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Shire of Perenjori
Ordinary Council Meeting
MINUTES 21st December 2017

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17121 PRELIMINARIES

17121.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS
Cr L Butler declared the meeting open at 3.06 pm.

17121.2 OPENING PRAYER
Cr L Butler led the opening prayer.

17121.3 DISCLAIMER READING

17121.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Cr L Butler
Cr L Smith
Cr J Cunningham
Cr P Waterhouse
Cr J Hirsch
Cr G Reid
Cr R Spencer
Cr K Pohl
Ali Mills – CEO
Rose Jones – SFO
Bianca Plug - EA

Apologies;
Cr R Desmond

17121.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

17111.6 PUBLIC QUESTION TIME

17121.7 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.
17121.8 APPLICATIONS FOR LEAVE OF ABSENCE

17121.9 CONFIRMATION OF MINUTES

Minutes from the Ordinary Council Meeting held on the 16th November 2017 are attached.

Officer Recommendation – Item 17121.9.1

That Council accepts the Minutes from the Ordinary Meeting of the 16th November 2017 as a true and correct record of that Meeting.

Council Resolution – Item 17121.9.1

Moved: Cr J Cunningham
Seconded: Cr G Reid
That Council accepts the Minutes from the Ordinary Meeting of the 16th November 2017 as a true and correct record of that Meeting.
Carried: 8/0

17121.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

17121.11 PETITIONS / DEPUTATIONS / PRESENTATIONS

17122 CORPORATE AND DEVELOPMENT SERVICES

17122.1 FINANCIAL STATEMENTS – NOVEMBER 2017

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0081
DISCLOSURE OF INTEREST: NIL
AUTHOR: ROSE JONES - SFO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 21ST DECEMBER 2017
ATTACHMENTS: MONTHLY FINANCIAL REPORT

Executive Summary
This item recommends that Council accepts the Financial Activity Statement for the period ending 30th November 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
Shire of Perenjori  
Ordinary Council Meeting  

MINUTES  
21st December 2017

- 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
  o Note 11. – Grant and Contributions
  o Note 12.- Trust Fund
  o 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
Nil

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

Consultation
Liaison with CEO, SFO, & MIS.

Voting Requirements - Simple Majority

Committee Recommendation – Item 17122.1
That Council, pursuant to Regulation 34 of the Local Government (Financial Management)
Regulations 1996, accepts the Financial Activity Statement Report for the period ending 30th
November 2017.

Council Resolution – Item 17122.1
Moved: Cr L Smith  
Seconded: Cr J Hirsch

That Council, pursuant to Regulation 34 of the Local Government (Financial Management)
Regulations 1996, accepts the Financial Activity Statement Report for the period ending 30th
November 2017.

Carried: 8/0
17122.2 ACCOUNTS FOR PAYMENT – NOVEMBER 2017

APPLICANT: SHIRE OF PERENJORI
FILE: 1306P
DISCLOSURE OF INTEREST: NIL
AUTHOR: LIZ MARKHAM - AO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 21ST DECEMBER 2017
ATTACHMENTS: ACCOUNTS FOR PAYMENT

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 30th November 2017 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 17122.2
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 2017 as attached to and forming part of this report.

<table>
<thead>
<tr>
<th>Municipal Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$552,603.33</td>
</tr>
<tr>
<td>Direct Debits</td>
<td>$53,810.78</td>
</tr>
<tr>
<td>Cheques</td>
<td>$20,663.00</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$1,635.33</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
</tbody>
</table>
Shire of Perenjori
Ordinary Council Meeting
MINUTES
21st December 2017

<table>
<thead>
<tr>
<th>Total</th>
<th>$628,712.44</th>
</tr>
</thead>
</table>

**Trust Account - Shire**

<table>
<thead>
<tr>
<th>EFT</th>
<th>$400.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheques</td>
<td>$</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**Trust Account – Mt Gibson Public Benefit Funds**

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

**Totaling $629,112.44 from Municipal and Trust Accounts for the month ending 30th November 2017.**

**Council Resolution – Item 17122.2**

**Moved: Cr L Smith**

**Seconded: Cr R Spencer**

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 2017 as attached to and forming part of this report.

