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18031 PRELIMINARIES

18031.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS
Cr L Butler declared the meeting open at 3.22 pm.

18031.2 OPENING PRAYER
Cr L Butler led the opening prayer.

18031.3 DISCLAIMER READING

18031.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE
Cr L Butler – Presiding Member
Cr K Pohl
Cr R Spencer
Cr P Waterhouse
Cr G Reid
Ali Mills - CEO
Rose Jones – SFO
Bianca Plug – Minute Taker
Marc Bennet – Team Leader Town
Don Francis – Team Leader Roads
R. White – Resident

Apologies;
Cr Hirsch
Cr Smith
Cr Desmond
Cr Cunningham

18031.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil
18031.6 PUBLIC QUESTION TIME

R. White – Why does Western Power have no record of the Shire of Perenjori ringing regarding the street lighting.
Answer: We will take this question on notice and check with the Infrastructure team as communications are made to Western Power by them.

R. White – As per the Electors meeting minutes it states that an asbestos contractor was due in two weeks, why has this not happened?
Answer: We have an interim MCDS who has this as a first priority. The existing Environmental Health Officer seems to be over committed.

R. White – What is the fall back for the BESS, can we send a letter to Western Power? Put a remedial structure in place? How will we resolve this?
Answer: We understand your frustrations with BESS however it is a world first and the new technology is causing challenges. We are continuing to work with Western Power and MP’s and the State Government to improve the power for Perenjori.

18031.7 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.

18031.8 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

18031.9 CONFIRMATION OF MINUTES

Minutes from the Ordinary Council Meeting held on the 15th February 2018 are attached.

<table>
<thead>
<tr>
<th>Officer Recommendation – Item 18031.9.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council accepts the Minutes from the Ordinary Meeting of the 15th February 2018 as a true and correct record of that Meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Resolution – Item 18031.9.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr R Spencer</td>
</tr>
<tr>
<td>Seconded: Cr P Waterhouse</td>
</tr>
<tr>
<td>That Council accepts the Minutes from the Ordinary Meeting of the 15th February 2018 as a true and correct record of that Meeting.</td>
</tr>
<tr>
<td>Carried: 5/0</td>
</tr>
</tbody>
</table>
18032 CORPORATE AND DEVELOPMENT SERVICES

18032.1 FINANCIAL STATEMENTS – FEBRUARY 2018

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0081
DISCLOSURE OF INTEREST: NIL
AUTHOR: ROSE JONES - SFO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 15TH MARCH 2018
ATTACHMENTS MONTHLY FINANCIAL REPORT

Executive Summary
This item recommends that Council accepts the Financial Activity Statement for the period ending 28th February 2018.

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 28th February 2018.

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 —

(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
MINUTES
15th March 2018

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 18032.1

Council Resolution – Item 18032.1
Moved: Cr G Reid
Seconded: Cr R Spencer


Carried: 5/0

18032.2   ACCOUNTS FOR PAYMENT – FEBRUARY 2018

APPLICANT: SHIRE OF PERENJORI
FILE: 1306P
DISCLOSURE OF INTEREST: NIL
AUTHOR: LIZ MARKHAM - AO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 15TH MARCH 2018
ATTACHMENTS: ACCOUNTS FOR PAYMENT

Executive Summary
This item recommends that the schedule of accounts for payment for the month ending 28th February 2018 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)
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 18032.2
That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 28th February 2018 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>$321,525.67</td>
</tr>
<tr>
<td>Direct Debits</td>
<td>$20,432.85</td>
</tr>
<tr>
<td>Cheques</td>
<td>$10,725.25</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$413.79</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$353,097.56</strong></td>
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</tbody>
</table>

<table>
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<tr>
<th>Trust Account - Shire</th>
<th></th>
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<td>EFT</td>
<td>$</td>
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<td>Cheques</td>
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Shire of Perenjori  
Ordinary Council Meeting 
MINUTES  
15th March 2018

Totalling $353,184.26 from Municipal and Trust Accounts for the month ending 28th February 2018.

Council Resolution – Item 18032.2

Moved: Cr P Waterhouse  
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 28th February 2018 as attached to and forming part of this report.

Carried: 5/0

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</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
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</table>
18033 INFRASTRUCTURE SERVICES

R. White – The Shire intersections are too square, there is over growth on the sides of the roads and windrows in front of farm gates.

