibson Funding Allocation</td>
<td>Mt Gibson</td>
<td>Y</td>
<td>200,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>200,000</td>
</tr>
<tr>
<td>11823 Blues For The Bush Event Income.</td>
<td></td>
<td>Y</td>
<td>160,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>264,927</td>
</tr>
<tr>
<td>11901 Bush Heritage Income</td>
<td></td>
<td>Y</td>
<td>25,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>33,000</td>
</tr>
<tr>
<td><strong>TRANSPORT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12300 Direct Grant</td>
<td>Main Roads</td>
<td>Y</td>
<td>192,278</td>
<td>0</td>
<td>192,278</td>
<td>0</td>
<td>192,278</td>
</tr>
<tr>
<td>12301 Regional Road Group Funding.</td>
<td>Main Roads</td>
<td>Y</td>
<td>619,000</td>
<td>0</td>
<td>0</td>
<td>619,000</td>
<td>433,160</td>
</tr>
<tr>
<td>12302 Mrd Street Lighting Subsidy</td>
<td>Dept of Inf and Transport</td>
<td>Y</td>
<td>2,650</td>
<td>0</td>
<td>2,650</td>
<td>0</td>
<td>2,650</td>
</tr>
<tr>
<td>12303 Roads To Recovery Funding</td>
<td>Dept of Inf and Transport</td>
<td>Y</td>
<td>897,109</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>289,540</td>
</tr>
<tr>
<td><strong>ECONOMIC SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13612 Grant Funding Income</td>
<td>Mt Gibson</td>
<td>Y</td>
<td>100,000</td>
<td>0</td>
<td>0</td>
<td>100,000</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTALS**

<p>| | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4,696,951</td>
<td>0</td>
<td>2,535,272</td>
<td>2,161,679</td>
<td>2,239,386</td>
<td>2,457,565</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Operat Operating | 30 | 2,535,272 | 0 | 1,510,454 |
Non-O Non-operating | 32 | 2,161,679 | 0 | 728,932 |
Balance | 4,696,951 | 2,239,386 | 2,457,565 | 4,696,951 |
**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Opening Balance 1 Jul 16</th>
<th>Amount Received</th>
<th>Amount Paid</th>
<th>Closing Balance 31-Jan-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sundry Income</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Bus Bonds</td>
<td>400</td>
<td>600</td>
<td>(800)</td>
<td>200</td>
</tr>
<tr>
<td>Hall Bonds</td>
<td>0</td>
<td>800</td>
<td>(800)</td>
<td>0</td>
</tr>
<tr>
<td>Housing Bonds</td>
<td>3,260</td>
<td>1,060</td>
<td>(1,300)</td>
<td>3,020</td>
</tr>
<tr>
<td>Other Bonds</td>
<td>1,100</td>
<td>350</td>
<td>(1,100)</td>
<td>350</td>
</tr>
<tr>
<td></td>
<td><strong>4,760</strong></td>
<td><strong>2,810</strong></td>
<td><strong>(4,000)</strong></td>
<td><strong>3,570</strong></td>
</tr>
</tbody>
</table>

**Comments - Trust**

<table>
<thead>
<tr>
<th>Description</th>
<th>Opening Balance 1 Jul 16</th>
<th>Amount Received</th>
<th>Amount Paid</th>
<th>Closing Balance 31-Jan-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perenjori Public Benefit Bank Account</td>
<td>170,808</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income/Expenditure</td>
<td></td>
<td>51,299</td>
<td>(52,735)</td>
<td></td>
</tr>
<tr>
<td>Closing Bank Balance</td>
<td>0</td>
<td>51,299</td>
<td>(52,735)</td>
<td>169,372</td>
</tr>
</tbody>
</table>
# Note 13: CAPITAL ACQUISITIONS

**Level of Completion Indicators**

<table>
<thead>
<tr>
<th>% of Completion</th>
<th>Infrastructure Assets</th>
<th>0%</th>
<th>20%</th>
<th>40%</th>
<th>60%</th>
<th>80%</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Annual Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Current YTD Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>YTD Actual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Variance (Under)/Over</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>YTD Actual (Renewal Exp)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strategic Reference / Comment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Capital Acquisitions by Program

### Governance

- **Capital - Office Equipment.**
  - 0% Completion
  - Current Annual Budget: 5,000
  - Current YTD Budget: 5,000
  - YTD Actual: 0
  - Variance: (5,000)
  - Strategic Reference / Comment: No purchases to date

- **Capital - Admin Building.**
  - 0% Completion
  - Current Annual Budget: 60,000
  - Current YTD Budget: 0
  - YTD Actual: 0
  - Variance: (5,000)
  - Strategic Reference / Comment: Works not commenced to date

### Law, Order And Public Safety

- **Latham Firestation & Ambulance Shed.**
  - 0% Completion
  - Current Annual Budget: 45,000
  - Current YTD Budget: 45,000
  - YTD Actual: 0
  - Variance: (45,000)
  - Strategic Reference / Comment: PO raised for Shed

- **Perenjori Fire Brigade - Building.**
  - 0% Completion
  - Current Annual Budget: 20,000
  - Current YTD Budget: 0
  - YTD Actual: 0
  - Variance: (5,000)
  - Strategic Reference / Comment: Works not commenced to date

### Law, Order And Public Safety Total

- Current Annual Budget: 65,000
- Current YTD Budget: 5,000
- YTD Actual: 0
- Variance: (5,000)
- Strategic Reference / Comment: No purchase made to date

### Health

- **Capital - Medical Centre Building.**
  - 0% Completion
  - Current Annual Budget: 9,500
  - Current YTD Budget: 9,500
  - YTD Actual: 0
  - Variance: (9,500)
  - Strategic Reference / Comment: Works not commenced to date

### Health Total

- Current Annual Budget: 9,500
- Current YTD Budget: 9,500
- YTD Actual: 0
- Variance: (9,500)
- Strategic Reference / Comment: 

### Housing

- **Capital - Housing Expenditure.**
  - 111% Completion
  - Current Annual Budget: 799,896
  - Current YTD Budget: 466,523
  - YTD Actual: 891,542
  - Variance: 423,219
  - Strategic Reference / Comment: 

### Housing Total

- Current Annual Budget: 799,896
- Current YTD Budget: 466,523
- YTD Actual: 891,542
- Variance: 423,219

### Community Amenities

- **Capital Expenditure - Other Infrastructure.**
  - 6% Completion
  - Current Annual Budget: 505,000
  - Current YTD Budget: 369,581
  - YTD Actual: 29,098
  - Variance: (340,483)
  - Strategic Reference / Comment: Project Townscape & Transfer station still pending

- **Capital - Land.**
  - 0% Completion
  - Current Annual Budget: 150,000
  - Current YTD Budget: 150,000
  - YTD Actual: 0
  - Variance: (150,000)
  - Strategic Reference / Comment: Not required to date

- **Capital - Public Conveniences.**
  - 0% Completion
  - Current Annual Budget: 9,000
  - Current YTD Budget: 9,000
  - YTD Actual: 0
  - Variance: (9,000)
  - Strategic Reference / Comment: Works not commenced to date

### Community Amenities Total

- Current Annual Budget: 654,000
- Current YTD Budget: 528,581
- YTD Actual: 29,098
- Variance: (494,483)
- Strategic Reference / Comment: 

### Recreation And Culture

- **Capital - Perenjori Pavilion Building.**
  - 0% Completion
  - Current Annual Budget: 220,000
  - Current YTD Budget: 0
  - YTD Actual: 0
  - Variance: (220,000)
  - Strategic Reference / Comment: Works not commenced to date

- **Pj Sports Facility Capital Expenditure.**
  - 0% Completion
  - Current Annual Budget: 10,000
  - Current YTD Budget: 1,667
  - YTD Actual: 0
  - Variance: (8,333)
  - Strategic Reference / Comment: Works not commenced to date

- **Playground Upgrade.**
  - 80% Completion
  - Current Annual Budget: 40,000
  - Current YTD Budget: 20,000
  - YTD Actual: 32,185
  - Variance: (18,185)
  - Strategic Reference / Comment: Ongoing works

- **Capital - Gym Equipment.**
  - 53% Completion
  - Current Annual Budget: 5,000
  - Current YTD Budget: 2,919
  - YTD Actual: 12,185
  - Variance: (10,228)
  - Strategic Reference / Comment: 

### Recreation And Culture Total

- Current Annual Budget: 275,000
- Current YTD Budget: 24,586
- YTD Actual: 34,814
- Variance: (10,228)

### Transport

---

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### Note 13: CAPITAL ACQUISITIONS

#### Level of Completion Indicators

<table>
<thead>
<tr>
<th>% of Completion</th>
<th>Level of Completion Indicator</th>
<th>Infrastructure Assets</th>
<th>Current Annual Budget</th>
<th>Current YTD Budget</th>
<th>YTD Actual</th>
<th>Variance (Under/Over)</th>
<th>YTD Actual (Renewal Exp)</th>
<th>Strategic Reference / Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>7%</td>
<td>○</td>
<td>Road Construction Expense Council</td>
<td>12001</td>
<td>472,372</td>
<td>256,625</td>
<td>32,323</td>
<td>(224,302)</td>
<td>0</td>
</tr>
<tr>
<td>60%</td>
<td>○</td>
<td>Road Construction Expense Rrg</td>
<td>12003</td>
<td>928,500</td>
<td>916,104</td>
<td>559,902</td>
<td>(356,202)</td>
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</tr>
<tr>
<td>45%</td>
<td>○</td>
<td>Road Construction R2R</td>
<td>12006</td>
<td>897,109</td>
<td>565,386</td>
<td>403,797</td>
<td>(161,589)</td>
<td>0</td>
</tr>
<tr>
<td>29%</td>
<td>○</td>
<td>Plant &amp; Equipment Purchase</td>
<td>12283</td>
<td>555,413</td>
<td>323,988</td>
<td>163,363</td>
<td>(160,625)</td>
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<tr>
<td>27%</td>
<td>○</td>
<td>Capital Expenditure L &amp; B</td>
<td>12285</td>
<td>14,316</td>
<td>14,318</td>
<td>3,829</td>
<td>(10,489)</td>
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<tr>
<td></td>
<td></td>
<td><strong>Transport Total</strong></td>
<td>2,867,710</td>
<td>2,076,421</td>
<td>1,163,215</td>
<td>(913,206)</td>
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<tr>
<td>11%</td>
<td>○</td>
<td>Caravan Park - Buildings - Ablution Block.</td>
<td>13190</td>
<td>50,000</td>
<td>49,998</td>
<td>5,598</td>
<td>(44,400)</td>
<td>0</td>
</tr>
<tr>
<td>30%</td>
<td>○</td>
<td>Caravan Park - New Ablutions - Apron.</td>
<td>13192</td>
<td>8,000</td>
<td>8,000</td>
<td>2,409</td>
<td>(5,591)</td>
<td>0</td>
</tr>
<tr>
<td>0%</td>
<td>○</td>
<td>Caravan Park - Capital.</td>
<td>13194</td>
<td>58,000</td>
<td>58,000</td>
<td>0</td>
<td>(58,000)</td>
<td>0</td>
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<tr>
<td>0%</td>
<td>○</td>
<td>Capital - Caron Dam Roof.</td>
<td>14980</td>
<td>250,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
<td><strong>Economic Services Total</strong></td>
<td>366,000</td>
<td>115,998</td>
<td>8,007</td>
<td>(107,991)</td>
<td>0</td>
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<td><strong>Capital Expenditure Total</strong></td>
<td>5,117,106</td>
<td>3,278,409</td>
<td>2,126,675</td>
<td>(1,151,734)</td>
<td>952,825</td>
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Attachments
17022.4

Accounts for Payment
January 2017

Ordinary Council Meeting
16th February 2017
<table>
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<tr>
<th>Chq/EFT</th>
<th>Date</th>
<th>Name</th>
<th>Description</th>
<th>Amount</th>
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<td>367</td>
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<td>04/01/2017</td>
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<td>12/16</td>
<td>BL &amp; MI THORNTON</td>
<td>Waste Removal/Rubbish Collection Services from 01/12/2016</td>
<td>2754.51</td>
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<tr>
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<td>BL &amp; MI THORNTON</td>
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<td>BURGESS RAWSON (WA) PTY LTD</td>
<td>Memorial at Fowler St - water usage - 14/10/2016 - 15/12/2016</td>
<td>1049.72</td>
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<td>BURGESS RAWSON (WA) PTY LTD</td>
<td>Standpipe at Britt St Latham water usage 17/10/2016 - 15/12/2016</td>
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<td>469650</td>
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<td>BURGESS RAWSON (WA) PTY LTD</td>
<td>Toilets at Loading St Perenjori - water usage 14/10/2016 - 15/12/2016</td>
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<td>BURGESS RAWSON (WA) PTY LTD</td>
<td>Shop at 47 Fowler St - water usage - 14/10/2016 - 15/12/2016, shop at 47 Fowler St - water usage - 14/10/2016 - 15/12/2016</td>
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<td>CLEANPAK SOLUTIONS</td>
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<td>COVS PARTS PTY LTD</td>
<td>RAS2354 Woolf Air Filter, P613335 Air Filter, P1613354 HMR04 Hyd Spin On SUM</td>
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<td>1V00000000284</td>
<td>01/01/2017</td>
<td>GELLATLY'S ROADHOUSE</td>
<td>6/12 - milk - Bianca, 7/12 - ice - Christina, 12/12 - milk - Jo, 12/12 - milk - Bianca, 19/12 - milk - Bianca, milk/ dishwashing liquid</td>
<td>57.40</td>
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<td>GELLATLY'S ROADHOUSE</td>
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<td>39112</td>
<td>12/12/2016</td>
<td>JR &amp; A HERSEY PTY LTD</td>
<td>100 x guide posts, 400 x delinators, 12 rigger gloves L, 12 rigger gloves XL, 12 PVC gloves, 12 sunscreen, 12 sunglasses</td>
<td>2023.12</td>
</tr>
<tr>
<td>39113</td>
<td>12/12/2016</td>
<td>JR &amp; A HERSEY PTY LTD</td>
<td>12 sunglasses</td>
<td>125.40</td>
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<td>06/01/2017</td>
<td>JR &amp; A HERSEY PTY LTD</td>
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<td>01/01/2017</td>
<td>MID WEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES</td>
<td>Donation to the Agricultural Society</td>
<td>250.00</td>
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<tr>
<td>EFT9264</td>
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<td>00300617</td>
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<td>MOORE CATCHMENT COUNCIL INC</td>
<td>Annual contribution to Moore Catchment Council</td>
<td>1100.00</td>
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<td>IGADEC</td>
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<td>PERENJORI IGA X - PRESS</td>
<td>Barracks - Duo laundry powder 5kg, Caravan Park Village - Duo laundry powder 5kg</td>
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<td>TOIL IPEC PTY LTD</td>
<td>Freight charges from 16/12/2016 - 22/12/2016</td>
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<td>UP IN THE ART DESIGNS AND CREATIONS</td>
<td>ozco grant, community canopy reimbursements and travel expenses artists Larissa Groch</td>
<td>1770.93</td>
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<td>WARWICK TRANT</td>
<td>Df music for Seniors and Volunteers Dinner</td>
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<td>WREN OIL</td>
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<td>AFGR EQUIPMENT PTY LTD</td>
<td>check fuel system on old ford new holland tractor Latham golf course</td>
<td>988.50</td>
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<td>P1502 - silicone black, sunglasses safety, blindstone size 6 work boots, P1599 - cutting disc 100 x 16mm, P1599 - cutting disc 100 x 16mm</td>
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<td>Date</td>
<td>Name</td>
<td>Description</td>
<td>Amount</td>
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<td>26534</td>
<td>07/12/2016</td>
<td>AGRI SERVICES PERENJORI</td>
<td>P15000 - 10 amp 230volt fuse, Cemetery - 7/16 x 4 inch bolt and nut, Cemetery - 7/16 flat washers, P151999 - nipple, Cemetery - polyester 230mm roller cover, hoseclamp 17 - 32 mm</td>
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<tr>
<td>26536</td>
<td>12/12/2016</td>
<td>AGRI SERVICES PERENJORI</td>
<td>Sun glasses - safety, Philmac joiner 2 inch</td>
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<td>15/12/2016</td>
<td>AGRI SERVICES PERENJORI</td>
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<td>26544</td>
<td>15/12/2016</td>
<td>AGRI SERVICES PERENJORI</td>
<td>13mm ratchet clip, 25ml cupplings, 19mm ratchet clip, 19mm joiner barbed, 14-27 hose clamp</td>
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<td>26549</td>
<td>19/12/2016</td>
<td>AGRI SERVICES PERENJORI</td>
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<td>Postage expenses for the month ending 31/12/2016</td>
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<td>4930</td>
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<td>Fridge - Perth to Perenjori - 13/12 round table top from Mclennons</td>
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<td>4940</td>
<td>31/12/2016</td>
<td>BLUEHILL COURIERS</td>
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<td>BOC LIMITED</td>
<td>Oxygen industrial E2 size, Dissolved acrylene E Size, Argoshield universal G Size, Oxygen medical C size, Oxygen medical E size</td>
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<td>BOC LIMITED</td>
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<td>BUNNINGS WAREHOUSE</td>
<td>12 sation controller K-rain, 6 sation controller K-rain, 3 4 litre synthetic adhesive glue, 1 valve irrigation holman 25mm</td>
<td>477.68</td>
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<td>BUNNINGS WAREHOUSE</td>
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<td>CANINE CONTROL</td>
<td>Ranger Services for Perenjori conducted 02/12/2016</td>
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<td>CANINE CONTROL</td>
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<td>0050082708</td>
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<td>CID EQUIPMENT</td>
<td>V12727728 BEARING</td>
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<td>CLEANPAK SOLUTIONS</td>
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<td>HIRE OF WATERCART, HIRE OF WATERCART</td>
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<td>05/01/2017</td>
<td>CREDENCE CONTRACTING PTY LTD</td>
<td>grading of Karara access roads from week beginning 26th December 2016. Maximum 100hrs</td>
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<td>00006658</td>
<td>16/01/2017</td>
<td>EXTERRA</td>
<td>VASE COMPOSITE SEAT, Grove 2 sider with composite stats, Delivery</td>
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<tr>
<td>EFT9283</td>
<td>25/01/2017</td>
<td>EXTERRA</td>
<td>Payment Total</td>
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<td>GARAGE SALE TRAIL PTY LTD</td>
<td>Garage Sale Trail participation 2017</td>
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<td>Greenfield Technical Services.</td>
<td>engineering services for 2016 flood damage construction- tender evaluation, reports</td>
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<td>41698</td>
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<td>JMH MECHANICAL SERVICES</td>
<td>clutch cover, clutch disc - mitsubishi 185 x 20 x 10, freight - road, 401 instant adhesive 25ml loctite</td>
<td>428.10</td>
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<td>EFT9286</td>
<td>25/01/2017</td>
<td>JMH MECHANICAL SERVICES</td>
<td>Payment Total</td>
<td>-428.10</td>
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<tr>
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<td>Date</td>
<td>Name</td>
<td>Description</td>
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<td>-------------------------------------------------------------------------------------------------</td>
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<tr>
<td>EFT9287</td>
<td>25/01/2017</td>
<td>JOHN MORRIS T/A CATUA LAKE</td>
<td>Installed 3 x satellite systems on units 1, 2, 3 , Crossing st, truck and excavator for grave at Perenjori Cemetery, supply 1 x new satellite decoder</td>
<td>3575.00</td>
</tr>
<tr>
<td>9019893650</td>
<td>01/01/2017</td>
<td>STAPLES AUSTRALIA PTY LTD</td>
<td>Staples - Depot gatorade lemon lime and berry chill powder</td>
<td>483.18</td>
</tr>
<tr>
<td>9019889522</td>
<td>01/01/2017</td>
<td>STAPLES AUSTRALIA PTY LTD</td>
<td>Admin - at a glance wall mate</td>
<td>23.82</td>
</tr>
<tr>
<td>9019884774</td>
<td>01/01/2017</td>
<td>STAPLES AUSTRALIA PTY LTD</td>
<td>Sabo premium contractor mop head 400gm Yellow, oates cloths yellow pkt 10</td>
<td>65.30</td>
</tr>
<tr>
<td>901981549</td>
<td>01/01/2017</td>
<td>STAPLES AUSTRALIA PTY LTD</td>
<td>archive storage boxes, A4 copy paper, laminade pouches A4, yellow high yield ink ctg, cyan high yield ink ctg, black high yield ink ctg, envelopes, dettol fresh liquid wash, gloves powder free, small paper clips, 25mm foldback clips</td>
<td>364.21</td>
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<tr>
<td>9019802002</td>
<td>01/01/2017</td>
<td>STAPLES AUSTRALIA PTY LTD</td>
<td>gloves powder free small, gloves powder free large, oates cloths blue, oates cloths red, gloves powder free extra large, mop head green, mop head blue, glad wave kitchen tidy 36L, liquid hand wash, dishwashing liquid lemon, toilet tissues 2ply, compact towels hand, eucalyptus oil, hand towels, mop head green</td>
<td>1525.77</td>
</tr>
<tr>
<td>9020019922</td>
<td>03/01/2017</td>
<td>STAPLES AUSTRALIA PTY LTD</td>
<td>Document tray -Admin, archive storage boxes - PECC, ballot box - Depot, Store a file - Depot and Admin, -A4 dividers 5 Tab - Admin, Ultra white A4 copy paper - Admin, Lever arch file -grey/black - Admin</td>
<td>231.26</td>
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<tr>
<td>9020076444</td>
<td>10/01/2017</td>
<td>STAPLES AUSTRALIA PTY LTD</td>
<td>1x staples x-cell 9v battery pack 10, 1x staples x-cell AAA alkaline battery box 24, 1x staples x-cell AA alkaline battery box 24, 3x Staples AS Diary, 2x staples extension lead 4m, 2x dac mp-107 monitor riser for lcd vulk screen, 1x texta ld chalk</td>
<td>246.04</td>
</tr>
<tr>
<td>Chq/EFT</td>
<td>Date</td>
<td>Name</td>
<td>Description</td>
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<td>EFT92</td>
<td>15/11/2016</td>
<td>THINK WATER GERALDTON</td>
<td>re caulking for lavenn</td>
<td>1206.15</td>
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<tr>
<td>EFT924</td>
<td>25/01/2017</td>
<td>THINK WATER GERALDTON</td>
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<td>0283</td>
<td>06/01/2017</td>
<td>TOLL IPEC PTY LTD</td>
<td>Freight - Staples 04/01/2017 - 9 x 71kgs</td>
<td>34.28</td>
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<tr>
<td>0285</td>
<td>20/01/2017</td>
<td>TOLL IPEC PTY LTD</td>
<td>29/01 Staples Australia - 3x 30kgs, 17/1 PI1501 Tutt Barranty 1x 71kgs</td>
<td>33.34</td>
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<tr>
<td>0264</td>
<td>26/08/2016</td>
<td>TOLL IPEC PTY LTD</td>
<td>5/8 State library 3x 30kgs, 19/8 Staples Australia 1x 1kgs, 19/8 Staples</td>
<td>138.67</td>
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<tr>
<td>0278</td>
<td>02/12/2016</td>
<td>TOLL IPEC PTY LTD</td>
<td>29/11 Staples Australia 4x 8kgs</td>
<td>15.04</td>
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<td>0283</td>
<td>06/01/2017</td>
<td>TOLL IPEC PTY LTD</td>
<td>4/01 Staples Australia 9x 71kgs</td>
<td>34.28</td>
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<tr>
<td>0284</td>
<td>13/01/2017</td>
<td>TOLL IPEC PTY LTD</td>
<td>9/12 Perenjori Public Library - State Library 3x 30kgs, 9/01 Snap Osiborne</td>
<td>50.19</td>
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<td>EFT903</td>
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<td>TOLL IPEC PTY LTD</td>
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<td>X0100131421</td>
<td>01/01/2017</td>
<td>TOTALLY WORKWEAR</td>
<td>Uniforms for outside staff</td>
<td>487.57</td>
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<tr>
<td>EFT904</td>
<td>25/01/2017</td>
<td>TOTALLY WORKWEAR</td>
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<td>13590</td>
<td>01/01/2017</td>
<td>WALLIS COMPUTER SOLUTIONS</td>
<td>Medical Centre - fix server - shutting down and monitoring of computer</td>
<td>504.50</td>
</tr>
<tr>
<td>13548</td>
<td>01/01/2017</td>
<td>WALLIS COMPUTER SOLUTIONS</td>
<td>Supply &amp; install a new Solid State drive to the CDO desk computer B$5130,</td>
<td>700.32</td>
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<tr>
<td>13554</td>
<td>03/01/2017</td>
<td>WALLIS COMPUTER SOLUTIONS</td>
<td>Depot monthly billing for January 2017 - ADSL 25GB internet allowance</td>
<td>77.00</td>
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<tr>
<td>13571</td>
<td>03/01/2017</td>
<td>WALLIS COMPUTER SOLUTIONS</td>
<td>Depot - monthly billing for November 2016 - 25GB ADSL internet allowance</td>
<td>77.00</td>
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<tr>
<td>13555</td>
<td>03/01/2017</td>
<td>WALLIS COMPUTER SOLUTIONS</td>
<td>Depot - monthly billing for December 2016 ADSL 25GB internet allowance</td>
<td>77.00</td>
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<tr>
<td>13598</td>
<td>03/01/2017</td>
<td>WALLIS COMPUTER SOLUTIONS</td>
<td>Medical Centre - Managed Backup - workstation - platinum</td>
<td>2491.50</td>
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<tr>
<td>13600</td>
<td>03/01/2017</td>
<td>WALLIS COMPUTER SOLUTIONS</td>
<td>Medical Centre - Managed Services Agreement for IT support</td>
<td>3013.36</td>
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<tr>
<td>13338</td>
<td>01/01/2017</td>
<td>WALLIS COMPUTER SOLUTIONS</td>
<td>computer repairs and maintenance for Administration, Works Depot, Swimming</td>
<td>2864.40</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Pool, Caravan Park and Medical Centre, Expiring 30/06/2017</td>
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<tr>
<td>EFT905</td>
<td>25/01/2017</td>
<td>WALLIS COMPUTER SOLUTIONS</td>
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<td>00000294</td>
<td>01/01/2017</td>
<td>WCC Electrical &amp; Air Conditioning.</td>
<td>160 John st - install Bonaire VSH5 evaporative AC after storm damage</td>
<td>4532.00</td>
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<tr>
<td>00000245</td>
<td>01/01/2017</td>
<td>WCC Electrical &amp; Air Conditioning.</td>
<td>Bonaire VSM6 evaporative air conditioner - Supply and install including</td>
<td>5236.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>dropper &amp; flashing, Install at No 3, Lot 136 Livingstone Street Perenjori</td>
<td></td>
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<tr>
<td>00000293</td>
<td>01/01/2017</td>
<td>WCC Electrical &amp; Air Conditioning.</td>
<td>Repair air conditioner at 9 Hirshauer Road Perenjori, estimate cost</td>
<td>291.50</td>
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<tr>
<td>00000257</td>
<td>01/01/2017</td>
<td>WCC Electrical &amp; Air Conditioning.</td>
<td>Disconnect electricity to the HWS at the Latham Town Hall on Britt Street</td>
<td>332.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Latham, Re-connect electricity after the installation of a new HWS</td>
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<tr>
<td>EFT906</td>
<td>25/01/2017</td>
<td>WCC Electrical &amp; Air Conditioning.</td>
<td>Payment Total</td>
<td>-10991.70</td>
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<tr>
<td>Pii:001</td>
<td>11/01/2017</td>
<td>WOODLANDS</td>
<td>woodlands: ML-SS5-16 solar light and 6 metre galv pole</td>
<td>5197.50</td>
</tr>
<tr>
<td>EFT907</td>
<td>25/01/2017</td>
<td>WOODLANDS</td>
<td>Payment Total</td>
<td>-5197.50</td>
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<tr>
<td>4305593660</td>
<td>01/01/2017</td>
<td>WURTH AUSTRALIA PTY LTD</td>
<td>hex nut, self lock, low pro, washer, freight</td>
<td>57.30</td>
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<tr>
<td>4305593696</td>
<td>01/01/2017</td>
<td>WURTH AUSTRALIA PTY LTD</td>
<td>hex screw with fine thread shaft</td>
<td>102.87</td>
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<td>4905670532</td>
<td>01/01/2017</td>
<td>WURTH AUSTRALIA PTY LTD</td>
<td>Diamond Cut off wheel</td>
<td>174.58</td>
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<td>EFT908</td>
<td>25/01/2017</td>
<td>WURTH AUSTRALIA PTY LTD</td>
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<td>1603/005</td>
<td>19/01/2017</td>
<td>Warren Taylor Homes</td>
<td>Warren Taylor Homes - Fix out seniors units, Refer to Variation, Refer to Variation</td>
<td>104587.74</td>
</tr>
<tr>
<td>EFT909</td>
<td>25/01/2017</td>
<td>Warren Taylor Homes</td>
<td>Warren Taylor Homes - Fix out seniors units, Refer to Variation, Refer to Variation</td>
<td>104587.74</td>
</tr>
<tr>
<td>4992</td>
<td>24/01/2017</td>
<td>BLUEHILL COURIERS</td>
<td>pick up grader cutting edges</td>
<td>242.00</td>
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<tr>
<td>4938</td>
<td>31/12/2016</td>
<td>BLUEHILL COURIERS</td>
<td>Freight Charges - 30/11 1 x pallet paint and sundries - Paint Place</td>
<td>82.50</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Geraldton</td>
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<tr>
<td>EFT910</td>
<td>31/01/2017</td>
<td>BLUEHILL COURIERS</td>
<td>Payment Total</td>
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<td>1082</td>
<td>27/01/2017</td>
<td>CANINE CONTROL</td>
<td>Ranger Services for 2016/2017 as per contract</td>
<td>495.00</td>
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<tr>
<td>EFT911</td>
<td>31/01/2017</td>
<td>CANINE CONTROL</td>
<td>Payment Total</td>
<td>-495.00</td>
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<tr>
<td>3112016</td>
<td>01/01/2017</td>
<td>E &amp; MJ ROSHER PTY LTD</td>
<td>supply one new kubota M125GX air conditioned cabin tractor with quick attach</td>
<td>95150.00</td>
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<td></td>
<td></td>
<td></td>
<td>hydraulic self levelling front end loader</td>
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<tr>
<td>EFT912</td>
<td>31/01/2017</td>
<td>E &amp; MJ ROSHER PTY LTD</td>
<td>Payment Total</td>
<td>-95150.00</td>
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<td>V00000000290</td>
<td>22/01/2017</td>
<td>GELLATLY'S ROADHOUSE</td>
<td>Food as required , From OZCO Grant</td>
<td>50.00</td>
</tr>
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<td>EFT913</td>
<td>31/01/2017</td>
<td>GELLATLY'S ROADHOUSE</td>
<td>Payment Total</td>
<td>50.00</td>
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<td>SHIPER</td>
<td>17/01/2017</td>
<td>GERALDTON DECORATOR CENTRE PTY LTD</td>
<td>1 x 4 litres of Duraguard Gloss Cottage Green, To be collected</td>
<td>77.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Saturday 14th January</td>
<td></td>
</tr>
<tr>
<td>EFT914</td>
<td>31/01/2017</td>
<td>GERALDTON DECORATOR CENTRE PTY LTD</td>
<td>Payment Total</td>
<td>77.00</td>
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<td>0244-9</td>
<td>01/01/2017</td>
<td>MARKET CREATIONS</td>
<td>Records management for the month of August 2016</td>
<td>510.75</td>
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<td>EFT915</td>
<td>31/01/2017</td>
<td>MARKET CREATIONS</td>
<td>Payment Total</td>
<td>-530.75</td>
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<td>00001622</td>
<td>24/01/2017</td>
<td>PERENJORI COMMUNITY RESOURCE CENTRE</td>
<td>1x turkish toasty @$8.00ea, 3x rice paper rolls @$5.00ea, 2x turkish toasty</td>
<td>71.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>@$55.00ea</td>
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<td>00001653</td>
<td>27/01/2017</td>
<td>PERENJORI COMMUNITY RESOURCE CENTRE</td>
<td>Postage expenses for the month of January 2017</td>
<td>139.30</td>
</tr>
<tr>
<td>Chq/EFT</td>
<td>Date</td>
<td>Name</td>
<td>Description</td>
<td>Amount</td>
</tr>
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<td>X0001635</td>
<td>25/01/2017</td>
<td>PERENJORI COMMUNITY RESOURCE CENTRE</td>
<td>Full page colour advertising Bush Telegraph issues 72 - 95, additional colour page advertising Bush Issues 72-95</td>
<td>720.00</td>
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<td>EFT9316</td>
<td>31/01/2017</td>
<td>PERENJORI COMMUNITY RESOURCE CENTRE</td>
<td>Payment Total</td>
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<td>159750</td>
<td>01/01/2017</td>
<td>STATE LAW PUBLISHER</td>
<td>Advertising of Town Planning Scheme Number 2 - Amendment 5</td>
<td>72.00</td>
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<tr>
<td>EFT9317</td>
<td>31/01/2017</td>
<td>STATE LAW PUBLISHER</td>
<td>Payment Total</td>
<td>-72.00</td>
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<td>0286</td>
<td>27/01/2017</td>
<td>TOLL IPEC PTY LTD</td>
<td>20 Jan- staples australia freight services, 24 Jan- staples australia freight services</td>
<td>24.99</td>
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<td>EFT9318</td>
<td>31/01/2017</td>
<td>TOLL IPEC PTY LTD</td>
<td>Payment Total</td>
<td>-24.99</td>
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<td>5117</td>
<td>01/01/2017</td>
<td>PERENJORI HOTEL</td>
<td>Gift vouchers for two Shire employees @ $50 each Joanne Page and Bev Ellis</td>
<td>100.00</td>
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<tr>
<td>19448</td>
<td>06/01/2017</td>
<td>PERENJORI HOTEL</td>
<td>Payment Total</td>
<td>-100.00</td>
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<td>F034-1761</td>
<td>05/01/2017</td>
<td>SNAP OSBORNE PARK</td>
<td>20 x A4 Brochures Welcome Pack</td>
<td>1938.00</td>
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<td>19449</td>
<td>06/01/2017</td>
<td>SNAP OSBORNE PARK</td>
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<td>D1483188443</td>
<td>10/01/2017</td>
<td>Synergy.</td>
<td>Lot 202 Mullewa Wubin Rd - electricity usage from 08/10/2016 - 16/12/2016</td>
<td>27.15</td>
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<tr>
<td>19450</td>
<td>06/01/2017</td>
<td>Synergy.</td>
<td>Payment Total</td>
<td>-27.15</td>
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<td>5803592100</td>
<td>12/01/2017</td>
<td>TELSTRA CORPORATION</td>
<td>Medical Centre - N9511924R internet and data usage from 15/12/2016 - 15/01/2017</td>
<td>50.00</td>
</tr>
<tr>
<td>1035897700</td>
<td>06/01/2017</td>
<td>TELSTRA CORPORATION</td>
<td>Perenjori Volunteer Bush Fire - telephone charges to the 15/12/2016</td>
<td>103.88</td>
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<tr>
<td>0767353300DEC</td>
<td>01/01/2017</td>
<td>TELSTRA CORPORATION</td>
<td>9 Hirshauer st - 1 x business line complete - internet and data for N9032785R</td>
<td>84.94</td>
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<td>19451</td>
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<td>90072178444DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>58 Hesford st - service charge, 58 Hesford st-reimbursement</td>
<td>45.82</td>
</tr>
<tr>
<td>900721782BDEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>60 Downer st - service charge</td>
<td>39.48</td>
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<tr>
<td>9007217772DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>61 Hesford st - service charge, 61 Hesford st - water allowance, 61 Hesford st - reimbursement</td>
<td>189.08</td>
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<tr>
<td>9007217756DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>59 Hesford St - service charge, 59 Hesford St - reimbursement</td>
<td>80.72</td>
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<td>900721746DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>136 Livingstone st - service charge, 136 Livingstone st - Allowance</td>
<td>68.02</td>
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<tr>
<td>9007217449DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>Arts and Crafts Building - water usage 1st Nov - 31st Dec 2016</td>
<td>45.12</td>
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<tr>
<td>9007217262DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>Medical Centre - water usage 1st Nov - 31st Dec 2016</td>
<td>72.19</td>
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<tr>
<td>9007217254DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>73 Russell Street - service charge, 73 Russell Street - reimbursement</td>
<td>164.77</td>
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<td>900721721DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>Perenjori Fire Station - water usage 1st Nov - 31st Dec 2016</td>
<td>2.26</td>
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<tr>
<td>9007217182DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>48 Russell st - service charge, 48 Russell st - Water Allowance, 48 Russell st - Reimbursement</td>
<td>276.81</td>
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<tr>
<td>900721715BDDEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>Business Incubator - water usage 1st Nov - 31st Dec 2016</td>
<td>4.51</td>
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<td>9007216988DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>Parks and Gardens - water usage 1st Nov - 31st Dec 2016</td>
<td>139.57</td>
</tr>
<tr>
<td>9007216888DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>2 Fowler st - water usage 1st Nov - 31st Dec 2016</td>
<td>180.48</td>
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<tr>
<td>9007216788DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>Museum/tourist bureau - water usage 1st Nov - 31st Dec 2016</td>
<td>69.94</td>
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<tr>
<td>9007216745DEC16</td>
<td>16/12/2016</td>
<td>WATER CORPORATION</td>
<td>Community Resource Centre - water usage 1st Nov - 31st Dec 2016</td>
<td>91.52</td>
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**19452** | 06/01/2017 | WATER CORPORATION Payment Total | -20865.12

**8204** | 01/01/2017 | SHIRE OF CHAPMAN VALLEY Payment Total | 704.00

**19454** | 25/01/2017 | SHIRE OF CHAPMAN VALLEY Payment Total | -704.00

**DEDUCTION** | 10/01/2017 | SHIRE OF PERENJORI - TRUST Payroll Deduction for BEVERLY ELLIS 10/01/2017 | 50.00

**DEDUCTION** | 10/01/2017 | SHIRE OF PERENJORI - TRUST Payroll Deduction for ANDRIJANA MAJIEVSKA 10/01/2017 | 200.00

**DEDUCTION** | 24/01/2017 | SHIRE OF PERENJORI - TRUST Payroll Deduction for BEVERLY ELLIS 24/01/2017 | 50.00

**19455** | 25/01/2017 | SHIRE OF PERENJORI - TRUST Payment Total | -800.00

**2108330606** | 01/01/2017 | Synergy. Electricity usage from 12/10/2016 - 06/12/2016 - FM Tower | 390.45

**2024280658** | 01/01/2017 | Synergy. Fox st Latham - electricity usage from 08/10/2016 - 29/12/2016 | 413.85

**2060284621** | 01/01/2017 | Synergy. Loc 9224 Mullewa - Wunbin Rd - electricity usage from 08/10/2016 - 12/10/2016 | 27.70

**2028278465** | 01/01/2017 | Synergy. Lot 51 Britt St Latham - electricity usage from 08/10/2016 - 29/12/2016 | 136.80

**19456** | 25/01/2017 | Synergy. Payment Total | -966.80

**7859387800DEC** | 01/01/2017 | TELSTRA CORPORATION BA John Street - 1 Biz essentials internet and data N9743511R | 94.99

**170117** | 17/01/2017 | TELSTRA CORPORATION Telephone charges - 355 Hirshauer st | 99.94

**19457** | 25/01/2017 | TELSTRA CORPORATION Payment Total | -194.93

**AAAQ1802** | 10/01/2017 | TLS PRODUCTIONS Community stage,10,000 Shire,10,000 Mid West Community Chest Fund | 22007.87

**19458** | 25/01/2017 | TLS PRODUCTIONS Payment Total | -22007.87
19459 25/01/2017 WATER CORPORATION Payment Total -87.00
7195 18/01/2017 CITY OF GREATER GERALDTON Surveying Services for Shire of Perenjori, July to December 2016 604.45
19460 31/01/2017 CITY OF GREATER GERALDTON Payment Total -604.45
8116 19/01/2017 SHIRE OF COOROW North Midlands Zone dinner during Local Government Convention 280.00
19461 31/01/2017 SHIRE OF COOROW Payment Total -280.00
2124313632 19/01/2017 Synergy. Caravan Park electricity usage supply period 15/12/2016 to 18/01/2017, Caravan Park village electricity usage supply period 15/12/2016 to 18/01/2017 1764.45
19462 31/01/2017 Synergy. Payment Total -1764.45
3012017 30/01/2017 TELSTRA CORPORATION Medical Centre - telephone charges 50.00
31012017 31/01/2017 TELSTRA CORPORATION Tim Platform - telephone charges 28/12/16 to 12-01-2017 311.36
19463 31/01/2017 TELSTRA CORPORATION Payment Total -361.36
11 01/01/2017 WESTNET Westnet charges for the month ending January 2017 285.85
0101093.1 01/01/2017 WESTNET Payment Total -285.85
LAINIER 03/01/2017 ALLEASING PTY LTD LAINER MFC5000 PHOTOCOPIER LEASE 884.27
0101096.1 03/01/2017 ALLEASING PTY LTD Payment Total -884.27
SUPER 10/01/2017 WA SUPER Payroll deduction 6241.31
DEDUCTION 10/01/2017 WA SUPER Payroll Deduction for 10/01/2017 147.91
DEDUCTION 10/01/2017 WA SUPER Payroll Deduction for 10/01/2017 159.29
DEDUCTION 10/01/2017 WA SUPER Payroll Deduction for 10/01/2017 416.57
DEDUCTION 10/01/2017 WA SUPER Payroll Deduction for 10/01/2017 380.46
0101070.1 10/01/2017 WA SUPER Payment Total -7345.45
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SUPER 10/01/2017 AUSTRALIAN SUPER Super for 10/01/2017 789.67
0101070.2 10/01/2017 AUSTRALIAN SUPER Payment Total -966.21
SUPER 10/01/2017 MLC SUPER Super for 10/01/2017 626.76
0101070.3 10/01/2017 MLC SUPER Payment Total -626.76
SUPER 10/01/2017 INTEGRA SUPER Super for 10/01/2017 219.62
0101070.4 10/01/2017 INTEGRA SUPER Payment Total -219.62
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0101070.5 10/01/2017 AMP SUPERANNUATION SAVINGS TRUST Payment Total -253.18
SUPER 10/01/2017 HOST PLUS SUPER Super for 10/01/2017 200.23
0101070.6 10/01/2017 HOST PLUS SUPER Payment Total -200.23
SUPER 10/01/2017 HESTA SUPER FUND Super for 10/01/2017 194.54
0101070.7 10/01/2017 HESTA SUPER FUND Payment Total -194.54
SUPER 10/01/2017 BEST INDUSTRY SUPERANNUATION Super for 10/01/2017 631.79
0101070.8 10/01/2017 BEST INDUSTRY SUPERANNUATION Payment Total -631.79
SUPER 10/01/2017 VICSUPER Super for 10/01/2017 156.43
0101070.9 10/01/2017 VICSUPER Payment Total -156.43
102 06/01/2017 WESTERN AUSTRALIAN TREASURY CORPORATION Loan No. 102 Principal payment -, Loan No. 102 Interest payment 14780.03
0101071.0 06/01/2017 WESTERN AUSTRALIAN TREASURY CORPORATION Payment Total -14780.03
0101074.1 14/01/2017 GERALDTON FUEL CO Payment Total -17772.97
P11577 15/01/2017 SG FLEET AUSTRALIA PTY LIMITED P11577 Hitachi Loader Lease 4091.01
JETPATCHER 15/01/2017 SG FLEET AUSTRALIA PTY LIMITED JETPATCHER LEASE 6184.48
0101078.1 15/01/2017 SG FLEET AUSTRALIA PTY LIMITED Payment Total -10275.49
BADICE2016 21/01/2017 AUSTRALIAN TAXATION OFFICE Payment for the period ending 31st December 2016 12043.00
0101072.1 21/01/2017 AUSTRALIAN TAXATION OFFICE Payment Total -12043.00
SUPER 24/01/2017 WA SUPER Super For 24/01/2017 6733.00
DEDUCTION 24/01/2017 WA SUPER Payroll Deduction for 24/01/2017 147.91
DEDUCTION 24/01/2017 WA SUPER Payroll Deduction for 24/01/2017 159.29
DEDUCTION 24/01/2017 WA SUPER Payroll Deduction for 24/01/2017 403.79
DEDUCTION 24/01/2017 WA SUPER Payroll Deduction for 24/01/2017 391.60
0101070.1 24/01/2017 WA SUPER Payment Total -7935.62
DEDUCTION 24/01/2017 AUSTRALIAN SUPER Payroll Deduction for DEBORAH JANE BARNDON 24/01/2017 181.85
SUPER 24/01/2017 AUSTRALIAN SUPER Super for 24/01/2017 839.91
0101070.2 24/01/2017 AUSTRALIAN SUPER Payment Total -1025.74
## Shire of Perenjori

### Local Government Act 1995

#### Accounts for Payment for Month Ending January 2017

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<th>Name</th>
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**TOTAL PAYMENTS FOR JANUARY 2017**

-496091.84
Attachments

17022.5

Policy Manual

Ordinary Council Meeting
16th February 2017
The procedures are yet to be removed
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RED - DELETE

GREY - PROCEDURES. TO BE REMOVED

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COUNCIL MAY WANT TO REVIEW THIS POLICY
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**1001 – PREPARATION AND DELIVERY OF COUNCIL MEETING AGENDAS**

**Policy Objective:**

To ensure compliance with the Act allowing elected members sufficient time to consider the items in the agenda. Local Government Act s5.5

**Policy Statement:**

The agenda, including reports and financial statements for the ordinary monthly meetings of Council, is to be posted to elected members no later than the Friday on the Thursday preceding the Council meeting.