**Carried: 8/0**

**Municipal Account**

<table>
<thead>
<tr>
<th>EFT</th>
<th>$552,603.33</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Debits</td>
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<tr>
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</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$1,635.33</td>
</tr>
</tbody>
</table>
**Shire of Perenjori**

**Ordinary Council Meeting**

**MINUTES**

**21st December 2017**

<table>
<thead>
<tr>
<th>Bank Fees</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>$628,712.44</strong></td>
</tr>
</tbody>
</table>

**Trust Account - Shire**

| EFT | $400.00 |
| Cheques | $ |
| Bank Fees | $ |
| **Total** | $ |

**Trust Account – Mt Gibson Public Benefit Funds**

| EFT | $ |
| Cheques | $ |
| Bank Fees | $ |
| **Total** | $ |

*Totalling $629,112.44 from Municipal and Trust Accounts for the month ending 30th November 2017.*

**17124 INFRASTRUCTURE SERVICES**

**17124.1 ROAD MAINTENANCE – NOVEMBER 2017**

**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:** 21ST DECEMBER 2017  
**ATTACHMENTS** MAP

**Executive Summary**

This item seeks Council’s acceptance of the road maintenance report for November.

**Background**
Listed are the roads graded for the month of November.

Settlement Road  Mcdonald Road  
Young Road      Leibe Road   
Hill Road       Hirsch Road  
Parkwood Road   Waites Road  
Olden Road      Summers Road  
Cunningham Road Fars Road   
Payne Road      
Bestry 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**

NIL

**Comment**

Maintenance grading has been carried out from pickups and requests.

**Voting Requirements – Simple Majority**

**Committee Recommendation – Item 17124.1**

That the road maintenance report for November 2017 be accepted as presented.
## Council Resolution – Item 17124.1

<table>
<thead>
<tr>
<th>Moved</th>
<th>Seconded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr P Waterhouse</td>
<td>Cr G Reid</td>
</tr>
</tbody>
</table>

That the road maintenance report for November 2017 be accepted as presented.

Carried: 8/0
PROPOSED ROAD WIDENING AND EXCISION FROM PORTION OF RESERVE 24180

APPLICANT: SHIRE OF PERENJORI
FILE: ADM0330
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
REPORT DATE: 21ST DECEMBER 2017
ATTACHMENTS: MAP

Executive Summary

This item seeks Council’s consent to the excision and dedication of the road widening ex reserve 24180.

Background

Main Roads Western Australia have written to the Shire of Perenjori regarding a proposal for road widening and excision from portion of Reserve 24180, Wubin Mullewa Road.

The parcel of land that will be affected by the widening is Lot 78 on deposited plan 240209, being a portion of Reserve 24180. The reserve is vested for the purpose of Golf Recreation, with a management order in favour of the Shire of Perenjori, including the power to lease.

The reserve affected is on the corner of Wubin Mullewa and Summers Road Latham. The portion of land required is shown on the attached map. This portion of land is currently cleared for the purpose of sight visibility. There would be no effect to the current usage of the land being the Latham Golf Course as this is outside the area used.

If the Shire of Perenjori provides consent to the proposal, then they would be required to forward a statutory declaration in regards to any interests over the reserve that have been granted by the Shire that may be effected by the dedication.

A search of Landgate has found no interests being granted by the Shire of Perenjori.

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>Not consenting</td>
<td>Low/Mid</td>
<td>Support the proposal as presented</td>
</tr>
</tbody>
</table>

Consultation

CEO
Main Roads W.A.
Landgate

**Comment**
The portion of Reserve 24180 required by Main Roads W.A. would have no effect over the current usage of the reserve.