Answer: A post will be made in the Bush Telegraph to encourage the public to communicate to Councillors or the Shire regarding roads that need attention.

Ali Mills left the meeting at 4.38 pm. The Perenjori police were called however no contact was made.

Ali Mills returned to the meeting at 4.42 pm

R. White left the meeting at 4.42 pm.

18033.1 ROAD MAINTENANCE – FEBRUARY 2018

APPLICANT: SHIRE OF PERENJORI
FILE: R999
DISCLOSURE OF INTEREST: NIL
AUTHOR: MARC BENNETT – TEAM LEADER
RESPONSIBLE OFFICER: MARC BENNETT – TEAM LEADER
REPORT DATE: 15TH MARCH 2018
ATTACHMENTS MAP

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

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

Bestry Road Tremlett Road
Solomon Road Griffith Road
Keough Road Moriarty Road
Starkeys Road
Waddi Road
Mcdonald Road
Leibe 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
Shire of Perenjori  

Ordinary Council Meeting  

MINUTES  

15th March 2018

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**

**Officers Recommendation – Item 18033.1**

That the road maintenance report for February 2018 be accepted as presented.

**Council Resolution – Item 18033.1**

Moved: Cr K Pohl  
Seconded: Cr R Spencer  
That the road maintenance report for February 2018 be accepted as presented.  
Carried: 5/0
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 first review of the Shire’s existing systems and procedures and presented this to Council March 2016. The findings of the recent review are presented to the Audit Committee in compliance with the requirements.

The review has noted improvements with the progress of:
- actions from the Financial Management Review,
- changes in IT,
- improvements in procedure documentation in all administration areas,
- improvements in safety across the organisation;
- reviews of policies and procedures and staff training across these.

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
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 “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. 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.

There is one area of noted concern relating to the Caron Dam, and the need to address safety and asset management concerns with this infrastructure.

Policy Implications

No policy relates to this requirement.

Financial Implications

There are no financial implications for this process.

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>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>
18035.2 FINANCIAL MANAGEMENT REVIEW REPORT

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0087
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 15TH MARCH 2018
ATTACHMENTS REPORT

Executive Summary
This item requires Council to receive the progress report on the Financial Management Review actions as identified in March 2016.

Background
Chief Executive Officers (CEO’s) are required by legislation to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly, and not less than once in every four financial years, and to report the results of the review to Council.

The CEO contracted Megan Shirt, to conduct the review as an external consultant. The review was conducted at the Administration office on the 25th and 26th May 2016. The review identified thirty two areas for improvement. The risk weighting for the improvements are summarized in the tables below from high to low. Many of the items related to the development of procedures which
ensure work practices are sustained in a consistent way. Rather than re-inventing the wheel, these will be sourced from other Council’s. Some items can be attended to with little effort required whilst some actions will take some time and resources.

Council’s Finance team will ensure the actions are being addressed in order of priority, whilst the CEO will monitor progress on a fortnightly basis with the MCDS.

Statutory Environment

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.

Policy Implications

Nil

Financial Implications

Nil
Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial and compliance objectives may not be achieved if core financial systems are not regularly reviewed to ensure they remain relevant and effective.</td>
<td>A moderate consequence which is possible resulting in medium level of risk.</td>
<td>Appoint qualified professionals to critically evaluate the City’s core financial systems once every four years.</td>
</tr>
</tbody>
</table>

Consultation

Nil

Comment

The report confirms that the Shire of Perenjori’s financial systems are adequate but further refinements can be made by implementing the recommendations.

Voting Requirements – Simple Majority

Committee Recommendation – Item 18035.2

That Council receives the progress report and acknowledges improvements as has been noted.

Council Resolution – Item 18035.2

Moved: Cr R Spencer  Seconded: Cr K Pohl

That Council receives the progress report and acknowledges improvements as has been noted.

Carried: 5/0
18035.3 ANNUAL ELECTORS MEETING 2018

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0381
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 15TH MARCH 2018
ATTACHMENTS UNCONFIRMED MINUTES

Executive Summary
This item recommends the Council receives the unconfirmed minutes of the Annual Electors meeting dated the 13th February 2018.

