

## Shire of Perenjori

## MINUTES

## Ordinary Council Meeting

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on the 21<sup>st</sup> February 2019, commenced at 3.00 pm.

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**MINUTES**

**21<sup>st</sup> February 2019**

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**19021 PRELIMINARIES**

**19021.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

Cr L Butler declared the meeting open at 3.22 pm

**19021.2 OPENING PRAYER**

Cr L Butler led the opening prayer.

**19021.3 DISCLAIMER READING**

**19021.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

Cr L Butler – Chairperson

Cr P Waterhouse – Deputy President

Cr R White

Cr L Smith

Cr J Cunningham

Cr G Reid

Cr K Pohl

Paul Bawden – CEO

Bianca Plug – EA

Ken Markham – MIS

Joelene Dennis – MCDS

Emily Eakins – CDO

**Apologies;**

Cr J Hirsch

**19021.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**19021.6 PUBLIC QUESTION TIME**

Nil.

**19021.7 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.**

Nil.

#### 19021.8 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

#### 19021.9 CONFIRMATION OF MINUTES

Minutes from the Ordinary Council Meeting held on the 20<sup>th</sup> December 2018 are attached.

<b>Officer Recommendation and Council Decision – Item 18081.9.1</b>	
<b>Moved: Cr G Reid</b>	<b>Seconded: Cr P Waterhouse</b>
<b>That Council accepts the Minutes from the Ordinary Council Meeting held on the 20<sup>th</sup> December 2018 as a true and correct record of that Meeting.</b>	
<b>Carried: 7/0</b>	

Minutes from the Special Council Meeting held on the 24<sup>th</sup> January 2019 are attached.

<b>Officer Recommendation and Council Decision – Item 18081.9.2</b>	
<b>Moved: Cr L Smith</b>	<b>Seconded: Cr P Waterhouse</b>
<b>That Council accepts the Minutes from the Special Council Meeting held on the 24<sup>th</sup> January 2019 as a true and correct record of that Meeting.</b>	
<b>Carried: 7/0</b>	

#### 19021.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

- Welcome to the new CEO Paul Bawden
- The Annual Electors Meeting went well however the ending was unfortunate.
- Hoping we can move forward from the Standards Panel decision. It was mentioned there were 20 allegations however this is incorrect, there are 6 allegations.
- There have been some recent Councillor emails that have been negative. I am hoping we can bury the hatchet, agree to disagree and get on with helping the community.
- The CEO and I plan to meet with the Minister for Local Government Mr David Templeman, to address the slowness of the inquiry. I also hope to suggest an amendment in the LG Act for the recruitment of Senior Staff in regional areas. A suggestion of a pre-requisite to pass too be eligible. If Council would like us to bring up anything, please forward it to the CEO.

#### 19021.11 PETITIONS / DEPUTATIONS / PRESENTATIONS

<b>19022 CORPORATE AND DEVELOPMENT SERVICES</b>
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<b>19022.1 FINANCIAL STATEMENTS – DECEMBER 2018</b>
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<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>ADM 0081</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>ALLY BRYANT - SFO</b>
<b>RESPONSIBLE OFFICER</b>	<b>JOELENE DENNIS - MCDS</b>
<b>REPORT DATE:</b>	<b>21<sup>ST</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>MONTHLY FINANCIAL REPORT</b>

**Executive Summary**

This item recommends that Council accepts the Financial Activity Statement for the period ending 31<sup>st</sup> December 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 31<sup>st</sup> December 2018.

The following statements are presented to Council:

- Monthly Summary Information - Charts
- Statement of Financial Activity (Program, 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**

**MINUTES**

**21<sup>st</sup> February 2019**

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 and Council Decision – Item 19022.1**

Moved: Cr L Smith

Seconded: Cr J Cunningham

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 31<sup>st</sup> December 2018.