**Voting Requirements – Simple Majority**

<table>
<thead>
<tr>
<th>Committee Recommendation – Item 17124.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the Shire of Perenjori consents to the excision and dedication of the road widening ex Reserve 24180 as shown on Main Roads plan 1760-272.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Resolution – Item 17124.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr G Reid</td>
</tr>
<tr>
<td>That the Shire of Perenjori consents to the excision and dedication of the road widening ex Reserve 24180 as shown on Main Roads plan 1760-272.</td>
</tr>
<tr>
<td>Carried: 8/0</td>
</tr>
</tbody>
</table>
Enquiries: Ben McKay 08 9956 1205  
Our Ref: 16/2444  
13 November 2017

Ali Mills  
Chief Executive Officer  
Shire of Perenjori  
PO Box 22  
Perenjori WA 6620

Dear Ali,

PROPOSED ROAD WIDENING AND EXCISION FROM PORTION OF RESERVE 24180, WUBIN MULLEWA ROAD, SHIRE OF PERENJORI

I refer to a previous discussion with Main Roads Western Australia (Main Roads), and the Manager Infrastructure Services for the Shire of Perenjori (Shire) regarding the above.

Main Roads are proposing to widen and dedicate a portion of land on the Wubin Mullewa Road between SLK 44.44 to 44.2. The land requirement for the widening is shown shaded on the enclosed copy of Land Dealings Plan 1760-272.

The parcel of land that will be affected by the widening is Lot 78 on Deposited Plan 240509, being portion of reserve 24180. The reserve is vested for the purpose of ‘Golf Recreation’, with a management order in favour of the Shire, including power to lease.

As the management order provides power to lease, the Department of Lands will require confirmation of whether the Shire has granted any interests over the reserve that will be affected by the dedication.

Can you please provide a statutory declaration in regards to any interests over the reserve, attached is a sample statutory declaration form that can be used, which I can send through electronically if you require.

Main Roads requests the Shire pass the following council resolution to dedicate the road and road widenings:

- The Shire of Perenjori consents to the excision and dedication of the road widening ex Reserve 24180 as shown on Main Roads plan 1760-272.

Should you have any enquiries regarding this matter, please do not hesitate to contact Ben McKay by email at ben.mckay@mainroads.wa.gov.au or telephone on 9956 1205.

Yours faithfully,

Bernie Miller  
Regional Manager  
Mid West-Gascoyne Region

Main Roads Western Australia  
Mid-West Gascoyne  
Geraldton Office, Eastward Road, PO Box 165, Geraldton WA 6511  
Carnarvon Office, 470 Robinson Street, PO Box 480, Carnarvon WA 6701

mainroads.wa.gov.au  
enquiries@mainroads.wa.gov.au  
139 138
**GOVERNANCE**

**17125 ADOPTION OF THE ANNUAL REPORT 2016/17**

**APPLICANT:** SHIRE OF PERENJORI  
**FILE:** ADM 0081  
**DISCLOSURE OF INTEREST:** NIL  
**AUTHOR:** ALI MILLS - CEO  
**RESPONSIBLE OFFICER:** ALI MILLS - CEO  
**REPORT DATE:** 21ST DECEMBER 2017  
**ATTACHMENTS** ANNUAL REPORT & AUDITORS REPORT

**Executive Summary**

The Annual Report for the 2016/17 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 2016/2017 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 15th February 2018.
- It is proposed that the annual meeting of Electors be held at 5.00 pm on Tuesday 13th February 2017 at the Latham Community Centre.
- 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.

Eight matters have been raised by the auditors which need addressing (attached).

**Table 1: Matters identified by Auditors which need addressing:**
Shire of Perenjori
Ordinary Council Meeting
MINUTES
21st December 2017