**Policy Administration**

**Date Adopted:** 20th February 2014

**Reviews/Amendments:**

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**1002 - LEGAL REPRESENTATION COSTS INDEMNIFICATION**

**Policy Objective:**

This policy is designed to protect the interests of councillors and employees (including past councillors and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations, the Council may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case, it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the Council. This policy applies in that respect.

This policy is designed to protect the interests of councillors and employees (including past councillors and former employees).

**Policy Statement:**

The Council may provide financial assistance to councillors and employees in connection with the performance of their duties provided that the councillor or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Council or otherwise in bad faith.

a) The Council may provide such assistance in the following types of legal proceedings:

   i) Proceedings brought by councillors and employees to enable them to carry out their Council
functions (e.g. where a councillor or employee seeks a restraining order against a person using threatening behaviour);

ii) Proceedings brought against councillors or employees [this could be in relation to a decision of the Council or an employee which aggrieves another person or where the conduct of a councillor or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and

iii) Statutory or other inquiries where representation of councillors or employees is justified.

b) The Council will not support any defamation actions seeking the payment of damages for individual councillors or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Councillors or employees are not precluded, however, from taking their own private action. Further, the Council may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

c) The legal services the subject of assistance under this policy will usually be provided by the Shire’s solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest, then the service may be provided by other solicitors approved by the Council.

Applications for Financial Assistance

a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.

b) A councillor or employee requesting financial support for legal services under this policy is to make an application in writing (where possible in advance) to the Council providing full details of the circumstances of the matter and the legal services required.

c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).

d) A councillor or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.

e) Where there is a need for the provision of urgent legal services before an application can be considered by the Council, the CEO may give an authorisation to the value of $5,000 (subject to budget allocation being made to support this expenditure) provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.

f) Where it is the CEO who is seeking urgent financial support for legal services, the Council shall deal with the application.

Repayment of Assistance

a) Any amount recovered by a councillor or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the Council.

b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Council or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

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**Policy Administration**

**Date Adopted:** 20\textsuperscript{th} February 2014

**Reviews/Amendments:**

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**1003 – COMPLAINT HANDLING PROCEDURES**

**Policy Objective:**

Complaints from members of the public are valuable opportunities to identify ways to improve services. The complaints handling protocol is designed to achieve the following:

- To contribute to continuous improvement of our services
- To inform customers of their rights
- To seek for the customer early and satisfactory resolution

Employees can also reference to *Ombudsman Western Australia GUIDELINES Conducting administrative investigations 2009*.

This policy is limited to complaints by residents, ratepayers, visitors or stakeholders. It is not intended to cover complaints by staff or elected members. Nor does it deal with Objections and Appeals against Council decisions.

**Policy Statement:**

**What is a Complaint?**

A complaint for the purposes of this policy is feedback from a customer or stakeholder that the Shire of Perenjori or a member of its staff has:

- Failed to do or provide something that should have been done or provided;
- Behaved inappropriately.

Examples of feedback from members of the public that should not be considered complaints include:

- A report by a resident of something that needs attention (e.g. a pot hole or washaway) unless they have previously reported the issue and it has not been attended to in a timely manner
- Suggestions for improvement.

**Types of Complaints**

These protocols deal with the 3 most common forms of complaint:

Informal complaint (usually in person or by telephone)
- Formal complaint (using complaint form, or written complaint)
- Feedback from community consultation processes.

**Other Avenues for Complaint Resolution**

Customers must be made aware of other complaints handling mechanisms available to them. These mechanisms include:

- The State Ombudsman will investigate complaints of maladministration, but if a complaints handling process exists will generally encourage complainants to access that process first.
- The Department of Local Government and Communities will consider complaints involving failure to comply with the Local Government Act or Regulations.
- The Equal Opportunity Commission will act on complaints of unlawful discrimination.
- Public Question Time at Council Meetings allows members of the public to ask questions of the Council.
- Elected members will follow up concerns raised by members of the public, but will generally suggest that constituents access the complaints handling process first.

**Informal complaints**

Informal complaint will be oral, either by telephone or in person.

Complaints should be dealt with wherever possible by the person taking the call or dealing with the inquiry. The staff member dealing with the complaint should:

- Establish the nature of the customer’s concern
- If the customer has not received or been provided with something to which they are reasonably entitled, arrange for immediate access to that service
- Where it is clear that we have made a mistake or behaved inappropriately, apologise
- Seek resolution
- Ask the customer if they are happy with the outcome
- If the customer is not satisfied refer them to the CEO
- Enter the outcome in the complaints register
- Complete any agreed follow up action.

**Formal Complaints**

Formal complaints are those in writing. Formal complaints will be handled as follows:

- All formal complaints will be referred immediately to the respective Manager.
- The Manager will investigate the circumstances of the complaint.
- The investigation may include:
  - Personal interview with the complainant;
  - Interview with affected staff
  - Examination of documents and records
- The Manager will advise the complainant of the outcome. This may require a written response, but may be resolved through a personal interview with the complainant.
- The Manager will record the outcome of the investigation in the complaints register, including any changes required to prevent recurrence and improve future service.
Customer Surveys

Public surveys or community consultations will from time to time identify specific complaints or concerns about the quality of service provided. All complaints identified in this way will be referred to the CEO for follow up. This may include:

- If the customer has identified themselves contact the customer and follow the steps described for an informal complaint;
- If the customer is not identified in the survey examine processes and procedures relevant to the complaint, and make changes if appropriate;
- Record the outcome of the investigation in the complaints register, including any changes required to prevent recurrence and improve future service;
- Complete any follow up action.

Filing of complaints

Copies of reports on complaints will be held centrally in the Complaints Register.

Confidentiality

The CEO will take all reasonable steps to protect the confidentiality of complainants. There may be occasions where complaints will result in disciplinary action against staff members. The principles of industrial law and natural justice require that staff in this circumstance are aware of the nature of complaints made against them, which in some cases will reveal the identity of the complainant.

Protection of complainants

The CEO will ensure that there is no retribution by staff against members of the public who make a complaint. Any such action by staff will be treated as serious misconduct and will result in disciplinary action.

Vexatious complainants

If declared vexatious take care not to ignore what may be genuine complaints

If the Shire receives a large number of complaints from a particular individual, and the CEO considers that the complainant is not genuine, the CEO may make a recommendation to Council that the person be deemed a vexatious complainant. The CEO may choose not to investigate complaints from persons declared vexatious complainants.

Complaints against the CEO

Complaints involving inappropriate action or behaviour by the CEO should be directed to the Shire President. If in writing the complaint should be in a sealed envelope addressed to the Shire President and marked Private & Confidential. This will ensure that the complaint will be delivered unopened to the Shire President.

Reporting to Council

The CEO will report to the Council on a regular basis a summary of the complaints received.

Access to this policy

Copies of this policy will be available to members of the public in the Shire of Perenjori reception area.

Key Terms/Definitions
Vexatious - Persistence in pursuing or repeating a complaint where the complaint procedure has been fully and properly implemented and exhausted; Continually changing the substance of a complaint, repeatedly raising minor issues; Have, in the course of pursuing a registered complaint, made an excessive number of contacts with officers and placed unreasonable demands on staff.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

1004- SOCIAL MEDIA POLICY

Policy Objective:

This Policy is to define the processes and protocols that will be followed when any employee is engaged in the use of social media in the workplace. If the employee is using social media on a personal basis and nominates any activity indicating they are employed by the Shire of Perenjori then this Policy applies to that activity.

The use of social media is growing rapidly and this Policy is designed to prepare the Shire for participation in social media in a positive manner as a means of marketing and promoting the Shire and its activities.

Policy Statement:

Social media is a collection of internet based tools which facilitate conversations.

Social media is now strongly embedded in Australian culture as a personal tool for networking and communication and is increasingly being used as core component of marketing and communications strategies by governments and businesses.

*Social media are primarily Internet - and mobile-based tools for sharing and discussing information.*

The term most often refers to activities that integrate technology, telecommunications and social interaction, and the construction of words, pictures, videos and audio. Social media can take many different forms, including Internet forums, weblogs, wikis, podcasts, pictures and video.

*Technologies include: blogs, picture-sharing, wall-postings, email, instant messaging, music-sharing, crowdsourcing, and voice over IP, to name a few.*

*Examples of social media applications are Google Groups, MySpace, Facebook, YouTube, Flickr, and Twitter.*

The Council will supplement the Policy with a set of House Rules that can stand alone for training and promotional purposes. These House Rules are as follows but these rules shall be applied with the ultimate aim of positively promoting the Shire and the Rules should not be limited to those below:

1. Know and follow relevant department policies including the Code of Conduct;
2. Be aware when you mix your work and personal lives – the general public consider us ‘the voice’ of the Shire” 24/7. Represent us well;
3. Be transparent and identify yourself when discussing Shire related topics or issues. Use your real name, tell people you work for the Shire of Perenjori and be clear that you are giving your personal opinion;

4. Consider what you say before you say it. It will be on the web a long time;

5. Be original and respect copyright;

6. Keep your personal accounts separate from your work site;

7. Use discretion. Take care not to publish information that should not be made public. If you aren’t 100% sure, seek advice;

8. The general rule of thumb is if you hesitate to post – don’t post;

9. Play fair, be polite, be considerate – don’t pick fights or engage in them, remember what you say will be public for a long time;

10. Stick to your area of expertise and talk about what you know;

11. It’s a conversation, so be human, use your own voice and bring your personality into the conversation. It makes it more interesting;

12. Admit your mistakes – we all make them so when you do, be quick to admit and correct them;

13. Make sure your personal online activities don’t interfere with your job performance;

14. If it’s official Shire communication be dedicated, be constant – get permission, listen, plan, contribute regularly and keep listening;

The Chief Executive Officer will clearly authorise specific employees only to write and post content, who will approve/moderate incoming content, and who will respond to negative and positive posts (and how).

When communicating on behalf of the Shire, elected members and employees must identify their relationship with the Shire by their stating name and position. Generally, no-one should provide email or phone number contacts.

The Shire’s social media site will not be used to transmit private messages or messages not related to the Shire’s business.

Uploaded content will only disclose on information which is classified as suitable for the public domain. Content Managers will ensure the information posted is accurate and not misleading in any way.

In developing, posting and responding to content, authorised officers WILL:

- uphold the values of the Shire by acting with honesty, integrity, courtesy and professionalism;
- ensure that all relevant legislation has been complied with and that there is adherence to codes, policies and procedures;
- avoid political bias;
- act in a timely manner; and
- take steps to avoid real or potential conflicts of interest.

When developing or posting content, authorised officers must NOT:

- use abusive, profane or sexually explicit language;
- undertake commercial solicitations or transactions;
- use copyright or ownership protected materials without appropriate approvals;
- be discriminatory, defamatory, or encourage law breaking;
- compromise the Shire, employee or system safety;
• spam; or
• air personal campaigns.

Content Removal
The Shire reserves the right to remove certain content such as illegal or offensive material. Material that is reasonably critical of the Shire will not be deleted but seen as a means of addressing an issue and enabling improvement.

The Content manager will always state why a post or content was removed regardless of who posted.

Monitoring / Moderating / Responding
As a minimum requirement, the Shire will monitor social media content and exchanges at least daily, Monday to Friday and establish whether:
• comments need replies or removal;
• current content is factual, accurate and up-to-date;
• posts are relevant;
• new information needs uploading.

The Shire will make use of digital monitoring tools whenever available as part of their evaluation of social media activities.

The Shire of Perenjori specifies the kind of comments of feedback that the authorised officer will and will not respond to e.g. constructive feedback will receive a response while remarks of a derogatory nature will not.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

1005 – EMPLOYEE INTERNET USE

Policy Objective:
Internet access is provided to employees as a business tool. Its purpose is to assist in research, training, communication and to provide better access to information.

Policy Statement:
All communication using the Shire’s internet and facilities must be undertaken in a professional manner, while responsibly representing the goals, objectives and image of the Shire of Perenjori.

Responsibility
Inappropriate use of this technology is viewed as a serious disciplinary issue and will result in a reassessment of access privileges. Employees and other users of the Shire’s internet resources should not access, and should have no cause to access, material considered objectionable or restricted under the Censorship Act 1996.

All files (work related or private) that are downloaded from the internet must be scanned for viruses immediately.

Where employees receive electronic mail that is inappropriate, it is their obligation to immediately delete its contents and any attachments, and then advise the sender of its inappropriateness and instruct them not to send such correspondence again.

The CEO may monitor usage of the internet. There can be no expectation of personal privacy in the use of the Shire’s internet and or email facilities.
Shire of Perenjori

Shire office closures, outside of gazetted closures or normal office hours may be authorised by the Chief Executive Officer in exceptional circumstances.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

1008 – USE OF SHIRE CREST AND LOGO

Policy Objective:

This Policy is to ensure that the Shire crest and logo is used for authorised purposes only.

Policy Statement:

The Shire’s logo is copyright and its use is restricted to bona fide Shire situations as set out in the Shire Style Guide. The logo is to be used for administrative purposes as authorised by the Chief Executive Officer.

Candidates at elections are to be expressly advised that the Shire logo is not authorised to be used for electoral purposes.

Similarly the Shire crest can only be used on authorised Shire documents and for bona fide Shire purposes.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

1009 – COMMON SEAL EXECUTION OF DOCUMENTS

Policy Objective:

To maintain controlled use of the Shire Common Seal

Policy Statement:
Only authorised documents can be validly executed with the common seal affixed and the President and the Chief Executive Officer are to attest the affixing of the seal.

Policy Administration

Responsible Directorate/Division:

Date Adopted: 20th February 2014

1010 – VOLUNTEERS

Policy Objective:

The Shire of Perenjori values the contribution and enthusiasm of the community and recognises its responsibility to provide an environment where volunteers, working on Shire projects, are not exposed to hazards.

This Volunteer Policy endeavours to minimise the risk and potential of accident or injury to voluntary workers through the implementation of some basic control measures.

Policy Statement:

The Shire will maintain a register of volunteers to ensure:

a) That individuals are covered under the Shire’s personal accident insurance policy during their time of work, and

b) That any injuries to a third party, resulting from work carried out by volunteers working on Shire projects are covered by the Shire’s public liability insurance provided that they have complied with responsibilities described in the Volunteers Policy;

c) The Shire will provide a brief induction for volunteers when they begin their voluntary tasks to advise of any safe working and emergency procedures and identify any hidden hazards. This induction may be given by a volunteer who has been suitably trained and is authorised to provide such training;

d) Volunteers are expected to adhere to any such procedures and to keep an attendance record of the date, duration and location of works;

e) Shire insurance only provides cover for volunteers working on Shire approved projects;

f) To minimise the risk and potential of accident and/or injury to voluntary workers, volunteers are required to undertake a short induction session before commencing any works.

General Conditions (Applicable To All Volunteers)

A copy of the Volunteers Policy will be given to all volunteers as part of the induction process. In addition to specific conditions contained within the induction, all volunteers are to be made aware of the following requirements:

Building Maintenance
Prior written approval from the Shire is required for any building maintenance work to be undertaken by volunteers. The Shire will advise the volunteers;

a) If the work requires a licensed operator (e.g. electrical work, plumbing, asbestos removal) or requiring special skills (e.g. tree lopping, scaffolding, roof maintenance or replacement, working at heights, chemical spraying). Work that requires a licensed operator is not to be undertaken by a volunteer.

b) Excavation work, to ensure that underground cables and services are not disrupted.

c) Hazards particular to a building (presence of asbestos, lead based paint, any power outlets where a portable residual current device is required).

**Personal Protective Equipment**

Volunteers are required to wear suitable clothing when performing maintenance work such as enclosed footwear, and sun protection if working outdoors. Personal Protective Equipment is to be supplied by the Project Manager and/or the individual volunteers.

**Supervision of Children**

Children should be closely supervised, and it may not be appropriate for children to be present at volunteer activities where hazards are not easily controlled.

**Working Alone**

Volunteers should consider their personal safety when working alone. If possible they should advise a friend or partner of their location, and approximate time of return. Alternatively, volunteers can contact the Shire office during regular business hours, to advise of the location of their voluntary work, and approximate finishing time. The volunteer should then contact the Shire when they have finished their activities. If the volunteer has not contacted the Shire within 30 mins of their expected completion time, the Shire will attempt to contact the volunteer by phone, or will travel to their last known location to ensure the volunteer’s safety.

**First Aid/Record of Injury**

Project Managers are responsible for ensuring that suitable First Aid resources are available.

Volunteers are required to advise the Shire by telephone or in person, of any incidents resulting in personal injury or property damage, as soon as it is practicable.

**Documentation**

**Volunteer Register**

The volunteer is required to provide the following information for inclusion on the Volunteer Register (Appendix 1-1 or 1-3) in order for Council to affect personal accident insurance coverage:

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<td>c)</td>
<td>Age (range)</td>
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<tr>
<td>d)</td>
<td>Health/illness constraints</td>
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<tr>
<td>e)</td>
<td>Duties</td>
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<tr>
<td>f)</td>
<td>Next of Kin contact in case of emergency</td>
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Volunteers between the ages of 16 and 90 are covered under the Shire’s personal accident insurance policy; however the Shire will endeavour to seek approval from Local Government Insurance Services for
insurance cover for volunteers outside of this age group. Should the request be denied, voluntary workers outside of the approved age group will not be permitted to undertake work.

**Induction**

A “Safety & Health Induction for Volunteers” is to be completed for all volunteers. Training is to be supplied by either a member of Shire staff or a suitably trained volunteer.

**Attendance Records**

The project manager will ensure volunteers log their attendance at and departure from the project site.

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**1011 – DONATIONS AND GRANTS**

**Policy Objective:**

The 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.

Given that the Council receives requests from community groups and organisations throughout the year for donations, sponsorships and the waiver of Council fees and charges, a procedure for the assessment of applications ensures:

- Transparency and accountability to the community;
- An effective reporting mechanism to the Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting donations or sponsorships from the Council.
The responsibility for the disbursement of funds will be with the Council, whilst Shire officers will undertake the management of these processes.

The total value of the fund will be determined each year during the Council’s annual budget deliberations.

The donations program will be advertised across the whole community annually.
Groups who receive support in one year do not automatically receive ongoing funding in future years.

Policy Statement:

Donation – provision of financial or in-kind support by Council to an individual or group.

Fees and charges - those imposed by the Shire on an organisation or group for the use of a Shire owned facility or the staging of a particular event or activity.

Shire facilities - all Shire owned and operated facilities and reserves across the Shire that are included as available for hire or use in the Shire’s annual Schedule of Fees and Charges.

Donations within Perenjori
Donations will generally only be provided for individuals who reside in the Perenjori local government area, or to community organisations that operate within the Perenjori local government area and/or for the benefit of Perenjori residents.

Eligibility

a) Any Not For Profit, Community service, groups or welfare or charitable organisations or groups providing programs or services to residents of Perenjori
b) Any activity, event or program that is supported by the Council’s existing Strategic Plan and policies,
c) Young people who are aged 10 to 20 years who have their primary residence in Perenjori
d) All schools in the Shire of Perenjori
e) Contractors who are conducting work on behalf of the Shire of Perenjori (applicable to waiving or reducing of fees only and in relation to accommodation)
f) Agree to complete an acquittal and evaluation report where requested. Failure to do so may render the applicant ineligible for future funding.

Assessment criterion will include:
• The status of the applicant organisation (eg charity, not for profit).
• The numbers of people benefiting
• The availability of the event, service to the community.
• The alignment of the event, service or activity with the Council’s philosophies and strategic direction.
• The perceived benefit of the event or activity to the Perenjori community
• Alternative funding sources that may be applicable.
• Contribution to the event or activity made by the applicant organisation or individual/s.
• Commitment to acknowledgement of the Shire of Perenjori.

**General Community Donations**

The Council will consider donations to the community, subject to the adoption of a budget for that purpose on an as need basis. Applicants for a Council donation must be able to demonstrate that they can:

- Meet an identified social need of the Perenjori community in accordance with the Council’s community strategy or other relevant social planning documents;
- Effectively deliver the project; and
- Provide value for money.

**Youth Donations**

The Council may provide donations to young people for the purposes of developing leadership skills and encouraging active civic participation. The amount of the donations can be up to:

- $100 for regional level activities (taking place within WA)
- $200 for national level activities (taking place within Australia other than in WA)
- $500 for international level activities (taking place outside Australia)

**School Donations**

The Council may make available donations to each school in Perenjori to be given as a prize, in cash or goods, to a student who has excelled in citizenship, academic studies, artistic endeavours or sporting proficiency.

Schools will be able to notify Shire staff of their interest in these donations and the prize will be given at the annual awards ceremony or equivalent. The prize will be presented by the Shire President (or delegate).
Sports Donations

The Council may provide donations to individuals and teams from Perenjori in representative sports for which they have qualified. The amount of the donations can be up to:

- $200 for regional representation
- $500 for state representation
- $500 for international representation
- $500 for team representation

Events and Activities

The Council may also provide financial and or in kind support for community events through corporate sponsorship. This can include the covering of costs associated with the hire and use of Shire facilities, community bus, equipment and staff.

Donations outside Perenjori

Events

There are events which occur in places outside Perenjori which the Council determines should be supported by a donation of cash or in-kind. Events such as natural disasters and wars create much human suffering which requires a widespread and concerted aid effort. Whilst the national government and to a lesser extent state governments have greater resources to be able to provide assistance, local government in Perenjori and elsewhere can also play a key role. A cash or in-kind contribution from the Council increases the total overall aid effort and also sends a very important message of solidarity and goodwill from the people of Perenjori to those suffering the misfortune.

Cash

Council may resolve to provide any amount it deems reasonable to assist people affected by a national or international event that causing human suffering. It is recommended that an amount of up to $2,000 be considered in such instances. Depending on the total amount of such donations, the Council may be required to top up the budget for the program.

In kind

The Council may also wish to consider providing material, equipment or human resources support for an event or group. In some instances, sending an engineer or community services worker, a truck or a load of material might be of more benefit than a cash contribution. Any such in-kind donation would need to take into account the impact on the essential work of the Council through consultation with the CEO before
being committed. Any materials to be provided in-kind would be sourced locally where possible, to support local businesses.

In kind donations will be costed and the cost allocated to the Donations Account to ensure the total cost of Shire donations is correctly accounted for.

1012 – LOCAL LAWS POLICY

Policy Objective:
The following policy sets the criteria under which the Council would consider adopting Local Laws.
Reference should also be made to the Council’s Code of Conduct.

Policy Scope:

Policy Statement:

That council make, publicise and review its local laws according to the guidelines below:

1. That local law-making powers are used sparingly and only after applying the following test:
   - Can Council achieve the objective without making a law?
   - Has Council the will and resources to enforce the law?
   - Will practical benefits result from the law?

2. That local laws be worded as simply as possible.

3. That penalties for contravention of the local law be stated.

4. That the method and the means by which fines imposed are to be paid and collected be specified.

5. That a list of all the local government’s local laws be kept posted on the notice board at the Shire office.

6. That where local laws are site specific, e.g.: laws relating to the town hall, a copy of the laws be posted, where feasible at the site concerned, or where not considered feasible by the CEO, than an abbreviated version be kept posted at the site stating –
   - offences and penalties;
   - that the full laws can be inspected at the Shire office.
7. That the President considers making the exercise of legislative powers by the local government a component of the President’s annual report, as a means of identifying district problems and steps Council is taking to combat these.

**Policy Administration**

**Date Adopted:** 20\(^{th}\) February 2014

**Reviews/Amendments:**

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**1013 – SIGNING OF OUTWARDS CORRESPONDENCE**

**Policy Objective:**

To ensure the integrity of Shire information and a high standard of external correspondence.

**Policy Statement:**

Any formal correspondence to politicians, ministers, government departments or other customers that contain key information or responses to questions will be signed by the CEO.

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**Policy Administration**

**Date Adopted:** 20\(^{th}\) February 2014

**Reviews/Amendments:**

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**1014 – EMPLOYEE RECOGNITION POLICY**

**Purpose:** To provide opportunities to recognise and acknowledge employees for outstanding contribution and commitment to the Shire. The procedure applies to all Shire of Perenjori employees.

**Overview:**

This procedure outlines the process for acknowledgement and recognition of employees for their contributions to the Shire.

**Procedures**
Employee Recognition Program

The program will provide opportunity for all staff at every level to nominate an employee for their outstanding efforts. Formal acknowledgement of the award recipient/s will be made at quarterly presentations.

Senior staff involving the CEO, Manager of Corporate and Development Services and Manager of Infrastructure Services will short list and select employees to receive the awards.

Senior staff will determine the areas of recognition which will be made known to all staff for the year, which may include:

- Customer service
- Health and Safety
- Team Work
- Improvement/Innovation
- Excellent work quality

Policy Administration

Author/Contact Officer Position: CEO

Reviews/Amendments: Adopted: 20/10/2016

1015 – EMPLOYEE SERVICE RECOGNITION POLICY

THIS POLICY WILL NEED TO BE REVIEWED OR DELETED FOLLOWING THE DECEMBER COUNCIL RESOLUTION

Policy Objective:

To formally recognise and reward exceptional work performance and length of service to the Shire.

To help motivate employees, increase employee morale and contribute to the growth of a culture of continuous improvement.

Policy Statement:

The Shire will recognise unbroken and continuing long service by employees to the Shire using a rewards structure as follows:

- 5 years’ service $250
- 10 years’ service $500
- 15 years’ service $750
- 20 years’ service $1,000
- 25 years’ service $1,250
- 30 years’ service $1,500

With continuing $250 increments after 30 years’ service.
Presentations up to 15 years will be made at an in-house function.

Presentations for 20 years and more will be made at a formal gathering of employees and Council determined at the time.

If an employee leaves the Shire and is later reemployed, the qualification period recommences from the date of reemployment.

Policy Administration

Date Adopted:

Reviews/Amendments

1016 – ASSET MANAGEMENT POLICY

Policy Objective:

This Policy provides clear direction in the provision and management of all Shire assets. It seeks to ensure that assets support the Council’s strategic vision and objectives, deliver sustainable service outcomes provided at appropriate levels of service for present and future stakeholders.

Policy Scope:

The Shire considers assets (such as infrastructure, land, plant and equipment) to be any that support the deliver one or more services requiring the following assets;

- Property
- Recreation
- Transport
- Plant, Vehicles & Equipment
- Information Technology
- Waste Management

This Policy applies to all assets which are required to be managed by the Shire where their components have a useful life of more than two years and a replacement cost greater than $5,000.

The Shire’s Asset Management Vision shall be achieved through the implementation of an integrated planning and reporting framework.

As a minimum;
The Asset Management Strategy shall define the Shire’s asset management vision, objectives, outcomes, enablers (e.g. Roles, responsibilities, training etc), performance monitoring and implementation plan.

The Asset Management Plan shall be driven by community-involved service levels, future demand, long term sustainability and risk management.

Policy Statement:

The Shire will provide and manage assets that support the delivery of services in line with the Strategic Community Plan. Through a commitment to continuous improvement in its organisational asset management, the Shire will develop, adopt and implement a Vision, a Strategy and Management Plans.

The Shire will manage its assets in a whole-of-life and economically, environmentally, culturally and socially sustainable manner. Asset management decisions will consider other key Shire policies and priority will be given to existing assets and services over new ones. Long term resource needs (Asset Management plans) will be balanced against capacity (Long Term Financial Plan).

Policy Administration

Date Adopted:

Reviews/Amendments

Policy Objective:

The following policy defines the positions of designated Senior Employees in accordance with s5.37 of the Local Government Act.

Policy Statement:

The following positions are designated as Senior Employees of the Shire of Perenjori:

- Manager Corporate & Development Services
- Manager Infrastructure Services
<table>
<thead>
<tr>
<th><strong>Policy Administration</strong></th>
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<td><strong>Date Adopted:</strong> 20(^{th}) February 2014</td>
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<td><strong>Reviews/Amendments</strong></td>
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Policy Statement:

The CEO may grant permission for staff to use Shire workshop tools and facilities after hours in exceptional circumstances. The CEO will take account of security and occupational health and safety in making the decision.

Subject always to availability and condition for use (at the discretion of the Manager of Infrastructure Services), the following equipment may be used by employees outside normal working hours.

The arrangements for such use will be made with the Manager of Infrastructure Services. The Manager shall satisfy himself as to the competence of the employee to operate the plant or equipment, and if not satisfied, will not permit that employee to take out that plant or equipment.

**Chain Saws**
**Lawnmowers, Edgers, Verticutters**
**Hand Sprayers and Chemical for Weed Control**

Other Shire plant either within or outside normal working hours may also be used at the discretion of the Chief Executive Officer or the Manager of Infrastructure Services, to provide topdressing material or to remove excessive garden waste or refuse such as tree loppings.

This policy is not part of any contractual arrangement between the local government and its employees, and Council reserves the right to modify or withdraw any of the arrangements within the policy at its sole discretion.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments

Policy Statement:

The CEO may grant permission for Shire plant to be used by persons other than Shire employees subject to the following limitations:

- The proposed use must be for a bona fide community project
Shire of Perenjori

- The CEO must be satisfied that the proposed operator has the necessary license and experience to operate the plant
- The use of the plant must not infringe on Shire work programmes
- Hours of use must be recorded and the hire rate that would have otherwise applied be recorded as a donation in the Shire’s accounts. The hire rate for this purpose will be the private works rate set by the Council, less labour, labour overheads and administration.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

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2003 – MATERIALITY OF PLANT AND EQUIPMENT PURCHASES

Policy Statement:

All plant and equipment purchased by the Shire with a useful life of over two years and over the value of $5,000, be classed as material and be entered upon the Shire’s asset register.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments

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2004 – BUS HIRE CHARGES

Policy Objective:

To provide consistency in applying hire costs for the bus.

Policy Statement:
Charges for the hire of the bus will be set by the Council each year when it adopts the schedule of fees and charges. The hire rates reflect a full cost recovery rate which applies for commercial hire of the bus. The Council may also determine a discount rate available to residents of the Shire of Perenjori.

The discount rate will apply to:

- Perenjori residents hiring the bus for personal use;
- Sporting or community groups based in the Shire of Perenjori;
- Delivery of Home and Community Care (HACC) services to Perenjori residents;
- Use by Perenjori or Latham Primary Schools;
- Community activities sponsored by the Shire of Perenjori.

The discount rate will not apply to:

- Commercial use of the bus by Perenjori residents (for example on behalf of a government agency or mining company);
- Sporting of community groups NOT based in the Shire of Perenjori.

Hire fees charged for use of the community bus will be used for:

- Maintenance of the bus; and
- A reserve for replacement of the bus.

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**Policy Administration**

**Date Adopted:** 20th February 2014

**Reviews/Amendments:**

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**2005 – LIGHT VEHICLE PURCHASING POLICY**

**Policy Objective:**

This policy relates to the Shire’s light vehicle fleet where vehicles are supplied for work purposes and private use, which will normally be a part of individual employment contracts or work arrangement.

The choice of vehicle, accessories and changeover time should all be made to enable the Shire to take advantage of purchase price and trade value. Generally the vehicle colours chosen should be the safe colours and which are most popular attracting the best trade prices.

**Policy Statement:**
Preferred Engine / Gearbox
1. Diesel (if available in the range)
2. Automatic

Vehicle Classification/ Model

The vehicle type and model supplied will be dependent on the line position of the employee and work related requirements. The recommended vehicle models will be offered to the following position(s):

1. Chief Executive Officer – Mid Range 4 wheel drive – GXL
2. Managers / Senior Staff – As negotiated via individual employment contracts but no more than a small SUV.
3. Works Supervisor/Manager – dual cab utility.

Safety Standard

All vehicles will have an ANCAP safety rating of 5 stars.

Vehicle Accessories

All vehicles are to be fitted with the following accessories:

1. Factory supplied & fitted bull bars if available in the range
2. Spot Lights
3. Headlight protectors
4. Body protectors for well bodies (where required)
5. Floor mats & dash mats
6. Well body cover
7. Towing accessories
8. Side steps for larger vehicles
9. GPS where necessary, prior approval required from the CEO

Vehicle Allocations

Each vehicle will be assigned to a position and this vehicle will stay with that position until it is time to replace the vehicle.

Replacement Schedule

Vehicles will be replaced at a time when the vehicle is at its best changeover value which varies with the used car market but the change should occur no later than three (3) years or 90,000 kilometres, whichever comes first or as directed by the Chief Executive Officer. The changeover of vehicles is also subject to budgeting approval by the Council which overrides this Policy.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:
3000 – WORKS

3001 – PRIVATE WORKS FOR RATEPayers WITH OUTSTANDING DEBTS

Policy Statement:

The Shire will not undertake private works for any person or agency that is in debt to the Shire and such debt has been subject referred to the Shire’s debt collection processes agent.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

3002 – DAMAGE TO ROADS & SAND DRIFT

Policy Statement:

Persons causing damage to Shire roads will be held liable for the cost of the repair and reinstatement.

Where landowners allow sand drift from private property onto Shire roads, they may be held responsible for the cost of the removal.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

3003 – DRAINAGE CULVERTS – COST SHARING

Policy Objective:

Deep drainage has been accepted as a viable strategy for protecting land from salt degradation or recovering salt affected land. The management of surface water to prevent water logging and erosion is also an important land management practice in agricultural land. The Shire of Perenjori supports sound land management practice within the agriculture industry.
Shire of Perenjori

The Council is keen to facilitate water management measures providing Shire infrastructure, private land and other public assets are not compromised.

Policy Statement:

Application to Council

Property owners are encouraged to assess and plan the overall drainage issues pertaining to the catchment in which they are located and where appropriate work with the relevant Catchment Management Group. This includes mapping catchment needs prior to any applications to implement drainage is considered by the Council.

Where shire infrastructure, reserves or property is likely to be affected, the Shire will assess the merits of a particular drainage application prior to agreement. To facilitate this decision making process landowners are encouraged to lodge a copy of the Notice of Intent to Drain with the Shire at the same time as with the Department of Agriculture.

NOTE: When assessing a Notice of Intent to Drain the Department of Agriculture will consult with the local government prior to approving the application.

Requirements for Road Crossings

1. All drainage installations are to extend the whole width of the road reserves, with ends to be positioned inside land holder’s fence lines. For road reserves greater than twenty (20) metres in width an option maybe negotiated whereby, the fence lines be altered to enclose the drain ends.

2. Headwalls are to be installed at the ends of each road crossing.

3. White posts to be placed on both sides of the drain and road, to indicate to passing motorists that a hazard exists.

4. Road crossings are the responsibility of the landowners and shall be maintained by the landowner. In the event that a landowner does not maintain the culvert the Shire may undertake the maintenance and recover the cost from the landowner.