Carried: 7/0

**19022.2 ACCOUNTS FOR PAYMENT – DECEMBER 2018**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>1306P</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>LIZ MARKHAM - AO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>ALLY BRYANT - SFO</b>
<b>REPORT DATE:</b>	<b>21<sup>ST</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS:</b>	<b>ACCOUNTS FOR PAYMENT</b>

**Executive Summary**

This item recommends that the schedule of accounts for payment for the month ending 31<sup>st</sup> December 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) 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**

<b>Committee Recommendation Council Decision – Item 19022.2</b>	
<b>Moved: Cr L Smith</b>	<b>Seconded: Cr K Pohl</b>
<b>That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 31<sup>st</sup> December 2018 as attached to and forming part of this report.</b>	
<b>Carried: 7/0</b>	
<b>Municipal Account</b>	
EFT	\$290,010.00
Direct Debits	\$62,241.04
Cheques	\$23,258.40
Corporate MasterCard	\$3,131.51
Bank Fees	\$363.11
<b>Total</b>	<b>\$379,004.11</b>
<b>Trust Account - Shire</b>	
EFT	\$
Cheques	\$
Bank Fees	\$
<b>Total</b>	<b>\$</b>
<b>Trust Account – Mt Gibson Public Benefit Funds</b>	
EFT	\$
Cheques	\$
Bank Fees	\$
<b>Total</b>	<b>\$</b>
<b><i>Totalling \$379,004.11 from Municipal Account for the month ending 31<sup>st</sup> December 2018.</i></b>	



**19022.3 FINANCIAL STATEMENTS – JANUARY 2019**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>ADM 0081</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>ALLY BRYANT - SFO</b>
<b>RESPONSIBLE OFFICER</b>	<b>JOELENE DENNIS - MCDS</b>
<b>REPORT DATE:</b>	<b>21<sup>ST</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>MONTHLY FINANCIAL REPORT</b>

**Executive Summary**

This item recommends that Council accepts the Financial Activity Statement for the period ending 31<sup>st</sup> January 2019.

**Background**

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  - Note 9. – Rating Information
  - Note 10. – Information on Borrowings
  - Note 11. – Grant and Contributions
  - Note 12.- Trust Fund
  - Note 13.- Details of Capital Acquisition

**Legal Compliance**

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

- 
- (6) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
  - (b) budget estimates to the end of the month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (7) Each statement of financial activity is to be accompanied by documents containing —
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) an explanation of each of the material variances referred to in subregulation (1) (d); and (c) such other supporting information as is considered relevant by the local government.
- (8) The information in a statement of financial activity may be shown —
- (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit
- (9) A statement of financial activity, and the accompanying documents referred to in subregulation 34 (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
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- (10) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

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- (2) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- a. is incurred in a financial year before the adoption of the annual budget by the local government; or
  - b. is authorised in advance by resolution; or
  - c. is authorised in advance by the mayor or president in an emergency.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

**MINUTES****21<sup>st</sup> February 2019**

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, &amp; MIS.

**Voting Requirements - Simple Majority****Committee Recommendation and Council Decision – Item 19022.3****Moved: Cr R White****Seconded: Cr J Cunningham**

**That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 31<sup>st</sup> January 2019.**

**Carried: 7/0****19022.4 ACCOUNTS FOR PAYMENT – JANUARY 2019**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>1306P</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>LIZ MARKHAM - AO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>ALLY BRYANT - SFO</b>
<b>REPORT DATE:</b>	<b>21<sup>ST</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS:</b>	<b>ACCOUNTS FOR PAYMENT</b>

**Executive Summary**

This item recommends that the schedule of accounts for payment for the month ending 31<sup>st</sup> January 2019 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.

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- a) The payee's name;
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- 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

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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 and Council Decision – Item 19022.2**

Moved: Cr L Smith

Seconded: Cr R White

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 31<sup>st</sup> January 2019 as attached to and forming part of this report.

Carried: 7/0

<b>Municipal Account</b>	
EFT	\$141,327.31
Direct Debits	\$72,035.67
Cheques	\$37,279.03
Corporate MasterCard	\$2,162.23
Bank Fees	\$241.29
<b>Total</b>	<b>\$253,042.53</b>

<b>Trust Account - Shire</b>	
EFT	\$
Cheques	\$800.00
Bank Fees	\$
<b>Total</b>	<b>\$ 800.00</b>

<b>Trust Account – Mt Gibson Public Benefit Funds</b>	
EFT	\$
Cheques	\$
Bank Fees	\$
<b>Total</b>	<b>\$</b>

*Totalling \$253,842.53 from Municipal and Trust Accounts for the month ending 31<sup>st</sup> January 2019.*

**19022.5 BANK SIGNATORIES**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>NIL</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>PAUL BAWDEN - CEO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PAUL BAWDEN - CEO</b>
<b>REPORT DATE:</b>	<b>21<sup>ST</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

**Executive Summary**

This item asks Council's endorsement to make an alteration to the Bank signatories by adding the new Chief Executive Officer (CEO) whilst removing the previous incumbent.