<table>
<thead>
<tr>
<th>MATTER</th>
<th>ACTION TO BE TAKEN</th>
<th>WHO TO ACTION</th>
<th>TIMEFRAME</th>
<th>CURRENT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-compliance with Tender Regulations – Granny Flat Modular Accommodation</td>
<td>Tender Regulations adhered to.</td>
<td>CEO &amp; Managers</td>
<td>Immediate</td>
<td>In place</td>
</tr>
<tr>
<td>Non-compliance with Tender Regulations – Purchases foreseeably above tenden limit</td>
<td>Purchasing policy and Tender Regulations to be adhered to.</td>
<td>CEO &amp; Managers</td>
<td>Immediate</td>
<td>Aggregate tender completed. CEO &amp; Managers aware</td>
</tr>
<tr>
<td>Non-compliance with internal purchasing policy</td>
<td>Purchasing policy to be adhered to.</td>
<td>Purchasing Officer’s</td>
<td>Immediate</td>
<td>Workshop to be conducted in New Year by 30th January 2018.</td>
</tr>
<tr>
<td>Credit Card supporting documentation</td>
<td>Ensure all information provided before presenting to President for signing.</td>
<td>Creditor Clerk, CEO and Admin assist.</td>
<td>Immediate</td>
<td>In progress</td>
</tr>
<tr>
<td>Review of journals</td>
<td>Policy developed to ensure regular reviews are conducted.</td>
<td>Senior Finance Officer &amp; CEO</td>
<td>5th February 2018</td>
<td>In progress</td>
</tr>
<tr>
<td>Ratio benchmarks</td>
<td>Budgeting process to consider own income levels and capital expenditure projects. Review ratios before adopting.</td>
<td>CEO &amp; Council</td>
<td>Budget process March – June 2018</td>
<td>CEO aware</td>
</tr>
<tr>
<td>Overhead allocation</td>
<td>Periodic review of allocations of overheads by an independent person. Policy and procedure to be developed.</td>
<td>CEO &amp; SFO</td>
<td>5th February 2018</td>
<td>In progress</td>
</tr>
</tbody>
</table>

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
SFO
MIS
Megan Shirt

**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 17125.1**

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

1. Adopt the 2016/2017 Annual Report for the financial period ending 30 June 2017 for the Shire of Perenjori as presented and attached;
2. Confirm the date for the Annual Electors Meeting for Tuesday 13th February 2017 in Latham and authorise the statutory advertising.
3. Charge the CEO to ensure outstanding matters raised by the auditor are addressed and progress reported on to the Audit Committee and/or Council
Council Resolution – Item 17125.1

Moved: Cr L Smith  Seconded: Cr R Spencer

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

1. Adopt the 2016/2017 Annual Report for the financial period ending 30 June 2017 for the Shire of Perenjori as presented and attached;

2. Confirm the date for the Annual Electors Meeting for Tuesday 13th February 2017 in Latham and authorise the statutory advertising.

Carried: 8/0

Moved: Cr G Reid  Seconded: Cr J Cunningham

3. Charge the CEO to ensure outstanding matters raised by the auditor are addressed and progress reported to the Audit Committee and/or Council.

Carried: 8/0

Cr G Reid left 4.06 pm

17125.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE

APPLICANT:  SHIRE OF PERENJORI
FILE:  ADM 0093
DISCLOSURE OF INTEREST:  NIL
AUTHOR:  ALI MILLS - CEO
RESPONSIBLE OFFICER:  ALI MILLS - CEO
REPORT DATE:  21ST DECEMBER 2017
ATTACHMENTS  NIL

Executive Summary
The current arrangements with the Shire’s of Perenjori, Morawa, Mingenew and Three Springs needs to be reviewed due to a request from the Shire of Carnamah and the recent changes in relation to the Community Emergency Services Management position.

Background
Emergency Management Act

Local governments are key players in the State’s emergency management arrangements and provide expert knowledge about their communities and environments. It is their role to ensure that local emergency management arrangements are prepared and maintained, as well as to manage recovery after an emergency.

Under section 38 of the Emergency Management Act 2005, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government’s district. However, local governments may unite for the purposes of emergency
management and establish one or more LEMC for their combined districts. The LEMC is to be managed and chaired by the local government, with representation from organisations and agencies that play a key role in emergency management within their district. The current LEMC involves the Shires of Mingenew, Three Springs, Morawa and Perenjori.

Local Emergency Management Arrangements (LEMAS)

The functions of a LEMC, in relation to its district or the area for which it is established, are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of the LEMA; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

Under Section 41 of the Emergency Management Act 2005, a local government is to ensure that emergency management arrangements are in place for that local government district.

LEMAs are developed to provide a community focused, coordinated approach to the management of all potential emergencies within a local government area. It is a requirement for each local government in Western Australia to provide access to their LEMA and to publish their Local Emergency Management Arrangements (LEMAs) on their website.