5. All road crossing drains requested that are primarily for deep drainage treatments shall be a minimum of:
   - 600mm diameter Riblock polyethylene pipes
   - 600mm diameter steel wall and concrete lined pipes

6. All road crossings are to be installed at the same time as the drainage excavations being undertaken.

7. Drainage systems are to be designed and located so as to achieve optimal performance and should not be altered so as to utilise existing road crossings without the express permission of the Shire.

8. Deep drains are not to be installed in such a manner that the drainage effluent flow is dammed or retarded unless it can be demonstrated that Shire infrastructure will not be compromised.

9. The landowner must provide a minimum of 14 days notice of the date and time at which any excavation of a Shire road is to occur.
**Contribution by Landowner is to be**

- All costs associated with mapping and directing water across any particular road reserve.
- The supply, excavation and installation of the drainage pipes or culverts.

**Contribution by the Shire of Perenjori**

The Shire will contribute to the cost of road crossings only if the above conditions have been satisfied. The Shire will not contribute to road crossings that have been constructed without the Shire’s prior approval, and may require unapproved crossings to be removed and reinstated.

Subject to budget constraints the Shire will contribute up to $2,000 towards the cost of any road crossing. This contribution may be cash or in kind. In kind contributions can include:

- Compaction and backfilling of the road crossing excavations.
- Reinstatement of the road surface.
- Supply and installation of the headwalls to the drainage pipes or culverts.

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**Policy Administration**

**Date Adopted:** 20\(^{th}\) February 2014

**Reviews/Amendments:**

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**3004 – ROAD SIGNS**

**Policy Statement:**

All road sign posts are to have caps fitted to minimize rust and a bottom brace to prevent rotation.

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**Policy Administration**

**Date Adopted:** 20\(^{th}\) February 2014

**Reviews/Amendments:**
Policy Statement:

All maintenance grading will conform to the Standards as published by ARRB Group Limited, and as updated and reviewed.

The MIS (Manager Infrastructure Services) will prepare a 10-year Road Grading Maintenance Schedule that will be reviewed at least annually. This Plan is a guide and will be affected at times by weather conditions, usage changes, and other causes and is subject to change as required.

NOTE: ARRB Group Ltd is a public company limited by guarantee. It was set up in 1960 and incorporated in 1965. The Members of the company are the state, territory and federal government road agencies, who established the organisation as a means of cooperating to undertake research of national importance, which they could not justify carrying out individually. The company has representatives of four of these agencies as Directors on its Board. ARRB's purpose is “Collaborating with the Road Industry to turn knowledge into practice”. Its main connection with the industry is through its support of its member organisations for which it undertakes research, maintains Australia’s road and road transport library, supplies expertise and develops new technologies.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

Policy Objective:

To ensure that street and road names are not changed without the general acceptance of those affected by such changes.

To ensure that unnecessary street and road name changes are prevented, to provide for stability of such names and the minimising of the costs of name plates.
Policy Statement:

1. That prior to any road name change being considered the proposed road name must comply with the Department of Land Administration’s requirements.

2. The proponent must provide the Shire with a written agreement (petition/ correspondence) showing that a majority of adjoining land holders on the road are in favour of the name change and that upon the Council accepting the proposal the name change to be advertised, with a 21 day submission period, seeking public comment prior to the Council’s final decision.

3. The CEO is to obtain preliminary approval for the proposed road name from the Geographic Names Committee.

4. A non-refundable administration and implementation full cost fee, as stated in the Council’s Fees and Charges, shall be paid by the applicant if the Council agrees to proceed with the name change.

5. The administration fee is to be paid before the proposal is advertised. This fee will be paid regardless of the eventual acceptance or rejection by the public of the proposal.

6. The Department of Land Administration charges a fee for any road or street name change. This fee shall be fully paid by the applicant and is separate to any Shire administration fee.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

3007 – LONG VEHICLE (EXTRA MASS) PERMITS

Policy Statement:

This policy may be redundant as there are specific conditions relating to Permits that will encompass the basis of this Policy.

POLICY NO: 256 LONG VEHICLE (EXTRA MASS) PERMITS

That the following policy setting for the delegated power to the CEO to grant approval for long vehicle (extra mass) permits:

(a) Road trains and up to 19 metres in length – can use all roads within the Shire of Perenjori

(b) Road trains over 19 metres and up to 27.5 metres in length can use all roads within the Shire of
Perenjori, restricted to 80km/hr speed loaded or unloaded.

(c) Road trains over 27.5 metres and up to 36.5 metres are restricted to the following roads only:

(i) Wubin/Mullewa Road
(ii) Perenjori/Carnamah Road
(iii) Perenjori/Rothsay Road
(iv) Perenjori/Three Springs Road

with speed restriction to 80km/hr loaded or unloaded

(d) Road trains over 36.5 metres and up to 52 metres can only be granted approval by special resolution of Council to a specific road/s and/or route, with speed restricted to 75km/hr loaded or unloaded.

A general condition to be attached to all permits, that where rainfall in any 24 hours has exceeded 25mm, or at the discretion of the CEO, operators of road trains on gravel roads must cease operation until approval to resume has been granted by the CEO or a minimum of 48 hours has elapsed since the last rain on the route.

The Shire recognises that Main Roads WA is responsible for assessing the suitability of roads for Restricted Access Vehicles, and for issuing permits for vehicle combinations. The Shire will seek Main Roads WA advice whenever changes to the RAV Network are considered.

Where Main Roads WA includes roads on the RAV Network subject to Shire approval for individual operators, the CEO is delegated authority to determine these applications.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

3008 – GRAVEL SUPPLY POLICY

Policy Statement:

Legislation

Section 3.27 of the Local Government Act 1995 addresses particular things Local Governments can do on land that is not Local Government property.

Schedule 3.2 (3) of the Local Government Act permits the local government to take from land any native growing or dead timber, earth, stone or gravel that in its opinion is required for the making or repairing of a thoroughfare, bridge, culvert, fence or gate.
Refer also to the Shire of Perenjori Extractive Industries Local Law 2013 which excludes the Shire from requiring an Extractive Industries License when the gravel or other product is for the benefit of the local community.

Cost Attribution to Works

Gravel used on projects and maintenance will be charged against the job at $2.50 per cubic metre and will be made up as follows:

- $0.90 per cubic metre to cover the cost of having the gravel pushed up;
- 10c per cubic metre to a rehabilitation reserve to cover the cost of rehabilitating exhausted pits;
- $1.50c per cubic metre towards the cost of royalty to landowners.

Acquisition Guidelines

When seeking to secure access to gravel supplies, the Shire of Perenjori attempt to identify deposits on land that is already cleared. To acquire road building materials on private land the following process will apply:

a) The Chief Executive Officer and/or Manager Infrastructure Services shall approach landowners and request permission to search for materials.

b) If suitable materials are located, a written agreement (as attached) is to be reached with the landowner for compensation for materials removed.

c) Payment for road building materials acquired from the landowner will be in accordance with the Councils schedule of payments, which form part of this policy.

d) Should agreement for the removal of road building material not be reached with the landowner, procedures to take such materials in accordance with the Legislation detailed in the Local Government Act, 1995 will be considered by the Shire prior to commencement.

e) Once gravel has been pushed it legally becomes the property of the Shire;

f) Payment for gravel will be in accordance with the measurements undertaken by the Manager Infrastructure Services at the time gravel is removed from the property.

Compensation

The Shire will negotiate a price per cubic metre royalty payment with the land holder. The level of royalty payment will depend on the quality of the gravel and ease of access to the pit.

Private Works

The Council will not permit exchanging private works for gravel supplies.

Any private works for the landowner will be in accordance with the private works rate and practices set by the Council and will be invoiced in the usual way.

Borrow Pit Rehabilitation

The Shire shall rehabilitate borrow pits which are no longer suitable for use.
The following method of rehabilitation is the default standard. The Manager Infrastructure Services may negotiate alternative rehabilitation with the landowner provided the cost is comparable with the default practice.

- Cross rip the pit floor at 1 metre spacing prior to reinstating overburden, etc.
- Level/batter the pit with sides no steeper than a gradient of 1 in 4.
- Reinstall overburden.
- Reinstall topsoil.
- Cross rip again at 1 metre across contours.
- Reinstall stock piled vegetation (if any).

Other Property Rehabilitation

At the time the Shire is acquiring gravel, it gives an assurance to the landowner that the following matters will be addressed:

- Internal haul roads will be reinstated.
- All fences disturbed will be reinstated.

Agreement

An agreement (copy attached) will be provided to the landowner detailing the following matters:

- Owner’s details.
- Materials required.
- Estimated volume required.
- Locations.
- Compensation.
- Additional rehabilitation requirements (other than those listed in the Policy).
- An area for the landowner to sign their consent.
- An area for the Shire to accept.

Excavation

All existing internal tracks, where possible, are to be utilised and will be maintained by the Shire for the duration of the works and on its completion.
Excavation is not to encroach any closer than 10 metres from any fence line.

Delegated Authority

The Shire delegates authority to the Chief Executive Officer to implement Council’s Gravel Acquisition Policy.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:
3009 – USE OF COUNCIL STANDPIPE

Policy Statement:

Standpipes attached to the Water Corporation provided to the Shire for the purposes of emergency firefighting, drought relief and Shire use only. Any other use of water from Shire operated standpipes is only permitted with the express permission of the Water Corporation. To ensure that standpipes are only used in accordance with these requirements the following arrangements will apply:

1. Standpipes will be secured by padlocks;
2. Keys to the Perenjori standpipe will be held by The Shire of Perenjori (office and depot) and the Perenjori volunteer fire brigade;
3. Keys to the Latham Standpipe will be held by The Shire of Perenjori (office and depot) and the Latham Volunteer Fire Brigade;
4. The CEO may appoint local agents to hold spare keys subject to appropriate arrangements for ensuring access only for agreed purposes.
5. Requests for supply of water for commercial or farming use will be referred to the Water Corporation for consideration.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

3010 – CROSSOVERS

Policy Scope:

The Shire of Perenjori will enter into arrangements with private land owners to construct crossovers from its thoroughfares to the boundary of private property in accordance with the Local Government Act if it is requested. The Shire wants to ensure uniformity in such crossovers and to ensure that the crossover will function as it should in dispersing of water in heavy rain.

Policy Statement:
1. A standard crossing as referred to by section 9.1, Cl. 7 (4) Local Government Act and Regulation 15 of the Local Government (Uniform Local Provisions) Regulations 1996 consists of a 150mm compacted and water bound gravel and bitumen sealed crossover, running from the kerb to the property boundary and tied in or made contiguous with abutting structures (kerbs, footpaths and driveways).

2. The minimum width of the standard crossing shall be 3.0m for residences, 4.0m for commercial, 4.5m for light industrial, 6.0m for heavy industrial and 7.5m for service stations each with a 1.5m radius fishtail into the kerb line.

3. The gradient shall be positive 2% for the first 1.5m from the kerb line, then not exceed plus or minus 2% to the property line.

4. The Shire will share the costs of such a standard crossing to a land holding on a 50/50 basis for the first such crossing only and subject to available funding.

5. Where the ratepayer elects to construct greater than the standard crossover as defined in (1) above the shire’s contribution shall not exceed the cost of a standard crossing as defined in 1 and 2 above.

6. A budget allocation is to be made in each year’s budget to allow for the shire’s contributions to crossovers.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

3011 – TREES AND MATERIALS OVER PUBLIC ROADS

Policy Objective:

This Policy is a guide to effectively use all resources including private individuals, to remove road obstructions in the most economical way and with due consideration for public and individual safety. (Schedule 3.1, 5B(8), 14(1))

Policy Statement:

Trees that have fallen across public roads will not be removed by un-authorised persons. In instances where Shire employees are not able to remove the tree in a reasonable time or there is an immediate
safety concern that the Shire cannot expediently correct, the CEO may approve the removal of such trees by other than Council employees or contractors.

The CEO may delegate the Manager Infrastructure Services to ensure that any removal is carried out by a suitably experienced person, that all Occupational Safety and Health requirements are being met, that there is appropriate signage in place and that any partial road closures are appropriately managed.

The CEO may approve reasonable expenses and remuneration to persons who are requested to remove trees which have fallen across roads, on the basis that the removal site has been inspected, approval given and the required safety and protection signs will be in place.

Council will not pay costs claimed by persons who have removed such trees without receiving permission or arranging the level of payment to be made prior to such work being carried out.

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**Policy Administration**

**Date Adopted:** 20\(^{th}\) February 2014

**Reviews/Amendments:**

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**3012 – EXCAVATING ON LAND THAT IS NOT LOCAL GOVERNMENT LAND**

**Policy Statement:**

In accordance with the Local Government Act 1995 Schedule 3.2 (3) the CEO may authorise the taking from land any native growing or dead timber, earth, stone, sand, or gravel that, in its opinion is required for the making or repairing a thoroughfare, bridge, culvert, fence, or gate.

If an existing entry to the site is not conducive to the economical access to the site, or if the existing entry inconveniences the landowner or occupier, the Shire may open a fence and install a gate provided the owner or occupier of the land is given 3 days written notice of this intention. (Refer also 3.27(3) and 3.36 of the Act).

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**Policy Administration**

**Date Adopted:** 20\(^{th}\) February 2014

**Reviews/Amendments:**
3013 – REMOVAL OF MATERIAL FROM ROAD RESERVES

Policy Objective:

To ensure the protection of road verge vegetation and the retention of road verge remnant native flora to act as connection corridors for flora and fauna.

Policy Statement:

1. No road making materials are to be excavated from Shire road verges by Shire employees or any other agency unless
   a) In proven cases when no alternative road building materials exist in the area, after the Shire has examined the site and determined rehabilitation methods applying to the site, or
   b) The road verge has no native vegetation on it and full rehabilitation/tree planting techniques are used on the site after excavation is completed, and;
   c) Material on the road verge constitutes a safety problem to road users e.g.; an outcrop on a curve blocking sight distance;

2. No road construction materials of any type shall be permitted to be removed from road reserves by private individuals or companies other than by Shire controlled contractors and only then if the points in Item (1) apply.

Policy Administration

Date Adopted: 20th February 2014

Reviews/Amendments:

3014 – REMOVAL OF TREES – SHIRE PROPERTY

Policy Statement:

No established tree is to be removed from Shire controlled land without the approval of the Council.

A tree may be removed without Council approval if it is reasonably considered that the tree may be a danger to either persons or property if it remains in situ.

When a tree is removed another tree should be planted in its place if practicable otherwise a tree should be planted in a nearby suitable location.
3015 – ROADSIDE MEMORIALS

Policy Statement:

The Main Roads Western Australia’s “Roadside Memorials Policy and Guidelines” will be the basis of the Policy when receiving applications for the erection of memorials on shire controlled roads, subject to –

(i) Removal of any obligation on the shire to provide or subsidise the materials, plants etc., used in any memorial; and

(ii) Removal of the memorial after a period of 5 years.

3016 – PROVISION OF REFRESHMENTS

Policy Statement:

The Council agrees to provide tea, coffee and sugar for use by the works crew members on the following basis:

The Manager Infrastructure Services is authorised to order on an “as need” basis, tea, coffee and sugar having due regard to how much is required based on what is fair and reasonable.
**Policy Statement:**

The Chief Executive Officer, Chief Bush Fire Control Officer, and Deputy Bush Fire Officers (2 of) are jointly empowered to vary the restricted burning times and are authorised to refuse to issue Permits at any time if it is considered that conditions are unsafe for burning.

Any variation to the restricted and prohibited burning period should be notified to the following:

a) All adjacent local authorities
b) All government authorities who have specifically requested that they be notified.

c) The public by way of notices in the local newspapers.

d) Local Bush Fire Advisory Committee

**The prohibited burning period is**

1 November to 31 January

**Restricted burning period**

17 September to 15 March

**Special commencing date in zone**

1 October
**3018 – PIPELINES UNDER SHIRE ROADS**

**Policy Statement:**

Landowners are required to obtain Council approval prior to placing a pipeline under a Shire roadway. Approval shall be conditional on:

1. a minimum depth of 450mm below the road surface or at the same level as the table drain;
2. the location of the pipe being marked on both sides of the roadway by a steel peg bearing a disc legibly bearing the word "pipe"; and
3. approval being required whether it is proposed to trench the line or install it in a culvert pipe.

**Policy Administration**

**Date Adopted:** 20th February 2014

**Reviews/Amendments:**

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**3019 – RESPONSE TO AND PROVISION OF SHIRE PLANT AND EQUIPMENT IN BUSH FIRE SITUATIONS**

**Policy Objective:**

This Policy recommends a number of protocols to be adhered to when Shire plant and equipment is required in bushfire situations (principally graders).

**Policy Statement:**

The Shire will:

1. Respond to calls from the incident manager controlling fires in the Shire or within close proximity of the Shire.
2. Provide graders and other plant and equipment (with operators) as expediently as possible to attend fires within the Shire of Perenjori and in surrounding Shires when fires are in close proximity to the Shire boundaries.
4. Roster staff leave arrangements to ensure that a competent grader operator is on duty during normal working hours throughout the year. This will improve the response to the call for a grader during the peak fire season.

5. Authorise overtime at any time and when necessary, for staff who are adequately trained and who are willing to attend fires, to do so.

6. The Shire will utilise plant and equipment at fires, under the direction of the incident controller subject to the following conditions:
   - Adequate duty of care is exercised to minimise the risk of injury to staff and damage to machines;
   - Machines are accompanied by four wheel drive support vehicles, capable of quickly evacuating the fire scene if life is endangered

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**Policy Administration**

**Date Adopted:** 20th February 2014

**Reviews/Amendments:**
4000 - FINANCE

4001 – SELF SUPPORTING LOANS

Policy Statement:

Requests for assistance for self-supporting loans will be considered according to the following criteria:

- All applications will be considered on their merits and the Council reserves the right to approve or decline any application.
- Applicants will provide current financial statements and any other supporting information requested by the CEO or the Council.
- Applicants may be required to supply some form of security which may include for example a charge over assets or a guarantor.
- Previous decisions by the Council on any other similar application should not be viewed as a precedent.

Policy Administration

Date Adopted: 17TH April 2014

Reviews/Amendments:

4002 – DEBT COLLECTION PROCEDURE

Policy Objective:

NOTE: This is a procedure

Policy Scope:

Policy Statement:

To assist in the timely and effective collection of debts, the following shall be the procedure to be followed for the recovery of monies owed to the Shire of Perenjori.

Sundry Debtors

1. Initial Invoice
   An invoice should be sent as soon as possible after the debt has been incurred.
All accounts, with the exception of rates and residential rental charges, should include the following advice:

- Terms are strictly 30 days NET.
- The Shire of Perenjori reserves the right to charge interest on Accounts not paid within 7 days of the due date at a rate of 11% per annum.

2. Statement Issued at End of Month
   Statements for all amounts outstanding should be issued at the end of each month.

3. 1 Month Overdue - Second Statement and Letter of Demand
   The second statement is to be accompanied by a letter pointing out that if money is not paid, or reasons given why it cannot be paid within 14 days, legal action will be proceeded with in accordance with the Council’s Debt Collection Policy.

4. 14 Days after Second Statement and Letter of Demand – Refer to Debt Collectors
   If payment not received within 14 days of second statement and Letter of Demand being issued, (allowing for postal delays), the debt will be referred to the Council’s debt collectors.

5. CEO’s Discretion
   The CEO has discretionary authority to write off sums up to $100 (Delegation 3036) if the debt is uncollectable or considered the cost to recover is greater than the debt, otherwise only the Council may write off debts. The CEO also has the discretion to delay action on outstanding accounts. Any decision to delay action on a particular debtor should be documented. In determining whether to delay action, the CEO may take account of such matters as:
   - Any representations made by the debtor
   - Any available information on the debtor’s capacity to pay
   - The amount of the outstanding debt
   - The prospects for successful recovery.

Key Terms/Definitions

4003 – RATES COLLECTION, PAYMENT & DISCOUNT

Policy Objective:

THIS IS PROCEDURES & POLICY

Policy Scope:
Though headed Rates, this Policy applies to all rates and charges that appear from time to time on rates notices.

Policy Statement:

Rate Notices
Rate Notices shall be issued as soon as possible after the budget has been approved in accordance with Regulations, ensuring that the notices are issued at least 35 days before the due date.

Interim rate notices for revaluations will be issued as soon as possible after a revaluation has been received.

Instalment notices are to be sent in accordance with dates set at the time of adopting the budget.

Payment by Instalments – as per the Local Government Act & Financial Management Regulations
1. Payment of current year’s rates by 4 instalments at 2 monthly intervals will be offered (s6.45(1)(a)).
2. If the instalment option is chosen and the first payment made, the ratepayer cannot seek payment with a discount option.
3. An administration fee set by the Council and included in the Annual Budget will be applied.
4. The dates for payment will be included in the annual budget with the first instalment due 35 days after the rates are issued.
5. The remaining instalment dates are at 2 month intervals after the 35 day period.
6. Notices for each instalment are be issued no less than 28 days before the instalment is due. (s6.41(2)(b))
7. The instalments option is not available if the total amount due on the rate notice is less than $200 (Reg 59).
8. The instalment option is not available if the account is in arrears. (Reg 58)
9. An interest charge of 5.5% per annum will apply to outstanding fees and charges when an instalment payment is overdue.
10. An instalment payment that is not fully paid by the due date of the next instalment may result in the instalment option being withdrawn (Reg 67(2)).
11. Final notices on instalment payments will be issued within 14 days after the final due date unless the instalment option has already been revoked.
12. An agreement may be made with a person for payment of rates under an alternative instalment plan. This agreement must be in writing stating conditions.
Payments without instalments - Rates issued in accordance with the Act & Regulations with a due date 35 days after the rate notice is issued.

1. Any discounts to be applied will be in accordance with that determined annually by the Council at the time the rates are adopted.
2. A discount of 10% will apply if the rates and any arrears are paid in full by the due date.
3. A discount of 5% will apply if the rates and any arrears are paid in full by the 31st December. This applies regardless of the due date.
4. No discount is applicable to minimum rates assessments.
5. Interest will be applied to overdue rates from a date determined annually by the Council at the time the rates are adopted.
6. Between 1st January and 31st January no discounts apply and no interest will be charged.
7. Interest will be applied from 1st February on any unpaid rates, charges or other fees at the maximum rate of interest currently 11% per annum.
8. Rates, charges and any arrears unpaid will be charged the maximum interest allowed in Regulations currently 11% per annum, on any unpaid rates, charges and arrears.
9. If an assessment has unpaid rates or charges at the time the following year’s rates are raised, interest will continue to apply to the overdue rates and charges at the maximum allowed rate but will not apply to the new rate until the time determined by the Council at the time the rates are adopted in accordance with (5) above.
10. When a payment is made on an account that has overdue rates and charges and the payment is not for the full amount of the account, the payment will apply to the oldest rates and charges; it will first apply to overdue ESL, rubbish charges, interest or other penalties, then overdue rates followed by any other overdue charges.
11. Payments made on an account with overdue rates and charges will only apply to the current rates and charges when all the overdue rates and charges have been paid.
12. Any assessments that remain unpaid after the 31st January will be issued a final notice to pay (if not already issued) and will be given 14 days to pay.
13. Interest will be applied to overdue assessments effective from the date determined by the Council at the time determined by the Council on adoption of the rates 1st February. Interest will be applied to all arrears including interest not paid from a previous financial year. Interest will not be applied to interest raised in the current year. (Reg 71(2))
14. If the assessment remains unpaid more than 14 days after the date determined by the Council after 14 days (14th February) the debt will be referred to the debt collection agency debt collection processes will commence.
15. The CEO has delegated authority to not refer an overdue account to the debt collector if the outstanding amount of the account is small or if the ratepayer agrees to a repayment plan acceptable to the CEO.

16. The MCDS & SFO have delegated authority to negotiate payment plans with overdue debtors. (Delegation 3005)

17. Failure to comply with an agreed rate repayment plan will result in the debt being referred to a debt collection process agency.

Sale of Land for Non Payment of Rates

The Chief Executive Officer is to bring to Council’s attention, any rates which remain unpaid for a period of three years for a determination on:

i) Taking possession, or

ii) Selling the land for the recovery of rates in accordance with the provisions of the Local Government Act 1995, or

iii) Placing a caveat against the land to secure Council’s interest.

Council should consider the following issues when determining whether to sell land for outstanding rates:

- Whether the cost to recover the rates or transfer the land outweighs the amount outstanding,
- Whether it would be more cost effective to caveat the land rather than take possession.

(Refer to DLG Guideline 22 May 2012 Possession of land for unpaid rates)
1. Responsibilities of Senior Officers

As part of budget preparation, each Senior Officer will prepare budget estimates for programs and projects for which they are responsible. Senior Officers will seek advice from relevant Council Committees and the CEO in preparation of these estimates.

When the Council has adopted its annual budget, Senior Officers shall be responsible and accountable for the delivery of these programs and projects within these budget constraints.

2. Managing Expenditure

Wherever possible authorising officers will issue an electronic purchase order on Synergy with costs estimates, quoted prices or tendered prices, whichever is the more appropriate.

The Shire shall maintain a system of carbon triplicate Purchase Order books which will be used only if an electronic purchase is not possible or practical.

These books shall be registered and when an order book is issued to an officer, the numbers of the Purchase Orders therein shall be recorded.

The order books shall be used as follows:

- Original (White) copy shall be issued to the supplier;
- Duplicate (Yellow) copy shall be annotated with details of the purpose or job number and passed to finance staff. These copies will be married with and attached to the relevant invoice prior to payment; and
- Triplicate (Blue) copy shall be retained in the Purchase Order Book.

Completed Order Books shall be kept in the strongroom.

The use of electronic purchase orders is encouraged and especially should be used where there is a need for regular periodical payments such as contract works or payment of regular accounts such as utilities.

Where possible for consumables, staff should endeavour to take advantage of bulk purchasing to achieve discounted prices and/or reduced freight charges;

3. Monitoring Budget Expenditure

The CEO and Senior Officers will monitor the progress of programs or projects for which they are responsible and will report to the Council (through relevant committee if appropriate):

- Progress of overall expenditure against budgets
- Progress of expenditure against individual programs or projects
- Programs or projects where expected expenditure is likely to be more than 10% higher or lower than budgeted;
- When projects have been completed.

4. Budget Variations

Any necessary budget variations should be brought to the attention of the Council at the earliest possible opportunity. Senior Officers, when seeking budget variations, should identify variations in other projects or programs within that same schedule that could offset any shortfall or surplus.
Where no surplus or adequate surplus can be identified in the same schedule area, senior staff and the CEO need to identify surpluses in other schedule areas.

4005 – MATERIAL VARIANCES

Policy Objective:

To enable the Chief Executive Officer to manage the day to day business of the Shire effectively and ensure compliance with Audit requirements and best practice in financial management. (Reg34(5))

Policy Statement:

The Council applies the following value and percentage variances to be used in statements of financial activity for reporting material variances.

1. Variations between budgeted and actual expenditure of more than 10% that are more than $5,000 but not more than $10,000 may be approved by the CEO but must be reported to the Council at the first possible Ordinary Meeting.

2. Variations between budgeted and actual expenditure of more than $10,000 must be approved by the Council.

4006 – PAYMENT OF ACCOUNTS AT POST OFFICE

Policy Statement:
Accounts for the Shire of Perenjori that can be paid through Australia Post should be paid at the Local Post Office in order to provide an economic benefit to that organisation. These accounts include but are not limited to:

- Telstra,
- Synergy,
- Water Authority,
- Australian Taxation Office,
- Child Support
- Landmark, etc.

Policy Administration

**Date Adopted:** 17\(^{TH}\) April 2014

**Reviews/Amendments:**

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4007 – BUY LOCAL POLICY     REGIONAL PRICE PREFERENCE POLICY

**Policy Objective:**

The policy is designed to meet the following objectives:

- To contribute to regional sustainability by supporting local businesses; and
- To provide the best value for money for the Shire of Perenjori.

(Local Government Functions & Generals Regulation 24B, 24C, 24D, 24E)

**Policy Statement:**

Local Business – is a business that maintains its primary place of business in the Shire of Perenjori or has 80% of its business activity in the Shire of Perenjori.

Sub Regional Business – is a business that maintains its primary place of business in the sub-region, or has 80% of its business in the sub-region. For the purposes of this policy, subregional businesses are those located within Shires of the North Midlands Zone of WALGA, or the Shire of Dalwallinu.
Regional Business – is a business that maintains its primary place of business in the region or has 80% of its business activity in the region. For the purposes of this policy the region consists of those shires located within the State development commission regions of Mid West or Wheatbelt.

Policy

When comparing bids from suppliers of goods and services, prices will be reduced for evaluation purposes only, as set out in the table below:

**Goods and Services (Excluding Works)**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>% Reduction</th>
<th>Maximum Differential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Business</td>
<td>10%</td>
<td>$5,000</td>
</tr>
<tr>
<td>Sub Regional Business</td>
<td>4%</td>
<td>$2,000</td>
</tr>
<tr>
<td>Regional Business</td>
<td>2%</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Works – Total Bid Price**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>% Reduction</th>
<th>Maximum Differential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Business</td>
<td>5%</td>
<td>$5,000</td>
</tr>
<tr>
<td>Sub Regional Business</td>
<td>2%</td>
<td>$2,000</td>
</tr>
<tr>
<td>Regional Business</td>
<td>1%</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Works – Local Content (In addition to Total Bid Price Reduction)**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>% Reduction</th>
<th>Maximum Differential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Business</td>
<td>5%</td>
<td>$5,000</td>
</tr>
<tr>
<td>Sub Regional Business</td>
<td>2%</td>
<td>$2,000</td>
</tr>
<tr>
<td>Regional Business</td>
<td>1%</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Suppliers should be aware that price might be only one of a number of criteria used to determine the best value for money for the Shire of Perenjori.

Policy Administration

Date Adopted: 17\textsuperscript{TH} April 2014
Policy Objective:

To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
To deliver a best practice approach and procedures to internal purchasing for the local government.
To ensure consistency for all purchasing activities that integrates within all the local government operational areas.

Policy Statement:

Requirement for a Purchasing Policy

The Shire of Perenjori is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire with an effective way of purchasing goods and services
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Maintains integrity and confidence in the purchasing system.
- Ensures that the Shire receives value for money in its purchasing.
- Ensures the Shire is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Engenders respect from the public and industry for the Shire’s purchasing practices that withstands probity.

Ethnics and Integrity

- All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.
- The following principles, standards and behaviours shall be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:
- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
• all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and code of conduct;
• purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
• all processes, evaluations and decisions shall be transparent, free from bias and documented in accordance with applicable policies and audit requirements;
  • any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
• any information provided to the Shire by a supplier shall be treated as commercial-in-confidence.

Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire. It is important to take into account price, compliance, user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:
• all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
• the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
• financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
• a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above lower total priced, conforming offers.

Purchase of Good and Services – $150,000 or more (Regulation 11 Function and General Regulations)

All contracts for the purchase of goods and services with a value of $150,000 or more shall be by public tender and made in accordance with the provisions for the Local Government (Functions and General) Regulations 1996.

The Council will also enforce the following additional requirements:
• That suitable suppliers listed in the Local Suppliers Register shall be notified that the tender has been advertised. Such notice will be given as soon as possible after the advertisement appears in the newspaper.

• Acceptance of a tender for building construction projects will be subject to the execution of a contract based on the standard contract supplied by the Master Builders’ Association.

• Council’s Regional Price Preference Policy Buy Local Policy will apply to the consideration of tender submissions.

Any decision not to call tenders for Goods or Services valued at or more than $150,000 because of one of the exceptions listed in Local Government (Functions and General) Regulations 11(2) shall be by Council resolution.

Before calling for tenders, the CEO shall investigate whether the goods or services requested:

• Are available under a common use contract from the State Supply Commission
• Are available via a joint purchasing arrangement through WALGA
• May be combined with the requirements of other Local Governments in the North Midlands Region to obtain better value for money
• If goods or services are available through the State Supply Commission or WALGA purchasing processes public tenders will still be called to ensure the Shire obtains the best possible price.

**Purchase of Goods and Services – Less than $150,000**

The CEO will demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements will be maintained in accordance with record keeping policies.

**NOTE:**

The general principles relating to written quotations are;

An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.

The request for written quotation should include as a minimum:

• Written Specification
• Selection Criteria to be applied
• Price Schedule
• Conditions of responding
• Validity period of offer
• Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.

• Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.

• Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.

• Respondents should be advised in writing as soon as possible after the final determination is made and approved.

Before seeking quotes, staff shall investigate whether the goods or services requested:

• Are available under a common use contract from the State Supply Commission

• Are available via a joint purchasing arrangement through WALGA or the Mid West Regional Council

• If goods or services are available through the State Supply Commission or WALGA purchasing processes other quotes will still be obtained to ensure the Shire obtains the best possible price.

**Goods valued at over $50,000 but less than $150,000**

Staff will obtain a minimum of 3 written quotes from alternative suppliers. The following conditions will also apply:

• Staff will prepare a written specification of the requirements for distribution to potential suppliers

• All suitable suppliers from the Local Suppliers Register will be invited to submit a quotation even if there are more than 3 suitable suppliers.

• Staff will allow a minimum of 5 working days for a quote to be provided. If more than 3 days are provided, all suppliers will be allowed that same period to respond.

• If staff are unable to obtain 3 written quotes, this should be documented.

**Goods valued at over $10,000 and up to $50,000**

Staff will obtain 3 written quotes from alternative suppliers. The following conditions will also apply:

• All suitable suppliers from the Local Suppliers Register will be invited to submit a quotation even if there are more than 3 suitable suppliers.

• Staff will allow a minimum of 3 working days for a quote to be provided. If more than 3 days are provided, all suppliers will be allowed that same period to respond.

• If staff are unable to obtain 3 written quotes, this should be documented and the purchase approved by the CEO.

**Goods and services valued at over $3,000 and less than $10,000**

Staff will obtain verbal quotes from 3 alternative suppliers.
• All suitable suppliers from the Local Suppliers Register will be invited to submit a quotation even if there are more than 3 suitable suppliers.
• If staff are unable to obtain 3 quotes, this should be documented.

**Goods and services valued at up to $3,000**
Maybe purchased with a single satisfactory quotation. Staff should ensure that local suppliers are considered first and that value for money is being obtained. If there is any doubt about whether value for money is being obtained, additional quotes should be sought.

**Purchasing with the Shire Credit Card**
An increasing number of organisations are demanding payment before delivery of goods. In these circumstances a credit card is often the best way to purchase the goods.

Quotation requirements should still be followed and when the payment is made, the purchaser is to ask for a receipt, screen print or photocopy the quote and purchase details and ensure the documents stapled together, are given to the Finance Officer AT THE TIME OF PURCHASE.

A purchase order is not required for credit card purchases.

**RECORD KEEPING**

**Goods values at $150,000 or over**
Whenever goods or services are purchased by public tender, a separate file for that tender will be raised. This file will contain:
• A copy of the Tender Specification
• A copy of the notification to Local Suppliers, if any
• Copies of all tenders received including late tenders (date stamped accordingly) and non-compliant tenders;
• A copy of the tender assessment
• A copy of the relevant sections of the Committee or Council Minutes where the decision was taken.

**Goods valued at over $50,000 but less than $150,000**
Whenever goods or services are purchased within this price range a separate file for that purchase will be raised. The file will contain:
• A copy of the Specification
• A copy of the notification to Local Suppliers, if any
Copies of all quotations received including late quotations (date stamped accordingly) and non-compliant quotations

A copy of the purchase assessment

A copy of the relevant sections of the Committee or Council Minutes where the decision was taken.

**Goods valued at over $10,000 and up to $50,000**

Whenever goods or services are purchased within this price range, the following documents will be appended to the office copy of the purchase order:

- A copy of the notification to Local Suppliers if any
- Copies of all quotations received including late quotations (date stamped accordingly) and non-compliant quotations
- A copy of the purchase assessment

**Goods valued at over $3,000 and up to $10,000**

Whenever goods or services are purchased within this price range, the following documents will be appended to the office copy of the purchase order:

- Details of all written or verbal quotations received
- A copy of the purchase assessment

**Goods and services valued at up to $3,000**

Details of the quoted price should be included on the purchase order.

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**Policy Administration**

**Date Adopted:** 17\(^{TH}\) April 2014

**Reviews/Amendments:**

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**4008 A – CORPORATE CREDIT CARD POLICY**

**Policy Objective:**

To provide clear directions for the use of corporate credit cards and compliance with financial regulations.
Policy Statement:

The Shire of Perenjori provides a Corporate Credit Card facility through the Westpac Bank. The credit limit and any outstanding balance is disclosed in the Annual Financial Statements each year. Purchase orders are not required to be produced for credit card purchases but employees must comply with the requirements for quotations.

1. The facility is provided by way of a card to the Chief Executive Officer.
2. A record is kept of all current card holders with details including the card number, expiry date, credit limit and details of goods and services the cardholder has authority to purchase.
3. All Shire credit cards are only to be used for purchasing goods and services on behalf of the Shire of Perenjori.
4. Personal expenditure using the corporate credit card is not allowed.
5. The corporate credit card is not to be used for cash withdrawals.
6. Should the card be lost or misplaced the cardholder is to notify the Bank immediately so that the card can be stopped.
7. If the cardholder ceases employment with the Shire of Perenjori the card is to be returned by the cardholder to the Chief Executive Officer, or in the case of the Chief Executive Officer ceasing employment, to the Shire President prior to the cardholder’s final day at work.
8. Receipts must be obtained for all purchases by the cardholder and given to the finance officer for reconciliation to the credit card statement.
9. If no receipt is available, a screen print of the purchase details or a written declaration of the purchase must be made by the cardholder and given to the finance officer AT THE TIME OF PURCHASE. The monthly credit card statement must be signed off of by the respective cardholder and another verifying officer.
10. The credit card monthly statement is to be used as a post-approval voucher to verify and allocate the expenditure.
11. If the cardholder fails to comply with any of the above policies the card facility will be withdrawn and if necessary disciplinary action may be taken.

(Refer also to the Local Government Operational Guidelines for the use of Credit Cards)

Policy Administration

Date Adopted: 17TH April 2014

Reviews/Amendments:
**4009 – ANNUAL RESOLUTIONS REQUIRED**

**Policy Statement:**

In accordance with *Local Government (Financial Management) Regulations 1996* clause 11 the Council authorises:

- The advance of Petty Cash of $500.00;
- The advance of till float of $100;
- Caravan Park float of $50.00

**Policy Administration**

**Date Adopted:** 17th April 2014

**Reviews/Amendments:**


**4010 – ELECTRONIC FUNDS TRANSFER (EFT) AND DIRECT DEBITS**

**Policy Objective:**

To ensure best practise, audit compliance and efficiency in payment of debts ensuring advantages of early payment benefits are acquired.

**Policy Statement:**

The Chief Executive Officer is authorised to approve the payment of the local government’s debtors in accordance with standard commercial practices of due diligence and to enable the Shire to take advantage of discounts for early payment.

EFT’s and direct debits are used for the purpose of direct payment of invoices, lodging employee payroll, repayment of loans and the depositing and withdrawal of investments to and from the Shire’s bank accounts.

The CEO is to ensure that purchase order copies, vouchers, supporting invoices and other relevant documentation are made available for inspection by Councillors at any time following the date of payment and at the next ordinary meeting of the Council.
A detailed list of payments made by EFT will be presented to the Council at the Ordinary Meeting following the payment for consideration and approval by the Council.

Payments are authorised by the CEO and delegated officers in accordance with the Local Government (Financial Management) Regulations 1996 s12 and 13 and will satisfy audit requirements.

EFT processing must be authorised by two people electronically as follows:

1. Following approval for payment of creditors and payroll the Finance Officer or Senior Finance Chief Financial Officer is to enter the bank transfer details and authorise the payment.

2. Then the Manager Corporate & Development Services Deputy Chief Executive Officer or the Chief Executive Officer is to log on, re-check all payment details and enter the final authorisation to allow distribution of the EFT funds.

3. The bank account has been set up so that all payments necessitate two authorisations to be entered before any money is released.

4. In the absence of a second authorising employee the Shire President is authorised to be the second authorising person.

5. A list of the accounts paid by EFT and/or direct debit is to be presented to the next ordinary meeting of the Council and included in the minutes of that meeting.

