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

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Shire of Perenjori
Ordinary Council Meeting
MINUTES 21st February 2019

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 20th December 2018 are attached.

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

Minutes from the Special Council Meeting held on the 24th January 2019 are attached.

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

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
Executive Summary
This item recommends that Council accepts the Financial Activity Statement for the period ending 31st 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 31st 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

(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


Carried: 7/0

**19022.2 ACCOUNTS FOR PAYMENT – DECEMBER 2018**

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

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 31st 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
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**
Moved: Cr L Smith  
Seconded: Cr K Pohl  
That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 31st December 2018 as attached to and forming part of this report.  
Carried: 7/0

<table>
<thead>
<tr>
<th>Municipal Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$290,010.00</td>
</tr>
<tr>
<td>Direct Debits</td>
<td>$62,241.04</td>
</tr>
<tr>
<td>Cheques</td>
<td>$23,258.40</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$3,131.51</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$363.11</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$379,004.11</strong></td>
</tr>
</tbody>
</table>

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

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

*Totalling $379,004.11 from Municipal Account for* the month ending 31st December 2018.
Executive Summary
This item recommends that Council accepts the Financial Activity Statement for the period ending 31st January 2019.

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

Details

The following statements are presented to Council:
- Monthly Summary Information - Charts
- Statement of Financial Activity (Program and Nature & Type) - This provides the budget and actual income and expenditure for operating and non-recurrent as well as the closing surplus to date. (FM Reg 34(1))
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  - 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 –
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.

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.

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

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.

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

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

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

a. is incurred in a financial year before the adoption of the annual budget by the local government; or

b. is authorised in advance by resolution; or

c. is authorised in advance by the mayor or president in an emergency.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications
Area 5: Investing in Councils Leadership

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

Consultation

Liaison with CEO, SFO, & MIS.

Voting Requirements - Simple Majority

Committee Recommendation and Council Decision – Item 19022.3

Moved: Cr R White
Seconded: Cr J Cunningham


Carried: 7/0

19022.4 ACCOUNTS FOR PAYMENT – JANUARY 2019

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

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 31st 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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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**
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 31st January 2019 as attached to and forming part of this report.
Carried: 7/0

<table>
<thead>
<tr>
<th>Municipal Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$141,327.31</td>
</tr>
<tr>
<td>Direct Debits</td>
<td>$72,035.67</td>
</tr>
<tr>
<td>Cheques</td>
<td>$37,279.03</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$2,162.23</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$241.29</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$253,042.53</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trust Account - Shire</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$</td>
</tr>
<tr>
<td>Cheques</td>
<td>$800.00</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 800.00</strong></td>
</tr>
</tbody>
</table>

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

*Totalling $253,842.53 from Municipal and Trust Accounts for the month ending 31st January 2019.*
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 – Joeline 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 – Joeline 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
Shire of Perenjori

Ordinary Council Meeting

MINUTES

21st February 2019

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don’t have sufficient choices in signatories to accommodate people being away.</td>
<td>Medium (Likelihood: likely, Consequence: Moderate)</td>
<td>Ensure signatories are changed asap to accommodate changes in staffing.</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>19022.6 PERENJORI PUBLIC BENEFIT TRUST – ROUND 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICANT: SHIRE OF PERENJORI</td>
</tr>
<tr>
<td>FILE: NIL</td>
</tr>
<tr>
<td>DISCLOSURE OF INTEREST: NIL</td>
</tr>
<tr>
<td>AUTHOR: EMILY EAKINS – CDO</td>
</tr>
<tr>
<td>RESPONSIBLE OFFICER: JOELENE DENNIS – MCDS</td>
</tr>
<tr>
<td>REPORT DATE: 21ST FEBRUARY 2019</td>
</tr>
<tr>
<td>ATTACHMENTS MINUTES</td>
</tr>
</tbody>
</table>

**Executive Summary**

This item provides information and minutes of the Public Benefit Trust panel meeting held on Monday 4th 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 6th 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...
Shire of Perenjori
Ordinary Council Meeting
MINUTES
21st February 2019