**Background**

It is a requirement for Council to endorse any alterations to the Bank signatories, with the minutes provided to Bankwest verifying such approvals. Two signatures are required on all bank transactions to ensure adequate securities are in place. The current signatures are:

- Acting CEO – Stephen Tindale
- MIS – Ken Markham
- MCDS – Joelene Dennis
- SFO – Alice Bryant
- President – Laurie Butler

The following changes are proposed to reflect the current employee situation:

- CEO – Paul Bawden
- MIS – Ken Markham
- MCDS – Joelene Dennis
- SFO – Alice Bryant
- President – Laurie Butler

**Statutory Environment**

Local Government (Financial) Regulations 1996

**Policy Implications**

Nil

**Financial Implications**

Designation of signatories can reduce risk of finance mismanagement.

**Strategic Implications**

Area 5: Investing in Councils Capacity – Our Leadership

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

**Risk Management**

Risk Statement	Level of Risk	Risk Mitigation Strategy
Don't have sufficient choices in signatories to accommodate people being away.	Medium (Likelihood: likely, Consequence: Moderate)	Ensure signatories are changed asap to accommodate changes in staffing.

**Consultation**

BankWest

**Comment**

Nil

**Voting Requirements – Simple Majority****Committee Recommendation and Council Decision – Item 19022.5****Moved: Cr L Smith****Seconded: Cr P Waterhouse**

**That Council approves the removal of the previous Acting Chief Executive Officer – Stephen David Tindale as Bankwest signatory and adds the current Chief Executive Officer – Paul Reginald Bawden.**

**Carried: 7/0****19022.6 PERENJORI PUBLIC BENEFIT TRUST – ROUND 13**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>NIL</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>EMILY EAKINS – CDO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>JOELENE DENNIS – MCDS</b>
<b>REPORT DATE:</b>	<b>21<sup>ST</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>MINUTES</b>

**Executive Summary**

This item provides information and minutes of the Public Benefit Trust panel meeting held on Monday 4<sup>th</sup> February 2019.

**Background**

Round 13 of the Perenjori Public Benefit Trust was promoted as being open in November 2018 via the Bush Telegraph and the Shire of Perenjori website and Facebook page. Round 13 closed on Thursday 6<sup>th</sup> of December at 4pm. There were a total of five applications submitted by the following groups: Perenjori R.S.L Club, Perenjori Ladies Bowling Club, Perenjori Agricultural Society, Yarra Yarra Catchment and the Perenjori Pistol Club. Councils Community Development Officer spoke with each about their applications to confirm or amend information, before rating the applications. The table below outlines each application, their rating and comments. (Note: Applications are rated on a scale of 1- 4, with 1 complying to criteria most and 4 complying with

criteria least.)

Applicant	Project	Amount Requested	Amount recommended	Amount rewarded	Rating	Comments
Perenjori R.S.L	Completion of memorial park	\$1,310.40	\$1,310.40	<b>\$1,310.40</b>	3	R.S.L requesting help to complete a project that was started with funding from the PBT.
Perenjori Ladies bowling club	New Uniforms	\$3,000.00	\$3,000.00	<b>\$3,000.00</b>	4	The bowling club is requesting money for new uniforms to restore a sense of pride back into the club.
Perenjori Ag Society	New equipment	\$12,417.00	\$5,000.00	<b>\$5,000.00</b>	2	The Ag society receive funding from Mt Gibson as well, the decision was made to reduce the amount rewarded.
Yarra Yarra Catchment	Direct Seeding Machine	\$42,460.00	\$24,000	<b>\$24,000</b>	1	Requesting money for Direct seeder. Well developed application however organisation was found to be financially capable of funding the difference.
Perenjori Pistol Club	New Training Shed	\$25,690.00	\$16,189.60	<b>\$16,189.60</b>	4	Requesting money for a new training shed, we want to support the development of sporting clubs and groups within the town of Perenjori.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

An amount of up to \$49,500 from the trust to be allocated to successful applicants.