**Policy Administration**

**Date Adopted:** 17TH April 2014

**Reviews/Amendments:**

**4011 – CHEQUE SIGNING POLICY**

Policy Objective:

To ensure best practice in financial management and compliance with the Local Government Act.
Policy Statement:

Cheque signing authority

In accordance with Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 12 and 13, Council delegates authority to the Chief Executive Officer to make payments from the Shire of Perenjori Municipal or Trust Fund. In some instances it is necessary to make payments by cheques but where possible payments should be made by EFT or direct debit which is more cost effective.

Cheque Payments:

The signing authority for cheques drawn on the Municipal Fund and Trust Fund is the Chief Executive Officer, Manager Corporate & Development Services or the Senior Finance Officer, or the Deputy Chief Executive Officer (list A), to sign conjointly.

In the event of both the CEO and the MCDS Deputy CEO being unavailable to sign cheques then the Shire President and the Senior Finance Officer are authorised to sign conjointly (list C).

Specimen signatures are held on file by the Bank under the following positions and must be updated as any changes to position occur.

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<td>Manager Corporate &amp; Development Services</td>
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Policy Administration

Date Adopted: 17TH April 2014

Reviews/Amendments:

4013 – INVESTMENT POLICY

Policy Objective:

1) To invest the Shire’s surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirement are being met.
2) While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

3) Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

4) The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

5) The investment is expected to achieve a predetermined market average rate of return that takes into account the Council’s identified risk tolerance. Any additional return target set by the Council will also consider the risk limitation and prudent investment principles.

Policy Statement:

Legislative Requirements

Under Regulation 19 of the Local Government (Financial Management) Regulations 1996 (“the Regulation”), a local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

- All investments are to comply with the following:
- The Trustees Act 1962 – Part III Investments;
- Australian Accounting Standards.

Delegation of Authority

The Finance Committee is delegated authority from the Council to direct the investment of Shire money that is not required for immediate use (Delegation 3020). Authority for implementation of the Investment Policy is delegated by the Council to the CEO in accordance with the Local Government Act 1995. The CEO may in turn delegate the day-to-day management of the Shire’s Investments with to senior staff or Chief Financial Officer subject to regular reviews.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.
Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of the Shire’s investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Diversity of Investments and Risks

- All investments entail some risk. Generally, the higher the expected rate of return of an investment, the higher the risk and the greater the variability of returns. This Policy identifies the potential risks in investments and outlines the tolerance to risk exposures in this investment policy. Diversity of investments in sound and approved means within legislation is seen as the most viable means of reducing risks.

- Market risk is seen as one of the most prominent exposures. More specifically, the exposure resulting from the changes in market prices, which includes changes in interest rates, currency and other prices (for example, commodity prices).

- Maturity risk identifies the impact of maturity on the valuation of the investment. The longer term to maturity the greater the length of exposure. The other aspect of maturity risk is the impact of term to maturity on the valuation of an investment. That is, an increase in term to maturity leads to an increase in the impact of changes in market prices on the present value of the investment.

- Liquidity risk usually arises if there is a lack of market depth for the investment. Standardised instruments in well-traded markets will reduce the exposure to liquidity risk. However, investing solely in liquid assets is not enough as liquidity risk may also be caused by a market disturbance that leads to a “flight for quality” - an environment where a rapid decline in demand for low credit quality instruments exists. As a result an investor may be affected by credit spread risk where a decline in the perception of the credit worthiness of a particular sector or class of instruments leads to a fall in the value of the corresponding class of investments.

- Straightforward financial instruments are referred to as “vanilla instruments”. These are the most basic or standard version of a financial instrument and can be contrasted with “exotic instruments”, which alter the components of a traditional financial instrument, resulting in more complex securities.

Approved Investments

Without approvals from the Council, investments are limited to:
Shire of Perenjori

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper;
- Bank negotiable Certificate of Deposits; and
- Managed Funds with a minimum long term Standard & Poor (S&P) rating of “A” and short term rating of “A2”.

Prohibited Investments

This Policy prohibits any investment carried out for speculative purposes including:

1) Derivative based instruments;
2) Principal only investments or securities that provide potentially nil or negative cash flow; and stand alone securities that have underlying futures, options, forwards contracts and swaps of any kind.
3) This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
c) Term to Maturity Framework: limits based upon maturity of securities.

Reporting and Review

A monthly report will be provided to the Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

An Investment Strategy will run in conjunction with the Investment Policy. The investment strategy will be reviewed with an independent investment adviser every six months with a more formal review once a year. The Strategy will outline:

1) The Shire’s cash flow expectations;
2) Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure and;
3) Appropriateness of overall investment types for the Shire’s portfolio. This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.
Documentary evidence must be held for each investment and details thereof maintained in an investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire’s behalf as at 30 June each year and reconciled to the Investment Register.

Key Terms/Definitions:

ADI
Authorised Deposit-Taking Institutions (ADI) are corporations that are authorised under the Banking Act 1959 to take deposits from customers.

Prudent Person
The concept of “prudent person” or “prudent investor” is similar in nature in tort law to a reasonable person by attempting to create an objective standard of behaviour.

UBS
The UBS Australian Bank Bill index is a measure constructed to gauge the investment performance of a passively managed short-term cash portfolio. The Index has an average term to maturity of approximately 45 days. It is comprised of 13 bank bills of equal face value, each with a maturity seven days apart. The shortest, therefore, has a maturity of 7 days; the longest, a maturity of 91 days.

Policy Administration

Date Adopted: 17TH April 2014

Reviews/Amendments:

4014 — AUTHORISING OF JOURNALS

Policy Statement:

General journals processed for the Shire of Perenjori requiring a correction to a general ledger code and or income or expenditure codes are not required to be signed.

Synergy automated internal journals are not required to be signed.
Journals which relate to cash corrections and or transfers over the value of $500.00 are required to be signed by the preparer and another authorised signatory.

Policy Administration

Date Adopted:

Reviews/Amendments:
Policy Statement:

Each new tenant renting a Shire house will be required to pay a bond. The bond shall be determined as follows:

- For staff members the bond shall be the equivalent of 4 weeks rent less any housing subsidy;
- For private tenants the bond shall be the equivalent of 4 weeks rent;
- A sum of $260 may be payable if the tenant is permitted to keep on the premises any pet capable of carrying parasites that can affect humans. The prescribed sum is to meet the cost of any fumigation of the premises that may be required on the termination of the tenancy. (29(1)(b)(ii) Residential Tenancies Act 1987 & Regulations 1989);
- The Shire retains the right to ban animals from a rented house if inspections find the expected standards of cleanliness are not being maintained.
- The Shire will inspect each premises at least twice each year giving the tenant the required notice;
- The twice-yearly inspection may be deferred to annual inspections for employees who consistently demonstrate a high standard of cleanliness & maintenance;
- The tenant is responsible for any damage caused to the house by the tenant or any guest of the tenant and failure to pay for such damage can result in a notice of eviction;
- The tenant is responsible for maintaining the yards in good order and condition.

Housing bonds will be held in trust. Only Shire employee tenants are to be given the option of paying the bond amount by instalments through deductions from their fortnightly pay.

Prior to refunding the bond, a housing inspection must be carried out with any repairs and disbursements which are the responsibility of the tenant to be deducted from the bond.

Policy Administration

Date Adopted: 17TH April 2014

Reviews/Amendments:
5002 – EMPLOYEES RENTAL SUBSIDY FOR PRIVATE RENTALS

Policy Statement:

To provide equity between Shire employees who rent Shire housing and employees who are unable to, the Council will consider for an employee’s principle place of residence:

- Waiving rubbish collection charges for a single 240 litre bin;
- Subsidising water consumption to the same rate as applies employees renting Shire houses. To maintain consistency with tenants, this subsidy will be dependent on employees maintaining lawns and gardens to an appropriate standard; and
- Negotiate housing benefits from time to time through the Enterprise Bargaining process.

Policy Administration

Date Adopted: 17TH April 2014

Reviews/Amendments:

5003 – HOUSING RENOVATIONS BY TENANTS

Policy Statement:

Tenants are not to carry out additions, alterations or renovations to Shire houses without the prior consent of the CEO or the CEO’S delegate.

Policy Administration

Date Adopted: 17TH April 2014

Reviews/Amendments:

5004 – HOUSING TENANCY AGREEMENTS

Policy Statement:
Council adopts the "Standard Residential Tenancy Agreement" Department of Commerce, Consumer Protection RESIDENTIAL TENANCY AGREEMENT, with the following additional conditions:

(i) An employee’s tenancy agreement will be conditional on the continued employment with the Shire of Perenjori by the tenant;

(ii) On termination of employment with the Shire of Perenjori, the tenant shall vacate the premises in accordance with the requirements of the Agreement;

(iii) Non-employee tenants shall enter into a Residential Tenancy Agreement and comply with all aspects of the Agreement;

(iv) Termination of a Residential Tenancy Agreement will be in accordance with the terms and conditions of the written Agreement;

(v) It is the responsibility of the tenant to ensure the gardens, yard and house surrounds are kept in a neat and tidy condition and lawns and gardens not be allowed to die or deteriorate.

Policy Administration

Date Adopted: 17TH April 2014

Reviews/Amendments:
6000 – COUNCIL BUILDINGS, RESERVES, PARKS & GARDENS

6001 – PLANS FOR SERVICE UTILITIES

Policy Statement:
Permanent updated records are to be maintained for location of pipes, wiring, drainage, etc, on all buildings under Shire ownership and control.

Policy Administration
Date Adopted: 17TH April 2014
Reviews/Amendments:

6002 – PICKING WILDFLOWERS

Policy Statement:
Permission to collect flora (including fire wood and seed harvesting) from land under control of the Shire (i.e. road reserves, vested reserves, freehold etc) may only be granted by resolution of the Council, and will be subject to the applicant obtaining the necessary approval from the Department of Environment and Conservation or its successor.

Policy Administration
Date Adopted: 17TH April 2014
Reviews/Amendments:
7001 – ERECTION OF MEMORIALS

Policy Statement:

Memorials may be relocated from other cemeteries to the Latham and Perenjori cemeteries subject to the following:

- The proponent apply for a right of burial in respect of the affected gravesites;
- The memorials meet the requirements of Part 7 of the Shire of Perenjori Local Laws Relating to the Perenjori and Latham Cemeteries;
- A discreet plaque be affixed to the reverse of the memorials to indicate that they have been relocated from another cemetery;

A fee for the grant of a right of burial for 25 years is to be included in the Council’s list of fees and charges.

Policy Administration

Date Adopted: 17th April 2014

Reviews/Amendments:

7002 – PLANNING AND BUILDING APPLICATIONS

Policy Objective:

The purpose of this Policy is to ensure there is a standard operating procedure for handling planning and building applications. The manager Corporate & Development Services has the delegated authority of the CEO to manage planning, development & building applications.

Policy Statement:

All enquiries relating to planning and building issues and applications including Shire of Perenjori applications are to be referred to the Manager of Corporate & Development Services who will consider the need to refer to the Shire’s contracted planning or building services.

In some instances it will be necessary for a planning application to precede a building application and this will be determined by either the MCDS or the building services contractor.
The Council will not consider any planning application until the contracted service provider is satisfied that the application meets all statutory and policy requirements.

The building services contractor will have delegated authority to approve some building applications and this is determined under the Building Act 2011 and Regulations 2012. If an application requires the Council’s discretionary approval it will only be referred to the Council after the building services contractor is satisfied with all other requirements of the application.

The building services contractor will also ensure that appropriate building levels are applied to ensure flooding of buildings does not occur in times of inclement weather.

The Shire will generally contract a Planner to assess and advise the Council on planning applications.

**Policy Administration**

**Date Adopted:** 17<sup>th</sup> April 2014

**Reviews/Amendments:**

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**7003 – CAMPING AT OTHER THAN A CARAVAN PARK OR CAMPING GROUND**

**Policy Statement:**

**REFERENCE**


**EXTRACT FROM THE CARAVAN PARKS AND CAMPING GROUNDS REGULATIONS 1997**

**Part 2 — Caravanning and camping generally**

**Regulation 11. Camping other than at a caravan park or camping ground**

“....

(1) A person may camp —
(a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval;

(b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area;

(c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve;

(d) on any land which is —
   (i) held by a State instrumentality in freehold or leasehold; or
   (ii) dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control or management of a State instrumentality,

in accordance with the permission of that instrumentality; or

(e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph.

(2) Written approval may be given for a person to camp on land referred to in sub-regulation (1)(a) for a period specified in the approval which is longer than 3 nights —

(a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months;

(b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or

(c) despite paragraph (b), by the local government of the district where the land is situated:
   (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and
   (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a building licence issued to that person in respect of the land is in force.

Policy Administration

Date Adopted: 17th April 2014

Reviews/Amendments:
7004 – APPROVING MOVEABLE BUILDINGS

Policy Objective:

a) To maintain high amenity standards of buildings, especially within the residential areas in the townsites of the Shire.

b) To ensure that the visual aesthetics of residential areas are not compromised by the introduction of moveable buildings that are generally out of character with the predominant housing style in the locality.

c) To ensure that the moveable buildings, established within the Shire, do not use materials considered by the Council to be unacceptable (e.g. asbestos).

d) To avoid the erection and use of extensive areas of moveable structures for accommodating temporary workforces, or other business or company activities, in inappropriate areas.

e) To prevent the introduction of housing, or other use structures, that are designed to be used on a temporary or short stay basis and that may detract from the standards already established in the residential areas of the Townsites.

f) To protect the visual amenity of the urban environment by not permitting the establishment, storage or use of ‘containers’ within the non-industrial areas of the townsite.

Policy Statement:

The Shire of Perenjori under and by virtue of the provisions and powers conferred upon it in that behalf by Local Planning Scheme No. 2, hereby adopts the following Policy.

LOCAL PLANNING POLICY No. 1
MOVEABLE BUILDINGS

Discussions

Recent land price increases and substantially increased prices for dwellings within the metropolitan and major regional centres has resulted in a substantial portion of the community unable to purchase property. This has resulted in an increased demand for land within smaller communities and in particular the sale of homestead lots within the satellite towns.

The Council is experiencing an increase in the demand for more affordable housing types within the Shire. These ‘affordable’ housing types are often in the form of moveable, recycled and converted shed type structures. The Council is keen to restrict these types of dwellings amongst the existing residential areas as they are considered inappropriate to, the standard of existing housing stock, and the expectations of residents or owners already established in the area. The
Council considers it reasonable to protect existing owners’ investments in the town from development that may detract from the amenity of the residential character.

Background

Due to the historic uncertainty in the permanence of mining activities, and the mobility of mining operations, the establishment of permanent workforce accommodation in the region may not always be desirable or viable.

The use and reuse of moveable buildings is common. The downside of this trend is that the building stock may be second-hand, may contain undesirable materials like asbestos, and may be visually out of harmony with existing buildings in the locality. Many other Councils are not permitting buildings within their districts which contain asbestos. Without the appropriate controls Perenjori could become a ‘dumping ground’ for such structures.

To ensure that the Council has the opportunity to consider such proposals, all applications for moveable buildings, as defined above, shall require the Council’s Planning Consent prior to the issue of a Building Licence.

The Council has delegated authority to its Building Surveyor to determine Applications for Planning Consent for all applications for transportable and relocated dwellings in zones of the Scheme where dwellings are permitted. The Building Surveyor may impose appropriate conditions including the requirement for a bond or bank guarantee.

Donga type and Containers are subject to Council consideration.

Policy

Council Policy on Moveable Buildings

a) All applications for moveable buildings, as defined above, shall require the Council’s Planning Consent prior to the issue of a Building Licence. Generally the Council is not in favour of the use of moveable buildings, especially in the townsite areas, however the Council will consider each application on its merits.

b) The Council shall not permit the establishment, occupation or erection of donga type structures for residential purposes within a Townsite Boundary in Scheme Area, unless the site is set aside for Group Housing Accommodation and used as a camp site for accommodating a workforce. In these circumstances it may be argued that the development is not a permanent improvement, and may justify the use of such structures. In this case the Council must be satisfied that the development will not detract from the amenity of the surrounding area.

c) The Council will only permit donga type structures for uses other than residential uses where it considers the use or establishment of the structure will not be in conflict with the objectives of this policy.
d) The Council will only permit site built and relocated structures where it is satisfied that the standard and quality of building can satisfactorily be integrated into a residential area, and that the buildings do not contain unacceptable materials.

e) The Council will not permit the storing or use of a ‘container’, as defined above, within a townsite area, other than in the areas zoned ‘Industrial’. The Council considers the appearance, scale, and materials of these structures to be inappropriate for use in an urban environment, and are therefore in conflict with the objectives of the Scheme.

f) The Council may give special consideration for the use of ‘containers’ outside the townsite areas of the Shire. In these circumstances the Council will need to be satisfied that there is no viable alternative to the use of these structures, and that the location of the ‘containers’ will not detract from the amenity of the locality.

Measures to ensure Compliance with Planning Consent

When an application for planning consent for a moveable building is considered by the Council, or the Building Surveyor, that consent may be granted subject to conditions requiring the applicant, or owner, to:

a) lodge a bond or bank guarantee with the Council. The bond or bank guarantee will provide the surety for the completion of the moveable building to a standard acceptable to the Council;

b) specify matters which require attention and the manner in which work is required to be completed in order to satisfy standards acceptable to the Council.

c) obtain a special building licence of a specified duration.

Key Terms/Definitions

A PERMANENT building is generally not designed to be moved and includes the following;

a) ‘Site Built’ structures are built on location as new permanent structures. They are of traditional appearance with pitched roofs and typical house layout, designed to accommodate families.

b) ‘Relocated’ dwellings are structures that have previously been constructed on a site elsewhere. The structures that are relocated are not necessarily designed to be relocated.

A MOVEABLE building is generally any structure capable of being transported from one location to another. There are three basic types as follows;

a) Transportable structures are those designed and constructed at a location other than where they are intended to be established. For example dwellings prefabricated in Perth, transported in sections to their building site, and assembled on location.
b) ‘Donga Type’ structures are those usually designed to provide for workforce accommodation in small individual units. The structures are generally those (such as ATCO, Western Portables or Durabuilt units) with skid mountings, metal sandwich panel and flat roof design. These portable modular structures are also used for other purposes.

c) ‘Containers’. These structures, although considered 'buildings' by definition under the Building Code of Australia, are solely constructed to transport other goods. They are not in themselves designed, nor suitable, for storage of goods in an urban environment. A container includes 'seatainers' and other large vessels designed to carry, and be carried on specially designed vehicles or transporters.

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7005 – RELOCATED (SECOND HAND) DWELLINGS INTO THE TOWNSITE

Policy Statement:

To relocate a second hand dwelling into the townsites an application for Planning Approval under the Town Planning Scheme shall be a prerequisite to a building licence for such dwellings. The application is to be accompanied by plans, photographs of each elevation, and a report of the condition of the dwelling to be relocated.

To relocate a dwelling from one location to another within a townsite a Building Application is required.

When considering applications for approval, particular attention will be paid to the impact of relocating a dwelling on the residential amenity of the area, and the extent to which similar housing exists. This emphasis is in addition to all other matters the Shire is to consider.

The Shire may refuse to approve the transportation of a relocated second hand dwelling if, in its opinion, the proposed building would have an adverse effect on the amenity of the locality.

The Shire shall have regard to, but not be limited to, the following:
1. The external appearance of the second hand dwelling and any associated structures and landscaping;

2. The design of all elevations of the second hand dwelling where applicable, particularly those visible from a public road;

3. The dimensions and proportions of the second hand dwelling;

4. The use of compatible building and landscape materials, taking into consideration tone, texture, scale, shape and colour;

5. The effect on existing buildings on nearby properties and on the occupants of those buildings;

6. The environment resulting from the second hand dwelling itself and the effect of that environment on the occupants of the building and the Shire’s intentions for the development of the surrounding locality.

7. The effect of the building on existing and future services and community facilities. In particular, drainage, sewerage, water reticulation and existing or proposed community facilities such as schools, parks, civic buildings and pedestrian links;

8. The effect on the landscape and environment generally; and

9. Any other matter which, in the opinion of the Shire, is relevant to the amenity of the locality.

Removal of Asbestos

Removal of asbestos materials from dwellings is to be carried out in compliance with Health (Asbestos) Regulations 1992, by a licensed contractor in accordance with:

a) Should the dwelling require transport from a location outside of the Shire boundaries all asbestos materials are to be removed from the dwelling before transport is undertaken.

b) Should the dwelling require transport from a location within the Shire every reasonable effort must be made to remove the asbestos materials from the dwelling before transport is undertaken. If the removal of asbestos materials prior to transport is not possible, permission from the Shire must be obtained prior to transport of the dwelling.
c) All asbestos materials disposed within the Shire shall be at an authorised disposal facility.

**Legal Agreement Requiring the Payment of Bonds**

A legal agreement at the cost of the applicant is required to be entered into to ensure that there is a **bank guarantee of $15,000** relating to specific stages of the building project that will need to be subsequently completed, which can then be progressively extinguished when reached, as follows:

**Stage One:**

Release $3,000 if, within 6 months of the date of planning approval being issued:

a) The dwelling is correctly positioned on site as depicted on the approved plan issued with Shire’s planning approval;

b) The dwelling is correctly stumped or suitably affixed to the ground and the site is filled and/or drained satisfactorily, such that as it is structurally adequate in accordance with the engineer’s certification; and

c) The dwelling is up to lock up stage (all external windows, doors and fittings / fixtures installed / repaired).

**Stage Two:**

Release $3,000 if, within 8 months of the date of planning approval being issued:

a) All gutters, fascia and downpipe work is completed to the satisfaction of the Shire;

b) All roof end / roofing work is completed (flashings on ridge and gable ends installed); and

c) All external surfaces are painted or re-clad to a tradesman-like standard in accordance with the painting and building approvals (including wall, doors, windows).

**Stage Three:**

Release $6,000 if, within 10 months of the planning approval being issued:

a) Compliance with planning conditions has taken place;

b) Approved effluent disposal system has been installed. System has been inspected by the Shire’s Environmental Health Officer and a permit to use has been issued;

c) Completion and certification of all electrical work;
d) Completion and certification of all plumbing work;

e) All wet area tiling completed in accordance with the Building Code of Australia;

f) Kitchen fit-out completed (cupboards / benches and stove / hotplate installed, etc); and

g) Building has reached practical completion stage.

Stage Four:

Release $3,000 if, within 12 months of the planning approval being issued:

a) Landscaping is planted and established to an officer of the Shire’s satisfaction.

b) Landscaping has measures in place to ensure its maintenance to an officer of the Shire’s satisfaction.

Compliance with Planning Conditions

Shire officers shall ensure that the progress and maintenance of all conditions imposed on any approval for the relocation of a second hand dwelling are fully advanced, and in accord with the intent of the Policy.

The relocated dwelling shall be completed to the satisfaction of the Shire within twelve (12) months of the date of planning approval.

The Shire will include the following conditions, when appropriate, in planning approvals for relocated dwellings:


b) Certification by suitably qualified persons shall be submitted prior to the issue of a building licence, to confirm that the dwelling is structurally suitable for transportation.

c) Electrical wiring (including installation of hard-wired smoke alarms), plumbing modifications, and insulation to external walls and roof spaces, shall be installed before re-cladding dwellings with new material.
d) The external surfaces of the dwelling shall be painted to the Shire’s satisfaction or re-clad in materials approved by the Shire.

e) The relocated dwelling shall be completed to the satisfaction of the Shire within twelve months of the date of planning approval.

f) A legal agreement at the cost of the applicant is prepared to have a bank guarantee of $15,000 provided to the Shire. The amount of the bank guarantee to be refunded progressively extinguished when specified stages of the building project are reached.

The Shire shall ensure that the progress and maintenance of all landscaping requirements associated with the Approval are fully advanced, and in accord with the intent of the Policy.

As a condition of considering an application for a relocated dwelling the Shire’s Building Surveyor will inspect the building in its current location prior to a report being considered by the Shire.

Policy Administration

Date Adopted: 17th April 2014

Reviews/Amendments:

7006 – LITTER CONTROL ON BUILDING SITES

Policy Statement:

All building licenses issued for major works include a requirement of the application to:

(a) Prevent rubbish from blowing from the building site;

and

(b) Control dust on the building site; so as not to create a nuisance to neighbours.

Policy Administration
**7007 – DUST AND SAND NUISANCE**

**Policy Statement:**

All building and planning approvals made must be endorsed with the notation that it is the responsibility of the developer / builder / owner to take whatever action is necessary to ensure adequate containment and suppression of dust and sand movement on and from the site of the development being undertaken.

Delegated authority will be given to the Chief Executive Officer and/or the Building Surveyor to sign notices for service upon any landowner/s or their agent/s where instances of inadequate dust or nuisance suppression on building or development sites provided such notice is reported at the next Ordinary Meeting of Council with a recommendation as to any further action being required.

**Policy Administration**

**Date Adopted:** 17th April 2014

**Reviews/Amendments:**

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**7008 – PRIVATE PROPERTY STORED ON PUBLIC LAND**

**Policy Statement:**

The Shire of Perenjori will not permit the storage of private property on public land, including verges and laneways. The Shire will take immediate action to have property owners remove all
rubbish, vehicles, equipment and various other items currently stored on public land and be relocated to within and remain contained within the offending owner’s boundaries.

Any breaches or non-compliance are to result in the Shire invoking penalties under the Local Government Act 1996 s 3.25 and s3.26 and the Local Government (Uniform Local Provisions) Regulations 1996 – 6 & 7.

The Chief Executive Officer may notify the owner of the material of the need to remove the material from the public land. The Chief Executive Officer is authorised to remove the offending material to the rubbish tip site with costs charged to the owner of the materials. [In accordance with the Local Government Act 1995 s3.25 & s3.26 and Local Government (Uniform Local Provisions) Regulations 1996 clauses 6 & 7]

Policy Administration

Date Adopted: 17<sup>th</sup> April 2014

Reviews/Amendments:

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7009 – FARM FORESTRY POLICY

Policy Objective:

The primary objectives of this Policy are:

- To facilitate a more consistent, efficient and effective planning approvals for farm forestry.
- To facilitate the establishment, management and harvesting of plantations consistent with the Code of Practice for Timber Plantations in Western Australia, as amended.
- To support and encourage the development of Agroforestry in the Shire for its combined economic, environmental and social benefits and its greater contribution to sustainability in rural areas.
- To ensure that prime agricultural land is not lost to food production.

Policy Statement:

1. Preliminary
Authority to prepare and adopt a Local Planning Policy Clause 2.2 of Shire of Perenjori Local Planning Scheme No. 2 (the scheme) allows Council to prepare a Local Planning Policy in respect to any matter related to the planning and development of the Shire.

This policy will be made effective once Council has completed the process stipulated in clause 2.4 of the Scheme.

Relationship of the Policy to the Scheme if a provision of this Policy is inconsistent with the Scheme, the Scheme prevails.

This Local Planning Policy is not part of the Scheme and does not bind Council in respect of any application for planning approval. However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

2. Application of the Policy

2.1 Definitions

Refer to key/terms/definitions below.

2.2 Purpose

The purpose of this Local Planning Policy is to manage the development of farm forestry within the Shire of Perenjori.

2.3 Application

This Policy applies to the development of plantations on land zoned ‘rural’ by the scheme.

3. Policy objective

Refer to policy objective above.

4. Approval requirements.

4.1 Council Planning Approval

Farm Forestry and Agroforestry operations are defined as ‘plantation’ by the scheme. The scheme requires discretionary planning approval to be granted by council to the establishment of a plantation.

4.2 Assessment of Plantation Applications

In assessing an application for planning approval that proposes a plantation, Council is to have regard to the Development Control Provisions of this policy and the following criteria as appropriate:

- Potential economic benefits, diversification of farming production and district employment opportunities, and potential to generate downstream processing industries;
Environmental benefits in protecting water and air quality and preventing land degradation, including soil erosion, salinization and waterlogging; and
Role in assisting agricultural productivity.

In planning for farm forestry, consideration should be given to:

- The impact on high-value land and water resources in areas of State and regional agricultural significance;
- The environmental, social and economic effects of farm forestry developments;
- The capacity of the regional and local road network to service timber harvesting needs;
- The visual landscape, including the need to protect and enhance areas of high scenic quality; and
- The potential for downstream processing of timber products.

4.3 Conditional Approval

If Council considers that a location is suitable for farm forestry as a land use under the Local Planning Scheme it may grant conditional approval subject to the proponent lodging the Silviculture Plan, Transport Strategy and Fire Management Plan prior to planting. To grant conditional approval Council would require at a minimum the information set out in 5.1.1, responses from any referral agencies and results of any public consultant required.

5. Development Control

5.1 Silviculture Plan

Council will require the preparation and submission of a Silviculture Plan as part of the application for planning approval. The Silviculture Plan is to include the following information:

5.1.1 The productive capacity of the land for food production;
5.1.2 Name of the landowner, plantation management company and plantation manager;
5.1.3 Area of land to be planted to trees and subsequently to be harvested;
5.1.4 Provision of a scaled plan showing the location of the tree plantation, including access roads, existing native vegetation, existing and future structures and buildings and emergency water supplies.
5.1.5 Details of the tree species to be planted and area of plantation.
5.1.6 Details of tending practice.
5.1.7 Details any clearing of native vegetation.

5.2 Transport Strategy

Council will require the preparation and submission of a Transport Strategy as part of the application for planning approval. The Transport Strategy is to include the following information:

5.2.1 Title details of the subject land;
5.2.2 Name of the landowner, plantation management company and plantation manager;
5.2.3 Area of land to be planted to trees and subsequently to be harvested;
5.2.4 Anticipated season/s and year’s of harvest;
5.2.5 Anticipated tonnage of product at harvest;
5.2.6 Whether trucked product is likely to be in the form of logs or chips or other;
5.2.7 Anticipated haul routes on local and district roads;
5.2.8 Proposed destination of haulage; and
5.2.9 Proposals for upgrading/rehabilitation or making financial contribution towards the upgrading/rehabilitation of the local and district road system.

The Transport Strategy is to be updated and presented to Council for final approval a minimum of eighteen (18) months prior to harvesting commencing.

5.3 Fire Management Plan

Council will require the preparation and submission of a Fire Management Plan as part of the application for planning approval. The Fire Management Plan is to be prepared in accordance with the Guidelines for Plantation Fire Protection, as amended.

The Fire Management Plan will be submitted to the Fire and Emergency Services Authority (FESA), or its successor, for comment by Council prior to determining the application for planning approval. Any comments made by FESA are to be considered by Council in its determination of the application.

5.4 Timber Harvesting Plan

Council will require as a condition of planning approval the preparation and submission of a timber harvesting plan a minimum of eighteen (18) months prior to the commencement of harvest operations.

5.5 Referral to Department of Environment and Conservation

Where a property is subject to an application for the establishment of a plantation adjoins land managed by the Department of Environment and Conservation as part of a designated Nature Reserve, Conservation Area or National Park, the application is to be referred for comment to the Department. Any comments made by the Department are to be considered by Council in its determination of the application.

5.6 Agency Referrals

Where an application is referred to an agency, agency is referred the application a period of 21 days from the date of notice is to be provided for comments to be received by Council. Should no comments be received during this period, Council will construe that the referral agency has no comment of objection to the proposal.

5.7 Plantations near town sites and rural-residential areas

In order to reduce the potential for conflict between farm forestry practices and areas of sensitive land uses, Council will not approve the development of Plantation within:

- 500m of the town sites of Perenjori and Latham
Notwithstanding the separation distances stated above, Council may consider reducing the separation distance where it can be demonstrated that the planting of trees closer to sensitive land uses will address pre-existing environmental damage, such as salinity. The proponent is to demonstrate in this case that the plantation can be operated without adverse impact on the amenity of residents in the adjoining areas.

5.8 Clearing of Existing Native Vegetation

Council will not grant planning approval to any development of a plantation where the clearing of existing native vegetation is proposed until the Department of Environment and Conservation (or its successor) has advised that it is prepared to issue a Native Vegetation Clearing Permit.

An exemption is made for the clearing of paddock trees, where this is required to allow the plantation to be managed appropriately.

Key Terms/Definitions

For the purpose of this Policy, the following definitions apply:

Agroforestry: Land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

Farm forestry: Any commercial tree production on farmland.

Plantation: A stand of trees of 10 hectares, or larger, that has been established by sowing or planting of either native or exotic tree species selected and managed intensively for their commercial and environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

Silviculture plan: A plan that details the establishment and tending procedures for a plantation.

Timber harvesting plan: A plan developed prior to harvesting a plantation detailing the time of harvest, procedure for harvesting and the route by which the products will be transported to a processor.

Transport strategy: A plan and/or agreement outlining the transport arrangements related to the subject property and the surrounding local and district road system for transporting harvested or processed product from the site of production.

Policy Administration

Date Adopted: 17th April 2014

Reviews/Amendments:
Policy Objective:

The Shire of Perenjori places a high priority on providing for a caring and inclusive community; a community where people feel safe, empowered, included and enjoy a good sense of health and wellbeing.

The Shire of Perenjori Closed Circuit Television Policy (CCTV Policy) will assist in achieving these goals by providing measures to increase community safety and crime prevention in the town of Perenjori and selected locations through responsible management and use of CCTV.

The CCTV system was implemented for specific purposes which are:

1. Reduction of crime and anti-social behaviour
2. Improving public safety
3. Increased asset protection.

This policy applies to CCTV operated on or located or in the Perenjori town site and at specific facilities.

Policy Statement:

The Shire of Perenjori provides CCTV systems for infrastructure, facilities, and public spaces where determined most advantageous and necessary. The aim is to deter anti-social behaviour and offences against persons and property, protect assets, and provide video recordings and/or still images as evidence of events or incidents to the relevant law enforcement agency.

The CCTV system will attain an appropriate balance between the personal privacy of individuals utilising public infrastructure, facilities, and/or public spaces with the objective of recording incidents of alleged criminal and/or unwanted behaviour.

Recordings from system will be utilised for ensuring safety and security purposes only, as instigated by the Shire of Perenjori and/or law enforcement agencies. The system will be operated equitably, within applicable law, and only for the purposes to which it is established.

Role of Law Enforcement Agencies

The WA Police are primarily responsible for the maintenance of public order, and the prevention and detection of criminal activity. The WA Police will respond to the following activities, but are not limited to vandalism, threatening behaviour, use of weapons, theft, assault, etc.

The Shire of Perenjori Ranger is primarily responsible for upholding, enforcing and infringing specific breaches of local laws. The Shire of Perenjori Ranger will ensure compliance with Local Laws and State Laws relative to the control of animals especially under the Dog and Cat laws and litter control.

Signage and Privacy
Appropriate signage will be permanently displayed in the general location of camera coverage to notify members of the public of the presence of CCTV cameras. Cameras will only be installed in public places generally accessed by members of the public.

Access to CCTV Footage

CCTV footage will be accessed by authorised persons only, including law enforcement agencies and personnel from the Shire of Perenjori. These personnel will be determined by the Chief Executive Officer and are listed below. Viewing of CCTV recordings should be carried out with two authorised persons present although it may be necessary for operational staff or victims to be present to identify various aspects of the recordings.

Recording and Storage of Information

The recording of footage and/or still images will occur on a continuous basis. The use of video recordings and/or still images for prosecution or potential prosecution purposes will only occur if the Chief Executive Officer is of the opinion that an offence against a Statute Law is being, is likely to be, or has been committed, or if the footage is required for the purposes of the Shire relating to such matters as the maintenance, insurance or overall management of its assets.

At no time shall the CCTV system be used with the intent to examine individuals going about their lawful business, or otherwise to observe private activity as defined in the Act.

Access to video recordings for the purposes of investigating an incident that has contravened a local and/or state law should occur in the presence of a relevant law enforcement agency officer.

At no time shall any original or copied video recordings, or still images, be released to any media organisation or journalist without the prior approval of the Chief Executive Officer.

The Shire will take all other necessary measures to ensure that their use of CCTV complies with relevant requirements of the Act.

Responsibility

The Chief Executive Officer is responsible for the general management of the Shire’s CCTV system, including maintenance of the CCTV system and has the authority to delegate this responsibility.

The Chief Executive Officer will ensure that authorised employees involved in recording, observation and capturing of images are informed, through training or through other means, of their responsibility to act in an ethical and lawful manner as per the relevant legislation.

<table>
<thead>
<tr>
<th>Authorised Officer</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ali Mills</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Sam Parker</td>
<td>Graphic Design Development Officer</td>
</tr>
<tr>
<td>Christina Laue</td>
<td>Economic &amp; Community Development Coordinator</td>
</tr>
<tr>
<td>Ken Markham</td>
<td>Manager of Infrastructure Services</td>
</tr>
<tr>
<td>Peter Money</td>
<td>Manager Corporate and Development Services</td>
</tr>
</tbody>
</table>

Key Terms/Definitions:

**Closed Circuit Television** is defined as a television system that transmits images on a ‘closed loop’ basis where images are only available to those directly connected to the transmission system.

The transmission of closed circuit television images may involve use of a coaxial cable, fibre-optic cable, telephone lines, infra-red and radio transmission systems. A hand held or fixed video recorder is not included in this definition unless it is connected to a transmission system.

**Law Enforcement Agency** is defined as the WA Police and/or Shire of Perenjori Ranger.

**Public Land** is defined as land owned or managed by the Shire of Perenjori.

**Video Surveillance** is defined as surveillance by a closed circuit television system for direct visual monitoring and/or recording activities on premises or in a place.

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**Policy Administration**

**Date Adopted:** 17Th April 2014

**Reviews/Amendments:**

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**8000 – MISCELLANEOUS**

**8001 – DISABILITY POLICY**

**Policy Objective:**

To provide Physical Access:

i. to ensure that access will be a major design consideration for public facilities provided by the Shire;

ii. investigate and refit existing Shire buildings and facilities where such expenditure is considered warranted; and

iii. to encourage and promote such design considerations for private buildings and facilities that will require public access.

**Policy Statement:**

The Shire recognises that access is the key in independence and will actively plan for and promote the provision of reasonable access to public domain buildings;

i. To be a greater standard than ‘legal minimum’ so as to afford ease of use, comfort, amenity and independence to people with disabilities;
ii. To be promoted and co-ordinated with planners, architects, building owners, engineers and building surveyors.

To precipitate discussions between Shire officers, property developers, architects, designers, builders, building owners, and business proprietors as each are required on its merits.

i. To give due consideration to Building Code AS 1428 - 1993 (as amended) in the design of all its buildings and facilities, parking, curbs, paths, ramps, steps, entrances, landings and utilities, provided additional expenses do not affect the overall viability of a particular building or facility.

ii. Where warranted, directional information will be established for shire facilities requiring public access.

iii. To apply Building Code AS 1428 - 1993 (as amended) and, where warranted impose conditions of development approval to buildings and facilities which, in the opinion of the Shire, will require general public usage.

iv. To encourage inclusion of the provisions of Part 2 to Australian Standard AS 1428 and subsequent Parts to AS 1428, wherever practical and viable for future new projects or alterations/amendments.

v. To ensure projects are designed and completed to take into consideration adjoining and other local land uses, topographical features or other possible detrimental effects.

DISABILITY PLAN

The Shire of Perenjori adopted a disability service plan aimed at ensuring that people with disabilities can access shire facilities, functions and services. It is subject to annual review and may be amended and extended as priorities and needs change.

The plan includes:

i. information on shire functions, facilities and services;

ii. a policy statement about the shire’s commitment to addressing the issue of access for people with disabilities, their families and carers;

iii. a description of the process used to consult with people with disabilities, their families and carers and disability organisations and relevant community groups;

iv. the identification of objectives and strategies to overcome barriers that people with disabilities identified during the consultation process;

v. a method of review and evaluation of the plan; and

vi. Information about how the plan is being communicated to staff and people with disabilities.

Policy Administration

Date Adopted: 20th November 2014

Reviews/Amendments:
8002 – PERFORMANCE REVIEW – CHIEF EXECUTIVE OFFICER

Policy Statement:

The Council or a selected Committee of the Council is responsible for ensuring the Chief Executive Officer performance review is conducted at least once each year. This review will be in accordance with the CEO Contract and key performance criteria as agreed between the Council and the CEO.

The Review will be conducted under the guidance of an external employee relations consultant selected by the Council.

The Council shall discuss their concerns in a civil and frank manner with the Chief Executive Officer with due regard to natural justice and fairness and record all matters raised and responses, in writing.