Communications and Options

A recent telephone meeting with all shires and DFES identified that the Shire of Carnamah is seeking support to joining the existing four shires LEMC. The Shires of Three Springs and Mingenew have indicated they support this move. The existing LEMC has been in limbo since the Shire’s of Three Springs and Mingenew discontinued the shared arrangement for the CESM. The current LEMC does rely on the attendance of community volunteer services, utility providers, corporate (mining), police, LG’s and DFES. The existing LEMC has struggled to engage the local volunteer groups and has been a “higher” level group meeting quarterly. As is noted there is a requirement for a LG to meet at least twice a year as a LEMC.

The Shire of Morawa has indicated they prefer the 5 Shires options, which would result in this option not being possible for Perenjori.

The following presents options for the LEMC:

<table>
<thead>
<tr>
<th>OPTION</th>
<th>PRO’S</th>
<th>CON’S</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Shires remain – Perenjori, Mingenew, Three Springs, Morawa</td>
<td>Have history of working together. Have joint arrangements. No amalgamation or separation process required. Broader focus.</td>
<td>Large group – covering 4 areas as opposed to smaller size. Less control over outcomes and direct benefits for Perenjori. Level of commitment and loyalty from each unknown. Lack of communication in the past.</td>
</tr>
<tr>
<td>5 Shires – all of the above including Carnamah</td>
<td>As above. Different community with.</td>
<td>As above. Need to work through.</td>
</tr>
</tbody>
</table>
Shire of Perenjori

Ordinary Council Meeting

MINUTES

21st December 2017

coastal risks amalgamation process

| 2 Shires – Perenjori and Morawa | Have good working relationship  
Committed with a shared CESM  
Localise – making meetings, LEMC and LEMA more relevant to Perenjori and Morawa  
Improve local participation and engagement rates.  
More control over function and outcomes | Need to work through separation process (written description of new group)  
Disconnect with other shires  
Requires the support of Morawa for this approach |

Statutory Environment

Section 38 of the Emergency Management Act 2005, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government’s district.

Under Section 41 of the Emergency Management Act 2005, a local government is to ensure that emergency management arrangements are in place for that local government district.

Policy Implications

Nil

Financial Implications

Nil

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 or exceed 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>Lack of response from Council would result in breaching the Emergency Management Act</td>
<td>A moderate consequence which is possible resulting in medium level of risk.</td>
<td>Choosing an option to best suit the needs of Perenjori community.</td>
</tr>
</tbody>
</table>

Consultation

Shire’s of Mingenew, Three Springs, Morawa, Carnamah

DFES

Comment

The opportunity exists to localise the emergency management committee and engage the local volunteer groups. This will ensure we are incident ready if an incident did occur and could attend to needs until the larger hazard managers arrive. There would also be opportunity to meet with all other shires once a year to have an exercise, share resources and experiences. Our CESM is very connected with DFES which ensures we would be kept up with the latest information.

Voting Requirements – Simple Majority
Committee Recommendation – Item 17125.2

That Council:

1. Resolves to have as their preferred option to proceed with a separation process from the current LEMC, being the Shire’s of Mingenew, Three Springs and Morawa, and develops a new LEMC with the Shire of Morawa commencing in February 2018, and

2. Seeks to meet at least annually with other shires across the north midlands with the intention of sharing experiences and resources.

3. Resolves in the instance that the Shire of Morawa does not support this approach, to opt for five Shire option and support the amalgamation of Carnamah Shire with the Shire’s of Mingenew, Three Springs, Morawa and Perenjori as the new LEMC.

Council Resolution – Item 17125.2

Moved: Cr P Waterhouse Seconded: Cr R Spencer

That Council:

1. Resolves to have as their preferred option to proceed with a separation process from the current LEMC, being the Shire’s of Mingenew, Three Springs and Morawa, and develops a new LEMC with the Shire of Morawa commencing in February 2018, and

2. Seeks to meet at least annually with other shires across the north midlands with the intention of sharing experiences and resources.

3. Resolves in the instance that the Shire of Morawa does not support this approach, to opt for five Shire option and support the amalgamation of Carnamah Shire with the Shire’s of Mingenew, Three Springs, Morawa and Perenjori as the new LEMC.