#### **Strategic Implications**

Area 3: People and place – Our Community

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

#### **Risk Management**

Not applicable.



**Consultation**

Joelene Dennis

Geoff Pridham, R.S.L Perenjori

Elaine King, Perenjori Ladies Bowling Club

Paddy King, Perenjori Agricultural Society

Jude Sutherland, Yarra Yarra Catchment Management Group

Brendon Mason, Perenjori Pistol Club

**Comment**

All organisations put forward very well written applications. The full amount was awarded to the Perenjori R.S.L in order to complete a project that was started with the help of the Public Benefit Trust. The full amount was also awarded to the Perenjori Bowling Club.

Perenjori Agricultural Society were unsuccessful in receiving the full amount of funding as Mt Gibson already fund them outside of the Public Benefit Trust, the Mt Gibson representative said they had been talking about it for the last few rounds. Yarra Yarra Catchment Management Group where also not successful for the full amount of funding as they appear to be financially capable of funding the rest of the money themselves. The Perenjori Pistol Club also were not successful for the full amount of funding, however did receive a substantial amount.

**Voting Requirements – Simple Majority****Officers Recommendation and Council Decision – Item 19022.6****Moved: Cr K Pohl****Seconded: Cr P Waterhouse**

**It is requested that Council receive the Public Benefit Trust panel meeting minutes of the meeting held on 4<sup>th</sup> of February 2019.**

**Carried: 7/0****Council Decision – Item 19022.6****Moved: Cr R White****Seconded: Cr L Smith**

**That Council formally acknowledge the contribution from the Mt Gibson Mine by holding a recognition function and place a plaque in the town centre.**

**Carried: 7/0**

**19024 INFRASTRUCTURE SERVICES****19024.1 ROAD MAINTENANCE – DECEMBER 2018 & JANUARY 2019**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>R999</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES</b>
<b>RESPONSIBLE OFFICER:</b>	<b>KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES</b>
<b>REPORT DATE:</b>	<b>21<sup>ST</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

**Executive Summary**

This item seeks Council's acceptance of the road maintenance report for December 2018 and January 2019.

**Background**

Listed are the roads that were graded for the months of December & January.

- Young Road
- Hill Road
- Grant Road
- Koolanooka Road
- Odea Road
- Chapel Road
- Metcalfe Road
- Lochada Road
- Keogh Road
- Solomon Road
- Bestry Road
- Perenjori Rothsay Road
- Warriedar Coppermine Road
- Karara Road
- Farris Road
- Taylors Road
- Forte Road
- Caffins Road
- Muriels Lane
- Coorow Maya Road
- Maya South West Road
- Diamond Road
- Jackson Road
- Bryant Road
- Maya East Road
- Chisholm Road

**Comment**

School bus routes and traffic from the recent harvest have been the areas that have been focused on.

**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**

As per Road Maintenance Policy

**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**

Risk Statement	Level of Risk	Risk Mitigation Strategy
Not maintaining roads will lead to deterioration of the asset and safety issues for users	High	To maintain roads to a standard and implementation of a Road Maintenance Plan.