The performance management process should be seen as a positive process and any perceived or agreed deficiencies in performance should be addressed through the offer of additional training or support to ensure positive outcomes for the Shire.

It is essential that the Review enables the Council and the Chief Executive Officer operate as a team for the benefit of the local government.

(Refer s5.38 of the Local Government Act and 18D of Local Government (Administration) Regulations 1996)

Policy Administration

Date Adopted: 20th November 2014

Reviews/Amendments:

8003 – GRATITUTY PAID TO EMPLOYEES ON RETIREMENT OR RESIGNATION

Policy Objective:

The Local Government Act (s5.50) requires a local government to have a policy that describes and regulates any payments made to an employee finishing employment with the local government. The Policy is to be advertised locally before being adopted by the Council.
Policy Statement:

Introduction

The Local Government Act (s5.50) requires a local government to prepare a policy on payments to employees who are finishing employment, setting out the circumstances and manner of assessment of payments to employees that are additional to Awards or contracts.

The local government must also give local public notice in relation to the Policy.

Policy Statement

- When an employee leaves their employment or is made redundant, they may be given a good material item or a service as a token of appreciation for their commitment and service to the Shire.
- This gratuity policy outlines the circumstances in which gratuity payments may be made to an employee. This policy should be read in conjunction with section 5.50 of the Local Government Act 1995 and Local Government Administration Regulations 1996, specifically regulation 19a. A gratuity payment is paid in addition to any amount which an employee is entitled to under a contract of employment or industrial instrument. This policy does not form a contractual entitlement for any employee of the Shire. CEO’S and designated senior employees are governed by their respective contracts.

Commitment

The Shire is committed to recognising long serving employees within the parameters set by the Local Government Act 1995 and the associated regulations.

Eligibility for Gratuity Payments

An employee may be entitled to a gratuity payment as outlined within this policy based on the completed years of service when an employee’s services are ceasing with the Shire for any of the reasons identified below:

- Resignation (not as a result of any performance management or investigation being conducted by the Shire);
- Retirement; or
- Redundancy.

An employee who has been dismissed by the Shire for any reason other than redundancy, will not be eligible to receive any Gratuity Payment under this policy.

The Chief Executive Officer is authorised to approve Petty Cash claims in accordance with the limits prescribed by this policy. Funds will be allocated as part of the Shire’s budget preparation process and unexpended amounts will be returned to general revenue.

Prescribed Amounts for Gratuity Payments
<table>
<thead>
<tr>
<th>Number of Years’ Service</th>
<th>Amount of Gratuity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous service greater than 2 years and up to 5 years</td>
<td>A Statement of Service and a gift, or contribution towards a gift, to the value of $100</td>
</tr>
<tr>
<td>Continuous service greater than 5 years and up to 10 years</td>
<td>Certificate of Appreciation and a gift to the value of $250</td>
</tr>
<tr>
<td></td>
<td>Items to be presented to the employee by the Chief Executive Officer, or nominated representative at a function to be determined by the Chief Executive Officer.</td>
</tr>
<tr>
<td>10 to a maximum of 15 Years Continuous Service</td>
<td>$100.00 per year of continuous service up to a maximum of $5,000.00</td>
</tr>
<tr>
<td></td>
<td>Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer.</td>
</tr>
<tr>
<td>15 to a maximum of 20 Years Continuous Service</td>
<td>$120.00 per year of continuous service up to a maximum of $5,000.00</td>
</tr>
<tr>
<td></td>
<td>Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer.</td>
</tr>
<tr>
<td>Above 20 Year’s Service</td>
<td>$150.00 per year of continuous service up to a maximum of $5000.00</td>
</tr>
<tr>
<td></td>
<td>Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer.</td>
</tr>
</tbody>
</table>
The Shire acknowledges that at the time this policy was introduced, employees may be entitled to payments in addition to this policy as a result of accrued unused long service leave benefits, redundancy payments or notice periods as prescribed by legislation or a relevant industrial instrument. The Shire has considered these provisions when setting the prescribed amount of any gratuity payment in this policy.

**Determining Service**
For the purpose of this policy, continuous service shall be deemed to include:

- Any period of absence from duty on annual leave, long service leave, paid compassionate leave, accrued paid personal leave and public holidays;
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; or
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, continuous service shall not include:

- Any period of unauthorised absence from duty unless the Shire determines otherwise;
- Any period of unpaid leave unless the Shire determines otherwise; or
- Any period of absence from duty on parental leave unless the Shire determines otherwise.

**Financial Liability for Taxation**
The employee accepts full responsibility for any taxation payable on a gratuity payment, and agrees to fully indemnify the Shire in relation to any claims or liabilities for taxation in relation to the gratuity payment.

**Payments in addition to this Policy**
The Shire agrees not to make any gratuity payment in addition to that contained within this policy until the Policy has been amended to reflect the varied amount and the Shire has caused local public notification to be given in relation to the variation.

**Financial Implications**
The Shire acknowledges that at the time the policy was introduced, the financial implications to the Shire were understood and that these financial implications had been investigated based on the workforce position current at that time.

The Shire will take reasonable steps to notify employees prior to the variation of this policy or the introduction of any new gratuity policy.

**Consequences of Breaching this Policy**

The policy constitutes a lawful instruction to anyone involved in administering a gratuity payment. Any breaches of the policy may lead to disciplinary action.

This policy is intended to provide guidance. There may be circumstances where the Council considers that an employee deserves a higher level of consideration or a more substantial reward for their contribution.

If the Council considers an individual case appropriate, it may exercise its power under the Local Government Act 1995 and Local Government Act (Administration) Regulations, 1996 whereby, if so resolved by the Council, Local Public Notice will be given in relation to any such additional payments to any specific employees outside of the Policy outlined above.

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**Policy Administration**

**Date Adopted:**

**Reviews/Amendments**

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**8004 – PUBLIC INTEREST DISCLOSURE POLICY**

Policy Objective:
To facilitate the disclosure of public interest information, to provide protection for those who make disclosures and for those the subject of disclosures, and, in consequence, to amend various Acts, and for related purposes

This Policy relates to the Public Interest Disclosure Act 2003 and describes conditions whereby a matter should be disclosed, to whom the matter should be reported, protection of an individual and process for investigation of reported matters.

Policy Statement:

The Shire of Perenjori does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire, its officers, employees and contractors.

The Shire of Perenjori will take all reasonable steps to provide protection to those who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

The guidelines and policy provides for the manner in which the Shire of Perenjori will comply with its obligations under the Public Interest Disclosure Act 2003.

What is public interest disclosure?

A public interest disclosure (PID) occurs when a person provides information to a proper authority about a matter that is of public interest. This information must be about some past, present or proposed improper behaviour by a public body (public authority, public officer or public sector contractor) while carrying out a public function. A disclosure must relate to a matter of public interest and show wrongdoing by a public body when performing a public function.

What is a public body?

Public bodies include:

- A public authority (includes a State Government organisation, local government, regional local government, or a public university)
- A public officer (includes a State public service officer, an employee of a public authority, a minister, a member of Parliament, a judicial officer, a police officer, a holder of office under the State, or an officer of the Commonwealth exercising a function on behalf of the State)
- A public sector contractor (a person or organisation engaged by a public authority, or a subcontractor of this person, for the supply of goods and services or the performance of a public function)

What should be disclosed (reported) under this Act?

A disclosure must show the public body’s involvement in one or more of the following:
- Improper conduct (generally a breach of the standards of conduct that a reasonable person could expect of a person or body, knowing their duties, powers and authority, in the circumstances of the case);
- An offence under State Law (including corruption);
- Conduct relating to matters of State or local government administration;
- Irregular or unauthorised use of public resources;
- Substantial mismanagement of public resources; and/or
- Conduct that involves a substantial and specific risk of injury, prejudice to public safety or harm to the environment.

**NOTE**: The Act does not apply to information that someone has, or is, engaging in criminal behaviour that is unconnected with their employment.

**What is the difference between a PID and a grievance?**

A public authority can receive many different types of complaints. These can range from workplace disputes, harassment, bullying or occupational health concerns through to allegation of improper conduct or corruption. Not all of these disclosures will be a PID to which the Act will apply.

**Who can make a disclosure?**

Under the Act, any person can make a disclosure if they believe something is wrong with the way a public body is acting or going to act. Anyone (including employees of public bodies or members of the public) who believes, on reasonable grounds, that the information that they have is true can make a disclosure. It must always be in the public interest to report it.

Before you make a disclosure, you should consider whether the subject matter could be dealt with through other channels, like a grievance procedure or by reporting it to management or other authorities.

**How to make a PID**

Before making a disclosure, you should contact the Public Interest Disclosure Officer in the relevant authority to find out more about:

- How to make the disclosure and who you should disclose to
- Your rights and responsibilities
- The protections that will apply
- Whether the information you have is covered by the Act
If your information is not covered by the Act you can still make your disclosure to the public authority concerned using its grievance process (if you are or were an employee at the time the incident occurred) or its complaints management process (if you are a member of the public). Once you have been informed about the Act and your rights and responsibilities, you must make it clear that you have chosen to make your disclosure under the Act. Generally, the PID Officer will have a PID lodgement form for you to sign.

If you choose to make your disclosure under the Act you must ensure you do not discuss the matter with anyone other than the PID Officer or the person conducting the investigation. You may lose your immunity under the Act and breach the confidentiality provisions which may incur a penalty if you do.

A disclosure is more than a general complaint about dissatisfaction with a product or service or a decision by government, and it is more than a personal grievance that can be resolved by agreement between parties. In order to be covered by the Act, the information needs to relate to a matter of public interest.

**NOTE:** It is a serious offence to make a disclosure that is false, trivial, vexatious, misleading or tied to any personal agenda. If you know the information in the disclosure is false or misleading, or you are reckless about the information, it will be considered an offence and could attract a penalty of $12,000 or one year of imprisonment.

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### 8005 – INFLUENZA VACCINATIONS FOR EMPLOYEES

**Policy Objective:**

This Policy form part of the Shire’s health and welfare commitment to its employees.

**Policy Statement:**

Council understands that influenza infection causes down time and increased costs associated with reduced work capacity, absenteeism and work morale.

As a matter of policy, Council may supply staff members with one influenza vaccination per annum per staff employee.

Influenza vaccinations will be supplied on a voluntary basis at the request of the employee.

**Policy Administration**

**Date Adopted:** 20th November 2014
8006 – EMPLOYEE STUDY EXPENSES

Policy Objective:
To encourage higher education / skills attainment by employees, relative to their duties, in order to achieve greater efficiency in Council operations and enhance promotional opportunities for the employees.

Policy Scope:
The Chief Executive Officer may approve the reimbursement of the costs of enrolment / registration expenses in respect to staff undertaking further studies.

The following eligibility criteria apply:
i. Must be a permanent employee of the Shire who has worked a minimum of 12 months.
ii. The course of study must be directly related to the employee’s normal duties.
iii. The unit of study must be successfully completed by the employee to be eligible for Shire assistance.
iv. Study to be generally undertaken in employees own time. The CEO may approve time off work to attend a course or for study leave.

Maximum reimbursement to be $1,000 per annum per employee unless funding is specifically included in the annual budget. If an employee requests more than this amount it is to be negotiated as part of the salary package and included in the annual budget.
8007 – NEW EMPLOYEE MEDICAL EXAMINATIONS

Policy Objective:

Prospective employees may be asked to undertake a pre-employment medical examination including a drug screen.

As a caring employer the Shire of Perenjori has obligations under Local Government Act and the Occupational Safety & Health Act 1984 and Occupational Safety and Health Regulations 1995 with respect to employees’ safety and risk.

A proper medical examination will afford the Shire an accurate guide as to the physical capability of a prospective employee to perform the job for which they have applied

This policy applies to:
• Prospective employees
• Casual employees
• Temporary employees

Policy Statement:

All persons selected for temporary, casual and permanent appointment may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

Such examination will be conducted by a medical practitioner approved by the Shire and will be at the Shire’s expense on the understanding that the examination forms a further part of the selection process.

In each instance pre-employment medical examination are to be carried out appropriate to the employment duties.

The Shire will provide the approved doctor with a position description and a breakdown of tasks (and their range).

The doctor is to assess an applicant's capacity to undertake the tasks required in the relevant position. The applicant is also required to accurately represent his/her physical condition and special requirements.

Information from the employer and applicant will then ensure that the doctor is fully informed and in a position to assess an applicant’s suitability for tasks within a given job. The range of assessments for the doctor to apply will not necessarily preclude applicants from employment if they are not totally fit medically.

The doctor is to report and assess within a range of classifications and to comment on special requirements.

The classifications are:

1. Suitable for employment.
2. Suitable for employment but with a minor problem which will not affect his/her work but which may need protection, or modification of task or workplace

3. Suitable for employment in the position proposed but may be unsuitable for other positions.

4. Not suitable for employment in the position proposed or they may be a substantial workers compensation insurance risk. The person would place themselves or others at risk if required to perform tasks stated.

The Shire will provide a standard form for the assessing doctor to complete and return to the Administration Officer.

Drug screening will form part of the pre-employment medical.

The results of the screen may lead to the Shire not proceeding with an offer of employment.

Outcomes

Previous injuries or current impairments do not jeopardise prospective employment unless:

1. an applicant would be unable to do the job

2. if doing the job constitutes a substantial risk to themselves or others

3. if the special requirements of the applicant cannot reasonably or practicably be met.

Medical information collected by the Shire under this policy will only be used for the purposes of assessing suitability for employment and will remain strictly confidential.

Policy Administration

Date Adopted: 20th November 2014

Reviews/Amendments:
9000 – ELECTED MEMBERS

9001 – ELECTED MEMBERS CONFERENCES & SEMINARS

Policy Statement:

At the Shire’s expense each Councillor may attend seminars or conferences of their choice provided the seminar or conference is relative to local government and the Council agrees by majority to fund the Councillor’s attendance. This is generally restricted to one conference or seminar per year but may be increased with the majority of Council support.

The Shire will pay the cost of seminar registration and will accept costs associated with the seminar on the receipt of a copy of documentation. These costs may include meals to a specified value, accommodation and/or travel to and from the conference. Councillors should seek to acquire modest accommodation if they cannot be accommodated in a conference package with the conference accommodation provider.

On one occasion per year the Shire will pay for the Councillors partners’ accommodation and meal costs at an approved conference or seminar. If the chosen conference is the annual Local Government Convention the Shire will also pay reasonable activity costs for the Councillors partner.

Policy Administration

Date Adopted: 20\textsuperscript{th} November 2014

Reviews/Amendments:

9002 – ELECTED MEMBERS TRAINING

Policy Statement:

The Council supports training of elected members to meet identified needs and associated further education so that elected members can adequately carry out their duties.
The President and CEO are responsible for identifying training needs and organising suitable training to fulfil those needs which may include, but is not limited to:

a. Attendance at conferences and seminars organised by Local Government, Associations and/or professional employee bodies.
b. Attendance at technical education centres
c. Attendance at structured courses and seminars organised by appropriate training organisations
e. In house on the job structured training

Training may include:

a) Registration and course fees
b) Travel and accommodation expenses

Policy Administration

Date Adopted: 20th November 2014

Reviews/Amendments:

9003 – ELECTED MEMBERS USE OF SHIRE VEHICLES

Policy Statement:

Clause 34AD of the Local Government (Administration) Regulations 1996 provides that. A Member may use a Shire vehicle for approved Shire business in which the Member would usually receive reimbursement for using other means of transport. The use of a Shire vehicle may be approved rather than the Member receiving payment for travel if it is more practical to use the Shire vehicle rather than the Member receiving payment for travel.
For a Member to use a Shire vehicle prior written approval is required from the CEO or President and an agreement signed specifying the responsibilities of the Member when using the vehicle. (Reg. 34AD LG (Administration) Regulations 1996).

Generally the same conditions that apply to employees using Shire vehicles will apply to Members using Shire vehicles.

Policy Administration

Date Adopted: 20\textsuperscript{th} November 2014
Reviews/Amendments:

9004 – ELECTED MEMBER IPADS

Policy Statement:

The Council will determine the monthly usage allowance for Councillor IPads and the CEO will budget accordingly.

Individual Councillors may negotiate with the Council about the need to increase the allowance or for the resolution of any excessive use in any months that result in penalty fees to the Shire.

The Council has purchased a Shared Data Plan that encompasses the combined use of IPads by each user. The combination of light users and heavy users should ensure there are no excessive use costs. Should this happened the Council may determine that the heavy user/s contribute to the excess costs.

Policy Administration

Date Adopted: 20\textsuperscript{th} November 2014
Reviews/Amendments:
Policy Objective:
The purpose of this policy is to provide Councillors with clear guidelines for email communication for Shire of Perenjori related business.

Policy Statement:
Electronic mail (email) and internet usage are an important part of the Shire’s communication processes. The appropriate management of these communication and information tools has a significant impact on the organisation in terms of the security of its information resources, its overall efficiency/effectiveness and meeting statutory compliance.

From a statutory compliance viewpoint, all email communication from Councillors to and from the Shire of Perenjori should be considered as being required to be kept as a permanent State record.

Email documentation forms part of the official business and operations of the Shire. As such, email is governed by legislation at the Federal and State level. These include, but are not limited to, the Local Government Act 1995, State Records Act, Freedom of Information Act, Copyright Legislation and Equal Opportunity Legislation.

Emails sent and received contain information about business activities and are therefore evidence of business transactions in a court of law. They can be subject of legal processes such as discovery and subpoena. Records may be required by royal commissions, auditors and other statutory bodies to whom they may be subject.

Email Communication between Councillors and Staff

Email communication between Councillors and staff is to be on a strictly Council business related basis.

Requests or correspondence to and from Councillors are to be directed through the CEO in accordance with the following protocols.
1. A Councillor emails the request or correspondence to the CEO with a copy to the President or if to a Manager, with a copy to the President and the CEO. Any other staff member receiving an email from a Councillor is to forward a copy immediately to the CEO and to the President.

2. The CEO, or Manager, will have the emailed communication, if considered to be required, to be kept as a State record ‘registered’ with Records staff.

3. A response (interim or final) will be provided within 1 working day, with a copy to the CEO;

4. The final response will be sent to the author of the request with a copy to the President and CEO. If the matter is directly related to a decision before Council for an item on the meeting agenda then a copy is to be provided to all other Councillors to ensure equality of information for decision making purposes. If this communication is a State Record then records are to be kept as any other correspondence.

Privacy

Councillors can have a general expectation of privacy; however, they should be aware that the Shire of Perenjori may conduct regular audits on email and Internet usage and content to ensure compliance with statutory workplace requirements.

General Principles

Any messages composed, sent or received on the email or Internet facilities are, and will remain, the property of the Shire.

All Councillors have the responsibility to use the Shire’s email and internet facilities in a professional, ethical and lawful manner and not infringe the copyright or other intellectual property rights of third parties, distribute or store defamatory, fraudulent, harassing or obscene messages and files, or otherwise to engage in any illegal conduct including the use of insulting, sexist, racist, obscene or suggestive electronic mail in their roles as Councillors.

Email and Internet communication sent by a Councillor will constitute a public record, and must be composed to a standard as if the email or Internet communication was a letter to the Shire.

As a general guide when sending an email the author should never write or convey anything about a person or company that you do not want that person or company’s legal representative to read.
**9006 – ELECTED MEMBER CORRESPONDENCE – RECORD KEEPING**

**Policy Objective:**
To ensure that the Shire complies with the State Records Act and Council’s adopted Records Management Plan in relation to Councillor addressed correspondence.

**Policy Statement:**
This policy relates to correspondence or mail received by Elected Members at the Shire of Perenjori offices in any format (e.g. by post, fax, courier, hand-delivered)

Correspondence addressed to Elected Members at the Shire administration office is to be opened by designated officers, unless it is expressly marked Private, Confidential or Personal.

If correspondence is expressly marked Private, Confidential or Personal the correspondence is to be forwarded unopened or if a facsimile placed in a sealed envelope to the Councillor.

Councillor correspondence of continuing value as a State Record is to be incorporated into Council’s record keeping system, before photocopying and forwarding to the Elected Member. A copy of the correspondence is to be forwarded to the Elected Member or Elected Members as the case may be, within five working days of the administration receiving and registering the item of correspondence.

Correspondence of no continuing value need not be incorporated into the Council’s record keeping system and may be destroyed when reference to it ceases.

**Policy Administration**

**Date Adopted:** 20th November 2014

**Reviews/Amendments:**
Policy Statement:

All Councillors are to be issued with a copy of the Councillor’s Handbook and other suitable meeting procedures material.

All Councillors are to receive a copy of the *Local Government Act 1995* and associated *Regulations* on request although the use of electronic books is recommended.

Policy Administration

**Date Adopted:** 20th November 2014

**Reviews/Amendments:**

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Policy Statement:

All Council representatives wherever possible are to be serving members of the Council.

Upon ceasing to be a member of the Council, the representative is to cease as a member of a Committee unless approved by a resolution of the Council.

Upon ceasing to be a member of the Council, the representative is to cease membership of any Regional Council unless approved by a resolution of the Council and subject to the Regional Council Constitution.

Council representatives on a committee that is not a Council Standing Committee represent the Shire’s position not the individual Councillor’s position.

The Council’s current committees are as follows;

1. Finance Committee
2. Plant and Works Committee
3. Health, Building and Planning Committee
4. Audit Committee
5. Bush Fire Advisory Committee
6. Economic Development Committee
7. Wildflower Country regional Council
8. Yarra Yarra Catchment Regional Council
9. Northern Country Zone of WALGA
10. Moore Catchment Council
11. North Midlands Sub-regional Road Group
12. Perenjori Tourist Bureau and Museum Committee
13. Wildflower Country Tourism Committee
14. Perenjori School Bus Committee
15. Latham School Bus Committee
16. Perenjori Townscape Committee
17. Perenjori Road Wise Committee
18. Perenjori early Childhood Centre Advisory Committee

Representatives of Committees and Regional Councils are to be reviewed by Council resolution following each ordinary local government election unless a representative resigns prior to that election at which time a special appointment may be made by Council resolution.

Policy Administration

Date Adopted:
Reviews/Amendments:

ELECTED MEMBERS FEES & EXPENSES

Policy Objective:
The purpose of this policy is to provide consistency in the setting of fees paid to Elected Members within the confines of the Local Government Act and Regulations.

Policy Statement:
An elected member is entitled to be paid when attending meetings of the Council, Regional Councils, and Council committees.

An elected member is entitled to be reimbursed for expenses incurred for activities approved by the Council and in accordance with Regulations.

The Shire President is entitled to additional payments in accordance with Regulations.

Meeting fees are set within the Local Government Administration Regulations (Reg. 30) and minimum and maximum allowable payments are declared annually by the Statutory Allowances Tribunal (SAT).

Attendance fees are determined at the time of the annual budget adoption and take effect from the day after the date of adoption and are paid on a per meeting basis (Reg 30(1)).

The Council may also appoint other persons to be members of committees (eg Audit Committee and those persons are entitled to be paid as members.

Any employee of the Council who is a member of a committee is not entitled to be paid a fee as a member of the committee.

Fees are paid for;

Members attending a committee meeting (Reg. 30(20).

Members attending other meetings such as WALGA Zone Meetings or Regional Road Group or other meetings determined under the Regulations (reg. 30)(3A))

The Presidential allowance is paid at its maximum allowable in two payments (Reg. 33(1)(b)(i)).

The Deputy President allowance is paid at the prescribed percentage of the Presidential Allowance being 25% and made in two payments (Reg33A).

The kinds of expenses that are to be reimbursed are rental charges for one telephone and facsimile, child care services and travel costs (Reg. 31).

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<td>Reviews/Amendments:</td>
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| 9009 – ELECTED MEMBER INFORMATION |
Policy Statement:

Information provided to Councillors relative to their position as an elected member shall not be used for purposes other than that related to their elected position. (LGO Circular 452).

Policy Administration

Date Adopted: 20th November 2014
Reviews/Amendments:

9010 – ELECTED MEMBER RETIREMENT

Policy Statement:

All Councillors whose term of office expires or are not re-elected at four years shall receive a letter and a Shire of Perenjori plaque from the Shire on behalf of the community acknowledging their contribution to local government in Perenjori.

If a Councillor resigns or leaves office other than for breaches of the Act or is not re-elected and the Councillor has served for more than three years, the Councillor will be entitled to receive a Shire of Perenjori plaque.

Policy Administration

Date Adopted: 20th November 2014
Reviews/Amendments:

9011 – SOCIAL DRINKS
Policy Statement:
The Shire President or other elected members may invite, staff, members of the public and visitors to a social drink at times deemed relevant by the member/s.

Policy Administration

Date Adopted: 20th November 2014
Reviews/Amendments:

9012 – ELECTION OF SHIRE PRESIDENT & DEPUTY AFTER ORDINARY ELECTIONS

Policy Statement:
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.

Policy Administration

Date Adopted: 20th November 2014
Reviews/Amendments:

9013 – CARETAKER POLICY
Policy Statement:

During the pre-election caretaker period the Council can only deal with matters that meet provision of the Act and should not make any major policy decisions that bind the incoming Council. These provisions however do not preclude the Council making decisions where the issue:

(a) is urgent;

(b) the decision is significant;

(c) cannot be reasonably deferred without major negative repercussions; and

(d) where the decision relates to the completion of an activity already undertaken and endorsed by Council e.g. via the Budget, Council Plan or long term strategies or policies, but does not meet the definition of ‘major policy’.

It shall be the responsibility of the Chief Executive Officer to determine if a matter is significant and if it is urgent.

In the context of this Policy, a ‘major policy’ decision is defined as:

a) relating to the employment or remuneration of a Chief Executive Officer under the Act, other than a decision to appoint an acting Chief Executive Officer;

b) to terminate the appointment of a Chief Executive Officer;

c) to enter into a contract the total value of which exceeds whichever is the greater of $150,000 for goods and services contracts or $200,000 for works contracts or 1% of the Council’s revenue from rates in the preceding financial year.

If Council considers that there are extraordinary circumstances where the Perenjori community would be significantly disadvantaged by the Council not making a particular major policy decision, the Council will, by absolute majority only, make such a decision

During the pre-election caretaker period Council will not intentionally adopt any new Policy, Strategy, Local Law or major planning scheme amendment.

Public Consultation
Public consultation means a process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue or proposed action or proposed policy, and includes discussion of that matter with the public.

Public consultation may be undertaken during the pre-election caretaker period to facilitate the day-to-day business of the Shire, to ensure matters continue to be proactively managed. Consultations will avoid express or implicit links to the election.

**Council Resources**

1. The Council will ensure that due propriety is observed in the use of all Shire resources, and employees are required to exercise appropriate discretion in that regard. In any circumstances where the use of Shire resources might be construed as being related to a candidate’s election campaign, advice will be sought from the Chief Executive Officer or the Manager Corporate and Development Services.

2. Councillor candidates undertake to use Shire resources, including offices, support staff, hospitality services, equipment (such as mobile phones or computers including Shire email addresses, printers etc.) and stationery exclusively for normal Shire business during the pre-election caretaker period, and not use such resources for any electioneering activity.

3. Reimbursements of Councillors’ out-of-pocket and travel expenses during the pre-election caretaker period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate’s election campaign.

4. No Shire events, logos, letterheads, business cards or other material such as photographs sourced by the Shire or other Shire branding should be used for, or linked in any way to, a candidate’s election campaign.

5. The Chief Executive Officer or any staff should not be asked to undertake any tasks connected directly or indirectly with electioneering.

6. No election material or active campaigning is to be conducted at Council sponsored events or displays.

7. No allocations from Ward Funds will be made during the pre-election caretaker period.

**Information**

1. The Council recognises that all election candidates have rights to information from the Shire administration. However, it is important that sitting Councillors continue to receive
information that is necessary to fulfil their elected roles. Neither Councillors nor candidates will receive information or advice from Shire staff that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the pre-election caretaker period.

2. Information and briefing material prepared by staff for Councillors during the pre-election caretaker period will relate only to items on Council meeting agendas, or to existing Shire services and programs.

3. An Information Request Register will be maintained by the Manager Corporate and Development Services from the opening period for nominations until the election is closed. This Register will be a public document that records all requests for any information by candidates, and the responses given to those requests. Those responses will be provided by the Manager to the Chief Executive Officer or the returning Officer if the CEO is not the Returning Officer. Only information that can be reasonably accessed will be released. The Register will exclude queries relating to items listed on formal Council meeting agendas during the pre-election caretaker period.

4. The Council may suspend public question time for Council meetings conducted during the pre-election caretaker period.

Communication

1. Shire communication will not be used in any way which might influence the outcome of a Council election.

2. Any requests for media advice or assistance from Councillors during the Election Period will be channelled through the Chief Executive Officer, Returning Officer or his/her delegate.

3. During the pre-election caretaker period, no employee will initiate any public statement that relates to an election issue. Contact with the local media will be restricted to the communication of normal Shire activities.

4. In response to media inquiries the Chief Executive Officer will only provide information that relates to current services and operations if that approval is a delegated authority.

5. No media advice or assistance will be provided to Councillors in relation to election campaign matters or publicity which involves specific Councillors.
6. Councillors should not use their position as an elected representative or their access to Shire employees and other Shire resources or information to gain media attention in support of an election campaign. This includes photos or images provided by the Shire.

7. Councillor participation at Council sponsored community events should not be used to gain attention in support of an election campaign.

**Assistance to Candidates**

1. The Council affirms that all candidates for the Council election will be treated equally, fairly and without discrimination.

2. Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

3. All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or an employee delegated by the Chief Executive Officer.

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**Policy Administration**

**Date Adopted:** 20\(^{th}\) November 2014

**Reviews/Amendments:**

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**9014 – FREEMAN OF THE SHIRE**

**Policy Objective:**

To provide a process by which the Council can formally and impartially recognise outstanding and meritorious service of an individual to the community of the Shire of Perenjori.

**Policy Statement:**

**Initiator**
The initiator of a petition is to be properly listed on the petition with his or her address and contact details.

Policy

a) The Council may resolve by an absolute majority, to bestow the honorary title of ‘Freeman of the Shire’ upon any person who is a resident of the Shire of Perenjori who has satisfied the following criteria

b) provided a quality of service significantly benefiting the community for a period no less than 10 years

c) has assisted in the advancement of the Shire’s strategic direction

d) has provided benefit for the greater community in an outstanding, distinguished and meritorious manner that exceeds contributions of most other persons

e) is not a serving Councillor or President of the Shire of Perenjori

Entitlements

The Shire of Perenjori will

a) award the title at a specially convened civic ceremony

b) issue a press statement announcing the awarding of the title

c) present the endorsed nominated person with a certificate attesting his or her quality as the Honorary Freeman of the Shire

d) cause the portrait of the Honorary Freeman to be displayed in a visible place in the Shire Administration Building

e) cause the name of the Honorary Freeman to be engraved on the Shire's Board of Past and Present Freemen.

Withdrawing or declining title

The Shire of Perenjori may, by written notification to the person awarded, withdraw the title of Honorary Freeman at any time without having to provide any justification.

A nominated person may decline at any time without having to provide any justification his or her nomination for the title of Honorary Freeman.
A person holding the title of Honorary Freeman may at any time without having to provide any justification renounce the title.

Policy Administration

Date Adopted: 20\textsuperscript{th} November 2014

Reviews/Amendments:
Attachments
17025.1

Aquatic Centre Solar Project –Quotes

Ordinary Council Meeting
16th February 2017
**Work Required**
08/02/2017 07:22 RAYC: instal auto/manual switches and timer for pool circ pumps, price is an estimate only

**Quoted Labour**

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**Quoted Parts**

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GG Pumps & Electrical Pty Ltd
Bank of Queensland.
BSB: 126 573
Acc # 22344904
Master Card or Visa
Please phone 08 9964 4620

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05/07/2016 07:50 OPERATIONS: supply solar to pool

**Quoted Labour**

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<td>1.00</td>
<td>$256.88</td>
<td>25.69</td>
<td>$282.56</td>
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<tr>
<td>S230 MICRO INVERTER</td>
<td>Enphase S230 Microinverter</td>
<td>77.00</td>
<td>$170.23</td>
<td>1,310.81</td>
<td>$1,481.04</td>
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<tr>
<td>EP-ENVOY</td>
<td>Enphase Envoy Comms Gateway with Ethernet (Three Phase) AC Truck cable is</td>
<td>77.00</td>
<td>$435.50</td>
<td>43.55</td>
<td>$479.05</td>
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<tr>
<td>ET10-400-BULK</td>
<td>BRANCH TERMINATOR ENPHASE Qty 10</td>
<td>0.50</td>
<td>$177.40</td>
<td>8.87</td>
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<td>MISC</td>
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<td>$2.45</td>
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<td>MISC</td>
<td>275vac surge diverter</td>
<td>3.00</td>
<td>$77.00</td>
<td>23.10</td>
<td>$254.10</td>
</tr>
<tr>
<td>LABEL KIT</td>
<td>Switchboard Label Kit AC Solar Switchboard Label Kit - includes revised and additional labels as per requirements of the latest revision of AS5033</td>
<td>2.00</td>
<td>$17.50</td>
<td>3.50</td>
<td>$38.50</td>
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<tr>
<td>LCP-01</td>
<td>Legrand Phase Coupler</td>
<td>1.00</td>
<td>$185.50</td>
<td>18.55</td>
<td>$204.05</td>
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<tr>
<td>ER-R-ECO/4200</td>
<td>Clerergy - ECO Rail - Pair (4200mm)</td>
<td>20.00</td>
<td>$64.96</td>
<td>129.92</td>
<td>$1,429.12</td>
</tr>
<tr>
<td>ER-SP-ECO</td>
<td>Clerergy - ezRack ECO Rail Splice Pair</td>
<td>16.00</td>
<td>$4.97</td>
<td>7.95</td>
<td>$87.47</td>
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<tr>
<td>15-30 DEGREE</td>
<td>Clerergy Flat Roof Adjustable 15-30 Degree Tilt</td>
<td>124.00</td>
<td>$21.14</td>
<td>262.14</td>
<td>$2,833.49</td>
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<tr>
<td>ER-EC35</td>
<td>ENB CLAMP 35MM</td>
<td>16.00</td>
<td>$1.30</td>
<td>2.08</td>
<td>$22.88</td>
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<tr>
<td>ER-IC35</td>
<td>35mm Mid Clamp</td>
<td>146.00</td>
<td>$1.30</td>
<td>18.98</td>
<td>$208.76</td>
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<tr>
<td>ER-Z-STBW</td>
<td>Z-Module with bolt and washer</td>
<td>77.00</td>
<td>$1.05</td>
<td>8.09</td>
<td>$88.93</td>
</tr>
</tbody>
</table>
Bill To:

Perenjori Swimming Pool
Wubin-Mullewa Highway
PERENJORI WA 6620

Suitable for Wiley earthing lug Clenergy Bolt & Washer

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>GST</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>EZ-GL-ST</td>
<td>Ezrack Ground Washer</td>
<td>4.00</td>
<td></td>
<td>1.35</td>
<td>$14.87</td>
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<tr>
<td>EZ-GC-ST</td>
<td>EZRACK GROUND WASHER SUITS R, ST AND T RAIL</td>
<td>160.00</td>
<td></td>
<td>9.98</td>
<td>$190.62</td>
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<tr>
<td>ZZZ-FREIGHT OUT</td>
<td>Freight to/from Customer</td>
<td>1,855.00</td>
<td></td>
<td>23.70</td>
<td>$2,648.70</td>
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<tr>
<td>INCI</td>
<td>Incidents</td>
<td>750.00</td>
<td></td>
<td>75.00</td>
<td>$925.00</td>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parts</td>
<td>$23558.97</td>
</tr>
<tr>
<td>Labour</td>
<td>$17007.84</td>
</tr>
<tr>
<td>Service Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>Delivery</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
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<tr>
<td>GST</td>
<td>$4056.68</td>
</tr>
<tr>
<td>Total</td>
<td>$44623.49</td>
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</tbody>
</table>

Direct Deposit
Bank of Queensland.
BSB: 126 573
Acc # 22344904
Master Card or Visa
Please phone 08 9964 4620

Contact: 05/07/2016 07:49
Solargain Solar PV System Proposal for Perenjori Aquatic Centre

39kWp System Overview:
150 x 260W Jinko Solar Panels
2 x Fronius Symo 15kW inverters
Anodised Aluminum Railing and Stainless Steel Fixings
UV Rated Solar Cable
Council Building Approval

<table>
<thead>
<tr>
<th></th>
<th>Excl. GST</th>
<th>GST</th>
<th>Incl. GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully installed PV System</td>
<td>$73,078</td>
<td>$7,308</td>
<td>$80,386</td>
</tr>
<tr>
<td>Assignment of Small-scale Technology Certificates</td>
<td>$29,088</td>
<td>$2,909</td>
<td>$31,997</td>
</tr>
<tr>
<td><strong>Net Price Payable</strong></td>
<td><strong>$43,990</strong></td>
<td><strong>$4,399</strong></td>
<td><strong>$48,389</strong></td>
</tr>
</tbody>
</table>

**Location of Panels**

Fig.1 – Proposed panel location

Based on our initial view of the available roof space it appears as though there is adequate roof space to accommodate a 39kWp system.