Carried: 8/0

ADOPTION OF THE PERENJORI TOURISM MARKETING STRATEGY 2017

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0579
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 21ST DECEMBER 2017
ATTACHMENTS MARKETING STRATEGY

Executive Summary

The Perenjori Tourism Marketing Strategy 2017 is presented for endorsement.

Background
Council has included in the Community Strategic Plan and Corporate Business Plan (CBP), a Marketing Tourism Strategy being project 23 in the CBP 2013-2017. The need was identified as it is acknowledged tourism is a growing industry and the Shire of Perenjori has some unique landscapes and places for people to visit which is attracting visitors on an annual basis. Developing the local knowledge and awareness and presenting a strategy for all tourism areas to adopt will assist in improving the activities and services provided to tourists visiting our Shire.

Quotes were sought with Kirkgate consulting selected for their experience and understanding of the area and project, with the Council resolution below from the ordinary council meeting held on the 21st September 2017:

Council Resolution – Item 17095.3

Moved: Cr R Spencer Seconded: Cr J Hirsch
That Council supports the contracting of Kirkgate consulting for $10,980 to develop a tourism marketing strategy for the Shire of Perenjori.

Carried: 8/0

The following outcomes were expected to be achieved:

- describes Perenjori, its products and services
- explains the position and role of the products and services in the market
- profiles Perenjori customers and the competition
- identifies the marketing tactics needed
- target products and services to the people most likely to buy them.
- build a marketing plan and measure its effectiveness for a three to five year period

The report provided a SWOT analysis which identified, strengths, weaknesses, opportunities and threats.

1. SWOT analysis

The following assessment of strengths, weaknesses, opportunities and threats focuses on the Perenjori product and target markets.

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wide main street with ample parking on both sides for cars and caravans</td>
<td>Lack of co-ordinated approach to tourism</td>
</tr>
<tr>
<td>Turning areas adjacent to main street</td>
<td>Limited resources (financial and human)</td>
</tr>
<tr>
<td>Town trail (walking) with interpretive signage and artwork</td>
<td>One telephone network provider</td>
</tr>
<tr>
<td>Known for the friendliness of the people</td>
<td>No public Wi-Fi</td>
</tr>
<tr>
<td>Peace and quiet</td>
<td>Lack of clarity of brand – what is the driver for tourism?</td>
</tr>
</tbody>
</table>
## Opportunities

- Establish as base for nature based tourism activities in Karara Rangelands
- Extend base three-month season by linking to nature based tourism
- Introduce public Wi-Fi in main street
- Encourage 4wd and off-road bike tourism
- Development of self-drive trail
- Development of geo cache trail
- Development of alternative route to Great Northern Highway
- Work with stakeholders to raise awareness of Karara Rangeland Park
- Cultural sites – history trail

## Threats

- Climate change contributing to poor wildflower seasons
- Lack of accommodation options will mean visitors stay elsewhere.
- Maintaining traditional views on what tourist want and failing to deliver to new markets
- Aging volunteers impacting on ability to deliver visitor servicing
- Increased competition from similar Mid-West towns.
- Value of tourism remaining low in the community