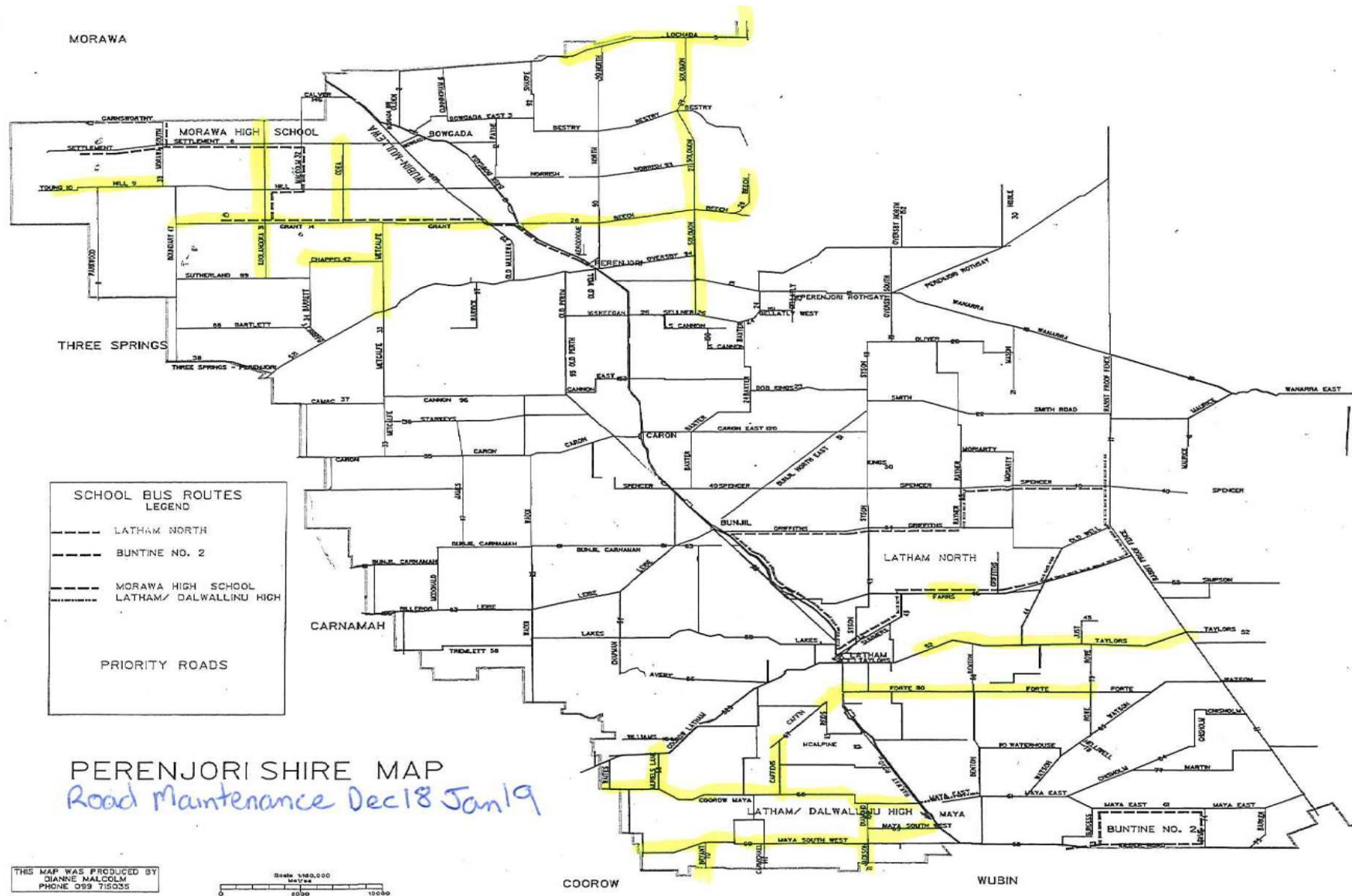
**Consultation**

Team Leaders

Grader Operators

**Voting Requirements – Simple Majority**

<b>Officers Recommendation and Council Decision – Item 19024.1</b>	
<b>Moved: Cr P Waterhouse</b>	<b>Seconded: Cr R White</b>
<b>That the road maintenance report for December 2018 and January 2019 be accepted as presented.</b>	
<b>Carried: 7/0</b>	



**19025 GOVERNANCE**

Cr L Smith left the meeting at 4.49 pm.

Cr L Smith returned to the meeting at 4.51 pm.

**19025.1 DRAFT BUDGET REVIEW 2018/19**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>ADM 0339</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>PAUL BAWDEN - CEO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PAUL BAWDEN - CEO</b>
<b>REPORT DATE:</b>	<b>21<sup>st</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS</b>	<b>BUDGET REVIEW - FINANCIAL DOCUMENT</b>

**Executive Summary**

Each Local Government is required to conduct a budget review between 1 January and 31 March each financial year. A budget review is a detailed comparison of the year to date actual results with the adopted budget and provides an opportunity to make necessary amendments.

**Background**

The review has been carried out by senior staff responsible for budgets. The review has required a thorough investigation of all areas over several meetings to ensure expenditure and income stated will be as accurate as possible. The Council also needs to address any variations in actual and expected income and expenditure.

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

The more significant changes to income or expenditures are addressed in this report.

**Statutory Environment**

Local Government (Financial Management) Regulations 1996 Part 33A requires the Council to consider the review for the period from July to December of that financial year. The regulation also requires the Council to consider the local governments financial position, consider the options presented and decide whether or not to adopt the review as presented, any part of the review or any recommendations made in the review, and consider the outcomes that are forecast in the budget.