**System Production**

Average System Output – the Clean Energy Council of Australia estimate the output for a system facing North in Perth will average 4.4kWh (units) of electricity per kWp per day across the year. Due to the orientation of the roof the 39kWp system is estimated to produce **156kWh per day** on average or 56,940kWh per year.
Attachments
17025.3

Budget Review – Financial Document

Ordinary Council Meeting
16th February 2017
Shire of Perenjori

REVIEW OF BUDGET REPORT

31st December 2016

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Statement of Financial Activity

Note 1  Significant Accounting Policies
Note 2  Graphical Representation
Note 3  Net Current Funding Position
Note 4  Predicted Variances
Note 5  Budget Amendments

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996
### Shire of Perenjori
#### STATEMENT OF BUDGET REVIEW

**(Nature or Type)**

*31st December 2016*

#### FM Reg 33A

<table>
<thead>
<tr>
<th>Operating Revenues</th>
<th>Annual Budget $ (a)</th>
<th>YTD Actual $ (b)</th>
<th>Variance Permanent $ (c)</th>
<th>Variance Timing (Carryover) $ (d)</th>
<th>Year End $ (a)+(c)+(d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Revenue</td>
<td>2,590,889</td>
<td>2,602,959</td>
<td></td>
<td></td>
<td>2,590,889</td>
</tr>
<tr>
<td>Grants, Subsidies and Contributions</td>
<td>2,535,272</td>
<td>1,459,263</td>
<td>2,268,315</td>
<td>4,803,587</td>
<td>▲</td>
</tr>
<tr>
<td>Profit on Asset Disposal</td>
<td>10,155</td>
<td>0</td>
<td>0</td>
<td>10,155</td>
<td>▼</td>
</tr>
<tr>
<td>Fees and Charges</td>
<td>1,050,550</td>
<td>502,808</td>
<td>(40,935)</td>
<td>1,099,615</td>
<td>★</td>
</tr>
<tr>
<td>Service Charges</td>
<td>64,861</td>
<td>19,180</td>
<td>64,861</td>
<td>64,861</td>
<td>▲</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>136,500</td>
<td>82,587</td>
<td>8,294</td>
<td>144,794</td>
<td>▲</td>
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<tr>
<td>Other Revenue</td>
<td>6,388,227</td>
<td>4,666,796</td>
<td>2,235,674</td>
<td>0</td>
<td>8,623,901</td>
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</table>

#### Operating Expense

<table>
<thead>
<tr>
<th>Operating Expense</th>
<th>Annual Budget $ (a)</th>
<th>YTD Actual $ (b)</th>
<th>Variance Permanent $ (c)</th>
<th>Variance Timing (Carryover) $ (d)</th>
<th>Year End $ (a)+(c)+(d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Costs</td>
<td>(2,222,271)</td>
<td>(1,403,834)</td>
<td>(17,036)</td>
<td>(2,239,307)</td>
<td>▲</td>
</tr>
<tr>
<td>Materials and Contracts</td>
<td>(1,382,366)</td>
<td>(833,878)</td>
<td>(2,303,901)</td>
<td>(3,686,267)</td>
<td>▲</td>
</tr>
<tr>
<td>Utilities Charges</td>
<td>(224,445)</td>
<td>(88,366)</td>
<td>(224,445)</td>
<td>(2,773,463)</td>
<td>▼</td>
</tr>
<tr>
<td>Depreciation (Non-Current Assets)</td>
<td>(3,109,775)</td>
<td>(38,691)</td>
<td>(2,773,463)</td>
<td>(74,483)</td>
<td>▼</td>
</tr>
<tr>
<td>Interest Expenses</td>
<td>74,483</td>
<td>38,691</td>
<td>74,483</td>
<td>74,483</td>
<td>▼</td>
</tr>
<tr>
<td>Insurance Expenses</td>
<td>(128,228)</td>
<td>117,240</td>
<td>(128,228)</td>
<td>128,228</td>
<td>▼</td>
</tr>
<tr>
<td>Loss on Asset Disposal</td>
<td>(22,182)</td>
<td>(8,173)</td>
<td>(22,182)</td>
<td>(22,182)</td>
<td>▼</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>(300,470)</td>
<td>(147,556)</td>
<td>(346,470)</td>
<td>(346,470)</td>
<td>▲</td>
</tr>
</tbody>
</table>

#### Funding Balance Adjustment

| Add Back Depreciation | 3,155,150 | 1,361,303 | (336,312) | 2,818,838 | ▼ |
| Adjust (Profit)/Loss on Asset Disposal | 12,027 | 8,173 | 12,027 | 12,027 | ▼ |
| Adjust Provisions and Accruals | 0 | 0 | 0 | 0 | 0 |

#### Net Operating

| Net Operating | 2,091,184 | 2,037,231 | (131,263) | 0 | 1,959,921 |

#### Capital Revenues

| Grants, Subsidies and Contributions | 2,161,679 | 728,932 | (264,570) | 1,897,109 | ▼ |
| Proceeds from Disposal of Assets | 95,000 | 16,364 | 95,000 | 95,000 | ▼ |
| Proceeds from New Debentures | 0 | 0 | 0 | 0 | 0 |
| Transfer from Reserves | 452,500 | 150,000 | 25,000 | 477,500 | ▲ |

#### Capital Expenses

| Land Held for Resale | 0 | 0 | 0 | 0 | 0 |
| Land and Buildings | (1,443,712) | (803,725) | 562,000 | (881,712) | ▼ |
| Plant and Equipment | (560,413) | (76,863) | (17,500) | (577,913) | ▼ |
| Furniture and Equipment | (10,000) | (2,628) | (10,000) | (10,000) | ▼ |
| Infrastructure Assets - Roads | (2,297,981) | (907,952) | (2,297,981) | (2,297,981) | ▼ |
| Infrastructure Assets - Other | (505,000) | (9,091) | 139,000 | (366,000) | ▼ |
| Infrastructure - Parks, Ovals & Dams | (300,000) | (23,938) | (5,000) | (305,000) | ▼ |
| Repayment of Debentures | (238,737) | (117,382) | (238,737) | (238,737) | ▼ |
| Advances to Community Groups | 0 | 0 | 0 | 0 | 0 |
| Transfer to Reserves | (132,861) | (7,901) | (132,861) | (132,861) | ▼ |

#### Net Capital

| Net Capital | (5,488,704) | (1,949,481) | 678,500 | (4,810,204) | ▲ |

#### Net Operating + Capital

| (688,341) | 983,047 | 307,667 | (380,674) | ▼ |

#### Opening Funding Surplus/(Deficit)

| 749,960 | 659,134 | 659,134 | 659,134 | ▼ |

#### Closing Funding Surplus/(Deficit)

<p>| 61,619 | 1,642,181 | 966,801 | 0 | 278,460 | ▲ |</p>
<table>
<thead>
<tr>
<th>FM Reg 33A(2A)(a)</th>
<th>FM Reg 33A(2A)(c)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues</strong></td>
<td><strong>Revised Annual Budget $ (a)</strong></td>
</tr>
<tr>
<td>General Purpose Funding</td>
<td>4,475,643</td>
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<tr>
<td>Governance</td>
<td>100,811</td>
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<td>Law, Order and Public Safety</td>
<td>24,100</td>
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<tr>
<td>Education and Welfare</td>
<td>129,940</td>
</tr>
<tr>
<td>Health</td>
<td>2,600</td>
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<tr>
<td>Housing</td>
<td>165,000</td>
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<tr>
<td>Community Amenities</td>
<td>68,500</td>
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<tr>
<td>Recreation and Culture</td>
<td>438,500</td>
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<tr>
<td>Transport</td>
<td>215,133</td>
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<tr>
<td>Economic Services</td>
<td>279,000</td>
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<tr>
<td>Other Property and Services</td>
<td>489,000</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>6,388,227</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Operating Expenses</strong></th>
<th><strong>Operating Expense</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Purpose Funding</td>
<td>(159,810)</td>
</tr>
<tr>
<td>Governance</td>
<td>(217,722)</td>
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<tr>
<td>Law, Order and Public Safety</td>
<td>(186,842)</td>
</tr>
<tr>
<td>Education and Welfare</td>
<td>(418,521)</td>
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<tr>
<td>Health</td>
<td>(131,919)</td>
</tr>
<tr>
<td>Housing</td>
<td>(102,531)</td>
</tr>
<tr>
<td>Community Amenities</td>
<td>(388,633)</td>
</tr>
<tr>
<td>Recreation and Culture</td>
<td>(1,391,341)</td>
</tr>
<tr>
<td>Transport</td>
<td>(3,365,861)</td>
</tr>
<tr>
<td>Economic Services</td>
<td>(689,724)</td>
</tr>
<tr>
<td>Other Property and Services</td>
<td>(411,316)</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>(7,464,220)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Funding Balance Adjustment</strong></th>
<th><strong>Add Back Depreciation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Purpose Funding</td>
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<td>Governance</td>
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<td>Law, Order and Public Safety</td>
<td>120,272</td>
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<tr>
<td>Education and Welfare</td>
<td>22,010</td>
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<tr>
<td>Health</td>
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</tr>
<tr>
<td>Housing</td>
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</tr>
<tr>
<td>Community Amenities</td>
<td>0</td>
</tr>
<tr>
<td>Recreation and Culture</td>
<td>0</td>
</tr>
<tr>
<td>Transport</td>
<td>0</td>
</tr>
<tr>
<td>Economic Services</td>
<td>0</td>
</tr>
<tr>
<td>Other Property and Services</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Add Back Depreciation</strong></td>
<td><strong>3,040,027</strong></td>
</tr>
</tbody>
</table>

| **Net Operating** | **2,091,184** |
| **Capital Revenues** | **1,959,921** |
| Proceeds from Disposal of Assets | 95,000 |
| Grants Subsidies & Contributions | 2,161,679 |
| **Total Capital Revenues** | **2,256,679** |

<table>
<thead>
<tr>
<th><strong>Capital Expenses</strong></th>
<th><strong>Land Held for Resale</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Purpose Funding</td>
<td>0</td>
</tr>
<tr>
<td>Governance</td>
<td>0</td>
</tr>
<tr>
<td>Law, Order and Public Safety</td>
<td>0</td>
</tr>
<tr>
<td>Education and Welfare</td>
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</tr>
<tr>
<td>Health</td>
<td>0</td>
</tr>
<tr>
<td>Housing</td>
<td>0</td>
</tr>
<tr>
<td>Community Amenities</td>
<td>0</td>
</tr>
<tr>
<td>Recreation and Culture</td>
<td>0</td>
</tr>
<tr>
<td>Transport</td>
<td>0</td>
</tr>
<tr>
<td>Economic Services</td>
<td>0</td>
</tr>
<tr>
<td>Other Property and Services</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Capital Expenses</strong></td>
<td><strong>2,256,679</strong></td>
</tr>
</tbody>
</table>

| **Net Capital** | **5,036,204** |
| **Net Operating + Capital** | **5,036,204** |
| **Opening Funding Surplus(Deficit)** | **749,960** |
| **Closing Funding Surplus(Deficit)** | **2,614,619** |

Shire of Perenjori
STATEMENT OF BUDGET REVIEW
(Statutory Reporting Program)
31st December 2016

FM Reg 33A (1)

(c) UHY Haines Norton (WA) Pty Ltd
Chartered Accountants
1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting
   This statement is a special purpose financial report, prepared in accordance with applicable Australian Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity
   All Funds through which the Council controls resources to carry on its functions have been included in this statement.

   In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

(c) Rounding Off Figures
   All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions
   Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax
   In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents
   Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

   For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables
   Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

   Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be raised in the next 12 months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council’s intentions to release for sale.

(i) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory Requirement to Revalue Non-Current Assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

In 2013, Council commenced the process of adopting Fair Value in accordance with the Regulations.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land Under Control

In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of state or regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Whilst they were initially recorded at cost (being fair value at the date of acquisition (deemed cost) as per AASB 116) they were revalued along with other items of Land and Buildings at 30 June 2014 and now form part of Land and Buildings to be subject to regular revaluation as detailed above.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset’s useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

Major depreciation periods used for each class of depreciable asset are:

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>2%</td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>10-25%</td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td>15-25%</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>25%</td>
</tr>
<tr>
<td>Roads - Aggregate</td>
<td>25 years</td>
</tr>
<tr>
<td>Roads - Unsealed - Gravel</td>
<td>35 years</td>
</tr>
<tr>
<td>Drains and Sewers</td>
<td>75 years</td>
</tr>
<tr>
<td>Airfield - Runways</td>
<td>12 years</td>
</tr>
</tbody>
</table>

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset’s carrying amount is written down immediately to its recoverable amount if the asset’s carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Capitalisation Threshold

Expenditure on items of equipment under $5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Impairment
In accordance with Australian Accounting Standards the Council’s assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 “Impairment of Assets” and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2017.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

(l) Trade and Other Payables
Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(m) Employee Benefits
The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)
The provision for employees’ benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)
The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(n) 
**Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(o) 
**Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(p) 
**Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council’s operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council’s intentions to release for sale.
(q) Nature or Type Classifications

Rates
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

Operating Grants, Subsidies and Contributions
Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges
Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity, neighbourhood surveillance services and water. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs
All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker’s compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.
(q) Nature or Type Classifications (Continued)

Insurance
All insurance other than worker’s compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal
Loss on the disposal of fixed assets.

Depreciation on non-current assets
Depreciation expense raised on all classes of assets.

Interest expenses
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure
Statutory fees, taxes, provision for bad debts, member’s fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE
Details expenses related to Council’s eight councillors, who normally meet the third Wednesday of each month, make policy decisions, review Council's operations, plan for current and future service provision requirements and undertake necessary appropriate training and attend conferences.

GENERAL PURPOSE FUNDING
Rates - the amount raised is determined by Council’s budget “shortfall” that is known income and desired expenditure.

General purpose grants - are the grant amounts paid to the shire from Federal Government funding as determined by and via the Western Australian Local Government Grants Commission.

Interest - interest earned on monies invested or deposited by Council.

LAW, ORDER, PUBLIC SAFETY
Supervision of by-laws, fire prevention and animal control.
Requirements that Council carries out by statute.

HEALTH
Food quality control, immunisation, contributions to medical, health and operation of the child health clinic.
Council is a member of a group health scheme North Eastern Wheatbelt Health Scheme. Monitors food quality and caters for health requirements for the broader community.
(r) STATEMENT OF OBJECTIVE (Continued)

EDUCATION AND WELFARE
Assists in the provision of the Home and Community Care services, Seniors and Pensioner requirements.

HOUSING
Provides and maintains housing rented to staff and non-staff. Council is a major landlord, providing accommodation for aged, pensioner, single, married and Government Employees.

COMMUNITY AMENITIES
Operation and control of cemeteries, public conveniences and sanitation service. Provides public amenities. Owns and operates the town site deep sewerage service. Controls and maintains one rubbish disposal site.

RECREATION AND CULTURE
Maintenance of hall, the aquatic centre, library and various reserves.

TRANSPORT
Construction and maintenance of roads, footpaths, drainage works and cleaning of streets. Provision of infrastructure necessary to ensure adequate transport, communication, freight, social access routes and environmental enhancement within the shire.

ECONOMIC SERVICES
Tourism, pest control, building controls and natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

OTHER PROPERTY & SERVICES
Private works carried out by council and indirect cost allocation pools. Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.
Note 2 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual

- Budget 2016-17
- Actual and Predicted 2016-17

Month ending

Amount $ ('000s)

0 1000 2000 3000 4000 5000 6000 7000 8000

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

Comments/Notes - Operating Expenses

Budget Operating Revenues -v- Actual

- Budget 2016-17
- Actual and Predicted 2016-17

Amount $ ('000s)

0 1000 2000 3000 4000 5000 6000 7000

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

Comments/Notes - Operating Revenues
Note 2 - Graphical Representation - Source Statement of Financial Activity

Budget Capital Expenses -v- Actual

Budget Capital Revenue -v- Actual

Comments/Notes - Capital Expenses

Comments/Notes - Capital Revenues
Note 3: NET CURRENT FUNDING POSITION

<table>
<thead>
<tr>
<th>Note</th>
<th>This Period</th>
<th>Last Period</th>
<th>Same Period</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Unrestricted</td>
<td>$1,286,438</td>
<td>$1,618,105</td>
<td>$2,431,621</td>
<td></td>
</tr>
<tr>
<td>Cash Restricted</td>
<td>$1,967,306</td>
<td>$1,636,708</td>
<td>$1,497,587</td>
<td></td>
</tr>
<tr>
<td>Receivables - Rates and Rubbish</td>
<td>$280,543</td>
<td>$116,477</td>
<td>$287,276</td>
<td></td>
</tr>
<tr>
<td>Receivables - Other</td>
<td>$64,599</td>
<td>$299,243</td>
<td>$281,712</td>
<td></td>
</tr>
<tr>
<td>Interest/ATO Receivable/Trust</td>
<td>$(0)</td>
<td>$(12,994)</td>
<td>$506</td>
<td></td>
</tr>
<tr>
<td>Inventories</td>
<td>$62,060</td>
<td>$92,897</td>
<td>$110,055</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$3,660,945</td>
<td>$3,750,436</td>
<td>$4,608,757</td>
<td></td>
</tr>
<tr>
<td>Less: Current Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>$(171,852)</td>
<td>$(596,126)</td>
<td>$(443,887)</td>
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</tr>
<tr>
<td>Provisions</td>
<td>$(219,375)</td>
<td>$(147,436)</td>
<td>$(25,673)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$(391,226)</td>
<td>$(743,562)</td>
<td>$(469,560)</td>
<td></td>
</tr>
<tr>
<td>Less: Cash Restricted</td>
<td>$(1,267,306)</td>
<td>$(1,636,708)</td>
<td>$(1,497,587)</td>
<td></td>
</tr>
<tr>
<td>For Current Leave Provisions</td>
<td>$219,375</td>
<td>$147,436</td>
<td>$25,673</td>
<td></td>
</tr>
<tr>
<td>For Current Borrowings</td>
<td>$120,394</td>
<td>$175,005</td>
<td>$88,707</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$(927,538)</td>
<td>$(1,314,268)</td>
<td>$(1,383,208)</td>
<td></td>
</tr>
<tr>
<td>Net Current Funding Position</td>
<td>$2,342,181</td>
<td>$1,692,606</td>
<td>$2,755,990</td>
<td></td>
</tr>
</tbody>
</table>

Note 3 - Liquidity Over the Year

Comments/Notes - Net Current Funding Position
### Note 4: PREDICTED VARIANCES

#### 4.1 OPERATING REVENUE (EXCLUDING RATES)

<table>
<thead>
<tr>
<th>Description</th>
<th>Permanent</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1.1 PROFIT ON ASSET DISPOSAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Childcare Fees</td>
<td>(10,000)</td>
<td></td>
</tr>
<tr>
<td>Housing Rent - Private</td>
<td>(10,000)</td>
<td></td>
</tr>
<tr>
<td>Caravan Park Fees</td>
<td>(15,000)</td>
<td></td>
</tr>
<tr>
<td>Caravan Park Village Fees</td>
<td>(15,000)</td>
<td></td>
</tr>
<tr>
<td>Private Works Income</td>
<td>43000</td>
<td></td>
</tr>
<tr>
<td>Mining Project Income</td>
<td>80000</td>
<td></td>
</tr>
<tr>
<td>Plant Hire Fees</td>
<td>(32,065)</td>
<td></td>
</tr>
<tr>
<td><strong>4.1.2 FEES AND CHARGES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Childcare Fees</td>
<td>(10,000)</td>
<td></td>
</tr>
<tr>
<td>Housing Rent - Private</td>
<td>(10,000)</td>
<td></td>
</tr>
<tr>
<td>Caravan Park Fees</td>
<td>(15,000)</td>
<td></td>
</tr>
<tr>
<td>Caravan Park Village Fees</td>
<td>(15,000)</td>
<td></td>
</tr>
<tr>
<td>Private Works Income</td>
<td>43000</td>
<td></td>
</tr>
<tr>
<td>Mining Project Income</td>
<td>80000</td>
<td></td>
</tr>
<tr>
<td>Plant Hire Fees</td>
<td>(32,065)</td>
<td></td>
</tr>
<tr>
<td><strong>4.1.3 GRANTS, SUBSIDIES AND CONTRIBUTIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Income - Childcare</td>
<td>(40,428)</td>
<td></td>
</tr>
<tr>
<td>Blues for the Bush Income</td>
<td>(104,927)</td>
<td></td>
</tr>
<tr>
<td>Bush Heritage Income</td>
<td>(8,000)</td>
<td></td>
</tr>
<tr>
<td>Flood Damage Reimbursement</td>
<td>(2,114,960)</td>
<td></td>
</tr>
<tr>
<td><strong>4.1.7 INTEREST EARNINGS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.1.8 OTHER REVENUE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundry Income</td>
<td>40000</td>
<td></td>
</tr>
<tr>
<td>Sponsorship Reimbursement</td>
<td>(6,000)</td>
<td></td>
</tr>
<tr>
<td>Fuel Rebate</td>
<td>(10,000)</td>
<td></td>
</tr>
<tr>
<td>Training Income</td>
<td>(22,294)</td>
<td></td>
</tr>
<tr>
<td>Rec &amp; Culture - Reimbursements</td>
<td>(10,000)</td>
<td></td>
</tr>
</tbody>
</table>

| Predicated Variances Carried Forward| (2,235,674)| 0 |

<table>
<thead>
<tr>
<th><strong>4.2 OPERATING EXPENSES</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.2.1 EMPLOYEE COSTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Maintenance Costs</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>CVP Cleaing</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>CVP Village Cleaning Costs</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Staff Training Wages</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Plant Repair Wages</td>
<td>(37,964)</td>
<td></td>
</tr>
<tr>
<td><strong>4.2.2 MATERIAL AND CONTRACTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Fees</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Training Expenses</td>
<td>6,050</td>
<td></td>
</tr>
<tr>
<td>Computer Maintenance Expense</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Wild Dog Control</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Childcare Expenses</td>
<td>9,800</td>
<td></td>
</tr>
<tr>
<td>Blues for the Bush Expenditure</td>
<td>136,257</td>
<td></td>
</tr>
<tr>
<td>Refuse Site Maintenance Expense</td>
<td>16,000</td>
<td></td>
</tr>
<tr>
<td>Cemetery Maintenance</td>
<td>17,000</td>
<td></td>
</tr>
<tr>
<td>Waste Management Development</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Town Marketing Expense</td>
<td>(15,000)</td>
<td></td>
</tr>
<tr>
<td>Perenjori Pavilion Expense</td>
<td>23,112</td>
<td></td>
</tr>
<tr>
<td>Latham Community Centre Expense</td>
<td>18,342</td>
<td></td>
</tr>
<tr>
<td>PJ Oval Toilets Maintenance</td>
<td>(12,700)</td>
<td></td>
</tr>
<tr>
<td>Flood Damage Expense</td>
<td>2,274,960</td>
<td></td>
</tr>
<tr>
<td>Private Works Expense</td>
<td>(44,920)</td>
<td></td>
</tr>
<tr>
<td>Mining Project Expense</td>
<td>(80,000)</td>
<td></td>
</tr>
<tr>
<td>Parts</td>
<td>(85,000)</td>
<td></td>
</tr>
</tbody>
</table>

(c) UHY Haines Norton (WA) Pty Ltd
Chartered Accountants
## Note 4: PREDICTED VARIANCES

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predicted Variances Carried Forward</td>
<td>467,575</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predicted Variances Brought Forward</td>
<td>467,575</td>
</tr>
</tbody>
</table>

### 4.2.3 UTILITY CHARGES

### 4.2.4 DEPRECIATION (NON CURRENT ASSETS)

- **Shire of Perenjori**
- **31st December 2016**

### 4.2.4 INTEREST EXPENSES

### 4.2.5 INSURANCE EXPENSES

### 4.2.6 LOSS ON ASSET DISPOSAL

### 4.2.7 OTHER EXPENDITURE

- **Council Member Expense**
- **LSL Expense - S Scott**
- **Midwest Transportable Commission Expense**

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predicted Variances Carried Forward</td>
<td>467,575</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predicted Variances Brought Forward</td>
<td>467,575</td>
</tr>
</tbody>
</table>

### 4.3 CAPITAL REVENUE

- **Transfer from Leave Reserve**

### 4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS

- **Housing Grant Funding**
- **Swimming Pool**
- **Community Development Grant Income**

### 4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS

### 4.3.3 PROCEEDS FROM NEW DEBENTURES

### 4.3.4 PROCEEDS FROM SALE OF INVESTMENT

### 4.3.5 PROCEEDS FROM ADVANCES

### 4.3.6 SELF-SUPPORTING LOAN PRINCIPAL

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predicted Variances Carried Forward</td>
<td>707,145</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predicted Variances Brought Forward</td>
<td>707,145</td>
</tr>
</tbody>
</table>

### 4.4 CAPITAL EXPENSES

#### 4.4.1 LAND HELD FOR RESALE

#### 4.4.2 LAND AND BUILDINGS

- **Capital Admin Building**
- **Capital Housing Expenditure**
- **Caravan Park - New Abulltions Apron**
- **Caravan Park - Capital**
- **Waste Management Transfer Expense**
- **Capital Expenditure - Community Amenities**

#### 4.4.3 PLANT AND EQUIPMENT

- **Delta Water Treatment System**

---

(c) UHY Haines Norton (WA) Pty Ltd
Chartered Accountants
Note 4: PREDICTED VARIANCES

<table>
<thead>
<tr>
<th>Variance $</th>
<th>Permanent</th>
<th>Timing</th>
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<td><strong>4.4.9 ADVANCES TO COMMUNITY GROUPS</strong></td>
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Predicted Variances Brought Forward

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4.5 OTHER ITEMS

**4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)**
Waste Management Reserve

**4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)**

**4.5.1 RATE REVENUE**

**4.5.2 OPENING FUNDING SURPLUS(DEFICIT)**
(659,134)

Year End Stock Adjustment

**4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)**
(336,312)

**4.5.4 NON-CASH WRITE BACK OF DEPRECIATION**
(966,801)

Total Predicted Variances as per Annual Budget Review

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Chartered Accountants
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Management Reporting Manual
### Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

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<tr>
<th>Program</th>
<th>GL Account Code</th>
<th>Description</th>
<th>Council Resolution</th>
<th>Classification</th>
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Amended Budget Cash Position as per Council Resolution

| (336,312) | 3,581,258 | 3,273,591 | 966,801 |

Classifications Pick List

- Operating Revenue
- Operating Expenses
- Capital Revenue
- Capital Expenses
- Opening Surplus/(Deficit)
- Non Cash Item

(c) UHY Haines Norton (WA) Pty Ltd
Chartered Accountants
Management Reporting Manual
Attachments
17025.4

Annual Electors Meeting
2017 – Unconfirmed Minutes

Ordinary Council Meeting
16th February 2017
SHIRE OF PERENJORI
MINUTES OF THE ELECTORS MEETING HELD AT THE
PERENJORI PAVILION ON TUESDAY 7th FEBRUARY 2017, COMMENCED AT 5.30 PM

1. ATTENDANCE/APOLOGIES

PRESENT

SHIRE PRESIDENT
Cr L Butler
Deputy Shire President
Cr P Waterhouse
COUNCILLOR
Cr L Smith
COUNCILLOR
Cr K Pohl
COUNCILLOR
Cr R Spencer
CEO
Ali Mills
MCDS
Peter Money
RESIDENT
Brad Spencer
RESIDENT
Andrew King
RESIDENT
Brian Baxter
RESIDENT
Joel Hesford
RESIDENT
Paddy King
RESIDENT
Rodney King
RESIDENT
Janice Gellatly
RESIDENT
Allan Gellatly
RESIDENT
Jody Sutherland
RESIDENT
Rick Wykstra
RESIDENT
John Bensdorp
RESIDENT
Dael Sparkman
RESIDENT
Jarran Richardson
RESIDENT
Bob Charles
RESIDENT
Russel White

APOLOGIES
COUNCILLOR
Cr R Desmond
COUNCILLOR
Cr J Cunningham
Brenda Bensdorp

The Shire President Cr L Butler opened the meeting at 5.31 pm.

2. CONFIRMATION OF MINUTES

Moved: John Bensdorp Seconded: Cr P Waterhouse
That the minutes of the Electors meeting held at the Perenjori Pavilion on Thursday 5th February 2015 be confirmed as a true and correct record with amendment:

That Graham Atwell be thanked for his tremendous efforts at the Perenjori Caravan Park.

Moved: Cr R Spencer Seconded: Cr P Waterhouse
That the minutes of the Electors meeting held at the Latham Community Centre on Tuesday 9th February 2016 be confirmed as a true and correct record with amendment:

That Paddy King be recorded as attending.
3. **PRESIDENT’S REPORT**
   Moved: Cr R Spencer  
   Seconded: Jody Sutherland  
   That the President’s report for the financial year 2015/16 as presented be received.  
   **CARRIED**

4. **CEO REPORT**
   Moved: Cr Smith  
   Seconded: Cr Spencer  
   That the CEO’s report for the financial year 2015/16 as presented be received.  
   **CARRIED**

5. **FINANCIAL STATEMENTS**
   Moved: Cr P Waterhouse  
   Seconded: Cr L Smith  
   That the audited financial statements for the period ended 30th June 2016 be received.  
   2015 in the annual report should be 2015/16  
   **CARRIED**

6. **AUDITORS REPORT**
   Moved: Cr P Waterhouse  
   Seconded: Cr L Smith  
   That the Auditors report from Council’s Auditors Haines Norton for the year ended 30th June 2016 be received.  
   **CARRIED**

7. **GENERAL BUSINESS**
   (Public Question Time)

   B. Baxter – Follow up on previous finance query from last year regarding “other” monies and why was he not advised.  
   Answer: The answer for this query has now been documented in the previous Electors meeting minutes.

   B. Baxter – Did Council allow for everyone to take the 10% discount on rates in the budget or only allow for 60 or 70 per cent of people and if so why was this procedure changed as this now also makes it harder for those with less money.  
   Answer: We go off the previous years and the amount of people who have taken the 10% per cent previously. We performed surveys though out the district on other Councils and we are the only ones to give the 10% discount.

   A. Gellatly – Was rate payers money used to fund the new Café as I am a rate payer and did not get asked, this has now made competition for my business.  
   Answer: Yes the funds were allocated within Council’s budget as a contribution towards the project. The CRC Café has been identified by the community as an important project and is a priority in the Community Strategic Plan.

   B. Baxter – Did the Auditors make any recommendations to the Council?  
   Answer: Yes, operational process improvements which have been adopted and are being monitored through the Audit Committee.

   J. Bensdorp – Could you please explain how a different company was awarded the tender for the seniors units on Russell Street, what was Councils decision?
Answer: The original tenderer went into liquidation requiring the Shire to assess all other tenders for selection of a builder. The Shire was then approached by two new companies who wanted to submit their quote. This was allowed under the presumption this was allowable within the regulations. All tenderers were assessed both previous and the two new tenders and presented to Council for consideration of selecting a preferred tenderer. The CEO became aware after the Council decision and the contract had been awarded that the correct process was to start a new tendering process.

B. Logue – The budget is not available on the website
Answer: We will ensure this is made available.

B. Baxter – When was the budget adopted?
Answer: July 2016

D. Sparkman – In the last Bush Telegraph there was a notice for the approval for further development of the light industrial area. Is there a call for it, where will it be? And did we approach someone for this to happen?
Answer: This will be about developing land and having it ready if new businesses come to town, LandCorp have approached us and will be doing this for us. We will be doing this to ensure the land is developed with utilities and headworks so it is ready for potential businesses; we have been approached in the past and have been unable to provide land of the size required. The process is very slow, hence the initiative to commence now. There is no cost to the Shire other than giving the land to LandCorp.

A. Gellatly – is there no land left in the industrial area?
Answer: All blocks are owned.

B. Baxter: Will these be fully serviced and how many blocks will be involved?
Answer: All will be serviced, numbers unknown at this stage. Landcorp will advise.

Cr K. Pohl – Could you please explain to everyone how we went about purchasing the 3 Caravan Park Units as it needs some explanation. Nobody qualified checked the units and money was spent over budget.
Answer: Three units were purchased to meet a housing demand from business, staff and community. There is increasing demand for smaller housing options for singles and couples without children. The units were identified being for sale, with an inspection from a non-builder with good faith put in the information and brochures provided. Unfortunately a deficient product was purchased resulting in extensive labour and materials to bring the units up to liveable and building standards which has meant a budget over run of $100k across the three units. A process error was made by the CEO which has been admitted and acknowledged with Council putting in processes to prevent this from happening again. Lessons have been learnt to make a better decision in the future. Two units are occupied with the third being occupied in the next two weeks.

B. Baxter – Is there now a decision to make a building committee and if so how many Councillors will be on this panel?
Answer: Yes it will include the CEO, President, Deputy President and the Building Maintenance officer, and the Project Manager.

P. King – How much over budget have we gone on the units?
Answer: 100,000 over budget, due to maintenance. What was originally budgeted was not a realistic amount to adequately settle the units in Perenjori.

A. Gellatly - Who made the final decision to go ahead with the units?
Answer: Council

D. Sparkman – It has been made to sound like there are more businesses coming to town, is this case? I though businesses seem to be leaving town?
Answer: We have two business still interested in growing services in Perenjori, being GG Pumps and Electrical and Herrings Plumbing. JMH relied on the accommodation to assist them, and we need smaller affordable accommodation for staff, who are single or a couple and don’t require a big yard or living space.

D. Sparkman – Did the Shire staff receive a wage increase in the last financial year?
Answer: Yes they received a CPI raise across the board of 2% excluding those on a contract.
D. Sparkman - Are you as a Shire happy with how your shire staff looks after their houses? As it seems they don’t water their lawns.
Answer: Yes, it can be difficult with big yards. We try to reduce lawns as much as possible with synthetic turf and add some native plants. It is a requirement as a tenant to look after their yards and we do send out notices if it is breached.

J. Bensdorp – Do the shire still give $40.00 off their water bills to staff?
Answer: Yes

B. Logue –It is hard to pick up the direct expenses from Blues for the Bush are you able to provide a report and give back to rate payers.
Answer: Yes we can place this on our website.

P. King – Blues for the Bush is a popular event but does it bring anything to town?
Answer: Yes, the whole main street was buzzing over the weekend. The street was lined with caravans on the Sunday with a lot of people looking for wildflowers and the Pub was very busy all weekend – maybe we could run some tours next time. The pub did well and so did the tourist centre. Need to provide people with more activity opportunities which will extend their stay and promote the town.

B. Logue – where would they stay?
Answer: there is a potential for overflow here on the town oval or to extend the camping on site at Charles Darwin Reserve.

D. Sparkman –Is there any improvements from the update in the Bush Telegraph regarding the power outages?
Answer: We are in constant contact with Shane love and the BESS (Battery Energy Storage System) should be installed in March this will potentially only give 3 hours back up however the Shire is pushing for solar to support this initiative and provide a longer term solution. We will be asking about response time and OHS rules for Western Power. Shane Love has had discussions with the Minister for Emergency Services and Minister for Energy. Western power will be at our next Council meeting.

D. Sparkman – How much money?
Answer: Around **3.2 million**
A. Gellatly – Is the Shire paying for the BESS?
Answer: No, they are doing experiments, Western Power are putting in the money.

P. King – the BESS will only do half the town not the north side.

J. Bensdorp – if someone actually told us the truth on how long they are going to be off for such as a recorded message the residents would be more patient.

R. Wykstra – The more complaints the more that will be done about it, you need to keep reporting to the head office and then you will see action.

Bev Logue – Can a claim form be placed in the Bush Telegraph for those who don’t have internet.
Answer: Yes we will ask CRC

B. Spencer - Will there be work on this oval as it is looking quite bad, this seems to be the worst oval in the district which is not good enough, football is starting to get turned away and it is dangerous to play on.
Answer: We have had some water quality issues a lot of salt and minerals causing problems. Council has just approved a new product to reduce the minerals in the water. Also by fixing the edges with better soil and turf, as the current this grass isn’t the best as it is couch and needs too much water. Timing is important to get this done and it is important we keep to the sporting groups coming here.

D. Sparkman – is it a possibility to use reclaimed water?
Answer: We don’t have a pond to use reclaimed water; our bore is getting quite old and drawing minerals. The issues with the water quality will be assessed and something more suitable will be used. At this stage we are not sure on timing and will report that back to the community.

R. King – Could something please be done with the back lanes I have had my shop for 10 years and it has never been resurfaced, something needs to be done with the pot holes.
Answer: Yes we will have a look at what can be done.

R. White – Who will be fixing the line markings around town?
Answer: The line markings weren’t meant to be done, main roads did this as they thought they were helping. These will be re done when the bitumen program re commences and when we re seal.

R. White – Too many road verges around town and out on the roads are overgrown with vegetation especially Bunjil – Carnamah Rd and Perenjori – Rothsay Road signs and intersections are over grown with vegetation. It would be beneficial for the Shire to purchase a mulcher to reduce the growth.
Answer: We recently purchased a specialist reach mower with an arm to do this, however we are still having debates between us and the Environmental people who are concerned about protected species. It is noted that there is work to be done on cleaning road verges.

R. White – Can a number of Shires contribute to this machine as it may cost too much money and who is going to fix the Bunjil to Carnamah road that is ruined by water?
Answer: Yes good idea we are hoping this machine can help. The road was done by Royalties for Regions money and it is with the Carnamah Shire. It is likely they will receive funds to assist.

R White – Has anyone asked about the asbestos property’s that are starting to weather - roofing and fencing.
Answer: Our Environmental Officer has conducted a scan across the town and had issued notices to houses with blatant issues. It is time to follow-up on these.

A. Gellatly – The Shire office is quiet bad, may need to be sprayed.
Answer: It is noted and will be addressed as resources are available.

R. White – We need to put some effort into the entry statements of the town and general tidiness of the town.
Answer: Noted.

D. Sparkman – It seems the cosmetic things around town are not getting done.
Answer: We do get a lot of positive feedback about the town and it’s appearance, however we understand there is room for improvement.

D. Sparkman – Is anyone investigating into back up battery’s for our vulnerable people in our community when there is internet, phones and power outages. Can we look into some grants to help especially for the seniors?
Answer: Good point we can approach Western Power.

Cr L Butler - Communication & mobile service should improve with the east Carnamah power going in soon. There will also be towers in east Bunjil, Bunjil Latham, east Latham (north Maya).

D. Sparkman – Can the Shire or CRC run an information session to get information out there especially regarding solar power as this may prevent people from losing their money.
Answer: We can suggest to CRC.

R. White – The bin collector keeps leaking oil on the road when they are picking up the rubbish each week.
Answer: We will raise this issue with the company.

9. **CLOSURE**

With no further business Cr L Butler closed the meeting at 6.59 pm.