<table>
<thead>
<tr>
<th>Shire of Perenjori</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINUTES</strong></td>
</tr>
<tr>
<td>• Hotel opens for lunch as well as the evening</td>
</tr>
<tr>
<td>• Petrol available 24 hours</td>
</tr>
<tr>
<td>• Range of community sports activities</td>
</tr>
<tr>
<td>• CRC/Post Office/Café</td>
</tr>
<tr>
<td>• Nearby biodiversity hotspots</td>
</tr>
<tr>
<td>• Ready access to extensive native fauna</td>
</tr>
<tr>
<td>• Good road access from all directions</td>
</tr>
<tr>
<td>• Diversity of experiences</td>
</tr>
<tr>
<td>• Voluntourism</td>
</tr>
<tr>
<td>• Proximity of nature based experiences to Perenjori</td>
</tr>
<tr>
<td>• RV Friendly town</td>
</tr>
<tr>
<td>• Perenjori Museum</td>
</tr>
<tr>
<td>• Location and quality of caravan park</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ordinary Council Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>21st December 2017</strong></td>
</tr>
<tr>
<td>• Lack of range of accommodation</td>
</tr>
<tr>
<td>• Short three-month tourist season</td>
</tr>
<tr>
<td>• Low awareness of museum</td>
</tr>
<tr>
<td>• Unfavourable weather conditions during summer months</td>
</tr>
<tr>
<td>• Signage outside of Perenjori town site</td>
</tr>
<tr>
<td>• Lack of brand reflecting biodiversity hotspots</td>
</tr>
<tr>
<td>• Lack of private sector involvement in nature based tourism.</td>
</tr>
<tr>
<td>• No defined self-drive route through the shire</td>
</tr>
<tr>
<td>• No local tour operator</td>
</tr>
<tr>
<td>• No tourism connection to local mines</td>
</tr>
<tr>
<td>• E-media, social media inconsistent</td>
</tr>
<tr>
<td>• Lack of awareness of cultural/historic sites</td>
</tr>
</tbody>
</table>
An analysis of the five ‘A’ factors (the essential requirements for successful tourism) was conducted to inform the strategies and action plan, • Attractions • Access • Accommodation • Amenities • Awareness.

The following vision and strategies are suggested:

‘Perenjori will grow from being reliant on wildflowers to becoming the hub for biodiversity and ecotourism in the Mid-West’

• To achieve this vision, the following five strategies will be adopted:
  • Strategy 1 - to extend the tourist season so it lasts from April to November
  • Strategy 2 – work with others to develop tourism within Karara Rangeland Park
  • Strategy 3 – Maximise the impact of Perenjori Visitor Centre
  • Strategy 4 – Market and promote Perenjori as a hub for biodiversity and ecotourism
  • Strategy 5 – Ensure the highest quality tourism infrastructure within the shire.

Several new tourism related products or services have been suggested within the shire which may or may not prove feasible. These include:

• Convert old railway building in Perenjori for public use and could be used to house herbarium
• In conjunction with the Northern Agricultural Catchments Council develop and Environment Centre with an area for public display
• Convert former RSL Building in Perenjori for public use
• Develop a geocache trail with the shire
• Karara Mine Tours
• Birdwatching packages
• Create cultural trail linking sites of historical significance

The reports provides an action plan to meet the five strategies which Council can plan.

Statutory Environment
Nil

Policy Implications
Nil

Financial Implications
Funds may be allocated through Council’s budget process to enable actions to be implemented.

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>Lack of endorsement by Council could result in a lack of actions in this area, and a potential “missing out” on funding opportunities.</td>
<td>A moderate consequence which is possible resulting in medium level of risk.</td>
<td>Adopt the marketing strategy as presented and to work with all stakeholders to implement and seek funding opportunities.</td>
</tr>
</tbody>
</table>

Consultation
CDO
Cr Spencer
Paddy King
MWDC

Comment
The report provides a realistic action plan and strategy to implement to assist in improving and developing the tourism industry across the shire.

Voting Requirements – Simple Majority

Committee Recommendation – Item 17125.3

Council Resolution – Item 17125.3
Moved: Cr R Spencer
Seconded: Cr P Waterhouse
Carried: 8/0

17126 PROJECT STATUS REPORT

APPLICANT: SHIRE OF PERENJORI
FILE: NIL
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER ALI MILLS - CEO
REPORT DATE: 21ST DECEMBER 2017
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
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 17126
Council accepts the Project Status Report as presented for the month of November 2017.

Council Resolution – Item 17126
Moved: Cr J Cunningham
Seconded: Cr K Pohl
Council accepts the Project Status Report as presented for the month of November 2017.
Carried: 8/0

17127 STATUS REPORT

APPLICANT: SHIRE OF PERENJORI
FILE: NIL
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 21ST DECEMBER 2017
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 17127

Council accepts the Status Report as presented for the month of November 2017.