Applicant | Project | Amount Requested | Amount recommended | Amount rewarded | Rating | Comments
--- | --- | --- | --- | --- | --- | ---
Perenjori R.S.L | Completion of memorial park | $1,310.40 | $1,310.40 | $1,310.40 | 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 | $3,000.00 | 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 | $5,000.00 | 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 | $24,000 | 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 | $16,189.60 | 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 were 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**

<table>
<thead>
<tr>
<th>Officers Recommendation and Council Decision – Item 19022.6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Moved:</strong> Cr K Pohl</td>
</tr>
<tr>
<td><strong>Seconded:</strong> Cr P Waterhouse</td>
</tr>
<tr>
<td>It is requested that Council receive the Public Benefit Trust panel meeting minutes of the meeting held on 4th of February 2019.</td>
</tr>
<tr>
<td><strong>Carried:</strong> 7/0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Decision – Item 19022.6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Moved:</strong> Cr R White</td>
</tr>
<tr>
<td><strong>Seconded:</strong> Cr L Smith</td>
</tr>
<tr>
<td>That Council formally acknowledge the contribution from the Mt Gibson Mine by holding a recognition function and place a plaque in the town centre.</td>
</tr>
<tr>
<td><strong>Carried:</strong> 7/0</td>
</tr>
</tbody>
</table>
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
- Chappel Road
- Metcalfe Road
- Lochada Road
- Keogh Road
- Solomon Road
- Bestry Road
- Perenjori Rothsay Road
- Warriedar Coppermine Road
- Karara Road
- Farrs 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

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

Consultation
Team Leaders
Grader Operators

Voting Requirements – Simple Majority

Officers Recommendation and Council Decision – Item 19024.1

Moved: Cr P Waterhouse         Seconded: Cr R White
That the road maintenance report for December 2018 and January 2019 be accepted as presented.

Carried: 7/0
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

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

Executive Summary
Each Local Government is required to conduct a budget review between 1 January and 31 March each financial year. A budget review is a detailed comparison of the year to date actual results with the adopted budget 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
Shire of Perenjori  
Ordinary Council Meeting  
MINUTES  
21st February 2019

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 31st 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 Council’s 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 18th 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:

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

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

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 31st 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 —
Shire of Perenjori

Ordinary Council Meeting

MINUTES 21st February 2019

(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

<table>
<thead>
<tr>
<th>Risk Statement</th>
<th>Level of Risk</th>
<th>Risk Mitigation Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complying with the Local Government Act and recent amendment’s in relation to the review of plans.</td>
<td>A moderate consequence including reputational damage if the reporting does not meet legislative expectations.</td>
<td>Provide information to Council to allow decision making to comply with the Act.</td>
</tr>
</tbody>
</table>

Consultation

Shire President

Voting Requirements – Simple Majority
Ordinary Council Meeting

MINUTES

21st February 2019

**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

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**19026  STATUS REPORT**

**APPLICANT:** SHIRE OF PERENJORI  
**FILE:**  
**DISCLOSURE OF INTEREST:**  
**AUTHOR:** PAUL BAWDEN - CEO  
**RESPONSIBLE OFFICER:** PAUL BAWDEN - CEO  
**REPORT DATE:** 21ST 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, Jolene 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
19027.4.1 CONFIDENTIAL ITEM – ADOPTION OF CEO’S 2019 KPI’S

APPLICANT: SHIRE OF PERENJORI
FILE: PER 385
DISCLOSURE OF INTEREST: NIL
AUTHOR: PAUL BAWDEN - CEO
RESPONSIBLE OFFICER: PAUL BAWDEN - CEO
REPORT DATE: 21ST FEBRUARY 2019

Officer Recommendation and Council Decision – Item 19027.4.1

Moved: Cr L Smith
Seconded: Cr J Cunningham
That Council adopt the attached CEO Key Performance Indicators for the period through to 31 August 2019.
Carried: 7/0

Officer Recommendation and Council Decision – Item 19027.4.1

Moved: Cr L Smith
Seconded: Cr K Pohl
That Council move from behind closed doors.
Carried: 7/0

19027.5 DATE OF NEXT MEETING

The date of the next Council meeting will be held on Thursday 21ST March 2019 commencing at 3.00 pm.

19027.6 CLOSURE

Cr L Butler declared the meeting closed at 6.00 pm.