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*I certify that this copy of the Minutes is a true and correct record of the meeting held on 7th February 2017.*

*Signed: ________________________*  
*Presiding Elected Member*  
*Date: _________________________*
Attachments
17026

Project Status Report

Ordinary Council Meeting
16th February 2017
<table>
<thead>
<tr>
<th>REFERENCE</th>
<th>ISSUE</th>
<th>STATUS</th>
<th>OFFICER</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No.</td>
<td>Revitalisation Project</td>
<td>Continued works at Trott Park and plans being developed for RSL Memorial park.</td>
<td>CEO</td>
<td>notification from MWDC - no funding. Need to arrange meeting with them to ascertain way forward.</td>
</tr>
<tr>
<td>File No.</td>
<td>Pavillion Upgrade</td>
<td>Council resolution to not accept tender and to seek architectural design quotes.</td>
<td>MCDS</td>
<td>Tender to be re-advertised. MCDS will liaise with WALGA to get them to run the process. February 2017 - quotations received and order issued to Teakle &amp; Lalor to commence design work and specifications.</td>
</tr>
<tr>
<td>File No.</td>
<td>Caravan Park Disabled Ablutions</td>
<td>Quotes unreasonable, project to be managed inhouse. Materials have been purchased and ready for commencement. The site has been scanned for electrical sewerage and water services.</td>
<td>MCDS</td>
<td>February 2017 - work is planned to commence on 20th February 2017.</td>
</tr>
<tr>
<td>File No.</td>
<td>Independent Units</td>
<td>Contract arranged with Builder, Septics approved.</td>
<td>CEO</td>
<td>Project on tract to be completed end of February, early March.</td>
</tr>
</tbody>
</table>
Attachments
17026

Status Report

Ordinary Council Meeting
16th February 2017
<table>
<thead>
<tr>
<th>REFERENCE</th>
<th>ISSUE</th>
<th>ACTION PLAN</th>
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<th>STATUS</th>
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</thead>
<tbody>
<tr>
<td>14064.4</td>
<td>Restricted Access Vehicle Route Re-Assessments</td>
<td>That the comments regarding the Restricted Access Vehicle re-assessments be noted and the upgrade works for the following roads be approved to allow the roads to be either accepted for their RAV changes or remain as they are: 1. Keogh road – Upgrade works the pavement width and intersection swept path with Solomon road be approved, to allow for the network upgrade to network 6. 2. Morawa South road – Upgrade works to intersection with Hill road be approved, to allow for the network upgrade to network 7. When funding becomes available. 3. Boundary road – Upgrade works to the pavement width be approved, to allow for the network upgrade to network 7. When funding becomes available. 4. Hill road – Upgrade works to the pavement width and intersection swept paths with Morawa South road be approved, to allow for the network upgrade of a network 7. When funding becomes available. 5. Parkwood road – Upgrade works to the pavement width and intersection swept paths with Hill/ Young roads be approved, to allow for the network upgrade to network 5. Once clearing permits have been obtained and funding becomes available. 6. Sutherland road – Upgrade works to the intersection swept paths with Boundary road be approved to allow for the network upgrade to a network 5.</td>
<td>MIS</td>
<td>Feedback still arriving from Main Roads on decisions. Roads that require upgrade to to scheduled for works over next couple of years. Update - Morawa South Road - Widening of pavement this financial year 2016/17 Boundary Road - Section of Road Requiring Widenig has now been completed. Hill Road - Application for RRG funding was applied for 2016/17, may get up 2017/18. Parkwood Road - Consideration in 2017/18 Budget. Sutherland Road - Design Layout to be looked at to see extend of work required.</td>
</tr>
<tr>
<td>16038.4.2</td>
<td>Confidential Item - Nomination for Freeman</td>
<td>That the Council: 1. Recognise outstanding and meritorious service of Cr C King to the community of the Shire of Perenjori with presentation of the Award and Title of Council Freeman. 2. Endorse the arranging of a civic function at cost of the Council with invited guests of Chris King at a future date to be determined between the CEO and Chris King.</td>
<td>CEO</td>
<td>A date has been set - 1st April 2017 invitations to be sent shortly</td>
</tr>
<tr>
<td>No.</td>
<td>North Midlands Fixed Wireless Backhaul</td>
<td>That Council: 1. Supports the North Midlands Fixed Wireless backhaul project by committing in principle to allocating $33,334 in the 2016/17 budget, as Perenjori’s contribution as a part of a Regional Grant Scheme application in the event that the NSRF application is unsuccessful. 2. Charges the CEO to investigate the possibility of extending the service to cover the southern parts of the Shire to include Latham and Maya.</td>
<td>CEO</td>
<td>A steering group, composed of representatives from North Midlands and CGG shires, local industry and agricultural cluster groups (e.g., Mingenew Irwin Group) are progressing securing funding sources to carry out a feasibility study that will determine the most appropriate legal structure for the cooperative and the most effective technical design for the project. The legal structure must accommodate the capacity of the entity to engage with business (investors), industry (agriculture, etc.), government bodies and shires to successfully deliver the project’s initiatives. The project cannot begin work until this milestone is completed and a legal entity is established that neutrally represents all stakeholders. Shires willing to commit funds to the Feasibility Study will be</td>
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<tr>
<td>16045.1</td>
<td>North Midlands Fixed Wireless Backhaul</td>
<td>That Council: 1. Supports the North Midlands Fixed Wireless backhaul project by committing in principle to allocating $33,334 in the 2016/17 budget, as Perenjori’s contribution as a part of a Regional Grant Scheme application in the event that the NSRF application is unsuccessful. 2. Charges the CEO to investigate the possibility of extending the service to cover the southern parts of the Shire to include Latham and Maya.</td>
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<tr>
<td>Docket No.</td>
<td>Description</td>
<td>Details</td>
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<tr>
<td>16082.4</td>
<td>Disposal of Shire Property - Downer Street</td>
<td>That Council approves; Advertising for disposal by public tender the property at 9 (Lot 360) Downer Street Perenjori. Continued advertising for two-monthly periods until such time as a reasonable price is offered. Reporting to the Council when any reasonable offer is made.</td>
<td>MCDS Advertising in progress 11.10.2016 - advertising has commenced on the Shire website and in the newspaper. The advertising closes on 18th November 2016. November - if no offers are received the property will be readvertised for a further 2 months. December 2016 - 2 quotes received, reported to Council for December Meeting. January 2017 - One tender was withdrawn and second tender accepted in accordance with Council resolution. February 2017 - settlement agent has been in contact and is proceeding with documentation for the sale.</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>Title</td>
<td>Resolution</td>
<td>Signed by</td>
<td></td>
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<tr>
<td>16085.2</td>
<td>Regional Development Application - Industrial &amp; Residential Land Proposal</td>
<td>That Council supports the progress of industrial land lots as presented by LandCorp and the concept for alternative effluent sewerage system for residential lots at 56 (40) Livingstone Street Perenjori.</td>
<td>CEO</td>
<td></td>
</tr>
<tr>
<td>16085.3</td>
<td>Aquatic Centre - Solar Project</td>
<td>That Council supports the Solar Project for the Aquatic centre and apply for funds through the Community Pool Revitalisation Program</td>
<td>CEO</td>
<td></td>
</tr>
<tr>
<td>16112.4</td>
<td>Disposal of PJ Riders Club Building</td>
<td>1. Formally invokes the clause in the Agreement with the PJ Riders Club to take possession of the Riders Club building and contents, 2. Approves the disposal of the PJ Riders Club building and any saleable contents by advertising the disposal through local and District media, 3. Apply any funds received from the disposal of the building to the outstanding loan balance, and 4. Funds received from the disposal in excess of the outstanding loan balance be held in trust for the required period until such time as the Club re-forms or the funds are able to be transferred to the Shire’s Municipal Account.</td>
<td>MCDS</td>
<td></td>
</tr>
<tr>
<td>16112.5</td>
<td>Approval for Unbudgetted Vehicle Expenditure</td>
<td>That Council; 1. Authorises the unbudgeted expenditure of $9,000 for the retention of the trade vehicle 2PJ Holden Captiva; 2. Authorises the disposal of 03PJ Toyota Corolla by local advertising; and 3. Approves the inclusion of the unbudgeted expenditure in the budget review due on the 31st March 2017.</td>
<td>MCDS</td>
<td></td>
</tr>
<tr>
<td>16114.2</td>
<td>Concrete Batch Plant</td>
<td>That the concrete batch plant be offered for sale by tender and removed along with the concrete truck.</td>
<td>MIS</td>
<td>In Progress</td>
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<tr>
<td>16114.3</td>
<td>North Yard Fencing</td>
<td>That Council approves the Budget increase of account #12285 to $28707.10 for the fence replacement at the North Yard Depot with the extra cost where savings may be identified in the Budget review in February.</td>
<td>MIS</td>
<td>Installation has commenced</td>
</tr>
<tr>
<td>16114.4</td>
<td>Tractor &amp; Reach Mower</td>
<td>That Council approves the increase in expenditure for the purchase of the Kubota tractor and reach mower of $6,500.</td>
<td>MIS</td>
<td>Ordered</td>
</tr>
<tr>
<td>16122.5</td>
<td>Planning Approval - Construction of a Shed</td>
<td>That Council grant planning approval for the development of an oversize shed on Lot 71 Carnamah Perenjori Road, Perenjori with the following conditions; 1. The Building is to comply with the dimensions of those proposed in this application; 2. Building is subject to a building application being submitted and approved by the Shire Building Surveyor; and 3. Side setbacks are to be 4 metres or greater.</td>
<td>MCDS</td>
<td>February 2017 - the applicant now has planning approval which is current for 2 years. COMPLETED</td>
</tr>
<tr>
<td>16123.1</td>
<td>Blues for the Bush Concert and open day final report</td>
<td>1. Receive the final Blues for the Bush report as presented for the 2016 Blues for the Bush event. 2. Propose to enter into a further three year agreement with Bush Heritage Australia, with an ‘out’ clause in the situation that Council feels it is too challenging 3. Commence the first year of the agreement in 2017 with the event to take place at Charles Darwin Reserve in September 2017 4. To continue to commit a similar amount of funds in the annual budget to support the running of the event 5. To review the event on an annual basis to determine the date of the next year’s event</td>
<td>CEO</td>
<td>Meeting held with BHA.</td>
</tr>
<tr>
<td>16123.2</td>
<td>Community Stage</td>
<td>That Council delays the purchase of the Community stage until the total P&amp;C contribution is confirmed</td>
<td>CDO</td>
<td>In progress</td>
</tr>
<tr>
<td>16125.2</td>
<td>Adoption of Annual Report</td>
<td>That Council by absolute majority and by virtue of section 5.54 of the Local Government Act 1995 resolves to: 1. Adopt the 2015/2016 Annual Report for the financial period ending 30 June 2016 for the Shire of Perenjori as presented and attached; and 2. Confirm the date for the Annual Electors Meeting for Tuesday 7th February 2017 in Perenjori and authorise the statutory advertising.</td>
<td>CEO</td>
<td>On the website and hard copies made available to community and at Electors meeting.</td>
</tr>
<tr>
<td>16125.1</td>
<td>Business Continuity Plan</td>
<td>That the Council adopt the Business Continuity Plan to be implemented by the CEO and senior staff.</td>
<td>CEO</td>
<td>Completed</td>
</tr>
<tr>
<td>16126.2</td>
<td>Long Service Recognition</td>
<td>1. Supports the recognition and suitable acknowledgement of the Manager Infrastructure Services 25 years of continuous service to the Shire of Perenjori in February 2017; 2. Request the CEO arrange a gathering and presentation at the Shire Depot at a suitable date in February 2017; 3. Request the CEO arrange “gifts” as discussed of $500.00 by Council; and 4. Request the CEO ensure the “gifts” where required are included in the gift register.</td>
<td>CEO</td>
<td>Completed</td>
</tr>
<tr>
<td>16126.3</td>
<td>Risk Management Review</td>
<td>That Council: 1. Reviews the Chief Executive Officer’s Report, CEO Biennial Review Report attachment 1 2. Reports to the Council the results of that review. 3. Provides a copy of the Chief Executive Officer’s Report to the Council. 4. Incorporates a standing agenda item in the Ordinary Meeting Agenda identifying high risk areas and action being taken to mitigate the local government’s risk.</td>
<td>CEO</td>
<td>Completed</td>
</tr>
<tr>
<td>16128.4.8</td>
<td>Confidential Item - Caravan Park Units</td>
<td>1. Receive the report provided on the update of the Caravan Park Units; 2. Request the CEO develop Project Management framework to guide the implementation of future projects, and to establish Project Working groups for all future projects.</td>
<td>CEO</td>
<td>Working groups being implemented</td>
</tr>
<tr>
<td>16128.4.1</td>
<td>Confidential Item - RFT GTS 03-2016 Supply of Hired Road Plant With Operators</td>
<td>That Council award RFT GTS PE 2016/17, Supply of Hired Road Construction Plant with Operators: THEM Earthmoving Pty Ltd, for the estimated Total Cost of $2,274,960 + GST; and, In the event that THEM Earthmoving Pty Ltd is not available, then, The contract be awarded to Quadrio Earthmoving Pty Ltd for the estimated Total Cost of $2,352,505 + GST.</td>
<td>MIS</td>
<td>Contractors notified</td>
</tr>
<tr>
<td>16128.4.2</td>
<td>Confidential Item - RFT GTS PE 04-2016 Flood Damage Works Contract Flood Damage Supervisor</td>
<td>That the Council award RFT GTS PE 04/2016 Contract Flood Damage Supervisor to; Deans Contracting (Martin Dean) for the estimated tender sum of $153,213.80 (plus GST) as calculated from the rates listed within the submitted RFT dated 12/10/2016. In the event that Deans Contracting is not available then, The contract be awarded to Remote Roads (Kevin Walker) for the estimated sum of $197,710.00 (plus GST) as calculated from the rates listed within the submitted RFT dated 03/10/2016.</td>
<td>MIS</td>
<td>Contractor Notified</td>
</tr>
<tr>
<td>16128.4.3</td>
<td>Confidential Item - Tender 05-2016 Maintaining Karara Access Roads</td>
<td>That Council approves the preferred tenderer being Creedance Contracting for the RFT 05/2016 Maintaining Karara Access Roads for a period of 1 year.</td>
<td>MIS</td>
<td>Contractor notified</td>
</tr>
<tr>
<td>16128.4.4</td>
<td>Confidential Item - Tender 06-2016 Supply of Miscellaneous Plant / Equipment for Occasional Hire</td>
<td>That Council approves the panel of Tenderer’s in no particular order, consisting of Leopold Contracting, Quadrio Earthmoving, Creedance Contracting, Gilmour Earthmoving, BPH WA Pty Ltd, THEM Earthmoving and Grading Services Australia for the Supply of Miscellaneous Plant/ Equipment for Occasional Hire RFT 06/2016 and they be issued works based on their ranking order for each item of plant as required.</td>
<td>MIS</td>
<td>Contractor Notified</td>
</tr>
<tr>
<td>16128.4.5</td>
<td>Confidential Item - Request to withdraw &amp; not charge property rates</td>
<td>The Council agrees to withdraw the rates on Lots 48, 49 &amp; 50 Olden Road Maya and to suspend the raising of future rates until either the land is sold, developed or surrendered to the Crown.</td>
<td>MCDS</td>
<td>Implemented</td>
</tr>
<tr>
<td>16128.4.6</td>
<td>Confidential Item - Results of Tender - 9 Downer Street</td>
<td>The Council accepts the offer from applicant 1 of $37,575 for the sale of the property at 9 Downer Street Perenjori in accordance with the advertised conditions. If the successful tenderer does not confirm within 30 days of 15th December 2016 his intention to purchase the property then; Council accepts the offer from applicant 2 of $12,000 for the sale of the property at 9 Downer Street Perenjori in accordance with the advertised conditions</td>
<td>MIS</td>
<td>Applicant 1 withdrew, applicant 2 notified</td>
</tr>
<tr>
<td>16128.4.7</td>
<td>Confidential Item - Perenjori Independent Living Units - Allocation of New Units</td>
<td>That Council: 1. Endorses the allocation of the two new independent seniors units two the two applicants as has been presented to Council. 2. Requests the CEO write to the applicants informing them of the allocation and proceed to present tenancy agreements for their tenure.</td>
<td>CEO</td>
<td>Applicants notified</td>
</tr>
</tbody>
</table>
Previous Minutes

Ordinary Council Meeting
14th December 2016
Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on the 14<sup>th</sup> December 2016, commenced at 3.00 pm.

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16121 PRELIMINARIES

16121.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS
Cr L Butler declared the meeting open at 2.46 pm

16121.2 OPENING PRAYER
Cr L Butler led the opening prayer.

16121.3 DISCLAIMER READING

16121.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE
Cr L Butler – Presiding Member
Cr L Smith
Cr J Cunningham
Cr K Pohl
Cr R Desmond
Cr R Spencer
Cr J Hirsch
Cr P Waterhouse
Cr G Reid
CEO – Ali Mills
MCDS – Peter Money
Minute Taker – Bianca Plug
Accountant – Deb Barndon
MIS – Ken Markham

16121.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil.

16121.6 PUBLIC QUESTION TIME
Nil.
16121.7 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.

1620.6 APPLICATIONS FOR LEAVE OF ABSENCE
Cr J Hirsch has requested leave of absence for the Finance Committee Meeting to be held on Tuesday 14th February 2017 and Ordinary Council Meeting to be held on Thursday 16th February 2017.

16121.9 CONFIRMATION OF MINUTES

Minutes from the Ordinary Council Meeting held on the 17th November 2016 are attached.

<table>
<thead>
<tr>
<th>Council Resolution – Item 16121.9</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council accepts the Minutes from the Ordinary Meeting of the 17th November 2016 as a true and correct record of that Meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moved: Cr P Waterhouse</th>
<th>Seconded: Cr P Spencer</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council accepts the Minutes from the Ordinary Meeting of the 17th November 2016 as a true and correct record of that Meeting.</td>
<td>Carried: 9/0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Resolution – Item 16121.9.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council accepts the Minutes from the Special Council Meeting of the 4th July 2016 as a true and correct record of that Meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moved: Cr L Smith</th>
<th>Seconded: Cr R Spencer</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council accepts the Minutes from the Special Council Meeting of the 4th July 2016 with Corrections to item 16074.4.1 in which should read “That Council offer to purchase the three units from StratX Eggrock Australia Pty Ltd, (exclusive of all costs associated with bringing to site, furniture and sewerage connections) for a total of $150,000 utilising funds within the Staff Housing Reserve account. That a reference check be carried out on StratX Eggrock Australia Pty Ltd.”</td>
<td>Carried: 9/0</td>
</tr>
</tbody>
</table>
16121.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

16121.11 PETITIONS / DEPUTATIONS / PRESENTATIONS

16122 CORPORATE AND DEVELOPMENT SERVICES

16122.1 FINANCIAL STATEMENTS – NOVEMBER 2016

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0081
DISCLOSURE OF INTEREST: NIL
AUTHOR: DEBBY BARNDON- ACCOUNTANT
RESPONSIBLE OFFICER PETER MONEY - MCDS
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS MONTHLY FINANCIAL REPORT

Executive Summary
This item recommends that Council accepts the Financial Activity Statement for the period ending 30th November 2016.

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 November 2016.

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-recurrent 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:
  o Note 1. - Significant Accounting Policies
  o Note 2. - Explanation of Material Variances
  o Note 3. – Net Current Funding Position
  o Note 4. – Cash & Investments
  o Note 5. – Budget Amendments
  o Note 6. – Receivables
  o Note 7. – Cash Back Reserves
  o Note 8. – Capital Disposals
  o Note 9. – Rating Information
  o Note 10. – Information on Borrowings
Legal Compliance

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

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

(a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);

(b) budget estimates to the end of the month to which the statement relates;

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing —

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;

(b) an explanation of each of the material variances referred to in subregulation (1) (d); and

(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or

(b) by program; or

(c) by business unit

(4) A statement of financial activity, and the accompanying documents referred to in subregulation 34 (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

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

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

a. is incurred in a financial year before the adoption of the annual budget by the local government; or

b. is authorised in advance by resolution; or

c. is authorised in advance by the mayor or president in an emergency.

Policy Implications
Shire of Perenjori

ORDINARY COUNCIL MEETING

MINUTES

14th December 2016

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Council 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>Committee Recommendation – Item 16112.1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Council Resolution – Item 16112.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr J Hirsch</td>
</tr>
<tr>
<td>Carried: 9/0</td>
</tr>
</tbody>
</table>

16122.2 ACCOUNTS FOR PAYMENT – NOVEMBER 2016

APPLICANT: SHIRE OF PERENJORI

FILE: 1306P

DISCLOSURE OF INTEREST: NIL

AUTHOR: DOMENICA CURTIN - FO

RESPONSIBLE OFFICER: PETER MONEY – MCDS

REPORT DATE: 14TH DECEMBER 2016

ATTACHMENTS: ACCOUNTS FOR PAYMENT

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 30th November 2016 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:

- The payee’s name;
- The amount of the payment;
- The date of the payment; and
- 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

Committee Recommendation – Item 16122.2
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 November 2016 as attached to and forming part of this report.

<table>
<thead>
<tr>
<th>Municipal Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$701,605.75</td>
</tr>
<tr>
<td>Direct Debits</td>
<td>$ 90,533.74</td>
</tr>
<tr>
<td>Cheques</td>
<td>$ 9,990.73</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$ 3,271.19</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$ 485.34</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$805,886.75</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trust Account - Shire</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>Cheques</td>
<td>$</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 200.00</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>$</td>
</tr>
<tr>
<td>Cheques</td>
<td>$</td>
</tr>
</tbody>
</table>
Shire of Perenjori

Ordinary Council Meeting

MINUTES 14th December 2016

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

**Totalling $806,086.75 from Municipal and Trust Accounts for the month ending 30th November 2016.**

**Council Resolution – Item 16122.2**

Moved: Cr J Cunningham  Seconded: Cr J Hirsch

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 November 2016 as attached to and forming part of this report.

Carried: 9/0

**Municipal Account**

<table>
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<td>Bank Fees</td>
<td>$ 485.34</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$805,886.75</strong></td>
</tr>
</tbody>
</table>

**Trust Account - Shire**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
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<td>Bank Fees</td>
<td>$</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$ 200.00</strong></td>
</tr>
</tbody>
</table>

**Trust Account – Mt Gibson Public Benefit Funds**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$</td>
</tr>
</tbody>
</table>
Cheques

Bank Fees

Total

$806,086.75 from Municipal and Trust Accounts for the month ending 30th November 2016.

Motion – To Move Behind Closed Doors

Moved: Cr J Cunningham   Seconded: Cr L Smith

That Council move behind closed doors to discuss confidential item 16128.4.8.

Carried: 9/0

All Council staff left the meeting at 3.25 pm.

16128.4.8 CONFIDENTIAL ITEM - CARAVAN PARK UNITS

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0559
DISCLOSURE OF INTEREST: NIL
AUTHOR: CEO - ALI MILLS
RESPONSIBLE OFFICER: CEO - ALI MILLS
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS NIL

Voting Requirements – Simple Majority

Committee Recommendation – Item 16128.4.8

That Council:
1. Receive the report provided on the update of the Caravan Park Units;
2. Request the CEO develop Project Management framework to guide the implementation of future projects, and to establish Project Working groups for all future projects.

Council Resolution – Item 16128.4.8

Moved: Cr L Smith   Seconded: Cr J Cunningham

That Council:
1. Receive the report provided on the update of the Caravan Park Units;
2. Request the CEO develop Project Management framework to guide the implementation of future projects, and to establish Project Working groups for all future projects.

Carried: 9/0

Motion – To Return to Open Council

Moved: Cr L Smith
Seconded: Cr J Cunningham

Council returned to open Council to move and second item 16128.4.8

Carried: 9/0

Cr G Reid left the meeting at 4.15 pm.

1621.1 PLANNING APPROVAL – CONSTRUCTION OF A SHED

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0268
DISCLOSURE OF INTEREST: NIL
AUTHOR: PETER MONEY – MCDS
RESPONSIBLE OFFICER: PETER MONEY – MCDS
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS NIL

Executive Summary
This Item recommends that planning approval being given to construct a shed on No. 24, Lot 71 Carnamah Perenjori Road.

Background
The applicant has applied to construct a shed with a total area of 12 metres x 12 metres with a wall height of 3 metres on a 12,141 square metre property at 24 Carnamah Perenjori Road.

The Shire does not have a policy that relates to sheds or other such type buildings (Class 10) on these larger lots of land and because of that the State R Codes apply.

As the shed does not comply with the State R Codes, Council’s discretionary planning approval is required for the matter to proceed.

The subject lot is 12,141 square metres, zoned Rural R2.5 and as such the following applies under Part 5 Design Principles of the R Codes: 5.4.3 Out Buildings:

*P3 Out buildings that do not detract from the street scape or the visual amenity of residents or neighbouring properties.*

Response: Deemed to comply to requirements C3

*C3 iii. Collectively do not exceed 60m2 in area*
**Response:** The floor area of the proposed shed is 90 m² and with the “lean to” the total area is 144 square metres.

*C3 iv. Do not exceed a wall height of 2.4 m.*
**Response:** Proposed wall height is 3 m.

*C3 v. do not exceed ridge height of 4.2m*
**Response:** Proposed height of ridge is 4.55 m.

**Proposed boundary setback 4 metres**
**Response:** Required setback from the side boundary is 7.5 metres.

*The proposed shed has an area of 90 square metres and a peak height of 3 metres.*
**Response:** The R codes permit an area not to exceed 60 square metres and the wall height is not to exceed 2.4 metres.

*The rear setback complies with the R Codes.*

The factors that could support the approval by the Council are:
- This is a large property and a shed of this size would not detract from the amenity of the residents;
- There is an approved oversize, double storey shed already in situ on Lot 69 on the same sized property;
- The substantial difference in the floor area to the R codes is acceptable given the lot size, subject to Council’s discretion;
- The proposed shed would not detract from the streetscape;
- The proposed ridge height of 4.55 metres is only 0.25 metres above the height permitted under the R codes being 4.2 metres. Council has the discretion to approve the additional height;
- There are a number of other buildings in this same series of lots where the side setback is less than 7.5 metres and if fact some are less than 4 metres. Due to these precedents the Council could agree to a reduced side setback though it is recommended the Council does not approve less than a 4 metre setback. Council has the discretion to approve the reduced setback.

**Statutory Environment**
Town Planning Scheme 2011
Part 5 Design Principles of the R Codes

**Policy Implications**
Nil

**Financial Implications**
Nil

**Strategic Implications**
Area 1: Infrastructure and Natural Assets - Our Natural and Built Environment
Risk Management

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>The proposed shed is oversize in height and floor area.</td>
<td>Low</td>
<td>Precedents have been set and the applicant would likely win approval on appeal if the proposal is rejected.</td>
</tr>
<tr>
<td>The shed could detract from the amenity of the area and the streetscape.</td>
<td>Low</td>
<td>This is subjective but the shed will be screened from the street by the existing house.</td>
</tr>
<tr>
<td>The shed could be used for accommodation.</td>
<td>Low</td>
<td>This is not permitted and any such action could be subject to prosecution.</td>
</tr>
</tbody>
</table>

Consultation
Dave Gibson – Coordinator of Building Surveying, City of Greater Geraldton

Comment

Voting Requirements – Simple Majority

Officers Recommendation – Item 16122.5

That Council grant planning approval for the development of an oversize shed on Lot 71 Carnamah Perenjori Road, Perenjori with the following conditions;
1. The Building is to comply with the dimensions of those proposed in this application;
2. Building is subject to a building application being submitted and approved by the Shire Building Surveyor; and
3. Side setbacks are to be 4 metres or greater.

Council Resolution – Item 16122.5

Moved: Cr R Desmond Seconded: Cr J Hirsch

That Council grant planning approval for the development of an oversize shed on Lot 71 Carnamah Perenjori Road, Perenjori with the following conditions;
1. The Building is to comply with the dimensions of those proposed in this application;
2. Building is subject to a building application being submitted and approved by the Shire Building Surveyor; and
3. Side setbacks are to be 4 metres or greater.

Carried: 8/0
(B) Transverse Section (Side Elevation)
(C) Block Plan in Detail

Plan of

Proposed to be erected on
Lot No. 91
Location No. 6459070
Road: Perenjori
House No. 246

New shed 12m x 4m
New shed to fence line 4 meters
Back yard fence to Shed 5 meters
Reach down to back yard fence 3.5m

Reach from 6 meters

Second septic to reach drain 3 meters
First septic to second septic 3 meters

Back of house to septic 4 meters
House length 12.5 meters
House width 6 meters
Fence line to house 9 meters
Fence line to house 11 meters
Road to house 35 meters

J5 meters
16123 COMMUNITY DEVELOPMENT OFFICER

16123.1 BLUES FOR THE BUSH CONCERT AND OPEN DAY FINAL REPORT

<table>
<thead>
<tr>
<th>PPLICANT:</th>
<th>SHIRE OF PERENJORI</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE:</td>
<td>ADM 0469</td>
</tr>
<tr>
<td>DISCLOSURE OF INTEREST:</td>
<td>NIL</td>
</tr>
<tr>
<td>AUTHOR:</td>
<td>CDO – CHRISTINA LAUE</td>
</tr>
<tr>
<td>RESPONSIBLE OFFICER:</td>
<td>COMMUNITY DEVELOPMENT OFFICER</td>
</tr>
<tr>
<td>REPORT DATE:</td>
<td>14TH DECEMBER 2016</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td>FINANCIAL STATEMENT</td>
</tr>
</tbody>
</table>

Executive Summary
This item seeks Council’s acceptance of the Blues for the Bush Concert and Open Day 2016 final report.

Background
Council entered into a three year event commitment with Bush Heritage Australia in 2013. The first event was held in 2013, the second in 2014 and the third in 2016. It is now time for Council to consider its commitment.

Bush Heritage Australia together with the Shire of Perenjori, staged the third Blues for the Bush Open Day and Concert on the weekend of the 23rd – 25th September 2016. The event showed a strong commitment from the partnering organisations to community, culture
and the environment. This commitment is reflected in the overarching aims of the 2016 Blues for the Bush which are:

- Engagement of the wider Perenjori community;
- To provide a safe and accessible event that is enjoyed by all;
- To celebrate the unique culture, landscape and lifestyle of the region;
- To showcase the Charles Darwin Reserve and conservation work of Bush Heritage Australia;
- To ‘break even’ financially.

In reviewing the events performance in line with these aims the 2016 Blues for the Bush was undoubtedly an incredibly successful event. The 2016 Blues for the Bush event built on the successes of the 2013 and 2014 event to create a celebration that:

- Attracted 1,405 attendees – which is 50% more than in 2014;
- Staged a safe and accessible event for all with zero major incidents being reported;
- Led to 97.5% of surveyed attendee’s indicating they enjoyed the event, with 85% indicating they would attend the event if held again and 95% willing to recommend the event to family and friends.

The unconfirmed financial performance of the 2016 Blues for the Bush shows a comfortable break even scenario, with a small surplus of approx. $10,000. The total projected cash income and expenditure, including all arts based grants while excluding in-kind contributions, is expected to be approximately $373,000.

The key recommendations suggested in this report would be to:

- Build on the momentum and partnerships established in 2013-2016 and have the key partners commit to the ongoing staging of the event;
- Commit to a long term vision for the event with clear objectives and goals put in place for the event;
- Research, plan and adopt a sustainable business model for the future;
- Develop a 5yr plus strategic plan for the event;
- Begin planning immediately for the 2017 and 2018 events with due consideration given to funding options;
- Continue with the proven Project Management structure;
- Initiate further complimentary community arts based projects throughout the Shire of Perenjori aimed at building on the events social capital.

**Attendee Numbers**

The following is a breakdown of the attendance figures at the event:

<table>
<thead>
<tr>
<th>Event</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blues for the Bush Open Day</td>
<td>700 Attendees (75% adults, 25% children)</td>
</tr>
<tr>
<td></td>
<td>an increase from 2014 by nearly 100%</td>
</tr>
</tbody>
</table>
Blues for the Bush Concert

- 250 Children
- 903 Adults
- 252 VIP’s & FOC

1,405 total

an increase from 2014 by 50%

An increase of nearly 100% in attendee’s for the Open Day and 50% in the concert represented a large increase. The attribution to the increase could be credited to a number of factors such as:

- Successful marketing campaigns
- Strong event programming
- The change of event date
- The inclusion of a Friday night and Sunday morning program representing a ‘Weekend’ festival
- A hiatus between 2014 and 2015

Event Financial Performance

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Blues for the Bush Core Income</td>
<td>$261,845.50</td>
</tr>
<tr>
<td>2016 Blues for the Bush Arts Grants</td>
<td>$111,518.50</td>
</tr>
<tr>
<td>TOTAL BLUES FOR THE BUSH INCOME 2016</td>
<td>$373,364.00</td>
</tr>
<tr>
<td>2016 Blues for the Bush Arts Expenditure</td>
<td>$255,159.00</td>
</tr>
<tr>
<td>2016 Blues for the Bush Core Expenditure</td>
<td>$108,680.16</td>
</tr>
<tr>
<td>TOTAL BLUES FOR THE BUSH EXPENSES 2016</td>
<td>$363,839.16</td>
</tr>
<tr>
<td>TOTAL BLUES FOR THE BUSH SAVING 2016</td>
<td>$9,524.84</td>
</tr>
</tbody>
</table>

(Still two invoices potentially outstanding valuing approx. $5,000 in total)
Economic Development

Although no formal measures are available to evidence the economic development the event brings to the region there is undoubtedly an injection into the local community. No only local businesses profited from visitors but from the event budget itself with local suppliers and contractors hired wherever possible. Some of the larger purchases made locally by the Blues for the Bush that can be corroborated included:

- Local Staffing - $40,000 plus
- Perenjori Hotel - $12,500 approx.
- Local accommodation - $4,375
- Local transport contractors - $2,500
- Local Retailers - $949.00
- Local Print Publications/Printing/Stationery - $7,000
- Local Hire companies - $900.00
- Local Arts & Crafts group - $1,150.00

On top of this, local groups and organisations benefitted from fundraising at the event with the following

Clubs benefiting from the event:

- Carnamah-Perenjori Football Club - $10,000
- Carnamah Women’s Hockey Club - $1,100
- Carnamah Netball Club - $1,500
- Perenjori Volunteer Bush Fire Brigade - $1,000
- St John Ambulance Perenjori Sub Centre - $2,000

Event Marketing Effectiveness

A well-considered investment was made in marketing the event representing only 12% of the overall event spend and 18% of the core event budget. This is a relatively small financial investment however the choice of marketing activities proved very successful in its primary aim to increase awareness of the event and sell tickets. The below chart shows where the ticket purchasers heard about the event:

[Graph showing how people heard about the Blues for the Bush event]
Site Manager Report

What Worked? What could be improved?

- Experienced Site Crew to ‘build site’
- Contracted Waste Management marquees
- Shade structures
- Ablutions clean and accessible
- Concert area safe and accessible
- Event site had a nice mix of creative elements
- Minimal use of high-panel security fencing
- More site staffing to assist with
- Placement of some individual
- Position of VIP and Bar Marquees
- More ablutions
- More site signage
- Camp site laid out in a better way
- Long grass on site

Recommendations & Moving Forward

The following presents some options and recommendations for moving forward with future events.

Annual vs biennial. Both options have their merits and setbacks and BHA and SOP will need to commit to this decision. Some of the factors worth considering are:

A commitment for a further three year period would allow the event to continue to grow and develop. In the situation that an event is not successful or Councils resource situation changes an ‘out’ option would need to be present to protect both parties.

<table>
<thead>
<tr>
<th>Annual Event Pro’s</th>
<th>Annual Event Cons</th>
<th>Biennial Event Pro’s</th>
<th>Biennial Event Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keeps momentum</td>
<td>event</td>
<td>Drain on resources</td>
<td>Not such a strain on financial resources</td>
</tr>
<tr>
<td>Gives local’s something to look forward to from year to year</td>
<td>Risks staff and volunteer burn out</td>
<td>Allows people a break in off years to peruse other school holiday activities</td>
<td></td>
</tr>
<tr>
<td>Keeps sponsors engaged</td>
<td></td>
<td>Gives staff and volunteers time to recoup</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>More planning time between events</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>More time to run associated community engagement programs</td>
<td></td>
</tr>
</tbody>
</table>

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There is a financial implications for the 2016/2017 budget for $30,000.
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.

Area 2: Industry and Business Development – Our Economy

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

Area 3: People and place – Our Community

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

Area 4: Investing in Community Capacity – Civic Leadership

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

Consultation
Bush Heritage Australia, Left of Centre, Gunduwa, Theaker von Ziarno, Karen Marshall, Jo Draper, Cristina Vanstone, CEO, Community, attendees

Comment
Annual determination of timing and level of commitment can also be an option. For 2017, Council needs to determine now whether we proceed and with what conditions.

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 16123.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council:</td>
</tr>
<tr>
<td>1. Receive the final Blues for the Bush report as presented for the 2016 Blues for the Bush event.</td>
</tr>
<tr>
<td>2. Propose to enter into a further three year agreement with Bush Heritage Australia, with an ‘out’ clause in the situation that Council feels it is too challenging</td>
</tr>
<tr>
<td>3. Commence the first year of the agreement in 2017 with the event to take place at Charles Darwin Reserve in September 2017</td>
</tr>
<tr>
<td>4. To continue to commit a similar amount of funds in the annual budget to support the running of the event</td>
</tr>
<tr>
<td>5. To review the event on an annual basis to determine the date of the next year’s event</td>
</tr>
</tbody>
</table>
Council Resolution– Item 16123.1

Moved: Cr J Hirsch Seconded: Cr K Pohl
That Council lay item 16123.1 on the table due to insufficient information as Council hasn’t received the full report.

Lost 4/5
The President used his casting vote to vote against the motion.

Council Resolution– Item 16123.1

Moved: Cr P Waterhouse Seconded: Cr L Smith
That Council:
1. Receive the final Blues for the Bush report as presented for the 2016 Blues for the Bush event.
2. Propose to enter into a further three year agreement with Bush Heritage Australia, with an ‘out’ clause in the situation that Council feels it is too challenging
3. Commence the first year of the agreement in 2017 with the event to take place at Charles Darwin Reserve in September 2017
4. To continue to commit a similar amount of funds in the annual budget to support the running of the event
5. To review the event on an annual basis to determine the date of the next year’s event
Carried: 5/3

16123.2 COMMUNITY STAGE

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0557
DISCLOSURE OF INTEREST: NIL
AUTHOR: CHRISTINA LAUE - CDO
RESPONSIBLE OFFICER: ALI MILLS - CDO
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS NIL

Executive Summary
This item recommends that the Council endorse the purchase of the new community stage, and increase Councils contribution by $2,250.

Background
A grant application for a new community stage was successful with the Community Chest Fund in October with the Mid West Development Commission. The P&C has committed to a
contribution of $500 and to apply for further $3,500 with Lotterywest, commencing in February 2017.

The contribution outlined the funds for the new stage with a dolly and a road case coming from the following sources:

- Shire of Perenjori - $10,000 (+ $2,250) Contribution will be reduced if Lotterywest application successful
- Mid West Development Commission - $10,000
- P&C - $500 ( $3,500 not confirmed with Lotterywest)

**Total cost - $22,750**

On receiving feedback from the P&C, their contribution depends on the outcome of the Lotterywest grant. The Mid West Development Commission would like to see the project commencing in December 2016 and therefore Council would have to source the additional cost from another account. Extra funds have been found in account 11802 Country Arts Touring Event Expense at $2,250 which could account for the additional expenditure. The scheduled performing touring group for 2017 costs are under $2,000 and the original budget is $4,000.

The total cost of the stage is $22,750 with the total contribution from council now being $12,250.

**Statutory Environment**
Nil

**Policy Implications**
Nil

**Financial Implications**
A further allocation of $2,250.00.

**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**

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the Mid West Development Commission is cancelling the funding contribution</td>
<td>Medium (Likelihood: unlikely, Consequence: Moderate)</td>
<td>Explain the situation to the Mid West Development Commission and delay the beginning of the project</td>
</tr>
</tbody>
</table>

**Consultation**
Sarah Richardson, President P&C
Emily Sutherland, Grant writing Lotterywest
Shire of Perenjori

MINUTES

Ordinary Council Meeting

14th December 2016

Karen Marshall, Primary School
Kylie Paine, Mid West Development Commission
CEO

Comment
If Council provides the additional fund for now the project can go ahead as planned.

Voting Requirements – Absolute Majority

Officers Recommendation – Item 16123.2

| That Council:                                      |
| Option 1: Approves the contribution of the remaining $2,250 to come from account 11802 in order to purchase the stage in December. |
| or Option 2: Delays the purchase of the Community stage until the total P&C contribution is confirmed. |

Council Resolution – Item 16123.2

<table>
<thead>
<tr>
<th>Moved: Cr R Spencer</th>
<th>Seconded: Cr R Desmond</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council:</td>
<td></td>
</tr>
<tr>
<td>Option 2: Delays the purchase of the Community stage until the total P&amp;C contribution is confirmed.</td>
<td></td>
</tr>
<tr>
<td>Carried: 8/0</td>
<td></td>
</tr>
</tbody>
</table>

16124 INFRASTRUCTURE SERVICES

16124.1 ROAD MAINTENANCE – NOVEMBER 2016

| 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: | 14TH DECEMBER 2016 |
| ATTACHMENTS | MAP |

Executive Summary
This item seeks Council’s acceptance of the road maintenance report for November 2016.

Background
Listed are the roads graded for the month of December.

North Road
Hirsch Road
Shire of Perenjori

Ordinary Council Meeting

MINUTES

14th December 2016

Boonerong Road
Warriedar Coppermine Road
Rabbit Proof Fence Road
Syson Road
Spencer Road
Starkeys Road
James Road
Waddi Road
Maya East Road
Iona Road
Otte Road
Old Perth 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

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.

Risk Management

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not maintaining roads will lead to deterioration of the asset and safety issues for users</td>
<td>High</td>
<td>To maintain roads to a standard and implementation of a Road Maintenance Plan.</td>
</tr>
</tbody>
</table>

Consultation

Team Leader- Ken Barndon

Comment

The maintenance graders have been working on maintaining school bus routes and harvest roads.

Voting Requirements – Simple Majority

Cr L Smith left the meeting prior to voting at 5.36 pm.

Committee Recommendation – Item 16114.1

That the road maintenance report for November 2016 be accepted as presented.

Council Resolution – Item 16114.1
Moved: Cr Desmond  Seconded: Cr Spencer
That the road maintenance report for November 2016 be accepted as presented.
Carried: 7/0

Cr L Smith return at 5.40 pm.
GOVERNANCE

16125 GOVERNANCE

16125.2 ADOPTION OF ANNUAL REPORT

<table>
<thead>
<tr>
<th>APPLICANT:</th>
<th>SHIRE OF PERENJORI</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE:</td>
<td>ADM 0303</td>
</tr>
<tr>
<td>DISCLOSURE OF INTEREST:</td>
<td>NIL</td>
</tr>
<tr>
<td>AUTHOR:</td>
<td>CEO- ALI MILLS</td>
</tr>
<tr>
<td>RESPONSIBLE OFFICER:</td>
<td>CEO- ALI MILLS</td>
</tr>
<tr>
<td>REPORT DATE:</td>
<td>14TH DECEMBER 2016</td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>ANNUAL REPORT</td>
</tr>
</tbody>
</table>

Executive Summary

The Annual Report for the 2015/2016 financial year is presented for Council’s endorsement, along with the proposed date for the annual electors meeting.

Background

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

The 2015/2016 Annual Report has been prepared in accordance with Section 5.53 of the Local Government Act and includes the audited Annual Financial Report.


For statutory compliance a local government must:

- If the Auditors Report is not available in time for the annual report to be accepted by 31 December, the annual report is to be accepted no later than 2 months after the auditor’s report becomes available.
- Advertise the availability of the annual report.
- The date of the Annual Electors Meeting is also required to be set. This meeting must be held within 56 days of acceptance of the Annual Report, which is by 8th February 2017.
- It is proposed that the annual meeting of Electors be held at 5.00 pm on Tuesday 7th February 2017 at the Perenjori Pavilion.
- Fourteen days public notice of the meeting is also required.

The Shire is required to prepare annual financial statements by 30th September and the auditor is to prepare a report in respect of the Financial Statements by 31st December each year.

In general terms the audit demonstrated considerable improvement in internal management practices and more systematic control and accountability over the financial processes.

Statutory Environment

Local Government Act 1995 – s 5.27 – Electors General Meetings
(1) A general meeting of the electors of a district is to be held once every financial year.
(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors’ meetings are to be those prescribed.