Officer Recommendation – Item 17127

Moved: Cr L Smith
Seconded: Cr J Hirsch
Council accepts the Status Report as presented for the month of November 2017.
Carried: 8/0

17128 OTHER BUSINESS

17128.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

17128.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

17128.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION
17128.4   MATTERS BEHIND CLOSED DOORS

Council Resolution – Item 17128.4.1

Moved: Cr J Cunningham   Seconded: Cr R Spencer
That Council moves behind closed doors to discuss confidential item 17128.4.1 and late confidential items 17128.4.2, 17128.4.3, 17128.4.4 & 17128.4.5.
Carried: 8/0

17128.4.1 CONFIDENTIAL ITEM – PAVILION REDEVELOPMENT – TENDER ASSESSMENT

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0366
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 21ST DECEMBER 2017
ATTACHMENTS ASSESSMENTS

Voting Requirements – Simple Majority

Officers Recommendation – Item 17128.4.1
That Council adopts the confidential schedule of action.

Council Resolution – Item 17128.4.1

Moved: Cr L Smith   Seconded: Cr J Cunningham
That Council adopts the confidential schedule of action.
Carried: 7/1

Cr L Smith left – 4.58 pm
Cr L Smith returned – 5.02 pm
**17128.4.2 CONFIDENTIAL LATE ITEM - MORAWA & PERENJORI WASTE MANAGEMENT SCHEME – TENDER ASSESSMENT**

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>SHIRE OF PERENJORI</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE</td>
<td>ADM 0366</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>21ST DECEMBER 2017</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td>RECOMMENDATION REPORT</td>
</tr>
</tbody>
</table>

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 17128.4.2**

That Council adopts the confidential schedule of action.

**Council Resolution – Item 17128.4.2**

Moved: Cr R Spencer
Seconded: Cr G Reid
That Council adopts the confidential schedule of action.
Carried: 8/0

Ken Markham, Bianca Plug & Rose Jones left – 5.14 pm.

**17128.4.3 CONFIDENTIAL LATE ITEM - HUMAN RESOURCE REPORT DECEMBER 2017**

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>SHIRE OF PERENJORI</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE</td>
<td>NIL</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>21ST DECEMBER 2017</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td>REPORT</td>
</tr>
</tbody>
</table>

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 17128.4.3**

That Council adopts the confidential schedule of action.
Council Resolution – Item 17128.4.3

Moved: Cr    Seconded: Cr
That Council adopts the confidential schedule of action.
Carried: /0

17128.4.4 CONFIDENTIAL LATE ITEM - RFT 05-2017 SUPPLY OF HIRED ROAD CONSTRUCTION PLANT WITH OPERATORS FOR ROAD REPAIRS

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:   21ST DECEMBER 2017
ATTACHMENTS   RECOMMENDATION REPORT

Voting Requirements – Simple Majority

Officers Recommendation – Item 17128.4.4

That Council adopts the confidential schedule of action.

Council Resolution – Item 17128.4.4

Moved: Cr L Smith    Seconded: Cr P Waterhouse
That Council adopts the confidential schedule of action.
Carried: 8/0

17128.4.5 CONFIDENTIAL LATE ITEM - RON BACK REPORT

APPLICANT:     SHIRE OF PERENJORI
FILE:          NIL
DISCLOSURE OF INTEREST:  NIL
AUTHOR:        ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE:   21ST DECEMBER 2017
ATTACHMENTS   LETTER
Officers Recommendation – Item 17128.4.5
That Council adopts the confidential schedule of action.

Council Resolution – Item 17128.4.5
Moved: Cr L Smith
Seconded: Cr P Waterhouse
That Council adopts the confidential schedule of action.
Carried: /0

Council Resolution – Item 17128.4.1
Moved: Cr J Hirsch
Seconded: Cr P Waterhouse
That Council returns to open Council to move and second confidential item 17128.4.1 and late confidential items 17128.4.2, 17128.4.3, 17128.4.4 & 17128.4.5.
Carried: 8/0

17128.5 DATE OF NEXT MEETING
The date of the next Council meeting will be held on Thursday 15th February 2017 commencing at 5.00 pm.

17128.6 CLOSURE
Cr L Butler declared the meeting closed at 5.15 pm.