**Policy Implications**

Nil

**Financial Implications**

This review addresses budgetary implications for the remainder of this financial year.

**Strategic Implications**

To ensure that the Council is able to deliver expected services within its financial resources.

**Consultation**

MIS, MCDS, SFO

**Comment**

Annual budgets are by nature predictions of what will happen during the term of the budget. Though budgets are carefully prepared unexpected circumstances and external influences result in the need to review the proposed activities for the remainder of the financial year.

A detailed summary of the budgetary situation is contained in the attachment. This includes the income and expenditure as at the 31<sup>st</sup> December 2018, together with proposed variations to ensure that the Council achieves a balanced budget for the financial year.

The following key items are drawn to Councils attention:

- Grants Commission projected income higher than expected
- Employee expense – range of over and under outcomes that essentially balance
- Amendments made to include housing Allocation budget
- Consultant costs greater than expected – including additional support proposed for the development of an improved HR/Governance framework.
- Staff housing rent less than expected
- Refuse site maintenance greater than expected
- Planning Fees received greater than expected
- Community Buildings operational costs greater than expected
- Mt Gibson funding towards Shire infrastructure greater than expected
- Blues for the Bush net result being an increase in cost
- General roads maintenance expense is greater than expected
- No expenditure sought for Northeast Farming Future – Dry season
- Grant funding for the Caron dam not realised
- Standpipe income greater than projected
- Business Incubator income greater than expected
- Private Works income less than expected
- Plant expense greater than expected
- Workers compensation wages greater than expected, this is currently offset by an increase in reimbursement.

In summary while the budget was over expended during the first six months the proposed variations for the remainder of the year are expected to achieve a balanced result.

The detailed “Budget Review Report” providing information at the job level will be forwarded on the 18<sup>th</sup> February 2019.

**Voting Requirements – Absolute Majority**

**Committee Recommendation and Council Decision – Item 19025.1****Moved: Cr R White****Seconded: Cr K Pohl****That Council in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 Council:**

- 1. Adopts the statutory mid-year budget review for the financial year of 2018/2019.**
- 2. Provides a copy of the budget review to the Department of Local Government within 30 days of Council adoption.**

**Carried: 7/0**

Cr G Reid left the meeting at 5.22 pm.

Cr G Reid returned to the meeting at 5.25 pm.

**19025.2 CORPORATE BUSINESS PLAN REVIEW**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>ADM 0468</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>PAUL BAWDEN - CEO</b>
<b>RESPONSIBLE OFFICER:</b>	<b>PAUL BAWDEN - CEO</b>
<b>REPORT DATE:</b>	<b>21<sup>ST</sup> FEBRUARY 2019</b>
<b>ATTACHMENTS:</b>	<b>SPREADSHEET TEMPLATE</b>

**Executive Summary**

There is an expectation for the Shire to review progress on the delivery of its Corporate Business Plan (CBP). This report summarises the progress at the end of Quarter 2, being 31<sup>st</sup> December 2018.

While there has been progress in many areas it is considered that the expectations are high based on the internal resources of the Shire.

It is recognised that further work is needed to improve the presentation of the attachment.

**Background**

At the October 2018 Ordinary Meeting the Council resolved to adopt its 2018/19 Corporate Business Plan (which implements matters contained in the Strategic Community Plan). It is the Corporate Business Plan that activates the Strategic Community Plan by responding to Council's broad objectives and the prioritisation of the community's short, medium and long-term goals with an action plan.

A critical accountability and transparency element is the reporting process by which the local government informs the community and statutory bodies on its progress in delivering services, projects and other operations to meet the goals of the Strategic Community Plan.

The actions are summarised in the Attachment. Some of the actions (around 20) were the subject of project plans while many were not well defined/scoped. There also appear to be several items with similar outcomes

In preparing for 2019/20 there is considered a need to review and where justified consolidate some matters and more robustly prioritise others.

### Comment

The attached spreadsheet identifies the strategies and actions for each Community Strategic Plan objective and the year/s of implementation across the four-year life of the Corporate Business Plan. It also identifies the Shire staff member charged with responsibility for leading implementation - while noting that ultimate responsibility for the staff member concerned rests with the CEO.