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

 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

Council held its Annual Electors Meeting on the 13th February 2018 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 Council's 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

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 18035.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council receives the unconfirmed minutes of the Annual Electors meeting held on the 13th February 2018.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Resolution – Item 18035.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr P Waterhouse</td>
</tr>
<tr>
<td>That Council receives the unconfirmed minutes of the Annual Electors meeting held on the 13th February 2018.</td>
</tr>
</tbody>
</table>
Executive Summary
This item requires Council to receive the progress report on the Human Resource actions as identified in December 2017.

Background
A report was presented to Council on the 21st December 2017, based on the gathering of information and documentation on the structure and operations of the organization. As a result, a number of recommendations were made to assist in the realization of improvements across the organization. The following table provides the recommended improvements as a list and the current status to implementing these:

<table>
<thead>
<tr>
<th>RECOMMENDATION</th>
<th>CURRENT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Review and redefine organisation structure to move the CEO into a</td>
<td>In progress – this will be able to be implemented once the new MCDS is settled</td>
</tr>
<tr>
<td>more strategic role and shift that workload away from day to day management</td>
<td>and a complete handover of all areas occurs.</td>
</tr>
<tr>
<td>Clarify the organisational structure before recruitment begins for a MCDS.</td>
<td>In progress</td>
</tr>
<tr>
<td>Employing a person for this role, and then making significant changes after</td>
<td></td>
</tr>
<tr>
<td>employment, may lead to issues when expectations change too drastically from</td>
<td></td>
</tr>
<tr>
<td>the initial intent of the role.</td>
<td></td>
</tr>
<tr>
<td>Establish a new MCDS with a sound grasp on finance. Offer further training on</td>
<td>In progress</td>
</tr>
<tr>
<td>governance and compliance if the candidate has reduced Government experience</td>
<td></td>
</tr>
<tr>
<td>Provide external HR support to immediately address Employee Relations issues</td>
<td>In place – Camerelli Associates providing this service once a month.</td>
</tr>
<tr>
<td>and offer support to staff, particularly in Grievance reporting processes.</td>
<td></td>
</tr>
<tr>
<td>Begin awareness training to cover issues of bullying, confidentiality,</td>
<td>Three sessions conducted with a further session to take place. This will capture</td>
</tr>
<tr>
<td>workplace culture.</td>
<td>99% of staff.</td>
</tr>
<tr>
<td>Shire of Perenjori</td>
<td>Ordinary Council Meeting</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td><strong>MINUTES</strong></td>
<td><strong>15th March 2018</strong></td>
</tr>
</tbody>
</table>

### 7.2 Short Term

Ensure all necessary services are being provided to an adequate level for the community.

Source assistance for any missing services.

Review and revise current employment documentation and conditions to ensure compliance, achieve accuracy and establish fair treatment for all employees.

Adjust geographic placement of office employees.

Implement soft skills training to improve areas such as; communication channels, meeting effectiveness, sharing of appreciation, grievance handling.

Review and retrain on policies and procedures affected by organisational structure changes

### 7.3 Long Term

Create a solid Communications Plan based on the new organisational structure and implement across the Shire.

Instigate an appreciation recognition program.

Conduct a Training Needs Analysis to build on ‘hard skills’ in a more stable workforce and assess the merits of using an external traineeship provider.

Reassess workplace culture and measure results against the current status.

Re-establish internal handling of grievance procedures.

---

**Statutory Environment**

There are no identified gaps in services. Environmental Health services are being contacted to attend to outstanding matters.

In progress, Camerelli are reviewing PD’s and packages.

Completed

To be planned and conducted

To be planned and conducted

To be developed

Exists – Employee recognition awards.

Currently being managed by Camerelli where required.
Shire of Perenjori  
Ordinary Council Meeting  
MINUTES  
15th March 2018

Nil

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>Human Resource Management is a critical part of the organisation and needs regular reviews.</td>
<td>A moderate consequence which is possible resulting in medium level of risk.</td>
<td>Appoint qualified professionals to critically evaluate the Shire’s Human Resource requirements and systems every 5 years.</td>
</tr>
</tbody>
</table>

Consultation
Nil

Comment
Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 18035.4

That the Council receives the Human Resources progress report and acknowledges improvements as has been noted.

Council Resolution – Item 18035.4

Moved: Cr R Spencer  
Seconded: Cr P Waterhouse

That the Council receives the Human Resources progress report and acknowledges improvements as has been noted.  
Carried: 5/0
Executive Summary
This item recommends that Council considers the review conducted on the Local Emergency Management Arrangements 2018 and endorse the changes as presented.