**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**

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk of non-compliance with legislation.</td>
<td>A moderate consequence which is possible resulting in medium level of risk.</td>
<td>The audit is conducted in time and the proposed Electors Committee is planned to be compliant also.</td>
</tr>
</tbody>
</table>

**Consultation**

RSM
CEO
MCDS
SFO
MIS
Ron Back

**Comment**

The annual report provides the opportunity for the Shire to summarise for the community the achievements of the Local Government and provide for the community the outcome of the annual audit.

**Voting Requirements – Absolute Majority**

**Committee Recommendation – Item 15125.1**

That Council by absolute majority and by virtue of section 5.54 of the Local Government Act 1995 resolves to:

1. Adopt the 2015/2016 Annual Report for the financial period ending 30 June 2016 for the Shire of Perenjori as presented and attached; and
2. Confirm the date for the Annual Electors Meeting for Tuesday 7th February 2017 in Perenjori and authorise the statutory advertising.
Council Resolution – Item 15125.1

Moved: Cr L Smith          Seconded: Cr R Desmond
That Council by absolute majority and by virtue of section 5.54 of the Local Government Act 1995 resolves to:
1. Adopt the 2015/2016 Annual Report for the financial period ending 30 June 2016 for the Shire of Perenjori as presented and attached; and
2. Confirm the date for the Annual Electors Meeting for Tuesday 7th February 2017 in Perenjori and authorise the statutory advertising.

Carried: 8/0

16126.1 BUSINESS CONTINUITY PLAN

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0553
DISCLOSURE OF INTEREST: NIL
AUTHOR: CEO- ALI MILLS
RESPONSIBLE OFFICER: CEO- ALI MILLS
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS BUSINESS CONTINUITY PLAN

Executive Summary
The purpose of this report is to seek Council support for the adoption of the Business Continuity Plan.

Background
As a part of the Risk Management Framework which sets out the Shire’s approach to the identification, assessment, management, reporting and monitoring of risks, the need for a Business Continuity Plan had been identified. The Risk Management Framework document ensures the AS/NZS ISO 31000:2009 Risk Management requirements are met.

A comprehensive and integrated approach to the development of a Business Continuity Management Plan has been adopted. The purpose of this plan is to build organisational capabilities to support the continued achievements of critical business objectives in the face of uncertainty or disruption.

Recognising that this plan (Business Continuity Plan) in isolation does not build capability; it provides the approach to establishing effective capability. Whilst the plan is important, it is an outcome of the more important planning and analysis process, and is a blueprint to kick-start the response to a business interruption event.

This plan identifies the required facilities, technical infrastructure, key responsibilities, and processes that will be required to position Council to be able to respond and recover from a business interruption event.

Objectives
The objectives of the Shire of Perenjori’s Business Continuity Framework are to provide a mechanism that enables Council and its officers to:

- Identify business functions that are critical to Council in meeting its business objectives
- Develop resumption plans based on the criticality of business functions rather than geographic location
- Build resilience within Council’s operational framework
- Identify and document roles and responsibilities for key staff positions
- Minimise the impact of function loss on stakeholders and the community.

The business continuity plan provides a framework for management and staff to enable them to implement an agreed response process.

The following table summarises the functions as identified critical, the maximum acceptable outage for that function and what Information Technology services are required to facilitate resumption.

<table>
<thead>
<tr>
<th>Division/ Group</th>
<th>Assets &amp; Infrastructure</th>
<th>Business Services</th>
<th>Max Acceptable Outage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Critical Function</td>
<td>Max Acceptable Outage</td>
<td></td>
</tr>
<tr>
<td><strong>Asset Services</strong></td>
<td>Road access and serviceability (arterial &amp; Collector)</td>
<td>4 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Airport operations</td>
<td>24 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provision of support to control agencies</td>
<td>2 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Responding to public health hazards</td>
<td>4 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
<td>Critical Function</td>
<td>Max Acceptable Outage</td>
<td></td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td>Payment of Creditors</td>
<td>6 week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ATO BAS/FBT</td>
<td>6 week</td>
<td></td>
</tr>
<tr>
<td><strong>Community &amp; Marketing</strong></td>
<td>Critical Function</td>
<td>Max Acceptable Outage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records Management</td>
<td>5 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer Service</td>
<td>1 day</td>
<td></td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
<td>Critical Function</td>
<td>Max Acceptable Outage</td>
<td></td>
</tr>
<tr>
<td><strong>Human Resources &amp; Risk</strong></td>
<td>Payroll</td>
<td>1 day (Tuesday)</td>
<td></td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
<td>Critical Function</td>
<td>Max Acceptable Outage</td>
<td></td>
</tr>
<tr>
<td><strong>Development</strong></td>
<td>Applications</td>
<td>4 weeks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspections</td>
<td>5 days</td>
<td></td>
</tr>
</tbody>
</table>

**Statutory Environment:**

Regulation 16 (C) of the Local Government (Audit) Regulations 1996 requires an audit committee to “review a report given to it by the CEO under Regulation 17(3) and is to (i) report to the Council the result of that review, and (ii) give a copy of that report to the Council.”

Regulation 17 (1) of the Local Government (Audit) Regulations 1996 requires the CEO to
Regulation 17(2) of the *Local Government (Audit) Regulations 1996* states “the review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every two calendar years.” Regulation 17(3) requires “the CEO is to report to the audit committee the results of that review.”

**Policy Implications**
No policy relates to this requirement.

**Financial Implications**
There are no financial implications for this process as the plan has been developed in house.

**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**

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk of non-compliance with legislation. Risk of not being prepared if an incident affecting the daily operations occurs.</td>
<td>A moderate consequence which is possible resulting in medium level of risk.</td>
<td>Ongoing development of officer’s knowledge of legislative requirements and the implementation of the Business Continuity Plan.</td>
</tr>
</tbody>
</table>

**Consultation**
Senior Staff
LGIS

**Comment**
Nil

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 16125.1**
That the Council adopt the Business Continuity Plan to be implemented by the CEO and senior staff.

**Council Resolution – Item 16125.1**
Moved: Cr L Smith
Seconded: Cr R Desmond
That the Council adopt the Business Continuity Plan to be implemented by the CEO and senior staff.
Carried: 8/0
16126.2 LONG SERVICE RECOGNITION

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0331
DISCLOSURE OF INTEREST: NIL
AUTHOR: CEO - ALI MILLS
RESPONSIBLE OFFICER: CEO - ALI MILLS
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS NIL

Executive Summary
The purpose of this report is to seek Council support for recognition of a current employee’s long service reaching 25 years in February 2017.

Background
Council has no policy to acknowledge or to reward long service of employees. A Gratuity policy exists (Policy number 8003) which provides gratuity to employees upon leaving the organisation with the table below guiding Council on length of service and amount. The policy states “An employee may be entitled to a gratuity payment as outlined within this policy based on the completed years of service when an employee’s services are ceasing with the Shire for any of the reasons identified below:

- Resignation (not as a result of any performance management or investigation being conducted by the Shire);
- Retirement; or
- Redundancy

Prescribed Amounts for Gratuity Payments

<table>
<thead>
<tr>
<th>Number of Years’ Service</th>
<th>Amount of Gratuity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous service greater than 2 years and up to 5 years</td>
<td>A Statement of Service and a gift, or contribution towards a gift, to the value of $100</td>
</tr>
<tr>
<td>Continuous service greater than 5 years and up to 10 years</td>
<td>Certificate of Appreciation and a gift to the value of $250; Items to be presented to the employee by the Chief Executive Officer, or nominated representative at a function to be determined by the Chief Executive Officer.</td>
</tr>
</tbody>
</table>
10 to a maximum of 15 Years Continuous Service
$100.00 per year of continuous service up to a maximum of $5,000.00
Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer.

15 to a maximum of 20 Years Continuous Service
$120.00 per year of continuous service up to a maximum of $5,000.00
Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer.

Above 20 Year’s Service
$150.00 per year of continuous service up to a maximum of $5,000.00
Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer.

Council’s Manager of Infrastructure Services, Ken Markham will have served 25 years of continuous service with the Shire in early February 2017. Whilst Ken remains in the organisation and has an interest to continue to do so it would be fitting to acknowledge his various roles and contributions over this period.

The options for the acknowledgement can include; a morning or afternoon tea, a lunch or dinner, or a gathering and BBQ at the depot. The latter would seem appropriate; being the area Ken manages and would encourage the staff from this area who knows him well to share in the acknowledgement.

In preparation for the event a plaque has been made acknowledging the length of service. This will be shown to Councillors at the meeting.

Statutory Environment:
As of 4 March 2016, the Act requires **relevant persons** who accept a gift worth more than $200 to disclose this gift, in writing, to the chief executive officer (CEO) within 10 days of receipt. This replaces the previous process of disclosing these in the annual return. All contributions to travel over $200 must also be disclosed as do multiple gifts or contributions from the same donor where the total value is over $200.
The threshold for disclosures remains the same as do the other disclosures required under the Act for the annual return.

A relevant person is defined under section 5.74 of the Act as a person who is a council member or a designated employee which includes:

- mayors
- presidents
- council members
- the CEO
- employees with delegated powers and duties under Part 5, Division 4 of the Act
- employees who are members of committees comprising elected members and employees, and
- other employees nominated by the local government to be designated employees.

Section 5.78(1) is amended to remove the need to disclose gifts and contributions to travel under sections 5.82 and 5.83 in the annual return.

Sections 5.82 and 5.83 are amended – From 4 March 2016, these sections require relevant persons to declare gifts and contributions to travel, in writing, to the CEO within 10 days of receipt, rather than on an annual basis. This includes multiple gifts made within a year by the same person, the aggregate value of which reach the prescribed amount of $200.

The disclosure for a gift must include:

- a description of the gift
- the name and address of the person who made the gift
- the date on which the gift was received
- the estimated value of the gift at the time it was made, and
- the nature of the relationship between the relevant person and the person who made the gift.

**Policy Implications**

There is no policy existing relevant to recognition and reward of current staff and length of service.

**Financial Implications**

The cost of the recognition would need to be included in the Budget Review process as no existing allocation exists.

**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**

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complying with the Local Government Act and recent amendment’s in relation to gifts to senior employees.</td>
<td>A moderate consequence which is possible resulting in medium level of risk.</td>
<td>Provide information to Council to allow decision making to comply with the Act.</td>
</tr>
</tbody>
</table>

**Consultation**
Senior Staff
Council

Comment
Ken has worked in various roles during the 25 years, all in the infrastructure area. Ken has an enormous wealth of knowledge in the area of road maintenance and construction which has proven to be invaluable to our community. Ken is highly respected amongst his peers as a quiet achiever and who contributes to the statewide development of supervisors across the state. It would be fitting to acknowledge Ken’s efforts and to recognize these amongst staff and Council.

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 16125.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council:</td>
</tr>
<tr>
<td>1. Support the recognition and suitable acknowledgement of the Manager Infrastructure Services 25 years of continuous service to the Shire of Perenjori in February 2017;</td>
</tr>
<tr>
<td>2. Request the CEO arrange a gathering and presentation at the Shire Depot at a suitable date in February 2017;</td>
</tr>
<tr>
<td>3. Request the CEO arrange “gifts” as discussed by Council; and</td>
</tr>
<tr>
<td>4. Request the CEO ensure the “gifts” where required are included in the gift register.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Resolution – Item 16125.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr L Smith</td>
</tr>
<tr>
<td>Seconded: Cr R Spencer</td>
</tr>
<tr>
<td>That Council:</td>
</tr>
<tr>
<td>1. Supports the recognition and suitable acknowledgement of the Manager Infrastructure Services 25 years of continuous service to the Shire of Perenjori in February 2017;</td>
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<tr>
<td>2. Request the CEO arrange a gathering and presentation at the Shire Depot at a suitable date in February 2017;</td>
</tr>
<tr>
<td>3. Request the CEO arrange “gifts” as discussed of $500.00 by Council; and</td>
</tr>
<tr>
<td>4. Request the CEO ensure the “gifts” where required are included in the gift register.</td>
</tr>
<tr>
<td>Carried: 8/0</td>
</tr>
</tbody>
</table>
16126.3 RISK MANAGEMENT REVIEW

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0067
DISCLOSURE OF INTEREST: NIL
AUTHOR: CEO - ALI MILLS
RESPONSIBLE OFFICER: CEO - ALI MILLS
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS RISK REPORT

Executive Summary
The purpose of this report is to provide Council with an updated report reviewing risk management across the organisation.

Background
On 8 February 2013, the Department of Local Government and Communities (Department) advised all local governments via their Circular No 5 regarding the amendments made to the Local Government (Audit) Regulations 1996. The amendments to the Local Government (Audit) Regulations 1996 extend the functions of local government Audit Committees to include reviewing the effectiveness of local government’s systems with regard to risk management, internal control, and legislative compliance.

Specifically, the amendments require a local government’s CEO to review, at least once every two years, the appropriateness and effectiveness of the local government’s systems and procedures with regard to risk management, internal control and legislative compliance. A report must also be provided to the local government’s Audit Committee of that review for their consideration. The Audit Committee is to review the CEO’s report and submit the results to the Council with a copy of the CEO’s report.

The Chief Executive Officer has conducted a review of the Shire’s existing systems and procedures. The findings of the review are presented to the Audit Committee in compliance with the requirements.

Below is an extract from the Department’s revised Operational Guidelines No 9 re Audit in Local Government (issued in December 2013) giving guidance as to what items to deal with in the three areas of risk management, internal control and legislative compliance:

“Issues that should be considered for inclusion in the CEO’s Review of Risk Management, Internal Control and Legislative Compliance are:

Risk Management
Internal control and risk management systems and programs are a key expression of a local government’s attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

• Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered.
• Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time.
• Assessing the internal processes for determining and managing material operating risks in accordance with the local government’s identified tolerance for risk, particularly in the following areas:
  – potential non-compliance with legislation, regulations and standards and local government’s policies
  – important accounting judgments or estimates that prove to be wrong
  – litigation and claims
  – misconduct, fraud and theft
  – significant business risks, recognizing responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government.
• Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported.

Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance.
• Reviewing the effectiveness of the local government’s internal control system with management and the internal and external auditors.
• Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk.
• Assessing the local government’s procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied.
• Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government’s control environment.
• Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

Internal Control
Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:
• integrity and ethics.
• policies and delegated authority.
• levels of responsibilities and authorities.
• audit practices.
• information system access and security.
• management operating style.
• human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure
accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority.
- documented policies and procedures.
- trained and qualified employees.
- system controls.
- effective policy and process review.
- regular internal audits.
- documentation of risk identification and assessment.
- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorization;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations;
- comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Monitoring compliance with legislation and regulations.
  - Reviewing the annual Compliance Audit Return and reporting to Council the results of that review.
  - Staying informed about how management is monitoring the effectiveness of its compliance and making recommendations for change as necessary.
  - Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints.
  - Obtaining assurance that adverse trends are identified and review management’s plans to deal with these.
  - Reviewing management disclosures in financial reports of the effect of significant compliance issues.

Statutory Environment:

Regulation 16 (C) of the Local Government (Audit) Regulations 1996 requires an audit committee to “review a report given to it by the CEO under Regulation 17(3) and is to (i) report
Shire of Perenjori

Ordinary Council Meeting

MINUTES 14th December 2016

Regulation 17 (1) of the Local Government (Audit) Regulations 1996 requires the CEO to “review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —
(a) risk management; and
(b) internal control; and
(c) legislative compliance.”

Regulation 17(2) of the Local Government (Audit) Regulations 1996 states “the review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every two calendar years.”

Regulation 17(3) requires “the CEO is to report to the audit committee the results of that review.”

The CEO has reviewed the Shire’s practices and policies relating to risk management, internal control, and legislative compliance. A recent Financial Management Review was conducted which was presented to Council in August 2016. The results of the findings are that the Shire has sufficient systems and procedures in place to deal with all requirements in the Operational Guideline No 9, and that they are regularly reviewed for continuous improvement.

Policy Implications

No policy relates to this requirement.

Financial Implications

There are no financial implications for this process.

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

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<th>Risk Mitigation Strategy</th>
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<tbody>
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<td>Risk of non-compliance with legislation.</td>
<td>A moderate consequence which is possible resulting in medium level of risk.</td>
<td>Ongoing development of officers knowledge of legislative requirements and ongoing updating of the Audit committee awareness of its responsibilities mitigates the potential for a non-compliant event occurring.</td>
</tr>
</tbody>
</table>

Consultation

Senior Staff

Comment

Nil

Voting Requirements – Simple Majority
Committee Recommendation – Item 16125.3

That Council:
1. Reviews the Chief Executive Officer’s Report, CEO Biennial Review Report attachment 1
2. Reports to the Council the results of that review.
3. Provides a copy of the Chief Executive Officer’s Report to the Council.

Council Resolution – Item 16125.3

Moved: Cr L Smith          Seconded: Cr R Spencer

That Council:
1. Reviews the Chief Executive Officer’s Report, CEO Biennial Review Report attachment 1
2. Reports to the Council the results of that review.
3. Provides a copy of the Chief Executive Officer’s Report to the Council.
4. Incorporates a standing agenda item in the Ordinary Agenda identifying high risk areas and action being taken to mitigate the local government’s risk.

Carried: 8/0

16126   PROJECT STATUS REPORT

APPLICANT: SHIRE OF PERENJORI
FILE: NIL
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS – CEO
RESPONSIBLE OFFICER ALI MILLS – CEO
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS PROJECT STATUS REPORT

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
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

Officer Recommendation – Item 16126
Council accepts the Project Status Report as presented for the month of November 2016.

Council Resolution – Item 16126
Moved: Cr P Waterhouse       Seconded: Cr R Spencer
Council accepts the Project Status Report as presented for the month of November 2016.
Carried: 8/0

16127       STATUS REPORT

APPLICANT:            SHIRE OF PERENJORI
FILE:                 NIL
DISCLOSURE OF INTEREST:   NIL
AUTHOR:              ALI MILLS – CEO
RESPONSIBLE OFFICER   ALI MILLS – CEO
REPORT DATE:          14TH DECEMBER 2016
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

Officer Recommendation – Item 16127
Council accepts the Status Report as presented for the month of November 2016.

Council Resolution – Item 16127
Moved: Cr P Waterhouse   Seconded: Cr R Spencer
Council accepts the Status Report as presented for the month of November 2016.
Carried: 8/0

16128 OTHER BUSINESS
16128.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN
16128.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
16128.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Council Motion – 16128.3
Moved: Cr L Smith   Seconded: Cr P Waterhouse
Council accepts the late items 16128.3.1, 16128.3.2 & 16128.3.3
Carried: 8/0
16123.1 REGULATORY TASK REPORTING

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0081
DISCLOSURE OF INTEREST: NIL
AUTHOR: PETER MONEY – MCDS
RESPONSIBLE OFFICER: PETER MONEY – MCDS
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS SCHEDULE

Executive Summary
This item requests that the Audit Committee reviews and accepts the schedule of regulatory tasks.

Background
There is a requirement to ensure that various regulatory tasks are completed within specified time frames.

The attached is a schedule of those tasks and shows the up-to-date status of each. In some instances the tasks are yet to be completed though completion is pending.

This schedule compliments the Departments Compliance Audit Report which is due to be completed following the end of the calendar year and will be presented to the February Council meeting.

Statutory Environment
Local Government Act
Local Government (Administration) Regulations
Local Government (Audit) Regulations
Local Government (Financial Management) Regulations

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

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>The risk of non-compliance can result in sanction from the Department of Local Government</td>
<td>Low</td>
<td>Ensure on-time compliance of regulatory &amp; statutory tasks</td>
</tr>
</tbody>
</table>
Consultation
CEO

Comment
Voting Requirements – Simple Majority

Committee Recommendation – Item 16128.3.1
That the Audit Committee accepts the Regulatory Tasks Schedule and recommends acceptance by Council.

Council Resolution – Item 16128.3.1
Moved: Cr J Cunningham               Seconded: Cr P Waterhouse
That Council accepts the Regulatory Tasks Schedule.
Carried: 8/0

16128.3.2 COMMUNITY STRATEGIC PLAN REVIEW - 2017
APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0468
DISCLOSURE OF INTEREST: NIL
AUTHOR: CEO – ALI MILLS
RESPONSIBLE OFFICER: CEO – ALI MILLS
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS PROCESS AND QUOTE

Executive Summary
The purpose of this report is to seek Council endorsement for the implementation process for the Strategic Community Plan review in 2017.

Background
In May 2013, Council, after a concerted process of community consultation and after the preparation of a number of informing strategies adopted the Shire of Perenjori Community Strategic Plan for the 10 year period from May 2013.

The principal “living part” of the Community Strategic Plan is in the area of identifying key themes and objectives, determining what actions are to be taken to progress those objectives and establishing key performance indicators as a measurement tool. A status report on the key themes (Infrastructure, Industry, People and Place, Community Development, Council Leadership) has been prepared which shows that significant inroads have been made towards meeting the objectives within the plan, particularly with respect to new or improved infrastructure projects.

Legislation requires that the Community Strategic Plan is subject to a major review every 4 years with the following questions being put to the community:
Where are we now?
Where do we want to be?
How do we get there?

All Councillors have previously been issued with the range of integrated planning and reporting documents which may also be accessed on the Shire’s website www.perenjori.wa.gov.au.

Process and Timing

To ensure the community engagement process will be beneficial the following has been identified:

- adequate resources need to be made available
- opportunity for community to provide feedback at varying times using various formats
- have engagement sessions independently facilitated to encourage a range of views and feedback
- target a cross section of the community to ensure all sections are included
- consider timing to ensure no sections of the community would be excluded

A quote has been sourced from Left of Centre, Concepts and events, a local consulting business. This is attached and based on requirements and conversations with the consultant the following were identified:

**Aims of the Community Engagement Process**

*The Strategic Community Plan outlines community long term (10+ years) vision, values, aspirations and priorities. It is not a static document and therefore must be updated periodically to continue to outline the community’s needs and aspirations. As such the aim of the community engagement process would be to:*

- Actively engage a section of the community in discussion surrounding their aspirations and visions for their community;
- Seek input from the community as to whether they believe the current objectives and actions included in the Strategic Community Plan are relevant and accurately reflect the community’s vision and values;
- Seek feedback from the community as to whether or not they believe the Shire of Perenjori is delivering on the strategies included in the current Strategic Community Plan in order to meet the aspirations of the community;
- Engage the community in discussion to determine what their long term vision is for their community;
- Gain a broad response to the question “Do you think the current Strategic Community Plan effectively reflects the long term vision of the community for Perenjori?”;
- Inform community members of the way the Strategic Community Plan integrates with the Shire of Perenjori’s day-to-day activities and therefore the importance of having a well-rounded and representative document reflecting the community’s views.

Furthermore, a comprehensive approach using a range of engagement techniques and ensuring a good cross section of the community is included and would be reflective of the population living across the Shire of Perenjori. The month of February in 2017 is targeted identifying this as a good time when people are back from school holidays and not so busy on the farms or other business.
## Community Engagement Plan and Costing

<table>
<thead>
<tr>
<th>Technique</th>
<th>Details</th>
<th>Target Audience</th>
<th>Notify By</th>
<th>Timing / Venue</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feedback Form</td>
<td>Design a simple 10 questions survey based on the current Community Strategic Plan aimed at finding out from many community members are familiar with the document and what the community believes the role of the document is. Introduce community to the update process and their possible involvement. -Online and Paper Delivery -Ensure copies of Strategic Community Plan are available in hard copy at Shire office and CRC as well as online on the shire's website.</td>
<td>All Community Members</td>
<td>- Mail box drop - Advertising in the Bush Telegraph - Shire Website - Facebook</td>
<td>In mail boxes by 14th February 2017</td>
<td>- LOE development and distribution of feedback form and advertising material $250. - Postage and printing costs as necessary for mail box drop.</td>
</tr>
<tr>
<td>Open Community Forum (morning session)</td>
<td>An “Open to all” community session aimed at engaging with a nice section of the community including councillors.</td>
<td>All Community Members</td>
<td>- Mail box drop of Invitations - Advertising in the Bush Telegraph - Shire Website and Facebook page</td>
<td>February 7th 8am – 12pm Perenjori Pavilion</td>
<td>- LOE development and planning and facilitation of session plus developing advertising material $1,100. - Printing and Postage Costs and necessary - Catering Light lunch (allow $50/person)</td>
</tr>
<tr>
<td>Open Community Forum (afternoon session)</td>
<td>a/a</td>
<td>a/a</td>
<td>a/a</td>
<td>February 8th 4-6pm Perenjori Pavilion</td>
<td>- LOE facilitation of session $550. - Printing and Postage Costs and necessary - Catering refreshments (allow $50/person)</td>
</tr>
<tr>
<td>Community Focus Group 1 – Parents with young families</td>
<td>A Eve/1st only small focus group of 5-10 parents held with the aim of engaging with parents of young families. Parents with young families (P&amp;C Association and Playgroup members)</td>
<td>-Phone invitation</td>
<td>February 14th 9am – 11am</td>
<td>- LOE Fees $550. - ECCC Child Care as required - Catering Morning Tea (allow $250)</td>
<td></td>
</tr>
</tbody>
</table>


Statutory Environment:

Local Government (Administration) Regulations 1996 – r 19C

Regulation 19C. Planning for the future: strategic community plans — s. 5.56

2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

(3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

(4) A local government is to review the current strategic community plan for its district at least once every 4 years.

(5) In making or reviewing a strategic community plan, a local government is to have regard to —

(a) the capacity of its current resources and the anticipated capacity of its future resources; and

(b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and

(c) demographic trends.

(6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.

(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
Shire of Perenjori  
Ordinary Council Meeting  
MINUTES  
14th December 2016

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

Policy Implications
Nil

Financial Implications
Council has an allocation in the Governance area, Account 04021 Compliance Reporting $13,000.

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

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<tbody>
<tr>
<td>Complying with the Local Government Act and recent amendment’s in relation to the review of plans.</td>
<td>A moderate consequence which is possible resulting in medium level of risk.</td>
<td>Provide information to Council to allow decision making to comply with the Act.</td>
</tr>
</tbody>
</table>

Consultation
Senior Staff
Council
Left of Centre

Comment
The existing capacity of the CEO and Senior staff is limited and the dedicated efforts of a consultant would ensure the process was well managed and time framed to be implemented over a short period of time. If Council were to require the process to be managed and delivered in-house the process would need to be spread over 3 to 4 months, which could result in losing momentum with the community.

Voting Requirements – Simple Majority

Officers Recommendation – Item 16128.3.2

That Council:

1. Endorse the community engagement process proposed;

2. Contract Left Of Centre, Concepts and Events for the quoted fixed price of $7660, to implement the engagement plan and provide a comprehensive report;

3. Establish a Project Management group to consist of the CEO, Community Development Officer, Shire President (or delegate) and Left of Centre; to guide the project.
Council Resolution – Item 16128.3.1

Moved: Cr P Waterhouse  
Seconded: Cr L Smith

That Council:

1. Endorse the community engagement process proposed;

2. Contract Left Of Centre, Concepts and Events for the quoted fixed price of $7660, to implement the engagement plan and provide a comprehensive report;

3. Establish a Project Management group to consist of the CEO, Community Development Officer, Shire President (or delegate) and Left of Centre to guide the project.

Carried: 8/0

16128.3.2 PLANNING APPLICATION – PERENJORI CRC

APPLICANT: PERENJORI CRC  
FILE: A103

DISCLOSURE OF INTEREST: NIL

AUTHOR: PETER MONEY - MCDS

RESPONSIBLE OFFICER: PETER MONEY - MCDS

REPORT DATE: 14TH DECEMBER 2016

ATTACHMENTS DRAWINGS

Executive Summary

This Item recommends that planning approval be given to extend the front veranda of the Perenjori CRC building as shown on the attached drawings.

Background

A late application has been received from Perenjori CRC to extend the existing bullnose veranda on the CRC building towards the existing footpath. The applicant will also install decking in the enclosed area to create an outdoor dining area attached to the existing café.

The extension will have a one metre corrugated iron front wall and will be constructed to allow blinds to be installed between the support posts to protect the outdoor area from the weather.

The installation of the decking was approved previously by the Council but now the applicant wishes to extend the veranda and being a commercial building this requires the discretionary approval of the Council.

The Applicant has been advised that it will be recommended to the Council that the setback distance from the footpath is consistent with that of nearby buildings and that the extension does not intrude over the footpath and also there is no conflict with any pedestrian traffic.

The final location of the extremity of the veranda will be to ensure it is in line with buildings existing in the street and close by, including the IGA supermarket and the tourist building.

Though the existing buildings do not meet contemporary setback requirements the addition of another building with a reduced setback should not detract from the streetscape and this will require the discretionary approval of the Council.
In support of the application the following comments are offered:

- This is a Commercial zone and such activity is permitted.
- The veranda extension must not protrude further than the facades of the existing nearby buildings.
- The building remains easily accessible from the footpath.
- Access for wheelchairs to the existing café is available through the CRC front entrance.
- Outdoor dining will not interfere with pedestrian traffic on the footpath.
- Sufficient parking already exists adjacent to and opposite the proposed development.
- The extension cannot be not fully permanently enclosed without building approval.
- The height of the extension complies as it is the same height as the existing veranda.

Statutory Environment

Town Planning Scheme 2011
Part 5 Design Principles of the R Codes

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

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>The proposed extension could be seen as intrusive on the footpath.</td>
<td>Low</td>
<td>There are precedents in the street nearby and the development will not reduce visibility for pedestrian. Council has discretionary approval for this development and may add further conditions than those recommended.</td>
</tr>
<tr>
<td>As a commercial structure it requires development approval from the Council.</td>
<td>Low</td>
<td></td>
</tr>
</tbody>
</table>

Consultation

Lloyd Evans - Building Surveyor, City of Greater Geraldton

Comment

Nil

Voting Requirements – Simple Majority
Officers Recommendation – Item 16128.3.2

That Council grant planning approval for the extension of the bull nose veranda to the CRC building at Lot 4 Fowler Street Perenjori in accordance with the following;

1. The extension must be in accordance with the attached drawings;
2. The extension may not be fully enclosed with solid materials;
3. The extremity of the veranda must be in line with or less than the facades on other nearby buildings on either side of the CRC building.

Council Resolution – Item 16128.3.2

Moved: Cr J Cunningham  
Seconded: Cr J Hirsch

That Council grant planning approval for the extension of the bull nose veranda to the CRC building at Lot 4 Fowler Street Perenjori in accordance with the following;

1. The extension must be in accordance with the attached drawings;
2. The extension may not be fully enclosed with solid materials;
3. The extremity of the veranda must be in line with or less than the facades on other nearby buildings on either side of the CRC building.

Carried: 8/0

16128.4  MATTERS BEHIND CLOSED DOORS

Motion – To Move Behind Closed Doors

Moved: Cr G Reid  
Seconded: Cr R Spencer

That Council move behind closed doors to discuss confidential items 16128.1, 16128.4.2, 16128.4.3, 16128.4.4, 16128.4.5, 16128.4.6, 16128.4.7 & 16128.4.8.

Carried: 9/0

16128.4.1 CONFIDENTIAL ITEM - RFT GTS PE 03-2016 SUPPLY OF HIRED ROAD PLANT WITH OPERATORS

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: 7TH DECEMBER 2016
Committee Recommendation – Item 16128.4.1

That Council award RFT GTS PE 2016/17, Supply of Hired Road Construction Plant with Operators:

THEM Earthmoving Pty Ltd, for the estimated Total Cost of $2,274,960 + GST; and,

In the event that THEM Earthmoving Pty Ltd is not available, then,

The contract be awarded to Quadrio Earthmoving Pty Ltd for the estimated Total Cost of $2,352,505 + GST.

Council Resolution – Item 16128.4.1

Moved: Cr R Spencer 
Seconded: Cr P Waterhouse

That Council award RFT GTS PE 2016/17, Supply of Hired Road Construction Plant with Operators:

THEM Earthmoving Pty Ltd, for the estimated Total Cost of $2,274,960 + GST; and,

In the event that THEM Earthmoving Pty Ltd is not available, then,

The contract be awarded to Quadrio Earthmoving Pty Ltd for the estimated Total Cost of $2,352,505 + GST.

Carried: 8/0

16128.4.2 CONFIDENTIAL ITEM- RFT GTS PE 04/2016 FLOOD DAMAGE WORKS CONTRACT- FLOOD DAMAGE SUPERVISOR

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: 7TH DECEMBER 2016
ATTACHMENTS RECOMMENDATION REPORT

Voting Requirements – Simple Majority

Committee Recommendation – Item 16128.4.2
That the Council award RFT GTS PE 04/2016 Contract Flood Damage Supervisor to;
Deans Contracting (Martin Dean) for the estimated tender sum of $153,213.80 (plus GST) as calculated from the rates listed within the submitted RFT dated 12/10/2016.
In the event that Deans Contracting is not available then,
The contract be awarded to Remote Roads (Kevin Walker) for the estimated sum of $197,710.00 (plus GST) as calculated from the rates listed within the submitted RFT dated 03/10/2016.

Council Resolution – Item 16128.4.2
Moved: Cr J Hirsch
Seconded: Cr R Desmond
That the Council award RFT GTS PE 04/2016 Contract Flood Damage Supervisor to;
Deans Contracting (Martin Dean) for the estimated tender sum of $153,213.80 (plus GST) as calculated from the rates listed within the submitted RFT dated 12/10/2016.
In the event that Deans Contracting is not available then,
The contract be awarded to Remote Roads (Kevin Walker) for the estimated sum of $197,710.00 (plus GST) as calculated from the rates listed within the submitted RFT dated 03/10/2016.

Carried: 8/0

16128.4.3 CONFIDENTIAL ITEM - TENDER 05/2016- MAINTAINING KARARA ACCESS ROADS
APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0366
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: ALI MILLS- CHIEF EXECUTIVE OFFICER
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS NIL

Voting Requirements – Simple Majority

Officers Recommendation – Item 16128.4.3
That Council approves the preferred tenderer being Creedance Contracting for the RFT 05/2016 Maintaining Karara Access Roads for a period of 1 year.
Council Resolution – Item 16128.4.3

Moved: Cr P Waterhouse
Seconded: Cr L Smith

That Council approves the preferred tenderer being Creedance Contracting for the RFT 05/2016 Maintaining Karara Access Roads for a period of 1 year.

Carried: 8/0

16128.4.4 CONFIDENTIAL ITEM - TENDER 06/2016- SUPPLY OF MISCELLANEOUS PLANT/EQUIPMENT FOR OCCASSIONAL HIRE- 1 YEAR PERIOD PANEL CONTRACT

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0366
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: ALI MILLS- CHIEF EXECUTIVE OFFICER
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS NIL

Voting Requirements – Simple Majority

Officers Recommendation – Item 16128.4.4

That Council approves the panel of Tenderer’s in no particular order, consisting of Leopold Contracting, Quadrio Earthmoving, Creedance Contracting, Gilmour Earthmoving, BPH WA Pty Ltd, THEM Earthmoving and Grading Services Australia for the Supply of Miscellaneous Plant/Equipment for Occassional Hire RFT 06/2016 and they be issued works based on their ranking order for each item of plant as required.

Council Resolution – Item 16128.4.4

Moved: Cr J Cunningham
Seconded: Cr R Spencer

That Council approves the panel of Tenderer’s in no particular order, consisting of Leopold Contracting, Quadrio Earthmoving, Creedance Contracting, Gilmour Earthmoving, BPH WA Pty Ltd, THEM Earthmoving and Grading Services Australia for the Supply of Miscellaneous Plant/Equipment for Occassional Hire RFT 06/2016 and they be issued works based on their ranking order for each item of plant as required.

Carried: 8/0

16128.4.5 CONFIDENTIAL ITEM - REQUEST TO WITHDRAW & NOT CHARGE PROPERTY RATES

APPLICANT: SHIRE OF PERENJORI
FILE: A498
Officers Recommendation – Item 16128.4.5

Option 1
The Council agrees to withdraw the rates on Lots 48, 49 & 50 Olden Road Maya and to suspend the raising of future rates until either the land is sold, developed or surrendered to the Crown.

Option 2
The Council declines to withdraw the rates and continues to raise annual rates as it does with other properties within the Shire.

Council Resolution – Item 16128.4.5

Moved: Cr J Hirsch  
Seconded: Cr L Smith
The Council agrees to withdraw the rates on Lots 48, 49 & 50 Olden Road Maya and to suspend the raising of future rates until either the land is sold, developed or surrendered to the Crown.  
Carried: 8/0

16128.4.6 CONFIDENTIAL ITEM - RESULTS OF TENDER – 9 DOWNER STREET PERENJORI

APPLICANT: SHIRE OF PERENJORI
FILE: A722
DISCLOSURE OF INTEREST: NIL
AUTHOR: PETER MONEY – MCDS
RESPONSIBLE OFFICER: PETER MONEY – MCDS
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS NILL

Voting Requirements – Simple Majority

Officers Recommendation – Item 16128.4.6

The Council accepts the offer from applicant 1 of $37,575 for the sale of the property at 9 Downer Street Perenjori in accordance with the advertised conditions.

If the successful tenderer does not confirm within 30 days of 15th December 2016 his intention
to purchase the property then;

Council accepts the offer from applicant 2 of $12,000 for the sale of the property at 9 Downer Street Perenjori in accordance with the advertised conditions

<table>
<thead>
<tr>
<th>Council Resolution – Item 16128.4.6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr J Cunningham</td>
</tr>
<tr>
<td>Seconded: Cr J Hirsch</td>
</tr>
<tr>
<td>The Council accepts the offer from applicant 1 of $37,575 for the sale of the property at 9 Downer Street Perenjori in accordance with the advertised conditions.</td>
</tr>
<tr>
<td>If the successful tenderer does not confirm within 30 days of 15th December 2016 his intention to purchase the property then;</td>
</tr>
<tr>
<td>Council accepts the offer from applicant 2 of $12,000 for the sale of the property at 9 Downer Street Perenjori in accordance with the advertised conditions</td>
</tr>
<tr>
<td>Carried: 8/0</td>
</tr>
</tbody>
</table>

16128.4.7 CONFIDENTIAL ITEM - PERENJORI INDEPENDENT LIVING UNITS – ALLOCATION OF NEW UNITS

<table>
<thead>
<tr>
<th>APPLICANT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIRE OF PERENJORI</td>
</tr>
<tr>
<td>FILE:</td>
</tr>
<tr>
<td>ADM 0554</td>
</tr>
<tr>
<td>DISCLOSURE OF INTEREST:</td>
</tr>
<tr>
<td>NIL</td>
</tr>
<tr>
<td>AUTHOR:</td>
</tr>
<tr>
<td>CEO- ALI MILLS</td>
</tr>
<tr>
<td>RESPONSIBLE OFFICER:</td>
</tr>
<tr>
<td>CEO- ALI MILLS</td>
</tr>
<tr>
<td>REPORT DATE:</td>
</tr>
<tr>
<td>14th DECEMBER 2016</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
</tr>
<tr>
<td>APPLICATION FORMS</td>
</tr>
</tbody>
</table>

Voting Requirements – Simple Majority

Officers Recommendation – Item 16128.4.7

That Council:

1. Endorses the allocation of the two new independent seniors units two the two applicants as has been presented to Council.
2. Requests the CEO write to the applicants informing them of the allocation and proceed to present tenancy agreements for their tenure.

<table>
<thead>
<tr>
<th>Council Resolution – Item 16128.4.7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr L Smith</td>
</tr>
<tr>
<td>Seconded: Cr J Hirsch</td>
</tr>
<tr>
<td>That Council:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
1. Endorses the allocation of the two new independent seniors units two the two applicants as has been presented to Council.

2. Requests the CEO write to the applicants informing them of the allocation and proceed to present tenancy agreements for their tenure.

Carried: 8/0

**Motion – To Return to Open Council**

Moved: Cr L Smith  
Seconded: Cr R Spencer

Council returned to open Council to move and second items 16128.4.1, 16128.4.2, 16128.4.3, 16128.4.4, 16128.4.5, 16128.4.6, 16128.4.7 & 16128.4.8.

Carried: 9/0

16128.5 **DATE OF NEXT MEETING**

The date of the next Council meeting will be held on Thursday 16th February 2017 commencing at 3.00 pm.

16128.6 **CLOSURE**

Cr L Butler declared the meeting closed at 7.14 pm.