As shown on the spreadsheet, the attainment of certain strategies and actions can be hampered by;

- Insufficient funding and cost blowouts.
- Scheduling difficulties arising from external blockages or narrow windows of opportunity.
- Resource constraints (lack of staff time, knowledge, technology or materials).

A set of traffic lights alongside these three potential areas of constraint quickly flags to staff, Councillors and community members, those Corporate Business Plan actions that may need collective consideration and attention.

If a red or amber traffic light appears alongside any constraint, it doesn't necessarily mean that the whole project is jeopardised.

Instead the 'Project Standing' traffic light is intended to disclose the **overall** standing of the project irrespective of minor glitches that may have been previously signalled. The comments field is intended to include brief notes on the project so that at any point in time staff and elected members can update, or remind themselves, on the status of projects.

In summarising the outcomes, the following specific matters are brought to the attention of Council:

- Telecommunications – Fibre Connection: This has not been progressed although attention has been provided to related areas.
- Support Solar Park Power Project: Scoping Paper needs to be progressed however unlikely to be finalised this FY.
- New residential and industrial land: Current demand does not justify further investment.
- Tourism Marketing Strategy: Progress of actions to be pursued in Quarter 3.
- Migration Strategy to support population growth: To be pursued in Quarter 3 however likely to extend into 2019/20.
- Feed-back from community on Shire performance: Propose consider a community survey.
- Junior Council and Youth Advisory Council: Review demand and innovative approaches to obtain input.
- Asset Management Plan/Long Term Financial Plan/Workforce Plan: Being progressed for completion before end of Financial Year.

### Statutory Environment

#### **Local Government (Administration) Regulations 1996**

#### **19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —



- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether to adopt the plan or the modifications.  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

**Policy Implications**

Nil

**Financial Implications**

There have been no major financial issues in the delivery of the actions.

**Strategic Implications**

One of the goals of the Shire of Perenjori's Strategic Community Plan 2017 – 2027 is to:

***Strengthen the Shire's position as an innovative and proactive local Government providing excellence in all areas of governance, management and leadership.***

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

The adoption of quarterly reporting on the Corporate Business Plan is consistent with building "... the capacity of the Council to undertake ongoing planning, reviews and report on progress and develop leadership and management capacity within Council and staff."

**Risk Management**

Risk Statement	Level of Risk	Risk Mitigation Strategy
Complying with the Local Government Act and recent amendment's in relation to the review of plans.	A moderate consequence including reputational damage if the reporting does not meet legislative expectations.	Provide information to Council to allow decision making to comply with the Act.

**Consultation**

Shire President

**Voting Requirements – Simple Majority**

**Officers Recommendation and Council Decision – Item 19025.2**

Moved: Cr J Cunningham

Seconded: Cr R White

That Council adopt the attached Corporate Business Plan spreadsheet report for Quarter 2 - 31 December 2018.

Carried: 7/0

**19026 STATUS REPORT**

APPLICANT: SHIRE OF PERENJORI

FILE: NIL

DISCLOSURE OF INTEREST: NIL

AUTHOR: PAUL BAWDEN - CEO

RESPONSIBLE OFFICER: PAUL BAWDEN - CEO

REPORT DATE: 21<sup>ST</sup> FEBRUARY 2019

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 councillors 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 and Council Decision – Item 19026**

Moved: Cr J Cunningham

Seconded: Cr P Waterhouse

Council accepts the Status Report as presented for the months of December 2018 and January 2019.

Carried: 7/0

**19027 OTHER BUSINESS****19027.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN****19027.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN****19027.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION****19027.4 MATTERS BEHIND CLOSED DOORS**

Paul Bawden, Bianca Plug, Ken Markham, Joelene Dennis and Emily Eakins left the meeting at 5.40 pm.

*In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:*

- a) *A matter affecting an employee or employees*
- b) *The personal affairs of any person;*
- c) *A matter that if disclosed, would reveal –*
  - i. *A trade secret; or*
  - ii. *Information that has a commercial value to a person; or*
  - iii. *Information about the business, professional, commercial or financial affairs of a person*

**Officer Recommendation and Council decision – Item 19027.4.1**

Moved: Cr L Smith

Seconded: Cr K Pohl

In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

- a) **a matter affecting an employee or employees**

Carried: 7/0