Background
The Emergency Management Act 2005 requires Local Governments to fulfil the following:

36. **Functions of local government**

   It is a function of a local government —
   
   (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
   
   (b) to manage recovery following an emergency affecting the community in its district; and
   
   (c) to perform other functions given to the local government under this Act.

Council’s Community Emergency Services Manager – Rick Ryan has prepared the review of our existing arrangements. The existing arrangements do include the Shire’s of Three Springs, Mingenew and Morawa. The reviewed arrangements refer to the Shire of Perenjori only. These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

The aim of the document is to define the management of identified risks and provide detail on proposed planning, response and recovery activities for the Shire of Perenjori.

The purpose of these arrangements is to set out:
- The Shire of Perenjori’s policies for emergency management;
- The roles and responsibilities of public authorities and other agencies involved in emergency management in the Shire of Perenjori;
- Provisions about the coordination of emergency operations and activities relating to emergency management;
- A description of emergencies that are likely to occur;
- Strategies and priorities for emergency management;
- Other matters about emergency management in the Shire of Perenjori prescribed by the regulations; and
Other matters about emergency management in the Shire of Perenjori that the Council considers appropriate.

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA’s in dealing with an emergency. These should be detailed in the HMA’s individual plan.

- This document applies to the LGA of the Shire of Perenjori;
- This document covers areas where the Shire of Perenjori provides support to HMA’s in the event of an incident;
- This document details the Shire of Perenjori’s capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire of Perenjori’s responsibility for recovery management.

**Statutory Environment**

Emergency Management Act 2005, Section 36.

**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 their potential.

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>In order to comply with the Emergency Management Act 2005 the Local Emergency Management Arrangements need to be reviewed and current.</td>
<td>High</td>
<td>The review process has been completed and now requires Council endorsement.</td>
</tr>
</tbody>
</table>

**Consultation**

Police, CESM, Water Corporations, MIS

**Comment**

Nil

**Voting Requirements – Simple Majority**
Officers Recommendation – Item 18035.5

That Council:

1. Endorses the review of the Shire of Perenjori’s Local Emergency Management Arrangements 2018, and
2. Supports the forwarding of the document to be tabled with the Midwest Gascoyne District Emergency Management Committee.

Council Resolution – Item 18035.5

Moved: Cr G Reid                           Seconded: Cr K Pohl

That Council:

1. Endorses the review of the Shire of Perenjori’s Local Emergency Management Arrangements 2018, and
2. Supports the forwarding of the document to be tabled with the Midwest Gascoyne District Emergency Management Committee.

Carried: 5/0

18036  PROJECT STATUS REPORT

APPLICANT:                                 SHIRE OF PERENJORI
FILE:                                      NIL
DISCLOSURE OF INTEREST:                   NIL
AUTHOR:                                    ALI MILLS - CEO
RESPONSIBLE OFFICER                       ALI MILLS - CEO
REPORT DATE:                               15TH MARCH 2018
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
Shire of Perenjori

Ordinary Council Meeting

MINUTES

15th March 2018

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 18026

Council accepts the Project Status Report as presented for the month of February 2018.

Council Resolution – Item 18026

Moved: Cr R Spencer
Seconded: Cr P Waterhouse

Council accepts the Project Status Report as presented for the month of February 2018.

Carried: 5/0

18037 STATUS REPORT

APPLICANT: SHIRE OF PERENJORI
FILE: NIL
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 15TH MARCH 2018
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 18037

Council accepts the Status Report as presented for the month of February 2018.

Council Resolution – Item 18037

Moved Cr K Pohl  Seconded: Cr R Spencer
Council accepts the Status Report as presented for the month of February 2018.
Carried: 5/0

18038  OTHER BUSINESS

18038.1  MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Council Resolution – Item 18038.1

Moved: Cr R Spencer  Seconded: Cr P Waterhouse
That Council accepts the late item 18038.1.1
Carried: 5/0
18038.1.1 ADOPTION OF COMPLIANCE AUDIT RETURN

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0081
DISCLOSURE OF INTEREST: NIL
AUTHOR: ALI MILLS - CEO
RESPONSIBLE OFFICER: ALI MILLS - CEO
REPORT DATE: 15TH MARCH 2018
ATTACHMENTS COMPLIANCE AUDIT RETURN 2018

Executive Summary
This Item recommends that Council accepts the attached Compliance Audit Return.

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

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

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

The return must be provided to the Department by 31st March each year after it has been adopted by the Council and signed by the President and CEO.

Issues have been raised in the past by auditors regarding tendering and procurement in general. The following tenders were called for in 2017, with each complying to the tender regulations:

01/2017 – England Crescent Lots
02/2017 – Lot 157 England Crescent
03/2017 – Supply & Delivery of 1 Backhoe Front End Loader (E Quotes)
04/2017 – Asphalting works on town street intersections (E Quotes)
05/2017 – Supply of Hired Road Construction Plant with Operators for Road Repairs
06/2017 – Perenjori Pavilion Redevelopment
07/2017 – Electrical Services and Maintenance
08/2017 – Plumbing Services and Maintenance
09/2017 – Aggregate

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

Policy Implications
Nil
Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

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 ensuring compliance with Acts and Regulations</td>
<td>The level of risk is dependent on the implications of compliance or non-compliance.</td>
<td>Each relevant employee reports on matters of compliance for their area of responsibility.</td>
</tr>
<tr>
<td>ensuring accountability to the Council and community.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Consultation

CEO
SFO
MIS

Comment

Nil

Voting Requirements – Absolute Majority

Committee Recommendation – Item 18032.4

That Council accepts the Compliance Audit Return 2018 as attached.

Council Resolution – Item 18032.4

Moved: Cr P Waterhouse               Seconded: Cr K Pohl
That Council accepts the Compliance Audit Return 2018 as attached with amendments by the Audit Committee Meeting.

Carried: 5/0

18038.2    QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

18038.3    URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

18038.4    MATTERS BEHIND CLOSED DOORS
**Council Resolution – Item 18028.4**

**Moved:** Cr R Spencer  
**Seconded:** Cr P Waterhouse  
That Council moves behind closed doors to discuss confidential item 18038.4.1 and Late confidential item 18038.4.2.

**Carried:** 5/0

---

**18038.4.1 CONFIDENTIAL ITEM - PLUMBING SERVICES AND MAINTENANCE TENDER 08/2017**

<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>15TH MARCH 2018</td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>NIL</td>
</tr>
</tbody>
</table>

**Voting Requirements – Simple Majority**

**Officers Recommendation – Item 18028.4.1**

That Council accepts the confidential schedule.

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**Council Resolution – Item 18028.4.1**

**Moved:** Cr R Spencer  
**Seconded:** Cr P Waterhouse  
That Council accepts the confidential schedule.

**Carried:** 5/0

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**18038.4.1 CONFIDENTIAL LATE ITEM – APPOINTMENT OF MCDS**

<table>
<thead>
<tr>
<th>APPLICANT:</th>
<th>SHIRE OF PERENJORI</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILE:</td>
<td>ADM 0180</td>
</tr>
<tr>
<td>DISCLOSURE OF INTEREST:</td>
<td>NIL</td>
</tr>
<tr>
<td>AUTHOR:</td>
<td>ALI MILLS - CEO</td>
</tr>
<tr>
<td>RESPONSIBLE OFFICER:</td>
<td>ALI MILLS - CEO</td>
</tr>
<tr>
<td>REPORT DATE:</td>
<td>15TH MARCH 2018</td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>RESUME AND APPLICATION</td>
</tr>
</tbody>
</table>
Voting Requirements – Absolute Majority

Officers Recommendation – Item 18038.4.1
That Council accepts the confidential schedule.

Council Resolution – Item 18038.4.2
Moved: Cr R Spencer
Seconded: Cr P Waterhouse
That Council accepts the confidential schedule.
Carried: 5/0

Council Resolution – Item 18038.4.2
Moved: Cr P Waterhouse
Seconded: Cr R Spencer
That Council returns to open Council to move and seconded confidential item 18038.4.1 and late confidential item 18038.4.2.
Carried: 5/0

18038.5 DATE OF NEXT MEETING
The date of the next Council meeting will be held on Thursday 19th April 2018 commencing at 3.00 pm.

18038.6 CLOSURE
Cr L Butler declared the meeting closed at 5.05 pm.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 15th March 2018.

Signed: _______________________

Presiding Elected Member

Date: _________________________